

CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, July 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: 2485 055 6223

Attend by phone **Safety and Public Works Committee 7:00 PM**: 1-844-992-4726 Meeting
Access Code: 2485 832 9909

Attend by phone: **Personnel and Finance Committee 7:15 PM**: 1-844-992-4726 Meeting
Access Code: 2487 697 3161

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

1. Call To Order

2. Roll Call

____ M. O'Day ____ K. Stunek ____ G. Johnson ____ D. Pritschet
____ T. Stenglein ____ T. Erickson ____ 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 And Transfers Of Funds

Transfer From	Transfer To	Amount
Public Safety (225)	Fire Capital (404)	\$120,600

Documents:

JUNE 2022 PREPAID INVOICE REGISTER.pdf
071822 COUNCIL AP INV REGISTER.pdf

B. Approval Of Minutes

Documents:

2022-07-05 CC Draft.pdf

C. Approval Of Licenses

Contractor Licenses-

Documents:

20220718 Contractor Licenses.pdf

D. Department Activity Reports

Police Chief

Finance Director

Community Development Director

IT/GIS Director

Documents:

PD REPORT.pdf

CDD Report - July 2022.pdf

Council Dept Report IT 2022-06 20220718 (2).pdf

**E. Minnesota Lawful Gambling Application For Exempt Permit-
Submitted By Brainerd Fire Relief Association For An Event To Be
Held At Brainerd Fire Station 23 Laurel St On December 5th, 2022**

**F. Minnesota Lawful Gambling Application For Exempt Permit-
Submitted By Brainerd Jaycees For An Event To Be Held At
Brainerd High School 702 S 5th St On August 6th, 2022**

**G. Minnesota Lawful Gambling Application For Exempt Permit-
Submitted By Minnesota Deer Hunters Association Brainerd
Chapter For An Event To Be Held At The Crow Wing County
Curling Club 2000 SE 13th St On September 9, 2022**

6. Community Member Of The Month

Monty Jensen

Documents:

Community Member of the Month.pdf

7. Presentation

Documents:

2021 Audit.pdf

8. Council Committee Reports

A. Safety And Public Works Committee 7:00 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2485 832 9909

Documents:

7-18 SPW Agenda.pdf

1. Request To Apply For Clean Water Funds FY 2023 For Gully Remediation Project

Documents:

SPW - Clean Water Fund Grant Application.pdf

2. Direction On Active Code Enforcement Cases

Documents:

SPW - 07-18-2022 Direction on Active Code Enforcement Cases.pdf

B. Personnel And Finance Committee 7:15 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2487 697 3161

Documents:

7-18 PF Agenda.pdf

1. Accept Retirement Of Street Maintenance III/ Sewer Lead Gary Thompson

Documents:

PF - Accept Retirement of Streets and Sewer Lead_Maintenance III Gary Thompson.pdf

2. Approve Brainerd Public Utilities Contribution Rate Policy

Documents:

PF - BPU Contribution.pdf

3. Discussion Of Meals For Election Judges

Documents:

PF - Meals Elections.pdf

4. Update On Request For Funds To Be Returned From Lakes Area

Media Collaborative

Documents:

Update on LAMC.pdf

9. **Unfinished Business**

A. **Interview Candidates And Appoint A Council Member For Ward 1**

Documents:

MA - Ward 1 Appointment Agenda Item.pdf

B. **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 – 2 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

10. **Public Forum**

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

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. Mayor's Report
13. Council Member Reports
14. Adjourn

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"*

07/07/2022 10:31 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/01/2022 - 06/30/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 1/3

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
X05032022/FD 71790	AT&T MOBILITY ACCT 287312856222 FIRE DEPT IPAD SER\pziemer 225-2220-43321	05/01/2022	06/03/2022	305.84 305.84	0.00	Paid	Y 06/03/2022
X06032022/PD 71809	AT&T MOBILITY ACCT 287287520356 PHONES- COMPUTER S\pziemer 225-2120-43309 225-2120-43321	05/25/2022	06/08/2022	1,958.29 726.37 1,231.92	0.00	Paid	Y 06/08/2022
X06032022/FD 71810	AT&T MOBILITY ACCT 287312856222 FD IPAD SERVICE pziemer 225-2220-43321	05/25/2022	06/08/2022	305.84 305.84	0.00	Paid	Y 06/08/2022
X06032022/ADMIN 71811	AT&T MOBILITY ACCT 287292136423 ADMIN DEPT PHONES pziemer 101-1400-43321	05/25/2022	06/08/2022	99.18 99.18	0.00	Paid	Y 06/08/2022
X06032022/COM DEV 71812	AT&T MOBILITY ACCT 287292136423 COM DEV PHONES pziemer 101-2400-43321	05/25/2022	06/08/2022	99.18 99.18	0.00	Paid	Y 06/08/2022
X06032022/ENG 71813	AT&T MOBILITY ACCT 287292136423 ENG PHONES/INTERNE\pziemer 101-1700-43321	05/25/2022	06/08/2022	274.82 274.82	0.00	Paid	Y 06/08/2022
X06032022/IT DEPT 71814	AT&T MOBILITY AT&T IT DEPT ACCT 287292136423 pziemer 101-1800-43321 101-1800-42210	05/25/2022	06/08/2022	532.64 137.41 395.23	0.00	Paid	Y 06/08/2022
X06032022/PARKS 71815	AT&T MOBILITY ACCT 287292136423 PARKS PHONES/CAMER\pziemer 230-5200-43321	05/25/2022	06/08/2022	121.01 121.01	0.00	Paid	Y 06/08/2022
X06032022/STREETS 71816	AT&T MOBILITY ACCT 287292136423 STREET DEPT PHONES pziemer 235-3100-43321 237-3190-43321	05/25/2022	06/08/2022	137.41 99.18 38.23	0.00	Paid	Y 06/08/2022
X06032022/TRANSIT 71817	AT&T MOBILITY ACCT 287292136423 TRANSIT PHONE pziemer 203-9000-43321	05/25/2022	06/08/2022	49.59 49.59	0.00	Paid	Y 06/08/2022

07/07/2022 10:31 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 2/3

EXP CHECK RUN DATES 06/01/2022 - 06/30/2022

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
X06032022/AIRPORT							
71818	AT&T MOBILITY	05/25/2022	06/08/2022	249.73	0.00	Paid	Y
	ACCT 287291178494 AIRPORT PHONES	pziemer					06/08/2022
	260-9020-43321	TELEPHONE		249.73			
2022 FIREWORKS							
72203	COMMUNITY ACTION	06/29/2022	06/29/2022	8,000.00	0.00	Paid	Y
	2022 FIREWORKS DONATION	pziemer					06/29/2022
	101-9200-43438	MISC SPECIAL PROJECTS		8,000.00			
800007080/5-2-22							
72072	ESSENTIA HEALTH	06/01/2022	06/24/2022	66.00	0.00	Paid	Y
	1 HEP B VACCINE	pziemer					06/24/2022
	235-3100-43430	MISCELLANEOUS		66.00			
800007080/6-6-22							
72073	ESSENTIA HEALTH	06/06/2022	06/24/2022	113.00	0.00	Paid	Y
	CITY DOT TESTINGS	pziemer					06/24/2022
	225-2220-43300	PROFESSIONAL SERVICES		13.00			
	230-5200-43430	MISCELLANEOUS		25.00			
	235-3100-43430	MISCELLANEOUS		25.00			
	260-9020-43324	SAFETY TRAINING/PHYSICALS		50.00			
6/20/22							
72008	MN BUREAU OF CRIM APPREHENSION	06/20/2022	06/20/2022	33.25	0.00	Paid	Y
	BACKGROUND CHECKS - POC FF	pziemer					06/20/2022
	225-2220-43300	PROFESSIONAL SERVICES		33.25			
# of Invoices: 15 # Due: 0 Totals:				12,345.78	0.00		
# of Credit Memos: 0 # Due: 0 Totals:				0.00	0.00		
Net of Invoices and Credit Memos:				12,345.78	0.00		

--- TOTALS BY GL DISTRIBUTION ---

101-1400-43321	TELEPHONE	99.18
101-1700-43321	TELEPHONE	274.82
101-1800-42210	OPERATING SUPPLIES - IPAD	395.23
101-1800-43321	TELEPHONE	137.41
101-2400-43321	TELEPHONE	99.18
101-9200-43438	MISC SPECIAL PROJECTS	8,000.00
203-9000-43321	TELEPHONE	49.59
225-2120-43309	COMPUTER TECHNICAL SUPPORT	726.37
225-2120-43321	TELEPHONE	1,231.92
225-2220-43300	PROFESSIONAL SERVICES	46.25
225-2220-43321	TELEPHONE	611.68
230-5200-43321	TELEPHONE	121.01
230-5200-43430	MISCELLANEOUS	25.00
235-3100-43321	TELEPHONE	99.18
235-3100-43430	MISCELLANEOUS	91.00
237-3190-43321	TELEPHONE	38.23
260-9020-43321	TELEPHONE	249.73
260-9020-43324	SAFETY TRAINING/PHYSICALS	50.00

07/07/2022 10:31 AM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/01/2022 - 06/30/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 3/3

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			9,005.82	0.00		
	203 - TRANSIT FUND			49.59	0.00		
	225 - PUBLIC SAFETY FUND			2,616.22	0.00		
	230 - PARK & RECREATION FUND			146.01	0.00		
	235 - STREET & SEWER FUND			190.18	0.00		
	237 - SANITARY SEWER FUND			38.23	0.00		
	260 - AIRPORT FUND			299.73	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	1400 - ADMINISTRATION			99.18	0.00		
	1700 - ENGINEERING			274.82	0.00		
	1800 - IT/GIS			532.64	0.00		
	2120 - POLICE DEPARTMENT			1,958.29	0.00		
	2220 - FIRE DEPARTMENT			657.93	0.00		
	2400 - COMMUNITY DEVL/INSPECTION			99.18	0.00		
	3100 - S & S MAINTENANCE			190.18	0.00		
	3190 - SANITARY SEWER EXPENSE			38.23	0.00		
	5200 - PARK MAIN/ADMINISTRATION			146.01	0.00		
	9000 - TRANSIT FUND			49.59	0.00		
	9020 - AIRPORT M & O			299.73	0.00		
	9200 - CITY-WIDE			8,000.00	0.00		

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 1/22

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

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
307280 72291	ACE HARDWARE 2 INCH PVC CAP FOR HOT WATER JETTER 238-3160-42220	06/30/2022 pziemer REPAIR & MAINT	07/20/2022	5.39 5.39	5.39	Open	N 07/20/2022
307308 72309	ACE HARDWARE SAFETY SUPPLIES 225-2120-42209	07/01/2022 pziemer SAFETY EQUIPMENT SUPPLIES	07/20/2022	7.98 7.98	7.98	Open	N 07/20/2022
307356 72328	ACE HARDWARE SQUAD WIPER FLUID 225-2120-42221	07/05/2022 pziemer SQUAD CAR REPAIR SUPPLIES	07/20/2022	26.94 26.94	26.94	Open	N 07/20/2022
307365 72329	ACE HARDWARE FASTENERS/SCREWDRIVERS 225-2120-42240	07/06/2022 pziemer SMALL TOOLS	07/20/2022	4.71 4.71	4.71	Open	N 07/20/2022
307367 72330	ACE HARDWARE RETURN SCREWDRIVER/FASTENERS 225-2120-42240	07/06/2022 pziemer SMALL TOOLS	07/20/2022	(4.71) (4.71)	(4.71)	Open	N 07/20/2022
307208 72374	ACE HARDWARE FASTENERS, END BOLTS 230-5200-42220	06/30/2022 pziemer REPAIR & MAINT	07/20/2022	14.37 14.37	14.37	Open	N 07/20/2022
307381 72375	ACE HARDWARE CABLE TIES 230-5200-42220	07/06/2022 pziemer REPAIR & MAINT	07/20/2022	8.99 8.99	8.99	Open	N 07/20/2022
307422 72376	ACE HARDWARE FASTENERS 230-5200-42220	07/07/2022 pziemer REPAIR & MAINT	07/20/2022	1.23 1.23	1.23	Open	N 07/20/2022
307364 72377	ACE HARDWARE RETURNED FASTENERS - CREDIT 230-5200-42220	07/06/2022 pziemer REPAIR & MAINT	07/20/2022	(2.10) (2.10)	(2.10)	Open	N 07/20/2022
307476 72381	ACE HARDWARE INSECT REPELLANT 238-3160-42220	07/11/2022 pziemer REPAIR & MAINT	07/20/2022	19.98 19.98	19.98	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 2/22

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

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
307507 72410	ACE HARDWARE 9V BATTERIES 235-3100-42220	07/12/2022 pziemer REPAIR & MAINT	07/20/2022	10.69 10.69	10.69	Open	N 07/20/2022
307429 72457	ACE HARDWARE NYLON ROPE, SNAP ENDBOLTS, FASTENERS, 101-1940-42220	07/08/2022 pziemer REPAIR & MAINT	07/20/2022	56.60 56.60	56.60	Open	N 07/20/2022
307509 72458	ACE HARDWARE SPRAY PAINT, REPLACEMENT TRIM HEAD 230-5200-42220	07/12/2022 pziemer REPAIR & MAINT	07/20/2022	25.38 25.38	25.38	Open	N 07/20/2022
6574218688792 72282	ADVANCE AUTO PARTS COMPRESSOR FUEL AND AIR FILTER 235-3100-42220	07/05/2022 pziemer REPAIR & MAINT	07/20/2022	37.27 37.27	37.27	Open	N 07/20/2022
6574218688786 72283	ADVANCE AUTO PARTS COMPRESSOR 137 OIL FILTER 235-3100-42220	07/05/2022 pziemer REPAIR & MAINT	07/20/2022	10.85 10.85	10.85	Open	N 07/20/2022
6574218788826 72315	ADVANCE AUTO PARTS PICK UP 101 ALTERNATOR & OIL FILTER 235-3100-42220	07/06/2022 pziemer REPAIR & MAINT	07/20/2022	240.42 240.42	240.42	Open	N 07/20/2022
6574218788852 72325	ADVANCE AUTO PARTS NEEDLE PLIERS 235-3100-42240	07/06/2022 pziemer SMALL TOOLS	07/20/2022	21.15 21.15	21.15	Open	N 07/20/2022
6574218788857 72326	ADVANCE AUTO PARTS PICK-UP 101 ALTERNATOR CORE CREDIT 235-3100-42220	07/06/2022 pziemer REPAIR & MAINT	07/20/2022	(12.00) (12.00)	(12.00)	Open	N 07/20/2022
08629174 72285	AMERICAN WELDING-GAS INC WELDING GAS CYLINDER RENTAL 235-3100-42220	06/30/2022 pziemer REPAIR & MAINT	07/20/2022	78.72 78.72	78.72	Open	N 07/20/2022
2530023329 72305	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	06/30/2022 pziemer MISCELLANEOUS	07/20/2022	82.70 82.70	82.70	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 3/22

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

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
2530025904 72357	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	07/07/2022 pziemer	07/20/2022	113.45 113.45	113.45	Open	N 07/20/2022
22.08821 72324	ASL INTERPRETING SERVICES INC INTERPRETING SERVICES 225-2120-43300	07/01/2022 pziemer	07/20/2022	20.00 20.00	20.00	Open	N 07/20/2022
07032022/AIRPORT 72465	AT&T MOBILITY ACCT 287291178494 AIRPORT CELL PHONE 260-9020-43321	06/25/2022 pziemer	07/20/2022	249.73 249.73	249.73	Open	N 07/20/2022
EQUIPINV_038744 72402	BAYCOM INC SQD 402, 406, 404, 429 - NEW SQUAD B 400-9050-45530	07/11/2022 pziemer	07/20/2022	13,515.00 13,515.00	13,515.00	Open	N 07/20/2022
605351 72406	BECKER ARENA PRODUCTS MMP -SMALL HOCKEY RINK DASHER SYSTEM 400-9050-45510	07/11/2022 pziemer	07/20/2022	35,646.30 35,646.30	35,646.30	Open	N 07/20/2022
14437 72466	BLAKEMAN PUMPING SERVICE JUNE 22 TOILET RENTAL 260-9020-42220	06/30/2022 pziemer	07/20/2022	115.00 115.00	115.00	Open	N 07/20/2022
62022 72434	BLUE SKY TRANSIT JUNE 2022 THIRD PARTY SERVICES 203-9000-42212 203-9000-43401 203-9000-43440	06/30/2022 pziemer	07/20/2022	107,221.60 6,638.16 9,714.38 90,869.06	107,221.60	Open	N 07/20/2022
JAN 22 EDA 72419	BRAINERD LAKES AREA DEV C JAN 22 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	07/01/2022 pziemer	07/20/2022	2,916.67 2,916.67	2,916.67	Open	N 07/20/2022
FEB 22 EDA 72420	BRAINERD LAKES AREA DEV C FEB 22 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	07/01/2022 pziemer	07/20/2022	2,916.67 2,916.67	2,916.67	Open	N 07/20/2022
MARCH 2022 72421	BRAINERD LAKES AREA DEV C MAR 22 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	07/01/2022 pziemer	07/20/2022	2,916.67 2,916.67	2,916.67	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 4/22

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

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
APRIL 2022							
72422	BRAINERD LAKES AREA DEV C	07/01/2022	07/20/2022	2,916.67	2,916.67	Open	N
	APR 22 ECONOMIC DEVELOPMENT CONSULTING	pziemer					07/20/2022
	295-6510-43300	PROFESSIONAL SERVICES		2,916.67			
MAY 2022							
72423	BRAINERD LAKES AREA DEV C	07/01/2022	07/20/2022	2,916.67	2,916.67	Open	N
	MAY 22 ECONOMIC DEVELOPMENT CONSULTING	pziemer					07/20/2022
	295-6510-43300	PROFESSIONAL SERVICES		2,916.67			
JUNE 2022							
72424	BRAINERD LAKES AREA DEV C	07/01/2022	07/20/2022	2,916.67	2,916.67	Open	N
	JUN 22 ECONOMIC DEVELOPMENT CONSULTING	pziemer					07/20/2022
	295-6510-43300	PROFESSIONAL SERVICES		2,916.67			
7/12/22							
72455	BRAINERD PUBLIC UTILITIES	07/12/2022	07/20/2022	116,552.06	116,552.06	Open	N
	REMIT LOCAL SALES TAX THRU 7/12/22	pziemer					07/20/2022
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		116,552.06			
22 WC ADJ							
72459	BRAINERD PUBLIC UTILITIES	07/13/2022	07/20/2022	565.00	565.00	Open	N
	WC AUDIT ADJUSTMENT 2022 - BPU SHARE	pziemer					07/20/2022
	101-0000-20850	DUE TO COMPONENT UNIT		565.00			
11800							
72306	BRAINERD ROTARY	07/01/2022	07/20/2022	160.00	160.00	Open	N
	3RD QTR 2022 DUES - J. BERGMAN	pziemer					07/20/2022
	101-1400-43433	DUES & SUBSCRIPTIONS		160.00			
B300187							
72286	BRAUN INTERTEC CORP	07/05/2022	07/20/2022	1,557.50	1,557.50	Open	N
	IMP 19-02 MATERIALS TESTING	pziemer					07/20/2022
	401-1902-43300	PROFESSIONAL SERVICES		1,557.50			
B296715							
72394	BRAUN INTERTEC CORP	06/03/2022	07/20/2022	6,852.50	6,852.50	Open	N
	CLST - NP CENTER THRU 5/27/22	pziemer					07/20/2022
	401-1902-43300	PROFESSIONAL SERVICES		6,852.50			
1477952							
72290	C & L DISTRIBUTING	06/30/2022	07/20/2022	26.00	26.00	Open	N
	CONCESSION SIGNAGE	pziemer					07/20/2022
	230-5204-42210	OPERATING SUPPLIES		26.00			
Z708317							
72322	CDW GOVERNMENT, INC	06/16/2022	07/20/2022	29.92	29.92	Open	N
	TREND MICRO - 1 USER	pziemer					07/20/2022
	101-1800-43309	COMPUTER SUPPORT		29.92			

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 5/22

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

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
Z691317 72323	CDW GOVERNMENT, INC APC UPS REPLACEMENT BATT CARTRIDGE 101-1800-42220	06/16/2022 pziemer	07/20/2022	254.10 254.10	254.10	Open	N 07/20/2022
0008065070822 72460	CHARTER COMMUNICATIONS 7/8/22-8/7/22 POLICE DEPT TV 225-2120-43380	07/08/2022 pziemer	07/20/2022	46.80 46.80	46.80	Open	N 07/20/2022
0055470070822 72461	CHARTER COMMUNICATIONS 7/8/22-8/7/22 FIRE DEPT 225-2220-43380	07/08/2022 pziemer	07/20/2022	7.90 7.90	7.90	Open	N 07/20/2022
200638 72353	CLAREY'S SAFETY EQUIPMENT CAL GAS 225-2220-42210	06/30/2022 pziemer	07/20/2022	196.50 196.50	196.50	Open	N 07/20/2022
3332943 72316	CLIFTONLARSONALLEN LLP PROGRESS BILLING #3 -2021 AUDIT 101-9200-43300	06/29/2022 pziemer	07/20/2022	20,107.50 20,107.50	20,107.50	Open	N 07/20/2022
6517 72397	COILS FLAGS - FLAGPOLES DOWNTOWN FLAG POLE REPAIRS - FRONT ST 101-1940-42220	06/20/2022 pziemer	07/20/2022	394.95 394.95	394.95	Open	N 07/20/2022
JUL 2022 72302	COMMUNITY ACTION JULY 2022 LEVY PAYMENT 101-9200-43460	07/05/2022 pziemer	07/20/2022	7,666.42 7,666.42	7,666.42	Open	N 07/20/2022
21077843 72438	CONSOLIDATED TELEPHONE CO 7/12/22-8/11/22 230-5280-43321	07/13/2022 pziemer	07/20/2022	208.15 208.15	208.15	Open	N 07/20/2022
21069614/IT 72439	CONSOLIDATED TELEPHONE CO 7/12/22-8/11/22 PHONE/INTERNET 101-1800-43321	07/12/2022 pziemer	07/20/2022	1,111.60 1,111.60	1,111.60	Open	N 07/20/2022
21069614/ADM 72440	CONSOLIDATED TELEPHONE CO 7/12/22-8/11/22 ADM INTERNET/PHONE 101-1400-43321	07/12/2022 pziemer	07/20/2022	8.24 8.24	8.24	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 6/22

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
21069614/COMDEV							
72441	CONSOLIDATED TELEPHONE CO	07/12/2022	07/20/2022	62.43	62.43	Open	N
	7/12/22-8/11/22 CITY PHONE/INTERNET	pziemer					07/20/2022
	101-2400-43321	TELEPHONE		8.33			
	101-1940-43321	TELEPHONE		54.10			
21069614/TRANSIT							
72442	CONSOLIDATED TELEPHONE CO	07/12/2022	07/20/2022	8.53	8.53	Open	N
	7/12/22-8/11/22 TRANSIT PHONE/INTERNET	pziemer					07/20/2022
	203-9000-43321	TELEPHONE		8.53			
21069614/PD							
72443	CONSOLIDATED TELEPHONE CO	07/12/2022	07/20/2022	132.02	132.02	Open	N
	7/12/22-8/11/22 PD PHONE/INTERNET	pziemer					07/20/2022
	225-2120-43321	TELEPHONE		113.27			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		18.75			
21069614/FD							
72444	CONSOLIDATED TELEPHONE CO	07/12/2022	07/20/2022	68.75	68.75	Open	N
	7/12/22-8/11/22	pziemer					07/20/2022
	225-2220-43321	TELEPHONE		68.75			
21069614/STRTS							
72445	CONSOLIDATED TELEPHONE CO	07/12/2022	07/20/2022	49.81	49.81	Open	N
	7/12/22-8/11/22 STRTS PHONE/INTERNET	pziemer					07/20/2022
	235-3100-43321	TELEPHONE		49.81			
21069614/PARKS							
72446	CONSOLIDATED TELEPHONE CO	07/12/2022	07/20/2022	49.55	49.55	Open	N
	7/12/22-8/11/22 PARKS PHONE/INTERNET	pziemer					07/20/2022
	230-5200-43321	TELEPHONE		49.55			
21069333							
72467	CONSOLIDATED TELEPHONE CO	07/12/2022	07/20/2022	646.28	646.28	Open	N
	7/12/22-8/11/22 AIRPORT PHONE/INTERNET	pziemer					07/20/2022
	260-9020-43321	TELEPHONE		646.28			
TRX 127 PD							
72310	CUB FOODS - BRAINERD	06/30/2022	07/20/2022	8.58	8.58	Open	N
	SAFETY SUPPLIES	pziemer					07/20/2022
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		8.58			
TRX 183 -FD							
72354	CUB FOODS - BRAINERD	06/30/2022	07/20/2022	14.99	14.99	Open	N
	STATION 1 FLOWERS	pziemer					07/20/2022
	225-2220-42210	OPERATING SUPPLIES		14.99			
TRX 402 PARKS							
72432	CUB FOODS - BRAINERD	07/12/2022	07/20/2022	9.98	9.98	Open	N
	CAMPGROUND SUPPLIES - ZIPLOC BAGS	pziemer					07/20/2022
	230-5280-42210	OPERATING SUPPLIES		9.98			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
5227 72380	CWC HIGHWAY DEPT JUNE 2022 TRANSIT FUEL 203-9000-42212	07/01/2022 pziemer	07/20/2022	6,258.40 6,258.40	6,258.40	Open	N 07/20/2022
5189/CITY 72320	CWC TREASURER JULY 2022 SHARED SERVICES 101-9200-43300	07/01/2022 pziemer	07/20/2022	7,425.00 7,425.00	7,425.00	Open	N 07/20/2022
5189/LIBRARY 72321	CWC TREASURER JULY 2022 SHARED SERVICES - LIBRARY 211-5500-42220	07/01/2022 pziemer	07/20/2022	625.00 625.00	625.00	Open	N 07/20/2022
5210/CH 72390	CWC TREASURER 2ND QTR 2022 CITY HALL EXPENSES 101-1940-42220	07/06/2022 pziemer	07/20/2022	1,806.33 1,806.33	1,806.33	Open	N 07/20/2022
5210/PD 72391	CWC TREASURER 2ND QTR 2022 POLICE DEPT EXPENSES 225-2220-42220	07/06/2022 pziemer	07/20/2022	1,698.76 1,698.76	1,698.76	Open	N 07/20/2022
5210/FD 72392	CWC TREASURER 2ND QTR 2022 FIRE DEPT EXPENSES 225-2220-42221	07/06/2022 pziemer	07/20/2022	3,683.48 3,683.48	3,683.48	Open	N 07/20/2022
5210/LIB 72393	CWC TREASURER 2ND QTR 2022 LIBRARY EXPENSES 211-5500-42220	07/06/2022 pziemer	07/20/2022	890.48 890.48	890.48	Open	N 07/20/2022
1614551 72355	DAHLHEIMER BEVERAGE CROSSWALK FORM SOAP 235-3170-42210	07/07/2022 pziemer	07/20/2022	26.00 26.00	26.00	Open	N 07/20/2022
1615430 72398	DAHLHEIMER BEVERAGE CUSTODIAL SUPPLIES - GLOVES, PINE SOI 230-5200-42210	07/08/2022 pziemer	07/20/2022	423.70 423.70	423.70	Open	N 07/20/2022
4535 72307	DECHANTAL EXCAVATING LLC EMERGENCY SANITARY SEWER REPAIR 238-3160-42220	07/04/2022 pziemer	07/20/2022	3,148.12 3,148.12	3,148.12	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 8/22

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

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
FEB 2022 72427	DESTINATION DOWNTOWN BRAINERD COALI FEB 22 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	07/01/2022 pziemer	07/20/2022	1,945.83 1,945.83	1,945.83	Open	N 07/20/2022
MAR 2022 72428	DESTINATION DOWNTOWN BRAINERD COALI MAR 22 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	07/01/2022 pziemer	07/20/2022	1,945.83 1,945.83	1,945.83	Open	N 07/20/2022
APR 2022 72429	DESTINATION DOWNTOWN BRAINERD COALI APR 22 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	07/01/2022 pziemer	07/20/2022	1,945.83 1,945.83	1,945.83	Open	N 07/20/2022
MAY 2022 72430	DESTINATION DOWNTOWN BRAINERD COALI MAY 22 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	07/01/2022 pziemer	07/20/2022	1,945.83 1,945.83	1,945.83	Open	N 07/20/2022
JUNE 2022 72431	DESTINATION DOWNTOWN BRAINERD COALI JUN 22 DESTINATION DOWNTOWN BUSINESS 295-6510-43300	07/01/2022 pziemer	07/20/2022	1,945.83 1,945.83	1,945.83	Open	N 07/20/2022
JAN 2022 72433	DESTINATION DOWNTOWN BRAINERD COALI JAN 22 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	07/01/2022 pziemer	07/20/2022	1,945.83 1,945.83	1,945.83	Open	N 07/20/2022
100793611 72464	FLEETPRIDE BINDER CHAIN AND HOOKS - LESS SALES 235-3100-42220	07/12/2022 pziemer	07/20/2022	80.88 80.88	80.88	Open	N 07/20/2022
71550-1 72364	FORUM COMMUNICATIONS COMPANY NOH ORD 1532 & 1533 AMEND CITY CHARTER 101-9200-43350	06/06/2022 pziemer	07/20/2022	20.48 20.48	20.48	Open	N 07/20/2022
70324-1 72365	FORUM COMMUNICATIONS COMPANY NOH ZONING CODE 7 MAP 101-2400-43350	06/03/2022 pziemer	07/20/2022	31.37 31.37	31.37	Open	N 07/20/2022
70295-1 72366	FORUM COMMUNICATIONS COMPANY VARIANCE REQ - BENNET 101-2400-43350	06/03/2022 pziemer	07/20/2022	51.87 51.87	51.87	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 9/22

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

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
70330-1 72367	FORUM COMMUNICATIONS COMPANY VARIANCE REQ - SHAW 101-2400-43350	06/03/2022 pziemer	07/20/2022	51.87 51.87	51.87	Open	N 07/20/2022
72347-1 72368	FORUM COMMUNICATIONS COMPANY ORD 1531 STORMWATER 238-3160-43350	06/09/2022 pziemer	07/20/2022	34.00 34.00	34.00	Open	N 07/20/2022
74992-1 72369	FORUM COMMUNICATIONS COMPANY NOH ORD 1535 ZONING CODE/MAP 101-2400-43350	06/21/2022 pziemer	07/20/2022	33.76 33.76	33.76	Open	N 07/20/2022
MP3161230622 72370	FORUM COMMUNICATIONS COMPANY JUNE 2022 ASSISTANT PLANNER POSTINGS 101-2400-43350	06/30/2022 pziemer	07/20/2022	999.50 999.50	999.50	Open	N 07/20/2022
74996-1 72372	FORUM COMMUNICATIONS COMPANY NOH ORD 1534 GREENSPACE PARKING 101-2400-43350	06/21/2022 pziemer	07/20/2022	28.92 28.92	28.92	Open	N 07/20/2022
70645-1 72401	FORUM COMMUNICATIONS COMPANY EDA SPECIAL MEETING NOTICE - DEED 295-6510-43350	06/05/2022 pziemer	07/20/2022	15.64 15.64	15.64	Open	N 07/20/2022
021516596 72331	GALLS LLC 708 UNIFORM BOOTS 225-2120-41113	06/28/2022 pziemer	07/20/2022	132.49 132.49	132.49	Open	N 07/20/2022
65963 72389	GLS PROMOTIONS NAMEPLATE FOR CHAMBERS - KRAMVIK 101-9200-43430	07/11/2022 pziemer	07/20/2022	57.00 57.00	57.00	Open	N 07/20/2022
150011247-1 72317	GRANITE ELECTRONICS RADIO - TRANSIT BUS 203-9000-42210	06/28/2022 pziemer	07/20/2022	539.00 539.00	539.00	Open	N 07/20/2022
150011697-1 72382	GRANITE ELECTRONICS QTY 2 MINITOR SINGLE FREQ NON-UL 404-9055-43430	06/30/2022 pziemer	07/20/2022	936.00 936.00	936.00	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 10/22

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

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
150011616-1 72383	GRANITE ELECTRONICS QTY 4 UNICATION G5 DUAL BAND 700-800/pziemer 404-9055-43430 MISCELLANEOUS	06/30/2022 pziemer	07/20/2022	3,504.00 3,504.00	3,504.00	Open	N 07/20/2022
587 72091	GREENDAY ROLLOFF SERVICE COMMUNITY CLEANUP 101-9200-43438 MISC SPECIAL PROJECTS	06/01/2022 pziemer	07/20/2022	8,774.90 8,774.90	8,774.90	Open	N 07/20/2022
JUNE 2022 72362	HEARTLAND ANIMAL RESCUE JUN 22 ANIMAL BOARDING SERVICES 225-2700-43430 MISCELLANEOUS 225-2700-43300 PROFESSIONAL SERVICES	07/01/2022 pziemer	07/20/2022	2,885.00 1,073.00 1,812.00	2,885.00	Open	N 07/20/2022
3033354 72311	HEARTLAND TIRE INC. SQD 429 TIRE REPAIR 225-2120-42221 SQUAD CAR REPAIR SUPPLIES	07/01/2022 pziemer	07/20/2022	80.41 80.41	80.41	Open	N 07/20/2022
3033402 72332	HEARTLAND TIRE INC. SQD 443 - FOUR TIRES 225-2120-42221 SQUAD CAR REPAIR SUPPLIES	07/06/2022 pziemer	07/20/2022	648.60 648.60	648.60	Open	N 07/20/2022
7/7/22 72371	HIDALGO, ERIK EMT TRAINING UNIFORM PANTS - REIMB 225-2220-41113 UNIFORM ALLOWANCE	07/07/2022 pziemer	07/20/2022	82.00 82.00	82.00	Open	N 07/20/2022
7/11/22 72404	HOULE, BRADY INVESTIGATOR UNIFORM REIMBURSEMENT 225-2120-41113 UNIFORM ALLOWANCE	07/11/2022 pziemer	07/20/2022	489.10 489.10	489.10	Open	N 07/20/2022
IN3855971 72384	INNOVATIVE OFFICE SOLUTIONS LLC LABELS/PAPER 225-2220-42200 OFFICE SUPPLIES	07/11/2022 pziemer	07/20/2022	74.43 74.43	74.43	Open	N 07/20/2022
3629 72463	KELLY'S SERVICE SQD 431 - REPAIR CHARGING WIRE 225-2120-42221 SQUAD CAR REPAIR SUPPLIES	07/13/2022 pziemer	07/20/2022	55.00 55.00	55.00	Open	N 07/20/2022
168454 72447	KENNEDY & GRAVEN BR345-00135 -INDUSTRIAL LOTS 295-0000-20600 DEPOSITS PAYABLE	06/27/2022 pziemer	07/20/2022	88.00 88.00	88.00	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 11/22

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

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
949704 72293	KNIFE RIVER CLASS 5 2022 235-3100-42220	06/27/2022 pziemer REPAIR & MAINT	07/20/2022	6,379.70 6,379.70	6,379.70	Open	N 07/20/2022
19-02 PAY REQ 3 72412	KNIFE RIVER CUYUNA LAKES TRAIL - NP SEG. PAY REQ 401-1902-45530	07/11/2022 pziemer PYMTS TO CONTRACTORS	07/20/2022	80,410.03 80,410.03	80,410.03	Open	N 07/20/2022
JULY 2022 72304	LAKES AREA SENIOR CENTER REMIT JULY 22 LEVY PAYMENT 101-9200-43461	07/05/2022 pziemer REMIT SENIOR CITIZEN LEVY	07/20/2022	7,666.42 7,666.42	7,666.42	Open	N 07/20/2022
00210640 72387	LAKES PRINTING BUSINESS CARDS - J. KRAMVIK 101-2400-43350	06/27/2022 pziemer PRINTING/LEGAL PUBLICATION	07/20/2022	108.80 108.80	108.80	Open	N 07/20/2022
00210496 72388	LAKES PRINTING QTY 2000 - OFFICIAL SCORE CARD 230-5215-42210	06/14/2022 pziemer OPERATING SUPPLIES	07/20/2022	221.70 221.70	221.70	Open	N 07/20/2022
10002612/YE ADJ 72287*	LEAGUE MN CITIES INS TRUS WORK COMP PREMIUM ADJUSTMENT 101-0000-20850 280-0000-11500 225-2225-41150 225-2120-41150	07/06/2022 pziemer DUE TO COMPONENT UNIT ACCOUNTS RECEIVABLE WORKERS COMP WORKERS COMP	07/20/2022	3,245.00 (565.00) (11,201.00) 3,990.00 11,021.00	3,245.00	Open	N 07/20/2022
00041318 72352	LINDSTAM, STEVEN & SUSAN TRUST AGR BD Payment Refund 101-2400-32220	07/08/2022 pziemer ZONING & SUBDIVISION FEES	07/20/2022	250.00 250.00	250.00	Open	N 07/20/2022
77383 72363	MENARDS - BAXTER GUTTER - SHOP 230-5200-42220	06/27/2022 pziemer REPAIR & MAINT	07/20/2022	28.04 28.04	28.04	Open	N 07/20/2022
9239489 72405	MIDWEST MACHINERY CO CHAINSAW FUEL HOSE 235-3100-42220	07/12/2022 pziemer REPAIR & MAINT	07/20/2022	6.86 6.86	6.86	Open	N 07/20/2022
2ND QTR 22 72456	MINNESOTA UI FUND UNEMPLOYMENT BENEFITS REIMBURSEMENT 230-5200-41140	07/13/2022 pziemer UNEMPLOYMENT	07/20/2022	261.46 165.66	261.46	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 12/22

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	230-5200-41140	UNEMPLOYMENT		95.80			
2022258 72462	MINNESOTA/WISCONSIN PLAYGROUND TWO MEMORIAL BENCHES 230-5200-42220	07/13/2022 pziemer REPAIR & MAINT	07/20/2022	2,167.31 2,167.31	2,167.31	Open	N 07/20/2022
00000706849 72337	MN BUREAU OF CRIM APPREHENSION CJDN CONNECT - 2ND QTR 2022 225-2120-43321	06/30/2022 pziemer TELEPHONE	07/20/2022	390.00 390.00	390.00	Open	N 07/20/2022
2ND QTR 2022 72284	MN DEPT LABOR & INDUSTRY JUNE0350152022 - SURCHARGE REMIT 101-0000-21800	07/01/2022 pziemer SURCHARGE PAYABLE TO STATE	07/20/2022	5,645.44 5,645.44	5,645.44	Open	N 07/20/2022
5402606277 72292	MORTON SALT INC ROAD SALT 235-3125-42220	06/30/2022 pziemer REPAIR & MAINT	07/20/2022	4,093.49 4,093.49	4,093.49	Open	N 07/20/2022
5402606903 72301	MORTON SALT INC ROAD SALT 235-3125-42220	07/01/2022 pziemer REPAIR & MAINT	07/20/2022	8,203.31 8,203.31	8,203.31	Open	N 07/20/2022
5402609290 72356	MORTON SALT INC ROAD SALT 235-3125-42220	07/07/2022 pziemer REPAIR & MAINT	07/20/2022	8,267.02 8,267.02	8,267.02	Open	N 07/20/2022
29255 72333	MOTORS-N-MORE SQD 429 WINDSHEILD WASHER PUMP 225-2120-42221	07/05/2022 pziemer SQUAD CAR REPAIR SUPPLIES	07/20/2022	225.27 225.27	225.27	Open	N 07/20/2022
29257 72334	MOTORS-N-MORE SQD 442 - OIL CHANGE 225-2120-42221	07/06/2022 pziemer SQUAD CAR REPAIR SUPPLIES	07/20/2022	23.00 23.00	23.00	Open	N 07/20/2022
29267 72408	MOTORS-N-MORE SQD 430 - OIL CHANGE & CHECK FRONT EN 225-2120-42221	07/12/2022 pziemer SQUAD CAR REPAIR SUPPLIES	07/20/2022	74.45 74.45	74.45	Open	N 07/20/2022
29268 72409	MOTORS-N-MORE SQD 428 BRAKES 225-2120-42221	07/12/2022 pziemer SQUAD CAR REPAIR SUPPLIES	07/20/2022	1,128.33 1,128.33	1,128.33	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 13/22

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

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
1353083-00 72385	MTI DISTRIBUTING CO TORO MOWER PARTS-ROLLERS, TUBES, BOLTPziemer 230-5200-42220 REPAIR & MAINT	07/06/2022 pziemer	07/20/2022	151.73 151.73	151.73	Open	N 07/20/2022
1353083-01 72436	MTI DISTRIBUTING CO TORO MOWER PARTS-SCREW 230-5200-42220 REPAIR & MAINT	07/08/2022 pziemer	07/20/2022	28.99 28.99	28.99	Open	N 07/20/2022
2045376 72437	MUSIC GENERAL 7/6/22 BASIC SOUND SYSTEM RENTAL	07/06/2022 pziemer	07/20/2022	250.00	250.00	Open	N 07/20/2022
521794 72308	NAPA AUTO PARTS COMPRESSOR HYDRAULIC FLUID 235-3100-42220 REPAIR & MAINT	07/05/2022 pziemer	07/20/2022	24.01 24.01	24.01	Open	N 07/20/2022
522434 72395	NAPA AUTO PARTS HEAD LAMP 235-3100-42220 REPAIR & MAINT	07/06/2022 pziemer	07/20/2022	39.99 39.99	39.99	Open	N 07/20/2022
JULY 2022 72303	NORTHLAND ARBORETUM REMIT JULY 2022 LEVY PAYMENT 101-9200-43462 REMIT ARBORETUM LEVY	07/05/2022 pziemer	07/20/2022	7,666.42 7,666.42	7,666.42	Open	N 07/20/2022
49807 72386	NORTHLAND FIRE PROTECTION FIRE EXTINGUISHER MAINTENANCE 225-2120-42209 SAFETY EQUIPMENT SUPPLIES	07/07/2022 pziemer	07/20/2022	100.55 100.55	100.55	Open	N 07/20/2022
1114046-0 72358	OFFICE SHOP 2023 REMARKABLE WALL CALENDAR 230-5200-42200 OFFICE SUPPLIES	07/08/2022 pziemer	07/20/2022	24.12 24.12	24.12	Open	N 07/20/2022
1114055-0 72373	OFFICE SHOP SCISSORS FOR CUTTING LANDSCAPE FABRICpziemer 235-3100-42240 SMALL TOOLS	07/08/2022 pziemer	07/20/2022	4.39 4.39	4.39	Open	N 07/20/2022
1114111-0 72411	OFFICE SHOP CERTIFICATE HOLDERS - COUNCIL 101-1940-42200 OFFICE SUPPLIES	07/11/2022 pziemer	07/20/2022	28.90 28.90	28.90	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 14/22

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
1114111-1 72469	OFFICE SHOP CITY HALL DISINFECTANT SPRAY 101-1940-42200	07/14/2022 pziemer	07/20/2022	51.48 51.48	51.48	Open	N 07/20/2022
22857 72403	ONSITE MEDICAL SERVICES INC ANNUAL HEARING TESTS 225-2120-43300	07/07/2022 pziemer	07/20/2022	775.00 775.00	775.00	Open	N 07/20/2022
1647-129758 72312	O'REILLY AUTOMOTIVE STORES INC. SQUAD WIPER FLUID 225-2120-42221	06/30/2022 pziemer	07/20/2022	25.96 25.96	25.96	Open	N 07/20/2022
82189 72327	PIKE PLUMBING AND HEATING ANNUAL BACKFLOW TESTING - DOWNTOWN 401-1003-43300	06/28/2022 pziemer	07/20/2022	110.00 110.00	110.00	Open	N 07/20/2022
#47 72314	SADUSKY RENOVATIONS 6/7-6/30 INSPECTION SERVICES 101-2400-43300	07/04/2022 pziemer	07/20/2022	15,277.85 15,277.85	15,277.85	Open	N 07/20/2022
36895 72335	SHANNON'S AUTO BODY SQD 431 - AUTO BODY REPAIRS 225-2120-42221	07/05/2022 pziemer	07/20/2022	41.52 41.52	41.52	Open	N 07/20/2022
5565-8 72396	SHERWIN WILLIAMS PAINT GUN TIPS 235-3170-42220	07/11/2022 pziemer	07/20/2022	45.52 45.52	45.52	Open	N 07/20/2022
428558 72407	SHORT ELLIOTT HENDRICKSON IMP 20-07 BRD MN I & I SEWER STUDY 401-9030-43300-20:07	07/11/2022 pziemer	07/20/2022	14,591.13 14,591.13	14,591.13	Open	N 07/20/2022
I1576913 72336	STREICHERS PROF EQUIP TRAINING AMMO 225-2120-43330	06/30/2022 pziemer	07/20/2022	1,380.40 1,380.40	1,380.40	Open	N 07/20/2022
I1578088 72470	STREICHERS PROF EQUIP WEAPON LIGHT 225-2120-41113	07/08/2022 pziemer	07/20/2022	344.98 344.98	344.98	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 15/22

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
370107 72399	SULLIVAN CANDY & SUPPLY CONCESSIONS - MMP 230-5204-42210	07/08/2022 pziemer OPERATING SUPPLIES	07/20/2022	137.62 137.62	137.62	Open	N 07/20/2022
JAN 2022 72425	SWANSON HASKAMP CONSULTING ADJUSTMENT & JAN 2022 ECONOMIC CONSULtpziemer 295-6510-43300 295-6510-43300	07/01/2022 pziemer PROFESSIONAL SERVICES PROFESSIONAL SERVICES	07/20/2022	2,659.65 2,658.33 1.32	2,659.65	Open	N 07/20/2022
JUNE 2022 72426	SWANSON HASKAMP CONSULTING JUN 22 ECONOMIC DEVELOPMENT CONSULTItpziemer 295-6510-43300	07/01/2022 pziemer PROFESSIONAL SERVICES	07/20/2022	2,658.33 2,658.33	2,658.33	Open	N 07/20/2022
7/12/22 72400	THOMPSON, GARY SAFETY TOE BOOT REIMBURSEMENT 2022 pziemer 235-3100-43430	07/12/2022 pziemer MISCELLANEOUS	07/20/2022	118.00 118.00	118.00	Open	N 07/20/2022
2207 72435	TIM THOMPSON PLUMBING LLC MMP RETENTION POND SUMP PUMP REPAIR pziemer 230-5200-42220	07/08/2022 pziemer REPAIR & MAINT	07/20/2022	248.00 248.00	248.00	Open	N 07/20/2022
JAN 2022 72413	VISIT BRAINERD JAN 22 ECONOMIC DEVELOPMENT CONSULTItpziemer 295-6510-43300	07/01/2022 pziemer PROFESSIONAL SERVICES	07/20/2022	2,937.50 2,937.50	2,937.50	Open	N 07/20/2022
FEB 22 EDA 72414	VISIT BRAINERD FEB 22 ECONOMIC DEVELOPMENT CONSULTItpziemer 295-6510-43300	07/01/2022 pziemer PROFESSIONAL SERVICES	07/20/2022	2,937.50 2,937.50	2,937.50	Open	N 07/20/2022
MAR 22 EDA 72415	VISIT BRAINERD MAR 22 ECONOMIC DEVELOPMENT CONSULTItpziemer 295-6510-43300	07/01/2022 pziemer PROFESSIONAL SERVICES	07/20/2022	2,937.50 2,937.50	2,937.50	Open	N 07/20/2022
APR 22 EDA 72416	VISIT BRAINERD APR 22 ECONOMIC DEVELOPMENT CONSULTItpziemer 295-6510-43300	07/01/2022 pziemer PROFESSIONAL SERVICES	07/20/2022	2,937.50 2,937.50	2,937.50	Open	N 07/20/2022
MAY 22 EDA 72417	VISIT BRAINERD MAY 22 ECONOMIC DEVELOPMENT CONSULTItpziemer 295-6510-43300	07/01/2022 pziemer PROFESSIONAL SERVICES	07/20/2022	2,937.50 2,937.50	2,937.50	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 16/22

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

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
JUN 22 EDA 72418	VISIT BRAINERD JUN 22 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	07/01/2022 pziemer	07/20/2022	2,937.50 2,937.50	2,937.50	Open	N 07/20/2022
26X66573 72294	WASTE PARTNERS INC JUNE 2022 CITY HALL WASTE REMOVAL 101-1940-43380	06/30/2022 pziemer	07/20/2022	124.35 124.35	124.35	Open	N 07/20/2022
26X66574 72295	WASTE PARTNERS INC JUNE 22 DOWNTOWN WASTE REMOVAL 401-1003-43300	06/30/2022 pziemer	07/20/2022	243.36 243.36	243.36	Open	N 07/20/2022
26X66572 72296	WASTE PARTNERS INC JUNE 2022 FIRE DEPT WASTE REMOVAL 225-2220-43380	06/30/2022 pziemer	07/20/2022	105.30 105.30	105.30	Open	N 07/20/2022
26X66570 72297	WASTE PARTNERS INC JUNE 2022 PARKS WASTE REMOVAL 230-5200-43380	06/30/2022 pziemer	07/20/2022	830.70 830.70	830.70	Open	N 07/20/2022
26X66576 72298	WASTE PARTNERS INC JUNE 2022 WASTE OIL REMOVAL 227-3230-43428	06/30/2022 pziemer	07/20/2022	64.35 64.35	64.35	Open	N 07/20/2022
26X66575 72299	WASTE PARTNERS INC JUNE 2022 POLICE DEPT WASTE REMOVAL 225-2120-43380	06/30/2022 pziemer	07/20/2022	124.45 124.45	124.45	Open	N 07/20/2022
26X66571 72300	WASTE PARTNERS INC JUNE 2022 WASTE REMOVAL STREETS 235-3100-43380	06/30/2022 pziemer	07/20/2022	99.45 99.45	99.45	Open	N 07/20/2022
26X00356 72313	WASTE PARTNERS INC JUNE 22 LIBRARY WASTE REMOVAL 211-5500-43380	06/30/2022 pziemer	07/20/2022	91.80 91.80	91.80	Open	N 07/20/2022
125729 72359	WATSON COMPANY CONCESSIONS - PRODUCT RETURNED 230-5204-42210	06/07/2022 pziemer	07/20/2022	(136.00) (136.00)	(136.00)	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 17/22

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
126161 72360	WATSON COMPANY CONCESSIONS - NACHO CHEESE, FROZEN TIP 230-5204-42210	06/21/2022 pziemer	07/20/2022	644.85 644.85	644.85	Open	N 07/20/2022
126619 72361	WATSON COMPANY CONCESSIONS - CANDY, PRETZELS, FROZEN TIP 230-5204-42210	07/05/2022 pziemer	07/20/2022	597.65 597.65	597.65	Open	N 07/20/2022
1031207000/JUL 22 72468	WESTERN NATIONAL INSURANCE GROUP AIRPORT AUTO/MARINE/INLAND INSURANCE 260-9020-43363 260-9020-43362 260-9020-43362 260-9020-43362	07/14/2022 pziemer	07/20/2022	8,930.75 474.39 2,953.59 5,497.77 5.00	8,930.75	Open	N 07/20/2022
81865470/CD 72448	WEX BANK JUNE 2022 COM DEV FUEL 101-2400-42212 101-2400-42220	06/30/2022 pziemer	07/20/2022	646.50 635.87 10.63	646.50	Open	N 07/20/2022
81865470/FD 72449	WEX BANK JUNE 2022 FIRE DEPT FUEL 225-2220-42212	06/30/2022 pziemer	07/20/2022	2,893.31 2,893.31	2,893.31	Open	N 07/20/2022
81865470/STRTS 72450	WEX BANK JUNE 2022 STREETS FUEL 235-3100-42212 237-3190-42212	06/30/2022 pziemer	07/20/2022	9,871.93 9,421.85 450.08	9,871.93	Open	N 07/20/2022
81865470/PD 72451*	WEX BANK JUNE 2022 POLICE DEPT FUEL 225-2120-42212 225-2120-42212	06/30/2022 pziemer	07/20/2022	6,994.97 7,070.08 (75.11)	6,994.97	Open	N 07/20/2022
81865470/ADMIN 72452	WEX BANK JUNE 2022 WEX EDGE REBATE 101-0000-36299	06/30/2022 pziemer	07/20/2022	(45.47) (45.47)	(45.47)	Open	N 07/20/2022
81865470/ENG 72453*	WEX BANK JUNE 22 ENG DEPT FUEL 401-9030-42212 401-9030-42212	06/30/2022 pziemer	07/20/2022	58.54 62.03 (3.49)	58.54	Open	N 07/20/2022

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 18/22

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

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
81865470/PARKS 72454	WEX BANK JUNE 2022 PARKS DEPT FUEL 230-5200-42212	06/30/2022 pziemer	07/20/2022	3,300.74 3,300.74	3,300.74	Open	N 07/20/2022
0001563775-IN 72379	WEX HEALTH INC JUNE 2022 COBRA BILLING 101-9200-43300	06/30/2022 pziemer	07/20/2022	41.50 41.50	41.50	Open	N 07/20/2022
R-020465-000-1 72378	WSB & ASSOCIATES MAY 2022 INTERIM ENGINEER RETAINER 101-1700-43300	07/08/2022 pziemer	07/20/2022	3,600.00 3,600.00	3,600.00	Open	N 07/20/2022
# of Invoices:	167	# Due:	167	Totals:	621,654.67	621,654.67	
# of Credit Memos:	5	# Due:	5	Totals:	(200.28)	(200.28)	
Net of Invoices and Credit Memos:				621,454.39	621,454.39		
* 3 Net Invoices have Credits Totalling:				(11,844.60)			

--- TOTALS BY GL DISTRIBUTION ---

101-0000-21800	SURCHARGE PAYABLE TO STATE	5,645.44
101-0000-36299	MISCELLANEOUS REVENUE	(45.47)
101-1400-43321	TELEPHONE	8.24
101-1400-43433	DUES & SUBSCRIPTIONS	160.00
101-1700-43300	PROFESSIONAL SERVICES	3,600.00
101-1800-42220	REPAIR & MAINT	254.10
101-1800-43309	COMPUTER SUPPORT	29.92
101-1800-43321	TELEPHONE	1,111.60
101-1940-42200	OFFICE SUPPLIES	80.38
101-1940-42220	REPAIR & MAINT	2,257.88
101-1940-43321	TELEPHONE	54.10
101-1940-43380	UTILITIES	124.35
101-2400-32220	ZONING & SUBDIVISION FEES	250.00
101-2400-42212	MOTOR FUELS	635.87
101-2400-42220	REPAIR & MAINT	10.63
101-2400-43300	PROFESSIONAL SERVICES	15,277.85
101-2400-43321	TELEPHONE	8.33
101-2400-43350	PRINTING/LEGAL PUBLICATION	1,306.09
101-9200-43300	PROFESSIONAL SERVICES	27,574.00
101-9200-43350	LEGAL PUBLICATIONS	20.48
101-9200-43430	MISCELLANEOUS	57.00
101-9200-43438	MISC SPECIAL PROJECTS	8,774.90
101-9200-43460	REMIT COMMUNITY ACTION LEVY	7,666.42
101-9200-43461	REMIT SENIOR CITIZEN LEVY	7,666.42
101-9200-43462	REMIT ARBORETUM LEVY	7,666.42
203-9000-42210	OPERATING SUPPLIES	539.00
203-9000-42212	MOTOR FUELS	12,896.56
203-9000-43321	TELEPHONE	8.53
203-9000-43401	VEHICLE REPAIRS	9,714.38
203-9000-43440	TRANSIT SERVICE CONTRACT PY	90,869.06
211-5500-42220	REPAIR & MAINT	1,515.48

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	211-5500-43380	UTILITIES		91.80			
	225-2120-41113	UNIFORM ALLOWANCE		966.57			
	225-2120-41150	WORKERS COMP		11,021.00			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		117.11			
	225-2120-42212	MOTOR FUELS		6,994.97			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		2,329.48			
	225-2120-43300	PROFESSIONAL SERVICES		795.00			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		18.75			
	225-2120-43321	TELEPHONE		503.27			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		1,380.40			
	225-2120-43380	UTILITIES		171.25			
	225-2220-41113	UNIFORM ALLOWANCE		82.00			
	225-2220-42200	OFFICE SUPPLIES		74.43			
	225-2220-42210	OPERATING SUPPLIES		211.49			
	225-2220-42212	MOTOR FUELS		2,893.31			
	225-2220-42220	REPAIR & MAINT		1,698.76			
	225-2220-42221	R&M BUILDING		3,683.48			
	225-2220-43321	TELEPHONE		68.75			
	225-2220-43380	UTILITIES		113.20			
	225-2225-41150	WORKERS COMP		3,990.00			
	225-2700-43300	PROFESSIONAL SERVICES		1,812.00			
	225-2700-43430	MISCELLANEOUS		1,073.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		64.35			
	230-5200-41140	UNEMPLOYMENT		261.46			
	230-5200-42200	OFFICE SUPPLIES		24.12			
	230-5200-42210	OPERATING SUPPLIES		423.70			
	230-5200-42212	MOTOR FUELS		3,300.74			
	230-5200-42220	REPAIR & MAINT		2,671.94			
	230-5200-43321	TELEPHONE		49.55			
	230-5200-43380	UTILITIES		830.70			
	230-5204-42210	OPERATING SUPPLIES		1,270.12			
	230-5215-42210	OPERATING SUPPLIES		221.70			
	230-5280-42210	OPERATING SUPPLIES		9.98			
	230-5280-43321	TELEPHONE		208.15			
	235-3100-42212	MOTOR FUELS		9,421.85			
	235-3100-42220	REPAIR & MAINT		6,897.39			
	235-3100-42240	SMALL TOOLS		25.54			
	235-3100-43321	TELEPHONE		49.81			
	235-3100-43380	UTILITIES		99.45			
	235-3100-43430	MISCELLANEOUS		314.15			
	235-3125-42220	REPAIR & MAINT		20,563.82			
	235-3170-42210	OPERATING SUPPLIES		26.00			
	235-3170-42220	REPAIR & MAINT		45.52			
	237-3190-42212	MOTOR FUELS		450.08			
	238-3160-42220	REPAIR & MAINT		3,173.49			
	238-3160-43350	PRINTING/LEGAL PUBLICATIONS		34.00			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		116,552.06			
	260-9020-42220	REPAIR & MAINT		115.00			
	260-9020-43321	TELEPHONE		896.01			
	260-9020-43362	INS - PROPERTY		8,456.36			
	260-9020-43363	INS - AUTO		474.39			
	280-0000-11500	ACCOUNTS RECEIVABLE		(11,201.00)			
	295-0000-20600	DEPOSITS PAYABLE		88.00			
	295-6510-43300	PROFESSIONAL SERVICES		52,117.98			
	295-6510-43350	PRINTING/LEGAL PUBLICATION		15.64			
	400-9050-45510	CAPITAL - LAND		35,646.30			
	400-9050-45530	CAPITAL - OTHER		13,515.00			

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 20/22

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	401-1003-43300	PROFESSIONAL SERVICES		353.36			
	401-1902-43300	PROFESSIONAL SERVICES		8,410.00			
	401-1902-45530	PYMTS TO CONTRACTORS		80,410.03			
	401-9030-42212	MOTOR FUELS		58.54			
	401-9030-43300-20:07	PROFESSIONAL SERVICES		14,591.13			
	404-9055-43430	MISCELLANEOUS		4,440.00			

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 21/22

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			90,194.95	90,194.95		
	203 - TRANSIT FUND			114,027.53	114,027.53		
	211 - LIBRARY FUND			1,607.28	1,607.28		
	225 - PUBLIC SAFETY FUND			39,998.22	39,998.22		
	227 - RECYCLING FUND			64.35	64.35		
	230 - PARK & RECREATION FUND			9,272.16	9,272.16		
	235 - STREET & SEWER FUND			37,443.53	37,443.53		
	237 - SANITARY SEWER FUND			450.08	450.08		
	238 - STORM SEWER FUND			3,207.49	3,207.49		
	251 - LOCAL OPTION SALES TAX			116,552.06	116,552.06		
	260 - AIRPORT FUND			9,941.76	9,941.76		
	280 - PACKAGE INSURANCE FUND			(11,201.00)	(11,201.00)		
	295 - EDA FUND			52,221.62	52,221.62		
	400 - CAPITAL PROJECTS FUND			49,161.30	49,161.30		
	401 - CONSTRUCTION FUND			103,823.06	103,823.06		
	404 - FIRE DEPARTMENT CAPITAL			4,440.00	4,440.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			(5,513.03)	(5,513.03)		
	1003 - 10:03 DWNTWN MAIN CNTRACT			353.36	353.36		
	1400 - ADMINISTRATION			168.24	168.24		
	1700 - ENGINEERING			3,600.00	3,600.00		
	1800 - IT/GIS			1,395.62	1,395.62		
	1902 - 19:02 CLST CONNECTION			88,820.03	88,820.03		
	1940 - CITY HALL			2,516.71	2,516.71		
	2120 - POLICE DEPARTMENT			24,297.80	24,297.80		
	2220 - FIRE DEPARTMENT			8,825.42	8,825.42		
	2225 - PAID ON-CALL FIRE DEPT			3,990.00	3,990.00		
	2400 - COMMUNITY DEVL/INSPECTION			17,488.77	17,488.77		
	2700 - ANIMAL CONTROL			2,885.00	2,885.00		
	3100 - S & S MAINTENANCE			16,808.19	16,808.19		
	3125 - SNOW REMOVAL			20,563.82	20,563.82		
	3160 - STORM SEWER EXPENSE			3,207.49	3,207.49		
	3170 - TRAFFIC CONTROL			71.52	71.52		
	3190 - SANITARY SEWER EXPENSE			450.08	450.08		
	3230 - RECYCLING EXPENSE			64.35	64.35		
	5200 - PARK MAIN/ADMINISTRATION			7,562.21	7,562.21		
	5204 - CONCESSIONS			1,270.12	1,270.12		
	5215 - ADULT SOFTBALL			221.70	221.70		
	5280 - CAMPGROUND			218.13	218.13		
	5500 - LIBRARY-BUDGETED			1,607.28	1,607.28		
	6510 - ECONOMIC DEVELOPMENT AUTH			52,133.62	52,133.62		

07/14/2022 12:52 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/18/2022 - 07/18/2022

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 22/22

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	9000 - TRANSIT FUND			114,027.53	114,027.53		
	9020 - AIRPORT M & O			9,941.76	9,941.76		
	9030 - CONSTRUCTION PROJ-MISC			14,649.67	14,649.67		
	9050 - CAPITAL PROJECTS-MISC			49,161.30	49,161.30		
	9055 - FIRE DEPARTMENT CAPITAL			4,440.00	4,440.00		
	9200 - CITY-WIDE			59,425.64	59,425.64		
	9360 - LOCAL OPTION SALES TAX			116,552.06	116,552.06		

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: O'Day, Stunek, Johnson, Pritschet, Stenglein, Erickson, and Bevans. Mayor Badeaux was also noted as present.

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

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

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

- A. **Approval of Bills**
- B. **Approval of Minutes of the Regular City Council Meeting held on June 20th, 2022**
- C. **Approval of Minutes City Council and Public Utilities Commission Joint Workshop June 27th, 2022**
- D. **Approval of Licenses**
- E. **Department Activity Reports**
- F. **Minnesota Lawful Gambling Application For Exempt Permit- Submitted By Lower South Long Lakes Improvement Association For An Event To Be Held On September 4th, 2022, At Jacks House Bowling 300 S Highway 25**
- G. **Temporary On-Sale Liquor License Application- Submitted By Brainerd Jaycees For An Event To Be Held July 22 & 23 Downtown Brainerd 6th St And Front St**

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

Council Committee Reports

Safety and Public Works

Updated City of Brainerd Emergency Operations Plan

Committee Chair O'Day stated that the last emergency plan was updated in 2008.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO ADOPT UPDATED EMERGENCY OPERATION PLAN AND EMERGENCY SUPPORT FUNCTIONS AND TO AUTHORIZE APPROPRIATE SIGNATURES.

Event/Parking Lot Closure- Dangie 5k

Committee Chair O'Day stated that this is the third time the event has taken place, there have been no issues previously.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE THE APPLICATION UNDER THE CONDITION THAT THE APPLICANT REMOVE ANY BANNERS/SIGNS/ETC. IMMEDIATELY AFTER EVENT CONCLUSION.

Event/Alley Closure- Crossing Arts Alliance Appreciation Picnic

Committee Chair O'Day stated that there should be no disruptions due to the event. It will take place in the afternoon in the alley between Crossing Arts and Knotty Pine Bakery.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE EVENT APPLICATION.

Approve Testing Services Contract with ITT for Improvement 19-02- Cuyuna Lakes State Trail (CLST) West Segment

Committee Chair O'Day stated that the quote from ITT for testing services is \$7,770 and the quote from Braun Intertec is \$12,119 for substantially the same work and testing frequency.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE THE QUOTE FOR MATERIALS TESTING SERVICES FROM ITT IN THE TOTAL AMOUNT OF \$7,770 FOR IMPROVEMENT 19-02 - CUYUNA LAKES STATE TRAIL WEST SEGMENT.

Approve Quotes for Improvement 22-04- 2022 Large Patch Project

Committee Chair O'Day stated the quotes initially received were from Anderson Brothers Construction and Knife River. The original quote from Anderson Brothers was much lower than Knife River's quote, so City staff engaged Anderson Brothers to add additional patch work to the quote from Anderson Brothers to utilize the entire \$50,000 budget amount.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET, DULY CARRIED, TO APPROVE THE QUOTE FROM ANDERSON BROTHERS CONSTRUCTION OF BRAINERD, LLC IN THE TOTAL AMOUNT OF \$50,000 (1,808 SQUARE YARDS).

Direction on Open Code Enforcement Cases

Committee Chair O'Day stated that the property at 1005 3rd Ave NE has been having ongoing problems dating back to 2016. Staff is recommending a 10-day order to correct and to work with the City Attorney to abate the property if the owner fails to comply.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO AUTHORIZE STAFF TO SEND A 10 DAY ORDER TO CORRECT LETTER AND WORK WITH THE CITY ATTORNEY TO ABATE THE PROPERTY IF THE PROPERTY OWNER FAILS TO COMPLY.

Committee Chair O'Day stated that the owner of 1106 13th Ave NE has passed away, with little or no information about next of kin and the status of the property is unknown at this time.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO ABATE THE GRASS AND FALLEN DEBRIS, TO ASSESS WITHOUT

CITATION, AND DIRECT STAFF TO FOLLOW UP THE CITY ATTORNEY ABOUT THE PROPERTY.

Personnel and Finance Committee

Ratify the Hiring of 2022 Seasonal/Temporary Employees

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO RATIFY THE HIRING OF ISABELLA SIMOTA EFFECTIVE JUNE 8, 2022, AT \$14.00 PER HOUR AS A 2022 CONCESSION STAND WORKER.

Approve Memorandum of Agreement (MOA) with IBEW – BPU Union for Water Plant Relief Operator Position

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE ATTACHED MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF BRAINERD AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW) LOCAL NO. 31 UNION FOR THE WATER PLANT RELIEF OPERATOR POSITION; FURTHER, TO AUTHORIZE STAFF TO BEGIN THE HIRING PROCESS FOR THIS POSITION.

Approve the Hiring of Jessie Dehn as City Engineer/Public Works Director

Committee Chair Johnson stated that the City was worried about finding any candidates let alone good candidates. He is excited about the skill set Mr. Dehn will bring to the City.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE THE HIRING OF JESSIE DEHN AS CITY ENGINEER/ PUBLIC WORKS DIRECTOR STARTING AT STEP 2 OF THE WAGE GRID AT \$48.40 PER HOUR TENTATIVELY EFFECTIVE AUGUST 1, 2022.

Consider Approval of the Revised Employee Policy Manual

Committee Chair Johnson stated that the Council asked for a telecommuter section in the policy manual, this can be completed by August. The BPU Commission also had continued concerns and asked that the Council set up more time to work together.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO POSTPONE THIS ITEM TO THE FIRST MEETING IN AUGUST WHICH WILL ALLOW STAFF ADDITIONAL TIME TO DRAFT AND INCLUDE THE TELECOMMUTING/REMOTE WORK SECTION AND WILL ALSO GIVE THE COUNCIL MORE TIME TO REVIEW THE RECOMMENDED CHANGES WITH THE BPU COMMISSION.

Approve Additional Costs of Clean-Up Day

Committee Chair Johnson stated that the City authorized \$4,500 for cleanup day organized by the Lakes Area Skatepark Association. The actual cost was \$8,775. The committee requested that staff follow up with the Skatepark Association to see if they can contribute to the cost instead of having the taxpayers pay for something that was not in the budget.

Resolution Setting Pay for Election Judges for Training and the Primary and General Elections

Committee Chair Johnson stated that the County raised their rates for election judges, and the City is following suit.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ADOPT RESOLUTION APPOINTING AND SETTING WAGES FOR ELECTION JUDGES AT \$20 PER HOUR FOR HEAD JUDGES AND \$15 FOR ASSISTANT JUDGES.

RESOLUTION 25:22

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

Updated on Request for Funds to be Returned from Lakes Area Media Collaborative

Committee Chair Johnson stated that the City has not received a response.

Unfinished Business

Final Reading- Interim Ordinance 1534-

Community Development Director Kramvik stated that the moratorium would give the Planning Commission and staff more time to research conversion of dwellings to green space or surface parking in the R-1 zones. The exemptions to the moratorium are the Brainerd Housing and Redevelopment Authority, the Brainerd Economic Development Authority, Crow Wing County, and the removal of unsafe or hazardous structures by the City.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND PRITSCHET, DULY CARRIED, TO CONDUCT THE FINAL READING OF INTERIM ORDINANCE NO. 1534 AN ORDINANCE INSTITUTING A MORATORIUM ON THE CONVERSION OF DWELLINGS TO GREEN SPACE OR SURFACE PARKING IN THE R-1 ZONE AND DISPENSE WITH THE ACTUAL READING.

The Chair opened the public hearing at 7:50 p.m.

Chuck Marohn, 616 N 4th Street, stated that the Planning Commission needs to take time to study and discuss the conversion of dwellings to green space or surface parking in the R-1 zones. With the adoption of the new zoning code, there is a need to address school districts, churches, and hospitals in R-1 zones purchasing properties for parking.

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

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND O'DAY TO ADOPT INTERIM ORDINANCE 1534- INSTITUTING A MORATORIUM ON THE CONVERSION OF DWELLINGS TO GREEN SPACE OR SURFACE PARKING IN THE R-1 ZONE.

Member Johnson stated that he supports the ordinance. It is good that the City is trying to save structures as opposed to tearing them down.

Member O'Day asked if there were any projects that the Community Development Department knew about that this ordinance would slow down.

Community Development Director Kramvik stated that there is a potential project in North Brainerd.

ORDINANCE 1534

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

Final Reading- Proposed Ordinance 1535- An Ordinance Amending City Code Section 515: Zoning Code and the Official Zoning Map

Community Development Director Kramvik thanked the Planning Commission, City Council, staff, and consultants for all of their work on the zoning code update. The proposed zoning code is guided by the comprehensive plan and promotes complete neighborhoods, infill, and redevelopment.

Mike Duval, 468 Tyrol Dr, Planning Commission Chair, stated that the process has been extensive, with each iteration of the code it has improved, and the plan was unanimously approved by the Planning Commission.

Jennifer Haskamp, Haskamp-Swanson Consulting, reviewed the main changes since the last time the Council was presented the proposed zoning code.

Chair Bevans asked Ms. Haskamp about fence setbacks in reference to an issue he is aware of.

Ms. Haskamp stated that in the proposed zoning code, fence setback is at 12 feet instead of 20 feet. It could be reverted back, however, the Planning Commission unanimously approved the setback at 12 feet when it approved the proposed zoning code.

Mayor Badeaux stated that with the extensive process that the zoning code has gone through with unanimous support by the Planning Commission, changing something at the last second is bad practice.

MOVED BY COUNCIL MEMBERS O'DAY AND ERICKSON TO CONDUCT THE FINAL READING OF PROPOSED ORDINANCE NO. 1535- AN ORDINANCE AMENDING CITY CODE SECTION 515: ZONING CODE AND THE OFFICIAL ZONING MAP RETAINING SECTION 515.19.7C AND DISPENSE WITH THE ACTUAL READING.

Council Members O'Day, Erickson, and Bevans voted "aye". Council Members Stunek, Pritschet, and Stenglein voted "nay". The Chair declared the motion failed due to lack of a unanimous vote.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND PRITSCHET, DULY CARRIED, TO CONDUCT THE FINAL READING OF PROPOSED ORDINANCE NO. 1535- AN ORDINANCE AMENDING CITY CODE SECTION 515: ZONING CODE AND THE OFFICIAL ZONING MAP AND DISPENSE WITH THE ACTUAL READING.

The Chair opened the public hearing at 8:13 p.m.

Jesse Hartman, 401 Holly St, stated that he was issued a permit and was in the process of building a fence with a twelve-foot setback. The view of Holly Street will always be disrupted because of the way that Holly is built. In this instance, it is only taking away usable yard from the owner of the property to not allow for only a twelve-foot setback of a fence.

Kelsie Randall, 401 Holly St, asked the Council to uphold the permit that they applied for.

Chuck Marohn, 616 N 4th St, stated that although he disagrees with the change of the setback, to not approve the ordinance because of one section would not be helpful to the process. The fence ordinance can always be changed after the zoning code is approved.

The Chair closed the public hearing at 8:24 p.m.

Member Johnson stated that he supports the adoption of the Ordinance, it still is not perfect, but it is a much better product. Work can continue with Planning Commission to improve the document.

Chair Bevans stated that he is surprised that three planners did not bring the issue of the fence up to the Council.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND ERICKSON TO ADOPT ORDINANCE 1535- AN ORDINANCE AMENDING CITY CODE SECTION 515: ZONING CODE AND THE OFFICIAL ZONING MAP.

ORDINANCE 1533

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

Ward 1 Appointment Update

Finance Director Hillman stated that there have been two applications for the Ward 1 vacancy with another application having been given out. Staff is looking for direction on how the Council would like to conduct the interviews before the appointment on July 18th.

MOVED BY COUNCIL MEMBER STENGLEIN TO HOLD A SPECIAL MEETING ON WEDNESDAY, JULY 13TH AT 6:00 P.M. TO CONDUCT INTERVIEWS FOR WARD 1 APPOINTMENT.

The Chair declared the motion failed for lack of a second.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO CONDUCT THE INTERVIEWS FOR WARD 1 APPOINTMENT DURING THE JULY 18TH COUNCIL MEETING.

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 – 2 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

Public Forum

The Chair opened public forum at 8:34 p.m.

No one came forward.

The Chair closed public forum at 8:34 p.m.

Staff Report

IT/GIS Director Strong stated that tonight is the first night of the meeting being broadcasted on cable. He introduced the station manager from CLC.

Administrator Bergman stated that the EDA will be meeting on July 7th to discuss commercial, and office uses for underutilized spaces, approving the application for the DEED Mainstreet Program, and discussing use of ARPA funds by the EDA.

Mayors Report

Mayor Badeaux stated that the Park Board started discussion on use of ARPA funds in the parks. He stated he will be the Pony Baseball All-Star game announcer and get to throw out the first pitch. Finally, the 4th of July was on Monday, he thanked the Police and Fire Departments for all of their hard work during the festivities and announced that the winner for best float was Hartland Detached Marines- Toys for Tots.

Council Member Reports

Member Stenglein stated that she attended Arts in the Park and enjoyed the beautiful weather.

Member Erickson welcomed CLC station manager. He congratulated and thanked staff and consultants for their hard work on the zoning code update. It's something that everyone can be proud of.

Member Pritschet stated that this meeting is his last meeting, he thanked the citizens of Ward 1 for the opportunity to serve them. Also, he thanked Staff for their incredible work and fellow Council Members for working with him to serve the City.

Member Johnson thanked Member Pritschet for his service to the City, he has been great to work with. He stated that the ARPA funds discussion will be postponed until later this year in order for the Parks Board and staff to present projects. Finally, the Kitchigami Regional Library Representative for the City of Brainerd's term is ending. He volunteered to be the representative with Mary Koep as his alternate.

Mayor Badeaux recommended the appointment of Council Member Johnson with Mary Koep as the alternate.

MOVED AND SECONDED BY COUNCIL MEMBERS PRITSCHET AND STUNEK, DULY CARRIED, TO APPOINT COUNCIL MEMBER JOHNSON AS THE KITCHIGAMI REGIONAL LIBRARY BOARD REPRESENTATIVE FOR THE CITY OF BRAINERD WITH MARY KOEP AS THE ALTERNATE.

Member O'Day stated that it has been a pleasure to serve with Member Pritschet. He stated that the 4th of July was a blast being in the parade for the City. He is looking forward to next year to receive the trophy once again. He will be excited to have the Mississippi Trailhead Landing Park as a part of the celebrations next year.

Member Bevans apologized for the confusion during the passage of the zoning code, but felt the information was important. He thanked Member Pritschet for his service. Finally, the Northside National Night Out will be on the second Tuesday of August.

Adjourn to Lions Club Event on July 16th, 2022, at Memorial Park

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND JOHNSON, DULY CARRIED, TO ADJOURN TO LIONS CLUB EVENT ON JULY 16TH, 2022 AT MEMORIAL PARK.

The Chair adjourned the meeting at 8:47 p.m.

Jennifer Bergman
City Administrator

FROGGYS SIGNS INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
12571 HWY 27	Sign Erector	Active	SB686272	03/01/2024	2022-0012	

HENNENS WATERWORKS LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
620 1ST ST SE	Plumbing Contractor	Active	PC644552	12/31/2023	2022-0036	12/31/2022

MECHANICAL BROTHERS LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
508 1ST ST SE	Mechanical	Active	MB004799	03/30/2024	2022-0065	12/31/2022
508 1ST ST SE	Plumbing Contractor	Active	PC643833	12/31/2023	2022-0035	12/31/2022

PROFESSIONAL MECHANICAL SERVI

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
19640 200TH AVE NW	Mechanical	Active	MB003767	08/21/2022	2022-0066	12/31/2022

Total Licensees4

Population: All Records
Licensee.Status = Active AND
Licensee.DateRegistered Between 6/30/2022 12:00:00 AM AND 7/13/2022 12:00:00 AM



BRainerd POLICE DEPARTMENT MONTHLY REPORT



BESTUL'S BOOYAH AWARD

Submitted by Sgt. Pallansch: Officers had information on a suspect with warrants and PC for FE theft of a firearm and FE possession of a firearm. The suspect was located and fled on foot. T. Gleason chased the suspect. E. Gleason observed the direction the suspect ran, thought ahead, and repositioned herself in the direction the suspect fled. T. Gleason chased the suspect through thick woods and swamps while giving clear radio traffic to other officers. E. Gleason entered the woods to cut off the suspect, running through swamps and thick woods to stop the suspect. The suspect entered the swamp, knelt in the water, and refused to come out, all while stating he would resist the officers.

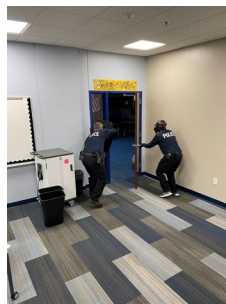
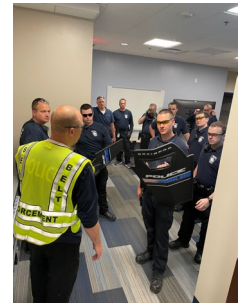
This incident is worth a BOOYAH because E. Gleason had just spent 30 minutes assisting with a K9 track, was already winded, and was still able to continue to give chase through the thick woods and swamp to catch a dangerous suspect. T. Gleason, while chasing the suspect several hundred yards, gave good radio communications, remained calm while the suspect threatened to resist officers, and talked the suspect out of the swamp and arrested with no physical resistance. **BOOYAH!**



TRAINING & STAFF DEVELOPMENT

Active Shooter School Response

School Resource Officer Selvestra and Tactical Response Team Members Sgt. Reed and Investigator Myers instructed the entire department in Active Shooter School Response on department training days in June. The training was conducted at the Harrison Elementary School.



TRAINING & STAFF DEVELOPMENT

FBI LEEDA

Deputy Chief Davis attended the FBI LEEDA Command Leadership Institute in Eden Prairie in June. This is a dynamic, intensive, and challenging 4 ½ day program specifically and uniquely designed to prepare law enforcement leaders for command level positions. The Command Leadership Institute's focus is to provide real life contemporary, best-practice strategies and techniques for those aspiring to command level assignments. Students were engaged in such topics as credibility, command discipline and liability, dealing with problem employees, and leading change within an organization.

E.V.O.C

During the month of June, Investigator Runde, Investigator Palcher, and Officer Johnson attended Emergency Vehicle Operations and Vehicle Pursuits (E.V.O.C.) training at the MN Highway Safety and Research Center in St. Cloud. This course meets and exceeds the minimum standards of the POST Board 5-year licensing requirement.

Use of Force in Minnesota: The Evolution of the Legal Standard

The Brainerd Police Department sponsored "Use of Force in Minnesota: The Evolution of the Legal Standard" training in June. The training, which consisted of a four-part course that examined the use of force in Minnesota from a multi-faceted lens, including the historical vantage point, recent case-law, and a statutory examination of the recent amendment, was open to all local law enforcement agencies. With two sessions offered, all Brainerd officers had the opportunity to attend. The instructor's approach included a legal analysis on crimes that could be charged, along with real hypotheticals. Although the class was not meant to equip law enforcement with a final answer for every scenario, it did provide peace officers with how authorized use of deadly force is used by prosecutors and judges in determining if criminal charges may be appropriate.

A Street Officer's Response to Civil and Family Disputes

Officer Johnson attended A Street Officer's Response to Civil and Family Disputes course that was held at the Crow Wing County Land Services Building on June 16. This course addressed many of the calls street officers respond to which turn out to be civil disputes, including landlord-tenant issues, roommate disputes, automobile repossessions, and parties withholding another's property claiming a possessory lien. This course also covered OFP's, HRO's, and DANCO's, as well as child custody and visitation disputes, divorce decree enforcement and kids in the middle of a bad situation. When is it a crime, when is it civil? What rights do children have?

Critical Incident Training

On June 29, Sergeant Pallansch, Investigator Palcher, and Officer E. Gleason attended training related to Critical Incidents in Public Safety that was held in Duluth. This training was provided by the MPPOA's Legal Defense Fund Attorneys, Law Enforcement Labor Services Legal Team, and the MN BCA Force Unit at no cost to the department. Topics included what a critical incident is and what the potential criminal charges are. This training is important for police officers, correction officers, first-line supervisors, and public safety administration. The goal is to build a knowledge base throughout the state to ensure the best possible outcome for officers and agencies alike during these highly uncertain and ever-changing times.

DWI Court Training

Officer E. Gleason attended on-line DWI Court training. The training detailed what a Treatment Court is and the models of Treatment Courts there are in Minnesota. Instructors reviewed the latest Treatment Court research, emphasizing which practices have been proven to reduce drug use and recidivism, and which practices should be avoided. Session topics also included an outline of the basic team roles of a Treatment Court team and their responsibilities/duties, an overview of Minnesota Treatment Court Standards and National Best Practice Standards, as well as basic behavior modification principles and their applicability in the delivery of incentives and sanctions in Treatment Court (when properly used, incentives and sanctions are a powerful tool for improving client behavior and program outcomes).

OVERALL CALLS FOR SERVICE

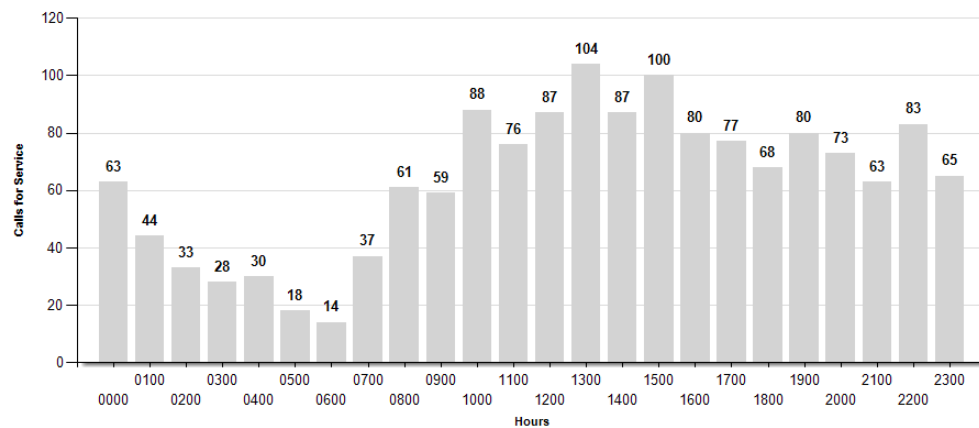
June	2022	2021
Number of Calls for Service	1518	1621



Calls for Service Hourly

6/1/2022 to 6/30/2022

Total Calls: 1596

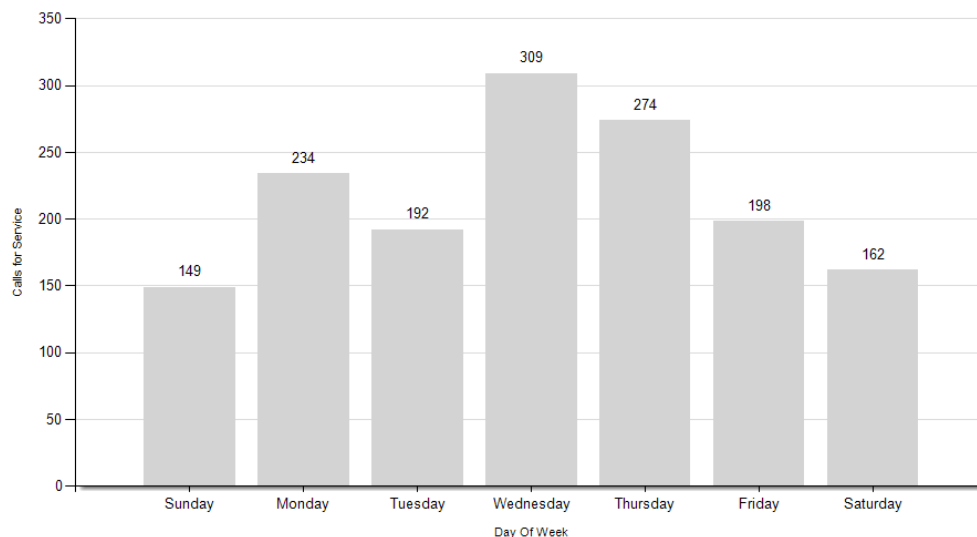


Calls for Service Day Of Week

Start Date: 6/1/2022

End Date: 6/30/2022

Total Calls: 1596



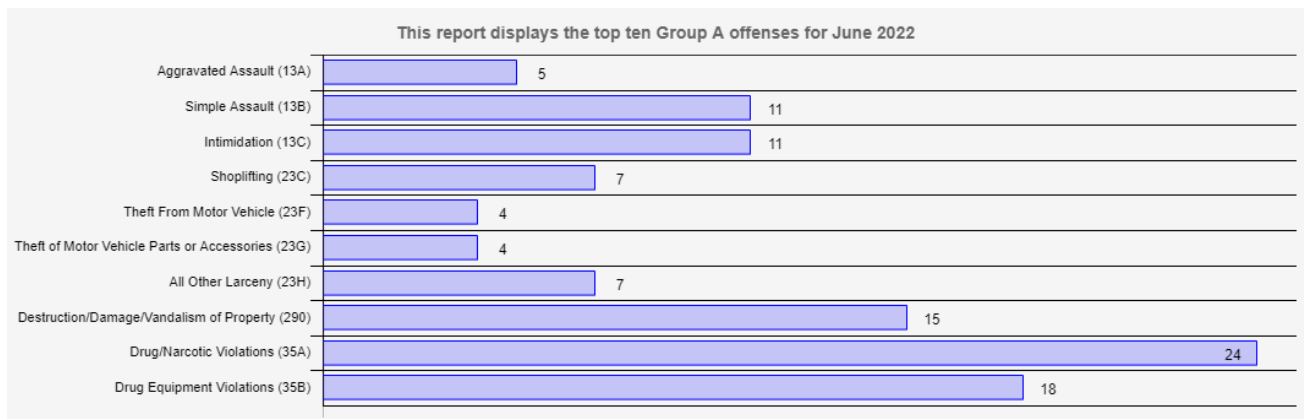
CRIME STATISTICS

Year to Date through June	2022	2021
Group A Offenses Known or Reported to Police	708	836
Group A and B Arrests	419	369

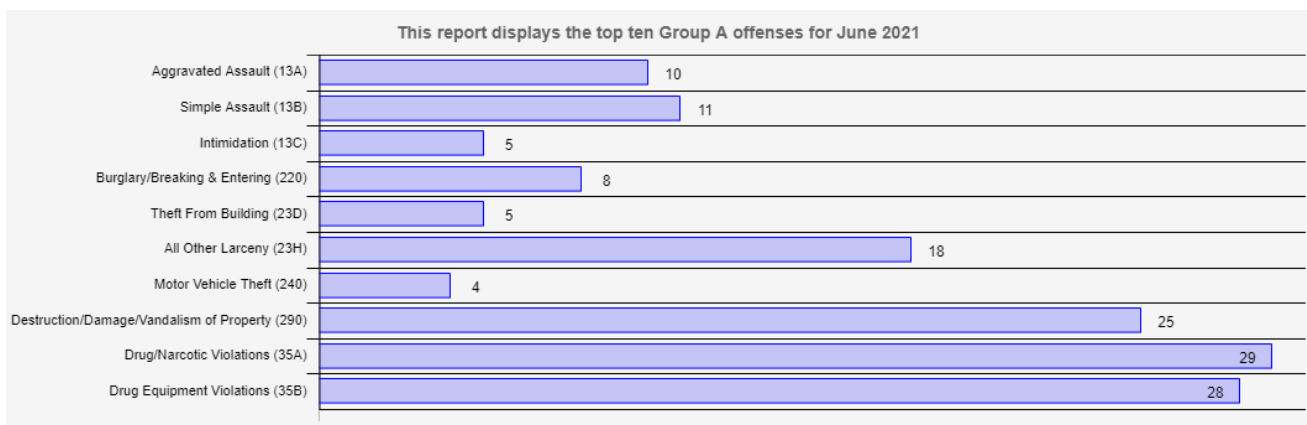
**** Note: 2022 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

June 2022

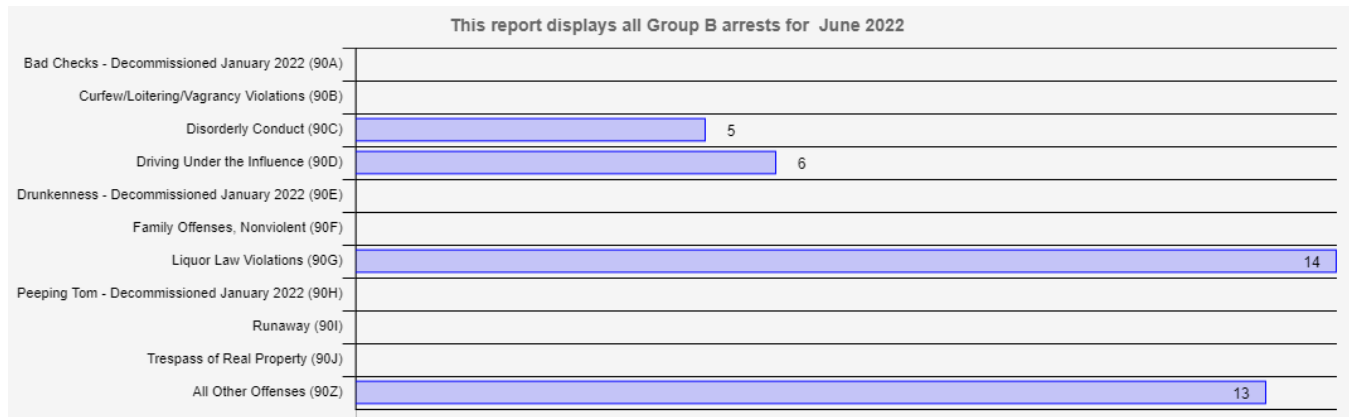


June 2021

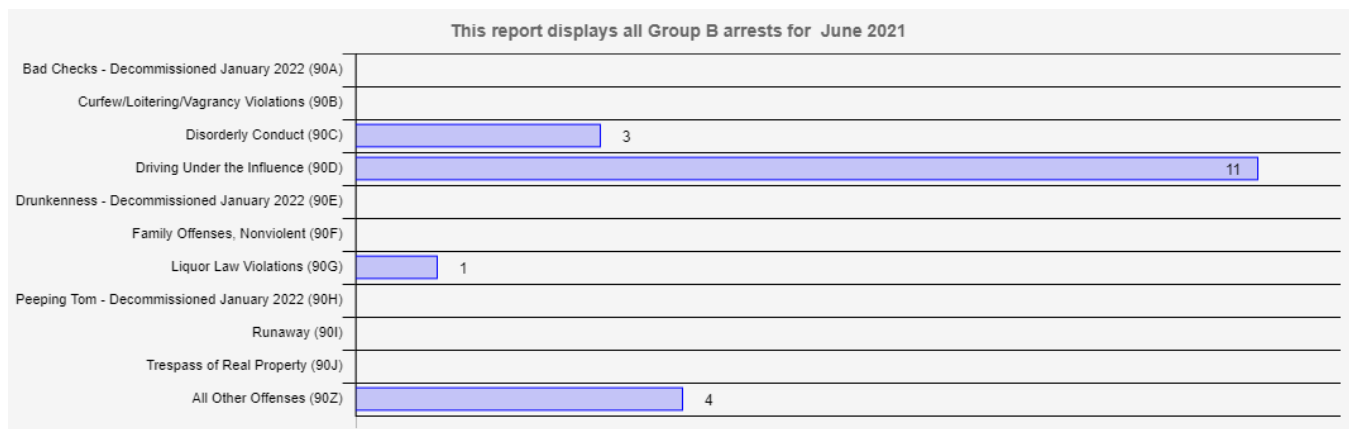


GROUP B ARREST DATA

June 2022



June 2021



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

June	2022	2021
Citations (Inc. Parking Tickets & Written Warnings)	239	222

77 parking tickets were issued in the month of June, with the following dispositions.

3	Dismissed
44	Paid in Full
0	Partial Payments Received
30	No Payment Received

Revenue Recapture Receipts:

2021 Total:	\$ 8,528.62
2022 To Date:	\$ 4,423.00

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address	Summary
22007196	06/03/22	Conduct on Premises	710 Laurel St	Conduct on Premises
22007740	06/14/22	Conduct on Premises	515 2 nd Ave NE	Conduct on Premises
22008448	06/28/22	Conduct on Premises	109 Laurel 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
June	1724	350	611	363	12.18 Minutes	57



JOB FAIR

Alexandria Technical and Community College Job Fair

The Alexandria Technical and Community College held a job fair for law enforcement students in June. Approximately 40 law enforcement agencies were on hand to discuss career opportunities with 78 graduates of the Law Enforcement Skills program.

Sgt. Pallansch and Officer Engst, a past graduate of Alex Tech, represented the Brainerd Police Department at the job fair. They had the opportunity to speak with many of the graduates, answering questions and providing information about the City of Brainerd and the Brainerd Police Department. Several of the graduates requested information on our hiring process.



COMMUNITY OUTREACH



McGruff and Brainerd officers stopped to honor local veterans at the Veterans Appreciation Day event hosted by Brainerd Ace Hardware on June 4th.

YMCA Daycare Presentation

On June 2, Officer Middleton did a presentation for approximately 30 preschoolers at the YMCA daycare in the parking lot. The children were excited to have a “show-and-tell” of the officer’s equipment and squad car, and to receive Brainerd Police Department stickers and tattoos.

Traffic Control and Community Engagement

Officers and CSOs provided traffic control at local events in the month of June, including the Tour of Lakes, the Corpus Christi Procession, and Arts in the Park. The weekly Performances in the Park and Here for Good Market have also started up for the summer. These events provide an opportunity for officers to stop and chat with our citizens.



Officer Johnson interacted with youths during an Arts in the Park event in June.

COMMUNITY OUTREACH

Independence Day Coloring Contest Kick Off

With the 4th of July right around the corner, the Brainerd Police Department partnered with Ace Hardware to kick off an Independence Day Coloring Contest. The coloring contest page was available on the Brainerd Police Department Facebook page, at Ace Hardware or at the Brainerd Police Department. Children ages 3-12 were invited to participate in the contest. Winners will be announced in July.

A big thank you to Brainerd Ace Hardware, who has generously donated the prizes!

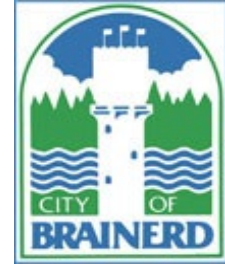
**Bag with Badges**

Local Law Enforcement Officers and Firefighters will be hosting a Bag Toss event for children 17 and under. The event will be held on August 12th at the Northern Pacific Center between Buildings 1 and 2.

Anyone interested can contact the Brainerd Police Department at (218-829-2805) to register or to obtain additional information.

Bags with Badges

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: July 18, 2022

RE: Community Development Director Report

Building

The Community Development Department issued 110 building permits with a total project valuation of \$2,420,968 in the month of June. Five permits for new single-family homes were issued in June.

Within the River-to-Rail incentive corridor, nine permits were issued in June with a total project valuation of \$251,274 and \$3,868 in permit fees were waived.

*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 148 code enforcement inspections in June.

With the adoption of Ordinance No. 1524 on April 4, Community Development staff have moved to complaint driven enforcement only.

Planning & Zoning

City Council held the second reading of Ordinance No. 1535 on July 5th, conducted a public hearing, and approved the ordinance. Ordinance No. 1535 which completely repeals and replaces Section 515 of the City Code and the Zoning Map will go into effect on July 17th. The new zoning code and map will replace the current zoning code on the city website on July 18th.



City of Brainerd
IT/GIS Department Monthly Report
June 2022

Projects

- BCA security audit 6/8 – results of audit will significantly impact the next 6+ months for IT, both time and money. Many changes will need to be made to maintain compliance. Punch lists for 30 days, 6 months, and 2024.
- Preparing for phone system migration to the cloud, from on premise hardware
- Significant camera footage being requested for various incidents around town, time consuming
- Helping with Tree Inventory data collection for DNR emerald ash borer grant (no GIS intern)
- Preparing Street Sign Inventory – acquired hardware, planning software development
- PEG (cable TV) – hardware ready to go. Meeting regularly with CLC and vendors to maintain forward progress. Items being worked on - contract language (finalized 6/16), promotion, schedule, training.

Software

- BS&A: support, reports, workflows, calendar syncing, etc
- Migration of park reservation/registration software – from RecNet to CivicRec
- Website - assistance to staff adding content

Hardware

- Most staff home equipment returned, updating, may redeploy some when/if 'work from home' policy is enacted.

Other

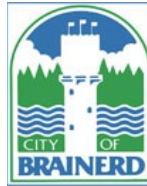
- Technical support for numerous meetings – City Council, Park Board, Planning, HRA, EDA, etc
- Moved James K from Assistant Planner to Comm Dev Dir

Statistics

Emails sent: 8,871 (296/day) received 31,741 (1,058/day)

Cisco Secure Endpoint: 4.05M files scanned, 622K IPs scanned

YouTube – City of Brainerd channel 1,257 views, 82 hours watched



COMMUNITY MEMBER OF THE MONTH

THE BRAINERD CITY COUNCIL AWARDS

Monty Jensen

For Dedication to New Housing Development within the City of Brainerd

Gabe Johnson
Council Member Ward 4

Jennifer Bergman
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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



City of Brainerd

2021 Audit Results
Brainerd City Council
July 18, 2022

CPAs | CONSULTANTS | WEALTH ADVISORS

©2022 CliftonLarsonAllen LLP. Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



Auditor Discussion Agenda Items

- Brainerd Public Utilities Audit Results
- Brainerd Public Utilities Financial Results
- City's Required Communication to Governance
- City's Audit Results
- City's Financial Results
- Other Discussions, Insights, Observations

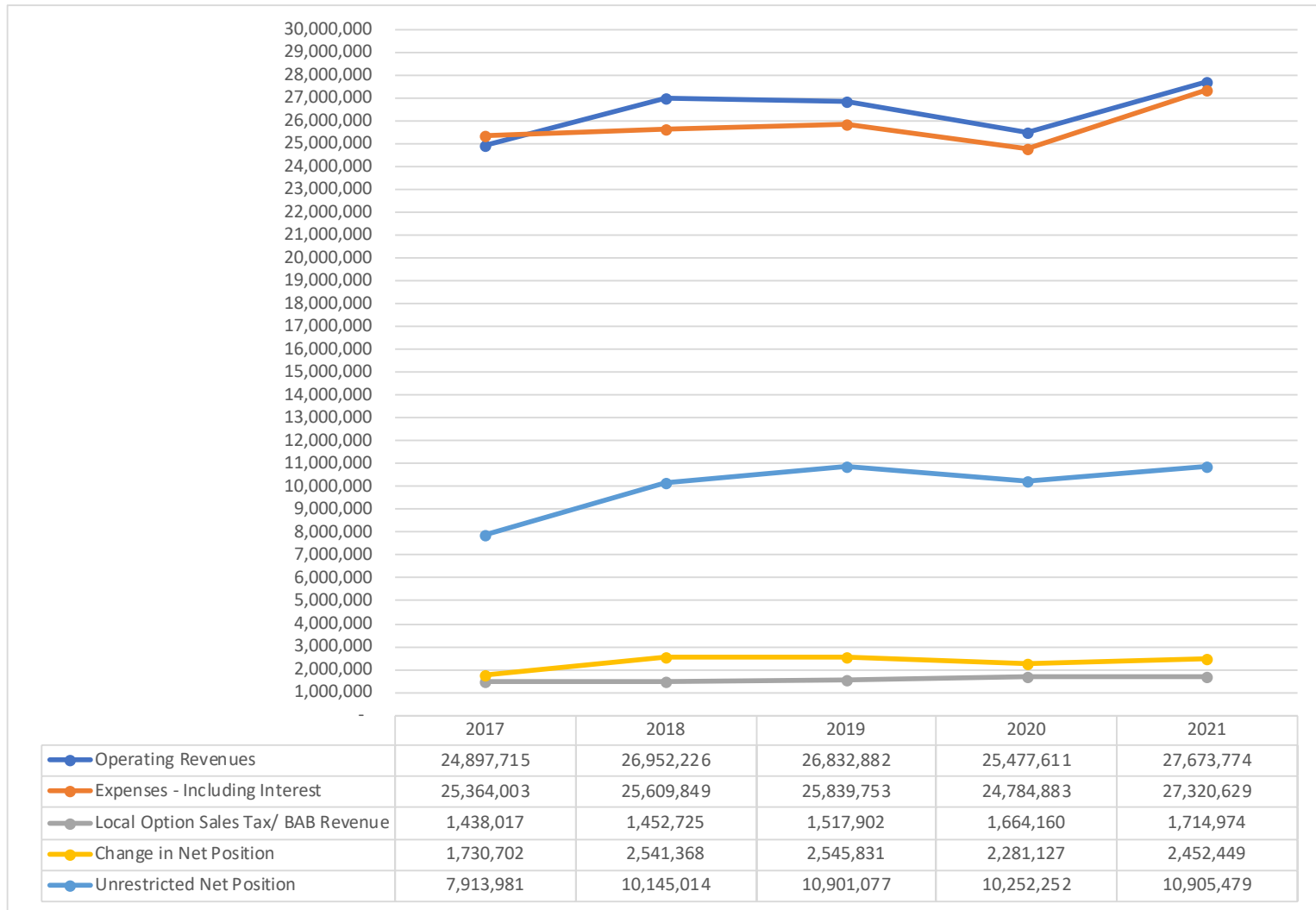


Brainerd Public Utilities Audit Results

- Clean Opinion on Financial Statements
- Internal Control – No findings noted
- Minnesota Legal Compliance – No findings noted



Brainerd Public Utilities Financial Results



Brainerd Public Utilities Audit Results

- Cash increased, bond proceeds left to be spent
- Revenues increased due to an increase in usage
- BPU had a positive cash flow from operations

	TOTALS	
	2021	2020
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		
CAPITAL ASSETS		
Construction in Progress	\$ 2,149,198	\$ 1,324,900
In Service	113,552,488	112,325,623
Total Investment in Capital Assets	115,701,686	113,650,523
Less: Accumulated Depreciation	(52,044,945)	(49,166,722)
Net Capital Assets	63,656,741	64,483,801
RESTRICTED ASSETS		
Cash and Investments		
Customer Deposits	347,624	329,882
City of Brainerd Contribution	735,400	824,060
Conservation Incentive Program	198,948	129,574
Debt Service Reserve	4,691,087	4,232,207
Total Restricted Cash and Investments	5,973,059	5,515,723
Bonds and Notes Receivable	3,826,334	4,306,667
Notes Receivable - Interest	45,100	49,600
Total Restricted Assets	3,871,434	4,356,267
CURRENT ASSETS		
Cash and Investments	17,656,542	10,674,604
Accounts Receivable	3,242,070	3,122,297
Interest Receivable	18,392	26,140
Due from the City of Brainerd	172,131	938,356
Inventory	1,424,178	1,292,745
Prepaid Expenses	145,244	132,491
Total Current Assets	22,658,557	16,186,633
OTHER ASSETS		
Service Territory Acquisitions, Net of		
Accumulated Depreciation	257,416	275,149
Total Assets	96,417,207	90,817,573
DEFERRED OUTFLOWS OF RESOURCES		
Pension Related	2,011,870	455,226
OPEB Related	191,380	183,323
Total Deferred Outflows of Resources	2,203,250	638,549
Total Assets and Deferred Outflows of Resources	\$ 98,620,457	\$ 91,456,122



Brainerd Public Utilities Audit Results

- Overall debt increased due to new debt issued, now considered due to primary government
- Two of the three departments reported positive change in net position; Wastewater had a net loss of \$279,542

	TOTALS	
	2021	2020
NET POSITION, LIABILITIES AND DEFERRED INFLOWS OF RESOURCES		
NET POSITION		
Net Investment in Capital Assets	\$ 35,956,868	\$ 34,851,167
Restricted for Debt Service	7,128,962	7,154,837
Restricted for Capital Outlay	719,396	-
Unrestricted	10,905,479	10,252,252
Total Net Position	54,710,705	52,258,256
LONG-TERM LIABILITIES		
Due to Primary Government, Less Current Portion	29,542,293	27,103,951
Capital Lease Payable	40,244	57,778
Compensated Absences	1,158,842	978,465
Net Pension Liability	2,566,540	3,441,391
Other Postemployment Benefit Obligation	497,430	472,778
Total Long-Term Liabilities	33,805,349	32,054,363
CURRENT LIABILITIES		
Accounts and Contracts Payable	2,383,166	1,726,938
Due to Primary Government	3,345,000	3,301,637
Capital Lease Payable	17,536	21,768
Other Postemployment Benefit Obligation	51,536	41,654
Salaries and Withholding Taxes	308,474	257,711
Sales Taxes	85,974	82,665
Current Liabilities from Restricted Assets:		
Bond Interest	264,500	260,650
Payable to City of Brainerd	735,400	824,060
Conservation Incentive Program Payable	198,948	129,574
Customer Deposits	347,624	329,882
Total Current Liabilities	7,738,158	6,976,539
Total Liabilities	41,543,507	39,030,902
DEFERRED INFLOWS OF RESOURCES		
Pension Related	2,361,160	160,605
OPEB Related	5,085	6,359
Total Deferred Outflows of Resources	2,366,245	166,964
Total Net Position, Liabilities and Deferred Inflows of Resources	\$ 98,620,457	\$ 91,456,122



Required Communication to City Council

- **Our Responsibility Under Generally Accepted Auditing Standards, *Government Auditing Standards*, and Uniform Grant Guidance**
 - Primary responsibility is to provide our opinion on the fairness of presentation of the financial statements
 - Reviewed internal accounting controls
 - Risk based audit approach
 - Based on internal controls, determined scopes and tests of transactions
 - Expressed opinion based on tests
 - Report internal controls and compliance – federal awards
- **Planned Scope and Timing of the Audit**
 - Communicated during the audit preliminary work and field work
- **Significant Accounting Policies**
 - Outlined in Note 1 to the financial statements
 - Unusual transactions – recorded BPU debt on City financial statements
 - New Standards – none noted



Required Communication to City Council

- **Management Judgments and Accounting Estimates – Reasonable/Supported**
 - Useful lives of capital assets
 - Other postemployment benefits payable
 - Net pension liability and related deferred inflows/outflows of resources
- **Corrected and Uncorrected Adjustments**
 - None noted
- **Disclosures are Adequate, Clear and Complete**
- **Other Information in Documents Containing Audited Financial Statements**
 - Supplementary information – made inquiries and evaluated the content – opinion – management is responsible for this information and need to include our report if issued separately
 - Other information – reviewed for any errors – no opinion
- **Disagreements with Management**
 - There have been no disagreements with management about matters that could be significant to the financial statements
- **Management Representations**
 - We have requested certain representations from management included in the management representation letter



Required Communication to City Council

- **Consultations with Other Accountants**
 - There were no consultations with other independent accountants
- **Major Issues Discussed With Management Prior to Retention**
 - No issues, other than normal planning issues, were discussed prior to our retention as auditors
- **Difficulties Encountered in Performing the Audit**
 - Management was most cooperative and helpful
 - Personnel and records were available
- **Audits of Group Financial Statements**
 - No matters related to the group audit that we consider to be significant to the responsibilities of those charged with governance of the group
- **Limitations on the Group Audit**
 - There were no restrictions on our access to information of components or other limitations to the group audit



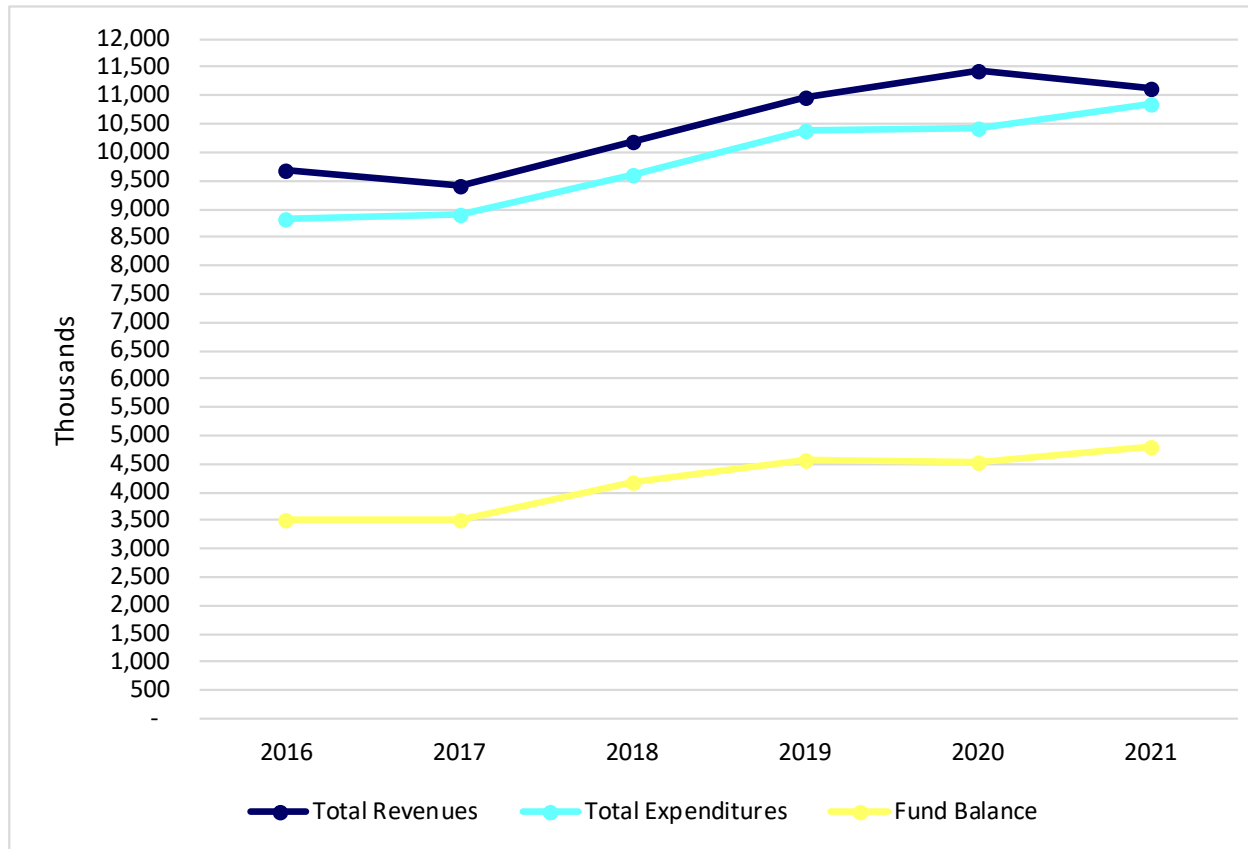
City's Audit Results

- **Unmodified Opinion (Clean)**
 - On the basic financial statement – concluded financial statements are fairly stated
- **Compliance and Internal Control Over Financial Reporting**
 - Tests did not disclose any instances of non-compliance that are required to be reported under *Government Auditing Standards*
 - One finding related to internal control over financial reporting for the prior period adjustment
- **Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance Required by the Uniform Guidance**
 - The City complied in all material respects with the federal compliance requirements that are applicable to its major federal program
 - ◇ Airport Improvement Project
- **Minnesota Legal Compliance**
 - Seven areas – No findings



City's Financial Results

General (including other minor funds for reporting), Public Safety, Street, and Park & Rec Fund Balances



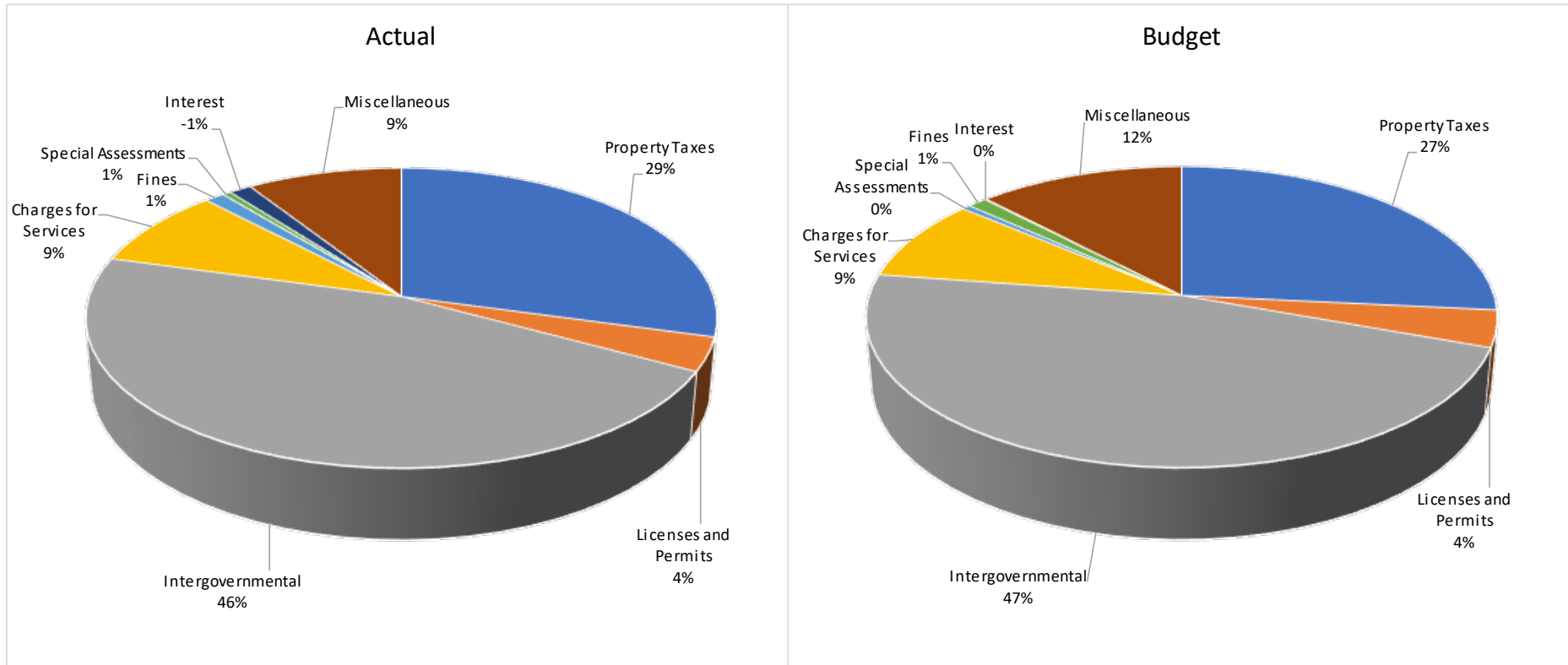
- Revenues higher than expenditures in the current year
- Fund Balance is approximately \$4,815,000, of which approximately \$4,415,000 is unassigned and can be used for operations
- Operating expenditures are approximately \$10,854,000
- Approximately 39% of the 2022 budgeted expenditures in Unassigned Fund Balance – meets goal/policy



City's Financial Results

General (including other minor funds for reporting), Public Safety, Street, and Park & Rec Fund Balances

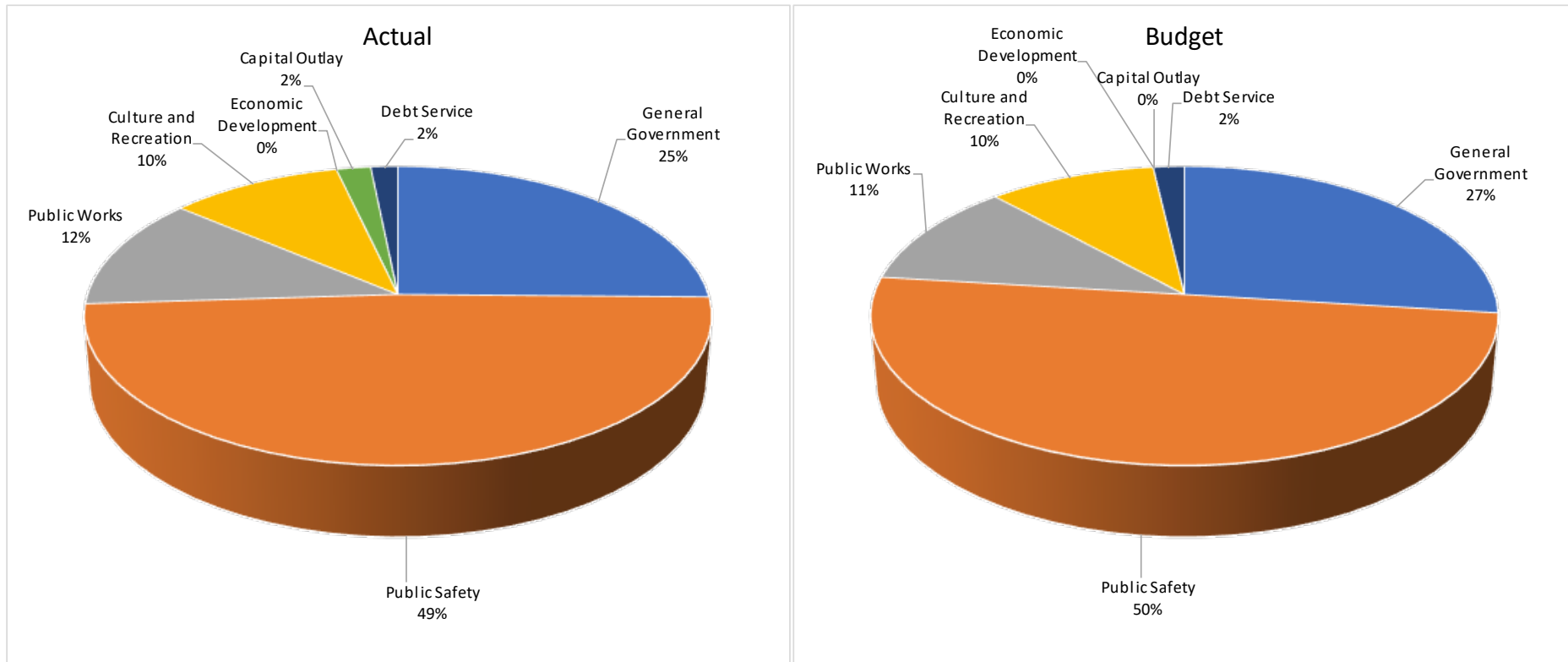
Revenues



City's Financial Results

General (including other minor funds for reporting), Public Safety, Street, and Park & Rec Fund Balances

Expenditures



City's Working Funds (including other minor funds for reporting)

Financial Results

	Budget	Actual	Over (Under) Budget		Budget	Actual	Over (Under) Budget
General Fund				Street and Sewer Fund			
Revenue	\$ 2,992,130	\$ 2,989,041	\$ (3,089)	Revenue	\$ 1,121,534	\$ 1,139,105	\$ 17,571
Expenditures	2,900,130	2,778,214	(121,916)	Expenditures	1,232,534	1,417,102	184,568
Transfers In	-	2,115	2,115	Transfers In	111,000	196,518	85,518
Transfers Out	(20,000)	(246,964)	(226,964)	Transfers Out	-	-	-
Other Financing Sources/(Uses)	-	-	-	Other Financing Sources/(Uses)	-	81,508	81,508
Change in Fund Balance	\$ 72,000	\$ (34,022)	\$ (106,022)	Change in Fund Balance	\$ -	\$ 29	\$ 29
Public Safety Fund				Total Working Funds			
Revenue	5,918,848	5,920,014	1,166	Revenue	11,115,765	11,125,453	9,688
Expenditures	5,407,667	5,522,007	114,340	Expenditures	10,623,584	10,854,380	230,796
Transfers In	-	89,251	89,251	Transfers In	111,000	341,631	230,631
Transfers Out	(511,181)	(631,781)	(120,600)	Transfers Out	(531,181)	(878,895)	(347,714)
Other Financing Sources/(Uses)	-	135,133	135,133	Other Financing Sources/(Uses)	-	216,641	216,641
Change in Fund Balance	\$ -	\$ (9,390)	\$ (9,390)	Change in Fund Balance	\$ 72,000	\$ (49,550)	\$ (121,550)
Park and Recreation Fund							
Revenue	1,083,253	1,077,293	(5,960)				
Expenditures	1,083,253	1,137,057	53,804				
Transfers In	-	53,747	53,747				
Transfers Out	-	(150)	(150)				
Other Financing Sources/(Uses)	-	-	-				
Change in Fund Balance	\$ -	\$ (6,167)	\$ (6,167)				



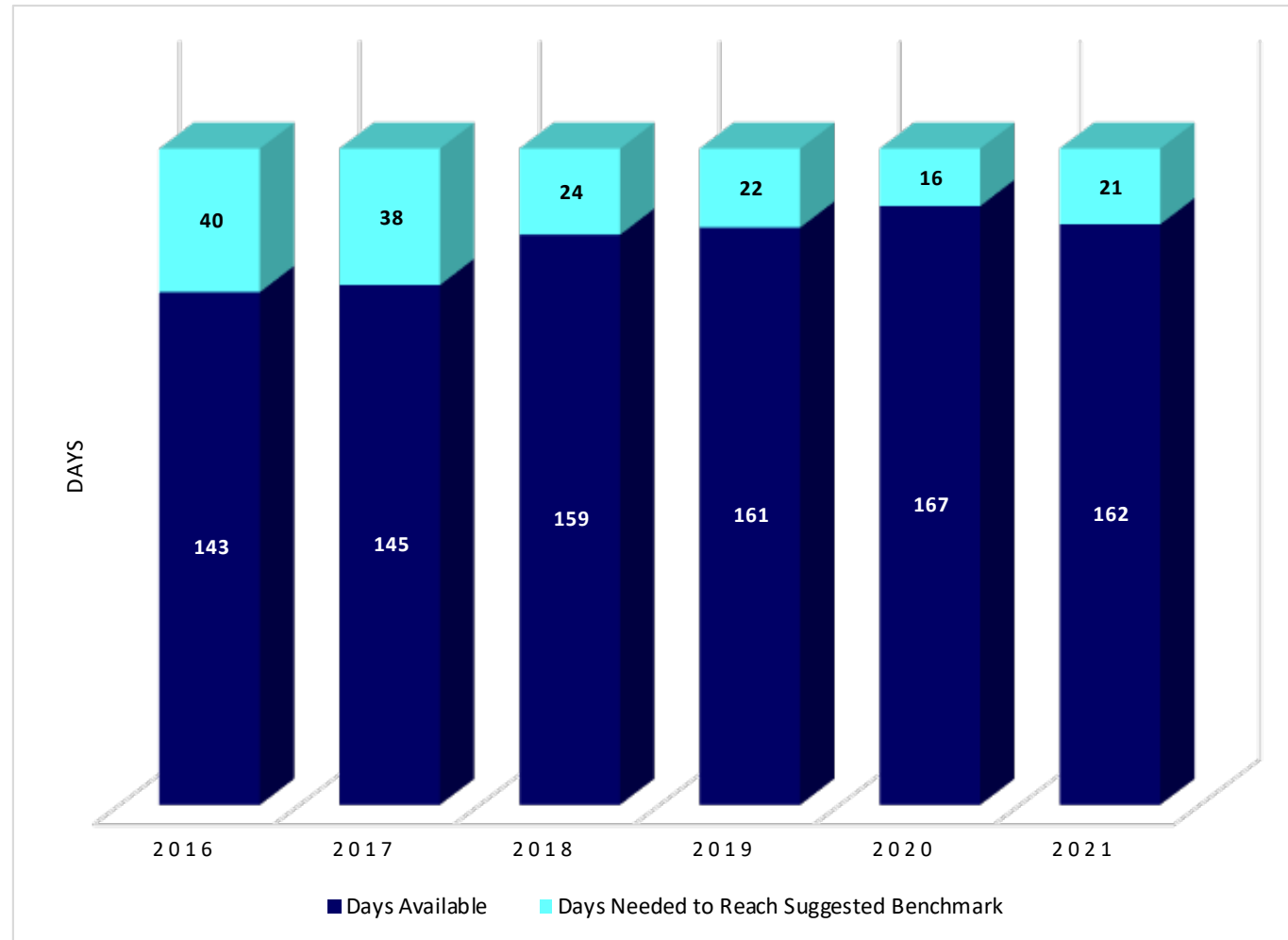
City's Working Funds Only Financial Results

	'21 Budget	Actual	Over (Under)		'21 Budget	Actual	Over (Under)
Revenues	As Amended	YTD	Budget	Expenditures	As Amended	YTD	Budget
Taxes	\$ 2,950,201	\$ 3,345,590	\$ 395,389	Personnel Services	\$ 7,122,383	\$ 7,016,076	\$ (106,307)
Licenses & Permits	437,845	413,823	(24,022)	Supplies	511,550	614,775	103,225
Intergovernmental	5,204,834	5,268,262	63,429	Services	2,324,501	2,261,920	(62,581)
Charges for Services	982,508	980,130	(2,378)	Other	509,649	522,581	12,932
Fines & Forfeitures	127,000	134,443	7,443	Total Expenditures	\$ 10,468,083	\$ 10,415,352	\$ (52,731)
Special Assessments	55,000	55,879	879				
Interest	10,000	32,011	22,011				
FMV Adjustment	-	(184,482)	(184,482)				
Contributions and Donations	-	14,646	14,646				
Miscellaneous	1,350,877	1,005,063	(345,814)				
Total Revenues	\$ 11,118,264	\$ 11,065,365	\$ (52,899)				
Expenditures							
General Government	\$ 2,744,630	\$ 2,589,222	\$ (155,408)				
Police	4,050,998	3,973,103	(77,894)				
Fire	1,095,129	1,128,845	33,715				
Misdemeanor Prosecutor	193,579	193,579	-				
Animal Control	67,960	61,806	(6,154)				
Parks - all programs	1,083,253	1,135,594	52,341				
Streets	1,232,534	1,333,202	100,668				
Total Expenditures	\$ 10,468,083	\$ 10,415,352	\$ (52,731)				
Other Sources (Uses)							
Transfers In (Out)	\$ (578,181)	\$ (695,264)	\$ (117,083)				
Excess of Revenue Over (Under)							
Expenditures and Other Sources (Uses)	\$ 72,000	\$ (45,251)	\$ (117,251)				



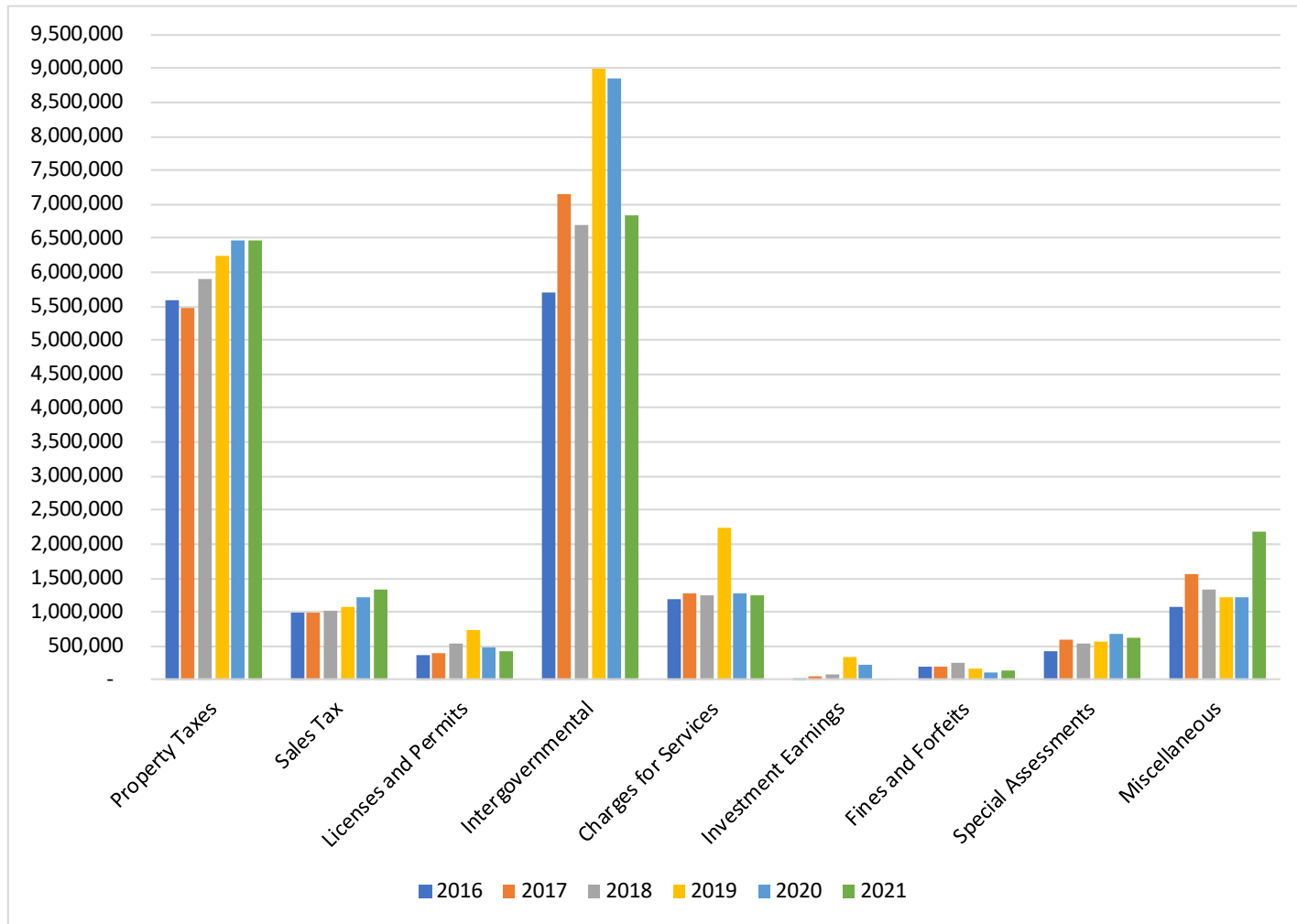
City's Financial Results

General (including other minor funds for reporting), Public Safety, Street, and Park & Rec Funds
Days Expenditures in Unassigned Fund Balance



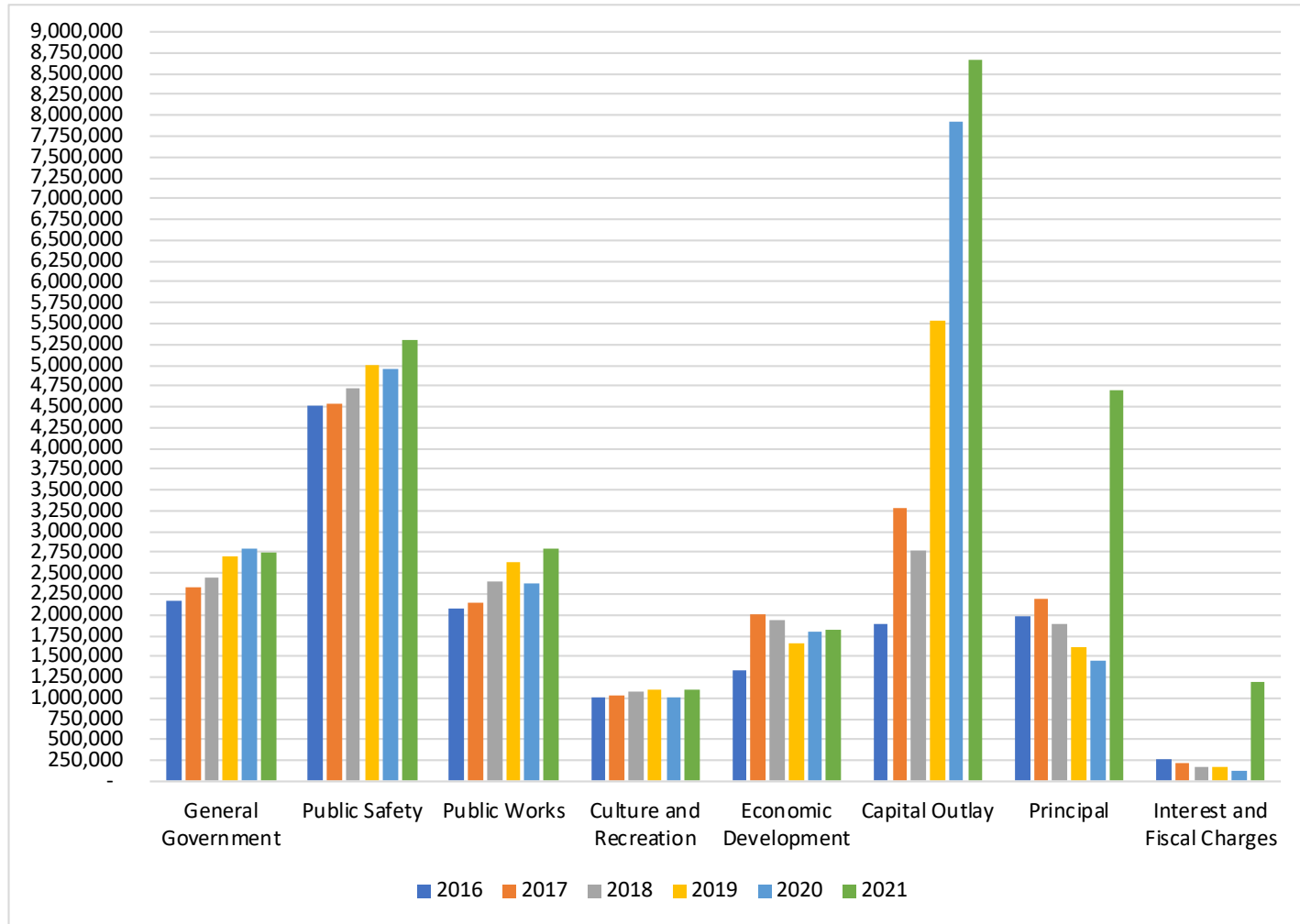
City's Financial Results

All Funds Total Revenues



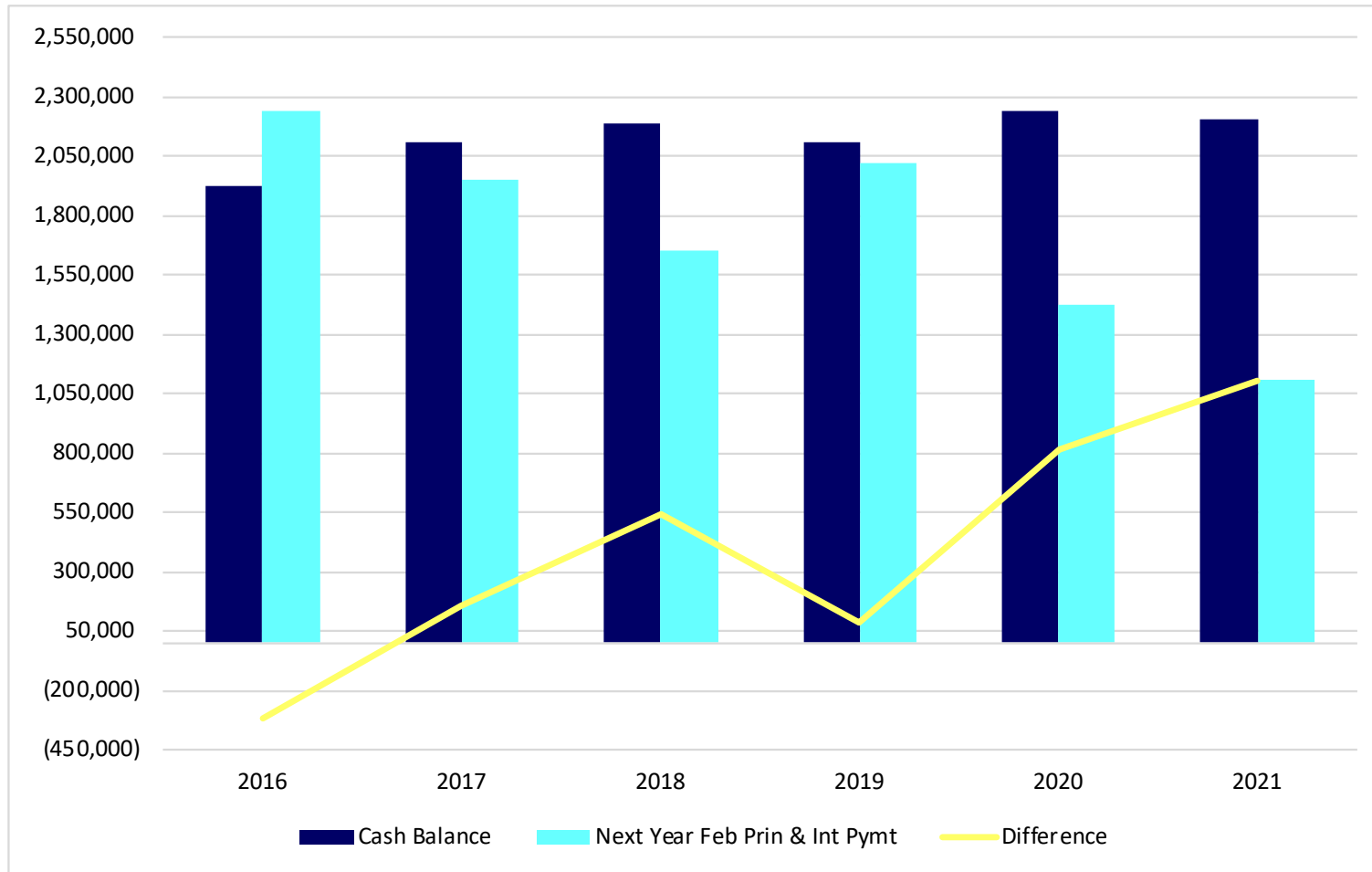
City's Financial Results

All Funds Total Expenditures



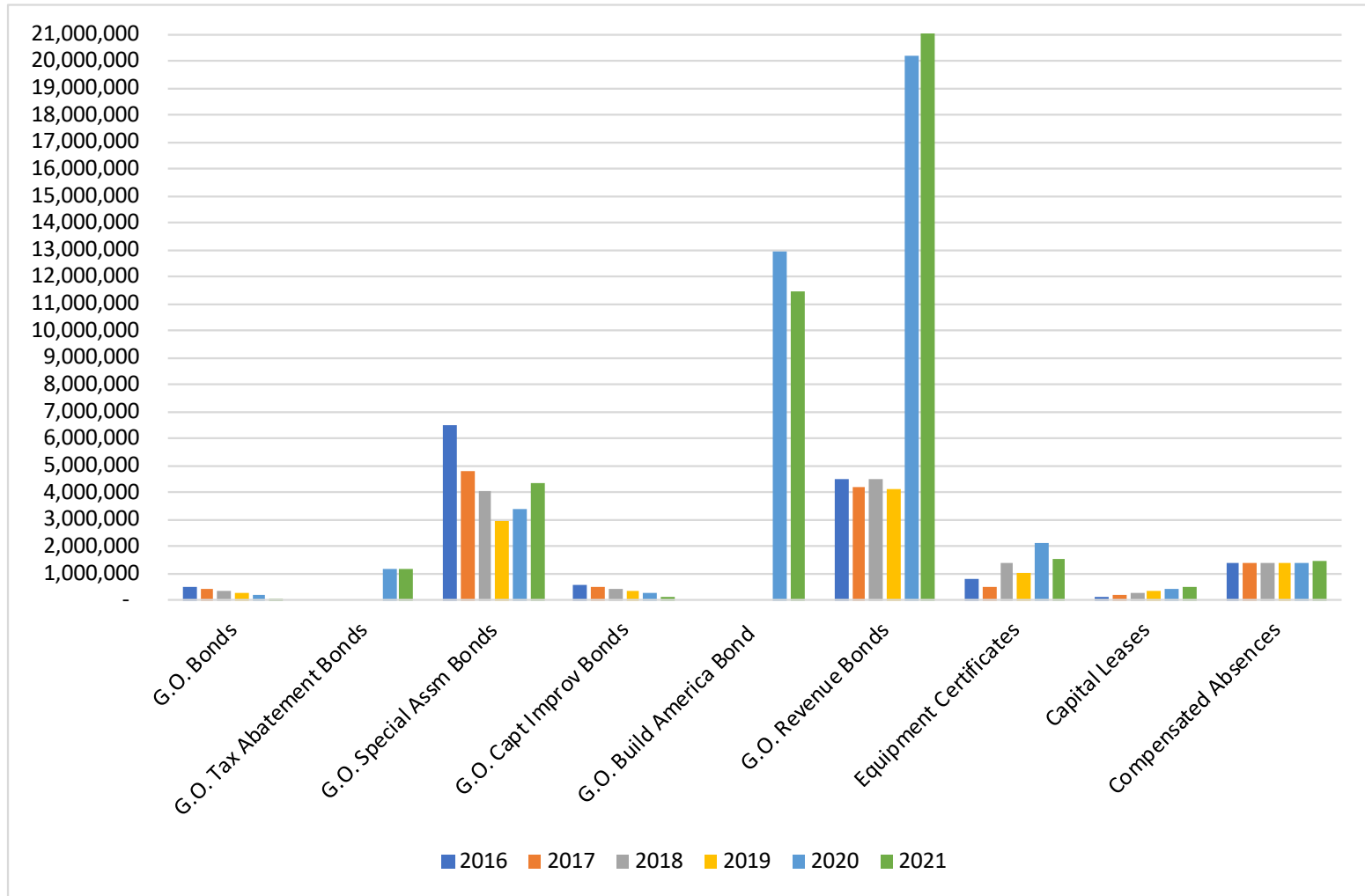
City's Financial Results

Debt Service Funds Total Cash Available



City's Financial Results

Total City Debt



Enterprise Funds

	SANITARY SEWER COLLECTION SYSTEM	STORM SEWER FUND	TOTALS
OPERATING REVENUES			
Charges for Services	\$ 865,892	\$ 457,383	\$ 1,323,275
Total Operating Revenues	865,892	457,383	1,323,275
OPERATING EXPENSES			
Salaries and Benefits	181,229	22,320	203,549
Professional Services	42,916	72,269	115,185
Repairs and Maintenance	37,006	9,700	46,706
Insurance	5,479	2,741	8,220
Depreciation	486,058	278,868	764,926
Materials and Supplies	7,165	-	7,165
Miscellaneous	1,427	3,263	4,690
Total Operating Expenses	761,280	389,161	1,150,441
OPERATING INCOME	104,612	68,222	172,834
NONOPERATING REVENUES (EXPENSES)			
Intergovernmental	234,772	136,452	371,224
Interest Income	2,294	2,384	4,678
Interest Expense and Fiscal Charges	(44,709)	(1,286)	(45,995)
Total Nonoperating Revenues (Expenses)	192,357	137,550	329,907
CHANGE IN NET POSITION BEFORE TRANSFERS	296,969	205,772	502,741
Transfers Out	-	(1,500)	(1,500)
CHANGE IN NET POSITION	296,969	204,272	501,241
Net Position - Beginning of Year	8,112,805	6,810,629	14,923,434
NET POSITION - END OF YEAR	\$ 8,409,774	\$ 7,014,901	\$ 15,424,675



Insights/ Observations

- Overall Audit Results are Positive
 - No findings on single audit
 - Staff conscientious and responsible
 - Staff very responsive to audit inquiries/requests
 - State Reporting Form and GFOA Certificate will be submitted timely
- Fund Balance Reserves – Operating Funds
 - Must analyze General, Public Safety, Park & Rec, and Street Funds collectively
 - Fund Balance = 39% of 2022 Budgeted Expenditures
 - Policy is to have 35 – 50% of Subsequent Year Budgeted Expenditures
 - Policy allows Fund Balance to grow 1% per year
 - 42% last year
 - 39% this year



Insights/ Observations

- Revolving Loan Fund had positive change in fund balance
 - Received \$151,000 in grant money, spent \$158,000
- Debt Service Fund has a restricted Fund Balance of approximately \$35,111,000 with expenditures of \$5,722,000 and due from component unit of \$32,887,000
 - Fund Balance increased due to unspent bond proceeds
 - Miscellaneous revenues is interest coming from BPU for bond payments
- Capital Projects Fund has an assigned Fund Balance of approximately \$2,423,000 with expenditures of \$7,475,000
 - Approximately \$2,421,000 of transfers in/taxes levied/intergovernmental grants to help pay for projects
 - Bond proceeds of \$1,655,000 issued for new projects this year



Questions and Comments



Thank You for the Opportunity to Serve the City!

Mary Reedy, CPA, CGFM
Principal
CliftonLarsonAllen LLP
(218) 828-0100
mary.reedy@CLAconnect.com

Connie Hillman, CPA
Finance Director
City of Brainerd
(218) 828-2307
chillman@ci.brainerd.mn.us



CLAconnect.com



CPAs | CONSULTANTS | WEALTH ADVISORS

©2022 CliftonLarsonAllen LLP

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor

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

City Hall Council Chambers

July 18, 2022

7:00 PM

WebEx Teleconference Call-In Information Call Toll-

Free: 1-844-992-4726

Access Code: 2485 832 9909

1. Request to Apply for Clean Water Funds FY 2023 for Gully Remediation Project
2. Direction on Open Code Enforcement Cases



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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



MEMO

TO: Safety and Public Works Committee

FROM: Interim City Engineer Sandy

DATE: 7/12/2022

SUBJECT: Clean Water Funds for Gully Remediation Project.

Staff would like to go into some detail about the proposed Gully Remediation Project and also some information on why this project is important for the city to complete long term from both an environmental remediation standpoint and a regulatory standpoint.

History and Background

The gully that currently exists and starts near the intersection of Carol Lane and Buffalo Hills Lane has likely existed for some time. As more streets were constructed and development occurred around the Buffalo Hills area, the impervious surface coverage in this area increased and has slowly increased the amount of runoff that is diverted to this channel. Impervious surface increases also decrease the amount of time that stormwater takes to get from point A to point B, which increases the likelihood that water channelizes and erodes certain soil types. This combined with the sandy soils that are seen throughout Brainerd leaves us in the situation in which exists today, where a mixture of soil erosion, topography and large rain events have created a gully in which is threatening property and environmental damage to environmentally sensitive areas like Little Buffalo Creek and the Mississippi River.

The Project Scope

The scope of the current project is to place storm sewer pipe and structures in the gully and backfill the pipe to bring the water to an area where it can be discharged safely without eroding the surrounding soils. The water was discharge into an energy dissipation pool at the end, where the water would then find its way to the impaired Little Buffalo Creek. HRGreen is at about 90% plans, in which means the project is nearly fully developed and where funding considerations come into play for the future project.

Environmental and Permitting Considerations

Stormwater in the City of Brainerd is regulated by the City's MS4 permit. The city is responsible for all stormwater within its system and infrastructure. Where the water originates has very little to do with the MS4 permit (i.e., the County, City, and State share stormwater systemwide throughout Brainerd). When it enters Brainerd's infrastructure and outlet system, this stormwater does become the City's issue. When the MS4 permit is reissued in 2026/2027 for

the next 5 years, the city will be responsible for a total maximum daily load of sediment that it can discharge into the Mississippi River. The Mississippi River is impaired for total suspended solids, which means that the river is having a hard time supporting fish and aquatic life due to the amount of sediment is contained in the river. This project will reduce the sediment loading to the river, and the city will be able to document and take credit for a large amount of sediment discharge being eliminated to satisfy the City's permit requirements. This project is also important for the health of Little Buffalo Creek. If you have an opportunity to travel into Rotary Park near the end of the gully, you will see the large sediment deposit that has occurred and continues to grow due to this issue that has been created and worsened over time.

The project completed in 2018 on Buffalo Hills Lane did not contribute to this issue before or after construction. The stormwater pond constructed on Ridge Drive takes stormwater from the west of Carol Lane on Buffalo Hills Lane and from Ridge Drive and treats it before discharging in the river. This stormwater has never been a part of the gullies drainage area and is maintained that way today.

Funding Considerations

Through the design process, our consultant engineer HRGreen have been prepping and keeping the Board of Soil and Water Resources (BWSR) and Soil and Water Conservation District (SWCD) staff informed of the project progress and making them aware that a potential application to the Clean Water Fund may be coming down the line. The SWCD and our consultant are willing to apply for these funds on behalf of the City to fund 75% of the estimated project cost through this state funded program. The local 25% match would need to be budgeted from the Storm Sewer Fund or come from other local funding sources for the project if awarded. From the conversations that have occurred, the project will score well and has support from many of the agencies listed. There is a very good chance that funding FY 2023 will be provided. Discussion on utilizing ARPA funds to cover the match for the project, rather than the storm sewer fund, can come at a later date when the Council chooses project to utilize those funds on. This application is due on August 22nd for 2023 funding, which makes it timely to make a decision and pursue the grant funding in 2022.



FY 2023

**Clean Water Fund Competitive
Grants Request for Proposal
(RFP)**



Table of Contents

Table of Contents	2
Purpose and Application Information	3
What is New for 2023	4
Proposal Requirements	4
A. Applicant Eligibility	4
B. Match.....	5
C. Project Period	5
D. Payment Schedule	5
E. Reporting and Administration Requirements	5
F. Restoration Evaluation Program	6
G. Incomplete Applications.....	6
Application Guidelines.....	7
A. Deadline and Timeline	7
B. Native Vegetation	7
C. Permitting.....	7
D. Applications	8
General Information	9
A. Grants and Public Information	9
B. Prevailing Wage.....	10
C. Conflict of Interest.....	10
D. Questions.....	10
Project and Practices	12
Projects and Practices - Drinking Water	15
Multipurpose Drainage Management	17
Soil Health Grants.....	21
Ag BMP Loans	23
MPCA Clean Water Partnership Loans	24
FY 2023 Projects and Practices Questions.....	25
FY 2023 Drinking Water Projects and Practices Questions	28
FY 2023 Multipurpose Drainage Management Questions	31
FY 2023 Soil Health Grants Questions	33

Purpose and Application Information

The Clean Water Fund was established in Minnesota Statute 114D.50 to implement part of Article XI, Section 15, of the Minnesota Constitution, with the purpose of protecting, enhancing, and restoring water quality in lakes, rivers, and streams in addition to protecting ground water and drinking water sources from degradation. These funds must supplement traditional sources of funding and may not be used as a substitute to fund activities or programs.

The appropriation language governing the use of these funds is in Minnesota Session Laws 2021, 1st Special Session, Chapter 1, Article 2, Section 6. Table 1 lists the Clean Water Fund (CWF) programs available to BWSR and other executive branch agencies. Final funding decisions will be dependent on the actual funds available.

Table 1: FY 2022 Competitive Clean Water Grant Funding Available ¹			
Agency Fund	Funding Amount	Governmental Units Eligible for Funding	Required Match
BWSR Projects and Practices <i>Drinking Water subprogram</i>	Up to \$9,700,000 <i>Up to 20% of Projects and Practices funding amount</i>	Soil and Water Conservation Districts, Watershed Districts, WMOs, Counties, Municipalities ² , and JPBs of these organizations	25%
BWSR Multipurpose Drainage Management	Up to \$800,000	Partnership of a Chapter 103E Drainage Authority ³ and Soil and Water Conservation District(s)	25%
BWSR Soil Health Grants	Up to \$1,400,000	Soil and Water Conservation Districts, Watershed Districts, WMOs, Counties, Municipalities ² , and JPBs of these organizations	10% ⁴
MDA AgBMP Loans	Up to \$5,000,000	Any LGU may apply, but awards will be coordinated through existing contract holders.	Not Required
MPCA Clean Water Partnership Loans	Up to \$3,000,000	Local governmental units with the ability to generate revenue or a group with an eligible sponsor of an LGU with revenue generating authority	Not Required
Total	Up to \$19,900,000		
¹ Amounts shown are estimates. Actual amounts will be determined prior to the end of the application period. ² Municipalities must 1) have a water plan that has been approved by a watershed district or a watershed management organization as provided under Minn. Stat. 103B.235; or 2) adopted an approved comprehensive watershed management plan developed under Minn. Stat. 103B.801 ³ County, Joint County Board, or Watershed District ⁴ This is an exception from the FY23 CWF Policy, which states that all CWF grants must have 25% match.			

What is New for 2023

1. The term “Livestock Waste Management” was changed to “Feedlots” under specific requirements when applying for a Projects and Practices grant.
2. Change in Ranking Criteria:
 - for Projects and Practices grants:
 - Prioritization (Relationship to Plans): The proposal is based on priority protection or restoration actions listed in or derived from a current state approved and locally adopted plan (see plans listed in 'Applicant Eligibility' of this RFP) and is linked to statewide Clean Water Fund priorities and public benefits.
 - for Projects and Practices Drinking Water Subprogram grants:
 - Prioritization: The proposal is based on priority actions from a current state approved and locally adopted plan (see plans listed in 'Applicant Eligibility' of this RFP), or a state approved Minnesota Department of Health approved source water (drinking water) protection plan such as a wellhead protection plan, wellhead protection action plan or surface water intake protection plan.
3. Soil Health Grants: FY23 funds are still available for this program. The grant information, RFP requirements, and questions will be the same as the stand-alone FY22/23 Clean Water Fund Soil Health Grants application period from March-May 2022. It is important to note that this grant has a 10% match requirement.

Proposal Requirements

A. Applicant Eligibility

As defined in the FY 2023 Clean Water Fund Competitive Grant Policy, eligible applicants include:

- Local government units (counties, watershed districts, watershed management organizations, and soil and water conservation districts) or local government joint power boards working under a current State approved and locally adopted local water management plan or soil and water conservation district (SWCD) comprehensive plan.
- Municipalities that 1) have a water plan that has been approved by a watershed district or a watershed management organization as provided under Minn. Stat. 103B.235; or 2) adopted an approved comprehensive watershed management plan developed under Minn. Stat. 103B.801
- Counties in the seven-county metropolitan area are eligible if they have adopted a county groundwater plan or county comprehensive plan that has been approved by the Metropolitan Council under Minn. Stat. Chapter 473.
- Entities that have not adopted a plan as described above, and therefore not eligible to apply, are encouraged to work with an eligible entity if interested in receiving grant funds.

- LGUs are eligible to receive grant funds if they are working under a current water management plan that has been **state approved and locally adopted** when the BWSR Board authorizes the grant awards.

B. Match

All BWSR CWF competitive grants require a minimum non-state match. All BWSR grant programs, except for Soil Health, have a match requirement that is up to 25% of the amount of Clean Water Funds requested or received. The match must be cash or in-kind cash value of goods, materials, and services directly attributed to project accomplishments.

C. Project Period

The project period starts when the grant agreement is executed, meaning all required signatures have been obtained. Work that occurs before this date is not eligible for reimbursement with grant funds and cannot be used as match. All grants must be completed by December 31, 2025.

If a project receives federal funds, the period of the grant agreement may be extended to equal the length of time that the federal funds are available subject to limitation. Applicants using federal funds are encouraged to contact BWSR soon after the award of funds to ensure the grant agreement can be developed appropriately.

D. Payment Schedule

Grant payments will be distributed in three installments to the grantee. The first payment of 50% of the grant amount will be paid after work plan approval and execution of the grant agreement provided the grant applicant is in compliance with all BWSR website and eLINK reporting requirements for previously awarded BWSR grants. The second payment of 40% of the grant amount will be paid once the grantee has provided BWSR with notification and BWSR has reviewed and approved the eLINK reporting, financial report, and possibly completes a grant reconciliation of the initial payment. The last 10% will be paid after all final reporting requirements are met, the grantee has provided BWSR with a final financial report, and BWSR has reconciled these expenditures.

E. Reporting and Administration Requirements

- All grant recipients are required to report on the outcomes, activities, and accomplishments of Clean Water Fund grants. Outputs will serve as surrogates for outcomes and will be reported as estimated pollutant reductions and progress towards goals based on the best available information.
- All BWSR funded grants are managed through eLINK. All applications will be submitted electronically through eLINK. Successful applicants will be required to complete a work plan in eLINK. All required reporting will be completed through eLINK. For more information go to <https://bwsr.state.mn.us/elink>.
- BWSR Clean Water Funds will be administered via a standard grant agreement. BWSR will use grant agreements as contracts for assurance of deliverables and compliance with appropriate statutes, rules and established policies. Willful or negligent disregard of relevant statutes, rules and policies may lead to imposition of financial penalties on the grant recipient.
- When practicable, grant recipients shall prominently display on their website the legacy logo. Grant recipients must display on their website either a link to their project from the Legislative Coordinating

Commission Legacy Site (<http://legacy.leg.mn>) or a clean water project summary that includes a description of the grant activities, including expenditure of grant funds and measurable outcomes.

- When practicable, grant recipients must display a sign with the Legacy Logo at the project site or other public location identifying the project was built with assistance from Clean Water, Land and Legacy Amendment. When practicable, grant recipients must display the Legacy Logo on printed and other media funded with money from the Clean Water Fund. The logo and specifications can be found at <http://www.legacy.leg.mn/legacy-logo>.
- All grantees receiving funds for BWSR programs must follow the FY23 Clean Water Fund Implementation Program Policy and BWSR Grants Administration Manual, which can be found at <https://bwsr.state.mn.us/grants/manual/>

F. Restoration Evaluation Program

All Clean Water Fund restoration projects with restoration benefits may be subject to an evaluation in accordance with Minn. Stat. 114D.50 Subd. 6. Primary goals of the restoration evaluation program are to evaluate the projects relative to the law, current science, and the stated goals and standards in the restoration plan and to improve future habitat restorations by creating a feedback loop from lessons learned in the field.

Key recommendations that applicants should follow are:

1. **Improved Project Planning** - Thorough project planning will enable project managers to make informed decisions and improve capacity to achieve desired outcomes
2. **Improved Vegetation for Stream Projects** - Well established vegetation is critical for the long-term success of stream projects. Establishing native vegetation takes planning and diligent maintenance.
3. **Improved Project Teams** - Bringing more sets of expertise to the table will ideally: minimize instances of non-native plant use, identify plan components with high risk of limited success, help plan contingencies for potential challenges, and broaden project goals.
4. **Improved Documentation** - Documentation is critical for understanding, tracking, and achieving successful restorations.

For more information regarding the Restoration Evaluation Program visit the follow website:

<https://www.dnr.state.mn.us/legacy/restoration-evaluation.html>

G. Incomplete Applications

Applications that do not comply with all application requirements will not be considered for funding, as provided below:

- Components of the application are incomplete or missing including information on pollution reduction estimates where applicable;
- Any required documentation is missing including uploading required feasibility studies for in-lake treatments, supplemental questions for feedlot projects or the budget spreadsheet for multi-purpose drainage management.
- The match amount does not meet grant requirements; or
- The minimum grant dollar amount is not met.

Application Guidelines

A. Deadline and Timeline

No late submissions or incomplete applications will be considered for funding.

- | | |
|---------------------|---|
| ■ June 27, 2022 | Application period begins |
| ■ August 22, 2022 | Application deadline at 4:30 p.m.* |
| ■ December 15, 2022 | BWSR Board authorizes grant awards (proposed) |
| ■ February 2023 | BWSR grant agreements sent to recipients (proposed) |
| ■ March 20, 2023 | Work plan submittal deadline |
| ■ April 17, 2023 | Grant execution deadline |

*The application must be submitted by 4:30 PM. Late responses will not be considered. The grant applicant is responsible for proving timely submittal.

B. Native Vegetation

All projects that involve vegetation restoration or establishment are subject to BWSR's Native Vegetation Establishment and Enhancement Guidelines found at: <https://bwsr.state.mn.us/sites/default/files/2019-07/Updated%20guidelines%20Final%2007-01-19.pdf>. Key requirements within the Guidelines include the use of native vegetation, providing pollinator habitat, and incorporating high diversity levels.

C. Permitting

The applicant is responsible for obtaining and complying with all permits necessary to execute the project. If applicable, successful applicants will be required to provide sufficient documentation prior to work plan approval that the project expects to receive or has received all necessary federal, state and local permits and meets all water quality rules, including those that apply to the utilization of an existing water body as a water quality treatment device. ***Applicants are strongly encouraged to contact the appropriate regulatory agencies early in the grant application development process to ensure potential projects can meet all applicable regulatory requirements.***

For information regarding MPCA storm water permitting requirements, please go to:

Construction stormwater permit overview

<http://www.pca.state.mn.us/index.php/view-document.html?gid=7386>

Common Plan of Development

<http://www.pca.state.mn.us/index.php/view-document.html?gid=7396>

Untreated Stormwater Runoff to Lakes, Streams, and Wetlands

<http://www.pca.state.mn.us/index.php/view-document.html?gid=11864>

D. Applications

1. Applications need to be submitted via **eLINK**. Eligible applicants without a current eLINK user account must submit a request to establish an eLINK account ***no later than 7 days prior to the application*** deadline. As part of the application, eLINK will require applicants to map the location of the proposed project area.
2. Proposals involving in-lake treatment, feedlot projects or multipurpose drainage management must include required attachments in eLINK at the time of application.
3. Proposals may include only one image to be submitted within their eLINK application. **Only .jpg, .tiff, or .png file types are allowed.** All other file types of images are not accessible to reviewers.
4. Proposals should clearly articulate what water resource is being targeted in the application. Proposals should demonstrate significant, measurable project outputs and outcomes targeted to critical pollution source areas that will help achieve water quality objectives for the water resource of concern; be consistent with a watershed management plan that has been state approved and locally adopted or an approved total maximum daily load study (TMDL), Watershed Restoration and Protection Strategy (WRAPS), Groundwater Restoration and Protection Strategy (GRAPS), surface water intake plan, or well head protection plan.
5. Proposals should ensure they are citing the current, state approved and locally adopted plan for the project area. For example, once a Comprehensive Watershed Management Plan is adopted for an area, the County Water Plan or SWCD Comprehensive Plan can no longer be referenced since it is no longer the applicable plan in the project area, even if it continues to be used elsewhere in the county where a CWMP has not yet been developed and adopted. Improper plan references will negatively affect the prioritization score.
6. As appropriate, outputs should include scientifically credible estimates of pollutant reductions expected as a result of the project, as well as other measures such as acres of wetlands/forest, miles of riparian buffer or stream bank restored, acres treated by stormwater BMPs, or acres of specific agricultural conservation practices implemented including acres treated by the installation of the practice.
Applications with unrealistic pollution reduction estimates will not be considered.
7. Proposals submitted under the BWSR Clean Water Fund Grant categories must request state funds that equal or exceed \$30,000. Applications submitted that do not meet this minimum dollar amount will not be accepted. Actual awards may be less than this minimum when applications receive partial funding.
8. Proposals for projects meeting a waste load allocation and located on publicly owned land and exceeding \$750,000 should first consult with the [Minnesota Public Facilities Authority](#) before applying for BWSR Clean Water Funds.
9. Structural projects and practices must be of long-lasting public benefit. LGUs must provide assurances that the landowner or land occupier will keep the project in place for the effective life of the project.

10. Effective life is defined in the <https://bwsr.state.mn.us/grant-program-policies>. Information defining effective life not provided in the application must be defined in the work plan. The effective life for in-lake or in-channel treatments such as alum treatments must be assessed and determined as part of the required feasibility study prior to applying for funding.
11. Proposals must have plans for long-term maintenance and inspection monitoring for the duration of the life of a project as part of their project files. Work plans developed for funded applications will rely on this information for operation, maintenance and inspection requirements after the project is completed.
12. Applicants should evaluate the impacts that climate change (such as fluctuating precipitation patterns and drought) may have on the ability of the proposed project to meet objectives and whether the proposed project increases landscape resiliency.
13. For projects that are proposing to infiltrate stormwater, the following guidance should be taken into consideration:
https://stormwater.pca.state.mn.us/images/3/3a/Evaluating_Proposed_Stormwater_Infiltration_Projects_in_Vulnerable_Wellhead_Protection_Areas.pdf
14. Applications may receive partial funding for the following reasons: 1) an absence of or limited identification of specific project locations, 2) budgeted items that were not discussed in the application or have no connection to the central purpose of the application were included by an applicant; 3) to address budget categories out of balance with the project scope; 4) application contains ineligible components; and 5) insufficient funds remaining in a grant category to fully fund a project. Prior to final selection, the Board may engage applicants to resolve questions or to discuss modifications to the project or funding request.
15. Proposals from applicants that were previously awarded Clean Water Funds will be considered during the review process for applications submitted in response to this RFP. However, applicants that have expended less than 50% of previous award(s) at the time of this application will need to demonstrate organizational capacity to finalize current projects and complete new projects concurrently.

General Information

A. Grants and Public Information

Under Minnesota Statute 13.599, responses to an RFP are nonpublic until the application deadline is reached. At that time, the name and address of the grantee, and the amount requested becomes public. All other data is nonpublic until the negotiation of the grant agreement with the selected grantee is completed. After the application evaluation process is completed, all data (except trade secret data) becomes public. Data created during the evaluation process is nonpublic until the negotiation of the grant agreement with the selected grantee(s) is completed.

B. Prevailing Wage

It is the responsibility of the grant recipient or contractor to pay prevailing wages on construction projects to which state prevailing wage laws apply (Minn. Stat. 177.42 – 177.44). All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with state funds included in this RFP shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality. Additional information on prevailing wage requirements is available on the Department of Labor and Industry (DOLI) website <https://www.dli.mn.gov/business/employment-practices/prevailing-wage-information>. Questions about the application of prevailing wage rates should be directed to DOLI at 651-284-5091.

C. Conflict of Interest

State Grant Policy 08-01, (see <https://mn.gov/admin/government/grants/policies-statutes-forms/>) Conflict of Interest for State Grant-Making, also applies to BWSR grantees. Grantees' conflicts of interest are generally considered organizational conflicts of interest. Organizational conflicts of interest occur when:

1. A grantee is unable or potentially unable to render impartial assistance or advice due to competing duties or loyalties,
2. A grantee's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties, or
3. A grantee or potential grantee has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors.

D. Questions

This RFP, the FY2023 Clean Water Fund Competitive Grant Policy adopted by the BWSR, and the Grants Administration Manual (<https://bwsr.state.mn.us/grants/manual/>) provide the framework for funding and administration of the FY2023 Clean Water Fund Competitive Grant Program (www.bwsr.state.mn.us/grants/apply/index.html).

Questions regarding grant applications should be directed to your area Board Conservationist or Clean Water Specialist; a map of work areas and contact information is available at [BWSR Maps and Apps Gallery](#). Questions may also be submitted by email to cwfquestions@state.mn.us. Responses will be posted on the BWSR website as a "[Frequently Asked Questions](#)" (FAQ) document and updated weekly throughout the RFP. The final update will be posted on August 8, 2022.

Questions about the Restoration Evaluation Program can be directed to:

Wade Johnson
wade.a.johnson@state.mn.us
651-259-5057

Questions about the MDA AgBMP Loan Program and requesting funds through this application can be answered by calling Richard Gruenes (651) 201-6609 or emailing AgBMP.Loans@state.mn.us.

Questions regarding the MDA Groundwater Protection Rule and Township Testing can be answered by calling Larry Gunderson at 651-328-9034 or emailing larry.gunderson@state.mn.us.

Questions about the MPCA Clean Water Partnership Loan Program can be answered by calling Cindy Osborn at 651-757-2099 or emailing cynthia.osborn@state.mn.us.

For more information on who to contact at the Minnesota Department of Health in regards to questions about Drinking Water Supply Management Areas or Well Head Protection areas, visit:
<https://www.health.state.mn.us/communities/environment/water/docs/swpstaffmap.pdf>.

Project and Practices

This grant makes an investment in on-the-ground projects and practices that will protect or restore water quality in lakes, rivers or streams, or will protect groundwater or drinking water. Examples include stormwater practices, agricultural conservation practices, feedlot related practices, lakeshore and stream bank stabilization, stream restoration, and SSTS upgrades.

Specific Requirements – Projects and Practices

- Through the Nonpoint Priority Funding Plan, the following three high-level state priorities have been established for Clean Water Fund nonpoint implementation:
 1. Restore those waters that are closest to meeting state water quality standards
 2. Protect those high-quality unimpaired waters at greatest risk of becoming impaired
 3. Restore and protect water resources for public use and public health, including drinking water.
- To meet the project assurances (section 3.2 of Policy) for streambank stabilization or stream restoration projects, applicants must commit to provide financial assurance from local sources for repairs and maintenance. Assurance (recommended at least 20 percent of total project cost) needs to be documented prior to work plan approval to ensure projects provide the proposed long-term clean water benefits.
- Proposals must include a measurable goal. For projects proposed to help meet a Total Maximum Daily Load, measurable goals need to be quantified as the needed annual pollution load reduction.
- SSTS project landowners must meet low income thresholds. Applicants are strongly encouraged to use existing income guidelines from U.S. Rural Development as the basis for their definition of low income.
- Feedlot Applications:
 - a. Practices must follow the MN NRCS practice docket, which is found on the NRCS website: <https://efotg.sc.egov.usda.gov/#/details>
 - b. Supplemental questions **must** be submitted in eLINK via attachment as part of any application that contain feedlot practices including practices to address stockpiles. Applications that do not have this attachment will be deemed ineligible.
 - c. Funding will only be provided for those facilities listed on the supplemental questions sheet, which shall be incorporated into the grant work plan.
- In-lake management activities must have completed a feasibility study that is attached to the eLINK grant application. The study must include:
 - a. Lake and watershed information (at minimum, include lake morphology and depth, summary of water quality information, and the assessment of aquatic invasive species);
 - b. Description of internal load vs. external load nutrient reductions;
 - c. History of projects completed in the watershed, as well as other in-lake activities if applicable;
 - d. Cost benefit analysis of options considered;
 - e. Projected effective life of the proposed activities;
 - f. Expected water quality outcome; and
 - g. Plan for monitoring surface water quality to assure the project's total phosphorus goal will be achieved during the project's effective life, and

h. For activities related to rough fish (example carp), the feasibility study must also include:

- i. Methods used to estimate adult and juvenile carp populations;
- ii. Description of the known interconnectedness of waterbodies (lakes, ponds, streams, wetlands, etc.);
- iii. Identified nursery areas;
- iv. Methods used to track carp movement;
- v. Proposed actions to limit recruitment and movement; and
- vi. Proposed actions to reduce adult carp populations

- Streambank and stream channel restoration project applicants will be more successful if they present sufficient data and information that demonstrates:
 - a. A detailed understanding of the channel and watershed conditions affecting the project site.
 - b. The level of partner/agency coordination and concurrence in assessment, design, and permitting achieved to date.
 - c. A quantitative method was used to target a project at this location.

Ineligible Use of Grant Funds – Projects and Practices

1. Activities that do not have a primary benefit of water quality.
2. Water quality monitoring such as, but not limited to, routine, baseline, diagnostic, or effectiveness monitoring. This includes both surface and groundwater monitoring activities.
3. Household water conservation appliances and water fixtures.
4. Wastewater treatment with the exception of Subsurface Sewage Treatment Systems
5. Municipal drinking water supply facilities or individual drinking water treatment systems.
6. Stormwater conveyances that collect and move runoff, but do not provide water quality treatment benefit.
7. Activities that outlet land locked basins.
8. Development and delivery of educational activities and curriculum that do not support or lead to the implementation of water quality practices.
9. Replacement, realignment or creation of bridges, trails or roads.
10. Aquatic plant harvesting.
11. Routine maintenance or repair of best management practices, capital equipment and infrastructure within the effective life of existing practices or projects.
12. Feedlots:
 - a. Feedlot expansions beyond state registered number of animal units.
 - b. Slats placed on top of manure storage structures.
13. Subsurface Sewage Treatment Systems (SSTS):
 - i. Small community wastewater treatment systems serving over 10,000 gallons per day with a soil treatment system, and
 - ii. A small community wastewater treatment system that discharges treated sewage effluent directly to surface waters without land treatment.

14. Any project that contributes to, or otherwise is used to replace wetlands impacted under the Wetland Conservation Act (per Minn. Rules. 8420).
15. Fee title land acquisition or easement costs, unless specifically allowed. If not specifically allowed, land acquisition and easement costs can count toward the required match if directly associated with the project and incurred within the grant period.
16. Buffers that are required by law (including Drainage Law and Buffer Law).
17. Activities required under the Groundwater Protection Rule including: 1) restrictions on nitrogen fertilizer applications in the fall, on frozen soils in vulnerable groundwater areas, and in mitigation level 1 and 2 DWSMAs and 2) requirements in a commissioner's order in mitigation level 3 and level 4 DWSMAs.
18. Components of projects needed to meet the statutory requirements of 103E Drainage Law.

Ranking Criteria – Projects and Practices

BWSR staff initially review all applications for eligibility. Eligible applications are further screened and forwarded to an interagency work team (BWSR, MPCA, MDA, MDH and DNR) that will review and rank Projects and Practices applications, in order, to make a funding recommendation to the BWSR Board.

Projects and Practices Ranking Criteria	
Ranking Criteria	Maximum Points Possible
<u>Project Abstract</u> : The project abstract succinctly describes what results the applicant is trying to achieve and how they intend to achieve those results.	5
<u>Prioritization (Relationship to Plans)</u> : The proposal is based on priority protection or restoration actions listed in or derived from the current state approved and locally adopted plan for the project area (see plans listed in 'Applicant Eligibility' of this RFP) and is linked to statewide Clean Water Fund priorities and public benefits.	20
<u>Targeting</u> : The proposed project addresses identified critical pollution sources or risks impacting the water resource(s).	25
<u>Measurable Outcomes and Project Impact</u> : The proposed project has a quantifiable reduction in pollution for restoration projects or measurable outputs for protection projects and directly addresses the water quality concern identified in the application.	25
<u>Cost Effectiveness and Feasibility</u> : The application identifies a cost effective and feasible solution to address the non-point pollution concern(s).	15
<u>Project Readiness</u> : The application has a set of specific activities that can be implemented soon after grant award.	10
Total Points Available	100

Projects and Practices - Drinking Water

This grant makes an investment in land treatment projects and practices that will protect or improve drinking water sources. Surface water (streams, rivers, and lakes) and groundwater (aquifers) can both serve as sources of drinking water.

1. Projects will be more competitive when located within Minnesota Department of Health Drinking Water Supply Management Areas (DWSMA), Level 1 or Level 2 areas identified by the Groundwater Protection Rule and/or townships showing high nitrate levels through the Minnesota Department of Agriculture (MDA) Township Testing Program, or well sealing located in a low sensitivity/vulnerability areas.
 - DWSMA, WHPA and vulnerability information can be found at:
<https://www.health.state.mn.us/communities/environment/water/swp/mapviewer.html>
 - Level 1 or Level 2 areas identified by the Ground Protection Rule can be found at:
<https://www.mda.state.mn.us/mitigation-level-determination>
 - Townships showing high nitrate levels can be found at:
<https://www.mda.state.mn.us/township-testing-program>
2. Attaching a map of the proposed project area in eLINK as part of the project applications is **required** to show why the area is targeted for drinking water protection. Data layers to consider are:
 - i. Pollution Sensitivity of Near-Surface Materials showing expanded key (ex. High = coarse grain material)
 - ii. DWSMAs with vulnerability ratings showing expanded key (High, Moderate, Low =)
 - iii. Primary Aquifers by section
 - iv. Township Testing Initial/Final Nitrate Results
 - v. MDA Groundwater Protection Rule DWSMAs
 - vi. Source Water DWSMAs, Priority Areas A & B
 - vii. CWI Max Nitrate (mg/L) (shows maximum nitrate levels in drinking water wells)

*Note that these layers can be found online as part of the [Watershed Health Assessment Framework](#). For **guidance** on how to make your required map, please review the document ***Discover Groundwater Information using the Watershed Health Assessment Framework Tool*** found on the Apply for BWSR Grants webpage <https://bwsr.state.mn.us/apply>. You will need to capture a screenshot from the WHAF tool (Alt + Print Screen for Windows computers), then save it as an image file (e.g. .jpg, .tif, or .png), and then upload this as your Application Image. It will be attached to your official application upon submittal.

For additional information and resources please go to <https://bwsr.state.mn.us/groundwater-protection>. On this page, you will also find the ***Groundwater/Drinking Water Protection Practices for Agricultural Lands*** guidance document that describes various groundwater protection practices.

3. ***Ineligible Use of Grant Funds – Drinking Water***

- Projects that are not primarily focused on protecting the drinking water source of concern or minimizing the contaminant sources/risks impacting the drinking water source of concern.
- Activities listed as ineligible under Project and Practices Grants.
- Streambank restoration and stabilization projects.

Ranking Criteria – Drinking Water

Table 1: Drinking Water Ranking Criteria	
Ranking Criteria	Maximum Points Possible
<u>Project Abstract</u> : The project abstract succinctly describes what results the applicant is trying to achieve and how they intend to achieve those results.	5
<u>Prioritization</u> : The proposal is based on priority actions from a current state approved and locally adopted plan (see plans listed in 'Applicant Eligibility' of this RFP), or a state approved Minnesota Department of Health approved source water (drinking water) protection plan such as a wellhead protection plan, wellhead protection action plan or surface water intake protection plan.	20
<u>Targeting</u> : The proposed project addresses contaminant sources or risks directly impacting drinking water sources. The project is either in an area designated as a Drinking Water Supply Management Area, vulnerable to groundwater contamination, high groundwater sensitivity, or in an area with elevated levels of contamination that pose a risk to human health such as Level 1 or Level 2 areas identified by the Groundwater Protection Rule and/or townships showing high nitrate level through the Minnesota Department of Agriculture township testing. Project fits with complementary work and multiple strategies aimed at drinking water protection.	35
<u>Project Impact</u> : The proposed project reduces an identified contaminant source posing the greatest risk to drinking water sources. Project will have measurable outputs, justifiable costs, and may have secondary benefits.	30
<u>Project Readiness</u> : The application has a set of specific activities that can be implemented soon after grant award. Community and/or citizen engagement will occur to share project information with the local community.	10
Total Points Available	100

Multipurpose Drainage Management

The purpose of this program is to facilitate multipurpose drainage management practices to reduce erosion and sedimentation, reduce peak flows and flooding, and improve water quality, while protecting drainage system efficiency and reducing drainage system maintenance for priority Chapter 103E drainage systems.

These grants can be an “external source of funding” for water quality improvements, wetland restoration or flood control purposes, in accordance with:

1. Section 103E.011, Subd. 5. **Use of external sources of funding.**
2. The multipurpose water management provisions in Section 103E.015 **Considerations before drainage work is done.**; and/or
3. Other applicable provisions of Chapter 103E (See BWSR **Multipurpose Drainage Management Fact Sheet**).

MDM Eligibility

Applicant

This grant program requires a Chapter 103E drainage authority (County, Joint County Board, or Watershed District) and Soil and Water Conservation District(s) to establish or define a partnership to apply for and use these grant funds.

- One SWCD or drainage authority partner is eligible to apply on behalf of a partnership, but must verify in the application that all the partner(s) are committed to the project.
- The drainage authority involved in an application must have submitted its current Annual Ditch Buffer Strip Report, in accordance with Minnesota Statutes §103E.067.

Priority Chapter 103E Drainage System

A priority Chapter 103E drainage system is an established system that has priority sediment and/or water quality concerns documented in an analysis, study, strategy, plan, a repair report, or in an engineer’s preliminary survey report for a drainage project.

Eligible Activities

Proposed activities/practices must have a primary purpose of water quality improvement and be conducted on, adjacent to, or within the contributing watershed of, a Priority Chapter 103E Drainage System(s). Ranking criteria include points for projects proposing a combination of eligible activities that increase the overall effectiveness of the implemented practices/activities. Following is a list of the only eligible conservation practices and activities for this program.

1. NRCS Conservation Practice Standard (CPS) Code 410 Grade Stabilization Structure: Adjacent to a Chapter 103E drainage ditch or within the watershed of the drainage system to reduce erosion and provide temporary detention to trap sediment and nutrients, reduce peak flows, improve water quality and maintain the efficiency of the drainage system. When proposing side inlet structures, drop inlet type structures with temporary detention are preferred. **When proposing side inlet structures in**

combination with a continuous berm along a Chapter 103E drainage ditch, eligibility is limited to the side inlet pipes and construction of an average 3 ft. high (above existing ground) berm.

2. CPS Code 412 *Grassed Waterway*: To convey concentrated runoff without causing erosion or flooding, prevent or reduce gully erosion, and improve water quality.
3. CPS Code 638 *Water and Sediment Control Basin*: To prevent or reduce gully erosion, trap sediment and nutrients, reduce and manage onsite and downstream runoff, improve downstream water quality, and improve farmability of sloping land.
4. *Open tile inlet replacement*: Replacement of existing open tile inlets with water quality improvement inlets (e.g. perforated riser, dense pattern tile, or gravel inlet) in accordance with NRCS CPS Code 606 Subsurface Drain, as applicable, to reduce sediment entering a Chapter 103E drainage system via subsurface drainage tile.
5. CPS Code 656 *Constructed Wetland* or CPS Code 657 *Wetland Restorations*
 - a) CPS Code 656 *Constructed Wetland*: To improve water quality of storm water runoff or other water flows. The constructed wetland shall be designed to reduce nutrient and sediment loading and provide other water quality benefits. ***Project location must be identified at time of application.***
 - b) CPS Code 657 *Wetland Restoration*: To provide storage and treatment of surface and subsurface drainage water to reduce peak flows, erosion, and nutrient and sediment transport to receiving waters. To be an eligible wetland restoration under this program the applicant must demonstrate that the proposed activity includes an area which was historically a wetland. The design shall be consistent with the BWSR MN Wetland Restoration Guide or the USDA-NRCS Field Office Technical Guide. ***Project location must be identified at time of application.***

Constructed Wetlands or Wetland Restorations require a perpetual easement to be held by the Chapter 103E drainage authority. **Easements held by any other entity are not eligible for this program.** The perpetual easement must be approved by the Board of Water and Soil Resources (BWSR) for locations within the watershed of a Chapter 103E drainage system. Total state contribution to easement payment rates shall not exceed current standard Reinvest in Minnesota (RIM) rates. Lands eligible for the RIM crop rate must have annually planted crop 2 of the last 5 years or meet other requirements as listed in MN Rules Section 8400.3030. The perpetual easement must include an upland buffer of perennial native vegetation around the wetland area having a minimum width of 30 feet and average width of 50 feet, except where the wetland boundary is adjacent to a road right-of-way or property boundary. Design and construction cost components necessary for wetland and upland buffer restoration are eligible.

6. NRCS Conservation Activity Plan (CAP) 130 *Drainage Water Management Plan*: To reduce and treat nutrient loss and improve downstream water quality. The CAP 130 can include controlled subsurface drainage, denitrifying bioreactor, and saturated buffer components. The plan must be developed by a Technical Service Provider (TSP) certified in the NRCS Tech Reg for CAP 130.

7. CPS Code 587 *Structure for Water Control*: For use on existing or new tile drainage systems to improve downstream water quality by managing soil profile water levels using controlled subsurface drainage to reduce tile flow and nutrient transport, in accordance with an associated CAP 130.
8. CPS 554 *Drainage Water Management, Implementation/Operation*: A CAP 130 is required. For areas where controlled subsurface drainage structures have been installed to manage soil profile water levels, payments must follow EQIP rate schedule.
9. CPS Code 604 *Saturated Buffer*: For existing or new tile drainage systems to improve downstream water quality primarily by reducing the nitrate content of subsurface drainage water treated by the saturated buffer.
10. CPS Code 605 *Denitrifying Bioreactor*: For existing or new tile drainage systems to improve downstream water quality primarily by reducing the nitrate content of subsurface drainage water treated by the denitrifying bioreactor.

Ineligible Activities

1. Tile, except for tile outlets required for water and sediment control basins, tile required to make eligible drainage water management practices function, and dense pattern tile to replace open tile inlet(s);
2. Ditching not associated with a constructed wetland and wetland restoration, including two-stage ditches;
3. Grade stabilization structure(s) on the centerline of a Chapter 103E drainage system;
4. Flap gates that prevent back-flow into side inlet structure pipes;
5. Bridges or culverts through roads;
6. Water quality monitoring;
7. Buffers that are required by law (including Drainage Law and Buffer Law), incremental buffer strips under Section 103E.021, Subd. 6, or buffer establishment for a saturated buffer.
8. Components of projects needed to meet the statutory requirements of 103E Drainage Law.

Match

The 25% required match may be provided by a combination of sources including, but not limited to, the applicable Chapter 103E drainage system, cooperating landowners, federal grant funds, or LGU(s).

Budget

The applicant **must use and submit an Application Budget Worksheet with their application**. The worksheet can be found on the ***Apply for BWSR Grants webpage***

(<http://www.bwsr.state.mn.us/grants/apply/index.html>), Clean Water Fund application information.

Applications submitted without this worksheet will not be considered.

Ranking Criteria – Multipurpose Drainage Management

BWSR staff initially review all applications for eligibility. Eligible applications are further screened and forwarded to an interagency work team (BWSR, MPCA, MDA, MDH and DNR) that will review Multipurpose Drainage Management applications in order to make a funding recommendation to the BWSR Board.

Multipurpose Drainage Management Ranking Criteria	
Ranking Criteria	Maximum Points Possible
<u>Project Description:</u> The project description succinctly describes the project purpose, the results the applicant is trying to achieve and how they intend to achieve those results.	5
<u>Prioritization:</u> The proposal is based on priority protection or restoration actions associated with a “Priority Chapter 103E Drainage System” (as defined in this RFP) and is consistent with a watershed management plan locally adopted and approved by the state or an approved total maximum daily load study (TMDL), Watershed Restoration and Protection Strategy (WRAPS), Surface Water Intake Plan, or Wellhead Protection Plan	30
<u>Targeting:</u> The proposed project targets practices or combinations of practices to the identified critical pollution sources or risks impacting the water resource identified in the application.	20
<u>Measurable Outcomes:</u> The proposed project reduction in pollution has been quantified and directly addresses the identified water quality concern.	20
<u>Project Readiness:</u> The proposed project has a set of specific activities that can be implemented soon after grant award.	5
<u>Cost Effectiveness:</u> The application identifies a cost-effective solution to address the non-point pollution concern(s).	20
Total Points Available	100

Soil Health Grants

The purpose of this program is to provide grant funding to farmers [via local government units] who own or rent land to enhance the adoption of cover crops and other soil health practices in areas where there are direct benefits to public water supplies.

Priority for this program will be given to new adoption and understanding of soil health practices through the following efforts:

- Building local knowledge;
- Facilitating partnerships;
- Demonstrating clean water benefits;
- Identifying methods to increase long term adoption of soil health practices; and
- Scope and scale of implementation efforts in locally prioritized areas that show a direct benefit to public water supplies.

Eligible Activities

The following core soil health practices are eligible statewide:

- Cover Crops
- Strip-till / No-till
- Perennial Crops
- Stand Diversification
- Perennial Strips
- Agroforestry
- Rotational Grazing

See the [Frequently Asked Questions \(FAQs\)](#) for additional information on the eligible NRCS Practice Standards related to these Core Soil Health Practices.

Eligible practices are *NOT* limited to those above. In addition, local priority or supporting soil health practices may be eligible but applicants need to provide justification and obtain Board Conservationist and program manager concurrence prior to application submittal.

Example: Nutrient Management (NRCS Standard 590) practice(s) would be eligible in the following scenario. The Stormy SWCD is struggling with nitrate rate increases in several public water supplies. They are proposing Nutrient Management practices emphasizing improvement of organic matter as a BMP, and since the area has a high incidence of confined animal facilities, they specifically want to implement Manure Management plans in addition to cover crops for operators who apply manure or other nitrogen fertilizer within the Stormy public water supply.

For the purpose of “direct benefits to public water supplies,” public water supplies include both community and non-community public water supplies as defined by the Minnesota Department of Health (MDH).

- Community Public Water Supply: Provides water to the public in their primary living space – where people live and sleep – homes, apartments, nursing homes, prisons, etc.
- Noncommunity Public Water Supply: Provides water to the public in places other than their homes – where people work, gather, and play.

Match A ten percent (10%) non-state match will be required of grant recipients.

Ranking Criteria – Projects and Practices

BWSR staff initially review all applications for eligibility. Eligible applications are further screened and forwarded to an interagency work team (BWSR, MPCA, MDA, MDH and DNR) that will review and rank Soil Health Grants applications, in order, to make a funding recommendation to the BWSR Board.

Soil Health Grants Ranking Criteria	
Ranking Criteria	Maximum Points Possible
<u>Prioritization and connection to public water supply:</u> Has the applicant clearly and concisely identified the specific resource and resource concern(s)? Are these items connected via local plan reference(s).	25
<u>Targeting:</u> Are the proposed activities ones which would efficiently and effectively address Primary pollutant(s) or resource concerns.	25
<u>Measurable Outcomes and Project Impact:</u> Goals/Trends and progress made.	15
<u>New Adoption:</u> How do the applicants define this and what efforts are made to emphasize new adopters?	10
<u>Long Term Adoption:</u> What steps is the applicant taking to support successful adoption and encourage long term adoption of practices by the implementers?	10
<u>Education and Outreach:</u> What specific efforts are proposed to enhance local understanding and knowledge around the practices proposed? What efforts are being made to enhance or expand non-traditional partnerships for these purposes?	10
<u>Local Cost Share Policy:</u> Does the applicant have, or have they described the need for a local cost share policy for implementation of the practices which details the appropriate policies and procedures to implement these practices in an efficient and effective manner.	5
Total Points Available	100

Ag BMP Loans

The AgBMP Loan Program is established in all areas of the state providing loan funds since 1996. Requests from watershed organizations, drainage authorities, cities, townships and other RFP applicants will be coordinated through existing contracts with the local AgBMP administrator. Local AgBMP administrators can be found at <https://app.gisdata.mn.gov/mda-agbmploan/>.

The AgBMP Loan Program provides low interest loans to landowners to solve virtually any water quality problem. The program encourages implementation of best management practices that prevent, reduce, or eliminate pollution. Examples include runoff from feedlots; farm nutrient management and conservation tillage equipment; erosion, drainage, and buffers; noncompliant septic systems and wells; and many other practices. For more information on program eligibilities, please contact Richard Gruenes (<mailto:AgBMP.Loans@state.mn.us> or 651-201-6618) or go to the MDA website at: www.mda.state.mn.us/agbmploans.

New this year:

1. The AgBMP Loan Program does not have anything new this year.

General Requirements

2. No new CWFs are available this year; however, \$5.5 million is currently available statewide through existing governments. The AgBMP Loan funds can be coordinated with requested grant funds to fully finance proposed projects. Please contact the AgBMP Loan Program staff or local AgBMP administrators (<https://app.gisdata.mn.gov/mda-agbmploan/>) to determine availability.
3. AgBMP loans can be issued to rural landowners, farmers, and farm supply businesses; however, in some cases, urban landowners may also be eligible; please contact the program to verify borrower eligibility for AgBMP loans.
4. The maximum loan amount for an individual PERSON receiving a loan is \$200,000. Terms include 3% interest and a maximum maturity of 10 years. Please contact the program to verify limits if the proposed project involves multiple individuals.
5. AgBMP Loan awards are ONLY for implementation of proven BMPs. Education, research and demonstration projects are not eligible components of an AgBMP Loan request.
6. AgBMP Loans can be considered MATCH funds provided by the landowner for all state and federal grant programs.

MPCA Clean Water Partnership Loans

The Clean Water Partnership (CWP) program offers zero-interest loans up to \$750,000 per loan to local units of government for addressing nonpoint-source pollution to improve water quality. The funds are available to fund urban green infrastructure, including pervious pavers, rain gardens, inflow and infiltration or a suite of rural best management practices including buffers, septic tank upgrades/replacements. In addition to funding implementation, LGUs can use these funds for technical assistance, equipment purchases such as street sweepers or seeder equipment, feedlot upgrades/fixes, and any other nonpoint source best management practice. For more information, please contact Cindy Osborn at cynthia.osborn@state.mn.us or 651-757-2099.

BWSR and the Minnesota Pollution Control Agency (MPCA) have agreed to coordinate the Clean Water Fund Competitive Grant Program and the Clean Water Partnership Loan Program application process. Approved Clean Water Partnership Loans for nonpoint source pollution projects could be used as cash match for BWSR Clean Water Fund grants. An applicant for the CWF Competitive Grant Program does not have to submit a separate application to the MPCA. Applications approved by BWSR and the interagency work team will be submitted to the commissioner of the MPCA for final approval.

The applicant will work with the MPCA to complete the loan documents. Applications are accepted at any time throughout the year. Applicants to BWSR's Competitive Grants do not need to submit a separate application, but for more information, or to apply at any time, please visit the webpage at <https://www.pca.state.mn.us/cwp-loans>.

FY 2023 Projects and Practices Questions

FY 2023 CWF Projects & Practices Application Questions

(Answers to each question are limited to 2000 characters.)

Note that the following questions need to be answered in eLINK and the character limit in eLINK is NOT the same as Microsoft Word.

Project Summary

Project Abstract (5 points): Succinctly describe what you are trying to achieve and how you intend to achieve those results, including the type and quantity of projects and/or practices included in the application budget and anticipated outcomes.

Does your organization have any active CWF competitive grants? If so, specify FY and percentage spent. Also, explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional Clean Water Fund grant dollars.

Water Resource: Identify the water resource the application is targeting for water quality protection or restoration.

Proposed Measurable Outcomes: Succinctly describe the proposed measurable outcomes of this grant application.

Prioritization (Relationship to Plan)

Question 1. (17 points):

(A) Describe why the water resource was identified in the plan as a priority resource. For the proposed project, identify the specific water management plan reference by plan organization (if different from the applicant), plan title, section, and page number. (B) In addition to the plan citation, provide a brief narrative description that explains whether this application fully or partially accomplishes the referenced activity. (C) Provide weblinks to all referenced plans.

Question 2. (3 points):

(A) Describe how the resource of concern aligns with at least one of the statewide priorities referenced in the [Nonpoint Priority Funding Plan](#) (also referenced in the "Projects and Practices" section of the RFP).

(B) Describe the public benefits resulting from this proposal from both a local and state perspective.

Targeting

Question 3. (15 points): Describe the methods used to identify, inventory, and target the root cause (most critical pollution source(s) or threat(s)). Describe any related additional targeting efforts that will be completed prior to installing the projects or practices identified in this proposal.

Question 4. (10 points): How does this proposal fit with complementary work that you and your partners are implementing to achieve the goal(s) for the priority water resource(s) of concern? Describe the comprehensive management approach to this water resource(s) with examples such as: other financial assistance or incentive programs, easements, regulatory enforcement, or community engagement activities that are directly or indirectly related to this proposal.

Measurable Outcomes and Project Impact
Question 5. (10 points): (A) What is the primary pollutant(s) this application specifically addresses? (B) Has a pollutant reduction goal been set (via TMDL or other study) in relation to the pollutant(s) or the water resource that is the subject of this application? If so, please state that goal (as both an annual pollution reduction AND overall percentage reduction, not as an in-stream or in-lake concentration number). (C) If no pollutant reduction goal has been set, describe the water quality trends or risks associated with the water resource or other management goals that have been established. (D) For protection projects, indicate measurable outputs such as acres of protected land, number of potential contaminant sources removed or managed, etc.
Question 6. (10 points): (A) What portion of the water quality goal will be achieved through this application? Where applicable, identify the annual reduction in pollutant(s) that will be achieved or avoided for the water resource if this project is completed. (B) Describe the effects this application will have on the root cause of the issue it will address (most critical pollution source(s) or threat(s)).
Question 7. (5 points): If the project will have secondary benefits, specifically describe, (quantify if possible), those benefits. Examples: hydrologic benefits, climate resiliency, enhancement of aquatic and terrestrial wildlife species, groundwater protection, enhancement of pollinator populations, or protection of rare and/or native species.
Cost Effectiveness and Feasibility
Question 8. (15 points): (A) Describe why the proposed project(s) in this application are considered to be the most cost effective and feasible means to attain water quality improvement or protection benefits to achieve or maintain water quality goals. Has any analysis been conducted to help substantiate this determination? Discuss why alternative practices were not selected. Factors to consider include, but are not limited to: BMP effectiveness, timing, site feasibility, practicality, and public acceptance. (B) If your application is proposing to use incentives above and beyond payments for practice costs, please describe rates, duration of payments and the rationale for the incentives' cost effectiveness. Note: For in-lake projects such as alum treatments or carp management, please refer to the feasibility study or series of studies that accompanies the grant application to assess alternatives and relative cost effectiveness. Please attach feasibility study to your application in eLINK.
Project Readiness
Question 9. (8 points): What steps have been taken or are expected to ensure that project implementation can begin soon after the grant award? Does the budget support the intentions described in application? Please provide adequate Activity Category detail in your budget table to support your application and show project readiness. Describe general environmental review and permitting needs required by the project (list if needed). Also, describe any discussions with landowners, status of agreements/contracts, contingency plans, and other elements essential to project implementation.
Question 10. (2 points): What activities, if any proposed, will accompany your project(s) that will communicate the need, benefits, and long-term impacts to your local community? This should go above and beyond the standard newsletters, signs and press releases.
Stream Restoration Projects Only

The Legacy Fund Restoration Evaluation Report recommends early coordination and comprehensive planning for stream projects. Describe the expertise of your team (i.e. geomorphology, hydrology, plant and animal ecology, construction site management, and engineering) and early coordination efforts you have been part of to ensure project success.

Describe how your organization will provide financial assurance that operations and maintenance funds are available if needed.

The Constitutional Amendment requires that Amendment funding must not substitute traditional state funding. Briefly describe how this project will provide water quality benefits to the State of Minnesota without substituting existing funding.

FY 2023 Drinking Water Projects and Practices Questions

FY 2023 CWF Projects & Practices Drinking Water Quality Application Questions

(Answers to each question are limited to 2000 characters.)

Note that the following questions need to be answered in eLINK and the character limit in eLINK is NOT the same as Microsoft Word.

Project Summary

Project Abstract (5 points) Succinctly describe what you are trying to achieve and how you intend to achieve those results, including the type and quantity of projects and/or practices included in the application budget and anticipated outcomes.

Does your organization have any active CWF competitive grants? If so, specify FY and percentage spent. Also, explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional Clean Water Fund grant dollars.

Drinking Water Source

Identify the specific drinking water source the application is targeting for water quality.

Proposed Measurable Outcomes

Succinctly describe the proposed measurable outcomes of this grant application.

Prioritization (Relationship to Plan)

Question 1. (20 points)

A) For the proposed drinking water project, list the specific water management plan(s) that identifies this drinking water issue, including a comprehensive watershed management plan, county comprehensive local water management plan, soil and water conservation district comprehensive plan, metropolitan local water plan or metropolitan groundwater plan AND/OR the MN Department of Health (MDH) approved source water /wellhead protection plan with a designated Drinking Water Supply Management Area (DWSMA).

(B) What prioritized activities from the plan (referred to above) does this application address?

Targeting (<i>Public Water Supplies and Private Wells</i>)
Question 2. (25 points) A) Describe the methods/assessments used to identify, inventory, and target the contaminant sources or risks impacting the drinking water source of concern and why this specific area poses a high risk to drinking water. B) What are the risks, land uses, or potential contaminant sources that may be impacting the drinking water source? Are the proposed activities appropriate for the geology, sensitivity, and/or DWSMA vulnerability? If the project involves well sealing, provide information about the well(s), aquifer(s), and pollution sensitivity. If the project involves well sealing, provide information about the well(s), aquifer(s), and pollution sensitivity. If the project falls in a DWSMA, identify the vulnerability (ex: high, low). Attaching a map in eLINK as part of the project proposal is REQUIRED to show why the area is targeted for drinking water protection. For guidance on how to make your required map, please review the document Discover Groundwater Information using the Watershed Health Assessment Framework Tool found on the Apply for BWSR Grants webpage https://bwsr.state.mn.us/apply. For additional information and resources regarding your specific project area please go to https://bwsr.state.mn.us/groundwater-protection.
Question 3. (10 points): How does this proposal fit with complementary work that you and your partners are implementing to achieve the goal(s) for the priority drinking water source(s) of concern? Describe the comprehensive management approach to this drinking water source(s) with examples such as: other financial assistance or incentive programs, easements, regulatory enforcement, or community engagement activities that are directly or indirectly related to this proposal.
Project Impact
Question 4. (10 points): Question 4. A) Describe the supporting information for the contaminant(s) subject to this application (such as nitrate clinic, MDA Township Testing Program, Ambient Water Quality Monitoring, TMDL, GRAPS or WRAPS) and its results. If there is trend data and analysis, please describe that information here as well. B) What is the drinking water standard (via Maximum Contaminant Level, Health Risk Limit, or Health Based Value) for the contaminant(s) that is the subject of this application? If no drinking water standard has been set, describe the health risks associated with the drinking water contaminant.
Question 5. (17 points): (A) Indicate the measurable outputs such as acres of protected land, quantity of potential contaminant sources removed or managed, changes in land use, employing multiple strategies or practices for drinking water protection, etc. (B) Demonstrate the impact that this project will have on the drinking water source. Where applicable, identify the progress toward the plan(s) goal that is achieved for the drinking water source after this project is completed. (C) Why is this the most cost-effective project compared to alternatives? Discuss why alternative practices were not selected.
Question 6. (3 points): If the project will have secondary benefits, specifically describe, (quantify if possible) those benefits. Examples: hydrologic benefits, improved water quality for nearby private wells, enhancement of aquatic and terrestrial wildlife species, climate resiliency, enhancement of pollinator populations, or protection of rare and/or native species.

Project Readiness
Question 7. (8 points): What steps have been taken or do you expect to take to ensure that project implementation can begin soon after the grant award? Describe general environmental review and permitting needs required by the project (list if needed). Also, describe any discussions with landowners, status of agreements/contracts, contingency plans, and other elements essential to project implementation.
Question 8. (2 points): What activities, if any proposed, will accompany your project(s) that will communicate the need, benefits, and long-term impacts to your local community? This should go above and beyond the standard newsletters, signs and press releases.
Map: To be eligible each application to the Drinking Water Projects and Practices Grant Program must include a map as described in the RFP. Have you attached your map?
The Constitutional Amendment requires that Amendment funding must not substitute traditional state funding. Briefly describe how this project will provide water quality benefits to the State of Minnesota without substituting existing funding.

FY 2023 Multipurpose Drainage Management Questions

FY 2023 CWF Multipurpose Drainage Management Competitive Grants

(Answers to each question are limited to 2000 characters.)

Note that the following questions need to be answered in eLINK. The character limit in eLINK is NOT the same as Microsoft Word.

Project Abstract: Succinctly describe what you are trying to achieve and how you intend to achieve those results, including the type and quantity of projects and/or practices included in the application budget and anticipated outcomes.

Does your organization have any active CWF competitive grants? If so, specify FY and percentage spent. Also, explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional Clean Water Fund grant dollars.

Partnership

List drainage authority and SWCD partners for this grant.

NOTE: Stop here if the required partnership of a 103E drainage authority and SWCD is not proposed.

Water Resource: Identify the water resource the application is targeting for water quality protection or restoration.

Proposed Measurable Outcomes: Succinctly describe the proposed measurable outcomes of this grant application.

Project Description 1. (5 points): Please describe the purpose and outcomes of the proposed project, including: 1) the water resource(s) of concern, 2) the sediment and/or other water quality problem(s), 3) the eligible activities that would be implemented (include the activity number from the RFP and proposed number of each to be installed), and 4) the public benefits of the project.

Prioritization 2a. (15 points): This grant program requires the identification of a "Priority Chapter 103E Drainage System" (as defined in the RFP). What is/are the identified Chapter 103E drainage system(s) and the documented sediment and/or water quality concerns that define the drainage system(s) as a priority for this program? Include identification of the applicable documented analysis, study, strategy, plan or report. (Reports can include inspector's reports, engineer's reports, etc.)

Prioritization 2b. (15 points): For the proposed project, what is/are the specific, applicable state approved and locally adopted water management plan reference(s) by plan organization, plan title, section and page number?

Prioritization 2c. Provide web links to all referenced plans.

Targeting 3. (20 points): How does the proposed project target practices or combination of practices to identified critical pollution sources or risks impacting the water resource(s) of concern identified in the application?

Measurable Outcomes 4. (20 points): What is the estimated annual reduction in pollutant(s) being delivered to the water resource(s) of concern by this project? If there have been specific pollutant reduction goals set for the pollutant(s) and resource(s) of concern, please indicate the goals and the process used to set them. If the project will have additional specific secondary benefits such as hydrologic benefits, enhancement of aquatic or terrestrial habitat, lake improvement benefits, or others, please briefly describe the anticipated benefits.

Project Readiness 5. (5 points): What steps and actions have been taken to ensure that project implementation can begin soon after grant award, such as partner coordination, preliminary identification of potential conservation practice/activity locations, coordination with landowners, preliminary discussions with permitting authorities (if applicable), alignment with requests for external sources of funding per Section 103E.015, Subd 1a., etc.?

Cost Effectiveness 6. (20 points): What alternatives were considered to achieve the same type and amount of benefit outlined in the proposed project? Describe why the proposed practices/activities or combination of practices/activities are considered to be the most cost effective and reasonable means to attain water quality improvement or protection benefits. Consider factors such as, but not limited to, BMP effectiveness, timing, site feasibility, practicality, property owner willingness, and public acceptance.

Budget. To be eligible each application to the Multipurpose Drainage Management Grant Program must include a budget worksheet as defined in the RFP and which is found in the BWSR website on the Apply for Grants webpage. Have you attached your worksheet?

The Constitutional Amendment requires that Amendment funding must not substitute traditional state funding. Briefly describe how this project will provide water quality benefits to the State of Minnesota without substituting existing funding.

FY 2023 Soil Health Grants Questions

FY 2023 CWF Soil Health Grants (Answers to each question are limited to 2000 characters.) Note that the following questions need to be answered in eLINK. The character limit in eLINK is NOT the same as Microsoft Word.
Project Summary
Project Abstract: Succinctly describe what you are trying to achieve and how you intend to achieve those results, including the type and quantity of projects and/or practices included in the application budget and anticipated outcomes.
Does your organization have any active CWF competitive grants? If so, specify FY and percentage spent. Also, explain your organization's capacity (including available FTEs or contracted resources) to effectively implement additional Clean Water Fund grant dollars.
Proposed Measurable Outcomes: Succinctly describe the proposed measurable outcomes of this grant application.
Prioritization and Connection to Public Water Supply (25 points)
Question 1A: What resource concern(s) will this proposal specifically restore or protect? Include how your program will prioritize and benefit public water supplies.
Question 1B: Reference the water management plan(s) or other studies and assessments. Provide weblinks to all referenced plans.
Targeting (25 points)
Question 2A: What is/are the primary pollutant(s) this application specifically addresses?
Question 2B: Identify your proposed practices and explain why they are the most efficient and effective means to address the identified pollutant(s).
Measurable Outcomes and Project Impacts (15 points)
Question 3A: Has either a pollutant reduction or protection goal been set (via TMDL or other study) in relation to the pollutant(s) or the water resource that is the subject of this application? If yes, please state that goal (as both an annual pollution reduction AND overall percentage reduction, not as an in-stream or in-lake concentration number). If no pollutant reduction goal has been set, describe the water quality trends or risks associated with the water resource or other management goals that have been established. For protection projects, indicate measurable outputs such as acres of protected land, number of potential contaminant sources removed or managed, etc.
Question 3B: Describe the measurable progress achieved through this application? Where applicable, identify the annual reduction in pollutant(s) that will be achieved or avoided for the water resource if this project is completed.

New Adoption (10 points)
Question 4: Describe how your proposal will enhance new adoption of soil health practices.
Long Term Adoption (10 Points)
Question 5: Describe how you intend to encourage or address long term adoption of soil health practices, including how long term adoption may be encouraged after contracts expire and how it will be tracked.
Education and Outreach (10 points)
Question 6A: Describe how your proposal will increase local knowledge of soil health through incorporation and development of partnerships within your program. (For example, partnerships with local co-ops, agronomists, farmer led groups to expand the reach of the programing and to bring additional expertise into the process.)
Question 6B: Describe how your proposal will increase local knowledge of soil health through education and outreach efforts.
Local Cost Share Policy (5 points)
Question 7: Describe the local cost share policy needed to implement your proposal, such as: a) Definition of “new adoption” b) Practices/BMPs c) Payment rate(s) d) Contract length e) Units (Acres, linear feet, etc) f) BMP lifespan g) Other local policies or requirements.
Other
The Constitutional Amendment requires that Amendment funding must not substitute traditional state funding. Briefly describe how this project will provide water quality benefits to the State of Minnesota without substituting existing funding.

**60% DESIGN LEVEL
BUFFALO HILLS GULLY COST ESTIMATE
June 10, 2022**

Prepared by HR Green

ITEM NO.	MN DOT NO.	ITEM	UNIT	ESTIMATED QUANTITY	UNIT COST	TOTAL
1	2101.501	Clearing	ACRE	1.9	\$ 5,000	\$9,402
2	2101.501	Grubbing	ACRE	1.9	\$ 5,000	\$9,402
3	2104.502	Remove Concrete Apron	EA	1	\$ 410	\$410
4	2104.502	Remove Metal Apron	EA	2	\$ 230	\$460
5	2104.607	Salvage Random Riprap	CY	20	\$ 25	\$500
6	2105.501	Common Excavation	CY	250	\$ 10	\$2,500
7	2106.507	Common Embankment	CY	5036	\$ 8	\$40,289
8	2118.507	Aggregate Class 5 (CV)	CY	33	\$ 77	\$2,567
9	2451.511	Fine Filter Aggregate	CY	767	\$ 58	\$44,496
10	2451.511	Coarse Filter Aggregate	CY	23	\$ 65	\$1,505
11	2501.502	48" RCP End Section	EA	1	\$ 2,400	\$2,400
12	2501.602	Pipe Ties - Flat Bar	EA	9	\$ 160	\$1,440
13	2503.503	48" RCP CL II	LF	1,381	\$ 190	\$262,371
14	2503.503	15" CMP	LF	23	\$ 115	\$2,691
15	2503.602	Connect to Existing Storm Sewer	EA	2	\$ 1,000	\$2,000
16	2506.502	Casting Assembly	EA	20	\$ 1,000	\$20,000
17	2511.501	72-4020	LF	118	\$ 880	\$103,928
18	2511.501	84-4020	LF	21	\$ 1,100	\$23,100
19	2511.501	96-4020	LF	11	\$ 1,500	\$16,500
20	2511.507	9" Crushed, Washed Limestone (Class III RipRap)	CY	71	\$ 100	\$7,083
21	2571.524	Replacement Deciduous Tree	TREE	20	\$ 500	\$10,000
22	2573.503	Storm Drain Inlet Protection	EA	5	\$ 165	\$825
23	2573.503	Silt Fence Type HI	LF	400	\$ 6	\$2,400
24	2574.507	Common Topsoil Borrow	CY	307	\$ 25	\$7,672
25	2574.508	Fertilizer Type 4	LB	106	\$ 2	\$211
26	2575.501	Seeding	ACRE	0.9	\$ 250	\$220
27	2575.502	MNDOT Seed Mix 36-711	LB	31.3	\$ 26	\$813
28	2575.504	Sodding Type Lawn	SY	759	\$ 9	\$6,830
29	2575.604	Rolled Erosion Prevention Category 25	SY	1534	\$ 3	\$4,603
30	2575.604	Rolled Erosion Prevention Category 45	SY	2455	\$ 3	\$7,365
31	2575.604	Rolled Erosion Prevention Category 47	SY	100	\$ 6	\$600
32	2577.502	Live Stakes	EA	1200	\$ 9	\$10,800
		Subtotal				\$605,383
		Mobilization	LS	1	15%	\$90,807
		Inflation Adjustment	LS	0	0%	\$0
		Subtotal				\$696,190
		Contingency			20%	\$139,238
Opinion of Probable Cost						\$835,428





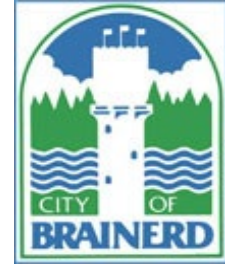
Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: July 18, 2022

RE: Recommendations for Active Code Enforcement Cases

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

- **1306 Oak Street (Grass/Weeds and Unlicensed/Inoperable Vehicles):**

- Received one (1) Notice of Violation letter and three (3) Citations for Grass/Weeds
 - First Letter 6/6/22 – Last Citation 7/5/22
 - \$600 in open citations
 - Received one (1) Notice of Violation letter and three (3) Citations for Unlicensed/Inoperable Vehicles
 - First Letter 4/25/22 – Last Citation 6/27/22
 - \$600 in open citations
- 1) *Staff recommends abatement of the grass immediately.*
 - 2) *Staff recommends sending a 10-day order to correct letter and begin working with the City Attorney on abatement of the vehicle.*

- **1720 Laurel St (Exterior Garage Structure and House Roof):**

- Received one (1) Notice of Violation letter and six (6) Citations for Exterior Garage Structure in 2021
 - First Letter 9/2/21 – Last Citation 11/8/21
 - \$600 in open citations
 - Received one (1) Notice of Violation letter and three (3) Citations for Exterior Garage Structure in 2022
 - First Letter 5/9/22 – Last Citation 7/1/22
 - \$600 in open citations
 - Received Notice of one (1) Notice of Violation letter and three (3) Citations for House Roof in 2022
 - First Letter 5/17/22 – Last Citation 7/12/22
 - \$600 in open citations
- 1) *Staff recommends the Building Official begin the condemnation process on the accessory structure.*
 - 2) *Staff recommends sending a \$300 citation with a 30-day order to correct until Nov. 1st for the primary structure.*

- **924 – 7th Ave NE (Grass/Weeds):**

- Received one (1) Notice of Violation letter and three (3) Citations for Grass/Weeds
 - First Letter 6/3/22 – Last Citation 7/1/22
 - \$600 in open citations

Staff recommends abatement of the grass immediately.

- **1201 Norwood St (Grass/Weeds):**

- Received one (1) Notice of Violation letter and three (3) Citations for Grass/Weeds
 - First Letter 6/6/22 – Last Citation 7/5/22
 - \$600 in open citations
 - Property owner is deceased – property in court probate

Staff recommends abatement of the grass immediately.

- **426 B St NE (Exterior Structure and Grass/Weeds):**

- Received one (1) Notice of Violation letter and three (3) Citations for Exterior House Structure in 2022
 - First Letter 5/9/22 – Last Citation 7/1/22
 - \$400 in open citations - \$200 paid towards citations 7/1/22
- Received one (1) Notice of Violation letter and three (3) Citations for Grass/Weeds
 - First Letter 6/13/22 – Last Citation 7/5/22
 - \$600 in open citations

1) *Staff recommends abatement of the grass immediately.*

2) *Staff recommends working with the City Attorney on the process required to inspect the interior of the primary structure.*

- **1424 – 8th St S (Junk/Debris/Blight):**

- Received one (1) Notice of Violation letter and three (3) Citations for Junk/Debris/Blight
 - First Letter 6/2/22 – Last Citation 7/7/22
 - \$600 in open citations

Staff recommends sending a 10-day order to correct letter and begin working with the city attorney on abatement of the junk and debris.

- **812 – 10th Ave NE (Exterior Garage Structure):**

- Received one (1) Notice of Violation letter and three (3) Citations for Exterior Garage Structure
 - First Letter 5/17/22 – Last Citation 7/7/22
 - \$300 in open citations - \$300 paid towards citations 7/6/22

Staff recommends the Building Official begin the condemnation process on the accessory structure.

1306 OAK STREET



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

EN22-0088

Date of Violation: 06/27/2022

Parcel ID: 41250792

Violator(s): SALTNESS, KELLY M & MAIER, ANDRES E
1306 OAK ST
BRainerd, MN 56401

Location/Address of Violation: **1306 OAK ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
2011.03	Unlicensed/Inoperable Vehicle	\$300.00

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: \$300.00

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: 07/07/2022

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: 06/27/2022

Representative's Signature:

(served via first class mail)



April 25, 2022

SALTNESS, KELLY M & MAIER, ANDRES E
1306 OAK ST
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: 1306 OAK ST
Real Estate Code: 41250792

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 05/09/2022

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



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

EN22-0205

Date of Violation: 07/05/2022

Parcel ID: 41250792

Violator(s): SALTNESS, KELLY M & MAIER, ANDRES E
1306 OAK ST
BRainerd, MN 56401

Location/Address of Violation: **1306 OAK ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 302.4 IPMC 302.4	Grass & Weeds	\$300.00

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: \$300.00

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: 07/15/2022

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: 07/05/2022

Representative's Signature:

(served via first class mail)



June 06, 2022

SALTNESS, KELLY M & MAIER, ANDRES E
1306 OAK ST
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: 1306 OAK ST
Real Estate Code: 41250792

Violation: Grass & Weeds
IPMC302.4

Description: Premises and exterior property shall be maintained free from weeds and plant growth in excess of 6". Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants, and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with section 108.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing therein, and the costs of such removal shall be paid by the owner or agent responsible for the property.

This is the only notice you will receive this growing season. Additional violations this growing season will result in an administrative citation and possible abatement.

Corrective action is required; five (5) 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 06/11/2022

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in citation(s) according to the following schedule:

1st Citation - \$100.00 | 2nd Citation - \$200.00 | 3rd Citation - \$300.00

After the issuance of three (3) citations, the offense shall be brought before the Safety & Public Works Committee for determination of further action to correct the violation. Such actions may include but are not limited to abatement, issuance of further administrative citations in an amount determined by the Committee, or legal action. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council for final approval.

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

1720 LAUREL STREET



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

EN22-0139

Date of Violation: 07/12/2022

Parcel ID: 41300794

Violator(s): PARKER, ROY C
1720 LAUREL ST
BRAINERD, MN 56401-

Location/Address of Violation: **1720 LAUREL ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 304.1,304.6	Exterior Structure	\$300.00

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: \$300.00

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: 07/22/2022

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: 07/12/2022

Representative's Signature:

(served via first class mail)



May 17, 2022

PARKER, ROY C
1720 LAUREL ST
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: 1720 LAUREL ST
Real Estate Code: 41300794

Violation: Exterior Structure
IPMC 304.1, 304.6

Description: The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare. Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

To review City Codes on the web, go to www.ci.brainerd.mn.us/153/City-Code.

Action should be taken on or before 06/16/2022

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in citation(s) according to the following schedule:

1st Citation - \$100.00 | 2nd Citation - \$200.00 | 3rd Citation - \$300.00

After the issuance of three (3) citations, the offense shall be brought before the Safety & Public Works Committee for determination of further action to correct the violation. Such actions may include but are not limited to abatement, issuance of further administrative citations in an amount determined by the Committee, or legal action. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council for final approval.

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



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

EN22-0113

Date of Violation: 07/01/2022

Parcel ID: 41300794

Violator(s): PARKER, ROY C
1720 LAUREL ST
BRainerd, MN 56401-

Location/Address of Violation: **1720 LAUREL ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
450.31 Subd 2	Exterior Structure	\$300.00

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: \$300.00

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: 07/11/2022

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: 07/01/2022

Representative's Signature:

(served via first class mail)



September 02, 2021

PARKER, ROY C
1720 LAUREL ST
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: 1720 LAUREL ST
Real Estate Code: 41300794

Violation: Exterior Structure

Ordinance: 450

Description: Ord 450.31 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. 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 10/02/2021

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

924 7TH AVE NE



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

EN22-0200

Date of Violation: 07/01/2022

Parcel ID: 41190885

Violator(s): GOTTWALT, MATTHEW & ERICA
6571 160TH AVE
ROYALTON, MN 56373

Location/Address of Violation: **924 7TH AVE NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 302.4	Grass & Weeds	\$300.00

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: \$300.00

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: 07/11/2022

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: 07/01/2022

Representative's Signature:

(served via first class mail)



1201 NORWOOD STREET



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

EN22-0215

Date of Violation: 07/05/2022

Parcel ID: 41300678

Violator(s): KRUEGER, MANVIL J
2609 KERMIT LN
BRAINERD, MN 56401

Location/Address of Violation: **1201 NORWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 302.4	Grass & Weeds	\$300.00

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: \$300.00

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: 07/15/2022

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: 07/05/2022

Representative's Signature:

(served via first class mail)

June 06, 2022

KRUEGER, MANVIL J
2609 KERMIT LN
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: 1201 NORWOOD ST
Real Estate Code: 41300678

Violation: Grass & Weeds
IPMC302.4

Description: Premises and exterior property shall be maintained free from weeds and plant growth in excess of 6". Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants, and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with section 108.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing therein, and the costs of such removal shall be paid by the owner or agent responsible for the property.

This is the only notice you will receive this growing season. Additional violations this growing season will result in an administrative citation and possible abatement.

Corrective action is required; five (5) 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 06/11/2022

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in citation(s) according to the following schedule:

1st Citation - \$100.00 | 2nd Citation - \$200.00 | 3rd Citation - \$300.00

After the issuance of three (3) citations, the offense shall be brought before the Safety & Public Works Committee for determination of further action to correct the violation. Such actions may include but are not limited to abatement, issuance of further administrative citations in an amount determined by the Committee, or legal action. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council for final approval.

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



07/05/2022 08:20



06/06/2022 09:58

426 B STREET NE



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

EN22-0108

Date of Violation: 07/01/2022

Parcel ID: 41191158

Violator(s): STEVENS, AARON CHARLES
426 B ST NE
BRainerd, MN 56401

Location/Address of Violation: **426 B ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
450.31 Subd 2	Exterior Structure	\$300.00

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: \$300.00

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: 07/11/2022

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: 07/01/2022

Representative's Signature:

(served via first class mail)

May 09, 2022

STEVENS, AARON CHARLES
426 B 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: 426 B ST NE
Real Estate Code: 41191158

Violation: Exterior Structure

Ordinance: 450

Description: Ord 450.31 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. 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 06/08/2022

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in citation(s) according to the following schedule:

1st Citation - \$100.00

2nd Citation - \$200.00

3rd Citation - \$300.00

After the issuance of three (3) citations, the offense shall be brought before the Safety & Public Works Committee for determination of further action to correct the violation. Such actions may include but are not limited to abatement, issuance of further administrative citations in an amount determined by the Committee, or legal action. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council for final approval.

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





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

EN22-0210

Date of Violation: 07/05/2022

Parcel ID: 41191158

Violator(s): MINKA, INC
C/O STEVENS, AARON
P.O. Box 412
Elk River, MN 55330

Location/Address of Violation: **426 B ST NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 302.4	Grass & Weeds	\$300.00

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: \$300.00

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: 07/15/2022

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: 07/05/2022

Representative's Signature:

(served via first class mail)

June 13, 2022

STEVENS, AARON CHARLES
426 B 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: 426 B ST NE
Real Estate Code: 41191158

Violation: Grass & Weeds
IPMC302.4

Description: Premises and exterior property shall be maintained free from weeds and plant growth in excess of 6". Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants, and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with section 108.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing therein, and the costs of such removal shall be paid by the owner or agent responsible for the property.

This is the only notice you will receive this growing season. Additional violations this growing season will result in an administrative citation and possible abatement.

Corrective action is required; five (5) 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 06/18/2022

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in citation(s) according to the following schedule:

1st Citation - \$100.00 | 2nd Citation - \$200.00 | 3rd Citation - \$300.00

After the issuance of three (3) citations, the offense shall be brought before the Safety & Public Works Committee for determination of further action to correct the violation. Such actions may include but are not limited to abatement, issuance of further administrative citations in an amount determined by the Committee, or legal action. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council for final approval.

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





1424 8TH STREET S

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

EN22-0195

Date of Violation: 07/07/2022

Parcel ID: 41360827

Violator(s): LEWIS, KALEEN R
1424 S 8TH ST
BRainerd, MN 56401

Location/Address of Violation: **1424 8TH ST S**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
2010	Junk/Debris/Blight	\$300.00

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: \$300.00

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: 07/17/2022

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: 07/07/2022

Representative's Signature:

(served via first class mail)



June 02, 2022

LEWIS, KALEEN R
1424 S 8TH ST
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: 1424 8TH ST S
Real Estate Code: 41360827

Violation: Junk/Debris/Blight
Ordinance: 2010

Description: Ord2010 - 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/153/City-Code.

Action should be taken on or before 06/16/2022

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in citation(s) according to the following schedule:

1st Citation - \$100.00 | 2nd Citation - \$200.00 | 3rd Citation - \$300.00

After the issuance of three (3) citations, the offense shall be brought before the Safety & Public Works Committee for determination of further action to correct the violation. Such actions may include but are not limited to abatement, issuance of further administrative citations in an amount determined by the Committee, or legal action. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council for final approval.

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

812 10TH AVE NE



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

EN22-0152

Date of Violation: 07/07/2022

Parcel ID: 41191145

Violator(s): SUMMY, KATHLEEN S
812 10TH AVE NE
BRANERD, MN 56401

Location/Address of Violation: **812 10TH AVE NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 304.1,304.6	Exterior Structure	\$300.00

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: \$300.00

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: 07/17/2022

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: 07/07/2022

Representative's Signature:

(served via first class mail)





May 17, 2022

SUMMY, KATHLEEN S
812 10TH AVE NE
BRANERD, 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: 812 10TH AVE NE
Real Estate Code: 41191145

Violation: Exterior Structure
IPMC 304.1, 304.6

Description: The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare. Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

To review City Codes on the web, go to www.ci.brainerd.mn.us/153/City-Code.

Action should be taken on or before 06/16/2022

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in citation(s) according to the following schedule:

1st Citation - \$100.00 | 2nd Citation - \$200.00 | 3rd Citation - \$300.00

After the issuance of three (3) citations, the offense shall be brought before the Safety & Public Works Committee for determination of further action to correct the violation. Such actions may include but are not limited to abatement, issuance of further administrative citations in an amount determined by the Committee, or legal action. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council for final approval.

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

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

**City Hall Conference Room
July 18, 2022
7:15 PM**

**WebEx Teleconference Call-In Information
Call Toll-Free: 1-844-992-4726
Access Code: 2487 697 3161**

1. Accept Retirement of Street Maintenance III Gary Thompson & Authorize Backfilling of the Position
2. Approve Brainerd Public Utilities Contribution Rate Policy
3. Discussion of Meals for Election Judges
4. Update on Request for Funds to be Returned from Lakes Area Media Collaborative



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

RECEIVED

JUL 05 2022

CITY OF BRAINERD
ADMINISTRATION

July 5, 2022

Gary Thompson
20976 Ward Avenue
Brainerd, MN 56401
(218) 820-7060

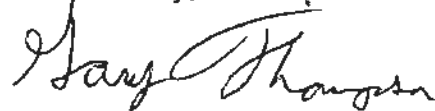
Ms. Jennifer Bergman
City Administrator
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Jennifer,

I would like to inform you that I intend to retire from the Brainerd Street and Sewer Department, effective Saturday, October 15, 2022, after more than 29 years with this department.

Please let me know how I can best help with arrangements for handing over outstanding work and responsibilities. I can turn in issued equipment on my final day.

Respectfully,

A handwritten signature in cursive script that reads "Gary Thompson".

Gary Thompson



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

BRAINERD PUBLIC UTILITIES POLICY 2003-01

Adopted March 25, 2003

Revision No. 1 – January 25, 2005

Revision No. 2 – November 24, 2009

Revision No. 3 – November 24, 2015

Revision No. 4 – August 28, 2018

Revision No. 5 – July 26, 2022

CONTRIBUTION TO CITY POLICY

Brainerd Public Utilities (BPU) will make regular financial contributions to the City of Brainerd (City). These contributions will be made on a monthly basis based on retail sales by the BPU Electric Department. Retail sales by the Electric Department are defined as energy sales expressed in kilowatt-hours (kWh) to BPU retail electric customers. Energy sales to BPU retail electric customers do not include sales to any City facilities or any energy usage by BPU departments. The monthly BPU contribution will be a cash contribution to the City equal to \$0.0045 per kWh based on energy sales to retail electric customers in the previous month. ~~The new contribution rate will be effective January 1st following the date of the most recent revision.~~

The monthly cash contribution to the City for medium and large industrial customers (crypto mining customers) will be equal to \$0.00025 per kWh. This rate will be reevaluated on December 31, 2023, by BPU Commission and City.

BPU will make no contribution to the City based on operations or sales by the BPU Water or Wastewater Departments. BPU will make no other contributions to the City (cash or services) other than the cash contribution based on retail electric sales.

BPU will bill the City for all utility services (electric, water and wastewater) at regular utility rates as set by the BPU Commission for applicable service to City facilities. The applicable rates for service to City facilities are subject to change as may be determined necessary by the BPU Commission.

CHAPTER SIX

PUBLIC UTILITIES COMMISSION

1. The Public Utilities Commission shall control, operate and manage the following utilities of the City:
 - a. Water works system, including the filtration plant, water towers and distribution system.
 - b. Wastewater system, including the wastewater treatment facility, force mains and lift stations, but not including the gravity fed wastewater collection system, which is operated by the Public Works Department.
 - c. Electric generation and distribution system.
 - d. Except as provided above, all other public utilities that are hereafter owned by the City.
2. Such Commission shall upon the appointment and qualification of its members, and at such times as it may see fit organize and re-organize such Commission, and in such organization and re-organization, shall appoint from its members a President and Vice-President and shall also appoint a Secretary who shall not be a member of the Commission.
3. The Secretary of the Commission or his/her designee shall attend all meetings of the Commission and keep a record of all proceedings.

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

No water or wastewater utility listed in Paragraph 1 may be extended beyond the existing service territories unless the City Council shall so order the same by a resolution passed by a majority vote of all its members. With respect to water and

wastewater utilities, the “service territories” are defined as those areas of the City served by existing mains and laterals. Service lines from mains and laterals to customer structures may be extended under the sole authority of the Public Utilities Commission.

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

7. The Commission shall, at the first meeting of the City Council, in December of each year, present an operating budget for the following year as well as a five year capital improvement plan outlining anticipated future capital expenditures. The budget shall set forth all expenditures that can be anticipated for the operation of the Commission, during said fiscal year, and when approved, in whole or such part as may be approved by the City Council, shall constitute the authority for the Commission to make such expenditures, subject to the provisions of this Charter. The Commission shall have the power to purchase and pay for all supplies necessary for the management of said business, when so approved by the City Council either as a part of said budget or by resolution of the City Council authorizing same, except that the Commission shall have the power to purchase supplies and machinery in case of sudden and extraordinary injury to said plants, making such purchases and contracts necessary to repair the same.
8. The Commission’s Finance Director shall keep a complete set of accounting records showing in detail all the business and financial affairs and transactions of the Commission and shall receive and safely keep all funds belonging to the Commission in a bank or depository designated by the City Council. All funds shall be deposited in the name of the Commission, and all investments shall be subject to state law and the City of Brainerd Investment Policy. The Commission shall make financial transfers to the City in amounts as specified in Brainerd Public Utilities Policy 2003-01, as amended and approved by the City Council.



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

RESOLUTION NO. 16:20

**RESOLUTION SETTING PAY FOR ELECTION JUDGES FOR TRAINING AND THE
PRIMARY AND GENERAL ELECTIONS**

BE IT RESOLVED by the Council of the City of Brainerd that the judges of the Election are those individuals who have completed training as required by MN Statutes and are on file with the Administrator's Office.

BE IT FURTHER RESOLVED, that the rate of pay of judges for the election be fixed as follows:

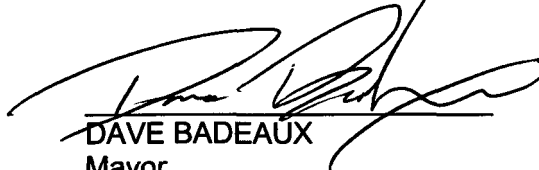
Precinct Head and Assistant Head Judges - \$15.00 per hour;
Election Judges - \$12.00 per hour;
Trainee Election Judges \$12.00 per hour.

Adopted this 6th day of April, 2020



GABE JOHNSON
President of the Council

Approved this 7th day of April, 2020



DAVE BADEAUX
Mayor

ATTEST: 

JENNIFER BERGMAN
City Administrator

City/Township Name	Regular Election Judge Wage?	Head Election Judge Wage	Do you pay mileage for training & election day?	If mileage is paid, what is the mileage rate?
Nokay lake	\$15.00	\$25.00	Yes	\$0.585
St Mathias Township	11	12	Yes	State mileage for 2022
Baxter	\$12 per hour	\$15 per hour	Yes	\$.585 to deliver returns to
Ironton	12	15	Yes	0.58/mile
Ideal Township	15	15	Yes	0.585
Roosevelt Township	20	20	Yes	0.585
Nisswa	12.00 per hour	N/a we have City Staff be Head	No	
Mission Township	\$12 hour	\$12 hour	Yes	.58 - IRS standard 2022 rate
Breezy Point	15.00 per hour	17.00 per hour	Yes	Pay mileage only for trainings at the
Daggett Brook	20/hr	20/hr	Yes	IRS rate (0.585 for 2022)
Irondale Township	\$15 per hour	\$20 per hour	Yes	0.585 cents per mile
Deerwood	\$15	\$20	Yes	0.585
	was \$14.00 for 2020 election not			
Fifty Lakes	sure if it is going up	Deputy Clerk wage \$26	Yes	0.585
Bay Lake	\$12	\$15	Yes	0.585
Emily	\$12	\$12.50	Yes	Mileage for training only at standard
Pequot Lakes	12	15	Yes	58.5
Center Township	12.00 per hr	16.00 per hr	Yes	IRS rate
		\$20.00/ township officials get the hourly rate we normally receive		only for training if they have to drive for it. then the same as federal.
Maple Grove Township	\$10.00 an hour	receive	Yes	
Garrison Township	18	19	Yes	58.5
Oak Lawn Township	\$15	\$17	No	
Fort Ripley	15/hr	17/hr	Yes	0.85/mile
Fairfield	12	15	Yes	Federal rate
Crow Wing Township	\$13/hour	\$18/hour	Yes	.585 cents/mile
Lake Edward	\$12.00	\$15.00	No	
				MILEAGE ONLY FOR TRAINING AT
CROSSLAKE	15	N/A	Yes	IRS RATE
				Mileage is paid only for training and
Wolford	12.00hr	15.00hr	No	is paid at the federal rate

RESOLUTION NO. XX:22

**RESOLUTION APPOINTING & SETTING PAY FOR ELECTION JUDGES FOR
TRAINING AND THE PRIMARY AND GENERAL ELECTIONS**

BE IT RESOLVED by the Council of the City of Brainerd that the judges of the Election are those individuals who have completed training as required by MN Statutes and are on file with the Administrator's Office.

BE IT FURTHER RESOLVED, that the rate of pay of judges for the election be fixed as follows:

Precinct Head and Assistant Head Judges - \$.00 per hour;
Election Judges - \$.00 per hour;
Trainee Election Judges \$.00 per hour.

Adopted this ____ day of ____, 2022

KELLY BEVANS
President of the Council

Approved this ____ day of ____, 2022

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

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



June 14, 2022

Ken Dols
10053 Gilbert Trail
Brainerd, MN 56401

Chris Ford
20516 Carolyn Lane
Brainerd, MN 56401

Nancy Cross
12843 Eagle Dr.
Baxter, MN 56425

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

Dear Board Members:

Following communications between Mr. Henschke and the City Council last summer, I wrote a letter to Mr. Henschke dated September 20, 2021, requesting the return of funds provided to LAKES for the purpose of supporting public access television. To date, no response was received.

I wish to emphasize that the Council's request was not in jest. The Council provided a considerable amount of taxpayer funding for services that were not rendered, and it is the City's understanding from the 2021 meetings that a large fund balance remains in your account. Given that no services are being rendered, and it is anticipated that none ever will be, those funds need to be returned to the City. Please advise of your intentions within 30 days. In the event no response is received, the City will determine the next appropriate steps.

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: 466848

Over 35 Years of Service



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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

City of Brainerd
City Council Application Form

Any questions contact City Hall at 218-828-2307

Date: _____

General Information: (please note any information you would like kept private)

Name: Last BIESER First WILLIAM M.I. J

PLEASE NOTE: For this City Council position, you must live in Ward 3 within the City Limits of Brainerd.

Address: 1160 PINE VIEW DR City, State, Zip: BRainerd MN 56401

Phone Number(s): Home: 218-270-2895 Work: 218-316-3654

Cell: 651-587-2993 Email Address: jamie.bieser@gmail.com

Why do you want to serve on the City Council?

I've always seen our community (our people, our parks, our places) as a place rich with assets & future potential, but not without struggles and hardships. I look forward to sharing my skills related to architectural design, future visioning, community placemaking, & resource management.

What skills, strengths, or abilities do you believe you will add to the organization?

I look forward to the opportunity to share my unique skillset with the already diverse makeup of the City Council body. Of these, I bring a critical knowledge in areas ranging from budget forecasting & value engineering optimizing to having ability to see yet what is not there.

Council meetings are typically the First and Third Monday evenings each month; are you able to commit to this schedule? yes

Are you aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed: Yes ☒ No ☐ Perhaps – Please Explain:

Please list any additional comments on the back of this form (limit of 2 pages)

William Bieser July 07, 2022
(Signature) (Date)

Submit completed application forms via one of the following options:

Email: tgage@ci.brainerd.mn.us

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401

Updated 04/2020

City of Brainerd
City Council Application Form
Any questions contact City Hall at 218-828-2307

Date: 5/20/22

General Information: (please note any information you would like kept private)

Name: Last Skillings First Leonard M.I. D

PLEASE NOTE: For this City Council position, you must live in Ward 3 within the City Limits of Brainerd.

Address: 920 South 7th Street City, State, Zip: Brainerd MN 56401

Phone Number(s): Home: 218-232-6688 Work: 218-855-8723

Cell: 218-232-6688 Email Address: skip_per@charter.net

Why do you want to serve on the City Council?

I was born and raised, here I know much of the history of our town. I would like to be a small part of its future.
I would like to see continued growth of our community and a return of our small town values and work ethic.

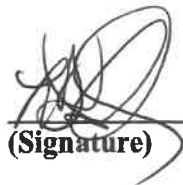
What skills, strengths, or abilities do you believe you will add to the organization?

Knowledge of our community, strong work ethic and values. Family oriented. Computer literate. Strong intuition
of life events. Current and past Mental Health/ Substance abuse knowledge and abilities.

Council meetings are typically the First and Third Monday evenings each month; are you able to commit to this schedule? Yes

Are you aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed: Yes ☒ No ☐ **Perhaps – Please Explain:**

Please list any additional comments on the back of this form (limit of 2 pages)


(Signature)

5/20/22
(Date)

Submit completed application forms via one of the following options:

Email: tgage@ci.brainerd.mn.us

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401

Updated 04/2020

RECEIVED

JUN 30 2022

CITY OF BRAINERD
ADMINISTRATION

City of Brainerd
City Council Application Form
Any questions contact City Hall at 218-828-2307

Date: 6/28/2022

General Information: (please note any information you would like kept private)

Name: Last Terry First Kara M.I. J.

PLEASE NOTE: For this City Council position, you must live in Ward 1 within the City Limits of Brainerd.

Address: 810 Paul Circle City, State, Zip: Brainerd, MN 56401

Phone Number(s): Home: 763.244.6804 Work: _____

Cell: _____ Email Address: Karaterry01@gmail.com

Why do you want to serve on the City Council?

As a Brainerd resident I believe it is my responsibility to both serve my community and develop a deeper understanding of the City operations at a high level.

What skills, strengths, or abilities do you believe you will add to the organization?

Previous Council experience; understanding of County Services and opportunities; large budget experience including levy & grant funding; integrity and honesty; professionalism

Council meetings are typically the First and Third Monday evenings each month; are you able to commit to this schedule? yes

Are you aware of any situation that might be perceived by others as a "Conflict of Interest" if you are appointed: Yes X No _____ Perhaps – Please Explain:

n/a

Please list any additional comments on the back of this form (limit of 2 pages)

Kara Terry 6/28/2022
(Signature) (Date)

Submit completed application forms via one of the following options:

Email: tgage@ci.brainerd.mn.us

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401

Updated 04/2020