CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, March 6th, 2023 @ 7:30pm

The public is invited to attend these meetings in person
Attend by phone **City Council**: 1-844-992-4726 Meeting Access Code: 2484 569 5639
Attend by phone **Personnel and Finance 7:00 PM** Committee: 1-844-992-4726 Meeting Access Code: 2498 083 1872

Attend by phone **Safety and Public Works 7:00 PM** Committee: 1-844-992-4726 Meeting Access Code: 2485 627 7652

Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV

1. **Call To Order**
2. **Roll Call**

   ____ T. Stenglein____ G. Johnson____ J. Czeczok____ M. O'Day

   ____ K. Stunek____ K. Terry ___ K. Bevans ____ Mayor Badeaux

3. **Pledge Of Allegiance**
4. **Approval Of Agenda - Voice Vote**
5. **Consent Calendar**

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

   A. **Approval Of Bills**

   Documents:

   030623 COUNCIL AP INV REGISTER.pdf

   B. **Approval Of Minutes**

   Documents:

   2023-02-21 CC Draft.pdf
   2023-02-27 CC Draft.pdf

   C. **Approval Of Licenses**

   Contractor Licenses

Documents:

20230306 Contractor Licenses.pdf

D. **Department Activity Reports**

Documents:

FD Report.pdf
HR Directors Report.pdf
PW Report.pdf

E. **Temporary On-Sale Liquor License Application- Submitted By Jackpine Brewery, For An Event To Be Held On March 24 & 25 At The Essentia Health Sports Center, 502 Jackson St, Brainerd**

F. **Minnesota Lawful Gambling Application For Exempt Permit- Submitted By Vigilant Guardians Veterans Motorcycle Club Inc. For An Event To Be Held At 1119 S 6th St On September 24, 2023**

G. **Approval Of Public Boxing Application- Submitted By Northern Pacific Center For An Event To Be Held At The NP Center, 1511 Northern Pacific Rd, On March 10th- Contingent On Police Chief And Fire Chief Authorization**

6. **Council Committee Reports**

A. **Safety And Public Works Committee 7:00 PM**
WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2485 627 7652

Documents:

03-06 SPW Agenda.pdf

1. Approve Event/Street Closure Application - CLC 5K

Documents:

SPW -Event Application - CLC 5K.pdf

2. Approve MnDNR Outdoor Recreation Grant Application

Documents:

SPW - MnDNR Outdoor Rec Grant.pdf

3. Adopt Resolution Formally Dedicating Park Lands

Documents:

SPW - Resolution Designating Parks.pdf

4. Adopt Resolution Removing On-Street Parking On Lum Park Road

   Documents:

   SPW - Lum Park Road No Parking.pdf

5. Approve Engineering Proposal For Buffalo Hills Gully Remediation Project

   Documents:

   SPW - Engineering Proposals - Buffalo Hills Gully Project.pdf

6. Approve Street Lighting Policy

   Documents:

   SPW - Street Lighting Policy.pdf

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

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2498 083 1872

Documents:

03-06 PF Agenda.pdf

1. Ratify The Hiring Of Police Officer Nathanael Peters

   Documents:

   PF -Hiring of Officer Peters.pdf

2. Update Regarding Police Chief Hiring Process

   Documents:

   PF -Police Chief Hiring Process 3_6_23.pdf

3. Approve Submittal Of Request For Reconsideration Of The City's 2023 Pay Equity Report

   Documents:

   PF - Reconsideration for Pay Equity Report.pdf

4. Update Regarding Classification And Compensation Study

   Documents:

   PF -Class and Comp Study 3_6_23.pdf

5. Request Council Rep For Work Group To Discuss Top Positions In BPU Department

   Documents:

   PF - Work Group Utilities Posit.pdf

6. Authorize Crow Wing Historical Society Donation Request

   Documents:

   PF - CWC Historical Society Request.pdf

7. Authorize Purchase Of CivicClerk Software

   Documents:

   PF - CivicClerk Software.pdf

8. Fire Contract Formula For 2024- Informational

   Documents:

   PF - 2024 Fire Assessment.pdf

7. **Unfinished Business**

A. **Final Reading And Public Hearing- Proposed Ordinance 1547 - Amending Section 320 Of The City Code - Administrative Citations**

   Documents:

   MA - ORD 1547.pdf

B. **Final Reading- Proposed Ordinance 1548 - Rezoning Parcel #41160504 To RL-1**

   Documents:

   MA - ORD 1548.pdf

C. **Call For Applicants - Informational**
   (Application information at ***www.ci.brainerd.mn.us/boards***)

   Mayor Recommended: (terms to expire on 12/31 of said year)

   Charter Commission – 2 terms (Expire 2026) 2 terms (Expire 2025)

   Rental Dwelling License Board of Appeals – 5 terms (Expire 2024)

   TAC-- 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)

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

Parking Commission-- 1 term (Expire 2026)

Planning Commission-- 1 term (Expire 2025)

8. **Public Forum**
   Time allocated for citizens to bring matters not on the agenda to the attention of the Council - Time limits may be imposed
9. **Staff Reports**
   (Verbal: Any Updates since Packet)
10. **Mayor's Report**
11. **Council Member Reports**
12. **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"

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:								
312742								
76206	ACE HARDWARE		02/15/2023	03/08/2023	11.68	11.68	Open	N
	PARK SUPPLIES - CLEANERS		pziemer					03/08/2023
	230-5200-42220	REPAIR & MAINT			11.68			
		Total for vendor 0011 - ACE HARDWARE:			11.68	11.68		
Vendor 2902 - ADVANCE AUTO PARTS:								
6574304781805								
76207	ADVANCE AUTO PARTS		02/16/2023	03/08/2023	57.28	57.28	Open	N
	TRUCK 160 COLLANT & PUSH TYPE RETAIN		pziemer					03/08/2023
	235-3100-42220	REPAIR & MAINT			57.28			
		Total for vendor 2902 - ADVANCE AUTO PARTS:			57.28	57.28		
Vendor 0533 - ALLEGRA:								
93596								
76262	ALLEGRA		02/21/2023	03/08/2023	862.68	862.68	Open	N
	CITY ENVELOPES QTY 7500		pziemer					03/08/2023
	101-1940-42200	OFFICE SUPPLIES			862.68			
93595								
76276	ALLEGRA		02/28/2023	03/08/2023	404.66	404.66	Open	N
	QTY 5000 LETTERHEAD		pziemer					03/08/2023
	101-1940-42200	OFFICE SUPPLIES			404.66			
		Total for vendor 0533 - ALLEGRA:			1,267.34	1,267.34		
Vendor 0039 - ARAMARK UNIFORM SERVICES:								
2530109327								
76210	ARAMARK UNIFORM SERVICES		02/16/2023	03/08/2023	124.87	124.87	Open	N
	RUGS AND OVERALLS		pziemer					03/08/2023
	235-3100-43430	MISCELLANEOUS			124.87			
2530111818								
76222	ARAMARK UNIFORM SERVICES		02/23/2023	03/08/2023	89.86	89.86	Open	N
	RUGS AND OVERALLS		pziemer					03/08/2023
	235-3100-43430	MISCELLANEOUS			89.86			
		Total for vendor 0039 - ARAMARK UNIFORM SERVICES:			214.73	214.73		
Vendor 3343 - ARROW MANAGEMENT:								
31223								
76314	ARROW MANAGEMENT		02/28/2023	03/08/2023	325.00	325.00	Open	N
	1306 OAK STREET SNOW ABATEMENT		pziemer					03/08/2023
	101-2400-43405	NUISANCES			325.00			
		Total for vendor 3343 - ARROW MANAGEMENT:			325.00	325.00		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 3859 - ASL INTERPRETING SERVICES INC:								
INV-00185-A								
76215	ASL INTERPRETING SERVICES INC		02/22/2023	03/08/2023	56.08	56.08	Open	N
	INTERPRETING SERVICES		pziemer					03/08/2023
	225-2120-43300	PROFESSIONAL SERVICES			56.08			
	Total for vendor 3859 - ASL INTERPRETING SERVICES INC:				56.08	56.08		
Vendor 3201 - BAYCOM INC:								
EQUIPINV_041843								
75730	BAYCOM INC		01/23/2023	03/08/2023	143.00	143.00	Open	N
	REPLACEMENT KEYBOARD FOR TOUGHBOOK		pziemer					03/08/2023
	Total for vendor 3201 - BAYCOM INC:				143.00	143.00		
Vendor 0603 - BNSF RAILWAY COMPANY:								
23002263								
76268	BNSF RAILWAY COMPANY		02/14/2023	03/08/2023	15,125.89	15,125.89	Open	N
	2023 PARKING LOT LEASE		pziemer					03/08/2023
	236-3180-43430	MISCELLANEOUS			11,344.42			
	236-0000-15510	PREPAID			3,781.47			
	Total for vendor 0603 - BNSF RAILWAY COMPANY:				15,125.89	15,125.89		
Vendor 0064 - BOYER TRUCKS :								
VIN 1392								
76261	BOYER TRUCKS		02/21/2023	03/08/2023	134,841.00	134,841.00	Open	N
	2024 WESTERN STAR 5KKHBPDV1RLUK1392		pziemer					03/08/2023
	400-9050-45530	CAPITAL - OTHER			134,841.00			
	Total for vendor 0064 - BOYER TRUCKS :				134,841.00	134,841.00		
Vendor 0078 - BRAINERD LAKES AREA DEV C:								
FEB 2023								
76409	BRAINERD LAKES AREA DEV C		03/01/2023	03/08/2023	2,916.67	2,916.67	Open	N
	FEB 23 ECONOMIC DEVELOPMENT CONSULTI		pziemer					03/08/2023
	295-6510-43300	PROFESSIONAL SERVICES			2,916.67			
	Total for vendor 0078 - BRAINERD LAKES AREA DEV C:				2,916.67	2,916.67		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:								
FEB 2023 COBRA								
76198	BRAINERD PUBLIC UTILITIES		02/21/2023	03/08/2023	75.55	75.55	Open	N
	REMIT FEB 2023 COBRA		pziemer					03/08/2023
	101-0000-14100	DUE FROM COMPONENT UNIT			75.55			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
FEMA							
76275	BRAINERD PUBLIC UTILITIES	02/28/2023	03/06/2023	35,099.57	35,099.57	Open	N
	FEMA REIMBURSEMENT - LABOR DAY 22 S	pziemer					03/08/2023
	101-0000-20850 DUE TO COMPONENT UNIT			35,099.57			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			35,175.12	35,175.12		
Vendor 0095 - BROCK WHITE CO LLC:							
1578770-00							
76324	BROCK WHITE CO LLC	02/09/2023	03/08/2023	10,012.50	10,012.50	Open	N
	CRAFCO BOX - QTY 11250 -ROADSAVER	pziemer					03/08/2023
	Total for vendor 0095 - BROCK WHITE CO LLC:			10,012.50	10,012.50		
Vendor 0102 - CANON FINANCIAL SERVICE:							
30063045							
76200	CANON FINANCIAL SERVICE	02/21/2023	03/08/2023	80.69	80.69	Open	N
	3/1/23-3/31/23 FD COPIER LEASE	pziemer					03/08/2023
	225-2220-43331 LEASED PAYMENTS			80.69			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			80.69	80.69		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/FEB23/CH							
76318	CENTERPOINT ENERGY	02/23/2023	03/08/2023	1,756.12	1,756.12	Open	N
	1/18/23-2/15/23 CITY HALL/ANNEX UTIL	pziemer					03/08/2023
	101-1940-43380 UTILITIES			1,045.80			
	101-1940-43380 UTILITIES			710.32			
92166-0/FEB23/STRTS							
76319	CENTERPOINT ENERGY	02/23/2023	03/08/2023	1,976.29	1,976.29	Open	N
	1/18/23-2/15/23 STREETS UTILITIES	pziemer					03/08/2023
	235-3100-43380 UTILITIES			1,976.29			
92166-0/FEB23/FD							
76320	CENTERPOINT ENERGY	02/23/2023	03/08/2023	1,196.43	1,196.43	Open	N
	1/18/23-2/15/23 FIRE DEPT UTILITIES	pziemer					03/08/2023
	225-2220-43380 UTILITIES			759.10			
	225-2220-43380 UTILITIES			437.33			
92166-0/FEB23/PD							
76321	CENTERPOINT ENERGY	02/23/2023	03/08/2023	487.06	487.06	Open	N
	1/18/23-2/15/23 POLICE DEPT UTILITIES	pziemer					03/08/2023
	225-2120-43380 UTILITIES			487.06			
92166-0/FEB23/LIB							
76322	CENTERPOINT ENERGY	02/23/2023	03/08/2023	1,486.74	1,486.74	Open	N
	1/18/23-2/15/23 LIBRARY UTILITIES	pziemer					03/08/2023

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	211-5500-43380	UTILITIES			1,486.74			
92166-0/FEB23/PARKS								
76323	CENTERPOINT ENERGY		02/23/2023	03/08/2023	414.71	414.71	Open	N
	1/18/23-2/15/23 PARKS UTILITIES		pziemer					03/08/2023
	230-5200-43380	UTILITIES			414.71			
	Total for vendor 0307 - CENTERPOINT ENERGY:				7,317.35	7,317.35		
Vendor 1333 - CHAMBERLAIN OIL COMPANY:								
423730-01								
76205	CHAMBERLAIN OIL COMPANY		02/15/2023	03/08/2023	16.36	16.36	Open	N
	PENETRATING OIL		pziemer					03/08/2023
	235-3125-42220	REPAIR & MAINT			16.36			
	Total for vendor 1333 - CHAMBERLAIN OIL COMPANY:				16.36	16.36		
Vendor 1688 - CUSTOM FIRE APPARATUS INC:								
0022216-IN								
76223	CUSTOM FIRE APPARATUS INC		02/23/2023	03/08/2023	546.94	546.94	Open	N
	LASER WELDING		pziemer					03/08/2023
	404-9055-45500	BUILDING CAPITAL			546.94			
	Total for vendor 1688 - CUSTOM FIRE APPARATUS INC:				546.94	546.94		
Vendor 3582 - DESETH, DARRIN:								
2/16/23								
76254	DESETH, DARRIN		02/16/2023	03/08/2023	198.34	198.34	Open	N
	REIMB MEALS/MILEAGE - CONTINUING EDU		pziemer					03/08/2023
	101-2400-43330	PROFESSIONAL DEVELOPMENT			198.34			
	Total for vendor 3582 - DESETH, DARRIN:				198.34	198.34		
Vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:								
FEB 2023								
76407	DESTINATION DOWNTOWN BRAINERD COALI		03/01/2023	03/08/2023	909.09	909.09	Open	N
	FEB 23 ECONOMIC DEVELOPMENT CONSULTI		pziemer					03/08/2023
	295-6510-43300	PROFESSIONAL SERVICES			909.09			
	Total for vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:				909.09	909.09		
Vendor 0674 - DIXON MECHANICAL ELECTRIC:								
6862								
76208	DIXON MECHANICAL ELECTRIC		02/16/2023	03/08/2023	341.85	341.85	Open	N
	TRUCK 109 STARTER ASSEMBLY		pziemer					03/08/2023
	235-3125-42220	REPAIR & MAINT			341.85			
	Total for vendor 0674 - DIXON MECHANICAL ELECTRIC:				341.85	341.85		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 1437 - DLT SOLUTIONS INC:								
5143694A								
76212	DLT SOLUTIONS INC		02/17/2023	03/08/2023	2,465.12	2,465.12	Open	N
	AUTODESK AECC SUBSC. - ENG		pziemer					03/08/2023
	101-1700-43309	COMPUTER TECHNICAL SUPPORT			1,643.41			
	101-0000-15500	PREPAID EXPENSE			821.71			
		Total for vendor 1437 - DLT SOLUTIONS INC:			2,465.12	2,465.12		
Vendor 1286 - EAST SIDE OIL COMPANY:								
R103701								
76258	EAST SIDE OIL COMPANY		02/17/2023	03/08/2023	150.00	150.00	Open	N
	OIL/FILTERS		pziemer					03/08/2023
	227-3230-43428	USED OIL RECYCLING EXPENSE			150.00			
		Total for vendor 1286 - EAST SIDE OIL COMPANY:			150.00	150.00		
Vendor 4170 - EMERGENCY TECHNICAL DECON:								
570								
76269	EMERGENCY TECHNICAL DECON		02/27/2023	03/08/2023	260.00	260.00	Open	N
	GEAR CLEANING		pziemer					03/08/2023
	225-2220-42250	PERSONAL PROTECTIVE GEAR			260.00			
		Total for vendor 4170 - EMERGENCY TECHNICAL DECON:			260.00	260.00		
Vendor 3800 - ENVIROTECH:								
68475/FD								
76272	ENVIROTECH		02/28/2023	03/08/2023	254.95	254.95	Open	N
	MAR 2023 FIRE DEPT JANITORIAL		pziemer					03/08/2023
	225-2220-43300	PROFESSIONAL SERVICES			254.95			
68475/PD								
76273	ENVIROTECH		02/28/2023	03/08/2023	1,344.39	1,344.39	Open	N
	MAR 2023 POLICE DEPT JANITORIAL		pziemer					03/08/2023
	225-2120-43300	PROFESSIONAL SERVICES			1,344.39			
68475/STRTS								
76274	ENVIROTECH		02/28/2023	03/08/2023	254.95	254.95	Open	N
	MAR 2023 STREETS DEPT JANITORIAL		pziemer					03/08/2023
	235-3100-43300	PROFESSIONAL SERVICES			254.95			
68475/CH								
76277	ENVIROTECH		02/28/2023	03/08/2023	1,890.71	1,890.71	Open	N
	MAR 2023 CITY HALL JANITORIAL		pziemer					03/08/2023
	101-1940-43300	PROFESSIONAL SERVICES			1,890.71			
		Total for vendor 3800 - ENVIROTECH:			3,745.00	3,745.00		
Vendor 3402 - FLEETPRIDE:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
105776892							
76209	FLEETPRIDE	02/17/2023	03/08/2023	31.78	31.78	Open	N
	LESS SALES TAX - TRUCK 109 5.88 DIA	pziemer					03/08/2023
	235-3125-42220 REPAIR & MAINT			31.78			
	Total for vendor 3402 - FLEETPRIDE:			31.78	31.78		
Vendor 3685 - GLEASON, TRAVIS:							
2/16/23							
76201	GLEASON, TRAVIS	02/16/2023	03/08/2023	306.25	306.25	Open	N
	LEADING BEYON COMP. TRNG - 2/14-2/16	pziemer					03/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			306.25			
	Total for vendor 3685 - GLEASON, TRAVIS:			306.25	306.25		
Vendor 0193 - GOODIN COMPANY:							
06633140-00							
76256	GOODIN COMPANY	02/17/2023	03/08/2023	198.00	198.00	Open	N
	GGP - REPLACEMENT FILTERS	pziemer					03/08/2023
	230-5200-42220 REPAIR & MAINT			198.00			
	Total for vendor 0193 - GOODIN COMPANY:			198.00	198.00		
Vendor 1913 - GRAND FORKS FIRE EQUIPMENT LLC:							
36245-ADDTL							
76224	GRAND FORKS FIRE EQUIPMENT LLC	02/22/2023	03/08/2023	1,081.00	1,081.00	Open	N
	QTY 2 PAIRS FF BOOTS	pziemer					03/08/2023
	225-2220-42250 PERSONAL PROTECTIVE GEAR			1,081.00			
	Total for vendor 1913 - GRAND FORKS FIRE EQUIPMENT LLC:			1,081.00	1,081.00		
Vendor 3050 - HILDI INC.:							
14442							
76315	HILDI INC.	02/23/2023	03/08/2023	3,950.00	3,950.00	Open	N
	ACTUARIAL VALUATION GASB 75	pziemer					03/08/2023
	101-9200-43300 PROFESSIONAL SERVICES			1,639.25			
	101-0000-14100 DUE FROM COMPONENT UNIT - BPU			1,702.45			
	101-0000-14100 DUE FROM COMPONENT UNIT - HRA			513.50			
	260-9020-43300 PROFESSIONAL SERVICES			94.80			
	Total for vendor 3050 - HILDI INC.:			3,950.00	3,950.00		
Vendor 0356 - HIRSHFIELD'S DECORATING:							
09297041							
76213	HIRSHFIELD'S DECORATING	02/16/2023	03/08/2023	83.83	83.83	Open	N
	PAINT SHOP SUPPLIES	pziemer					03/08/2023
	230-5200-42220 REPAIR & MAINT			83.83			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	Total for vendor 0356 - HIRSHFIELD'S DECORATING:			83.83	83.83		
Vendor MISC - JUAN HERNANDEZ MENDOZA:							
2/27/23							
76271	JUAN HERNANDEZ MENDOZA	02/27/2023	03/08/2023	50.00	50.00	Open	N
	REFUND OVERPAYMENT OF PARKING TICKET	pziemer					03/08/2023
	225-2120-35102 PARKING FINES			50.00			
	Total for vendor MISC - JUAN HERNANDEZ MENDOZA:			50.00	50.00		
Vendor 0220 - KENNEDY & GRAVEN:							
172771							
76257	KENNEDY & GRAVEN	02/16/2023	03/08/2023	66.00	66.00	Open	N
	SALE OF INDUSTRIAL PARK LOTS P&D	pziemer					03/08/2023
	295-0000-20600 DEPOSITS PAYABLE			66.00			
	Total for vendor 0220 - KENNEDY & GRAVEN:			66.00	66.00		
Vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:							
2/15/23							
76413	KITCHIGAMI REGIONAL LIBRARY - CC	02/15/2023	03/08/2023	316.70	316.70	Open	N
	1/12/23-2/15/23 REMIT LIB CC CHARGES	pziemer					03/08/2023
	211-0000-20800 DUE TO OTHER GOVT UNITS			316.70			
	Total for vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:			316.70	316.70		
Vendor 3960 - KNOWBE4 INC:							
INV239453							
76197	KNOWBE4 INC	02/21/2023	03/08/2023	1,753.60	1,753.60	Open	N
	KNOWBE4 7/29/23-7/28/24	pziemer					03/08/2023
	101-1800-43309 COMPUTER SUPPORT			730.67			
	101-0000-15510 PREPAID OTHER			1,022.93			
	Total for vendor 3960 - KNOWBE4 INC:			1,753.60	1,753.60		
Vendor 3799 - KRAMVIK, JAMES:							
2/3/23							
76392	KRAMVIK, JAMES	02/03/2023	03/08/2023	175.78	175.78	Open	N
	REIMB MILEAGE/MEALS -EHLERS FINANCE S	pziemer					03/08/2023
	101-2400-43330 PROFESSIONAL DEVELOPMENT			175.78			
	Total for vendor 3799 - KRAMVIK, JAMES:			175.78	175.78		
Vendor 3627 - LAKES AREA WILDLIFE CONTROL:							
FEB 2023							
76217	LAKES AREA WILDLIFE CONTROL	02/23/2023	03/08/2023	3,076.00	3,076.00	Open	N
	ANIMAL CONTROL CONTRACT FEB 23	pziemer					03/08/2023

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	225-2700-43300	PROFESSIONAL SERVICES			3,076.00			
	Total for vendor 3627 - LAKES AREA WILDLIFE CONTROL:				3,076.00	3,076.00		
Vendor 3674 - LEXIPOL, LLC:								
INVLEX14530								
76202	LEXIPOL, LLC		01/01/2023	03/08/2023	13,789.44	13,789.44	Open	N
	POLICY MANUALS & TRNG BULLETINS		pziemer					03/08/2023
	225-2120-43300	PROFESSIONAL SERVICES			6,320.16			
	225-2120-43330	PROFESSIONAL DEVELOPMENT			6,320.16			
	225-0000-15510	PREPAID OTHER			574.56			
	225-0000-15510	PREPAID OTHER			574.56			
	Total for vendor 3674 - LEXIPOL, LLC:				13,789.44	13,789.44		
Vendor 1753 - MARCO:								
INV10897844								
76211	MARCO		02/16/2023	03/08/2023	1,128.12	1,128.12	Open	N
	UNIFY IT - CITY HALL 2/19/23-3/18/23		pziemer					03/08/2023
	101-1800-43309	COMPUTER SUPPORT			1,128.12			
INV10921273/AIRPORT								
76219	MARCO		02/22/2023	03/08/2023	224.00	224.00	Open	N
	1/16/23-2/15/23 QTY 7 AIRPORT LICENSE		pziemer					03/08/2023
	260-9020-43309	COMPUTER SUPPORT			224.00			
INV10921273/IT								
76220	MARCO		02/22/2023	03/08/2023	2,280.00	2,280.00	Open	N
	MICROSOFT365 1/16/23-2/15/23		pziemer					03/08/2023
	101-1800-43309	COMPUTER SUPPORT			2,280.00			
INV10934619								
76270	MARCO		02/27/2023	03/08/2023	2,185.00	2,185.00	Open	N
	CISCO ISE-IPC IMPLEMENTATION		pziemer					03/08/2023
	101-1800-43300	PROFESSIONAL SERVICES			2,185.00			
INV10939799								
76395	MARCO		02/28/2023	03/08/2023	1,000.00	1,000.00	Open	N
	VLAN CREATION - POLICE/AIRPORT		pziemer					03/08/2023
	101-1800-43300	PROFESSIONAL SERVICES			500.00			
	260-9020-43300	PROFESSIONAL SERVICES			500.00			
INV10938629								
76396	MARCO		02/27/2023	03/08/2023	472.50	472.50	Open	N
	NETWORK SECURITY IMPROVEMENTS		pziemer					03/08/2023
	101-1800-43300	PROFESSIONAL SERVICES			472.50			
	Total for vendor 1753 - MARCO:				7,289.62	7,289.62		
Vendor 0247 - MED COMPASS INC:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
42831								
76214	MED COMPASS INC		02/08/2023	03/08/2023	125.00	125.00	Open	N
	ANNUAL FF EXAM		pziemer					03/08/2023
	225-2220-43300	PROFESSIONAL SERVICES			125.00			
42837								
76393	MED COMPASS INC		02/16/2023	03/08/2023	150.00	150.00	Open	N
	ANNUAL FF EXAM		pziemer					03/08/2023
	225-2220-43300	PROFESSIONAL SERVICES			150.00			
	Total for vendor 0247 - MED COMPASS INC:				275.00	275.00		
Vendor 0889 - MENARDS - BAXTER:								
91868								
76422	MENARDS - BAXTER		02/15/2023	03/08/2023	140.87	140.87	Open	N
	SUPPLIES - NEW PARKS SHOP		pziemer					03/08/2023
	230-5200-42220	REPAIR & MAINT			140.87			
91889								
76423	MENARDS - BAXTER		02/15/2023	03/08/2023	19.98	19.98	Open	N
	OFFICE - SHOP		pziemer					03/08/2023
	230-5200-42220	REPAIR & MAINT			19.98			
92261								
76424	MENARDS - BAXTER		02/22/2023	03/08/2023	190.61	190.61	Open	N
	OFFICE AT NEW SHOP		pziemer					03/08/2023
	230-5200-42220	REPAIR & MAINT			190.61			
91823								
76425	MENARDS - BAXTER		02/14/2023	03/08/2023	1,017.81	1,017.81	Open	N
	LUMBER- BUILDING WORKBENCHES AND SHE		pziemer					03/08/2023
	230-5200-42220	REPAIR & MAINT			1,017.81			
	Total for vendor 0889 - MENARDS - BAXTER:				1,369.27	1,369.27		
Vendor 0535 - MN DEPT OF HEALTH:								
FBL-34072-45021/2023								
76428	MN DEPT OF HEALTH		03/01/2023	03/08/2023	95.00	95.00	Open	N
	2023 JAYCEES PARK CONCESSIONS STAND		pziemer					03/08/2023
	230-5204-42210	OPERATING SUPPLIES			95.00			
FBL-32213-45021/2023								
76429	MN DEPT OF HEALTH		03/01/2023	03/08/2023	450.00	450.00	Open	N
	2023 BUFFALO HILLS PARK CONCESSION		pziemer					03/08/2023
	230-5204-42210	OPERATING SUPPLIES			450.00			
FBL-13733-15436/2023								
76430	MN DEPT OF HEALTH		03/01/2023	03/08/2023	450.00	450.00	Open	N
	2023 BANE PARK CONCESSIONS		pziemer					03/08/2023
	230-5204-42210	OPERATING SUPPLIES			450.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
FBL-13337-15436/2023								
76431	MN DEPT OF HEALTH		03/01/2023	03/08/2023	450.00	450.00	Open	N
	2023 MEMORIAL SOFTBALL CONCESSION		pziemer					03/08/2023
	230-5204-42210	OPERATING SUPPLIES			450.00			
MHP-20217-15436/2023								
76432	MN DEPT OF HEALTH		03/01/2023	03/08/2023	150.00	150.00	Open	N
	2023 LUM PARK CAMPGROUND		pziemer					03/08/2023
	230-5280-42210	OPERATING SUPPLIES			150.00			
	Total for vendor 0535 - MN DEPT OF HEALTH:				1,595.00	1,595.00		
Vendor 3168 - MOTORS-N-MORE:								
29710								
76203	MOTORS-N-MORE		02/20/2023	03/08/2023	933.85	933.85	Open	N
	SQD 432 - BRAKES AND WHEEL BEARINGS		pziemer					03/08/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			933.85			
29716								
76255	MOTORS-N-MORE		02/23/2023	03/08/2023	23.00	23.00	Open	N
	SQD 401 - OIL CHANGE		pziemer					03/08/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
	Total for vendor 3168 - MOTORS-N-MORE:				956.85	956.85		
Vendor 0469 - MUSCO SPORTS LIGHTING:								
404362								
76263	MUSCO SPORTS LIGHTING		02/17/2023	03/08/2023	17,022.00	17,022.00	Open	N
	SOFTBALL FIELDS LIGHTING		pziemer					03/08/2023
	400-9050-45530	CAPITAL - OTHER			17,022.00			
	Total for vendor 0469 - MUSCO SPORTS LIGHTING:				17,022.00	17,022.00		
Vendor 0273 - NAPA AUTO PARTS:								
582601								
76225	NAPA AUTO PARTS		02/17/2023	03/08/2023	165.86	165.86	Open	N
	T3 - NEW BATTERIES		pziemer					03/08/2023
	225-2220-42220	REPAIR & MAINT			165.86			
	Total for vendor 0273 - NAPA AUTO PARTS:				165.86	165.86		
Vendor 0736 - NORTHLAND FIRE PROTECTION:								
52612								
76317	NORTHLAND FIRE PROTECTION		02/21/2023	03/08/2023	61.85	61.85	Open	N
	RECHARGE FIRE EXTINGUISHERS		pziemer					03/08/2023
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES			61.85			
	Total for vendor 0736 - NORTHLAND FIRE PROTECTION:				61.85	61.85		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0284 - OFFICE SHOP:								
1124080-0								
76264	OFFICE SHOP		02/22/2023	03/08/2023	105.95	105.95	Open	N
	CHAIR MAT/OFFICE SUPPLIES		pziemer					03/08/2023
	230-5200-42200	OFFICE SUPPLIES			105.95			
325671-0								
76267	OFFICE SHOP		02/23/2023	03/08/2023	58.96	58.96	Open	N
	FD COPIER LEASE		pziemer					03/08/2023
	225-2220-43331	LEASED PAYMENTS			58.96			
1124446-0								
76426	OFFICE SHOP		03/02/2023	03/08/2023	67.95	67.95	Open	N
	OFFICE SUPPLIES - NEW PARKS SHOP		pziemer					03/08/2023
	230-5200-42200	OFFICE SUPPLIES			67.95			
	Total for vendor 0284 - OFFICE SHOP:				232.86	232.86		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:								
1647-179370								
76412	O'REILLY AUTOMOTIVE STORES INC.		02/28/2023	03/08/2023	11.99	11.99	Open	N
	SQD 436 - OIL		pziemer					03/08/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			11.99			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:				11.99	11.99		
Vendor 3413 - RATWIK, ROSZAK AND MALONEY:								
JAN 2023								
76394	RATWIK, ROSZAK AND MALONEY		02/01/2023	03/08/2023	5,081.14	5,081.14	Open	N
	JAN 23 RETAINER/SPECIAL SERVICES		pziemer					03/08/2023
	101-1610-43301	CITY ATTORNEY			3,375.14			
	101-0000-14100	DUE FROM COMPONENT UNIT			1,221.00			
	101-1610-43301	CITY ATTORNEY			246.50			
	101-0000-14100	DUE FROM COMPONENT UNIT			16.50			
	401-1919-43300	PROFESSIONAL SERVICES			222.00			
	Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:				5,081.14	5,081.14		
Vendor 3076 - RUFFRIDGE JOHNSON EQUIPMENT CO INC:								
IA24395								
76313	RUFFRIDGE JOHNSON EQUIPMENT CO INC		02/27/2023	03/08/2023	195.23	195.23	Open	N
	FIELD RAKES		pziemer					03/08/2023
	230-5200-42221	R&M-ATHLETIC FIELD MAINT			195.23			
	Total for vendor 3076 - RUFFRIDGE JOHNSON EQUIPMENT CO INC:				195.23	195.23		
Vendor 2916 - RUNDE, ANTHONY:								

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
2/17/23								
76216	RUNDE, ANTHONY		02/17/2023	03/08/2023	386.76	386.76	Open	N
	728 REIMBURSEMENT - LEADING BEYOND C		pziemer					03/08/2023
	225-2120-43300	PROFESSIONAL SERVICES			386.76			
	Total for vendor 2916 - RUNDE, ANTHONY:				386.76	386.76		
Vendor 1636 - SCR - NORTHERN BAXTER:								
W43417								
76406	SCR - NORTHERN BAXTER		02/27/2023	03/08/2023	898.00	898.00	Open	N
	HEATING MAINTENANCE		pziemer					03/08/2023
	211-5500-42220	REPAIR & MAINT			898.00			
W43452								
76411	SCR - NORTHERN BAXTER		02/28/2023	03/08/2023	615.55	615.55	Open	N
	VALVE/DAMPER REPAIRS		pziemer					03/08/2023
	211-5500-42220	REPAIR & MAINT			615.55			
	Total for vendor 1636 - SCR - NORTHERN BAXTER:				1,513.55	1,513.55		
Vendor 3612 - SEVERSON PORTER LAW:								
FEB 2023								
76218	SEVERSON PORTER LAW		02/23/2023	03/08/2023	18,333.33	18,333.33	Open	N
	FEB 23 PROSECUTION AGREEMENT		pziemer					03/08/2023
	225-2127-43310	MISDEMEANOR PROSECUTOR			18,333.33			
	Total for vendor 3612 - SEVERSON PORTER LAW:				18,333.33	18,333.33		
Vendor 3138 - ST. LOUIS MRO INC.:								
57332								
76316	ST. LOUIS MRO INC.		02/01/2023	03/08/2023	24.50	24.50	Open	N
	PRE-EMPLOYMENT - ENG		pziemer					03/08/2023
	101-1700-43300	PROFESSIONAL SERVICES			24.50			
	Total for vendor 3138 - ST. LOUIS MRO INC.:				24.50	24.50		
Vendor 2589 - STAPLES ADVANTAGE:								
3530442159								
76204	STAPLES ADVANTAGE		02/11/2023	03/08/2023	58.36	58.36	Open	N
	FILE BOXES		pziemer					03/08/2023
	225-2120-42200	OFFICE SUPPLIES			58.36			
	Total for vendor 2589 - STAPLES ADVANTAGE:				58.36	58.36		
Vendor 0322 - STREICHERS PROF EQUIP:								
I1618255								
76259	STREICHERS PROF EQUIP		02/20/2023	03/08/2023	1,316.40	1,316.40	Open	N
	724NP - INITIAL ISSUE - UNIFORMWEAR		pziemer					03/08/2023

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	225-2120-41113	UNIFORM ALLOWANCE			1,316.40			
I1618435								
76260	STREICHERS PROF EQUIP		02/21/2023	03/08/2023	168.97	168.97	Open	N
	724NP - INITIAL ISSUE - UNIFORMWEAR		pziemer					03/08/2023
	225-2120-41113	UNIFORM ALLOWANCE			168.97			
	Total for vendor 0322 - STREICHERS PROF EQUIP:				1,485.37	1,485.37		
Vendor 3838 - SWANSON HASKAMP CONSULTING:								
FEB 2023								
76410	SWANSON HASKAMP CONSULTING		03/01/2023	03/08/2023	2,916.67	2,916.67	Open	N
	FEB 23 ECONOMIC DEVELOPMENT CONSULTI		pziemer					03/08/2023
	295-6510-43300	PROFESSIONAL SERVICES			2,916.67			
	Total for vendor 3838 - SWANSON HASKAMP CONSULTING:				2,916.67	2,916.67		
Vendor MISC - TODD COUNT HEALTH & HUMAN SVCS:								
2/10/23								
76199	TODD COUNT HEALTH & HUMAN SVCS		02/10/2023	03/08/2023	40.00	40.00	Open	N
	TRANSIT INVOICE PYMNT RETURN		pziemer					03/08/2023
	203-0000-34920	COUNTER SALES			40.00			
	Total for vendor MISC - TODD COUNT HEALTH & HUMAN SVCS:				40.00	40.00		
Vendor 0329 - TOMS BACKHOE SERVICE INC:								
7321								
76427	TOMS BACKHOE SERVICE INC		02/28/2023	03/08/2023	16,781.43	16,781.43	Open	N
	2/23-2/24 DOWNTOWN SNOW REMOVAL		pziemer					03/08/2023
	235-3125-43402	DOWNTOWN SNOW REMOVAL			14,745.02			
	235-3125-43430	MISCELLANEOUS			2,036.41			
	Total for vendor 0329 - TOMS BACKHOE SERVICE INC:				16,781.43	16,781.43		
Vendor 0087 - VISIT BRAINERD:								
FEB 2023								
76408	VISIT BRAINERD		03/01/2023	03/08/2023	3,333.34	3,333.34	Open	N
	FEB 23 ECONOMIC DEVELOPMENT CONSULTI		pziemer					03/08/2023
	295-6510-43300	PROFESSIONAL SERVICES			3,333.34			
	Total for vendor 0087 - VISIT BRAINERD:				3,333.34	3,333.34		
Vendor 0344 - WASTE PARTNERS INC:								
32X98650								
76414	WASTE PARTNERS INC		02/28/2023	03/08/2023	144.35	144.35	Open	N
	FEB 23 CITY HALL WASTE REMOVAL		pziemer					03/08/2023
	101-1940-43380	UTILITIES			144.35			

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
32X98651								
76415	WASTE PARTNERS INC		02/28/2023	03/08/2023	189.54	189.54	Open	N
	FEB 23 DOWNTOWN WASTE REMOVAL		pziemer					03/08/2023
	401-1003-43300	PROFESSIONAL SERVICES			189.54			
32X98649								
76416	WASTE PARTNERS INC		02/28/2023	03/08/2023	105.30	105.30	Open	N
	FEB 23 FIRE DEPT WASTE REMOVAL		pziemer					03/08/2023
	225-2220-43380	UTILITIES			105.30			
32X98653								
76417	WASTE PARTNERS INC		02/28/2023	03/08/2023	64.35	64.35	Open	N
	FEB 23 WASTE OIL REMOVAL		pziemer					03/08/2023
	227-3230-43428	USED OIL RECYCLING EXPENSE			64.35			
32X98647								
76418	WASTE PARTNERS INC		02/28/2023	03/08/2023	456.30	456.30	Open	N
	FEB 23 PARKS WASTE REMOVAL		pziemer					03/08/2023
	230-5200-43380	UTILITIES			456.30			
32X98652								
76419	WASTE PARTNERS INC		02/28/2023	03/08/2023	124.45	124.45	Open	N
	FEB 23 PD WASTE REMOVAL		pziemer					03/08/2023
	225-2120-43380	UTILITIES			124.45			
32X98648								
76420	WASTE PARTNERS INC		02/28/2023	03/08/2023	99.45	99.45	Open	N
	FEB 23 STREETS WASTE REMOVAL		pziemer					03/08/2023
	235-3100-43380	UTILITIES			99.45			
	Total for vendor 0344 - WASTE PARTNERS INC:				1,183.74	1,183.74		
Vendor 0346 - WIDSETH SMITH NOLTING:								
222056								
76266	WIDSETH SMITH NOLTING		02/21/2023	03/08/2023	15,341.00	15,341.00	Open	N
	LUM PARK ROAD/BOAT LAUNCH THRU 2/10/2		pziemer					03/08/2023
	401-9030-43300-21:17	PROFESSIONAL SERVICES			15,341.00			
	Total for vendor 0346 - WIDSETH SMITH NOLTING:				15,341.00	15,341.00		
Vendor 1712 - WSB & ASSOCIATES:								
R-018999-000-17								
76265	WSB & ASSOCIATES		02/27/2023	03/08/2023	2,366.50	2,366.50	Open	N
	IMP 21:16 MSP LANDING TRAILHEAD JAN 2		pziemer					03/08/2023
	401-9030-43300-21:16	PROFESSIONAL SERVICES			2,366.50			
	Total for vendor 1712 - WSB & ASSOCIATES:				2,366.50	2,366.50		
Vendor 0354 - ZIEGLER, INC:								

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
SI000296435								
76221	ZIEGLER, INC		02/23/2023	03/08/2023	558.25	558.25	Open	N
	ATMOSPHERIC PRESSURE SENSOR REPAIR		pziemer					03/08/2023
	235-3125-42220	REPAIR & MAINT			558.25			
		Total for vendor 0354 - ZIEGLER, INC:			558.25	558.25		
PCard: 2257 U.S. BANK Card Holder: CITY HALL								
Vendor 3698 - AMAZON:								
2/2/23 - 2								
76328	AMAZON		02/02/2023	03/08/2023	216.64	216.64	Open	N
	AWS JAN 2023		pziemer					03/08/2023
	101-1800-43309	COMPUTER SUPPORT			216.64			
1/25/23								
76330	AMAZON		01/25/2023	03/08/2023	20.98	20.98	Open	N
	USB CHARGERS		pziemer					03/08/2023
	101-1800-43309	COMPUTER SUPPORT			20.98			
1/25/23 - 2								
76331	AMAZON		01/25/2023	03/08/2023	23.58	23.58	Open	N
	CLEANING SUPPLIES - IT EQUIP		pziemer					03/08/2023
	101-1800-42220	REPAIR & MAINT			23.58			
1/25/23 - 3								
76333	AMAZON		01/25/2023	03/08/2023	39.97	39.97	Open	N
	TONE GENERATOR/PROBE KIT		pziemer					03/08/2023
	101-1800-43309	COMPUTER SUPPORT			39.97			
2/1/23 - 2								
76334	AMAZON		02/01/2023	03/08/2023	129.99	129.99	Open	N
	QTY 2 A-FRAME SIGNS - PARKS		pziemer					03/08/2023
	230-5200-42210	OPERATING SUPPLIES			129.99			
1/31/23								
76335	AMAZON		01/31/2023	03/08/2023	59.99	59.99	Open	N
	UPS (REPLACEMENT)		pziemer					03/08/2023
	101-1800-42220	REPAIR & MAINT			59.99			
1/25/23 - 5								
76386	AMAZON		01/25/2023	03/08/2023	59.99	59.99	Open	N
	ATOMIC TIME CLOCK		pziemer					03/08/2023
		Total for vendor 3698 - AMAZON:			551.14	551.14		
Vendor 4191 - CROWNE PLAZA:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: CITY HALL								
2/1/23								
76391	CROWNE PLAZA		02/01/2023	03/08/2023	134.77	134.77	Open	N
	HOTEL STAY - CONFERENCE		pziemer					03/08/2023
	101-1400-43330	PROFESSIONAL DEVELOPMENT			134.77			
2/1/23 - 2								
76421	CROWNE PLAZA		02/02/2023	03/08/2023	134.77	134.77	Open	N
	REFUND REQ- DOUBLE CHARGE HOTEL STAY		pziemer					03/08/2023
	101-1400-43330	PROFESSIONAL DEVELOPMENT			134.77			
	Total for vendor 4191 - CROWNE PLAZA:				269.54	269.54		
Vendor 0133 - CWC RECORDER:								
2/24/23								
76325	CWC RECORDER		02/24/2023	03/08/2023	20.00	20.00	Open	N
	NOTARY RECORDING FEE - C.LAROSE		pziemer					03/08/2023
	101-1700-43433	DUES & SUBSCRIPTIONS			20.00			
2/24/23 - 2								
76336	CWC RECORDER		02/24/2023	03/08/2023	46.00	46.00	Open	N
	ALLEY VACATION, KINNEY, MY NEIGHBOR T		pziemer					03/08/2023
	101-1700-43350	PRINTING/LEGAL PUBLICATION			46.00			
	Total for vendor 0133 - CWC RECORDER:				66.00	66.00		
Vendor 4087 - DOUBLETREE BY HILTON:								
1/24/23								
76337	DOUBLETREE BY HILTON		01/24/2023	03/08/2023	477.57	477.57	Open	N
	HOTEL STAY - CONFERENCE		pziemer					03/08/2023
	101-1700-43330	PROFESSIONAL DEVELOPMENT			477.57			
	Total for vendor 4087 - DOUBLETREE BY HILTON:				477.57	477.57		
Vendor 3983 - EMBASSY SUITES:								
2/2/23								
76327	EMBASSY SUITES		02/02/2023	03/08/2023	368.95	368.95	Open	N
	HOTEL FOR CONFERENCE J.KRAMVIK		pziemer					03/08/2023
	101-2400-43330	PROFESSIONAL DEVELOPMENT			368.95			
2/2/23 - 2								
76390	EMBASSY SUITES		02/02/2023	03/08/2023	59.46	59.46	Open	N
	TRAINING - MEAL EXPENSE		pziemer					03/08/2023
	101-2400-43330	PROFESSIONAL DEVELOPMENT			29.73			
	101-1400-43330	PROFESSIONAL DEVELOPMENT			29.73			
	Total for vendor 3983 - EMBASSY SUITES:				428.41	428.41		

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: CITY HALL								
Vendor 4192 - MARRIOTT:								
2/16/23								
76329	MARRIOTT		02/14/2023	03/08/2023	291.78	291.78	Open	N
	DESETH - HOTEL STAY CONFERENCE		pziemer					03/08/2023
	101-2400-43330	PROFESSIONAL DEVELOPMENT			291.78			
		Total for vendor 4192 - MARRIOTT:			291.78	291.78		
Vendor 0267 - MN POLLUTION CONTROL AGENCY:								
2/23/23								
76326	MN POLLUTION CONTROL AGENCY		02/23/2023	03/08/2023	408.60	408.60	Open	N
	21-12 PERMIT - NORTH BRAINERD		pziemer					03/08/2023
	401-9030-43350-21:12	LEGAL PUBLICATIONS			408.60			
		Total for vendor 0267 - MN POLLUTION CONTROL AGENCY:			408.60	408.60		
Vendor 4194 - VM WARE:								
2/3/23								
76385	VM WARE		02/03/2023	03/08/2023	686.77	686.77	Open	N
	DRI VMWARE		pziemer					03/08/2023
	101-1800-43309	COMPUTER SUPPORT			686.77			
		Total for vendor 4194 - VM WARE:			686.77	686.77		
Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:								
2/18/23								
76332	ZOOM VIDEO COMMUNICATIONS		02/18/2023	03/08/2023	29.98	29.98	Open	N
	ZOOM 2/18/23-3/17/23		pziemer					03/08/2023
	101-1800-43309	COMPUTER SUPPORT			29.98			
		Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:			29.98	29.98		
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL					3,209.79	3,209.79		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: FIRE							
Vendor 3698 - AMAZON:							
2/15/23							
76281	AMAZON	02/15/2023	03/08/2023	30.38	30.38	Open	N
	QTY 2 RED CLOTH HOCKEY TAPE	pziemer					03/08/2023
	225-2220-42210 OPERATING SUPPLIES			30.38			
2/15/23 - 2							
76282	AMAZON	02/15/2023	03/08/2023	167.99	167.99	Open	N
	HOSE QUICK CONNECTOR	pziemer					03/08/2023
	225-2220-42210 OPERATING SUPPLIES			167.99			
	Total for vendor 3698 - AMAZON:			198.37	198.37		
Vendor 4174 - FIREHOSEDIRECT:							
1/24/23 - 2							
76286	FIREHOSEDIRECT	01/24/2023	03/08/2023	(233.26)	(233.26)	Open	N
	RETURN HYDRANT GATE VALVE	pziemer					03/08/2023
	404-9055-45500 BUILDING CAPITAL			(233.26)			
	Total for vendor 4174 - FIREHOSEDIRECT:			(233.26)	(233.26)		
Vendor 2895 - FIRESTORE ONLINE INC.:							
1/24/23							
76283	FIRESTORE ONLINE INC.	01/24/2023	03/08/2023	82.13	82.13	Open	N
	E23 HYDRANT BAG	pziemer					03/08/2023
	404-9055-45500 BUILDING CAPITAL			82.13			
1/27/23							
76284	FIRESTORE ONLINE INC.	01/27/2023	03/08/2023	896.83	896.83	Open	N
	E23 HYDRANT VALVE, SWIVEL, WRENCHES	pziemer					03/08/2023
	404-9055-45500 BUILDING CAPITAL			896.83			
	Total for vendor 2895 - FIRESTORE ONLINE INC.:			978.96	978.96		
Vendor 3719 - FLEET FARM:							
1/25/23							
76289	FLEET FARM	01/25/2023	03/08/2023	43.53	43.53	Open	N
	GASKET BOX, BUNGEE CORDS	pziemer					03/08/2023
	225-2220-42210 OPERATING SUPPLIES			43.53			
	Total for vendor 3719 - FLEET FARM:			43.53	43.53		
Vendor 2989 - HOME DEPOT:							
1/25/23							
76278	HOME DEPOT	01/25/2023	03/08/2023	139.94	139.94	Open	N
	TOTE/MALLET/BROOM/CABLE CUTTER	pziemer					03/08/2023

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: FIRE								
	225-2220-42210	OPERATING SUPPLIES			139.94			
2/2/23								
76279	HOME DEPOT		02/02/2023	03/08/2023	24.54	24.54	Open	N
	BROOM/WINDEX		pziemer					03/08/2023
	225-2220-42210	OPERATING SUPPLIES			24.54			
		Total for vendor 2989 - HOME DEPOT:			164.48	164.48		
Vendor 4189 - NORTHERN TOOL:								
2/1/23								
76285	NORTHERN TOOL		02/01/2023	03/08/2023	1,399.99	1,399.99	Open	N
	NORTHSTAR PRESSURE WASHER		pziemer					03/08/2023
	225-2220-42210	OPERATING SUPPLIES			1,399.99			
		Total for vendor 4189 - NORTHERN TOOL:			1,399.99	1,399.99		
Vendor 3885 - THE UPS STORE:								
2/14/23								
76280	THE UPS STORE		02/14/2023	03/08/2023	19.57	19.57	Open	N
	SHIPPING FOR RETURN HYDRANT		pziemer					03/08/2023
	404-9055-45500	BUILDING CAPITAL			19.57			
		Total for vendor 3885 - THE UPS STORE:			19.57	19.57		
Total PCard: 2257 U.S. BANK Card Holder: FIRE					2,571.64	2,571.64		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
Vendor 3698 - AMAZON:							
1/23/23							
76397	AMAZON	01/23/2023	03/08/2023	15.66	15.66	Open	N
	LINER - YOUTH PROGRAMMING SUPPLIES	pziemer					03/08/2023
	211-5501-43430 MISC - SPECIFIED DONATION USE			15.66			
1/23/23 - 2							
76398	AMAZON	01/23/2023	03/08/2023	43.77	43.77	Open	N
	CALCULATOR, YOUTH PROGRAMMING SUPPLIE	pziemer					03/08/2023
	211-5501-43430 MISC - SPECIFIED DONATION USE			43.77			
2/7/23							
76401	AMAZON	02/07/2023	03/08/2023	14.90	14.90	Open	N
	CHALK MARKERS	pziemer					03/08/2023
	211-5500-42200 OFFICE SUPPLIES			14.90			
2/6/23							
76402	AMAZON	02/06/2023	03/08/2023	47.66	47.66	Open	N
	POWER STRIP - YOUTH PROGRAMMING SUPPI	pziemer					03/08/2023
	211-5501-43430 MISC - SPECIFIED DONATION USE			47.66			
2/7/23 - 2							
76403	AMAZON	02/07/2023	03/08/2023	6.98	6.98	Open	N
	CHALK MARKERS	pziemer					03/08/2023
	211-5500-42200 OFFICE SUPPLIES			6.98			
2/23/23							
76405	AMAZON	02/23/2023	03/08/2023	46.84	46.84	Open	N
	CLEANING SUPPLIES	pziemer					03/08/2023
	211-5500-42220 REPAIR & MAINT			46.84			
	Total for vendor 3698 - AMAZON:			175.81	175.81		
Vendor 0160 - DEMCO INC:							
2/17/23							
76404	DEMCO INC	02/17/2023	03/08/2023	200.92	200.92	Open	N
	LIBRARY DISPLAY & YOUTH PROGRAMMING S	pziemer					03/08/2023
	211-5501-43430 MISC - SPECIFIED DONATION USE			200.92			
	Total for vendor 0160 - DEMCO INC:			200.92	200.92		
Vendor MISC - MAILCHIMP:							
2/4/23							
76399	MAILCHIMP	02/04/2023	03/08/2023	39.50	39.50	Open	N
	EMAIL PROGRAM SUBSCRIPTION	pziemer					03/08/2023
	211-5500-43430 MISCELLANEOUS			39.50			
	Total for vendor MISC - MAILCHIMP:			39.50	39.50		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
Vendor 3730 - TARGET:							
2/6/23 76400	TARGET JANITORIAL & YOUTH PROGRAMMING SUPPL	02/06/2023 pziemer	03/08/2023	15.07	15.07	Open	N 03/08/2023
	211-5500-42220	REPAIR & MAINT		4.69			
	211-5501-43430	MISC - SPECIFIED DONATION USE		10.38			
		Total for vendor 3730 - TARGET:		15.07	15.07		
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				431.30	431.30		

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: PARKS								
Vendor 3711 - COSTCO:								
2/10/23								
76288*	COSTCO		02/10/2023	03/08/2023	13.79	13.79	Open	N
	SKATING PARTY SUPPLIES/DONATION USED		pziemer					03/08/2023
	230-0000-36230	CONTRIBUTIONS & DONATIONS			(173.00)			
	230-5211-42210	OPERATING SUPPLIES			13.79			
	230-5211-42210	OPERATING SUPPLIES			173.00			
		Total for vendor 3711 - COSTCO:			13.79	13.79		
Vendor 3700 - DOLLAR TREE:								
2/10/23								
76287	DOLLAR TREE		02/10/2023	03/08/2023	40.00	40.00	Open	N
	SKATING PARTY SUPPLIES		pziemer					03/08/2023
	230-5211-42210	OPERATING SUPPLIES			40.00			
		Total for vendor 3700 - DOLLAR TREE:			40.00	40.00		
Total PCard: 2257 U.S. BANK Card Holder: PARKS					53.79	53.79		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE								
Vendor 2902 - ADVANCE AUTO PARTS:								
2/8/23								
76366	ADVANCE AUTO PARTS		02/08/2023	03/08/2023	12.00	12.00	Open	N
	GLASS CLEANER		pziemer					03/08/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			12.00			
2/8/23 - 2								
76367	ADVANCE AUTO PARTS		02/08/2023	03/08/2023	26.94	26.94	Open	N
	WINDSHEILD WASHER FLUID		pziemer					03/08/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			26.94			
		Total for vendor 2902 - ADVANCE AUTO PARTS:			38.94	38.94		
Vendor 3699 - AED SUPERSTORE:								
2/8/23								
76368	AED SUPERSTORE		02/08/2023	03/08/2023	190.74	190.74	Open	N
	WALLMOUNT AED		pziemer					03/08/2023
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES			190.74			
		Total for vendor 3699 - AED SUPERSTORE:			190.74	190.74		
Vendor 3698 - AMAZON:								
1/25/23 - 4								
76338	AMAZON		01/25/2023	03/08/2023	136.93	136.93	Open	N
	FLASH DRIVES		pziemer					03/08/2023
	225-2120-42210	OPERATING SUPPLIES			136.93			
1/26/23								
76345	AMAZON		01/26/2023	03/08/2023	31.99	31.99	Open	N
	FLASH DRIVES		pziemer					03/08/2023
	225-2120-42210	OPERATING SUPPLIES			31.99			
		Total for vendor 3698 - AMAZON:			168.92	168.92		
Vendor 0079 - BRAINERD LICENSE OFFICE:								
2/10/23								
76369	BRAINERD LICENSE OFFICE		02/10/2023	03/08/2023	58.42	58.42	Open	N
	SQD 444 - TITLE TRANSFER		pziemer					03/08/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			58.42			
		Total for vendor 0079 - BRAINERD LICENSE OFFICE:			58.42	58.42		
Vendor 4156 - CALIBRE PRESS:								
1/26/23								
76347	CALIBRE PRESS		01/26/2023	03/08/2023	359.00	359.00	Open	N
	710RB - WOMEN IN COMMAND		pziemer					03/08/2023

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE								
	225-2120-43330	PROFESSIONAL DEVELOPMENT			359.00			
		Total for vendor 4156 - CALIBRE PRESS:			359.00	359.00		
Vendor 0900 - CUB FOODS - BRAINERD:								
2/23/23								
76382	CUB FOODS - BRAINERD		02/23/2023	03/08/2023	24.97	24.97	Open	N
	PLATES/NAPKINS		pziemer					03/08/2023
	225-2120-42210	OPERATING SUPPLIES			24.97			
		Total for vendor 0900 - CUB FOODS - BRAINERD:			24.97	24.97		
Vendor 3438 - DAHLHEIMER BEVERAGE:								
2/15/23								
76387	DAHLHEIMER BEVERAGE		02/15/2023	03/08/2023	28.10	28.10	Open	N
	SQUAD WASH		pziemer					03/08/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			28.10			
		Total for vendor 3438 - DAHLHEIMER BEVERAGE:			28.10	28.10		
Vendor 4193 - DEFI TRAINING:								
2/15/23								
76374	DEFI TRAINING		02/15/2023	03/08/2023	600.00	600.00	Open	N
	712 - CELLULAR PHONES, TECH, & MAPPI		pziemer					03/08/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT			600.00			
2/21/23								
76383	DEFI TRAINING		02/21/2023	03/08/2023	150.00	150.00	Open	N
	714 - INTRO TO CELLULAR PHONES & DAT		pziemer					03/08/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT			150.00			
		Total for vendor 4193 - DEFI TRAINING:			750.00	750.00		
Vendor 4054 - FACEBOOK:								
2/2/23								
76360	FACEBOOK		02/02/2023	03/08/2023	68.40	68.40	Open	N
	POLICE OFFICER EMPLOYMENT ADS		pziemer					03/08/2023
	225-2120-43350	PRINTING/LEGAL PUBLICATION			68.40			
		Total for vendor 4054 - FACEBOOK:			68.40	68.40		
Vendor 3719 - FLEET FARM:								
2/17/23								
76375	FLEET FARM		02/17/2023	03/08/2023	9.95	9.95	Open	N
	TRAINING SUPPLIES		pziemer					03/08/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT			9.95			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
2/17/23 - 2							
76376	FLEET FARM	02/17/2023	03/08/2023	10.73	10.73	Open	N
	TRAINING SUPPLIES ORIGINAL PURCHASE	pziemer					03/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			10.73			
2/17/23 - 3							
76377	FLEET FARM	02/17/2023	03/08/2023	(10.73)	(10.73)	Open	N
	CREDIT - TRAINING SUPPLIES - SALES TA	pziemer					03/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			(10.73)			
	Total for vendor 3719 - FLEET FARM:			9.95	9.95		
Vendor 3945 - IAPE:							
2/22/23							
76380	IAPE	02/22/2023	03/08/2023	320.00	320.00	Open	N
	M. HALVERSON IAPE PROPERTY/EVIDENCE I	pziemer					03/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			320.00			
	Total for vendor 3945 - IAPE:			320.00	320.00		
Vendor 0719 - INT'L ASSOC OF CHIEF OF POLICE:							
1/25/23							
76341	INT'L ASSOC OF CHIEF OF POLICE	01/25/2023	03/08/2023	190.00	190.00	Open	N
	702JD - IACP MEMBERSHIP FEE	pziemer					03/08/2023
	225-2120-43433 DUES & SUBSCRIPTIONS			190.00			
	Total for vendor 0719 - INT'L ASSOC OF CHIEF OF POLICE:			190.00	190.00		
Vendor 3065 - JIMMY JOHN'S #989:							
1/26/23							
76348	JIMMY JOHN'S #989	01/26/2023	03/08/2023	39.85	39.85	Open	N
	OFFICER INTERVIEW PANEL	pziemer					03/08/2023
	225-2120-43430 MISCELLANEOUS			39.85			
	Total for vendor 3065 - JIMMY JOHN'S #989:			39.85	39.85		
Vendor 2392 - MENARDS:							
2/1/23							
76359	MENARDS	02/01/2023	03/08/2023	16.07	16.07	Open	N
	TRAINING SUPPLIES	pziemer					03/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			16.07			
2/3/23							
76363	MENARDS	02/03/2023	03/08/2023	(1.17)	(1.17)	Open	N
	REFUND SALES TAX FROM 2/1/23 PURCHASE	pziemer					03/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			(1.17)			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
2/22/23							
76378	MENARDS	02/22/2023	03/08/2023	14.90	14.90	Open	N
	TRAINING SUPPLIES	pziemer					03/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			14.90			
	Total for vendor 2392 - MENARDS:			29.80	29.80		
Vendor 3234 - MID-STATES ORGANIZED CRIME INFO:							
1/23/23							
76342	MID-STATES ORGANIZED CRIME INFO	01/23/2023	03/08/2023	150.00	150.00	Open	N
	2023 MEMBERSHIP FEE	pziemer					03/08/2023
	225-2120-43433 DUES & SUBSCRIPTIONS			150.00			
	Total for vendor 3234 - MID-STATES ORGANIZED CRIME INFO:			150.00	150.00		
Vendor 2734 - MINNESOTA SHERIFF'S ASSOCIATION:							
1/25/23							
76343	MINNESOTA SHERIFF'S ASSOCIATION	01/25/2023	03/08/2023	175.00	175.00	Open	N
	703MK - ADVANCED GUN LAWS	pziemer					03/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			175.00			
	Total for vendor 2734 - MINNESOTA SHERIFF'S ASSOCIATION:			175.00	175.00		
Vendor 0260 - MN BUREAU OF CRIM APPREHENSION:							
1/25/23							
76339	MN BUREAU OF CRIM APPREHENSION	01/25/2023	03/08/2023	250.00	250.00	Open	N
	720TG - LEADING BEYOND COMPLIANCE	pziemer					03/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			250.00			
1/25/23 - 2							
76340	MN BUREAU OF CRIM APPREHENSION	01/25/2023	03/08/2023	250.00	250.00	Open	N
	728TR - LEADING BEYOND COMPLIANCE	pziemer					03/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			250.00			
1/26/23							
76346	MN BUREAU OF CRIM APPREHENSION	01/26/2023	03/08/2023	75.00	75.00	Open	N
	720TG - DMT RECERT TRNG	pziemer					03/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			75.00			
1/31/23							
76358	MN BUREAU OF CRIM APPREHENSION	01/31/2023	03/08/2023	75.00	75.00	Open	N
	710RB - DMT RECERT	pziemer					03/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			75.00			
2/14/23							
76373	MN BUREAU OF CRIM APPREHENSION	02/14/2023	03/08/2023	75.00	75.00	Open	N
	714 - DMT RECERT	pziemer					03/08/2023

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE								
	225-2120-43330	PROFESSIONAL DEVELOPMENT			75.00			
2/21/23								
76388	MN BUREAU OF CRIM APPREHENSION		02/21/2023	03/08/2023	225.00	225.00	Open	N
	714 - CANAM CONFERENCE		pziemer					03/08/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT			225.00			
	Total for vendor 0260 - MN BUREAU OF CRIM APPREHENSION:				950.00	950.00		
Vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:								
1/26/23								
76349	MN STATE COLLEGES & UNIVERSITIES		01/26/2023	03/08/2023	196.00	196.00	Open	N
	M HALVERSON - ADOBE & EXCEL		pziemer					03/08/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT			196.00			
1/27/23								
76351	MN STATE COLLEGES & UNIVERSITIES		01/27/2023	03/08/2023	98.00	98.00	Open	N
	A. KORTE - EXCEL TRAINING MODULES		pziemer					03/08/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT			98.00			
1/27/23 - 2								
76352	MN STATE COLLEGES & UNIVERSITIES		01/27/2023	03/08/2023	98.00	98.00	Open	N
	A. TIMMONS - OUTLOOK AND ADOBE TRAIN		pziemer					03/08/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT			98.00			
1/30/23								
76353	MN STATE COLLEGES & UNIVERSITIES		01/30/2023	03/08/2023	49.00	49.00	Open	N
	C. JENSEN - WORD TRAINING MODULE		pziemer					03/08/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT			49.00			
1/30/23 - 2								
76354	MN STATE COLLEGES & UNIVERSITIES		01/30/2023	03/08/2023	49.00	49.00	Open	N
	C. JENSEN - EXCEL TRAINING MODULE		pziemer					03/08/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT			49.00			
2/7/23								
76365	MN STATE COLLEGES & UNIVERSITIES		02/07/2023	03/08/2023	(49.00)	(49.00)	Open	N
	CREDIT - CANCELLED EXCEL TRNG MODULE		pziemer					03/08/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT			(49.00)			
2/22/23								
76379	MN STATE COLLEGES & UNIVERSITIES		02/22/2023	03/08/2023	98.00	98.00	Open	N
	M. HALVERSON MSFT WORD TRNG MODULES		pziemer					03/08/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT			98.00			
	Total for vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:				539.00	539.00		
Vendor MISC - MULTI REGIONAL TRAINING CENTER:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE								
1/30/23								
76355	MULTI REGIONAL TRAINING CENTER		01/30/2023	03/08/2023	187.50	187.50	Open	N
	CPR CARDS - DEPT		pziemer					03/08/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT			187.50			
	Total for vendor MISC - MULTI REGIONAL TRAINING CENTER:				187.50	187.50		
Vendor 1736 - SCHROEDER'S TV & APPLIANCE:								
1/25/23								
76344	SCHROEDER'S TV & APPLIANCE		01/25/2023	03/08/2023	1,030.64	1,030.64	Open	N
	REFRIGERATOR		pziemer					03/08/2023
	400-9050-45530	CAPITAL - OTHER			1,030.64			
	Total for vendor 1736 - SCHROEDER'S TV & APPLIANCE:				1,030.64	1,030.64		
Vendor 0497 - SIRCHIE FINGER PRINT LABORATORIES, :								
2/13/23								
76372	SIRCHIE FINGER PRINT LABORATORIES,		02/13/2023	03/08/2023	411.02	411.02	Open	N
	EVIDENCE SUPPLIES		pziemer					03/08/2023
	225-2120-42210	OPERATING SUPPLIES			411.02			
	Total for vendor 0497 - SIRCHIE FINGER PRINT LABORATORIES, :				411.02	411.02		
Vendor 3703 - TRANSUNION RISK:								
2/1/23								
76362	TRANSUNION RISK		02/01/2023	03/08/2023	75.00	75.00	Open	N
	INVESTIGATIONS & PARKING TKT COLLECT		pziemer					03/08/2023
	225-2120-42210	OPERATING SUPPLIES			75.00			
	Total for vendor 3703 - TRANSUNION RISK:				75.00	75.00		
Vendor 3697 - USPS:								
1/26/23								
76350	USPS		01/26/2023	03/08/2023	5.50	5.50	Open	N
	POSTAGE		pziemer					03/08/2023
	225-2120-43322	POSTAGE			5.50			
1/30/23								
76356	USPS		01/30/2023	03/08/2023	4.85	4.85	Open	N
	POSTAGE		pziemer					03/08/2023
	225-2120-43322	POSTAGE			4.85			
1/30/23 - 2								
76357	USPS		01/30/2023	03/08/2023	4.85	4.85	Open	N
	POSTAGE		pziemer					03/08/2023
	225-2120-43322	POSTAGE			4.85			

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE								
2/2/23								
76361	USPS		02/02/2023	03/08/2023	1.98	1.98	Open	N
	POSTAGE		pziemer					03/08/2023
	225-2120-43322	POSTAGE			1.98			
2/6/23								
76364	USPS		02/06/2023	03/08/2023	4.85	4.85	Open	N
	POSTAGE		pziemer					03/08/2023
	225-2120-43322	POSTAGE			4.85			
2/8/23								
76370	USPS		02/08/2023	03/08/2023	10.55	10.55	Open	N
	POSTAGE		pziemer					03/08/2023
	225-2120-43322	POSTAGE			10.55			
2/13/23								
76371	USPS		02/13/2023	03/08/2023	11.75	11.75	Open	N
	POSTAGE		pziemer					03/08/2023
	225-2120-43322	POSTAGE			11.75			
2/22/23								
76381	USPS		02/22/2023	03/08/2023	5.50	5.50	Open	N
	POSTAGE		pziemer					03/08/2023
	225-2120-43322	POSTAGE			5.50			
2/24/23								
76384	USPS		02/24/2023	03/08/2023	9.70	9.70	Open	N
	POSTAGE		pziemer					03/08/2023
	225-2120-43322	POSTAGE			9.70			
		Total for vendor 3697 - USPS:			59.53	59.53		
Total PCard: 2257 U.S. BANK Card Holder: POLICE					5,854.78	5,854.78		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: STREETS								
Vendor MISC - LOGO SPORTSWEAR:								
2/21/23								
76389	LOGO SPORTSWEAR		02/21/2023	03/08/2023	382.35	382.35	Open	N
	HI-VIS HATS - STREETS		pziemer					03/08/2023
	235-3170-42220	REPAIR & MAINT			382.35			
	Total for vendor MISC - LOGO SPORTSWEAR:				382.35	382.35		
Total PCard: 2257 U.S. BANK Card Holder: STREETS					382.35	382.35		

# of Invoices:	182	# Due: 182	Totals:	352,432.69	352,432.69
# of Credit Memos:	4	# Due: 4	Totals:	(294.16)	(294.16)
Net of Invoices and Credit Memos:				352,138.53	352,138.53

* 1 Net Invoices have Credits Totalling: (173.00)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	3,529.00
101-0000-15500	PREPAID EXPENSE	821.71
101-0000-15510	PREPAID OTHER	1,022.93
101-0000-20850	DUE TO COMPONENT UNIT	35,099.57
101-1400-43330	PROFESSIONAL DEVELOPMENT	299.27
101-1610-43301	CITY ATTORNEY	3,621.64
101-1700-43300	PROFESSIONAL SERVICES	24.50
101-1700-43309	COMPUTER TECHNICAL SUPPORT	1,643.41
101-1700-43330	PROFESSIONAL DEVELOPMENT	477.57
101-1700-43350	PRINTING/LEGAL PUBLICATION	46.00
101-1700-43433	DUES & SUBSCRIPTIONS	20.00
101-1800-42220	REPAIR & MAINT	83.57
101-1800-43300	PROFESSIONAL SERVICES	3,157.50
101-1800-43309	COMPUTER SUPPORT	5,133.13
101-1940-42200	OFFICE SUPPLIES	1,267.34
101-1940-43300	PROFESSIONAL SERVICES	1,890.71
101-1940-43380	UTILITIES	1,900.47
101-2400-43330	PROFESSIONAL DEVELOPMENT	1,064.58
101-2400-43405	NUISANCES	325.00
101-9200-43300	PROFESSIONAL SERVICES	1,639.25
203-0000-34920	COUNTER SALES	40.00
211-0000-20800	DUE TO OTHER GOVT UNITS	316.70
211-5500-42200	OFFICE SUPPLIES	21.88
211-5500-42220	REPAIR & MAINT	1,565.08
211-5500-43380	UTILITIES	1,486.74
211-5500-43430	MISCELLANEOUS	39.50
211-5501-43430	MISC - SPECIFIED DONATION USE	318.39
225-0000-15510	PREPAID OTHER	1,149.12
225-2120-35102	PARKING FINES	50.00
225-2120-41113	UNIFORM ALLOWANCE	1,485.37
225-2120-42200	OFFICE SUPPLIES	58.36
225-2120-42209	SAFETY EQUIPMENT SUPPLIES	252.59

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	225-2120-42210	OPERATING SUPPLIES			679.91			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			1,094.30			
	225-2120-43300	PROFESSIONAL SERVICES			8,107.39			
	225-2120-43322	POSTAGE			59.53			
	225-2120-43330	PROFESSIONAL DEVELOPMENT			9,946.66			
	225-2120-43350	PRINTING/LEGAL PUBLICATION			68.40			
	225-2120-43380	UTILITIES			611.51			
	225-2120-43430	MISCELLANEOUS			39.85			
	225-2120-43433	DUES & SUBSCRIPTIONS			340.00			
	225-2127-43310	MISDEMEANOR PROSECUTOR			18,333.33			
	225-2220-42210	OPERATING SUPPLIES			1,806.37			
	225-2220-42220	REPAIR & MAINT			165.86			
	225-2220-42250	PERSONAL PROTECTIVE GEAR			1,341.00			
	225-2220-43300	PROFESSIONAL SERVICES			529.95			
	225-2220-43331	LEASED PAYMENTS			139.65			
	225-2220-43380	UTILITIES			1,301.73			
	225-2700-43300	PROFESSIONAL SERVICES			3,076.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE			214.35			
	230-0000-36230	CONTRIBUTIONS & DONATIONS			(173.00)			
	230-5200-42200	OFFICE SUPPLIES			173.90			
	230-5200-42210	OPERATING SUPPLIES			129.99			
	230-5200-42220	REPAIR & MAINT			1,662.78			
	230-5200-42221	R&M-ATHLETIC FIELD MAINT			195.23			
	230-5200-43380	UTILITIES			871.01			
	230-5204-42210	OPERATING SUPPLIES			1,445.00			
	230-5211-42210	OPERATING SUPPLIES			226.79			
	230-5280-42210	OPERATING SUPPLIES			150.00			
	235-3100-42220	REPAIR & MAINT			57.28			
	235-3100-43300	PROFESSIONAL SERVICES			254.95			
	235-3100-43380	UTILITIES			2,075.74			
	235-3100-43430	MISCELLANEOUS			214.73			
	235-3125-42220	REPAIR & MAINT			948.24			
	235-3125-43402	DOWNTOWN SNOW REMOVAL			14,745.02			
	235-3125-43430	MISCELLANEOUS			2,036.41			
	235-3170-42220	REPAIR & MAINT			382.35			
	236-0000-15510	PREPAID			3,781.47			
	236-3180-43430	MISCELLANEOUS			11,344.42			
	260-9020-43300	PROFESSIONAL SERVICES			594.80			
	260-9020-43309	COMPUTER SUPPORT			224.00			
	295-0000-20600	DEPOSITS PAYABLE			66.00			
	295-6510-43300	PROFESSIONAL SERVICES			10,075.77			
	400-9050-45530	CAPITAL - OTHER			152,893.64			
	401-1003-43300	PROFESSIONAL SERVICES			189.54			
	401-1919-43300	PROFESSIONAL SERVICES			222.00			
	401-9030-43300-21:16	PROFESSIONAL SERVICES			2,366.50			
	401-9030-43300-21:17	PROFESSIONAL SERVICES			15,341.00			
	401-9030-43350-21:12	LEGAL PUBLICATIONS			408.60			
	404-9055-45500	BUILDING CAPITAL			1,312.21			

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			63,067.15	63,067.15		
	203 - TRANSIT FUND			40.00	40.00		
	211 - LIBRARY FUND			3,748.29	3,748.29		
	225 - PUBLIC SAFETY FUND			50,636.88	50,636.88		
	227 - RECYCLING FUND			214.35	214.35		
	230 - PARK & RECREATION FUND			4,681.70	4,681.70		
	235 - STREET & SEWER FUND			20,714.72	20,714.72		
	236 - PARKING LOT FUND			15,125.89	15,125.89		
	260 - AIRPORT FUND			818.80	818.80		
	295 - EDA FUND			10,141.77	10,141.77		
	400 - CAPITAL PROJECTS FUND			152,893.64	152,893.64		
	401 - CONSTRUCTION FUND			18,527.64	18,527.64		
	404 - FIRE DEPARTMENT CAPITAL			1,312.21	1,312.21		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			45,653.50	45,653.50		
	1003 - 10:03 DWNTWN MAIN CNTRACT			189.54	189.54		
	1400 - ADMINISTRATION			299.27	299.27		
	1610 - LEGAL-CIVIL ATTORNEY			3,621.64	3,621.64		
	1700 - ENGINEERING			2,211.48	2,211.48		
	1800 - IT/GIS			8,374.20	8,374.20		
	1919 - 19:19 NW 3RD&JACKSON STRE			222.00	222.00		
	1940 - CITY HALL			5,058.52	5,058.52		
	2120 - POLICE DEPARTMENT			22,793.87	22,793.87		
	2127 - MISDEMEANOR PROSECUTOR			18,333.33	18,333.33		
	2220 - FIRE DEPARTMENT			5,284.56	5,284.56		
	2400 - COMMUNITY DEVL/INSPECTION			1,389.58	1,389.58		
	2700 - ANIMAL CONTROL			3,076.00	3,076.00		
	3100 - S & S MAINTENANCE			2,602.70	2,602.70		
	3125 - SNOW REMOVAL			17,729.67	17,729.67		
	3170 - TRAFFIC CONTROL			382.35	382.35		
	3180 - PARKING LOTS EXPENSE			11,344.42	11,344.42		
	3230 - RECYCLING EXPENSE			214.35	214.35		
	5200 - PARK MAIN/ADMINISTRATION			3,032.91	3,032.91		
	5204 - CONCESSIONS			1,445.00	1,445.00		
	5211 - SPECIAL EVENTS PROGRAM			226.79	226.79		
	5280 - CAMPGROUND			150.00	150.00		
	5500 - LIBRARY-BUDGETED			3,113.20	3,113.20		
	5501 - SPECIFIED DONATION USE			318.39	318.39		
	6510 - ECONOMIC DEVELOPMENT AUTH			10,075.77	10,075.77		
	9020 - AIRPORT M & O			818.80	818.80		
	9030 - CONSTRUCTION PROJ-MISC			18,116.10	18,116.10		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY DEPT/ACTIVITY ---							
	9050 - CAPITAL PROJECTS-MISC			152,893.64	152,893.64		
	9055 - FIRE DEPARTMENT CAPITAL			1,312.21	1,312.21		
	9200 - CITY-WIDE			1,639.25	1,639.25		

Brainerd, MN
February 21, 2023

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: Terry, Stenglein, Johnson, Czeczok, 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 STENGLEIN AND STUNEK, DULY CARRIED, TO APPROVE THE AGENDA.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND STENGLEIN TO APPROVE THE CONSENT CALENDAR.

A. **Approval of Bills**
B. **Approval of Minutes**
   a. **Regular City Council Meeting held on February 6th, 2023**
C. **Approval of Licenses**
D. **Department Activity Report**
E. **Minnesota Lawful Gambling Application Brainerd Amateur Hockey Inc, for an Event to be held on March 4, 2023, at Essentia Health Sports Center, 502 Jackson St, Brainerd**

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

Council Committee Reports

Personnel and Finance Committee

Accept Resignation of Community Service Officer (CSO) Masen Barton and Authorize to Hire

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT COMMUNITY SERVICE OFFICER MASEN BARTON'S LETTER OF RESIGNATION, EFFECTIVE FEBRUARY 27, 2023, AND AUTHORIZE TO HIRE ONE COMMUNITY SERVICE OFFICER TO FILL THIS NOW VACANT POSITION.

Ratify the Hiring of Warming House Attendant Owen Carlson and Direction on Future Hiring Ratifications for Temporary Employees

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO RATIFY THE HIRING OF OWEN CARLSON AS A WARMING HOUSE ATTENDANT EFFECTIVE JANUARY 28, 2023, AT $15.00 PER HOUR; FURTHER, THAT IN THE FUTURE, THE RATIFICATION OF HIRING TEMPORARY/SEASONAL EMPLOYEES THAT ARE BUDGETED BE INCLUDED ON THE CONSENT CALENDAR, INSTEAD OF THE PERSONNEL AND FINANCE COMMITTEE AGENDA.

Accept Retirement of Police Chief Mike Bestul

Committee Chair Johnson thanked Police Chief Bestul for the work he has done in the last two years. The organizational changes the Chief has made allow the City to hire internally for his replacement.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT THE RETIREMENT OF POLICE CHIEF MIKE BESTUL EFFECTIVE JUNE 16, 2023, AUTHORIZE SEVERANCE PAY PER CITY POLICY, APPROVE THE UPDATED POLICE CHIEF JOB DESCRIPTION AS PRESENTED. FURTHER, AUTHORIZE STAFF TO CONDUCT A HIRING PROCESS FOR ONLY INTERNAL CANDIDATES FOR THE POLICE CHIEF POSITION.

Approve Revised Employee Policy Manual Health Insurance Exhibit with 2023 Changes

Committee Chair Johnson stated that the Council was presented with a number of options but hope to have even more options with the Flaherty and Hood analysis.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO REQUEST A MARKET REVIEW AND GUIDANCE FROM OUR CLASSIFICATION AND COMPENSATION CONSULTANT. FLAHERTY AND HOOD, PA, AT A FLAT RATE OF $800 TO OBTAIN AND ANALYZE THE MARKET INFO FOR COUNCIL COMPENSATION THAT WOULD INCLUDE WAGES AND BENEFITS INCLUDING HEALTH INSURANCE.

Safety and Public Works Committee

Event/ Street Closure Application- Brainerd St. Patrick's Day Parade and Celebration

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE APPLICATION UNDER THE CONDITIONS AS DESCRIBED IN THE EVENT APPLICATION.

Adopt Resolution Removing On-Street Parking on Oak Street

Committee Chair O'Day stated that this is again a part of the Safe Routes to School Initiative. This is a different proposal than was previously brought to Council. The affected properties have other parking options. To accommodate the taper sections approaching the medians from either end, this will conflict with on-street parking on the north side of Oak Street from the intersection of SE 15th Street and roughly 150 feet west as well as the intersection of SE 16th Street and roughly 150 feet east.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN TO ADOPT RESOLUTION CHANGING THE PARKING ZONE ON THE NORTH SIDE OF OAK STREET BETWEEN THE INTERSECTION OF SE 15TH STREET AND 150 FEET WEST OF SE 15TH STREET AND FROM THE INTERSECTION OF SE 16TH STREET AND 150 FEET EAST OF SE 16TH STREET TO "NO PARKING" EFFECTIVE JUNE 2, 2023.

RESOLUTION 10:23

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

Approve Grant Application for Laura Jane Musser Environmental Initiative Grant for Jaycees Park Trail

Committee Chair O'Day stated that the proposed project is a walking trail for Jaycee's park. The grant does not require a match.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO AUTHORIZE STAFF TO APPLY FOR THE LAURA JANE MUSSER ENVIRONMENTAL INITIATIVE FUND GRANT FOR THE JAYCEES PARK MULTI-USE TRAIL.

Approve Grant Application for MnDNR Outdoor Recreation Grant for Lum Park Beach Restroom Building

Committee Chair O'Day stated that the committee directed staff to include this item at the Joint City Council and Park Board Workshop on February 27th.

Approve Proposal from Bolton & Menk for Engineering Services for the Buffalo Hills Gully Remediation Project

Committee Chair O'Day stated that the committee directed staff to request more proposals from other engineering firms. The engineering costs are grant qualifying.

Discuss Street Lighting Policy

Committee Chair O'Day stated that the committee has decided that banners and outlets are not needed on any of the commercial corridors. Staff had researched different light poles that were cheaper. However, the original poles that were proposed have dropped in cost. These poles have more control over where light is thrown.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO AUTHORIZE PURCHASING EPIC LIGHT POLES AND FIXTURES WITHOUT BANNERS OR OUTLETS FOR THE COMMERCIAL CORRIDORS.

Approve Budget for 2023 Landscaping in Downtown Special Services District

Committee Chair O'Day stated that this proposal is the same as 2022 services, with an increase in cost for the flowers. The other option included hiring out the special services at a cost over $30,000.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE BUDGET AMOUNT OF $18,000 FOR 2023 LANDSCAPING IN THE DOWNTOWN SPECIAL SERVICES DISTRICT.

Direction on Active Code Enforcement Cases

Committee Chair O'Day stated that 1306 Oak Street has been piling garbage in the backyard.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO AUTHORIZE STAFF TO OBTAIN A WARRANT THROUGH THE CITY ATTORNEY AND IMMEDIATELY ABATE THE PROPERTY.

Unfinished Business

Public Hearing and Adopt Resolution for Municipal Consent and Layout Approval for TH210/ Washington Street Reconstruction Project

City Engineer/ Public Works Director Dehn gave an overview of the materials that were available to Council prior to Municipal Consent.

Luke Wehseler, MnDOT Project Manager, gave an overview of the final layout design of the Trunk Highway 210 Reconstruction. He gave an overview of changes that were made by request of the City PMT. The reconstruction will include replacement of signals at NW 4th Street, improvements to the bridge with a barrier between the driving lanes and the sidewalk, numerous access changes, two roundabouts- one at 8th Avenue NE and 5th Avenue NE with accommodations for businesses along Highway 25, and rehabilitation on the most eastern portions of the project.

Member O'Day asked about access to Wonderland Park Road.

Mr. Wehseler stated that those accessing Wonderland Park Road would make a U-turn from the left turn lane at Rice Lake Road.

Member Czeczok asked for clarification on multiple locations. He asked if there was consideration for lights instead of the roundabouts at 8th avenue. He stated that he would not cross the intersection at 8th avenue with changing to a roundabout. There is no security for pedestrians. The ADA accommodations have been spoken about a lot during the process, however, the roundabouts give no thought to accommodations.

Chair Bevans asked if the Council gives municipal consent this evening, whether there would be opportunities to make further changes to the layout. Also, whether there would be opportunity for citizens to comment in the next stage of the project.

Mr. Wehseler stated that once municipal consent is given there not be opportunity to make changes to the layout. There will be opportunity for residents and businesses to comment on the construction and staging for the project.

Member Czeczok stated that he has the utmost respect for those who having been working on this plan. The northeast neighborhood is quite quiet, he sees this neighborhood becoming a speedway to avoid roundabouts with this construction.

Chair Bevans opened the public hearing at 8:11 p.m.

Marc Halvorson, 156 Pineview Drive, Brainerd Floral, had questions for MnDOT.

Chair Bevans asked him to direct those to MnDOT. This is the opportunity to comment to the Council about what citizens feel about the project overall.

Jo Ella Converse, 1113 9th Ave NE, stated that she agrees with Member Czeczok about people wanting to avoid the roundabouts. The change at Mill Avenue will not allow residents of northeast opportunity to cross Mill Avenue safely or effectively. She had asked County Engineer Bray about the need for lights on Mill Avenue. She had contacted MnDOT about the crash reports on Washington. She believes the reason that they are taking the stoplights out is because it is cheaper to maintain roundabouts.

Chair Bevans closed the public hearing at 8:17 p.m.

Member Johnson stated that he supports giving municipal consent. This plan is not perfect, the project management team (PMT) has been meeting for years. The team has pushed back a lot and been given a lot of concessions. The needs of the City of Brainerd and MnDOT's needs don't necessarily line up, but this is as good as it's going to get while still meeting the needs of our community.

Member Czeczok stated that he is concerned with focusing on the needs of MnDOT. This road is also used for getting from point a to point b, but also for commerce. The turbine that came through last fall would not be able to navigate these roundabouts.

Member O'Day stated that through his work with the PMT he has learned that you're not going to make every person happy. They worked through safety and traffic back up studies. Again, this plan is not perfect, but he has heard the just as strong of argument for roundabouts over the stoplights. The plan has come a long way, there was previously changes at every intersection.

Member Stenglein stated that there has been a lot of progress made from the original proposal. She is more concerned about the construction of the roundabouts and the detours through neighborhoods as opposed to the layout.

Mayor Badeaux stated that the process has been interesting. There was a point when he did not think that MnDOT and the City would come to an agreement. There are still a lot of changes that he did not want to give up for access to neighborhoods. He sees the potential for side streets becoming frontage roads.

Member Czeczok asked about plans for 5th avenue.

Chair Bevans disallowed his comment to stay on topic.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND O'DAY TO ADOPT THE RESOLUTION FOR MUNICIPAL CONSENT AND LAYOUT APPROVAL FOR THE TH 210/ WASHINGTON STREET RECONSTRUCTION PROJECT (SP 1805-80).

RESOLUTION 11:23

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

Committee Resignation

MOVED AND SECONDED BY MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO ACCEPT WITH REGRET MARLEE LARSON'S RESIGNATION FROM THE HRA BOARD.

Committee Appointment- Mayor Badeaux

Mayor Badeaux recommended Kevin Yeager to the HRA Board term expiring 2027 and Allie Verchota to the HRA Board term expiring 2024.

Member Czeczok asked how the assignments were determined.

Mayor Badeaux stated that Commissioner Yeager's position was a renewal of his expired term.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO CONFIRM MAYOR BADEAUX'S COMMITTEE RECOMMENDATIONS.

Call for Applicants – Informational:

Mayor Recommended: (terms to expire on 12/31 of said year)
Charter Commission – 4 terms (Expire 2026) 1 term (Expire 2025)
Rental Dwelling License Board of Appeals – 5 terms (Expire 2025)
Mayor Recommended: (terms to expire 09/07 of said year)
Economic Development Authority (EDA) – 1 term (Expire 2028) 1 term (Expire 2026)
Council President Recommended: (terms to expire 12/31 of said year)
Parking Commission—1 term (Expire 2026)
Planning Commission-- 1 terms (Expire 2025)

Final Reading- Proposed Ordinance 1543- Amending Section 900.08 of City Code Concerning the Harboring of Chickens and Ducks

Community Development Director Kramvik gave an overview of the ordinance which excludes neighboring consent as the Council had previously requested.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1543, AN ORDINANCE AMENDING SECTION 900.08 OF THE CITY CODE CONCERNING THE HARBORING OF CHICKENS AND DUCKS AND DISPENSE WITH THE ACTUAL READING.

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

No one came forward.

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

MOVED AND SECONDED BY COUNCIL MEMBER O'DAY AND CZECZOK TO ADOPT PROPOSED ORDINANCE 1543.

ORDINANCE 1543

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

Final Reading- Proposed Ordinance 1544- Amending Section 2014.05 of City Code Concerning the Use of Outdoor Power Equipment

Community Development Director Kramvik gave an overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1544, AN ORDINANCE AMENDING SECTION 2014.05 OF THE CITY CODE TO EXEMPT POWER EQUIPMENT FOR THE PURPOSES OF SNOW REMOVAL AND DISPENSE WITH THE ACTUAL READING.

The Chair opened the public hearing at 8:35 p.m.

No one came forward.

The Chair closed the public hearing at 8:35 p.m.

Mayor Badeaux stated that he appreciates the language “loud and explosive noises that disturb the peace”. He asked for a reasonable request to deny backpack blowers.

MOVED AND SECONDED BY COUNCIL MEMBER STENGLEIN AND TERRY TO ADOPT PROPOSED ORDINANCE 1544.

ORDINANCE 1544

Upon roll call, Council Members Terry, Stenglein, Johnson, Czeczok, O’Day, Stunek, and Bevans. voted “aye”. No member voted “nay”. The Chair declared the motion carried.

Final Reading- Proposed Ordinance 1545- Amending Section 1315.03 of City Code Concerning Parking Restrictions During Snow Emergencies

City Engineer/ Public Works Director Dehn gave an overview of the ordinance. He stated that it was discussed at the last meeting that staff’s practice will continue to try to clear all snow on day one. This is concerning the parking restrictions, not snow removal practices.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O’DAY, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE 1545, AN ORDINANCE AMENDING SECTION 1315.03 OF THE CITY CODE: SNOW EMERGENCIES AND DISPENSE WITH THE ACTUAL READING.

Chair Bevans opened the public hearing at 8:39 p.m.

No one came forward.

Chair Bevans closed the public hearing at 8:39 p.m.

Member Johnson stated that he would vote against the ordinance as he does not think the changes are necessary. He thinks the changes would allow the Street Department to do less work than they have been doing effectively in the past. He is concerned about Charles and James Streets, with Municipal consent for TH210 just passed and cutting off access points, the Council would be telling the Street Department that they do not expect these streets to be plowed on the first day of a snow emergency.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND O’DAY TO ADOPT ORDINANCE 1545.

ORDINANCE 1545

Upon roll call, Council Members Terry, Stenglein, Czeczok, O’Day, Stunek, and Bevans. voted “aye”. Member Johnson voted “nay”. The Chair declared the motion carried.

New Business

Consider Conditional Use Permit for Mini Storage Units at 15770 Dellwood Drive

Community Development Director Kramvik gave an overview of the permit application and conditions for approval.

Member Czeczok thanked the Planning Commission for their attention and work on matters.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND O'DAY, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT FOR THE CONSTRUCTION OF A MINI STORAGE FACILITY AT 15770 DELLWOOD DRIVE WITH THE FOLLOWING CONDITIONS: THAT ALL OUTDOOR LIGHTING SHALL NOT EXCEED 3,000 K TEMPERATURE. THE FIRE MARSHAL APPROVES A FIRE PROTECTION PLAN FOR THE PROPERTY. ALSO, PRIOR TO FINAL BUILDING INSPECTION OR CERTIFICATE OF OCCUPANCY THE FIRE MARSHAL COMPLETES A FIRE INSPECTION OF THE PROPERTY ACCORDING TO THE CONDITIONS OF THE FIRE PROTECTION PLAN.

Consider Final Plat for Creekside Community Development

Community Development Director Kramvik gave an overview of the Final Plat Application and the Development Agreement.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND TERRY TO APPROVE THE FINAL PLAT FOR CREEKSIDE COMMUNITY DEVELOPMENT AND APPROVE THE DEVELOPMENT AGREEMENT AS PRESENTED.

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

First Reading- Proposed Ordinance 1547- Amending Section 320 of the City Code- Administrative Citations

Community Development Director Kramvik gave an overview of the abatement process for grass, garbage, snow removal, and animal feces. The draft includes addition of language "The City Council is not bound by the schedule when a matter is appealed for administrative review. Staff may bring repeat offenses to the Safety & Public Works Committee for determination of further action".

Member Terry asked Community Development Director Kramvik to give an overview of the conversation they had regarding notification to residents and assistance that is available for improvement through programs at the HRA and County levels.

Member Johnson stated that he will vote yes to dispense the reading, he stated he will vote against the ordinance at the next reading as it still does not contain language to cap the amount that a resident would be cited.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND CZECZOK, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE NO. 1547 – AMENDING SECTION 320 OF THE CITY CODE – ADMINISTRATIVE CITATIONS AND DISPENSE WITH THE ACTUAL READING.

First Reading- Proposed Ordinance 1548- Rezoning Parcel #41160504 (Tract B) to RL-1

Community Development Director Kramvik gave an overview of the purpose for the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE NO. 1548- REZONING PARCEL #41160504 (TRACT B) TO RL-1 AND DISPENSE WITH THE ACTUAL READING.

Public Forum

The Chair opened the public forum at 8:51 p.m.

No one came forward.

The Chair closed the public forum at 8:51 p.m.

Staff Reports

Police Chief Bestul highlighted the "Booyah" award for January in which Officers Middleton, Larson, and Reed participated in a seizure call where lifesaving measures were needed. The medical staff stated that the patient would not have survived if officers had not responded quickly and effectively. The same officers and Officer Personius responded to a second lifesaving call in January where their training was utilized. Minutes do matter in saving a life. "Booyah" to the officers and an effective training.

City Engineer/ Public Works Director Dehn gave an overview of the upcoming storm, and the Street Departments plan to conduct the snow emergency Thursday through Saturday.

Community Development Director Kramvik stated that Planning Commission held a public hearing and discussed the residential lighting standards, Planning Commission would like to continue to discuss the standards.

HR Director Schubert stated that the City received its first notification of noncompliance for pay equity. Staff is working with Flaherty and Hood, and there will be guidance at a future meeting.

Mayor Report

Mayor Badeaux stated that the Park Board had a meeting with the PMT for the Mississippi Landing Trailhead Park (MLT Park). There is left over LCCMR funds, and the Park Board would like to see if there is potential for using these funds for invasive species between the park and College Drive by making the park continuous. The park used to extend all the way to College Drive. Also, regarding the MLT Park, the land had been gifted to the City for the park by Lyman P. White in 1823, he is requesting that the Park be rededicated as the Lyman P. White Park once again to honor the original request.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO REDEDICATE THE LAND AS PARK LAND TO BE NAMED LYMAN P. WHITE PARK PENDING LEGAL REVIEW.

Council Member Reports

Member Terry stated that as the Green bean, she will be participating the polar plunge with the Lakes Area Law Enforcement team, if anyone is able to make a donation it would be appreciated.

Member O'Day thanked Chief Bestul for his service and positive changes he has made as a Chief.

Member Czeczok stated that at the PUC meeting BPU Finance Director Wicklund stated that there is no way for the City to comply with Governor Walz's legislation for zero emissions by 2040. Finally, he believes that the Airport Commission left a lot of money on the table with their agreement with the café. The City needs to look at cutting back the contribution by the City if they continue to leave money on the table.

Adjourn to the City Council and Park Board Joint Workshop on February 27th at 6:00 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ADJOURN TO THE CITY COUNCIL AND PARK BOARD JOINT WORKSHOP ON FEBRUARY 27TH, AT 6:00 P.M.

The Chair adjourned the meeting at 9:07 p.m.

_____
Jennifer Bergman
City Administrator

Brainerd, MN
February 27, 2023

Pursuant to due call and notice thereof, the Brainerd City Council and Park Board Workshop was called to order at 6:00 P.M. by Council Vice President Johnson

Upon roll call, the following Council Members were noted as present: Terry, Stenglein, Johnson, Czeczok, O'Day, Stunek, and Mayor Badeaux. Park Board Members noted as present: Miller, Schaefer, Yeager, and Shipe. The following staff members were noted as present: Administrator Bergman, Finance Director Hillman, City Engineer/ Public Works Director Dehn, Community Development Director Kramvik, Deputy Police Chief Davis, and Administrative Specialist 2 Ziemer.

Discussion of Lum Park Beach Facility

Council Vice Chair Johnson asked the Council and Park Board whether they wanted a second bathroom facility at the Lum Park Beach. Generally, members agreed that they did not want a second restroom facility.

City Engineer Dehn clarified that there is general consensus on the need for a pavilion at Lum Park. The application for the grant will include a washing station and pavilion.

Member Czeczok asked about the master planning process and the proposed amenities at Lum Park that were provided in the packet.

Park Member Yeager gave an overview of why master planning was taken on by the Park Board. It was two-fold in that the vision and maintenance of our current parks and space planning for the future.

Park Chair Shipe stated that the Park Board is aligned in the need for shade and somewhere to rinse off with this grant application.

Discuss Alcohol in Parks

Park Chair Shipe gave an overview of how the discussion came about with the Park Board. The Park Board is generally in favor of having alcohol in parks during adult athletics, in the campground, and at events.

Vice Chair Johnson stated that the draft ordinance that was brought before Council is reflective of how the Park Board would like to see events handled but leaves out other instances and planned events.

Member Stunek stated that places where youth athletics are taking place is a place where alcohol does not belong.

City Engineer/ Public Works Director Dehn asked about events with alcohol on-sale with a permit. Generally, the group agreed that events should have a permitting process including requiring a temporary liquor license as reflected in the original draft ordinance.

Finance Director Hillman outlined some limitations to the temporary liquor licensing process that would limit the number of events an organization could hold per year.

Member Terry stated that alcohol is the highest substance misused by youth. Offering public spaces that are alcohol free as an option for those who choose to use our parks in an

alcohol free way should have that opportunity. Therefore, based on the data, she does not agree with all parks having alcohol.

Mayor Badeaux stated that on the Community Action side of things, they are not interested in doing things outside of what the City will allow. Secondly, for events that take place in City spaces that are not parks, the ordinance should include language for these types of events as well.

Administrator Bergman differentiated between “shall” be required to have police presence and “may” be required to have police presence at an event.

Discussion took place around smaller private events and allowing alcohol.

Vice Chair Johnson stated that the current ordinance was brought to his attention last summer and does not reflect the current practice, either the ordinance or the enforcement needs to change.

Member Terry stated she had requested information on reservations for all of the facilities in the last couple of years. If this process will allow some to rent facilities and consume alcohol and not others based on what kind of event they are hosting, she struggles with what the criteria would be used to ensure that the City is not judging an event.

Member O’Day stated that he is in favor of having alcohol consumption associated with events and adult events. He stated that the Police Department should have the ultimate discretion.

Park Member Yeager stated that he believes this discussion is too complicated. The parks should either not allow alcohol or alcohol open and deal with the behaviors on a case by case basis. Alcohol is in every park every day during the summer.

Member Stunek stated that he had previously asked about the number of incidents that have taken place at parks in connection to alcohol and there were very few if any in the last few years.

Vice Chair Johnson stated that if the City allowed alcohol in parks, the Police Department would respond to underage drinking, misconduct, and public intoxication type behaviors.

Member Terry stated that occurrences at parks are insignificant. She likened the current ordinance to the seat belt law changing. The seat belt violations have decreased with the ability to ticket as a primary offense. With the allowance of alcohol in parks she hopes it would decrease the number of bad behaviors.

Discussion took place about designating certain parks as alcohol and smoke free.

City Administrator Bergman recapped discussion for clarity: allowed at parks other than the parks to be identified by the Park Board to be alcohol free. Small private events would notify the City if they plan to provide alcohol when they reserve a facility, and on-sale at large events with a temporary license or caterer not in coordination with youth athletic events. At events, the alcohol vendor is responsible for controlling consumption.

Discussion of Parks Operating and Capital Budget Process

City Engineer/ Public Works Director Dehn guided discussion on parks capital planning and budget. He asked Council what they would request as a budget timeline and process.

Member Czeczok asked when the Park Board approves their budget. The Airport Commission submits a preliminary budget in September and approves their budget in February for the current year.

Vice Chair Johnson stated that per the Charter the Park Board must before September 1st present a budget to the City Council. In another section of the Charter it states that on or before September 1st the Chair of the Personnel and Finance Committee, Council President, and City Administrator shall submit to the City Council a preliminary budget for approval. With the same deadline, they cannot present a preliminary budget without the Parks budget as it is 30% of the entire budget. The Charter Commission needs to meet to change the dates.

Park Member Yeager gave an overview of the philosophies of the Park Board in the process of master planning. A large part of the master planning is also future budgetary concerns. What the budget may look like if they take on new projects or no new projects. The current budgetary process is reactive instead of proactive, the City is beginning to see what it costs to maintain "the empire" it already has. A city should be setting 2% of all property each year to maintain it. He asked whether the City wants to embrace a philosophy to plan for the future or continue a reactive budgetary process.

Vice Chair Johnson stated that he wishes we lived in a perfect world where the 2-2.5% is in the capital fund and watch it grow. However, new ideas come about, and the Park Board will spend money on that and something else will go wrong and need to request more funding for something that the City already has.

Mayor Badeaux stated that the Park Board is developing a vision with master planning so that if funding comes available for new equipment there isn't a playground where it would be better to have a basketball court. The philosophy of the current Park Board is that people need space to be with shade and a place to sit and are looking at- what can the City do without. He appreciates all of the work the Park Board has done on master planning.

Park Member Yeager stated that the Park Board needs to figure out how much it will cost to maintain the current infrastructure, repair those things in disrepair, and future ambitions.

City Engineer/ Public Works Director Dehn guided discussion on the budget timeline and current process.

Vice Chair Johnson stated that the current timeline does not work, there is concern for changing the timeline to July during departments busiest times when Staff is already busy.

Mayor Badeaux stated that once the Park Board has presented their budget to the Council in July or early August, that changes be effectively communicated back to them. Park Board meetings are open to the public, he encourages Council Members to attend whenever possible.

Park Chair Shipe stated that completing the master planning is important to developing the budget for 2024. He reviewed their schedule for master planning.

Vice Chair Johnson stated that for budgeting 2024 that the Park Board should do the best they can with the master plan being incomplete. The current practice has been for Council to change portions of the Parks budget without communication based on the needs to the community and the rest of the budget. This workshop is to improve upon that practice and better communicate with the Park Board.

Discussion took place around having an effective Board under the Charter.

Discussion took place on capital planning schedules with the state of the current infrastructure. Generally, the Council would like to see a detailed and itemized capital plan from the Park Board. After presenting the Park Board budget, the City Council will edit the budget as needed with clear communication as to why. The Council will schedule another workshop with the Park Board once the master planning is complete to get a clearer number of the capital maintenance.

Vice Chair Johnson stated that the end of July would be the most preferable time for the Park Board to present their budget to the Council. When the Personnel and Finance Committee Chair, Council President, City Administrator, and Finance Director meet there already isn't enough time for staff to make changes to the overall budget before it is presented to the City Council.

Mayor Badeaux stated that he appreciated this workshop.

Park Member Yeager stated that almost all grants qualify for new projects or expansion, grants can drive a city to bankruptcy.

Adjourn

The Vice Chair adjourned the workshop at 7:36 p.m.

_____

Jennifer Bergman
City Administrator

Brainerd Contractor License List

03/01/2023

ALEXANDRIA REFRIGERATION

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
1580 DEERWOOD DR	Mechanical	Active		12/31/2023	2023-0001	12/31/2023

AUGUSTA GARAGE DOOR INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
7656 DESIGN RD STE 50	Overhead Doors	Active		12/31/2023	2023-0004	12/31/2023

MAD CITY HOME IMPROVEMENT LL

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
2621 FAIRVIEW AVE N	Plumbing Contractor	Active	PC775282	12/31/2023	2023-0031	12/31/2023

NORTHERN COMFORT SOLUTIONS L

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
30350 NATURE RD	Mechanical	Active	MB797696	08/05/2024	2023-0050	12/31/2023

VANVICKLE MASONRY LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
5841 112TH ST SW	Masonry	Active		12/31/2023	2023-0006	12/31/2023

Total Licensees 5

Population: All Records

Licensee.DateRegistered Between 2/16/2023 12:00:00 AM AND 3/1/2023 12:00:00 AM

Brainerd Fire Department Monthly Report

February 2023

ACTIVITIES AND PUBLIC EDUCATION

In February, we completed our annual firefighter medical testing through Med-Compass. The testing includes EKG, lung capacity, and hearing. We also did our annual inspection of personal protective equipment.

We were involved in a variety of community events, including escorting the Warrior Dance Team and the Warrior Nordic Ski Team out of town to the state tournament.

We also provided two lucky kids a "Ride to School" in a fire truck which was part of a fundraiser for the Brainerd Public School Foundation's "Big Event."

Productive Alternatives toured the fire station and fire extinguisher training was provided to the Mid MN Women's Shelter.

TRAINING

Firefighter training included EMS Refresher, E23 Pump and Apparatus Operations, and Fitness and Teambuilding.

Several firefighters participated in the Incident Command 400 training hosted by Crow Wing County. Several other city employees also participated, including the Police and Engineering departments. This was a great training event to train together for a large-scale incident or event.

ICS-400: Advanced ICS

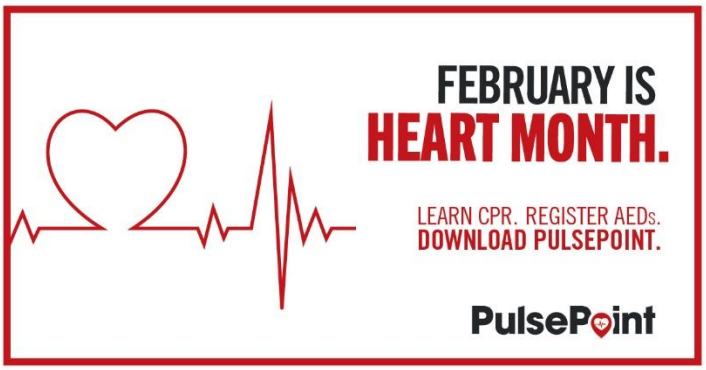
Command and General Staff - Complex Incidents

Brainerd Fire Department Monthly Report

February 2023

INSPECTIONS	
Fire Alarm	30
Hood Suppression	41
Knox Box	1
Safety Inspection	2
Special Suppression	1
Sprinkler System	20
Tier II Reports	5

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	**Coverage Area Total Incidents (Includes City of Brainerd)**
Fire	1
Rescue & Emergency Medical Service	5
Hazardous Condition	5
Service Calls	4
Good Intent Call	11
Alarm Activation	12
Severe Weather	0
TOTAL	38
Type of NFIRS Incident (National Fire Incident Reporting System)	**City of Brainerd Total Incidents**
Fire	1
Rescue & Emergency Medical Service	1
Hazardous Condition	3
Service Calls	1
Good Intent Call	7
Alarm Activation	7
Severe Weather	0
TOTAL	20



March 6, 2023

HR DIRECTOR REPORT

In this report:

- Classification and Compensation Study
- Pay Equity Report
- Personnel
- Wellness Committee
- Miscellaneous

Classification and Compensation Study

The HR Director and City Administrator are in the process of reviewing and providing feedback for the Job Analysis Questionnaires (JAQs) for all classifications throughout the City. We have been submitting the JAQs by Department to our consultant, Flaherty & Hood (FH), as they are finalized. Employees will have the opportunity to discuss their JAQ directly with the consultant. The JAQ interviews are tentatively scheduled for March 24, 2023.

Staff is also in the process of reviewing the Market Study Workbook that will be shared with our market study entities.

In addition, the Commission had requested that FH Staff provide a recommendation regarding the top two positions for the BPU Department to begin preparation for BPU Finance Director Wicklund's upcoming retirement. Staff will be asking the Council to establish a Work Group to help oversee this process. Work Group members are expected to be the BPU Personnel Committee, a representative from the City Council, City Administrator Bergman and HR Director Schubert.

Pay Equity Report

The City of Brainerd submitted our Pay Equity Report to the State by the January 31, 2023, deadline. As expected, we received our 1st Notice of Non-Compliance on February 17th. Staff is working with Flaherty and Hood, PA, our Classification and Compensation Study Consultant, for the next steps including requesting that the State provide the City with an extension to complete the report and for Council to consider implementation. Officially requesting the extension will be discussed at the March 6th Council meeting.

Personnel

New Hires/Promotions for City/BPU/HRA:
Nathanael Peters - Police Officer (03/13)

Farewell to:
David Wise - Hydro Plant Operator (Retiring as of 3/31)

Current Job Opportunities:
Full-time
Lineworker - Reviewing applications
Police Chief - Received 2 applications and will be scheduling interviews.

Part-time/Internships/Seasonal Positions:
Police Intern (Summer Semester)
Engineering Intern
Communications Intern
GIS Intern
Special Events Assistant
Public Works Intern
Parks Seasonal Maintenance
Parks Weekend Custodial
Streets Seasonal Maintenance

There are currently 12 City/HRA/Airport employees with Family & Medical Leave Act (FMLA) issues. 7 of those cases are for intermittent leave when needed.

Wellness Committee

A Crow Wing Energized Community Partner Funding application was submitted for consideration in February. The application would help fund the installation of a Water Bottle Filling Station in the Brainerd Police Department lobby Last year, the City was awarded a similar grant and since the installation in late August, the counter on the City Hall filling station shows that 1,866 bottles were saved. Not only is drinking water healthy for our employees and the public that uses it, the filling station is helping reduce waste for our environment too! The grants will be awarded in late March.

Miscellaneous

Effective February 1, 2022, a new federal law took effect that requires anyone that wants a new or upgrades their Commercial Driver's License (CDL) to be trained by a certified trainer. This new law impacts many new employees that need a CDL for both the public and private sector. Currently the cost for that training can run between $3,000 to $6,000 per student for a week long in-person training in Hinkley or Wadena. Brainerd, Baxter and Crow Wing County representatives recently met with CLC Staff to try to work out a closer option and at a reduced cost. Brainerd currently has two new employees that need this training. Staff also plans to update our Employee Policy Manual to allow the City to recoup some of that training cost if an employee obtains their CDL after their hire and would leave within three years from obtaining their CDL.

CITY ENGINEER/PUBLIC WORKS DIRECTOR REPORT
FEBRUARY 28, 2023 CITY COUNCIL MEETING

Recreation Report

Outdoor Skating Rinks & Warming Houses

- Adult Pond Hockey

Championship is tonight (February 28) at Bane Park! We had to modify the season to fit it all in. The players patience during all the weather cancellations is worth positively noting. Nisswa Parks and Recreation will be finishing their Adult Pond Hockey League tomorrow February 29th at Bane Park, due to their rink being in the same shape our Memorial Park Rink is in.

- Youth Pond Hockey

The Pond Hockey Jamboree took place on Sunday, February 26, at the Essentia Health Sports Center. Youth Pond Hockey Equipment check-in was yesterday (Monday, February 27) at Memorial Park Warming House. We purchased pizza for the teams as we concluded the season.

- Skating Rinks

Bane and Gregory Park remain open to the public normal warming house hours. Memorial unfortunately is closed for the season due to losing all its ice and then several inches of snow this past week (icing on the cake).

Special Events

- The Valentine's Day Skating Party

Took place at Gregory Park Warming House and Skating Rink on Sunday, February 12 from 1 – 4 p.m. This was a free community event that gets people outside skating! Despite it being probably the warmest skating party (slushie party more so…), we still had a great turn out. 200 people attended and several children left with fun valentine's prizes. Huge should out to Mike Padgett and Chuck Smith who were instrumental to the success of the event. Thank you, Brainerd Wendy's, for the large chili donation it was a HIT! Lastly, a big thank you to all the individuals who gave donations to the event so we could keep the event completely free to the public.

Miscellaneous

- AED Grant request has been submitted to Essentia Health
- Enrollments for the Brainerd Early Bird are starting to pick up.
- Save the Date for the Brainerd Easter Egg Hunt – April 8th 10am sharp.
    - Grant request to the Rotary funding and volunteer support for this event has been submitted.
- Save the Date for the Brainerd Easter Ball Hunt – April 8th, 1 p.m. – 2 p.m. around Kiwanis, Boom Lake, and Buffalo Hills Trail.
- I will be giving a presentation at Dr. Bill Faber's Natural Resources class at CLC about Brainerd Parks and Recreation as well as tasking them with an assignment to create a nature related event free to the public in one of our parks. They also have agreed to take part in our collaboration with the Northland Arboretum and Brainerd Parks Earth Day Park Clean up event taking place on Friday, April 21st.
- I (Katie) had Covid for about 2 weeks so my apologies on a little less to present. This is also why Adult Softball registration has taken a little longer to get set up. I have some loose end surveys I need to iron out with teams. I am very determined to put out a great product this year that fits the players wants and needs best, as well as creating a better sportsmanship atmosphere for everyone.

Parks Maintenance Report

- Repaired benches in warming houses.
- Replaced filters in drinking fountains.
- Procured lumber and starting to paint/build new workbench to fit new shop space.
- Fixed ADA sink guards in GGP restrooms.
- Prepped for skating party at GGP.
- Moved Booth to dog park for Valentine's Day.
- Cleaned floor drains shop.
- Changed out US flags downtown.
- Painted and carpeted new office
- Took delivery of Musco parts.
- Ordered new lockers for shop.
- Cleaned warming houses.
- Modified desk to fit office.
- Moved extra skating stuff to BAP from MMP.
- Routine garbage and dog park maintenance.
- Flooding and clearing snow daily.
- Plowing and blowing trails and sidewalks.
- Building shelving for new location.
- Clearing and flooding rinks.

Streets Maintenance Report

Winter Season Operations
Staff has issued five snow emergencies this season as of the Council packet issuance. Staff will continue snow clearing operations following snow events. With the temperatures rising, when street clearing is complete, staff will continue to address opening storm drains and patching potholes as we run across them.

Public Works Maintenance Facility Addition
Delays in some of the parts required to install the final exhaust fans is resulting in delays of completion. Staff is working with Nor-Son and Pike's to bring the project to completion. Following the fans, Holden Electric will complete the final electrical connections for the fans and doors. Staff is working on determining a timeline for moving staff and materials to the new facilities.

Maintenance Tasks Completed Month Prior

- Snow emergency and snow clearing operations
- Continued snow removal from low-priority areas such as alleys, cul-de-sacs, and dead end streets
- Sewer inspection and cleaning as needed
- Salt/sanding areas and intersections in areas with low traction
- Clearing and opening catch basins/storm drains
- Patching potholes as needed

- Cleanup tasks at the Public Works Maintenance Facility

Engineering Report

Historic Water Tower Project
Most of the work has been completed for the new roof structure. Some additional drain work remains to be completed. Staff and is reviewing the costs and available budget and will present to the City Council for authorization for change order.

Other Activities

- Orientation/training of James Reed to Senior Engineering Technician position.
- Continued review and discussion of Harrison Elementary SRTS project design.
- Continued review and discussion of Lum Park Road SPRA project design.
- Collection of easements to properties adjacent to the Buffalo Hills Gully Remediation project.
- Continued design development and coordination with BPU for South Brainerd Reconstruction project.
- Researched details regarding proposed Street Lighting Policy.
- Prepared documentation for TH 210/Washington Reconstruction Project Municipal Consent
- Met with MnDOT to discuss roles and responsibilities for the S. 6th/Willow Roundabout Project (HSIP)
- Completed MSAS advances request for previously completed projects
- Continued preparation of 2023 road construction and detour maps for the greater Brainerd/Baxter area
- Held Pre-Construction Meeting for the North Brainerd Reconstruction Project
- Reviewed plans for BPU Forcemain River Crossing project
- Mailed invites to Contractors for MPCA Stormwater Training
- Completed fixed assets updates with Finance

Transit Report

Activities

- TAC Committee Meeting held on March 2nd to discuss Brainerd financials and review possible fare changes.
- Continued coordination with Blue Sky staff to discuss system needs, staff concerns and further coordination efforts moving forward.
- Continued transit marketing and increasing social media presence.
- Completed required monthly reporting with BlackCat and MnDOT.
- Blue Sky lost both previous Dispatch staff and has hired one staff at this time, are advertising for a second.
- Successfully passed the MnDOT financial audit of the system
- Are scheduled for August 2023 to complete a Comprehensive Review of the Transit program
- Was selected for Consultant services to review the program (routes, fares, etc.), and provide recommendations for improved efficiencies.

CITY OF BRAINERD
SAFETY AND PUBLIC WORKS COMMITTEE
AGENDA

March 6, 2023
7:00 PM
Council Chambers
WebEx Teleconference Call-In Information Call Toll-Free: 1-844-992-4726 Access Code: 2485 627 7652

1. Approve Event/ Street Closure Application- CLC 5K
2. Approve MnDNR Outdoor Recreation Grant Application
3. Adopt Resolution Formally Dedicating Park Lands
4. Adopt Resolution Removing On-Street Parking on Lum Park Road
5. Approve Engineering Proposal for Buffalo Hills Gully Remediation Project
6. Approve Street Lighting Policy

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: Approve Event/Street Closure – CLC 5K Mental Health Awareness Run

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:
Attached to this request is an event application for the CLC Mental Health Awareness 5K Run, to be held on Saturday, May 6, 2023 from 9:00 AM – 10:30 AM.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
The event is a 5K run starting at CLC and utilizing Mississippi Parkway, College Drive, and East River Road. A map is included in the packet. The applicant is requesting closure of Mississippi Parkway and East River Road, and requesting a lane closure on College Drive from Mississippi Parkway to East River Road. There are signs planned along the route and warning signs for drivers adjacent to the route. The event organizer has met with the Police Department regarding the route. A certificate of insurance has been provided for the event.

RECOMMENDED ACTION/MOTION:
Staff recommends approval of the attached application under the conditions as described in the event application.

FINANCIAL IMPACT:

Is there a cost associated with this request: No
What is the total cost, with tax and shipping: Click to enter text
Is this budgeted? (Please Explain) Click to enter text

SPECIAL EVENT APPLICATION

Date of Application: 02/16/2023

Event applications that do not include a street closure must be submitted to the Parks & Recreation Department at 1619 Washington Street NE, Brainerd, MN 56401 or parks@ci.brainerd.mn.us at least 14 calendar days prior to the event. Applications that include a street closure must be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of event:

- [ ] Event – City Parking Lot
- [x] Event with Street Closure
- [x] Event – City Park
- [x] Other Central Lakes College

Name of event: CLC 5 k mental health awareness run

Organizer Information

Organizer's Name: Central Lakes College

Organizer's Address: 501 W College Dr, Brainerd,MN 56401

Event Contact Person: Troy Schreifels

Event Contact Daytime Phone: 218 820 3003

Event Contact E-mail Address: troy.schreifels@clcmn.edu

Contact Name/Number Day of Event: Troy Schreifels/May 6th 2023

For Profit/Nonprofit Status (type): For Profit

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) -- see locations listed below
05/06/2023	0900	1030	CLC/College Dr/East River Rd/Mississipi Pkwy

☐ Recurring event (requires only one application submittal per year.) Indicate all event dates and times above.

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

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

Description of Activities

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

The 5k run will start on CLC campus and run east Mississippi Pkwy, to College Dr, to East River RD.

Down East River RD to waking trail and back to CLC. Asking to close Mississippi Pkwy, one lane on College Dr

East River RD for 1 hr/Met with Brainerd PD regarding the race route.

Site Information

Electrical usage ☐ Yes ☑ No

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

Amplified Sound ☐ Yes ☑ No

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

Restrooms provided ☐ Yes ☑ No

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

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

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

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

Event in progress, slow down runners present, signs, and markers for the run

Trash Receptacle Disposal ☐ Yes ☑ No

Company contracted for trash receptacle disposal:_____

Additional Event Information

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

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

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

Street Closure Request Information

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

Requesting road closure for 1 hr for Mississippi Pkwy,East River RD (college to Jenny St)

and one lane closure on College Dr from roundabout SW4th St to East River RD/I have met with Brainerd PD

Date and time for beginning of street closures: 05/06/2023 at 0855 hrs

Date and time for reopening of streets: 06/06/2023 At 0940 hrs

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

NA

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

Signature of Applicant

Troy Schreifels

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities		No comments
City Administration		No comments
Engineering Department	2/28/23 JD	See below conditions
Fire Department	2/28/23 TH	No issues
Fire Support/EMS		No comments
Parks Department		No comments
Planning Department	2/28/23 JK	No issues
Police Department	3/1/23 JD	No issues, will assist with traffic control

Event Application Approval

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

_____ _____

City Administrator Date

Approval Conditions

Event organizer requests traffic control one week prior to event and that signs are removed immediately following the completion of the event.

Certification of Street Closure Approval

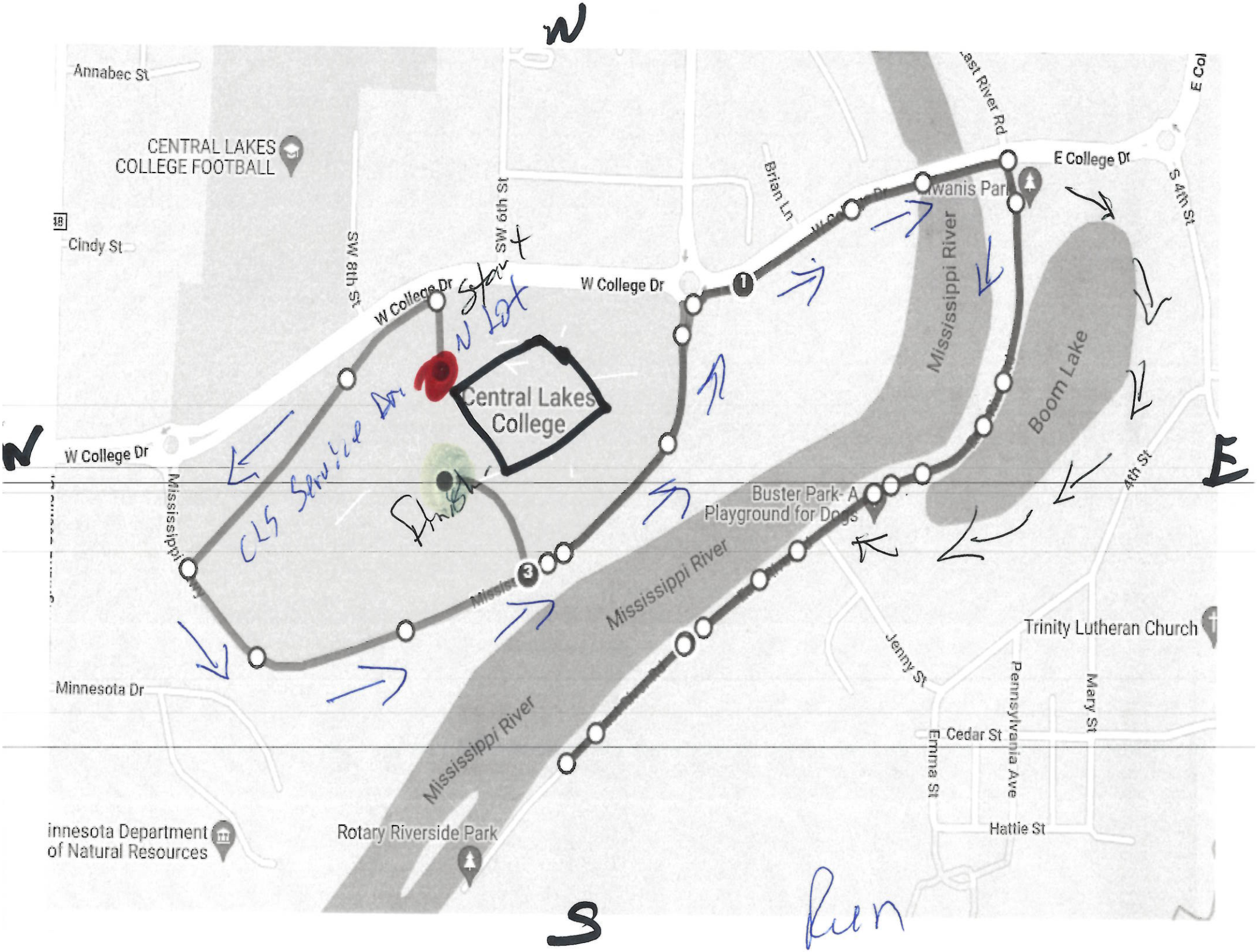
The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):

_____

_____

_____

_____


W
N
E
S
Annabec St
CENTRAL LAKES COLLEGE FOOTBALL
Cindy St
SW 8th St
SW 6th St
W College Dr
W College Dr
Central Lakes College
Start
N Lot
CLS Service Dr
Finish
Mississippi Dr
Mississippi River
Mississippi River
Mississippi River
Brian Ln
Kiwanis Park
East River Rd
E College Dr
S 4th St
Boom Lake
4th St
Buster Park- A Playground for Dogs
Trinity Lutheran Church
Jenny St
Pennsylvania Ave
Mary St
Cedar St
Emma St
Hattie St
Minnesota Dr
innesota Department of Natural Resources
Rotary Riverside Park
Run

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: Approve Grant Application for MnDNR Outdoor Recreation Grant for Lum Park Beach Pavilion

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:
SPW Committee requested that a consensus of the scope of the potential replacement of the Lum Park beach facility was determined at the Joint Workshop on 2/27/23. Both Council and Park Board agreed that a pavilion with a small rinsing station was appropriate for the facility. Staff is requesting approval to apply for the MnDNR Outdoor Recreation Grant to assist with funding of the beach pavilion at Lum Park Beach.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
The draft Lum Park Master Plan identifies the facility adjacent to Lum Park Beach. The current condition of the building is not usable and has functioned as storage during the 2022 season. Foundation and utility issues are the primary concerns and need to be addressed prior to the ability to utilize the facility again. The Master Plan shows the facility slightly south of the existing location to accommodate beach expansion further south.

The MnDNR Outdoor Recreation Grant does fund swimming beaches, campgrounds, and support facilities. The grant matches 50% of total eligible costs up to a maximum grant amount of $350,000. Staff is proposing applying for the grant as a combination of the two projects Council approved with ARPA funding, the Lum Park Beach ($150,000) and the Lum Park Campground ($150,000) for a total grant request of $300,000, with $300,000 locally committed for a total of $600,000 project cost.

RECOMMENDED ACTION/MOTION:
Staff is requesting authorization to apply for the MnDNR Outdoor Recreation grant for the Lum Park Beach & Campground expansion project to allow for demolition of the existing building and construction of a new pavilion facility.

FINANCIAL IMPACT:

Is there a cost associated with this request: No
What is the total cost, with tax and shipping: Click to enter text
Is this budgeted? (Please Explain) Click to enter text

Park Amenities :

Summer activity spaces

- 3 court Tennis/ pickleball courts
- Basketball court
- 4-8 Table Picnic Area with attached 180x180 greenspace
- 1-Large Playground Equipment Space
- 4 Tournament Sized Horse Shoe Pits/ built in corn hole fields.
- Expanded beach area
- Expanded piers
- Bike/walking trail system and connections
- Disc golf course
- Full campground with amenities
- Rice lake fishing/boat/canoe launch and access

Winter activity spaces

- Pleasure Rink 60x120 with seasonal warming house
- 1-3000' Groomed Walking/ Snow Shoe/ Ski Trail
- Ice fishing and lake access

Structures

- 1-Shower restroom building
- Storage Maintenance building
- Beach pavilion and restroom building with concessions
- 3– Park Entrance Sign and historical entry way
- Paved parking lots and improved pedestrian and bike trails
- Campground host or check in building
- Campground pavilion
- 3 shade pavilions

DRAFT

CITY OF BRAINERD
PARKS & RECREATION

PROPOSED MASTER PLAN
LUM PARK
12.21.22

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: RES – Approve Resolution Dedicating Park Lands

AGENDA: SPW Committee

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:
Staff is requesting Council adopt a resolution that formally dedicates the City's park lands to the Park Board.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
Chapter Seven of the City Charter assigns control and supervision of all parks as the City Council by proper resolution designate. With the nearing completion of Lyman P. White Park, staff is requesting adoption of a resolution that formally designates this property as park land. In addition, the Park Board has requested that the parcel paralleling the Mississippi River and the trail segment south of Lyman P. White Park down to College Drive be included with the designation for the new park.

In doing some research, staff was unable to find a resolution that formally designated the other park properties as parks, thus turning over control and supervision to the Park Board. To meet the requirements of the City Charter, staff is including the other current 15 parks in the ordinance to be formally designated as parks.

RECOMMENDED ACTION/MOTION:
Staff recommends adoption of the attached resolution that designates the current parks and the new Lyman P. White Park as park lands.

FINANCIAL IMPACT:

Is there a cost associated with this request: No
What is the total cost, with tax and shipping: Click to enter text
Is this budgeted? (Please Explain) Click to enter text

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

WHEREAS, the City of Brainerd City Charter designates control of all parks within the City to the Park and Recreation Board; and

WHEREAS, the City Council shall by proper resolution designate City property as park land; and

WHEREAS, the following lands have been operated and maintained as public park land:

- Bane Park – 1717 S. 7th Street
- Buffalo Hills/Lions Park – 101 Buffalo Hills Lane
- Buster Dog Park – 1101 East River Road
- Gregory Park – 424 N. 5th Street
- Gustafson Park – 9th Avenue NE and N Street NE
- Hitch Wayne Park – 1201 S. 7th Street
- Jaycees Park – 1600 Rosewood Street
- Kiwanis Park – 1101 East River Road
- Lum Park – 1619 Washington Street NE
- Meadows Park – 9141 Wolves Street
- Memorial Park – 1700 Mill Avenue
- Mississippi River Landing – 1201 Evergreen Avenue
- O'Brien Park – 2424 Pine Street
- Rotary Riverside Park – 1101 East River Road
- Trailside Park – Beaver Dam Road
- Triangle Park – 723 Fir Street; and

WHEREAS, new facilities intended for park and recreation are being constructed within the following parcels:

- 41250511
- 41250512
- 41250513
- 09104000; and

WHEREAS, the City Council did acknowledge that the parcels described were originally described as Lyman P. White Memorial Park; and

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

the City Council of the City of Brainerd does hereby designate as parks the aforementioned City properties and the parcels PID 41250511, 41250512, 41250513, 09104000 to be known as Lyman P. White Park, thus under the control and supervision of the Parks and Recreation Board.

Adopted this 6th day of March 2023

_____
KELLY BEVANS
President of the Council

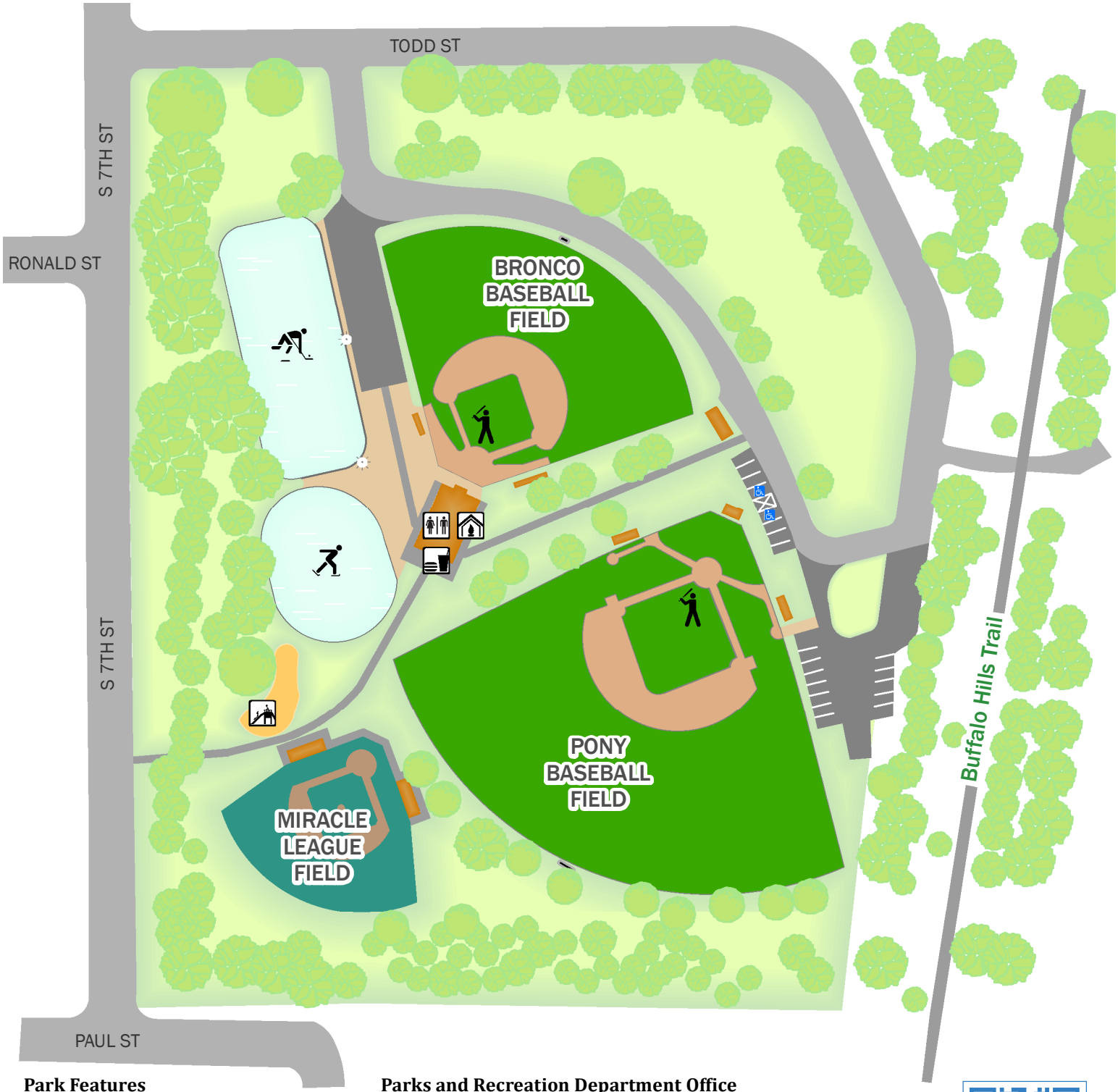
Adopted this 6th day of March 2023

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Bane Park

1717 S 7th Street



Park Features

- 11 Acres
- Restrooms
- Playground
- Concessions
- Picnic Table & Grills
- Miracle League Field
- 2 Baseball Fields
- Open Skating Rink
- Hockey Rink (Lit)
- Warming House

Parks and Recreation Department Office

1619 NE Washington Street
Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F

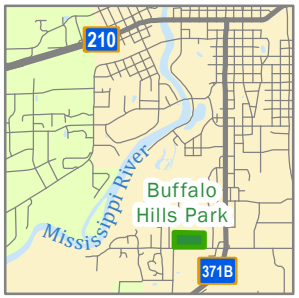
N

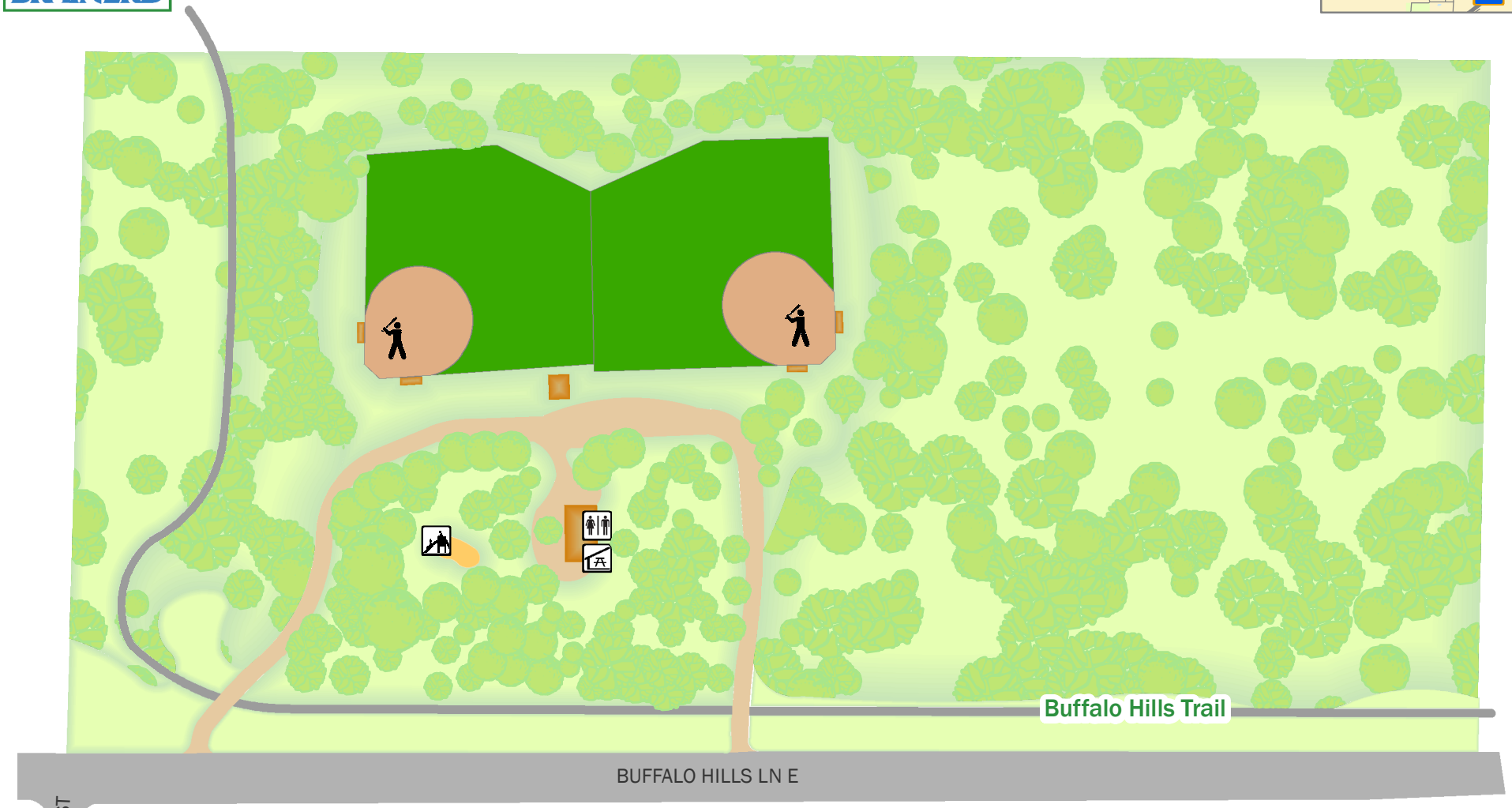
50 Feet

Produced by the City of Brainerd GIS, 2014.

Buffalo Hills Park

101 Buffalo Hills Lane





Park Features

19 Acres	2 Youth Softball Fields
Restrooms	* Pavillion
Playground	
Picnic Tables & Grills	** Call for reservations.*

Produced by the City of Brainerd GIS, 2014.

Parks and Recreation Department Office

1619 NE Washington Street
Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F

N

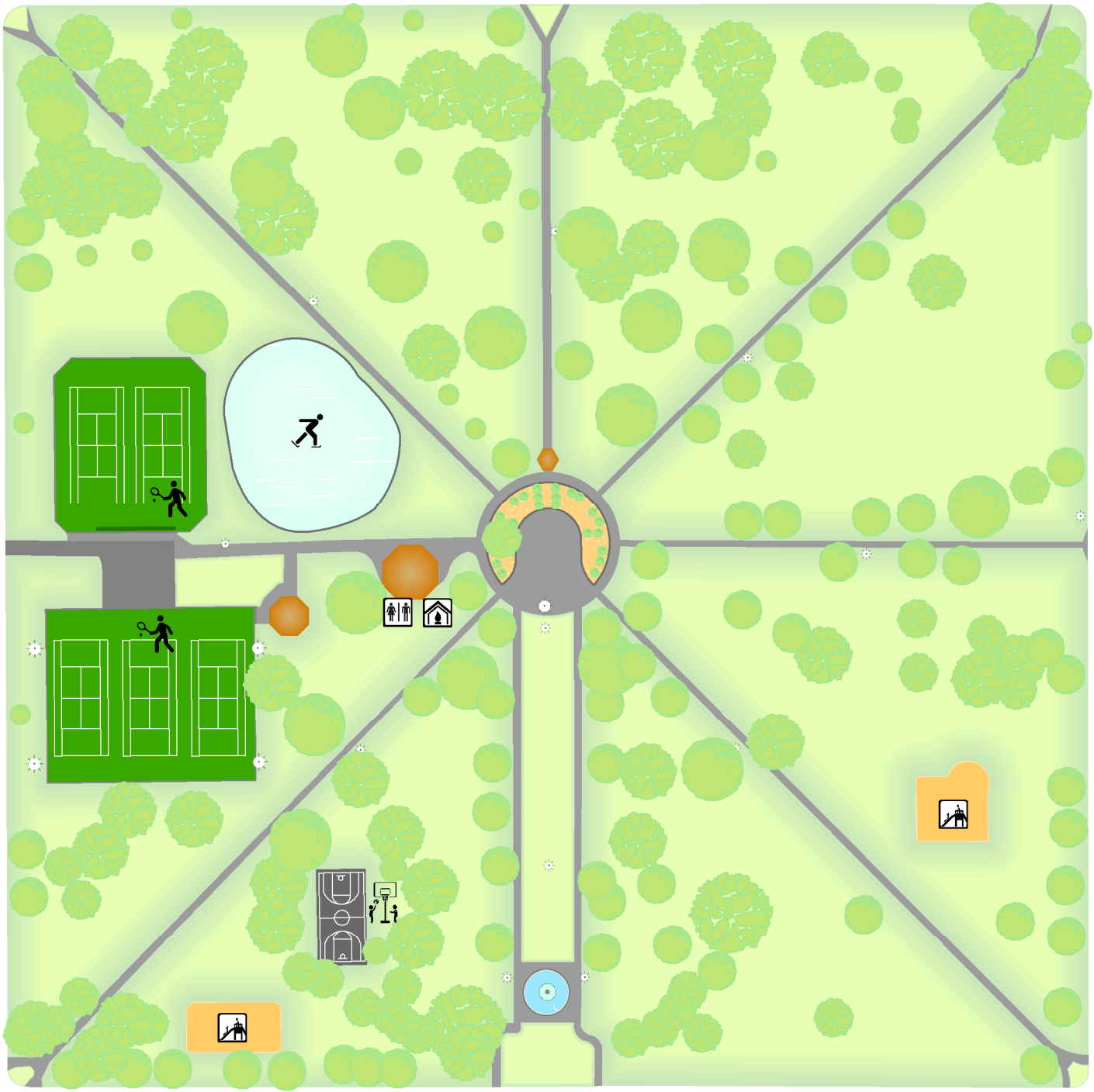
50 Feet

Gregory Park

424 N 5th Street

HOLLY ST

N 5TH ST



N 7TH ST

JUNIPER ST

Park Features

- 11 Acres
- Restrooms
- 2 Playgrounds
- Skating Rink
- Warming House
- 5 Tennis Courts (3 Lit)
- 1 Basketball Court
- Historic Bandstand
- * Center Court

** Call for reservations.*

Parks and Recreation Department Office

1619 NE Washington Street
Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F

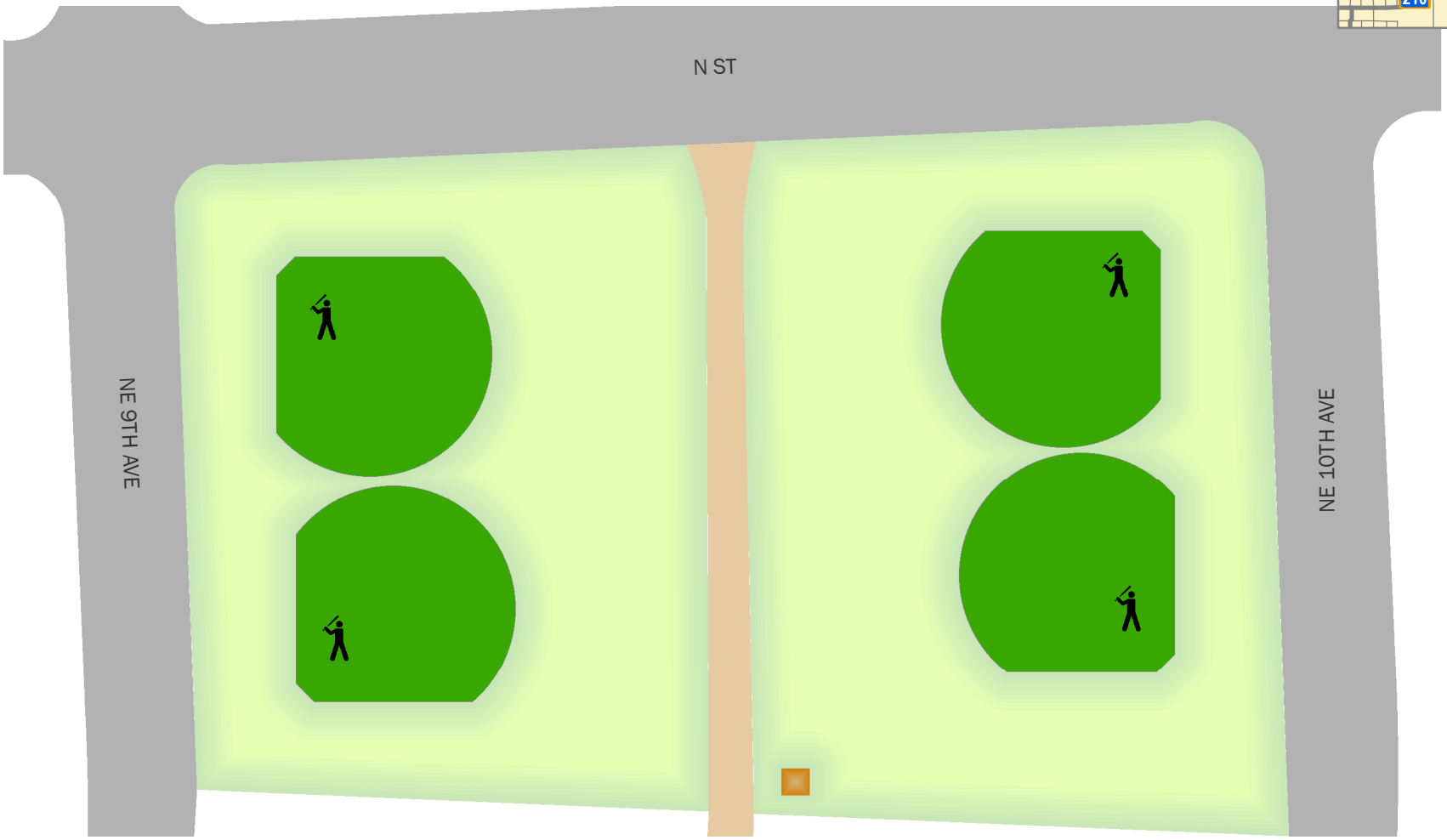
N

50 Feet

Produced by the City of Brainerd GIS, 2014.

Gustafson Park

9th Avenue NE & N Street



Parks and Recreation Department Office

1619 NE Washington Street
Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F

N

20 Feet

Park Features

1.5 Acres
4 Grass Ballfields

Produced by the City of Brainerd GIS, 2014.

Hitch Wayne Park

1201 S 7th Street

Parks and Recreation Department Office

1619 NE Washington Street
Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F

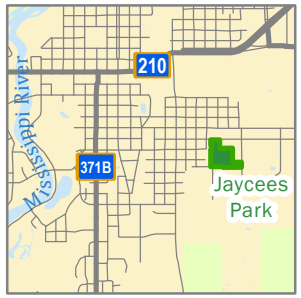
Park Features

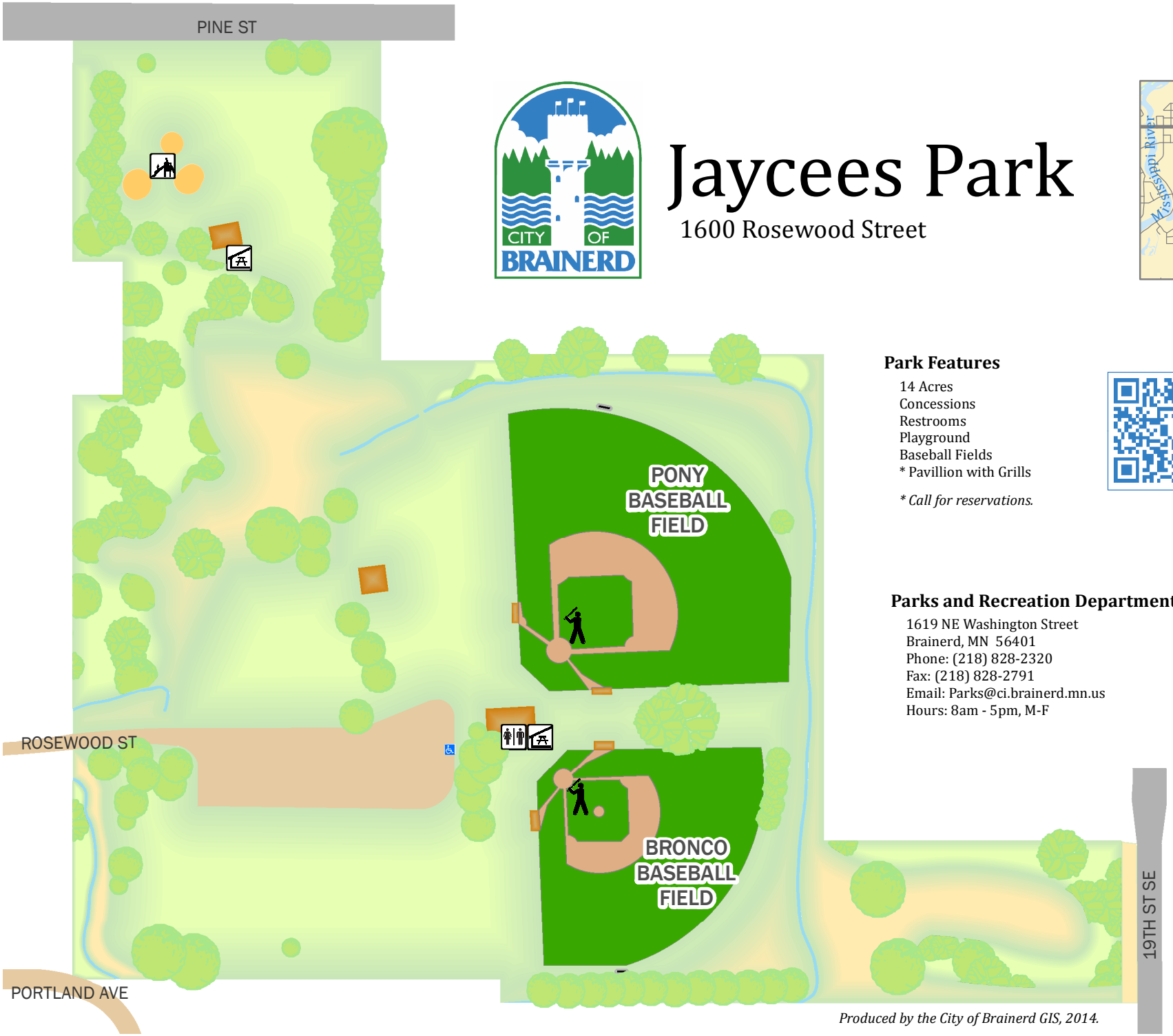
2 Acres

Produced by the City of Brainerd GIS, 2014.

Jaycees Park

1600 Rosewood Street





Park Features

14 Acres
Concessions
Restrooms
Playground
Baseball Fields
* Pavillion with Grills

** Call for reservations.*

Parks and Recreation Department Office

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Brainerd, MN 56401
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Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F

Produced by the City of Brainerd GIS, 2014.

Kiwanis Park

1101 East River Road

Park Features

- 37 Acres
- Restrooms
- Playground
- 2 Pavillions with Grills
- Fishing
- Buffalo Hills Trail
- Canoe Launch
- Dog Park

Parks and Recreation Department Office

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Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F

Produced by the City of Brainerd GIS, 2014.

Lum Park

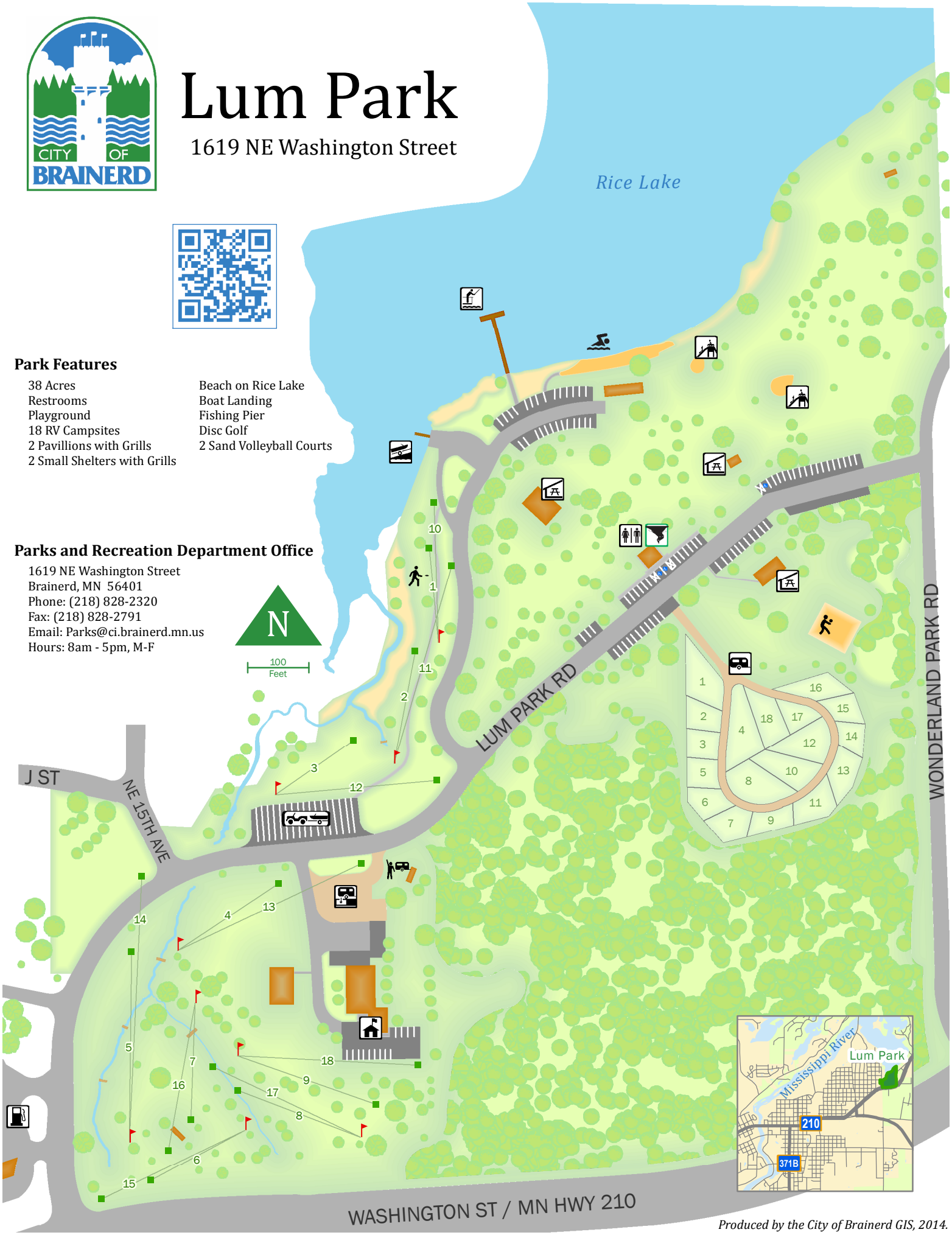
1619 NE Washington Street

Park Features

- 38 Acres
- Restrooms
- Playground
- 18 RV Campsites
- 2 Pavillions with Grills
- 2 Small Shelters with Grills
- Beach on Rice Lake
- Boat Landing
- Fishing Pier
- Disc Golf
- 2 Sand Volleyball Courts

Parks and Recreation Department Office

1619 NE Washington Street
Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F



Produced by the City of Brainerd GIS, 2014.

Meadows Park

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Date: 3/2/2023 Time: 7:38:38 AM

CROW WING COUNTY MINNESOTA

Memorial Park

1700 Mill Avenue

Parks and Recreation Department Office

1619 NE Washington Street
Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F

Park Features

28 Acres
Restrooms
Concessions
2 Baseball Fields (1 Lit)
3 Softball Fields (2 Lit)
Soccer Field
Playground

Produced by the City of Brainerd GIS, 2014.

Mississippi River Landing

1201 Evergreen Avenue

Parks and Recreation Department Office

1619 NE Washington Street
Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F

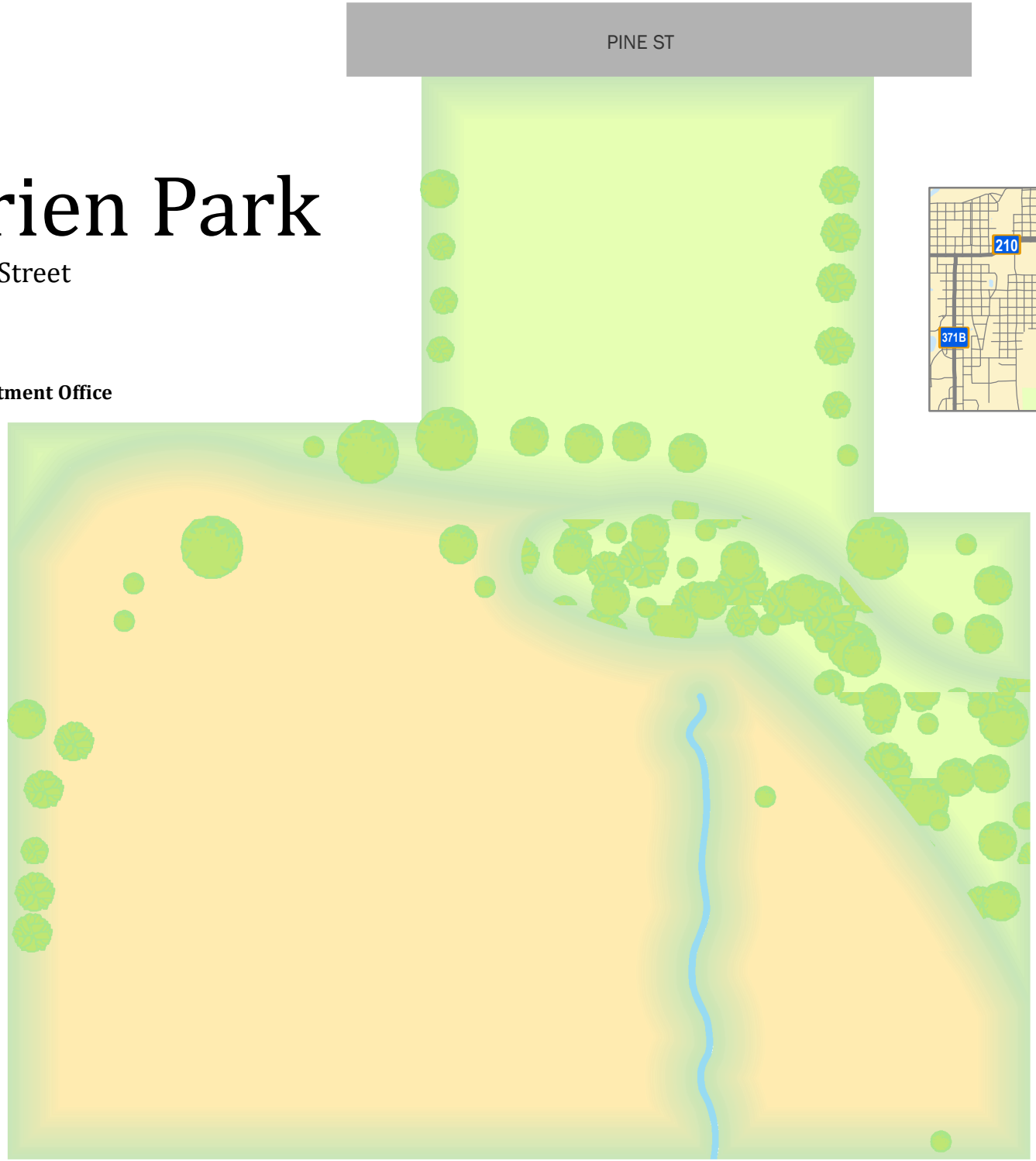
Park Features

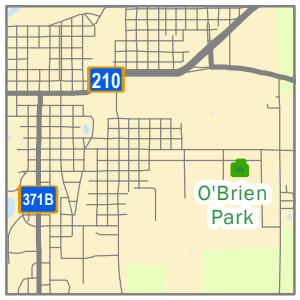
Boat Landing

Produced by the City of Brainerd GIS, 2014.

O'Brien Park

2424 Pine Street





Parks and Recreation Department Office

1619 NE Washington Street
Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F

Park Features

4 Acres
Open Space

N

50
Feet

Produced by the City of Brainerd GIS, 2014.

Rotary Park

Parks and Recreation Department Office

1619 NE Washington Street
Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F

Park Features

34 Acres
River Observation Deck

Produced by the City of Brainerd GIS, 2014.

Trailside Park

Beaver Dam Road & Wise Road

Park Features

112 Acres
Paul Bunyan Trail

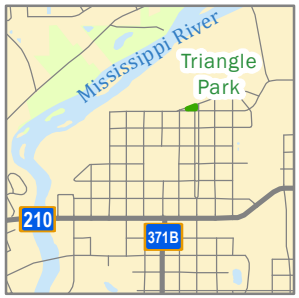
Parks and Recreation Department Office

1619 NE Washington Street
Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F

Produced by the City of Brainerd GIS, 2014.

Triangle Park

723 Fir Street



Parks and Recreation Department Office

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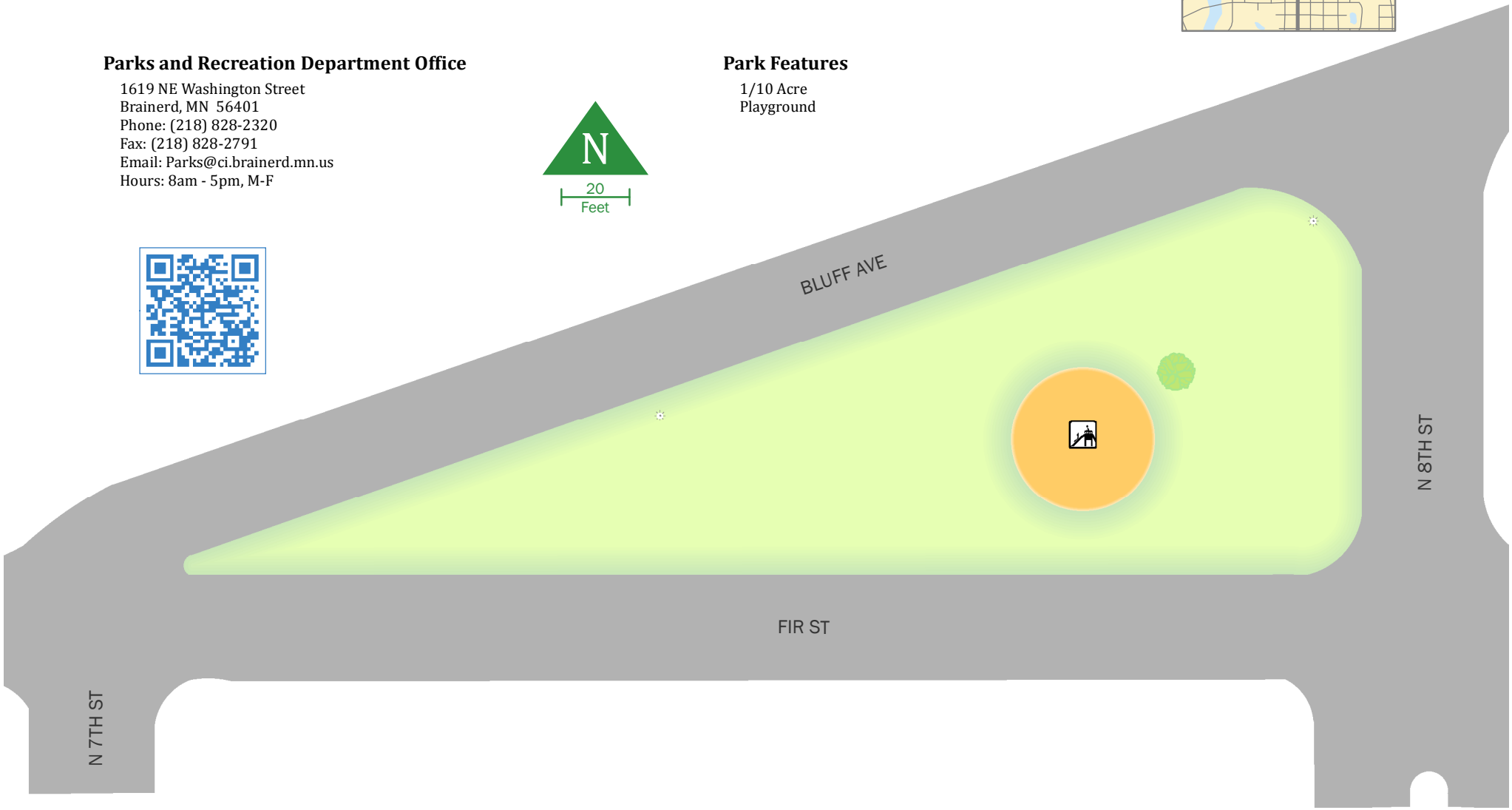
Brainerd, MN 56401
Phone: (218) 828-2320
Fax: (218) 828-2791
Email: Parks@ci.brainerd.mn.us
Hours: 8am - 5pm, M-F

Park Features

1/10 Acre
Playground



Produced by the City of Brainerd GIS, 2014.

Lyman P. White Park

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

Date: 3/1/2023 Time: 4:07:41 PM

CROW WING COUNTY MINNESOTA

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: RES – Adopt Resolution Removing Parking on Lum Park Road

AGENDA: SPW Committee

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:
Staff is requesting for Council to review recommended changes to on-street parking on Lum Park Road from TH 210 to the boat launch access road.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
As part of the Lum Park Road Reconstruction Project (SPRA), narrowing of a segment of Lum Park Road is being proposed to accommodate new pedestrian facilities and limiting impacts to the drainage ditch crossing under the road heading towards Rice Lake. To accommodate the facilities and keep costs down on the project, a narrowing of the street north of Casey's is being proposed. The existing width is being maintained adjacent to Casey's to accommodate the truck turning movements for ingress and egress of the gas station. The only properties adjacent to the project that would be affected by this change are Casey's, who has available off-street parking, and the BPU booster station, which also has off-street parking available for staff. Lum Park has considerable parking adjacent to the campground, the beach, and gravel parking available adjacent to the existing park maintenance shop.

RECOMMENDED ACTION/MOTION:
Staff recommends adoption of the resolution changing the parking zone on Lum Park Road between TH 210 to the boat launch access road.

FINANCIAL IMPACT:

Is there a cost associated with this request: No
What is the total cost, with tax and shipping: Click to enter text
Is this budgeted? (Please Explain) Click to enter text

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

WHEREAS, the City of Brainerd has received State Park Road Account grant funding to reconstruct and rehabilitate Lum Park Road from TH 210 and the boat launch access road; and

WHEREAS, the scope of the improvement includes narrowing of the existing street width adjacent to the J Street/14th Street NE intersection; and

WHEREAS, narrowing of the street width would require removal of on-street parking on Lum Park Road adjacent to the J Street/14th Street NE intersection and boat trailer parking; and

WHEREAS, the current lane configuration of Lum Park Road approaching the intersection of TH 210 will not safely accommodate on-street parking from TH 210 to approximately 300 feet north of the intersection of TH 210; 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 Lum Park Road from the intersection of TH 210 to the boat launch access road to “No Parking”.

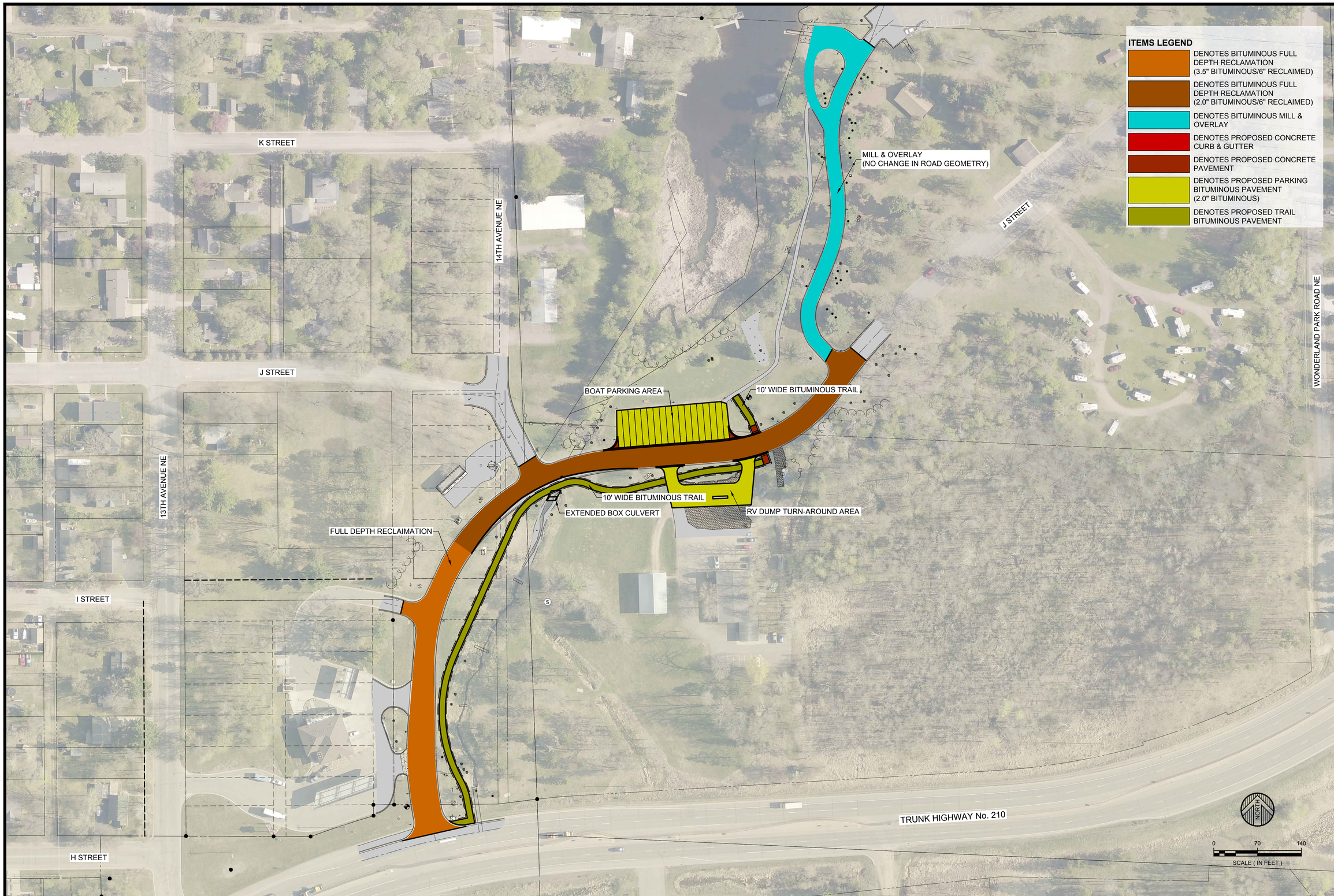
Adopted this 6th day of March 2023

_____
KELLY BEVANS
President of the Council

Adopted this 6th day of March 2023

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS

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

ALEX D. BITTER DATE: #### LIC. NO. 47744

DATE	REV#	REVISIONS DESCRIPTION	BY

DATE: JANUARY 2023
SCALE: AS SHOWN
DRAWN BY: JWR
CHECKED BY: ADB
JOB NUMBER: 2022-11736

LUM PARK ROAD & BOAT LAUNCH RECONSTRUCTION
CITY OF BRAINERD
BRAINERD, MN

OPTION #3 - OVERALL

SHEET NO.
01

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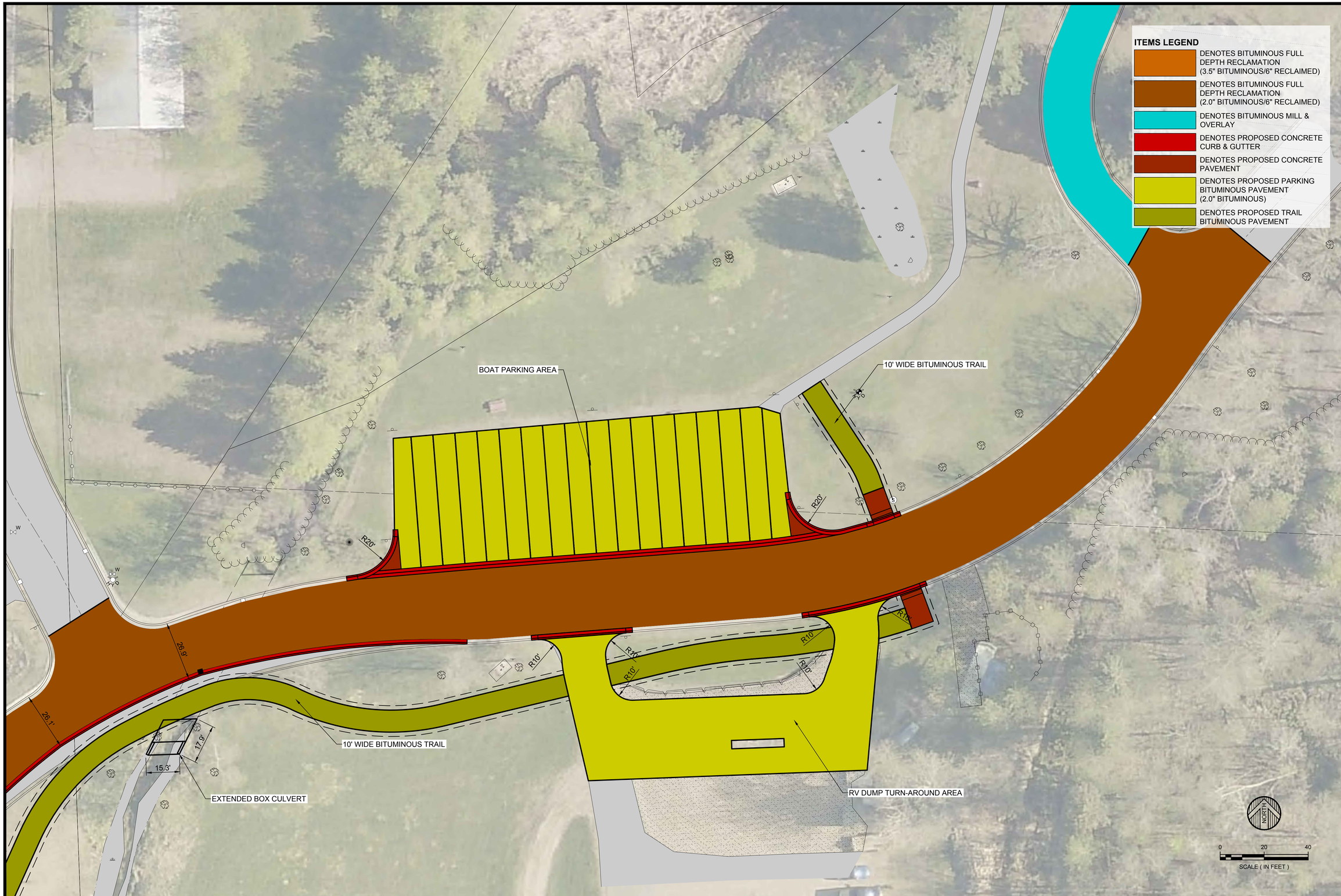

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ALEX D. BITTER DATE: #### LIC. NO. 47744

DATE	REV#	REVISIONS DESCRIPTION	BY

DATE: JANUARY 2023
SCALE: AS SHOWN
DRAWN BY: JWR
CHECKED BY: ADB
JOB NUMBER: 2022-11736

LUM PARK ROAD & BOAT LAUNCH RECONSTRUCTION
CITY OF BRAINERD
BRAINERD, MN

OPTION #3 - DETAIL

SHEET NO.
02

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: Approve Proposal for Construction Engineering Services for the Buffalo Hills Gully Remediation Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:
Staff is requesting Council approve a proposal for Construction Engineering services for the Buffalo Hills Gully Remediation Project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
As reported previously, the City was awarded a Clean Water Fund grant for the proposed Buffalo Hills Gully Remediation project. The preliminary cost of the project, including engineering and other costs, was $1,219,000. The MN Board of Water and Soil Resources (BWSR), awarded the City a grant of $975,000. A local match amount of $244,000 (20%) was committed to the project. Staff is recommending that the local match be funded using the Storm Sewer Utility enterprise fund.

Bolton & Menk provided a proposal that was presented to the SPW Committee with a total amount of $75,932. This is assuming an 8-week construction project. It was requested that staff reach out to obtain additional proposals for comparison. WSB also provided a proposal. To try to keep fairness between consulting firms, it was requested that WSB utilize similar assumptions as Bolton & Menk. The WSB cost proposal totals $71,972. Staff also had conversations with SRF, who did not provide a formal proposal, but did verify that the Bolton & Menk proposal was generally appropriate considering the scope of work.

Due to the limitations of the northern long-eared bat, clearing and grubbing of trees will likely not occur until winter of 2023-2024. Thus the project is likely to occur mainly during the 2024 construction season. Bolton & Menk has committed that the 2024 construction would not affect the price in the proposal.

RECOMMENDED ACTION/MOTION:
Staff recommends approval of the Bolton & Menk proposal for construction engineering services for the Buffalo Hills Gully Remediation Project in the amount of $75,932.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes
What is the total cost, with tax and shipping: $75,932
Is this budgeted? (Please Explain) Yes, engineering costs are included in the construction project budget.

BUFFALO HILLS GULLY

CITY PROJECT NUMBER XXXX

CITY OF BRAINERD

BRAINERD, MINNESOTA

2022

CLIENT:
CITY OF BRAINERD, MINNESOTA

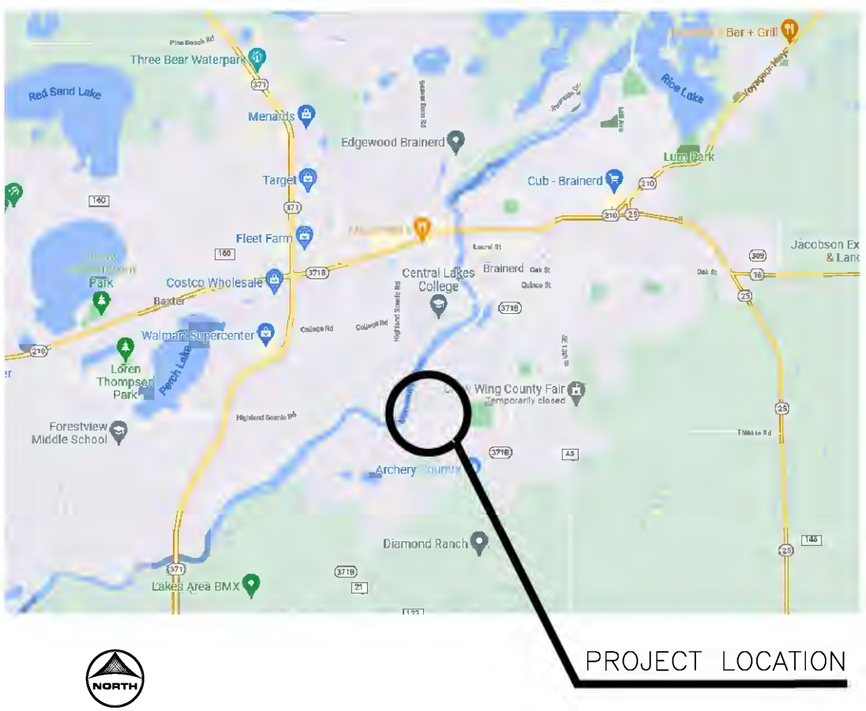
ENGINEER

HR GREEN INC.,
2550 UNIVERSITY AVENUE WEST SUITE 400N
SAINT PAUL, MINNESOTA 55114
PHONE: (651) 644-4389

SHAWN TRACY, P.M. – PROJECT MANAGER
PHONE: (651) 659-7747

CONNER DUNTEMAN, P.E. – PROJECT ENGINEER
PHONE: (651) 659-7705

LOCATION MAP



NORTH

NO SCALE

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

SHEET INDEX

SHEET NUMBER	SHEET TITLE
100	COVER & SHEET INDEX
101	LEGEND ABBREVIATIONS & NOTES
102	QUANTITES AND TABULATIONS
103	STATEMENT OF ESTIMATED QUANTITIES
104	PROPOSED PROJECT LAYOUT
105	CHANNEL P&P – STA 0+00 – STA 6+00
106	CHANNEL P&P – STA 6+00 – STA 12+00
107	CHANNEL P&P – STA 12+00 – STA 16+00
108	STORM CONNECTION & ALIGNMENT TABLE
109	RIP RAP DETAIL AND TYPICAL SECTION
110	EROSION CONTROL & PLANTING PLAN
111	EROSION CONTROL DETAILS
112	EROSION CONTROL DETAILS
113	EROSION CONTROL DETAILS
114	EROSION CONTROL DETAILS
115	EROSION CONTROL DETAILS
116	STORM WATER POLLUTION PREVENTION PLAN
117	STORM WATER POLLUTION PREVENTION PLAN
118	STORM WATER POLLUTION PREVENTION PLAN

60% DESIGN
NOT FOR CONSTRUCTION

DRAWN BY: JJC	JOB DATE: 2021		
APPROVED: BJO	JOB NUMBER: 201531		
CAD DATE: 6/6/2022 4:14:39 PM			
CAD FILE: J:\2020\201531\CAD\Dwgs\C\100.dwg			

NO.	DATE	BY	REVISION DESCRIPTION

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

SIGNATURE:
DATE: XX/XX/2022 CONNER DUNTEMAN REG. NO. 60006

HRGreen HRGreen.com

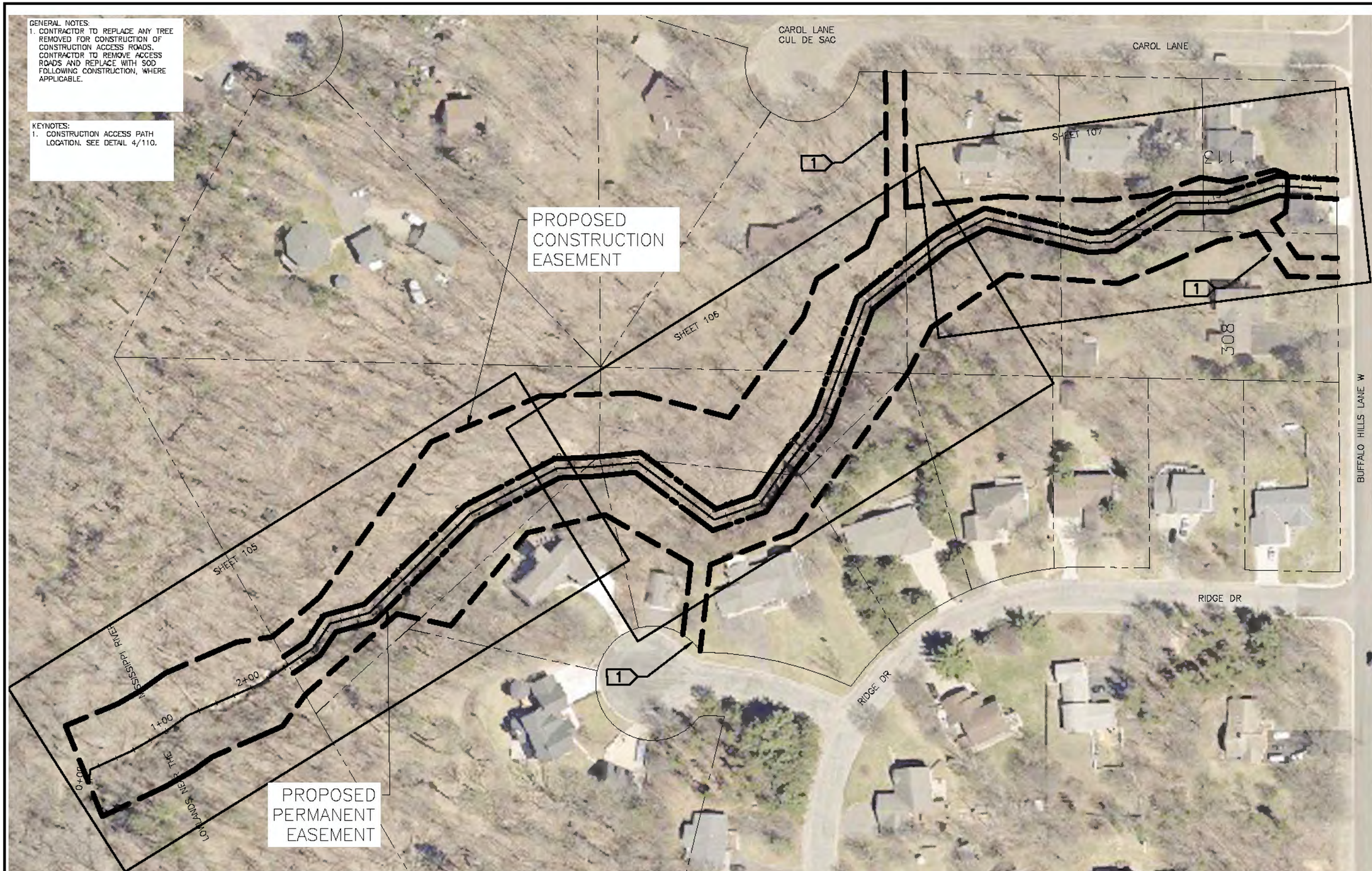
BUFFALO HILLS GULLY
CITY OF BRAINERD
BRAINERD, MINNESOTA

CIVIL
COVER & SHEET INDEX

SHEET NO.
100

GENERAL NOTES:
1. CONTRACTOR TO REPLACE ANY TREE REMOVED FOR CONSTRUCTION OF CONSTRUCTION ACCESS ROADS. CONTRACTOR TO REMOVE ACCESS ROADS AND REPLACE WITH SOD FOLLOWING CONSTRUCTION, WHERE APPLICABLE.

KEYNOTES:
1. CONSTRUCTION ACCESS PATH LOCATION. SEE DETAIL 4/110.



60% DESIGN
NOT FOR
CONSTRUCTION

DRAWN BY: JJC	JOB DATE: 2021		
APPROVED: BJO	JOB NUMBER: 201531		
CAD DATE: 6/9/2022 6:15:24 PM			
CAD FILE: J:\2020\201531\CAD\Dwgs\C\104.dwg			

NO.	DATE	BY	REVISION DESCRIPTION

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SIGNATURE:

DATE: XX/XX/2022 CONNER DUINTEMAN REG. NO. 60005

HRGreen HRGreen.com

BUFFALO HILLS GULLY
CITY OF BRAINERD
BRAINERD, MINNESOTA

CIVIL
PROPOSED PROJECT LAYOUT

SHEET NO.
104

BOLTON & MENK
Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

February 8, 2023

Jessie Dehn, P.E.
City Engineer/Public Works Director
City of Brainerd
501 Laurel Street, Brainerd, MN 56401

RE: Buffalo Hills Gully Storm Sewer Construction Administration Proposal
City of Brainerd, MN

Dear Jessie,

Based on our February 3, 2023 conversation and provided 60% draft construction plan set prepared by HR Green, we are providing our proposal for engineering services associated with Buffalo Hills Gully Improvements in Brainerd.

It is our understanding that the City of Brainerd is addressing an erosion issue by installing storm sewer in an existing gully located behind existing homes in the Buffalo Hills neighborhood. The storm sewer is approximately 1,400 lineal feet, the surface elevation of the area will be raised seven to ten feet, and an enhanced storm sewer outlet will be constructed to protect the adjacent Mississippi River. We understand the proposed project includes the following:

- Installing perimeter controls and clearing and grubbing 1.9 acres of trees.
- Installing 1,400 lineal feet of 48" RCP storm sewer, 20 manholes, and storm sewer outlet.
- Raising the grade of gully by importing approximately 5,000 cubic yards of embankment.
- Restoration of impacted areas.

To assist the City of Brainerd complete this project, we propose to provide the following services as described below:

1. Construction Administration Services – We anticipate 80 contract administration service hours over an eight-week period. Our proposed project manager, Andrew Beadell, P.E., is a professional engineer with eight years of experience.
2. Construction Staking Services – We would provide construction staking services associated with the improvements from our Baxter Office. Our proposal includes an estimated 68 hours for staking calculations and construction staking services.
3. Construction Observation Services - We will provide full time and/or periodic construction observation depending upon the primary construction activity, contract administration, labor/wage compliance interviews (if required with funding), coordinate material testing if necessary, and prepare construction record drawings with a Resident Project Representative (RPR) from our Baxter Office.

Bolton & Menk is an equal opportunity employer.

a. Our construction services are based on an estimated construction period of 40 working days. We anticipate 372 construction observation service hours for the duration of the project. The estimated hours are based on periodic inspections during clearing and grubbing and turf restoration activities estimated to be twenty hours per week for a two week duration and full time inspection during storm sewer and grading activities estimated to be fifty hours per week for a six week duration.

SCOPE OF SERVICES

Bolton & Menk, Inc. will complete the following scope of work:

Task 1: Construction Services

Subtask 1.1 Construction Administration

Objective: Perform construction administration.

Description: The project manager will perform the following construction administration responsibilities:

- Attend preconstruction meeting.
- Perform on-site review pertaining to work and progress as needed.
- Attend weekly progress meetings as needed.
- Prepare change orders and written directives.
- Review shop drawings.
- Review and recommend approval of pay requests.

Deliverables: Meeting minutes, pay estimates, change orders, work directives, and shop drawing reviews.

Subtask 1.2 Field Staking

Objective: Complete necessary field staking.

Description: Survey crews will complete field staking on the following features:

Site Verification and Control Work:

- Set and/or verify vertical and horizontal control network necessary for accurate construction layout
- Set a network of control points surrounding the site to assist the contractor's machine control grading.

Staking computations:

- Perform computations required to set the required survey stakes. Bolton & Menk, Inc. will reference the certified construction plans and the CAD files provided by the designer

Erosion Control:

- Set stakes indicating the positioning of the silt fence
    - Lath will be set at 100-foot intervals, deflections, beginning, and end of silt fence

Bolton & Menk is an equal opportunity employer.

Clear & Grub Limits:

- Set stakes indicating the positioning of the clear & grub limits
    - Lath will be set at 100-foot intervals, deflections, beginning, and end of limits

Storm Sewer:

- Set offset stakes indicating the positioning for manhole structures
    - Vertical reference will be set to the lowest pipe invert elevation within the structure
    - Horizontal reference will relate to the center of the manhole structure
    - Stake will not reference distances to the center of the opening for the casting; it is assumed contractor will determine this information
    - Set offset line reference stakes for storm sewer piping between structures at 50-foot stationing
    - Set offset stakes indicating the positioning for the horizontal position of the drain tile lines and bends (no vertical reference provided)

Finished Grade Stakes for Gully:

- Set grade stakes along the proposed finished gully centerline
    - Lath will be set at 50-foot intervals with cut/fill to proposed finished grade

Tree Replacement:

- Set stakes indicating the proposed position of approximately 20 replacement deciduous trees

GENERAL SURVEY ASSUMPTIONS

This proposal is based upon the following assumptions:

- We will provide copies of survey documents for project records; daily cut sheets will be provided detailing the construction stakes set
- Staking is proposed on a one-time basis; other contractors and subcontractors are to protect all stakes until the staked facility has been completed and the stake is no longer required; control points will be protected throughout the project; replacement of lost or obliterated stakes will be considered re-staking and billed in accordance our standard hourly rates as defined in this proposal
- We will have access to the architect and/or civil engineer digital files for our use in extracting data not shown on the paper plans but required for layout of any specific feature; we will not be held at fault for inaccuracies in said electronic file; if the architect and/or engineer charge a fee to receive the digital files it will be billed as an extra fee to the client
- Engineering and surveying services not specifically identified herein are not part of this proposal
- Survey crew will be available to work Monday-Friday between the hours of 6:30am and 6:00pm
- All meetings to be attended by Bolton & Menk, Inc., at the request of the client, will be billed in accordance with Bolton & Menk, Inc.'s standard hourly rates as defined below

Deliverables: Field stakes and documentation of all survey points installed.

Bolton & Menk is an equal opportunity employer.

Subtask 1.3 Construction Observation

Objective: Provide a highly qualified individual to serve as RPR to perform construction administration and observation of the contractor's work.

Description: The RPR will be on-site during the various stages of construction to observe and review the quality of work. The RPR will perform the following tasks:

- Provide day-to-day construction observation and coordination between contractor, city, and affected businesses and property owners.
- Maintain daily construction logs.
- Assist Project Manager with preparing monthly pay requests.

Deliverables: Inspection notes, photos, and other field records.

Task 2: Project Close-Out

Subtask 2.1 Final Project Review

Objective: Review project site with the city and contractor.

Description: We will walk the site with project stakeholders and identify any punchlist items that need to be addressed. Punchlist items will be reviewed until acceptable by the city.

Deliverables: Copy of any punchlist items.

Subtask 2.2 Record Drawings

Objective: Drawings documenting the "as-built" conditions for the city's records and future use.

Description: Bolton & Menk will combine all field information prepared by the RPR, contractor, and subcontractors for use in preparing record drawings. This information will be used to edit the design drawings used for project construction.

Deliverables: The record drawings will be provided to the city for review. Upon approval by the city, the final drawings will be provided in electronic (Adobe PDF) format for printing (if necessary) and archiving. One 11"x17" final hardcopy set will also be provided.

PROJECT SCHEDULE

Bolton & Menk will have staff available to get started upon City acceptance of this proposal and direction regarding timing. Based on our discussion we anticipate construction to commence at the beginning of the 2023 construction season.

ESTIMATED FEES

Based on our understanding of the effort required to assist the City with the Buffalo Hills Gully storm sewer improvements, we estimate the following fee as summarized in the table below. For your review, a more detailed breakdown has been provided. As delays associated with Contractor progress, site conditions, and weather are somewhat out of our control, we propose to provide our services on an hourly not-to-exceed basis with recognition that a fee amendment would be prepared for consideration if actual conditions are encountered like the concerns noted above. We will provide the City with monthly status updates during construction services to avoid any surprises at the end of the project and are willing to

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continually review with you the scope of our efforts to deliver this project and stay within the project budget.

Work Tasks	Fee
Task 1.1 Construction Administration	$15,160
Task 1.2 Construction Staking	$12,364
Task 1.3 Construction Observation*	$43,520
Task 2.1 Final Project Review	$3,538
Task 2.2 Record Drawing	$1,350
Total Cost	**$75,932**

*We assume Material Testing, if necessary, will be contracted directly by the City and is not included in our proposal.

This proposal assumes full-time inspection for most of the project. If this is above the city's expectation we are happy to customize our effort to meet the city's needs.

We appreciate the opportunity to provide our proposal for professional services. If you have any questions or need additional information, please contact me at 218-821-7265. If the proposal is acceptable, we will prepare an agreement between the City of Brainerd and Bolton & Menk, Inc. for both parties to sign to finalize acceptance of the proposal.

Sincerely,
Bolton & Menk, Inc.

Phil Martin, PE
Principal Engineer

Enclosures – Fee Summary

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FEE SUMMARY

Detailed Cost Estimate

Client: City of Brainerd
Project: Buffalo Hills Gully

Bolton & Menk, Inc.

Task No.	Work Task Description	Principal-in-Charge	Project Manager	RPR	Survey Manager	Survey Crew Chief	Total Hours	Total Cost
1.1	Construction Adminstration	8	80	4	0	0	92	$15,160
1.2	Field Staking	0	0	0	16	52	68	$12,364
1.3	Construction Observation	0	0	340	0	0	340	$43,520
2.1	Final Project Review	0	6	20	0	0	26	$3,538
2.2	Record Drawing	0	2	8	0	0	10	$1,350
	Total Hours	8	88	372	16	52	536	
	Average Hourly Rate	$201.00	$163.00	$128.00	$178.00	$183.00		
	Subtotal	$1,608	$14,344	$47,616	$2,848	$9,516		$75,932
	Total Fee							**$75,932**

February 28th, 2023

Jessie Dehn, P.E.
City Engineer/Public Works Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

RE: Buffalo Hills Gully Storm Sewer Construction Administration Proposal
City of Brainerd, MN

Dear Mr. Dehn:

WSB is excited about the opportunity to present this scope of work and deliverables for construction services for the City's Buffalo Hills Gully Storm Sewer Construction Project. The scope of work WSB will provide are the staff and services as necessary to meet the expected outcomes of this contract, which include the following tasks:

- Project Management
- Contract Administration
- Construction Observation and Inspection
- Survey

Deliverables and responsibilities provided for each of the above tasks are described in the Project Approach/Scope of Services below. The intent of the scope is to outline the major tasks required for this project and highlight areas of importance that are needed to complete the requested services. The scope does not list all responsibilities to be performed.

PROJECT UNDERSTANDING

It is our understanding that the City of Brainerd is going to improve the drainage in the Buffalo Hills Gully by constructing a new storm sewer system to convey the drainage from a culvert under Buffalo Hills Ln W to the Little Buffalo Creek drainage way. The new drainageway will consist of a 1,400 linear foot storm sewer and the gully will be backfilled to correct existing erosion issues. In order to provide the construction space for this work there will be approximately 2 acres of clearing and grubbing. Following the project, vegetation will be reestablished with seeding, stabilization, and live staking.

We understand that the proposed project includes the following:

- Installing perimeter controls and clearing and grubbing 1.9 acres of trees.
- Installing 1,400 lineal feet of 48" RCP storm sewer, 20 manholes, and storm sewer outlet.
- Raising the grade of gully by importing approximately 5,000 cubic yards of embankment.
- Restoration of impacted areas.

PROJECT SCHEDULE

Construction is expected to start in 2023. The clearing and grubbing will have to be performed in the winter months due to restrictions relating to endangered species. Based on discussions with the City it seems like the majority of the work will be performed in 2024. WSB will have staff available to execute this project in 2023 and 2024 as needed.

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

PROJECT APPROACH/SCOPE OF SERVICES

A. Project Management

WSB will provide project management throughout the duration of this project. This will include the following deliverables:

- Prepare materials for and attend the preconstruction meeting and weekly on-site meetings for the duration of the project.
- Prepare materials and coordinate private utility relocations prior to construction.
- Communicate with the City Engineer and Contractor to address project related issues.
- Provide understanding of City's standard construction practices as they relate to the project.
- Provide the necessary resources and direction to WSB personnel to ensure project compliance and quality results.
- Review and verify prepared pay vouchers and documented quantities.
- Provide the tools and equipment needed to WSB personnel to perform and meet the expected outcomes of the project including cell phones, computers, iPad's, PPE, testing equipment, and additional supplies needed to perform the work.
- Provide services required under this contract as necessary to accommodate the contractor's schedule.

We anticipate 80 contract administration service hours over an eight-week period. Matt Indihar P.E., will be managing the construction inspector and the contract. Matt has 11 years of industry experience on similar projects.

B. Contract Administration

WSB will provide contract administration for this project. Our project team will work with the contractor and the city to ensure construction work and activities will be constructed in accordance with the plans and standards and are correctly and adequately documented throughout the project. Scope of work for this task includes:

- Attend construction meetings for close coordination of day-to-day progress of work and ensure the project is being completed as intended.
- Communicate regularly with involved stakeholders to keep them informed regarding the impact of construction to the area, including neighbors, businesses, and local agencies.
- Review, document, and file contractor permits, submittals, test reports, and certificates of compliance.
- Verify and review all labor submittals meet requirements.
- Accurately verify contract pay items daily.
- Prepare all pay vouchers in accordance to project revenues and expenses.
- Prepare contract change documents and cost estimates with negotiations with the contractor on any contract changes.
- Respond to all contractor requests for information (RFI).
- Complete all necessary field finalizing of the project documentation in accordance with project specifications.

C. Construction Observation and Inspection

WSB will provide Construction Observation and Inspection services through construction of the project and final project closeout. This task will include:

- Record all construction activities daily, making a complete and accurate record of all events.

- Ensure construction practices and materials used on site are compliant with project specifications.
- Accurately measure and record contract pay items daily.
- Perform daily reviews of construction signing, detour signing, and construction traffic control maintenance.
- Perform monthly labor compliance interviews.
- Communicate regularly with the Project Manager, Contractor, City, and involved stakeholders.
- Perform reviews of temporary and permanent erosion control measures on the project for compliance to applicable permits and specifications.
- Provide services required under this contract as necessary to accommodate the contractors schedule and needs.
- Exercise the "Authority and Duties of the Inspector" as necessary.

For these tasks we anticipate a portion of this work to be periodic inspection during clearing and grubbing activities and full-time observation during the grading and storm sewer work. The individual we have identified to complete this work is Isaiah Escobedo, a former employee of the City that understands the responsibilities of an inspector on a City of Brainerd project. It is assumed that any turf establishment or landscape planting warranty work will be conducted by City staff.

D. Survey
WSB will provide Survey services through project construction. This will include:

- Verifying datum points are accurate and correct.
- Provide all required construction staking including setting benchmark elevation locations. This includes:
    - Construction limits at 100-ft intervals
    - Storm sewer manhole locations and offset stakes for piping between structures.
    - Grading stakes for gully at 50-ft intervals indicating cut/fill to proposed finish grade.
- Providing and maintain records for as-builts.

Depending on project sequencing and workload, as determined by the contractor, we will adjust our staffing needs accordingly.

PROPOSED FEE

The estimated cost proposal we are providing is based on the contract documents and anticipated schedule for the work. A better understanding of the level of effort needed will be realized once the contractor presets their approach to the work. WSB will provide the services as outlined in Project Approach/Scope of Services. Our budget was developed based on our understanding of the scope from conversations with the City on February 23rd, 2023, and the 60% plans that were provided. Our estimated fee assumed 8-weeks of construction, working 5 days a week, and 8 hours per day during construction activities. The estimated hours are based on periodic inspections during clearing and grubbing and turf restoration activities estimated to be twenty hours per week for a two-week duration and full-time inspection during storm sewer and grading activities estimated to be fifty hours per week for a six-week duration. We anticipate 372 construction observation service hours for the duration of the project.

Materials testing needs were not indicated as needed in the current scope of work, but WSB has provided an estimated fee for construction materials testing as required for this project. WSB can perform the field test with the staff already budgeted on the project. The additional testing fee would before lab testing and sample transport.

As delays associated with contractor's progress relating to sited conditions, material delays, weather are somewhat out of our control, we have estimated our project fees based on the current information and assumptions detailed in this proposal at an hourly not-to-exceed basis acknowledging that if actual conditions differ from our assumptions that a fee amendment would be prepared for the City's consideration. WSB will provide the City with monthly project updates and communicate any changes in the scope of work as soon as they are known in order to avoid any surprises concerning the project budget. With that being said, WSB is fully committed to delivering this project providing the services outlined in this proposal within the estimated fee provided.

Proposed Work Tasks	**Fee**
Project Management	$ 7,872.00
Construction Engineering and Quality Control	$ 52,470.00
Construction Contract Administration	$ 6,804.00
Final Construction Documentation	$ 4,826.00
Total Cost	$ 71,972.00

A detailed fee summary is attached in Appendix A.

The proposed scope and fee presented herein represents our complete understanding of the project based on site visits and work performed. If you have any questions or concerns, please feel free to contact me at (218) 341-3614. Once again, we appreciate the opportunity to submit this proposal and look forward to working with you and your staff.

Sincerely,

WSB

Matthew Indihar, PE,
Senior Project Manager

Chad DeMenge, PE
Director of Contract Administration
North Region, MN

Attachments
ACCEPTED BY:

City of Brainerd

By: _____
Jessie Dehn, City Engineer/Public Works Director

Date: _____

Appendix A

Estimate of Cost- East Gull Lake 2023 Street & Trail Improvement Project
WSB Construction Services
15574 Edgewood Drive
Baxter, MN 56425

	WORK TASK Contract No	Construction Project Manager Matt Indihar, PE	Municipal Project Manager Paul Sandy, PE	Construction Inspection Brock or Isaiah	Survey/Staking 1-Person Crew	Total Hours	Cost
Task	*Description*						
1	**PROJECT MANAGEMENT**						
	Project Management	32	8	4		44	$7,872.00
2	**CONSTRUCTION ENGINEERING AND QUALITY CONTROL**						
	Construction Surveying and Staking				52	52	$9,100.00
	Digitial Point File				8	8	$1,400.00
	Pre-Project Inspection / Removal Measurements			16		16	$1,824.00
	Full Time Onsite Inspection, Field Testing, submittal reviews	6		256		262	$30,282.00
	NPDES Inspections/Audits	5		16		21	$2,739.00
	Weekly Progress Reports, Diaries, photos	6		16		22	$2,922.00
	Weekly Meetings	8		8		16	$2,376.00
	Document and Submittal Control	5		8		13	$1,827.00
	Bituminous/Concrete Plant Inspection (Not anticipated)						
3	**CONSTRUCTION CONTRACT ADMINISTRATION**						
	Pre-Construction Conference	2		2		4	$594.00
	Material Tracking, Partial Payments, Final Payment	2		15		17	$2,076.00
	Onsite Meetings and Project Review	4		10		14	$1,872.00
	Labor Compliance/Prevailing Wage	2		4		6	$822.00
	Contract Change Management	6		3		9	$1,440.00
4	**FINAL CONSTRUCTION DOCUMENTATION**						
	Final Inspection, Files, Punchlist and Permits	4		4		8	$1,188.00
	Record Survey	1		2	8	11	$1,811.00
	Final Documentation/ Close-out	5		8		13	$1,827.00
	Lead Construction Inspection assumptions:						
	Full Time, 40 hrs/week for 8 weeks = 320 hours						
	Plus 2 weeks of part time, 26 hrs/week for 2 weeks = 52 hours						
	Additional Working Days would be charged at the proposed						
	hourly rates.						
Total Hours		88	8	372	68	**536**	**$71,972.00**

Hourly Costs		183.00	195.00	114.00	175.00		
WSB SALARY COSTS		**$16,104.00**	**$1,560.00**	**$42,408.00**	**$11,900.00**		**$71,972.00**

EXPENSES AND SUBCONTRACTS	
Mileage assumed to be reimbused per established State of Minnesota Rates.	
Material Lab Testing *	**$ 3,105.00**
Supplies and Equipment	

*Material Lab Testing is an additional proposed service

TOTAL CONSTRUTION SERVICES PROJECT COST with Added Materials Testing (NOT TO EXCEED)	**$75,077.00**

Matthew Indihar, PE
Senior Project Manager, WSB
15574 Edgewood Dr.
Brainerd, MN 56425

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: Approve Street Lighting Policy

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:
Staff is presenting a final draft of the City of Brainerd Street Lighting Policy for Council review.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
The SPW Committee, Public Works staff, and BPU staff have coordinated from Fall 2021 to prepare a Street Lighting Policy to update the current lighting standards and establish standards for developers/contractors. Included in the attached draft is a summary of the determined standards as discussed and approved through Council discussions.

A separate policy is being constructed regarding banners attached to street lighting which will likely be limited to Special Lighting Districts (i.e. Downtown Special Services District). When a draft of that policy has been prepared, that will also be brought to the Council for their review and approval.

RECOMMENDED ACTION/MOTION:
Staff recommends approval of the Street Lighting Policy as presented.

FINANCIAL IMPACT:

Is there a cost associated with this request: No
What is the total cost, with tax and shipping: Click to enter text
Is this budgeted? (Please Explain) Click to enter text

CITY OF BRAINERD
STREET LIGHTING POLICY

I. OVERVIEW

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

II. STREET LIGHTING STANDARDS

A. GENERAL STANDARDS

1. The developer shall pay the full capital costs of every lighting unit to be installed. This includes poles, luminaires, conduit, underground wiring, lighting controllers and all incidental work. The City shall pay operation and maintenance for the lighting system once it is accepted as complete by the City and Brainerd Public Utilities.
2. Fixtures shall be specified and installed in a manner that directs approximately 80% of the light towards the street side and approximately 20% of the light back towards the sidewalk or right-of-way. Little to no light shall be thrown upward.
3. Color temperature for the lighting fixture shall be set at 3,000 Kelvin (K).
4. For residential standard, the standard pole height should be 15 feet. For the commercial standard, the standard pole height should be 25 feet. Variance from this standard may be approved based on grade, obstruction, or other consideration. Variance from this standard shall be approved by the City and Brainerd Public Utilities.

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

B. NEW SUBDIVISIONS

1. Residential streets

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

Lighting units shall comply with the Residential Standard pole and fixture. The Residential Standard pole and fixture details can be found in Appendix A.

2. *Arterial and Collector Streets in Residential Areas*

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

Lighting units shall comply with the Residential Standard pole and fixture. The Residential Standard pole and fixture details can be found in Appendix A.

3. *Industrial Areas*

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

Lighting units shall comply with the Commercial Standard pole and fixture. The Commercial Standard pole and fixture details can be found in Appendix B.

4. *Commercial Areas*

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

Corridors that have been specifically designated as "Commercial Corridors" are as follows:

- TH 210/Washington Street from Baxter Drive to 10th Avenue NE
- College Drive from Highland Scenic Drive to Quince Street
- Oak Street from S. 6th Street to TH 25/TH 18
- Mill Avenue from TH 210 to Mississippi River Bridge
- S. 6th Street from Buffalo Hills Lane/Industrial Park Road to TH 210

Poles shall not be installed with the ability to hang banners or with outlets for power access outside of the Special Lighting Districts, as described in II.B.6.

Lighting units shall comply with the Commercial Standard pole and fixture. The Commercial Standard pole and fixture details can be found in Appendix B.

5. *Pedestrian Ways and Trails*

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

Lighting units shall comply with the Residential Standard pole and fixture.

The Residential Standard pole and fixture details can be found in Appendix A.

6. ***Special Lighting Districts***

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

Details and standards shall be determined on a project-by-project basis by the City Council and Utilities Commission.

C. EXISTING SUBDIVISIONS

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

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

When property owners request additional lighting for the neighborhoods, they must do so by petition - signed by 60% of the property owners affected by the proposed light. The affected area shall be 380 linear feet on either side of the proposed light, on both sides of the street. The placement of the proposed lightingunit shall be specified in the petition. Petitioners shall approach the City, prior to circulating their petition, to obtain direction as to where streetlights are warranted for their neighborhoods. Lighting unit shall be approved if they meet the criteria for street lighting standards.

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

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

In existing developments, new lighting units shall comply with the Residential Standard pole and fixture. The Residential Standard pole and fixture details can be found in Appendix A.

D. COUNTY HIGHWAYS

1. Lighting units shall be placed in intersections when the street light warrants,

as established by Crow Wing County Highway Department, have been met. If warrants are met, per County policy, the County and City divide the total cost of street lighting systems based on the jurisdiction of legs contributing to the intersection (i.e. two legs of County Road and 2 legs of City Street, costs would be split 50/50, etc.)

2. Additional lighting units may be placed and spaced a minimum of 190 feet between lighting units where intersections are more than 380 feet apart with lighting typically alternating from one side to the other depending on the width of the street. The city is responsible for the entire cost of constructing street lighting systems that do not meet County warrants.

3. Lighting units at intersections may be approved by City Council if warrants are not met, per Crow Wing County and the City Engineer/Public Works Director, if property owners petition the City and pay for the up-front capital cost for light installation.

4. The city is responsible for the cost difference between installing standard lighting and aesthetically enhanced street lighting systems.

5. Costs of on-going operation and maintenance are typically handled through a cost share agreement negotiated between the City and County.

III. FUNDING OF COSTS

A. INITIAL INSTALLATION OF LIGHTING

1. New Subdivisions

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

2. Existing Subdivisions

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

3. Collector/Arterial Streets

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

4. Industrial Areas

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

5. County Roads

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

B. REPLACEMENT OF FIXTURES

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

C. OPERATING COSTS

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

D. MAINTENANCE COSTS

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

Appendix A - Residential Standard

Streetworks

DESCRIPTION

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

Catalog #		Type
Project		
Comments		Date
Prepared by		

SPECIFICATION FEATURES

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

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

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

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

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

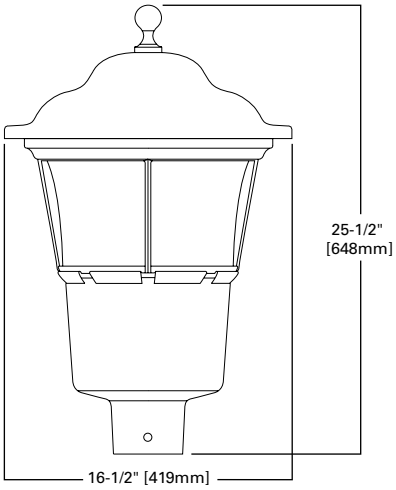
Warranty
Five-year warranty.

MPB
BRECKENRIDGE

LED

DECORATIVE POST TOP LUMINAIRE

DIMENSIONS



CERTIFICATION DATA

IP65 · 3G VIB · LSI SYSTEMS CERTIFIED · UL CERTIFIED · 5 YEAR · FC · DLC · BAA

EPA
Effective Projected Area:
1.7 Square Feet

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

COOPER Lighting Solutions

CONTROL OPTIONS

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

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

POWER AND LUMENS

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

POWER AND LUMENS

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

LUMEN MAINTENANCE

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

ORDERING INFORMATION

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

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

NOTES:

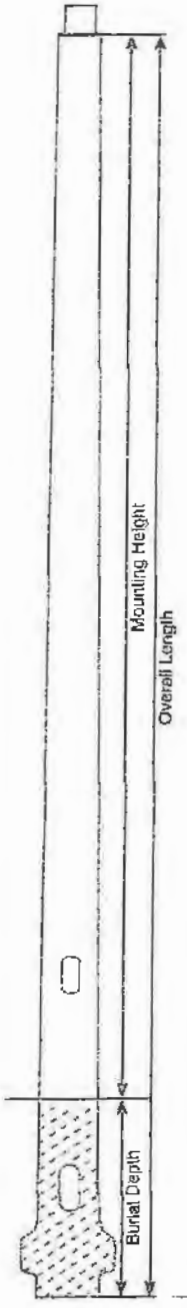
1. Customer is responsible for engineering analysis to confirm pole and fixture compatibility for all applications. Refer to our white paper WP513001EN for additional support information.
2. A7 not available with DALI.
3. Use dedicated IES files for various CCTs and CRIs when performing layouts. These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

Shakespeare

B-SERIES

ROUND TAPERED COMPOSITE LIGHT POLE DIRECT BURIAL INSTALLATION

SHAKESPEARE B-SERIES DIRECT BURIAL POLES



OVERALL LENGTH	MOUNTING HEIGHT	BURIAL DEPTH	TIP DIAMETER	GROUNDLINE DIAMETER	WEIGHT
24	20	4	6.4	8.9	132
25	21	4	6.4	9.1	137
26	22	4	6.4	9.2	142
27	23	4	6.4	9.4	148
28	24	4	6.4	9.5	153
30	25	5	6.4	9.8	158
31	26	5	6.4	9.8	163
32	27	5	6.4	9.9	168
33	28	5	6.4	10.0	173
34	29	5	6.4	10.2	177
35	30	5	6.4	10.3	183
37	31	6	6.4	10.5	187
38	32	6	6.4	10.6	191
39	33	6	6.4	10.7	196
40	34	6	6.4	10.9	200
41	35	6	6.4	11.0	205
43	36	7	6.4	11.1	213
44	37	7	6.4	11.3	220
45	38	7	6.4	11.4	236
46	39	7	6.4	11.6	261
47	40	7	6.4	11.7	287

- Mounting heights to 40 feet
- Smooth, semi-smooth or natural finish
- 3 standard and 5 special architectural colors available
- High performance UV and weather-resistant pigmented resin system with an additional pigmented polyurethane coating.
- Tenon top or Drilled and Capped
- Standard 2-1/2" x 5" handhole located 18" above grade
- Standard 2 EA - 2-1/2" x 6" wire access hole 24" below grade
- Anti-rotation flare structurally integrated into the pole base during manufacture
- Poles are individually identified with a permanent embossed tag located 9" from tip.
- Sleeved individually for shipment
- Lightweight, easy to install, saves money

ORDERING INFORMATION

B B 24 — 01 S 1 BG 08 (*)

- B → B = DIRECT BURIAL
- B → SERIES
- 24 → OVERALL LENGTH
- 01 → TENON
  - 01 = 3" X 3.75" TENON
  - 02 = 2.375" X 3.75" TENON
  - 00 = CAPPED
  - • CONSULT FACTORY FOR OPTIONS
- S → FINISH
  - S= SMOOTH
  - U= SEMI-SMOOTH
  - N = NATURAL
- 1 → STANDARD COLORS / PREMIUM COLORS
  - 1 = BLACK
  - 2 = GRAY
  - 5 = DARK BRONZE
  - 3 = BROWN
  - 4 = LIGHT GREEN
  - 6 = SILVER
  - 7 = WHITE
  - 8 = DARK GREEN
  - 9 = CUSTOM
- (*) → DIGITS MAY BE ADDED FOR INTERNAL USE

SHAKESPEARE - VALMONT COMPOSITE STRUCTURES, INC. 19845 U.S. HIGHWAY 76 - NEWBERRY, SC 29108 USA
803.276.5504 - 800.800.9008 - FAX: 803.276.8940 SKP-CS.COM

Composite Light pole

B-Series

Direct Burial

B-SERIES

Shakespeare

ROUND TAPERED COMPOSITE LIGHT POLE - DIRECT BURIAL INSTALLATION

SPECIFICATIONS

1. Lighting poles shall be fiberglass reinforced composite per Shakespeare design.
2. Wind loading shall be calculated for the appropriate wind velocity with a 3 second gust factor per ASCE.
3. Effective projected area (EPA) is the actual area adjusted with the appropriate drag coefficient (shape factor) to result in an equivalent area having a drag coefficient equal to one (1) using ANSI 136.20

MATERIALS

1. The round tapered pole shall be constructed by the filament winding process from thermosetting polyester resin and contain a minimum of 65 percent "E" type fiberglass by weight. The filament windings shall be continuously applied with uniform tension and shall be placed on the pole helically at low angles to provide axial strength. Additional windings shall be placed on the pole in a circular manner to provide compressive strength.
2. The resin to make the pole shall be ultraviolet resistant and pigmented approximately the same color as the final coating to be applied. A highly weather resistant, pigmented, polyurethane coating shall be applied to the pole. The coating shall have a minimum thickness of 1.5 mils.
3. The poles shall be flame resistant per ASTM D635. Specimens must cease to burn before the gauge mark of 100mm (3.9 inches) is reached.
4. (If applicable) The poles shall be delivered predrilled and capped (if applicable) to accommodate the lighting fixture(s) or mast arm(s) specified.
5. (If applicable) Tenons shall be permanently bonded to the fiberglass shaft end shall be hot-dipped galvanized steel to ASTM A153 or shall be 6061-T6 or A356-T6 aluminum.
6. The handhole opening shall be 2.5" x 5". The handhole cover is attached with a 1/4" socket head screw.

IDENTIFICATION & PACKAGING

Each pole shall beer an identificetion tag which shall list the model, catalog number, month and year of manufacture.
Each pole shell be individuelly packaged for protection during shipping.

TESTING

The surface shall have been tested for a minimum of 5000 hours of accelereted testing in accordance with ASTM G154 (UV-A Lamp 340 NM wavelength 130^0 F, cycle lamp 4 hours on, 4 hours off) with the following performance results:

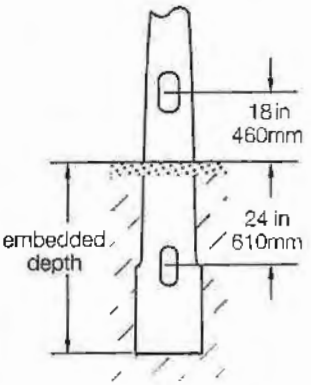
• Fiber exposure: None | Crazing: None | Chalking: None | Color: Slight dulling may occur

WIND LOADING DATA

Wind speed (mph) values calculated as per ANSI C136.20 for e 3-second gust factor.

OVERALL LENGTH	MOUNTING HEIGHT	LUMINAIRE MAX WEIGHT (LBS.)	90 MPH	100 MPH	110 MPH	120 MPH	130 MPH	140 MPH	150 MPH
24	20	300	23.1	18.5	15.1	12.5	10.3	8.6	7.1
25	21	300	22.8	18.2	14.9	12.3	10.1	8.4	6.9
26	22	300	21.8	17.4	14.2	11.7	9.6	7.9	6.5
27	23	300	20.9	16.7	13.6	11.2	9.1	7.4	6.1
28	24	300	20.0	16.0	13.0	10.6	8.6	7.0	5.7
30	25	300	19.3	15.3	12.4	10.1	8.2	6.6	5.4
31	26	300	18.5	14.7	11.9	9.6	7.7	6.2	5.0
32	27	300	17.8	14.1	11.5	9.2	7.3	5.9	4.7
33	28	300	17.2	13.6	11.0	8.8	6.9	5.5	4.4
34	29	300	16.6	13.1	10.6	8.3	6.6	5.2	4.1
35	30	300	16.0	12.6	10.2	8.0	6.2	4.9	3.8
37	31	300	15.4	12.2	9.8	7.6	5.9	4.6	3.5
38	32	300	14.9	11.8	9.4	7.2	5.6	4.3	3.2
39	33	300	14.5	11.4	9.0	6.9	5.3	4.0	2.9
40	34	300	14.0	11.0	8.6	6.6	5.0	3.7	2.7
41	35	300	13.6	10.6	8.3	6.3	4.7	3.4	2.4
43	36	300	13.1	10.3	7.9	5.9	4.4	3.2	2.2
44	37	300	12.1	9.5	7.2	5.3	3.8	2.7	1.7
45	38	300	12.5	9.7	7.3	5.4	3.9	2.7	1.7
46	39	300	15.1	11.7	8.8	6.6	4.9	3.6	2.5
47	40	300	14.6	11.5	8.6	6.4	4.7	3.4	2.3

Direct Embedded Detail



valmont
COMPOSITE STRUCTURES

SPC7697 11/15 skp-cs.com carries the most current spec information and supercedes these guidelines.

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Appendix B - Commercial Standard

Streetworks

DESCRIPTION

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

Catalog #		Type
Project		
Comments		Date
Prepared by		

SPECIFICATION FEATURES

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

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

Electrical
LED drivers mount to die-cast aluminum back housing for optimal heat sinking, operation efficacy, and prolonged life. Standard drivers feature electronic universal voltage (120-277V 50/60Hz), 347V 60Hz or 480V 60Hz operation, greater than 0.9 power factor, less that 20% harmonic distortion, and is suitable for operation in -40°C to 40°C ambient environments. All fixtures are shipped standard with 10kV/10kA common – and differential – mode surge protection. LightBARs feature and IP66 enclosure rating and maintain greater than 95% lumen maintenance at 60,000 hours per IESNA TM-21. Occupancy sensor and dimming options available.

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

Warranty
Five-year warranty.

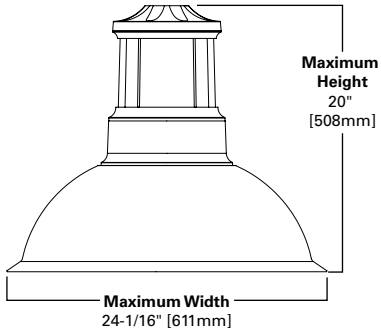
CEM/MEM
EPIC MEDIUM LED

1 - 4 LightBARs
Solid State LED

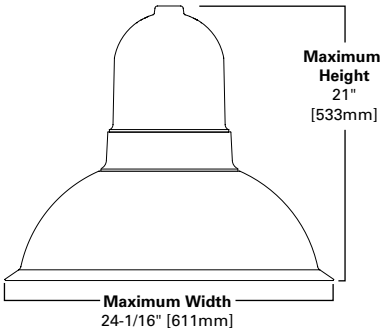
DECORATIVE AREA LUMINAIRE

DIMENSIONS

CEM Classical



MEM Classical



See configurations for more detailed information.

CERTIFICATION DATA
UL/cUL Listed
IP66 LlghtBARs
LM79 / LM80 Compliant
2G Vibration Tested
ISO 9001

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

EPA
Effective Projected Area: (Sq. Ft.) 0.94

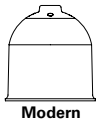
SHIPPING DATA
Approximate Net Weight:
45 lbs. [20 kgs.]

COOPER Lighting Solutions

CONFIGURATIONS

HOUSING

Classical
8-5/8" H x 8-3/4" W



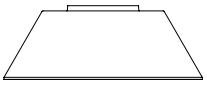
Modern
9-3/8" H
x 8-7/8" W

MID SECTION

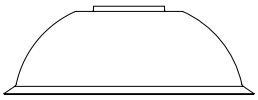
Solid
3-7/16" H x 9-15/16" W

Solid Rings
3-7/16" H x 12" W

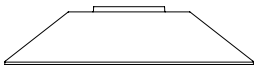
SHADE



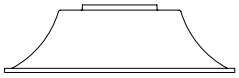
Straight Narrow
6-5/8" H x 19-1/8" W



Bell
8" H x 24" W

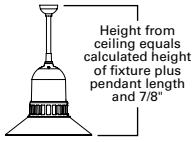


Straight Wide
5-1/8" H x 23-15/16" W



Flute
6" H x 22-1/2" W

MOUNTING OPTION



POWER AND LUMENS BY BAR COUNT (21 LED LIGHTBARS)

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

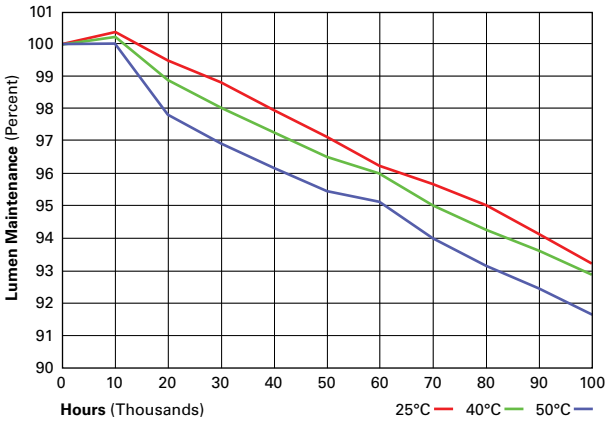
POWER AND LUMENS BY BAR COUNT (7 LED LIGHTBARS)

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

LUMEN MAINTENANCE

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

* Per IESNA TM-21 data.



LUMEN MULTIPLIER

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

CONTROL OPTIONS

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

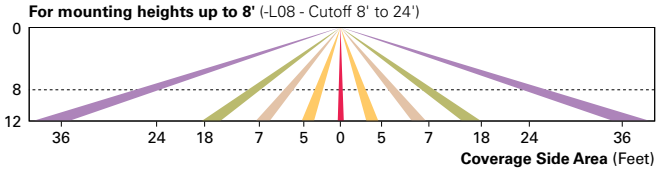
Photocontrol (PC, PER and PER7)
Optional button-type photocontrol (PC) and photocontrol receptacles (PER and PER7) provide a flexible solution to enable “dusk-to-dawn” lighting by sensing light levels. Advanced control systems compatible with NEMA 7-pin standards can be utilized with the PER7 receptacle.

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

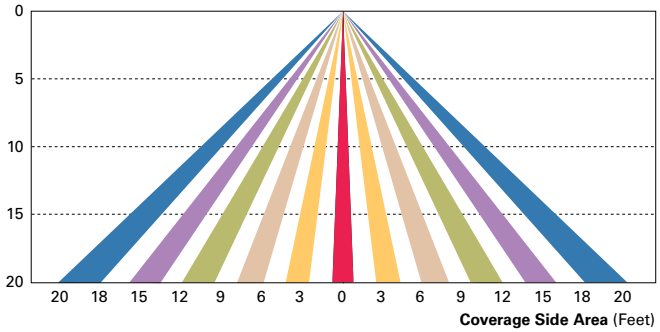
These occupancy sensors includes an integral photocell that can be activated with the FSIR-100 accessory for “dusk-to-dawn” control or daylight harvesting - the factory preset is OFF. The FSIR-100 is a wireless tool utilized for changing the dimming level, time delay, sensitivity and other parameters.

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

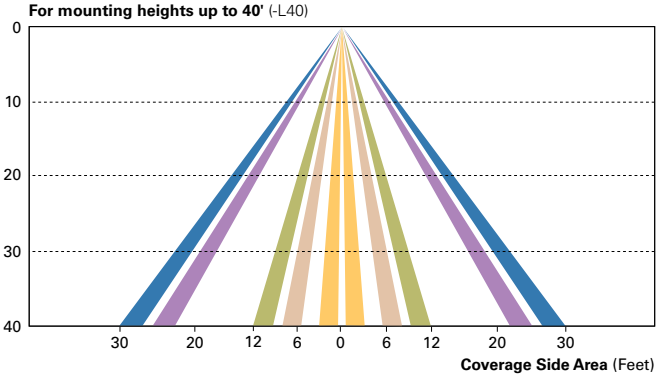
For mounting heights up to 8' (-L08 - Cutoff 8' to 24')



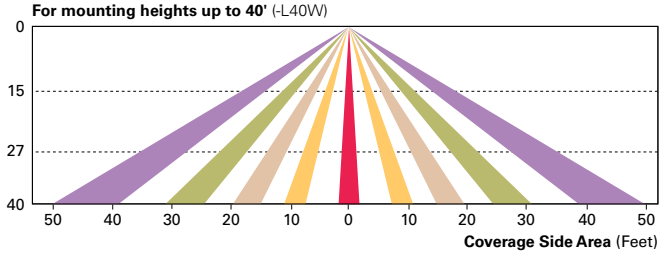
For mounting heights up to 20' (-L20)



For mounting heights up to 40' (-L40)



For mounting heights up to 40' (-L40W)



ORDERING INFORMATION

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

Product Family [1]	Number of LightBARs [2, 3]	Lamp Type	Voltage	Distribution	Mid Section Type	Shade Type	Color [5]
CEM=Epic Classical Medium **MEM**=Epic Modern Medium **BAA-CEM**= Epic Classical Medium, Buy American Act Compliant [19] **TAA-CEM**= Epic Classical Medium, Trade Agreements Act Compliant [19] **BAA-MEM**= Epic Modern Medium, Buy American Act Compliant [19] **TAA-MEM**= Epic Modern Medium, Trade Agreements Act Compliant [19]	**E01**=(1) 21 LED LightBAR **E02**=(2) 21 LED LightBARs **E03**=(3) 21 LED LightBARs **E04**=(4) 21 LED LightBARs **F01**=(1) 7 LED LightBAR **F02**=(2) 7 LED LightBARs **F03**=(3) 7 LED LightBARs **F04**=(4) 7 LED LightBARs	**LED**=Solid State Light Emitting Diodes	**E1**=Electronic (120-277V) **347**=347V **480**=480V [4]	**T2**=Type II **T3**=Type III **T4**=Type IV **SL2**=Type II w/Spill Control **SL3**=Type III w/Spill Control **SL4**=Type IV w/Spill Control **5MQ**=Type V Square Medium **5WQ**=Type V Square Wide **5XQ**=Type V Square Extra Wide **RW**=Rectangular Wide **SLL**=90° Spill Light Eliminator Left **SLR**=90° Spill Light Eliminator Right	**SO**=Solid **SR**=Solid Rings	**SN**=Straight Narrow **SW**=Straight Wide **BL**=Bell **FL**=Flute	**AP**=Grey **BZ**=Bronze **BK**=Black **DP**=Dark Platinum **GM**=Graphite Metallic **GN**=Hartford Green **WH**=White

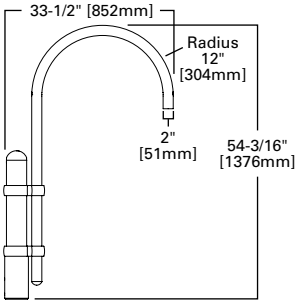
Options (Add as Suffix)	**Accessories** (Order Separately) [13, 20]	
2L=Two Circuits [6] **7030**=70 CRI / 3000K CCT [7] **7050**=70 CRI / 5000K CCT [7] **8030**=80 CRI / 3000K CCT [7] **LCF**=LightBAR Cover Plate Matches Housing Finish **MS-LXX**=Motion Sensor for ON/OFF Operation [8] **MS/X-LXX**=Motion Sensor for Bi-Level Switching [9] **PMXX**=Pendant Mount (XX=Pendant Length in Inches, 9.5" min - 48.0" max) [10] **HSS**=Factory Installed House Side Shield [11] **DIM**=0-10V Dimming Driver [12] **10MSP**=Parallel 10kV MOV Surge Protective Device **20MSP**=Parallel 20kV MOV Surge Protective Device **20K**=Series 20kV UL 1449 Surge Protective Device	**OA/RA1016**=NEMA Twistlock Photocontrol - Multi-Tap **OA/RA1027**=NEMA Twistlock Photocontrol - 480V **OA/RA1201**=NEMA Twistlock Photocontrol - 347V **OA/RA1013**=Photocontrol Shorting Cap **LB/HSS-21**=Field Installed House Side Shield for "E" LightBARs [11, 15] **LB/HSS-07**=Field Installed House Side Shield for "F" LightBARs [11, 15] **Mounting Accessories** (Order Separately) **Classical** **SA6150-XX**=Bishop Wall Mount Arm **SA6151-XX**=Bishop Wall Mount Arm with Cross Rod **SA6152-XX**=Traditional Wall Mount Arm **SA6153-XX**=Traditional Wall Mount Arm with 45° Strap **SA6154-XX**=Bishop Single Pole Mount Arm **SA6155-XX**=Bishop Single Pole Mount Arm with Cross Rod **SA6156-XX**=Bishop Twin Pole Mount Arm **SA6157-XX**=Bishop Twin Pole Mount Arm with Cross Rods **SA6158-XX**=Traditional Single Pole Mount Arm **SA6159-XX**=Traditional Single Pole Mount Arm with Rounded Upper Bar **SA6160-XX**=Traditional Single Pole Mount Arm with Rounded Lower Bar [14] **SA6161-XX**=Traditional Single Pole Mount Arm with 45° Upper Bar **SA6162-XX**=Traditional Single Pole Mount Arm with 45° Lower Bar [14] **SA6163-XX**=Traditional Single Pole Mount Arm with 45° Upper Strap **SA6165-XX**=Traditional Twin Pole Mount Arm **SA6166-XX**=Traditional Twin Pole Mount Arm with Rounded Upper Bars **SA6167-XX**=Traditional Twin Pole Mount Arm with Rounded Lower Bars [14] **SA6168-XX**=Traditional Twin Pole Mount Arm with 45° Upper Bars **SA6169-XX**=Traditional Twin Pole Mount Arm with 45° Lower Bars [14] **SA6170-XX**=Traditional Twin Pole Mount Arm with 45° Upper Straps **SA6171-XX**=Mast Arm Adapter **Modern** **SA6101-XX**=Bishop Wall Mount Arm **SA6102-XX**=Bishop Wall Mount Arm with Cross Rod **SA6103-XX**=Traditional Wall Mount Arm **SA6104-XX**=Traditional Wall Mount Arm with 45° Strap **SA6105-XX**=Bishop Single Pole Mount Arm **SA6106-XX**=Bishop Single Pole Mount Arm with Cross Rod **SA6107-XX**=Bishop Twin Pole Mount Arm **SA6108-XX**=Bishop Twin Pole Mount Arm with Cross Rods **SA6109-XX**=Traditional Single Pole Mount Arm **SA6110-XX**=Traditional Single Pole Mount Arm with Rounded Upper Bar **SA6111-XX**=Traditional Single Pole Mount Arm with Rounded Lower Bar [14] **SA6112-XX**=Traditional Single Pole Mount Arm with 45° Upper Bar **SA6113-XX**=Traditional Single Pole Mount Arm with 45° Lower Bar [14] **SA6114-XX**=Traditional Single Pole Mount Arm with 45° Upper Strap **SA6116-XX**=Traditional Twin Pole Mount Arm **SA6117-XX**=Traditional Twin Pole Mount Arm with Rounded Upper Bars **SA6118-XX**=Traditional Twin Pole Mount Arm with Rounded Lower Bars [14] **SA6119-XX**=Traditional Twin Pole Mount Arm with 45° Upper Bars **SA6120-XX**=Traditional Twin Pole Mount Arm with 45° Lower Bars [14] **SA6121-XX**=Traditional Twin Pole Mount Arm with 45° Upper Straps **SA6122-XX**=Mast Arm Adapter	**Accessory Options** [16] **V**=Victorian Finial [17] **M**=Modern Finial [17] **A**=Architectural Finial [17] **N**=Nostalgic Finial [17] **R**=NEMA Twistlock Photocontrol Receptacle [18] **PER7**=NEMA 7-PIN Twistlock Photocontrol Receptacle [18]

NOTES:

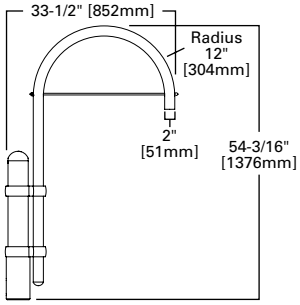
1. Arm not included. Order separately. See accessories.
2. Standard 4000K CCT and greater than 70 RI.
3. 21 LED LightBAR powered by 350mA and 7 LED LightBAR powered by 1A.
4. Only for use with 480V Wye systems. Per NEC, not for use with ungrounded systems, impedance grounded systems or corner grounded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

MOUNTING ACCESSORIES

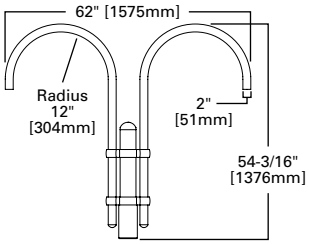
Pole mount arms are designed to fit both medium CEM/MEM housings. (Only these arms are compatible with the Epic luminaire). Arms feature a precision welded cast aluminum mounting hub for attachment of fixture head to arm with four stainless steel fasteners. Wall mount arms compliment pole mount luminaires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



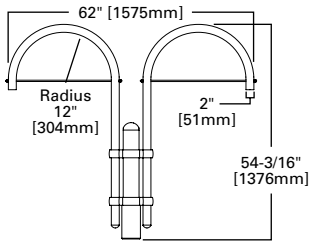
BISHOP SINGLE POLE MOUNT ARM
SA6105 (Modern), SA6154 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 24 lbs. E.P.A: 0.92



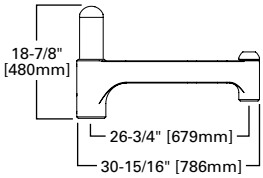
BISHOP SINGLE POLE MOUNT ARM WITH CROSS ROD
SA6106 (Modern), SA6155 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 25 lbs. E.P.A: 0.98



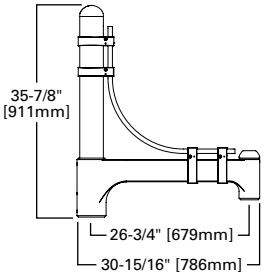
BISHOP TWIN POLE MOUNT ARM
SA6107 (Modern), SA6156 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 37 lbs. E.P.A: 1.43



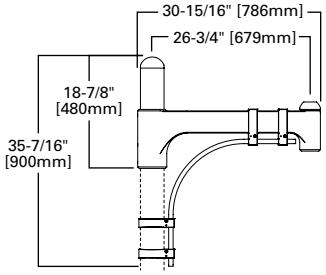
BISHOP TWIN POLE MOUNT ARM WITH CROSS RODS
SA6108 (Modern), SA6157 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 39 lbs. E.P.A: 1.55



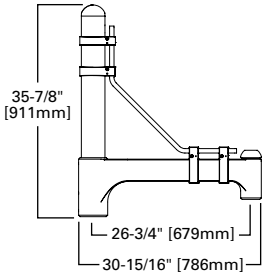
TRADITIONAL SINGLE POLE MOUNT ARM
SA6109 (Modern), SA6158 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 20 lbs. E.P.A: 0.86



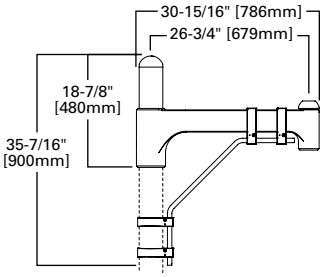
TRADITIONAL SINGLE POLE MOUNT ARM WITH ROUNDED UPPER BAR
SA6110 (Modern), SA6159 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 28 lbs. E.P.A: 1.4



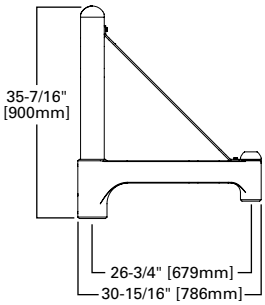
TRADITIONAL SINGLE POLE MOUNT ARM WITH ROUNDED LOWER BAR
SA6111 (Modern), SA6160 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 25 lbs. E.P.A: 1.16



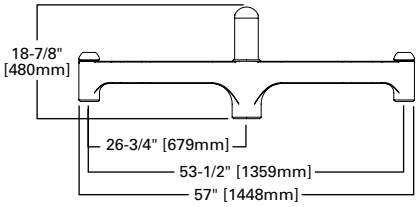
TRADITIONAL SINGLE POLE MOUNT ARM WITH 45° UPPER BAR
SA6112 (Modern), SA6161 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" round tenon.
Weight: 28 lbs. E.P.A: 1.38



TRADITIONAL SINGLE POLE MOUNT ARM WITH 45° LOWER BAR
SA6113 (Modern), SA6162 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 24 lbs. E.P.A: 1.17

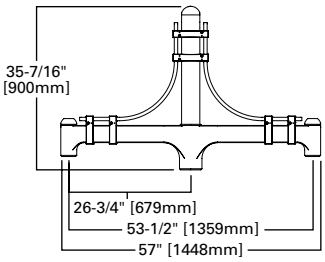


TRADITIONAL SINGLE POLE MOUNT ARM WITH 45° UPPER STRAP
SA6114 (Modern), SA6163 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 24 lbs. E.P.A: 1.17

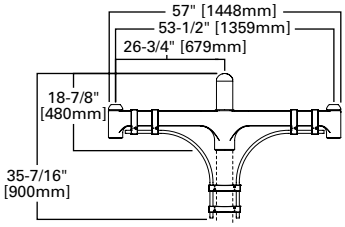


TRADITIONAL TWIN POLE MOUNT ARM
SA6116 (Modern), SA6165 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 30 lbs. E.P.A: 1.44

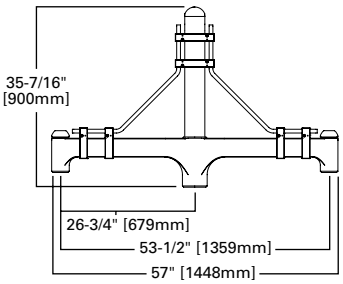
MOUNTING ACCESSORIES



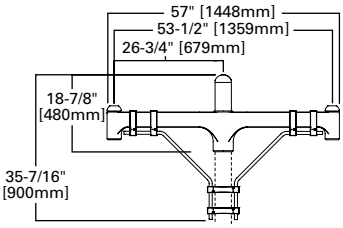
TRADITIONAL TWIN POLE MOUNT ARM WITH ROUNDED UPPER BARS
SA6117 (Modern), SA6166 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 43 lbs. E.P.A: 2.28



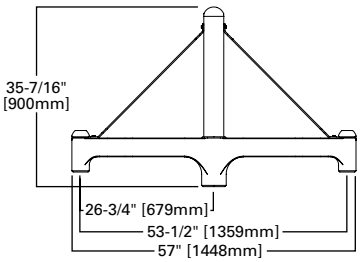
TRADITIONAL TWIN POLE MOUNT ARM WITH ROUNDED LOWER BARS
SA6118 (Modern), SA6167 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 40 lbs. E.P.A: 2.04



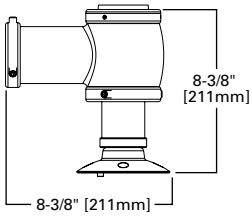
TRADITIONAL TWIN POLE MOUNT ARM WITH 45° UPPER BARS
SA6119 (Modern), SA6168 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 43 lbs. E.P.A: 2.24



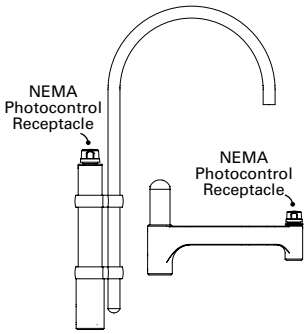
TRADITIONAL TWIN POLE MOUNT ARM WITH 45° LOWER BARS
SA6120 (Modern), SA6169 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 40 lbs. E.P.A: 2.0



TRADITIONAL TWIN POLE MOUNT ARM WITH 45° UPPER STRAPS
SA6121 (Modern), SA6170 (Classical)
Slipfits over 4" round straight pole, or 4" O.D. by 6" tall round tenon.
Weight: 37 lbs. E.P.A: 1.81

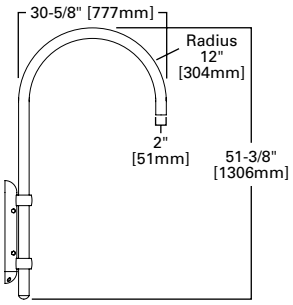


MAST ARM ADAPTER
SA6122 (Modern), SA6171 (Classical)
Secures fixture to nominal 2" pipe (2-3/8" horizontal O.D.)
Weight: 4 lbs.

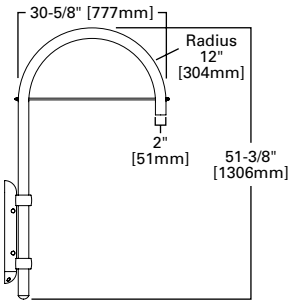


NEMA TWISTLOCK PHOTOCONTROL (R)
Order separately (Not compatible with finials or wall mount bishop arms)

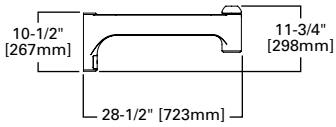
Wall Mount Accessories



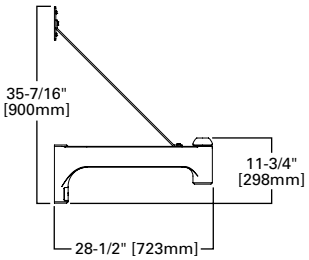
BISHOP WALL MOUNT ARM
SA6101 (Modern), SA6150 (Classical)
Mounts to wall with four stainless steel lag bolts (provided by other).
Weight: 16 lbs.



BISHOP WALL MOUNT ARM WITH CROSS ROD
SA6102 (Modern), SA6151 (Classical)
Mounts to wall with four stainless steel lag bolts (provided by other).
Weight: 17 lbs.



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



TRADITIONAL WALL MOUNT ARM WITH 45° STRAP
SA6104 (Modern), SA6153 (Classical)
Mounts to wall with four stainless steel lag bolts (provided by other).
Weight: 18 lbs.

Shakespeare
a valmont brand

C-SERIES

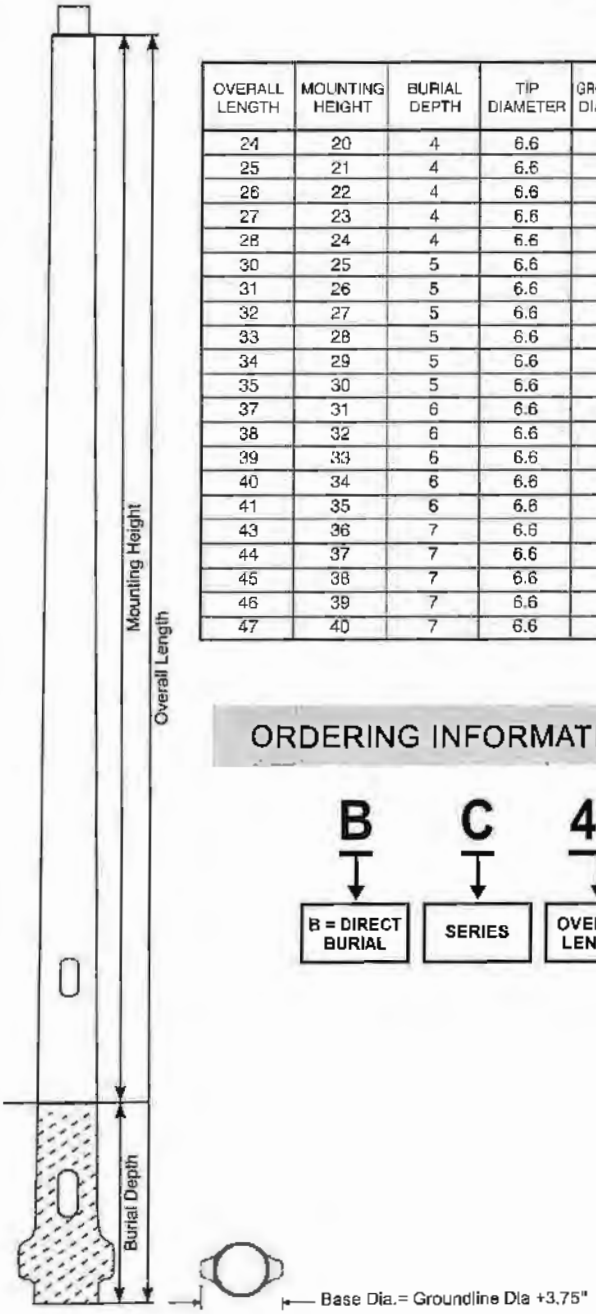
Composite Light pole

C-Series

Direct Burial

ROUND TAPERED COMPOSITE LIGHT POLE DIRECT BURIAL INSTALLATION

SHAKESPEARE C-SERIES DIRECT BURIAL POLES



OVERALL LENGTH	MOUNTING HEIGHT	BURIAL DEPTH	TIP DIAMETER	GROUNDLINE DIAMETER	WEIGHT
24	20	4	6.6	9.1	161
25	21	4	6.6	9.2	170
26	22	4	6.6	9.4	179
27	23	4	6.6	9.5	188
28	24	4	6.6	9.6	196
30	25	5	6.6	9.8	205
31	26	5	6.6	9.9	210
32	27	5	6.6	10.0	214
33	28	5	6.6	10.2	218
34	29	5	6.6	10.3	223
35	30	5	6.6	10.4	227
37	31	6	6.6	10.6	235
38	32	6	6.6	10.7	242
39	33	6	6.6	10.9	250
40	34	6	6.6	11.0	257
41	35	6	6.6	11.1	263
43	36	7	6.6	11.3	265
44	37	7	6.6	11.4	269
45	38	7	6.6	11.5	292
46	39	7	6.6	11.7	326
47	40	7	6.6	11.8	359

- Mounting heights to 40 feet
- Smooth, semi-smooth or natural finish
- 3 standard and 5 special architectural colors available
- High performance UV and weather-resistant pigmented resin system with an additional pigmented polyurethane coating
- Tenon top or Drilled and Capped
- Standard 2-1/2" x 5" handhole located 18" above grade
- Standard 2 EA - 2-1/2" x 6" wire access hole 24" below grade
- Anti-rotation flare structurally integrated into the pole base during manufacture
- Poles are individually identified with a permanent embossed tag located 9" from tip.
- Sleeved individually for shipment
- Lightweight, easy to install, saves money

ORDERING INFORMATION

B C 41 — 01 S 1 (*)

- **B** = B = DIRECT BURIAL
- **C** = SERIES
- **41** = OVERALL LENGTH
- **01** = TENON
  - 01 = 3" X 3.75" TENON
  - 02 = 2.375" X 3.75" TENON
  - 00 = CAPPED
  - * CONSULT FACTORY FOR OPTIONS
- **S** = FINISH
  - S= SMOOTH
  - U= SEMI-SMOOTH
  - N = NATURAL
- **1** = COLOR

STANDARD COLORS	PREMIUM COLORS
1 = BLACK	3 = BROWN
2 = GRAY	4 = LIGHT GREEN
5 = DARK BRONZE	6 = SILVER
	7 = WHITE
	8 = DARK GREEN
	9 = CUSTOM

- **(*)** = DIGITS MAY BE ADDED FOR INTERNAL USE

SHAKESPEARE - VALMONT COMPOSITE STRUCTURES, INC. 19845 U.S. HIGHWAY 76 - NEWBERRY, SC 29108 USA
803.276.5504 - 800.800.9008 - FAX: 803.276.8940 SKP-CS.COM

Composite Light pole

C-Series

Direct Burial

C-SERIES

Shakespeare

ROUND TAPERED COMPOSITE LIGHT POLE - DIRECT BURIAL INSTALLATION

SPECIFICATIONS

1. Lighting poles shall be fiberglass reinforced composite per Shakespeare design.
2. Wind loading shall be calculated for the appropriate wind velocity with a 3 second gust factor per ASCE.
3. Effective projected area (EPA) is the actual area adjusted with the appropriate drag coefficient (shape factor) to result in an equivalent area having a drag coefficient equal to one (1) using ANSI 136.20

MATERIALS

1. The round tapered pole shall be constructed by the filament winding process from thermosetting polyester resin and contain a minimum of 65 percent "E" type fiberglass by weight. The filament windings shall be continuously applied with uniform tension and shall be placed on the pole helically at low angles to provide axial strength. Additional windings shall be placed on the pole in a circular manner to provide compressive strength.
2. The resin to make the pole shall be ultraviolet resistant and pigmented approximately the same color as the final coating to be applied. A highly weather resistant, pigmented, polyurethane coating shall be applied to the pole. The coating shall have a minimum thickness of 1.5 mils.
3. The poles shall be flame resistant per ASTM D635. Specimens must cease to burn before the gauge mark of 100mm (3.9 inches) is reached.
4. (If applicable) The poles shall be delivered predrilled and capped (if applicable) to accommodate the lighting fixture(s) or mast arm(s) specified.
5. (If applicable) Tenons shall be permanently bonded to the fiberglass shaft and shall be hot-dipped galvanized steel to ASTM A153 or shall be 6061-T6 or A356-T6 aluminum.
6. The handhole opening shall be 2.5" x 5". The handhole cover is attached with a 1/4" socket head screw.

IDENTIFICATION & PACKAGING

Each pole shall beer an identification tag which shall list the model, catalog number, month and year of manufacture.
Each pole shall be individually packaged for protection during shipping.

TESTING

The surface shall have been tested for a minimum of 5000 hours of accelerated testing in accordance with ASTM G154 (UV-A Lamp 340 NM wavelength 130° F, cycle lamp 4 hours on, 4 hours off) with the following performance results:

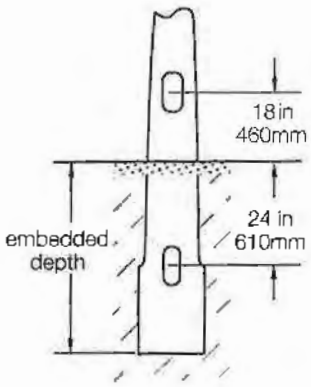
- Fiber exposure: None | Crazing: None | Chalking: None | Color: Slight dulling may occur

WIND LOADING DATA

Wind speed (mph) values calculated as per ANSI C136.20 for a 3-second gust factor.

OVERALL LENGTH	MOUNTING HEIGHT	LUMINAIRE MAX WEIGHT (LBS.)	90 MPH	100 MPH	110 MPH	120 MPH	130 MPH	140 MPH	150 MPH
24	20	300	23.1	18.5	15.1	12.5	10.3	8.5	7.1
25	21	300	23.4	18.8	15.3	12.6	10.3	8.5	7.1
26	22	300	23.2	18.5	15.1	12.4	10.2	8.4	6.9
27	23	300	23.6	18.9	15.4	12.6	10.3	8.5	7.0
28	24	300	24.5	19.6	16.0	13.1	10.7	8.8	7.3
30	25	300	26.1	20.9	17.0	13.9	11.4	9.4	7.7
31	26	300	25.1	20.0	16.3	13.2	10.8	8.9	7.3
32	27	300	24.5	19.6	15.9	12.9	10.5	8.5	7.0
33	28	300	23.9	19.1	15.5	12.5	10.1	8.2	6.7
34	29	300	23.4	18.7	15.1	12.1	9.8	7.9	6.4
35	30	300	22.3	17.8	14.3	11.4	9.2	7.4	6.0
37	31	300	22.5	17.9	14.4	11.5	9.2	7.4	5.9
38	32	300	22.0	17.5	14.0	11.2	8.9	7.1	5.7
39	33	300	21.6	17.2	17.2	10.8	8.6	6.9	5.4
40	34	300	21.2	16.9	13.4	10.5	8.4	6.6	5.5
41	35	300	21.1	16.8	13.2	10.4	8.2	6.5	5.1
43	36	300	20.6	16.4	12.8	10.1	7.9	6.2	4.8
44	37	300	20.4	16.2	12.6	9.8	7.7	6.0	4.6
45	38	300	20.5	16.2	12.6	9.8	7.8	5.9	4.5
46	39	300	19.5	15.4	11.9	9.2	7.1	5.4	4.1
47	40	300	19.5	15.3	11.8	9.1	7.0	5.3	3.9

Direct Embedded Detail

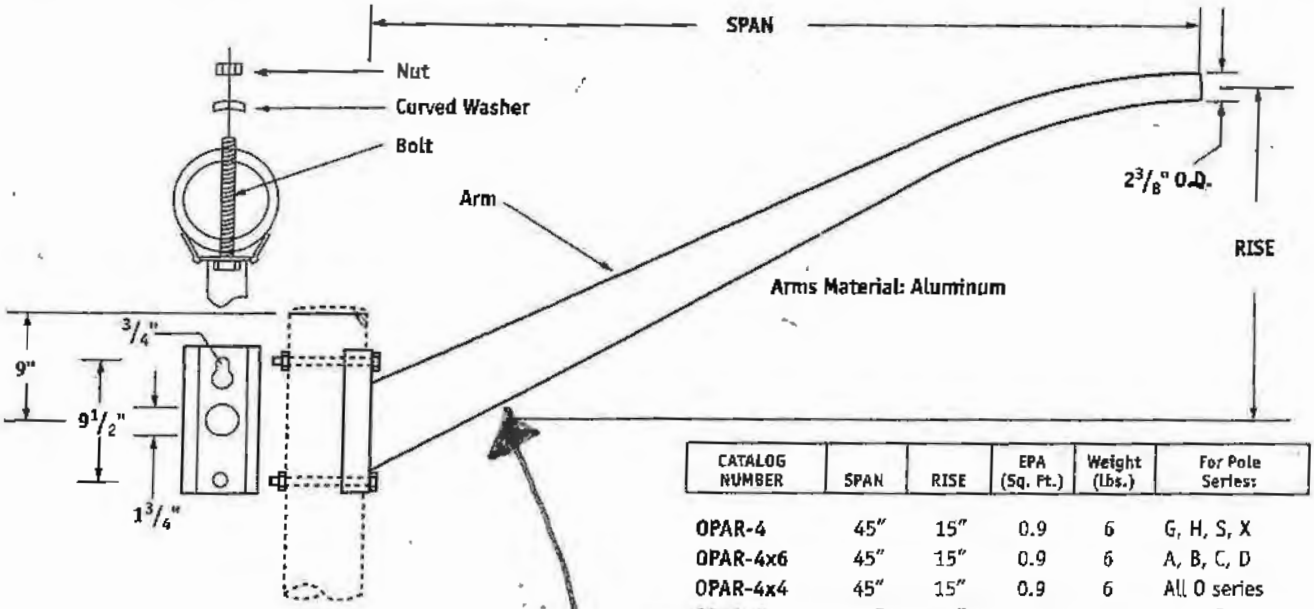


SPC7698 11/15 skp-cs.com carries the most current spec information and supercedes these guidelines.

valmont
COMPOSITE STRUCTURES

SHAKESPEARE - VALMONT COMPOSITE STRUCTURES, INC. 19845 U.S. HIGHWAY 76 - NEWBERRY, SC 29108 USA
803.276.5504 - 800.800.9008 - FAX: 803.276.8940 SKP-CS.COM

Mast Arms 4′ to 12′



CATALOG NUMBER	SPAN	RISE	EPA (Sq. Ft.)	Weight (Lbs.)	For Pole Series:
OPAR-4	45″	15″	0.9	6	G, H, S, X
OPAR-4x6	45″	15″	0.9	6	A, B, C, D
OPAR-4x4	45″	15″	0.9	6	All O series
OPAR-6	68″	24″	1.6	10	G, H, S, X
OPAR-6x6	68″	24″	1.6	10	A, B, C, D
OPAR-6x4	68″	24″	1.6	10	All O series
OPAR-8	90″	33″	2.4	14	G, H, S, X
OPAR-8x6	90″	33″	2.4	14	A, B, C, D
OPAR-8x4	90″	33″	2.4	14	All O Series
OPAR-10	120″	39″	3.3	17	H, S, X
OPAR-10x6	120″	39″	3.3	17	A, B, C, D
OPAR-12	138″	45″	4.0	22	H, S, X
OPAR-12x6	138″	45″	4.0	22	A, B, C, D
OPAR-15x6	174″	45″	7.4	40	A, B, C, D

Mast Arms

Material: Aluminum

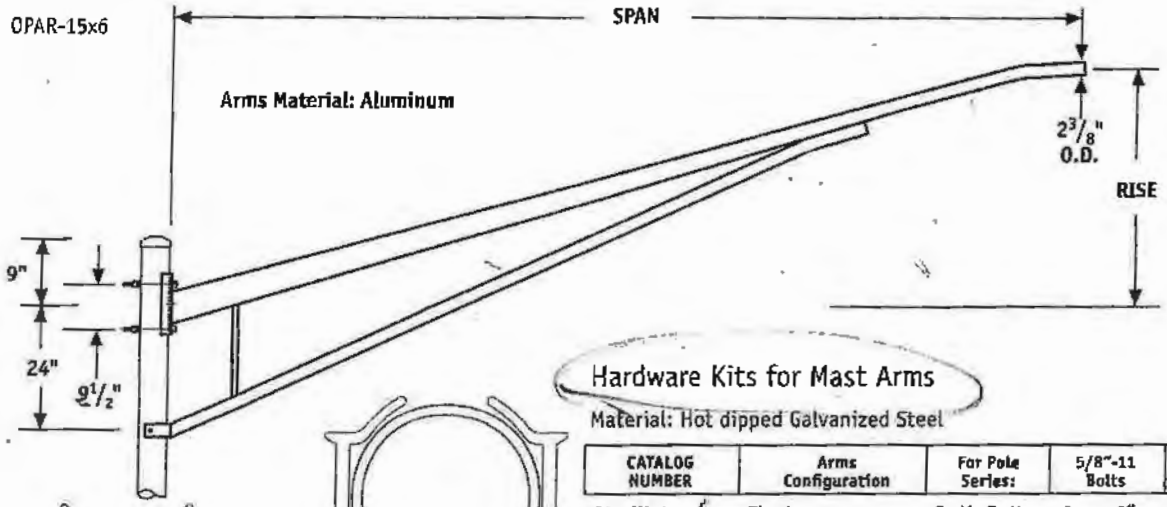
Construction: Single, tapered arm. One, two, three, or four can be mounted, depending on pole strength and other factors.

Options: 1.66″ Dia. slipfitter (specify)

Mast Arms available in powder coated colors to match poles, at additional cost

Truss Arm 15′

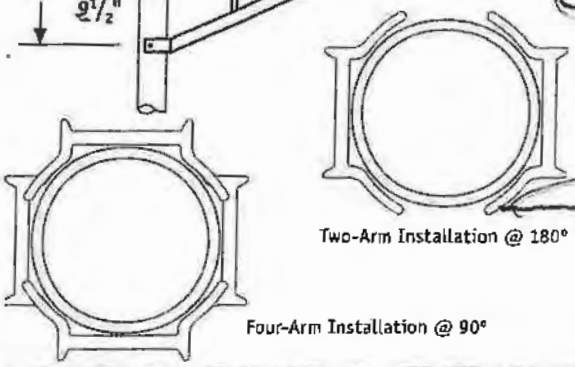
OPAR-15x6



Hardware Kits for Mast Arms

Material: Hot dipped Galvanized Steel

CATALOG NUMBER	Arms Configuration	For Pole Series:	5/8″-11 Bolts	Washers	Nuts
OPHW-1	Single arm	G, H, S, X	2 ea. 6″	2 ea. curved	2 ea.
OPHW-1x4	Single arm	All O Series	2 ea. 5½″	2 ea. curved	2 ea.
OPHW-1x6	Single arm	A, B, C, D	2 ea. 8″	2 ea. curved	2 ea.
OPHW-2	Two @180°	G, H, S, X	2 ea. 7″	2 ea. flat	2 ea.
OPHW-2x4	Two @180°	All O Series	2 ea. 6″	2 ea. flat	2 ea.
OPHW-2x6	Two @180°	A, B, C, D	2 ea. 9″	2 ea. flat	2 ea.
OPHW-1x6-15	One Truss Arm	A, B, C, D	2 8″, 1 9″	2 ea. curved	3 ea.
OPHW-2x6-15	Two Truss @ 180°	A, B, C, D	3 ea. 9″	2 ea. flat	3 ea.



CITY OF BRAINERD
PERSONNEL AND FINANCE COMMITTEE
AGENDA

March 6, 2023
7:00 PM
2nd Floor Conference Room
WebEx Teleconference Call-In Information Call Toll-Free: 1-844-992-4726 **Access Code: 2498 083 1872**

1. Ratify the Hiring of Police Officer Nathanael Peters

2. Update Regarding Police Chief Hiring Process

3. Approve Submittal of Request for Reconsideration of the City's 2023 Pay Equity Report

4. Update Regarding Classification and Compensation Study

5. Request Council Rep for Work Group to Discuss Top Positions in BPU Department

6. Authorize Crow Wing Historical Society Donation Request

7. Authorize Purchase of CivicClerk Software

8. Fire Contract Formula for 2024- Informational

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: Ratify the Hiring of Police Officer Nathanael Peters

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert and Mike Bestul

DEPARTMENT: HR and Police

PRESENTER: Kris Schubert

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE:
Nathanael Peters was offered a Police Officer position and has successfully completed the pre-employment hiring process. Mr. Peters will start on March 13th on Step 4 of the Police Officer wage grid ($36.04 per hour) in accordance with the hiring guidance previously provided by Council.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
Staff feels that Mr. Peters current police officer experience and his previous experience as a paramedic in our area for many years will decrease our usual field training timeframe requirements.

RECOMMENDED ACTION/MOTION:
Motion to ratify the hiring of Mr. Nathanael Peters effective March 13, 2023, on Step 4 of the Police Officer wage grid ($36.04 per hour).

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes
What is the total cost, with tax and shipping: 2023 wage is $36.04 per hour.
Is this budgeted? (Please Explain) Yes - this position was included in the 2023 Police Department budget.

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: Update regarding Police Chief Hiring Process

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: HR Director Kris Schubert

DEPARTMENT: Human Resources

PRESENTER: HR Director Kris Schubert

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE:
On February 21, 2023, the City Council accepted Police Chief Bestul's retirement and authorized Staff to conduct an internal only hiring process. The position was posted and two employees applied. Staff would appreciate if a Work Group could be formed comprised of one or two City Council members (volunteers selected by the Council President), City Administrator Bergman and HR Director Schubert to oversee the interview and promotion recommendation process.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
Last year we utilized a Work Group like the one requested for a couple of other Department Head level positions. Since the process worked well, Staff is asking to follow that same process again.

RECOMMENDED ACTION/MOTION:
Motion to approve the formation of a Work Group comprised of one or two City Council members (with volunteers selected by the Council President), City Administrator Bergman and HR Director Schubert to oversee the interview and promotion recommendation process.

FINANCIAL IMPACT:

Is there a cost associated with this request: No
What is the total cost, with tax and shipping: Click to enter text
Is this budgeted? (Please Explain) Click to enter text

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: Authorize Submittal of Request for Pay Equity Reconsideration

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: HR Director Kris Schubert

DEPARTMENT: Human Resources

PRESENTER: HR Director Kris Schubert

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE:
On February 17, 2023, the City of Brainerd received a "First Notice of Non-Compliance" regarding the City's Pay Equity Report that was due January 31, 2023, for wages as of December 31, 2022. Staff recommends to authorize Flaherty & Hood (FH), our Classification and Compensation Study consultant, to submit a request for reconsideration.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
At the January 17, 2023, Council Meeting, Staff informed Council that we anticipated that we would not be in compliance when we submitted our pay equity report. At that time, staff requested to work with FH to notify the State that we are in the middle of a Classification and Compensation Study; further, that when we the City received this notice of noncompliance from MMB, that we would request that Council approve an official request for an extension of time to get in compliance.

RECOMMENDED ACTION/MOTION:
Motion to authorize City and Flaherty & Hood Staff to officially request a reconsideration and an extension of time from the MN Management and Budget Department for the City of Brainerd to achieve compliance and, ultimately, a more equitable pay system under the law regarding the City's Pay Equity Report that was due January 31, 2023, for wages as of December 31, 2022.

FINANCIAL IMPACT:

Is there a cost associated with this request: Not currently
What is the total cost, with tax and shipping: Unknown
Is this budgeted? (Please Explain) Click to enter text

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: Update regarding Classification and Compensation Study

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: HR Director Kris Schubert

DEPARTMENT: Human Resources

PRESENTER: HR Director Kris Schubert

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE:

Staff thought the Council would appreciate an update regarding our Classification and Compensation Study. Here is an update:

1. Market Survey Sources – Finalizing. Flaherty & Hood, PA (FH) will be sending the City of Brainerd the final workbook which will be distributed to entities roughly in the next week. Cities selected for the market review include: Alexandria, Baxter, Bemidji, Cloquet, Detroit Lakes (new), Fergus Falls, Grand Rapids, Hibbing, Hutchinson, Marshall, New Ulm, North Branch (new), Sartell (new), Sauk Rapids (new), and Willmar. Crow Wing County was also selected. Cities that are not included in this year's survey that were in our previous market survey are Fairmont, North Mankato and Red Wing. Please note that staff has asked the consultant to review all classifications as well as the Mayor and Council's compensation and benefit structure.
2. Position Classification Evaluation – Pending. Employees completed a Job Analysis Questionnaire (JAQ) which were reviewed by their Department Head. The City Administrator and HR Director are also reviewing all JAQs before they are submitted to FH. To date, City Administration have reviewed and submitted 16 Job Analysis Questionnaires as of 03/02/2023. Only 74 to go!
3. Memo Regarding Pay Equity Noncompliance Request for Reconsideration – Pending. This is another Personnel and Finance Committee agenda item for tonight's meeting.
4. Job Evaluation Interview – Pending. Employee interviews are tentatively scheduled for March 24th subject to the City Administrator and HR Director completing its review and submittal of all remaining JAQs to FH.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

N/A

RECOMMENDED ACTION/MOTION:

Discussion only - no action needed.

FINANCIAL IMPACT:

Is there a cost associated with this request: No
What is the total cost, with tax and shipping: Click to enter text
Is this budgeted? (Please Explain) Click to enter text

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: Request Council Rep for Work Group to Discuss Top Position(s) in BPU Department

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert & Jennifer Bergman

DEPARTMENT: HR & Administrator

PRESENTER: Kris Schubert & Jennifer Bergman

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE:

The Brainerd Public Utilities Commission, at its November 29, 2022, meeting requested guidance from Flaherty & Hood, our Classification and Compensation Consultant, regarding the top two positions for the BPU Department to begin preparation for BPU Finance Director Wicklund's upcoming retirement. A recommendation was received and Staff is requesting that a Council representative (perferrably a Personnel and Finance Committee member) serve on a Work Group with the BPU Personnel Committee members Dolly Matten and Mark O'Day as well as City Administrator Bergman and HR Director Schubert to review and oversee this process.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

This request follows a similar path from in the past of utilizing Work Groups to oversee the hiring process for Department Head positions.

RECOMMENDED ACTION/MOTION:

Motion to appoint (individual to be determined) as the City Council's representative to serve on a Work Group to begin preparations for BPU Finance Director Wicklund's upcoming retirement.

FINANCIAL IMPACT:

Is there a cost associated with this request: No
What is the total cost, with tax and shipping: Click to enter text
Is this budgeted? (Please Explain) Click to enter text

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: Authorize Donation to Crow Wing County Historical Society Donation Request

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman

DEPARTMENT: Finance

PRESENTER: Connie Hillman

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:
Please see the attached letter from the Crow Wing County Historical Society requesting a donation and additional information about the Historical Society. Donations by a city are generally prohibited unless the donation is specifically authorized by statute or charter.

Attached is information from the State Auditor's Office, the League of MN Cities and the State Revisor talking about donations by a city to a historical society could be consided a public purpose and an allowable expenditure of the city.

This donation wasn't specifically budgeted, but could be paid out of Special Projects budget line item (2023 budget is $28,000) or the general unallocated account.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
An amount for a donation is not specified in the letter from the Historic Society. However, below is a short history of the City's past donations to the Historical Society:

2006 - $500; 2008 - $500; 2011 - $200; 2012-$400; 2013 -$300; 2014-$300; 2017 - $300; 2018 -$300; 2019 - $300, 2021 - $500; 2022 - $500

The 2017 – 2022 donations were all paid out of the Special Projects budget line item.

RECOMMENDED ACTION/MOTION:
Authorize a $500 donation to the Crow Wing County Historical Society to be paid out of the Special Projects budgeted line item.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes
What is the total cost, with tax and shipping: $500.00
Is this budgeted? (Please Explain) See information above

CROW WING COUNTY
HISTORICAL SOCIETY
MUSEUM & LIBRARY - EST. 1927

Email:
history@crowwing.us

Website:
www.crowwinghistory.org

Street Address:
320 Laurel Street
Brainerd, MN 56401

Phone:
(218) 829-3268

RECEIVED
FEB 2 : 2023
CITY OF BRAINERD
ADMINISTRATION

February 21, 2023

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

Dear City of Brainerd:

Supporting history supports our community.

Since 1927, the Crow Wing County Historical Society has been collecting, preserving, and sharing the history of Crow Wing County. Funding from local cities and townships is an important part of our annual budget. Your generous donations advance our mission and help us connect the people of today with the people of the past.

Local history provides us with a collective community identity and pride. It is incredibly relatable, relevant, and enriching. When you support the Crow Wing County Historical Society, you provide our community with:

- A museum and public trust for our history.
- Locally accessible high-quality cultural activities.
- Fun and educational fieldtrips for schools and community groups.
- Genealogy and research access.
- Proper collections care.
- Free admission for anyone under the age of 18.
- Prosperity and economic growth. Communities with cultural heritage institutions attract talent, increase tourism revenues, and enhance business development.

Thank you for your time and consideration. The Crow Wing County Historical Society is a 501(c)(3) non-profit organization and affiliated with and approved by the Minnesota Historical Society.

Respectfully yours,

Don Samuelson
President, Board of Directors

Hillary Swanson
Executive Director

Listed on the
National Register
of Historic Places

REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA
OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@osa.state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

Statement of Position
Public Expenditures: Donations and Dues

Public entities are often asked to give funds to support various groups and activities. While the causes may be worthwhile, public entities need to be cautious when making any financial commitments involving public funds.

In most circumstances, public entities have no authority to give away public funds as donations. Generally, in order to spend money, a public entity must have authority to do so. Authority for an expenditure may be specifically stated in a statute or charter, or it may be implied as necessary to do what an express power authorizes. In addition, the expenditure must be for a "public purpose."

Gifts/Donations to Private Individuals/Organizations

Following these general principles, donations to people, non-profits, charities, or other groups are not permitted unless they are based upon specific statutory or charter authority. For example, the Minnesota Attorney General's Office has issued opinions finding that cities have no authority to donate city funds to organizations such as the Red Cross or the Boy Scouts.[1] The assumption is that a gift of public funds to an individual or private entity serves a private rather than a public purpose.

Before a public entity makes a contribution, it is important for that entity to determine that it has specific authorization to make the expenditure. Here are some examples of specific, statutorily authorized appropriations:

- **Artistic Organizations.** A county, city or town may appropriate money to support artistic organizations.[2]
- **Historical Causes.** A town or city may appropriate annually a specified amount to a county historical society so long as the society is affiliated with, and approved by, the Minnesota Historical Society.[3] Cities have express authority to commemorate important and outstanding events in city history, and to appropriate money to collect, preserve and distribute its history data for future generations.[4] The Attorney General's Office recognizes that a city can advance money to a

[1] *See, for example,* Op. Att'y Gen. 59-A-3 (May 21, 1948).
[2] Minn. Stat. § 471.941.
[3] Minn. Stat. § 138.053.
[4] Minn. Stat. § 471.93.

Reviewed: December 2014 2007-1017
Revised: April 2014

This Statement of Position is not legal advice and is subject to revision.

An Equal Opportunity Employer

nonprofit to sponsor a centennial celebration.[5]

- **Prevention of Cruelty to Animals.** A county may appropriate money for maintenance and support of the local society for the prevention of cruelty to animals.[6]
- **Food Shelves.** Cities and counties may donate funds in the form of grants to food shelves providing food to the needy without charge.[7]
- **Senior/Youth Centers**. A county, city or town may appropriate money to support the facilities, programs, and services of a public or private, not-for-profit senior citizen center or youth center.[8]
- **Public Recreation Programs.** Counties, cities, towns and school districts may spend funds to operate programs of public recreation, recreational facilities, and playgrounds.[9] These programs may be conducted independently or with any nonprofit organization.
- **Promotion.** A city or urban town may appropriate up to $50,000 annually to an incorporated development society or organization of this State, for promoting, advertising, improving, or developing the economic and agricultural resources of the city or urban town.[10] A city may appropriate money to advertise the city and its resources and advantages.[11] Similarly, a county may appropriate funds to a similar entity for promoting, advertising, improving or developing the economic and agricultural resources of the county.[12] The county statute does not contain an annual spending limit.
- **Employee Recognition.** Towns may spend funds to recognize volunteers, service efforts, and retiring town officers.[13] Counties and cities may spend funds for preventive health and employee recognition services.[14]
- **Community Celebrations.** Towns may spend funds to host or support a community celebration.[15] Cities or towns may spend funds on Memorial Day observances,[16] and may appropriate money for county or district fairs,[17] centennial and historical celebrations.[18] Statutory cities may spend funds to provide free musical entertainment.[19] The authority to purchase fireworks seems to be implied.[20]

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[5] *See* Op. Att'y Gen. 59a-3 (Jan. 18, 1968) (citing Minn. Stat. § 471.93).
[6] Minn. Stat. § 343.11.
[7] Minn. Stat. § 465.039.
[8] Minn. Stat. § 471.935.
[9] *See generally,* Minn. Stat. §§ 471.15 to .1911. Minn. Stat. Minn. Stat. § 469.189., and 471.16, subd. 1.
[10] Minn. Stat, § 469.191. In addition, Economic Development Authorities (EDAs) have authority to conduct activities advancing the city and its economic development, and to carry out other public relations activities to promote the city and its economic development. *See generally,* Minn. Stat. §§ 469.090-.1081 and Minn. Stat. § 469.1082 (county EDAs).
[11] Minn. Stat. § 375.83.
[12] Minn. Stat. § 469.189.
[13] Minn. Stat. § 365.10, subd. 12 (but electors must approve).
[14] Minn. Stat. § 15.46.
[15] Minn. Stat. § 365.10, subd. 12 (but electors must approve).
[16] Minn. Stat. § 465.50.
[17] Minn. Stat. § 38.12.
[18] Minn. Stat. § 471.93.
[19] Minn. Stat. § 412.221, subd. 15.
[20] Minn. Stat. § 624.22, subd. 1(a) (2) (A municipality may stage a fireworks display after obtaining a permit).

As an alternative to a donation, a public entity may enter into a contract with an organization to accomplish tasks that the entity is authorized to perform by statute or charter. For example, a city could not give money to the Boy Scouts for a recycling program, but the city could enter a contract with the Boy Scouts to do part of its recycling program. The amount of money paid to the Boy Scouts must be related to the value of the services they provide to the city.

Memberships and Dues

There is no general authorization for cities to join "private" organizations; but there may be specific statutory or charter authority to join specific organizations. For example, cities and urban towns in Minnesota may pay dues to become members of the League of Minnesota Cities.[21]

Similarly, cities, counties, and towns may appropriate money for membership in county, regional, state, and national associations of a civic, educational, or governmental nature. These associations must have as their purpose the betterment and improvement of municipal governmental operations.[22] This authorization also allows public entities to participate in the meetings and activities of these associations.

A school board may authorize and pay for the membership of the school district or of any district representative designated by the board in those local economic development associations or other community or civic organizations that the board deems appropriate.[23]

The Attorney General's Office has determined that local units of government may *not* pay dues to a local chamber of commerce[24]. However, because cities and urban towns may appropriate up to $50,000 to an incorporated development society or organization for promotional activities, a city or urban town could contribute to a local chamber of commerce for one of the purposes authorized by statute, such as promoting the city or urban town.[25] Counties have similar authority but do not have the $50,000 monetary cap.[26] The use of public funds would be limited to statutorily authorized activities. As a result, the OSA recommends that counties, cities, and urban towns create and maintain documentation that shows the funds have been given for specific statutory purposes.[27]

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[21] Minn. Stat. § 465.58.
[22] Minn. Stat. § 471.96.
[23] Minn. Stat. § 123B.02, subd. 24.
[24] *See* Attorney General Letter dated June 27, 1997 (attached).
[25] Minn. Stat. § 469.191. An EDA has broader authority to join an official, industrial, commercial or trade association, or other organization concerned with one of the EDA's authorized purposes.
[26] Minn. Stat. § 375.83.
[27] Documentation includes, but is not limited, to minutes, resolutions and contracts.

STATE OF MINNESOTA

OFFICE OF THE ATTORNEY GENERAL

HUBERT H. HUMPHREY III
ATTORNEY GENERAL

GOVERNMENT SERVICES SECTION
525 PARK STREET
SUITE 200
ST. PAUL, MN 55103-2106
TELEPHONE: (612) 297-2040

June 27, 1997

Hans B. Borstad
Staples City Attorney
208 North Fourth Street
Staples, MN 56479

Re: Staples Chamber of Commerce Membership

Dear Mr. Borstad:

I am in receipt of your letter asking whether the City of Staples is authorized to pay membership dues to the Staples Chamber of Commerce. After reviewing prior opinions of the Attorney General on this issue as well as the relevant Minnesota statutes, it is my opinion that, while the City of Staples would be authorized by statute to appropriate up to $50,000 annually to the Staples Chamber of Commerce in certain circumstances, the City would not be permitted to contribute this money in the form of membership dues absent specific authority to do so in the City Charter.

It is well settled in this state that a municipal corporation has only such powers as are expressly conferred upon it by statute or its charter, or necessarily implied therefrom. It has no inherent power. Borgelt v. City of Minneapolis, 271 Minn. 249, 135 N.W.2d 438 (1965); see generally 13A Dunnell, Minn. Digest 2d Municipal Corporations § 3.01a (3rd Ed. 1981). This longstanding principle was relied upon by our office in Op. Atty. Gen. 63-b-1, May 11, 1944, which concluded that the City of New Ulm, a home rule charter city, was without authority, under state law or local charter provision, to subscribe and pay for one or more memberships in a civic and commerce association which was a reorganization of a businessmen's association. Similarily, in Op. Atty. Gen. 218r, February 24, 1949 (1950 Attorney General Report No. 103), we concluded that the Village of Buffalo (now a statutory city) could not join or pay dues to a local chamber of commerce since no such power was conferred upon it by statute. In connection with this issue, your letter refers to three statutes as potential sources of authorization to take the action you describe.

Minn. Stat. § 469.189 (1944), authorizes the governing body of certain cities to appropriate money to advertise the municipality, its resources and advantages. This Office has taken the position that there is a distinction between statutory authorization to appropriate and use money for a purpose, and authorization to contribute money to a body generally committed to advancing a purpose. See, e.g., Op. Atty. Gen. 59a3, January 15, 1959, wherein we determined that statutory authority for a city to "appropriate money" for purposes of historical preservation and observances permitted the city to contract with the county historical society for specific services, but not to donate funds to the society to expend in its own discretion. For the

same reasons, we conclude that section 469.189 (1996) does not authorize the city to donate funds or purchase a "membership" in the local chamber of commerce.

Minn. Stat. § 469.191 (1996) provides:

> A home rule or statutory city or town described in section 368.01, subdivision 1 or 1a, may appropriate not more than $50,000 annually out of the general revenue fund of the jurisdiction to be paid to any incorporated development society or organization of this state for promoting, advertising, improving, or developing the economic and agricultural resources of the city or town.

It is our understanding that this section was first enacted in 1989 primarily to allow small rural towns to participate in an organization called the Minnesota Initiative Fund, an organization which received grants from the McKnight Foundation matching certain contributions from towns and cities. However, contemporaneous legislative history indicates an understanding by the legislature that this law would also allow a city or town to contribute up to $50,000 annually to a local chamber of commerce. This seems to be a reasonable interpretation of the language of Minn. Stat. § 469.191, and it is my opinion that this provision would authorize the City of Staples to contribute up to $50,000 annually to the Staples Chamber of Commerce.

Authority to contribute does not necessarily permit membership, however. In general, it has been our view that authority of local units of government are not authorized to form or join "private" organizations absent specific statutory authority. See, e.g., Op. Atty. Gen. 92a-30, January 29, 1986; 733, July 29, 1988. For example, Minn. Stat. § 144.581 (1996), which is mentioned in those opinions, authorizes hospital authorities to join and sponsor memberships in certain organizations.

In addition, the Legislature has addressed the authority of municipalities to provide for municipal membership in certain local, state and national associations. In addition, cities are expressly authorized by Minn. Stat. § 465.58 (1996) to pay annual dues in the League of Minnesota Cities and the expenses of delegates attending the meetings thereof. Neither of these sections would apply to your situation, however.

A broader grant of authority is found in Minn. Stat. § 471.96, subd. 1 (1996), which provides as follows:

> The governing bodies of cities, counties, and towns are hereby authorized to appropriate necessary funds to provide membership of their respective municipal corporations or political subdivisions respectively in county, regional, state, and national associations of a civic, educational, or governmental nature which have as their purpose the betterment and improvement of municipal

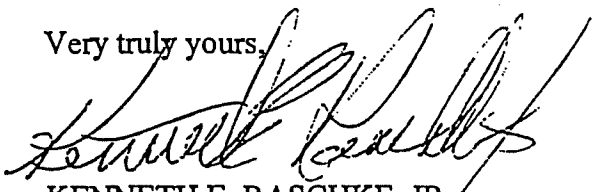
> governmental operations. Cities, counties, and towns are also authorized to participate through duly designated representatives in the meetings and activities of such associations, and the governing bodies of cities, counties and towns respectively are authorized to appropriate necessary funds to defray the actual and necessary expenses of such representatives in connection therewith. For purposes of this section, the governing body of a town is the town board.

From our understanding of the nature of such organizations, it does not appear that chambers of commerce can be characterized as "associations of a civic, educational, or governmental nature which have as their purpose the betterment and improvement of municipal government operations" within the purview of this statute, even though their interests may include such objectives.

Subdivision 2 goes on to provide that the statute does not affect "any statutory, charter or common law power of cities" to provide for membership and participation in state and national associations. I am aware of no general statutory or common law power on the part of cities to provide for membership.

For the foregoing reasons, we conclude that the city lacks statutory authority to purchase membership in the local chamber of commerce. While it is possible that such authority might be contained in the City's Charter, your letter does not refer to any such charter provision, and we do not ordinarily undertake in our opinions to construe provisions of local charters. See Op. Atty. Gen. 629a, May 9, 1975.

Very truly yours,



KENNETH E. RASCHKE, JR.
Assistant Attorney General

(612) 297-1141

KER:lt
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3. Centennial and historical celebrations

Minn. Stat. § 471.93. Section II-R, *Historical*.

The statutes do not specifically authorize cities to spend money for city centennial celebrations. An argument can be made, however, that cities may spend money on such local celebrations under a statute allowing cities to spend money to commemorate important historical events that occurred in the city. A later section of this memo discusses this authority in more detail.

H. Community centers

Minn. Stat. § 471.935. Minn. Stat. §§ 471.15-.191. Office of State Auditor, Statement of Position: Expenditure of Public Funds to Schools and Senior Programs, Oct. 14, 2016.

Any city may appropriate money to support the facilities, programs, and services of a public or private nonprofit senior citizen or youth center. No specific authority expressly allows cities to finance other community centers, but many cities have done so through the state recreation statutes.

I. Decorations

Minn. Stat. § 412.221, subd. 34.

Statutory cities may spend money on decorations, signs, plaques, and attached accessories for public streets, buildings, and parks. Cities should use caution to ensure that decorations, such as those for the Christmas holidays, are not primarily religious in nature.

J. Donations

A.G. Op. 59-a-22 (Dec. 4, 1934).

MN State Auditor, Statement of Position Public Expenditure: Donations and Dues.

Minn. Stat. § 469.191.

Handbook, *Community Development and Redevelopment*.

Cities often get asked to make donations to organizations operating for good causes. Generally, without express authority by charter or statute, cities do not have authority to appropriate or give away public funds as donations to any person, corporation or private institution. This does not mean, however, that a city can never contribute to an association or a corporation; but, to do so, the expenditure must further a public purpose and must be authorized by a statute or charter. Indeed, some statutes specifically allow support for certain organizations and causes.

For example, a specific state law exists that allows cities to give donations (of up to $50,000 per year) to any incorporated developmental society or organization.

Also, various statutory economic development tools make it possible for cities to make certain contributions toward development and redevelopment. Again, cities should consult with their city attorneys or bond attorneys regarding allowable expenditures for development.

Minn. Stat. § 465.03. Minn. Stat. § 465.04. Minn. Stat. § 471.895.

Accepting Donations, LMC Model Resolution.

Cities may also accept gifts of real or personal property, including money, and use them in accordance with the terms prescribed by the donor. However, a city may not accept or use gifts for religious or sectarian purposes. A resolution accepting the gift and the donor's terms must receive an affirmative vote of two-thirds of the members of the council.

1. Nonprofit organizations in general

The attorney general and the state auditor, over the years, have considered the question of whether cities can donate public funds to various groups. Public expenditures to the following groups or organizations do not have statutory authority and are invalid:

A.G. Op. 59-a-3 (May 21, 1948). A.G. Op. 218-r (Aug. 15, 1951). A.G. Op. 59-a-22 (Aug. 7, 1951). A.G. Op. 476-b-2 (Apr. 20, 1944). A.G. Op. 218-r (Feb. 10, 1942). A.G. Op. 476-b-2 (Apr. 29, 1954).
Office of State Auditor, Statement of Position: Expenditure of Public Funds to Schools and Senior Programs, Oct. 14, 2016.

- Supporting the Boy Scouts.
- Sponsoring a local bowling team.
- Sponsoring a local kittenball team (like softball).
- Helping the American Legion build a Legion Hall.
- Supporting the Red Cross.
- Supporting a campaign to stop expansion of a neighboring city airport.
- Supporting schools.

Minn. Stat. § 412.221, subd. 2.

Minn. Stat. § 349.213.

Minn. Stat. § 349.12.

Cities have other options to support nonprofits. For example, the city could use its contracting power to indirectly support nonprofits, such as contracting with a club to spend a Saturday cleaning up public grounds in exchange for money. Also, if a city maintains a fund created from gambling proceeds, those proceeds may be used for many types of charitable contributions that further a lawful purpose. The city should consult with its city attorney to ensure that the use of gambling proceeds complies with the statutory requirements of a lawful purpose expenditure.

2. Artistic organizations

Minn. Stat. § 471.941.

Counties, cities, and townships may appropriate money to support artistic organizations. The governing body may divide the appropriation among multiple artistic organizations in proportions determined by the governing body.

An association, corporation, or other group that provides an opportunity for people to participate in the creation, performance, or appreciation of artistic activities qualifies as an "artistic organization". The statute provides examples of "artistic activities" that cities can support; however, it, by no means, represents an exclusive list.

3. Incorporated development societies or organizations

Minn. Stat. § 469.191.
A.G. Op. (June 27, 1997) (informal letter opinion to Staples).
Section II-K, *Dues*.

State law authorizes cities "to appropriate not more than $50,000 annually to any incorporated development society or organization of the state for promoting, advertising, improving, or developing the economic and agricultural resources of the city."

Because of the limitations regarding donations, cities interested in donating up to $50,000 in any given year to an incorporated development society or organization should consult their city attorney. For example, the attorney general's office has opined that, while this authority allows a city to contribute up to $50,000 annually to a chamber of commerce, it does not allow a city to become a member of the chamber of commerce, or to pay dues to it.

4. Community food shelves

Minn. Stat. § 465.039. Minn. Stat. § 465.037. Minn. Stat. § 469.191. Sections II-S, *Hospitals and EMS* and II-L, *Economic development*.

Any city, town, or county may appropriate an amount to provide grants to nonprofit organizations that operate community food shelves and provide food to the needy without charge. Authority also exists to provide public money to support hospitals and certain economic development organizations. These circumstances are discussed in more detail in a later part of this memo.

5. Prevention of cruelty to animals

Minn. Stat. § 343.11.

If a city has a society for the prevention of cruelty to animals ("SPCA"), it may appropriate monies, not otherwise appropriated, for the maintenance and support of that SPCA "in the transaction of the work for which they are organized". However, no part of such an appropriation may go to pay the salary of any officer of the society.

6. Solicitation of donations by firefighters

Minn. Stat. § 465.90.

Despite any law or ordinance to the contrary, any city may, by resolution, allow full-time firefighters employed by the city and while on duty, or volunteer firefighters serving the city while not on duty, to solicit charitable contributions from motorists.

A city that wishes to do this must follow certain strict requirements set forth in the statute, including restrictions on type of charitable organization, frequency and time frame of solicitations and proof of insurance.

7. Surplus city equipment

Minn. Stat. § 471.3459.

Donation of Surplus City Equipment to a Nonprofit Organization, LMC Model Policy.

In 2016, the Minnesota Legislature passed a law allowing a "local government," including statutory and home rule charter cities, to donate "surplus equipment" to a "nonprofit organization." Surplus equipment includes equipment used by a local government public works department, and also includes cellular phones, emergency medical and firefighting equipment no longer needed by the local government (because the phones or equipment no longer meet industry standards for emergency medical services, police, or fire departments; have minimal value; or have no resale value).

Before donating surplus equipment, a city must adopt a policy on how it will determine what qualifies as surplus eligible for donation and how it will select nonprofit organizations eligible to receive donations. One caveat worth mentioning—the policy "must address the obligations of the local government to disclose to the nonprofit that the surplus equipment may be defective and cannot be relied upon for safety purposes."

K. Dues

A.G. Op. (June 27, 1997) (informal letter opinion to Staples). MN State Auditor, Statement of Position Public Expenditure: Donations and Dues.

According to the attorney general, cities cannot join or become members of "private" organizations, absent specific statutory authority—even if there is specific authority to contribute to the organization. Without authorization for membership, cities do not have authority to pay for membership.

Minn. Stat. § 471.96.

All cities, counties, and towns may appropriate money for membership in county, regional, state, and national associations of a civic, educational, or governmental nature. The associations must have, as their purpose, the betterment and improvement of municipal governmental operations. This authorization also allows these public entities to participate in the meetings and activities of these associations.

Minn. Stat. § 465.58.

All cities and urban towns in Minnesota may appropriate money to pay dues to become members of the League of Minnesota Cities.

L. Economic development

Minn. Stat. Ch. 469.

A number of statutes empower cities to provide money or real property for economic development purposes under various programs, including up to $50,000 to an incorporated development society or organization discussed in II(J)(3) above.

An analysis of the economic development statutes and their requirements fall outside the scope of this memo; however, cities should know that, in certain circumstances, the statutes permit contributions for economic development.

The following list provides a broad summary of some of the more common tools available for encouraging development:

Minn. Stat. § 469.185.

Minn. Stat. §§ 116J.993-.995.

Minn. Stat. § 469.191.

Minn. Stat. §§ 469.124-.134. Minn. Stat. §§ 469.090-.1082. Minn. Stat. § 469.192. Minn. Stat. §§ 469.1812-.1816.

- Conveyance of city-owned land for a nominal amount to encourage business and industry, under certain conditions.
- "Business subsidies," including contributions of personal property, real property and/or infrastructure.
- Grants to certain economic development organizations.
- Creation of development districts.
- Economic Development Authority programs.
- Economic development loans.
- Tax abatement.

138.053 COUNTY HISTORICAL SOCIETY; TAX LEVY; CITIES OR TOWNS.

The governing body of any home rule charter or statutory city or town may annually appropriate from its general fund an amount not to exceed 0.02418 percent of estimated market value, derived from ad valorem taxes on property or other revenues, to be paid to the historical society of its respective city, town, or county to be used for the promotion of historical work and to aid in defraying the expenses of carrying on the historical work in the city, town, or county. No city or town may appropriate any funds for the benefit of any historical society unless the society is affiliated with and approved by the Minnesota Historical Society.

History: *1963 c 129 s 1; 1973 c 123 art 5 s 7; 1973 c 773 s 1; 1983 c 315 s 1; 1988 c 719 art 5 s 84; 1989 c 277 art 4 s 11; 1994 c 505 art 3 s 4; 2008 c 158 s 1; 2013 c 143 art 14 s 16; 1Sp2019 c 6 art 4 s 3*

2023 preliminary estimated market value
$1,031,386,500 * .02418% = $248,389

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: Authorize Purchase of CivicClerk Software

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman

DEPARTMENT: Finance

PRESENTER: Connie and Jennifer

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE:

Staff has been working very hard to minimize errors in council packets and make them more ADA compliant and accessible to all. Staff has made several changes in the past few months including the most recent where Staff creates the agenda request in Word and then reverts each request back to a PDF for the packet. While it has improved, it's still not as efficient. We currently use the agenda packet creation module which is included with our CivicPlus website. CivicClerk is owned by the same company but is the next level and allows for a more streamline process over all. The entire packet including agenda request items would be completed within the software which includes a built-in approval process and workflows. There is a minute taking feature in the software as well. It would be a change from how our current minutes look if we would use this feature. There is a potential we may use their codification software as well as for the City Code. Using three CivicPlus products-website, agenda management, and codification would allow some integration and may provide additional efficiencies. However, Staff would recommend the CivicClerk conversion prior to exploring the codification piece either with this company or through an RFP process.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The price of Civic Clerk is $9,356 for year one and has an annual cost of $5,036 for year two. BPU, Airport, and HRA may be interested in the product, but would like additional information before committing. The cost could then be prorated on the number of regular meetings. This software is not in the budget for 2023. Staff's recommendation would be fund the software with the $28,000 budgeted in the Special Projects line item. Usually, this line item has been used for the 4th of July celebration firework donation and the donation to the CWC Historical Society. Funds were set aside for a park grant match in 2023, however the City was not awarded the grant, so those funds are still available for use and the 2023 budget can absorb the cost of the software. Another option would be to use ARPA dollars.

RECOMMENDED ACTION/MOTION:

Authorize appropriate signatures, and the purchase of Civic Clerk Software to be paid out of the 2023 Special Projects budgeted line item.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes
What is the total cost, with tax and shipping: $9,356
Is this budgeted? (Please Explain) Special Projects budget line item

CIVICPLUS

agenda and meeting management

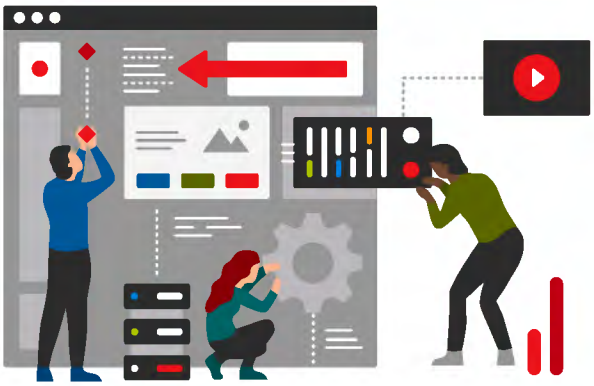
SELECT

Brainerd, Minnesota

PRESENTED BY:

Karen Bond, Account Executive

February 3, 2023



Powering and Empowering Government

CivicPlus Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.

Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and citizen relationship management, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

20+ Years

12,000+ Customers

900+ Employees

RECOGNITION

Inc. 5000 11-time Honoree

GovTech 2023 Top 100 Company

Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

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Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.

Features & Functionality

Agenda and Meeting Management Select Solution

CivicPlus' Agenda & Meeting Management Select software is the fastest, most intuitive way to streamline the entire agenda management process — from creating agenda items to managing live meetings. It provides time-saving automation while allowing clerks to balance these conveniences with manual controls and overrides. Internal collaboration with Select is easy with customized workflows, version tracking, and built-in communication tools.

Our innovators designed it to offer configuration flexibility so that the solution can be scaled from the most simple agenda process to the most complex. Built-in integrations and a suite of APIs make working with other internal applications easy. Agenda & Meeting Management Select's user-defined roadmap ensures that the product will continue to grow and adapt as transparency requirements and compliance expectations change.

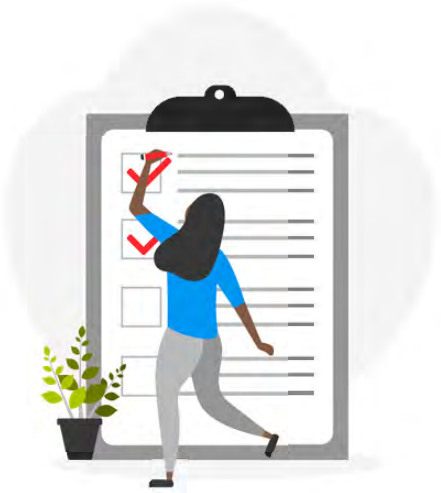
Fully Integrated, Cloud-Based Software Suite

- User-friendly, modern interface
- Unlimited users
- Unlimited storage
- Highly configurable to your agenda and meeting management processes
- Adaptable permission settings
- Confidential attachments
- Field-level versioning
- Integrated code of ordinances
- Built-in integrations with Dropbox, Microsoft's One Drive, Google Drive, Laserfiche, Zoom, and API availability (additional fees may apply)
- Single sign-on through the CivicPlus Platform
- Secure Cloud-Based Hosting
- Automatic Updates
- Customer-Defined Roadmap
- Enhanced Analytics for Data Visibility

Part of the Integrated CivicPlus Platform

Our powerful CivicPlus Platform is the foundation on which all our CivicPlus solutions are built, allowing them to work seamlessly and securely, leveraging existing data, and reducing information silos so your administrative staff can collaborate efficiently. Administrators can take advantage of authentication using our identity provider integrations to provide a single sign-on experience for internal users. The entire solution is cloud-based, eliminating the need for internal application management. Agenda & Meeting Management Select is hosted in Microsoft's Azure cloud service, providing a stable multi-user environment while ensuring high availability and uptime. CivicPlus is also the only technology provider that offers an integration between our agenda & meetings software and an online code of ordinances—with Municode Codification.

Agenda Management



FLEXIBLE, CUSTOMIZED TEMPLATES

Standardized templates throughout the system provide consistency and clarity to agendas, packets, staff reports, and minutes.

EFFICIENTLY MANAGE AGENDA PACKETS OF ANY SIZE

The software compiles your items and all the legislation, memorandums, or supporting documentation into a bookmarked PDF packet quickly and easily, no matter the size of the packet. Create multiple packet versions instantly to include or exclude specific attachments for your different internal and external users. Last-minute changes to the agenda or packet can be made and published with minimal effort.

Administrators choose what they publish to the public, internal users, and elected or appointed officials and when the information goes out. Automated email notifications can be enabled so all users, both internal and external, know when the meeting documents are published.

CONVENIENT, ANYTIME AGENDA MODIFICATIONS

Changes to the agenda can be made at any time by administrators without affecting global configurations or settings. Drag-and-drop reordering allows you to move items and automatically renumbers everything on the agenda. One-touch copy and move functions enable you to duplicate or move agenda items from meeting to meeting, eliminating the need for duplicate data entry.

CREATE AGENDA ITEMS IN SECONDS

An easy-to-use item entry allows staff members to enter agenda items, upload attachments, and send through the workflow with a few clicks. Configurable field types and our embedded text editor ensure that you are capturing all the information needed for Select to generate staff reports. Automated PDF file conversion and built-in integrations with Microsoft's OneDrive and Google Drive simplify the inclusion of supporting documentation and attachments.

AUTOMATE YOUR APPROVALS PROCESS

The workflow engine streamlines the routing of your agenda items, automates notifications, and gives full transparency to collaborators as it passes through the approval process. As contributors change items, the system tracks revisions, keeping them visible within the item fields and on the item timeline. In-app messaging and task assignments keep everyone in the loop and agenda prep moving forward.

CUSTOM TAGS TO GROUP LIKE AGENDA ITEMS

Administrators can set up tags that can be used by staff when creating their agenda items for improved searching and reporting. Associate like content with pre-defined tags relevant to your community.

Meeting Management

AUTOMATED MINUTES SETUP

A fully-integrated minutes module will automatically migrate all your agenda content. No manual pre-meeting minutes setup or agenda import is required. Move from the meeting agenda to the minutes module with a single click.

KEEP UP WITH THE MEETING ACTION

Meetings move fast. Agenda & Meeting Management Select's cloud-based platform allows you to move quickly through your agenda items, recording official actions and discussion, without having to wait for the system to catch up. The clean, intuitive interface gives single-screen access to all your meeting controls. (additional fees apply)

SPEAKER MANAGER

Speakers can be added to the discussion at any time during the live meeting, while the built-in speaker timer helps keep meetings running efficiently.

EASY, INTUITIVE MINUTES-TAKING

While in your live meeting, use the Minutes module to capture critical meeting actions from a single screen with a clean and intuitive user interface. Take roll and manage attendance, record motions and votes, enter speaker information, and record comments or discussion to be brought into your minutes document.

If using CivicPlus Media's integrated video streaming and video-on-demand service, you can also create bookmarks for the accompanying video during the live meeting. Additional fees apply.

Board Portal

FLEXIBLE ACCESS

Your officials can choose how to access meeting content—helping them work better, faster. Efficiently deliver packets of any size by paper, email, Dropbox, OneDrive, Google Drive, or post to the Board Portal. It is optimized for all devices, including desktops, laptops, and tablets. No separate application required.

A PERSONAL MEETING REPOSITORY

Give officials a personal, secure location to review and take notes on all meeting content, including agendas, supporting documents, minutes, and media.

FIND WHAT YOU NEED- FASTER

Agenda & Meeting Management Select automatically indexes published meeting content with Board Portal search functionality, so it is easy for officials to find information quickly. Our full-text search tool empowers officials to locate past items, attachments, minutes, and agendas by searching a keyword, date range, and more. An item summary view allows officials to see the motions, votes, and any comment or discussion on the item that was recorded in the meeting minutes in an intuitive display, preventing a manual search through full minutes documents.

Public Resident Portal

CONTENT ACCESSIBILITY

It's not enough to be transparent by publishing your agendas and other meeting documents online. Your meeting content must be accessible to all members of the public.

Closed captioning is also available with our CivicPlus Media service for live streaming and on-demand video. Additional fees apply for CivicPlus Media and closed captioning.

CONTENT TRANSPARENCY

Build public trust with access to fully searchable meeting content, including legislative decisions and public meeting videos. Meet municipal transparency requirements while keeping residents engaged and informed.

Public Resident Portal

- Resident portal to embed on any webpage gives access to all meeting content on a single page
- PDF downloads of Agenda, Packet, Minutes, Notices, and Other pertinent meeting documents
- HTML agenda view hyperlinks attachments within the meeting agenda for direct access to specific documents
- Full-text search and filtering options
- Email notifications
- Social sharing
- Side-by-side agenda and video display with optional CivicPlus Media live streaming and on-demand video service (additional fees apply)
- Optional Motions and Vote minutes display updates the HTML agenda view to allow residents to quickly see the final disposition of agenda items without having to read full minutes documents
- Mobile-responsive
- Custom branding
- Integrated live or on-demand video with bookmarks to easily jump to desired content (additional fees apply)
- Optional public commenting forum
- Easily jump to past, current, upcoming events with an embedded calendar and continuous scrolls

The Civic Experience Platform

Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

CIVICPLUS PORTAL

CivicPlus Portal empowers residents to be more engaged and informed about progress in your community. Portal streamlines the resident user experience as they interact with the CivicPlus products leveraged by you – driving revenue, trust, and satisfaction.

With a single username and password, they can watch a public meeting recording, submit a public works request, pay a utility bill, or register for an upcoming event. The result is more engaged and informed voters and fewer phone calls, walk-ins, or emails to your department asking how to find documents or submit records requests.

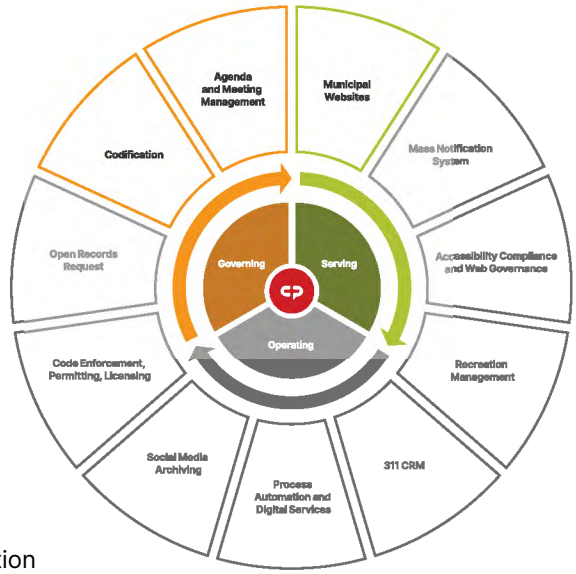
INTEGRATION HUB

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and setup complex automations—without the need for a developer. With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) saving your staff's valuable time. The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with Select today:

- Automatically add agenda or minute files to the Document Center to be displayed on a CivicEngage® Central website after they are published in Select
- Set-up a workflow to post in the CivicEngage Central News Flash once you've published your Select meeting documents

Shorten your pre-meeting to-do list and send your meeting information instantly with a custom integration using the Integration Hub.

Integrated Code of Ordinances & Web



As the only local government software provider with an integrated codification, agenda and meeting management, and municipal website solution offering, our suite allows for digital transformation of the entire legislative process - from the start of the agenda process to the final online publishing of the newly adopted legislation.

If you are a customer of CivicPlus' codification services, the cutting-edge integration between your meetings & agenda management and code of ordinances reduces the manual steps associated between your agenda management and codification processes. As an example, you can send ordinances directly to the CivicPlus for codification by our team of legal editors. When pushed from Agenda & Meeting Management Select, this uncodified legislation will be visible on the landing page of our Online Code Hosting platform nearly instantaneously. You can also take this to the next level by integrating our Municipal Website solutions with our Online Code Hosting solution, allowing for one-stop search, capabilities. With this integration, the public can instantly access your code, meetings, packets, and agendas in one simple search straight from your municipal website.

EXAMPLES OF MEANINGFUL CIVIC EXPERIENCE INTEGRATIONS

The following are examples of integrations between the CivicPlus Agenda & Meeting Management Select with other CivicPlus solutions and tools. If you have yet to experience all that CivicPlus can provide, please reach out for additional information and a quote.

CivicEngage Municipal Websites	• Set-up a workflow to post in CivicEngage's News Flash once you've published your meeting documents. • Automatically add agenda or minute files to CivicEngage's Document Center to be displayed on your website after they are published in Select. • Meeting information and dates are automatically integrated to the CivicEngage Calendar. • Meeting files are automatically included in the website's search results.
Codification	• Send adopted ordinances to the Codification Legal Team in one click. • Send ordinances straight to your online code portal as "Adopted and Not Yet Codified". • Instantly link your online code to the meeting content produced within Select.
CivicPlus Media	• Share high-definition, on-demand video or live video feeds of your meetings directly from Select and CivicPlus Media, seamlessly integrated with your meeting agendas and equipped with clear bookmarking and navigation.
Integration Hub	• Third-party integrations examples include integrations with Zoom, Webex, and GoToMeetings, and with Laserfiche, Google Drive, Dropbox, and other APIs.

Implementation

Project Timeline

Twelve to Fourteen Weeks

While every implementation is unique, the following timeline can provide you with information about the different implementation stages and what you can expect at each stage.

PHASE 1: INITIATE	• Project Kickoff communication including timeline, deliverables, and an implementation questionnaire to capture details for your configuration
PHASE 2: ANALYZE	• Template Review meeting to review and discuss needs for Proposed Agenda Template • Obtain internal approvals on Proposed Agenda Template and send in final approval
PHASE 3: OPTIMIZE	• Virtual consulting session(s) to review current processes and documents and discuss desired goals, best practices, and configuration options • Premium configuration is completed and handed off for review, testing, and feedback • Configuration adjustments made per submitted feedback
PHASE 4: EDUCATE	• Live, virtual training sessions are conducted within configured site
PHASE 5: LAUNCH	• Launch

Premium Implementation Plan

Implementation & Support Experience Designed for You

Agenda & Meeting Management Select has the experience and expertise to help administrations of any size transform the entire meeting management process. We know implementation can't be a one size fits all solution and offer flexible packages designed to meet your desired outcomes.

Our Premium Implementation Package is the perfect fit for automating manual or inefficient agenda and meeting processes. It is designed for organizations with less than 50 internal users and a desire for a guided implementation experience. A dedicated and knowledgeable Implementation consultant will manage your project from end-to-end—consulting and collaborating with your team, configuring the to automate your process, and delivering live virtual training to your user groups. Key project staff will have online access to the timeline and all expected checkpoints and deliverables for a fully transparent implementation.

Beyond implementation, your users will feel empowered by our in-application support tools, a full online help center, as well as phone, email, and live chat support with members of the dedicated, award-winning Technical Support team.

CONSULTING

Up to 2 Hours of Virtual Consultation

During this consulting session, your implementation consultant will be reviewing your submitted project questionnaire with your key project staff. The implementation consultant will review your custom template designs and discuss the configurations that will be made to ensure your workflows match your current agenda and meeting processes.

DESIGN

We will design up to 5 custom templates to ensure consistency in -generated meeting documents: Agendas, Item/Staff Report, Minutes, Agenda Script.

CONFIGURATION

Our team will configure your solution with Premium customization options to map existing processes to our Agenda & Meeting Management Select solution. Additional custom configurations can be made by administrative users at any time using Help Center resources.

TRAINING

Up to 8 hours of Virtual Training

Your implementation consultant will guide user groups through live, virtual training sessions using your custom configured Agenda & Meeting Management Select solution. We recommend no more than 20 users per session. Individual sessions are either 30 or 60 minutes in duration.

Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence.

AWARD-WINNING

CivicPlus has been honored with one Gold Stevie® Award, two Silver Stevie® Awards, and four Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1000 Employees, and Most Valuable Response by a Customer Service Team (COVID-19). The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new to most effectively engage your residents.

Support at a Glance

- Technical support engineers available 8 a.m. – 6 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades including fixes and other enhancements
- Operating system patches
- Testing and development

2021 Support Metrics

- Total Tickets – 103,759
- Average Chat Response – 3:48 Minutes
- Average Phone Response – 7:57 Minutes
- Customer Satisfaction Score – 95.7%
- Solved in One Touch – 71.2%

Hosting & Security

Redundant power sources and internet access ensures consistent and stable connections. We invest over 1.0M annually to ensure we adapt to the ever-changing security landscape while providing maximum availability. CivicPlus' extensive, industry-leading process and procedures for protecting and hosting your site are unparalleled.

CLOUD-HOSTING WITH AZURE

The infrastructure is fully hosted within the Azure Cloud environment using their Infrastructure as a Service (IaaS) model. Using a mix of Azure Virtual Machines and Storage Accounts, all processing and data storage in done within this environment. All users need is a web browser to access and utilize the application. Your system is monitored 24/7/365 with a 99.9% guaranteed up-time (excluding maintenance). Additional details regarding our hosting and security services can be provided upon request.

DISASTER RECOVERY

Agenda & Meeting Management Select utilizes Azure's Site Recovery Services and Geographically Redundant Storage Accounts (GRS) to provide disaster recovery between Azure regions. All data is written to a GRS account which creates copies of that data in data centers across multiple Azure regions, so access to the data is always available. Site Recovery Services allows us to quickly spin up and failover to clones of our Azure Virtual Machines.

Investment Proposal

CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing are valid for 60 days from February 3, 2023.

Development

- Unlimited users
- Unlimited storage
- Agenda Management
  - Up to 15 Boards
  - Custom-developed templates (two Agenda Templates, one Staff Report Template, one Minutes Template, one Agenda Script Template)
  - System-generated staff reports
- Minutes Management
  - Record minutes including motions, votes, speakers, and discussion
- Analytics module access
  - Create and save custom individual views and organizational views
  - Export views as .XLS and .CSV files
- Google Drive, OneDrive, and Dropbox integrations
- Public Resident Portal
- Board Portal

Implementation

- Typical project timeline – twelve to fourteen weeks
- Up to two hours virtual consulting
- Up to eight hours virtual training

Annual Recurring Services

- Hosting & Security
- Software maintenance including service patches & system enhancements
- 24/7 Technical support
- Dedicated customer success manager

Brainerd's Investment	
Total Year 1 Investment (includes one-time fees and Year 1 annual services)	$9,356.00
Year 2 (includes 5% uplift)	$5,035.80

CivicPlus Project Pricing & Invoicing

CivicPlus has endeavored to meet Brainerd's needs and expectations for your new CivicPlus Agenda & Meeting Management Select solution based on the information provided. The investment proposal included is subject to change should additional functionality, custom development, or project enhancements, outside of the included scope, be added before contract signing.

CivicPlus prices on a per-project, all-inclusive basis. This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost-effective for our customers. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality of work, outside of the original project scope, is requested. We understand local governments must look beyond just functionality and that multiple factors come into play when determining which vendor can meet not only your functional needs but also your budgetary requirements.

CIVICPLUS OFFERS:

Standard Invoicing

- Year 1 fees are due at contract signing
- First-year Annual Services fee is included with your Year 1 cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a five percent technology fee uplift each year starting Year 2 of your contract

Customized Billing/Invoicing

- Other billing options can be discussed before contract signing and, if feasible, a plan developed that works for all parties
- Not available with all CivicPlus products—please contact your customer success manager for more details

We will work with you before contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with Brainerd.

CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #: Q-37093-1
Date: 2/1/2023 1:08 PM
Expires On: 3/31/2023

Client:
BRAINERD, MINNESOTA

Bill To:
BRAINERD, MINNESOTA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Karen Bond	x	karen.bond@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	CivicClerk Annual Fee	CivicClerk Annual Fee - Agenda and Minutes Management	Renewable
1.00	CivicClerk Premium Implementation Package	Premium Implementation Package – Up to 15 # of Boards	
1.00	CivicClerk Premium Configuration	CivicClerk Premium Configuration	One-time
1.00	CivicClerk Custom Template Design	CivicClerk Custom Template Set - includes 2 Agenda templates, 1 Item Report template, 1 Minutes template, 1 Agenda Script template	One-time
2.00	CivicClerk Consulting (1h, virtual)	1 hour Virtual Consulting	One-time
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time
1.00	CivicClerk Virtual Training (Half Day Block)	Training (Virtual) - half day, up to 4 hours	One-time

Total Investment - Year 1	USD 9,356.00
Annual Recurring Services - Year 2	USD 5,035.80

Total Days of Quote:366

1. This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement located at https://www.civicplus.com/master-services-agreement ("MSA"), to which this SOW is hereby attached as the CivicClerk Statement of Work. By signing this SOW, Client expressly agrees to the terms and conditions of the MSA throughout the Term of this SOW.

2. This SOW shall remain in effect for an initial term equal to 366 days from the date of signing ("Initial Term"). In the event that neither party gives 60 days' notice to terminate prior to the end of the Initial Term or any subsequent Renewal Term, this SOW will automatically renew for an additional 1-year renewal term ("Renewal Term"). The Initial Term and all Renewal Terms are collectively referred to as the "Term".

3. The Total Investment - Year 1 will be invoiced at signing of this SOW. Client will pay all invoices within 30 days of the date of invoice.

4. Annual Recurring Services shall be invoiced on the start date of each Renewal Term. Annual Recurring Services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in year 2 of service.

5. Client shall have sole control and responsibility over the determination of which data and information shall be included in the content that is to be transmitted and stored by CivicPlus. Client shall not provide to CivicPlus or allow to be provided to CivicPlus any content that (a) infringes or violates any 3rd party's Intellectual Property rights, rights of publicity or rights of privacy, (b) contains any defamatory material, or (c) violates any federal, state, local, or foreign laws, regulations, or statutes.

6. The scope of the initial implementation services to be delivered by CivicPlus are as listed above. Client is responsible for providing all information required for the configuration of the services in accordance with the scope and project timeline.

7. Upon Go-Live, any unused implementation services (ie: board configuration) will expire. Any configuration of additional boards by CivicPlus after Go-Live may incur additional one-time charges based on the scope of the desired configuration, design, and training services.

8. Completion of implementation services will be determined by Go Live status. The parties agree to cooperate in a timely manner to complete all implementation tasks and deliverables in order to obtain Go-Live status of the services. CivicPlus will make reasonable efforts to confirm Go Live status with the Client, but reserves the right to deem Client's use of the services in the intended course of business as Go Live. "Go-Live" is defined as the Client's use of the services implemented by CivicPlus under this SOW for the intended purpose and with the intended audience.

Signature Page to follow.

Acceptance

By signing below, the parties are agreeing to be bound by the covenants and obligations specified in this SOW and the MSA terms and conditions found at: https://www.civicplus.com/master-services-agreement.

IN WITNESS WHEREOF, the parties have caused this SOW to be executed by their duly authorized representatives as of the dates below.

Client	CivicPlus
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Contact Information

*all documents must be returned: Master Service Agreement, Statement of Work, and Contact Information Sheet.

Organization URL

Street Address

Address 2

City State Postal Code

CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Emergency Contact & Mobile Phone

Billing Contact E-Mail

Phone Ext. Fax

Billing Address

Address 2

City State Postal Code

Tax ID # Sales Tax Exempt #

Billing Terms Account Rep

Info Required on Invoice (PO or Job #)

Are you utilizing any external funding for your project (ex. FEMA, CARES): Y [ ] or N [ ]

Please list all external sources: _____

Contract Contact Email

Phone Ext. Fax

Project Contact Email

Phone Ext. Fax

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: Fire Contract Formula for 2024-Informational

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Connie Hillman

DEPARTMENT: Finance

PRESENTER: Connie Hillman

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:
Each year at this time, staff prepares the proposed fire contract calculation for the following year. This information is used by the Townships that contract with Brainerd for fire service at their annual meetings in March, at which time they set their levy for 2024. This data will also be used by the City of Baxter and the City of Brainerd when we set our 2024 levy and budgets this fall.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
The attached calculation and memo were provided and explained at the March 2, 2023 FAB meeting and follows the same formula as previous years.

The overall 2024 assessment cost to be allocated increased by $11,448 and is $1,343,493. The City of Brainerd's overall funding share went from 42.70% to 42.41%, which resulted in an increase of $1,025 over the 2023 assessment calculation.

RECOMMENDED ACTION/MOTION:
Informational, no action needed.

FINANCIAL IMPACT:

Is there a cost associated with this request: Click to enter text
What is the total cost, with tax and shipping: Click to enter text
Is this budgeted? (Please Explain) Click to enter text

M E M O

TO: FAB Members

FROM: Finance Director Connie Hillman

DATE: February 27, 2023

RE: 2024 Fire Assessment Calculation

The amount that each partner of the fire service district will pay needs to be calculated by March 1st for the following year since townships set their levy for the next year in March.

The factors that are included in the cost to be allocated, as well as how the cost is to be allocated are detailed in the Fire Protection Agreements between the City of Brainerd and the Contractee (i.e. surrounding cities and townships).

Total Cost Calculation

The total fire protection cost that is to be allocated among the contractee areas is:

- The amount budgeted for fire department operations.
    - For the 2024 assessment calculation, this is the 2023 adopted budget. The 2023 budget includes $167,000 in capital funding, in addition to the amount included below for equipment replacement. Total budget amount for 2024 assessment is **$1,080,303**.

- An amount for equipment replacement, capital expenditures and major equipment repair.
    - For the 2024 assessment calculation, and as historically done, this amount is a 5% increase over the amount from the 2023 assessment ($120,331 * 5% = **$126,348**).

- Depreciation of buildings. This represents the cost of using the building for the year to house equipment and staff – this is like rent.
    - For 2024 assessment it is **$63,405** and is the same amount as previous years.

- Amount for debt.
    - For the 2024 assessment, we are in year 5 of 10 for the debt issued for the ladder truck in 2020. This is the only outstanding debt issue for fire equipment and is **$73,437**.

The total of the above 4 cost components equal ***$1,343,493*** and is an $11,448 increase over the 2023 assessment cost.

Factors to Allocate the Total Cost

To determine each Contractee's share of the total cost for the year, the following factors are used:

- The specific governmental unit's average number of calls for service in the last five calendar years, excluding car accidents calls. This carries a 30% weight in the overall formula.
    - For the 2024 assessment calculation, this is the average number of runs for calendar years 2018-2022.

- Population as provided by the MN State Demographer's Office. This carries a 30% weight in the overall formula.
    - For the 2024 assessment calculation, the most recent population data available on the State Demographer's website was as of 2021.

- Total market of buildings excluding tax exempt property as determined by the Crow Wing County Assessor. This carries a 30% weight in the overall formula.
    - For the 2024 assessment, this is the 2022 assessment value used for taxes payable in 2023.

- Total market value of tax-exempt property as determined by the Crow Wing County Assessor. This value is updated every 6 years. This carries a 10% weight in the overall formula.
    - For the 2024 assessment, this is also the 2022 assessment value.

Using Brainerd as an example, the overall percentage share is 42.408373% and was calculated by:

# of Calls (52.56 * 30%)	15.767217%
Population (40.50 * 30%)	12.151155%
Building Value (24.16 * 30%)	7.248272%
Tax Exempt (72.42 * 10%)	7.241729%
Total % of Cost	**42.408373%**

The total percentage of cost is then applied to the total cost calculation to get the Contractee's cost. For Brainerd this is $569,754 ($1,080,303 * 42.408373%).

Why does the Contractee's cost change

There are three reasons the cost can change each year:

1. Change to service area. There has been no change for assessment year 2024.
2. Change in the amount of cost increased or decreased. For assessment year 2024, the cost increased $11,448. If there were no changed to the factors use to allocate the cost, the increased cost would have been allocated as follows:

	Change Due to Cost
BRAINERD	$4,888
BAXTER	$3,054
CROW WING	$528
LONG LAKE	$348
NOKAY LAKE	$235
OAK LAWN	$499
ST. MATHIAS	$150
UNORGANIZED	$1,746
TOTAL	$11,448

3. Change to the factors used to allocate the overall cost. The factors change every year as well. Following is the impact that each one of the factors had on the 2024 assessment.

	# of Runs	Population	Taxable EMV	Tax Exmpt	Total Change
BRAINERD	$2,040	($1,651)	($3,425)	($828)	($3,863)
BAXTER	$892	$448	($5,197)	($619)	($4,476)
CROW WING	($307)	($129)	$1,737	$101	$1,403
LONG LAKE	($1,082)	$174	$885	$22	($1)
NOKAY LAKE	($712)	($100)	$653	$29	($129)
OAK LAWN	($558)	($133)	($242)	$337	($597)
ST. MATHIAS	($381)	($13)	($372)	$5	($761)
UNORGANIZED	$107	$1,405	$5,961	$952	$8,425
TOTAL	$0	($0)	($0)	($0)	$0

So putting it all together, each contractee's share of the 2024 assessment compared to the 2023 assessment is as follows:

	2024 ASSESSMENT	2023 ASSESSMENT	DIFFERENCE	% incr
BRAINERD	$569,753.62	$568,729.04	$1,024.58	0.18%
BAXTER	$353,952.96	$355,374.96	($1,422.00)	-0.40%
CROW WING	$63,308.54	$61,377.87	$1,930.67	3.15%
LONG LAKE	$40,885.63	$40,538.13	$347.50	0.86%
NOKAY LAKE	$27,472.52	$27,366.69	$105.83	0.39%
OAK LAWN	$57,970.35	$58,068.49	($98.14)	-0.17%
ST. MATHIAS	$16,837.27	$17,448.35	($611.08)	-3.50%
UNORGANIZED	$213,312.33	$203,141.47	$10,170.86	5.01%
TOTAL	$1,343,493.22	$1,332,045.00	$11,448.22	0.86%

CITY OF BRAINERD FIRE SERVICE DISTRICTS - PAYMENT CALCULATION FOR 2024 ASSESSMENT

2023 FIRE DEPT BUDGET, INCLUDING PAID ON-CALL AND PENSION	$1,080,303
CAPITAL EQUIPMENT FUND - is a 5% increase over 2023 Assessment	$126,348
BUILDINGS ONLY DEPRECIATION	$63,405
DEBT SERVICE FOR FIRE TENDER - Year 5 of 5	$0
DEBT SERVICE FOR LADDER TRUCK - Year 5 of 10	$73,437
TOTAL AMOUNT USED FOR CALCULATION	**$1,343,493**

	5 YR AV # OF RUNS ('18 -'22)	30% % OF # OF RUNS	2021 POPULATION	30% % OF POP	(Asst '22 pay '23) VALUE OF BUILDINGS	30% % OF VALUE OF BLDGS	(Assessment '22) VALUE OF TAX EXEMPT BLDGS	10% % OF VALUE TAX EX BLDGS	% OF BUDGET	FUNDING SHARE
BRAINERD	261.00	52.56%	14,679	40.50%	736,941,888	24.16%	$414,179,400	72.42%	42.408373%	$569,753.62
BAXTER	124.40	25.05%	8,911	24.59%	934,807,272	30.65%	$129,243,800	22.60%	26.345720%	$353,952.96
CROW WING	16.60	3.34%	2,202	6.08%	190,222,199	6.24%	$896,000	0.16%	4.712234%	$63,308.54
LONG LAKE	11.40	2.30%	1,160	3.20%	140,777,810	4.62%	$553,400	0.10%	3.043233%	$40,885.63
NOKAY LAKE	7.40	1.49%	916	2.53%	83,069,772	2.72%	$1,287,900	0.23%	2.044857%	$27,472.52
OAK LAWN	18.20	3.66%	1,805	4.98%	153,840,057	5.04%	$11,904,600	2.08%	4.314897%	$57,970.35
ST. MATHIAS	4.20	0.85%	623	1.72%	46,217,304	1.52%	$1,671,800	0.29%	1.253246%	$16,837.27
UNORGANIZED	53.40	10.75%	5,945	16.40%	764,265,269	25.06%	$12,197,500	2.13%	15.877440%	$213,312.33
TOTAL	**496.60**	**100.00%**	**36,241**	**100.00%**	**3,050,141,571**	**100.00%**	**$571,934,400**	**100.00%**	**100.000000%**	**$1,343,493.22**
Last Year's Information	**468.00**		**35,184**		**2,253,134,300**		**$557,624,700**			**$1,332,045.00**
% Change	**6.11%**		**3.00%**		**35.37%**		**2.57%**			**0.86%**

	2024 ASSESSMENT	2023 ASSESSMENT	DIFFERENCE	% incr
BRAINERD	$569,753.62	$568,729.04	$1,024.58	0.18%
BAXTER	$353,952.96	$355,374.96	($1,422.00)	-0.40%
CROW WING	$63,308.54	$61,377.87	$1,930.67	3.15%
LONG LAKE	$40,885.63	$40,538.13	$347.50	0.86%
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OAK LAWN	$57,970.35	$58,068.49	($98.14)	-0.17%
ST. MATHIAS	$16,837.27	$17,448.35	($611.08)	-3.50%
UNORGANIZED	$213,312.33	$203,141.47	$10,170.86	5.01%
TOTAL	$1,343,493.22	$1,332,045.00	$11,448.22	0.86%

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: Final Reading And Public Hearing For Proposed Ordinance 1547 - Amending Section 320 Of The City Code - Administrative Citations

AGENDA: Main Agenda

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, CDD

DEPARTMENT: Community Development

PRESENTER: James Kramvik, CDD

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Ordinance 1524 amended Section 320 of the City Code in April of 2022 and moved the City to a complaint-based enforcement policy for violations of the City Code, Property Maintenance Code, and Zoning Code. Ordinance No. 1524 also amended the citation schedule and abatement process. The challenges with the new ordinance were primarily a result of violations that were previously abated much sooner. Staff heard complaints from residents that abatement was taking too long for grass, garbage, and animal feces.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff presented a review of 2022 code enforcement issues at the January 17th Safety and Public Works Committee meeting and made recommendations to expedite the abatement process for long grass, sidewalk snow removal, garbage, and animal feces. City Council conducted the first reading of Proposed Ordinance 1547 as presented by staff at the February 21st City Council meeting.

RECOMMENDED ACTION/MOTION:

1) Motion to conduct the final reading of Proposed Ordinance 1547 and dispense with the actual reading.

   Note: a vote to dispense with the actual reading of the ordinance must be unanimous.

2) Hold a public hearing on Proposed Ordinance 1547

3) Motion to adopt Proposed Ordinance 1547, an ordinance amending Section 320 of the City Code pertaining to Administrative Citations.

FINANCIAL IMPACT:

Is there a cost associated with this request: No
What is the total cost, with tax and shipping: N/A
Is this budgeted? (Please Explain) N/A

O R D I N A N C E
NO. 1547

AN ORDINANCE AMENDING SECTION 320, ADMINSTRATIVE CITATIONS

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Section 320.07 of the City Code is hereby amended by adding the following underlined language:

Section 320.07 Administrative Offenses; Schedules of Fines and Fees.

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

Subd 2. The schedule of fines for offenses initiated by administrative citation shall be:

- **1st Citation $100**
- **2nd Citation $200**
- **3rd Citation $300**

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

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

Subd 4. After the issuance of (3) citations, the following nuisance violations shall be administratively abated.

1) **Garbage & Rubbish**
2) **Grass & Weeds in Excess of 6"**
3) **Animal Feces**
4) **Nuisance on a Public Sidewalks for Snow and Ice**

Subd 5. Repeat Offender. If the same owner commits a subsequent violation within 12 months after abatement of the property for the same or similar offense for a violation listed in the above paragraph the following schedule shall be:

- **1st Citation $300**
- **Administrative Abatement**

The City Council is not bound by this schedule when a matter is appealed for administrative review. Staff may bring repeat offenses to the Safety & Public Works Committee for determination of further action.

<u>Subd 6.</u> The City Council may adopt a schedule of fees to be paid to administrative hearing officers.

<u>Subd 7.</u> The administration of the administrative citation program shall be conducted solely on a complaint driven basis. Offenses of a nature that may result in bodily harm, damage to property, or significant blight may be brought before the Safety & Public Works Committee without a complaint for determination whether to implement the administrative citation program <u>or take other action.</u> The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council.

<u>SECTION TWO:</u> This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____day of _____, 2023

_____
KELLY BEVANS
President of the Council

Approved this _____day of _____, 2023

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Published: One Time – _____

NOTICE OF HEARING

The City of Brainerd City Council will be conducting a public hearing to consider Proposed Ordinance No. 1547 an ordinance amending Section 320, Administrative Citations, of the Brainerd City Code. The purpose of this ordinance amendment is to amend Section 320.07 of the City Code concerning administrative offenses, schedules and fines and fees. The proposed ordinance would expedite the abatement process for long grass, sidewalk snow removal, garbage, and animal feces.

A Public Hearing will be conducted by the City Council at 7:30 p.m. Monday, March 6th, 2023, in City Hall Council Chambers, 501 Laurel Street, Brainerd.

The public is invited to attend the hearing to offer input regarding Proposed Ordinance No. 1547. Any individual needing special accommodations please call (218) 828-2307.

Dated this 21st day of February 2023

Publication Date: February 22nd, 2023

James L. Kramvik
Community Development Director

Brainerd City Council
Agenda Request

MEETING DATE: March 6, 2023

TITLE OF ITEM: Final Reading- Proposed Ordinance 1548 - Rezoning Parcel #41160504 To RL-1

AGENDA: Main Agenda

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, CDD

DEPARTMENT: Community Development

PRESENTER: James Kramvik, CDD

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Natural Resources Management C/O Anderson Brothers, of 11325 State Highway 210, Brainerd, MN 56401, applied to rezone a portion of Parcel# 41160504 lying west of Jordan Road (Tract B) from General Commercial (GC) Zoning District to Rural Living One (RL-1) Zoning District. The purpose of this rezoning is to prepare this section of Parcel 41160504 for a consolidation with the contiguous parcel 41170515 which is also zoned Rural Living One (RL-1) Zoning District.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

City Council conducted the first reading of Proposed Ordinance 1548 at the February 21st City Council meeting.

Planning Commission held a public hearing and considered this request at their regularly scheduled meeting on February 15th, and voted 4-1 in favor of recommending approval of this rezoning request.

RECOMMENDED ACTION/MOTION:

1) Motion to conduct the final reading of Proposed Ordinance 1548 and dispense with the actual reading.

   Note: a vote to dispense with the actual reading of the ordinance must be unanimous.

2) Motion to adopt Proposed Ordinance 1548, an ordinance amending the City of Brainerd Zoning Map.

FINANCIAL IMPACT:

Is there a cost associated with this request: No
What is the total cost, with tax and shipping: N/A
Is this budgeted? (Please Explain) N/A

O R D I N A N C E
NO. 1548

AN ORDINANCE AMENDING THE ZONING MAP OF THE CITY OF BRAINERD

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: The Zoning Map of the City of Brainerd is hereby amended by changing the zoning designation of the property below from a GC (General Commercial) District to a RL-1 (Rural Living One) District:

PIN 41160504 (Tract B)

That part of the Southwest Quarter of the Northwest Quarter (SW ¼-NW1/4), Section 16, Township 45, Range 30, Crow Wing County Minnesota, described as follows: Commencing at the northwest corner of said SW1/4-NW1/4; thence South 03 degrees 49 minutes 56 seconds West, bearing based on the Crow Wing County Coordinate Database NAD83, 580.00 feet along the West line of said SW1/4-NW1/4 to point B504, MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-5 according to the recorded plat thereof on file in the Crow Wing County, Minnesota Recorder's Office, the point of beginning of the tract to be described: thence South 47 degrees 16 minutes 48 seconds East 162.36 feet along the right of way line of said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-5 to point B3 according to said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-5; thence South 02 degrees 16 minutes 48 seconds East 141.42 feet along said right of way line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-5 to point B2 according to said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-5; thence South 42 degrees 43 minutes 12 seconds West 225.28 feet along said right of way line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-5 to point B501 according to said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO. 18-5; Thence North 03 degrees 49 minutes 56 seconds East 417.90 feet along said west line of the SW1/4-NW1/4 to the point of beginning. Subject to easements, reservations or restriction of record, if any.

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

Adopted this _____day of _____, 2023

_____
KELLY BEVANS
President of the Council

Approved this _____day of _____, 2023

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Published: One Time – _____

MEMO

TO: Planning Commission

FROM: James Kramvik, Community Development Director
Dylan Edwards, Assistant Planner

DATE: February 15, 2023

RE: Rezoning Parcel #41160504 (Tract B) to Rural Living One Zoning District

---

Natural Resources Management C/O Anderson Brothers, of 11325 State Highway 210, Brainerd, MN 56401, applied to rezone a portion of Parcel# 41160504 lying west of Jordan Road (Tract B) from General Commercial (GC) Zoning District to Rural Living One (RL-1) Zoning District.

Total Area:	6.99 acres
Proposed Tract A:	6.05 acres
Proposed Tract B:	0.86 acres

Adjacent Uses:
North: Vacant Property
East: Tractor Trailer Dealership and Repair Shop
Bar & Restaurant
South: Vacant Property
West: Vacant Property

Adjacent Zoning:
North: Rural Living One (RL-1)
County – Shoreland District
East: Rural Living One (RL-1)
County – Commercial District 1
South: Rural Living One (RL-1)
West: Rural Living One (RL-1)

Findings of Fact

1. Parcel #41160504 is currently zoned General Commercial (GC) Zoning District. The purpose of this rezoning is to prepare proposed Tract B of Parcel 41160504 for a consolidation with the contiguous parcel 41170515 which is also zoned Rural Living One (RL-1) Zoning District.
2. According to Section 500-6-1 of the Subdivision Ordinance, **Boundary Line Adjustment**: Divisions of land where the division is to permit the adding of a parcel of land to an abutting lot or the combination of recorded lots to form no more than two (2) lots. Newly created lots shall conform to the design and performance standards of the Brainerd Subdivision and Zoning Ordinances.

a. The City Attorney recommended the submittal of a rezoning application in conjunction with the submittal for a boundary line adjustment.
    i. The applicant has applied for an administrative boundary line adjustment for the consolidation of proposed Tract B of Parcel 41160505 with parcel 41170515.
b. The consolidation of proposed Tract B of Parcel 41160505 with parcel 41170515 meets the lot size standards for the RL-1 Zoning district according to Section 515-2-4.1 RL-1 and RL-2 Dimensional Standards – Density, Lot Size, Coverage and Height Standards
    i. The proposed consolidation will result in an approximate 37.23 acre parcel which exceeds the 1 acre minimum requirement.
c. The remaining portion of 41160504 (Tract A) meets the lot size standards for the General Commercial (GC) Zoning District according to Section 515-2-13.1 GC Dimensional Standards – Density, Lot Size, Coverage and Height Standards
    i. Proposed (Tract A) is 6.05 acres which exceeds the lot size minimum requirement of 15,000 SF.
    ii. Proposed (Tract A) exceeds the 100' lot frontage requirement on all roads measured at the front yard setback.

3. Per Section 515-2-4 of the Zoning Code the purpose of The RL Districts is intended for areas where Urban Services are not presently available. Lands zoned RL-1 do not currently have Urban Services, but future subdivision may occur when the expansion of Urban Services is economical.
    a. *Both parcel 41160504 and 41170515 are currently vacant properties. The rezoning and consolidation of Tract B with parcel 41170515 would allow for future development and infrastructure. The RL-1 District must be rezoned for most residential, commercial, or industrial uses.*
4. **General Provisions:** The City Council and the Planning Commission shall consider possible adverse effects of the proposed amendment. Their judgment shall be based upon (but not limited to) the following factors:
    a. The proposed action's consistency with the specific policies and provisions of the official City Comprehensive Plan.
        i. ***Land Use: Goal 2:*** *Through thoughtful planning, maintain the unique identity of the city and all the appropriate land uses that support it.*
            1. *Policy 2: Ensure appropriate transitions between rural and urban areas through appropriate land use practices.*
    b. The proposed use's compatibility with present and future land uses of the area.
        i. *The proposed rezoning of the parcel is consistent with surrounding parcels and will be consolidated with a parcel currently zoned RL-1. The RL-1 district reserves land for future development and has a density maximum of 4 dwelling units per acre.*
    c. The proposed use's effect upon the area in which it is proposed.

i. *There is no proposed use as part of this rezoning application. Future uses of the property will most likely require a rezoning for uses other than single family homes and accessory uses to single family homes. Other uses allowed in the RL-1 district as permitted or conditional include Bed and Breakfasts, Commercial Animal Kennels, Agricultural Uses, Commercial Daycare Facilities, Commercial Riding Stables, Greenhouses, Places of Worship, Schools, Public Recreation Buildings, Community Centers, Mining and Extraction ect. A full list of uses can be found in Appendix A: Table of Uses.*

d. Traffic generation of the proposed use in relation to capabilities of streets serving the property.
   i. *This parcel is situated along a on major state highway and can account for increased traffic.*

e. The proposed use's impact upon existing public services and facilities including parks, schools, streets, and utilities, and its potential to overburden the City's service capacity.
   i. *There is currently no proposed use for this property. The applicant proposes consolidation of parcel 41160504 Tract B with parcel 41170515. The newly proposed consolidated property will require a plat and development agreement with the City for any future sub-divisions of greater than two parcels. At the time of the development agreement, the City can ensure that infrastructure is in place for increased density.*

f. Approval of a proposed Zoning Map amendment which changes all or part of the existing classification of a zoning district from Residential to Commercial, Industrial, or Planned Unit Development that allows for commercial or industrial uses shall require a two-thirds (2/3) vote of the City Council.
   i. *The proposed rezoning is converting parcel 41170515 (Tract B) from a commercial zoning district to a residential zoning district. This will require a simple majority vote from City Council.*

g. The amendment shall not become effective until such time as the City Council approves an Ordinance reflecting said amendment and one (1) week after said Ordinance is published in the official newspaper.

As of this writing, no one has contacted the Community Development Department with concerns about the Rezoning application for the Parcel #41160504 on State Highway 210 in Brainerd, MN.

<u>Staff Recommendation:</u>

1) Hold a public hearing.
2) Staff recommends approval of rezoning Tract B of parcel 41160504 from General Commercial Zoning District to Rural Living One Zoning District.

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

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)
REZONING	☒ ($300.00)	☐ ($500.00)
VARIANCE	☐ ($250.00)	☐ ($400.00 + $500.00 escrow deposit)

PROPERTY ADDRESS: TBD State Highway 210

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy)

Property Owner Name: Natural Resources Management C/O Anderson Brothers

Street Address: 11325 State Highway 210 **City:** Brainerd **State:** MN **Zip Code** 56401

Phone Number: 218-838-8772 **Fax:** _____ **E-mail:** tim.miller@closeconverse.com

Applicant Name: (If different than Property Owner) _____

Street Address: _____ **City:** _____ **State:** ____ **Zip Code:** _____

Phone Number: _____ **Fax:** _____ **E-mail:** _____

Description of Request: Requesting a Rezone from GC to RL-1 for the remnant parcel lying west of Jordan Road

_____ 1-10-23
Property Owner Signature **Date**

James A. Anderson
(Please print name)

_____ _____
Applicant Signature **Date**

_____
(Please print name)

(OVER)

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Natural Resources Management C/O Anderson Brothers has submitted a request for a rezoning from General Commercial (GC) Zoning District to Rural Living One (RL-1) Zoning District for the section of Parcel #41160504 lying due west of the intersection of State Highway 210 and Jordan Rd. The purpose of this rezoning is to prepare this section of Parcel 41160504 for a consolidation with the contiguous parcel 41170515 which is also zoned Rural Living One (RL-1) Zoning District. The property included in this application is described as:

THAT PT OF THE SWNW LYING N & W OF STATE AID HWY 210, AS SAID HWY IS DESC IN BK 89 OF DEEDS PG 1, EXCEPT THAT PT THEREOF DESC AS FOLLOWS; BEG AT A POINT WHERE THE W LINE OFSTATE HWY #210, AS DESC IN BK 89 OF DEEDS PG 1, INTERSECTS THE N LINE OF SAID SWNW, THENCE SW'LY ALG THE W LINE OF STATE HWY #210 FOR A DIST OF 36 RODS, THENCE NW'LY AT RIGHT ANGLE TO THE W LINE OF STATE HWY TRUNK #210 FOR A DIST OF 9 RODS, THENCE NE'LY PARALLEL TO THE W LINE OF STATE TRUNK HWY #210 TO THE N LINE OF SAID SWNW, THENCE E'LY ALG SAID N LINE TO THE POB. AND ALSO EXCEPT PARCEL 230A ON MN DEPT OF TRANSPORTATION ROW PLAT 18-5 AND ALSO EXCEPT PARCEL 230C ON MN DEPT OF TRANSPORTATION ROW PLAT 18-17. SUBJ TO AN ESMNT OF RECORD.
P.I.N. 41160504
Section 16, Township 45, Range 30

The application and property survey on the proposed rezoning are on file for review at the Community Development Department.

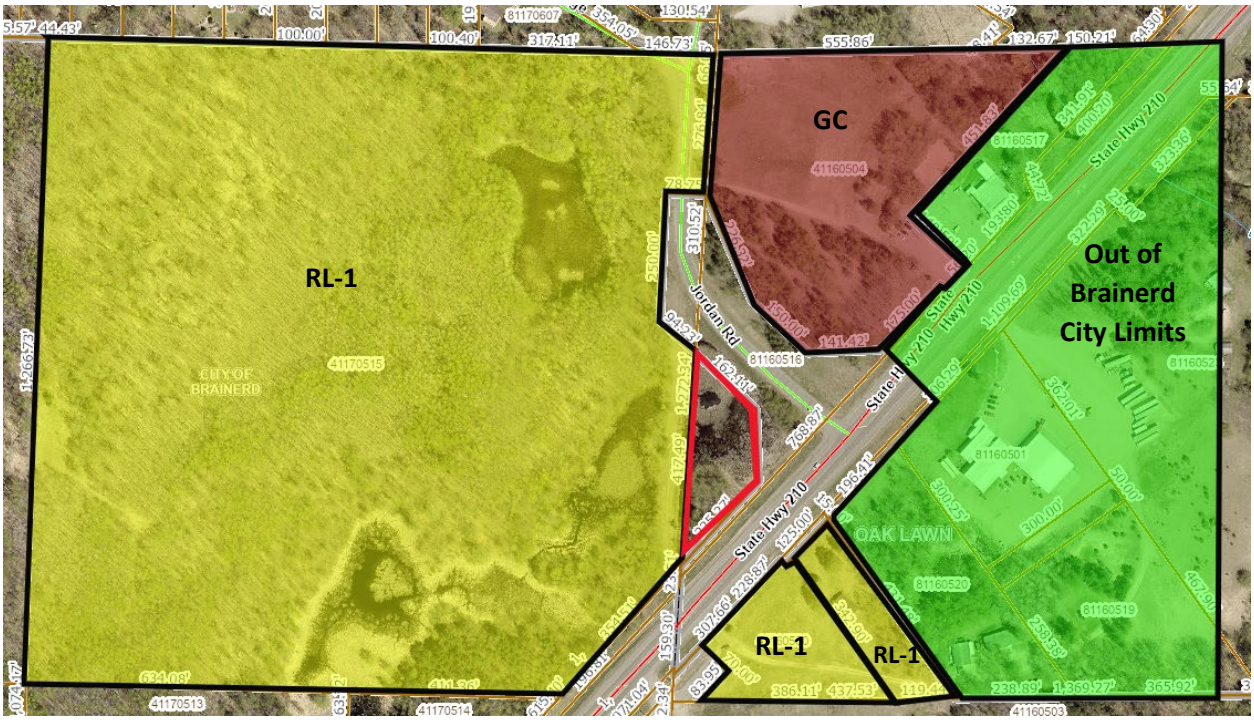
A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, February 15th, 2023, in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the rezoning this property.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2309.

Dated this 1st day of February 2023

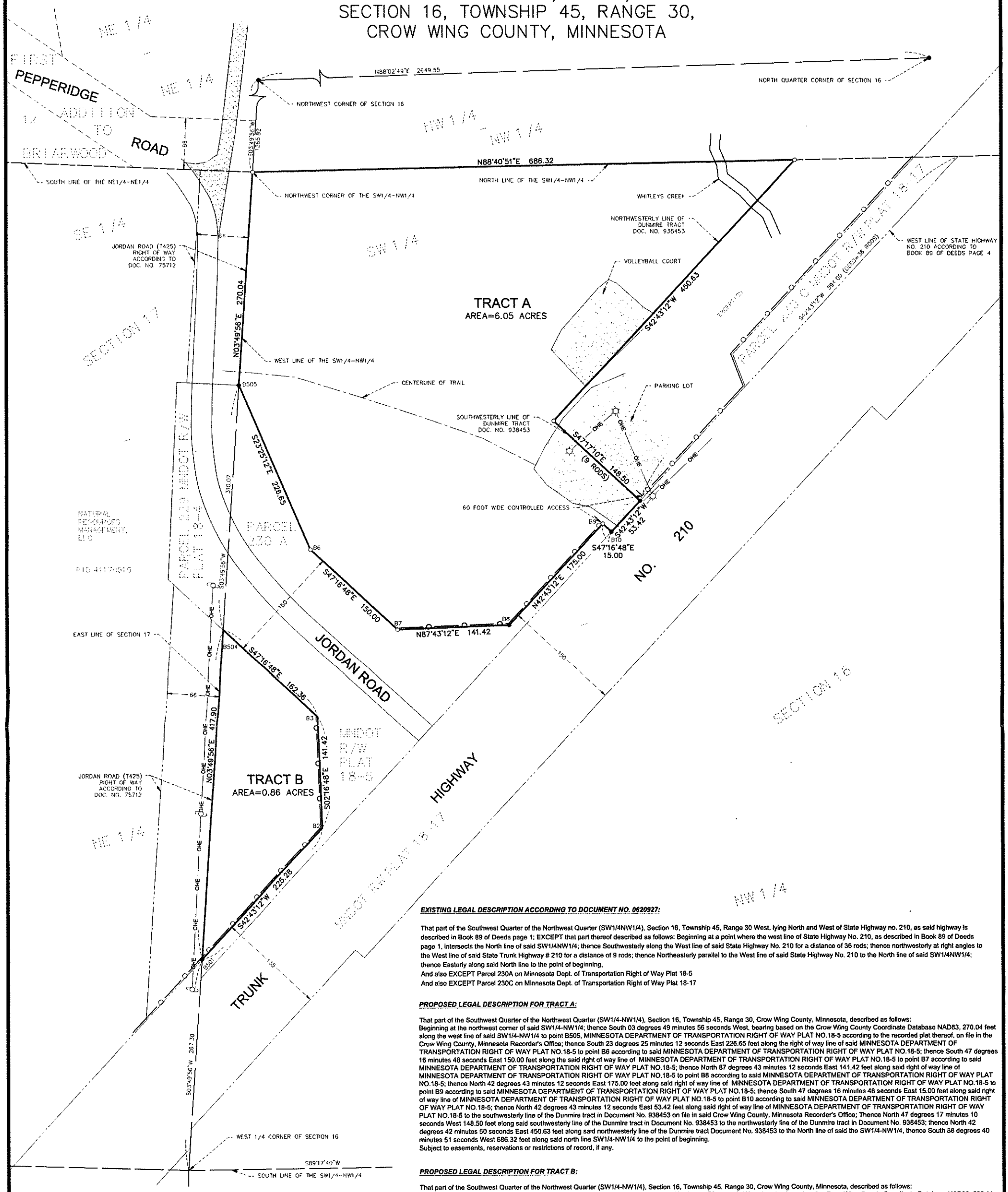
James Kramvik,
Community Development Director

Publication Date: February 4th, 2023


GC
RL-1
Out of
Brainerd
City Limits
RL-1
RL-1
Jordan Rd
State Hwy 210
OAK LAWN
CITY OF
BRAINERD

CERTIFICATE OF SURVEY

PART OF THE SW1/4–NW1/4
SECTION 16, TOWNSHIP 45, RANGE 30,
CROW WING COUNTY, MINNESOTA



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE CROW WING COUNTY COORDINATE DATABASE NAD 83

- ● = DENOTES FOUND IRON MONUMENT
- ○ = DENOTES 1/2 INCH DIAMETER BY 18 INCH LONG IRON PIPE MONUMENT SET AND MARKED RLS # 41643
- = DENOTES LIGHT POLE
- = DENOTES POWER POLE
- —— O —— = DENOTES ACCESS CONTROL TO THE STATE OF MINNESOTA
- ------ OHE ------ = DENOTES OVERHEAD ELECTRIC LINE
- = DENOTES GRAVEL/ SAND SURFACE
- = DENOTES BITUMINOUS SURFACE

EXISTING LEGAL DESCRIPTION ACCORDING TO DOCUMENT NO. 0620927:

That part of the Southwest Quarter of the Northwest Quarter (SW1/4NW1/4), Section 16, Township 45, Range 30 West, lying North and West of State Highway no. 210, as said highway is described in Book 89 of Deeds page 1; EXCEPT that part thereof described as follows: Beginning at a point where the west line of State Highway No. 210, as described in Book 89 of Deeds page 1, intersects the North line of said SW1/4NW1/4; thence Southwesterly along the West line of said State Highway No. 210 for a distance of 36 rods; thence northwesterly at right angles to the West line of said State Trunk Highway # 210 for a distance of 9 rods; thence Northeasterly parallel to the West line of said State Highway No. 210 to the North line of said SW1/4NW1/4; thence Easterly along said North line to the point of beginning.
And also EXCEPT Parcel 230A on Minnesota Dept. of Transportation Right of Way Plat 18-5
And also EXCEPT Parcel 230C on Minnesota Dept. of Transportation Right of Way Plat 18-17

PROPOSED LEGAL DESCRIPTION FOR TRACT A:

That part of the Southwest Quarter of the Northwest Quarter (SW1/4-NW1/4), Section 16, Township 45, Range 30, Crow Wing County, Minnesota, described as follows:
Beginning at the northwest corner of said SW1/4-NW1/4; thence South 03 degrees 49 minutes 56 seconds West, bearing based on the Crow Wing County Coordinate Database NAD83, 270.04 feet along the west line of said SW1/4-NW1/4 to point B505, MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 according to the recorded plat thereof, on file in the Crow Wing County, Minnesota Recorder's Office; thence South 23 degrees 25 minutes 12 seconds East 226.65 feet along the right of way line of said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 to point B6 according to said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5; thence South 47 degrees 16 minutes 48 seconds East 150.00 feet along the said right of way line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 to point B7 according to said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5; thence North 87 degrees 43 minutes 12 seconds East 141.42 feet along said right of way line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 to point B8 according to said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5; thence North 42 degrees 43 minutes 12 seconds East 175.00 feet along said right of way line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 to point B9 according to said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5; thence South 47 degrees 16 minutes 48 seconds East 15.00 feet along said right of way line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 to point B10 according to said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5; thence North 42 degrees 43 minutes 12 seconds East 53.42 feet along said right of way line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 to the southwesterly line of the Dunmire tract in Document No. 938453 on file in said Crow Wing County, Minnesota Recorder's Office; Thence North 47 degrees 17 minutes 10 seconds West 148.50 feet along said southwesterly line of the Dunmire tract in Document No. 938453 to the northwesterly line of the Dunmire tract in Document No. 938453; thence North 42 degrees 42 minutes 50 seconds East 450.63 feet along said northwesterly line of the Dunmire tract Document No. 938453 to the North line of said the SW1/4-NW1/4, thence South 88 degrees 40 minutes 51 seconds West 686.32 feet along said north line SW1/4-NW1/4 to the point of beginning.
Subject to easements, reservations or restrictions of record, if any.

PROPOSED LEGAL DESCRIPTION FOR TRACT B:

That part of the Southwest Quarter of the Northwest Quarter (SW1/4-NW1/4), Section 16, Township 45, Range 30, Crow Wing County, Minnesota, described as follows:
Commencing at the northwest corner of said SW1/4-NW1/4; thence South 03 degrees 49 minutes 56 seconds West, bearing based on the Crow Wing County Coordinate Database NAD83, 580.11 feet along the West line of said SW1/4-NW1/4 to point B504, MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 according to the recorded plat thereof on file in the Crow Wing County, Minnesota Recorder's Office, the point of beginning of the tract to be described; thence South 47 degrees 16 minutes 48 seconds East 162.36 feet along the right of way line of said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 to point B3 according to said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5; thence South 02 degrees 16 minutes 48 seconds East 141.42 feet along said right of way line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 to point B2 according to said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5; thence South 42 degrees 43 minutes 12 seconds West 225.28 feet along said right of way line of MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5 to point B501 according to said MINNESOTA DEPARTMENT OF TRANSPORTATION RIGHT OF WAY PLAT NO.18-5; Thence North 03 degrees 49 minutes 56 seconds East 417.90 feet along said west line of the SW1/4-NW1/4 to the point of beginning.
Subject to easements, reservations or restrictions of record, if any.

SURVEYORS NOTES:

THIS SURVEY WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE COMMITMENT OR OPINION. THERE MAY BE EASEMENTS OR OTHER LIMITING FACTORS NOT SHOWN ON THIS SURVEY WHICH AFFECT THE SUBJECT PROPERTY.

SUBJECT PROPERTY IS LOCATED WITHIN THE GENERAL COMMERCIAL ZONING ORDINANCE

THE PID FOR THE SUBJECT PROPERTY IS 41160504

THE UTILITIES SHOWN ON THIS SURVEY ARE ACCORDING TO VISIBLE EVIDENCE ONLY. WIDSETH ASSUMES NO RESPONSIBILITY FOR THE COMPLETENESS AND ACCURACIES OF THE LOCATIONS. FURTHER LOCATIONS AND VERIFICATIONS ARE RECOMMENDED BEFORE ANY CONSTRUCTION OR EXCAVATION.

TRACT B IS NOT INTENDED TO BE A STAND ALONE PARCEL. IT IS INTENDED TO BE COMBINED WITH PARCEL TO THE WEST PID 41170515 FOLLOWING THE REZONING PROCESS THROUGH THE CITY OF BRAINERD

FOR THE PURPOSE OF THIS SURVEY A WETLAND DELINEATION WAS NEITHER REQUESTED NOR PERFORMED

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		DATE	AMENDMENTS	BY
DATE:	12-8-2022			
SCALE:	AS SHOWN			
DRAWN BY:	ABS			
CHECKED BY:	CMC			
FILE NUMBER:	2022-11938			

PREPARED FOR: CLOSE CONVERSE / NATURAL RESOURCES MANAGEMENT,LLC

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA

CHAD M. CONNER DATE: 12-15-2022 LIC. NO. 41643

WIDSETH
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