CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, April 18th, 2022 @ 7:30pm

The public is invited to attend these meetings in person
Attend by phone **City Council**: 1-844-992-4726 Meeting Access Code: 2487 000 1527
Attend by phone **Safety and Public Works Committee 6:45 PM**: 1-844-992-4726 Meeting Access Code: 2497 883 0296
Attend by phone: **Personnel and Finance Committee 7:00 PM:** 1-844-992-4726 Meeting Access Code: 2495 754 2817

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

NOTICE TO THE PUBLIC: Council Member O'Day attending SPW and Regular Council Meeting via WebEx from:
1126 Tipton Ct, Fort Myers, FL 33901

1. **Call To Order - 7:30pm**
2. **Roll Call**

   ____ T. Stenglein ____ T. Erickson____ M. O'Day ____ K. Stunek

   ____ G. Johnson ____ D. Pritschet ___ 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:

      041822 COUNCIL AP REGISTER.pdf
      MAR 22 PREPAIDS REGISTER.pdf

   B. **Approval Of Minutes**

Documents:

2022-04-04 CC Draft.pdf

C. **Approval Of Licenses**
Contractor Licenses- 1

Documents:

20220418 Contractor Licenses.pdf

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

Finance Director Report

IT/GIS Director Report

Community Development Director Report

Documents:

2022-03 PD Report.pdf
Council Dept Report IT.pdf
Community Development Director Report - April 2022.pdf

E. **Resolution- Accept 1st Quarter Donations**

Documents:

1st Quarter Donations.pdf

6. **Council Committee Reports**

A. **Safety And Public Works Committee - 6:45PM**
WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2497 883 0296

Documents:

4-18 SPW Agenda.pdf

1. Approve Event/Parking Lot Closure Application - Armed Forces Freedom Festival

Documents:

SPW-Armed Forces Freedom Festival.pdf

2. Approve Event/Street Closure Application - Smiles On The 'ssippi

Documents:

SPW-Smiles on the Ssippi Event.pdf

3. Approve Construction And Maintenance Cost Share Agreement With Crow Wing County For 2022 Cuyuna Lakes State Trail Project

Documents:

SPW-Construction and Maintenance Agreement with CWC.pdf

4. Approve Plans And Specifications And Authorize Bidding For Improvement 19-02 - Cuyuna Lakes State Trail West Segment

Documents:

SPW Approve Plans and Specs - 19-02 West.pdf

5. Approve Construction Materials Testing Agreement With Braun Intertec For Improvement 19-02 - Cuyuna Lakes State Trail NP Center Segment

Documents:

SPW Materials Testing Services Proposal.pdf

6. Review Classification Of Land To "Non-Conservation" And Future Sale Of Tax Forfeited Lands

Documents:

SPW Tax-Forfeit Non-Conservation Parcels.pdf

7. Direction On Active Code Enforcement Cases

Documents:

SPW - Direction on Active Code Enforcement Cases.pdf

B. **Personnel And Finance Committee 7:00 PM**

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2495 754 2817

Documents:

4-18 PF Agenda.pdf

1. Consideration Of Bids For The Historic Water Tower Rehabilitation Project

   Documents:

   PF Historic Water Tower Bids.pdf

2. Ratify The Hiring Of 2022 Temporary Employees

   Documents:

   Ratify Hiring of 2022 Summer Temporary Employees 4_18_22.pdf

3. Accept The Resignation Of Police Officer Steven Knisley

   Documents:

   Steven Knisley resignation agenda request.pdf

4. Accept The Resignation Of City Engineer/Public Works Director Paul Sandy

   Documents:

   Accept the Resignation of City Eng_Public Works Director Sandy.pdf

5. Approve Memorandum Of Agreement For James Kramvik To Serve As Acting Community Development Director

   Documents:

   Approve MOA for Kramvik CDD.pdf

6. Update On Community Development Director Hiring Process

   Documents:

   Update on Community Development Director Hiring.pdf

7. Approval Of Change Order For Zoning Code Update Project

   Documents:

   PF - Approval of Change Order for Zoning Code Update Project.pdf

8. Consideration Of Contract With Swanson Haskamp Consulting For As-Needed Planning & Zoning Consulting Services

   Documents:

   PF - Consideration of Contract with Swanson Haskamp .pdf

9. Consider Brainerd Community Action Request For Agreement Amendment

    Documents:

    PF BCA Agreement Amendment.pdf

10. Authorize Library Entrance Door Project And To Request Funds From Kitchigami Regional Library (KRL) Reserve Fund

    Documents:

    PF-Library Capital Request.pdf

11. Resolution- Elect The Standard Allowance Available Under The Revenue Loss Provision Of The Coronavirus Local Fiscal Recovery Fund Established Under The American Rescue Plan Act

    Documents:

    PF-Res Standard Allowance ARPA Funds.pdf

12. Update On Request For Funds To Be Returned From LAMC

    Documents:

    Update on LAMC.pdf

7. **Unfinished Business**

A. **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 – 1 position

8. **New Business**

   A. **First Reading - Proposed Ordinance 1529 - An Ordinance Amending Section 1200 Of The Brainerd City Code Pertaining To Intoxicating Liquor**

      Documents:

      First Reading Ord 1529.pdf

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

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

11. **Mayor's Report**

12. **Council Member Reports**

13. **Adjourn To Planning Commission Meeting On April 20th, 6:00 P.m. In The City Council Chambers**

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

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

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 04/18/2022 - 04/18/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0011 - ACE HARDWARE:							
304816							
70837	ACE HARDWARE	03/31/2022	04/20/2022	44.59	44.59	Open	N
	VAC TRUCK SLEDGE HAMMER & MOUNTING HA	pziemer					04/20/2022
	237-3190-42220 REPAIR & MAINT			44.59			
304867							
70894	ACE HARDWARE	04/04/2022	04/20/2022	16.14	16.14	Open	N
	CHAIN COIL, SPRING SNAP	pziemer					04/20/2022
	225-2220-42210 OPERATING SUPPLIES			16.14			
304899							
70903	ACE HARDWARE	04/05/2022	04/20/2022	8.99	8.99	Open	N
	INDOOR MOUNTING TAPE	pziemer					04/20/2022
	230-5200-42220 REPAIR & MAINT			8.99			
305046							
70916	ACE HARDWARE	04/11/2022	04/20/2022	17.98	17.98	Open	N
	KILZ PRIMER - COLLEGE DRIVE BRIDGE	pziemer					04/20/2022
	230-5200-42220 REPAIR & MAINT			17.98			
304962							
70933	ACE HARDWARE	04/07/2022	04/20/2022	21.50	21.50	Open	N
	CLAMPS	pziemer					04/20/2022
	225-2220-42210 OPERATING SUPPLIES			21.50			
305127							
71005	ACE HARDWARE	04/14/2022	04/20/2022	12.58	12.58	Open	N
	GGP - VANDALISM REPAIR - OUTLET COVE	pziemer					04/20/2022
	230-5200-42220 REPAIR & MAINT			12.58			
	Total for vendor 0011 - ACE HARDWARE:			121.78	121.78		
Vendor 2902 - ADVANCE AUTO PA:							
6574209172788							
70843	ADVANCE AUTO PARTS	04/01/2022	04/20/2022	30.81	30.81	Open	N
	DIESEL FUEL TREATMENT	pziemer					04/20/2022
	235-3100-42220 REPAIR & MAINT			30.81			
6574210486224							
71013	ADVANCE AUTO PARTS	04/14/2022	04/20/2022	12.87	12.87	Open	N
	WEATHER STRIPPING ADHESIVE	pziemer					04/20/2022
	235-3100-42220 REPAIR & MAINT			12.87			
	Total for vendor 2902 - ADVANCE AUTO PA:			43.68	43.68		
Vendor 2670 - AMERICAN STEEL:							
109008							
70904	AMERICAN STEEL SUPPLY INC	03/28/2022	04/20/2022	52.04	52.04	Open	N
	MMP- DRINKING FOUNTAIN PLAQUE - LIONS	pziemer					04/20/2022

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	230-5200-42220 REPAIR & MAINT			52.04			
	Total for vendor 2670 - AMERICAN STEEL:			52.04	52.04		
Vendor 2846 - AMERICAN WELDING:							
08414277							
70836	AMERICAN WELDING-GAS INC	03/31/2022	04/20/2022	58.55	58.55	Open	N
	WELDING MACHINE ROLLER GUIDE	pziemer					04/20/2022
	235-3125-42220 REPAIR & MAINT			58.55			
08436345							
70856	AMERICAN WELDING-GAS INC	03/31/2022	04/20/2022	80.80	80.80	Open	N
	WELDING GAS CYLINDER RENTAL	pziemer					04/20/2022
	235-3100-42220 REPAIR & MAINT			80.80			
	Total for vendor 2846 - AMERICAN WELDING:			139.35	139.35		
Vendor 0039 - AMERIPRIDE LINE:							
253000122619							
70838	ARAMARK UNIFORM SERVICES	03/31/2022	04/20/2022	114.53	114.53	Open	N
	RUGS AND OVERALLS	pziemer					04/20/2022
	235-3100-43430 MISCELLANEOUS			114.53			
253000125230							
70911	ARAMARK UNIFORM SERVICES	04/07/2022	04/20/2022	82.70	82.70	Open	N
	RUGS AND OVERALLS	pziemer					04/20/2022
	235-3100-43430 MISCELLANEOUS			82.70			
	Total for vendor 0039 - AMERIPRIDE LINE:			197.23	197.23		
Vendor 3343 - ARROW MANAGEMEN:							
29986							
70858	ARROW MANAGEMENT	04/03/2022	04/20/2022	195.00	195.00	Open	N
	1213 PINE STREET - TRASH REMOVAL	pziemer					04/20/2022
	101-2400-43405 NUISANCES			195.00			
	Total for vendor 3343 - ARROW MANAGEMEN:			195.00	195.00		
Vendor 3859 - ASL INTERPRETING SERVICES INC:							
22.04146							
70870	ASL INTERPRETING SERVICES INC	04/01/2022	04/20/2022	20.00	20.00	Open	N
	INTERPRETING SERVICES - PD	pziemer					04/20/2022
	225-2120-43300 PROFESSIONAL SERVICES			20.00			
	Total for vendor 3859 - ASL INTERPRETING SERVICES INC:			20.00	20.00		
Vendor 0745 - BATTERIES PLUS:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
P50460296							
70936	BATTERIES PLUS	04/06/2022	04/20/2022	76.50	76.50	Open	N
	LED LIGHTS	pziemer					04/20/2022
	225-2220-42210 OPERATING SUPPLIES			76.50			
	Total for vendor 0745 - BATTERIES PLUS:			76.50	76.50		
Vendor 0057 - BESTUL, MIKE:							
4/7/22							
70921	BESTUL, MIKE	04/08/2022	04/20/2022	525.50	525.50	Open	N
	DULUTH TRAVEL	pziemer					04/20/2022
	225-2120-43330 PROFESSIONAL DEVELOPMENT			525.50			
	Total for vendor 0057 - BESTUL, MIKE:			525.50	525.50		
Vendor 3966 - BLUE SKY TRANSIT:							
32022							
70941	BLUE SKY TRANSIT	03/31/2022	04/20/2022	104,917.71	104,917.71	Open	N
	MARCH 22 3RD PARTY SERVICES	pziemer					04/20/2022
	203-9000-42212 MOTOR FUELS			5,316.52			
	203-9000-43401 VEHICLE REPAIRS			4,973.03			
	203-9000-43440 TRANSIT SERVICE CONTRACT PY			94,628.16			
	Total for vendor 3966 - BLUE SKY TRANSIT:			104,917.71	104,917.71		
Vendor 0064 - BOYER TRUCKS:							
003P16012							
70840	BOYER TRUCKS - ST MICHAEL	03/01/2022	04/20/2022	(22.79)	(22.79)	Open	N
	TRUCK 109 AXLE STOP	pziemer					04/20/2022
	235-3125-42220 REPAIR & MAINT			(22.79)			
003P15997							
70841	BOYER TRUCKS - ST MICHAEL	03/01/2022	04/20/2022	(31.40)	(31.40)	Open	N
	TRUCK 109 FRONT SUSPENSION PIN	pziemer					04/20/2022
	235-3125-42220 REPAIR & MAINT			(31.40)			
003P17718							
70842	BOYER TRUCKS - ST MICHAEL	03/01/2022	04/20/2022	95.52	95.52	Open	N
	TRUCK 109 TAUPE SIDE POD KIT	pziemer					04/20/2022
	235-3125-42220 REPAIR & MAINT			95.52			
	Total for vendor 0064 - BOYER TRUCKS:			41.33	41.33		
Vendor 2684 - BRAINERD PARKS:							
4/12/22							
70957	BRAINERD PARKS & RECREATION	04/12/2022	04/20/2022	1,100.00	1,100.00	Open	N
	EARLY BIRD TOURNAMENT CASH PRIZES	pziemer					04/20/2022
	230-5215-42210 OPERATING SUPPLIES			1,100.00			

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 2684 - BRAINERD PARKS:			1,100.00	1,100.00		
Vendor 0296 - BRAINERD PUBLIC:							
4/13/22							
70914	BRAINERD PUBLIC UTILITIES	04/13/2022	04/20/2022	101,059.42	101,059.42	Open	N
	REMIT LOCAL SALES TAX THRU 4/12/22	pziemer					04/20/2022
	251-9360-43467 REMIT LOCAL SALES TAX COLLECT			101,059.42			
	Total for vendor 0296 - BRAINERD PUBLIC:			101,059.42	101,059.42		
Vendor 3541 - BRAINERD ROTARY:							
11713							
70855	BRAINERD ROTARY	04/01/2022	04/20/2022	160.00	160.00	Open	N
	APR-JUN DUES - J. BERGMAN	pziemer					04/20/2022
	101-1400-43433 DUES & SUBSCRIPTIONS			160.00			
	Total for vendor 3541 - BRAINERD ROTARY:			160.00	160.00		
Vendor 0102 - CANON FINANCIAL:							
28413032							
70920	CANON FINANCIAL SERVICE	04/12/2022	04/20/2022	100.06	100.06	Open	N
	4/20/22-5/19/22 LIBRARY COPIER LEASE	pziemer					04/20/2022
	211-5505-43430 MISC - COPY MACHINE PYMTS			100.06			
	Total for vendor 0102 - CANON FINANCIAL:			100.06	100.06		
Vendor 0447 - CDW GOVERNMENT,:							
V223096							
70963	CDW GOVERNMENT, INC	03/30/2022	04/20/2022	82.84	82.84	Open	N
	STEREO USB/SMARTDISK USB	pziemer					04/20/2022
	101-1800-42210 OPERATING SUPPLIES			82.84			
V160162							
70964	CDW GOVERNMENT, INC	03/29/2022	04/20/2022	112.91	112.91	Open	N
	TONER - TRANSIT	pziemer					04/20/2022
	203-9000-42200 OFFICE SUPPLIES			112.91			
	Total for vendor 0447 - CDW GOVERNMENT,:			195.75	195.75		
Vendor 0307 - CENTERPOINT ENE:							
8000092166-0-3/22 CH							
71006	CENTERPOINT ENERGY	04/01/2022	04/20/2022	1,380.88	1,380.88	Open	N
	2/16/22-3/16/22 CITY HALL AND ANNEX	pziemer					04/20/2022
	101-1940-43380 UTILITIES			840.10			
	101-1940-43380 UTILITIES			540.78			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
8000092166-0-3/22-ST							
71007	CENTERPOINT ENERGY	04/01/2022	04/20/2022	1,618.61	1,618.61	Open	N
	2/16/22-3/16/22 STREET DEPT UTILITIES	pziemer					04/20/2022
	235-3100-43380 UTILITIES			1,618.61			
8000092166-0-3/22-FD							
71008	CENTERPOINT ENERGY	04/01/2022	04/20/2022	898.20	898.20	Open	N
	2/16/22-3/16/22 FIRE DEPT UTILITIES	pziemer					04/20/2022
	225-2220-43380 UTILITIES			526.09			
	225-2220-43380 UTILITIES			372.11			
8000092166-0/3/22-PD							
71009	CENTERPOINT ENERGY	04/01/2022	04/20/2022	366.92	366.92	Open	N
	2/16/22-3/16/22 POLICE DEPT UTILITIES	pziemer					04/20/2022
	225-2120-43380 UTILITIES			366.92			
8000092166-0/3/22-LB							
71010	CENTERPOINT ENERGY	04/01/2022	04/20/2022	1,174.22	1,174.22	Open	N
	2/16/22-3/16/22 LIBRARY UTILITIES	pziemer					04/20/2022
	211-5500-43380 UTILITIES			1,174.22			
8000092166-0/3/22-PK							
71011	CENTERPOINT ENERGY	04/01/2022	04/20/2022	327.15	327.15	Open	N
	2/16/22-3/16/22 PARKS DEPT UTILITIES	pziemer					04/20/2022
	230-5200-43380 UTILITIES			327.15			
	Total for vendor 0307 - CENTERPOINT ENE:			5,765.98	5,765.98		
Vendor 1333 - CHAMBERLAIN OIL:							
392066-01							
70930	CHAMBERLAIN OIL COMPANY	04/07/2022	04/20/2022	250.00	250.00	Open	N
	NITRILE GLOVES	pziemer					04/20/2022
	237-3190-42220 REPAIR & MAINT			250.00			
	Total for vendor 1333 - CHAMBERLAIN OIL:			250.00	250.00		
Vendor 1343 - CHARTER COMMUNICATION:							
0055470040822							
70919	CHARTER COMMUNICATIONS	04/08/2022	04/20/2022	7.90	7.90	Open	N
	4/8/22-5/7/22 FD BUSINESS TV	pziemer					04/20/2022
	225-2220-43380 UTILITIES			7.90			
0008065040822							
71000	CHARTER COMMUNICATIONS	04/08/2022	04/20/2022	46.80	46.80	Open	N
	4/8/22-5/7/22 PD BUSINESS TV	pziemer					04/20/2022
	225-2120-43380 UTILITIES			46.80			
	Total for vendor 1343 - CHARTER COMMUNICATION:			54.70	54.70		
Vendor 0119 - CLAREY'S SAFETY:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
199389								
70917	CLAREY'S SAFETY EQUIPMENT		04/12/2022	04/20/2022	2,210.14	2,210.14	Open	N
	AIR COMPRESSOR REPAIRS		pziemer					04/20/2022
	225-2220-42220	REPAIR & MAINT			2,210.14			
		Total for vendor 0119 - CLAREY'S SAFETY:			2,210.14	2,210.14		
Vendor 3414 - COILS FLAGS - F:								
6339								
70965	COILS FLAGS - FLAGPOLES		04/08/2022	04/20/2022	718.95	718.95	Open	N
	DOWNTOWN/CITY FLAGS		pziemer					04/20/2022
	101-1940-42220	REPAIR & MAINT			718.95			
		Total for vendor 3414 - COILS FLAGS - F:			718.95	718.95		
Vendor 3378 - COLLINS BROTHER:								
21-75521								
70900	COLLINS BROTHERS TOWING		03/01/2022	04/20/2022	70.00	70.00	Open	N
	TOW: DUI CASE 21006330		pziemer					04/20/2022
	223-2140-42210	OPERATING SUPPLIES			70.00			
		Total for vendor 3378 - COLLINS BROTHER:			70.00	70.00		
Vendor 0125 - CONSOLIDATED TE:								
21030909/IT								
70989	CONSOLIDATED TELEPHONE CO		04/12/2022	04/20/2022	1,111.31	1,111.31	Open	N
	4/12-5/11 IT DEPT PHONES/INTERNET		pziemer					04/20/2022
	101-1800-43321	TELEPHONE			1,111.31			
21030909/ADMIN								
70990	CONSOLIDATED TELEPHONE CO		04/12/2022	04/20/2022	5.36	5.36	Open	N
	4/12-5/11 ADMIN PHONE/INTERNET		pziemer					04/20/2022
	101-1400-43321	TELEPHONE			5.36			
21030909/ENG								
70991	CONSOLIDATED TELEPHONE CO		04/12/2022	04/20/2022	55.92	55.92	Open	N
	4/12-5/11 ENG/CITY HALL PHONE/INTERNI		pziemer					04/20/2022
	101-1700-43321	TELEPHONE			2.76			
	101-1940-43321	TELEPHONE			53.16			
21030909/COMDEV								
70992	CONSOLIDATED TELEPHONE CO		04/12/2022	04/20/2022	2.34	2.34	Open	N
	4/12-5/11 COM DEV PHONE/INTERNET		pziemer					04/20/2022
	101-2400-43321	TELEPHONE			2.34			
21030909/TRANSIT								
70993	CONSOLIDATED TELEPHONE CO		04/12/2022	04/20/2022	10.13	10.13	Open	N
	4/12-5/11 TRANSIT PHONE/INTERNET		pziemer					04/20/2022
	203-9000-43321	TELEPHONE			10.13			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
21030909/POLICE							
70994	CONSOLIDATED TELEPHONE CO	04/12/2022	04/20/2022	130.56	130.56	Open	N
	4/12-5/11 POLICE PHONE/INTERNET	pziemer					04/20/2022
	225-2120-43321 TELEPHONE			111.81			
	225-2120-43309 COMPUTER TECHNICAL SUPPORT			18.75			
21030909/FIRE							
70995	CONSOLIDATED TELEPHONE CO	04/12/2022	04/20/2022	68.75	68.75	Open	N
	4/12-5/11 FIRE PHONE/INTERNET	pziemer					04/20/2022
	225-2220-43321 TELEPHONE			68.75			
21030909/STREETS							
70996	CONSOLIDATED TELEPHONE CO	04/12/2022	04/20/2022	49.08	49.08	Open	N
	4/12-5/11 STREET PHONE/INTERNET	pziemer					04/20/2022
	235-3100-43321 TELEPHONE			49.08			
21030909/PARKS							
70997	CONSOLIDATED TELEPHONE CO	04/12/2022	04/20/2022	49.08	49.08	Open	N
	4/12-5/11 PARKS PHONE/INTERNET	pziemer					04/20/2022
	230-5200-43321 TELEPHONE			49.08			
	Total for vendor 0125 - CONSOLIDATED TE:			1,482.53	1,482.53		
Vendor 0900 - CUB FOODS BRD:							
TRX 12 - PD							
70872	CUB FOODS - BRAINERD	04/05/2022	04/20/2022	10.98	10.98	Open	N
	SUPPLIES - INTERNAL AFFAIRS TRAINING	pziemer					04/20/2022
	225-2120-43330 PROFESSIONAL DEVELOPMENT			10.98			
	Total for vendor 0900 - CUB FOODS BRD:			10.98	10.98		
Vendor 0132 - CWC HIGHWAY DEP:							
4968							
70910	CWC HIGHWAY DEPT	04/01/2022	04/20/2022	4,597.72	4,597.72	Open	N
	MARCH 22 TRANSIT FUEL	pziemer					04/20/2022
	203-9000-42212 MOTOR FUELS			4,597.72			
	Total for vendor 0132 - CWC HIGHWAY DEP:			4,597.72	4,597.72		
Vendor 0135 - CWC TREASURER:							
4976							
70960	CWC TREASURER	04/01/2022	04/20/2022	8,050.00	8,050.00	Open	N
	APRIL 2022 SHARED SERVICES	pziemer					04/20/2022
	101-9200-43300 PROFESSIONAL SERVICES			7,425.00			
	211-5500-42220 REPAIR & MAINT			625.00			
	Total for vendor 0135 - CWC TREASURER:			8,050.00	8,050.00		
Vendor 3438 - D - D BEVERAGE,:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
1565913							
70935	DAHLHEIMER BEVERAGE	04/06/2022	04/20/2022	26.00	26.00	Open	N
	CLEANING SOLUTION	pziemer					04/20/2022
	225-2220-42210 OPERATING SUPPLIES			26.00			
	Total for vendor 3438 - D - D BEVERAGE,:			26.00	26.00		
Vendor 2804 - DH ATHLETICS LL:							
190345							
70953	DH ATHLETICS LLC	03/29/2022	04/20/2022	1,397.85	1,397.85	Open	N
	FIELD MAINT - CHALK/PITCHING RUBBER	pziemer					04/20/2022
	230-5200-42221 R&M-ATHLETIC FIELD MAINT			1,397.85			
	Total for vendor 2804 - DH ATHLETICS LL:			1,397.85	1,397.85		
Vendor MISC - DOUGLAS BUSCH:							
20015693							
70871	DOUGLAS BUSCH	04/05/2022	04/20/2022	65.00	65.00	Open	N
	REFUND PARKING TICKET PYMNT & MN RR I	pziemer					04/20/2022
	225-2120-35102 PARKING FINES			65.00			
	Total for vendor MISC - DOUGLAS BUSCH:			65.00	65.00		
Vendor 1286 - EAST SIDE OIL C:							
R98362							
70846	EAST SIDE OIL COMPANY	03/30/2022	04/20/2022	75.00	75.00	Open	N
	SFIL QTY 1.5	pziemer					04/20/2022
	227-3230-43428 USED OIL RECYCLING EXPENSE			75.00			
	Total for vendor 1286 - EAST SIDE OIL C:			75.00	75.00		
Vendor 2511 - EASY RIDERS BIC:							
032822220608105							
70873	EASY RIDERS BICYCLE & SPORTSHOP	03/28/2022	04/20/2022	2,359.35	2,359.35	Open	N
	DOWNPAYMENT FOR BIKE PATROL BIKES & I	pziemer					04/20/2022
	225-2125-43430 MISC - BIKE PATROL			2,359.35			
	Total for vendor 2511 - EASY RIDERS BIC:			2,359.35	2,359.35		
Vendor 3060 - ENGE, JOE:							
4/12/22							
70951	ENGE, JOE	04/12/2022	04/20/2022	365.98	365.98	Open	N
	FIRE OFFICER SCHOOL REIMBURSEMENT HO	pziemer					04/20/2022
	225-2220-43330 PROFESSIONAL DEVELOPMENT			365.98			
	Total for vendor 3060 - ENGE, JOE:			365.98	365.98		
Vendor 1859 - ENTERPRISE FM T:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
FBN4444252/ENG							
70981	ENTERPRISE FM TRUST	04/05/2022	04/20/2022	1,068.82	1,068.82	Open	N
	MARCH 2022 VEHICLE LEASES	pziemer					04/20/2022
	101-1700-43331 LEASE PAYMENTS			1,068.82			
FBN4444252/CH							
70982	ENTERPRISE FM TRUST	04/05/2022	04/20/2022	257.60	257.60	Open	N
	MAR 22 CITY HALL VEHICLE LEASES	pziemer					04/20/2022
	101-1940-43331 LEASE PAYMENTS			257.60			
FBN4444252/POLICE							
70983	ENTERPRISE FM TRUST	04/05/2022	04/20/2022	8,157.17	8,157.17	Open	N
	MAR 22 POLICE DEPT VEHICLE LEASES	pziemer					04/20/2022
	225-2120-43331 LEASED PAYMENTS			8,157.17			
FBN4444252/FIRE DEPT							
70984	ENTERPRISE FM TRUST	04/05/2022	04/20/2022	1,473.58	1,473.58	Open	N
	MAR 22 FIRE DEPT VEHICLE LEASES	pziemer					04/20/2022
	225-2220-43331 LEASED PAYMENTS			1,473.58			
FBN4444252/PARKS							
70985	ENTERPRISE FM TRUST	04/05/2022	04/20/2022	2,331.49	2,331.49	Open	N
	MAR 22 PARKS VEHICLE LEASES	pziemer					04/20/2022
	230-5200-43331 LEASE PAYMENTS			2,331.49			
FBN4444252/STREETS							
70986	ENTERPRISE FM TRUST	04/05/2022	04/20/2022	3,226.60	3,226.60	Open	N
	MAR 22 STREET DEPT VEHICLE LEASES	pziemer					04/20/2022
	235-3100-43331 LEASE PAYMENTS			2,600.59			
	237-3190-43331 LEASE PAYMENTS			626.01			
FBN4444252/COM DEV							
70987	ENTERPRISE FM TRUST	04/05/2022	04/20/2022	357.61	357.61	Open	N
	MAR 22 COM DEV VEHICLE LEASES	pziemer					04/20/2022
	101-2400-43331 LEASE EXPENSE			357.61			
	Total for vendor 1859 - ENTERPRISE FM T:			16,872.87	16,872.87		
Vendor 3800 - ENVIROTECH:							
66472/CITY HALL							
70942	ENVIROTECH	04/01/2022	04/20/2022	1,826.77	1,826.77	Open	N
	APRIL 22 CITY HALL JANITORIAL	pziemer					04/20/2022
	101-1940-43300 PROFESSIONAL SERVICES			1,826.77			
66472/FIRE DEPT							
70943	ENVIROTECH	04/01/2022	04/20/2022	246.33	246.33	Open	N
	APRIL 22 FIRE DEPT JANITORIAL	pziemer					04/20/2022
	225-2220-43300 PROFESSIONAL SERVICES			246.33			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
66472/STREETS							
70944	ENVIROTECH	04/01/2022	04/20/2022	246.33	246.33	Open	N
	APRIL 2022 STREET DEPT JANITORIAL	pziemer					04/20/2022
	235-3100-43300 PROFESSIONAL SERVICES			246.33			
66472/POLICE DEPT							
70945	ENVIROTECH	04/01/2022	04/20/2022	1,298.93	1,298.93	Open	N
	APRIL 2022 POLICE DEPT JANITORIAL	pziemer					04/20/2022
	225-2120-43300 PROFESSIONAL SERVICES			1,298.93			
	Total for vendor 3800 - ENVIROTECH:			3,618.36	3,618.36		
Vendor 3544 - ERKENS WATER:							
567500							
70918	ERKENS WATER	04/12/2022	04/20/2022	26.25	26.25	Open	N
	SOLAR SALT	pziemer					04/20/2022
	225-2220-42210 OPERATING SUPPLIES			26.25			
	Total for vendor 3544 - ERKENS WATER:			26.25	26.25		
Vendor 3320 - ESSENTIA HEALTH:							
800007080:3/31/22							
70956	ESSENTIA HEALTH	03/31/2022	04/20/2022	433.00	433.00	Open	N
	PRE-EMPLOYMENT TESTING	pziemer					04/20/2022
	225-2120-43300 PROFESSIONAL SERVICES			125.00			
	230-5200-43430 MISCELLANEOUS			25.00			
	260-9020-43324 SAFETY TRAINING/PHYSICALS			283.00			
	Total for vendor 3320 - ESSENTIA HEALTH:			433.00	433.00		
Vendor 1815 - F.I.R.E. CROSSL:							
5507							
70895	F.I.R.E. CROSSLAKE	04/04/2022	04/20/2022	500.00	500.00	Open	N
	EMS REFRESHER	pziemer					04/20/2022
	225-2220-43330 PROFESSIONAL DEVELOPMENT			500.00			
5516							
70948	F.I.R.E. CROSSLAKE	04/11/2022	04/20/2022	650.00	650.00	Open	N
	EXTRICATION/AIR BAG TRAININGS	pziemer					04/20/2022
	225-2220-43330 PROFESSIONAL DEVELOPMENT			650.00			
	Total for vendor 1815 - F.I.R.E. CROSSL:			1,150.00	1,150.00		
Vendor 4047 - FINDLAY, RAHN:							
3/20/22							
70949	FINDLAY, RAHN	04/12/2022	04/20/2022	365.98	365.98	Open	N
	FIRE OFFICER SCHOOL - REIMBURSEMENT	pziemer					04/20/2022
	225-2220-43330 PROFESSIONAL DEVELOPMENT			365.98			

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 4047 - FINDLAY, RAHN:			365.98	365.98		
Vendor 0177 - FIRST IMPRESSIO:							
83838							
70922	FIRST IMPRESSION PRINTING	04/07/2022	04/20/2022	155.00	155.00	Open	N
	BUSINESS CARDS: 721-719-725-716-723	pziemer					04/20/2022
	225-2120-42200 OFFICE SUPPLIES			155.00			
	Total for vendor 0177 - FIRST IMPRESSIO:			155.00	155.00		
Vendor 0071 - FORUM COMMUNICA:							
42413							
70968	FORUM COMMUNICATIONS COMPANY	03/23/2022	04/20/2022	34.98	34.98	Open	N
	RFB: TOWING CONTRACTOR	pziemer					04/20/2022
	401-9030-43350 LEGAL PUBLICATIONS			34.98			
41784							
70969	FORUM COMMUNICATIONS COMPANY	03/17/2022	04/20/2022	359.89	359.89	Open	N
	RFB: WATER TOWER REHAB	pziemer					04/20/2022
	401-9030-43350 LEGAL PUBLICATIONS			359.89			
40161							
70970	FORUM COMMUNICATIONS COMPANY	03/08/2022	04/20/2022	96.52	96.52	Open	N
	NOH: IMP 21-12	pziemer					04/20/2022
	401-9030-43350-21:12 LEGAL PUBLICATIONS			96.52			
40166							
70971	FORUM COMMUNICATIONS COMPANY	03/08/2022	04/20/2022	82.05	82.05	Open	N
	NOH: IMP 21-10	pziemer					04/20/2022
	401-9030-43350-21:10 LEGAL PUBLICATIONS			82.05			
36639							
70972	FORUM COMMUNICATIONS COMPANY	03/14/2022	04/20/2022	200.27	200.27	Open	N
	NOH: 2022 CHIP SEAL	pziemer					04/20/2022
	401-9030-43350-22:02 LEGAL PUBLICATIONS			200.27			
36484							
70973	FORUM COMMUNICATIONS COMPANY	03/01/2022	04/20/2022	229.59	229.59	Open	N
	RFB: 19-02 - REMAINING BALANCE	pziemer					04/20/2022
	401-1902-43350 LEGAL PUBLICATIONS			229.59			
44183							
70974	FORUM COMMUNICATIONS COMPANY	03/22/2022	04/20/2022	37.35	37.35	Open	N
	NOH: ORD 1524-1525-1526	pziemer					04/20/2022
	101-2400-43350 PRINTING/LEGAL PUBLICATION			37.35			
39232							
70975	FORUM COMMUNICATIONS COMPANY	03/04/2022	04/20/2022	54.29	54.29	Open	N
	NOH: GREENHOUSE, YESTERDAY'S GONE	pziemer					04/20/2022
	101-2400-43350 PRINTING/LEGAL PUBLICATION			54.29			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
38906							
70976	FORUM COMMUNICATIONS COMPANY	03/04/2022	04/20/2022	30.17	30.17	Open	N
	NOH: ZONING CODE/MAP	pziemer					04/20/2022
	101-2400-43350 PRINTING/LEGAL PUBLICATION			30.17			
38888							
70977	FORUM COMMUNICATIONS COMPANY	03/04/2022	04/20/2022	48.26	48.26	Open	N
	NOH: WOODMAN INTERIM USE/SHORT TERM F	pziemer					04/20/2022
	101-2400-43350 PRINTING/LEGAL PUBLICATION			48.26			
42145							
70978	FORUM COMMUNICATIONS COMPANY	03/15/2022	04/20/2022	167.54	167.54	Open	N
	RFB: MSP LANDING TRAILHEAD	pziemer					04/20/2022
	401-9030-43350-21:16 LEGAL PUBLICATIONS			167.54			
42645							
70979	FORUM COMMUNICATIONS COMPANY	03/17/2022	04/20/2022	1,489.20	1,489.20	Open	N
	NOH: ORD 1528 TOBACCO	pziemer					04/20/2022
	101-2400-43350 PRINTING/LEGAL PUBLICATION			1,489.20			
MP3161230322							
70988	FORUM COMMUNICATIONS COMPANY	04/05/2022	04/20/2022	1,600.00	1,600.00	Open	N
	MARCH 2022 SEASONAL EE ADS	pziemer					04/20/2022
	101-2400-43350 PRINTING/LEGAL PUBLICATION			290.91			
	101-1800-43350 PRINTING/LEGAL PUBLICATION			290.91			
	235-3100-43350 PRINTING/LEGAL PUBLICATION			145.45			
	230-5200-43350 PRINTING/LEGAL PUBLICATION			436.37			
	101-1400-43430 MISCELLANEOUS			145.45			
	101-0000-14100 DUE FROM COMPONENT UNIT			290.91			
	Total for vendor 0071 - FORUM COMMUNICA:			4,430.11	4,430.11		
Vendor 1967 - FRONTIER PRECIS:							
250580							
70835	FRONTIER PRECISION INC	04/04/2022	04/20/2022	2,743.60	2,743.60	Open	N
	CONSTRUCTION SUPPLIES - TAPE/LATHES/F	pziemer					04/20/2022
	401-9030-43430 MISCELLANEOUS			2,743.60			
	Total for vendor 1967 - FRONTIER PRECIS:			2,743.60	2,743.60		
Vendor 0193 - GOODIN COMPANY:							
06611854-00							
70866	GOODIN COMPANY	04/01/2022	04/20/2022	14.15	14.15	Open	N
	NUTS AND BOLTS	pziemer					04/20/2022
	238-3160-42220 HOT WATER JETTER MODIFICATIONS			14.15			
06611854-01							
70867	GOODIN COMPANY	04/01/2022	04/20/2022	56.17	56.17	Open	N
	NUTS & BOLTS	pziemer					04/20/2022
	238-3160-42220 HOT WATER JETTER MODIFICATIONS			56.17			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
06611912-00							
70909	GOODIN COMPANY	04/04/2022	04/20/2022	(11.48)	(11.48)	Open	N
	CREDIT - RETURN HOT WATER JETTER MOD	pziemer					04/20/2022
	238-3160-42220 REPAIR & MAINT			(11.48)			
	Total for vendor 0193 - GOODIN COMPANY:			58.84	58.84		
Vendor 2377 - GRANITE ELECTRO:							
150011235-1							
70864	GRANITE ELECTRONICS	03/29/2022	04/20/2022	375.00	375.00	Open	N
	HEADSET	pziemer					04/20/2022
	237-3190-42220 VACTOR RADIO HEAD SET			375.00			
	Total for vendor 2377 - GRANITE ELECTRO:			375.00	375.00		
Vendor 1537 - HARRIS, TROY:							
4/14/22							
70937	HARRIS, TROY	04/14/2022	04/20/2022	120.00	120.00	Open	N
	WORK BOOT REIMBURSE 50%	pziemer					04/20/2022
	230-5200-42210 OPERATING SUPPLIES			120.00			
	Total for vendor 1537 - HARRIS, TROY:			120.00	120.00		
Vendor 0200 - HEARTLAND ANIMA:							
MARCH 2022							
70860	HEARTLAND ANIMAL RESCUE	03/30/2022	04/20/2022	4,510.00	4,510.00	Open	N
	MAR 22 ANIMAL BOARDING/ADMIN	pziemer					04/20/2022
	225-2700-43300 PROFESSIONAL SERVICES			1,812.00			
	225-2700-43430 MISCELLANEOUS			2,698.00			
	Total for vendor 0200 - HEARTLAND ANIMA:			4,510.00	4,510.00		
Vendor 3202 - INNOVATIVE OFFI:							
IN3736806							
70874	INNOVATIVE OFFICE SOLUTIONS LLC	04/04/2022	04/20/2022	17.28	17.28	Open	N
	PEN REFILLS & INDEX DIVIDERS	pziemer					04/20/2022
	225-2120-42200 OFFICE SUPPLIES			17.28			
IN3738127							
70896	INNOVATIVE OFFICE SOLUTIONS LLC	04/05/2022	04/20/2022	75.68	75.68	Open	N
	TONER/BINDERS	pziemer					04/20/2022
	225-2220-42200 OFFICE SUPPLIES			75.68			
IN3748637							
70946	INNOVATIVE OFFICE SOLUTIONS LLC	04/12/2022	04/20/2022	52.62	52.62	Open	N
	POSTCARDS/POUCHES	pziemer					04/20/2022
	225-2220-42200 OFFICE SUPPLIES			52.62			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
IN3748802							
70947	INNOVATIVE OFFICE SOLUTIONS LLC	04/12/2022	04/20/2022	20.46	20.46	Open	N
	BINDERS/SLEEVES	pziemer					04/20/2022
	225-2220-42200 OFFICE SUPPLIES			20.46			
IN3749917							
71001	INNOVATIVE OFFICE SOLUTIONS LLC	04/13/2022	04/20/2022	228.22	228.22	Open	N
	EVIDENCE/OFFICE SUPPLIES	pziemer					04/20/2022
	225-2120-42210 OPERATING SUPPLIES			105.22			
	225-2120-42200 OFFICE SUPPLIES			123.00			
	Total for vendor 3202 - INNOVATIVE OFFI:			394.26	394.26		
Vendor MISC - JOHN BREZINKA:							
2000817.002							
70966	JOHN BREZINKA	04/13/2022	04/20/2022	300.00	300.00	Open	N
	REFUND SOFTBALL TEAM DEPOSIT	pziemer					04/20/2022
	230-5215-34715 ADULT SOFTBALL USER FEES			300.00			
	Total for vendor MISC - JOHN BREZINKA:			300.00	300.00		
Vendor 0221 - KITCHIGAMI REGI:							
BR2022-1							
70961	KITCHIGAMI REG LIBRARY	04/07/2022	04/20/2022	43,909.00	43,909.00	Open	N
	1ST HALF 2022 LEVY & AUTOMATION REPA	pziemer					04/20/2022
	211-5500-43401 LIBRARY TECHNOLOGY			4,659.00			
	211-5500-43450 KITCHIGAMI REGIONAL LIBR PYMT			39,250.00			
	Total for vendor 0221 - KITCHIGAMI REGI:			43,909.00	43,909.00		
Vendor 3960 - KNOWBE4 INC:							
INV182615							
70915	KNOWBE4 INC	04/12/2022	04/20/2022	1,620.00	1,620.00	Open	N
	SECURITY AWARENESS TRAINING 7/29/22-7	pziemer					04/20/2022
	101-1800-43309 COMPUTER SUPPORT			675.00			
	101-0000-15510 PREPAID OTHER			945.00			
	Total for vendor 3960 - KNOWBE4 INC:			1,620.00	1,620.00		
Vendor 0223 - L & M STEEL:							
035509							
70899	L & M STEEL	04/06/2022	04/20/2022	48.60	48.60	Open	N
	MISC. SHOP STEEL	pziemer					04/20/2022
	235-3125-42220 REPAIR & MAINT			48.60			
	Total for vendor 0223 - L & M STEEL:			48.60	48.60		
Vendor 0313 - LAKES AREA SENI:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
APRIL 2022							
71016	LAKES AREA SENIOR CENTER	04/14/2022	04/20/2022	8,895.67	8,895.67	Open	N
	REMIT APRIL 2022 LEVY PAYMENT	pziemer					04/20/2022
	101-9200-43461 REMIT SENIOR CITIZEN LEVY			8,895.67			
	Total for vendor 0313 - LAKES AREA SENI:			8,895.67	8,895.67		
Vendor 0239 - MACQUEEN EQUIPM:							
P41117							
70833	MACQUEEN EQUIPMENT INC	03/31/2022	04/20/2022	1,487.87	1,487.87	Open	N
	VAC TRUCK TRACTION HEAD WITH SKI	pziemer					04/20/2022
	237-3190-42220 REPAIR & MAINT			1,487.87			
P41511							
71004	MACQUEEN EQUIPMENT INC	04/14/2022	04/20/2022	35.03	35.03	Open	N
	HOT WATER JETTER WAND NOZZLE	pziemer					04/20/2022
	238-3160-42220 REPAIR & MAINT			35.03			
	Total for vendor 0239 - MACQUEEN EQUIPM:			1,522.90	1,522.90		
Vendor 0243 - MARCO FINANCING:							
469700546							
70923	MARCO FINANCING	04/11/2022	04/20/2022	796.96	796.96	Open	N
	COPIER LEASE	pziemer					04/20/2022
	225-2120-43331 LEASED PAYMENTS			796.96			
467215562							
70929	MARCO FINANCING	03/01/2022	04/20/2022	(390.44)	(390.44)	Open	N
	UNAPPLIED CREDIT INVOICE 2/6/22	pziemer					04/20/2022
	225-2120-43331 LEASED PAYMENTS			(390.44)			
469700587							
70962	MARCO FINANCING	04/06/2022	04/20/2022	1,306.95	1,306.95	Open	N
	3RD FLOOR COPIER CONTRACT	pziemer					04/20/2022
	101-1800-43331 LEASE PAYMENTS			1,306.95			
	Total for vendor 0243 - MARCO FINANCING:			1,713.47	1,713.47		
Vendor 1384 - MARTIN-MCALLIST:							
14504							
70875	MARTIN-MCALLISTER	03/31/2022	04/20/2022	600.00	600.00	Open	N
	POLICE ASSESSMENT/POTENTIAL HIRE	pziemer					04/20/2022
	225-2120-43300 PROFESSIONAL SERVICES			600.00			
	Total for vendor 1384 - MARTIN-MCALLIST:			600.00	600.00		
Vendor 0889 - MENARDS - BAXTE:							

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
72065							
70967	MENARDS - BAXTER	03/31/2022	04/20/2022	23.06	23.06	Open	N
	PARKS SUPPLIES	pziemer					04/20/2022
	Total for vendor 0889 - MENARDS - BAXTE:			23.06	23.06		
Vendor 3653 - MINNESOTA STATE:							
2022							
70897	MINNESOTA STATE FIRE DEPT ASSOCIATI	04/04/2022	04/20/2022	495.00	495.00	Open	N
	2022 MSFDA MEMBERSHIP DUES	pziemer					04/20/2022
	225-2220-43433 DUES & SUBSCRIPTIONS			495.00			
	Total for vendor 3653 - MINNESOTA STATE:			495.00	495.00		
Vendor 0260 - MN BUREAU OF CR:							
00000695381							
70952	MN BUREAU OF CRIM APPREHENSION	03/31/2022	04/20/2022	390.00	390.00	Open	N
	CJDN CONNECT - 1ST QTR 2022	pziemer					04/20/2022
	225-2120-43321 TELEPHONE			390.00			
4/13/22							
70980	MN BUREAU OF CRIM APPREHENSION	04/13/2022	04/20/2022	15.00	15.00	Open	N
	BCA BACKGROUND CHECK - PARKS	pziemer					04/20/2022
	230-5204-42210 OPERATING SUPPLIES			15.00			
	Total for vendor 0260 - MN BUREAU OF CR:			405.00	405.00		
Vendor 0264 - MN DEPT LABOR &:							
ABR0280491X							
70863	MN DEPT LABOR & INDUSTRY	03/26/2022	04/20/2022	10.00	10.00	Open	N
	POLICE DEPT PRESSURE VESSEL	pziemer					04/20/2022
	225-2120-42209 SAFETY EQUIPMENT SUPPLIES			10.00			
	Total for vendor 0264 - MN DEPT LABOR &:			10.00	10.00		
Vendor 0270 - MN DEPT LABOR &:							
1ST QTR 2022							
70859	MN DEPT LABOR & INDUSTRY	03/31/2022	04/20/2022	2,414.95	2,414.95	Open	N
	MARCH0350152022 - SURCHARGE REMIT	pziemer					04/20/2022
	101-0000-21800 SURCHARGE PAYABLE TO STATE			2,414.95			
	Total for vendor 0270 - MN DEPT LABOR &:			2,414.95	2,414.95		
Vendor 3168 - MOTORS-N-MORE:							
29062							
70876	MOTORS-N-MORE	04/05/2022	04/20/2022	60.28	60.28	Open	N
	SQD 429 HEADLAMP BULB	pziemer					04/20/2022

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		60.28			
29069							
70901	MOTORS-N-MORE	04/07/2022	04/20/2022	23.00	23.00	Open	N
	SQD 431 OIL CHANGE	pziemer					04/20/2022
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
29070							
70902	MOTORS-N-MORE	04/07/2022	04/20/2022	23.00	23.00	Open	N
	SQD 435 - OIL CHANGE	pziemer					04/20/2022
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
29074							
70925	MOTORS-N-MORE	04/11/2022	04/20/2022	661.15	661.15	Open	N
	SQD 429 BRAKES	pziemer					04/20/2022
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		661.15			
29086							
71015	MOTORS-N-MORE	04/14/2022	04/20/2022	23.00	23.00	Open	N
	SQD 433 - OIL CHANGE	pziemer					04/20/2022
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			790.43	790.43		
Vendor 1449 - M-R SIGN CO., I:							
215556							
70958	M-R SIGN CO., INC.	04/08/2022	04/20/2022	1,362.25	1,362.25	Open	N
	QTY 75 SMOW EMERGENCY ROUTE SIGNS	pziemer					04/20/2022
	235-3170-42210	OPERATING SUPPLIES		1,362.25			
	Total for vendor 1449 - M-R SIGN CO., I:			1,362.25	1,362.25		
Vendor 0656 - MYERS, RONALD:							
4/9/22							
70926	MYERS, RONALD	04/09/2022	04/20/2022	430.89	430.89	Open	N
	REIMBURSE UNIFORMWEAR	pziemer					04/20/2022
	225-2120-41113	UNIFORM ALLOWANCE		430.89			
	Total for vendor 0656 - MYERS, RONALD:			430.89	430.89		
Vendor 0273 - NAPA AUTO PARTS:							
495389							
70832	NAPA AUTO PARTS	04/04/2022	04/20/2022	20.01	20.01	Open	N
	GREASE GUN NOZZLE AND ADAPTOR	pziemer					04/20/2022
	235-3100-42220	REPAIR & MAINT		20.01			
494628							
70854	NAPA AUTO PARTS	03/31/2022	04/20/2022	249.99	249.99	Open	N
	20 TON AIR ASSIST BOTTLE JACK	pziemer					04/20/2022
	235-3100-42220	REPAIR & MAINT		249.99			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
495280							
70857	NAPA AUTO PARTS	04/04/2022	04/20/2022	1,174.99	1,174.99	Open	N
	PORT-A-POWER 3/4" TORQUE WRENCH	pziemer					04/20/2022
	235-3100-42220 REPAIR & MAINT			1,174.99			
497481							
70940	NAPA AUTO PARTS	04/11/2022	04/20/2022	118.18	118.18	Open	N
	SHOP AIR HOSE	pziemer					04/20/2022
	235-3100-42220 REPAIR & MAINT			118.18			
497839							
70998	NAPA AUTO PARTS	04/12/2022	04/20/2022	171.64	171.64	Open	N
	STREET GARAGE AIR HOSE & FITTINGS	pziemer					04/20/2022
	235-3100-42220 REPAIR & MAINT			171.64			
498346							
70999	NAPA AUTO PARTS	04/14/2022	04/20/2022	(89.99)	(89.99)	Open	N
	STREET GARAGE AIR HOSE RETURN CREDIT	pziemer					04/20/2022
	235-3100-42220 REPAIR & MAINT			(89.99)			
498303							
71003	NAPA AUTO PARTS	04/14/2022	04/20/2022	17.87	17.87	Open	N
	AIR COMPRESSOR SAFETY RELIEF VALVE	pziemer					04/20/2022
	235-3100-42220 REPAIR & MAINT			17.87			
498413							
71012	NAPA AUTO PARTS	04/14/2022	04/20/2022	77.98	77.98	Open	N
	DIESEL FUEL TREATMENT	pziemer					04/20/2022
	235-3100-42220 REPAIR & MAINT			77.98			
	Total for vendor 0273 - NAPA AUTO PARTS:			1,740.67	1,740.67		
Vendor 3725 - NORTH RISK PARTNERS:							
5146649							
70865	NORTH RISK PARTNERS	04/01/2022	04/20/2022	12,500.00	12,500.00	Open	N
	2ND INSTALLMENT 2022 HEALTH INS BROKE	pziemer					04/20/2022
	101-9200-43300 PROFESSIONAL SERVICES			5,250.00			
	101-0000-14100 DUE FROM COMPONENT UNIT			5,250.00			
	101-0000-14100 DUE FROM COMPONENT UNIT			1,750.00			
	260-9020-43300 PROFESSIONAL SERVICES			250.00			
	Total for vendor 3725 - NORTH RISK PARTNERS:			12,500.00	12,500.00		
Vendor 0736 - NORTHLAND FIRE:							
48713							
70959	NORTHLAND FIRE PROTECTION	04/05/2022	04/20/2022	61.85	61.85	Open	N
	FIRE EXTINGUISHER MAINT - PD	pziemer					04/20/2022
	225-2120-42209 SAFETY EQUIPMENT SUPPLIES			61.85			
	Total for vendor 0736 - NORTHLAND FIRE:			61.85	61.85		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0284 - OFFICE SHOP:							
320940-0							
70845	OFFICE SHOP	03/29/2022	04/20/2022	102.52	102.52	Open	N
	LIBRARY COPIER CHARGES	pziemer					04/20/2022
	211-5505-43430 MISC - COPY MACHINE PYMTS			102.52			
1110237-0							
70869	OFFICE SHOP	04/05/2022	04/20/2022	76.56	76.56	Open	N
	LEGAL NOTEPAD/ENVELOPES - CITY HALL	pziemer					04/20/2022
	101-1940-42200 OFFICE SUPPLIES			76.56			
1110258-0							
70905	OFFICE SHOP	04/05/2022	04/20/2022	2.04	2.04	Open	N
	PENS - PARKS	pziemer					04/20/2022
	230-5200-42200 OFFICE SUPPLIES			2.04			
1110321-1							
70906	OFFICE SHOP	04/07/2022	04/20/2022	4.08	4.08	Open	N
	PENS - PARKS	pziemer					04/20/2022
	230-5200-42200 OFFICE SUPPLIES			4.08			
1110321-0							
70907	OFFICE SHOP	04/06/2022	04/20/2022	6.12	6.12	Open	N
	PENS - PARKS	pziemer					04/20/2022
	230-5200-42200 OFFICE SUPPLIES			6.12			
C1104422-0							
70912	OFFICE SHOP	04/06/2022	04/20/2022	(6.56)	(6.56)	Open	N
	RETURNED PENS	pziemer					04/20/2022
	230-5200-42200 OFFICE SUPPLIES			(6.56)			
1109347-0							
70931	OFFICE SHOP	03/24/2022	04/20/2022	319.06	319.06	Open	N
	NAME PLAQUES - CITY HALL	pziemer					04/20/2022
	101-1940-42220 REPAIR & MAINT			319.06			
	Total for vendor 0284 - OFFICE SHOP:			503.82	503.82		
Vendor 2137 - O'REILLY AUTOMO:							
1647-111278							
70908	O'REILLY AUTOMOTIVE STORES INC.	04/07/2022	04/20/2022	18.04	18.04	Open	N
	HALOGEN HEADLIGHT BULB	pziemer					04/20/2022
	230-5200-42220 REPAIR & MAINT			18.04			
	Total for vendor 2137 - O'REILLY AUTOMO:			18.04	18.04		
Vendor 2487 - RAILROAD MANAGE:							
456710							
70862	RAILROAD MANAGEMENT COMPANY	03/31/2022	04/20/2022	736.41	736.41	Open	N
	LIC# 303454, 7/1/22-6/30/23	pziemer					04/20/2022

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	238-3160-43430 MISCELLANEOUS			736.41			
	Total for vendor 2487 - RAILROAD MANAGE:			736.41	736.41		
Vendor 1238 - ROCKMOUNT :							
1269468							
70844	ROCKMOUNT RESEARCH & ALLOYS	03/28/2022	04/20/2022	1,358.38	1,358.38	Open	N
	QTY 33 ZETA	pziemer					04/20/2022
	235-3100-42220 HARDENING WELDING WIRE			1,358.38			
	Total for vendor 1238 - ROCKMOUNT :			1,358.38	1,358.38		
Vendor 3346 - ROSIER, PAUL:							
4/8/22							
70950	ROSIER, PAUL	04/12/2022	04/20/2022	228.74	228.74	Open	N
	YOUTH FIRE PREVENTION TRAINING	pziemer					04/20/2022
	225-2220-43330 PROFESSIONAL DEVELOPMENT			228.74			
	Total for vendor 3346 - ROSIER, PAUL:			228.74	228.74		
Vendor 3768 - SADUSKY RENOVATIONS:							
42							
70939	SADUSKY RENOVATIONS	03/31/2022	04/20/2022	7,345.90	7,345.90	Open	N
	3/1/22-3/31/22 INSPECTION SERVICES	pziemer					04/20/2022
	101-2400-43300 PROFESSIONAL SERVICES			7,345.90			
	Total for vendor 3768 - SADUSKY RENOVATIONS:			7,345.90	7,345.90		
Vendor 1811 - SANDY, PAUL:							
3/31/22							
70834	SANDY, PAUL	03/31/2022	04/20/2022	147.42	147.42	Open	N
	MILEAGE - CITY ENGINEER ASSOCIATION M	pziemer					04/20/2022
	101-1700-43330 PROFESSIONAL DEVELOPMENT			147.42			
	Total for vendor 1811 - SANDY, PAUL:			147.42	147.42		
Vendor 0314 - SHANNON'S AUTO:							
10503							
70839	SHANNON'S AUTO BODY	03/25/2022	04/20/2022	608.19	608.19	Open	N
	WESTERN PLOW REPAIR	pziemer					04/20/2022
	230-5200-42220 REPAIR & MAINT			608.19			
	Total for vendor 0314 - SHANNON'S AUTO:			608.19	608.19		
Vendor 0655 - SOTHERS STUDIO:							
23313							
70924	SOTHERS STUDIO	04/01/2022	04/20/2022	175.00	175.00	Open	N
	OFFICER OF THE YEAR PHOTO - BOGGS	pziemer					04/20/2022

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	225-2120-43300	PROFESSIONAL SERVICES		175.00			
	Total for vendor 0655 - SOTHERS STUDIO:			175.00	175.00		
Vendor 0322 - STREICHERS PROF:							
I1560232							
70877	STREICHERS PROF EQUIP	03/31/2022	04/20/2022	139.98	139.98	Open	N
	726HW - INITIAL ISSUE	pziemer					04/20/2022
	225-2120-41113	UNIFORM ALLOWANCE		139.98			
I1561897							
71002	STREICHERS PROF EQUIP	04/08/2022	04/20/2022	149.95	149.95	Open	N
	702 - UNIFORM SHIRTS	pziemer					04/20/2022
	225-2120-41113	UNIFORM ALLOWANCE		149.95			
	Total for vendor 0322 - STREICHERS PROF:			289.93	289.93		
Vendor 3838 - SWANSON HASKAMP:							
1160							
70938	SWANSON HASKAMP CONSULTING	04/08/2022	04/20/2022	15,026.25	15,026.25	Open	N
	ZONING CODE UPDATE	pziemer					04/20/2022
	400-9050-45530	CAPITAL - OTHER		15,026.25			
	Total for vendor 3838 - SWANSON HASKAMP:			15,026.25	15,026.25		
Vendor 0325 - THELEN HTG & RF:							
27251							
70878	THELEN HTG & RFG CO	03/24/2022	04/20/2022	15.00	15.00	Open	N
	HOT WATER JETTER HEATER NOZZLE	pziemer					04/20/2022
	238-3160-42220	REPAIR & MAINT		15.00			
	Total for vendor 0325 - THELEN HTG & RF:			15.00	15.00		
Vendor 4046 - THOMAS J. LAKE:							
19-02 EASEMENTS							
70934	THOMAS J. LAKE	04/07/2022	04/20/2022	7,755.00	7,755.00	Open	N
	IMP 19-02 TEMPORARY/PERMANENT EASEMEN	pziemer					04/20/2022
	401-1902-43430	MISCELLANEOUS		7,500.00			
	401-1902-43430	MISCELLANEOUS		255.00			
	Total for vendor 4046 - THOMAS J. LAKE:			7,755.00	7,755.00		
Vendor 1612 - US BANK:							
6465250							
70861	US BANK	03/25/2022	04/20/2022	500.00	500.00	Open	N
	GO IMP BONDS 2018A	pziemer					04/20/2022
	237-3190-43300	PROFESSIONAL SERVICES		55.00			
	101-0000-14100	DUE FROM COMPONENT UNIT		285.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	310-7850-46620	PAYING AGENT FEES		90.00			
	302-7700-46620	PAYING AGENT FEES		70.00			
		Total for vendor 1612 - US BANK:		500.00	500.00		
Vendor 0087 - VISIT BRAINERD:							
MAR 2022							
71014	VISIT BRAINERD	04/14/2022	04/20/2022	2,041.08	2,041.08	Open	N
	REMIT MARCH 2022 LODGING TAX	pziemer					04/20/2022
	101-9200-43340	LODGING TAX REMIT/PR		2,041.08			
		Total for vendor 0087 - VISIT BRAINERD:		2,041.08	2,041.08		
Vendor 0344 - WASTE PARTNERS:							
23X50307							
70847	WASTE PARTNERS INC	03/31/2022	04/20/2022	108.50	108.50	Open	N
	MAR 22 CITY HALL WASTE REMOVAL	pziemer					04/20/2022
	101-1940-43380	UTILITIES		108.50			
23X50305							
70848	WASTE PARTNERS INC	03/31/2022	04/20/2022	99.45	99.45	Open	N
	MAR 22 STREET DEPT WASTE REMOVAL	pziemer					04/20/2022
	235-3100-43380	UTILITIES		99.45			
23X50310							
70849	WASTE PARTNERS INC	03/31/2022	04/20/2022	64.35	64.35	Open	N
	MAR 22 WASTE OIL REMOVAL	pziemer					04/20/2022
	225-2220-43380	UTILITIES		64.35			
23X50309							
70850	WASTE PARTNERS INC	03/31/2022	04/20/2022	124.45	124.45	Open	N
	MAR 22 POLICE DEPT WASTE REMOVAL	pziemer					04/20/2022
	225-2120-43380	UTILITIES		124.45			
23X50304							
70851	WASTE PARTNERS INC	03/31/2022	04/20/2022	432.90	432.90	Open	N
	MAR 22 PARKS DEPT WASTE REMOVAL	pziemer					04/20/2022
	230-5200-43380	UTILITIES		432.90			
23X50306							
70852	WASTE PARTNERS INC	03/31/2022	04/20/2022	99.45	99.45	Open	N
	MAR 22 FIRE DEPT WASTE REMOVAL	pziemer					04/20/2022
	225-2220-43380	UTILITIES		99.45			
23X50308							
70853	WASTE PARTNERS INC	03/31/2022	04/20/2022	189.54	189.54	Open	N
	MAR 22 DOWNTOWN WASTE REMOVAL	pziemer					04/20/2022
	401-1003-43300	PROFESSIONAL SERVICES		189.54			
		Total for vendor 0344 - WASTE PARTNERS:		1,118.64	1,118.64		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 2097 - WATCHGUARD VIDE:								
ADVREP225355								
70927	WATCHGUARD VIDEO		03/25/2022	04/20/2022	380.00	380.00	Open	N
	SQD 429 & 434 TRANSMITTER MIC		pziemer					04/20/2022
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			380.00			
ADVREP225450								
70928	WATCHGUARD VIDEO		03/28/2022	04/20/2022	175.00	175.00	Open	N
	SQD 431 TRANSMITTER MIC		pziemer					04/20/2022
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			175.00			
	Total for vendor 2097 - WATCHGUARD VIDE:				555.00	555.00		
Vendor 3199 - WEX BANK:								
79887975/FD								
70879	WEX BANK		03/31/2022	04/20/2022	1,111.34	1,111.34	Open	N
	MAR 22 FIRE DEPT FUEL		pziemer					04/20/2022
	225-2220-42212	MOTOR FUELS			1,111.34			
79887975/CD								
70880	WEX BANK		03/31/2022	04/20/2022	65.43	65.43	Open	N
	MAR 22 COM DEV FUEL		pziemer					04/20/2022
	101-2400-42212	MOTOR FUELS			65.43			
79887975/PARKS								
70881	WEX BANK		03/31/2022	04/20/2022	1,258.57	1,258.57	Open	N
	MAR 22 PARKS DEPT FUEL		pziemer					04/20/2022
	230-5200-42212	MOTOR FUELS			1,258.57			
79887975/PD								
70882*	WEX BANK		03/31/2022	04/20/2022	5,650.38	5,650.38	Open	N
	MAR 22 POLICE DEPT FUEL		pziemer					04/20/2022
	225-2120-42212	MOTOR FUELS			5,724.70			
	225-2120-42212	MOTOR FUELS			(74.32)			
79887975/STRTS								
70883*	WEX BANK		03/31/2022	04/20/2022	5,191.53	5,191.53	Open	N
	MAR 22 STREET DEPT FUEL		pziemer					04/20/2022
	235-3100-42212	MOTOR FUELS			5,193.55			
	235-3100-42212	MOTOR FUELS			(2.02)			
79887975/ENG								
70884*	WEX BANK		03/31/2022	04/20/2022	44.66	44.66	Open	N
	MAR 22 ENG DEPT FUEL		pziemer					04/20/2022
	401-9030-42212	MOTOR FUELS			45.25			
	401-9030-42212	MOTOR FUELS			(0.59)			
79887975/ADMIN								
70885	WEX BANK		03/31/2022	04/20/2022	(20.63)	(20.63)	Open	N
	MAR 22 WEX EDGE REBATE		pziemer					04/20/2022
	101-0000-36299	MISCELLANEOUS REVENUE			(20.63)			

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 3199 - WEX BANK:			13,301.28	13,301.28		
Vendor 3899 - WEX HEALTH INC:							
0001514845-IN							
70932	WEX HEALTH INC	03/31/2022	04/20/2022	41.40	41.40	Open	N
	MARCH 2022 COBRA BILLING	pziemer					04/20/2022
	101-9200-43300 PROFESSIONAL SERVICES			41.40			
	Total for vendor 3899 - WEX HEALTH INC:			41.40	41.40		
Vendor 1159 - WINNERS TROPHY/:							
12013							
70954	WINNERS TROPHY	04/01/2022	04/20/2022	300.00	300.00	Open	N
	PARK PAVILION SIGNAGE	pziemer					04/20/2022
	230-5200-42210 OPERATING SUPPLIES			300.00			
	Total for vendor 1159 - WINNERS TROPHY/:			300.00	300.00		
Vendor 0354 - ZIEGLER, INC:							
IN000486451							
70868	ZIEGLER, INC	04/06/2022	04/20/2022	1,271.68	1,271.68	Open	N
	SKID STEER BOGIE AXLE REBUILD	pziemer					04/20/2022
	235-3100-42220 REPAIR & MAINT			1,271.68			
	Total for vendor 0354 - ZIEGLER, INC:			1,271.68	1,271.68		

# of Invoices:	167 # Due: 167	Totals:	404,452.99	404,452.99
# of Credit Memos:	7 # Due: 7	Totals:	(573.29)	(573.29)
Net of Invoices and Credit Memos:			403,879.70	403,879.70

* 3 Net Invoices have Credits Totalling: (76.93)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	7,575.91
101-0000-15510	PREPAID OTHER	945.00
101-0000-21800	SURCHARGE PAYABLE TO STATE	2,414.95
101-0000-36299	MISCELLANEOUS REVENUE	(20.63)
101-1400-43321	TELEPHONE	5.36
101-1400-43430	MISCELLANEOUS	145.45
101-1400-43433	DUES & SUBSCRIPTIONS	160.00
101-1700-43321	TELEPHONE	2.76
101-1700-43330	PROFESSIONAL DEVELOPMENT	147.42
101-1700-43331	LEASE PAYMENTS	1,068.82
101-1800-42210	OPERATING SUPPLIES	82.84
101-1800-43309	COMPUTER SUPPORT	675.00
101-1800-43321	TELEPHONE	1,111.31
101-1800-43331	LEASE PAYMENTS	1,306.95
101-1800-43350	PRINTING/LEGAL PUBLICATION	290.91
101-1940-42200	OFFICE SUPPLIES	76.56

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	101-1940-42220	REPAIR & MAINT		1,038.01			
	101-1940-43300	PROFESSIONAL SERVICES		1,826.77			
	101-1940-43321	TELEPHONE		53.16			
	101-1940-43331	LEASE PAYMENTS		257.60			
	101-1940-43380	UTILITIES		1,489.38			
	101-2400-42212	MOTOR FUELS		65.43			
	101-2400-43300	PROFESSIONAL SERVICES		7,345.90			
	101-2400-43321	TELEPHONE		2.34			
	101-2400-43331	LEASE EXPENSE		357.61			
	101-2400-43350	PRINTING/LEGAL PUBLICATION		1,950.18			
	101-2400-43405	NUISANCES		195.00			
	101-9200-43300	PROFESSIONAL SERVICES		12,716.40			
	101-9200-43340	LODGING TAX REMIT/PR		2,041.08			
	101-9200-43461	REMIT SENIOR CITIZEN LEVY		8,895.67			
	203-9000-42200	OFFICE SUPPLIES		112.91			
	203-9000-42212	MOTOR FUELS		9,914.24			
	203-9000-43321	TELEPHONE		10.13			
	203-9000-43401	VEHICLE REPAIRS		4,973.03			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		94,628.16			
	211-5500-42220	REPAIR & MAINT		625.00			
	211-5500-43380	UTILITIES		1,174.22			
	211-5500-43401	LIBRARY TECHNOLOGY		4,659.00			
	211-5500-43450	KITCHIGAMI REGIONAL LIBR PYMT		39,250.00			
	211-5505-43430	MISC - COPY MACHINE PYMTS		202.58			
	223-2140-42210	OPERATING SUPPLIES		70.00			
	225-2120-35102	PARKING FINES		65.00			
	225-2120-41113	UNIFORM ALLOWANCE		720.82			
	225-2120-42200	OFFICE SUPPLIES		295.28			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		71.85			
	225-2120-42210	OPERATING SUPPLIES		105.22			
	225-2120-42212	MOTOR FUELS		5,650.38			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		1,345.43			
	225-2120-43300	PROFESSIONAL SERVICES		2,218.93			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		18.75			
	225-2120-43321	TELEPHONE		501.81			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		536.48			
	225-2120-43331	LEASED PAYMENTS		8,563.69			
	225-2120-43380	UTILITIES		538.17			
	225-2125-43430	MISC - BIKE PATROL		2,359.35			
	225-2220-42200	OFFICE SUPPLIES		148.76			
	225-2220-42210	OPERATING SUPPLIES		166.39			
	225-2220-42212	MOTOR FUELS		1,111.34			
	225-2220-42220	REPAIR & MAINT		2,210.14			
	225-2220-43300	PROFESSIONAL SERVICES		246.33			
	225-2220-43321	TELEPHONE		68.75			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		2,110.70			
	225-2220-43331	LEASED PAYMENTS		1,473.58			
	225-2220-43380	UTILITIES		1,069.90			
	225-2220-43433	DUES & SUBSCRIPTIONS		495.00			
	225-2700-43300	PROFESSIONAL SERVICES		1,812.00			
	225-2700-43430	MISCELLANEOUS		2,698.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		75.00			
	230-5200-42200	OFFICE SUPPLIES		5.68			
	230-5200-42210	OPERATING SUPPLIES		420.00			
	230-5200-42212	MOTOR FUELS		1,258.57			
	230-5200-42220	REPAIR & MAINT		717.82			
	230-5200-42221	R&M-ATHLETIC FIELD MAINT		1,397.85			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	230-5200-43321	TELEPHONE		49.08			
	230-5200-43331	LEASE PAYMENTS		2,331.49			
	230-5200-43350	PRINTING/LEGAL PUBLICATION		436.37			
	230-5200-43380	UTILITIES		760.05			
	230-5200-43430	MISCELLANEOUS		25.00			
	230-5204-42210	OPERATING SUPPLIES		15.00			
	230-5215-34715	ADULT SOFTBALL USER FEES		300.00			
	230-5215-42210	OPERATING SUPPLIES		1,100.00			
	235-3100-42212	MOTOR FUELS		5,191.53			
	235-3100-42220	REPAIR & MAINT		4,495.21			
	235-3100-43300	PROFESSIONAL SERVICES		246.33			
	235-3100-43321	TELEPHONE		49.08			
	235-3100-43331	LEASE PAYMENTS		2,600.59			
	235-3100-43350	PRINTING/LEGAL PUBLICATION		145.45			
	235-3100-43380	UTILITIES		1,718.06			
	235-3100-43430	MISCELLANEOUS		197.23			
	235-3125-42220	REPAIR & MAINT		148.48			
	235-3170-42210	OPERATING SUPPLIES		1,362.25			
	237-3190-42220	REPAIR & MAINT		2,157.46			
	237-3190-43300	PROFESSIONAL SERVICES		55.00			
	237-3190-43331	LEASE PAYMENTS		626.01			
	238-3160-42220	HOT WATER JETTER MODIFICATIONS		108.87			
	238-3160-43430	MISCELLANEOUS		736.41			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		101,059.42			
	260-9020-43300	PROFESSIONAL SERVICES		250.00			
	260-9020-43324	SAFETY TRAINING/PHYSICALS		283.00			
	302-7700-46620	PAYING AGENT FEES		70.00			
	310-7850-46620	PAYING AGENT FEES		90.00			
	400-9050-45530	CAPITAL - OTHER		15,026.25			
	401-1003-43300	PROFESSIONAL SERVICES		189.54			
	401-1902-43350	LEGAL PUBLICATIONS		229.59			
	401-1902-43430	MISCELLANEOUS		7,755.00			
	401-9030-42212	MOTOR FUELS		44.66			
	401-9030-43350	LEGAL PUBLICATIONS		394.87			
	401-9030-43350-21:10	LEGAL PUBLICATIONS		82.05			
	401-9030-43350-21:12	LEGAL PUBLICATIONS		96.52			
	401-9030-43350-21:16	LEGAL PUBLICATIONS		167.54			
	401-9030-43350-22:02	LEGAL PUBLICATIONS		200.27			
	401-9030-43430	MISCELLANEOUS		2,743.60			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			54,223.14	54,223.14		
	203 - TRANSIT FUND			109,638.47	109,638.47		
	211 - LIBRARY FUND			45,910.80	45,910.80		
	223 - DRUG FORFEITURE			70.00	70.00		
	225 - PUBLIC SAFETY FUND			36,602.05	36,602.05		
	227 - RECYCLING FUND			75.00	75.00		
	230 - PARK & RECREATION FUND			8,816.91	8,816.91		
	235 - STREET & SEWER FUND			16,154.21	16,154.21		
	237 - SANITARY SEWER FUND			2,838.47	2,838.47		
	238 - STORM SEWER FUND			845.28	845.28		
	251 - LOCAL OPTION SALES TAX			101,059.42	101,059.42		
	260 - AIRPORT FUND			533.00	533.00		
	302 - SINKING 302 18A GO			70.00	70.00		
	310 - SINKING EQUP CERTIFICATES			90.00	90.00		
	400 - CAPITAL PROJECTS FUND			15,026.25	15,026.25		
	401 - CONSTRUCTION FUND			11,903.64	11,903.64		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			10,915.23	10,915.23		
	1003 - 10:03 DWNTWN MAIN CNTRACT			189.54	189.54		
	1400 - ADMINISTRATION			310.81	310.81		
	1700 - ENGINEERING			1,219.00	1,219.00		
	1800 - IT/GIS			3,467.01	3,467.01		
	1902 - 19:02 CLST CONNECTION			7,984.59	7,984.59		
	1940 - CITY HALL			4,741.48	4,741.48		
	2120 - POLICE DEPARTMENT			20,631.81	20,631.81		
	2125 - BIKE PATROL PROGRAM			2,359.35	2,359.35		
	2140 - DRUG FORFEITURE			70.00	70.00		
	2220 - FIRE DEPARTMENT			9,100.89	9,100.89		
	2400 - COMMUNITY DEVL/INSPECTION			9,916.46	9,916.46		
	2700 - ANIMAL CONTROL			4,510.00	4,510.00		
	3100 - S & S MAINTENANCE			14,643.48	14,643.48		
	3125 - SNOW REMOVAL			148.48	148.48		
	3160 - STORM SEWER EXPENSE			845.28	845.28		
	3170 - TRAFFIC CONTROL			1,362.25	1,362.25		
	3190 - SANITARY SEWER EXPENSE			2,838.47	2,838.47		
	3230 - RECYCLING EXPENSE			75.00	75.00		
	5200 - PARK MAIN/ADMINISTRATION			7,401.91	7,401.91		
	5204 - CONCESSIONS			15.00	15.00		
	5215 - ADULT SOFTBALL			1,400.00	1,400.00		
	5500 - LIBRARY-BUDGETED			45,708.22	45,708.22		
	5505 - TAXABLE FEES			202.58	202.58		

Inv Num / Inv Ref# / Description / GL Distribution	Vendor / Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY DEPT/ACTIVITY ---						
7700 - SINKING 302 GO 18A			70.00	70.00		
7850 - SINKING EQUIP CERTIFICATE			90.00	90.00		
9000 - TRANSIT FUND			109,638.47	109,638.47		
9020 - AIRPORT M & O			533.00	533.00		
9030 - CONSTRUCTION PROJ-MISC			3,729.51	3,729.51		
9050 - CAPITAL PROJECTS-MISC			15,026.25	15,026.25		
9200 - CITY-WIDE			23,653.15	23,653.15		
9360 - LOCAL OPTION SALES TAX			101,059.42	101,059.42		

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 03/01/2022 - 03/31/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 2740 - AT&T MOBILITY:							
X03032022/STREETS							
70427	AT&T MOBILITY	02/25/2022	03/11/2022	137.47	0.00	Paid	Y
	ACCT 287292136423 1/26-2/25 STREETS	pziemer					03/11/2022
	237-3190-43321 TELEPHONE			38.23			
	235-3100-43321 TELEPHONE			99.24			
X03032022/IT							
70428	AT&T MOBILITY	02/25/2022	03/11/2022	137.47	0.00	Paid	Y
	ATT / IT PHONES ACCT 287292136423 1/2	pziemer					03/11/2022
	101-1800-43309 COMPUTER SUPPORT			137.47			
X03032022/ENG							
70429	AT&T MOBILITY	02/25/2022	03/11/2022	274.94	0.00	Paid	Y
	ACCT 287292136423 ENG 1/26-2/25	pziemer					03/11/2022
	101-1700-43321 TELEPHONE			274.94			
X03032022/CD							
70430	AT&T MOBILITY	02/25/2022	03/11/2022	99.24	0.00	Paid	Y
	ACCT 287292136423 COM DEV 1/26-2/25	pziemer					03/11/2022
	101-2400-43321 TELEPHONE			99.24			
X03032022/TRANSIT							
70431	AT&T MOBILITY	02/25/2022	03/11/2022	49.62	0.00	Paid	Y
	ACCT 287292136423 TRANSIT 1/26-2/25	pziemer					03/11/2022
	203-9000-43321 TELEPHONE			49.62			
X03032022/ADMIN							
70432	AT&T MOBILITY	02/25/2022	03/11/2022	99.24	0.00	Paid	Y
	ACCT 287292136423 ADMIN 1/26-2/25	pziemer					03/11/2022
	101-1940-43321 TELEPHONE			99.24			
X03032022/PARKS							
70433	AT&T MOBILITY	02/25/2022	03/11/2022	121.06	0.00	Paid	Y
	ACCT 287292136423 PARKS 1/26-2/25	pziemer					03/11/2022
	230-5200-43321 TELEPHONE			121.06			
X03032022/PD							
70443	AT&T MOBILITY	02/25/2022	03/11/2022	1,971.47	0.00	Paid	Y
	ACCT 287287520356 COMP SUPPORT/CELL	pziemer					03/11/2022
	225-2120-43309 COMPUTER TECHNICAL SUPPORT			726.37			
	225-2120-43321 TELEPHONE			1,245.10			
X03032022/FD							
70490	AT&T MOBILITY	02/25/2022	03/11/2022	3,264.83	0.00	Paid	Y
	ACCT 287312856222 FIRE DEPT SERVICE &	pziemer					03/11/2022
	225-2220-43321 TELEPHONE			200.86			
	225-2220-43309 COMPUTER TECHNICAL SUPPORT			3,063.97			
	Total for vendor 2740 - AT&T MOBILITY:			6,155.34	0.00		

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 03/01/2022 - 03/31/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 4033 - BLUE FIRE TRAINING:							
92095							
70447	BLUE FIRE TRAINING	01/28/2022	03/08/2022	350.00	0.00	Paid	Y
	SEARCH SCHOOL TRAINING	pziemer					03/08/2022
	225-2220-43330 PROFESSIONAL DEVELOPMENT			350.00			
	Total for vendor 4033 - BLUE FIRE TRAINING:			350.00	0.00		
Vendor 0296 - BRAINERD PUBLIC:							
3/15/22							
70571	BRAINERD PUBLIC UTILITIES	03/15/2022	03/22/2022	91,041.55	0.00	Paid	Y
	REMIT SALES TAX THRU 3/14/22	pziemer					03/22/2022
	251-9360-43467 REMIT LOCAL SALES TAX COLLECT			91,041.55			
	Total for vendor 0296 - BRAINERD PUBLIC:			91,041.55	0.00		
# of Invoices: 11	# Due: 0	Totals:		97,546.89	0.00		
# of Credit Memos: 0	# Due: 0	Totals:		0.00	0.00		
Net of Invoices and Credit Memos:				97,546.89	0.00		

--- TOTALS BY GL DISTRIBUTION ---

101-1700-43321	TELEPHONE	274.94
101-1800-43309	COMPUTER SUPPORT	137.47
101-1940-43321	TELEPHONE	99.24
101-2400-43321	TELEPHONE	99.24
203-9000-43321	TELEPHONE	49.62
225-2120-43309	COMPUTER TECHNICAL SUPPORT	726.37
225-2120-43321	TELEPHONE	1,245.10
225-2220-43309	COMPUTER TECHNICAL SUPPORT	3,063.97
225-2220-43321	TELEPHONE	200.86
225-2220-43330	PROFESSIONAL DEVELOPMENT	350.00
230-5200-43321	TELEPHONE	121.06
235-3100-43321	TELEPHONE	99.24
237-3190-43321	TELEPHONE	38.23
251-9360-43467	REMIT LOCAL SALES TAX COLLECT	91,041.55

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 03/01/2022 - 03/31/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			610.89	0.00		
	203 - TRANSIT FUND			49.62	0.00		
	225 - PUBLIC SAFETY FUND			5,586.30	0.00		
	230 - PARK & RECREATION FUND			121.06	0.00		
	235 - STREET & SEWER FUND			99.24	0.00		
	237 - SANITARY SEWER FUND			38.23	0.00		
	251 - LOCAL OPTION SALES TAX			91,041.55	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	1700 - ENGINEERING			274.94	0.00		
	1800 - IT/GIS			137.47	0.00		
	1940 - CITY HALL			99.24	0.00		
	2120 - POLICE DEPARTMENT			1,971.47	0.00		
	2220 - FIRE DEPARTMENT			3,614.83	0.00		
	2400 - COMMUNITY DEVL/INSPECTION			99.24	0.00		
	3100 - S & S MAINTENANCE			99.24	0.00		
	3190 - SANITARY SEWER EXPENSE			38.23	0.00		
	5200 - PARK MAIN/ADMINISTRATION			121.06	0.00		
	9000 - TRANSIT FUND			49.62	0.00		
	9360 - LOCAL OPTION SALES TAX			91,041.55	0.00		

Brainerd, MN
April 4th, 2022

Pursuant to due call and notice thereof, the closed session of the Brainerd City Council was called to order at 5:30 p.m.

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

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND O'DAY, DULY CARRIED, TO GO INTO CLOSED SESSION AT 5:31 P.M.

The Chair re-opened the session at 6:01 p.m., no action was taken.

MOVED AND SECONDED BY MEMBERS O'DAY AND JOHNSON, DULY CARRIED, TO ADJOURN TO THE REGULAR CITY COUNCIL MEETING AT 7:30 P.M.

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: Stenglein, O'Day, Stunek, Johnson, Pritschet, and Bevans. Member Erickson was present via WebEx from 27 Lake Ridge Circle, Keystone, CO 80435. Mayor Badeaux was also noted as present.

Due to a Council Member attending virtually, all votes will be roll call votes.

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

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND O'DAY TO APPROVE THE AGENDA.

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

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

A. **Approval of Bills- Approved**
B. **Approval of Minutes of the Regular City Council Meeting held on March 21st, 2022- Approved**
C. **Approval of Licenses- Approved**
D. **Department Activity Reports- Approved**
E. **Minnesota Lawful Gambling Application for Exempt Permit- Submitted by Minnesota Darkhouse & Angling Association Brainerd Lakes Area for an Event held on March 26, 2022, at the Brainerd American Legion Post 255, 708 Front St.-Approved**

F. **Minnesota Lawful Gambling Application for Exempt Permit- Submitted by Ducks Unlimited Paul Bunyan Chapter for an Event to be held on April 30, 2022, at Brainerd American Legion, 708 Front St.-Approved**

G. **Temporary 3.2 Percent Malt Beverage (Beer) On-Sale License- Submitted by Brainerd Eagles Club #287 for an Event to be held on April 23, 2022, at Memorial Park, 1700 Mill Ave, Brainerd- Contingent Upon Inspections-Approved**

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

Community Member of the Month

Mayor Badeaux awarded Patrick Spradlin the Community Member of the Month for his dedication to the arts in Brainerd.

Council Committee Reports

Safety and Public Works

Approve Event/Parking Lot Closure Application- Lakes Area Music Festival Block Party

Committee Chair O'Day stated that this is the 4th annual block party by Lakes Area Music Festival which will be held on August 8, 2022, organized by Brainerd Restoration. The event is free to the public.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET TO APPROVE THE ATTACHED EVENT APPLICATION WITH THE CONDITIONS LISTED IN THE APPLICATION.

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

Approve a Clean-up Day Event with Lakes Area Skatepark Association

Committee Chair O'Day stated that the Lakes Area Skatepark Association is using this as a fundraiser. They will staff the project and the City will provide the dumpsters. This event is for City of Brainerd residents, a BPU bill will be required to utilize the service. Large items like mattresses and furniture will have a fixed cost for disposal. The event takes place on May 21, 2022, at the Judicial Center parking lot.

Mayor Badeaux stated that he has been working with the group and feels this is a great project for their group.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON TO APPROVE THE CONCEPT FOR A CITY-WIDE CLEAN-UP DAY WITH A BUDGET OF $4,500 FOR PURCHASING THE DUMPSTERS FOR USE FROM GREENDAY ROLLOFF AND LANDSCAPE SERVICE, LLC.

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

Reject Bids for Improvement 22-01-2022 Seal Coating Project

Committee Chair O'Day stated the seal coat material costs are high this year. The delay of the project will have no major impact on the streets.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET TO REJECT THE BIDS FOR IMPROVEMENT 22-01, AND LIKEWISE, SHELVING THESE PLANS UNTIL NEXT YEAR WHERE THEY COULD BE RE-BID UNDER MORE FAVORABLE CONDITIONS.

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

Approve Cost Share Agreement with Crow Wing County for 2022 Seal Coat Project in Maple Street Parking Lot

Committee Chair O'Day stated that Crow Wing County and the City own parts of the Maple Street parking lot, the County is seal coating their portion of the lot, so it only makes sense to continue into the City's portion of the parking lot.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON TO APPROVE THE ATTACHED COST SHARE AGREEMENT AS PRESENTED AND AUTHORIZING PROPER SIGNATURES ON THE DOCUMENT AS PRESENTED.

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

Approve Plans and Specifications and Authorize Quotes- Improvement 22-02-2022 Crack Sealing Project

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET TO APPROVE THE PLANS AND SPECIFICATION AND AUTHORIZING RECEIVING OF QUOTES FOR THE LABOR WORK FOR IMPROVEMENT 22-02 - 2022 CRACK SEAL PROJECT. QUOTES WILL BE DUE ON MAY 6TH, 2022 AT 10:00 AM.

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

Approve Professional Services Agreement with SEH for Improvement- 19-02- West Segment and NP Center Segment of the Cuyuna Lakes State Trail Construction Services

Committee Chair O'Day stated the agreement from 2019 has expired. This is a new agreement for the construction of NP Center and West Segment.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON TO APPROVE THE PROFESSIONAL SERVICES AGREEMENT WITH SEH IN THE TOTAL AMOUNT NOT TO EXCEED $160,000 FOR IMPROVEMENT 19-02 - CUYUNA LAKES STATE TRAIL EXTENSION.

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

Set Public Hearing for Annual Municipal Separate Storm Sewer (MS4) Annual Report

Committee Chair O'Day stated this is an annual requirement for the permit.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON TO SET THE PUBLIC HEARING FOR THE CITY'S MS4 PERMIT FOR MAY 2, 2022, AT THE REGULARLY SCHEDULED CITY COUNCIL MEETING.

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

Resolution- Declaring Sufficiency of Petition and Setting a Public Hearing on a Vacation Commenced by a Majority of Abutting Landowners- Alley Blocks M and E, West Brainerd

Committee Chair O'Day stated that this is the piece of property that was recently purchased by My Neighbor to Love. Both abutting landowners have signed the petition. The resolution does not approve the vacation, rather sets the public hearing.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET TO ADOPT RESOLUTION DECLARING THAT THE PETITION IS SUFFICIENT AND SETS THE PUBLIC HEARING ON THE PROPOSED VACATION FOR MAY 2, 2022, AT 7:30 PM.

RESOLUTION 13:22

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

Personnel and Finance Committee

Approve Hiring List Paid On-Call Firefighters 2022 and Authorize to Hire

Committee Chair Johnson stated there are 36 on-call firefighters out of the 40 on-call desired.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO AUTHORIZE THE FIRE DEPARTMENT TO ESTABLISH A PAID ON-CALL FIREFIGHTER HIRING LIST AND TO HIRE UP TO 4 PAID ON CALL FIREFIGHTERS.

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

Approve Hiring of Police Officer Hunter Williams

Committee Chair Johnson stated this brings the roster up to 25 of the 27 the department hopes to hire by the end of the year.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN TO APPROVE THE HIRING OF POLICE OFFICER HUNTER WILLIAMS, STARTING AT THE LELS STEP 1 RATE OF $29.79, WITH A STARTING DATE OF APRIL 11, 2022.

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

Accept the Resignation of Community Development Director David Chanski

Committee Chair Johnson stated Community Development Director Chanski has accepted a City Administrator position with another city and stated that they are thankful for the work he has done for the City. He congratulated Mr. Chanski on reaching his goals. The City will negotiate an MOA with the union to appoint Mr. Kramvik in the interim.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO ACCEPT THE RESIGNATION OF COMMUNITY DEVELOPMENT DIRECTOR DAVID CHANSKI EFFECTIVE APRIL 22, 2022, AUTHORIZE STAFF TO NEGOTIATE AN MEMORANDUM OF AGREEMENT WITH THE IBEW ADMINISTRATIVE SUPPORT UNION TO APPOINT ASSISTANT PLANNER JAMES KRAMVIK AS THE ACTING COMMUNITY DEVELOPMENT DIRECTOR EFFECTIVE APRIL 23, 2022; FURTHER, PURSUANT TO OUR EMPLOYEE POLICY MANUAL, MR. KRAMVIK SHOULD BE PLACED ON STEP 1 OF THE COMMUNITY DEVELOPMENT DIRECTOR WAGE GRID; FINALLY, TO APPROVE THE FORMATION OF A WORK GROUP COMPRISED OF A COUPLE OF CITY COUNCIL MEMBERS (WITH VOLUNTEERS SELECTED BY THE COUNCIL PRESIDENT), CITY ADMINISTRATOR BERGMAN AND HR DIRECTOR SCHUBERT.

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

Chair Bevans recommended Members Johnson and O'Day to the work group.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND PRITSCHET TO APPROVE CHAIR BEVANS RECOMMENDATIONS TO THE WORK GROUP.

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

Authorization to Enter into Consultant Agreements for Sanitary and Storm Sewer Rate Design Studies

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN TO AUTHORIZE STAFF TO ENTER INTO AGREEMENTS WITH UFS AS REPRESENTED, TO PREPARE FINANCIAL PLANS AND RATE DESIGN STUDIES FOR THE SANITARY AND STORM SEWER RATES.

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

Discussion of the Number of On-Sale Liquor Licenses Issued to One Person

Committee Chair Johnson stated there have been a couple of business owners requesting an additional liquor license for another restaurant. The committee directed staff to draft an ordinance to allow multiple restaurant liquor licenses.

Discussion of 2023 Capital Equipment and Facility Budget

Committee Chair Johnson stated that everyone on the Council should look closely at the changes in budget since it was presented. If there are concerns, contact him or Administrator Bergman.

Update on Request for Funds to be Returned from LAMC

Committee Chair Johnson stated that there has not been a response from Lakes Area Media Collaborative.

Unfinished Business

Authorize Land Purchase Agreement for PID 41361081 & 41361080

Administrator Bergman stated that on March 7th Council had a closed session to discuss acquisition of land at PID 41361081 & 41361080. Council directed Brainerd Public Utilities to negotiate the purchase of the land, further that grant funding would not be used to purchase the land. On March 29th, the Public Utilities Commission voted to accept the purchase agreement of $300,000, purchased with BPU funds.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN TO AUTHORIZE THE EXECUTION OF THE PURCHASE AGREEMENT FOR PID 41361080 & 41361081 PENDING REVIEW BY THE CITY ATTORNEY.

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

Authorize to Enter into Agreements with Brainerd Community Action and The Center

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND PRITSCHET AUTHORIZE AGREEMENTS WITH BRAINERD COMMUNITY ACTION AND LAKES AREA SENIOR ACTIVITY CENTER, INC. FOR A 5-YEAR PERIOD FOR 1.5% OF THE PREVIOUS YEARS LEVY PER THE CITY CHARTER.

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

Final Reading & Public Hearing- Proposed Ordinance No. 1524- Amending City Code Section 320: Administrative Citations- Approved

Chair Bevans opened the public hearing at 7:55 p.m.

No one came forward.

Chair Bevans closed the public hearing at 7:56 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND STENGLEIN TO HOLD THE FINAL READING OF PROPOSED ORDINANCE 1524- AMENDING CITY CODE SECTION 320: ADMINISTRATIVE CITATIONS AND DISPENSE WITH THE ACTUAL READING.

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

Council Member Johnson stated that he would be voting no on the adoption of the ordinance, due to the removal of the language "up to $2,000" as a maximum fine in a year, meaning a resident could be fined $10,600 in a calendar year.

Council Member O'Day stated that he thinks that is a misinterpretation of the ordinance, after three citations Safety and Public Works Committee will work with the residents to resolve the matter.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET TO ADOPT ORDINANCE 1524- AMENDING CITY CODE SECTION 320: ADMINISTRATIVE CITATIONS.

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

Final Reading & Public Hearing- Proposed Ordinance No. 1525- Amending City Code Section 425: Rental Housing- Approved

The Chair opened the public hearing at 8:00 p.m.

Rick Fargo, 7102 Ojibwe Road, stated that he manages 162 rental units in the City. He was a part of the committee that recommended the adoption of the existing document. He stated that the proposed section 425 does not define the term "family" which leads him to believe that single people cannot occupy these dwellings. Mr. Fargo submitted a statement from Mr. Dave Pueringer stating that the code does not take into account the number of units a rental property manager has in reference to the number of conduct on premise.

The Chair closed the public hearing at 8:10 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND O'DAY TO HOLD THE FINAL READING OF PROPOSED ORDINANCE 1525- AMENDING CITY CODE SECTION 425: RENTAL HOUSING MAINTENANCE CODE AND DISPENSE WITH THE ACTUAL READING.

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

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN TO ADOPT ORDINANCE 1525, AN ORDINANCE REPLACING SECTION 425 OF THE CITY CODE

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

Final Reading & Public Hearing- Proposed Ordinance No. 1526- Amending City Code Section 450: Property Maintenance- Approved

Chair Bevans opened the public hearing at 8:12 p.m.

No one came forward.
Chair Bevans closed the public hearing at 8:13 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND O'DAY TO HOLD THE FINAL READING OF PROPOSED ORDINANCE 1526- AMENDING CITY CODE SECTION 450: PROPERTY MAINTENANCE AND DISPENSE WITH THE ACTUAL READING.

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

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON TO ADOPT ORDINANCE 1526- AMENDING CITY CODE SECTION 450: PROPERTY MAINTENANCE.

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

Final Reading & Public Comment- Proposed Ordinance No. 1527- Amending City Code Section 515: Zoning Code and Official Zoning Map- Approved

Community Development Director Chanski gave an overview of the entire process of bringing forth the Zoning Code and Official Zoning Map. He thanked the Planning Commission for the dozens of hours spent in meetings, workshops, and time spent reviewing the code on their own time.

The Chair opened the public comment at 8:18 p.m.

Robert Despot, 830 Brook St, 1020 Washington, & 1024 Washington, owner of the Pike's Plumbing building and Brainerd Hydraulics building stated that with the update his buildings are being rezoned from industrial to residential and commercial respectively. He was given no direct notice of the change. He believes that both businesses are vital to the land that they occupy.

Mike Higgins, 1511 Northern Pacific Road & 1801 Mill Avenue, stated that he is not aware of any changes to the zoning of his businesses. However, he is very disappointed in the Zoning Code update process.

Mike Murphy, 83711 Greenwood Road, Baxter, stated that it is wrong to rezone properties without direct notice.

Kevin Gruber, former owner of Pike's Plumbing, asked why the change was happening now. In 2010, the Council decided not to rezone the property.

Craig Matich, 720 Brook Street, stated that his shop has been present on Brook street for 50 years. He stated he is planning on selling his property to a relative who does similar work to what he does, if his property gets rezoned, he may not be able to sell his business.

Jeff Strobel, 818 Brook Street, owner of Gull Lake Sandblasting, stated that if the property is rezoned, he will be out of business.

The Chair closed the public comment at 8:32 p.m.

Lack of a motion, Proposed Ordinance 1527- Amending City Code Section 515- Zoning Code and Official Zoning Map defeated.

Council Member Johnson stated that he does not remember discussing properties that are currently conforming that would be non-conforming with the zoning code change. He is requesting a comprehensive list of properties that will go from conforming to non-conforming.

Council Member Erickson stated that as liaison he agrees with Mr. Chanski on the scope of the process. He stated that switching from a use-based to a form-based code provides flexibility for residents and businesses and reduces the regulatory burden. He agrees that another discussion by the Planning Commission to address the issues brought forward to this meeting.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND PRITSCHET TO SEND THE ORDINANCE BACK TO PLANNING AND ZONING.

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

Final Reading & Public Hearing- Proposed Ordinance No. 1528- An Ordinance Replacing Section 1135 of the Brainerd City Code- Approved

The Chair opened the public hearing at 8:43 p.m.

No one came forward.

The Chair closed the public hearing at 8:45

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND PRITSCHET, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE 1528- REPLACING SECTION 1135 OF THE BRAINERD CITY CODE, DISPENSE WITH THE ACTUAL READING.

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

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND PRITSCHET TO ADOPT ORDINANCE 1528- REPLACING SECTION 1135 OF THE BRAINERD CITY CODE.

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

Committee Recommendations

Chair Bevans recommended Melissa Willis to the Water Tower Committee.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND O'DAY TO CONFIRM MELISSA WILLIS TO THE WATER TOWER COMMITTEE.

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

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

Mayor Recommended: (terms to expire on 12/31 of said year)
Cable TV Advisory Committee – 2 terms (Expire 2022) --1 term (Expire 2024)
Charter Commission – 1 term (Expire 2022) 1-term (Expire 2025)
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 – 1 position available

New Business

Resolution & Public Hearing- Ordering Improvement, Approving Plans and Specifications, and Ordering Advertisement for Bids - Improvement 21-10 - Greenwood Street Reconstruction Project

City Engineer/ Public Works Director Sandy stated that the City is proposing to surface the road with bituminous material in conjunction with MnDOT S 6th Street project. Pursuant the notice of hearing and to continue with the assessment proceedings, the Council must hold a public hearing to consider the improvement and hear testimony for or against the said improvements. The hearing is not an assessment hearing that will happen in the fall.

The Chair opened the public hearing at 8:49 p.m.

No one came forward.

The Chair closed the public hearing at 8:50 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND PRITSCHET TO ADOPT RESOLUTION ORDERING THE IMPROVEMENT, APPROVING PLANS AND SPECIFICATIONS, AND ORDERING ADVERTISEMENT OF BIDS TO BE OPENED ON MAY 6, 2022, AT 11:00 AM.

RESOLUTION 14:22

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

Resolution & Public Hearing- Ordering Improvement, Approving Plans and Specifications, and Ordering Advertisement for Bids - Improvement 21-12 - North Brainerd Reconstruction Project

City Engineer/ Public Works Director Sandy stated that Improvement 21-12 is a reconstruction project in North Brainerd on N 3rd Street, N 6th Street, N 7th Street, and Juniper Street. Pursuant the notice of hearing and to continue with the assessment proceedings, the council must hold a public hearing to consider the improvement and hear testimony for or against the said improvements. There is considerable utility work involved in the project, however, residents will only be assessed for road improvements. The project will take place in three phases as to not disrupt Gregory Park too much this summer.

The Chair opened the public hearing at 8:53 p.m.

Pam Stock, 317 N 7th St, supports the project, but wonders how those who do not have alleys to park in will park near their homes.

The Chair closed the public hearing at 8:55 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND O'DAY TO ADOPT RESOLUTION ORDERING IMPROVEMENT, APPROVING PLANS AND SPECIFICATIONS, AND ORDERING ADVERTISEMENT FOR BIDS - IMPROVEMENT 21-12 - NORTH BRAINERD RECONSTRUCTION PROJECT

RESOLUTION 15:22

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

Public Forum

The Chair opened public forum at 8:56 p.m.

Brittany Egan, 512 S 9th Street, stated that she is in long term recovery from drugs and alcohol. She is a drug court graduate. One of the greatest barriers to lasting recovery is safe stable housing. She stated that there have been 14 police calls to the sober houses in Tyrol Hills and ongoing drug use in the homes. She is hoping there will be regulations in the future for the houses to ensure the safety of the residents in recovery.

Mike Murphy, 8371 Greenwood Rd, Baxter, stated that the code on variances are too restrictive for property owners.

The Chair closed public forum at 9:02 p.m.

Staff Reports

HR Director Schubert stated that she was informed that the Wellness Committee was awarded a $2,000 grant through Crow Wing Energize for a water bottle filler at City Hall.

Mayors Report

Mayor Badeaux thanked the Pine Tree Division of The Scouts for allowing him to emcee their awards event. He thanked the snow shovel brigade for their work this winter, Interfaith Volunteers will be taking over the program next year, and there will be a small gathering thanking those groups and individuals who helped with the brigade. Finally, he read his proclamation for the Remembrance of the Bataan Death March Service Members from the 194th Battalion from Brainerd, declaring April 9th, 2022, a day to acknowledge their sacrifices.

Council Member Reports

Member Erickson congratulated Mr. Chanski on his new position and thanked him for his hard work for the City.

Member Johnson stated that the EDA is meeting on April 7th to further refine properties for development. He stated that his son's Cub Scout Pack is looking for a community service project in June or July.

Member O'Day stated that he attended the Norwegian Soldier Exchange event in place of the Mayor and enjoyed the event. Camp Ripley wants Council to visit.

Adjourn to Closed Session Pursuant to Minnesota Statute 13D.05 subd., 3(c)(3) to Consider Counter Offers for the Purchase of Property at 504 11th Street South, Brainerd, MN 56401

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND JOHNSON TO ADJOURN TO CLOSED SESSION PURSUANT TO MINNESOTA STATUTE 13D.05 SUBD. 3(C)(3) TO CONSIDER COUNTER OFFERS FOR THE PURCHASE OF PROPERTY AT 504 11TH STREET SOUTH, BRAINERD, MN 56401

The Chair adjourned the meeting to the closed session at 9:13 p.m. after a five-minute break.

The Chair reconvened the meeting at 9:22 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO APPROVE THE COUNTEROFFER FOR PROPERTY AT 504 11TH STREET SOUTH, BRAINERD, MN 56401.

The Chair adjourned the meeting at 9:23 p.m.

_____

Jennifer Bergman
City Administrator

Brainerd Contractor License List

04/14/2022

ABE LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
12438 EXECUTIVE ACR	General Commerical	Active		12/31/2022	2022-0028	12/31/2022

Total Licensees **1**

Population: All Records

Licensee.DateRegistered Between 4/1/2022 12:00:00 AM AND 4/14/2022 12:00:00 AM

BRAINERD POLICE DEPARTMENT

MONTHLY REPORT

BESTUL'S BOOYAH AWARD

Nomination Submitted by Lt. Kulzer: On 3/24/22, Investigator Palcher volunteered to assist Baxter PD with a criminal sexual conduct investigation. Palcher's willingness to assist resulted in an extension of his own shift. Baxter Police resources were unavailable due to a higher priority investigation.

Palcher collected evidence, received preliminary information, and partnered with Baxter PD, who eventually took over the investigation. Chief Exsted expressed his grattitude for John's assistance.

John is recognized for his willingness to assist not only his partners but other agencies as well. Great teamwork. ***BOOYAH!***



TRAINING & STAFF DEVELOPMENT

Crisis Intervention and Mental Illness
Officers Travis Gleason, Jordan Host, Ron Myers, and Elizabeth Gleason attended a one-day focused course that meets all the objectives for the POST mandated training on crisis intervention, mental illness, and officer wellness.

FBI LEEDA
Deputy Chief Davis enrolled in the FBI Law Enforcement Executive Development Program, which consists of the Supervisor Leadership, Command Leadership, and Executive Leadership Institute. In March he attended the Supervisor Leadership Institute, which is a cutting edge 4 ½ day program built especially for first-line supervisors and middle managers with the goal of enhancing their leadership competencies. Attendees engaged in personality diagnostics, leadership case studies, mentoring, developing people, performance management, risk management and credibility.

Crowd Control and Public Disorder – Legal and Operational
Lt. Kulzer attended virtual training that focused on understanding the established guidelines for managing crowds and preserving the peace during demonstrations and civil disturbances. How law enforcement officers deal with crowds in civil actions, whether in demonstrations or civil disturbances, has direct bearing on their ability to prevent property damage, injury, or loss of life and minimize disruption to persons who are uninvolved. Officers confronting civil disturbances and those called upon to assist in these incidents shall follow the procedures as enumerated in policy to protect life, property, and First Amendment rights.

The Reid Technique for Pre-Employment Interviewing Strategies
Investigator Runde attended an on-line video training program discussing a variety of strategies for conducting pre-employment interviews, to help identify high risk job applicants before they become employees.

EMT Recertification
Officer Jay Personius completed his EMT recertification through the National Registry for Emergency Medical Technicians.

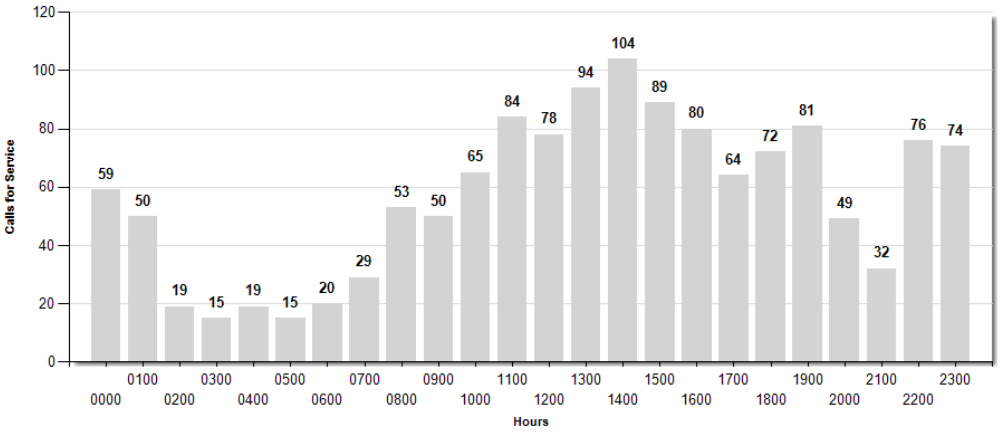
OVERALL CALLS FOR SERVICE

March	2022	2021
Number of Calls for Service	1371	1540

Calls for Service Hourly

3/1/2022 to 3/31/2022

Total Calls: 1451

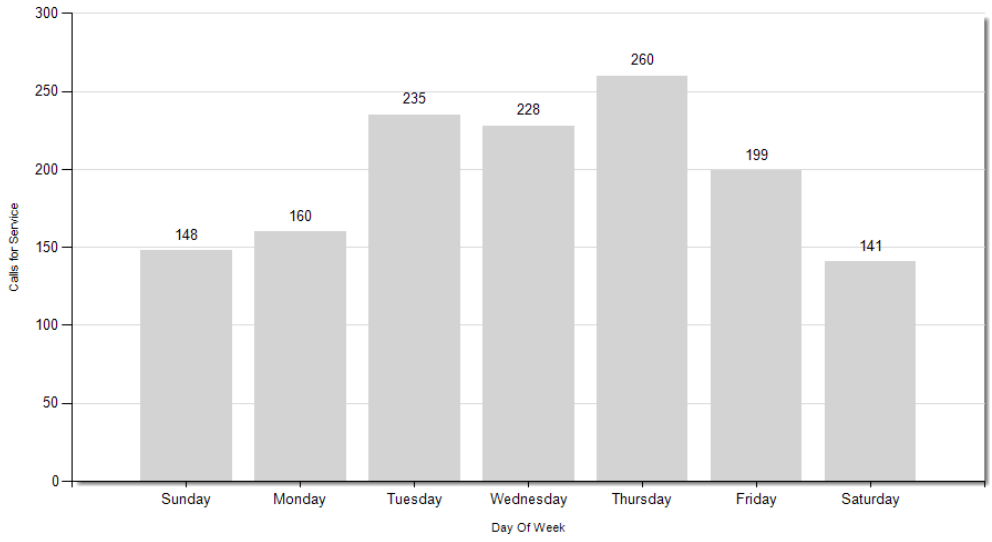


Calls for Service Day Of Week

Start Date: 3/1/2022

End Date: 3/31/2022

Total Calls: 1451



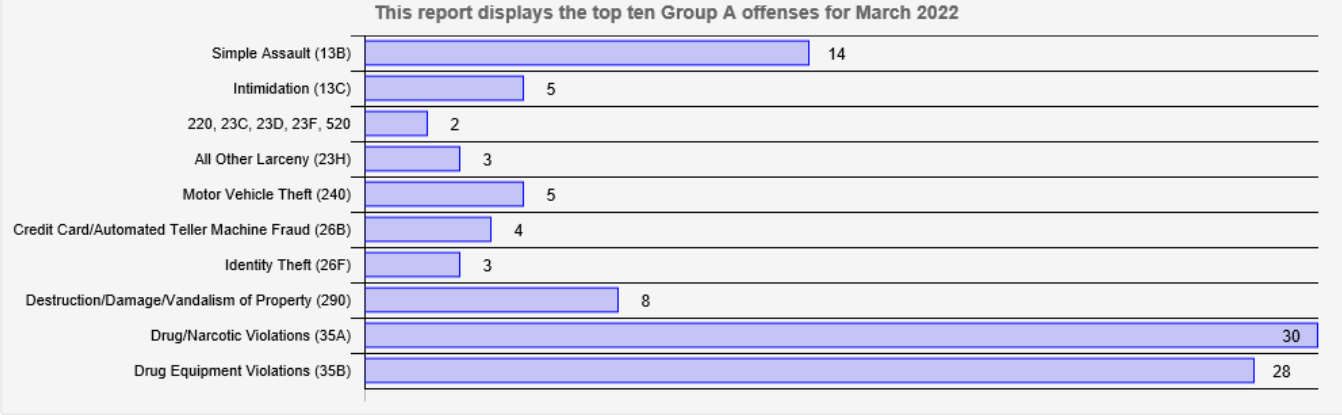
CRIME STATISTICS

March	2022	2021
Group A Offenses Known or Reported to Police	311	390
Group A and B Arrests	194	160

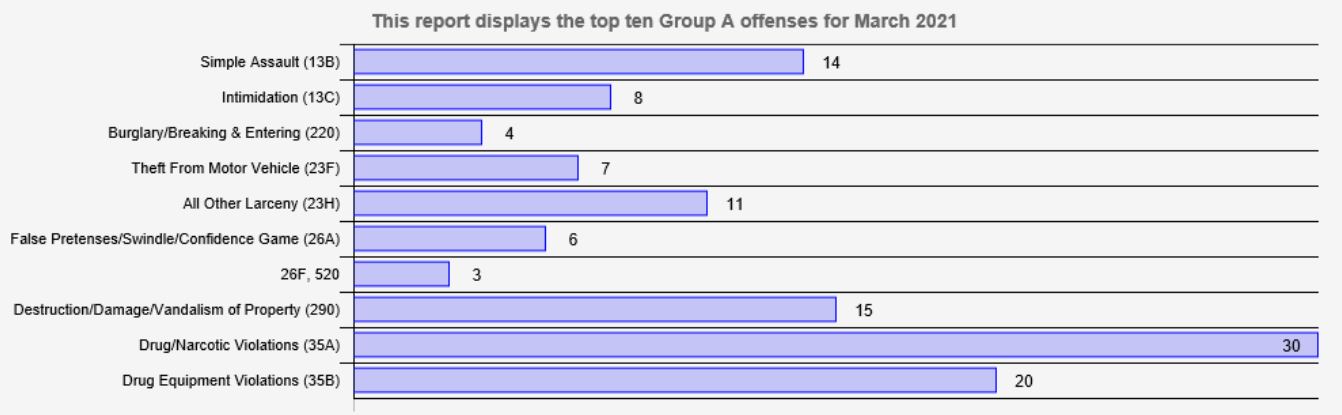
** Note: 2022 totals do not include case files that have not yet been coded.

TOP 10 GROUP A OFFENSES

March 2022

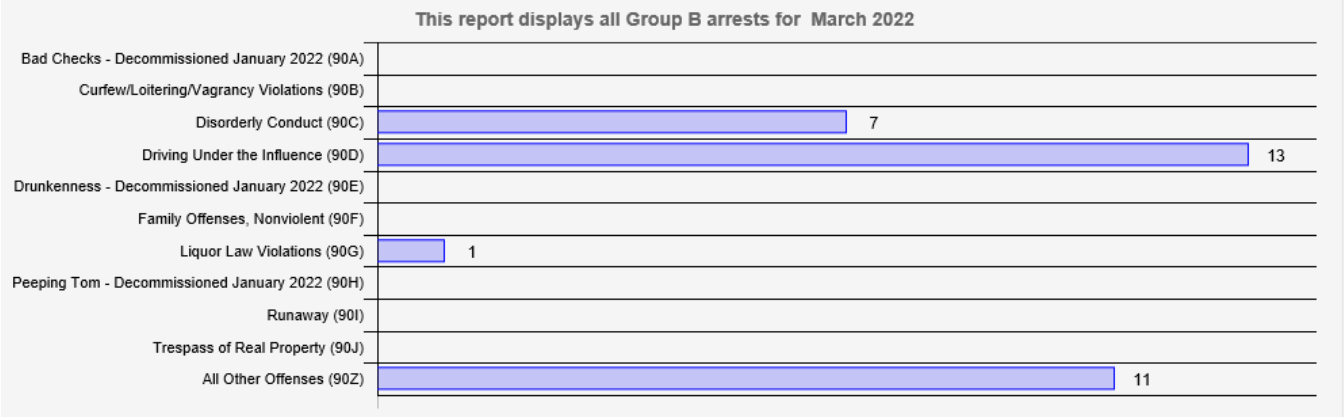


March 2021

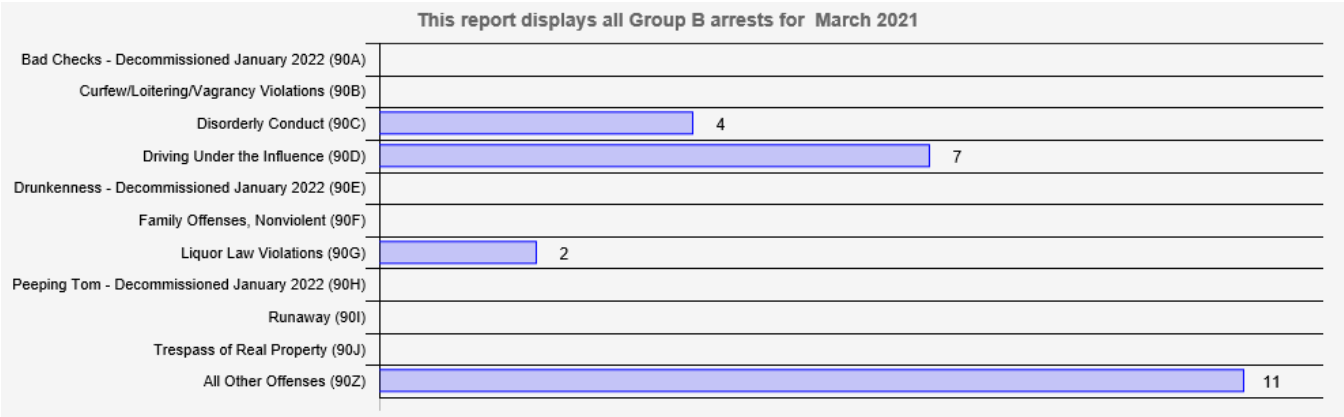


GROUP B ARREST DATA

March 2022



March 2021



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

March	2022	2021
Citations (Inc. Parking Tickets & Written Warnings)	267	259

105 parking tickets issued in the month of March, with the following dispositions.

6	Dismissed
49	Paid in Full
1	Partial Payments Received
49	No Payment Received

Revenue Recapture Receipts:

2021 Total:	$ 8,528.62
2022 To Date:	$ 2,600.00

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address	Summary
22003347	03/17/22	Conduct on Premises	2307 Hillcrest Dr	Conduct on premises.
22003662	03/24/22	Conduct on Premises	720 Kingwood St	Conduct on premises.
22003947	03/30/22	Conduct on Premises	500 NW 4th St	Conduct on premises.
22004027	03/31/22	Conduct on Premises	1720 Norwood St	Conduct on 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
March	1768	400	699	405	13.58 Minutes	57

AXON Evidence.com

COMMUNITY OUTREACH

Skate with a Cop

On March 6th, several Brainerd Police officers teamed up with Crow Wing County deputies and Baxter Police officers to participate in this fun, multi-jurisdictional event. Free snacks and refreshments were provided by Cub Foods and the ice time was donated by the Essentia Health Sports Center. Skate with a Cop was a big success, and we hope to make it an annual event.



McGruff even laced on a pair of skates!



Officer Houle, Inv. Runde, & Officer Selvestra





The Giving Tree
As of March 7th, 298 items donated to The Giving Tree have found a new home providing warmth for those in need. A huge shout out to the volunteers who make this possible – the Brainerd Police Department is proud to partner with them to provide this service to the community.

Special Olympics Polar Plunge
On March 5th, Sgt. Paul Dooley and Officer Drew Selvestra represented the Brainerd Police Department as part of the Lakes Area Law Enforcement team at the annual Special Olympics Polar Plunge. The Lakes Area Law Enforcement team raised $7,226.

This was the 17th year in a row that the Polar Plunge has been in Brainerd, raising over $66,000 for Special Olympics Minnesota in 2022. All funds raised go towards programming and events for more than 8,000 athletes statewide.














City of Brainerd
IT/GIS Department Monthly Report
March 2022

Projects

- Installing new computers as time allows, some hand-me-down computers will be repurposed for interns and other uses.

- Planning and initial meetings to determine process to migrate physical phone system to cloud host. Funds previously planned to replace hardware would be used for cost of migration, eliminating most future phone hardware expenses.

- PEG (cable TV) – meeting regularly with CLC and vendors to maintain forward progress - on schedule and within budget thus far. Met with Digital Horizons to determine how to stream meetings to CLC for cable broadcast from there. DH will also be adding echo cancelling hardware in the conference room to improve room audio for stream, broadcast, and remote (webex) viewers.

- Planning technology needs for City Hall Annex – doors, cameras, wifi, network, etc

Software

- Implemented single sign on for Adobe products – now uses network credentials
- BS&A – reports, workflows, training, etc with various departments
- Demo and planning for CivicRec to replace RecNet for parks registration and reservations
- Implemented sharepoint/onedrive structure for a new meeting packet creation process

Hardware

- Extensive troubleshooting for camera system cloud access

Other

- Technical support for numerous meetings – City Council, Park Board, Planning, HRA, EDA, etc
- Hiring process for 2 GIS interns – one for regular GIS work and one for grant funded tree inventory

Statistics

Emails sent: 9,249 (298/day) received 37,053 (1,195/day)

Cisco Secure Endpoint: 4.82M files scanned, 823K IPs scanned

YouTube – City of Brainerd channel: 4,003 views, 259.1 hours watched

Staff: no staff changes

M E M O

TO: Mayor and City Council

FROM: David Chanski, Community Development Director

DATE: April 14, 2022

RE: Community Development Director Report

Building

The Community Development Department issued 70 building permits with a total project valuation of $4,923,802 in the month of March. However, it should be noted that $3,368,743 of that valuation was for the new water storage tank. Nonetheless, 7 permits for new single-family homes were issued in March. For the 1st Quarter of 2022, a total of 125 permits were issued with a total valuation of $5,715,379.

Within the River-to-Rail incentive corridor, 12 permits were issued in March with a total project valuation of $209,640 and $4,255.54 in permit fees were waived. For the 1st Quarter of 2022, a total of 19 permits have been issued with a valuation of $457,202 and $7,940.22 in waived permits 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 31 code enforcement inspections in March.

With the adoption of Ordinance No. 1524 on April 4, Community Development staff have officially moved to complaint driven enforcement only. Staff will be bringing 5 active cases before the Safety & Public Works Committee for direction as to how to proceed under the new Section 320 language.

Planning & Zoning

With the failure of Proposed Ordinance No. 1527 on April 4th, the Council directed the Planning Commission to look at properties that would have a significant zoning change between the current zoning map and the proposed zoning map. Staff has since spent over 12 hours comparing the current zoning map and the proposed zoning map for significant differences and compiling a list of properties for the Planning Commission to review and submit recommendations back to the City Council during their meeting on April 20th. The City Council is encouraged to attend that meeting, which will be held at 6pm in the City Council Chambers.

On the April 20th Planning Commission agenda will also be a request for variances for a lot split, a conditional use permit for an auto body shop, and a rezoning and interim use permit for a short-term rental. Each of these applications were submitted prior to April 4 but would have been subject to the proposed zoning code had it been adopted, and two of them required amendments to their original applications as the proposed zoning code was not adopted. The lot split application now requires an additional variance that would not have been needed under the proposed zoning code. The short-term rental application now requires rezoning the property as it is currently zoned B-2 (which allows multi-family units but not short-term rentals) but would be zoned TN-2 under the proposed zoning code, which would allow for short-term rentals as an interim use.

While the auto body conditional use permit did not require any amendment, certain standards that the Planning Commission thoroughly considered and are recommending in the propose zoning code are not required in the current code. Therefore, the applicant is not required to meet them outside of conditions placed on the application by the Planning Commission and City Council.

Additionally, the contract that was signed with Swanson Haskamp Consulting for the zoning code update project back in October 2020 was for $90,000. Had the proposed zoning code been approved by the City Council on April 4th, the project would have been completed within budget. However, since Ordinance No. 1527 failed, the adoption of the zoning code will be delayed at least 2 months. Therefore, additional funds are needed for Swanson Haskamp to assist with the completion the new zoning code. A change order for $5,000 has been submitted for consideration by the City Council on April 18th. Had the City Council simply tabled the 2nd reading and adoption of Ordinance No. 1527 until the Planning Commission submitted recommendations regarding the zoning of certain parcels to be considered by the City Council on May 2nd, this change order would not have been needed.

Lastly, staff has been extremely busy and needed to complete after-hours work since the proposed zoning code was not adopted. In addition to the work staff has done in preparation for the April 20 Planning Commission meeting and an increase of applications due to the start of building season, Assistant Planner James Kramvik has continued to need to explain both the current zoning code and the proposed zoning code to every person who is working with the Community Development Department on a project. Unfortunately, one project that would have resulted in the development of a vacant parcel and the opening of a new restaurant has been put indefinitely on hold as the project is mostly infeasible under the current zoning code.

Mississippi Landing Trailhead

The Mississippi Land Trailhead project went out for bid on March 18. Bid openings are occurring on Thursday, April 14 at 11:00a.m. After the design and construction management services contract with WSB is taken into account, roughly $2.6 million remains for the construction of the park. If bids come in over the remaining budget, the Project Management Team and the Park Board will need to consider what project elements must be removed or altered to keep the project within the remaining budget.

Economic Development

The EDA accepted a list of priority properties for market and redevelopment from Swanson Haskamp Consulting. The priority properties are those currently owned by the City of Brainerd including the City Hall, Laurel St., and Front St., parking lots as well as the City's industrial park properties and the land that is currently being acquired from the Roberts family. Ms. Haskamp will now begin the process of evaluating each property and creating cutsheets for each property that can be used to solicit development. The EDA also directed Ms. Haskamp to begin reaching out to the owners of some identified properties along the Hwy 210 corridor to gauge their interest in making their properties available for redevelopment.

www.ci.brainerd.mn.us

M E M O

TO: **Mayor and Council**

FROM: **City Administrator Jennifer Bergman**

DATE: **April 5, 2022**

RE: **Resolution Accepting Donations & Contributions for 1st Quarter 2022**

Attached is a resolution accepting donations and contributions that have been made to the City of Brainerd for the period of January 1, 2022 and March 31,2022. The City is very appreciative to all who have made these contributions. The funds from the donations and contributions will be used as requested by the donor.

A resolution needs to be adopted with a two-thirds vote of the Council. The item appears on the April 18th 2022 agenda.

If you have any questions, please don't hesitate to contact me.

\pz

MEMO

www.ci.brainerd.mn.us

TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes
DATE: April 4, 2022
SUBJECT: 2022 – 1st Quarter Donations

Brainerd Fire Department received the following donations in the 4th quarter:

• Brainerd Fire Dept. Relief Association	Chainsaw Adaptor Kit	$ 419.00
• Brainerd Fire Dept. Relief Association	Cordless Chainsaw	$ 578.00
• Shannon's Auto Body	Public Education	$ 150.00
• Dick's Sporting Goods	Workout Equipment	

Feel free to contact me with any questions.

M E M O

TO: **Connie Hillman, Finance Director**

FROM: **Mike Bestul, Chief of Police**

DATE: **4/5/22**

RE: **1st Quarter 2022 Donations**

The Brainerd Police Department received the following donations from January to March 2022:

- Dwayne Scofield $100.00

If you have any questions, please don't hesitate to contact me.

\pz

Brainerd Parks and Recreation

Contributions and Donations January-March 2022

Received From	Receipt Date	Type of Donation	Amount Received
Brainerd Lakes Area Women of Today	01/04/22	Field banner program-MMP field improvements	$150.00
Heartland Detachment Marine Corps League	01/07/22	Field banner program-MMP field improvements	150.00
Smiles for Jake	01/10/22	Field banner program-MMP field improvements	400.00
Advocates for Reproductive Education	01/10/22	Field banner program-MMP and Buster Park improvements	400.00
Sibbert Drywall LLC	01/14/22	Field banner program-MMP field improvements	150.00
McDonald's Restaurant	01/14/22	Field banner program-MMP field improvements	550.00
Brainerd Rotary Foundation	01/18/22	Easter Egg Hunt sponsor donation	600.00
Hasskamp Bros Well Drilling	01/21/22	Field banner program-MMP field improvements	400.00
Penmac Staffing Services Inc	01/24/22	Field banner program-MMP and Miracle League field improvements	400.00
Holden Electric Company Inc	02/01/22	Field banner program-MMP field improvements	400.00
The Center	02/01/22	Field banner program-MMP field improvements	150.00
Lakes Millwork	02/03/22	Field banner program-MMP field improvements	150.00
Advantage Seamless Gutters	02/03/22	Field banner program-MMP field improvements	400.00
Baxter Cub Foods	02/04/22	Field banner program-MMP field improvements	825.00
Anonymous Donations	02/15/22	Annual Gregory Park Skating Party	44.00
Brainerd General Rental	02/15/22	Field banner program-MMP field improvements	400.00
Essentia Health	02/15/22	Field banner program-GGP-MMP-BAP field improvements	525.00
Pohl Children's Scholarship Foundation	02/25/22	Field banner program-MMP field improvements	550.00
Brainerd Lions Club	03/07/22	Designated for all-inclusive playground equipment-Buffalo Hills-Lions Park	10,000.00
Barbara Haney	03/15/22	Field banner program	275.00
Harpo's	03/16/22	Undesignated donation-overpayment from ASB sponsor	5.00
Joyce Wilt	03/24/22	Memorial bench	1,100.00
Tiffany Lewis	03/28/22	Memorial bench	1,100.00
Pan-O-Gold Bakery	02/10/22	Hot dog buns - Annual Ice Skating Party	in-kind
Viking Coca-Cola	02/09/22	Beverages - Annual Ice Skating Party	in-kind
Wendy's	02/10/22	Chili, spoons, bowls, napkins - Annual Ice Skating Party	in-kind
BeMobile Verison	03/31/22	Boxed stickers for Easter Egg Hunt participants	in-kind
TOTAL			**$19,124.00**

RESOLUTION
NO. 16:22

RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
JANUARY 1, 2022 THROUGH MARCH 31, 2022

WHEREAS, the City of Brainerd is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Sections 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and bequests for the benefit of recreational service pursuant to Minnesota Statutes Section 471:17; and

WHEREAS, the following persons and entities have offered to contribute the gifts and cash sums set forth below to the City:

Name of Donor	Amount	Requested Use of Donation or Contribution

SEE ATTACHED LIST OF DONORS

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA that all donations and/or contributions described above are hereby graciously accepted by the City of Brainerd and shall be used as requested by the donors or grant requirements.

BE IT FURTHER RESOLVED, that the City Council expresses its gratitude to the donors of the gifts.

Adopted this 18th day of April, 2022

_____
KELLY BEVANS
President of the Council

Approved this 19th day of April, 2022

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

CITY OF BRAINERD
SAFETY AND PUBLIC WORKS COMMITTEE
AGENDA

April 18, 2022
6:45 PM
WebEx Teleconference Call-In Information Call Toll-Free: 1-844-992-4726
Access Code: 2497 883 0296

NOTICE TO THE PUBLIC: Council Member O'Day attending SPW and Regular Council Meeting via WebEx from: 1126 Tipton Ct, Fort Myers, FL 33901

1. Approve Event/Parking Lot Closure Application- Armed Forces Freedom Festival

2. Approve Event/Street Closure Application- Smiles on the 'Ssippi

3. Approve Construction and Maintenance Cost Share Agreement with Crow Wing County for 2022 Cuyuna Lakes State Trail (CLST)

4. Approve Plans and Specifications and Authorize Bidding for Improvement 19-02- Cuyuna Lakes State Trail West Segment

5. Approve Construction Materials Testing Agreement with Braun Intertec for Improvement 19-02- Cuyuna Lakes Stated Trail (CLST) NP Center Segment

6. Review Classification of Land to "Non-Conservation" and Future Sale of Tax Forfeited Lands

7. Direction on Active Code Enforcement Cases

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Approve Event/Parking Lot Closure Application-Armed Forces Freedom Fes

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

Summary of Issue:

Attached to this request is an event/parking lot closure application for the Armed Forces Freedom Festival, to take place on May 21, 2022 from 9 AM - 5 PM in the Laurel Street Parking Lot.

Alternatives, Options, Effects on Others/Comments:

The event will consist of community awareness program to honor our veterans. They will be posting colors, having a flag folding ceremony, and a flag retirement ceremony (flag burning in enclosed vessel with fire extinguishers present). There will also be children and adult games to participate in. The applicant is requesting closure of the Laurel Street Parking Lot for the event. There will be a DJ/portable sound system with the power being supplied by the VFW. There will be music supplied by David Doucette. There will be porta-potties at the event, along with the VFW bathrooms available for use. The VFW would like to post banners on the VFW building, and fliers will be posted throughout the community. The VFW has contracted with Waste Partners for garbage removal.

Recommended Action/Motion:

Staff recommends approval of the event application with the conditions as noted on the application. Staff recommends the applicant contact neighboring businesses to let them know of the event and the parking area closure.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

RECEIVED
MAR 31 2022
CITY OF BRAINERD
ADMINISTRATION

SPECIAL EVENT APPLICATION

Date of Application: 3/30/2022

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

Type of event:
- [x] Event – City Parking Lot
- [ ] Event with Street Closure
- [ ] Event – City Park
- [ ] Other _____

Name of event: Armed Forces Freedom Festival

Organizer Information

Organizer's Name: VFW #1647

Organizer's Address: 309 South 6th Street Brainerd

Event Contact Person: Helen Doucette / Dawn Garin

Event Contact Daytime Phone: 218-831-2112 / 218-821-3361

Event Contact E-mail Address: hdoucette@charter.net / bdkgarin@hotmail.com

Contact Name/Number Day of Event: same

For Profit/Nonprofit Status (type): non profit 501C

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
May 21, 2022	9:00am	5:00pm	Laurel Street Parking Lot

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

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

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

Description of Activities

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

A community awareness program to honor our Veterans.

We will be posting colors, having a flag folding ceremony and a flag retirement ceremony (flag burning in an enclosed vessel with fire extinguishers present). Children and adult games, etc.

Site Information

Electrical usage ☑ Yes ☐ No

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

DJ sound System - will use VFW power source

Amplified Sound ☑ Yes ☐ No

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

Time of Your Life - D J (David Doucette) music

Restrooms provided ☑ Yes ☐ No

If yes, how many 3 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: 3 located in the VFW & 2 porta potties

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

Signs, banners, and/or posters/flyers ☑ Yes ☐ No

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

Banner will be posted on the VFW building and flyers will be posted throught the communtiy

Trash Receptacle Disposal ☑ Yes ☐ No

Company contracted for trash receptacle disposal: Waste Partners

Additional Event Information

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

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

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

Street Closure Request Information

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

_____

_____

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

_____

_____

_____

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

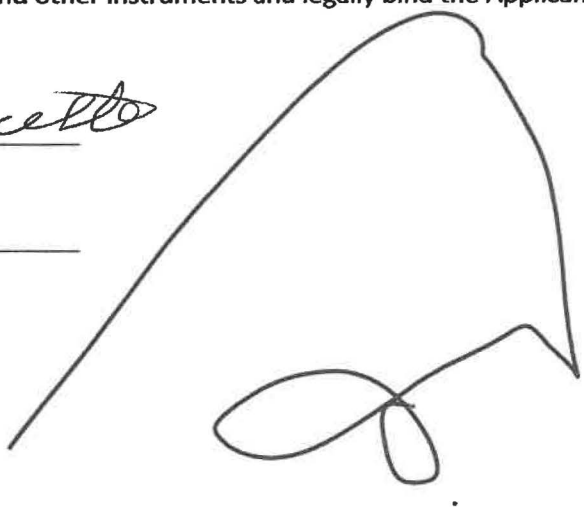
I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

Helen Doucette

Signature of Applicant

Helen Doucette

Print Name



Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

From: "Peggy Larson" <peggy.larson@northriskpartners.com>
To: "hdoucette@charter.net" <hdoucette@charter.net>
Cc:
Bcc:
Priority: Normal
Date: Monday March 28 2022 10:58:41AM
FW: VFW #1647

Hi Helen – Pat asked me to send you a cert for an event you are having in your parking lot in May. I just have a few questions.

- Will the parking lot be fenced or blocked off?
- Will you have any bouncers or security?
- Are you using the bartenders from the VFW?
- What is the time of the event?

Thank you

Peggy

Peggy Larson, SBCS
Account Manager - Commercial Lines
P: (763) 398-4030 | F: (763) 398-4060
peggy.larson@northriskpartners.com | www.northriskpartners.com
10405 6th Ave. N, Suite 300 | Plymouth, MN 55441



NORTH RISK PARTNERS®

FACE RISK HEAD ON



CONFIDENTIALITY NOTICE: Information accompanying this transmission is considered to be confidential and/or proprietary business information. Consequently, this information may be used only by the person or entity to which it is addressed. Such recipient shall be liable for using and protecting the information from further disclosure or misuse, consistent with applicable contract and/or law. The information you have received may contain protected health information (PHI) and must be handled according to applicable state and federal laws, including, but not limited to HIPAA. Individuals who misuse such information may be subject to both civil and criminal penalties. If you believe you received this information in error, please contact the sender immediately.

IMPORTANT NOTE REGARDING INSURANCE COVERAGE: North Risk Partners will not be deemed to have accepted any electronic communication unless North Risk Partners provides the sender with an affirmative acknowledgement verifying receipt and action upon the communication. Insurance coverage requested via electronic mail or text message is NOT legally binding until you have received direct confirmation from North Risk Partners. As a result, insurance coverage cannot be added, deleted or otherwise changed using the email and/or text message system unless and until it is confirmed in writing by North Risk Partners or your insurance carrier.

From: hdoucette@charter.net
To: "Peggy Larson" <peggy.larson@northriskpartners.com>
Cc:
Bcc: "'bdkgarin@hotmail.com'" <bdkgarin@hotmail.com>
Priority: Normal
Date: Monday March 28 2022 12:04:42PM
RE: FW: VFW #1647

Hi Peggy,
Thank you for you note for VFW 16u Brainerd, MN.
We plan to host An Armed Forces Freedom Fest Saturday May 21st from
noon to 4 p.m.
Parking lost is owned by the City of Brainerd and we just need to apply for the permit and they
block the lot off and show proof of insurance
No we didn't think we needed Bouncers or Security, Do you think we should
address this?
Bartenders will not be needed as all beverages will only be served in the Club.
Food will be served from outside from our grill on our back patio,

Peggy if I have missed any thing please get back to me.
Mercy I didn't know there was so many bases to over.
Thank you so much.
Helen Doucette
VFW Auxiliary 1647 Senior Vice President

From: "Peggy Larson"
To: "hdoucette@charter.net"
Cc:
Sent: Monday March 28 2022 10:58:41AM
Subject: FW: VFW #1647

Hi Helen – Pat asked me to send you a cert for an event you are having in your parking lot in May. I just have a few questions.

- Will the parking lot be fenced or blocked off?
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- Are you using the bartenders from the VFW?
- What is the time of the event?

Thank you

Peggy

Peggy Larson, SBCS
Account Manager - Commercial Lines

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER North Risk Partners P.O. Box 64016 St Paul MN 55164-0016	**CONTACT NAME:** Peggy Larson **PHONE (A/C, No, Ext):** (763) 536-8006 **FAX (A/C, No):** **E-MAIL ADDRESS:** peggy.larson@northriskpartners.com
INSURED Mahlum Hanson VFW #1647 309 S. 6th St. Brainerd MN 56401	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A:** Integrity Insurance Company 14303 **INSURER B:** Technology Insurance 42376 **INSURER C:** **INSURER D:** **INSURER E:** **INSURER F:**

COVERAGES **CERTIFICATE NUMBER:** CL2142732067 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR ☒ Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			BP 2620976	07/01/2021	07/01/2022	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Hired/borrowed	$ 1,000,000 $ 100,000 $ 1,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 1,000,000
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			BP 2620976	07/01/2021	07/01/2022	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $1,000,000 $ $ $
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		TWC3998689	08/20/2021	08/20/2022	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 100,000 $ 100,000 $ 500,000
A	Liquor Liability Employee Dishonesty			BP 2620976	07/01/2021	07/01/2022	Aggregate Each Common Limit	$1,000,000 $1,000,000 $100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Brainerd
501 Laurel St
Brainerd MN 56401

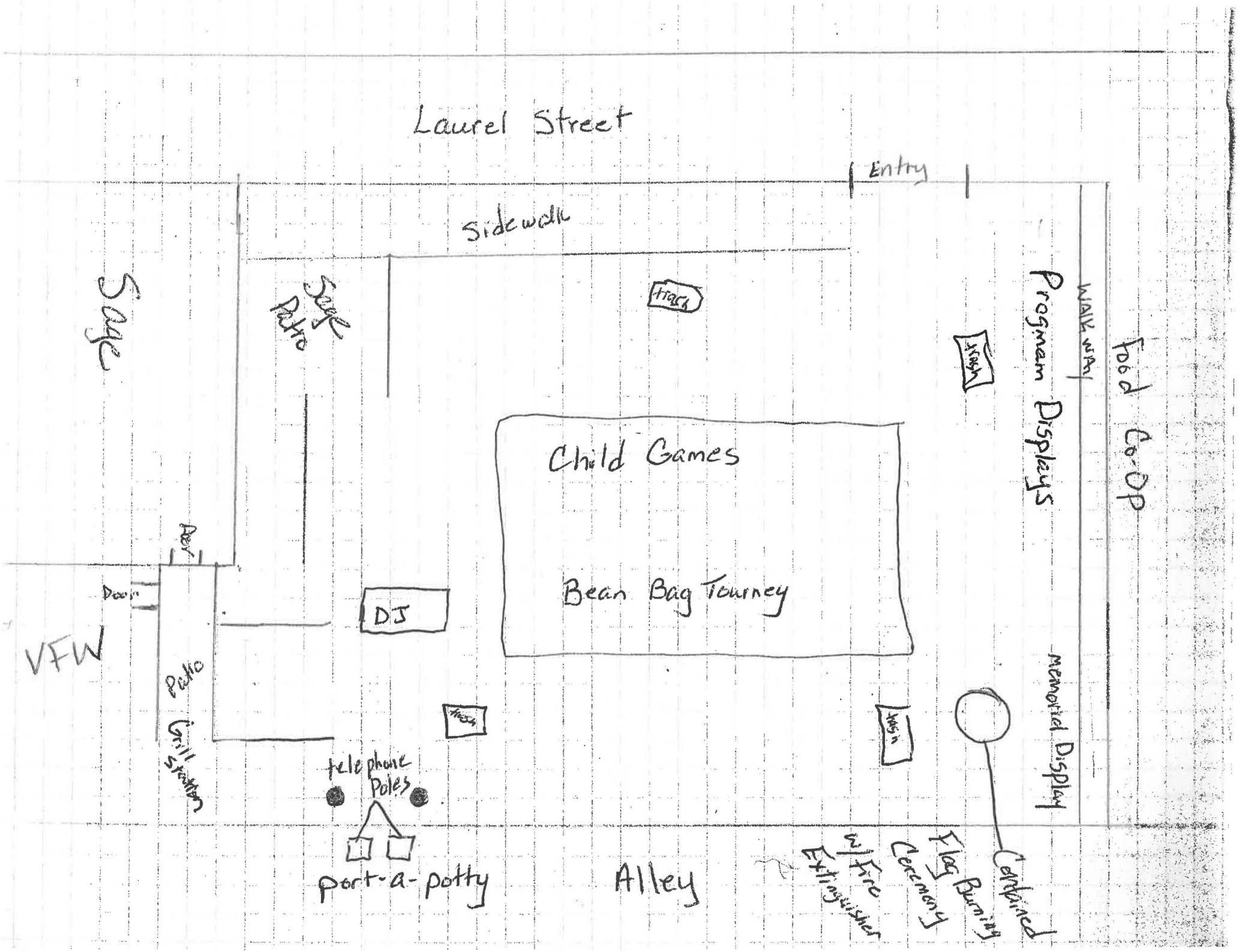
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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Laurel Street
Entry
Sidewalk
Sage
Sage Patio
Track
Trash
Walkway
Food Co-Op
Program Displays
Memorial Display
Child Games
Bean Bag Tourney
Door
Door
DJ
VFW
Patio
Grill Station
Trash
Trash
telephone Poles
port-a-potty
Alley
Flag Burning Ceremony
w/ Fire Extinguisher
Confirmed

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	ok, 4/5	None
City Administration	ok, 4/5	None
Engineering Department	ok, 4/5	Please submit traffic control request 1-week prior to the event.
Fire Department	ok, 4/5	None
Fire Support/EMS	ok, 4/5	None
Parks Department	ok, 4/5	None
Planning Department	ok, 4/5	None
Police Department	ok, 4/5	Police staff will assist with closure of parking lot.

Event Application Approval

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

_____ _____

City Administrator Date

Approval Conditions

_____

_____

_____

_____

Certification of Street Closure Approval

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

_____

_____

_____

_____

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Approve Event/Street Closure Application - Smiles on the 'ssippi

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

Summary of Issue:

Attached to this request is an event/street closure request for the Smiles on the 'ssippi event to take place on 7/30/2022 from 7 AM - 2 PM.

Alternatives, Options, Effects on Others/Comments:

This event is an event that is in cooperation with Smiles for Jake, Brainerd YMCA, and the Mississippi Headwaters Board, and others. The event is a free family/community event and river paddling race to promote mental health and well-being. Activities will include live music, youth activity stations, Disney characters, SUP/Canoe/Kayak river race, fitness classes. Other activities include a river race, open paddling (demos), historical river tour located at Kiwanis Park and all other activities at Rotary Park. The applicant has indicated that a full stage production and sound will be utilized for the event, and on-site power will be provided. They are providing restrooms at a ratio of 20:1 (expecting near 1,000 people). They have contracted with waste partners for waste removal. The applicant is requesting the closure of east river road for the event.

Recommended Action/Motion:

Staff recommends approval of the attached event application under the conditions noted on the application.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

SPECIAL EVENT APPLICATION

Date of Application: 3/29/22

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

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

Name of event: Smiles on the 'ssippi

Organizer Information

Organizer's Name: collaboration: Smiles for Jake, YMCA Mississippi Headwaters Board, Brainerd Parks & Rec

Organizer's Address: 602 Oak St. Brainerd, MN 56401

Event Contact Person: Shane S. Riffle

Event Contact Daytime Phone: 218-454-2552

Event Contact E-mail Address: sriffle@blymca.org

Contact Name/Number Day of Event: 843-240-7679

For Profit/Nonprofit Status (type): 501 (c) 3- not for profit

Applicant information (if different from the event organizer):

Applicant Name: same

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
7/30/22	7am	2pm	Kiwanis and Rotary Parks

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

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

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

Description of Activities

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

A free family/community event and river paddling race to promote mental health and well-being.

Activities will include live music, youth activity stations, Disney characters, SUP/Canoe/Kayak river race, fitness classes

Food catered through Giovani's / Beer served- exploring this with Brainerd Jaycees

River Race, open paddling (demos), historical river tour located at Kiwanis Park- all other activities at Rotary Park.

Site Information

Electrical usage ☑ Yes ☐ No

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

commercial generator if no outlets are available

Amplified Sound ☐ Yes ☐ No

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

full stage with production and sound (same as 4th of July activities held in Brainerd)

Restrooms provided ☐ Yes ☑ No

If yes, how many approx. 50 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: Blakeman (use a 20:1 ratio)

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

Signs, banners, and/or posters/flyers ☐ Yes ☐ No

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

wayfinding signs, sponsor signs, event naming signs/banners (temporary)

Trash Receptacle Disposal ☐ Yes ☐ No

Company contracted for trash receptacle disposal: Waste Partners

Additional Event Information

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

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

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

Street Closure Request Information

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

East River Rd. from Kiwanis Park and also the access point at Jenny St.

Date and time for beginning of street closures: 7/30/22 from 6am to 3pm

Date and time for reopening of streets: 2pm on 7/30/22

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

Anyone who might want to use the public areas can park at the High School lot (approved through isd181).

Access to the dog park will remain available through Jenny St. and the normal parking area.

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

_____

Signature of Applicant

Shane S. Riffle

_____

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	3/29, ok	BPU will need access to the main lift station in case of emergency.
City Administration	3/29, ok	None
Engineering Department	3/29, ok	Please request traffic control 1-week prior to the event.
Fire Department	3/29, ok	None
Fire Support/EMS	3/29, ok	None
Parks Department	3/29, ok	Parks permit is approved.
Planning Department	3/29, ok	Signs should not be placed more than 24 hours before the event and shall be removed immediately following the event.
Police Department	3/29, ok	Police staff will be available for assistance during the event if necessary.

Event Application Approval

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

_____ _____

City Administrator Date

Approval Conditions

BPU will need access to the main lift station in case of emergency. They will move the barricades to access the site if there is an emergency.

Please request traffic control 1-week prior to the event.

Signs should not be placed more than 24 hours before the event and shall be removed immediately following the event.

Police staff will be available for assistance during the event if necessary. Submit certificate of insurance per the application requirements before the event.

Certification of Street Closure Approval

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

_____

_____

_____

_____

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Approve Agreement with CWC for 2022 Cuyuna Lakes State Trail Project

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

Summary of Issue:

Attached to this request is a draft agreement between the City of Brainerd and Crow Wing County for construction and future maintenance of the Cuyuna Lakes State Trail adjacent to County Road 45 (13th Street SE).

Alternatives, Options, Effects on Others/Comments:

The County's involvement in this project is authorizing the work within the County right-of-way and approving the associated pedestrian crossing movements at the intersection of 13th Street SE and Laurel Street. The City has provided all design services for the project and has been responsible for all project elements. The City will be responsible for covering all costs of construction of the proposed trail. The City will also be responsible for all future maintenance, including the pedestrian ramps, pavement markings, Rapid Flashing Rectangular Beacon system, trail components, and all other maintenance items including future resurfacing, when needed.

Recommended Action/Motion:

Staff recommends approval of the attached agreement as proposed.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

CONSTRUCTION AND MAINTENANCE COST SHARE AGREEMENT
BETWEEN CROW WING COUNTY, MN AND THE CITY OF BRAINERD, MN
2022 CUYUNA LAKES STATE TRAIL WEST SEGMENT AND
2022 CUYUNA LAKES STATE TRAIL NORTHERN PACIFIC CENTER SEGMENT

This Agreement is made and entered into this day of _____, 2022, by and between the County of Crow Wing, State of Minnesota, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "County", and the City of Brainerd, 501 Laurel St., Brainerd, MN 56401 herein after referred to as the "City".

WITNESSETH

WHEREAS, the parties mutually agree that the aforementioned projects, including construction of a trail, pedestrian improvements and proposed work within the County State Aid Highway (CSAH) 45 right-of-way should proceed as proposed by the City, and

WHEREAS, the only County involvement in the project is related to authorizing work within the County right-of-way and associated pedestrian crossing improvements at the CSAH 45/Laurel Street intersection.

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of providing County authorization for the City project to utilize County right-of-way and to assign future maintenance responsibilities related to the installation of segments of the Cuyuna Lakes State Trail (hereinafter referred to as the “Project”).

II. Duties

A. Design and Construction

The City shall provide all design-engineering services for the Project unless otherwise stated in this agreement. The City shall do the calling for all bids and the acceptance of all bid proposals and shall approve of entering into a construction contract.

B. Property Acquisition

The City shall be responsible for acquiring property needed for the Project.

C. Inspection and Approval

The City shall provide construction inspection and staking for the Project and approval for acceptance of the work as it is completed. Working with the City, the County shall retain the right to provide final approval on any work performed within the CSAH 45 right-of-way corridor.

III. COSTS

A. The City is responsible for all costs associated with the Project.

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

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

VI. CONTRACTS AND PURCHASES

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

VII. ACCOUNTABILITY

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

VIII. TERMINATION

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

IX. MAINTENANCE

Maintenance of items from the completed project shall be maintained by the City. Items that will be within the CSAH 45 right-of-way, and known at the time of this agreement, include the following:

Curb Ramps – The City shall maintain the proposed curb ramps at the intersection of Laurel Street and CSAH 45. This includes ensuring that the ramps meet the Americans with Disabilities Act (ADA) requirements.

Crosswalk – The City shall install and maintain pavement markings identifying the crosswalk at Laurel Street and CSAH 45.

Pedestrian Crosswalk Flasher System – The City shall maintain and keep the flasher system in good working order. The City shall own the system and be responsible for locating services related to the system.

Trail Components – The City shall maintain the trail and keep the surface in an acceptable condition for users. This will include future resurfacing as needed.

For items that may be included as part of the project in the future and not known at this time, the City and County will determine responsibilities on a case by case basis.

IX. NOTICE

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

XI. INDEMNIFICATION

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

XII. ENTIRE AGREEMENT

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

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

COUNTY OF CROW WING

By: _____
Robert Hall
Assistant County Engineer

Dated: _____

CITY OF BRAINERD

By: _____
Dave Badeaux
Mayor

Dated: _____

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Approve Plans and Specifications Improvement 19-02-CLST West Segment

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

Summary of Issue:

Attached to this request is the cover sheet and the engineer's estimate for Improvement 19-02 - West Segment of the Cuyuna Lakes State Trail.

Alternatives, Options, Effects on Others/Comments:

The project consists of three major components. First, the trail from 13th Street SE to the connection at the Buffalo Hills Trail. The estimated project cost, in which is fully reimbursable from the DNR, is $312,465. The second major portion of this improvement is the city street (12th and Laurel Street) adjacent to the trail segment. This consists of a reconstruction of 12th Street from Norwood Street to Laurel Street and Laurel Street from 12th Street SE to 13th Street SE. This reconstruction will allow for the trail to be placed on the west and north sides of these streets respectively, as the on-street parking will be eliminated and the curb line will move in. The estimated cost for this improvement (to come from construction fund 401) is $195,234.00. The third and final major portion of this work is alternate 1, in which is the trail connection from the Buffalo Hills Trail to S 8th Street. This portion was split off as an alternate so the city may elect to do it now or at a different point. It is not reimbursable from DNR funds, so it would be a local cost. The total estimated cost for this portion of the project is $286,020. Total project estimated cost is $793,689. Full plans can be viewed upon request in the City Engineer's office.

Recommended Action/Motion:

Staff recommends approval of the plans and specifications and authorizing bidding of this work. A planned bid opening date has not been determined.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

CUYUNA LAKES STATE TRAIL EXTENSION (WEST SEGMENT)
BRAINERD, MN
SEH NO. BRDMN 149920

4/12/2022

STATEMENT OF ESTIMATED QUANTITIES							OPINION OF PROBABLE COST (2022)					
			BASE BID			ALTERNATE 1		BASE BID			ALTERNATE 1	
			TRAIL	CITY STREET		TRAIL		TRAIL	CITY STREET		TRAIL	
ITEM NO.	ITEM DESCRIPTION	UNIT	(NORWOOD & 11TH ST TO LAUREL & 13TH ST) APPX. QUANTITY	(12TH ST & LAUREL ST) APPX. QUANTITY	TOTAL APPX. QUANTITY	(NORWOOD & 8TH ST TO NORWOOD & 11TH ST) APPX. QUANTITY	UNIT PRICE	(NORWOOD & 11TH ST TO LAUREL & 13TH ST) COST	(12TH ST & LAUREL ST) COST	TOTAL COST	(NORWOOD & 8TH ST TO NORWOOD & 11TH ST) COST
GENERAL												
1	MOBILIZATION	LUMP SUM	0.33	0.33	0.66	0.34	$25,000.00	$ 8,250.00	$ 8,250.00	$ 16,500.00	$ 8,500.00
2	TRAFFIC CONTROL	LUMP SUM	0.33	0.33	0.66	0.34	$10,000.00	$ 3,300.00	$ 3,300.00	$ 6,600.00	$ 3,400.00
3	CLEARING	ACRE			0	0.08	$10,000.00	$ -	$ -	$ -	$ 800.00
4	GRUBBING	ACRE			0	0.08	$10,000.00	$ -	$ -	$ -	$ 800.00
5	CLEARING	TREE	12		12	5	$230.00	$ 2,760.00	$ -	$ 2,760.00	$ 1,150.00
6	GRUBBING	TREE	12		12	8	$200.00	$ 2,400.00	$ -	$ 2,400.00	$ 1,600.00
7	SALVAGE FENCE	LIN FT	124		124		$30.00	$ 3,720.00	$ -	$ 3,720.00	$ -
8	SALVAGE LANDSCAPE	SQ YD			0	9	$27.00	$ -	$ -	$ -	$ 243.00
9	SLAVAGE MAIL BOX	EACH		6	6		$60.00	$ -	$ 360.00	$ 360.00	$ -
10	SALVAGE CATCH BASIN	EACH		1	1		$200.00	$ -	$ 200.00	$ 200.00	$ -
11	REMOVE CATCH BASIN	EACH		2	2		$150.00	$ -	$ 300.00	$ 300.00	$ -
12	REMOVE STORM MANHOLE	EACH		1	1		$900.00	$ -	$ 900.00	$ 900.00	$ -
13	REMOVE STORM SEWER PIPE	LIN FT		35	35		$25.00	$ -	$ 875.00	$ 875.00	$ -
14	REMOVE HYDRANT	EACH			0	1	$700.00	$ -	$ -	$ -	$ 700.00
15	REMOVE SIGN	EACH	7		7	5	$100.00	$ 700.00	$ -	$ 700.00	$ 500.00
16	REMOVE BITUMINOUS WALK	SQ YD	33		33		$3.00	$ 99.00	$ -	$ 99.00	$ -
17	REMOVE CONCRETE WALK	SQ FT	148	23	171	614	$3.00	$ 444.00	$ 69.00	$ 513.00	$ 1,842.00
18	REMOVE CONCRETE STEPS	EACH	1		1	1	$500.00	$ 500.00	$ -	$ 500.00	$ 500.00
19	REMOVE CURB & GUTTER	LIN FT	79	1933	2012	215	$4.00	$ 316.00	$ 7,732.00	$ 8,048.00	$ 860.00
20	REMOVE BITUMINOUS PAVEMENT	SQ YD	22	3726	3748	50	$4.00	$ 88.00	$ 14,904.00	$ 14,992.00	$ 200.00
21	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	22	37	59	31	$4.00	$ 88.00	$ 148.00	$ 236.00	$ 124.00
22	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	86	36	122	18	$12.00	$ 1,032.00	$ 432.00	$ 1,464.00	$ 216.00
23	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	133	325	458	206	$4.00	$ 532.00	$ 1,300.00	$ 1,832.00	$ 824.00
24	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	60	25	85	27	$15.00	$ 900.00	$ 375.00	$ 1,275.00	$ 405.00
GRADING AND SURFACING												
25	COMMON EXCAVATION	CU YD	820	329	1149	1086	$9.00	$ 7,380.00	$ 2,961.00	$ 10,341.00	$ 9,774.00
26	CLASS 5 AGG BASE (CV)	CU YD	335	414	749	180	$35.00	$ 11,725.00	$ 14,490.00	$ 26,215.00	$ 6,300.00
27	GRAVEL SURFACING (DRIVEWAY)	CU YD	3	8	11	3	$16.00	$ 48.00	$ 128.00	$ 176.00	$ 48.00
28	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	296	346	642	171	$95.00	$ 28,120.00	$ 32,870.00	$ 60,990.00	$ 16,245.00
29	BITUMINOUS MATERIAL FOR TACK COAT	GAL	100		100	58	$2.50	$ 250.00	$ -	$ 250.00	$ 145.00
30	BIT. PATCH SPECIAL 1 (STREET PAVEMENT)	SQ YD	19		19	52	$85.00	$ 1,615.00	$ -	$ 1,615.00	$ 4,420.00
31	BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	6	36	42	10	$85.00	$ 510.00	$ 3,060.00	$ 3,570.00	$ 850.00
32	INSTALL CONCRETE STEPS	EACH	1		1	1	$3,000.00	$ 3,000.00	$ -	$ 3,000.00	$ 3,000.00
33	4 IN CONCRETE WALK	SQ FT	2770	24	2794	1914	$8.00	$ 22,160.00	$ 192.00	$ 22,352.00	$ 15,312.00
34	6 IN CONCRETE WALK	SQ FT	1105		1105	1603	$12.00	$ 13,260.00	$ -	$ 13,260.00	$ 19,236.00
35	TRUNCATED DOMES	SQ FT	62		62	96	$60.00	$ 3,720.00	$ -	$ 3,720.00	$ 5,760.00
36	B618 CONCRETE CURB & GUTTER	LIN FT	79	851	930	215	$28.00	$ 2,212.00	$ 23,828.00	$ 26,040.00	$ 6,020.00

CUYUNA LAKES STATE TRAIL EXTENSION (WEST SEGMENT)
BRAINERD, MN
SEH NO. BRDMN 149920

4/12/2022

STATEMENT OF ESTIMATED QUANTITIES							OPINION OF PROBABLE COST (2022)				
			BASE BID			ALTERNATE 1		BASE BID			ALTERNATE 1
			TRAIL	CITY STREET		TRAIL		TRAIL	CITY STREET		TRAIL
ITEM NO.	ITEM DESCRIPTION	UNIT	(NORWOOD & 11TH ST TO LAUREL & 13TH ST) APPX. QUANTITY	(12TH ST & LAUREL ST) APPX. QUANTITY	TOTAL APPX. QUANTITY	(NORWOOD & 8TH ST TO NORWOOD & 11TH ST) APPX. QUANTITY	UNIT PRICE	(NORWOOD & 11TH ST TO LAUREL & 13TH ST) COST	(12TH ST & LAUREL ST) COST	TOTAL COST	(NORWOOD & 8TH ST TO NORWOOD & 11TH ST) COST
37	B624 CONCRETE CURB & GUTTER	LIN FT		1073	1073		$30.00	$ -	$ 32,190.00	$ 32,190.00	$ -
38	8 IN CONCRETE DRIVEWAY PAVEMENT	SQ YD	122	22	144	19	$98.00	$ 11,956.00	$ 2,156.00	$ 14,112.00	$ 1,862.00
39	INSTALL FENCE	LIN FT	124		124		$25.00	$ 3,100.00	$ -	$ 3,100.00	$ -
40	INSTALL MAIL BOX	EACH		6	6		$80.00	$ -	$ 480.00	$ 480.00	$ -
41	ADJUST CATCH BASIN	EACH			0	1	$800.00	$ -	$ -	$ -	$ 800.00
42	ADJUST MANHOLE	EACH		2	2		$800.00	$ -	$ 1,600.00	$ 1,600.00	$ -
43	ADJUST GATE VALVE BOX	EACH		1	1		$700.00	$ -	$ 700.00	$ 700.00	$ -
44	HYDRANT	EACH			0	1	$2,318.00	$ -	$ -	$ -	$ 2,318.00
45	6" WATER MAIN	LIN FT			0	12	$125.00	$ -	$ -	$ -	$ 1,500.00
46	INSTALL LANDSCAPE	SQ YD			0	9	$150.00	$ -	$ -	$ -	$ 1,350.00
47	SIGN PANELS TYPE C	SQ FT	56		56	49.5	$60.00	$ 3,360.00	$ -	$ 3,360.00	$ 2,970.00
48	INSTALL SIGN ASSEMBLY	EACH	10		10	10	$100.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00
49	CROSSWALK MARKING - MULTI COMPONENT (WR)	SQ FT	360		360	450	$12.00	$ 4,320.00	$ -	$ 4,320.00	$ 5,400.00
50	PEDESTRIAN CROSSWALK FLASHER SYSTEM	SYSTEM	1		1		$51,000.00	$ 51,000.00	$ -	$ 51,000.00	$ -
51	4' VINYL COATED CHAIN LINK FENCE	LIN FT	70		92	200	$45.00	$ 3,150.00	$ -	$ 3,150.00	$ 9,000.00
52	MODULAR BLOCK RETAINING WALL	SQ FT	990		990	1405	$100.00	$ 99,000.00	$ -	$ 99,000.00	$ 140,500.00
STORM SEWER											
53	24 INCH RC CULVERT PIPE	LIN FT	7		7		$100.00	$ 700.00	$ -	$ 700.00	$ -
54	24 INCH RC APRON ENDS	EACH	1		1		$1,500.00	$ 1,500.00	$ -	$ 1,500.00	$ -
55	CATCH BASIN	EACH		2	2		$8,500.00	$ -	$ 17,000.00	$ 17,000.00	$ -
56	MANHOLE 48 IN DIA	EACH		1	1		$12,000.00	$ -	$ 12,000.00	$ 12,000.00	$ -
57	RESET CATCH BASIN	EACH		1	1		$2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -
58	RELAY PIPE	LIN FT		18	18		$60.00	$ -	$ 1,080.00	$ 1,080.00	$ -
59	12 INCH RC PIPE	LIN FT		7	7		$70.00	$ -	$ 490.00	$ 490.00	$ -
60	15 INCH RC PIPE	LIN FT		29	29		$71.00	$ -	$ 2,059.00	$ 2,059.00	$ -
61	CONNECT TO EXISTING PIPE	EACH	1	6	7		$200.00	$ 200.00	$ 1,200.00	$ 1,400.00	$ -
TURF RESTORATION & EROSION CONTROL											
62	COMMON TOPSOIL BORROW	CU YD	248	64	312	141	$33.00	$ 8,184.00	$ 2,112.00	$ 10,296.00	$ 4,653.00
63	SEEDING	ACRE	0.31	0.08	0.39	0.17	$500.00	$ 155.00	$ 40.00	$ 195.00	$ 85.00
64	SEED MIX 25-151	POUND	78	20	98	43	$5.00	$ 390.00	$ 100.00	$ 490.00	$ 215.00
65	HYDRAULIC BONDED FIBER MATRIX	POUND	775	200	975	425	$1.50	$ 1,162.50	$ 300.00	$ 1,462.50	$ 637.50
66	COMMERCIAL FERTILIZER TYPE 3	POUND	124	32	156	68	$1.00	$ 124.00	$ 32.00	$ 156.00	$ 68.00
67	TEMPORARY SEEDING	ACRE	0.31	0.08	0.39	0.17	$200.00	$ 62.00	$ 16.00	$ 78.00	$ 34.00
68	SEED MIX 21-111	POUND	20	5	25	11	$1.00	$ 20.00	$ 5.00	$ 25.00	$ 11.00
69	HYDRAULIC MULCH	POUND	775	200	975	425	$1.00	$ 775.00	$ 200.00	$ 975.00	$ 425.00
70	STREET SWEEPING	HOUR	5		5	10	$200.00	$ 1,000.00	$ -	$ 1,000.00	$ 2,000.00

CUYUNA LAKES STATE TRAIL EXTENSION (WEST SEGMENT)
BRAINERD, MN
SEH NO. BRDMN 149920

4/12/2022

STATEMENT OF ESTIMATED QUANTITIES							OPINION OF PROBABLE COST (2022)				
			BASE BID			ALTERNATE 1		BASE BID			ALTERNATE 1
			TRAIL	CITY STREET		TRAIL		TRAIL	CITY STREET		TRAIL
ITEM NO.	ITEM DESCRIPTION	UNIT	(NORWOOD & 11TH ST TO LAUREL & 13TH ST) APPX. QUANTITY	(12TH ST & LAUREL ST) APPX. QUANTITY	TOTAL APPX. QUANTITY	(NORWOOD & 8TH ST TO NORWOOD & 11TH ST) APPX. QUANTITY	UNIT PRICE	(NORWOOD & 11TH ST TO LAUREL & 13TH ST) COST	(12TH ST & LAUREL ST) COST	TOTAL COST	(NORWOOD & 8TH ST TO NORWOOD & 11TH ST) COST
71	SILT FENCE	LIN FT	711		711	167	$2.50	$ 1,777.50	$ -	$ 1,777.50	$ 417.50
72	INLET PROTECTION	EACH	2	4	6	5	$200.00	$ 400.00	$ 800.00	$ 1,200.00	$ 1,000.00
73	CONSTRUCTION EXIT	EACH		1	1		$2,000.00	$ -	$ 2,000.00	$ 2,000.00	$ -
						SUBTOTAL CONSTRUCTION		**$312,465.00**	**$195,234.00**	**$507,699.00**	**$286,020.00**

EXISTING

- RIGHT OF WAY
- PERMANENT EASEMENT
- PROPERTY LINE
- HORIZONTAL CONTROL POINT
- BENCHMARK
- SURVEY MARKER
- SOIL BORING
- SANITARY SEWER AND MANHOLE
- FORCE MAIN AND LIFT STATION
- SANITARY SEWER SERVICE & CLEANOUT
- WATER MAIN, HYDRANT, VALVE AND MANHOLE
- WATER SERVICE AND CURB STOP BOX
- STORM SEWER, MANHOLE AND CATCH BASIN
- CULVERT AND APRON ENDWALL
- GAS MAIN, VALVE, VENT AND METER
- HANDHOLE
- BURIED FIBER OPTIC CABLE AND MANHOLE
- BURIED PHONE CABLE, PEDESTAL AND MANHOLE
- BURIED TV CABLE, PEDESTAL AND MANHOLE
- BURIED ELECTRIC CABLE, PEDESTAL, MANHOLE, TRANSFORMER AND METER
- OVERHEAD WIRE, POLE AND GUY WIRE
- LIGHT POLE
- TRAFFIC SIGNAL
- STREET NAME SIGN
- SIGN (NON STREET NAME)
- RAILROAD TRACKS
- DECIDUOUS AND CONIFEROUS TREE
- BUSH / SHRUB AND STUMP
- EDGE OF WOODED AREA
- WETLAND
- BUILDING
- FENCE (UNIDENTIFIED)
- BARBED WIRE FENCE
- CHAIN LINK FENCE
- ELECTRIC WIRE FENCE
- WOOD FENCE
- WOVEN WIRE FENCE
- PLATE BEAM GUARDRAIL
- CABLE GUARDRAIL
- POST / BOLLARD
- RETAINING WALL

PROPOSED

- STREET CENTERLINE
- RIGHT-OF-WAY
- PERMANENT EASEMENT
- TEMPORARY EASEMENT
- CONSTRUCTION LIMITS
- SANITARY SEWER, BULKHEAD AND MANHOLE
- FORCE MAIN
- SANITARY SERVICE AND CLEANOUT
- WATER MAIN, TEE, HYDRANT, BULKHEAD AND VALVE
- WATER VALVE MANHOLE, REDUCER, BEND AND CROSS
- WATER SERVICE AND CURB STOP BOX
- STORM SEWER, MANHOLE AND CATCH BASIN
- CULVERT AND APRON ENDWALL
- DRAIN TILE
- DITCH / SWALE
- RIPRAP
- STREET NAME SIGN
- SIGN (NON STREET NAME)
- RETAINING WALL

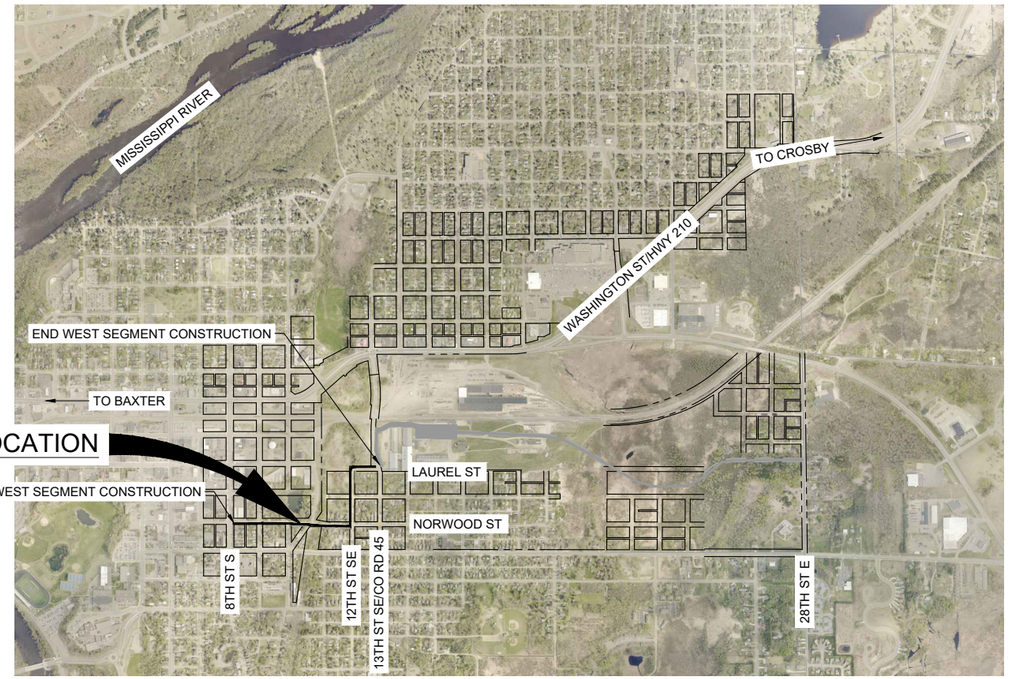
CITY OF
BRAINERD, MINNESOTA

CONSTRUCTION PLANS FOR

GRADING, TRAIL, STREET, STORM SEWER AND
RETAINING WALL CONSTRUCTION

2022 CUYUNA LAKES STATE TRAIL EXTENSION WEST SEGMENT

PROJECT LOCATION



N

N.T.S.

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

THE CONTRACTOR SHALL CALL THE GOPHER STATE ONE CALL SYSTEM AT 811 BEFORE COMMENCING EXCAVATION.

Know what's **below.**
Call before you dig.

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN EXCEPT AS MODIFIED BY THE SPECIFICATIONS FOR THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	STATEMENT OF ESTIMATED QUANTITIES
3	GENERAL LAYOUT
4	TYPICAL SECTION
5-20	DETAILS AND STANDARD PLANS
21-22	EXISTING CONDITIONS AND REMOVALS
23-24	TRAIL PLAN AND PROFILE
25-26	STREET PLAN AND PROFILE
27-28	REATINING WALL DETAILS
29-30	INTERSECTION DETAILS
31-33	STORM WATER POLLUTION PREVENTION PLAN
34-35	EROSION CONTROL AND TURF ESTABLISHMENT
36-43	SIGNING AND PAVEMENT MARKING PLAN
44-52	CROSS SECTIONS
E1-E3	PEDESTRIAN CROSSWALK FLASHER SYSETM

THIS PLAN CONTAINS 55 SHEETS.

PROJECT LOCATION



CITY OF BRAINERD,
CROW WING COUNTY

APPROVED:

CITY ENGINEER OF _____ DATE _____

BRAINERD, MINNESOTA

SEH
PHONE: 218.855.1700
416 S 6TH ST, STE 200
BRAINERD, MN 56401-3540
www.sehinc.com

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 _____ SCOTT D. HEDLUND, PE

Date: 03/25/2022 Lic. No. 40686

FILE NO. 149920

1
55

Save: 3/25/2022 3:27 PM kpederson Plot: 3/28/2022 9:06 AM \\sehsc\Projects\AE\BRDMN\149920\5-final-dsgn\51-drawings\10-Civil\cad\dwg\sheet_West Segment Plan Sheets\BR149920TL_West.dwg

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Approve CMTA with Braun Intertec for Imp.19-02-CLST NP Center Seg.

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

Summary of Issue:

Attached to this request is a proposal from Braun Intertec for Materials Testing Services for the NP Center Segment of the Cuyuna Lakes State Trail.

Alternatives, Options, Effects on Others/Comments:

Materials testing is performed to verify the materials being placed within the construction limits of the project meet specifications set forth in the bid documents. This includes soil testing up sub-grade materials, concrete testing (compression cylinders, slump tests, air tests, etc), and bituminous pavement testing (gradation, oil content, etc). We are proposing a minimal amount of materials testing to verify the materials meet the intended specifications for the project. Braun Intertec is a contractor the city is very familiar with and has performed very well for the city in the past on similar projects. Their total fee not to exceed, per the attached proposal for these services, is $6,329.00. This is a reimbursable expense through the DNR funds, as it is a portion of the overall engineering expenses.

Recommended Action/Motion:

Staff recommends approval of the attached proposal from Braun Intertec in the proposal amount not to exceed $6,329.00 for materials testing on Improvement 19-02 - Cuyuna Lakes State Trail NP Center Segment.

Financial Impact:

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

What is the total cost, with tax and shipping $ $6,329

Is this budgeted? ☑ Yes ☐ No

Please Explain: Materials testing is an engineering expense that is reimbursable through the funds dedicated to the project through the MnDNR.

Braun Intertec Corporation
3900 Roosevelt Road, Suite 113
Saint Cloud, MN 56301

Phone: 320.253.9940
Fax: 320.253.3054
Web: braunintertec.com

April 12, 2022 Proposal QTB156942

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

Re: Proposal for Construction Materials Testing Services
2022 Cuyuna Lakes State Trail NP Center Segment - Surfacing
SEH No. BRDMN 149920
Brainerd, Minnesota

Dear Mr. Sandy:

Braun Intertec Corporation is pleased to submit this proposal to provide construction materials testing services for the 2022 Cuyuna Lakes State Trail NP Center Segment – Surfacing project in Brainerd, Minnesota.

Our Understanding of Project

The project generally consists of reclaiming and paving Northern Pacific Road and parking lot. Adding curb and gutter and extending a bituminous trail along 13th Street Southeast and adjacent Northern Pacific Road.

This project will include aggregate base placement, new concrete curb and gutter, sidewalk, and new bituminous pavement.

Available Project Information

This proposal was prepared using the following documents and information.

- Project plans and specifications prepared by SEH, Inc., dated February 17, 2022 and February 22. 2022, respectively.

To our knowledge, no geotechnical report was prepared for this project.

Scope of Services

Services are performed under the direction of a licensed professional engineer. Testing services will be performed on an on-call, basis as requested and scheduled by you or your on-site project representative. After reviewing available information to determine compliance with project plans and/or specifications and other design or construction documents, our scope of services for the project will be limited to the tasks defined below.

Soil Related Services

- Sample and test aggregate base materials for compliance with the project documents. This task includes laboratory gradation testing of aggregate base material.

Concrete Related Services

- Sample and test fresh concrete associated with sidewalk and curb-and-gutter for compliance with the project documents and cast test cylinders for laboratory compressive strength testing. We assume that we will be able to appropriately dispose of excess concrete (and associated wash water) on site at no additional cost to us.

- Measure and report the compressive strength of the concrete test cylinders for compliance with the project documents. A set of three cylinders will be tested at 28 days for each set cast. If field cure cylinders are requested, each additional cylinder will be charged at the unit price listed in our cost estimate.

Bituminous Related Services

- Sample and test bituminous pavement materials for compliance with the project documents. This task includes Rice specific gravity, Gyratory density, asphalt content and extracted aggregate gradation tests of the bituminous.

Consulting, Project Communication and Reporting Services

- Project management, including scheduling of our field personnel.

- Review test reports and communicating with you and the parties you may designate such as the project contractor(s), and other project team members, as needed.

- Transmit test results to the project team on a weekly basis.

Basis of Scope of Work

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- We assume four sets of concrete tests will be required to complete the project.

- We assume your full-time on-site construction observer will observe the test rolling for this project.

- We assume bituminous paving will be completed in two days for this project.

- We assume the project engineer of record will review and approve contractor's quality control submittals and test results.

- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.

- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

If the work is completed at different rates than described above, this proposal should be revised. If the pace of construction is different than described above, this proposal should be revised.

Cost and Invoicing

We will furnish the services described herein for an estimated fee of **$6,329**. **Our estimated costs are based on industry averages for construction production. Depending on the contractor's performance, our costs may be significantly reduced or slightly higher than estimated.** A tabulation showing our estimated hourly and/or unit rates associated with our proposed scope of services is also attached. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed**. If anything in this proposal is not consistent with your requirements, please let us know immediately.

Braun Intertec will not release any written reports until we have received a signed agreement. Also, ordering services from Braun Intertec constitutes acceptance of the terms of this proposal (including the attached General Conditions).

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Keith Kluempke at 320.980.3181 or (kkluempke@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION

Keith J. Kluempke
Project Manager

Thomas L. Henkemeyer
Senior Project Manager

Steven A. Thayer, PE
Business Unit Manager, Senior Engineer

Attachments:
Cost Estimate Table
General Conditions – CMT (1/1/18)

The proposal is accepted. We will reimburse you in accordance with this agreement, and you are authorized to proceed:

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

BRAUN INTERTEC
The Science You Build On.

Project Proposal

QTB156942

2022 Cuyuna Lakes State Trail NP Center Segment - Surfacing

Client:	Work Site Address:	Service Description:
City of Brainerd Paul Sandy 501 Laurel St Brainerd, MN 56401 (218) 828-2309	Brainerd, MN	Construction Materials Testing

	Description	Quantity	Units	Unit Price	Extension
Phase 1	**MnDOT Testing**				
Activity 1.1	**Soil Testing**				**$674.00**
209	**Sample pick-up**	1.00	Hour	82.00	$82.00
1162	**Sieve Analysis with 200 wash, per sample**	2.00	Each	136.00	$272.00
1688AG	**Percent Crushed, Aggregate Base, per sample**	1.00	Each	80.00	$80.00
1861	**CMT Trip Charge**	2.00	Each	120.00	$240.00
Activity 1.2	**Concrete Testing**				**$2,814.00**
261	**Concrete Testing**	12.00	Hour	82.00	$984.00

Work Activity Detail	*Qty*	*Units*	*Hrs/Unit*	*Extension*
Sidewalks	*1.00*	*Trips*	*4.00*	*4.00*
Curb & Gutter	*2.00*	*Trips*	*4.00*	*8.00*

278	**Concrete Cylinder Pick up**	9.00	Hour	82.00	$738.00

Work Activity Detail	*Qty*	*Units*	*Hrs/Unit*	*Extension*
Cylinder Pickup	*3.00*	*Trips*	*3.00*	*9.00*

1364	**Compressive strength of concrete cylinders, per specimen**	12.00	Each	31.00	$372.00

Work Activity Detail	*Qty*	*Units*	*Hrs/Unit*	*Extension*
Sidewalks	*1.00*	*Set*	*3.00*	*3.00*
Curb & Gutter	*3.00*	*Set*	*3.00*	*9.00*

1861	**CMT Trip Charge**	6.00	Each	120.00	$720.00
Activity 1.3	**Pavement Testing**				**$1,852.00**
209	**Sample pick-up**	7.00	Hour	82.00	$574.00
1744	**MnDOT Verification Without Percent Crush & FAA**	2.00	Each	519.00	$1,038.00
1861	**CMT Trip Charge**	2.00	Each	120.00	$240.00
Activity 1.4	**Project Management**				**$989.00**
226	**Project Manager**	4.00	Hour	160.00	$640.00
228	**Senior Project Manager**	1.00	Hour	185.00	$185.00
238	**Project Assistant**	2.00	Hour	82.00	$164.00
				Phase 1 Total:	**$6,329.00**

Proposal Total:	**$6,329.00**

General Conditions

Construction Material Testing and Special Inspections

Section 1: Agreement

1.1 Our agreement with you consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between you and us. It supersedes prior agreements. It may be modified only in a writing signed by us, making specific reference to the provision modified.

1.2 The words "you," "we," "us," and "our" include officers, employees, and subcontractors.

1.3 In the event you use a purchase order or other documentation to authorize our scope of work ("Services"), any conflicting or additional terms are not part of this Agreement. Directing us to start work prior to execution of this Agreement constitutes your acceptance. If, however, mutually acceptable terms cannot be established, we have the right to terminate this Agreement without liability to you or others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

Section 2: Our Responsibilities

2.1 We will provide Services specifically described in this Agreement. You agree that we are not responsible for services that are not expressly included in this Agreement. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to rely on oral findings, opinions, or recommendations without our written approval.

2.2 In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality. If you direct us to deviate from our recommended procedures, you agree to hold us harmless from claims, damages, and expenses arising out of your direction. If during the one year period following completion of Services it is determined that the above standards have not been met and you have promptly notified us in writing of such failure, we will perform, at our cost, such corrective services as may be necessary, within the original scope in this Agreement, to remedy such deficiency. Remedies set forth in this section constitute your sole and exclusive recourse with respect to the performance or quality of Services.

2.3 We will reference our field observations and sampling to available reference points, but we will not survey, set, or check the accuracy of those points unless we accept that duty in writing. Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may not be representative of things not sampled or seen and further that site conditions may vary over distance or change over time.

2.4 Our duties do not include supervising or directing your representatives or contractors or commenting on, overseeing, or providing the means and methods of their services unless expressly set forth in this Agreement. We will not be responsible for the failure of your contractors, and the providing of Services will not relieve others of their responsibilities to you or to others.

2.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, owner, project, or site health or safety.

2.6 You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us. Our employees are authorized by you to refuse to work under conditions that may be unsafe.

2.7 Unless a fixed fee is indicated, our price is an estimate of our project costs and expenses based on information available to us and our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

Section 3: Your Responsibilities

3.1 You will provide us with prior environmental, geotechnical and other reports, specifications, plans, and information to which you have access about the site. You agree to provide us with all plans, changes in plans, and new information as to site conditions until we have completed Services.

3.2 You will provide access to the site. In the performance of Services some site damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site. We have not included the cost of restoration of damage in the estimated charges.

3.3 If we notify you that radiographic or gamma ray equipment or other nuclear testing or measuring device will be used, you will be responsible for the cooperation of your employees and your contractors in observing all radiation safety standards.

3.4 You will notify us of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any work site. If we observe or suspect the presence of contaminants not anticipated in this Agreement, we may terminate Services without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

3.5 The time our field personnel spend on the job site depends upon the scheduling of the work we are observing or testing. You agree that any changes in scheduling may result in additional costs and agree to pay for those services at the rates listed in our cost estimate.

3.6 You agree to include us as an indemnified party in your contracts, if any, for work by others on the project, protecting us to the same degree as you are protected. You agree to list us as an Additional Insured under your liability insurance policies and to require subrogation be waived against us and that we will be added as an Additional Insured on all policies of insurance, including any policies required of your contractors or subcontractors, covering any construction or development activities to be performed on the project site.

Section 4: Reports and Records

4.1 Unless you request otherwise, we will provide our report(s) in an electronic format.

4.2 Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and they remain our property. We hereby grant you a license to use the reports and related information we provide only for the related project and for the purposes disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval. *You agree to indemnify, defend, and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use.*

4.3 If you do not pay for Services in full as agreed, we may retain work not yet delivered to you and you agree to return to us all of our work that is in your possession or under your control.

4.4 Electronic data, reports, photographs, samples, and other materials provided by you or others may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

Section 5: Compensation

5.1 You will pay for Services as stated in this Agreement. If such payment references our Schedule of Charges, the invoicing will be based upon the most current schedule. An estimated amount is not a firm figure. You agree to pay all sales taxes and other taxes based on your payment of our compensation. Our performance is subject to credit approval and payment of any specified retainer.

5.2 You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices upon receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.

5.3 If you direct us to invoice a third party, we may do so, but you agree to be responsible for our compensation unless the third party is

creditworthy (in our sole opinion) and provides written acceptance of all terms of this Agreement.

5.4 Your obligation to pay for Services under this Agreement is not contingent on your ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, your successful completion of any project, receipt of payment from a third party, or any other event. No retainage will be withheld.

5.5 If you do not pay us in accordance with this Agreement, you agree to reimburse all costs and expenses for collection of the moneys invoiced, including but not limited to attorney fees and staff time.

5.6 You agree to compensate us in accordance with our Schedule of Charges if we are asked or required to respond to legal process arising out of a proceeding related to the project and as to which we are not a party.

5.7 If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work changes, or if changed labor conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice, the schedule will be extended for each day of delay, and we will be compensated for costs and expenses incurred in accordance with our Schedule of Charges.

5.8 If you fail to pay us in accordance with this Agreement, we may consider the default a total breach of this Agreement and, at our option, terminate our duties without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

5.9 In consideration of our providing insurance to cover claims made by you, you hereby waive any right to offset fees otherwise due us.

Section 6: Disputes, Damage, and Risk Allocation

6.1 Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s) attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted to mediation.

6.2 ***Notwithstanding anything to the contrary in this Agreement, neither party hereto shall be responsible or held liable to the other for punitive, indirect, incidental, or consequential damages, or liability for loss of use, loss of business opportunity, loss of profit or revenue, loss of product or output, or business interruption.***

6.3 You and we agree that any action in relation to an alleged breach of our standard of care or this Agreement shall be commenced within one year of the date of the breach or of the date of substantial completion of Services, whichever is earlier, without regard to the date the breach is discovered. Any action not brought within that one year time period shall be barred, without regard to any other limitations period set forth by law or statute. We will not be liable unless you have notified us within 30 days of the date of such breach and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages. You agree not to make a claim against us unless you have provided us at least 30 days prior to the institution of any legal proceeding against us with a written certificate executed by an appropriately licensed professional specifying and certifying each and every act or omission that you contend constitutes a violation of the standard of care governing our professional services. Should you fail to meet the conditions above, you agree to fully release us from any liability for such allegation.

6.4 ***For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability for all claims will not exceed the fee paid for Services or $50,000, whichever is greater. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to $100,000 provided that, within 10 days of the date of this Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than $500, to compensate us for the greater risk undertaken.*** This increased fee is not the purchase of insurance.

6.5 ***You agree to indemnify us from all liability to others in excess of the risk allocation stated herein and to insure this obligation. In addition, all indemnities and limitations of liability set forth in this Agreement apply however the same may arise, whether in contract, tort, statute, equity or other theory of law, including, but not limited to, the breach of any legal duty or the fault, negligence, or strict liability of either party.***

6.6 This Agreement shall be governed, construed, and enforced in accordance with the laws of the state in which our servicing office is located, without regard to its conflict of laws rules. The laws of the state of our servicing office will govern all disputes, and all claims shall be heard in the state or federal courts for that state. Each of us waives trial by jury.

6.7 No officer or employee acting within the scope of employment shall have individual liability for his or her acts or omissions, and you agree not to make a claim against individual officers or employees.

Section 7: General Indemnification

7.1 *We will indemnify and hold you harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of persons for whom we are legally responsible. You will indemnify and hold us harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible*.

7.2 To the extent it may be necessary to indemnify either of us under Section 7.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.

Section 8: Miscellaneous Provisions

8.1 We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured shall be limited to losses caused by our negligence.

8.2 You and we, for ourselves and our insurers, waive all claims and rights of subrogation for losses arising out of causes of loss covered by our respective insurance policies.

8.3 Neither of us will assign or transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.

8.4 This Agreement may be terminated early only in writing. You will compensate us for fees earned for performance completed and expenses incurred up to the time of termination.

8.5 If any provision of this Agreement is held invalid or unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

8.6 No waiver of any right or privilege of either party will occur upon such party's failure to insist on performance of any term, condition, or instruction, or failure to exercise any right or privilege or its waiver of any breach.

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Review Classification of Non Conservation Tax Forfeit Parcels

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

Summary of Issue:

Attached is a notice the city received from Crow Wing County related to two parcels that the County has deemed "non-conservation" and will be put on the County land sale if the City concurs with those designations.

Alternatives, Options, Effects on Others/Comments:

Staff has reviewed both of these parcels, and would agree with the "non-conservation" status of the parcels so that they may be placed on the County tax forfeit land sale. Properties can be held in conservation by the City if the City deems there is future public purpose for the parcels such as streets, trails, parks, etc. Staff does not see any future public purpose for the parcels listed, and the parcels would be better served being developed by a private party in the future.

Recommended Action/Motion:

Staff recommends concurring with the non-conservation status of both parcels 41241526 and 41360899 so that they may be placed on the County tax forfeit land sale.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

CROW WING COUNTY
MINNESOTA

Land Services Department
218-824-1010

322 Laurel Street
Brainerd Minnesota 56401

March 29, 2022

Jennifer Bergman
City of Brainerd
501 Laurel St
Brainerd, MN 56401

Re: Classification to "Non-Conservation" and Future Sale of Tax Forfeited Lands

Dear Ms. Bergman:

In the near future, the Crow Wing County Board of Commissioners will classify the tax forfeited parcels, attached, as "Non-Conservation" which is required prior to sale pursuant to MS 282.01

Before, however, Crow Wing County can proceed with its plans to offer these parcels for sale, the city or township wherein these parcels lie ***"must first approve the classification and intended sale"*** by the County Board. The city or township ***"is considered to have approved the classification and sale if the county board is not notified of the disapproval...within 60 days of the date"*** of this letter.

If you respond within 60 days and do not support the County Board's action, ***"the County Board must follow the procedures in paragraphs (c) and (d) per MS Statute 282.01, with regard to the parcel, and must additionally cause to be published in a newspaper a notice of the date, time, location, and purpose of the required meeting."***

Please review the list of tax forfeited parcels, attached, and inform this office of your approval or disapproval of the County Board's future action to classify said parcels to a "non-conservation" status with intentions to sell at a future public auction.

Please include the zoning information for each tax forfeited parcel along with any special assessments that are or will be attached to each parcel.

Maps have been enclosed to aid in your review.

If you have any questions concerning this process, please advise.

Sincerely,

Heather Becker
Assessment Specialist

Enclosures

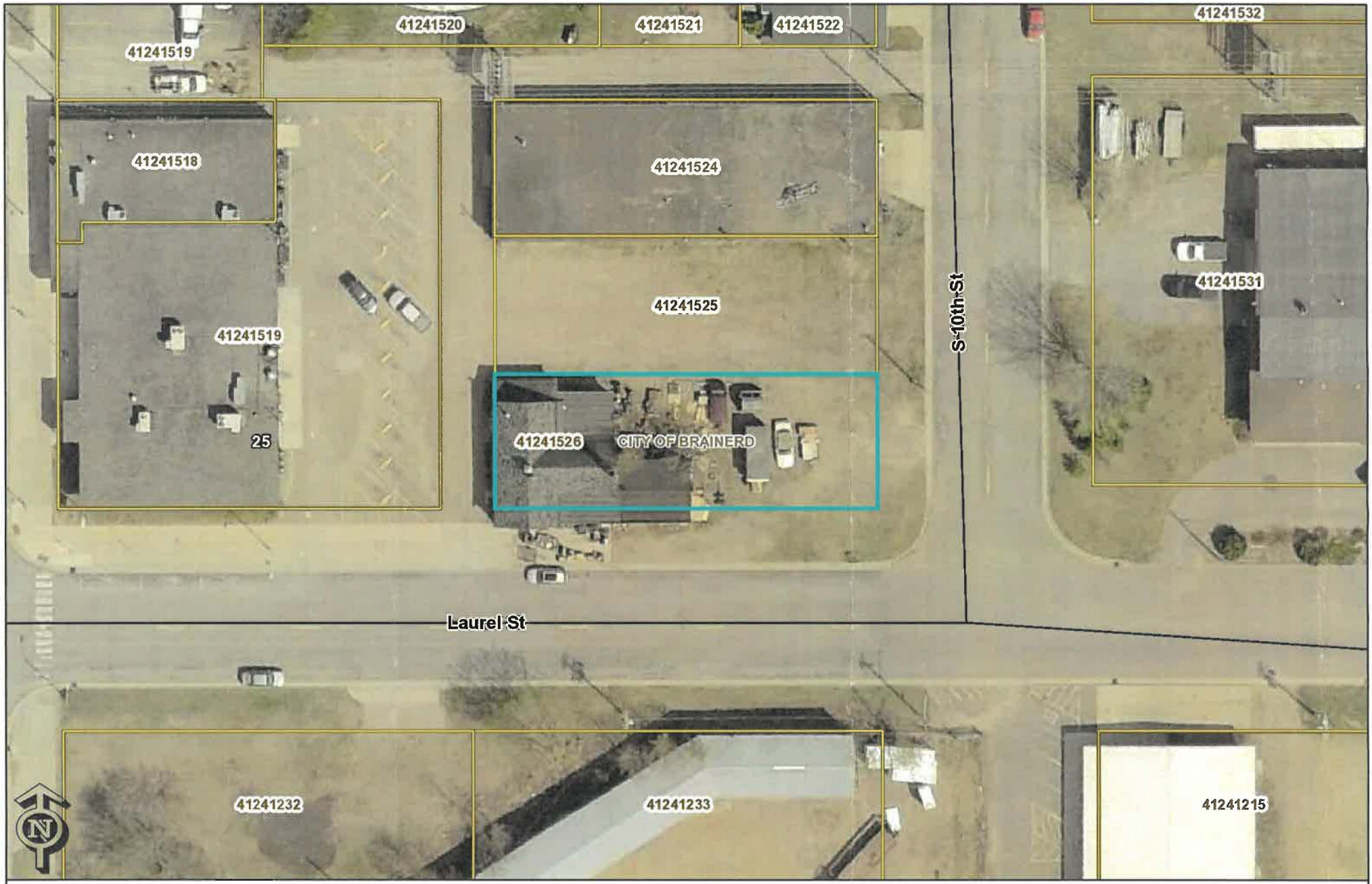
RECEIVED
APR 01 2022
CITY OF BRAINERD
ADMINISTRATION

CITY OF BRAINERD								
Tract	Description	Approx. Lot Size (acres)	RE Code(s)	Remarks	Specials	Judgement Year	Forfeited	Zoning
	LOTS 1 AND 2 BLOCK 37 EX. R. R. ROW. , TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD	0.16	41241526	See Below	$1,521.23	2017	12/28/2021	B-3/TC-1
	LOT 3 BLOCK 5 , FRANK'S ADDITION TO THE CITY OF BRAINERD	0.15	41360899	See Below	$0	2017	12/28/2021	R-1/CN-2

Parcel 41241526 is currently zoned B-3, but when the City of Brainerd adopts its new Zoning Code, it will be zoned Town Center (TC-1) when it goes into effect.
Parcel 41360899 is currently zoned R-1, but wen the City of Brainerd adopts its new Zoning Code, it will be zoned Contemporary Neighborhood 2 (CN-2) when it goes into effect.

41241526: NUISANCE 101-21 = 750.00 PRINCIPAL 21.23 INTEREST = 771.23

OPEN CITATIONS: EN21-1454 = 750.00 (6 citations @ 100/each + 25.00 admin fee per each citation)
41241526 TOTAL = $1,521.23

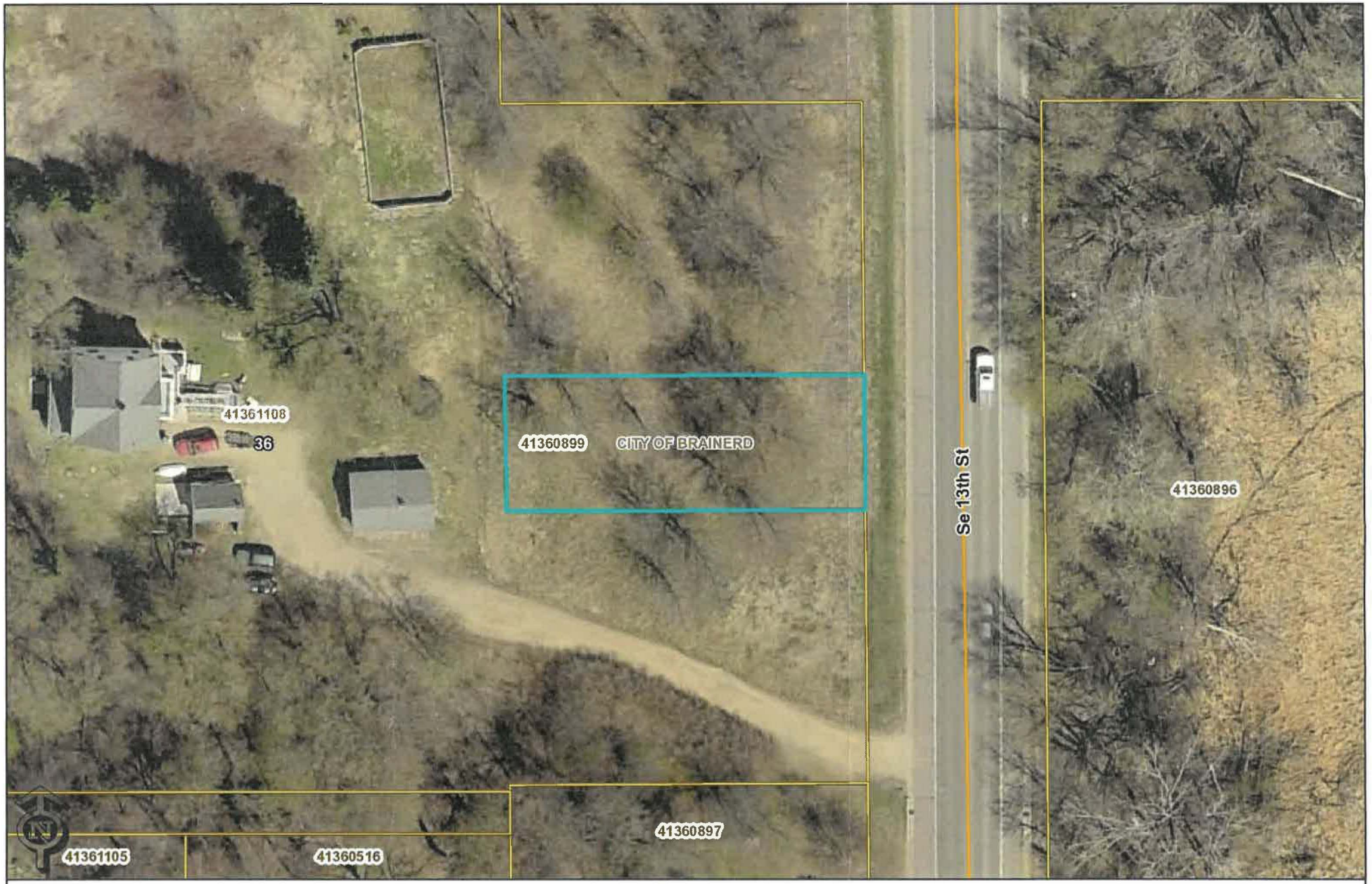


41241526

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 3/29/2022 Time: 4:19:16 PM

CROW WING COUNTY MINNESOTA



41360899

These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 3/29/2022 Time: 4:19:43 PM

CROW WING COUNTY MINNESOTA

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Direction on Active Code Enforcement Cases

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☑ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☑ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): James Kramvik, Assistant Planner	**Estimated Time Needed:** 15 minutes

Summary of Issue:

With the adoption of Ordinance No. 1524, the revised Section 320 of the City Code dictates that violations of the City Code shall, after receiving a notice of violation, be issued up to 3 administration citations for non-compliance. Once 3 citations have been issued, the violation shall be brought before the Safety & Public Works Committee for review. The Committee shall then make a recommendation to the City Council as to how to proceed with enforcement of the violation.

Staff is bringing 5 properties before the Committee for review. These properties have on-going violations (most spreading over a number of years) that, under the previous policy, staff would begin the enforcement process again now that spring has arrived. Staff is looking for direction from the Council as how to proceed with the cases as they have been on-going for some time.

Alternatives, Options, Effects on Others/Comments:

Attached are case files for 303 J. St., 319 N. 9th St., 1612 10th Ave NE, 1889 Graydon Ave, and PID 41191502 (and unaddressed parcel between 4th Ave NE and League Ave).

Per Section 320, action that could be taken against these properties include:
- Continued administrative citations in an amount determined by the City Council
- Abatement of the offense (depending on the type of offense)
- Legal action (at the recommendation of the City Attorney depending on the type of offense)
- Cease corrective action

Recommended Action/Motion:

See attached memo for recommended actions.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

MEMO

TO: Mayor and City Council

FROM: James Kramvik, Assistant Planner

DATE: April 13, 2022

RE: Recommandations for Active Code Enforcement Cases

Staff recommends the following actions for the active code enforcement cases brought before the City Council:

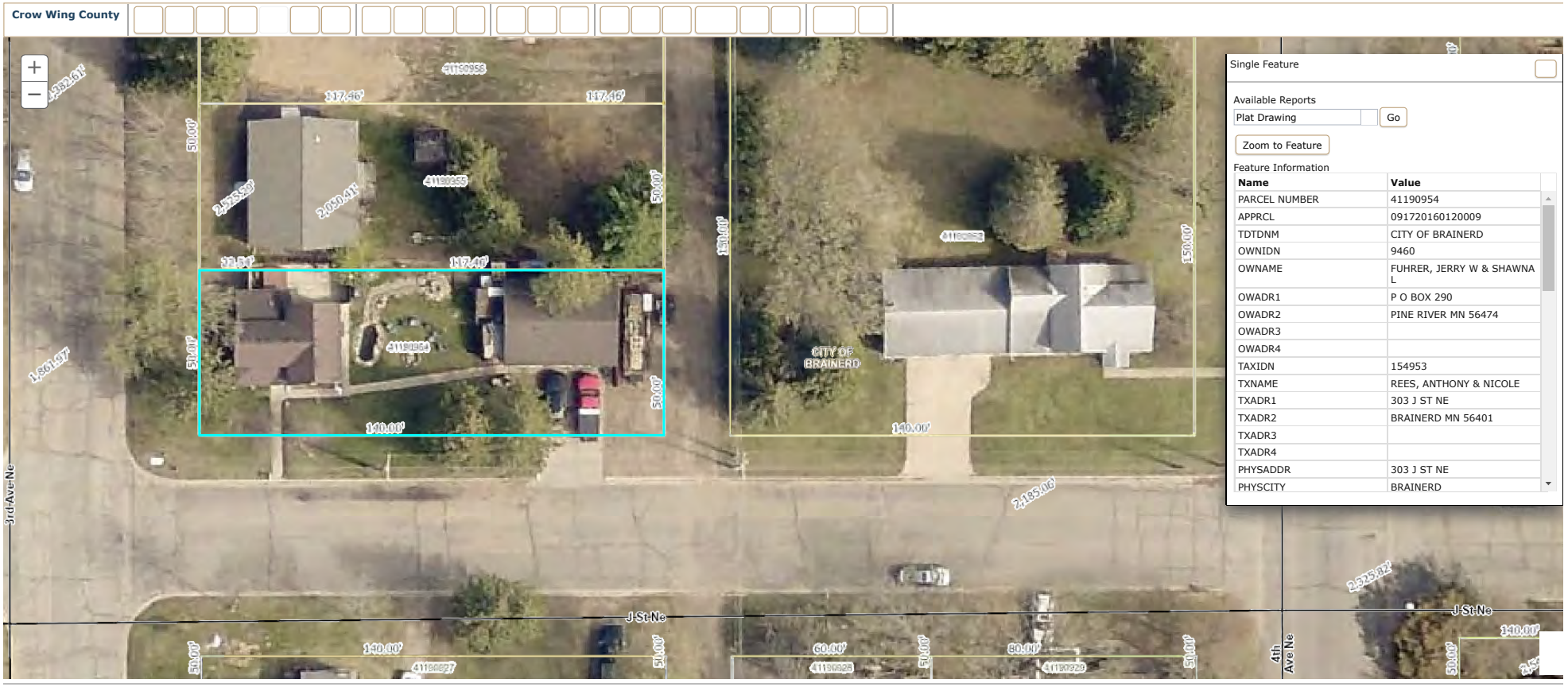
- 303 J. St: Issue a new Notice of Violation and follow citation schedule as outlined in Section 320.

- 319 N. 9th St: Issue a new Notice of Violation and, if compliance does not occur within 30 days, work with the City Attorney to acquire an administrative search warrant for the Building Official to inspect the property as to whether the structure is fit for human habitation per the Building Code.

- 1612 10th Ave NE: Issue a new Notice of Violation and, if compliance does not occur within 30 days, work with the City Attorney to take appropriate legal action against the property owner(s).

- 1889 Graydon Ave: Issue a new Notice of Violation and, if compliance does not occur within 10 days, the issue shall be brought back before the Safety & Public Works Committee for further review.

- PID 41191502: Issue a new Notice of Violation and, if compliance does not occur within 30 days, work with the City Attorney to take appropriate legal action against the property owner(s).



1 Items

	PARCEL NUMBER	APPRCL	TDTDNM	OWNIDN	OWNAME	OWADR1	OWADR2	OWADR3	OWADR4	TAXIDN	TXNAME
X	41190954	09172016	CITY OF BRAINERD	9460	FUHRER, JERRY W & SHAWNA L	P O BOX 290	PINE RIVER MN 56474			154953	REES, ANTHONY & NICOLE

Scale 1: 300

October 12, 2017

www.ci.brainerd.mn.us

Anthony and Nicole Rees
303 J Street
Brainerd, MN 56401

Dear Mr. and Mrs. Rees:

You have received a letter from the City of Brainerd explaining where the camper behind your garage can be properly parked. It can be parked behind the garage; however, its current location places it in the alley right of way. Leaving it in this location runs the risk of it being hit by a snowplow. The alley right of way is 20' wide. Measuring 20' towards your property from the chain link fence on the east side of the alley will identify the line beyond which the camper cannot be parked.

Please take the necessary action by the end of the day, Thursday, October 19, 2017 to remove the camper from the alley right of way and park it in an approved location. Failure to do so by the end of the day on the 19th, you will be fined $100/day for each day past the 19th the camper is not removed from the alley right of way and parked in an approved location.

If you have any questions about these requirements, please contact me at 828-2309.

Cordially,

Mark Ostgarden AICP
City Planner

www.ci.brainerd.mn.us

September 26, 2017

Anthony and Nicole Rees
303 J Street
Brainerd, MN 56401

Dear Mr. and Mrs. Rees:

The Building Department has sent you a letter about City of Brainerd Nuisance Ordinance violations at your property. In addition to those violations, the enclosed photograph identifies an improperly parked camper on your property. The camper can be parked at the property, provided it is done so on a proper surface. It is currently parked on grass, in a location that requires concrete or asphalt as a parking surface.

The Brainerd Zoning Ordinance states the following about recreational vehicle parking:

Recreational Vehicle Storage: Recreational vehicles, as defined by Section 2 of `this Ordinance, may be parked or stored on residential properties provided that:

1. *The vehicles are property of the person or persons residing on the premises.*
2. *The vehicles are licensed and operable.*
3. *The vehicles are stored no closer than five (5) feet from side or rear lot lines.*
4. *Vehicles located in the front yard are parked on designated driveways or parking areas surfaced in compliance with Section 22 of this Ordinance.*
5. *Vehicles located in the front yard or side yard abutting a street must be placed at least fifteen (15) feet from the back of curb and shall not encroach on any public sidewalk or trail.*
6. *In any yard, vehicles may not be placed within ten (10) feet of the living quarters of the principal building on the adjacent lot.*
7. *A camper or recreational vehicle brought by a visitor may be parked or occupied for a period not to exceed thirty (30) days while visiting the resident of the property.*

Enclosed is an aerial photograph of your property depicting where and on which surface the camper can be parked. Please take the necessary steps to park the camper on an approved surface by the end of the day, October 9, 2017.

If you have any questions about these requirements, please contact me at 828-2309.

Cordially,

Mark Ostgarden AICP
City Planner

Enclosures

October 12, 2017

www.ci.brainerd.mn.us

Anthony and Nicole Rees
303 J Street
Brainerd, MN 56401

Dear Mr. and Mrs. Rees:

You have received a letter from the City of Brainerd explaining where the camper behind your garage can be properly parked. It can be parked behind the garage; however, its current location places it in the alley right of way. Leaving it in this location runs the risk of it being hit by a snowplow. The alley right of way is 20' wide. Measuring 20' towards your property from the chain link fence on the east side of the alley will identify the line beyond which the camper cannot be parked.

Please take the necessary action by the end of the day, Thursday, October 19, 2017 to remove the camper from the alley right of way and park it in an approved location. Failure to do so by the end of the day on the 19th, you will be fined $100/day for each day past the 19th the camper is not removed from the alley right of way and parked in an approved location.

If you have any questions about these requirements, please contact me at 828-2309.

Cordially,

Mark Ostgarden AICP
City Planner

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE.

Administrative Citation

Department of Building Safety – 218/828-2309

JD2017-00156

Date of Violation: 10/12/2017

Parcel ID: 091720160120009

Violator(s): ANTHONY & NICOLE REES
303 J ST.
BRAINERD, MN 56401-

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Complaint	Fine
2010	Nuisances/Junk/Blight	*Junk and Debris*	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: $100.00 **Payment Due By: 11/08/2017**

Payment may be presented *in person or by way of First Class Mail in the form of* cash, check or money order, **payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.** Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation. For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Tim Caughey, City Building Official

Date: 10/12/17

Representative's Signature: Tim Caughey

(served via first class mail)

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE.

Administrative Citation

Department of Building Safety – 218/828-2309

JD2017-00156

Date of Violation: 10/25/2017

Parcel ID: 091720160120009

Violator(s): ANTHONY & NICOLE REES
303 J ST.
BRAINERD, MN 56401-

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Complaint	Fine
2010	Nuisances/Junk/Blight	*Junk and Debris*	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Please call me @ This !!! Tim

Citation Amount Due: $100.00 **Payment Due By: 11/24/2017**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, **payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.** Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation. For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Tim Caughey, City Building Official

Date: 10/25/17

Representative's Signature: Tim Caughey

(served via first class mail)

08/17/2017

CURRANT RESIDNENT
303 J ST.
BRAINERD, MN 56401-

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

The City of Brainerd has embarked on a program of concentrated code enforcement. The program is a positive effort to improve property values and quality of life in our neighborhoods. It has been noted that a City Code violation has occurred on the property located at:

Property Address: 303 J ST NE
Real Estate Code: 091720160120009

Violation: Exterior Structure
Ordinance: 450.31
Description: Subd. 2. Protective Treatment. All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks, and fences shall be maintained in good condition. Exterior wood surfaces, other than decay resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement. NOTE: Siding and roofing permits are required in the City of Brainerd. Applications and fee schedules are available online at http://www.ci.brainerd.mn.us/156/Building-Department or at City Hall.

Corrective action is required; thirty (30) days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us Administration/Documents/City Codes.

Action must be taken on or before 09/17/2017

Failure to make the corrections can result in a citation with a fine of $100. Per above-mentioned code section, failure to comply with this ordinance will result in a citation and corrective action by the City to abate the nuisance at the expense of the owner.

If you are unable to make the corrections in the required time or believe this violation is in error, you will need to call this office to make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. Please contact Jason at 218/454-3416 if you have questions.

Respectfully,

By Order of:

THE CITY OF BRAINERD

07/17/2017

CURRANT RESIDNENT
303 J ST.
BRAINERD, MN 56401-

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

The City of Brainerd has embarked on a program of concentrated code enforcement. The program is a positive effort to improve property values and quality of life in our neighborhoods. It has been noted that a City Code violation has occurred on the property located at:

Property Address: 303 J ST NE
Real Estate Code: 091720160120009

Violation: Nuisances/Junk/Blight
Ordinance: 2010
Description: 2010.09 Junk. No person, firm, or corporation of any kind shall permit the accumulation of junk that includes but is not limited to any of the following: waste material, trash, rubbish, refuse, or litter of any kind upon any land or inside or under any building or structure which may provide harborage or breeding places for mosquitoes, vermin, or rats.

No person, firm, or corporation of any kind shall permit on a property the accumulation of: batteries; paper; lumber or salvaged wood; boxes or containers; bottles; cans; discarded chemicals; bricks; stones; old or scrap copper, brass, iron, steel, or other metals; old and/or inoperable appliances; tanks; barrels; cages; clothing; pallets; wire/cable; dismantled, abandoned or inoperable vehicles, farm equipment, construction equipment, campers, recreation vehicles, boats, or parts thereof; rope; rags; glass; rubber; construction debris; plumbing fixtures; furniture; brush piles; cut down trees and branches; pulled stumps; leaf piles not in a composting container; or other similar objects and materials which may provide harborage or breeding places for mosquitoes, vermin, or rats. Useful items such as firewood and building materials may be stored in compliance with Section 24 of the Zoning Ordinance provided they are stored in a manner that will not create any danger or threat to public health.

Corrective action is required; 14 days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us Administration/Documents/City Codes.

Action must be taken on or before 07/31/2017

Failure to make the corrections can result in a citation with a fine of $100. Per above-mentioned code section, failure to comply with this ordinance will result in a citation and corrective action by the City to abate the nuisance at the expense of the owner.

If you are unable to make the corrections in the required time or believe this violation is in error, you will need to call this office to make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. Please contact Jason at 218/454-3416 if you have questions.

Respectfully,

By Order of:

THE CITY OF BRAINERD

09/18/2017

ANTHONY & NICOLE REES
303 J ST.
BRAINERD, MN 56401-

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

The City of Brainerd has embarked on a program of concentrated code enforcement. The program is a positive effort to improve property values and quality of life in our neighborhoods. It has been noted that a City Code violation has occurred on the property located at:

Property Address: 303 J ST NE
Real Estate Code: 091720160120009

Violation: Nuisances/Junk/Blight
Ordinance: 2010
Description: 2010.09 Junk. No person, firm, or corporation of any kind shall permit the accumulation of junk that includes but is not limited to any of the following: waste material, trash, rubbish, refuse, or litter of any kind upon any land or inside or under any building or structure which may provide harborage or breeding places for mosquitoes, vermin, or rats.

No person, firm, or corporation of any kind shall permit on a property the accumulation of: batteries; paper**; lumber or salvaged wood**; boxes or containers; bottles; cans; discarded chemicals; bricks; stones; old or scrap copper, brass, iron, steel, or other metals; old and/or inoperable appliances; **tanks**; barrels; cages; clothing; **pallets**; wire/cable; **dismantled, abandoned or inoperable vehicles**, farm equipment, construction equipment, **campers, recreation vehicles, boats**, or parts thereof; rope; rags; glass; rubber; construction debris; plumbing fixtures; furniture; brush piles; **cut down trees and branches**; pulled stumps; leaf piles not in a composting container; or **other similar objects and materials which may provide harborage or breeding places for mosquitoes, vermin, or rats.** Useful items such as firewood and building materials may be stored in compliance with Section 24 of the Zoning Ordinance provided they are stored in a manner that will not create any danger or threat to public health.

Corrective action is required; 14 days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us Administration/Documents/City Codes.

Action must be taken on or before 10/02/2017

Failure to make the corrections can result in a citation with a fine of $100. Per above-mentioned code section, failure to comply with this ordinance will result in a citation and corrective action by the City to abate the nuisance at the expense of the owner.

If you are unable to make the corrections in the required time or believe this violation is in error, you will need to call this office to make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. Please contact Jason at 218/454-3416 if you have questions.

Respectfully,

By Order of:

THE CITY OF BRAINERD

racing cars or stock cars cannot be stored on the property. See below.

SECTION 24
OUTDOOR STORAC

Section:

515-24-1: Purpose and Intent
515-24-2: Residential Zoning Districts
515-24-3: Commercial and Industrial Zoning District
515-24-4: All Zoning Districts

515-24-1: Purpose and Intent. This Section is intended to provide regulations for the allowance of outdoor storage on properties in the City, while assuring that such storage is not a hazard to the public health and safety and does not have a depreciating effect upon adjacent property values, does not impair scenic views or constitute a nuisance.

515-24-2: Residential Zoning Districts.

A. In all residential zoning districts, all materials, equipment and personal property shall be stored within a building or be fully screened so as not to be visible from adjacent properties or right-of-way, except for the following:

1. Clothes lines.

2. Recreational equipment (does not include recreational vehicles).

3. Construction and landscaping materials or equipment currently being used on the premises (within a period of one (1) year).

3. Agricultural equipment and materials currently being used on the premises (within a period of one (1) year).

5. Rear or side yard storage of firewood for the purpose of consumption only by the person or persons residing on the premises.

6. Off-street parking of licensed and operable passenger automobiles and pick-up trucks (does not include racing cars or stock cars) may be stored in the front yard on a designated driveway or parking area, surfaced in compliance with Section 22 of this Ordinance.

7. One (1) licensed fish house may be stored in the rear yard provided it meets the accessory building setbacks outlined in Section 515-17-7.B.4 of this Ordinance. Fish houses used as storage buildings shall be treated as an accessory building and count against the number and floor area limits for the lot.

09/18/2017

ANTHONY & NICOLE REES
303 J ST.
BRAINERD, MN 56401-

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

The City of Brainerd has embarked on a program of concentrated code enforcement. The program is a positive effort to improve property values and quality of life in our neighborhoods. It has been noted that a City Code violation has occurred on the property located at:

Property Address: 303 J ST NE
Real Estate Code: 091720160120009

Violation: Disposition of Motor Vehicles
Ordinance: 2011
Description: 2011.03 **Storing, parking** or leaving dismantled or other such motor vehicles declared nuisance exceptions. The presence of an abandoned, wrecked, dismantled, **inoperative, unlicensed**, junked, or partially dismantled motor vehicle or a motor vehicle lacking vital component parts or parts of a motor vehicle on private or public property is a public nuisance.

Unlicensed camper, Boat and car hidden by tarp

Corrective action is required; 14 days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us Administration/Documents/City Codes.

Action must be taken on or before 10/02/2017

Failure to make the corrections can result in a citation with a fine of $100. Per above-mentioned code section, failure to comply with this ordinance will result in a citation and corrective action by the City to abate the nuisance at the expense of the owner.

If you are unable to make the corrections in the required time or believe this violation is in error, you will need to call this office to make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. Please contact Jason at 218/454-3416 if you have questions.

Respectfully,

By Order of:

THE CITY OF BRAINERD

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218/828-2309

UV2018-00020

Date of Violation: 04/03/2018

Parcel ID: 091720160120009

Violator(s): ANTHONY & NICOLE REES
303 J ST NE
BRAINERD, MN 56401-

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Complaint	Fine
2011	Disposition of Motor Vehicles	*Unlicensed/Inoperable Vehicle*	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: $100.00 **Payment Due By: 05/09/2018**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 04/10/2018

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Tim Caughey, City Building Official

Date: 4/3/18

Representative's Signature: Tim Caughey

(served via first class mail)

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218/828-2309

UV2018-00020

Date of Violation: 04/13/2018

Parcel ID: 091720160120009

Violator(s): ANTHONY & NICOLE REES
303 J ST NE
BRAINERD, MN 56401-

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Complaint	Fine
2011	Disposition of Motor Vehicles	*Unlicensed/Inoperable Vehicle*	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: $100.00 **Payment Due By: 05/13/2018**
Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 4/20/2018
For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.
Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Tim Caughey, City Building Official

Date: 4/13/18

Representative's Signature: Tim Caughey

(served via first class mail)

03/19/2018

ANTHONY & NICOLE REES
303 J ST NE
BRAINERD, MN 56401-

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

The City of Brainerd has embarked on a program of concentrated code enforcement. The program is a positive effort to improve property values and quality of life in our neighborhoods. It has been noted that a City Code violation has occurred on the property located at:

Property Address: 303 J ST NE
Real Estate Code: 091720160120009

Violation: Nuisances/Junk/Blight
Ordinance: 2010
Description: 2010.09 Junk. No person, firm, or corporation of any kind shall permit the accumulation of junk that includes but is not limited to any of the following: waste material, trash, rubbish, refuse, or litter of any kind upon any land or inside or under any building or structure which may provide harborage or breeding places for mosquitoes, vermin, or rats.

No person, firm, or corporation of any kind shall permit on a property the accumulation of: batteries; paper; lumber or salvaged wood; boxes or containers; bottles; cans; discarded chemicals; bricks; stones; old or scrap copper, brass, iron, steel, or other metals; old and/or inoperable appliances; tanks; barrels; cages; clothing; pallets; wire/cable; dismantled, abandoned or inoperable vehicles, farm equipment, construction equipment, campers, recreation vehicles, boats, or parts thereof; rope; rags; glass; rubber; construction debris; plumbing fixtures; furniture; brush piles; cut down trees and branches; pulled stumps; leaf piles not in a composting container; or other similar objects and materials which may provide harborage or breeding places for mosquitoes, vermin, or rats. Useful items such as firewood and building materials may be stored in compliance with Section 24 of the Zoning Ordinance provided they are stored in a manner that will not create any danger or threat to public health.

Corrective action is required; 14 days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us Administration/Documents/City Codes.

Action must be taken on or before 04/02/2018

Failure to make the corrections can result in a citation with a fine of $100. Per above-mentioned code section, failure to comply with this ordinance will result in a citation and corrective action by the City to abate the nuisance at the expense of the owner.

If you are unable to make the corrections in the required time or believe this violation is in error, you will need to call this office to make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. Please contact Jason at 218/454-3416 if you have questions.

Respectfully,

By Order of:

THE CITY OF BRAINERD

RECEIVED
APR 16 2018
CITY OF BRAINERD
ADMINISTRATION

April 13.2018

To whom it may concern, (Tim Caughey)

I am writing again in regards to a letter I received.

I don't know why you people cant spend your time and effort where its needed and just leave me the hell alone. I have sent numerous proof and pictures that I have the damn registration for the boat in question. But besides that fact, What the hell does it matter, No one can see the boat, it aint in any ones way, It is a project of mine so it is sitting there while I am getting a motor for it. The sticker that your fuckers sent me a pic. Of and keep complaining about is a DNR Watercraft sticker that is required to have the boat on the water, it isn't going to be on the water anytime soon. It is sitting in MY yard, on a trailer that has lifetime stickers and isn't in anyones view or in any ones way.

So leave me the hell alone and quit harassing us. We are hard working people and I am very busy. I work 6 days a week and I have lots of projects besides that so I get to them as I can.

Sincerely,

Anthony (Tony) W. Rees
303 J. St. NE.
Brainerd, MN. 56401
(218) 820-0047

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218/828-2309

UV2018-00020

Date of Violation: 04/03/2018

Parcel ID: 091720160120009

Violator(s): ANTHONY & NICOLE REES
303 J ST NE
BRAINERD, MN 56401-

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Complaint	Fine
2011	Disposition of Motor Vehicles	*Unlicensed/Inoperable Vehicle*	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: $100.00 **Payment Due By: 05/09/2018**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 04/10/2018

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Tim Caughey, City Building Official

Date: 4/3/18

Representative's Signature: Tim Caughey

(served via first class mail)

City of Brainerd
501 Laurel St.
Brainerd, MN 56401
Attn. Tim Caughey

03/19/2018

ANTHONY & NICOLE REES
303 J ST NE
BRAINERD, MN 56401-

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

The City of Brainerd has embarked on a program of concentrated code enforcement. The program is a positive effort to improve property values and quality of life in our neighborhoods. It has been noted that a City Code violation has occurred on the property located at:

Property Address: 303 J ST NE
Real Estate Code: 091720160120009

Violation: Disposition of Motor Vehicles
Ordinance: 2011
Description: 2011.03 Storing, parking or leaving dismantled or other such motor vehicles declared nuisance exceptions. The presence of an abandoned, wrecked, dismantled, inoperative, unlicensed, junked, or partially dismantled motor vehicle or a motor vehicle lacking vital component parts or parts of a motor vehicle on private or public property is a public nuisance.

Corrective action is required; 14 days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us Administration/Documents/City Codes.

Action must be taken on or before 04/02/2018

Failure to make the corrections can result in a citation with a fine of $100. Per above-mentioned code section, failure to comply with this ordinance will result in a citation and corrective action by the City to abate the nuisance at the expense of the owner.

If you are unable to make the corrections in the required time or believe this violation is in error, you will need to call this office to make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. Please contact Jason at 218/454-3416 if you have questions.

Respectfully,

By Order of:

THE CITY OF BRAINERD

September 25, 2020

FUHRER, JERRY W & SHAWNA L
PO BOX 290
PINE RIVER, MN 56474

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. A code violation was observed on the property described below. Understanding that you might not be aware of what the City codes require, I am sending you this courtesy notice to give you an opportunity to correct this matter.

Property Address: 303 J ST NE
Real Estate Code: 41190954

Violation: Unlicensed/Inoperable Vehicle
Ordinance: 2011
Description: Ord 2011 - 2011.03 Storing, parking or leaving dismantled or other such motor vehicles declared nuisance exceptions. The presence of an abandoned, wrecked, dismantled, inoperative, unlicensed, junked, or partially dismantled motor vehicle or a motor vehicle lacking vital component parts or parts of a motor vehicle on private or public property is a public nuisance. Corrective action is required; 14 days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us Administration/Documents/City Codes.

Action should be taken on or before 10/09/2020

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in a $100 citation(s), up to a maximum of and not to exceed $2,000 for each administrative offense.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Housing Inspector Jason Stockinger at 218/454-3416 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD


MINNESOTA
Y 59994
10,000 LAKES
MN 19
W1162370
09/25/2020 13:41

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338.

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218/828-2309

EN20-0627

Date of Violation: 10/09/2020 Parcel ID: 41190954

Violator(s): FUHRER, JERRY W & SHAWNA L
PO BOX 290
PINE RIVER, MN 56474

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
2011.03	Unlicensed/Inoperable Vehicle	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 10/16/2020

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Darrin Deseth, Building Official Date: 10/09/2020

Representative's Signature: Darrin Deseth (served via first class mail)



IMG_4809 10/09/2020 09:40 jstockinger

March 10, 2021

REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. A code violation was observed on the property described below. Understanding that you might not be aware of what the City codes require, I am sending you this courtesy notice to give you an opportunity to correct this matter.

Property Address: 303 J ST NE
Real Estate Code: 41190954

Violation: Junk/Debris/Blight
Ordinance: 2010
Description: Ord 2010 - 2010.09 Junk. No person, firm, or corporation of any kind shall permit the accumulation of junk that includes but is not limited to any of the following: waste material, trash, rubbish, refuse, or litter of any kind upon any land or inside or under any building or structure which may provide harborage or breeding places for mosquitoes, vermin, or rats.

No person, firm, or corporation of any kind shall permit on a property the accumulation of: batteries; paper; lumber or salvaged wood; boxes or containers; bottles; cans; discarded chemicals; bricks; stones; old or scrap copper, brass, iron, steel, or other metals; old and/or inoperable appliances; tanks; barrels; cages; clothing; pallets; wire/cable; dismantled, abandoned or inoperable vehicles, farm equipment, construction equipment, campers, recreation vehicles, boats, or parts thereof; rope; rags; glass; rubber; construction debris; plumbing fixtures; furniture; brush piles; cut down trees and branches; pulled stumps; leaf piles not in a composting container; or other similar objects and materials which may provide harborage or breeding places for mosquitoes, vermin, or rats. Useful items such as firewood and building materials may be stored in compliance with Section 24 of the Zoning Ordinance provided they are stored in a manner that will not create any danger or threat to public health.

Corrective action is required; 14 days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us Administration/Documents/City Codes.

Action should be taken on or before 03/24/2021

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in a $100 citation(s), up to a maximum of and not to exceed $2,000 for each administrative offense.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Housing Inspector Jason Stockinger at 218/454-3416 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD



IMG_4971 03/10/2021 10:23 jstockinger



IMG_4972 03/10/2021 10:23 jstockinger

City of Brainerd
501 Laurel Street
Brainerd, MN 56401

10/07/2021

REES, ANTHONY & NICOLE
303 J ST
BRAINERD MN, 56401
PID Number: 41190954

Mr. Rees,
Thank you for appearing at Brainerd City Hall on 10/5/2021. A message was left on your voicemail on 10/6/2021. This letter and provided map are meant to give you a better understanding of what the City of Brainerd codes require.

The property referenced above is not in compliance with the City of Brainerd code of ordinances regarding **Section 515-17-8 Accessory Buildings, Uses, and Equipment** and **Section 515-22-5 Off Street Parking**.

Per Section 515-17-8, "No plastic, canvas or vinyl tarps shall be used in the construction of any accessory buildings. Total number of accessory buildings and garages shall be limited to one of the following: One (1) attached garage and one (1) detached accessory building. No detached accessory building shall be located in any front yard or nearer the front lot line than the principal building on that lot."

One accessory structure that meets the material requirements can be placed between the house and garage in the area depicted in red on the provided map. All accessory structures over 200 SQFT require a building permit to construct.

Per Section 515-22-5.E, "Parking in a yard that fronts a street as well as along an interior side of a house is required to be on improved surfaces. These surfaces include asphalt, concrete, pavers, or brick. Parking is permitted on an improved and unimproved surface in the rear yard."

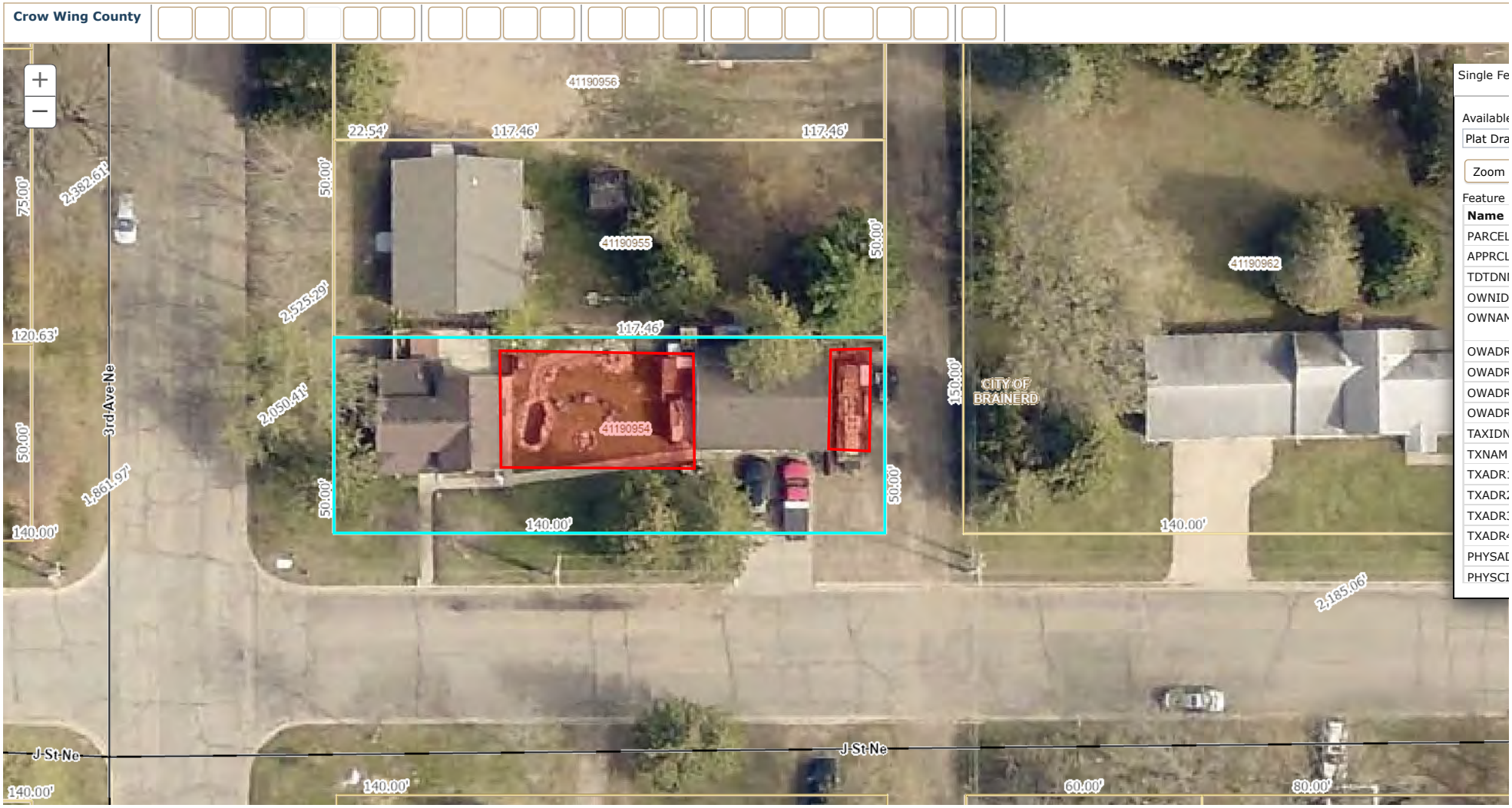
Vehicles, boats, recreational equipment, and trailers can be parked on unimproved surfaces in the areas depicted in red on the provided map.

Citations will resume if action is not taken on or before **10/22/2021**.
Please contact the Community Development Department at 218-828-2307 if you have any further questions.

Respectfully,

David C. Chanski, MPA
Community Development Director

cc: Property file



1 Items

	PARCEL NUMBER	APPRCL	TDTDNM	OWNIDN	OWNAME	OWADR1	OWADR2	OWADR3	OWADR4
X	41190954	09172016	CITY OF BRAINERD	9460	FUHRER, JERRY W & SHAWNA L	P O BOX 290	PINE RIVER MN 56474		

Scale 1: 300

PERMIT REQUIRED

10/28/2021

REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

RE: **ORDER TO CORRECT**
Subject Property: 303 J ST
Parcel Number: 41190954

Project Description: Fencing installed without a permit issued.

Dear Property Owner:

A fencing permit is required for this type of improvement according to Section 19 of the Brainerd Zoning Code. **All work shall be stopped and shall not continue until approval is granted and a permit issued by the Department of Community Development. You are expected to reply within 10 days.**

6' Fences are not permitted in the front yard or the side corner front yard

Brainerd Zoning Code, Section 515-19-1 requires a fencing permit be secured prior to construction of any fence, partition, structure, wall, or gate with the required yard. A double fee is required when a person begins work without a permit (Brainerd City Code Section 1015.07 Subd. 2).

Applications are available at our office at 501 Laurel Street in Brainerd or on our website at www.ci.brainerd.mn.us. Violations may be enforced as administrative offenses pursuant to Chapter 320 of the Brainerd City Code. (Brainerd Zoning Ordinance 515-3-2)

Please call James Kramvik if you have questions or comments. I can be reached during regular business hours at 218-454-3408.

Respectfully,

CITY OF BRAINERD
Department of Planning and Development


420 WHR
10/28/2021 09:32

May 27, 2021

REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. A code violation was observed on the property described below. Understanding that you might not be aware of what the City codes require, I am sending you this courtesy notice to give you an opportunity to correct this matter.

Property Address: 303 J ST NE
Real Estate Code: 41190954

Violation: Accessory Structure Number & Material
Ordinance: 515-17-8: Accessory Buildings, Uses and Equipment.

Description: Number of Building. Total number of accessory buildings and garages shall be limited to: Two (2) detached accessory buildings.

No detached accessory building shall be located in any front yard or nearer the front lot line than the principal building on that lot.

Design Standards. No plastic, canvas or vinyl tarps shall be used in the construction of any accessory buildings.

Corrective action is required; 30 days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us/212/Zoning-Code.

Action should be taken on or before 06/26/2021

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in a $100 citation(s), up to a maximum of and not to exceed $2,000 for each administrative offense.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Assistant Planner James Kramvik at 218/454-3408 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD


CAUTION
05/26/2021 08:04


05/19/2021 14:42

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0297

Date of Violation: 07/01/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-17-8	Zoning Code Violation	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 07/08/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 07/01/2021

Representative's Signature: (served via first class mail)


RT
BRAND
07/01/2021 08:31

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0297

Date of Violation: 07/12/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-17-8	Zoning Code Violation	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 07/19/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 07/12/2021

Representative's Signature: (served via first class mail)


07/09/2021 14:45


07/09/2021 14:47

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0297

Date of Violation: 07/27/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-17-8	Zoning Code Violation	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 08/03/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 07/27/2021

Representative's Signature: (served via first class mail)


Sprinter
395 TTT
07/26/2021 14:10


07/26/2021 14:11

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0297

Date of Violation: 08/05/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-17-8	Zoning Code Violation Accessory Structures	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 08/12/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 08/05/2021

Representative's Signature: (served via first class mail)


08/05/2021 14:13


1-1/2TON
1TON
1/2TON
08/05/2021 14:14
Minnesota.com
209 RDR
10,000 lakes

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0297

Date of Violation: 08/24/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-17-8	Zoning Code Violation Accessory Structures	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 08/31/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 08/24/2021

Representative's Signature: (served via first class mail)


08/24/2021 08:01


08/24/2021 08:02

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0297

Date of Violation: 09/03/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-17-8 Accessory Structure Material	Zoning Code Violation Accessory Structure Material	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 09/10/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 09/03/2021

Representative's Signature: (served via first class mail)


Sprinter
09/02/2021 08:22


09/02/2021 08:24

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0297

Date of Violation: 09/20/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-17-8 Accessory Structure Material	Zoning Code Violation Accessory Structure Material	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 09/27/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 09/20/2021

Representative's Signature: (served via first class mail)


09/20/2021 09:54


09/20/2021 09:57

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0297

Date of Violation: 10/01/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-17-8	Zoning Code Violation Accessory Structure Material	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 10/08/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 10/01/2021

Representative's Signature: (served via first class mail)


10/01/2021 09:54


10/01/2021 13:42

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0297

Date of Violation: 11/05/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-17-8	Zoning Code Violation Accessory Structure Material	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 11/12/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 11/05/2021

Representative's Signature: (served via first class mail)


11/04/2021 10:33

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0297

Date of Violation: 11/16/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION – Accessory Structure Material/ Number/ Location

Section	Subdivision, Chapter or Article	Fine
515-17-8	Zoning Code Violation Accessory Structure	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 11/23/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 11/16/2021

Representative's Signature: (served via first class mail)


11/16/2021 09:15

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0297

Date of Violation: 11/24/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION – Accessory Structure Material/ Number/ Location

Section	Subdivision, Chapter or Article	Fine
515-17-8	Zoning Code Violation Accessory Structure	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 12/01/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 11/24/2021

Representative's Signature: (served via first class mail)


11/24/2021 12:19

May 26, 2021

FUHRER, JERRY W & SHAWNA L
PO BOX 290
PINE RIVER, MN 56474

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. A code violation was observed on the property described below. Understanding that you might not be aware of what the City codes require, I am sending you this courtesy notice to give you an opportunity to correct this matter.

Property Address: 303 J ST NE
Real Estate Code: 41190954

Violation: Unlicensed/Inoperable Vehicle
Ordinance: 2011
Description: Ord 2011 - 2011.03 Storing, parking or leaving dismantled or other such motor vehicles declared nuisance exceptions. The presence of an abandoned, wrecked, dismantled, inoperative, unlicensed, junked, or partially dismantled motor vehicle or a motor vehicle lacking vital component parts or parts of a motor vehicle on private or public property is a public nuisance. Corrective action is required; 14 days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us/153/City-Code.

Action should be taken on or before 06/09/2021

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in a $100 citation(s), up to a maximum of and not to exceed $2,000 for each administrative offense.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Housing Inspector Jason Stockinger at 218/454-3416 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD



IMG_5316 05/26/2021 10:47 jstockinger

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0533

Date of Violation: 06/10/2021 Parcel ID: 41190954

Violator(s): FUHRER, JERRY W & SHAWNA L
PO BOX 290
PINE RIVER, MN 56474

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
2011.03	Unlicensed/Inoperable Vehicle	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 06/17/2021

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Darrin Deseth, Building Official Date: 06/10/2021

Representative's Signature: Darrin Deseth (served via first class mail)



IMG_5372 06/10/2021 11:30 jstockinger

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0533

Date of Violation: 06/17/2021 Parcel ID: 41190954

Violator(s): FUHRER, JERRY W & SHAWNA L
PO BOX 290
PINE RIVER, MN 56474

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
2011.03	Unlicensed/Inoperable Vehicle	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**
Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 06/24/2021
For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.
Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Darrin Deseth, Building Official Date: 06/17/2021

Representative's Signature: Darrin Deseth (served via first class mail)



IMG_5413 06/17/2021 10:05 jstockinger

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0533

Date of Violation: 06/24/2021 Parcel ID: 41190954

Violator(s): FUHRER, JERRY W & SHAWNA L
PO BOX 290
PINE RIVER, MN 56474

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
2011.03	Unlicensed/Inoperable Vehicle	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 07/01/2021

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Darrin Deseth, Building Official Date: 06/24/2021

Representative's Signature: Darrin Deseth (served via first class mail)



IMG_5461 06/24/2021 14:57 jstockinger



IMG_5460 06/24/2021 14:57 jstockinger

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0533

Date of Violation: 07/01/2021 Parcel ID: 41190954

Violator(s): FUHRER, JERRY W & SHAWNA L
PO BOX 290
PINE RIVER, MN 56474

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
2011.03	Unlicensed/Inoperable Vehicle	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**
Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 07/08/2021
For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.
Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Darrin Deseth, Building Official Date: 07/01/2021

Representative's Signature: Darrin Deseth (served via first class mail)



IMG_5500 07/01/2021 10:47 jstockinger



IMG_5501 07/01/2021 10:47 jstockinger

May 27, 2021

REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. A code violation was observed on the property described below. Understanding that you might not be aware of what the City codes require, I am sending you this courtesy notice to give you an opportunity to correct this matter.

Property Address: 303 J ST NE
Real Estate Code: 41190954

Violation: Off-Street Parking – Boat & Truck
Ordinance: Section 515-22-5.E
Description: Parking in a yard that fronts a street is required to be on improved surfaces. These surfaces include asphalt, concrete, pavers, or brick. Parking is permitted on an improved and unimproved surface in the rear yard.
These vehicles must be removed from their current locations and properly parked.

Corrective action is required; 10 days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us/212/Zoning-Code.

Action should be taken on or before 06/06/2021

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in a $100 citation(s), up to a maximum of and not to exceed $2,000 for each administrative offense.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Assistant Planner James Kramvik at 218/454-3408 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD


CAUTION
05/26/2021 08:04


CLASSIC
bayliner
05/26/2021 08:04

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0554

Date of Violation: 06/10/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-22-5.E	Zoning Code Violation	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 06/17/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 06/10/2021

Representative's Signature: (served via first class mail)


MN 757 EP 22
BAYLINER
ESCORT
06/10/2021 08:53

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0554

Date of Violation: 06/25/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Zoning Code Violation	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 07/02/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 06/25/2021

Representative's Signature:  (served via first class mail)


BIDEN
06/23/2021 13:47


CLASSIC
Bayliner
06/23/2021 13:47

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0554

Date of Violation: 07/12/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Zoning Code Violation	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 07/19/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 07/12/2021

Representative's Signature:  (served via first class mail)


Sprinter
Minnesota
395 TTT
07/09/2021 14:45


07/09/2021 14:45

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0554

Date of Violation: 07/27/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 08/03/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 07/27/2021

Representative's Signature:  (served via first class mail)


Sprinter
07/26/2021 14:10

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0554

Date of Violation: 08/05/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Zoning Code Violation Off Street Parking	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 08/12/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 08/05/2021

Representative's Signature:  (served via first class mail)


F150
XL
Ford
Minnesota
395 TTT
08/05/2021 14:14


08/05/2021 14:14


08/24/2021 08:01

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0554

Date of Violation: 08/24/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Zoning Code Violation Boat & Trailer in Front Yard	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 08/31/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 08/24/2021

Representative's Signature:  (served via first class mail)


08/24/2021 08:04

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0554

Date of Violation: 09/03/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Zoning Code Violation Trailers in Front Yard	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 09/10/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 09/03/2021

Representative's Signature: (served via first class mail)


BIDEN
FUCK JOE FOR VOTING FOR BIDEN
TRUMP
MAKING AMERICA GREAT
Bayliner
09/02/2021 08:22


09/02/2021 08:22

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0554

Date of Violation: 09/20/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Trailers in Front Yard	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 09/27/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 09/20/2021

Representative's Signature:  (served via first class mail)


09/20/2021 09:54

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0554

Date of Violation: 10/01/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Trailers in Front Yard	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 10/08/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 10/01/2021

Representative's Signature:  (served via first class mail)


10/01/2021 09:54

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0297

Date of Violation: 10/28/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION – Trailers & Vehicle in Front Yard

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Trailers in Front Yard	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 11/04/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 10/28/2021

Representative's Signature: (served via first class mail)


10/28/2021 09:31

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0554

Date of Violation: 11/05/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION – Trailers in Front Yard

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Trailers in Front Yard	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 11/12/2021

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Representative: David Chanski, Community Development Director Date: 11/05/2021

Representative's Signature:  (served via first class mail)


11/04/2021 10:31


11/16/2021 09:17

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0554

Date of Violation: 11/16/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION - Trailers in Front Yard/ ROW

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Trailers in Front Yard	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 11/23/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 11/16/2021

Representative's Signature:  (served via first class mail)

11/16/2021 09:21

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0554

Date of Violation: 11/24/2021 Parcel ID: 41190954

Violator(s): REES, ANTHONY & NICOLE
303 J ST NE
BRAINERD, MN 56401

Location/Address of Violation: **303 J ST NE**

VIOLATION - Trailers in Front Yard/ ROW

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Trailers in Front Yard	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 12/01/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 11/24/2021

Representative's Signature:  (served via first class mail)

11/24/2021 12:20

City of Brainerd
501 Laurel Street
Brainerd, MN 56401

12/03/2021

REES, ANTHONY & NICOLE
303 J ST BRAINERD MN, 56401
PID Number: 41190954

Mr. & Mrs. Rees,

Thank you for appearing at Brainerd City Hall on 12/02/2021 to discuss the citations on your property. A message was left on your voicemail on 12/02/2021. Our goal as a city is to work with residents to bring their properties up to compliance. We do this through explanation of our city code and granting time extensions to property owners. We would certainly like to work with you. Please continue to contact us if you have questions.

The previous letter sent 10/7/2021 explained the sections of code that are not in compliance with your property. That previous letter and map will be sent with this correspondence. After consulting with the Community Development Director, David Chanski, we would waive all the citations beyond 09-01-2021 totaling $1,300.00 if the conditions listed below are met and the property continues to be in compliance. Any citations before 09-01-2021 are already certified with Crow Wing County and cannot be waived.

All vinyl sheds must be removed from the property, including the small fish house next the vinyl shed. All existing permanent sheds can remain on the property in their locations. Residential properties in Brainerd are allowed to have 2 accessory structures (including garages) on the property. Your property currently has 4 permanent accessory structures. No additional accessory structures can be constructed on the property.

Vehicles, boats, recreational equipment, and trailers can be parked on unimproved surfaces (grass/dirt) in the areas depicted in red on the provided map. Vehicles and trailers cannot be parked in the City Right of Way. Vehicles and trailers must be at least 5’ from the alley dirt to allow for snow plowing and vehicular traffic flow.

All vehicles and trailers stored outdoors must be licensed and operable.

All building materials/ scraps as well as car parts, including tires, must be stored in the garage or sheds.

A fence permit must be applied for, and the newly constructed fence will have to be reduced to 4’ in height because it is in front of the principal structure. We can certainly explain the fence ordinance if you wish to construct any other fencing.

Building permits must be obtained when doing any work on your home that requires a building permit. The building department can answer any permitting questions.

Citations will resume if action is not taken on or before 01/10/2021.

City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Please understand that the current Community Development Staff has not had any previous conversations with you regarding your property other than the conversations on 10/5/2021 and 12/2/2021. The Community Development staff that your spoke with after moving to the property no longer works for the City of Brainerd. There are also multiple staff members that send citations, so please call if you have questions about city ordinances as you may have never spoke to that staff member. Our goal as a city is for compliance.

Please contact the Community Development Department at 218-828-2307 if you have any further questions.

Respectfully,

James Kramvik

James Kramvik
Assistant Planner

cc: Property file

May 13, 2021

WEISS, RICHARD A
319 9TH ST N
BRAINERD, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. A code violation was observed on the property described below. Understanding that you might not be aware of what the City codes require, I am sending you this courtesy notice to give you an opportunity to correct this matter.

Property Address: 319 9TH ST N
Real Estate Code: 41241208

Violation: Damage Roof
Ordinance: 450
Description: Ord 450.31 - The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance. Corrective action is required; thirty (30) days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us/153/City-Code.

Action should be taken on or before 06/12/2021

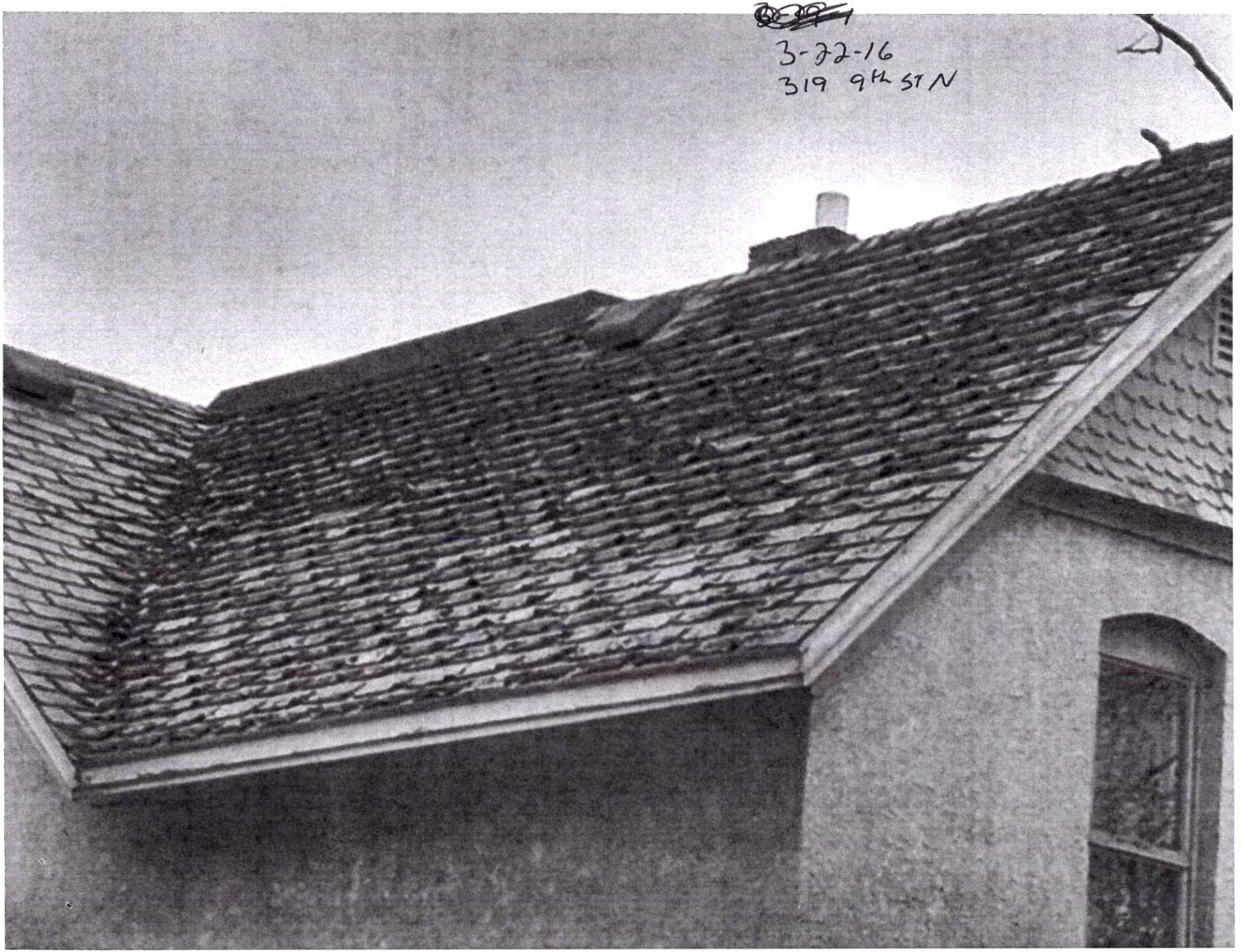
Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in a $100 citation(s), up to a maximum of and not to exceed $2,000 for each administrative offense.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Housing Inspector Jason Stockinger at 218/454-3416 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD



IMG_6561 11/04/2021 13:40 jstockinger


3-22-16
319 9TH ST N

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0225

Date of Violation: 06/15/2021 Parcel ID: 41241208

Violator(s): WEISS, RICHARD A
319 9TH ST N
BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
450.31	Damage Roof	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**
Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 06/22/2021
For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.
Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Darrin Deseth, Building Official Date: 06/15/2021

Representative's Signature: Darrin Deseth (served via first class mail)

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0225

Date of Violation: 06/22/2021 Parcel ID: 41241208

Violator(s): WEISS, RICHARD A
319 9TH ST N
BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
450.31	Damage Roof	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 06/29/2021

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: Darrin Deseth, Building Official Date: 06/22/2021

Representative's Signature: Darrin Deseth (served via first class mail)

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0225

Date of Violation: 06/29/2021 Parcel ID: 41241208

Violator(s): WEISS, RICHARD A
319 9TH ST N
BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
450.31	Damage Roof	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 07/06/2021

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Darrin Deseth, Building Official Date: 06/29/2021

Representative's Signature: Darrin Deseth (served via first class mail)

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0225

Date of Violation: 07/13/2021 Parcel ID: 41241208

Violator(s): WEISS, RICHARD A
319 9TH ST N
BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
450.31	Damage Roof	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 07/20/2021

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Representative: Darrin Deseth, Building Official Date: 07/13/2021

Representative's Signature: Darrin Deseth (served via first class mail)

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Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0225

Date of Violation: 07/20/2021 Parcel ID: 41241208

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319 9TH ST N
BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

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Re-inspection Date: 07/27/2021
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Representative: Darrin Deseth, Building Official Date: 07/20/2021

Representative's Signature: Darrin Deseth (served via first class mail)

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Department of Building Safety – 218-828-2307

EN21-0225

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BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
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Re-inspection Date: 08/03/2021
For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.
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Representative: Darrin Deseth, Building Official Date: 07/27/2021

Representative's Signature: Darrin Deseth (served via first class mail)

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Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0225

Date of Violation: 08/03/2021 Parcel ID: 41241208

Violator(s): WEISS, RICHARD A
319 9TH ST N
BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

VIOLATION

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Re-inspection Date: 08/10/2021

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

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Representative: Darrin Deseth, Building Official Date: 08/03/2021

Representative's Signature: Darrin Deseth (served via first class mail)

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Department of Building Safety – 218-828-2307

EN21-0225

Date of Violation: 08/10/2021 Parcel ID: 41241208

Violator(s): WEISS, RICHARD A
319 9TH ST N
BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

VIOLATION

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Re-inspection Date: 08/17/2021
For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.
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Representative: Darrin Deseth, Building Official Date: 08/10/2021

Representative's Signature: Darrin Deseth (served via first class mail)

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Department of Building Safety – 218-828-2307

EN21-0225

Date of Violation: 08/17/2021 Parcel ID: 41241208

Violator(s): WEISS, RICHARD A
319 9TH ST N
BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

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Re-inspection Date: 08/24/2021

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

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Representative: Darrin Deseth, Building Official Date: 08/17/2021

Representative's Signature: Darrin Deseth (served via first class mail)

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Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0225

Date of Violation: 08/24/2021 Parcel ID: 41241208

Violator(s): WEISS, RICHARD A
319 9TH ST N
BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

VIOLATION

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Representative: Darrin Deseth, Building Official Date: 08/24/2021

Representative's Signature: Darrin Deseth (served via first class mail)

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EN21-0225

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Location/Address of Violation: **319 9TH ST N**

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Re-inspection Date: 09/07/2021

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Representative: Darrin Deseth, Building Official Date: 08/31/2021

Representative's Signature: Darrin Deseth (served via first class mail)

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EN21-0225

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Re-inspection Date: 09/14/2021

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Representative: Darrin Deseth, Building Official Date: 09/07/2021

Representative's Signature: Dari Deseth (served via first class mail)

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EN21-0225

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Location/Address of Violation: **319 9TH ST N**

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Re-inspection Date: 09/29/2021

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Representative's Signature: Darrin Deseth (served via first class mail)

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EN21-0225

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Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 10/06/2021

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Darrin Deseth, Building Official Date: 09/29/2021

Representative's Signature: Darrin Deseth (served via first class mail)

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0225

Date of Violation: 10/06/2021 Parcel ID: 41241208

Violator(s): WEISS, RICHARD A
319 9TH ST N
BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
450.31	Damage Roof	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

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Re-inspection Date: 10/13/2021

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

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Representative: Darrin Deseth, Building Official Date: 10/06/2021

Representative's Signature: Dari Deseth (served via first class mail)

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THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0225

Date of Violation: 10/13/2021 Parcel ID: 41241208

Violator(s): WEISS, RICHARD A
319 9TH ST N
BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

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Re-inspection Date: 10/20/2021
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Representative: Darrin Deseth, Building Official Date: 10/13/2021

Representative's Signature: Darrin Deseth (served via first class mail)

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0225

Date of Violation: 10/21/2021 Parcel ID: 41241208

Violator(s): WEISS, RICHARD A
319 9TH ST N
BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
450.31	Damage Roof	$100.00

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Re-inspection Date: 10/28/2021
For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.
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Representative: Darrin Deseth, Building Official Date: 10/21/2021

Representative's Signature: Darrin Deseth (served via first class mail)

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0225

Date of Violation: 10/28/2021 Parcel ID: 41241208

Violator(s): WEISS, RICHARD A
319 9TH ST N
BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
450.31	Damage Roof	$100.00

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Re-inspection Date: 11/04/2021
For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.
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Representative: Darrin Deseth, Building Official Date: 10/28/2021

Representative's Signature: Darrin Deseth (served via first class mail)

This citation charges you with one or more violations of the Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN21-0225

Date of Violation: 11/04/2021 Parcel ID: 41241208

Violator(s): WEISS, RICHARD A
319 9TH ST N
BRAINERD, MN 56401

Location/Address of Violation: **319 9TH ST N**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
450.31	Damage Roof	$100.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

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Re-inspection Date: 11/11/2021

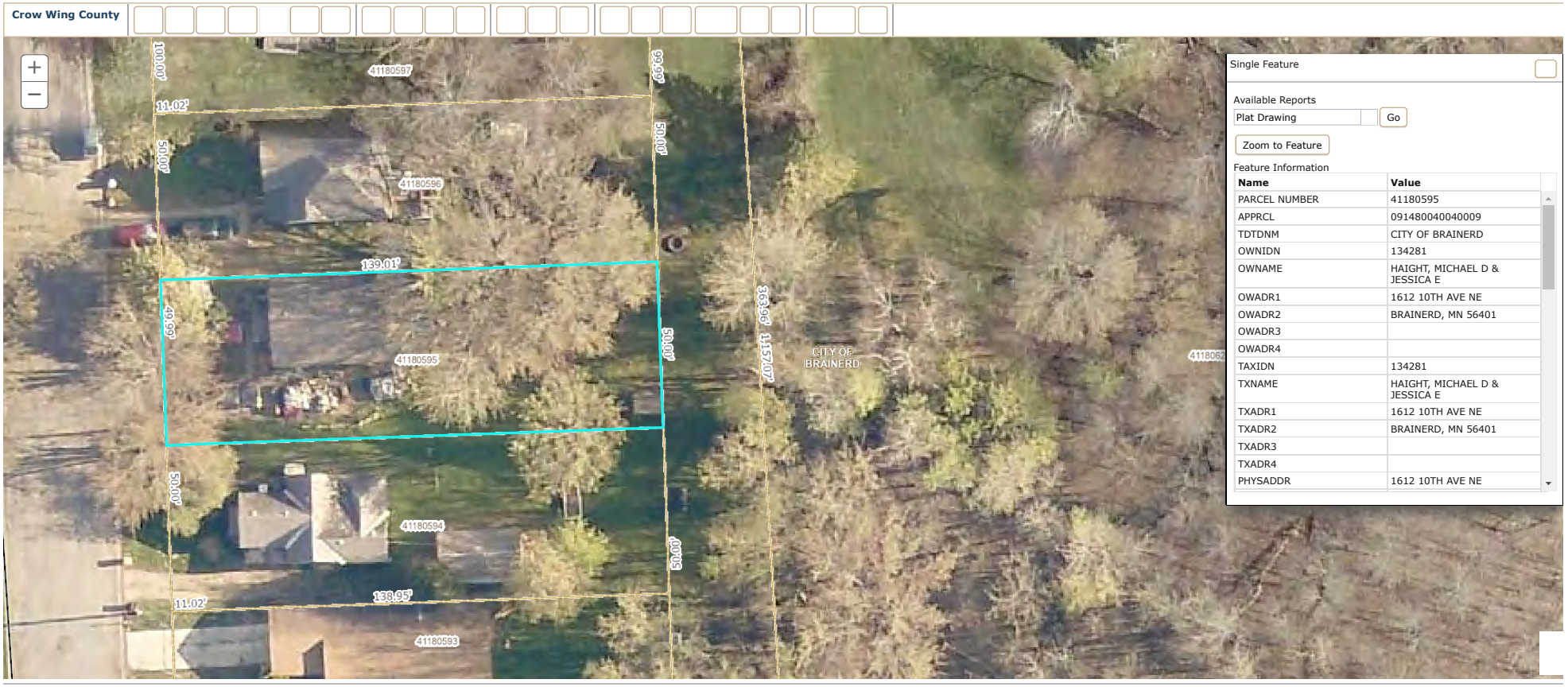
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Representative: Darrin Deseth, Building Official Date: 11/04/2021

Representative's Signature: Darrin Deseth (served via first class mail)



1 Items

	PARCEL NUMBER	APPRCL	TDTDNM	OWNIDN	OWNAME	OWADR1	OWADR2	OWADR3	OWADR4	TAXIDN	TXNAME
X	41180595	09148004	CITY OF BRAINERD	134281	HAIGHT, MICHAEL D & JESSICA E	1612 10TH AVE NE	BRAINERD, MN 56401			134281	HAIGHT, MICHAEL D & JESSICA E

Scale 1: 300

May 7, 2021

HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

The City of Brainerd has received numerous complaints regarding your property. It has come to our attention that your property is operating a salvage yard for non-operable motor vehicles. Salvage yards are not allowed in R-1 Residential Districts in the City of Brainerd Per Section 54 of the zoning code. Please discontinue operation immediately at 1612 10th Ave NE.

Property Address: 1612 10TH AVE NE
Real Estate Code: 41180595

Violation: Zoning Violation
Ordinance: Section 515-54
Description: Operation of a salvage yard in a Residential District.

Inoperable vehicles must be removed from their current locations.

Corrective action is required immediately upon receiving this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us Administration/Documents/City Codes.

Action should be taken immediately

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in a $100 citation(s), up to a maximum of and not to exceed $2,000 for each administrative offense.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Assistant Planner James Kramvik at 218/454-3408 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD


1612
GAJ 430
08/09/2021 10:26

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 09/28/2021 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

VIOLATION – Vehicle Salvage Business in Residential District

Section	Subdivision, Chapter or Article	Fine
Section 515-54	Zoning Code Violation Non-permitted use in R-1	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 10/05/2021

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Representative: David Chanski, Community Development Director Date: 09/28/2021

Representative's Signature:  (served via first class mail)


09/14/2021 14:30

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 09/30/2021 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

VIOLATION – Vehicle Salvage Business in Residential District

Section	Subdivision, Chapter or Article	Fine
Section 515-54	Zoning Code Violation Non-permitted use in R-1	$100.00

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Re-inspection Date: 10/07/2021

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Representative: David Chanski, Community Development Director Date: 09/30/2021

Representative's Signature:  (served via first class mail)


1612
1614
OBJECTS IN MIRROR ARE CLOSER
THAN THEY APPEAR
10/01/2021 10:02

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 10/05/2021 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

VIOLATION – Vehicle Salvage Business in Residential District

Section	Subdivision, Chapter or Article	Fine
Section 515-54	Zoning Code Violation Non-permitted use in R-1	$100.00

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Re-inspection Date: 10/08/2021

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Representative: David Chanski, Community Development Director Date: 10/05/2021

Representative's Signature:  (served via first class mail)


10/05/2021 14:37

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Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 10/08/2021 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

VIOLATION – Vehicle Salvage Business in Residential District

Section	Subdivision, Chapter or Article	Fine
Section 515-54	Zoning Code Violation Non-permitted use in R-1	$100.00

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Representative: David Chanski, Community Development Director Date: 10/08/2021

Representative's Signature:  (served via first class mail)

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Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

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Re-inspection Date: 10/15/2021

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Representative: David Chanski, Community Development Director Date: 10/12/2021

Representative's Signature:  (served via first class mail)


10/12/2021 13:23

This citation charges you with one or more violations of the Zoning Code

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Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 10/15/2021 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

VIOLATION - Vehicle Salvage Business in Residential District

Section	Subdivision, Chapter or Article	Fine
Section 515-54	Zoning Code Violation Non-permitted use in R-1	$100.00

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Re-inspection Date: 10/19/2021

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Representative: David Chanski, Community Development Director Date: 10/15/2021

Representative's Signature:  (served via first class mail)

10/15/2021 09:43

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 10/19/2021 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

VIOLATION - Vehicle Salvage Business in Residential District

Section	Subdivision, Chapter or Article	Fine
Section 515-54	Zoning Code Violation Non-permitted use in R-1	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 10/22/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 10/19/2021

Representative's Signature:  (served via first class mail)


10/19/2021 15:55

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 10/25/2021 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Section 515-54	Zoning Code Violation Non-permitted use in R-1	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 10/28/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 10/25/2021

Representative's Signature:  (served via first class mail)

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 11/02/2021 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

VIOLATION - Vehicle Salvage Business in Residential District

Section	Subdivision, Chapter or Article	Fine
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Re-inspection Date: 11/05/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 11/02/2021

Representative's Signature:  (served via first class mail)

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Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 11/05/2021 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

VIOLATION - Vehicle Salvage Business in Residential District

Section	Subdivision, Chapter or Article	Fine
Section 515-54	Zoning Code Violation Non-permitted use in R-1	$100.00

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Re-inspection Date: 11/09/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 11/05/2021

Representative's Signature:  (served via first class mail)

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Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 11/10/2021 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

VIOLATION - Vehicle Salvage Business in Residential District

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Re-inspection Date: 11/15/2021

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Representative: David Chanski, Community Development Director Date: 11/10/2021

Representative's Signature:  (served via first class mail)

This citation charges you with one or more violations of the Zoning Code

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Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 11/16/2021 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

VIOLATION - Vehicle Salvage Business in Residential District

Section	Subdivision, Chapter or Article	Fine
Section 515-54	Zoning Code Violation Non-permitted use in R-1	$100.00

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Re-inspection Date: 11/19/2021

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Representative: David Chanski, Community Development Director Date: 11/16/2021

Representative's Signature:  (served via first class mail)

This citation charges you with one or more violations of the Zoning Code

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Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 11/22/2021 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

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Re-inspection Date: 11/29/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 11/22/2021

Representative's Signature:  (served via first class mail)


11/24/2021 12:27

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Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 11/29/2021 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

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Re-inspection Date: 12/02/2021

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EN21-0161

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Section	Subdivision, Chapter or Article	Fine
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Re-inspection Date: 12/06/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 12/14/2021 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

VIOLATION - Vehicle Salvage Business in Residential District

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Re-inspection Date: 12/17/2021

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Representative: David Chanski, Community Development Director Date: 12/14/2021

Representative's Signature:  (served via first class mail)

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EN21-0161

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Representative: David Chanski, Community Development Director Date: 12/21/2021

Representative's Signature:  (served via first class mail)

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Administrative Citation

Community Development Department – 218/828-2307

EN21-0161

Date of Violation: 01/03/2022 Parcel ID: 41180595

Violator(s): HAIGHT, MICHAEL D & JESSICA E
1612 10TH AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **1612 10TH AVE NE**

VIOLATION - Vehicle Salvage Business in Residential District

Section	Subdivision, Chapter or Article	Fine
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Re-inspection Date: 01/06/2022

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Representative: David Chanski, Community Development Director Date: 01/03/2022

Representative's Signature:  (served via first class mail)




1612










1612




1612



1 Items

	PARCEL NUMBER	APPRCL	TDTDNM	OWNIDN	OWNAME	OWADR1	OWADR2	OWADR3	OWADR4	TAXIDN	TXNAME
X	41360945	09124003	CITY OF BRAINERD	140117	BOKRY, JOSEPH A	1889 GRAYDON AVE	BRAINERD, MN 56401			140117	BOKRY, JOSEPH A

Scale 1: 300

August 1, 2018

www.ci.brainerd.mn.us

Joseph Bokry
1889 Graydon Avenue
Brainerd, MN 56401

Dear Mr. Bokry:

On April 16, 2018, you received a letter about the improper 5th wheel parking at your property. As of Friday, July 27, 2018, nothing has been done to correct this situation. Once again, I am enclosing the diagram depicting where and on what surface the vehicle can be parked.

Please correct the parking surface requirement by the end of the day, Sunday, August 12, 2018 and contact me on Monday, August 13, 2018 to arrange for an inspection.

If you have any questions, please do not hesitate to contact the Planning Department at 828-2309.

Thank you for your attention to this situation.

Cordially,

Mark Ostgarden AICP
City Planner

Enclosure



Parking permitted on asphalt Concrete, pavers

Parking permitted on asphalt concrete, pavers and gravel or class V

Parking permitted on any surface

Boulevard- NO PARKING

November 8, 2019

Mr. Joseph Bokry

1889 Graydon Ave

Brainerd, MN 56401

www.ci.brainerd.mn.us

Dear Mr. Bokry:

Enclosed is a photograph of a pickup truck, camping trailer, and flat trailer parked on an unimproved surface on the side yard of your property. Per Section 515-22-5. E of the Brainerd Zoning Ordinance, parking on the front and side street yards is allowed only on proper surfaces. These surfaces include concrete, bituminous, and pavers/brick.

The City previously contacted you regarding the parked pickup truck and camping trailer on an unimproved surface on May 10, 2019 and May 29, 2019. Additionally, the City contacted you in 2018 regarding an improperly parked camper.

In the 2018 letter, a diagram was provided outlining the parking surface requirements for the various areas of your property. I have attached the 2018 letter as well as the diagram. As you can see, the truck, camper, and trailer must be parked on an improved surface of asphalt, concrete, brick and pavers, or Class V. If you were to move the truck and trailers to behind your rear yard fence, you would be able to park them on any surface.

Please take the necessary steps to comply with the surface parking requirements by November 22, 2019. If the truck and trailers are not moved by the 22nd you will remain in violation of the City of Brainerd Zoning Ordinance and subject to an administrative fine of up to $100/day of each day the truck and trailers are not properly parked.

Should you have any questions about the requirements, please contact the Community Development Department at 218-454-3409.

Thank you.

Sincerely,

David C. Chanski, MPA

Community Development Director


87
Coachmen
GMC
11/08/2019

August 1, 2018

www.ci.brainerd.mn.us

Joseph Bokry
1889 Graydon Avenue
Brainerd, MN 56401

Dear Mr. Bokry:

On April 16, 2018, you received a letter about the improper 5th wheel parking at your property. As of Friday, July 27, 2018, nothing has been done to correct this situation. Once again, I am enclosing the diagram depicting where and on what surface the vehicle can be parked.

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If you have any questions, please do not hesitate to contact the Planning Department at 828-2309.

Thank you for your attention to this situation.

Cordially,

Mark Ostgarden AICP
City Planner

Enclosure

1876 GRAYDON AVE

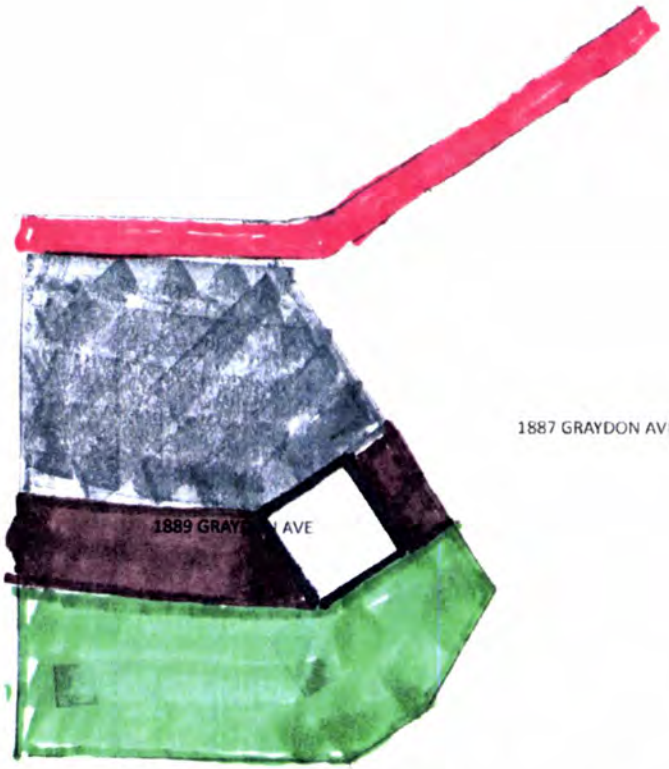
1880 GRAYDON AVE

1906 GRAYDON AVE

1902 GRAYDON AVE

204 BIRCHRIDGE DR

GRAYDON AVE



1883 GRAYDON AVE

1887 GRAYDON AVE

1909 GRAYDON AVE

1905 GRAYDON AVE

1889 GRAY AVE

2008 SPRUCE DR

Parking permitted on asphalt Concrete, pavers

Parking permitted on asphalt Concrete, pavers and gravel or Class V

Parking permitted on any surface

Boulevard- NO PARKING

July 28, 2021

BOKRY, JOSEPH A
1889 GRAYDON AVE
BRAINERD, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. A code violation was observed on the property described below. Understanding that you might not be aware of what the City codes require, I am sending you this courtesy notice to give you an opportunity to correct this matter.

Property Address: 1889 GRAYDON AVE
Real Estate Code: 41360945

Violation: Off-Street Parking – Gray Car
Ordinance: Section 515-22-5.E
Description: Parking in a yard that fronts a street as well as along an interior side of a house is required to be on improved surfaces. These surfaces include asphalt, concrete, pavers, or brick. Parking is permitted on an improved and unimproved surface in the rear yard.
These vehicles must be removed from their current locations and properly parked.

Corrective action is required; 10 days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us/212/Zoning-Code.

Action should be taken on or before 08/07/2021

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in a $100 citation(s), up to a maximum of and not to exceed $2,000 for each administrative offense.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Assistant Planner James Kramvik at 218/454-3408 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD


CFJ 422
07/28/2021 08:40

September 01, 2021

BOKRY, JOSEPH A
1889 GRAYDON AVE
BRAINERD, MN 56401-

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. A code violation was observed on the property described below. Understanding that you might not be aware of what the City codes require, I am sending you this courtesy notice to give you an opportunity to correct this matter.

Property Address: 1889 GRAYDON AVE
Real Estate Code: 41360945

Violation: Off-Street Parking – Truck & Car
Ordinance: Section 515-22-5.E
Description: Parking in a yard that fronts a street as well as along an interior side of a house is required to be on improved surfaces. These surfaces include asphalt, concrete, pavers, or brick. Parking is permitted on an improved and unimproved surface in the rear yard.
These vehicles must be removed from their current locations and properly parked.

Corrective action is required; 6 days are allowed from the date of this letter.
Property owner indicated that all illegally parked vehicles would be moved by 9/1/2021 and has failed to do so.

To review City Codes on the web, go to www.ci.brainerd.mn.us/212/Zoning-Code.

Action should be taken on or before 09/07/2021

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in a $100 citation(s), up to a maximum of and not to exceed $2,000 for each administrative offense.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Assistant Planner James Kramvik at 218/454-3408 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD


GMC
09/01/2021 14:08

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0840

Date of Violation: 09/09/2021 Parcel ID: 41360945

Violator(s): BOKRY, JOSEPH A
1889 GRAYDON AVE
BRAINERD, MN 56401-

Location/Address of Violation: **1889 GRAYDON AVE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E Off Street Parking	Zoning Code Violation Car Parked in Front Yard	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 09/16/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 09/09/2021

Representative's Signature:  (served via first class mail)


09/09/2021 13:56

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0840

Date of Violation: 09/20/2021 Parcel ID: 41360945

Violator(s): BOKRY, JOSEPH A
1889 GRAYDON AVE
BRAINERD, MN 56401-

Location/Address of Violation: **1889 GRAYDON AVE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Parking on Front Lawn	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 09/27/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 09/20/2021

Representative's Signature:  (served via first class mail)


09/20/2021 09:38

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0840

Date of Violation: 10/01/2021 Parcel ID: 41360945

Violator(s): BOKRY, JOSEPH A
1889 GRAYDON AVE
BRAINERD, MN 56401-

Location/Address of Violation: **1889 GRAYDON AVE**

VIOLATION – Gray Car

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Parking on Front Lawn	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 10/08/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 10/01/2021

Representative's Signature:  (served via first class mail)


10/01/2021 09:36

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0840

Date of Violation: 10/11/2021 Parcel ID: 41360945

Violator(s): BOKRY, JOSEPH A
1889 GRAYDON AVE
BRAINERD, MN 56401-

Location/Address of Violation: **1889 GRAYDON AVE**

VIOLATION – Gray Car

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Parking on Front Lawn	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 10/18/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 10/11/2021

Representative's Signature:  (served via first class mail)


87
Coachmen
10/11/2021 13:29

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0840

Date of Violation: 10/19/2021 Parcel ID: 41360945

Violator(s): BOKRY, JOSEPH A
1889 GRAYDON AVE
BRAINERD, MN 56401-

Location/Address of Violation: **1889 GRAYDON AVE**

VIOLATION – Gray Car

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Parking on Front Lawn	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 10/26/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 10/19/2021

Representative's Signature:  (served via first class mail)


Minnesota
864 WHR
10/19/2021 10:19

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0840

Date of Violation: 10/28/2021 Parcel ID: 41360945

Violator(s): BOKRY, JOSEPH A
1889 GRAYDON AVE
BRAINERD, MN 56401-

Location/Address of Violation: **1889 GRAYDON AVE**

VIOLATION – Gray Car

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Parking on Front Lawn	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 11/04/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 10/28/2021

Representative's Signature:  (served via first class mail)


10/28/2021 09:49

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0840

Date of Violation: 11/05/2021 Parcel ID: 41360945

Violator(s): BOKRY, JOSEPH A
1889 GRAYDON AVE
BRAINERD, MN 56401-

Location/Address of Violation: **1889 GRAYDON AVE**

VIOLATION – Gray Car

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Parking on Front Lawn	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 11/12/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 11/05/2021

Representative's Signature:  (served via first class mail)

11/05/2021 09:29

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0840

Date of Violation: 11/16/2021 Parcel ID: 41360945

Violator(s): BOKRY, JOSEPH A
1889 GRAYDON AVE
BRAINERD, MN 56401-

Location/Address of Violation: **1889 GRAYDON AVE**

VIOLATION - Gray Car

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Parking on Front Lawn	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 11/23/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 11/16/2021

Representative's Signature:  (served via first class mail)

11/16/2021 09:43

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0840

Date of Violation: 11/24/2021 Parcel ID: 41360945

Violator(s): BOKRY, JOSEPH A
1889 GRAYDON AVE
BRAINERD, MN 56401-

Location/Address of Violation: **1889 GRAYDON AVE**

VIOLATION - Gray Car & Trailer

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Parking on Front Lawn	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 12/01/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 11/24/2021

Representative's Signature:  (served via first class mail)

11/24/2021 12:06

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0840

Date of Violation: 12/02/2021 Parcel ID: 41360945

Violator(s): BOKRY, JOSEPH A
1889 GRAYDON AVE
BRAINERD, MN 56401-

Location/Address of Violation: **1889 GRAYDON AVE**

VIOLATION - Gray Car & Trailer

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Parking on Front Lawn	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 12/09/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 12/02/2021

Representative's Signature:  (served via first class mail)


1887
12/02/2021 10:18

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0840

Date of Violation: 12/10/2021 Parcel ID: 41360945

Violator(s): BOKRY, JOSEPH A
1889 GRAYDON AVE
BRAINERD, MN 56401-

Location/Address of Violation: **1889 GRAYDON AVE**

VIOLATION - Gray Car & Trailer

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Parking on Front Lawn	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 12/17/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 12/10/2021

Representative's Signature:  (served via first class mail)


12/10/2021 09:56

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-0840

Date of Violation: 12/20/2021 Parcel ID: 41360945

Violator(s): BOKRY, JOSEPH A
1889 GRAYDON AVE
BRAINERD, MN 56401-

Location/Address of Violation: **1889 GRAYDON AVE**

VIOLATION - Gray Car

Section	Subdivision, Chapter or Article	Fine
Section 515-22-5.E	Off Street Parking Parking on Front Lawn	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 12/27/2021

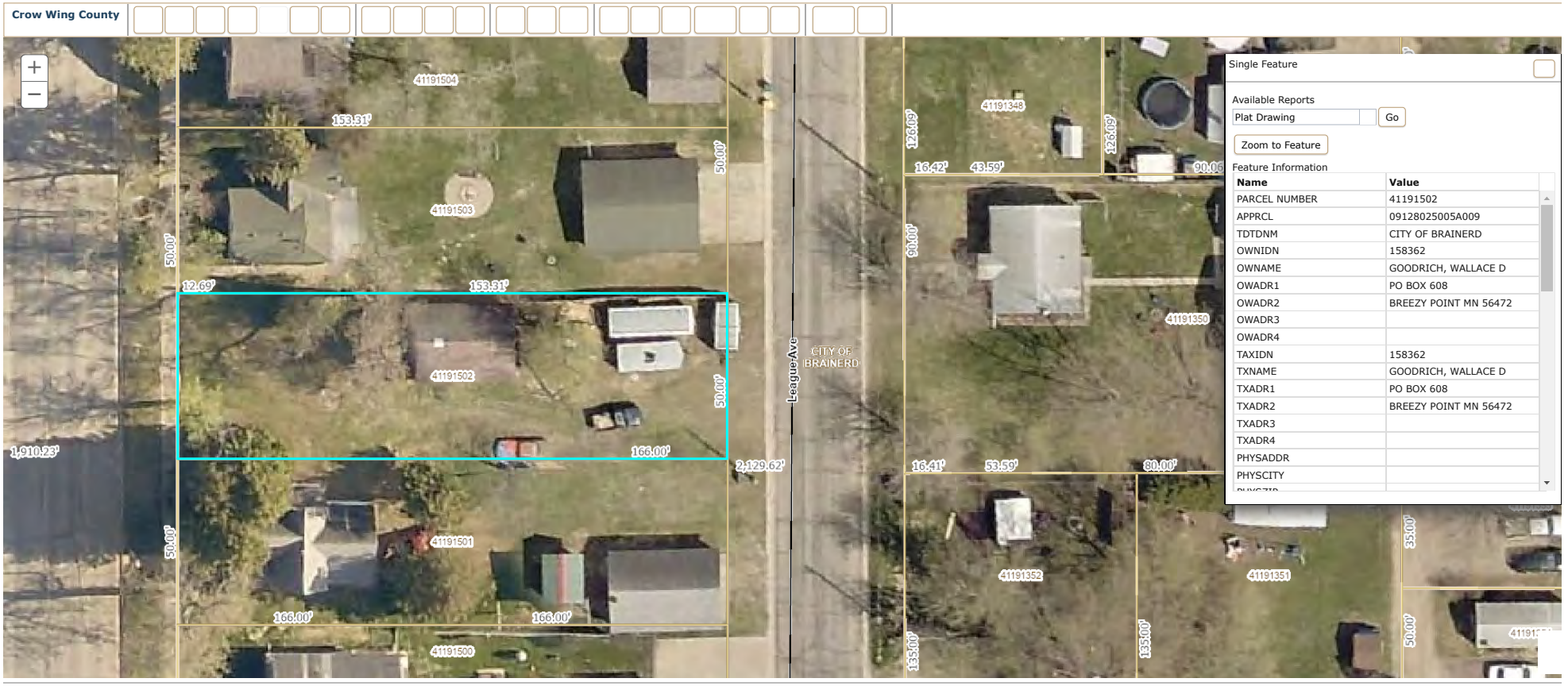
An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 12/20/2021

Representative's Signature:  (served via first class mail)


12/20/2021 14:43
1887



Name	Value
PARCEL NUMBER	41191502
APPRCL	09128025005A009
TDTDNM	CITY OF BRAINERD
OWNIDN	158362
OWNAME	GOODRICH, WALLACE D
OWADR1	PO BOX 608
OWADR2	BREEZY POINT MN 56472
OWADR3	
OWADR4	
TAXIDN	158362
TXNAME	GOODRICH, WALLACE D
TXADR1	PO BOX 608
TXADR2	BREEZY POINT MN 56472
TXADR3	
TXADR4	
PHYSADDR	
PHYSCITY	

1 Items

	PARCEL NUMBER	APPRCL	TDTDNM	OWNIDN	OWNAME	OWADR1	OWADR2	OWADR3	OWADR4	TAXIDN	TXNAME
X	41191502	09128025	CITY OF BRAINERD	158362	GOODRICH WALLACE D	PO BOX 608	BREEZY POINT MN 56472			158362	GOODRICH, WALLACE D

Scale 1: 300

October 13, 2021

GOODRICH, WALLACE D
PO BOX 608
BREEZY POINT, MN 56472

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. A code violation was observed on the property described below. Understanding that you might not be aware of what the City codes require, I am sending you this courtesy notice to give you an opportunity to correct this matter.

Property Address:
Real Estate Code: 41191502

Violation: Outdoor Storage – All Vehicles & Trailers on Property
Ordinance: Section 515-24-2.D & 515-54-1
Description: In all residential zoning districts, a vacant noncontiguous lot or parcel shall not be used for storage or parking.
Parking lots are not permitted uses in an R-1 zoning district.

Corrective action is required; 10 days are allowed from the date of this letter.
All trailers & vehicles must be removed from the property.

To review City Codes on the web, go to www.ci.brainerd.mn.us/212/Zoning-Code.

Action should be taken on or before 10/23/2021

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in a $100 citation(s), up to a maximum of and not to exceed $2,000 for each administrative offense.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Assistant Planner James Kramvik at 218/454-3408 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD


10/13/2021 08:22


10/13/2021 08:22

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-1359

Date of Violation: 10/28/2021 Parcel ID: 41191502

Violator(s): GOODRICH, WALLACE D
PO BOX 608
BREEZY POINT, MN 56472

Location/Address of Violation:

VIOLATION – Unpermitted parking lot – Parking on vacant lot

Section	Subdivision, Chapter or Article	Fine
Section 515-24-2.D & 515-54-1	R-1 Zoning District Outdoor Storage	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 11/04/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 10/28/2021

Representative's Signature:  (served via first class mail)


10/28/2021 09:29

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-1359

Date of Violation: 11/24/2021 Parcel ID: 41191502

Violator(s): GOODRICH, WALLACE D
14639 RIDGEWAY RD
CROSSLAKE, MN 56442

Location/Address of Violation:

VIOLATION - Unpermitted parking lot – Parking on vacant lot

Section	Subdivision, Chapter or Article	Fine
Section 515-24-2.D & 515-54-1	R-1 Zoning District Outdoor Storage	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 12/01/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 11/24/2021

Representative's Signature:  (served via first class mail)


11/24/2021 12:17

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-1359

Date of Violation: 12/02/2021 Parcel ID: 41191502

Violator(s): GOODRICH, WALLACE D
14639 RIDGEWAY RD
CROSSLAKE, MN 56442

Location/Address of Violation:

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Section 515-24-2.D & 515-54-1	R-1 Zoning District Outdoor Storage	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 12/09/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 12/02/2021

Representative's Signature:  (served via first class mail)


12/02/2021 10:30

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-1359

Date of Violation: 12/10/2021 Parcel ID: 41191502

Violator(s): GOODRICH, WALLACE D
14639 RIDGEWAY RD
CROSSLAKE, MN 56442

Location/Address of Violation:

VIOLATION – Trailers/ Vehicles on Vacant Lot

Section	Subdivision, Chapter or Article	Fine
Section 515-24-2.D & 515-54-1	R-1 Zoning District Outdoor Storage	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 12/17/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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Representative: David Chanski, Community Development Director Date: 12/10/2021

Representative's Signature:  (served via first class mail)


12/10/2021 10:08

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN21-1359

Date of Violation: 12/20/2021 Parcel ID: 41191502

Violator(s): GOODRICH, WALLACE D
14639 RIDGEWAY RD
CROSSLAKE, MN 56442

Location/Address of Violation:

VIOLATION – Trailers/ Vehicles on Vacant Lot

Section	Subdivision, Chapter or Article	Fine
Section 515-24-2.D & 515-54-1	R-1 Zoning District Outdoor Storage	$100.00

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to: City of Brainerd, submitted to the Community Development Department, City Hall - 501 Laurel Street; Brainerd, MN 56401.

Re-inspection Date: 12/27/2021

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: David Chanski, Community Development Director Date: 12/20/2021

Representative's Signature:  (served via first class mail)


12/20/2021 14:58

CITY OF BRAINERD
PERSONNEL AND FINANCE COMMITTEE
AGENDA

April 18, 2022
7:00 PM
WebEx Teleconference Call-In Information
Call Toll-Free: 1-844-992-4726
Access Code: 2495 754 2817

1. Consideration of Bids for the Historic Water Tower Rehabilitation Project

2. Ratify Hiring of 2022 Temporary Employees

3. Accept the Resignation of Police Officer Steven Knisley

4. Accept the Resignation of City Engineer/ Public Works Director Sandy

5. Approve Memorandum of Agreement (MOA) for James Kramvik to Serve as Acting Community Development Director

6. Update on Community Development Director Hiring

7. Approval of Change Order for Zoning Code Update Project

8. Consideration of Contract with Swanson-Haskamp for As-Needed Planning and Zoning Consulting Services

9. Consider Brainerd Community Action Request for Agreement Amendment

10. Authorize Library Entrance Door Project and to Request Funds from Kitchigami Regional Library (KRL) Reserve Fund

11. Resolution- Elect the Standard Allowance Available Under the Revenue Loss Provision of the Coronavirus Local Fiscal Recovery Fund Established Under the American Rescue Plan Act

12. Update on Request for Funds to be Returned from LAMC

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Approve Phase 1 of Historic Water Tower Bids and Authorize Agreement

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

Summary of Issue:

Bids for the Historic Water Tower Rehabilitation Project were solicited and received on April 8th, 2022.

Alternatives, Options, Effects on Others/Comments:

One bidder responded to the bids, that being Hy-Tec Construction. Total bid amount for Phase 1 (roof structure, downspouts, roof hatch) was $385,000. Total bid amount for Phase 2 (window repairs, lighting, and structural stair repairs) was $168,000. If the city awarded both Phase 1 and 2, the total cost of the project would be $545,000 (which is $8,000 less than the total of the two singular phases). These prices are substantially higher than the estimated project costs for Phase 1 and Phase 2 ($195,221 and $128,865). The grant from the historical society and the City match gives the City a budget of $324,086 (50/50 grant and match). With just the phase 1 improvements, this would leave a funding gap of $60,914. The Water Tower Committee has elected to utilize their funds to cover the difference between the bid prices and the grant/match amount in the amount of $60,914, if the City elected to approve the bids and enter into an agreement with Hy-Tec for Phase 1. This would hopefully leave the water tower group enough money to proceed with a phase 2 study of the exterior mortar to allow a grant match with the Historical Society. The plans and specs for Phase 2 would be tabled until funds become available to perform the improvements.

Recommended Action/Motion:

Staff recommends awarding Phase 1 of the Historic Water Tower Rehabilitation project to Hy-Tec Construction in the amount of $385,000 and authorizing signatures on the agreement with Hy-Tec.

Financial Impact:

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

What is the total cost, with tax and shipping $ 385,000

Is this budgeted? ☑ Yes ☐ No

Please Explain: MHS Grant - $162,043. City of Brainerd approved match - $162,043. Historic Water Tower Committee funds - $60,914.

SECTION 00 4100

BID FORM

THE PROJECT AND THE PARTIES

TO: CITY OF BRAINERD

FOR: BRAINERD WATER TOWER REHABILITATION

DATE: April 8, 2022 **(BIDDER TO ENTER DATE)**

SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

Bidder's Full Name: Hy-Tec Construction of Brainerd, Inc.

Address: 11360 Business 371, PO Box 621

City, State, Zip: Brainerd, Minnesota 56401

1.01 OFFER

A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Bid Documents prepared by LHB, Inc. for the above mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:

Three Hundred Eighty Five Thousand and no/100 dollars ($ 385,000.00), in lawful money of the United States of America.

B. We have included the required security deposit as required by the Instruction to Bidders.

C. We have included the required Responsible Contractor Verification Forms.

D. All applicable federal taxes are included and State of Minnesota taxes are included in the Bid Sum.

E. All Cash and Contingency Allowances described in Section 01 2100 - Allowances are included in the Bid Sum.

1.02 ALTERNATES

REFER TO SECTION 01 2300 ALTERNATES FOR A COMPLETE DESCRIPTION OF ALTERNATES

A. Base Bid: PHASE 1 items as described in the drawings.

Three Hundred Eighty Five Thousand and no/100 dollars ($ 385,000.00).

B. Alternate No. 1 - PHASE 2 ITEMS

One Hundred Sixty Eight Thousand and no/100 dollars ($ 168,000.00).

C. Alternate No. 2 - PHASE 1 AND 2 ITEMS

Five Hundred Forty Five Thousand and no/100 dollars ($ 545,000.00).

1.03 ACCEPTANCE

A. This offer shall be open to acceptance and is irrevocable for thirty days from the bid closing date.

B. If this bid is accepted by Owner within the time period stated above, we will:
   1. Execute the Agreement within seven days of receipt of Notice of Award.
   2. Furnish the required bonds within seven days of receipt of Notice of Award.
   3. Commence work within seven days after written Notice to Proceed of this bid.

C. If this bid is accepted within the time stated, and we fail to commence the Work or we fail to provide the required Bond(s), the security deposit shall be forfeited as damages to Owner by reason of our failure, limited in amount to the lesser of the face value of the security deposit or the difference between this bid and the bid upon which a Contract is signed.

D. In the event our bid is not accepted within the time stated above, the required security deposit shall be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

1.04 CONTRACT TIME

A. If this Bid is accepted, we will:

B. Complete the Work by the First day of November, 2022.

1.05 ADDENDA

A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.

1. Addendum # 1 Dated March 31, 2022.
2. Addendum # _____ Dated _____.
3. Addendum # _____ Dated _____.

1.06 BID FORM SIGNATURE(S)

The Corporate Seal of

Hy-Tec Construction of Brainerd, Inc.

(Bidder - print the full name of your firm)

was hereunto affixed in the presence of:

Jeff Hanson, Secretary/PM

(Print Authorized signing officer, Title)

(Signature of authorized signing officer)

1.07 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION

RESPONSIBLE CONTRACTOR CERTIFICATE

Applies to all prime contracts in excess of $50,000.00

PROJECT: BRAINERD WATER TOWER REHABILITATION

A responsible contractor is defined in Minnesota Statutes §16C.285, subdivision 3.

Any prime contractor or subcontractor who does not meet the minimum criteria under Minnesota Statute §16C.285, subdivision 3, or who fails to verify that it meets those criteria, is not a responsible contractor and is not eligible to be awarded a construction contract for the project or to perform work on the project.

A false statement under oath verifying compliance with any of the minimum criteria shall render the prime contractor or subcontractor that makes the false statement ineligible to be awarded a construction contract for the project and may result in termination of a contract awarded to a prime contractor or subcontractor that makes a false statement.

A prime contractor shall submit to the contracting authority upon request copies of the signed verifications of compliance from all subcontractors of any tier pursuant to subdivision 3, clause 7.

By signing this statement, I,

Jeff Hanson,
(type or print name)

Secretary/PM certify that I am an owner or officer of the company
(title)

and do verify under oath that my company is in compliance with each of the minimum criteria listed in the law.

Hy-Tec Construction of Brainerd, Inc.
(name of the person, partnership, or corporation submitting this proposal)

11360 Business 371, Brainerd, MN 56401
(business address)

Signed: _____ Date: 4/8/22
(bidder or authorized representative)

ATTACHMENT A-1

FIRST-TIER SUBCONTRACTOR LIST
(Prime Contractor Submit with Bid)

PROJECT: BRAINERD WATER TOWER REHABILITATION

Minn. Stat. §16.285, Subd. 5: A prime contractor or subcontractor shall include in its verification of compliance under subdivision 4 a list of all of its first-tier subcontractors that it intends to retain for work on the project.

First-Tier Subcontractor Names (Legal name of company as registered with the Secretary of State)	**Name of city where company home office is located**
Holden Electric	Baxter, MN
Pike Plumbing	Brainerd, MN
Thelen Heating & Roofing	Brainerd, MN
Geo's Painting	Brainerd, MN
Gull Lake Glass	Brainerd, MN
Scaffold Service	St. Paul, MN
Landwehr Crane	St. Cloud, MN

ATTACHMENT A-2

ADDITIONAL SUBCONTRACTOR LIST
(Prime Contractor to submit as subcontractors are added to the project)

PROJECT: BRAINERD WATER TOWER REHABILITATION

This form must be submitted to the Project Manager or individual as identified in the solicitation document.

Minn. Stat. §16.285, Subd. 5: If a prime contractor or any subcontractor retains additional subcontractors on the project after submitting its verification of compliance, the prime contractor or subcontractor shall obtain verifications of compliance from each additional subcontractor with which it has a direct contractual relationship and shall submit a supplemental verification confirming compliance with subdivision 3, clause (7),within 14 days of retaining the additional subcontractors.

Additional Subcontractor Names (Legal name of company as registered with the Secretary of State)	**Name of city where company home office is located**

SUPPLEMENTAL CERTIFICATION FOR ATTACHMENT A-2

By signing this document I certify that I am an owner or officer of the company, and I swear under oath that:

All additional subcontractors listed on Attachment A-2 have verified through a signed statement under oath by an owner or officer that they meet the minimum criteria to be a responsible contractor as defined in Minn. Stat. §16.285.

Authorized Signature of Owner or Officer:	**Printed Name:** Jeff Hanson
Title: Secretary/PM	**Date:** 4/8/22
Company Name: Hy-Tec Construction of Brainerd, Inc.	

Brainerd Water Tower Cost Estimate 9/10/2021	QTY	UNIT	COST per Unit	Subtotal
PHASE 1: Scope Item 1 - Roof				
Remove approximately 6' of waterproofing and brick liner at interior of bowl	785	SF	$12.00	$9,420.00
New Structral columns, beams, and TJI joists	1	EA	$55,000.00	$55,000.00
New roofing, flashing, counterflashing, and insulation to create positive drainage	1360	SF	$20.00	$27,200.00
Plywood roof deck	1360	SF	$2.50	$3,400.00
New roof hatch	1	EA	$1,350.00	$1,350.00
Roof Drain	1	EA	$500.00	$500.00
Fixed ladder with fall arrest kit and extendable safety post	1	EA	$2,500.00	$2,500.00
New downspouts to roof drain below	40	LF	$20.00	$800.00
Access and Material Delivery	1	EA	$50,000.00	$50,000.00
Phase 1 Construction Total				$150,170.00
Construction Administration Design Services (5% of Construction Costs)				$7,508.50
Mobilization (5% of construction budget)				$7,508.50
General Conditions (10% of construction budget)				$15,017.00
Contingencies (10% of construction budget)				$15,017.00
Phase 1 Grand Total				**$195,221.00**
PHASE 2: Scope Item 2 - Stairs				
Misc. structural improvements	1	EA	$4,500.00	$4,500.00
Prep and paint entire stairs and ladder to bottom of bowl	1,285	SF	$25.00	$32,125.00
Scope Item 2 Total				$36,625.00
PHASE 2: Scope Item 3 - Windows				
Petrographic mortar testing	1	EA	$2,000.00	$2,000.00
Repoint brick surrounds	135	SF	$45.00	$6,075.00
Rehabilitate windows	12	EA	$1,200.00	$14,400.00
Lift cost	1	ea	$10,000.00	$10,000.00
Scope Item 3 Total				$32,475.00
PHASE 2: Scope Item 4 - Lighting				
Install new lighting at dome and shaft	18	EA	$1,400.00	$25,200.00
Reinstall existing flag lighting at new roof	1	EA	$1,155.00	$1,155.00
Scope Item 4 Total				$26,355.00
Phase 2 Construction Total				$95,455.00
Construction Administration Design Services (5% of Construction Costs)				$4,772.75
Mobilization (5% of construction budget)				$9,545.50
General Conditions (10% of construction budget)				$9,545.50
Contingencies (10% of construction budget)				$9,545.50
Phase 2 Grand Total				$128,864.25
ALL PHASES GRAND TOTAL				**$324,086**

5203099

MINNESOTA HISTORICAL SOCIETY

MINNESOTA HISTORICAL AND CULTURAL HERITAGE GRANT AGREEMENT

Account No.	Fiscal Year	Object Code	MNHS Grant No.	Amount	
02484	2022	5260	2107-26191	**$162,043.00**	grant
				$162,043.00	match

This agreement is made by and between the Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102, hereinafter called the SOCIETY, acting through its Director, and **City of Brainerd**, 501 Laurel Street Brainerd, Minnesota 56401 herein called the GRANTEE.

WHEREAS, the Minnesota Legislature, under Minnesota Session Laws 2021, First Special Session Chapter 1, Article 4, Section 2, Subdivision 4, approved funding to the SOCIETY for Statewide Historic and Cultural Heritage Grants for the purpose of supporting history programs and projects operated or conducted by or through local, county, regional, or other historical or cultural organizations; or for activities to preserve significant historic and cultural resources such as that which is contemplated by GRANTEE, and

WHEREAS, the GRANTEE and its project *Preservation of the Brainerd Historic Concrete Water Tower* meets the eligibility criteria for funding under the grants program; and

WHEREAS, the SOCIETY'S Governing Board approved a grant recommended for funding by the Historical Resources Advisory Committee on December 9, 2021.

NOW THEREFORE, in consideration of the award of the grant, the GRANTEE agrees to administer said grant in accordance with the following policies and procedures:

I. PROJECT DESCRIPTION

A. The project period for this activity is from January 01, 2022 to June 01, 2023.

B. The project will be carried out in accordance with the provisions of the *Minnesota Historical and Cultural Heritage Grants Manual*. The project will also be carried out in accordance with the GRANTEE'S Minnesota Historical and Cultural Heritage Grants Program Grant Application. Page 1 of the application is included as Attachment A, and the entire application is hereby incorporated by reference.

C. The official Scope of Work Form as approved by the SOCIETY supersedes the GRANTEE's grant application scope of work form and is included as Attachment C and hereby incorporated by reference. All work on the project will be in conformance to the Secretary of the Interior's Standards for the Treatment of Historic Properties.

D. The official project budget as approved by the SOCIETY supersedes the GRANTEE'S grant application budget and is included as Attachment B and hereby incorporated by reference.

E. Only the items set forth in the Approved Project Budget (Attachment B) may be charged against the grant project.

E. Any project expense not specifically approved in the Approved Project Budget will not be allowed except upon prior written request by the GRANTEE and prior written approval by the SOCIETY.

F. Changes in the Approved Project Budget may not exceed twenty (20) percent of any line item. Changes occurring after the project begins that exceed twenty (20) percent of any line item will not be allowed except upon prior written request by the GRANTEE and prior written approval by the SOCIETY.

req 3399

G. Changes in the Project Completion Date will not be allowed except upon prior written request by the GRANTEE and prior written approval by the SOCIETY.

H. No grant funds may be used to pay indirect costs, commonly referred to as overhead.

II. ASSURANCES

A. The GRANTEE understands that this agreement is funded by a grant financed by the State of Minnesota.

B. The GRANTEE agrees that this project will be administered and conducted in accordance with the following:

a. Minn. Stat. 129.17 for Arts and Cultural Heritage Fund;
b. Minn. Stat. 16B.98 for Grants Management;
c. Secretary of the Interior's Standards for Archaeology and Historic Preservation;
d. History and Architecture Survey Manual (June 2017) and the SHPO Manual for Archaeological Projects in Minnesota (July 2005).
e. Minn. Stat. Chap. 177.41-44 regarding prevailing wage rates and contracts and corresponding Rules 5200.1000 to 5200.1120.

C. The Grantee agrees that work will be carried out by project personnel who meet the Secretary of the Interior's Professional Qualifications Standards (as published in the Federal Register of September 29, 1983).

D. Pursuant to Minnesota Session Minnesota Session Laws 2021, First Special Session Chapter 1, Article 4, Section 2, Subdivision 4, the GRANTEE must give consideration to Conservation Corps Minnesota and Northern Bedrock Conservation Corps, or an organization carrying out similar work.

E. The GRANTEE agrees to sign a Letter of Agreement Governing Use of Historic Site assuming responsibility to maintain the historic property in a satisfactory manner for a specified number of years after the grant-funded project is completed. For grants up to $50,000, a five (5) year letter of agreement is required and for grants greater than $50,000, a ten (10) year letter of agreement is required.

F. The GRANTEE shall hold the SOCIETY and the State of Minnesota harmless from any loss, damage, or expense including reasonable attorneys' fees and other costs of defense, arising as the result of any claim, action, complaint, proceeding, or litigation of any kind whatsoever, directly or indirectly brought about as a result of the funded project.

G. The GRANTEE agrees that in hiring of common or skilled labor for the performance of any work on the grant project that no contractor, material supplier or vendor shall, by reason of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age, discriminate against any person or persons who are citizens of the United States, or resident aliens, who are qualified and available to perform the work to which the employment relates.

H. The GRANTEE agrees no contractor, material supplier or vendor shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in the preceding paragraph, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, color, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

I. This Agreement may be canceled or terminated by the SOCIETY, and all money due, or to become due hereunder may be forfeited for a second or any subsequent violation of the terms of this section.

J. The GRANTEE assures that no part of the project budget will be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device intended or designed to influence in any manner a member of the Minnesota Legislature, to favor or oppose, by vote or otherwise, any legislation or appropriation by the Legislature, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation. This shall not prevent communicating to members of the Minnesota Legislature on the request of any member or to the Legislature, through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.

K. Both parties agree that if intellectual property is created in project, the parties will discuss the allocation of ownership and use rights.

L. Copyright to copyrightable materials, including computer software, resulting from this project shall vest in the GRANTEE with a non-transferable royalty-free license to the SOCIETY for its non-commercial use. The GRANTEE shall grant the SOCIETY an option to license any such material(s) it wishes to develop for commercial purposes on terms and conditions, including a royalty, as the parties hereto agree in a subsequent writing.

M. Except for (a) the above limitation, (b) the GRANTEE's right to control publication of its own research results, (c) patented and patent-pending property and (d) the GRANTEE's confidential information, the SOCIETY will have the free, irrevocable, non-exclusive unlimited right to use any research results collected in project by both the GRANTEE and the SOCIETY for any purpose worldwide.

N. The GRANTEE agrees to include the Arts and Cultural Heritage logo on any and all communications, websites, and promotional materials associated with the approved project. The logo can be found at http://www.legacy.leg.mn/legacy-logo/legacy-logo-download.

O. The GRANTEE agrees to post a sign in a prominent location while restoration/preservation project work is in progress substantially incorporating the following acknowledgment:

> "This project has been financed in part with funds provided by the State of Minnesota from the Arts and Cultural Heritage Fund through the Minnesota Historical Society."

P. The GRANTEE agrees that any publicity releases, informational brochures, public reports, publications, and public information relating to approved projects must acknowledge funding assistance from the State of Minnesota from the Arts and Cultural Heritage Fund. Any written materials shall include the following:

> *"This publication was made possible in part by the people of Minnesota through a grant funded by an appropriation to the Minnesota Historical Society from the Minnesota Arts and Cultural Heritage Fund."*

III. PROCEDURES FOR CONTRACTING SERVICES AND MATERIALS

A. Any services and/or materials that are expected to cost $20,000 or more must undergo a formal notice and bidding process. Evidence of the process along with copies of the bids received must be included in the GRANTEE's financial records for the project.

B. Any services and/or materials that are expected to cost between $10,000 and $19,999 must be scoped out in writing and offered to a minimum of three (3) bidders. The GRANTEE must maintain financial records that verify the cost was competitively based on at least three written quotes submitted in response to written specifications.

C. Any services and/or materials that are expected to cost between $5,000 and $9,999 must be competitively based on a minimum of three (3) verbal quotes. The GRANTEE must maintain financial records that verify the cost was competitively based on at least three verbal quotes.

D. For contracting services, the GRANTEE will follow the requirements of Minn. Stat. Chap. 177.41-44 regarding prevailing wage rates and contracts and corresponding Rules 5200.1000 to 5200.1120.

IV. PAYMENT SCHEDULE

A. The total obligation of the SOCIETY for all compensation and reimbursements to the GRANTEE under this grant agreement will not exceed **$162,043.00**.

B. Grantee must obtain and supply matching funds as indicated in the approved budget (Attachment B) or for any project overages necessary to complete the approved project.

C. GRANTEE will receive payments from the SOCIETY in accordance with the following for up to eighty percent (80%) of the grant award.

Project Milestone:	**Payment Percentage**
Execute Grant Agreement	30
1. Submit a revised budget to reflect work involving the flag pole, flag pole lighting, and roof hatch will be funded with the City's match dollars. (Upload to Milestone/ Condition 1 report in the SOCIETY'S grants portal, https://mnhs.fluxx.io. Reviews may take up to 30 working days. Incomplete materials, or revisions to already submitted requests, restart the review clock.)	20
2. Submit structural drawings of the stair repairs for review before beginning construction. (Upload to Milestone/Condition 1 report in the SOCIETY'S grants portal, https://mnhs.fluxx.io. Reviews may take up to 30 working days. Incomplete materials, or revisions to already submitted requests, restart the review clock.)	20
3. Grantee must conduct a site visit to review the project progress with the Grants Office when at least 50% of the work has been completed. To schedule a site visit, upload proposed dates and times at least 30 days prior to the proposed visit. (Upload to Milestone/Condition 3 report in the SOCIETY'S grants portal, https://mnhs.fluxx.io.)	10

D. Reimbursement. A total of twenty percent (20%) of the grant funds will be released as the final payment after work is complete and financial documentation and the project completion report, have been reviewed and accepted by the SOCIETY.

V. FINANCIAL DOCUMENTATION AND FINAL REPORTING

A. The GRANTEE will submit a completed final report including documentation for project expenditures and project products on or before July 01, 2023. (Work on the project must be concluded by June 01, 2023)

B. The final report must be completed electronically in the Minnesota Historical Society's Grants Portal (https://mnhs.fluxx.io).

a. The financial documentation for project costs to be uploaded with the final report shall include acceptable types of documentation such as: (1) copies of paid invoices/receipts, (2) copies of project personnel timesheets (if applicable), (3) copies of in-kind and/or donated services timesheets (if applicable), and (4) copies of donated materials forms.

b. The Final Products to be uploaded with the final report are: **Detailed photographs of completed work and copy of completed architect's punch list or completed Scope of Work form**.

C. Unexpended Funds. The Grantee must promptly return any unexpended funds that have not been accounted in the financial documentation to the SOCIETY at grant closeout.

VI. AUDIT

A. The GRANTEE must maintain records and accounts consistent with generally accepted accounting principles, and to provide for such fiscal control as is necessary to assure the proper disbursing of and accounting for grant funds. The GRANTEE must maintain records and accounts for this project on file for a minimum of six (6) years after approval of the Final Report.

B. The GRANTEE agrees to maintain records to document any matching funds claimed as part of the project. The GRANTEE further agrees to secure reasonable written proof of the value of Staff or Volunteer Labor, and for Donated Materials contributed to the project.

C. The GRANTEE agrees that accounts and supporting documents relating to project expenditures will be adequate to permit an accurate and expeditious audit. An audit may be made at any time by the SOCIETY, its designated representatives, or any applicable agency of the State of Minnesota.

VII. AMENDMENTS AND CANCELLATION

A. Amendments

Any significant variations from proposed work, costs, and/or time frames described in this agreement which are experienced or anticipated during the course of the project and any significant problems, delays, or adverse conditions which materially affect planned performance should be submitted in writing to Grants Office, Minnesota Historical Society, 345 Kellogg Boulevard West, Saint Paul, Minnesota 55102.

The SOCIETY will respond in writing, either approving or not approving the changes, and may amend the agreement if deemed necessary. Variations which are not known until the conclusion of the project may be submitted with the Financial Documentation; however, the GRANTEE understands that costs may be disallowed if changes are not approved. Any amendments to this agreement shall be in writing, and shall be executed by the same parties who executed the original agreement or their successors in office.

B. Cancellation

The SOCIETY may withhold, cancel, or revoke in whole or in part the grant amount if it determines that the GRANTEE has materially breached any term or condition of this agreement. GRANTEES will be given a 30-day notice. In lieu of cancellation, GRANTEES may be given proposed remedies to ensure successful completion of the project.

In addition, both parties may mutually agree to cancel the agreement if they determine that the project will not produce beneficial results commensurate with further expenditure of funds or because of circumstances beyond the control of either party. In the event of cancellation, the SOCIETY may withhold proceeds of the Grant; demand that the GRANTEE return any already disbursed proceeds to the Finance Commissioner; and seek any additional legal or equitable remedy(ies).

Finally, the GRANTEE hereby acknowledges that the proceeds of the Grant are being financed in part with funds provided by the State of Minnesota and administered through the SOCIETY, and that, per Minnesota Session Laws 2021, First Special Session Chapter 1, Article 4, Section 2, Subdivision 4, the funding will be canceled to the extent a court determines that the appropriation, or portion thereof, unconstitutionally substitutes for a traditional source of funding.

I have read the above agreement and agree to abide by all of its provisions. Upon execution, this Agreement controls all activities during the project period.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed on the date(s) indicated below intending to be bound thereby.

MINNESOTA HISTORICAL SOCIETY
345 KELLOGG BOULEVARD WEST
SAINT PAUL, MINNESOTA 55102

1/7/22
Carolyn Veeser-Egbide (date)
Grants Manager

Mary Green-Toussaint 1-23-2022
Mary Green-Toussaint (date)
Contract Manager

CITY OF BRAINERD
501 LAUREL STREET ,
BRAINERD, MINNESOTA 56401

signature (authorized official)

Jennifer Bergman
(print name)

City Administrator
(print title) (date)

MINNESOTA HISTORICAL SOCIETY | CLEAN WATER LAND & LEGACY AMENDMENT

MINNESOTA HISTORICAL AND CULTURAL HERITAGE PROGRAM

City of Brainerd
G-MHCG-2107-26191 | $ 162,043 | MN Historical and Cultural
Preservation of the Brainerd Historic Concrete Water Tower

APPLICANT INFORMATION

Program Organization:	City of Brainerd
Project Director:	David Chanski
Authorized Officer:	Paul Sandy
Applicant County:	Crow Wing
Applicant Organization Type:	Local/Regional Government

Governance/Board Members:

Mr. David Bedeaux (Mayor), Mr. Kelly Bevans (City Council President), Mr. Kevin Stunek (City Council), Mr. Tad Erickson (City Council), Mr, Mike O'Day (City Council), Mr David Pritschet (City Council), Ms. Tiffany Stenglen (City Council, Mr. Gabe Johnson (City Council)

PROJECT INFORMATION

Project Title:	Preservation of the Brainerd Historic Concrete Water Tower

Brief Project Summary:

Purpose of this grant is to construct a new roof, renovate the stair/windows, and lighting/flagpole enhancements per the revised LHB Architectural Plans per grant # G-MHCG-1907-32544.

ATTACHMENT B

MINNESOTA HISTORICAL SOCIETY
MINNESOTA HISTORICAL AND CULTURAL HERITAGE GRANTS
APPROVED PROJECT BUDGET

Grantee: City of Brainerd

MNHS Grant #: 2107-26191

Project: Preservation of the Brainerd Historic Concrete Water Tower

	Budget Item	Amount Requested	Grant Amount	Match
1.	Roof - Phase 1 - Construction	$75,085.00	$75,085.00	$75,085.00
2.	Roof - Phase 1 - Construction Administration	$3,754.25	$3,754.00	$3,754.25
3.	Roof - Phase 1 - Mobilization and General Conditions	$11,262.75	$11,262.00	$11,262.75
4.	Roof - Phase 1 - Contingencies	$7,508.50	$7,508.00	$7,508.50
5.	Steel Stairs - Phase 2	$18,312.50	$18,312.00	$18,312.50
6.	Windows - Phase 2	$16,237.50	$16,237.00	$16,237.50
7.	Lighting - Phase 2	$13,177.50	$13,177.00	$13,177.50
8.	Phase 2 - Construction Administration	$2,386.75	$2,386.00	$2,386.75
9.	Phase 2 - Mobilization and General Conditions	$9,545.50	$9,545.00	$9,545.50
10.	Phase 2 - Contingencies	$4,772.75	$4,772.00	$4,772.75
11.				
12.				
	TOTAL		**$162,043.00**	**$162,043.00**

Minnesota Historical Society

Scope of Work Form

MNHS Grants Office

FOR OFFICE USE ONLY
Grantee: City of Brainerd
Grant No.: 26191
Attachment: C

PROPERTY NAME: Brainerd Water Tower
PROPERTY ADDRESS: 624 Washington St, Brainerd, MN 56401

DATE: 9/10/2021
NRHP LISTING NO.: 74001014

ITEM NO: 1	FEATURE: PHASE 1 Roof	CONST. DATE: 1920	FUNDING SOURCE(S): ☐ GRANT ☐ OTHER	BUDGET ITEM NO.:

DESCRIBE EXISTING FEATURE AND ITS CONDITION
The tower originally featured a domed reinforced concrete roof. In the late 1920s the bowl had begun leaking badly and a bituminous water proofing layer was installed at the interior of the bowl. A single wythe brick liner was installed over the waterproofing. The water tower was decommissioned in 1958. In 1973 preservation efforts began at the tower, which included removing the roof of the bowl to ease maintenance. Since then, the masonry liner and waterproofing have deteriorated and allowed water to become trapped between the waterproofing and the concrete walls of the bowl. This has led to significant spalling, with large chunks of concrete delaminating from the exterior of the bowl and falling to the ground. Additionally, water infiltrates the shaft of the tower through the existing hatch at the bowl. This has caused corrosion at the steel stair inside the tower.

DESCRIBE WORK AND IMPACT ON EXISTING FEATURE
The top 4' of the brick liner and waterproofing will be removed. A flat membrane roof and necessary structural supports will be installed at approximately 6' below the top of the crenelations. This will preserve the appearance of the tower as it has been since 1973. It will prevent water from becoming trapped against the concrete walls of the bowl and from traveling through the hatch at the bottom of the bowl. It will halt the deterioration of the brick liner. It will ease access and maintenance to the flag poles and flag pole lights that have become an important feature of the water tower since the 1970s.

PHOTOS: 1-10 DRAWING SHEET NO. A3.01, S1,2 ɔD'L DOCUMENTATION:

UPDATES AFTER PROJECT IS COMPLETED	

ITEM NO: 2	FEATURE: PHASE 2 Steel Stairs	CONST. DATE: 1920	FUNDING SOURCE(S): ☐ GRANT ☐ OTHER	BUDGET ITEM NO.:

DESCRIBE EXISTING FEATURE AND ITS CONDITION
The existing steel stairs within the tower are generally in fair condition. They appear to be fundamentally structural stable, but have rusted in some locations and are slumping slightly about half way up the stairway. Similar conditions are present at the exterior stairs that lead to the observation ring.

DESCRIBE WORK AND IMPACT ON EXISTING FEATURE
Stairs will be scraped and rust will be removed. Limited structural reinforcement will be installed. A paint analysis will be conducted to determine the original paint color used on the stairs. Stairs will be prepped, primed, and painted to match the original color.

PHOTOS: 11-14 DRAWING SHEET NO. A3.01 ɔD'L DOCUMENTATION:

UPDATES AFTER PROJECT IS COMPLETED	1/S1.00, 8/2.00

ITEM NO: 3	FEATURE: PHASE 2 Windows	CONST. DATE: 1920	FUNDING SOURCE(S): ☐ GRANT ☐ OTHER	BUDGET ITEM NO.:

DESCRIBE EXISTING FEATURE AND ITS CONDITION
Original wood windows are in fair to poor condition, with some dry rot and missing wood material. Brick window surrounds are in need of repointing.

DESCRIBE WORK AND IMPACT ON EXISTING FEATURE
Windows will be carefully removed. Epoxy repairs will be used to restore areas of minor to medium levels of deterioration to wood members. Dutchman repairs will be used in areas of medium to heavy deterioration. Original glass will be removed and reinstalled with new glazing putty. Where glass is broken, it will be replaced to match the existing glass surface appearance. Paint analysis will be conducted to determine original paint color of windows. Windows will be prepped, painted to match original, & reinstalled. Window surrounds will be repointed. A mortar test will be conducted to determine original mortar composition. Masonry will be repointed with mortar to match original in consistency, texture, color, & tooling.

PHOTOS: 15-19 DRAWING SHEET NO.: A2.01, A6.01 L DOCUMENTATION:

UPDATES AFTER PROJECT IS COMPLETED	

Minnesota Historical Society

Scope of Work Form

MNHS Grants Office

FOR OFFICE USE ONLY
Grantee: City of Brainerd
Grant No.: 26191
Attachment: C

PROPERTY NAME: Brainerd Water Tower
PROPERTY ADDRESS: 624 Washington St, Brainerd, MN 56401

DATE: 9/10/2021
NRHP LISTING NO.: 74001014

ITEM NO: 4	**FEATURE:** PHASE 2 Lighting	CONST. DATE: Unknown	FUNDING SOURCE(S): ☐ GRANT ☐ OTHER	BUDGET ITEM NO.:

DESCRIBE EXISTING FEATURE AND ITS CONDITION
The stairs at the interior do not have lighting. Installation of the new roof will require new lighting within the bowl. The existing flagpole lighting was removed in phase 1.

DESCRIBE WORK AND IMPACT ON EXISTING FEATURE
New lighting will be installed to illuminate the stair walking surface and the interior of the bowl. Either reinsall original flagpole lighting or provide new lighting.

PHOTOS: 11, 20 DRAWING SHEET NO.: A3.01 ADD'L DOCUMENTATION:

UPDATES AFTER PROJECT IS COMPLETED	

ITEM NO:	**FEATURE:**	CONST. DATE:	FUNDING SOURCE(S): ☐ GRANT ☐ OTHER	BUDGET ITEM NO.:

DESCRIBE EXISTING FEATURE AND ITS CONDITION

DESCRIBE WORK AND IMPACT ON EXISTING FEATURE

PHOTOS: DRAWING SHEET NO.: ADD'L DOCUMENTATION:

UPDATES AFTER PROJECT IS COMPLETED	

ITEM NO:	**FEATURE:**	CONST. DATE:	FUNDING SOURCE(S): ☐ GRANT ☐ OTHER	BUDGET ITEM NO.:

DESCRIBE EXISTING FEATURE AND ITS CONDITION

DESCRIBE WORK AND IMPACT ON EXISTING FEATURE

PHOTOS: DRAWING SHEET NO.: ADD'L DOCUMENTATION:

UPDATES AFTER PROJECT IS COMPLETED	

MINNESOTA HISTORICAL SOCIETY
LETTER OF AGREEMENT GOVERNING USE OF HISTORIC SITE

This agreement is made on the 01 day of December, 2021, by the City of Brainerd (hereinafter referred to as the GRANTEE), and in favor of the State of Minnesota acting through the Minnesota Historical Society's Heritage Preservation Office (hereafter referred to as the SOCIETY), for the purpose of preservation of a certain property known as the: City of Brainerd Historic Water Tower hereinafter the Property.

The City of Brainerd Historic Water Tower, listed on the National Register of Historic Places, is comprised of grounds, collateral, appurtenances, and improvements and is located at Washington and South 6th Street, Brainerd, in Crow Wing County.

In consideration of the sum of $ 162,043 given to the GRANTEE through the Minnesota Historical and Cultural Heritage Grants Program through the SOCIETY from the State of Minnesota (MNHS Grant Number: 2107-26191), the GRANTEE hereby agrees to the following for a period of ten (10) years:

1. The GRANTEE agrees to assume the cost of the continued maintenance and repair of said Property so as to preserve the architectural, historical, or archaeological integrity of the same in order to protect and enhance those qualities that made the property eligible for listing on the National Register of Historic Places.

2. The GRANTEE agrees that no visual or structural alterations will be made to the property without prior written permission of the SOCIETY.

3. The GRANTEE agrees that the SOCIETY, its agents or designees shall have the right to inspect the property at all reasonable times in order to ascertain whether or not the conditions of this agreement are being observed.

This agreement shall be enforceable in specific performance by a court of competent jurisdiction.

MINNESOTA HISTORICAL SOCIETY
345 KELLOGG BOULEVARD WEST
SAINT PAUL, MINNESOTA 55102

MaryGreen Toussaint 1-23-2022
Mary Green-Toussaint (date)
Contract Manager

CITY OF BRAINERD
501 LAUREL STREET ,
BRAINERD, MINNESOTA

signature (authorized official)

Jennifer Bergman
(print name)

City Administrator
(print title) (date)

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Ratify Hiring of 2022 Interns and Summer Temporary Employees

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

Summary of Issue:

Attached is a listing of 2022 summer temporary employees that have currently received a conditional job offer and have successfully completed their background checks. I have included a notation if the employee is eligible for funding under Sourewell's Internship Program. Please note that if funding arrangements are approved by Sourcewell, Sourcewell will reimburse the City for wages paid up to $12 per hour and up to 640 hours (approximately 80 working days). The City had budgeted to receive Sourcewell funding for four interns this year.

Alternatives, Options, Effects on Others/Comments:

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

Recommended Action/Motion:

Motion to ratify the hiring of the 2022 Interns and summer temporary employees as presented on the attached listing.

Financial Impact:

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

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

Is this budgeted? ☑ Yes ☐ No

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

2022 Interns/Temporary Employee List

	Name	Job Title	Date of Hire	Hourly Rate	Budgeted Wage	Eligible for Sourcewell Funding
1	Gregory Roberts	Parks Seasonal Maintenance	TBD	$15.00	$14 - $16	NO
2	Ashton Koering	Parks Seasonal Maintenance	TBD	$14.00	$14 - $16	NO
3	Mark Schmutzer	Parks Seasonal Maintenance	TBD	$16.00	$14-$16	NO
4	Callie Bartholomaus	Concessions	TBD	$15.00	$14-$16	NO
5	Diane Roberts	Concessions	TBD	$15.00	$14 - $16	NO
6	Katherine Breitbach	Concessions	TBD	$14.50	$14 - $16	NO
7	Brad Eisenbeis	Adult Softball Umpire	4/23/2022	$30/Game	$30/Game	NO
8	Pamela Hayes	Adult Softball Umpire	4/23/2022	$30/Game	$30/Game	NO
9	Joe Vreeland	Adult Softball Umpire	4/23/2022	$30/Game	$30/Game	NO
10	Tyson Wacker	Police Intern	5/18/2022	$16.00	$16.50	YES-Approved
11	Zachary Sova	BPU Office Intern	4/18/2022	$16.00	$14 - $16	YES-Approved

Submitted for Consideration at April 18, 2022 Council Meeting

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Police Officer Steven Knisley Resignation

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

Summary of Issue:

On March 31, 2022, Officer Steven Knisley submitted a Letter of Resignation effective immediately. Steven was on Step 2 of the Field Training Program. This resignation makes our current staffing level at 24 of the 26 budgeted police officers for 2022.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Accept Officer Steven Knisley's resignation effective March 31, 2022.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Dear Brainerd Police Department, I truly appreciate the opportunity you have given me to join your department. Sadly, at this time law enforcement is not a good fit for me.

Please accept this letter as my resignation.

The best of luck to you and all those within the police department.

Steve Knisley

3-31-22

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Accept Resignation of City Engineer/Public Works Director Paul Sandy

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Jennifer Bergman & Kris Schubert	**Department:** Administration/Human Resources
Presenter (Name & Title): Jennifer Bergman & Kris Schubert	**Estimated Time Needed:** 3 minutes

Summary of Issue:

On April 6, 2022, City Engineer/Public Works Director Paul Sandy submitted his resignation. Mr. Sandy's resignation will be effective May 6, 2022, as he has accepted a position as a Senior Project Manager - Municipal for WSB in their Baxter Office. Attached is a revised job description that more clearly defines that the City Engineer/Public Works Director oversees the Parks Department and is also responsible for the 30-year City facility improvement plan and associated projects. Staff is planning to present the City Engineer/Public Works Director Position Profile and hiring process timeframe for consideration at the May 2, 2022 Council meeting.

Alternatives, Options, Effects on Others/Comments:

City Administrator Bergman has met with the Public Works Department Supervisors to discuss the transition and the hiring process. Since a Work Group had already been selected at the April 4, 2022 Council meeting to oversee the Community Development Director's hiring process, Council President Bevans also recommended that the Work Group discuss this hiring process as well. It was noted that Mr. Sandy provided a detailed project list with the appropriate Staff identified to lead each project. Based on Mr. Sandy's recommendation, Staff is not recommending designating an Acting City Engineer/Public Works Director at this time. Our plan is to have City Administrator Bergman address department issues during the hiring process. WSB has also offered an opportunity to contract with WSB on a temporary basis to have Mr. Sandy help with issues as well. Administrator Bergman has also reached out to SEH and Widseth to request a proposal for interim engineering services.

Recommended Action/Motion:

Motion to:
1. Accept the resignation of City Engineer/Public Works Director Paul Sandy effective May 6, 2022;
2. Approve the attached revised City Engineer/Public Works Director job description as presented; and
3. Designate Council members O'Day and Johnson as Council representatives to a Work Group to oversee the City Engineer/Public Works Director hiring process.

Financial Impact:

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

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

Is this budgeted? ☑ Yes ☐ No

Please Explain: The City Engineer/Public Works Director position is included in the 2022 budget.

04/06/2022

RECEIVED
APR 03 2022
CITY OF BRAINERD
ADMINISTRATION

Ms. Jennifer Bergman
City Administrator
501 Laurel Street
Brainerd, MN 56401

Dear Jennifer,

This letter provides my official resignation notice, effective May 6, 2022, from the City of Brainerd. I am happy to say that I have taken a position as Senior Project Manager – Municipal for WSB in their Baxter Office.

I cannot say enough about my time at the City of Brainerd. The experiences I have had and the people I have met have made my time at the city such a pleasure. I was very nervous coming from the private sector to the public sector back in 2015, but the experience I have gained from the public side have set me up to do great things for multiple cities in the private sector.

The city is so lucky to have great leaders in both supervisory and hourly roles, and it is true to say that I could not have done what I did at the city over the years without their support and all the hard work they have put in. We, as public sector employees, are often not rewarded for the tireless hours, stress, and effort we put in to make the city what it is. I want to express my sincerest thank you to all the employees that have helped me grow as a leader at the city and who have mentored me to make me into whom I am today.

That goes without saying, I want to expressly thank you for your listening ear, your calm approach, and your wisdom throughout the past couple of years to help lead our team of Department Heads at the city down a path of healing and trust. The last few years have not been easy, and you have led our group with the utmost professionalism, caring demeanor, and respect. It has been such a rewarding experience to have you as a boss.

I look forward to continuing my relationship with the city in my new capacity at WSB and how we may be able to work together to allow for a smooth transition at the city.

Take care,

Paul Sandy

City Engineer/Public Works Director

Department: Engineering and Public Works FLSA Status: Exempt

General Definition of Work

Performs complex supervisory, administrative, and professional work in planning, organizing, directing and supervising the Engineering and Public Works Department including the Engineering, Transit, Parks and Street & Sewer Divisions. Oversees environmental, water, sewer, street, stormwater, and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria; performs related duties as required or apparent. Works under the administrative oversight of the City Administrator. Exercises general, technical and administrative supervision over all Engineering and Public Works Department employees either directly or through supervisory staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, programs, directs and evaluates the operation of the department in all areas of responsibility including transportation, street, sewer, drainage, transit and parks.
- Oversees the preparation of, or develops, engineering plans and specifications; Coordinates required advertising for bids; Reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria for public works projects.
- Coordinates and/or undertakes the development or update of the City Transportation Program, Comprehensive Sewer Plan, Street Improvement Program, Capital Improvement Program, Pavement Management System, and other plans involving the municipal infrastructure.
- Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Develops annual budget proposal and controls budgeted expenses for the departments and all divisions.
- Formulates and implements department policy, procedures, rules, regulations and programs.
- Provides project management for the construction of the municipal, State Aid, and Federally-funded public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Prepares and reviews operational and administrative reports for the department; Supervises maintenance of records and materials associated with department activities or administration.
- Supervises all Engineering and Public Works Department staff directly or indirectly through department supervisors including training, inspecting, and assigning work, developing staff schedules, coaching and counseling, conducting performance evaluations, disciplining, and recommending hiring and terminating personnel.
- Evaluates potential projects, programs, and services to determine feasibility and impact on department operations and makes recommendations to Council.
- Oversees the City's Park system including maintenance staff, facilities, and projects; Oversees the City's Recreation staff & events.
- Prepares, coordinates, and implements the 30-year City facility improvement plan including capital facility project planning with applicable department heads or supervisors; Coordinates architectural and engineering plans for facilities including overseeing the bidding and construction process with internal or external staff and contractors.
- Researches and prepares technical advice and information for the City Council, Planning Commission, Park Board and other boards and committees as necessary; Attends meetings as required.
- Under the direction and/or authority of the City Administrator and City Council, oversees all Engineering and Public Works Department personnel policies and actions, oversees and/or participates in the selection of employees; evaluates employees and recommends salary adjustments, determines staffing and structure needs.

Essential Functions (Continued)

- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- Oversees Department training program to ensure proper training and certification of departmental personnel.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding departmental activities and services.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities; Substantially developed knowledge and experience with stormwater regulations and associated policy development and administration.
- Skill in operating the tools and equipment typically used in the field of Civil Engineering.
- Basic understanding of GIS/AutoCad drafting software**.**
- Ability to organize and delegate responsibility and to evaluate performance and conduct through administrative review and control procedures; Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters and regulations.

Education, Experience and Special Requirements

Minimum Qualifications:

- Bachelor's Degree in Civil Engineering from accredited college or equivalent.
- Five or more years of progressively responsible engineering experience.
- Two years in Municipal Engineering, municipal infrastructure projects and coordination of land development and redevelopment activities or related.
- Two years supervisory experience.
- Demonstrated experience in concurrent management of multiple programs and complex projects.
- Registered as a Professional Engineer in State of Minnesota.
- Possession of a valid Minnesota Driver's License with driving privileges.
- ~~Successful completion of a pre-employment physical, drug screen and background check.~~

Desired Qualifications:

- Master's Degree in Engineering, Public Administration or related field.
- Previous experience as a City Engineer or work in the City Engineering Department of a similar size City.

Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~August 2, 2021~~April 13, 2022

City Engineer/Public Works Director

Department: Engineering and Public Works FLSA Status: Exempt

General Definition of Work

Performs complex supervisory, administrative, and professional work in planning, organizing, directing and supervising the Engineering and Public Works Department including the Engineering, Transit, Parks and Street & Sewer Divisions. Oversees environmental, water, sewer, street, stormwater, and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria; performs related duties as required or apparent. Works under the administrative oversight of the City Administrator. Exercises general, technical and administrative supervision over all Engineering and Public Works Department employees either directly or through supervisory staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, programs, directs and evaluates the operation of the department in all areas of responsibility including transportation, street, sewer, drainage, transit and parks.
- Oversees the preparation of, or develops, engineering plans and specifications; Coordinates required advertising for bids; Reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria for public works projects.
- Coordinates and/or undertakes the development or update of the City Transportation Program, Comprehensive Sewer Plan, Street Improvement Program, Capital Improvement Program, Pavement Management System, and other plans involving the municipal infrastructure.
- Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Develops annual budget proposal and controls budgeted expenses for the departments and all divisions.
- Formulates and implements department policy, procedures, rules, regulations and programs.
- Provides project management for the construction of the municipal, State Aid, and Federally-funded public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Prepares and reviews operational and administrative reports for the department; Supervises maintenance of records and materials associated with department activities or administration.
- Supervises all Engineering and Public Works Department staff directly or indirectly through department supervisors including training, inspecting, and assigning work, developing staff schedules, coaching and counseling, conducting performance evaluations, disciplining, and recommending hiring and terminating personnel.
- Evaluates potential projects, programs, and services to determine feasibility and impact on department operations and makes recommendations to Council.
- Oversees the City's Park system including maintenance staff, facilities, and projects; Oversees the City's Recreation staff & events.
- Prepares, coordinates, and implements the 30-year City facility improvement plan including capital facility project planning with applicable department heads or supervisors; Coordinates architectural and engineering plans for facilities including overseeing the bidding and construction process with internal or external staff and contractors.
- Researches and prepares technical advice and information for the City Council, Planning Commission, Park Board and other boards and committees as necessary; Attends meetings as required.
- Under the direction and/or authority of the City Administrator and City Council, oversees all Engineering and Public Works Department personnel policies and actions, oversees and/or participates in the selection of employees; evaluates employees and recommends salary adjustments, determines staffing and structure needs.

Essential Functions (Continued)

- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- Oversees Department training program to ensure proper training and certification of departmental personnel.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding departmental activities and services.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities; Substantially developed knowledge and experience with stormwater regulations and associated policy development and administration.
- Skill in operating the tools and equipment typically used in the field of Civil Engineering.
- Basic understanding of GIS/AutoCad drafting software**.**
- Ability to organize and delegate responsibility and to evaluate performance and conduct through administrative review and control procedures; Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters and regulations.

Education, Experience and Special Requirements

Minimum Qualifications:

- Bachelor's Degree in Civil Engineering from accredited college or equivalent.
- Five or more years of progressively responsible engineering experience.
- Two years in Municipal Engineering, municipal infrastructure projects and coordination of land development and redevelopment activities or related.
- Two years supervisory experience.
- Demonstrated experience in concurrent management of multiple programs and complex projects.
- Registered as a Professional Engineer in State of Minnesota.
- Possess a valid Driver's License.

Desired Qualifications:

- Master's Degree in Engineering, Public Administration or related field.
- Previous experience as a City Engineer or work in the City Engineering Department of a similar size City.

Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: April 13, 2022

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Approval of Memorandum of Agreement for Acting Community Dev Director

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

Summary of Issue:

At the April 4, 2022 meeting, the City Council approved Community Development Director David Chanski's resignation and also authorized staff to negotiate a Memorandum of Agreement (MOA) with the IBEW Local No. 31 Union to appoint Assistant Planner James Kramvik as the Acting Community Development Director. Attached is the MOA agreed to by the Union and Mr. Kramvik for the Acting Community Development Director temporary assignment.

Alternatives, Options, Effects on Others/Comments:

The MOA clarifies that Mr. Kramvik will be placed on Step 1 of the Community Development Director Wage Grid for this temporary appointment that will be effective April 23, 2022. The MOA also clarifies that Mr. Kramvik will be paid a salary and not to entitled to overtime during this temporary assignment.

Recommended Action/Motion:

Motion to approve the attached Memorandum of Agreement between the City of Brainerd, the International Brotherhood of Electrical Workers (IBEW) Local No. 31 Union and James Kramvik for Kramvik to be appointed as the Acting Community Development Director effective April 23, 2022.

Financial Impact:

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

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

Is this budgeted? ☑ Yes ☐ No

Please Explain: The additional cost for this temporary appointment will be offset by the Community Development Director position vacancy that was included in the 2022 budget.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is entered into between the City of Brainerd (hereinafter, "City"), James Kramvik ("Kramvik"), and the International Brotherhood of Electrical Workers Local Union #31 ("Union"). The City, Kramvik, and the Union are hereinafter referred collectively as the "parties," and individually as a "party."

WHEREAS, the City and the Union are parties to a 2021 - 2022 collective bargaining agreement ("CBA"), governed by the Minnesota Public Employment Labor Relations Act (as amended); and

WHEREAS, James Kramvik is currently employed as the Assistant Planner, a position that is part of the Administrative Support bargaining unit identified in the CBA; and

WHEREAS, the current Community Development Director resigned and the City seeks to appoint Kramvik as the Acting Community Development Director while the City searches for and hires a new Community Development Director; and

WHEREAS, the City's Community Development Director position is a supervisory position and is not part of the bargaining unit governed by the CBA; and

WHEREAS, Kramvik wishes to work as the Acting Community Development Director without losing seniority and benefits provided by the CBA; and

WHEREAS, the City is amenable to allowing Kramvik to work in such a position pending its appointment of a permanent Community Development Director; and

WHEREAS, it is anticipated that Mr. Kramvik will continue to perform the duties of Assistant Planner while filling the role of Acting Community Development Director.

NOW, THEREFORE, the parties agree as follows:

1. **Appointment as Acting Community Development Director.** Subject to the terms of this MOA, Kramvik will work as the Acting Community Development Director. While working as the Acting Community Development Director, Kramvik will perform all duties assigned by the City. The parties understand, acknowledge, and agree that the terms of the CBA pertaining to Article 8 – Hours of Work-Conditions specifically the sections describing overtime, as well as Article 9 - Wages will not apply to the Acting Community Development Director position. Kramvik's wages will be paid as provided in this Agreement. Kramvik's schedule as the Acting Community Development Director will be dictated by the needs of the City.

2. **Performance of Planning Work.** The parties understand and agree that it is necessary for Kramvik to continue to perform planning work during the term of this MOA in order to ensure continuity of services provided by the City. The Union agrees that, during the term of this MOA, Kramvik may continue to perform his customary planning work without such work being deemed a violation of the CBA or an unfair labor practice. The Union further agrees that the City is not required to offer any other bargaining unit member overtime to complete the planning work before assigning those tasks to Kramvik or allowing him to complete them.

3. **Reassignment.** The parties agree that the City has the right, at its sole discretion, to transfer or reassign Kramvik to the Assistant Planner position at any time during the term of this Agreement. In the event of such a transfer, this MOA will immediately terminate and have no further effect. The parties acknowledge and agree that the City has the sole discretion to transfer or reassign Kramvik pursuant to this Paragraph and that the exercise of that discretion is not subject to the grievance procedure of the CBA.

4. **Compensation While on Special Assignment.** While serving as the Acting Community Development Director, Kramvik will receive salary and benefits, including insurance benefits, as provided in the herein and the CBA. Time spent serving as the Acting Community Development Director pursuant to this MOA will be counted as years of service for purposes of calculating Kramvik's salary, seniority, and other benefits of the CBA. During the term of this Agreement, Kramvik shall receive benefits in accordance with the CBA, except that the parties agree that, during the term of this Agreement, Kramvik will not be entitled to overtime pursuant to Article 8, Sections 1 – 7, and shall not be entitled to request a leave of absence pursuant to Article 4, Section 4 of the CBA.

   Kramvik will be a salaried employee and shall be compensated at the rate of $1,560.80 per week which is Step 1 of Community Development Director wage grid beginning April 23, 2022, and during the term of this agreement.

5. **Term.** This MOA will be in effect until: the earlier of 1) the City exercises the right described in Paragraph 3 to reassign Kramvik; 2) Kramvik is granted a voluntary transfer or reassignment; 3) Kramvik is laid off in accordance with the provisions of the CBA; 4) Kramvik is terminated from his Assistant Planner position for cause; 5) The City appoints a permanent Community Development Director, regardless of whether the City appoints Kramvik or another individual to that position; or 6) 4:30 p.m. on November 1, 2022.

6. **Not Subject to Bumping, Realignment, or Recall.** The parties agree that the Acting Community Development Director position that is described in this MOA

is not part of the bargaining unit described in the CBA and is not subject to any bumping, realignment, or recall rights. As a result, no employee in the bargaining unit described in the CBA may claim any right to the Acting Community Development Director position through any exercise of bumping, realignment, or recall rights that would otherwise be recognized under the CBA or applicable law. At the expiration or termination of this MOA, Kramvik shall have no further right, entitlement, preference, or other interest with regard to employment in the Acting Community Development Director position described in this Agreement, or the Community Development Director position, which the parties acknowledge and agree is not subject to the terms of the CBA.

7. **Application of CBA to Kramvik.** Except as expressly provided herein, the terms and conditions of Kramvik's employment with the City will be governed by the CBA while Kramvik is serving as the Acting Community Development Director.

8. **No Precedent or Past Practice.** This MOA is limited solely to Kramvik and shall not create any past practice or precedent for either the Union or the City. No party may refer to this MOA or submit this MOA in any proceeding as evidence of a precedent or past practice. Nothing in this MOA shall be construed as requiring the City to provide the same or similar benefits to any other member of the bargaining unit. This MOA may not be used as evidence—whether in negotiations, arbitration, or other proceeding—or otherwise be used in any manner to interpret the CBA, or to seek similar benefits for any City employee(s) other than Kramvik, either through arbitration, negotiation, or other means.

9. **Mutual Drafting.** This MOA is the result of negotiations between the parties and, accordingly, shall not be construed for or against any party, regardless of which party drafted the MOA or any portion thereof. The MOA shall for all purposes be deemed to have been mutually drafted.

10. **Entire Agreement.** This MOA constitutes the entire Memorandum of Agreement between the parties relating to the subject matter of this MOA. No party has relied upon any statements, promises, or representations that are not stated in this MOA. No changes to this MOA are valid unless they are in writing and signed by all parties.

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

International Brotherhood of Electrical Workers Local Union #31

Its: Business Manager

4-13-2022
Date

James Kramvik

James Kramvik

4-13-2022
Date

City of Brainerd

Its: City Administrator

Date

454465

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Update on Community Development Director Hiring Process

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

Summary of Issue:

At its April 4, 2022, meeting, the City Council accepted the resignation of Community Development Director David Chanski and appointed a Work Group to oversee the hiring process. Aldermen Mike O'Day and Gabe Johnson were appointed as Council representatives to the Community Development Director (CDD) Work Group and met with Staff on April 11th. Attached is the Community Development Director Position Profile, hiring timeline and revised Community Development Director job description as discussed by the Work Group. The Work Group also recommends that it continue to oversee this hiring process including designating O'Day & Johnson to serve as Council representatives on the Interview Panel.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to:
1. Approve the attached Community Development Director Position Profile and hiring timeline.
2. Approve the attached revised job descriptions for the Community Development Director, Building Official and Assistant Planner.
3. Authorize the Work Group to continue to oversee the Community Development Director hiring process and to designate Council members O'Day & Johnson to serve as Council representatives on the Community Development Director Interview Panel.

Financial Impact:

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

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

Is this budgeted? ☑ Yes ☐ No

Please Explain: Hiring process costs will be offset by the Community Development Director position being included in the 2022 budget.

BRAINERD MINNESOTA

POSITION: COMMUNITY DEVELOPMENT DIRECTOR

LOCATION: CITY OF BRAINERD, MINNESOTA

POPULATION: 14,395

HIRING RANGE: $81,162 TO $93,330

PAY RANGE: $81,162 TO $101,442

*PERFORMANCE-BASED PAY OPPORTUNITY: UP TO $109,554

* THE CITY OF BRAINERD UTILIZES A PERFORMANCE-BASED PAY SYSTEM AS NOTED ABOVE. OUR SYSTEM PROVIDES AN OPPORTUNITY FOR ADDITIONAL PAY STEPS BASED ON MERIT.



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

The Community



Nestled in the heart of the Lakes Country is the City of Brainerd, Minnesota. The City is located just north of the geographical center of the state and is the county seat of Crow Wing County. Brainerd is the principal City of the Brainerd Micropolitan Area. Brainerd is also one of the largest cities in central Minnesota and is home to 14,395 residents who enjoy all this City has to offer. In fact, 57.8% of the Brainerd population is under the age of 39 indicating a growing and vibrant community.

Brainerd was founded in 1870 when the Northern Pacific Railroad's survey determined that its Mississippi River crossing should be located there. Originally named "The Crossing," it was organized as a City three years later, and the community was given the maiden name of Ann Eliza (Brainerd) Smith, wife of the Northern Pacific's first president, John Gregory Smith. As the City grew, it attained prominence as the railroad and wood products center in north central Minnesota. Extensive railroad shops, yards, and sawmills dominated the City's industrial makeup for many years.

Today, Brainerd is known for being a vacation destination. Surrounded by lakes and wildlife, Brainerd has much to offer its residents and visitors including exceptional recreational amenities, a solid education system, top-notch healthcare, and an unbeatable quality of life.

Economic Development



The Community Development Director will be Brainerd's representative for economic development in the City. The City of Brainerd partners with several entities that seek to help the community thrive. The City of Brainerd has entered into an agreement with Economic Development Authority (EDA) to provide the administrative services for the EDA. The EDA works to promote economic efforts throughout the City. The EDA has hired several consultants to assist the EDA in furthering its goals. The organizations include the Brainerd Lakes Area Economic Development Corporation (BLAEDC), Destination Downtown Business Coalition (DDBC), Swanson Haskamp, Inc. and Visit Brainerd. The Community Development Director will assist the EDA and manage the agreements with these agencies. The City also works with the Brainerd Lakes Chamber of Commerce to help businesses connect with people, organizations, and other businesses, advocates on behalf of business interests regarding government concerns at the local, state, and national levels, and promotes business growth through marketing and educational programs.

The City of Brainerd is a growing and active commercial base with significant retail along the Washington Street and nearby State Highway 371 corridors. The City also owns three industrial parks encompassing 57 acres of land, much of which is shovel ready. The Burlington Northern/Santa Fe Railroad still operates a yard near Brainerd's downtown, which recently underwent a nearly $2 million improvement project that resulted in improvements to the face of the City while retaining its historic appeal.



The workforce in Brainerd tends to be educated, loyal, skilled, and diverse. Some of the major employers include Essentia Health, Brainerd School District, Crow Wing County, Mills Companies, and Ascensus.

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

Education



Public education in Brainerd is provided by Brainerd Public Schools ISD 181 which serves more than 6,700 students per year and recently completed a Comprehensive Long Range Facilities Plan. Members of the community recently showed their support for the District by passing a $205 million school referendum to improve the elementary schools, Early Childhood facilities, and added a Performing Arts Center and competition size swimming pool.



Brainerd Public Schools has six elementary schools, one middle school, one high school, and three alternative programming sites. Four of the elementary schools and the high school are located in Brainerd. In 2014, all six of the District's elementary schools were awarded the National Blue Ribbon Award. Brainerd High School (BHS) is a comprehensive, public, four-year high school. Another public school option is the Discovery Woods Montessori School, a free, public charter school for grades K-6. There are also private school options in the City of Brainerd including the Oak Street Christian School, a Seventh-day Adventist School, as well as the St. Francis of the Lakes Catholic School.



Opportunities for higher education can also be found right in the City. Central Lakes College is one of the 37 Minnesota State Colleges and Universities. It is a comprehensive community and technical college serving approximately 5,500 students per year. The Brainerd Campus dates back to 1938. St. Scholastica is also located on the Central Lakes College campus. St. Scholastica offers a variety of accelerated undergraduate and graduate degree programs.

Healthcare

Comprehensive healthcare for the whole family can be found right in the City of Brainerd. Essentia Health Brainerd Clinic, provides a wide range of medical specialties, as well as in-house ancillary patient-care services.



Essentia Health-St. Joseph's Medical Center is a 162-bed nonprofit community hospital and Level III Trauma Center with more than 1,000 employees and over 100 physicians representing 21 specialties making St. Joseph's the largest hospital in north-central Minnesota.

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

Recreational Opportunities



Considered part of Minnesota's playground, the City of Brainerd is overflowing with opportunities for recreational fun.

With over 450 lakes in the Brainerd Lakes Area, folks can enjoy fishing, water sports, or just relaxing on one of the many beaches. Gull Lake is one of the largest lakes in the area and is one of the most popular. Brainerd is home to the Minnesota School of Diving where residents and visitors can spend the day scuba diving in historic mine pits that are now filled with water and full of a wide variety of fish. Brainerd also hosts the Brainerd Jaycee's $150,000 Ice Fishing Extravaganza, the largest ice fishing contest in the world. This winter event generates over $1 million in revenue for area businesses and over $150,000 for area charities annually.



Outdoor enthusiasts have access to hundreds of miles of ATV trails, scenic bike routes, including the famous Paul Bunyan State Trail, as well as many miles of horseback, hiking, and cross county skiing trails. The area also offers some of the most acclaimed and challenging Minnesota golf courses and has been rated a top fifty world golf destination. The City also offers a clean, well-maintained park system for its residents and visitors to enjoy camping, ball diamonds, playground equipment, hockey rinks, basketball, pickle ball, tennis courts, pavilions, and much more.



Racing fans can enjoy watching the races at the North Central Speedway or the Brainerd International Raceway, the largest speedway in the northern Midwest. This track hosts exciting races throughout the summer including the NHRA Lucas Oil Nationals.

Animal enthusiasts can visit the new Safari North Wildlife Park and view wildlife exhibits, feed animals, ride camels, or pet the animals in the barnyard petting zoo. For birdwatchers, the Northland Arboretum offers over 20 miles of trails, scenic gardens, picnic areas, and over 136 bird species frequenting the Arboretum. Hunters are also offered ample opportunity to hunt for small game, ruffed grouse, and whitetail deer.

There is no shortage of arts and culture opportunities throughout the City. Brainerd is home to new Gichi-ziibi



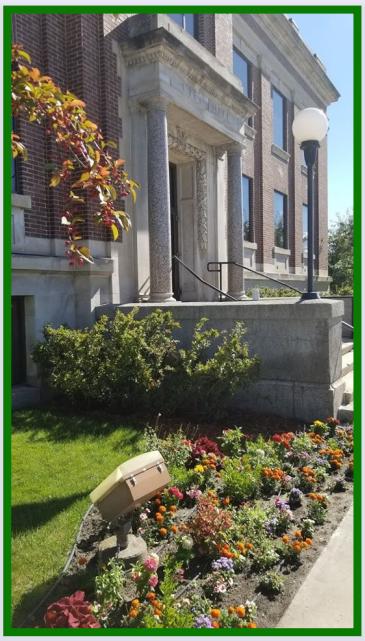
Center of the Arts facility attached to the Brainerd High School; The Crossing Arts Alliance, located in Downtown Brainerd; the Brainerd Minnesota Cultural Arts Series, located at Central Lakes College; and the Stage North Theatre Company, with performances at the historic Franklin Arts Center. The City is also home to the Lakes Area Music Festival which serves as a worldwide hub for connecting classical music performers and audiences.

Brainerd offers an excellent variety of dining options whether you are looking for lakeside dining and entertainment, fast food, or fine dining. Craft beer enthusiasts can find locally crafted beer in a unique and historic environment.

Brainerd also offers exciting events throughout the year including the 4th of July Celebration, Arbor Day Celebration, Bike Safety Clinic, Disc Golf Tournament, Easter Egg Hunt, Great Pumpkin Festival, Kids Fishing Clinic, and the annual Skating Party at Gregory Park.

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

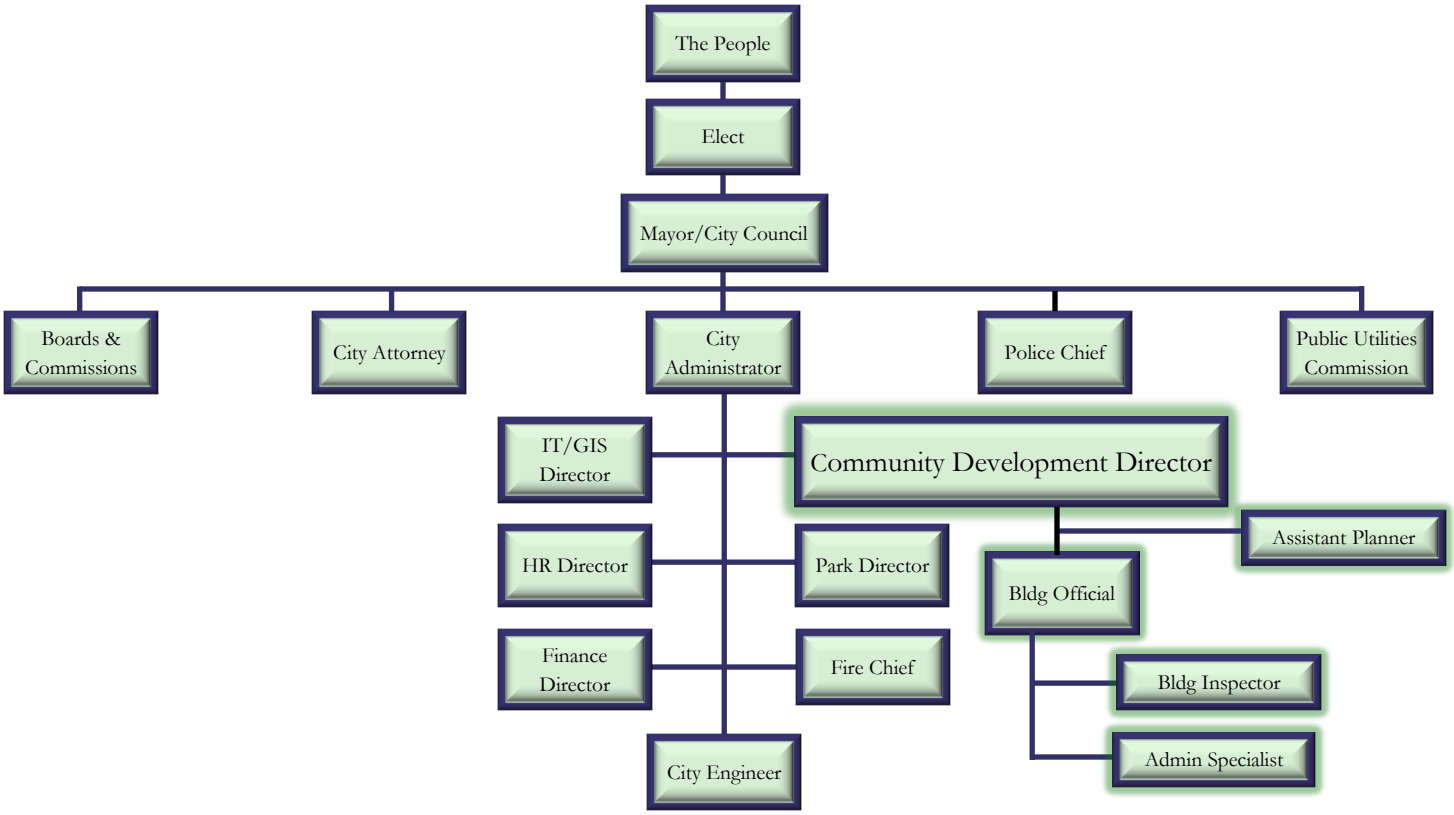
The Organization



The Brainerd City Council is the governing body of the City. The Council manages and controls all finances and properties of the City and its departments. Under the authority of the City's home rule Charter, they have the power and authority to make, enact, ordain, establish, publish, enforce, order, modify, amend, and repeal all ordinances, resolutions, rules, by-laws, and regulations for the governance of the City. The Administration office includes the City Administrator's office and the office of the Mayor. The Mayor is the chief executive officer for the City of Brainerd. The daily affairs of the City of Brainerd are administered through the City Administrator as the chief administrative officer of the City.

The City is fortunate to have a strong management team and good staff. The departments of the City of Brainerd work together to provide basic municipal services such as administration, finance, park maintenance and recreation programs, street maintenance, fire service, police protection, planning and development oversight, building inspections, engineering and street design, and transit services. The City owns the Brainerd Public Library and jointly owns the Brainerd Lakes Regional Airport with Crow Wing County. The airport features commercial air service, general aviation, hangar space, and available land for private hangar construction and aviation-related business development. The Brainerd Public Utilities is under the direction of the Public Utility Commission. The Commission is governed by the City Council.

Organizational Chart



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

Budget Information (Includes General, Public Safety, Parks & Recreation, and Streets)

	2020 Actual	2021 Budget	2022 Budget
REVENUES			
Property Taxes	2,786,594	2,665,201	3,480,407
Other Taxes	341,161	285,000	288,800
Intergovernmental	5,099,753	5,204,834	5,346,445
Charges for Services	895,616	982,508	961,193
Licenses & Permits	466,505	437,845	487,470
Fines & Forfeits	102,545	127,000	146,500
Special Assessments	65,522	55,000	67,000
Interest	152,336	10,000	40,000
Other Revenue	961,382	1,350,876	742,149
TOTAL REVENUES	**10,871,414**	**11,118,264**	**11,559,964**
EXPENDITURES			
General Government	2,492,040	2,744,630	2,990,859
Police	3,589,091	4,050,998	4,308,398
Fire	1,026,940	1,095,130	1,124,393
Misdemeanor Prosecutor	191,264	193,579	198,205
Animal Control	63,468	67,960	77,588
Parks—all programs	1,005,207	1,083,253	1,123,168
Streets	1,167,629	1,232,534	1,286,780
TOTAL EXPENDITURES	**9,535,639**	**10,468,083**	**11,109,391**
OTHER SOURCES (USES)			
Transfer In (Out)	(1,134,250)	(578,181)	(465,573)
Other Sources (Uses)	-	(57,000)	-
TOTAL OTHER SOURCES (USES)	**(1,134,250)**	**(635,181)**	**(465,573)**
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES AND OTHER SOURCES (USES)	**201,525**	**15,000**	**(15,000)**
Fund Balance—Jan 1st	4,421,124	4,622,649	4,637,649
Fund Balance—Dec 31st	4,622,649	4,637,649	4,622,648
EXPENDITURES			
Personnel Services	6,539,476	7,122,383	7,668,965
Supplies	481,188	511,550	522,100
Services	2,033,179	2,324,501	2,380,082
Other	481,796	509,649	538,244
TOTAL EXPENDITURES	**9,535,639**	**10,468,083**	**11,109,391**

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

Community Development Director Core Duties



- Serves as the Zoning Administrator and oversees the operation of the department in all areas of responsibility including planning, zoning, building and housing code enforcement, and economic development.
- Supervises all Community Development department staff directly or indirectly through department supervisors including staffing, training, and structure needs; oversees and/or participates in the selection of employees; inspects and assigns work; conducts performance evaluations; motivates, coaches and counsels; imposes and/or recommends discipline when needed.
- Develops and implements new department programs, policies, and procedures as necessary to achieve compliance with laws, codes, and new mandates; proactively monitors the efficiency and effectiveness of the new department while identifying opportunities for improvement.
- Provides information and assistance to existing and potential businesses and industries to promote locating, relocating, or expanding within the City; is proactive on issues and programs which result in orderly development; protects the public health, welfare, and safety and protects and enhances the environment.
- Collaboratively and cooperatively works with the City Administrator, City representatives, and external customers; fosters external partnerships (locally, regionally, and internationally) to further the City's economic development goals.
- Develops annual budget proposal and controls budgeted expenses for the department and all divisions.
- Oversees overall city facility maintenance including work done by contracted forces.
- Oversees review of project development plans for compliance with codes, regulations and standards, adequacy of applications for permits, and compliance with approved plans.
- Prepares short and long-range work plans for the department; keeps the City Administrator informed of department services, activities, issues, and problems.
- Oversees the preparation, maintenance, and implementation of the City's Comprehensive Plan; coordinates and supervises the activities of planning consultants when needed.
- Seeks resource opportunities to support City operations, services, and facilities through collaborations, grants, and other available programs.
- Prepares and reviews operational and administrative reports for the department; supervises maintenance of records and materials associated with department activities and administration.
- Evaluates potential projects, programs, and services to determine feasibility and impact on the City as well as department operations and makes recommendations to the Council.
- Researches and prepares technical advice and information for the City Council, Planning Commission, and other boards and committees as necessary; attends meetings as required.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- Maintains regular contact with developers, contractors, and consulting engineers, city, county, state, and federal agencies, professional and technical groups, and the general public regarding departmental activities and services.
- Performs other duties as assigned.

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Desired Attributes



- Be committed to providing excellent customer service.
- Have an innovative and fresh perspective.
- Have a personality that brings people in.
- Be optimistic.
- Have a drive and determination to succeed.
- Understand how to make things happen.
- Have a demonstrated passion for community development.
- Be a skilled manager of people.
- Have a proven track record of positive leadership.
- Have experience with and knowledge of modern planning functions.
- Be committed to making Brainerd the best place to live, work, play, and stay.

Goals & Priorities

In 2019, the Brainerd City Council adopted the 2035 Comprehensive Plan which identified goals and policies in land use, community character, housing, mobility, economic development, park and recreation, facilities and infrastructure, public safety, and natural resources. Some of those goals include:

- Preserve and repurpose historic assets
- Provide a diverse mix of housing choices for all stages of life, income ranges and ownership/rental preferences
- Support infill and redevelopment throughout Brainerd as a strategic component of growth
- Support our workforce and help them thrive
- Help businesses grow and attracted new businesses in our neighborhoods along out main corridors and downtown
- Improve the overall image of the City
- Preserve the history and small-town feel of Brainerd
- Protect and preserve our waterways, wetlands and wooded areas and identify threats to native species within and around the City



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Position Announcement

Community Development Director: City of Brainerd, Minnesota

Hiring Range: $81,162 to $93,330

Pay Range: $81,162 to $101,442

*Performance-based pay opportunity: Up to $109,554

***The City of Brainerd utilizes a performance-based pay system as noted above. Our system provides an opportunity for additional pay steps based on merit.**

Nestled in the heart of the Lakes Country is the City of Brainerd, Minnesota. Brainerd is one of the largest cities in central Minnesota and is home to 14,395 residents who enjoy all this City has to offer.

Qualifications for the position include a bachelor's degree in Urban Planning, Public Administration, or related field, one year experience with municipal or urban planning, five years' supervisory experience, demonstrated ability to work with property owners, developers, and community groups, possession of a valid driver's license, and successful completion of a pre-employment physical, drug screen, and background check.

To apply, go to www.ci.brainerd.mn.us and complete the process by May 10, 2022. Finalists will be selected on May 17, 2022, and final interviews are scheduled for May 26, 2022.

Please direct questions to HR Director Kris Schubert at kschubert@ci.brainerd.mn.us or call 218-828-2307.

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Brainerd Community Development
Director Search Timeline
April 4, 2022

ITEM	TASK	COMPLETION DATE
Decision by City Council to proceed		April 4, 2022
Information gathering	♦ Gather all pertinent background information ♦ Hiring Committee meets – includes Administrator, HR Director, and Council Representatives	April 11, 2022
Professional profile	Update position profile and advertisement	April 14, 2022
Approve position profile	Council approves profile and process	April 18, 2022
Candidate recruitment	♦ Post position immediately upon approval of profile ♦ Comprehensively advertise	April 19, 2022- May 10, 2022
Screening of applicants	Hiring Committee will review and rank applicants based on job related criteria and select semifinalists	May 16, 2022
Reference Checks	Staff will conduct reference checks on semifinalists	May 16-20, 2022
Finalist Packet	Staff will provide the Hiring Committee information.	May 20, 2022
Interviews	♦ Hiring Committee will determine Interview Panel/Process. ♦ Staff will prepare interview materials and assist with interviews and other functions.	May 26, 2022
Decision	Interview Panel/Hiring Committee will select top candidate(s) for job offer	May 26, 2022
Job Offer	Staff will negotiate job offer with selected person	May 26, 2022
Pre-employment screening process	Includes employment and education verification and credit check	May 26,2022 – June 6, 2022
Council Action	City Council will consider recommendation of Hiring Committee	June 6, 2022
Projected start date	New Community Development Director begins	August 1, 2022

Community Development Director

Department: Community Development FLSA Status: Exempt

General Definition of Work

Performs complex supervisory, administrative, and professional work planning, organizing, directing, and supervising the Community Development Department. Oversees planning, zoning, community and economic development, natural resources, and environment, as well as matters related building and housing code administration projects and programs ensuring technical competence and compliance with all current codes and criteria; performs related duties as required or apparent. Works under the administrative oversight of the City Administrator. Exercises general, technical, and administrative supervision over all Community Development Department employees either directly or through supervisory staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Serves as Zoning Administrator and oversees the operation of the department in all areas of responsibility including planning, zoning, building, and housing code enforcement, and economic development.
- Supervises all Community Development Department staff directly or indirectly through department supervisors including identifying staffing, training, and structure needs; oversees and/or participates in the selection of employees; inspects and assigns work; conducts performance evaluations; motivates, coaches and counsels; imposes and/or recommends discipline when needed.
- Develops and implements new department programs, policies, and procedures as necessary to achieve compliance with laws, codes, and new mandates; Proactively monitors the efficiency and effectiveness of the department while identifying opportunities for improvement.
- Provides information and assistance to existing and potential business and industries to promote locating, relocating, or expanding within the City; Is proactive on issues and programs which result in orderly development; protect the public health, welfare, and safety; and protect and enhance the environment.
- Collaboratively and cooperatively works with the City Administrator, city representatives and external customers; Fosters external partnerships (locally, regionally, and internationally) to further the City's economic development goals.
- Develops annual budget proposal and controls budgeted expenses for the department and all divisions.
- Oversees overall city facility maintenance including work done by contracted forces
- Oversees review of project development plans for compliance with codes, regulations and standards, adequacy of applications for permits, and compliance with approved plans.
- Prepares short and long-range work plans for the Department; Keeps the City Administrator informed of department services, activities, issues, and problems.
- Oversees the preparation, maintenance, and implementation of the city's Comprehensive Plan; Coordinates and supervises the activities of planning consultants when needed.
- Seeks resource opportunities to support city operations, services and facilities through collaborations, grants, and other available programs.
- Prepares and reviews operational and administrative reports for the department; Supervises maintenance of records and materials associated with department activities or administration.
- Evaluates potential projects, programs, and services to determine feasibility and impact on the City as well as department operations and makes recommendations to Council.
- Researches and prepares technical advice and information for the City Council, Planning Commission and other boards and committees as necessary; Attends meetings as required.

Essential Functions (Continued)

- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- Maintains regular contact with developers, contractors, and consulting engineers; City, County, State and Federal agencies; professional and technical groups; and the general public regarding departmental activities and services.
- Performs other duties as assigned or apparent.

Knowledge, Skills, and Abilities

- Complete knowledge of state and federal laws related to community planning and development regulation.
- Knowledge of real estate development and laws, including acquisition and disposition.
- Knowledge of all City ordinances, policies, and procedures as they relate land use planning and development regulations.
- Possess a working knowledge of computer hardware and software including Microsoft Office, GIS, PowerPoint, and other applicable software programs.
- Ability to organize meetings, develop agendas and achieve the directed outcomes of commissions, committees, and City Council.
- Ability to conduct necessary research, compile, and present comprehensive reports; Stay current on trends in community planning and development.
- Ability to organize and delegate responsibility, evaluate performance, and conduct through administrative review and control procedures.
- Ability to communicate effectively and tactfully, both orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.
- Ability to demonstrate a commitment to provide and require excellent customer service through cooperative team and individual efforts.

Education, Experience and Special Requirements

Minimum Qualifications:

- Bachelor's Degree in Urban Planning, Public Administration, or related field.
- One year experience with municipal or urban planning.
- Five years' supervisory experience.
- Demonstrated ability to work with property owners, developers, and community groups.
- Possess a valid Driver's License.

Desired Qualifications:

- Graduate degree in Urban Planning, Public Administration, or related field.
- Certification from the American Institute of Certified Planners (AICP).

Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: April 13, 2022

Community Development Director

Department: Community Development FLSA Status: Exempt

General Definition of Work

Performs complex supervisory, administrative, and professional work planning, organizing, directing, and supervising the Community Development Department. Oversees planning, zoning, community and economic development, natural resources, and environment, as well as matters related building and housing code administration projects and programs ensuring technical competence and compliance with all current codes and criteria; performs related duties as required or apparent. Works under the administrative oversight of the City Administrator. Exercises general, technical, and administrative supervision over all Community Development Department employees either directly or through supervisory staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Serves as Zoning Administrator and oversees the operation of the department in all areas of responsibility including planning, zoning, building, and housing code enforcement, and economic development.
- Supervises all Community Development Department staff directly or indirectly through department supervisors including identifying staffing, training, and structure needs; oversees and/or participates in the selection of employees; inspects and assigns work; conducts performance evaluations; motivates, coaches and counsels; imposes and/or recommends discipline when needed.
- Develops and implements new department programs, policies, and procedures as necessary to achieve compliance with laws, codes, and new mandates; Proactively monitors the efficiency and effectiveness of the department while identifying opportunities for improvement.
- Provides information and assistance to existing and potential business and industries to promote locating, relocating, or expanding within the City; Is proactive on issues and programs which result in orderly development; protect the public health, welfare, and safety; and protect and enhance the environment.
- Collaboratively and cooperatively works with the City Administrator, city representatives and external customers; Fosters external partnerships (locally, regionally, and internationally) to further the City's economic development goals.
- Develops annual budget proposal and controls budgeted expenses for the department and all divisions.
- Oversees overall city facility maintenance including work done by contracted forces
- Oversees review of project development plans for compliance with codes, regulations and standards, adequacy of applications for permits, and compliance with approved plans.
- Prepares short and long-range work plans for the Department; Keeps the City Administrator informed of department services, activities, issues, and problems.
- Oversees the preparation, maintenance, and implementation of the city's Comprehensive Plan; Coordinates and supervises the activities of planning consultants when needed.
- Seeks resource opportunities to support city operations, services and facilities through collaborations, grants, and other available programs.
- Prepares and reviews operational and administrative reports for the department; Supervises maintenance of records and materials associated with department activities or administration.
- Evaluates potential projects, programs, and services to determine feasibility and impact on the City as well as department operations and makes recommendations to Council.
- Researches and prepares technical advice and information for the City Council, Planning Commission and other boards and committees as necessary; Attends meetings as required.

Essential Functions (Continued)

- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- Maintains regular contact with developers, contractors, and consulting engineers; City, County, State and Federal agencies; professional and technical groups; and the general public regarding departmental activities and services.
- Performs other duties as assigned or apparent.

Knowledge, Skills, and Abilities

- Complete knowledge of state and federal laws related to community planning and development regulation.
- Knowledge of real estate development and laws, including acquisition and disposition.
- Knowledge of all City ordinances, policies, and procedures as they relate land use planning and development regulations.
- Possess a working knowledge of computer hardware and software including Microsoft Office, GIS, PowerPoint, and other applicable software programs.
- Ability to organize meetings, develop agendas and achieve the directed outcomes of commissions, committees, and City Council.
- Ability to conduct necessary research, compile, and present comprehensive reports; Stay current on trends in community planning and development.
- Ability to organize and delegate responsibility, evaluate performance, and conduct through administrative review and control procedures.
- Ability to communicate effectively and tactfully, both orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.
- Ability to demonstrate a commitment to provide and require excellent customer service through cooperative team and individual efforts.

Education, Experience and Special Requirements

Minimum Qualifications:

- Bachelor's Degree in Urban Planning, Public Administration, or related field.
- ~~Five (5) years'~~ One year experience with municipal or urban planning.
- ~~One (1) year~~ Five years' supervisory experience.
- Demonstrated ability to work with property owners, developers, and community groups.
- Possess~~ion of~~ a valid Driver's License ~~with driving privileges~~.
- ~~Successful completion of a pre-employment physical, drug screen and background check.~~

Desired Qualifications:

- Graduate degree in Urban Planning, Public Administration, or related field.
- Certification from the American Institute of Certified Planners (AICP).
- ~~Three (3) years supervisory experience.~~

Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~August 1, 2018~~April 13, 2022

City Building Official

Department: Community Development/Building Safety Division FLSA Status: Exempt

General Definition of Work

Performs difficult and advanced technical work interpreting, administering, and enforcing the Minnesota State Building Code and related local laws and ordinances; supervises the work of Division staff; and performs related work as apparent or assigned. Work is performed under the general direction of the Community Development Director. Supervision is exercised over the Building Inspector, Housing Inspector, Zoning Specialist/Permit Technician, and temporary staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Responsible for the administration of local and state building codes, housing codes, and all permits issued by the Building Safety Division; coordinates reviews with staff including the Fire Marshal, Engineering Department, and Planning/Zoning Official as well as State and regional authorities as necessary.
- Oversees the Building Safety Division and supervises the work of Division Staff.
- Facilitates commercial and residential inspections and plan reviews; performs all Building Inspector and Housing Inspector duties and required inspections.
- Responsible for all City facility maintenance at City owned facilities and coordinates/implements the City's contract with Crow Wing County for facility maintenance.
- Issues correction and stop work orders; works with the City's legal team to bring action to achieve code compliance as warranted.
- Assists the City Attorney and Prosecutor in preparing for legal actions involving local and state building code.
- Prepares the Division's annual budget and controls expenditures; recommends adjustments to the permit fee schedule.
- Assists state and local building officials, fire officials, building design professionals, City Council and Staff with interpretations of the Minnesota State Building Code.
- Monitors compliance with state law for licensing requirements of architects, engineers, building, plumbing and mechanical contractors.
- Oversees and utilizes the division's software to ensure permits are tracked in a timely and accurate manner so that all transactions are documented.
- Attends and/or facilitates meetings as required; conducts staff meetings as needed.
- Performs other duties when assigned or when necessary.

Knowledge, Skills, and Abilities

- Thorough knowledge of the Minnesota State Building Code, local building codes, zoning ordinances and other related codes and ordinances.
- Comprehensive knowledge of building construction materials and methods.
- General knowledge of routine legal procedures related to enforcement of laws and ordinances.
- Ability to detect practices not compliant with state and local codes and ordinances.
- Ability to review plans, specifications, and blueprints quickly and accurately and to compare with construction in process.
- Ability to enforce ordinances and regulations with firmness, tact, and impartiality.
- Ability to direct division staff to ensure consistent application of building codes and ordinances.
- Outstanding communication and interpersonal skills and the ability to work with customers to answer questions and provide service in a professional manner. Must be able to deal with complaints, difficult situations, and angry individuals. Possesses the ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner.
- Stays abreast of modern developments, current literature, and sources of information in the field of building inspection.
- Ability to establish and maintain effective working relationships with design professionals, building owners, contractors, associates, the general public and staff.

Education, Experience and Special Requirements

Minimum Qualifications:

- Associates/Technical degree with coursework in building inspection, construction management, architecture, or related field; and
- Four years' experience in conducting building inspections and administering building code.
- Equivalent combination of education and experience may be considered as determined by the City.
- Minnesota Building Official certification.
- Valid driver's license.

Desirable Qualifications:

- Possess MN Department of Labor and Industry Delegation Agreement.
- Construction trade experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires walking, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to the risk of electrical shock and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: April 4, 2022

City Building Official

Department: Community Development/Building Safety Division FLSA Status: Exempt

General Definition of Work

Performs difficult and advanced technical work interpreting, administering, and enforcing the Minnesota State Building Code and related local laws and ordinances; supervises the work of Division staff; and performs related work as apparent or assigned. Work is performed under the general direction of the Community Development Director. Supervision is exercised over the Building Inspector, Housing Inspector, Zoning Specialist/Permit Technician, and temporary staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Responsible for the administration of local and state building codes, housing codes, and all permits issued by the Building Safety Division; coordinates reviews with staff including the Fire Marshal, Engineering Department, and Planning/Zoning Official as well as State and regional authorities as necessary.
- Oversees the Building Safety Division and supervises the work of Division Staff.
- Facilitates commercial and residential inspections and plan reviews; performs all Building Inspector and Housing Inspector duties and required inspections.
- Responsible for all City facility maintenance at City owned facilities and coordinates/implements the City's contract with Crow Wing County for facility maintenance.
- Issues correction and stop work orders; works with the City's legal team to bring action to achieve code compliance as warranted.
- Assists the City Attorney and Prosecutor in preparing for legal actions involving local and state building code.
- Prepares the Division's annual budget and controls expenditures; recommends adjustments to the permit fee schedule.
- Assists state and local building officials, fire officials, building design professionals, City Council and Staff with interpretations of the Minnesota State Building Code.
- Monitors compliance with state law for licensing requirements of architects, engineers, building, plumbing and mechanical contractors.
- Oversees and utilizes the division's software to ensure permits are tracked in a timely and accurate manner so that all transactions are documented.
- Attends and/or facilitates meetings as required; conducts staff meetings as needed.
- Performs other duties when assigned or when necessary.

Knowledge, Skills, and Abilities

- Thorough knowledge of the Minnesota State Building Code, local building codes, zoning ordinances and other related codes and ordinances.
- Comprehensive knowledge of building construction materials and methods.
- General knowledge of routine legal procedures related to enforcement of laws and ordinances.
- Ability to detect practices not compliant with state and local codes and ordinances.
- Ability to review plans, specifications, and blueprints quickly and accurately and to compare with construction in process.
- Ability to enforce ordinances and regulations with firmness, tact, and impartiality.
- Ability to direct division staff to ensure consistent application of building codes and ordinances.
- Outstanding communication and interpersonal skills and the ability to work with customers to answer questions and provide service in a professional manner. Must be able to deal with complaints, difficult situations, and angry individuals. Possesses the ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner.
- Stays abreast of modern developments, current literature, and sources of information in the field of building inspection.
- Ability to establish and maintain effective working relationships with design professionals, building owners, contractors, associates, the general public and staff.

Education, Experience and Special Requirements

Minimum Qualifications:

- Associates/Technical degree with coursework in building inspection, construction management, architecture, or related field; and
- Four years' experience in conducting building inspections and administering building code.
- Equivalent combination of education and experience may be considered as determined by the City.
- Minnesota Building Official certification.
- Valid driver's license.

Desirable Qualifications:

- Possess MN Department of Labor and Industry Delegation Agreement.
- Construction trade experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequently requires walking, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to the risk of electrical shock and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~April 4, 2020~~ April 4, 2022

Assistant Planner

Department: Community Development FLSA Status: Non-Exempt

General Definition of Work

Performs a variety of technically specialized administrative planning & zoning while supporting the general operations of the Community Development Department. Work is performed under the supervision of the Community Development Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Department's point of contact for public regarding Planning & Zoning related issues.
- Guides applicants through the planning and zoning application process; review and evaluate planning and zoning applications for compliance with the zoning ordinance, city code and comprehensive plan; review, evaluate, and approve building development plans for compliance with conditions of approval and ordinance requirements.
- Maintains a working understanding of the City's Comprehensive Plan, Zoning and Subdivision ordinances and other City codes and assists the Community Development Department in the implementation and enforcement thereof as required by the Community Development Director.
- Collects and reviews applications for Rezoning, Conditional Use Permits, Variances, Preliminary Plat and Final Plat, Food Truck Licensing and Fence Permits, and prepares Staff Reports for review by Community Development Director. Reviews such applications for building elements that may require further review by the Building Official or other Department staff.
- Advises builders, developers, architects, engineers, surveyors and property owners on ordinance requirements and provide technical assistance when needed.
- Oversees shoreland management and floodplain management related duties.
- Investigates complaints and makes routine inspections to determine compliance with Property Maintenance Codes, Zoning Code, and other applicable laws and ordinances; and assists in the prosecution of violators of regulations.
- Serves as the City Tree Inspector.
- Attends City Council and Planning Commission meetings as needed and directed by the Community Development Director.
- Drafts and assembles supporting documents for Planning Commission and City Council.
- Drafts and assembles Planning & Zoning related reports.
- Performs various other tasks and duties as assigned.

Knowledge, Skills, and Abilities

- Understanding of zoning and subdivision laws, ordinance requirements, policies and procedures pertaining to the land use application approval process.
- Knowledge of state and federal laws relating to planning and community development.
- Knowledge of comprehensive planning, zoning, subdivision ordinance administration, landscaping practices, and real estate development including laws governing the acquisition thereof.
- Logical thinker with ability to solve practical and complex problems, applying common sense, industry best practices, and organizational policies to interpret and independently carry out tasks with varying levels of direction.
- Ability to communicate courteously and tactfully, both orally and in writing, by representing the City in a positive and professional manner at all times with an internal/external customer-driven attitude; Maintains effective working relationships with coworkers, the general public, local, State and Federal agencies, private businesses and developers, elected officials, committee members, and property owners. Remains calm and professional under difficult, sensitive, stressful/hostile situations; or when dealing with diverse individuals.
- Demonstrates strong organizational and time management skills with attention to detail. Must be able to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency
- Ability to read maps, blueprints, building plans, and to interpret utility location drawings and legal descriptions of real estate.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Familiarity with applications and software/hardware packages including but not limited to Word, Excel, PowerPoint, GIS systems, and permitting software such as BS&A.

Education, Experience and Special Requirements

- Bachelor’s degree with coursework in urban design and planning. Other degrees and coursework in public administration, landscape architecture, GIS, or a related field will be considered.
- Two (2) or more years of experience performing planning & zoning administration, permit reviews, and/or inspections.
- At least four (4) years of experience OR a combination of two (2) years of education and at least two (2) years of experience in the above areas or a closely related field may be considered as a substitute for the bachelor’s degree requirement.
- Experience using geographical information systems (GIS).
- Ability to obtain a Minnesota Certified Tree Inspector certification within six (6) months of employment.
- Must possess a valid driver's license or have the ability to obtain one prior to employment.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires reaching with hands and arms, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: April 1, 2022

Assistant Planner

Department: Community Development FLSA Status: Non-Exempt

General Definition of Work

Performs a variety of technically specialized administrative planning & zoning while supporting the general operations of the Community Development Department. Work is performed under the supervision of the Community Development Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Maintains a working understanding of the City's Comprehensive Plan, Zoning and Subdivision ordinances and other City codes and assists the Community Development Department in the implementation and enforcement thereof as required by the Community Development Director.
- Collects and reviews applications for Rezoning, Conditional Use Permits, Variances, Preliminary Plat and Final Plat, Food Truck Licensing and Fence Permits, and prepares Staff Reports for review by Community Development Director. Reviews such applications for building elements that may require further review by the Building Official or other Department staff.
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- Oversees shoreland management and floodplain management related duties.
- Investigates complaints and makes routine inspections to determine compliance with Property Maintenance Codes, Zoning Code, and other applicable laws and ordinances; and assists in the prosecution of violators of regulations.
- Serves as the City Tree Inspector.
- Attends City Council and Planning Commission meetings as needed and directed by the Community Development Director.
- Drafts and assembles supporting documents for Planning Commission and City Council.
- Drafts and assembles Planning & Zoning related reports.
- Performs various other tasks and duties as assigned.

Knowledge, Skills, and Abilities

- Understanding of zoning and subdivision laws, ordinance requirements, policies and procedures pertaining to the land use application approval process.
- Knowledge of state and federal laws relating to planning and community development.
- Knowledge of comprehensive planning, zoning, subdivision ordinance administration, landscaping practices, and real estate development including laws governing the acquisition thereof.
- Logical thinker with ability to solve practical and complex problems, applying common sense, industry best practices, and organizational policies to interpret and independently carry out tasks with varying levels of direction.
- Ability to communicate courteously and tactfully, both orally and in writing, by representing the City in a positive and professional manner at all times with an internal/external customer-driven attitude; Maintains effective working relationships with coworkers, the general public, local, State and Federal agencies, private businesses and developers, elected officials, committee members, and property owners. Remains calm and professional under difficult, sensitive, stressful/hostile situations; or when dealing with diverse individuals.
- Demonstrates strong organizational and time management skills with attention to detail. Must be able to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency
- Ability to read maps, blueprints, building plans, and to interpret utility location drawings and legal descriptions of real estate.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Familiarity with applications and software/hardware packages including but not limited to Word, Excel, PowerPoint, GIS systems, and permitting software such as BS&A.

Education, Experience and Special Requirements

- Bachelor's degree with coursework in urban design and planning. Other degrees and coursework in public administration, landscape architecture, GIS, or a related field will be considered.
- Two (2) or more years of experience performing planning & zoning administration, permit reviews, and/or inspections.
- At least four (4) years of experience OR a combination of two (2) years of education and at least two (2) years of experience in the above areas or a closely related field may be considered as a substitute for the bachelor's degree requirement.
- Experience using geographical information systems (GIS).
- Ability to obtain a Minnesota Certified Tree Inspector certification within six (6) months of employment.
- Must possess a valid driver's license or have the ability to obtain one prior to employment.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires reaching with hands and arms, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~**January 1, 2021**~~**April 1, 2022**

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Approval of Change Order for Zoning Code Update Project

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 2 minutes

Summary of Issue:

The contract that was signed with Swanson Haskamp Consulting for the zoning code update project was for $90,000. Had the proposed zoning code been approved by the City Council on April 4th, the project would have come within budget. However, since Ordinance No. 1527 failed due to a lack of motion to hold the second reading and the Council sent it back to the Planning Commission for revision, the adoption of the zoning code will be delayed at least 2 months. Therefore, additional funds are needed for Swanson Haskamp to help us finish the new zoning code.

Alternatives, Options, Effects on Others/Comments:

After discussing what steps need to be taken to address the City Council's concerns and restart the adoption process with staff, Jennifer has submitted the attached change order that should cover the needed work to complete the zoning code update projecting baring any further delays by the City Council or Planning Commission.

While the contract with Swanson Haskamp Consulting was for $90,000, $50,000 was budgeted in the Capital Improvement Plan for both 2020 and 2021 for a total of $100,000.

Recommended Action/Motion:

Motion to approve the attached change order in the amount of $5,000 for the completion of the zoning code update project.

Financial Impact:

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

What is the total cost, with tax and shipping $ 5,000

Is this budgeted? ☑ Yes ☐ No

Please Explain: $50,000 was budgeted in the Capital Improvement Plan for the zoning code update project in both 2020 and 2021 for a total of $100,000.

ADDENDUM #1

PROFESSIONAL PLANNING SERVICES AGREEMENT
BETWEEN SWANSON HASKAMP CONSULTING, LLC AND
THE CITY OF BRAINERD FOR THE
ZONING CODE UPDATE PROJECT

Swanson Haskamp Consulting, LLC (SHC) and the City of Brainerd entered a Professional Planning Services Agreement ("Agreement") in October 2020 for the Zoning Update Project. At the City Council meeting on April 4, 2022 the City Council failed to adopted the proposed Zoning Code Update and directed discussion back to the Planning Commission. The requested additional services are not included within the Description of Services identified in the Agreement. This Addendum provides for the additional Scope of Services and Compensation to perform the additional Services. All other terms of the Agreement remain valid and enforceable.

Description of Services (Scope of Services, Addendum #1)

SHC will attend the following meetings and perform the services as described:

- Regular Planning Commission Meeting – April 20, 2022 (in-person).
    - Provide background and information regarding properties with significant zoning changes, including specific discussion regarding the properties identified during the City Council meeting 4/4/2022.
    - Revisit Town Center and Main Street zoning district boundaries.
    - Facilitate discussion and obtain Planning Commission recommendations for City Council consideration.
- Regular City Council Meeting – May 2, 2022 (in-person).
    - Present recommendations of the Planning Commission.
    - Update/modify Zoning Map and/or Zoning text as directed by the City Council.
- Public Hearing, Planning Commission Meeting – May 18, 2022 (virtual attendance).
    - Attend public hearing and listen to public testimony.
    - Incorporate any changes of the Planning Commission prior to recommendation to City Council.
- Regular City Council Meeting, 1st Reading – June 6, 2022 (in-person)
    - Present recommendation of the Planning Commission and summary of public hearing testimony.
- Regular City Council Meeting, 2nd Reading – June 20, 2022 (virtual attendance).

Compensation

The estimated cost to perform the additional services identified in this Addendum 1 is approximately five thousand dollars ($5,000). SHC will be paid on an hourly basis according to the Fee Schedule contained in Attachment 1 of the Agreement. If requested services exceed $5,000 SHC shall only perform the services after receipt of written authorization.

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Consideration of Consulting Services with Swanson Haskamp Consulting

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☑ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	**Action Requested:** ☑ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1st Reading **provide copy of published hearing notice*
Submitted by: Community Development Director	**Department:** Community Development
Presenter (Name & Title): David Chanski, CDD	**Estimated Time Needed:** 2 minutes

Summary of Issue:

The City Council appointed Assistant Planner James Kramvik as Acting Community Development Director on April 4th, effective April 23. As James will be effectively fulfilling two jobs until a new Community Development Director is hired and starts employment (which is not likely to happen before August), staff is recommending contracting with Swanson Haskamp Consulting for as-needed planning & zoning consulting services to provide support to James.

Alternatives, Options, Effects on Others/Comments:

The attached proposal from Jennifer Haskamp is for a maximum of 5 hours per week for consulting services to be paid as services are rendered.

This is an unbudgeted expense as Community Development Director David Chanski's departure was not anticipated. However, there will be budgetary savings that occur while the Community Development Director position is vacant that should more than cover the costs incurred through this proposed contract.

Recommended Action/Motion:

Motion to approve the attached proposal from Swanson Haskamp Consulting for as-needed planning & zoning consulting services.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☑ No

Please Explain: Costs incurred through this proposed contract should be covered through savings that occur while the Community Development Director position is vacant.

April 12, 2022

City of Brainerd
Attn: Mr. David Chanski
Community Development Director
Transmitted via Email to dchanski@ci.brainerd.mn.us

RE: Interim Professional Planning Services
Brainerd, Minnesota

Dear Mr. Chanski,

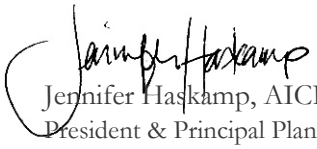
Thank you for reaching out to me regarding interim professional planning services. Our team is excited to continue to work with the City of Brainerd during this time of staff transition. We understand that you will be leaving the Community Development Director position in April, and the City is interested in contracting with us to provide planning assistance to ensure that there is continuity in service delivery to the community. Our understanding is that we will be a resource for James as needed and will provide services only when requested or directed.

In response to your request, we provide the following:

- **Billing Rate.** The SHC 2022 fee schedule is attached to this proposal. We understand that there may be times that our attendance at a meeting in-person is requested. For those cases we have included a flat meeting rate that includes travel time (note, virtual attendance will be billed at the standard hourly rate). If you use land use escrows to reimburse the City for consultant staff time we will set up specific project tracking to assist with the accounting.
- **Hours willing/able to work.** We understand that there is not a set number of hours associated with this contract. However, we will set aside approximately 5-hours per week for assistance, excluding meetings. (Approximately 20-hours per month).
- **Duration of work/contract.** We will provide assistance as requested, and as directed by the City. We propose to set up an initial contract period of 12-months since we do not know how long it will take for the City to hire a new staff person to replace you. Please note that the contract can be cancelled at any time, and we understand that once a new staff person is hired that this contract will likely be terminated.

Attached to this letter we have included our 2022 Fee Schedule, and our standard Master Services Agreement. If you have any questions regarding the information contained in this proposal, please do not hesitate to contact me. We look forward to discussing this proposal further with you and sincerely appreciate the opportunity to assist the City in this time of transition.

Sincerely,



Jennifer Haskamp, AICP
President & Principal Planner
Swanson Haskamp Consulting, LLC
jhaskamp@swansonhaskamp.com

Attachments:

Master Services Agreement
2022 Fee Schedule

MASTER SERVICES AGREEMENT

BETWEEN SWANSON HASKAMP CONSULTING, LLC
AND THE CITY OF BRAINERD FOR INTERIM PLANNING SERVICES

This Agreement ("Agreement") is made as of _____, 2022 between, the City of Brainerd ("Client"), 501 Laurel Street, Brainerd, Minnesota 56401, and Swanson Haskamp Consulting, LLC ("SHC"), 246 S Albert Street, Suite 2A, St. Paul, MN 55105, for SHC to provide Interim Planning Services to the Client.

Description of Services (Scope of Services)

SHC will provide interim planning services to the City. Work will only be performed as requested and directed.

Standard of Care.

SHC's Services shall be performed based on the standard of reasonable professional care for services similar in scope, schedule, and complexity to the Services being provided by SHC. All warranties, express or implied, in connection with SHC's Services are expressly disclaimed.

Period of Service

This Agreement shall be effective for one year (12 months), unless extended and agreed to by both parties.

Compensation

SHC will bill for hours worked according to the Fee Schedule in Attachment 1. Estimated fees per month are $2,600 assuming approximately 20-hours of assistance per month. Billings will be submitted monthly and the Client agrees to pay bills within 45-days of receipt. Client hereby acknowledges that sufficient funds are currently available, or methods to obtain funds, are assigned to pay for the cost of Services contemplated by the Agreement. SHC has the right, at its sole discretion, to stop work and withhold work product or Services, if payments have not been received within 45-days of invoicing receipt. Invoices shall be submitted electronically.

If Client fails to make payments to SHC consistent with the Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at SHC's option, cause for suspension of performance of Services under the Agreement. If SHC elects to suspend Services, prior to suspension of Services, SHC shall give seven days written notice to Client. In the event of a suspension of Services, SHC shall have no liability to Client for delay or damage caused to Client because of such suspension of Services. Before resuming Services, SHC shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of SHC's services. SHC's fees for the remaining Services and the time schedules shall be equitably adjusted.

In the event of termination not the fault of SHC, SHC shall be compensated for Services performed prior to termination, together with reimbursable expenses due.

Client's Responsibilities

Client shall provide information in a timely manner regarding requirements for and limitations for successful execution of the Services, including objectives, schedule, constraints and criteria, requirements and relationships and any other pertinent information that will assist SHC in achieving the expectations of the Client.

The Client shall designate a representative authorized to act on the Client's behalf with respect to the Services. The Client or such designated representative shall render decisions in a timely manner pertaining to documents submitted by SHC in order to avoid unreasonable delay in the orderly and sequential progress of the Services.

Termination

The Agreement may be terminated by either party at any time should the other party fail to perform in accordance with its terms through no fault of the party initiating the termination. Client agrees to pay SHC for all Services provided up to the effective date of termination.

Miscellaneous

Claims and Consequential Damages

SHC and Client waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's terminating in accordance with the termination clause.

Any claim, dispute or other matter in question arising out of or relating to the Service or breach thereof ("Claim") shall be resolved by litigation in the State or (assuming subject matter jurisdiction) Federal Court located in Crow Wing County, Minnesota.

Interpretation and Severability
Each provision of this Agreement is severable from the others. Should any provision of the Agreement be found invalid or unenforceable, such provision shall be ineffective only to the extent required by law, without invalidating the remainder of such provision or the remainder of the Agreement. Further, to the extent permitted by law, any provision found invalid or unenforceable shall be deemed automatically redrawn to the extent necessary to render it valid and enforceable.

Assignment
The Client and SHC, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the Client nor SHC shall assign this Agreement without the written consent of the other.

Team Relationship
The Client and SHC agree to work together on the basis of trust, good faith and fair dealing, and shall take actions reasonably necessary to enable each other to perform this Agreement in a timely, efficient and economical manner.

Entire Agreement
The terms and conditions set forth herein constitute the entire understanding of the parties relating to the services to be provided by SHC. Only a written instrument signed by both parties may amend the Agreement.

Governing Law
The Agreement shall be construed, interpreted, and enforced in accordance with the laws of the State of Minnesota, excluding its conflict of laws. SHC and Client expressly consent to the exclusive personal jurisdiction and venue of the Minnesota courts for all purposes relating to the Project. The parties waive trial by jury.

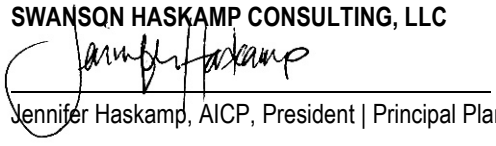
Execution
In witness whereof, the parties hereto have made and executed the Agreement as of the day and first above written.

CITY OF BRAINERD, MINNESOTA

_____

_____
Printed Name Date

SWANSON HASKAMP CONSULTING, LLC



Jennifer Haskamp, AICP, President | Principal Planner

Attachment A: Fee Schedule

(2022)

Service	Rate
Principal, Planner	$130/Hour
Sr. Planner/ Sr. Landscape Architect	$120/Hour
Planner	$100/Hour
Document Preparation/Layout/Production ▪ GIS Mapping ▪ Document Layout ▪ Graphics	$90/Hour
Flat Meeting Rate (in-person attendance, Planning Commission or City Council)	$390
Mileage rate (Standard 2022 IRS rate)	$0.585/mile
Printing and Mailing Services	Actual Expenses

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Consider Brainerd Community Action Request for Agreement Amendment

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

Summary of Issue:

The City has received a request from Brainerd Community Action (BCA) to amend the Agreement between BCA and the City of Brainerd for the amount levied, by Charter, for events/community action programs (see attached). This agreement was authorized by the Council at the April 4th meeting. BCA is requesting two changes: 1) The language from previous agreement in Paragraph 3 be placed back in the current agreement (see attached); and, 2) The council liaison be a voting member of the BCA Board as opposed to a non-voting member.

Alternatives, Options, Effects on Others/Comments:

In 2012, the City agreed to provide BCA office space at the Annex in exchange for providing office and carpet cleaning and related cleaning materials and supplies. They also provided office cleaning twice per week for the State of Minnesota Driver's License Office. When this agreement was made, it was mutually beneficial to BCA and the City. Since this agreement, BCA vacated the Annex and moved to Bremer. The City does not offer the office space option to any other organization who has agreements for levied dollars or any organizations that rents space in City buildings. Staff would not recommend adding this paragraph back into this agreement.

Recommended Action/Motion:

Authorize amending the Agreement between the City of Brainerd and Brainerd Community Action to have the City Council liaison be a voting member of the BCA Board of Directors.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

April 13, 2022

Jennifer Bergman

City Administrator

501 Laurel Street

Brainerd, MN 56401

Dear Mrs. Bergman and Brainerd City Council members,

Brainerd Community Action (BCA) would like to thank the city council for their selection of our organization to continue our partnership for the citizens of Brainerd. We have received the contract that has been sent to us and are prepared to sign and execute the document. However, before doing so we would like to ask the consideration of two small changes to the contract if agreeable to the city and its council.

Item number three of our previous contract stated that the city would provide office space agreeable to both parties at no cost to BCA. We realize that we have not utilized this part of our contract with the city in the most recent few years. However, given statements made by councilmembers during discussion on these contracts regarding the desire to not fund buildings for the entities involved, and given the chaotic nature of the last few years, BCA would like to ask that this line item be transferred to this new contract as a measure of precaution. BCA understands that the building that was previously used to house our offices is in need of repair. We do not ask that we are given a specific office to work from, nor that said office be lavish in any way. Rather that the opportunity to agree upon a space is allowed for if a date in time should occur during this contract period in which we may find ourselves in need.

The second item we would like to ask consideration of change on is that of the council liaison being a nonvoting member of our board. BCA feels strongly that we should be conducting ourselves in the open and with oversite and participation from the city in the matters we attend to. We understand that we may be allowed to offer the liaison a vote in our matters of operation. However, we believe that it is in the best interest of all involved, including that of the public, that the city of Brainerd holds a voting seat within or organization. We humbly ask that the contract we sign with the city addresses this issue clearly and that it states that the council's board position is that of a voting member rather than one that is not.

Brainerd Community Action would like to thank you for your consideration of these changes. We appreciate the opportunity to continue our involvement with The City of Brainerd and its residents. If you have any questions, please contact us at 218-829-5278.

Sincerely,



Dave Badeaux

Executive Director, Brainerd Community Action

AGREEMENT

THIS AGREEMENT, made this 10th day of May, 2012, by and between the CITY OF BRAINERD, a municipal corporation, hereinafter referred to as the CITY, and COMMUNITY ACTION COUNCIL OF CROW WING COUNTY, INC., DBA BRAINERD COMMUNITY ACTION, a non-profit corporation, hereinafter referred to as BRAINERD COMMUNITY ACTION.

WHEREAS, by a Charter amendment, certain tax revenues in the amount of one-half of a mill shall be levied upon the taxable property of the CITY for the partial funding of a program for BRAINERD COMMUNITY ACTION. The value of the mill levy is converted to a tax rate percentage by using a formula established by the Minnesota Department of Revenue and calculated by the County Auditor; and

WHEREAS, BRAINERD COMMUNITY ACTION has been operating said program on behalf of the citizens of Brainerd and the citizens of Crow Wing County for some past years; and

WHEREAS, the Council of the CITY deems it advisable to utilize the funds from the said tax levy in support of the programs operated by BRAINERD COMMUNITY ACTION.

NOW, THEREFORE, it is mutually agreed between the parties hereto as follows:

1. That BRAINERD COMMUNITY ACTION shall continue to provide a community action program for the citizens of the CITY and surrounding area similar to its past program. In furtherance thereof:
   a. That with funding provided by the CITY, BRAINERD COMMUNITY ACTION Board of Directors, shall with budgeted funds, employ an Executive Director to develop and maintain programs operated by BRAINERD COMMUNITY ACTION.
   b. That BRAINERD COMMUNITY ACTION shall, on or before December 31 of each year, submit their budget including potential activities and projects for the upcoming calendar year to the CITY.
   c. That BRAINERD COMMUNITY ACTION shall furnish to the CITY annually IRS Form 990 or other appropriate document that includes all funding received from the CITY and expenditures from said funds for the preceding year as well as a summary report of its program activities for the prior year.
2. That in consideration of said services, the CITY shall make payments to BRAINERD COMMUNITY ACTION from the said levy as set forth below, subject to receipt by the CITY of the proposed budget, annual financial statements and proposed program activities by BRAINERD COMMUNITY ACTION for the upcoming year. Payments shall be made monthly to BRAINERD COMMUNITY ACTION and shall be calculated by the CITY based on the value of the mill levy using information received from the County Auditor's Office. In December of each year, the monthly payment

calculation for the current year will be reviewed to determine if payments accurately reflected tax levy collections. Based on this review, the monthly payment for the upcoming year will be adjusted to take into consideration over or under payments made during the current year. In the alternative, if it is found that an overpayment has been made by the CITY, BRAINERD COMMUNITY ACTION has the option to repay the overage in a lump sum payment to the CITY within 30 days after the overpayment notification. In the case of an underpayment by the CITY, BRAINERD COMMUNITY ACTION may request the CITY to repay the underpayment in a lump sum to BRAINERD COMMUNITY ACTION within 30 days after the underpayment notification.

3. CITY agrees to furnish BRAINERD COMMUNITY ACTION office space mutually agreeable to both parties hereto without cost to BRAINERD COMMUNITY ACTION. BRAINERD COMMUNITY ACTION will provide office and carpet cleaning and the related cleaning materials and supplies. CITY will provide paper products. As long as the BRAINERD COMMUNITY ACTION office continues to be located at 213 South 5th Street, Brainerd, MN, BRAINERD COMMUNITY ACTION will also provide office cleaning twice per week for the State of Minnesota Driver's License Office, as long as the State of Minnesota Driver's License Office continues to be located at 213 South 5th Street.

4. This AGREEMENT shall continue from year to year. If either party desires to modify or amend this AGREEMENT, it shall give written notice of such intent to the other party not less than ninety (90) days prior to the date such modification or amendment shall take effect.

5. This AGREEMENT shall be reviewed from time to time on an as needed basis but in no event later than 10 years from the date of the AGREEMENT noted above.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures.

CITY OF BRAINERD

BY _____
MAYOR

BY _____
CITY ADMINISTRATOR

COMMUNITY ACTION COUNCIL OF CROW WING COUNTY, INC., DBA BRAINERD COMMUNITY ACTION

BY _____
PRESIDENT

BY _____
EXECUTIVE DIRECTOR

AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2022 by and between the CITY OF BRAINERD, a municipal corporation, hereinafter referred to as the CITY, and COMMUNITY ACTION COUNCIL OF CROW WING COUNTY, INC., DBA BRAINERD COMMUNITY ACTION, a non-profit corporation, hereinafter referred to as BRAINERD COMMUNITY ACTION.

WHEREAS, pursuant to the City Charter, tax revenues in the amount of 1.5% of the previous year's total City levy are levied upon the taxable property of the CITY to provide community action programs and events within the city limits of Brainerd; and

WHEREAS, BRAINERD COMMUNITY ACTION has been operating community action programs on behalf of the citizens of Brainerd and Crow Wing County for many years; and

WHEREAS, the Council of the CITY deems it advisable to utilize the funds from the said tax levy to support the programs operated by BRAINERD COMMUNITY ACTION; and

WHEREAS, BRAINERD COMMUNITY ACTION wishes to obtain the funds in order to carry out its programs within the City.

NOW, THEREFORE, it is mutually agreed between the parties hereto as follows:

1. BRAINERD COMMUNITY ACTION shall continue to provide community action programs for Brainerd citizens consistent with its statutory authority. In furtherance thereof:

    a. BRAINERD COMMUNITY ACTION Board of Directors shall employ an Executive Director to develop and maintain community action programs.
    b. BRAINERD COMMUNITY ACTION shall, on or before December 31 of each year, present and submit an annual report to the City Council containing at least the following:
        i. A report detailing how BRAINERD COMMUNITY ACTION spent the funds provided by the City in the current calendar year;
        ii. An adopted budget for the following year; and
        iii. A description of proposed projects and activities to be undertaken in the following year.

2. BRAINERD COMMUNITY ACTION shall have a City Council member as a ~~non-~~voting liaison member of its board.

3. The CITY shall make monthly payments to BRAINERD COMMUNITY ACTION from the funds levied pursuant to the City Charter. Said payments are contingent upon the CITY'S receipt of the budget, annual report, and description of proposed projects and activities.

4. The term of this AGREEMENT is five years from the latest date of execution.

5. This Agreement may not be modified except in writing signed by both parties.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures.

CITY OF BRAINERD

BY _____
MAYOR

BY _____
CITY ADMINISTRATOR

COMMUNITY ACTION COUNCIL OF CROW WING COUNTY INC., DBA BRAINERD COMMUNITY ACTION

BY _____
PRESIDENT

BY _____
EXECUTIVE DIRECTOR

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Authorize Library Entrance Door Project and Request Funds from KRL

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

Summary of Issue:

The Kitchigami Regional Library System (KRLS) board developed a policy (attached) on how local library branches can request to use funds from the KRLS Fund balance. The expenditure must greater than $5,000, and be a fixed asset. The request must be approved by the KRLS Board of Trustees, and must be approved by both the local library board and city council.

Alternatives, Options, Effects on Others/Comments:

On March 22, 2022 the Brainerd Public Library (BPL) board approved to move forward with replacing the two sets of entrance doors at the library with automatic sliding doors, using the KRL reserve funds designated for BPL. With this project, the library hopes to increase patron convenience and safety, as our current ADA doors are controlled via buttons that can be difficult to operate at times, and close on a timer, so they pose a risk of the heavy doors closing on young children and patrons using mobility devices. The Library will also have the ability to activate a remote panic switch at the library's front desk for lockdown in the event of a dangerous situation outside of the library, making the building safer for staff and patrons. BPL is not going to upgrade to the medium bronze finish, so the requested amount of the project is $31,495 - quotes are attached.

Recommended Action/Motion:

Authorize the approval of the Brainerd Public Library board front entrance door project, requesting $31,495 in funds from the Kichigami Regional Library reserve funds designated for the Brainerd Public Library.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

Kitchigami Regional Library System

Capital Appropriation Policy and Directive

Introduction

This policy replaces and supersedes all earlier policies or sections thereof, relating to appropriation and use of monies from the KRLS Fund balance:

1. For purposes of capital improvements to KRLS Library buildings,
2. Building new or extending existing KRLS Library facilities,
3. Repairs or replacements of HVAC systems, roofs, plumbing fixtures, elevators and like facility items,
4. Other uses not herein defined that are pre-approved by the KRLS Board of Trustees.

No appropriation request will gain approval as a Capital Expenditure unless the following meet or exceed the minimum requirements to be considered a Capital Expenditure:

1. Total planned expenditure must be greater than $5,000
2. All equipment or replacement acquired herein must be of the nature of a fixed asset. Key to being eligible under this policy is that acquired assets be considered "non-consumable", e.g. a single use does not noticeably diminish the utility value of the asset

For equipment acquisitions, the total request can and should include subscription licensing, emergency maintenance expenditures, preventative maintenance expenditures for the useful life of the asset, but cannot include labor to operate, train or facilitate usage by patrons of the library. Capital appropriations are not to be considered a vehicle for payment of salaries and benefits to KRLS employees.

Process

1. Annually each Branch staff working with individual Library Boards and local city councils in the KRLS region should plan for needed capital projects, forwarding to the KRLS Administration to be placed as an agenda item for the Board of Trustees a written description of the planned acquisition, anticipated benefits, estimated costs and time frame for implementation and completion of the project. Multiple projects may be planned and executed in a fiscal year.
2. The local library board, city and county (as required) must approve said project(s). Upon approval the request, along with a letter of local support from the library board should be forwarded to the KRLS Administration to be placed as an agenda item for Board of Trustees approval. Once granted, the city/county is authorized to issue bids for project completion, pursuant to the relevant procurement policies and codes for the city/county involved.
3. Copies of the selected vendor, its submitted proposal/estimate, and expected completion dates should be forwarded to the city/county involved and to the KRLS Board of Trustees.
4. During construction/installation all local inspection processes must be observed and completed

5. Interim or “progress payments” are allowed, and should be identified in the project request and submitted with the selected vendor’s bid and defined in the contract issued by the city/country involved
6. Notify KRLS Administration, not less than 45 days prior to any needed progress payments.
7. Should at any time in the life of the project, the estimated cost at completion exceeds the original plan by more than 10%, immediate communications and resolution/actions to be taken surrounding the over-expenditure which must be forwarded to the city/county involved and the KRLS Administration.
8. Upon completion library staff and library Board with the city/council involved should complete the post project inspection (“punch list”), assuring required adjustments or do-overs are completed.
9. Post project reviews should be completed and filed with the city/county involved and forwarded to the KRLS Board of Trustees.
    a. At minimum, these reviews should show the benefits of the project now completed,
    b. Explain variances from anticipated benefits,
    c. Explain significant variances in time or expenditures necessary to complete the project. Include a summary valuation of the vendor, including recommendations about using said vendor for another related project or at another library in the KRLS region.
    d. Remaining funds (under expenditures) should be returned to KRLS Board of Trustees.
10. KRLS Administration will annotate the KRLS Fund balance with the project documentation file, fulfilling reporting requirements to KRLS Board of Trustees and appropriate county, state, or granting agencies at Board meetings.

Should an emergency need arise (e.g., roof damage) requiring immediate resolution that was not planned in the annual process described above, the basic precepts of this policy should still be attended to; with all parties executing their roles and functions with expediency.

Approved by KRLS Board of Trustees: 1.27.2022

☐ Gull Lake Glass, Inc, 18441 State Hwy 371, Brainerd, MN 56401
218-829-2881

☐ Little Falls Glass, Inc., 112 6th St SE, Little Falls, MN 56345
320-632-8789

☐ Lakes Area Lock and Door, Inc., 18441 State Hwy 371, Brainerd, MN 56401
218-829-5097

Date 2/17/2022

Job Name CWC LIBRARY

Job Location BRD MN

# of pages including this page 1 of 2

Please find the following estimate

EXT DOORS - RECORD 5100 By PART

- DARK BRZ
- MED STYLE
- 10" BOTTOM RAIL
- ELECTRIC LOCK
- PANIC HARDWARE FOR EMERGENCY EXIT
- MED RAIL
- HYDRAULIC CLOSER FOR FULL BREAK OUT
- 1" GLAZING
- REMOTE PANIC SWITCH FOR LOCK DOWN
- ELECTRIC LOCKING
- ALARM CONTACT

☐ Gull Lake Glass, Inc, 18441 State Hwy 371, Brainerd, MN 56401
218-829-2881

☐ Little Falls Glass, Inc., 112 6th St SE, Little Falls, MN 56345
320-632-8789

☐ Lakes Area Lock and Door, Inc., 18441 State Hwy 371, Brainerd, MN 56401
218-829-5097

Date 2/17/2022

Job Name CWC LIBRARY

Job Location BRD MN

# of pages including this page 2 OF 2

INT PACKAGE - RECORD 5100 BY PMT

EXACT SAME AS EXTERIOR PACKAGE

- EXCEPT FOR HYDRAULIC CLOSER - NOT NEEDED

- 1/4 GLAZING INSTEAD OF 1" GLAZING

- ALARM CONTACT - NOT NEEDED

I PRICED THE ABOVE NOT KNOWING IF LIBRARY WOULD NEED TO BE CLOSED while the other Room would BE open TO the public.

INCLUDES IN PRICE FOR ABOVE 2 UNITS
ELECTRIC WORK BY HOLDEN ELECTRIC, TEAR OUT DESPOSAL & CLEAN UP. $31,495.00

ADD FOR MEDIUM BRONZE FINISH $4,285.00

NATE

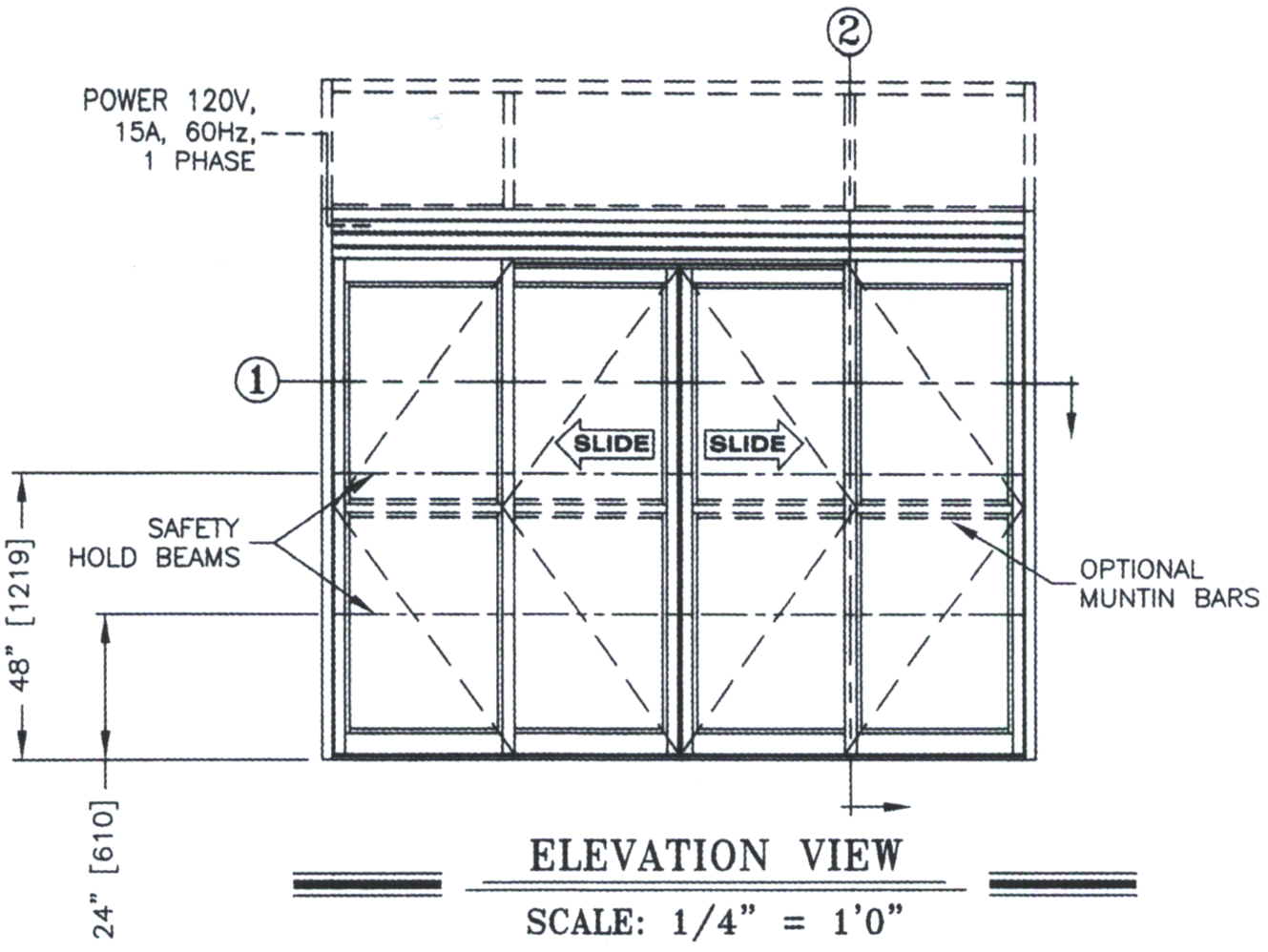
record-usa
4910 STARCREST DR.
MONROE, NC 28110
(704) 289 - 9212

JOB NAME: _____

LOCATION: _____

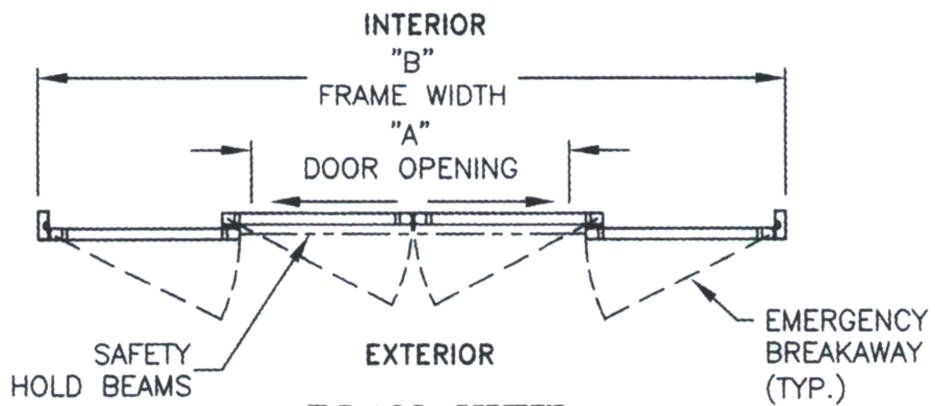
SERIES 5100 AUTOMATIC SLIDING DOORS

TYPE: 5106-1, SO-SX-SX-SO, BI-PART



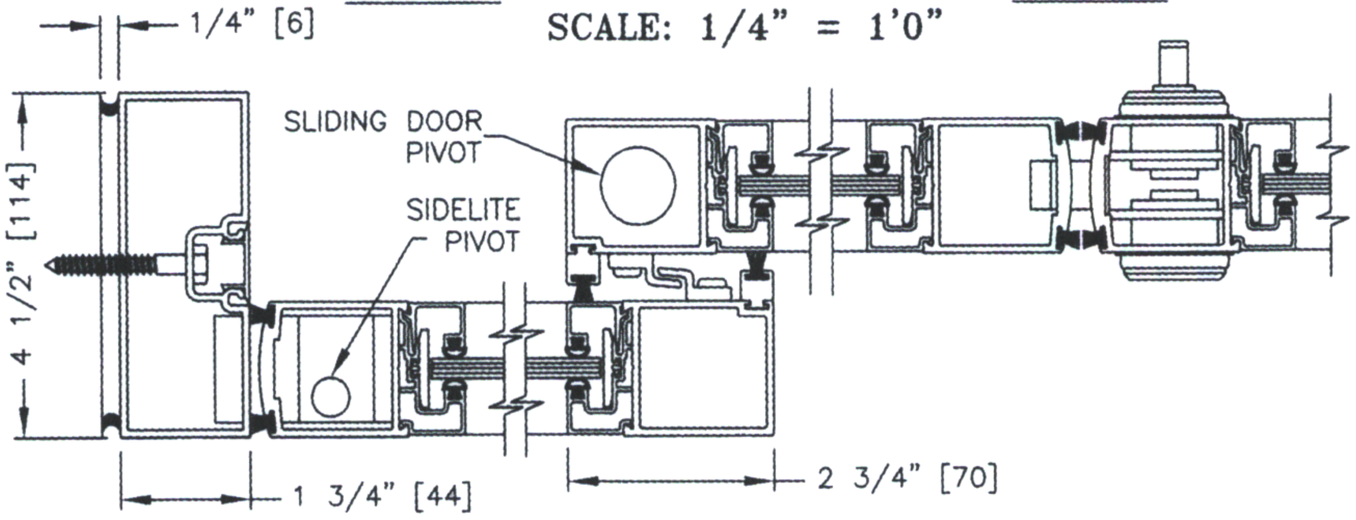
ELEVATION VIEW

SCALE: 1/4" = 1'0"



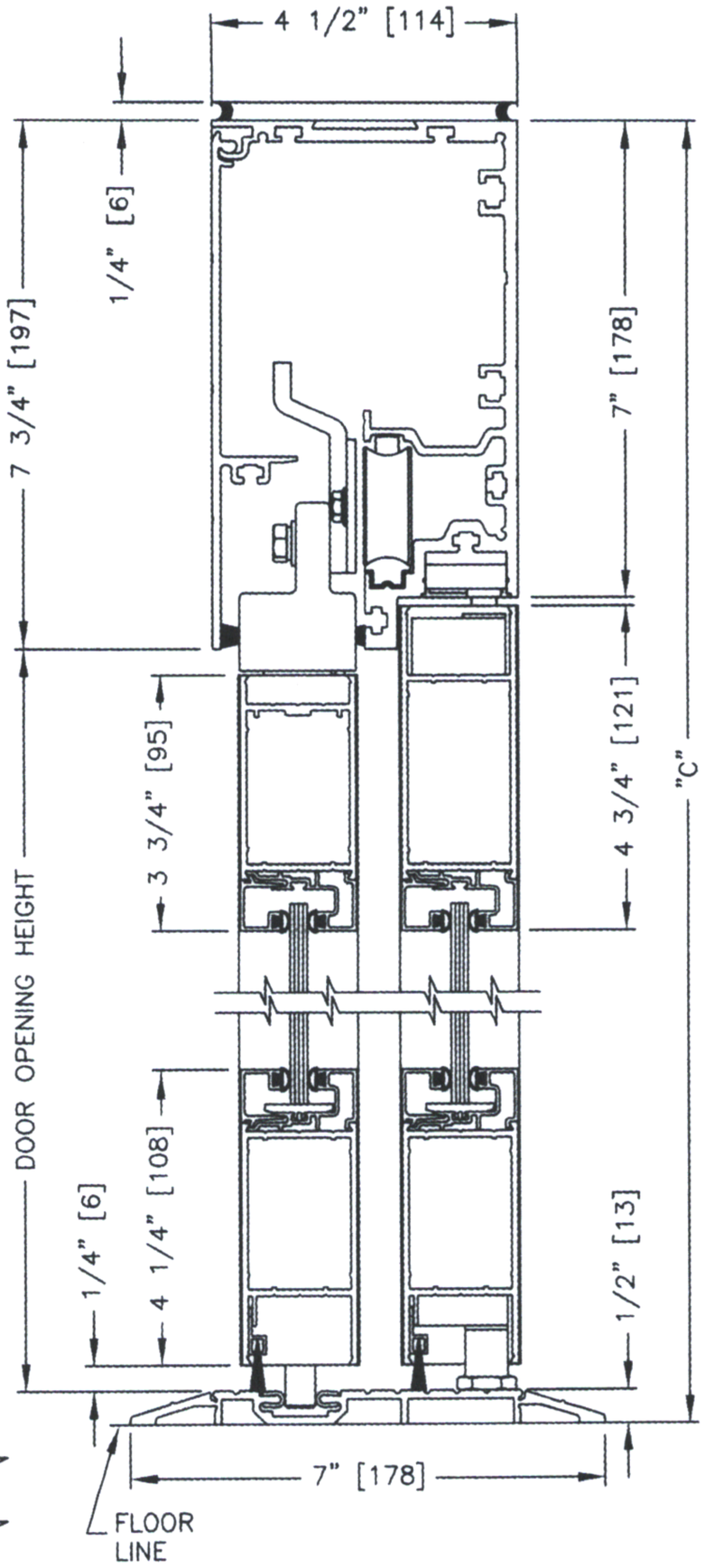
PLAN VIEW

SCALE: 1/4" = 1'0"



SECTION: 1

SCALE: 1/4 SIZE



SECTION: 2

SCALE: 1/4 SIZE

NOTES:

1. See sheets 51-2.86 thru 51-2.91 for optional muntins, bottom rails, transoms, glazing variations, bottom guides & thresholds.
2. See sheet 51-2.92 for additional details of recessed pin guide.

DIMENSIONS FOR STANDARD NARROW STILE PACKAGES

DOOR OPENING "A"	STD. PACKAGE WIDTH "B"	STD. PACKAGE HEIGHT "C" W OR W/O THRESHOLD	DOOR OPENING HEIGHT W/ THRESHOLD	DOOR OPENING HEIGHT W/O THRESHOLD OR W/RECESSED PIN	MAX. OPENING MANUALLY
42-1/2 (1080)	108 (2743)	91 (2311)	82-3/4 (2102)	83-1/4 (2115)	93-5/8 (2378)
48-1/2 (1232)	120 (3048)	91 (2311)	82-3/4 (2102)	83-1/4 (2115)	105-5/8 (2683)
60-1/2 (1537)	144 (3658)	91 (2311)	82-3/4 (2102)	83-1/4 (2115)	129-5/8 (3292)
72-1/2 (1842)	168 (4267)	91 (2311)	82-3/4 (2102)	83-1/4 (2115)	153-5/8 (3902)
84-1/2 (2146)	192 (4877)	91 (2311)	82-3/4 (2102)	83-1/4 (2115)	177-5/8 (4512)

Masonry Opening is ¼" (6) per side larger and ¼" taller than package dimensions.
Measurements given in inches (millimeters).

11/05

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Res-Elect Std Allowance of the SLFRF Established Under the ARPA

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

Summary of Issue:

On February 28, 2022 Council held a workshop to discuss the use of the City's $1,468,097.58 Coronavirus State and Local Fiscal Recovery Funds (SLFRF) from the American Rescue Plan Act (ARPA) of 2021. Council discussion was to use the standard allowance under providing government services for the entire City SLFRF award. This would allow the City the most flexible use of the funds and would streamline the reporting and compliance requirements. The attached proposed resolution formalizes the discussion. A resolution is not required, but recommended as a good practice.

Alternatives, Options, Effects on Others/Comments:

Staff has been researching that by taking the standard allowance for the City's entire award, it would not restrict the City using the funds for any options the Council may choose. For example, exploring what using the funds for childcare may look like, as childcare is not a general government service. A webinar done by the IRS in late March confirmed that by taking the standard allowance, the funds can be used for general government services or anything allowed under the ARPA provisions.

Therefore it is still the recommendation of Staff, for Council to use the standard allowance under providing government services for the entire City SLFRF award to allow the most flexible use of the funds and to streamline reporting and compliance requirements. This is a one-time election that has to be made when filing the first report that is due April 30, 2022.

Recommended Action/Motion:

Adopt the attached resolution to elect the standard allowance available under the revenue loss provision of the Coronavirus Local Fiscal Recover Fund established under the American Rescue Plan Act.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

RESOLUTION
NO. ___:22

A RESOLUTION TO ELECT THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE CORONAVIRUS LOCAL FISCAL RECOVERY FUND ESTABLISHED UNDER THE AMERICAN RESCUE PLAN ACT

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

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

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

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

WHEREAS, $1,468,097.58 has been allocated to the City of Brainerd ("City") pursuant to the ARPA.

WHEREAS, The Coronavirus State and Local Fiscal Recovery Funds ensures that governments have the resources needed to fight the pandemic and support families and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue, and build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

WHEREAS, In May 2021, the US Department of Treasury ("Treasury") published the Interim Final Rule describing eligible and ineligible uses of funds as well as other program provisions, sought feedback from the public on these program rules, and began to distribute funds.

WHEREAS, on January 6, 2022, Treasury issued the final rule. The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process.

WHEREAS, the final rule offers a standard allowance for revenue loss of up to $10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation.

WHEREAS, recipients that select the standard allowance may use that amount, in many cases their full award, for government services, with streamlined reporting requirements.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRAINERD, MINNESOTA, THE CITY ELECTS THE STANDARD ALLOWANCE AVAILABLE UNDER THE REVENUE LOSS PROVISION OF THE AMERICAN RESCUE PLAN ACE IN THE AMOUNT OF $1,468,097.58 TO BE USED FOR THE GENERAL PROVISION OF GOVERNMENT SERVICES.

Adopted this ___ day of April 2022

_____
KELLY BEVANS
President of the Council

Approved this ___ day of April 2022

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Brainerd City Council
Agenda Request

Requested Meeting Date: Ongoing

Title of Item: Update on Request for Funds to be Returned from LAMC

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

Summary of Issue:

At the August 16, 2021 the Council made a motion to formally request refund of unspent funds contributed to Lakes Media Collaborative be returned to the City. The attached letter was sent to Lakes Area Media Collaborative in September. Staff has not received a response to the letter or received the unspent funds.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

No action needed, this is an update.

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

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

RRM
Ratwik, Roszak & Maloney, P.A.

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,

Joseph J. Langel

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

RRM: 421157

Brainerd City Council
Agenda Request

Requested Meeting Date: April 18, 2022

Title of Item: Ord 1529-Amending Section 1200 - Intoxicating Liquor

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

Summary of Issue:

At the April 4, 2022 council meeting staff was directed to draft an ordinance to allow more than one Class 2 and Class 3 liquor licenses to be issues to a person. State Statute limits the number of off-sale liquor licenses to one but not the number of on-sale licenses. If Council adopts the proposed language changes, the City would be more restrictive that State Statute by limiting the number of Class 1 or bar licenses to one per person.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Motion to conduct the 1st reading of Proposed Ordinance No. 1529, an ordinance amending Section 1200 of the Brainerd City Code pertaining to intoxicating liquor and dispense with the actual reading of the ordinance.

* Note: a vote to dispense with teh actual reading of the ordinance must be unanimous

Financial Impact:

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

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

Is this budgeted? ☐ Yes ☐ No

Please Explain:

O R D I N A N C E
NO. 1529

AN ORDINANCE AMENDING SECTION 1200 OF THE BRAINERD CITY CODE PERTAINING TO INTOXICATING LIQUOR

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Section 1200.03 – License Required shall be amended to read:

Subd. 2. - On-Sale Licenses. On-sale licenses shall be issued only to hotels, clubs, bowling centers, restaurants, and exclusive liquor stores and permit on-sale of liquor only.

a) In order to hold an on-sale license, a restaurant must meet the requirements of Minnesota Statutes section 340A.101, subdivision 25, have facilities for serving not less than 30 guests at one time, and maintain a Category 3 food establishment license as defined in Minnesota Statutes section 157.16, subdivision 3.

b) Recipients of on-sale licenses are divided into three classes:
   i. Class 1: bars, pubs and taverns.
   ii. Class 2: restaurants.
   iii. Class 3: other (e.g., clubs, bowling centers, and hotels).

c) The number of Class 1 on-sale licenses (for bars, pubs and taverns) that may be issued by the City cannot exceed 12. No more than one Class 1 on-sale intoxicating liquor license shall be directly or indirectly issued to any one person.

d) All applicants for an on-sale license shall submit plans and specifications of their proposed building for Council approval.

SECTION TWO: That Section 1200.11 – Person Ineligible for License shall be amended to read:

1200.11 Person Ineligible for License. No license shall be granted to any person made ineligible for such license by State law. No more than ~~one on-sale and~~ one off-sale intoxicating liquor license shall be directly or indirectly issued within the City to any one person.

SECTION THREE: All other provisions of Section 1200 shall remain in full force and effect.

SECTION FOUR: This ordinance shall take effect and be in force one week from and after its publication.

Adopted this ___ day of _____, 2022

KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2022

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Published: