

CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, November 21st 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 762 1598

Attend by phone **Safety and Public Works Committee 7:15 PM**: 1-844-992-4726 Meeting
Access Code: 2485 175 0395

Attend by phone: **Personnel and Finance Committee 7:15 PM**: 1-844-992-4726 Meeting
Access Code: 2490 140 2668

Meeting is also televised on CTC Cable channel 8 and streamed live on
YouTube: www.youtube.com/CityOfBrainerdMN

1. Call To Order

2. Roll Call

____ G. Johnson ____ W. Bieser ____ T. Stenglein ____ T. Erickson

____ M. O'Day ____ K. Stunek ____ K. Bevans ____ Mayor Badeaux

3. Pledge Of Allegiance

4. Approval Of Agenda - Voice Vote

5. Consent Calendar

NOTICE TO PUBLIC - all matters listed are considered routine by the Council and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion to be ADOPTED BY ROLL CALL

A. Approval Of Bills And Transfers Of Funds

Transfer From	Transfer To	Amount
Parking Lot Fund	Streets Fund- Downtown Snow Removal Costs	\$35,087.33
Parking Lot Fund	Downtown Special Services	\$1,576.87
Insurance Fund	General Fund	\$150,000
SCDP Grant Fund	Local Income Revolving Loan- FY Local Income	\$24,255.35

[Documents:](#)

[*112122 COUNCIL AP INV REGISTER.pdf*](#)
[*OCT 2022 PREPAIDS INVOICE REGISTER.pdf*](#)

B. Approval Of Minutes

Documents:

[*20221011_CC -State and Local Relief Funds Workshop.pdf*](#)
[*2022-11-07 CC Draft.pdf*](#)
[*2022-11-16 CC Draft.pdf*](#)

C. Approval Of Licenses

Contractor Licenses-

Documents:

[*20221121 Contractor Licenses.pdf*](#)

D. Department Activity Reports

Documents:

[*2022-10 Monthly Report.pdf*](#)
[*CDD Report.pdf*](#)
[*Council Dept Report IT..pdf*](#)

6. Council Committee Reports

A. Safety And Public Works Committee 7:15 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2485 175 0395

Documents:

[*11-21 SPW Agenda.pdf*](#)

1. Approve Final Pay Estimate - Cuyuna Lakes State Trail NP Center Segment

Documents:

[*SPW - CLST NPC Final Pay Est.pdf*](#)

2. Approve Final Pay Estimate - Improvement 21-10 Greenwood Street

Documents:

[*SPW - Imp 21-10 Final Pay Est.pdf*](#)

3. Adopt Resolution Removing On-Street Parking On Oak Street Between SE 15th And SE 16th Streets

Documents:

SPW - Harrison SRTS Parking.pdf

4. Adopt Resolution Of Support For TH 371B/Willow Street HSIP Grant Application

Documents:

SPW - HSIP Res.pdf

5. Approve Letter Of Support Of TH 371/210 Interchange Grant Application

Documents:

SPW - TH 371-210 Letter of Support.pdf

6. Direction On Active Code Enforcement Cases

Documents:

SPW - Active Code Cases.pdf

B. Personnel And Finance Committee 7:15 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2490 140 2668

Documents:

11-21 PF Agenda.pdf

1. Consider Amending American Rescue Plan Act (ARPA) Budget For Pedestrian Bridge Feasibility Study

Documents:

PF - ARPA Budget.pdf

2. Approve Legal Services Agreement With Severson Porter For Calendar Years 2023-2025

Documents:

PF - SP Agreement.pdf

7. Unfinished Business

**A. Public Hearing And Adopt Resolution For Assessment - 2021-2022
Downtown Special Services District**

Documents:

MA - DTSR-DTSS PH and Adopt Assessments.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)

Charter Commission – 1 term (Expire 2022) 1 term (Expire 2025)

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

Library Board -- 1 term (Expire 2023)

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

Economic Development Authority (EDA) – 1 term (Expire 2028) 1 term
(Expire 2026)

8. New Business

**A. First Reading - Proposed Ordinance 1539, An Ordinance Amending
Section 515-4 Of The Zoning Code - Restrictions On Demolition
And Removal Of Dwelling Units.**

Documents:

MA - First Reading - Ordinance 1539.pdf

9. Public Forum

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

10. Staff Reports

(Verbal: Any Updates since Packet)

11. Mayor's Report

12. Council Member Reports

13. Adjourn

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"*

11/17/2022 01:45 PM

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD
 EXP CHECK RUN DATES 11/21/2022 - 11/21/2022
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
310545 74580	ACE HARDWARE ZIPLOCK BAGS FOR O-RING STORAGE 235-3100-42220	11/07/2022 pziemer	11/23/2022	6.29 6.29	6.29	Open	N 11/23/2022
310542 74636	ACE HARDWARE LIGHTBULBS - SHOP 230-5200-42220	11/07/2022 pziemer	11/23/2022	6.29 6.29	6.29	Open	N 11/23/2022
310610 74637	ACE HARDWARE PAINT/TAPE 230-5200-42220	11/10/2022 pziemer	11/23/2022	17.98 17.98	17.98	Open	N 11/23/2022
310765 74693	ACE HARDWARE KEY STORAGE 225-2120-42240	11/16/2022 pziemer	11/23/2022	6.29 6.29	6.29	Open	N 11/23/2022
310772 74694	ACE HARDWARE STUD FINDER 225-2120-42240	11/16/2022 pziemer	11/23/2022	24.29 24.29	24.29	Open	N 11/23/2022
310738 74701	ACE HARDWARE DISHSOAP 230-5200-42220	11/15/2022 pziemer	11/23/2022	10.78 10.78	10.78	Open	N 11/23/2022
310764 74702	ACE HARDWARE DOWNTOWN DECORATIONS 101-9200-43430	11/16/2022 pziemer	11/23/2022	15.05 15.05	15.05	Open	N 11/23/2022
6574226380953 74586	ADVANCE AUTO PARTS CITY HALL F-150 BATTERY 101-1700-42220	10/01/2022 pziemer	11/23/2022	133.99 133.99	133.99	Open	N 11/23/2022
6574230882573 74587	ADVANCE AUTO PARTS SWEEPER 111 AIR FILTERS 235-3100-42220	11/04/2022 pziemer	11/23/2022	60.88 60.88	60.88	Open	N 11/23/2022
6574230482403 74605	ADVANCE AUTO PARTS SWEEPER 111 OEM WIRE TERMINAL 235-3100-42220	10/31/2022 pziemer	11/23/2022	14.25 14.25	14.25	Open	N 11/23/2022

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6574231820616 74645	ADVANCE AUTO PARTS 10 AMP FUSES 235-3100-42220	11/14/2022 pziemer	11/23/2022	6.82 6.82	6.82	Open	N 11/23/2022
	REPAIR & MAINT						
6574231920680 74671	ADVANCE AUTO PARTS RECEIVER PIN 235-3125-42220	11/15/2022 pziemer	11/23/2022	11.86 11.86	11.86	Open	N 11/23/2022
	GRADER 112 WING RECEIVER PIN						
6574232082816 74698	ADVANCE AUTO PARTS TRUCK 105 PLOW HEADLIGHT BULBS 235-3125-42220	11/16/2022 pziemer	11/23/2022	38.48 38.48	38.48	Open	N 11/23/2022
	REPAIR & MAINT						
112653 74644	AMERICAN STEEL SUPPLY INC SHOP PARTS 230-5200-42220	11/04/2022 pziemer	11/23/2022	5.60 5.60	5.60	Open	N 11/23/2022
	REPAIR & MAINT						
2530036152 74589	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS - MISSING INVOICE 235-3100-43430	10/01/2022 pziemer	11/23/2022	113.53 113.53	113.53	Open	N 11/23/2022
	MISCELLANEOUS						
2530070530 74594	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	11/03/2022 pziemer	11/23/2022	81.70 81.70	81.70	Open	N 11/23/2022
	MISCELLANEOUS						
2530073401 74629	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	11/10/2022 pziemer	11/23/2022	113.53 113.53	113.53	Open	N 11/23/2022
	MISCELLANEOUS						
P56802697 74626	BATTERIES PLUS BATTERIES 225-2120-42210	11/09/2022 pziemer	11/23/2022	119.76 119.76	119.76	Open	N 11/23/2022
	OPERATING SUPPLIES						
4TH QTR 22 74407	BAXTER POLICE DEPARTMENT REMIT 4TH QTR 22 TZD 225-0000-20800	10/27/2022 pziemer	11/23/2022	196.78 196.78	196.78	Open	N 11/23/2022
	DUE TO OTHER GOVT UNITS						
102022 74639	BLUE SKY TRANSIT OCT 2022 3RD PARTY SERVICES 203-9000-42212 203-9000-43401 203-9000-43440	10/31/2022 pziemer	11/23/2022	108,158.86 4,085.71 11,868.91 92,204.24	108,158.86	Open	N 11/23/2022
	MOTOR FUELS						
	VEHICLE REPAIRS						
	TRANSIT SERVICE CONTRACT PY						

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26055 74588	BRAINERD HYDRAULICS/AIR HYDRAULIC O-RINGS 235-3100-42220	11/07/2022 pziemer REPAIR & MAINT	11/23/2022	8.25 8.25	8.25	Open	N 11/23/2022
46381 74667	BRAINERD LAKES AREA CHAMBERS OF COM 2022 CELEBRATION OF EXCELLENCE 101-1400-43330	11/14/2022 pziemer PROFESSIONAL DEVELOPMENT	11/23/2022	85.00 85.00	85.00	Open	N 11/23/2022
7833 74592	BRAINERD LAKES SEWER, LLC ROTARY/MMP FIELD 3 SATELLITE RENTAL 230-5200-43410 230-5215-42210	10/31/2022 pziemer RENTAL EXPENSE OPERATING SUPPLIES	11/23/2022	319.68 240.00 79.68	319.68	Open	N 11/23/2022
55,068 74610	BRAINERD MEDICAL SUPPLY FIRST AID SUPPLIES 225-2120-42209	11/03/2022 pziemer SAFETY EQUIPMENT SUPPLIES	11/23/2022	46.25 46.25	46.25	Open	N 11/23/2022
INV22055 74585	BRAINERD PUBLIC UTILITIES LIGHTS-STOPLIGHTS 235-3100-42220	10/31/2022 pziemer REPAIR & MAINT	11/23/2022	824.18 824.18	824.18	Open	N 11/23/2022
11/15/22 74680	BRAINERD PUBLIC UTILITIES REMIT LOST THRU 11/14/22 251-9360-43467	11/14/2022 pziemer REMIT LOCAL SALES TAX COLLECT	11/23/2022	155,115.93 155,115.93	155,115.93	Open	N 11/23/2022
4TH QTR 22 74408	BREEZY POINT POLICE DEPARTMENT REMIT 4TH QTR 22 TZD 225-0000-20800	10/27/2022 pziemer DUE TO OTHER GOVT UNITS	11/23/2022	3,268.72 3,268.72	3,268.72	Open	N 11/23/2022
918968828 74664	BSN SPORTS, LLC QTY 8 KICKBALLS II 230-5212-42210	10/28/2022 pziemer OPERATING SUPPLIES	11/23/2022	55.65 55.65	55.65	Open	N 11/23/2022
918998205 74665	BSN SPORTS, LLC QTY 8 KICKBALLS 230-5212-42210	10/31/2022 pziemer OPERATING SUPPLIES	11/23/2022	55.65 55.65	55.65	Open	N 11/23/2022
0055470110822 74670	CHARTER COMMUNICATIONS NOVEMBER 225-2220-43321	11/08/2022 pziemer TELEPHONE	11/23/2022	4.18 4.18	4.18	Open	N 11/23/2022

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00080651032022							
74678	CHARTER COMMUNICATIONS 10/30/22 - 11/29/22 PD BUSINESS TV 225-2120-43380	10/30/2022 pziemer	11/23/2022	46.80	46.80	Open	N 11/23/2022
	UTILITIES			46.80			
NOV 22							
74608	COMMUNITY ACTION NOV 2022 LEVY PAYMENT 101-9200-43460	11/07/2022 pziemer	11/23/2022	7,666.42	7,666.42	Open	N 11/23/2022
	REMIT COMMUNITY ACTION LEVY			7,666.42			
21121864/IT							
74653	CONSOLIDATED TELEPHONE CO CTC IT PHONE/INTERNET 11/12/22-12/11/ 101-1800-43321	11/12/2022 pziemer	11/23/2022	1,112.00	1,112.00	Open	N 11/23/2022
	TELEPHONE			1,112.00			
21121864/ADM							
74654	CONSOLIDATED TELEPHONE CO 11/12-12/11 ADMIN PHONES 101-1400-43321	11/12/2022 pziemer	11/23/2022	1.99	1.99	Open	N 11/23/2022
	TELEPHONE			1.99			
21121864/ENG							
74655	CONSOLIDATED TELEPHONE CO 11/12-12/11 ENG PHONES/INTERNET 101-1700-43321	11/12/2022 pziemer	11/23/2022	53.75	53.75	Open	N 11/23/2022
	TELEPHONE			0.11			
	TELEPHONE			53.64			
21121864/COM DEV							
74656	CONSOLIDATED TELEPHONE CO 11/12-12/11 COM DEV PHONES 101-2400-43321	11/12/2022 pziemer	11/23/2022	4.47	4.47	Open	N 11/23/2022
	TELEPHONE			4.47			
21121864/TRANSIT							
74657	CONSOLIDATED TELEPHONE CO 11/12-12/11 TRANSIT PHONES 203-9000-43321	11/12/2022 pziemer	11/23/2022	8.38	8.38	Open	N 11/23/2022
	TELEPHONE			8.38			
21121864/PD							
74658	CONSOLIDATED TELEPHONE CO 11/12-12/11 POLICE DEPT PHONES 225-2120-43321	11/12/2022 pziemer	11/23/2022	136.25	136.25	Open	N 11/23/2022
	TELEPHONE			117.50			
	COMPUTER TECHNICAL SUPPORT			18.75			
21121864/FD							
74659	CONSOLIDATED TELEPHONE CO 11/12-12/11 FIRE DEPT PHONES 225-2220-43321	11/12/2022 pziemer	11/23/2022	69.85	69.85	Open	N 11/23/2022
	TELEPHONE			69.85			
21121864/STREETS							
74660	CONSOLIDATED TELEPHONE CO 11/12-12/11 STREET DEPT PHONES 235-3100-43321	11/12/2022 pziemer	11/23/2022	49.30	49.30	Open	N 11/23/2022
	TELEPHONE			49.30			

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21121864/PARKS							
74661	CONSOLIDATED TELEPHONE CO 11/12-12/11 PARKS PHONE/INTERNET 230-5200-43321	11/12/2022 pziemer	11/23/2022	50.22	50.22	Open	N 11/23/2022
	TELEPHONE			50.22			
21121600							
74679	CONSOLIDATED TELEPHONE CO 11/12-12/11 AIRPORT PHONE 260-9020-43321	11/12/2022 pziemer	11/23/2022	644.25	644.25	Open	N 11/23/2022
	TELEPHONE			644.25			
4TH QTR 22							
74409	CROSBY POLICE DEPARTMENT REMIT 4TH QTR 22 TZD 225-0000-20800	10/27/2022 pziemer	11/23/2022	1,105.20	1,105.20	Open	N 11/23/2022
	DUE TO OTHER GOVT UNITS			1,105.20			
5477							
74593	CWC HIGHWAY DEPT 2022 SEAL COAT - FINAL 401-9030-45530-22:01	11/01/2022 pziemer	11/23/2022	9,818.97	9,818.97	Open	N 11/23/2022
	CAPITAL-PYMTS TO CONTRACTS			9,818.97			
5511							
74597	CWC HIGHWAY DEPT OCT 2022 TRANSIT FUEL 203-9000-42212	11/01/2022 pziemer	11/23/2022	6,704.97	6,704.97	Open	N 11/23/2022
	MOTOR FUELS			6,095.43			
	MOTOR FUELS			609.54			
5514							
74700	CWC LAND DEPARTMENT 2022 PAVEMENT MARKING PROJECT 401-9030-45530-22:03	11/01/2022 pziemer	11/23/2022	18,437.17	18,437.17	Open	N 11/23/2022
	CAPITAL-PYMTS TO CONTRACTS			18,437.17			
2023 DEFERMENTS							
74582	CWC RECORDER PAY YEAR 2023 DEFERMENTS RECORDING Ffpziemer 101-9200-43350	11/08/2022 pziemer	11/23/2022	276.00	276.00	Open	N 11/23/2022
	LEGAL PUBLICATIONS			276.00			
22-13701							
74604	CWC RECORDER STANGLER PROPERTIES VARIANCE RECORDINGpziemer 101-2400-43350	11/01/2022 pziemer	11/23/2022	46.00	46.00	Open	N 11/23/2022
	PRINTING/LEGAL PUBLICATION			46.00			
22-13984							
74621	CWC RECORDER DOC#978335 -INTERIM USE PERMIT - ZELlpziemer 101-2400-43350	11/10/2022 pziemer	11/23/2022	46.00	46.00	Open	N 11/23/2022
	PRINTING/LEGAL PUBLICATION			46.00			
181457							
74689	CWC SANITARY LANDFILL CITY PIT GARBAGE DISPOSAL 1 OF 3 235-3100-42220	10/28/2022 pziemer	11/23/2022	40.00	40.00	Open	N 11/23/2022
	REPAIR & MAINT			40.00			

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180953 74690	CWC SANITARY LANDFILL CITY PIT GARBAGE DISPOSAL 2 OF 3 235-3100-42220	10/14/2022 pziemer	11/23/2022	1,409.50 1,409.50	1,409.50	Open	N 11/23/2022
180450 74691	CWC SANITARY LANDFILL CITY PIT GARBAGE DISPOSAL 3 OF 3 235-3100-42220	10/03/2022 pziemer	11/23/2022	30.00 30.00	30.00	Open	N 11/23/2022
182042 74692	CWC SANITARY LANDFILL CITY - VOTING BOOTH DISPOSAL 101-1410-43430	11/16/2022 pziemer	11/23/2022	20.00 20.00	20.00	Open	N 11/23/2022
4TH QTR 22 74410	CWC SHERIFF REMIT 4TH QTR 22 TZD 225-0000-20800	10/27/2022 pziemer	11/23/2022	1,684.13 1,684.13	1,684.13	Open	N 11/23/2022
5492/CH 74598	CWC TREASURER NOV 22 SHARED SERVICES - CITY HALL 101-9200-43300	11/01/2022 pziemer	11/23/2022	7,425.00 7,425.00	7,425.00	Open	N 11/23/2022
5492/LIB 74599	CWC TREASURER NOV 22 SHARED SERVICES - LIBRARY 211-5500-42220	11/01/2022 pziemer	11/23/2022	625.00 625.00	625.00	Open	N 11/23/2022
AR59219 74603	DAKOTA MAILING SEALING SOLUTION - POSTAGE MACHINE 101-1940-42200	10/31/2022 pziemer	11/23/2022	39.38 39.38	39.38	Open	N 11/23/2022
R102066 74601	EAST SIDE OIL COMPANY SFIL - OIL 227-3230-43428	10/26/2022 pziemer	11/23/2022	100.00 100.00	100.00	Open	N 11/23/2022
FBN4597507/ENG 74672	ENTERPRISE FM TRUST OCT 22 ENG VEHICLE LEASE 101-1700-43331	11/03/2022 pziemer	11/23/2022	1,068.82 1,068.82	1,068.82	Open	N 11/23/2022
FBN4597507/CD 74673	ENTERPRISE FM TRUST OCT 22 COM DEV VEHICLE LEASE 101-2400-43331	11/03/2022 pziemer	11/23/2022	357.61 357.61	357.61	Open	N 11/23/2022

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FBN4597507/PD							
74674	ENTERPRISE FM TRUST	11/03/2022	11/23/2022	13,071.39	13,071.39	Open	N
	OCT 22 POLICE VEHICLE LEASE	pziemer					11/23/2022
	225-2120-43331	LEASED PAYMENTS		13,071.39			
FBN4597507/FD							
74675	ENTERPRISE FM TRUST	11/03/2022	11/23/2022	1,473.58	1,473.58	Open	N
	OCT 22 FIRE DEPT VEHICLE LEASE	pziemer					11/23/2022
	225-2220-43331	LEASED PAYMENTS		1,473.58			
FBN4597507/PARKS							
74676	ENTERPRISE FM TRUST	11/03/2022	11/23/2022	2,460.49	2,460.49	Open	N
	OCT 22 PARKS VEHICLE LEASES	pziemer					11/23/2022
	230-5200-43331	LEASE PAYMENTS		2,460.49			
FBN4597507/STRTS							
74677	ENTERPRISE FM TRUST	11/03/2022	11/23/2022	3,226.60	3,226.60	Open	N
	OCT 22 STREET DEPT VEHICLE LEASES	pziemer					11/23/2022
	235-3100-43331	LEASE PAYMENTS		2,600.59			
	237-3190-43331	LEASE PAYMENTS		626.01			
5825							
74630	F.I.R.E. CROSSLAKE	11/07/2022	11/23/2022	500.00	500.00	Open	N
	EMS REFRESHER	pziemer					11/23/2022
	225-2220-43330	PROFESSIONAL DEVELOPMENT		500.00			
MNBAX257890							
74646	FASTENAL COMPANY	11/11/2022	11/23/2022	230.91	230.91	Open	N
	NUTS & BOLTS SHOP RESUPPLY	pziemer					11/23/2022
	235-3100-42220	REPAIR & MAINT		230.91			
18457							
74662	FLAHERTY & HOOD, P.A.	11/08/2022	11/23/2022	2,015.00	2,015.00	Open	N
	JOB CLASS & COMP SYSTEM STUDY	pziemer					11/23/2022
	101-9200-43300	PROFESSIONAL SERVICES		2,015.00			
022446942							
74627	GALLS LLC	11/19/2022	11/23/2022	295.79	295.79	Open	N
	717 - UNIFORM DUTY JACKET	pziemer					11/23/2022
	225-2120-41113	UNIFORM ALLOWANCE		295.79			
3036404							
74697	HEARTLAND TIRE INC.	11/16/2022	11/23/2022	37.55	37.55	Open	N
	SQD 436 - TIRE REPAIR	pziemer					11/23/2022
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		37.55			
11/2/22							
74635	HOLMES, TIM	11/14/2022	11/23/2022	36.06	36.06	Open	N
	REIMB. ALL HAZARDS TRAINING	pziemer					11/23/2022
	225-2220-43330	PROFESSIONAL DEVELOPMENT		36.06			

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157460 74638	HRGREEN IMP 21-15 BUFFALO HILLS GULLY THRU 10/31/22 401-9030-43300-21:15	11/14/2022 pziemer PROFESSIONAL SERVICES	11/23/2022	655.75 655.75	655.75	Open	N 11/23/2022
157463 74647	HRGREEN IMP 21-11 MS4 UPDATE THRU 10/31/22 401-9030-43300-21:11	11/14/2022 pziemer PROFESSIONAL SERVICES	11/23/2022	2,167.25 2,167.25	2,167.25	Open	N 11/23/2022
41749 74595	INDEPENDENT TESTING TECHNOLOGIES IMP 19-02 PROF SERVICES 401-1902-43300	10/31/2022 pziemer PROFESSIONAL SERVICES	11/23/2022	170.00 170.00	170.00	Open	N 11/23/2022
IN3993480 74591	INNOVATIVE OFFICE SOLUTIONS LLC AWARD CERTIFICATES 225-2120-42200	11/04/2022 pziemer OFFICE SUPPLIES	11/23/2022	37.60 37.60	37.60	Open	N 11/23/2022
IN4004140 74650	INNOVATIVE OFFICE SOLUTIONS LLC TONER 225-2120-42200	11/15/2022 pziemer OFFICE SUPPLIES	11/23/2022	176.44 176.44	176.44	Open	N 11/23/2022
IN4003880 74668	INNOVATIVE OFFICE SOLUTIONS LLC TONER, TAPE, SUPPLIES 225-2220-42200	11/15/2022 pziemer OFFICE SUPPLIES	11/23/2022	306.53 306.53	306.53	Open	N 11/23/2022
IN146149 74631	JEFFERSON FIRE & SAFETY QTY 2 TURNOUT GEAR 225-2220-42250	11/08/2022 pziemer PERSONAL PROTECTIVE GEAR	11/23/2022	6,899.19 6,899.19	6,899.19	Open	N 11/23/2022
4390 74611	KELLY'S SERVICE SQD 401 - BATTERY 225-2120-42221	11/03/2022 pziemer SQUAD CAR REPAIR SUPPLIES	11/23/2022	249.95 249.95	249.95	Open	N 11/23/2022
10942 74632	KIRVIDA FIRE INC E3 ROCKER SWITCH, HEATER BLOWER 225-2220-42220	10/26/2022 pziemer REPAIR & MAINT	11/23/2022	626.42 626.42	626.42	Open	N 11/23/2022
10943 74633	KIRVIDA FIRE INC T4 COMPRESSOR AIR LEAK 225-2220-42220	10/26/2022 pziemer REPAIR & MAINT	11/23/2022	252.69 252.69	252.69	Open	N 11/23/2022

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037148 74669	L & M STEEL HYDRAULIC HOSE REEL HOLDER - STEEL 235-3100-42220	11/15/2022 pziemer	11/23/2022	19.89 19.89	19.89	Open	N 11/23/2022
NOV 22 74609	LAKES AREA SENIOR CENTER NOV 2022 LEVY PAYMENT 101-9200-43461	11/07/2022 pziemer	11/23/2022	7,666.42 7,666.42	7,666.42	Open	N 11/23/2022
00023300 74624	LAKES PRINTING LAMINATING ELECTION MAPS 101-1410-43350	11/03/2022 pziemer	11/23/2022	43.20 43.20	43.20	Open	N 11/23/2022
40001339/4TH INSTL 74606	LEAGUE MN CITIES INS TRUS PROP/LIAB INSURANCE 4TH INSTALLMENT 101-1400-43361 101-1700-43361 101-1700-43363 101-1800-43361 101-1940-43361 101-2400-43361 101-2400-43363 101-9200-43361 101-9200-43362 101-9200-43363 101-9200-43365 203-9000-43361 203-9000-43363 203-9000-43365 225-2120-43361 225-2120-43362 225-2120-43363 225-2120-43365 225-2220-43361 225-2220-43362 225-2220-43363 225-2220-43365 235-3100-43361 235-3100-43362 235-3100-43363 235-3100-43365 230-5200-43361 230-5200-43362 230-5200-43363 230-5200-43365 211-5500-43361	11/08/2022 pziemer INS - GENERAL LIABILITY INS - GENERAL LIABILITY INS - AUTO INS - GENERAL LIABILITY INS - GENERAL LIABILITY INS - GENERAL LIABILITY INS - AUTO INS - GENERAL LIABILITY INS - PROPERTY INS - AUTO INS - OTHER INS - GENERAL LIABILITY INS - AUTO INS - OTHER INS - GENERAL LIABILITY INS - PROPERTY INS - AUTO INS - OTHER INS - GENERAL LIABILITY INS - PROPERTY INS - AUTO INS - OTHER INS - GENERAL LIABILITY INS - PROPERTY INS - AUTO INS - OTHER INS - GENERAL LIABILITY INS - PROPERTY INS - AUTO INS - OTHER INS - GENERAL LIABILITY	11/23/2022	51,609.25 359.50 197.25 159.50 140.25 12.25 288.75 283.50 3,568.00 5,634.75 136.25 357.00 418.25 2.25 70.00 13,201.50 940.75 6,918.00 330.25 413.75 1,055.25 1,394.50 351.25 2,219.25 634.50 1,019.50 807.25 623.50 4,569.75 575.00 278.75 157.25	51,609.25	Open	N 11/23/2022

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	GL Distribution						
	211-5500-43362	INS - PROPERTY		2,136.75			
	211-5500-43365	INS - OTHER		202.25			
	237-3190-43361	INS - GENERAL LIABILITY		634.00			
	237-3190-43362	INS - PROPERTY		181.25			
	237-3190-43363	INS - AUTO		291.25			
	237-3190-43365	INS - OTHER		230.75			
	238-3160-43361	INS - GENERAL LIABILITY		317.00			
	238-3160-43362	INS - PROPERTY		90.75			
	238-3160-43363	INS - AUTO		145.75			
	238-3160-43365	INS - OTHER		115.25			
	295-6510-43361	INS - GENERAL LIABILITY		21.75			
	260-9020-43361	INS - GENERAL LIABILITY		125.00			
P45903 74581	MACQUEEN EQUIPMENT INC SWEEPER 111 MARKER LIGHT 235-3100-42220	11/08/2022 pziemer REPAIR & MAINT	11/23/2022	235.58 235.58	235.58	Open	N 11/23/2022
INV10519028 74600	MARCO CISCO FIREWALL UPDATE 101-1800-43300	10/28/2022 pziemer PROFESSIONAL SERVICES	11/23/2022	663.75 663.75	663.75	Open	N 11/23/2022
INV10573982 74699	MARCO CISCO IDENTITY SERVICES	11/14/2022 pziemer	11/23/2022	1,769.01	1,769.01	Open	N 11/23/2022
486675846 74625	MARCO FINANCING COPIER CITY HALL 2ND FLOOR 12/1/22-3/ 101-1800-43331	11/10/2022 pziemer LEASE PAYMENTS	11/23/2022	1,224.81 1,224.81	1,224.81	Open	N 11/23/2022
486675564 74628	MARCO FINANCING COPIER LEASE 225-2120-43331	11/07/2022 pziemer LEASED PAYMENTS	11/23/2022	49.73 49.73	49.73	Open	N 11/23/2022
11/15/22 74688	MAXWELL THOMAS HOLMSTROM UNDERCOVER COMPLIANCE ICR 22015183 225-2120-42210	11/15/2022 pziemer OPERATING SUPPLIES	11/23/2022	30.00 30.00	30.00	Open	N 11/23/2022
85390 74666	MENARDS - BAXTER BATTERIES & 50AMP BREAKER 230-5280-42220 230-5200-42220	11/01/2022 pziemer REPAIR & MAINT REPAIR & MAINT	11/23/2022	19.33 13.88 5.45	19.33	Open	N 11/23/2022
9401301 74642	MIDWEST MACHINERY CO SKIDSTEER MAINTENANCE COVER	11/03/2022 pziemer	11/23/2022	117.75	117.75	Open	N 11/23/2022

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	230-5200-42220	REPAIR & MAINT		117.75			
9400289 74643	MIDWEST MACHINERY CO SHOP OIL FILTERS 230-5200-42220	11/02/2022 pziemer REPAIR & MAINT	11/23/2022	102.37 102.37	102.37	Open	N 11/23/2022
00042099 74651	MIKE'S MILLER'S ROOFING SIDING CO BD Payment Refund 101-2400-32210	11/15/2022 pziemer Residential Re-Roof Only	11/23/2022	1.00 1.00	1.00	Open	N 11/23/2022
00042100 74652	MIKE'S MILLER'S ROOFING SIDING CO BD Payment Refund 101-2400-32210 101-0000-21800 101-0000-36300	11/15/2022 pziemer Residential Re-Roof Only Residential State Surcharge - Flat Residential State Surcharge - Flat	11/23/2022	70.00 69.00 0.96 0.04	70.00	Open	N 11/23/2022
1743352 74663	MINNESOTA PAVING & MATERIALS 2022 COLD MIX 42.84 TON 235-3100-42220	10/31/2022 pziemer REPAIR & MAINT	11/23/2022	6,211.80 6,211.80	6,211.80	Open	N 11/23/2022
29505 74612	MOTORS-N-MORE SQD 430 - OIL CHANGE 225-2120-42221	11/04/2022 pziemer SQUAD CAR REPAIR SUPPLIES	11/23/2022	23.00 23.00	23.00	Open	N 11/23/2022
29506 74613	MOTORS-N-MORE SQD 434 OIL CHANGE 225-2120-42221	11/04/2022 pziemer SQUAD CAR REPAIR SUPPLIES	11/23/2022	23.00 23.00	23.00	Open	N 11/23/2022
218234 74602	M-R SIGN CO., INC. KEEP RIGHT/NO PARKING SIGNS 235-3170-42210	10/31/2022 pziemer OPERATING SUPPLIES	11/23/2022	282.46 282.46	282.46	Open	N 11/23/2022
4TH QTR 22 74411	NISSWA POLICE DEPT REMIT 4TH QTR 22 TZD 225-0000-20800	10/27/2022 pziemer DUE TO OTHER GOVT UNITS	11/23/2022	2,743.04 2,743.04	2,743.04	Open	N 11/23/2022
NOV 22 74607	NORTHLAND ARBORETUM NOV 2022 LEVY PAYMENT 101-9200-43462	11/07/2022 pziemer REMIT ARBORETUM LEVY	11/23/2022	7,666.42 7,666.42	7,666.42	Open	N 11/23/2022
1118914-1 74590	OFFICE SHOP CHALK MARKERS - CITY HALL 101-1940-42200	11/04/2022 pziemer OFFICE SUPPLIES	11/23/2022	14.98 14.98	14.98	Open	N 11/23/2022

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1119343-0 74619	OFFICE SHOP ENVELOPES/BATTERIES 230-5280-42210 230-5200-42200	11/09/2022 pziemer OPERATING SUPPLIES OFFICE SUPPLIES	11/23/2022	156.56 115.18 41.38	156.56	Open	N 11/23/2022
324038-0 74623	OFFICE SHOP LIBRARY COPIER CONTRACT 211-5505-43430	10/26/2022 pziemer MISC - COPY MACHINE PYMTS	11/23/2022	102.88 102.88	102.88	Open	N 11/23/2022
1119562-0 74695	OFFICE SHOP BATTERIES - CITYHALL 101-1940-42200	11/15/2022 pziemer OFFICE SUPPLIES	11/23/2022	13.99 13.99	13.99	Open	N 11/23/2022
1119562-1 74696	OFFICE SHOP CALENDAR/BATTERIES 101-1940-42200	11/16/2022 pziemer OFFICE SUPPLIES	11/23/2022	19.00 19.00	19.00	Open	N 11/23/2022
4TH QTR 22 74412	PEQUOT LAKES POLICE DEPARTMENT REMIT 4TH QTR 22 TZD 225-0000-20800	10/27/2022 pziemer DUE TO OTHER GOVT UNITS	11/23/2022	1,683.15 1,683.15	1,683.15	Open	N 11/23/2022
11/11/22 74634	RAFFERTY'S PIZZA 2022 GENERAL ELECTION MEALS 101-1410-43430	11/11/2022 pziemer MISCELLANEOUS	11/23/2022	388.19 388.19	388.19	Open	N 11/23/2022
ESCROW 74618	SCHMIDT, MATTHEW & MELISSA REMIT REMAINING LANDSCAPE ESCROW 101-0000-20701	11/10/2022 pziemer P&Z ESCROWS	11/23/2022	1,000.00 1,000.00	1,000.00	Open	N 11/23/2022
435660 74617	SHORT ELLIOTT HENDRICKSON IMP 20-07 BRD MN I & I SEWER STUDY 401-9030-43300-20:07	11/03/2022 pziemer PROFESSIONAL SERVICES	11/23/2022	13,353.56 13,353.56	13,353.56	Open	N 11/23/2022
I1598075 74614	STREICHERS PROF EQUIP TRAINING AMMO 225-2120-43330	11/01/2022 pziemer PROFESSIONAL DEVELOPMENT	11/23/2022	2,406.90 2,406.90	2,406.90	Open	N 11/23/2022
I1598233 74615	STREICHERS PROF EQUIP 727 - UNIFORM BELT 225-2120-41113	11/01/2022 pziemer UNIFORM ALLOWANCE	11/23/2022	74.99 74.99	74.99	Open	N 11/23/2022

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I1598260 74616	STREICHERS PROF EQUIP 776JB - CSO INITIAL ISSUE 225-2121-41113	11/01/2022 pziemer	11/23/2022	82.00 82.00	82.00	Open	N 11/23/2022
1205 74640	SWANSON HASKAMP CONSULTING ZONING CODE UPDATE 400-9050-45530	10/01/2022 pziemer	11/23/2022	2,838.75 2,838.75	2,838.75	Open	N 11/23/2022
1222 74641	SWANSON HASKAMP CONSULTING INTERIM SERVICES - COM DEV 101-2400-43300	11/11/2022 pziemer	11/23/2022	187.50 187.50	187.50	Open	N 11/23/2022
155995429 74596	ULINE OFFICE CHAIR - STREET DEPT 235-3100-42220	11/03/2022 pziemer	11/23/2022	395.55 395.55	395.55	Open	N 11/23/2022
84694159/ADM 74681	WEX BANK OCT 22 WEX EDGE REBATE 101-0000-36299	10/31/2022 pziemer	11/23/2022	(24.43) (24.43)	(24.43)	Open	N 11/23/2022
84694159/CD 74682	WEX BANK OCT 22 COM DEV FUEL 101-2400-42212	10/31/2022 pziemer	11/23/2022	122.87 122.87	122.87	Open	N 11/23/2022
84694159/ENG 74683*	WEX BANK OCT 22 ENG DEPT FUEL 401-9030-42212 401-9030-42212	10/31/2022 pziemer	11/23/2022	182.14 184.68 (2.54)	182.14	Open	N 11/23/2022
84694159/FD 74684	WEX BANK OCT 22 FIRE DEPT FUEL 225-2220-42212	10/31/2022 pziemer	11/23/2022	1,906.20 1,906.20	1,906.20	Open	N 11/23/2022
84694159/PARKS 74685	WEX BANK OCT 22 PARKS DEPT FUEL 230-5200-42212	10/31/2022 pziemer	11/23/2022	1,215.86 1,215.86	1,215.86	Open	N 11/23/2022
84694159/PD 74686*	WEX BANK OCT 22 POLICE DEPT FUEL 225-2120-42212 225-2120-42212	10/31/2022 pziemer	11/23/2022	4,923.34 4,988.47 (65.13)	4,923.34	Open	N 11/23/2022

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84694159/STREETS							
74687	WEX BANK	10/31/2022	11/23/2022	4,795.97	4,795.97	Open	N
	OCT 22 STREET DEPT FUEL	pziemer					11/23/2022
	237-3190-42212	MOTOR FUELS		664.04			
	235-3100-42212	MOTOR FUELS		4,131.93			
0001631406-IN							
74622	WEX HEALTH INC	10/31/2022	11/23/2022	41.50	41.50	Open	N
	OCT 2022 COBRA	pziemer					11/23/2022
	101-9200-43300	PROFESSIONAL SERVICES		41.50			
12421							
74583	WINNERS TROPHY	11/06/2022	11/23/2022	920.00	920.00	Open	N
	QTY 18 SOFTBALL, QTY 2 KICKBALL TROPHY	pziemer					11/23/2022
	230-5212-42210	OPERATING SUPPLIES		92.00			
	230-5215-42210	OPERATING SUPPLIES		828.00			
12423							
74584	WINNERS TROPHY	11/07/2022	11/23/2022	20.00	20.00	Open	N
	CHILI COOKOFF TROPHY ENGRAVING	pziemer					11/23/2022
	278-6515-43430	MISCELLANEOUS		20.00			
IN000769285							
74648	ZIEGLER, INC	11/11/2022	11/23/2022	56.20	56.20	Open	N
	CUTTING EDGE BOLTS	pziemer					11/23/2022
	235-3125-42220	REPAIR & MAINT		56.20			
IN000770059							
74649	ZIEGLER, INC	11/11/2022	11/23/2022	21.85	21.85	Open	N
	CATERPILLAR O-RINGS	pziemer					11/23/2022
	235-3125-42220	REPAIR & MAINT		21.85			
# of Invoices: 127 # Due: 127				Totals:	480,388.86	480,388.86	
# of Credit Memos: 1 # Due: 1				Totals:	(24.43)	(24.43)	
Net of Invoices and Credit Memos:					480,364.43	480,364.43	
* 2 Net Invoices have Credits Totalling:					(67.67)		

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20701	P&Z ESCROWS	1,000.00
101-0000-21800	Residential State Surcharge - Flat	0.96
101-0000-36299	MISCELLANEOUS REVENUE	(24.43)
101-0000-36300	Residential State Surcharge - Flat	0.04
101-1400-43321	TELEPHONE	1.99
101-1400-43330	PROFESSIONAL DEVELOPMENT	85.00
101-1400-43361	INS - GENERAL LIABILITY	359.50
101-1410-43350	PRINTING/LEGAL PUBLICATION	43.20
101-1410-43430	MISCELLANEOUS	408.19
101-1700-42220	REPAIR & MAINT	133.99
101-1700-43321	TELEPHONE	0.11
101-1700-43331	LEASE PAYMENTS	1,068.82

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-1700-43361	INS - GENERAL LIABILITY		197.25			
	101-1700-43363	INS - AUTO		159.50			
	101-1800-43300	PROFESSIONAL SERVICES		663.75			
	101-1800-43321	TELEPHONE		1,112.00			
	101-1800-43331	LEASE PAYMENTS		1,224.81			
	101-1800-43361	INS - GENERAL LIABILITY		140.25			
	101-1940-42200	OFFICE SUPPLIES		87.35			
	101-1940-43321	TELEPHONE		53.64			
	101-1940-43361	INS - GENERAL LIABILITY		12.25			
	101-2400-32210	Residential Re-Roof Only		70.00			
	101-2400-42212	MOTOR FUELS		122.87			
	101-2400-43300	PROFESSIONAL SERVICES		187.50			
	101-2400-43321	TELEPHONE		4.47			
	101-2400-43331	LEASE EXPENSE		357.61			
	101-2400-43350	PRINTING/LEGAL PUBLICATION		92.00			
	101-2400-43361	INS - GENERAL LIABILITY		288.75			
	101-2400-43363	INS - AUTO		283.50			
	101-9200-43300	PROFESSIONAL SERVICES		9,481.50			
	101-9200-43350	LEGAL PUBLICATIONS		276.00			
	101-9200-43361	INS - GENERAL LIABILITY		3,568.00			
	101-9200-43362	INS - PROPERTY		5,634.75			
	101-9200-43363	INS - AUTO		136.25			
	101-9200-43365	INS - OTHER		357.00			
	101-9200-43430	MISCELLANEOUS		15.05			
	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			
	203-9000-42212	MOTOR FUELS		10,790.68			
	203-9000-43321	TELEPHONE		8.38			
	203-9000-43361	INS - GENERAL LIABILITY		418.25			
	203-9000-43363	INS - AUTO		2.25			
	203-9000-43365	INS - OTHER		70.00			
	203-9000-43401	VEHICLE REPAIRS		11,868.91			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		92,204.24			
	211-5500-42220	REPAIR & MAINT		625.00			
	211-5500-43361	INS - GENERAL LIABILITY		157.25			
	211-5500-43362	INS - PROPERTY		2,136.75			
	211-5500-43365	INS - OTHER		202.25			
	211-5505-43430	MISC - COPY MACHINE PYMTS		102.88			
	225-0000-20800	DUE TO OTHER GOVT UNITS		10,681.02			
	225-2120-41113	UNIFORM ALLOWANCE		370.78			
	225-2120-42200	OFFICE SUPPLIES		214.04			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		46.25			
	225-2120-42210	OPERATING SUPPLIES		149.76			
	225-2120-42212	MOTOR FUELS		4,923.34			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		333.50			
	225-2120-42240	SMALL TOOLS		30.58			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		18.75			
	225-2120-43321	TELEPHONE		117.50			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		2,406.90			
	225-2120-43331	LEASED PAYMENTS		13,121.12			
	225-2120-43361	INS - GENERAL LIABILITY		13,201.50			
	225-2120-43362	INS - PROPERTY		940.75			
	225-2120-43363	INS - AUTO		6,918.00			
	225-2120-43365	INS - OTHER		330.25			
	225-2120-43380	UTILITIES		46.80			
	225-2121-41113	UNIFORM ALLOWANCE		82.00			

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution						
	225-2220-42200	OFFICE SUPPLIES		306.53			
	225-2220-42212	MOTOR FUELS		1,906.20			
	225-2220-42220	REPAIR & MAINT		879.11			
	225-2220-42250	PERSONAL PROTECTIVE GEAR		6,899.19			
	225-2220-43321	TELEPHONE		74.03			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		536.06			
	225-2220-43331	LEASED PAYMENTS		1,473.58			
	225-2220-43361	INS - GENERAL LIABILITY		413.75			
	225-2220-43362	INS - PROPERTY		1,055.25			
	225-2220-43363	INS - AUTO		1,394.50			
	225-2220-43365	INS - OTHER		351.25			
	227-3230-43428	USED OIL RECYCLING EXPENSE		100.00			
	230-5200-42200	OFFICE SUPPLIES		41.38			
	230-5200-42212	MOTOR FUELS		1,215.86			
	230-5200-42220	REPAIR & MAINT		266.22			
	230-5200-43321	TELEPHONE		50.22			
	230-5200-43331	LEASE PAYMENTS		2,460.49			
	230-5200-43361	INS - GENERAL LIABILITY		623.50			
	230-5200-43362	INS - PROPERTY		4,569.75			
	230-5200-43363	INS - AUTO		575.00			
	230-5200-43365	INS - OTHER		278.75			
	230-5200-43410	RENTAL EXPENSE		240.00			
	230-5212-42210	OPERATING SUPPLIES		203.30			
	230-5215-42210	OPERATING SUPPLIES		907.68			
	230-5280-42210	OPERATING SUPPLIES		115.18			
	230-5280-42220	REPAIR & MAINT		13.88			
	235-3100-42212	MOTOR FUELS		4,131.93			
	235-3100-42220	REPAIR & MAINT		9,493.90			
	235-3100-43321	TELEPHONE		49.30			
	235-3100-43331	LEASE PAYMENTS		2,600.59			
	235-3100-43361	INS - GENERAL LIABILITY		2,219.25			
	235-3100-43362	INS - PROPERTY		634.50			
	235-3100-43363	INS - AUTO		1,019.50			
	235-3100-43365	INS - OTHER		807.25			
	235-3100-43430	MISCELLANEOUS		308.76			
	235-3125-42220	REPAIR & MAINT		128.39			
	235-3170-42210	OPERATING SUPPLIES		282.46			
	237-3190-42212	MOTOR FUELS		664.04			
	237-3190-43331	LEASE PAYMENTS		626.01			
	237-3190-43361	INS - GENERAL LIABILITY		634.00			
	237-3190-43362	INS - PROPERTY		181.25			
	237-3190-43363	INS - AUTO		291.25			
	237-3190-43365	INS - OTHER		230.75			
	238-3160-43361	INS - GENERAL LIABILITY		317.00			
	238-3160-43362	INS - PROPERTY		90.75			
	238-3160-43363	INS - AUTO		145.75			
	238-3160-43365	INS - OTHER		115.25			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		155,115.93			
	260-9020-43321	TELEPHONE		644.25			
	260-9020-43361	INS - GENERAL LIABILITY		125.00			
	278-6515-43430	MISCELLANEOUS		20.00			
	295-6510-43361	INS - GENERAL LIABILITY		21.75			
	400-9050-45530	CAPITAL - OTHER		2,838.75			
	401-1902-43300	PROFESSIONAL SERVICES		170.00			
	401-9030-42212	MOTOR FUELS		182.14			
	401-9030-43300-20:07	PROFESSIONAL SERVICES		13,353.56			
	401-9030-43300-21:11	PROFESSIONAL SERVICES		2,167.25			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	401-9030-43300-21:15	PROFESSIONAL SERVICES		655.75			
	401-9030-45530-22:01	CAPITAL-PYMTS TO CONTRACTS		9,818.97			
	401-9030-45530-22:03	CAPITAL-PYMTS TO CONTRACTS		18,437.17			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			50,602.68	50,602.68		
	203 - TRANSIT FUND			115,362.71	115,362.71		
	211 - LIBRARY FUND			3,224.13	3,224.13		
	225 - PUBLIC SAFETY FUND			69,222.29	69,222.29		
	227 - RECYCLING FUND			100.00	100.00		
	230 - PARK & RECREATION FUND			11,561.21	11,561.21		
	235 - STREET & SEWER FUND			21,675.83	21,675.83		
	237 - SANITARY SEWER FUND			2,627.30	2,627.30		
	238 - STORM SEWER FUND			668.75	668.75		
	251 - LOCAL OPTION SALES TAX			155,115.93	155,115.93		
	260 - AIRPORT FUND			769.25	769.25		
	278 - HEALTHY EMPLOYE INITIATIVE			20.00	20.00		
	295 - EDA FUND			21.75	21.75		
	400 - CAPITAL PROJECTS FUND			2,838.75	2,838.75		
	401 - CONSTRUCTION FUND			44,784.84	44,784.84		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			11,657.59	11,657.59		
	1400 - ADMINISTRATION			446.49	446.49		
	1410 - ELECTIONS			451.39	451.39		
	1700 - ENGINEERING			1,559.67	1,559.67		
	1800 - IT/GIS			3,140.81	3,140.81		
	1902 - 19:02 CLST CONNECTION			170.00	170.00		
	1940 - CITY HALL			153.24	153.24		
	2120 - POLICE DEPARTMENT			43,169.82	43,169.82		
	2121 - COMMUNITY SERVICE			82.00	82.00		
	2220 - FIRE DEPARTMENT			15,289.45	15,289.45		
	2400 - COMMUNITY DEVL/INSPECTION			1,406.70	1,406.70		
	3100 - S & S MAINTENANCE			21,264.98	21,264.98		
	3125 - SNOW REMOVAL			128.39	128.39		
	3160 - STORM SEWER EXPENSE			668.75	668.75		
	3170 - TRAFFIC CONTROL			282.46	282.46		
	3190 - SANITARY SEWER EXPENSE			2,627.30	2,627.30		
	3230 - RECYCLING EXPENSE			100.00	100.00		
	5200 - PARK MAIN/ADMINISTRATION			10,321.17	10,321.17		
	5212 - KICKBALL PROGRAM			203.30	203.30		
	5215 - ADULT SOFTBALL			907.68	907.68		
	5280 - CAMPGROUND			129.06	129.06		
	5500 - LIBRARY-BUDGETED			3,121.25	3,121.25		
	5505 - TAXABLE FEES			102.88	102.88		
	6510 - ECONOMIC DEVELOPMENT AUTH			21.75	21.75		
	6515 - HEALTHY EMPLOYE INITIATIVE			20.00	20.00		

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Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	9000 - TRANSIT FUND			115,362.71	115,362.71		
	9020 - AIRPORT M & O			769.25	769.25		
	9030 - CONSTRUCTION PROJ-MISC			44,614.84	44,614.84		
	9050 - CAPITAL PROJECTS-MISC			2,838.75	2,838.75		
	9200 - CITY-WIDE			42,467.81	42,467.81		
	9360 - LOCAL OPTION SALES TAX			155,115.93	155,115.93		

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
X10032022/PD							
74070	AT&T MOBILITY	09/23/2022	10/07/2022	2,012.17	0.00	Paid	Y
	8/26/22-9/25/22 POLICE PHONES/COMP SUpziemer						10/07/2022
	225-2120-43309 COMPUTER TECHNICAL SUPPORT			764.60			
	225-2120-43321 TELEPHONE			1,247.57			
X10032022/FD							
74071	AT&T MOBILITY	09/25/2022	10/07/2022	305.84	0.00	Paid	Y
	ACCT 287312856222 FIRE DEPT pziemer						10/07/2022
	225-2220-43321 TELEPHONE			305.84			
X10032022/ADMIN							
74072	AT&T MOBILITY	09/25/2022	10/07/2022	99.50	0.00	Paid	Y
	ACCT 287292136423 ADMIN PHONES pziemer						10/07/2022
	101-1400-43321 TELEPHONE			99.50			
X10032022/STRTS							
74073	AT&T MOBILITY	09/25/2022	10/07/2022	175.96	0.00	Paid	Y
	ACCT 287292136423 STREETS 8/26-9/25 pziemer						10/07/2022
	235-3100-43321 TELEPHONE			137.73			
	237-3190-43321 TELEPHONE			38.23			
X10032022/COMDEV							
74074	AT&T MOBILITY	09/25/2022	10/07/2022	99.50	0.00	Paid	Y
	ACCT 287292316423 COM DEV 8/26-9/25 pziemer						10/07/2022
	101-2400-43321 TELEPHONE			99.50			
X10032022/ENG							
74075	AT&T MOBILITY	09/25/2022	10/07/2022	275.46	0.00	Paid	Y
	ACCT 287292136423 ENG 8/26-9/25 pziemer						10/07/2022
	101-1700-43321 TELEPHONE			275.46			
X10032022/IT							
74076	AT&T MOBILITY	09/25/2022	10/07/2022	175.96	0.00	Paid	Y
	AT&T ACCT 287292136423 IT DEPT 8/26-pziemer						10/07/2022
	101-1800-43321 TELEPHONE			175.96			
X10032022/PARKS							
74077	AT&T MOBILITY	09/25/2022	10/07/2022	121.18	0.00	Paid	Y
	ACCT 287292136423 PARKS 8/26-9/25 pziemer						10/07/2022
	230-5200-43321 TELEPHONE			121.18			
X10032022/TRANSIT							
74078	AT&T MOBILITY	09/25/2022	10/07/2022	49.75	0.00	Paid	Y
	ACCT 287292136423 TRANSIT 8/26-9/25 pziemer						10/07/2022
	203-9000-43321 TELEPHONE			49.75			
8000092166-0/9-22/CH							
74061	CENTERPOINT ENERGY	09/23/2022	10/07/2022	192.23	0.00	Paid	Y
	8/17/22-9/15/22 CITY HALL UTILITIES pziemer						10/07/2022
	101-1940-43380 UTILITIES			192.23			

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8000092166-0/9-22/ST 74062	CENTERPOINT ENERGY 8/17/22-9/15/22 STREET DEPT UTILITIES 235-3100-43380	09/23/2022 pziemer	10/07/2022	64.24 64.24	0.00	Paid	Y 10/07/2022
8000092166-0/9-22/FD 74063	CENTERPOINT ENERGY 8/17/22-9/15/22 FIRE DEPT UTILITIES 225-2220-43380 225-2220-43380	09/23/2022 pziemer	10/07/2022	53.88 26.26 27.62	0.00	Paid	Y 10/07/2022
8000092166-0/9-22/PD 74064	CENTERPOINT ENERGY 8/17/22-9/15/22 POLICE DEPT UTILITIES 225-2120-43380	09/23/2022 pziemer	10/07/2022	23.52 23.52	0.00	Paid	Y 10/07/2022
8000092166-0/9-22/AX 74065	CENTERPOINT ENERGY 8/17/22-9/15/22 ANNEX UTILITIES 101-1940-43380	09/23/2022 pziemer	10/07/2022	23.52 23.52	0.00	Paid	Y 10/07/2022
8000092166-0/9-22/LB 74066	CENTERPOINT ENERGY 8/17/22-9/15/22 LIBRARY UTILITIES 211-5500-43380	09/23/2022 pziemer	10/07/2022	64.24 64.24	0.00	Paid	Y 10/07/2022
8000092166-0/9-22/PK 74067	CENTERPOINT ENERGY 8/17/22-9/15/22 PARKS UTILITIES 230-5200-43380	09/23/2022 pziemer	10/07/2022	31.71 31.71	0.00	Paid	Y 10/07/2022
21111892 74231	CONSOLIDATED TELEPHONE CO 10/12-11/11 CAMPGROUND WIFI 230-5280-43321	10/12/2022 pziemer	10/19/2022	208.15 208.15	0.00	Paid	Y 10/19/2022
21108897/IT 74232	CONSOLIDATED TELEPHONE CO IT DEPT PHONES/INTERNET 10/12/22-11/11 101-1800-43321	10/12/2022 pziemer	10/19/2022	1,110.44 1,110.44	0.00	Paid	Y 10/19/2022
21108897/ADM 74233	CONSOLIDATED TELEPHONE CO 10/12/22-11/11/22 ADM PHONES 101-1400-43321	10/12/2022 pziemer	10/19/2022	2.30 2.30	0.00	Paid	Y 10/19/2022
21108897/ENG 74234	CONSOLIDATED TELEPHONE CO 10/12/22-11/11/22 ENG PHONES 101-1700-43321	10/12/2022 pziemer	10/19/2022	0.03 0.03	0.00	Paid	Y 10/19/2022
21108897/COM DEV 74235	CONSOLIDATED TELEPHONE CO 10/12/22-11/11/22 CD/CH PHONES	10/12/2022 pziemer	10/19/2022	58.74	0.00	Paid	Y 10/19/2022

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	101-2400-43321	TELEPHONE		5.10			
	101-1940-43321	TELEPHONE		53.64			
21108897/TRANSIT							
74236	CONSOLIDATED TELEPHONE CO	10/12/2022	10/19/2022	14.28	0.00	Paid	Y
	10/12/22-11/11/22 TRANSIT PHONES pziemer						10/19/2022
	203-9000-43321	TELEPHONE		14.28			
21108897/PD							
74237	CONSOLIDATED TELEPHONE CO	10/12/2022	10/19/2022	137.96	0.00	Paid	Y
	10/12/22-11/11/22 PD PHONES pziemer						10/19/2022
	225-2120-43321	TELEPHONE		119.21			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		18.75			
21108897/FD							
74238	CONSOLIDATED TELEPHONE CO	10/12/2022	10/19/2022	70.63	0.00	Paid	Y
	10/12/22-11/11/22 FIRE DEPT PHONES pziemer						10/19/2022
	225-2220-43321	TELEPHONE		70.63			
21108897/STREETS							
74239	CONSOLIDATED TELEPHONE CO	10/12/2022	10/19/2022	49.40	0.00	Paid	Y
	10/12/22-11/11/22 STREET DEPT PHONES pziemer						10/19/2022
	235-3100-43321	TELEPHONE		49.40			
21108897/PARKS							
74240	CONSOLIDATED TELEPHONE CO	10/12/2022	10/19/2022	50.93	0.00	Paid	Y
	10/12/22-11/11/22 PARKS DEPT PHONES pziemer						10/19/2022
	230-5200-43321	TELEPHONE		50.93			
21108619							
74241	CONSOLIDATED TELEPHONE CO	10/12/2022	10/19/2022	641.81	0.00	Paid	Y
	10/12/22-11/11/22 AIRPORT PHONES/INTF pziemer						10/19/2022
	260-9020-43321	TELEPHONE		641.81			
FBN4568953/ENG							
74225	ENTERPRISE FM TRUST	10/05/2022	10/19/2022	1,068.82	0.00	Paid	Y
	SEPT 2022 ENG VEHICLE LEASES pziemer						10/19/2022
	101-1700-43331	LEASE PAYMENTS		1,068.82			
FBN4568953/COMDEV							
74226	ENTERPRISE FM TRUST	10/05/2022	10/19/2022	357.61	0.00	Paid	Y
	SEPT 22 COM DEV VEHICLE LEASES pziemer						10/19/2022
	101-2400-43331	LEASE EXPENSE		357.61			
FBN4568983/PD							
74227	ENTERPRISE FM TRUST	10/05/2022	10/19/2022	9,498.43	0.00	Paid	Y
	SEPT 22 POLICE VEHICLE LEASES pziemer						10/19/2022
	225-2120-43331	LEASED PAYMENTS		9,498.43			
FBN4568953/FD							
74228	ENTERPRISE FM TRUST	10/05/2022	10/19/2022	1,464.18	0.00	Paid	Y
	SEPT 22 FIRE DEPT VEHICLE LEASES pziemer						10/19/2022
	225-2220-43331	LEASED PAYMENTS		1,464.18			

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FBN4568953/PARKS							
74229	ENTERPRISE FM TRUST	10/05/2022	10/19/2022	4,567.43	0.00	Paid	Y
	SEPT 22 PARKS VEHICLE LEASES	pziemer					10/19/2022
	230-5200-43331	LEASE PAYMENTS		4,567.43			
FBN4568953/STRTS							
74230	ENTERPRISE FM TRUST	10/05/2022	10/19/2022	3,226.60	0.00	Paid	Y
	SEPT 22 STREET DEPT VEHICLE LEASES	pziemer					10/19/2022
	235-3100-43331	LEASE PAYMENTS		2,600.59			
	237-3190-43331	LEASE PAYMENTS		626.01			
80652-1							
74083	FORUM COMMUNICATIONS COMPANY	09/01/2022	10/07/2022	173.62	0.00	Paid	Y
	NOH- ORD 1534 GREENSPACE	pziemer					10/07/2022
	101-2400-43350	PRINTING/LEGAL PUBLICATION		173.62			
IMP 19-02 -FINAL							
74048	NORTHERN PACIFIC CENTER, LLC	10/04/2022	10/04/2022	20,000.00	0.00	Paid	Y
	IMP 19-02 CLST CONNECTION - FINAL	pziemer					10/04/2022
	401-1902-45530	PYMTS TO CONTRACTORS		20,000.00			
AUG 2022							
74081	RATWIK, ROSZAK AND MALONEY	09/01/2022	10/07/2022	11,400.64	0.00	Paid	Y
	AUG 22 RETAINER/SPECIAL SERVICES	pziemer					10/07/2022
	101-1610-43301	CITY ATTORNEY		4,728.17			
	260-9020-43304	LEGAL PROFESSIONAL SERVICES		31.00			
	101-1610-43301	CITY ATTORNEY		4,861.97			
	401-1609-43300	PROFESSIONAL SERVICES		18.00			
	400-1481-43300	PROFESSIONAL SERVICES		506.00			
	101-0000-14100	DUE FROM COMPONENT UNIT		1,255.50			
9916514430/HR							
74068	VERIZON WIRELESS	09/23/2022	10/07/2022	46.19	0.00	Paid	Y
	8/24/22-9/23/22 HR PHONE	pziemer					10/07/2022
	101-1400-43321	TELEPHONE		46.19			
9916514430/PARKS							
74069	VERIZON WIRELESS	09/23/2022	10/07/2022	86.20	0.00	Paid	Y
	8/24/22-9/23/22 PARKS PHONE	pziemer					10/07/2022
	230-5200-43321	TELEPHONE		86.20			

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

# of Invoices:	38	# Due:	0	Totals:	58,003.05	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					58,003.05	0.00

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	1,255.50
101-1400-43321	TELEPHONE	147.99
101-1610-43301	CITY ATTORNEY	9,590.14
101-1700-43321	TELEPHONE	275.49
101-1700-43331	LEASE PAYMENTS	1,068.82
101-1800-43321	TELEPHONE	1,286.40
101-1940-43321	TELEPHONE	53.64
101-1940-43380	UTILITIES	215.75
101-2400-43321	TELEPHONE	104.60
101-2400-43331	LEASE EXPENSE	357.61
101-2400-43350	PRINTING/LEGAL PUBLICATION	173.62
203-9000-43321	TELEPHONE	64.03
211-5500-43380	UTILITIES	64.24
225-2120-43309	COMPUTER TECHNICAL SUPPORT	783.35
225-2120-43321	TELEPHONE	1,366.78
225-2120-43331	LEASED PAYMENTS	9,498.43
225-2120-43380	UTILITIES	23.52
225-2220-43321	TELEPHONE	376.47
225-2220-43331	LEASED PAYMENTS	1,464.18
225-2220-43380	UTILITIES	53.88
230-5200-43321	TELEPHONE	258.31
230-5200-43331	LEASE PAYMENTS	4,567.43
230-5200-43380	UTILITIES	31.71
230-5280-43321	TELEPHONE	208.15
235-3100-43321	TELEPHONE	187.13
235-3100-43331	LEASE PAYMENTS	2,600.59
235-3100-43380	UTILITIES	64.24
237-3190-43321	TELEPHONE	38.23
237-3190-43331	LEASE PAYMENTS	626.01
260-9020-43304	LEGAL PROFESSIONAL SERVICES	31.00
260-9020-43321	TELEPHONE	641.81
400-1481-43300	PROFESSIONAL SERVICES	506.00
401-1609-43300	PROFESSIONAL SERVICES	18.00
401-1902-45530	PYMTS TO CONTRACTORS	20,000.00

User: pziemer

DB: Brainerd

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

--- TOTALS BY FUND ---

101 - GENERAL FUND	14,529.56	0.00
203 - TRANSIT FUND	64.03	0.00
211 - LIBRARY FUND	64.24	0.00
225 - PUBLIC SAFETY FUND	13,566.61	0.00
230 - PARK & RECREATION FUND	5,065.60	0.00
235 - STREET & SEWER FUND	2,851.96	0.00
237 - SANITARY SEWER FUND	664.24	0.00
260 - AIRPORT FUND	672.81	0.00
400 - CAPITAL PROJECTS FUND	506.00	0.00
401 - CONSTRUCTION FUND	20,018.00	0.00

--- TOTALS BY DEPT/ACTIVITY ---

0000 -	1,255.50	0.00
1400 - ADMINISTRATION	147.99	0.00
1481 - HISTORIC WATER TOWER REPA	506.00	0.00
1609 - 16:09 BUFFALO HILLS RECON	18.00	0.00
1610 - LEGAL-CIVIL ATTORNEY	9,590.14	0.00
1700 - ENGINEERING	1,344.31	0.00
1800 - IT/GIS	1,286.40	0.00
1902 - 19:02 CLST CONNECTION	20,000.00	0.00
1940 - CITY HALL	269.39	0.00
2120 - POLICE DEPARTMENT	11,672.08	0.00
2220 - FIRE DEPARTMENT	1,894.53	0.00
2400 - COMMUNITY DEVL/INSPECTION	635.83	0.00
3100 - S & S MAINTENANCE	2,851.96	0.00
3190 - SANITARY SEWER EXPENSE	664.24	0.00
5200 - PARK MAIN/ADMINISTRATION	4,857.45	0.00
5280 - CAMPGROUND	208.15	0.00
5500 - LIBRARY-BUDGETED	64.24	0.00
9000 - TRANSIT FUND	64.03	0.00
9020 - AIRPORT M & O	672.81	0.00

Pursuant to due call and notice thereof, the State and Local Relief Funds Discussion Workshop of the Brainerd City Council was called to order at 6:00 P.M. by Council President Bevans.

Upon roll call, the following members were noted present: Stunek, Johnson, Bieser, Stenglein, Erickson, O'Day, and Bevans. Mayor Badeaux was noted as present. City Administrator Bergman, Finance Director Hillman, City Engineer/ Public Works Director Dehn, Community Development Director Kramvik, BPU Finance Director Wicklund, HR Director Schubert, Fire Chief Holmes, and Police Chief Bestul were also noted as present.

Discussion of Coronavirus State and Local Fiscal Recovery Funds (SLFRF)- Part of the American Rescue Plan Act of 2021 (ARPA)

Finance Director Hillman gave a brief overview of the \$1,468,098 in funds that will be received from the State and Local Fiscal Recovery Funds and the eligible uses. Of the funds, \$80,000 has already been allocated to the DEED Mainstreet Revitalization Program. She asked that the Council report their suggested allocations for the SLFRF funds from their worksheet that had been sent to them to work on.

Member O'Day asked for clarification on "to directly or indirectly offset a reduction in net tax revenue" how does the City avoid indirectly using funds to offset the levy.

Finance Director Hillman stated that as long as the levy is not reduced from the previous year the City should be protected against the stipulation.

Council Discussion took place. All members had the chance to comment.

Member Bieser recommended that a portion of the funds could go toward a community partnership group to assist homeowners with code enforcement violation.

Member Johnson stated that the recommendations are good, however, he added some projects that may be good SLFRF as well. He suggested the historic water tower project, Highway 210 pedestrian crossing, Laurel Street connection, master plan for Trailside Park, city wide banners, helping with the implementation of new streetlights, holiday decorations, Gregory Park fountain, or exploring relocating the trailer park on James street as options in the other category. Beyond those suggestions, he suggests use of funds for the parks in all of the parks suggested by the parks aside from the Skate Park. He believes the Skate Park is a regional project that should be funded privately.

Chair Bevans stated that this exercise is a great first step in sorting through projects that are priorities. The projects that he chose to allocate funds to in the exercise are not easily funded elsewhere.

Mayor Badeaux stated that the Park Board did a phenomenal job on their proposal for use of funds.

Administrator Bergman stated that the Annex item was with the assumption that the City would not have a lease. She stated that the figures were derived from the 2018 facilities study building in inflation in order to make the repairs necessary to lease the Annex and generate some revenue.

City Engineer/ Public Works Director Dehn stated that there are a couple of homes that are in danger with the gully. The clean water grant has been submitted. The amount suggested for funding is the amount of the grant match. The Street and Parks facility is for internal repairs for outfitting for additional office space.

Finance Director BPU Wicklund stated that the River Crossing project has increased from the initial estimate. If the rate payers are responsible for the cost of the project, they will see an increase of \$10-\$12. The local contribution toward a project may come up in the future when seeking bonding for the projects. This is a core infrastructure project. BPU has not received funds for a project like this.

Member Johnson stated that the City has contributed funds to BPU.

Council suggested staff bring forth the parks and capital allocations forward at the first meeting in November for further discussion and approval. The Police Department HVAC project will also move forward due to the lead time needed for supplies for the system.

Adjourn

The Chair adjourned the workshop at 6:55 P.M.

Jennifer Bergman
City Administrator

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:30 P.M. by Council President Bevans.

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

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

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE AGENDA.

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

- A. Approval of Bills
- B. Approval of Minutes
 - a. Regular City Council Meeting held on October 17th, 2022
- C. Approval of Licenses
- D. Department Activity Report

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

Annual Presentation by The Center

Kathy Touse, 14075 Firewood Dr, Baxter, President of the Center Board, and DeAnn Barry, 18610 Smith Road, Executive Director, presented to the City Council their annual presentation required for funding from the Charter levy contributions.

Conduct Dangerous Dog Hearing

Attorney Langel gave an overview of the proceedings.

Animal Control Officer O'Brien gave an overview of the incident that took place on October 19th, with the dog owned by Mr. Young. He stated that the dog was previously declared as potentially dangerous in 2019. He stated also that there was video evidence of the October 19th incident, however, the Council did not elect to view the evidence. The owner of the dog has concealed the dog from law enforcement; therefore, the dog is not in custody.

Sarah, the owner of the victim dog spoke about the incident.

Attorney Langel clarified that the Council must declare that the dog is dangerous, and then decide what to do with the dog.

MOVED AND SECONDED BY COUNCIL MEMBER JOHNSON AND O'DAY, DULY CARRIED, TO DECLARE THE DOG DANGEROUS.

Member O'Day stated that he does not take joy in euthanizing an animal. However, the Council had given the owners of a previous dangerous dogs a second chance and the dogs

ended up hurting their own owner. He does not want to take the chance again to have someone else injured.

Member Johnson stated that the situation is unfortunate, and it is not the dog's fault that it's owner couldn't properly train it.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND O'DAY, DULY CARRIED, TO EUTHANIZE THE DOG.

Council Committee Reports

Safety and Public Works

Approve Addition of Rectangular Rapid-Fire Beacon (RRFB) at N 3rd Street and Holly Street Intersection

Committee Chair O'Day stated that this would be at the high traffic intersection at the hospital.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO INSTALL AN RRFB CROSSING AT N. 3RD STREET AT HOLLY STREET/ESSENTIA HEALTH AT A COST NOT TO EXCEED \$15,000.

Discussion on Grant Application Candidates

Committee Chair O'Day gave an overview of the grants that staff is considering applying for.

Member Erickson stated that he would be abstaining from voting due to his employment.

Member Johnson asked how a roundabout would be fit in at the proposed intersection of Willow and S 6th street. MnDOT previously rejected an improvement to this intersection when the road was improved previously.

City Engineer/ Public Works Director Dehn stated that the goal would be to fit into the current confines.

Mayor Badeaux stated that he objects to the application of the roundabout because of MnDOT's refusal to take care of the matter when the road was reconstructed previously.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND BIESER TO AUTHORIZE STAFF TO APPLY FOR THE 3 GRANTS AS PRESENTED.

Council Members Johnson, Bieser, Stenglein, O'Day, Stunek, and Bevans voted "aye". No Member voted "nay". Member Erickson abstained from voting.

Direction on Active Code Enforcement Cases

Committee Chair O'Day gave an overview of the properties being reviewed.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON TO ISSUE A 10 DAY ORDER TO CORRECT LETTER AND BEGIN WORKING WITH THE CITY ATTORNEY FOR ABATEMENT OF THE PROPERTY FOR BOTH PROPERTIES.

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

Personnel and Finance Committee

Authorize Advertisement for Bids- Memorial Park Softball Lights

Committee Chair Johnson stated that the committee directed staff to follow regular budgetary processes.

Ratify the Hiring of Samuel Jensen as Parks Maintenance I

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO RATIFY THE HIRING OF SAMUEL JENSEN EFFECTIVE NOVEMBER 14, 2022; FURTHER, THAT HE BE PLACED ON STEP 1 OF THE PARK MAINTENANCE WAGE GRID (\$20.48 PER HOUR).

Ratify the Hiring of Cari LaRose as Administrative Specialist- Public Works Department

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO RATIFY THE HIRING OF CARI LAROSE EFFECTIVE OCTOBER 31, 2022; FURTHER, THAT SHE BE PLACED ON STEP 3 OF THE ADMINISTRATIVE SPECIALIST WAGE GRID (\$23.45 PER HOUR).

Ratify the Hiring of Community Service Officer (CSO)

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO RATIFY THE HIRING OF COMMUNITY SERVICE OFFICER JASON BOLLER WITH A STARTING WAGE OF \$16.00 AN HOUR EFFECTIVE NOVEMBER 3, 2022.

Accept Resignation of Lineworker Johnathan Engholm

Committee Chair Johnson stated that BPU will not be backfilling the position immediately, and the PUC will be reevaluating the department's needs.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT THE RESIGNATION OF JONATHAN ENGHOLM EFFECTIVE NOVEMBER 4, 2022.

Approve Revised Assistant Planner Job Description

Committee Chair Johnson stated that the description removes the Bachelor's degree requirement.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE REVISED ASSISTANT PLANNER JOB DESCRIPTION AS PRESENTED.

Approve Health Insurance Memorandums of Agreement (MOA) for 2023 Health Insurance Plans

Committee Chair Johnson stated that the unions already agreed to the plans.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE MOAS AS PRESENTED DETAILING THE 2023 HEALTH INSURANCE PLAN OPTIONS AND CONTRIBUTION RATES FOR THE IBEW LOCAL NO. 31 UNION REPRESENTING THE ADMINISTRATIVE SUPPORT GROUP; IBEW LOCAL NO. 31 REPRESENTING THE BRAINERD PUBLIC UTILITIES GROUP; LELS LOCAL 65 UNION REPRESENTING POLICE OFFICERS; AND USW UNION LOCAL 9230 UNIT 09 REPRESENTING HYDRO EMPLOYEES.

Adopt Resolution Relating to Finance Transferring Certain Funds to and from Sinking Funds 301 and 313

Committee Chair Johnson stated that \$83,900 will be transferred to the General Fund instead of the Capital fund due to two debt issues being paid off.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN TO ADOPT RESOLUTION RELATING TO FINANCE TRANSFERRING CERTAIN FUNDS TO AND FROM SINKING FUNDS; CLOSING OUT FUNDS 301 AND 313 WITH THE CASH BALANCES BEING TRANSFER TO FUND 101 AND ANY FUTURE DELINQUENT TAX REVENUES OR SPECIAL ASSESSMENT COLLECTIONS GOING TO FUND 400.

RESOLUTION 43:22

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

Approval of Deferment of Assessments

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE APPLICATIONS FOR DEFERMENT OF ASSESSMENT PAYABLE IN 2023 FOR THE APPLICANTS AT PID'S 41191220, 41300682, 41191721, and 41250875.

Adopt Budget for Coronavirus State and Local Fiscal Recovery Funds (SLFRF)- Part of the American Rescue Plan Act of 2021 (ARPA)

Committee Chair Johnson stated that the committee gave priority to parks projects.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ADOPT BUDGET FOR ARPA FUNDS FOR THE PARKS GIVING PRIORITY TO JAYCEES PARK AT \$200,000, LUM PARK BEACH AT \$150,000, KIWANIS PARK AT \$75,000, AND LUM PARK CAMPGROUND AT \$150,000, \$300,000 TO 2023 CAPITAL, AND \$140,000 FOR OPTION #2 (REPLACING BOTH UNITS) POLICE DEPARTMENT HVAC WITH THE REMAINDER COMING OUT OF 2024 CAPITAL.

Consider Setting a Budget Workshop

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO SET A BUDGET WORKSHOP ON MONDAY, NOVEMBER 28, 2022, AT 6:00 PM IN THE COUNCIL CHAMBERS.

Unfinished Business

Adopt Resolution Adopting Contested Assessments- 2022 Nuisance Abatement

Community Development Director Kramvik gave an overview of the properties staff is recommending that the Council waive and uphold.

The Chair reconvened the public hearing at 8:14 p.m.

No one came forward.

The Chair closed the public hearing at 8:15 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND O'DAY TO WAIVE NUISANCE ASSESSMENTS FOR PIDS'S 41191552, 41191107, 41300564, and 41360806; FURTHER TO ADOPT RESOLUTION ADOPTING THE CONTESTED ASSESSMENTS AS PROPOSED FOR THE 2022 NUISANCE ABATEMENT ASSESSMENTS.

RESOLUTION 44:22

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

Adopt Resolution Adopting Additional Assessments-2022 Nuisance Abatement

Community Development Director Kramvik gave an overview of the properties that staff is recommending Council waive.

The Chair reconvened the public hearing at 8:17 p.m.

No one came forward.

The Chair closed the public hearing at 8:18 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND ERICKSON TO ADOPT RESOLUTION ADOPTING THE ASSESSMENTS AS PROPOSED FOR THE 2022 NUISANCE ABATEMENT ASSESSMENTS WITH THE EXCEPTION OF PID 41190529 AND 41040637.

RESOLUTION 45:22

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

Public Hearing and Adopt Resolution for Petition to Vacate Alley Submitted by My Neighbor to Love- Alley Blocks M and E, West Brainerd

City Engineer/ Public Works Director Dehn gave an overview of the request. Staff recommends vacating the alley while reserving utility rights.

The Chair opened the public hearing at 8:20 p.m.

Vicki Kinney, 8660 Fernmont Road, Lakeshore, stated the reason why the alley has no use to the owners of the property or adjacent property owners.

The Chair closed the public hearing at 8:21 p.m.

Member Johnson stated that with the current zoning of Traditional Neighborhood 2 (TN-2), he cannot see how this proposal fits in the zone. He does not see how this model is reflective of the other current TN-2 zones within the City.

Member O'Day questioned why the developer believes that the streets surrounding the property could never be developed.

Community Development Director Kramvik stated that at the staff level with the former City Engineer, he did not have indications that NW 2nd Street would ever be developed. The Tyrol neighborhood also abuts the property so development wouldn't be possible on the east side.

Member Stenglein stated that the property has been a road into nothing for as long as she can remember, in all that time, nothing has been built and is not appealing. This is a viable use for the property.

Member Bieser stated that the staff's description of Traditional Neighborhood- 2 further in the packet does in fact fall within the zone.

MOVED AND SECONDED BY COUNCIL MEMBER STENGLEIN AND ERICKSON TO ADOPT RESOLUTION WHICH VACATES THE ALLEYS LYING WITHIN BLOCKS M AND E, WEST BRAINERD WHILE RESERVING RIGHTS TO AN EASEMENT FOR UTILITY PURPOSES.

RESOLUTION 46:22

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

Public Hearing and Discussion on 2022-2023 Downtown Snow Removal

The Chair opened the public hearing at 8:32 p.m.

The following downtown business owners spoke in favor of the Downtown Snow Removal District:

Marie Kirsch, 323 N 10th Street, Knotty Pine Bakery

Theresa Woodward, 909 5th Avenue NE, Cat Tales

Brenda Billman-Arndt, 719 Laurel Street, Purple Fern Bath Company

Ed Menk, 623 Laurel Street, EL Menk Jewelers, stated that square footage may be a better metric in calculating the assessment as continuing to calculate based on frontage is unfair to corner businesses.

Ed Shaw, 606 Laurel Street, Sage on Laurel, stated that the City should reevaluate how the cost is handled, that the commercial tax should also include snow removal services.

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

Member O'Day stated that there was a tabled motion from October 3rd.

Finance Director Hillman clarified the motion from the October 3rd.

Member Johnson stated that it may be beneficial to use square footage as a metric, as they do in commercial real estate to calculate the contribution.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND ERICKSON, DULY CARRIED, TO APPROVE THE BID FROM TOM'S BACKHOE SERVICES FOR THE 2022-2023 DOWNTOWN SNOW REMOVAL SERVICES IN THE DOWNTOWN DISTRICT.

Call for Applicants – Informational:

Mayor Badeaux apologized to an applicant for not being more transparent with the process of being appointed to a commission.

(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)
Library Board—1 term (Expire 2023)

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

Economic Development Authority (EDA) – 1 term (Expire 2028) – 1 term (Expire 2026)

New Business

Adopt Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment, and Ordering a Public Hearing on Proposed 2021-2022 Assessment Downtown Special Services District and Downtown Snow Removal

City Engineer/ Public Works Director stated that this is a correction to the snow removal assessment amounts. The proposed assessment for private properties is being reduced by 16.8%.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND STENGLEIN TO ADOPT RESOLUTION IN WHICH DECLARES THE COST TO BE ASSESSED, ORDERS THE PREPARATION OF THE PROPOSED ASSESSMENT, AND SETS A PUBLIC HEARING ON THE PROPOSED ASSESSMENT FOR NOVEMBER 21, 2022, AT 7:30 PM.

RESOLUTION 47:22

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

Consider Preliminary Plat for Creekside Community Development

Community Development Director Kramvik stated that the purpose of this preliminary plat request is to consolidate 11 lots into four larger lots. Approval of a preliminary plat by the City Council is an acceptance of the general layout, as submitted, and indicates that the developer may proceed toward final plat approval in accordance with the City Council approval of the preliminary plat, including conditions and the City growth management standards.

Member O'Day clarified that this plat would be contingent on the alley vacation. He thanked the applicant for improving the presentation.

Member Johnson stated that he would be voting no for the preliminary plat as he does not believe that the design and layout fit in the TN-2 district. He gave the description of the TN-2 district to support his statement.

Member Erickson stated that there was a lot of discussion at the Planning Commission meeting in with this development. Because of the discussion at Planning Commission, he will be supporting the motion.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND STENGLEIN TO APPROVE THE REQUESTED PRELIMINARY PLAT WITH THE FOLLOWING CONDITIONS: A DEVELOPER'S AGREEMENT FOR STORMWATER RETENTION AND INSTALLATION OF REQUIRED FIRE HYDRANTS ARE RECORDED WITH THE FINAL PLAT FURTHER THAT THE APPLICANT WORKS WITH STAFF TO CREATE THE APPROPRIATE NAMING OF THE PLAT & THE REAR YARD SETBACK MINIMUM INDICATED ON THE PLAT BE 10 FEET.

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

Consider Conditional Use Permit for a Boarding House on NW 3rd Street

Community Development Director Kramvik gave an overview of the findings of fact for this Conditional Use Permit.

Member O'Day asked about the number of trees required for screening and lighting of the parking lots from the Planning Commission. He asked about the stages of construction or whether all of the buildings would be constructed at once. He also about the maintenance plan that went along with the permit.

Community Development Director Kramvik stated that the developer would need to meet the landscaping ordinance standards. The lighting of the parking lot is not currently planned lighting will be on buildings. Lighting in the parking lot would require an amended CUP. He stated that the developer would need to speak to the construction plan of the buildings. The maintenance plan is not required to issue the permit. The parking deferment was due to the buildings being used by the residents only.

Member Johnson stated that his heart breaks for Kingwood Street if this is the future of the TN-2 neighborhood.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND STENGLEIN TO APPROVE THE CONDITIONAL USE PERMIT FOR THE OPERATION OF A BOARDING HOUSE AT LOT 2 BLOCK 1 IN THE PROPOSED PLAT CONTINGENT UPON CITY COUNCIL APPROVAL OF THE FINAL PLAT FOR THIS BLOCK AND THE APPLICANT AND CITY ENTER INTO A DEVELOPMENT AGREEMENT, TO BE RECORDED AGAINST THE SUBJECT PROPERTY, WHICH INCLUDES A CLAUSE REQUIRING THE OWNER TO INSTALL THE ADDITIONAL PARKING STALLS, UPON A FINDING OF THE CITY THAT SUCH ADDITIONAL PARKING STALLS ARE NECESSARY TO ACCOMMODATE THE USE.

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

Consider Conditional Use Permit for a 12-Unit Apartment on NW 3rd Street

Community Development Director Kramvik gave an overview of the findings of fact.

Member Johnson stated that he would be voting no as this development does not reflect the comprehensive plan.

Member O'Day stated that a 12-unit apartment is what he was looking for.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND STENGLEIN TO APPROVE THE CONDITIONAL USE PERMIT FOR CONSTRUCTION OF A 12-UNIT MULTI-FAMILY APARTMENT AT LOT 1 BLOCK 1 IN THE PROPOSED PLAT (P.I.N. 41040505, 41040504, 41040503) CONTINGENT UPON CITY COUNCIL APPROVAL OF THE FINAL PLAT FOR THIS BLOCK AND WITH THE CONDITION THAT PARKING LOT LANDSCAPING STANDARDS ARE APPLIED ALONG NW 2ND ST ON THE EAST SIDE.

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

Set Special Meeting to Canvass the 2022 General Election Results

Finance Director Hillman stated that pursuant to state law, the City Council must canvass the results of the general election between the 3rd and 10th day after the election. The time frame for the 2022 election would be no earlier than November 11th and no later than November 18th. November 11th is a holiday so we cannot meet to canvas and since we do not have a regular meeting on the 14th, we need to have a special meeting to canvas the results sometime between November 14th and the 18th.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND ERICKSON, DULY CARRIED, TO HOLD A SPECIAL MEETING ON WEDNESDAY, NOVEMBER 16, 2022, AT 12:00 P.M. TO CANVASS THE 2022 GENERAL ELECTION.

Public Forum

The Chair opened public forum at 9:15 p.m.

No one came forward.

The Chair closed the public forum at 9:16 p.m.

Staff Reports

Community Development Director Kramvik stated that the Planning Commission at its November 16th meeting will be discussing the allowable lighting temperature for outdoor lighting, the second item will be a public hearing on the moratorium and ordinance language.

City Engineer/ Public Works Director Dehn stated that MnDOT asked for a letter of support for a grant. He will have more information at the second meeting of the month. The Police Department cold storage building is nearing completion. He thanked the Public Works staff for their hard work today for the Election.

Finance Director Hillman stated that the General Election is on November 8th. She thanked staff for their hard work in preparation for the General Election.

City Administrator Bergman stated that the EDA met and adopted their Goals and Action Steps 2023-2024. As Executive Director for the EDA she has reached out to the consultants who have provided services to the EDA to begin negotiating agreements for 2023.

Mayor Report

Mayor Badeaux stated that he voted early, he thanked the County for a smooth voting process, it was enjoyable. He stated that the water tower construction is under way. Halloween in North Brainerd was a fantastic experience. Christmas is on its way, there will be a lot of great events coming including caroling in Gregory Park and sleigh rides in the Buffalo Hills neighborhood.

Council Member Reports

Member Erickson stated that all of the neighborhoods do a great job with Halloween. He thanked the election judges for their hard work at the polls.

Member Bieser stated that he attended the Library Board meeting, he will bring an update to the next meeting.

Member O'Day stated that he would like to consider having community gardens in the downtown district.

Chair Bevans stated that the Northside Neighborhood Association is meeting on November 16th. He passed out over 1000 pieces of candy on Halloween.

Adjourn to Closed Session per MN Statute 13D.03 Labor Negotiation Strategy

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO ADJOURN TO CLOSED SESSION PER MN STATUTE 13D.03 LABOR NEGOTIATION STRATEGY.

The Chair adjourned to the closed session at 9:25 p.m.

The Chair reconvened the meeting at 9:55 p.m.

Adjourn to Special Meeting to Canvass the 2023 General Election Results on November 16th, 2022, at 12:00 p.m. in City Council Chambers

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND BIESER, DULY CARRIED, TO ADJOURN TO THE SPECIAL MEETING ON NOVEMBER 16TH AT 12:00 PM.

The Chair adjourned the meeting at 9:55 p.m.

Jennifer Bergman
City Administrator

**Brainerd, MN
November 16th, 2022**

Pursuant to due call and notice thereof, the special meeting of the Brainerd City Council was called to order at 12:00 P.M. by Council President Bevans.

Upon roll call, the following members were noted as present: Johnson, O'Day, Bieser and Bevans. Mayor Badeaux was also noted as present.

Canvassing of 2022 General Election Results

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND BIESER, DULY CARRIED, TO CERTIFY THE GENERAL ELECTION RESULTS.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND BIESER, DULY CARRIED, TO ADJOURN THE MEETING.

The Chair adjourned the meeting at 12:01 p.m.

Jennifer Bergman
City Administrator

COMMERCIAL PLUMBING AND HEAT

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
24428 GREENWAY AVE	Mechanical	Active	MB005209	07/01/2024	2022-0073	12/31/2022
24428 GREENWAY AVE	Plumbing Contractor	Active	PC643117	12/31/2023	2022-0042	12/31/2022

CROIX DECKWORKS INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
22037 CTY RD 3	Building	Active			2022-0001	12/31/2022

Total Licensees	2
-----------------	---

Population: All Records
Licensee.DateRegistered Between 11/3/2022 12:00:00 AM AND 11/17/2022 12:00:00 AM



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BESTUL'S BOOYAH AWARD

Congratulations to Officer Jacob Engst and Officer Travis Gleason, the October winners of Bestul's Booyah Award. The two were nominated by Sergeant Rosier for their response to a reported structure fire with a party still inside the residence. Responding officers located the female on the second floor of the residence with visible fire inside the basement.

Officer Jacob Engst grabbed the fire extinguisher from his squad and found a safe vantage point to use the extinguisher on the fire in the basement. Engst was able to prevent the fire from growing and assisted officers in setting up a ladder to retrieve the victim on the second floor of the building.

Officer Travis Gleason made contact with the occupant, spoke calmly with the individual, explained to her what was taking place, and formulated a safe approach to having the female removed from the residence. Gleason climbed an extension ladder without hesitation, reached the victim and helped her through the window. Gleason spoke with the victim, keeping her calm and making sure she made it safely to the ground.

Booyah for the fast response, quick decision making, and great team work getting the victim from the burning house. Great work!

TRAINING & STAFF DEVELOPMENT

Pursuit Intervention Tactics (PIT)

Officer Johnson completed a PIT training hybrid course through the MN Highway Safety and Research Center in St. Cloud. The hybrid course consisted of an online learning component and behind-the-wheel training. The online portion of the training had to be completed prior to attending class, where they used the MHSRC's custom-designed vehicles to ensure safety. Upon completion, officers could maneuver a suspect's vehicle to a specific targeted point, relative to the roadway. Each officer worked from basic pacing techniques up to and including the full PIT maneuver. Officers experienced this technique from the officers' position as well as the suspect's perspective.

TAC Workshop

Records Lead Miranda Halverson attended a one-day TAC workshop in Bemidji. The workshop is designed for new and existing Terminal Agency Coordinators (TAC) as a summary of the duties and responsibilities a TAC has with regard to BCA MNJIS and FBI NCIC access. Topics included CJDN policies and procedures, managing user accounts and certifications, obtaining and analyzing criminal history information, managing hot file records, and an overview of the audit process and expectations.

MNJIS Two-Day Basic

Records Technician Kim Marquart attended the MNJIS Two-Day Basic Operator course through the BCA in Bemidji. This course covers Criminal Justice Data Communications Network (CJDN) policies and procedures related to access to and dissemination of data, as well as additional specialized training designed for full-access operators who run queries and enter records into the Minnesota and NCIC hot files.

Towards Zero Deaths (TZD) Conference

Investigator Runde attended the annual TZD Conference. The conference provides a forum for sharing information on best practices in engineering, enforcement, education, and emergency medical/health services and for identifying new approaches to reducing the number of traffic fatalities and life-changing injuries on Minnesota roads.

OVERALL CALLS FOR SERVICE

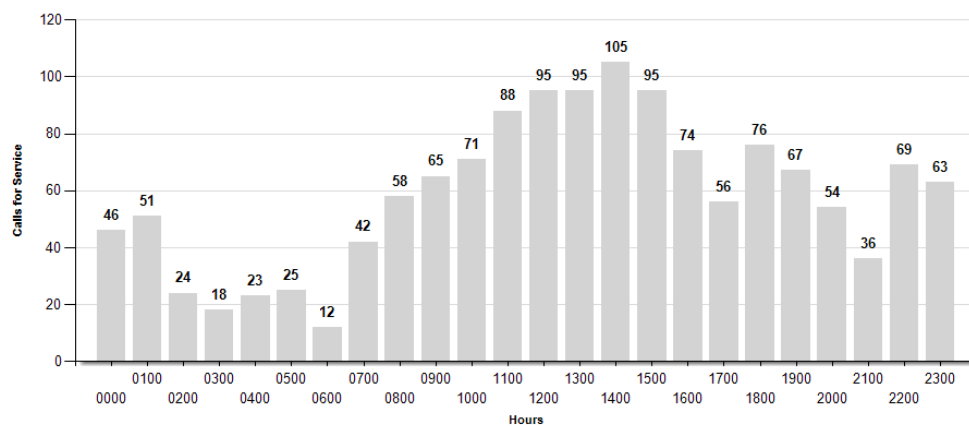
October	2022	2021
Number of Calls for Service	1408	1420



Calls for Service Hourly

10/1/2022 to 10/31/2022

Total Calls: 1448

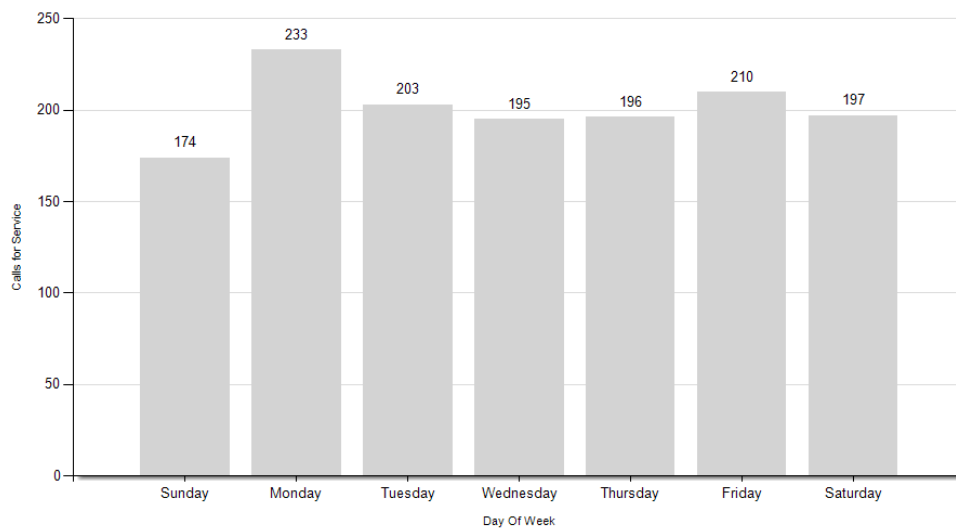


Calls for Service Day Of Week

Start Date: 10/1/2022

End Date: 10/31/2022

Total Calls: 1448



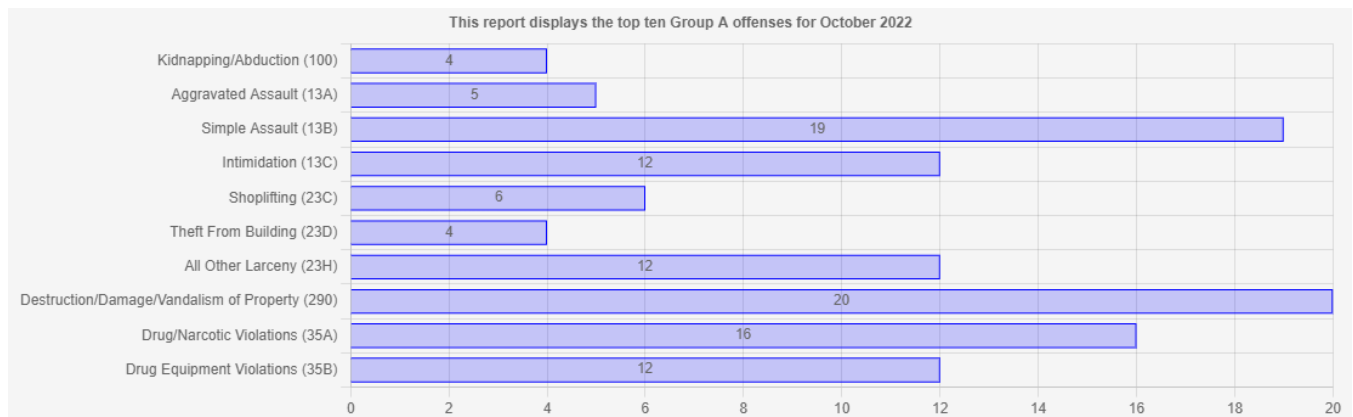
CRIME STATISTICS

Year to Date through October	2022	2021
Group A Offenses Known or Reported to Police	1228	1387
Group A and B Arrests	711	673

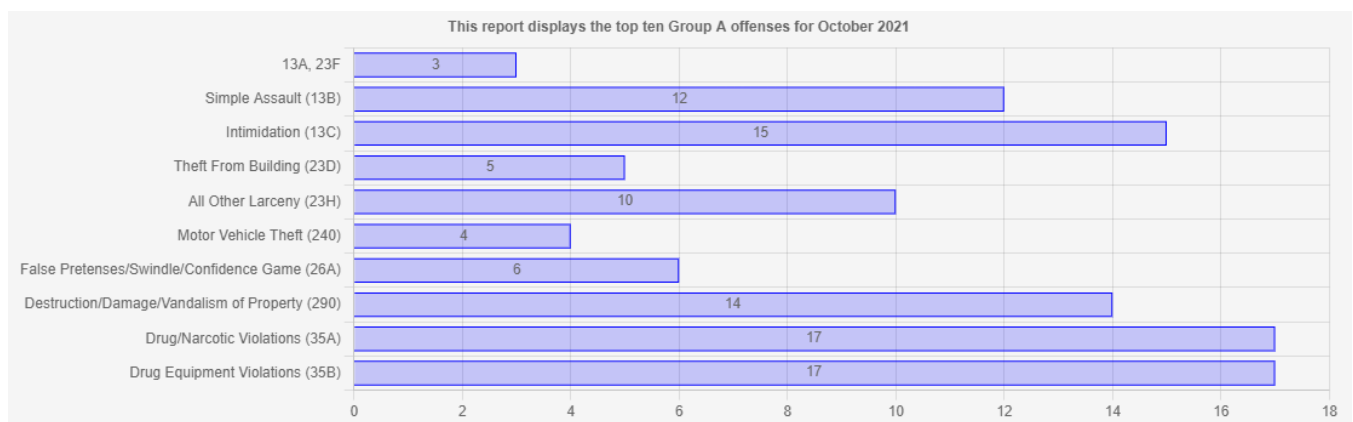
**** Note: 2022 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

October 2022

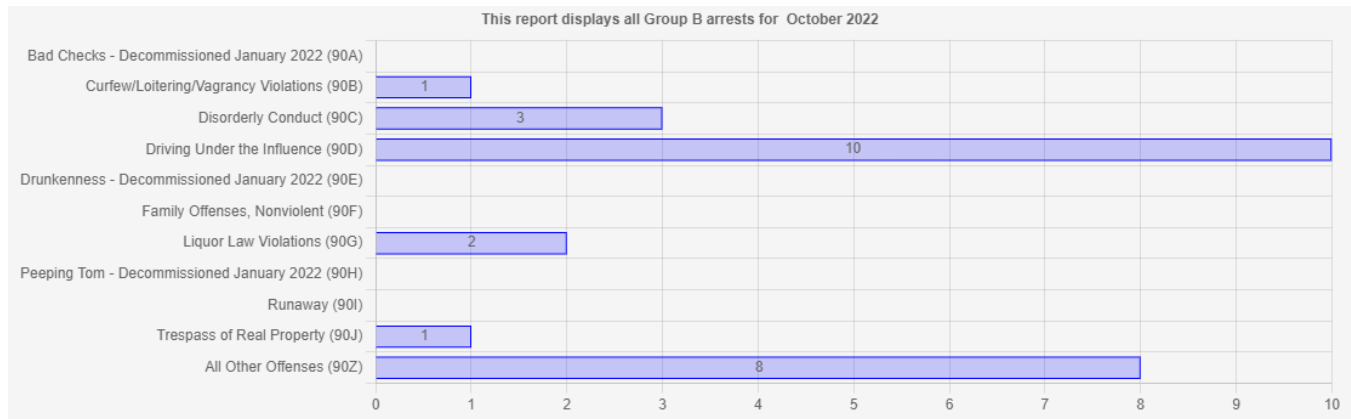


October 2021

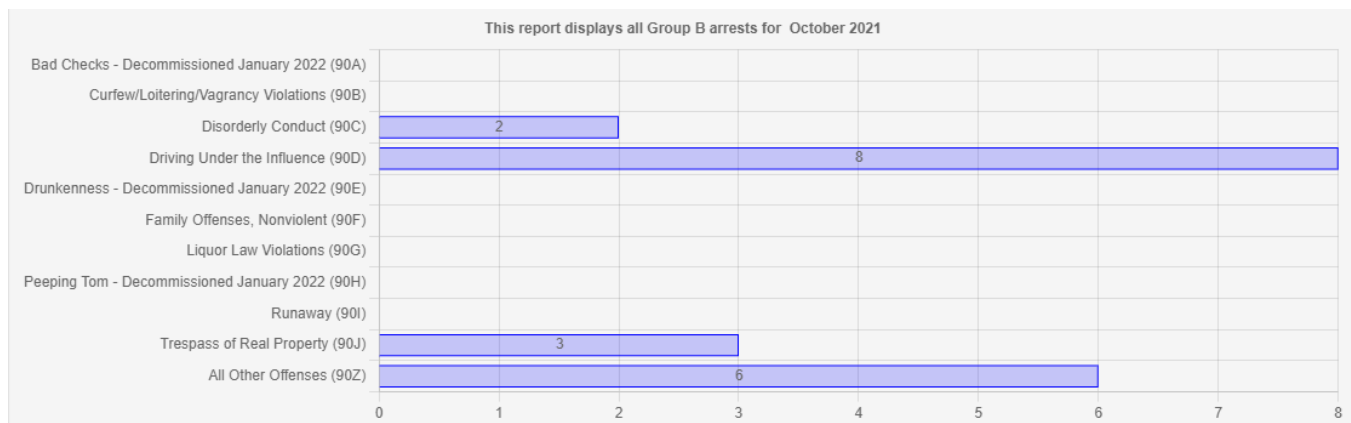


GROUP B ARREST DATA

October 2022



October 2021



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

October	2022	2021
Citations (Inc. Parking Tickets & Written Warnings)	147	168

23 parking tickets were issued in the month of October, with the following dispositions.

0	Dismissed
12	Paid in Full
0	Partial Payments Received
11	No Payment Received

Revenue Recapture Receipts:

2021 Total:	\$ 8,528.62
2022 To Date:	\$ 5,638.23

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address	Summary
22013349	10/05/2022	Conduct on Premises	1212 Quince St	Conduct on Premises
22013602	10/10/2022	Conduct on Premises	1723 Norwood St	Conduct on Premises
22014392	10/28/2022	Conduct on Premises	808 4 th Ave NE	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
October	1818	423	738	416	13.96 Minutes	59



COMMUNITY OUTREACH

The Shop Parking Lot Grill Out Event

The Shop hosted a Parking Lot Grill Out event for the community on October 1st, with live music, games, food, and door prizes. Brainerd officers attended the event in support of our area youth. They met some great kids and tried their hand at a few games.



COMMUNITY OUTREACH

Halloween

Brainerd officers participated in several community events over the Halloween weekend, including the Spooktacular in downtown Brainerd and several Trunk-or-Treats. Officers handed out approximately 1,250 glow necklaces and 2,000 treat bags with toys, candy, fruit snacks, stickers, and tattoos. A big thank you to the Brainerd Police Department Patrol Association for helping fund the treats.



Officer Williams and Officer Middleton had a great time with all the trunk or treaters in Downtown Brainerd on Saturday afternoon. The weather was wonderful, but the costumes and families were even better!

Traffic Control

A new speed sign was installed on the 1800 block of Oak Street. The sign was fully functional as of October 6th and will capture data on the number of vehicles and speeds.

Thank you to the streets department for helping with the install.



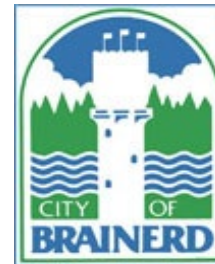
COMMUNITY OUTREACH

Youth Basketball Camp

On October 8th, the Brainerd Police Department and Central Lakes College men's basketball team hosted a basketball camp for youths of all skill levels. Lunch, t-shirts, and basketballs were provided at no charge to the youths. Thank you to the CLC basketball team, MNSP Trooper Otterson, Brainerd Officer E. Gleason, and Brainerd CSO Barton for a great event! We hope the youths who showed up and participated are putting their new basketball skills to use!



MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: November 21, 2022

RE: Community Development Director Report

Building

The Community Development Department issued 138 building permits with a total project valuation of \$4,396,506 in the month of October.

The Community Development Department issued permits for (1) 4-Unit apartment, (2) duplexes, and (2) single-family homes in the month of October.

Within the River-to-Rail incentive corridor, 10 permits were issued in October with a total project valuation of \$282,400 and waived \$7,251 in permit fees.

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

Code Enforcement

The Community Development Department conducted 33 code enforcement inspections in October.

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

Planning & Zoning

At their regularly scheduled meeting on November 16th, the Planning Commission discussed lighting color temperature standards for the City of Brainerd. The Planning Commission reviewed an example ordinance from the City of Greenfield, MN which restricts the lighting color to 3,000 Kelvins or below for new lighting fixtures. The Planning Commission believes a similar ordinance would be beneficial to Brainerd to limit light pollution within the city. Planning Commission would like to form a joint workshop with

members from the Planning Commission, BPU Commission, and Park Board to review lighting standards within the city.



City of Brainerd
IT/GIS Department Monthly Report
October 2022

Projects

- BCA security audit – results of audit have various tasks required in 30 days, 6 months, and 2024. Work will continue for months to achieve required compliance.
- Preparing for phone system migration to the cloud, some older phones will need to be replaced. Working on network changes, hardware changes, phone number porting, training, etc.
- Preparing to implement a BCA required *Security Information and Event Management* (SIEM) logging platform.
- Continued testing and preparations to move the majority of city file data from local servers to the cloud.
- PEG channel – Television apps complete: Roku, AppleTV, Amazon FireTV. Needed Charter hardware arrived, PEG should be on Charter cable around Jan 1 (based on stated 75 days to create channel).

Software

- BS&A: support, reports, workflows, calendar syncing, etc
- Migration of park reservation/registration software from RecNet to CivicRec is nearing completion, frequent meetings and lots of set up / configuration
- PACE software (scheduling) implementation at Police department

Hardware

- Replacing call boxes on city building entrances in prep for phone migration
- Setting up new physical server, eventual migrations of some virtual servers from dated equipment.

Staff

- Added: Cari LaRose – Public Works. Departed: Gary Thompson – Streets, Justin Larson – Engineering

Other

- Technical support for numerous meetings – City Council, Park Board, Planning Comm, HRA, EDA, etc

Statistics

Emails sent: 8,019 (259/day) received 29,019 (936/day)

Cisco Secure Endpoint: 4.39M files scanned, 679K IPs scanned

YouTube – City of Brainerd channel 699 views, 132.8 hours watched

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

November 21, 2022

7:15 PM

Council Chambers

WebEx Teleconference Call-In Information Call Toll-

Free: 1-844-992-4726 Access Code: 2485 175 0395

1. Approve Final Pay Estimate- Cuyuna Lakes State Trail NP Center Segment
2. Approve Final Pay Estimate- Improvement 21-10-Greenwood Street
3. Adopt Resolution Removing On-Street Parking on Oak Street between SE 15th and SE 16th Streets
4. Adopt Resolution of Support for the TH 371B/Willow Street HSIP Grant Application
5. Approve Letter of Support of TH 371/210 Interchange Grant Application
6. Direction on Active Code Enforcement Cases



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

Agenda	Action Requested:	
CONSENT AGENDA	Approve/Deny Motion	Direction Requested
P&F COMMITTEE	Adopt Resolution (attach draft)	Discussion Item
SPW COMMITTEE	Ordinance 1 st Reading	Hold Public Hearing*
MAIN AGENDA	<i>*provide copy of published hearing notice</i>	

Submitted by:

Department:

Presenter:

Estimated Time Needed:

Summary of Issue:

Alternative, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

APPLICATION FOR PAYMENT NO. 5 (FINAL)

CONTRACT FOR:

2022 CUYUNA LAKES STATE TRAIL NP CENTER

PROJECT NO. BRDMN 149920

OWNER CITY OF BRAINERD

CONTRACTOR KNIFE RIVER CORPORATION - NORTH CENTRAL

AGREEMENT DATE:

SEGMENT - SURFACING IMPROVEMENTS

3/21/2022

FOR WORK ACCOMPLISHED THROUGH:

9/17/2022

				CONTRACT		THIS PAYMENT		WORK TO DATE	
ITEM	DESCRIPTION	UNIT	UNIT COST	QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
CONSTRUCTION ITEMS									
1	MOBILIZATION	LUMP SUM	\$7,500.00	1.00	\$7,500.00	0.05	\$375.00	1.00	\$7,500.00
2	TRAFFIC CONTROL	LUMP SUM	\$2,500.00	1.00	\$2,500.00	0.05	\$125.00	1.00	\$2,500.00
3	FULL DEPTH RECLAMATION	SQ YD	\$1.20	10,545.00	\$12,654.00		\$0.00	10,545.00	\$12,654.00
4	TYPE SP 9.5 WEARING COURSE MIX (2,B)	TON	\$87.00	1,635.00	\$142,245.00		\$0.00	1,732.00	\$150,684.00
5	B624 CONCRETE CURB & GUTTER	LIN FT	\$35.00	150.00	\$5,250.00		\$0.00	89.00	\$3,115.00
6	D424 CONCRETE CURB & GUTTER	LIN FT	\$26.06	2,500.00	\$65,150.00		\$0.00	2,680.00	\$69,840.80
7	6" CONCRETE WALK	SQ FT	\$11.00	2,010.00	\$22,110.00		\$0.00	1,814.00	\$19,954.00
8	TRUNCATED DOMES	SQ FT	\$50.00	292.00	\$14,600.00		\$0.00	156.00	\$7,800.00
9	CONCRETE VALLEY GUTTER & FILETS	SQ YD	\$118.00	84.00	\$9,912.00		\$0.00	72.00	\$8,496.00
10	SIGN PANELS TYPE C	SQ FT	\$50.00	23.00	\$1,150.00		\$0.00	23.00	\$1,150.00
11	INSTALL SIGN (SALVAGED TYPE C)	EACH	\$60.00	4.00	\$240.00		\$0.00	1.00	\$60.00
12	4" SOLID LINE WHITE PAINT	LIN FT	\$0.37	3,814.00	\$1,411.18		\$0.00	3,814.00	\$1,411.18
13	4" BROKEN LINE YELLOW PAINT	LIN FT	\$2.00	291.00	\$582.00		\$0.00	291.00	\$582.00
14	PAVEMENT MESSAGE PAINT (HANDICAP)	EACH	\$75.00	5.00	\$375.00		\$0.00	5.00	\$375.00
15	ZEBRA CROSSWALK MARKING WHITE PAINT	SQ FT	\$2.20	654.00	\$1,438.80		\$0.00	654.00	\$1,438.80
16	SEEDING (INCLUDES SEED, FERTILIZER, AND HYDRAULIC BONDED FIBER	ACRE	\$7,000.00	1.76	\$12,320.00		\$0.00	1.42	\$9,940.00
17	TEMPORARY SEEDING (INCLUDES SEED AND HYDRAULIC MATRIX TYPE MULCH)	ACRE	\$2,700.00	2.28	\$6,156.00		\$0.00	0.00	\$0.00
18	PICK-UP STREET SWEEPER	HR	\$200.00	10.00	\$2,000.00		\$0.00	0.00	\$0.00
MATERIALS FURNISHED - TO BE INSTALLED BY OTHERS									
19	FURNISH AGGREGATE BASE CL 5 (CV)	TON	\$16.00	2,595.00	\$41,520.00		\$0.00	1,260.00	\$20,160.00
20	FURNISH 12" HDPE STORM SEWER PIPE	LIN FT	\$27.00	8.00	\$216.00		\$0.00	8.00	\$216.00
21	FURNISH 12" RC PIPE, CL V 3006	LIN FT	\$27.00	338.00	\$9,126.00		\$0.00	338.00	\$9,126.00
22	FURNISH DRAINAGE STRUCTURE DESIGN H	EACH	\$500.00	2.00	\$1,000.00		\$0.00	2.00	\$1,000.00
23	FURNISH DRAINAGE STRUCTURE DES 48-4020	EACH	\$1,400.00	4.00	\$5,600.00		\$0.00	4.00	\$5,600.00
24	FURNISH CASTING ASSEMBLY	EACH	\$7,000.00	1.00	\$7,000.00		\$0.00	1.00	\$7,000.00
25	FURNISH INLET PROTECTION	EACH	\$150.00	8.00	\$1,200.00		\$0.00	9.00	\$1,350.00
26	FURNISH SILT FENCE, TYPE PRE-ASSEMBLED	LIN FT	\$3.00	150.00	\$450.00		\$0.00	150.00	\$450.00
27	FURNISH SEDIMENT CONTROL LOG TYPE WOOD FIBER	LIN FT	\$5.00	400.00	\$2,000.00		\$0.00	520.00	\$2,600.00
TOTAL ITEMS BID					\$375,705.98		\$500.00		\$345,002.78
CHANGE ORDER NO. 1									
28	FURNISH GEOTEXTILE FABRIC TYPE 7	SQ YD	\$2.65	3,000.00	\$7,950.00		\$0.00	3,000.00	\$7,950.00
29	FURNISH SELECT GRANULAR BORROW	TON	\$10.00	1,625.00	\$16,250.00		\$0.00	1,642.00	\$16,420.00
30	FURNISH TOPSOIL BORROW	CU YD	\$32.00	670.00	\$21,440.00		\$0.00	100.00	\$3,200.00
TOTAL CHANGE ORDER NO. 1					\$45,640.00		\$0.00		\$27,570.00
CHANGE ORDER NO. 2									
31	SUBGRADE CORRECTION	LUMP SUM	\$3,748.67	1.00	\$3,748.67		\$0.00	1.00	\$3,748.67
TOTAL CHANGE ORDER NO. 2					\$3,748.67		\$0.00		\$3,748.67

APPLICATION FOR PAYMENT NO. 5 (FINAL)

CONTRACT FOR: 2022 CUYUNA LAKES STATE TRAIL NP CENTER

SEGMENT - SURFACING IMPROVEMENTS

PROJECT NO. BRDMN 149920

AGREEMENT DATE:

3/21/2022

OWNER CITY OF BRAINERD

FOR WORK ACCOMPLISHED THROUGH:

9/17/2022

CONTRACTOR KNIFE RIVER CORPORATION - NORTH CENTRAL

ITEM	DESCRIPTION	UNIT	UNIT COST	CONTRACT		THIS PAYMENT		WORK TO DATE	
				QUANTITY	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
SUMMARY									
TOTAL ITEMS BID					\$375,705.98		\$500.00		\$345,002.78
CHANGE ORDER NO. 1					\$45,640.00		\$0.00		\$27,570.00
CHANGE ORDER NO. 2					\$3,748.67		\$0.00		\$3,748.67
TOTAL					\$425,094.65		\$500.00		\$376,321.45

The undersigned Contractor certifies that all previous payments received from the Owner for work done under this contract have been applied to discharge in full all obligations the Contractor incurred in connection with the work covered by said progress payments. The undersigned Contractor agrees to pay all subcontractors within 10 days of receipt of payment from the municipality for undisputed services provided by the subcontractor. The Contractor agrees to pay interest as described under Minnesota state statute. In accordance with Minnesota Uniform Transaction Act, an electronic signature on this document is binding and afforded the same effect as if the document was signed by hand.

Gross Amount Due \$376,321.45
Less Retainage \$0.00

Amount Eligible to Date \$376,321.45
Less Previous Payments \$357,030.38

Amount Due This Application \$19,291.07

SUBMITTED KNIFE RIVER CORPORATION - NORTH CEN
PO BOX 1333
ST. CLOUD, MN 56302-1333

BY:

DATE:

RECOMMENDED SEH
416 SOUTH 6TH STREET, SUITE 200
BRAINERD, MN 56401

BY:

DATE:

APPROVED CITY OF BRAINERD
501 LAUREL STREET
BRAINERD, MN 56401

BY:

DATE:



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

Agenda	Action Requested:	
CONSENT AGENDA	Approve/Deny Motion	Direction Requested
P&F COMMITTEE	Adopt Resolution (attach draft)	Discussion Item
SPW COMMITTEE	Ordinance 1 st Reading	Hold Public Hearing*
MAIN AGENDA	<i>*provide copy of published hearing notice</i>	

Submitted by:

Department:

Presenter:

Estimated Time Needed:

Summary of Issue:

Alternative, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

Contract Number: 2022-02
Pay Request Number: 1

Project Number	Project Description
SAP 108-137-002	Greenwood Street Construction

Contractor: Anderson Brothers Construction Company of Brainerd LLC 11325 State Hwy 210 Brainerd, MN 56401	Vendor Number: N/A Up To Date: 11/01/2022
--	--

Contract Amount

Original Contract	\$93,546.90
Contract Changes	\$0.00
Revised Contract	\$93,546.90

Funds Encumbered

Original	\$93,546.90
Additional	N/A
Total	\$93,546.90

Work Certified To Date

Base Bid Items	\$83,238.42
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$83,238.42

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$83,238.42	\$83,238.42	\$0.00	\$0.00	\$83,238.42	\$83,238.42
Percent Retained: 0%			Percent Complete: 88.96%		

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By City of Brainerd

City Engineer

Date

Approved By Anderson Brothers Construction Company of
Brainerd LLC

Contractor

Date

Scott W. Hansen

11-2-2022

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2022-11-01	\$83,238.42	\$0.00	\$83,238.42

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
SAP 108-137-002		\$83,238.42	\$0.00	\$0.00	\$83,238.42	\$83,238.42

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
City Of Brainerd	Municipal (MSAS > 5000)	\$83,238.42			\$83,238.42

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501	MOBILIZATION	LS	\$6,560.25	1	1	\$6,560.25	1	\$6,560.25
Base Bid	2	2101.505	CLEARING	ACRE	\$5,900.00	0.05	0.05	\$295.00	0.05	\$295.00
Base Bid	3	2101.505	GRUBBING	ACRE	\$5,900.00	0.05	0.05	\$295.00	0.05	\$295.00
Base Bid	4	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	\$3.55	55	56	\$198.80	56	\$198.80
Base Bid	5	2104.503	REMOVE CONCRETE CURB	L F	\$2.95	60	90	\$265.50	90	\$265.50
Base Bid	6	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	\$2.90	525	587	\$1,702.30	587	\$1,702.30
Base Bid	7	2106.507	EXCAVATION - COMMON (P)	C Y	\$8.85	415	415	\$2,842.75	415	\$2,842.75
Base Bid	8	2130.523	WATER	MGAL	\$35.30	10	0	\$0.00	0	\$0.00
Base Bid	9	2211.509	AGGREGATE BASE CLASS 5	TON	\$24.65	422	179	\$4,412.35	179	\$4,412.35
Base Bid	10	2221.509	SHOULDER BASE AGGREGATE CLASS 1	TON	\$31.65	148	83	\$2,626.95	83	\$2,626.95
Base Bid	11	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	\$83.00	587	552.74	\$45,877.42	552.74	\$45,877.42
Base Bid	12	2531.503	CONCRETE CURB AND GUTTER DESIGN D412	L F	\$44.35	60	94	\$4,168.90	94	\$4,168.90
Base Bid	13	2583.601	TRAFFIC CONTROL	LS	\$1,585.00	1	1	\$1,585.00	1	\$1,585.00
Base Bid	14	2583.602	RAISED PAVEMENT MARKER TEMPORARY	EACH	\$1.50	30	0	\$0.00	0	\$0.00

Contract Item Status										
Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	15	2573.501	STABILIZED CONSTRUCTION EXIT	LS	\$1,176.00	1	0	\$0.00	0	\$0.00
Base Bid	16	2573.502	STORM DRAIN INLET PROTECTION	EACH	\$158.40	4	0	\$0.00	0	\$0.00
Base Bid	17	2573.503	SILT FENCE, TYPE HI	L F	\$2.15	750	0	\$0.00	0	\$0.00
Base Bid	18	2574.507	COMMON TOPSOIL BORROW	C Y	\$37.15	173	0	\$0.00	0	\$0.00
Base Bid	19	2575.501	TURF ESTABLISHMENT	LS	\$2,640.20	1	1	\$2,640.20	1	\$2,640.20
Base Bid	20	2575.523	RAPID STABILIZATION METHOD 3	MGAL	\$105.60	1.5	0	\$0.00	0	\$0.00
Base Bid	21	2582.503	4" BROKEN LINE MULTI-COMPONENT	L F	\$22.20	100	440	\$9,768.00	440	\$9,768.00
Base Bid Totals:								\$83,238.42		\$83,238.42

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
SAP 108-137-002		\$83,238.42	\$83,238.42

Contract Change Item Status											
Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:									\$0.00		\$0.00

Contract Change Totals			
Number	Description	Effective Date	Amount

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Total				\$83,238.42
-----------------------	--	--	--	--------------------



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

Agenda	Action Requested:	
CONSENT AGENDA	Approve/Deny Motion	Direction Requested
P&F COMMITTEE	Adopt Resolution (attach draft)	Discussion Item
SPW COMMITTEE	Ordinance 1 st Reading	Hold Public Hearing*
MAIN AGENDA	<i>*provide copy of published hearing notice</i>	

Submitted by:

Department:

Presenter:

Estimated Time Needed:

Summary of Issue:

Alternative, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)



MEMO

TO: SAFETY & PUBLIC WORKS COMMITTEE

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: NOVEMBER 21, 2022

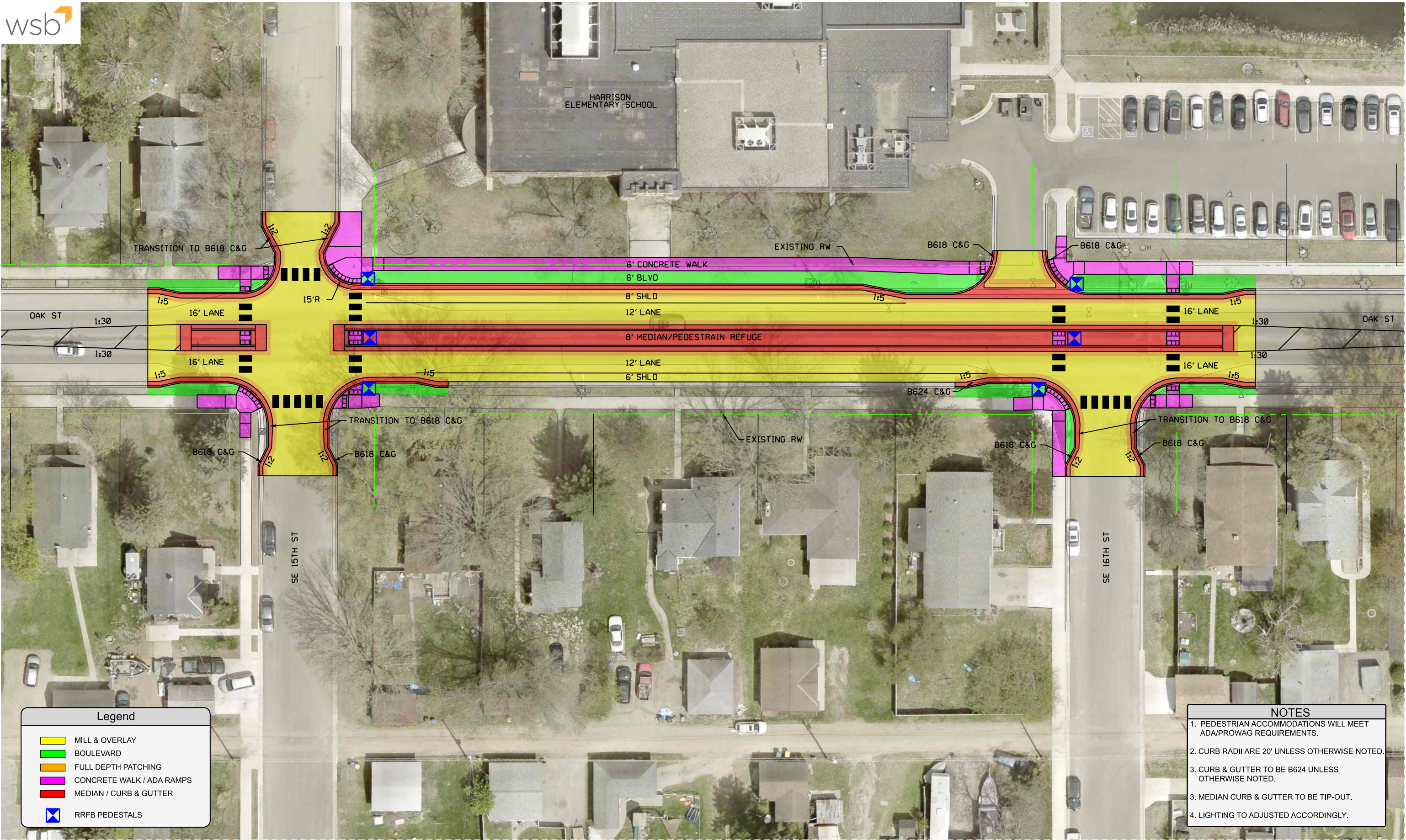
SUBJECT: NO PARKING ON OAK STREET BETWEEN SE 15th STREET AND SE 16th STREET

The City has received a Safe Routes to School (SRTS) grant to construct an improved pedestrian crossing corridor on Oak Street adjacent to Harrison Elementary School. The current preliminary layout includes construction of an 8-foot wide median. A copy of the current preliminary layout is included in the City Council packet. The addition of the median provides traffic calming through this segment of the corridor as well as provides for a pedestrian refuge island for pedestrians crossing Oak Street at both the intersections of SE 15th Street and SE 16th Street. Also included in the plans are slight curb adjustments at the crossing locations to “bump out” the curbs to narrow the crossing distances across each direction of Oak Street. There is currently no plans to include reconstruction or reconfiguration of the entire block of Oak Street.

With utilizing the existing street width and addition of the median, the available space along this block for vehicles must be narrowed from one side, the other side, or a combination of both sides. To allow for a sufficient shoulder width on the north side of Oak Street for vehicle queuing during drop-off/pick-up times, the addition of the median requires a narrowing of the street segment on the south side of Oak Street. This narrower segment includes a proposed 12-foot wide travel lane and a 6-foot wide shoulder. As Oak Street is a State Aid route, the street must meet certain statutory minimums for lane widths. The proposed width on the south side of Oak Street is not wide enough to accommodate both an on-street parking lane as well as through traffic lane. Currently, this side of Oak Street is signed for No Parking during School Days 8 a.m. - 4 p.m. and is a designated Snow Emergency Route.

Staff visited the properties adjacent to the current on-street parking lane. There was no answer and a business card with a request for contact was left at addresses 1504 and 1518. A tenant was present at 1508. They indicated that due to the current limitations for parking on Oak Street, they regularly park off-street via the alleyway behind the property and have no objections to the possibility of removal of the on-street parking on Oak Street. At 1516, staff spoke with Mr. Michael Duval, the property owner and his wife. During that conversation, they indicated they provide an off-street parking area via the alleyway behind the property. The only times they have usually used the on-street parking on Oak Street was for contractors performing work at the property. They also had no objections to the possibility of removal of on-street parking on the south side of Oak Street.

Jessie Dehn, P.E.
City Engineer/Public Works Director
City of Brainerd, MN



Preliminary Layout Safe Routes To School: Harrison Elementary Brainerd, MN



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

WHEREAS, the City of Brainerd has received Safe Routes to School grant funding to construct improved school pedestrian crossings across Oak Street between SE 15th Street and SE 16th Street; and

WHEREAS, the scope of the improvement includes construction of a median extending the duration of the said block of Oak Street; and

WHEREAS, construction of an 8-foot median within the existing road width would require removal of on-street parking on the south side of Oak Street between SE 15th Street and SE 16th Street; and

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

the City Council of the City of Brainerd does hereby change the parking zone on the south side of Oak Street between the east side of SE 15th Street and the west side of SE 16th Street to "No Parking" effective June 2, 2023.

Adopted this 21st day of November 2022

KELLY BEVANS
President of the Council

Approved this 21st day of November 2022

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

Agenda	Action Requested:	
CONSENT AGENDA	Approve/Deny Motion	Direction Requested
P&F COMMITTEE	Adopt Resolution (attach draft)	Discussion Item
SPW COMMITTEE	Ordinance 1 st Reading	Hold Public Hearing*
MAIN AGENDA	<i>*provide copy of published hearing notice</i>	

Submitted by:

Department:

Presenter:

Estimated Time Needed:

Summary of Issue:

Alternative, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

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

RESOLUTION SUPPORTING APPLICATION

WHEREAS, the City of Brainerd supports the application for Highway Safety Improvement Program (HSIP) funding for a project identified as the TH 371B/Willow Street Intersection Improvement Project; and

WHEREAS, the City of Brainerd has a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations; and

WHEREAS, the City of Brainerd will cooperate with MnDOT on matters relating to the design, construction, and continued operation of the State Highway; and

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

the City of Brainerd will make available sufficient funds to cover the estimated local share of costs plus any additional project costs in the event that the project exceeds the estimated total cost of the project as reflected in the project application.

Adopted this 21st day of November 2022

KELLY BEVANS
President of the Council

Approved this 21st day of November 2022

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

Agenda	Action Requested:	
CONSENT AGENDA	Approve/Deny Motion	Direction Requested
P&F COMMITTEE	Adopt Resolution (attach draft)	Discussion Item
SPW COMMITTEE	Ordinance 1 st Reading	Hold Public Hearing*
MAIN AGENDA	<i>*provide copy of published hearing notice</i>	

Submitted by:

Department:

Presenter:

Estimated Time Needed:

Summary of Issue:

Alternative, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

HWY 210 and HWY 371 INTERSECTION IMPROVEMENT STUDY

A partnership between Crow Wing County, City of Baxter, and MnDOT

PROJECT NEEDS



Very **high traffic volumes** on both highways (busiest intersection in northern Minnesota)



Ranks as the **14th highest crash cost intersection** in Minnesota



Number of **crashes is over three times the critical crash rate**



Active at-grade railroad crossing immediately adjacent to intersection



Complex mix of **local and interregional traffic**



Serves the primary retail hub for the Baxter/Brainerd region

SCHEDULE



COST

- **\$29 to \$39 million**

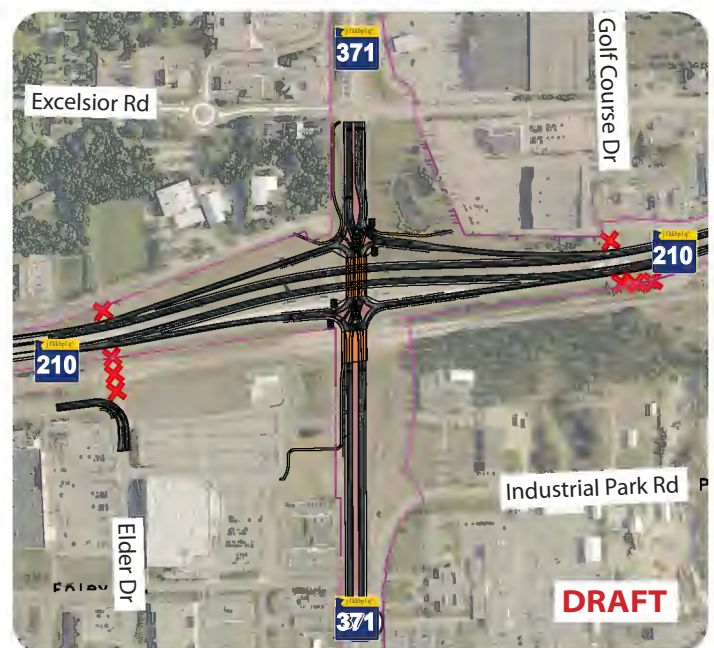
CURRENT FUNDING REQUEST

- **\$2 million** (preliminary design, community engagement, environmental review and approvals)

CONCEPT 1
Quadrant Interchange



CONCEPT 2
Diverging diamond interchange (DDI)



0 0.25 miles

XX Access closure

To view the full study report, scan the QR code or visit www.crowwing.us/1565/Road-Studies.



November 15, 2022

Pete Buttigieg
United States Secretary of Transportation
U.S. Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

RE: Letter of Support for the 2022 FRA CRISI Program: Hwy 371/Hwy 210/BNSF Railroad Grade Separation Project, Baxter, MN

Dear Secretary Buttigieg:

The Brainerd City Council is writing in support of the Minnesota Department of Transportation (MnDOT) District 3's application for funding through the Federal Railroad Administration's (FRA) Consolidated Rail Infrastructure and Safety Improvements (CRISI) Discretionary Grant Program. The award of CRISI funding would facilitate project development under Track 2 for Hwy 371/Hwy 210/BNSF Railroad Grade Separation Project. The intersection of Highway (Hwy) 371 and Hwy 210 is recognized as the busiest at-grade intersection in central Minnesota and ranks 14th on MnDOT's most recent statewide list of highest crash cost intersections. The intersection is further complicated by the at-grade Burlington Northern and Santa Fe (BNSF) railroad crossing of Hwy 371 immediately south of Hwy 210.

MnDOT District 3 spans a large swath of central Minnesota – a diverse mix of both rapidly urbanizing communities in the southern portion around St. Cloud and extending along Interstate 94 from the Minneapolis-St. Paul Metropolitan Area (MSP) and rural communities in the north extending past Brainerd/Baxter and including the Mille Lacs Indian Reservation. The project is critically important to District 3's regional economy as it supports key industries as well as consumers in the Brainerd/Baxter region and across the state.

The project will complete environmental documentation and preliminary engineering for highway improvements and an overpass over the rail line to allow for the closure of the current at-grade crossing. It will provide safe, unimpeded, rail-separated access between Hwy 371 and the commercial district, significantly decreasing existing conflicts and risks for the railroad and the highways, and allow for planned growth on the line. The planning work on this project will align with the USDOT's strategic goals of improving safety, strengthening economy and enhancing competitiveness of the region and the state, providing equitable access, developing sustainable climate solutions, and transforming the transportation system to serve present and future needs.

In coordination with MnDOT and the City of Brainerd's upcoming Hwy 210/Washington Street Reconstruction Project, these two corridor projects will significantly improve the ability for travelers to access the Brainerd area more safely and efficiently. The grade separation of Hwy 371 and BNSF railway would also account for safe, ADA compliant multimodal connections and access improvements along the project corridor. This will strengthen our system of transport and contribute to growth in our region, including the anticipated growth of the City of Brainerd itself.

I support MnDOT's application for the funding of Hwy 371/Hwy 210/BNSF Railroad Grade Separation Project and look forward to the infrastructure investment in our region through the Bipartisan Infrastructure Law. Please give this 2022 CRISI funding proposal your full consideration and if I can answer any questions, please do not hesitate to contact the City of Brainerd. You may reach Administration at (218) 828-2307.

Sincerely,

Name

Title

City of Brainerd City Council



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

Agenda	Action Requested:	
CONSENT AGENDA	Approve/Deny Motion	Direction Requested
P&F COMMITTEE	Adopt Resolution (attach draft)	Discussion Item
SPW COMMITTEE	Ordinance 1 st Reading	Hold Public Hearing*
MAIN AGENDA	<i>*provide copy of published hearing notice</i>	

Submitted by:

Department:

Presenter:

Estimated Time Needed:

Summary of Issue:

Alternative, Options, Effects on Others/Comments:

Recommended Action/Motion:

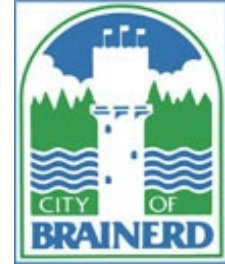
Financial Impact:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: November 21, 2022

RE: Recommendations for Active Code Enforcement Cases

Staff recommends the following action for the active code enforcement case brought before the City Council:

- **1306 Oak St – no response from property owner**
 - May 2, 2022 City Council Meeting MOTION AND SECONDED BY COUNCIL MEMBERS O'DAY AND PRITSCHET TO IMMEDIATELY ABATE THE GARBAGE AT 1306 OAK STREET AND CHANGE THE CITATION COST OF HEALTH AND SAFETY HAZARDS TO \$300.
 - Warrant was obtained and garbage was abated 5/19/22 – fees to be assessed to the property.
 - Received one (1) Citations for garbage on 11/9/2022 in the amount of \$300.00
 - Offenses of a nature that may result in bodily harm, damage to property, or significant blight may be brought before the Safety & Public Works Committee without a complaint for determination whether to implement the administrative citation program. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council.

Staff recommends obtaining a warrant and abating the garbage at 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

EN22-0432

Date of Violation: 11/09/2022

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
2010	Garbage	\$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: 11/19/2022

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: 11/09/2022

Representative's Signature:

(served via first class mail)



11/09/2022 11:49

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

November 21, 2022

7:15 PM

2nd Floor Conference Room

WebEx Teleconference Call-In Information Call Toll-

Free: 1-844-992-4726 Access Code: 2490 140 2668

1. Consider Amending American Rescue Plan Act (ARPA) Budget for Pedestrian Bridge Feasibility Study
2. Approval of Prosecution Agreement with Severson Porter



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

Agenda	Action Requested:	
CONSENT AGENDA	Approve/Deny Motion	Direction Requested
P&F COMMITTEE	Adopt Resolution (attach draft)	Discussion Item
SPW COMMITTEE	Ordinance 1 st Reading	Hold Public Hearing*
MAIN AGENDA	<i>*provide copy of published hearing notice</i>	

Submitted by:

Department:

Presenter:

Estimated Time Needed:

Summary of Issue:

Alternative, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

ARPA Budget

	Budget as of 11/7/2022	Council's Motion 11/21/2022
Total Funding	\$ 1,468,098	\$ 1,468,098
Allocated to EDA - Mainstreet Grant	80,000	80,000
Future Parks Capital **	575,000	575,000
2023 Capital	300,000	300,000
Police Department HVAC	140,000	140,000
Pedestrian Bridge Feasibility Study	-	35,000
To Be Determined	\$ 373,098	\$ 338,098
** Future Park Capital Priority Order		
Jaycees Park	\$ 200,000	\$ 200,000
Lum Park Beach	150,000	150,000
Kiwanis Park	75,000	75,000
Lum Park Campground	150,000	150,000
	\$ 575,000	\$ 575,000



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

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Submitted by:

Department:

Presenter:

Estimated Time Needed:

Summary of Issue:

Alternative, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

CITY OF BRAINERD LEGAL SERVICES AGREEMENT

This Legal Services Agreement (“Agreement”) made this ____ day of _____, 2022, by and between the City of Brainerd (“City”), a Minnesota municipal corporation, and Severson Porter Law, P.A., (“SPL”), a Minnesota professional association.

RECITALS

WHEREAS, the City desires to have SPL provide prosecution services for the City, for all petty misdemeanors, misdemeanors, and applicable gross misdemeanors offenses, arising out of its jurisdiction, as set forth in this Agreement; and

WHEREAS, as a part of this Agreement, SPL shall also provide identical prosecution services for the City of Baxter and the City of Nisswa; and

WHEREAS, SPL will provide said prosecutorial services; and

WHEREAS, the City and SPL desire to memorialize their understanding in this Agreement regarding the scope of work and fee arrangements for said legal representation.

NOW, THEREFORE, in consideration of the mutual covenants, agreements, representations, and warranties contained in this Agreement, the adequacy of which are hereby acknowledged, the parties hereby agree as follows:

1. **Incorporation of Recitals.** The above-stated recitals are a part of this Agreement and are specifically incorporated herein by reference.
2. **Term of Agreement.** This Agreement shall be effective January 1, 2023 through December 31, 2025.
3. **Services Provided.** SPL shall prosecute all petty misdemeanors, misdemeanors, and those gross misdemeanors offenses that may be prosecuted by the City under Minnesota Law and city ordinances, which occur within the jurisdictional limits of Brainerd, Baxter, and Nisswa. Such matters include Driving After Cancellation – Inimical to Public Safety, theft cases between Five Hundred and No/100 dollars (\$500.00) and One Thousand and No/100 dollars (\$1,000.00), receiving stolen property, check forgery, financial transaction card fraud, school bus stop arm violations, no insurance, and gross misdemeanor violations of Minn. Stat. 169A. SPL shall also represent the City in all forfeiture matters arising from and related to a criminal matter prosecuted by SPL under this Agreement.
4. **Compensation and Fees.** SPL agrees to provide the above-stated services under the following terms and rates:
 - a. *Fee.* The 2023 annual rate for the services provided under this Agreement shall be Two Hundred Twenty Thousand and No/100 dollars (\$220,000.00), which shall be

paid in monthly installments. Said payments shall be payable on the first Wednesday following the first Council meeting after the service month is completed.

- b. *Hourly Rate.* SPL shall charge One Hundred Fifty and No/100 (\$150.00) per hour for any legal services provided to the City, if such services provided are beyond the services described in paragraph 3, above. The City Administrator of the city for whom the services are to be rendered, shall approve the services for which the hourly fee is proposed to be charged, prior incurring the costs of those services.
 - c. *Expert Witness Fees.* On occasion, it may be necessary to retain an expert witness to increase the likelihood of success in criminal matter. No expert witness shall be retained without prior approval from the City Administrator of the city for whom the services are to be rendered. The city for whom the services are to be rendered shall be responsible for any such expert witness fees.
 - d. *Fee Adjustments.* The Fee stated in paragraph 4(a), above, shall be increased annually based upon the twelve (12) month (July – June) average percent change of the Consumer Price Index, Midwest Region (All Items), and shall fall within a range of 1-3%, with 1% being the minimum increase and 3% being the maximum increase in a given year. The increase will be effective on January 1st.
- 5. Files and Records. SPL shall keep complete files and records for all matters handled for the City. SPL shall retain closed filed for five (5) years, after which all physical versions of such files shall be destroyed.
 - 6. Reporting. SPL shall provide the City with an annual case load summary on or before August 15 of each year, for the services provided during the previous July 1 through June 30. SPL shall further provide case load summary information upon request of the City Administrator of the City.
 - 7. Insurance. SPL shall obtain, at its own expense, malpractice insurance with a minimum of One Million and No/100 dollars (\$1,000,000.00) in coverage. SPL shall provide proof of coverage to the City upon request. SPL shall, at its own expense, provide its own auto insurance, worker's compensation insurance and any other coverage it deems necessary.
 - 8. Independent Contractor Status. SPL acknowledges that SPL is an independent contractor and neither its attorneys nor its staff are not employees of the City of Brainerd, City of Baxter, or City of Nisswa. Neither SPL nor its employees are covered by any insurance obtained by Brainerd, Baxter, or Nisswa.
 - 9. Renewal. This Agreement may be renewed every three (3) years. Said renewal is contingent upon both SPL and the City issuing a written notice of intent to renew to the other party at least six (6) months before the expiration of the then current term.

10. Termination. This Agreement shall be terminated upon the occurrence of any of the following: (1) SPL's inability to carry on their practice due to disability, suspension of license, or retirement of one or more of the SPL attorneys; or (2) dissolution of Severson Porter Law, P.A. for any reason. This Agreement may be terminated for any reason by any party hereto upon providing six (6) months' written notice.
11. Ambiguity. The rule of construction that ambiguities shall be construed against the drafter shall not be applicable herein, all parties being represented by counsel.
12. Authority. The parties acknowledge and represent that the signors of this Agreement have the proper authority to bind themselves to this Agreement and that they are authorized to sign any agreement that may be reached by the parties.
13. Severability. If, for any reason, any term or provision of this Agreement shall be declared void and unenforceable by any court of law or equity, such invalidity or unenforceability shall affect only such particular term or provision of this Agreement, and the balance of this Agreement shall remain in full force and effect and shall be binding upon the parties hereto.
14. Governing Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Minnesota. The parties hereto also consent to the exclusive jurisdiction of the courts of the State of Minnesota, and venue in Crow Wing County District Court, in any and all actions and proceedings between the parties hereto arising under or growing out of this Agreement and irrevocably agree to service of process by any means authorized under Minnesota law.
15. Counterparts and Electronic Signatures. This Agreement may be executed in multiple counterparts by the parties hereto. All counterparts so executed shall constitute one agreement binding upon all parties, notwithstanding that all parties are not signatories to the original or the same counterpart. Each counterpart shall be deemed an original to this Agreement, all of which shall constitute one agreement to be valid as of the date of this Agreement. Documents executed, scanned and transmitted electronically and electronic signatures shall be deemed original signatures for purposes of this Agreement and all matters related thereto, with such scanned and electronic signatures having the same legal effect as original signatures.
16. Headings. The subject headings of the sections and paragraphs of this Agreement are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions.
17. Assignability. Neither party may assign its rights or obligations under this Agreement without first obtaining written approval from the other party.
18. Entire Agreement. This Agreement sets forth the entire understanding of the parties and may not be changed except by a written document executed and acknowledged by all parties.

19. Contingency. This Agreement is contingent upon the Cities of Brainerd, Baxter and Nisswa executing a Joint Prosecution Services Agreement.

Approved:

CITY OF BRAINERD

SEVERSON PORTER LAW, P.A.

Dave Badeaux
Mayor

Mark A. Severson
Partner

Jennifer Bergman
City Administrator

Kurt W. Porter
Partner

Prosecution Cost Allocation

	# of Hours	%	# of Files	%
7/19/2019-6/30/2020				
Brainerd	572.87	59.71%	1,366	58.88%
Baxter	307.50	32.05%	736	31.72%
Nisswa	79.00	8.23%	218	9.40%
	<u>959.37</u>		<u>2,320</u>	

7/19/2020-6/30/2021				
Brainerd	720.90	66.53%	1,620	64.31%
Baxter	327.30	30.21%	662	26.28%
Nisswa	35.30	3.26%	237	9.41%
	<u>1,083.50</u>		<u>2,519</u>	

7/19/2021-6/30/2022				
Brainerd	1,049.30	61.95%	1,441	66.10%
Baxter	496.90	29.34%	498	22.84%
Nisswa	147.50	8.71%	241	11.06%
	<u>1,693.70</u>		<u>2,180</u>	

3 Year Average				
Brainerd	781.02	62.71%	1,476	63.07%
Baxter	377.23	30.29%	632	27.01%
Nisswa	87.27	7.01%	232	9.92%
	<u>1,245.52</u>		<u>2,340</u>	

# of Hours		10%	
Amount of Contract	\$ 220,000		
Brainerd	\$ 137,954	Adm Fee	
Baxter	66,632	6,663	\$ 73,295
Nisswa	15,414	1,541	16,956
	<u>\$ 220,000</u>		<u>\$ 90,250</u>

2022 Amounts

127,468

52,089

18,648

198,205

# of Files		10%	
Amount of Contract	220,000		
Brainerd	\$ 138,758	Adm Fee	
Baxter	59,427	5,943	\$ 65,370
Nisswa	21,815	2,182	23,997
	<u>\$ 220,000</u>		<u>\$ 89,367</u>



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

Agenda	Action Requested:	
CONSENT AGENDA	Approve/Deny Motion	Direction Requested
P&F COMMITTEE	Adopt Resolution (attach draft)	Discussion Item
SPW COMMITTEE	Ordinance 1 st Reading	Hold Public Hearing*
MAIN AGENDA	<i>*provide copy of published hearing notice</i>	

Submitted by:

Department:

Presenter:

Estimated Time Needed:

Summary of Issue:

Alternative, Options, Effects on Others/Comments:

Recommended Action/Motion:

Financial Impact:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota will meet in the Council Chambers of the Brainerd City Hall at 7:30 p.m. on November 21, 2022, to pass upon the proposed assessment for the following improvements:

DOWNTOWN SPECIAL SERVICES DISTRICT

Snow Removal, Irrigation Maintenance, Landscaping, Garbage Collection

Laurel Street from South 6th Street to South 8th Street
Front Street from South 6th Street to South 8th Street
South 7th Street from Maple Street to Front Street

The areas proposed to be assessed for these improvements are the properties abutting and/or benefitting from the above-described projects.

The proposed assessment role is on file for public inspection at the City Administrator's Office and the City Engineer's Office.

The total cost of Downtown Special Services District is \$114,321.28 of which \$50,280.38 is proposed to be assessed.

Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the City Administrator prior to the hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

The amount to be specifically assessed against your particular lot, piece or parcel of land is shown on the attached enclosure. You may at any time prior to certification of the assessment to the County Auditor pay the entire assessment on such property with interest accrued to the date of payment to the City Administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter pay to the County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which the payment is made. If you decide not to pre-pay the assessment before the date given above, the rate of interest that will apply is four and ninety-one hundredths' percent (4.91%) per year. The right to partially prepay the assessment pursuant to Section 315 of the Brainerd City Code is available. Further, pursuant to Ordinance 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988, and any amendments thereto, the City Council may defer a special assessment for needy persons. If you feel that you might qualify for such deferments, please discuss this with the City Administrator at your earliest convenience.

The assessments will be spread over a period of one (1) year.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified,

the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.

2. After the City has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for the questioning of the City's witnesses will be followed with the objector's witnesses.
3. The objector may be represented by counsel.
4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.
5. The entire hearing will be tape-recorded.
6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.
7. The Council may adopt the proposed assessment at the hearing.

An owner may appeal an assessment to the District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Administrator of the City within thirty (30) days after the adoption of the assessment, and by filing such notice with the District Court within ten (10) days after the service upon the Mayor or City Administrator.

Dated this 7th day of November 2022

Jennifer Bergman
City Administrator

Any individual needing special accommodations please call 828-2307.

Published November 9, 2022

10/13/2022
07:51 AM

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
DTSS 2022

Page: 1/2
DB: BRAINERD

THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF DOWNTOWN SPECIAL SERVICES: DTSS 2022

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig Yrs	Rem No Yrs	No Interest Rate	2023 Principal Installmnt	2023 Interest Installmnt	2023 Total Installmnt
DTSS 2022	Active	Active	41240535 MOORES PROPERTIES, INC.	587.13	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241266 BREMER BANK OF BRAINERD	629.07	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241268 RICHARD & DENISE RATHMAN	209.69	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241269 DAVID F PUERINGER INVESTMENTS	654.95	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241270 NILA M PATRICK	246.72	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241271 BRAINERD LAKES PROPERTIES LLC	188.72	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241272 DAVID F PUERINGER	188.72	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241273 DAVID F PUERINGER INVESTMENTS	209.69	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241292 MAJIK PROPERTIES LLC	209.69	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241293 ASH PROPERTIES INC.	209.69	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241294 ASH PROPERTIES INC.	209.69	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241295 BRIAN L & RHONDA SMITH	729.72	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241300 JUAN M AND JOANNA I BARBOZA	314.54	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241301 BATRA RENTALS LLC	209.69	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241448 MASONIC TEMPLE ASSN. OF BRAINERD	209.69	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241449 NORTHERN PINES MENTAL HEALTH CENTER	104.85	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241450 TODD & LAURA BISTED	209.69	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241451 612 STATION LLC	104.85	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241452 DAVID F. PUERINGER INVESTMENTS	314.54	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241454 DAVID F. PUERINGER INVESTMENTS	104.85	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241455 JON AND DEBRA LUHRS	104.85	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241456 RICK BJORK	209.69	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241457 JJC PROPERTIES LLC	796.82	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241470 ASH PROPERTIES INC.	796.82	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241472 DAVID F. PUERINGER	419.38	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241473 DAVID F. PUERINGER INVESTMENTS	429.53	1	1	4.9100000	0.00	0.00	0.00

10/13/2022
07:51 AM

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
DTSS 2022

Page: 2/2
DB: BRAINERD

THE CITY COUNCIL OF THE CITY OF BRAINERD DOH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF DOWNTOWN SPECIAL SERVICES: DTSS 2022

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig Yrs	Rem Yrs	No Interest Rate	2023 Principal Installmnt	2023 Interest Installmnt	2023 Total Installmnt
DTSS 2022	Active	Active	41241474 DAVID F. PUERINGER INVESTMENTS	209.69	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241475 VANDEPUTTE INVESTMENT PROPERTIES LL	195.35	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241476 CARL SIDNEY HANSON POST #255	234.85	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241477 C & L MIDWEST LLC	314.54	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241478 C & L MIDWEST LLC	104.85	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241479 NLLJ JENSEN, LLC	314.54	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241482 NJMS PHELPS BLOCK LLC	266.31	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241483 NJMS CHET'S LLC	111.14	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41241484 DANNY E. KUHN	209.69	1	1	4.9100000	0.00	0.00	0.00
DTSS 2022	Active	Active	41251149 LIVELY AUTO BLDG REAL EST HOLDINGS	943.61	1	1	4.9100000	0.00	0.00	0.00
District Totals				11,507.84				0.00	0.00	0.00
-----> Totals For 401-0000-36101				11,507.84				0.00	0.00	0.00
Grand Totals				11,507.84				0.00	0.00	0.00

DATED THIS 30TH DAY OF NOVEMBER 2022

TOTAL: \$11,507.84

ATTEST: _____
JENNIFER BERGMAN, CITY ADMINISTRATOR

KELLY BEVANS, PRESIDENT OF COUNCIL

INTEREST RATE: 4.91%
YEARS CERTIFIED: 1 YEAR

**** THIS SCHEDULE IS ADJUSTED FOR PEOPLE WHO PREPAID AND ANY PARTIAL PREPAIDS, AS WELL AS 76 DAYS OF INTEREST IN 2022 AND ALL OF 2023.

10/31/2022

12:46 PM

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
DTSR 2022

Page: 1/2

DB: BRAINERD

THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND
DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE
EXPENSE OF DOWNTOWN SNOW REMOVAL: DTSR 2022

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2023 Principal Installmnt	2023 Interest Installmnt	2023 Total Installmnt
DTSR 2022	Active	Active	41240535 MOORES PROPERTIES, INC.	1,978.20	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241266 BREMER BANK OF BRAINERD	2,119.50	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241268 RICHARD & DENISE RATHMAN	706.50	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241269 DAVID F PUERINGER INVESTMENTS	2,206.68	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241270 NILA M PATRICK	831.27	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241271 BRAINERD LAKES PROPERTIES LLC	635.85	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241272 DAVID F PUERINGER	635.85	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241273 DAVID F PUERINGER INVESTMENTS	706.50	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241292 MAJIK PROPERTIES LLC	706.50	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241293 ASH PROPERTIES INC.	706.50	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241294 ASH PROPERTIES INC.	706.50	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241295 BRIAN L & RHONDA SMITH	2,458.62	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241300 JUAN M AND JOANNA I BARBOZA	1,059.75	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241301 AMERICAN HEIGHTS LLC	706.50	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241448 MASONIC TEMPLE ASSN. OF BRAINERD	706.50	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241449 NORTHERN PINES MENTAL HEALTH CENTER	353.25	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241450 TODD & LAURA BISTED	706.50	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241451 612 STATION LLC	353.25	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241452 DAVID F. PUERINGER INVESTMENTS	1,059.75	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241454 DAVID F. PUERINGER INVESTMENTS	353.25	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241455 JON AND DEBRA LUHRS	353.25	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241456 RICK BJORK	706.50	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241457 JJC PROPERTIES LLC	2,684.70	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241470 ASH PROPERTIES INC.	2,684.70	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241472 DAVID F. PUERINGER	1,413.00	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241473 DAVID F. PUERINGER INVESTMENTS	1,447.19	1	1	4.9100000	0.00	0.00	0.00

10/31/2022
12:46 PM

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
DTSR 2022

Page: 2/2
DB: BRAINERD

THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF DOWNTOWN SNOW REMOVAL: DTSR 2022

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2023 Principal Installmnt	2023 Interest Installmnt	2023 Total Installmnt
DTSR 2022	Active	Active	41241474 DAVID F. PUERINGER INVESTMENTS	706.50	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241475 VANDEPUTTE INVESTMENT PROPERTIES LL	658.18	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241476 CARL SIDNEY HANSON POST #255	791.28	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241477 C & L MIDWEST LLC	1,059.75	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241478 C & L MIDWEST LLC	353.25	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241479 NLLJ JENSEN, LLC	1,059.75	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241482 NJMS PHELPS BLOCK LLC	897.26	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241483 NJMS CHET'S LLC	374.45	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41241484 DANNY E. KUHN	706.50	1	1	4.9100000	0.00	0.00	0.00
DTSR 2022	Active	Active	41251149 LIVELY AUTO BLDG REAL EST HOLDINGS	3,179.25	1	1	4.9100000	0.00	0.00	0.00
District Totals				38,772.73				0.00	0.00	0.00
-----> Totals For 235-0000-36101				38,772.73				0.00	0.00	0.00
Grand Totals				38,772.73				0.00	0.00	0.00

DATED THIS 30TH DAY OF NOVEMBER 2022

TOTAL: \$38,772.73

ATTEST: _____
JENNIFER BERGMAN, CITY ADMINISTRATOR

KELLY BEVANS, PRESIDENT OF COUNCIL

INTEREST RATE: 4.91%
YEARS CERTIFIED: 1 YEAR

**** THIS SCHEDULE IS ADJUSTED FOR PEOPLE WHO PREPAID AND ANY PARTIAL PREPAIDS, AS WELL AS 76 DAYS OF INTEREST IN 2022 AND ALL OF 2023.

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

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for 2020-2021 snow removal and special services concerning the properties abutting on the following:

DOWNTOWN SNOW REMOVAL AND SPECIAL SERVICES DISTRICT

Snow Removal, Irrigation Maintenance, Landscaping, Garbage Collection

Laurel Street from South 6th Street to South 8th Street
Front Street from South 6th Street to South 8th Street
South 7th Street from Maple Street to Front Street

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

1. Such proposed assessment, a copy of which is on file in the offices of the City Administrator and City Engineer, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in full within 30 days from the adoption of this Resolution without interest at the office of the City Administrator. Thereafter, the entire amount of the assessment shall be payable to the Crow Wing County Auditor with interest at the rate of two and eighty-three hundredths' percent (4.91%).

3. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the Crow Wing County Auditor to be extended on the property tax list of the County. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

Adopted this 21st day of November 2022

KELLY BEVANS
President of the Council

Approved this 21st day of November 2022

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

Requested Meeting Date:

Title of Item:

Agenda	Action Requested:	
CONSENT AGENDA	Approve/Deny Motion	Direction Requested
P&F COMMITTEE	Adopt Resolution (attach draft)	Discussion Item
SPW COMMITTEE	Ordinance 1 st Reading	Hold Public Hearing*
MAIN AGENDA	<i>*provide copy of published hearing notice</i>	

Submitted by:

Department:

Presenter:

Estimated Time Needed:

Summary of Issue:

Alternative, Options, Effects on Others/Comments:

Recommended Action/Motion:

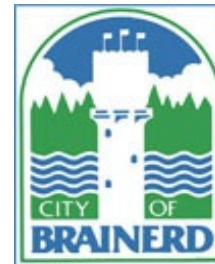
Financial Impact:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: November 21, 2022

RE: Planning Commission Recommendation for Proposed Ordinance No. 1539

Planning Commission Recommendation

The Planning Commission held a public hearing and considered Proposed Ordinance No. 1539 at their regular scheduled meeting on November 16, 2022.

The primary discussion of the proposed ordinance centered around Section 515-4-14.A.3 which states that:

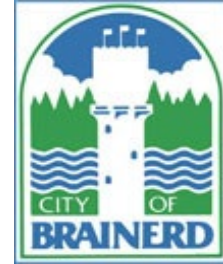
- A. Except as provided in Section A of this chapter, no permit shall be issued to allow the demolition of a dwelling unit in the Traditional Neighborhood 1 (TN-1), Traditional Neighborhood 2 (TN-2), Contemporary Neighborhood 1 (CN-1), or Contemporary Neighborhood 2 (CN-2) Zoning Districts unless:
 - 3. City Council approval has been granted for an alternative use of the property.

Staff's interpretation of "approval of an alternative use" would be in the form of an approved conditional use permit or interim use permit. Conditional Uses and Interim Uses are permitted in the zoning district if they are listed in the table of uses for the zoning district and the application meets all the conditions listed in the Allowed Use Section and the Rules and Administration Section of the Zoning Code. Planning Commission was concerned that this could still potentially lead to a loss of housing within Brainerd and could still allow for parking lot or greenspace expansion.

Planning Commission Motion

MOVED AND SECONDED BY COMMISSIONERS MAROHN AND YEAGER, DULY CARRIED, TO RECOMMEND APPROVAL OF ORDINANCE NO 1539 AS PRESENTED BY STAFF WITH A.3. BEING REMOVED IN ITS ENTIRETY.

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: November 16, 2022

RE: Proposed Ordinance 1539, an Ordinance Amending Section 515-4 of the Zoning Code – Restrictions on Demolition and Removal of Dwelling Units.

Introduction

Ordinance No. 1534 went into effect on July 17th which imposed a six-month moratorium on the conversion of dwelling units to green space or surface parking in the R-1 zoning district. The city has a shortage of housing, particularly affordable housing. Removal of dwelling units for the establishment of green space or surface parking adds to the overall shortage of housing. City staff and the Planning Commission are tasked to study the issues related to conversion of dwelling units and shall provide recommendations to the City Council concerning proposed changes to the City Code.

Planning Commission Workshop

The Planning Commission held a workshop on September 7th to review the issues related to the conversion of dwelling units to green space and surface parking. Planning Commission discussed the need for residential housing in Brainerd and the shortage in housing that the city is currently experiencing. The Commission reviewed an example Ordinance from the City of Crosby and directed staff to make changes based on the workshop discussion related to the issues in the City of Brainerd.

Ordinance Amendment

Staff is presenting a proposed ordinance amendment to the zoning code based on the discussion at the September 7th workshop and the October 19th regularly scheduled meeting. The Commission had a consensus on the following revisions.

- 1) **Dwelling Units.** The proposed ordinance language includes dwelling units instead of structure. For compliance with the proposed language, a construction project could not have a net loss of dwelling units.
- 2) **Residential Districts.** The affected districts should be the primary housing districts in the City of Brainerd which are TN-1, TN-2, CN-1, & CN-2. Commercial buildings and commercially zoned properties would not be affected by this ordinance.
- 3) **TN-2 Complete Neighborhoods.** A special provision should be made for the TN-2 District to encourage complete neighborhoods and mixed-use development. A residential dwelling unit could be converted to a commercial building. However, a dwelling unit could not be removed for parking or green space.
- 4) **Exemptions.** Exemptions should be included for government agencies and properties that pose an imminent hazardous condition.

**ORDINANCE
NO. 1539**

**AN ORDINANCE AMENDING SECTION 515-4: GENERAL BUILDING, DEVELOPMENT AND
DESIGN STANDARDS**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Section 515-4 of the Zoning Code is hereby amended by adding the following:

515-4-14: Restrictions on Demolition and Removal of Dwelling Units

- A. **Demolition Permit.** Except as provided in Section A of this chapter, no permit shall be issued to allow the demolition of a dwelling unit in the Traditional Neighborhood 1 (TN-1), Traditional Neighborhood 2 (TN-2), Contemporary Neighborhood 1 (CN-1), or Contemporary Neighborhood 2 (CN-2) Zoning Districts unless:
1. A building permit is also issued at the same time to authorize construction of a replacement dwelling unit; or
 2. A commercial new construction or remodel permit is also issued at the same time to convert or replace a dwelling unit to a commercial unit in the TN-2 district.
 3. ~~City Council approval has been granted for an alternative use of the property.~~
- B. **Site Restoration.** In addition to requirements set forth in section A, as a condition of issuance of a permit for the demolition of a building, the applicant shall be required to submit a site restoration plan. The plan shall be approved by the building official, city engineer, and zoning administrator before a permit for the removal of a building is issued.
- C. **Exemptions.** Notwithstanding any other provision of this article, the requirements set forth in section A of this article shall not apply to the following:
1. The demolition of a dwelling unit by the Brainerd Housing and Redevelopment Authority, the Brainerd Economic Development Authority, or Crow Wing County.
 2. The removal of any unsafe or hazardous structures by the City of Brainerd pursuant to its statutory authority.
 3. The demolition or relocation of any building owned by the City of Brainerd.
 4. Prior to the issuance of the demolition permit, the city building official determines that an exception is necessary because it is compelled by public safety due to an imminent hazardous condition requiring immediate demolition of the building.

SECTION TWO: All other provisions of Section 515-4 shall remain in full force and effect.

SECTION THREE: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2022

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2022

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Published: One Time – _____

NOTICE OF HEARING

The City of Brainerd Planning Commission will be conducting a public hearing to consider Proposed Ordinance No. 1539. The purpose of this ordinance amendment is to amend Section 515-4 of the Brainerd Zoning Code relating to General Building and Design Standards. The proposed ordinance would restrict the demolition of dwelling units in the TN-1, TN-2, CN-1, or CN-2 zoning districts unless conditions or exemptions listed in the proposed ordinance are applicable.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, November 16, 2022, in City Hall Council Chambers, 501 Laurel Street, Brainerd.

The public is invited to attend the hearing to offer input regarding Proposed Ordinance No. 1539. Any individual needing special accommodations please call (218) 828-2307.

Dated this 3rd day of November 2022

Publication Date: November 5th, 2022



James L. Kramvik
Community Development Director