

CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, April 3rd, 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: 2491 920 7449

Attend by phone **Personnel and Finance 7:00 PM** Committee: 1-844-992-4726 Meeting
Access Code: 2484 453 1309

Attend by phone **Safety and Public Works 7:00 PM** Committee: 1-844-992-4726 Meeting Access
Code: 2483 591 4847

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. Czczok ____ 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:

040323 COUNCIL AP INV REGISTER.pdf

B. **Approval Of Minutes**

Documents:

2023-03-20 CC Draft.pdf

C. **Approval Of Licenses**

Contractor Licenses

Documents:

20230403 Contractor Licenses.pdf

D. Department Activity Reports

Documents:

Fire Chief Report.pdf

PW Report.pdf

CA Report.pdf

HR Directors Report April 2023 Mtg.pdf

E. Minnesota Lawful Gambling Application For Exempt Permit- Submitted By Central Lakes College Foundation, 501 West College Dr, For An Event To Be Held On May 3, 2023

F. Approve DTSS Landscaping Bid

Documents:

CC - DTSS Landscaping Quote.pdf

G. Authorize Hiring 2023 Temporary Employees

Documents:

CC - 2023 Summer Temporary Employees.pdf

H. Authorize Hiring Of A BPU Laborer

Documents:

CC - Laborer Hiring Process.pdf

6. Community Member Of The Month

Amirah Cosgrove

Documents:

Community Member of the Month.pdf

7. 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: 2483 591 4847

Documents:

04-03 SPW Agenda.pdf

1. Approve Event Application Parking Lot Closure - VFW Freedom Fest

Documents:

SPW - Event App - VFW Freedom Fest.pdf

2. Discuss Request For Enhanced Signage At Laurel/8th Street Intersection

Documents:

SPW - Enhanced Signage Request.pdf

3. Adopt Resolution To Authorize Application For MnDNR Outdoor Recreation Grant

Documents:

SPW - RES Outdoor Rec Grant Application.pdf

4. Discussion On Park Properties

Documents:

SPW - Park Properties Discussion.pdf

5. Discussion On Lum Park Road SPRA Project

Documents:

SPW - Lum Park Rd SPRA Project Parking Discussion.pdf

B. Personnel And Finance Committee 7:00 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2484 453 1309

Documents:

04-03 PF Agenda.pdf

1. League Of MN Cities Insurance Trust (LMCIT) Premium Renewal March 2023-February 2024

Documents:

PF - Insurance Renewal.pdf

2. Consider Extension Of The Agreement With The Northland Arboretum

Documents:

PF Arb Request.pdf

3. Accept Letter Of Resignation From Battalion Chief Joe Rubado

Documents:

PF - Retirement of Battalion Chief Rubado.pdf

4. Approve Hiring List Paid On-Call Firefighters 2023 And Authorize To Hire

Documents:

PF-Paid On call hiring 2023.pdf

5. Consider Recommendations Regarding The Public Utilities Director Job Description And Hiring Process

Documents:

PF - PU Director Job Description.pdf

6. Approve Outdoor Program Banner Policy

Documents:

PF Banner Policy.pdf

8. Unfinished Business

- A. **Public Hearing And Adopt Resolution For Housing And Rehabilitation Small Cities Development Program Grant Application**

Documents:

MA - SCDP Application.pdf

- B. **Adopt Resolution For Denial Of The Conditional Use Permit For A 5-Unit Apartment At 2307 Crestview Lane.**

Documents:

MA - Resolution for Denial of CUP.pdf

- C. **Committee Resignations**

Lynda Hummel- Library Board

- D. **Committee Recommendations - Recommended By Mayor Badeaux**

Justin Grecula-EDA (Expire 2026)

- E. **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)

Library Board- 1 term (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)

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

Parking Commission-- 1 term (Expire 2026)

Planning Commission-- 1 term (Expire 2025)

9. **Public Forum**

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

10. **Staff Reports**

(Verbal: Any Updates since Packet)

11. **Mayor's Report**

12. **Council Member Reports**

13. **Adjourn**

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

MISSION

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

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User: pziemer

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 04/03/2023 - 04/03/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
313412/1 76616	ACE HARDWARE ACE DETECTOR LEAK 101-2400-42210	03/20/2023 pziemer OPERATING SUPPLIES	04/05/2023	26.97 26.97	26.97	Open	N 04/05/2023
313397/1 76618	ACE HARDWARE POST DRIVER 237-3190-42220	03/20/2023 pziemer REPAIR & MAINT	04/05/2023	35.99 35.99	35.99	Open	N 04/05/2023
313446/1 76644	ACE HARDWARE HEX BUSHING 235-3100-42220	03/21/2023 pziemer REPAIR & MAINT	04/05/2023	3.59 3.59	3.59	Open	N 04/05/2023
313483/1 76659	ACE HARDWARE RECYCLE FLOURESCENT BULBS 230-5200-42220	03/22/2023 pziemer REPAIR & MAINT	04/05/2023	15.00 15.00	15.00	Open	N 04/05/2023
313361/1 76660	ACE HARDWARE PARKS NEW SHOP SUPPLIES/HOOKS 230-5200-42220	03/17/2023 pziemer REPAIR & MAINT	04/05/2023	23.06 23.06	23.06	Open	N 04/05/2023
313408/1 76668	ACE HARDWARE PAPER TOWELS 225-2220-42210	03/20/2023 pziemer OPERATING SUPPLIES	04/05/2023	8.99 8.99	8.99	Open	N 04/05/2023
313429/1 76669	ACE HARDWARE HOSE NOZZLE 225-2220-42210	03/20/2023 pziemer OPERATING SUPPLIES	04/05/2023	17.99 17.99	17.99	Open	N 04/05/2023
313502/1 76679	ACE HARDWARE SCREWS FOR SQUADS 225-2120-42221	03/23/2023 pziemer SQUAD CAR REPAIR SUPPLIES	04/05/2023	9.90 9.90	9.90	Open	N 04/05/2023
313588/1 76739	ACE HARDWARE WASHER FLUID - CH VEHICLES 101-1940-42220	03/28/2023 pziemer REPAIR & MAINT	04/05/2023	12.12 12.12	12.12	Open	N 04/05/2023
313605/1 76774	ACE HARDWARE VAC TRUCK AIR PURGE SYSTEM PARTS 237-3190-42220	03/28/2023 pziemer REPAIR & MAINT	04/05/2023	17.98 17.98	17.98	Open	N 04/05/2023
Total for vendor 0011 - ACE HARDWARE:				171.59	171.59		

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 2902 - ADVANCE AUTO PARTS:							
6574307682588 76607	ADVANCE AUTO PARTS SWEEPER 111 BATTERY 235-3100-42220	03/17/2023 pziemer	04/05/2023	82.40	82.40	Open	N 04/05/2023
	REPAIR & MAINT			82.40			
6574307382474 76661	ADVANCE AUTO PARTS TRUCK 108 FUEL FILTER 235-3100-42220	03/14/2023 pziemer	04/05/2023	60.14	60.14	Open	N 04/05/2023
	REPAIR & MAINT			60.14			
6574308882828 76778	ADVANCE AUTO PARTS CITY HALL VEHICLES - OIL CHANGE SUPPL 101-1940-42220	03/29/2023 pziemer	04/05/2023	18.51	18.51	Open	N 04/05/2023
	REPAIR & MAINT			18.51			
	Total for vendor 2902 - ADVANCE AUTO PARTS:			161.05	161.05		
Vendor 0039 - ARAMARK UNIFORM SERVICES:							
2530119445 76608	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	03/16/2023 pziemer	04/05/2023	124.87	124.87	Open	N 04/05/2023
	MISCELLANEOUS			124.87			
2530121856 76678	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	03/23/2023 pziemer	04/05/2023	35.06	35.06	Open	N 04/05/2023
	MISCELLANEOUS			35.06			
	Total for vendor 0039 - ARAMARK UNIFORM SERVICES:			159.93	159.93		
Vendor 3859 - ASL INTERPRETING SERVICES INC:							
INV-00192-A 76653	ASL INTERPRETING SERVICES INC INTERPRETING SERVICES 225-2120-43300	03/20/2023 pziemer	04/05/2023	7.40	7.40	Open	N 04/05/2023
	PROFESSIONAL SERVICES			7.40			
	Total for vendor 3859 - ASL INTERPRETING SERVICES INC:			7.40	7.40		
Vendor 2740 - AT&T MOBILITY:							
X04032023/FD 76835	AT&T MOBILITY ACCT 287312856222 FIRE DEPT PHONES M 225-2220-43321	03/25/2023 pziemer	04/05/2023	344.07	344.07	Open	N 04/05/2023
	TELEPHONE			344.07			
X04032023/ADMIN 76836	AT&T MOBILITY ACCT 287292136423 ADMIN PHONES MAR 2 101-1400-43321	03/25/2023 pziemer	04/05/2023	99.44	99.44	Open	N 04/05/2023
	TELEPHONE			99.44			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
X04032023/COM 76837	DEV AT&T MOBILITY ACCT 287292136423 COM DEV PHONES MAR pziemer 101-2400-43321 TELEPHONE	03/25/2023	04/05/2023	149.16 149.16	149.16	Open	N 04/05/2023
X04032023/ENG 76838	AT&T MOBILITY ACCT 287292136423 ENG PHONES MAR 23 pziemer 101-1700-43321 TELEPHONE	03/25/2023	04/05/2023	275.34 275.34	275.34	Open	N 04/05/2023
X04032023/HR 76839	AT&T MOBILITY ACCT 287292136423 HR PHONES MAR 23 pziemer 101-1400-43321 TELEPHONE	03/25/2023	04/05/2023	49.72 49.72	49.72	Open	N 04/05/2023
X04032023/IT 76840	AT&T MOBILITY ACCT 287292136423 IT PHONES MAR 23 pziemer 101-1800-43321 TELEPHONE	03/25/2023	04/05/2023	175.90 175.90	175.90	Open	N 04/05/2023
X04032023/PARKS 76841	AT&T MOBILITY ACCT 287292136423 PARKS PHONES MAR 23 pziemer 230-5200-43321 TELEPHONE	03/25/2023	04/05/2023	170.87 170.87	170.87	Open	N 04/05/2023
X04032023/STRTS 76842	AT&T MOBILITY ACCT 287292136423 ST/SWR PHONES MAR 23 pziemer 235-3100-43321 TELEPHONE 237-3190-43321 TELEPHONE	03/25/2023	04/05/2023	175.90 137.67 38.23	175.90	Open	N 04/05/2023
X04032023/TRANSIT 76843	AT&T MOBILITY ACCT 287292136423 TRANSIT PHONES MAR pziemer 203-9000-43321 TELEPHONE	03/25/2023	04/05/2023	49.72 49.72	49.72	Open	N 04/05/2023
X04032023/PD 76844	AT&T MOBILITY ACCT 287287520356 POLICE DEPT PHONES pziemer 225-2120-43309 COMPUTER TECHNICAL SUPPORT 225-2120-43321 TELEPHONE	03/25/2023	04/05/2023	2,097.13 827.06 1,270.07	2,097.13	Open	N 04/05/2023
Total for vendor 2740 - AT&T MOBILITY:				3,587.25	3,587.25		

Vendor 2838 - AXON ENTERPRISE, INC.:

INUS145528 76780	AXON ENTERPRISE, INC. TRAINING CARTRIDGES/BATTERY PACK pziemer 225-2120-43330 PROFESSIONAL DEVELOPMENT 225-2120-42210 OPERATING SUPPLIES	03/21/2023	04/05/2023	1,944.40 1,770.00 174.40	1,944.40	Open	N 04/05/2023
Total for vendor 2838 - AXON ENTERPRISE, INC.:				1,944.40	1,944.40		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0319 - BAKER TILLY MUNICIPAL ADVISORS, LLC:							
BTMA18774 76609	BAKER TILLY MUNICIPAL ADVISORS, LLC 2021A ARBITRAGE COMPLIANCE 305-7610-43300 101-0000-14100	03/16/2023 pziemer 3100 * 24% 3100 * 76%	04/05/2023	3,100.00 744.00 2,356.00	3,100.00	Open	N 04/05/2023
Total for vendor 0319 - BAKER TILLY MUNICIPAL ADVISORS, LLC:				3,100.00	3,100.00		
Vendor 0745 - BATTERIES PLUS:							
P60731533 76633	BATTERIES PLUS CR123 BATTERIES 225-2120-42210	03/17/2023 pziemer OPERATING SUPPLIES	04/05/2023	119.76 119.76	119.76	Open	N 04/05/2023
Total for vendor 0745 - BATTERIES PLUS:				119.76	119.76		
Vendor 2948 - BILL'S GUN SHOP & RANGE:							
S4-350013 76634	BILL'S GUN SHOP & RANGE 724NP - RANGE TIME 225-2120-43330	03/15/2023 pziemer PROFESSIONAL DEVELOPMENT	04/05/2023	25.00 25.00	25.00	Open	N 04/05/2023
S4-351712 76635	BILL'S GUN SHOP & RANGE B TEAM FIREARM TRAINING 225-2120-43330	03/16/2023 pziemer PROFESSIONAL DEVELOPMENT	04/05/2023	200.00 200.00	200.00	Open	N 04/05/2023
Total for vendor 2948 - BILL'S GUN SHOP & RANGE:				225.00	225.00		
Vendor 0077 - BRAINERD HYDRAULICS/AIR:							
27328 76645	BRAINERD HYDRAULICS/AIR O-RINGS FOR SANDERS 235-3125-42220	03/16/2023 pziemer REPAIR & MAINT	04/05/2023	8.90 8.90	8.90	Open	N 04/05/2023
Total for vendor 0077 - BRAINERD HYDRAULICS/AIR:				8.90	8.90		
Vendor 0078 - BRAINERD LAKES AREA DEV C:							
MARCH 2023 76632	BRAINERD LAKES AREA DEV C MAR 23 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	03/23/2023 pziemer PROFESSIONAL SERVICES	04/05/2023	2,916.67 2,916.67	2,916.67	Open	N 04/05/2023
Total for vendor 0078 - BRAINERD LAKES AREA DEV C:				2,916.67	2,916.67		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							

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MAR 23 COBRA							
76626	BRAINERD PUBLIC UTILITIES REMIT MARCH 2023 COBRA 101-0000-14100	03/21/2023 pziemer	04/05/2023	75.55	75.55	Open	N 04/05/2023
	DUE FROM COMPONENT UNIT			75.55			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			75.55	75.55		
Vendor 0102 - CANON FINANCIAL SERVICE:							
30235414							
76682	CANON FINANCIAL SERVICE 4/1/23-4/30/23 FD COPIER LEASE 225-2220-43331	03/23/2023 pziemer	04/05/2023	80.69	80.69	Open	N 04/05/2023
	LEASED PAYMENTS			80.69			
30235415							
76846	CANON FINANCIAL SERVICE APR 23 LIBRARY COPIER INVOICE 211-5505-43430	03/23/2023 pziemer	04/05/2023	77.97	77.97	Open	N 04/05/2023
	MISC - COPY MACHINE PYMTS			77.97			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			158.66	158.66		
Vendor 0447 - CDW GOVERNMENT, INC:							
HJ30249							
76832	CDW GOVERNMENT, INC HP LASERJET PRINTER - PARKS 230-5200-42200	03/13/2023 pziemer	04/05/2023	240.91	240.91	Open	N 04/05/2023
	OFFICE SUPPLIES			240.91			
	Total for vendor 0447 - CDW GOVERNMENT, INC:			240.91	240.91		
Vendor 1343 - CHARTER COMMUNICATIONS:							
0280094031223							
76610	CHARTER COMMUNICATIONS REDUNDANT INTERNET 3/12/23-4/11/23 101-1800-43321	03/12/2023 pziemer	04/05/2023	84.98	84.98	Open	N 04/05/2023
	TELEPHONE			84.98			
	Total for vendor 1343 - CHARTER COMMUNICATIONS:			84.98	84.98		
Vendor 0229 - CLIFTONLARSONALLEN LLP:							
3611500							
76771	CLIFTONLARSONALLEN LLP PROGRESS BILLING #2 FOR 2022 AUDIT 101-9200-43300	03/24/2023 pziemer	04/05/2023	2,575.00	2,575.00	Open	N 04/05/2023
	PROFESSIONAL SERVICES			2,575.00			
	Total for vendor 0229 - CLIFTONLARSONALLEN LLP:			2,575.00	2,575.00		
Vendor 0900 - CUB FOODS - BRAINERD:							
TRX 57 -PD							
76636	CUB FOODS - BRAINERD COTTON SWABS - GUN CLEANING SUPPLIES	03/15/2023 pziemer	04/05/2023	6.98	6.98	Open	N 04/05/2023

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	225-2120-42220	REPAIR & MAINT		6.98			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			6.98	6.98		
Vendor 0134 - CWC SANITARY LANDFILL:							
185459							
76649	CWC SANITARY LANDFILL	03/20/2023	04/05/2023	15.00	15.00	Open	N
	DISPOSAL OF DUMPED TV	pziemer					04/05/2023
	230-5200-43430	MISCELLANEOUS		15.00			
185697							
76738	CWC SANITARY LANDFILL	03/28/2023	04/05/2023	7.00	7.00	Open	N
	DUMPED FURNITURE DISPOSAL	pziemer					04/05/2023
	235-3100-42220	REPAIR & MAINT		7.00			
	Total for vendor 0134 - CWC SANITARY LANDFILL:			22.00	22.00		
Vendor 0135 - CWC TREASURER:							
5917/CH							
76829	CWC TREASURER	03/30/2023	04/05/2023	7,975.00	7,975.00	Open	N
	APR 23 CITY HALL SHARED SERVICES	pziemer					04/05/2023
	101-9200-43300	PROFESSIONAL SERVICES		7,975.00			
5917/LIB							
76830	CWC TREASURER	03/30/2023	04/05/2023	675.00	675.00	Open	N
	APR 23 LIBRARY SHARED SERVICES	pziemer					04/05/2023
	211-5500-43300	PROFESSIONAL SERVICES		675.00			
	Total for vendor 0135 - CWC TREASURER:			8,650.00	8,650.00		
Vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:							
MARCH 2023							
76629	DESTINATION DOWNTOWN BRAINERD COALI	03/23/2023	04/05/2023	909.09	909.09	Open	N
	MAR 23 ECONOMIC DEVELOPMENT CONSULTING	pziemer					04/05/2023
	295-6510-43300	PROFESSIONAL SERVICES		909.09			
	Total for vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:			909.09	909.09		
Vendor 2898 - DIGITAL HORIZONS:							
2743							
76673	DIGITAL HORIZONS	03/02/2023	04/05/2023	128.75	128.75	Open	N
	CITY COUNCIL CHAMBERS SOUND ISSUE	pziemer					04/05/2023
	101-1800-42220	REPAIR & MAINT		128.75			
	Total for vendor 2898 - DIGITAL HORIZONS:			128.75	128.75		
Vendor 3060 - ENGE, JOE:							

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3/17-3/19/2023							
76687	ENGE, JOE	03/19/2023	04/05/2023	149.34	149.34	Open	N
	REIMB MILEAGE - MSFCA FIRE OFFICER S	pziemer					04/05/2023
	225-2220-43330	PROFESSIONAL DEVELOPMENT		149.34			
	Total for vendor 3060 - ENGE, JOE:			149.34	149.34		
Vendor 3800 - ENVIROTECH:							
68664/CH							
76694	ENVIROTECH	03/28/2023	04/05/2023	1,890.71	1,890.71	Open	N
	APRIL 23 CITY HALL JANITORIAL	pziemer					04/05/2023
	101-1940-43300	PROFESSIONAL SERVICES		1,890.71			
68664/FD							
76695	ENVIROTECH	03/28/2023	04/05/2023	254.95	254.95	Open	N
	APRIL 23 FIRE DEPT JANITORIAL	pziemer					04/05/2023
	225-2220-43300	PROFESSIONAL SERVICES		254.95			
68664/POLICE							
76696	ENVIROTECH	03/28/2023	04/05/2023	1,344.39	1,344.39	Open	N
	APR 23 POLICE DEPT JANITORIAL	pziemer					04/05/2023
	225-2120-43300	PROFESSIONAL SERVICES		1,344.39			
68664/STRTS							
76697	ENVIROTECH	03/28/2023	04/05/2023	254.95	254.95	Open	N
	APRIL 23 STREET DEPT JANITORIAL	pziemer					04/05/2023
	235-3100-43300	PROFESSIONAL SERVICES		254.95			
	Total for vendor 3800 - ENVIROTECH:			3,745.00	3,745.00		
Vendor 3544 - ERKENS WATER:							
747289							
76775	ERKENS WATER	03/23/2023	04/05/2023	59.00	59.00	Open	N
	SOLAR SALT	pziemer					04/05/2023
	225-2220-42210	OPERATING SUPPLIES		59.00			
	Total for vendor 3544 - ERKENS WATER:			59.00	59.00		
Vendor 3320 - ESSENTIA HEALTH:							
800007080/NOV 22							
76663	ESSENTIA HEALTH	03/01/2023	04/05/2023	25.00	25.00	Open	N
	11/30/22 RANDOM DOT DRUG SCREEN	pziemer					04/05/2023
	235-3100-43430	MISCELLANEOUS		25.00			
800007080/JAN 23							
76664	ESSENTIA HEALTH	03/01/2023	04/05/2023	125.00	125.00	Open	N
	JAN 2023 NON-DOT PRE-EMPLY TESTING	pziemer					04/05/2023
	225-2120-43300	PROFESSIONAL SERVICES		125.00			

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800007080/JAN 76665	31 23 ESSENTIA HEALTH 1/31/23 NON DOT PRE-EMPTY & HEP B VACpziemer 101-1700-43430 MISCELLANEOUS 225-2220-43300 PROFESSIONAL SERVICES	03/01/2023	04/05/2023	191.00 125.00 66.00	191.00	Open	N 04/05/2023
800007080/FEB 76666	23 ESSENTIA HEALTH 2/28/23 DRUG SCREENING/TESTINGS pziemer 225-2120-43300 PROFESSIONAL SERVICES 235-3100-43430 MISCELLANEOUS	03/01/2023	04/05/2023	241.00 191.00 50.00	241.00	Open	N 04/05/2023
Total for vendor 3320 - ESSENTIA HEALTH:				582.00	582.00		
Vendor 4047 - FINDLAY, RAHN:							
3/17-19/2023 76688	FINDLAY, RAHN REIMB MILEAGE - MSFCA OFFICER SCHOOL pziemer 225-2220-43330 PROFESSIONAL DEVELOPMENT	03/19/2023	04/05/2023	149.34 149.34	149.34	Open	N 04/05/2023
Total for vendor 4047 - FINDLAY, RAHN:				149.34	149.34		
Vendor 3402 - FLEETPRIDE:							
106709900 76776	FLEETPRIDE LESS SALES TAX - VAC TRUCK BUSHING T pziemer 237-3190-42220 REPAIR & MAINT	03/29/2023	04/05/2023	136.63 136.63	136.63	Open	N 04/05/2023
Total for vendor 3402 - FLEETPRIDE:				136.63	136.63		
Vendor 0071 - FORUM COMMUNICATIONS COMPANY:							
199169-1 76621	FORUM COMMUNICATIONS COMPANY NOH - TAC MTG 3-2-23 pziemer 203-9000-43350 PRINTING/LEGAL PUBLICATION	03/01/2023	04/05/2023	17.67 17.67	17.67	Open	N 04/05/2023
202056-1 76622	FORUM COMMUNICATIONS COMPANY ORD 1548: AMEND ZONING MAP pziemer 101-2400-43350 PRINTING/LEGAL PUBLICATION	03/07/2023	04/05/2023	96.62 96.62	96.62	Open	N 04/05/2023
202054-1 76623	FORUM COMMUNICATIONS COMPANY ORD1547: AMEND ADMIN CITATIONS pziemer 101-2400-43350 PRINTING/LEGAL PUBLICATION	03/07/2023	04/05/2023	168.00 168.00	168.00	Open	N 04/05/2023
201745-1 76624	FORUM COMMUNICATIONS COMPANY NOTICE: SP PARKS MTG -KIWANIS TREES pziemer	03/07/2023	04/05/2023	18.86	18.86	Open	N 04/05/2023

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	230-5200-43350	PRINTING/LEGAL PUBLICATION		18.86			
200165-1 76625	FORUM COMMUNICATIONS COMPANY NOH: COND USE CRESTVIEW APTS 101-2400-43350	03/01/2023 pziemer	04/05/2023	40.07	40.07	Open	N 04/05/2023
		PRINTING/LEGAL PUBLICATION		40.07			
204525-1 76684	FORUM COMMUNICATIONS COMPANY NOH: HRA-EDA GRANT - SE BRD 101-0000-14100	03/15/2023 pziemer	04/05/2023	47.13	47.13	Open	N 04/05/2023
		DUE FROM COMPONENT UNIT		47.13			
	Total for vendor 0071 - FORUM COMMUNICATIONS COMPANY:			388.35	388.35		
Vendor 1440 - HOLMES, TIM:							
3/17-19/2023 76692	HOLMES, TIM REIMB MILEAGE/PARKING -MSFCA OFFICER 225-2220-43330	03/19/2023 pziemer	04/05/2023	159.34	159.34	Open	N 04/05/2023
		PROFESSIONAL DEVELOPMENT		159.34			
	Total for vendor 1440 - HOLMES, TIM:			159.34	159.34		
Vendor 4196 - HOLMSTROM, MATT:							
3/17-19/2023 76689	HOLMSTROM, MATT REIMB MILEAGE -MSFCA OFFICER SCHOOL 225-2220-43330	03/19/2023 pziemer	04/05/2023	149.34	149.34	Open	N 04/05/2023
		PROFESSIONAL DEVELOPMENT		149.34			
	Total for vendor 4196 - HOLMSTROM, MATT:			149.34	149.34		
Vendor 1589 - HOTSY MINNESOTA:							
16411 76611	HOTSY MINNESOTA WASH BAY SOAP 235-3100-42220	03/17/2023 pziemer	04/05/2023	402.90	402.90	Open	N 04/05/2023
		REPAIR & MAINT		402.90			
	Total for vendor 1589 - HOTSY MINNESOTA:			402.90	402.90		
Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:							
IN4122812 76637	INNOVATIVE OFFICE SOLUTIONS LLC REPORT COVERS/BINDERS 225-2120-42200	03/16/2023 pziemer	04/05/2023	15.34	15.34	Open	N 04/05/2023
		OFFICE SUPPLIES		15.34			
IN4125078 76638	INNOVATIVE OFFICE SOLUTIONS LLC BINDER TABS 225-2120-42200	03/20/2023 pziemer	04/05/2023	9.28	9.28	Open	N 04/05/2023
		OFFICE SUPPLIES		9.28			

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IN4126462 76639	INNOVATIVE OFFICE SOLUTIONS LLC FLEX-VIEW BINDER 225-2120-42200	03/21/2023 pziemer	04/05/2023	2.85 2.85	2.85	Open	N 04/05/2023
IN4132330 76654	INNOVATIVE OFFICE SOLUTIONS LLC MEMO BOOKS, MOBILE PRINTER PAPER, LE# 225-2120-42200	03/22/2023 pziemer	04/05/2023	37.27 37.27	37.27	Open	N 04/05/2023
IN4123321 76670	INNOVATIVE OFFICE SOLUTIONS LLC PENS 225-2220-42200	03/16/2023 pziemer	04/05/2023	11.74 11.74	11.74	Open	N 04/05/2023
IN4127945 76671	INNOVATIVE OFFICE SOLUTIONS LLC TONER, PENCILS 225-2220-42200	03/21/2023 pziemer	04/05/2023	181.18 181.18	181.18	Open	N 04/05/2023
IN4139027 76698	INNOVATIVE OFFICE SOLUTIONS LLC FILE FOLDERS 225-2120-42200	03/27/2023 pziemer	04/05/2023	17.98 17.98	17.98	Open	N 04/05/2023
IN4139135 76699	INNOVATIVE OFFICE SOLUTIONS LLC HANGING FILES 225-2120-42200	03/27/2023 pziemer	04/05/2023	14.38 14.38	14.38	Open	N 04/05/2023
Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:				290.02	290.02		

Vendor 3617 - J.R. OIL CO.:

7687 76851	J.R. OIL CO. USED OIL FILTER PICK UP 235-3100-42220	03/01/2023 pziemer	04/05/2023	75.00 75.00	75.00	Open	N 04/05/2023
Total for vendor 3617 - J.R. OIL CO.:				75.00	75.00		

Vendor 0082 - KELLY'S SERVICE:

5174 76640	KELLY'S SERVICE SQD 436 - AUXILLARY BATTERY 225-2120-42221	03/17/2023 pziemer	04/05/2023	45.00 45.00	45.00	Open	N 04/05/2023
Total for vendor 0082 - KELLY'S SERVICE:				45.00	45.00		

Vendor 0220 - KENNEDY & GRAVEN:

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173134 76613	KENNEDY & GRAVEN SALE OF INDUSTRIAL PARK LOTS P&D 295-0000-20600	03/14/2023 pziemer	04/05/2023	741.00	741.00	Open	N 04/05/2023
	DEPOSITS PAYABLE			741.00			
	Total for vendor 0220 - KENNEDY & GRAVEN:			741.00	741.00		
Vendor 0223 - L & M STEEL:							
037847 76646	L & M STEEL MISC STEEL FOR GRADER CURB BUMPERS 235-3125-42220	03/20/2023 pziemer	04/05/2023	78.24	78.24	Open	N 04/05/2023
	REPAIR & MAINT			78.24			
037911 76740	L & M STEEL VACTOR FLAT STEEL FOR BLOW OUT TANK 237-3190-42220	03/27/2023 pziemer	04/05/2023	37.58	37.58	Open	N 04/05/2023
	REPAIR & MAINT			37.58			
	Total for vendor 0223 - L & M STEEL:			115.82	115.82		
Vendor 3469 - LAKES AREA MAT SERVICE INC:							
20230328 #522 76765	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS 101-1940-43410	03/28/2023 pziemer	04/05/2023	44.08	44.08	Open	N 04/05/2023
	RENTAL EXPENSE			44.08			
20230314 #522 76766	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS 101-1940-43410	03/14/2023 pziemer	04/05/2023	44.08	44.08	Open	N 04/05/2023
	RENTAL EXPENSE			44.08			
20230328 #520 76767	LAKES AREA MAT SERVICE INC POLICE DEPT FLOOR MATS 225-2120-43300	03/28/2023 pziemer	04/05/2023	42.92	42.92	Open	N 04/05/2023
	PROFESSIONAL SERVICES			42.92			
20230314 #520 76768	LAKES AREA MAT SERVICE INC POLICE DEPT FLOOR MATS 225-2120-43300	03/14/2023 pziemer	04/05/2023	42.92	42.92	Open	N 04/05/2023
	PROFESSIONAL SERVICES			42.92			
	Total for vendor 3469 - LAKES AREA MAT SERVICE INC:			174.00	174.00		
Vendor 3627 - LAKES AREA WILDLIFE CONTROL:							
MAR 23 76627	LAKES AREA WILDLIFE CONTROL MARCH 2023 ANIMAL CONTROL SERVICES 225-2700-43300	03/21/2023 pziemer	04/05/2023	3,076.00	3,076.00	Open	N 04/05/2023
	PROFESSIONAL SERVICES			3,076.00			
	Total for vendor 3627 - LAKES AREA WILDLIFE CONTROL:			3,076.00	3,076.00		

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Vendor 4197 - LEADSONLINE LC:							
403916 76737	LEADSONLINE LC LEADS ONLINE 225-2120-43309 225-0000-15510	03/17/2023 pziemer	04/05/2023	2,789.00	2,789.00	Open	N 04/05/2023
		COMPUTER TECHNICAL SUPPORT		2,208.00			
		PREPAID OTHER		581.00			
	Total for vendor 4197 - LEADSONLINE LC:			2,789.00	2,789.00		
Vendor 0233 - LEAGUE OF MN CITIES:							
378417 76662	LEAGUE OF MN CITIES 2023 MN CITIES STORMWATER COALITION (pziemer 238-3160-43430	03/09/2023 pziemer	04/05/2023	820.00	820.00	Open	N 04/05/2023
		MISCELLANEOUS		820.00			
	Total for vendor 0233 - LEAGUE OF MN CITIES:			820.00	820.00		
Vendor 1753 - MARCO:							
INV11032118 76686	MARCO MICROSOFT365 2/16/23-3/15/23 101-1800-43309 260-9020-43309	03/24/2023 pziemer	04/05/2023	2,568.00	2,568.00	Open	N 04/05/2023
		COMPUTER SUPPORT		2,344.00			
		COMPUTER SUPPORT		224.00			
	Total for vendor 1753 - MARCO:			2,568.00	2,568.00		
Vendor 0247 - MED COMPASS INC:							
43013 76691	MED COMPASS INC FF PHYSICAL 225-2220-43300	03/14/2023 pziemer	04/05/2023	110.00	110.00	Open	N 04/05/2023
		PROFESSIONAL SERVICES		110.00			
	Total for vendor 0247 - MED COMPASS INC:			110.00	110.00		
Vendor 2392 - MENARDS:							
94245 76831	MENARDS VAC TRUCK AIR PURGE SYSTEM COUPLERS (pziemer 237-3190-42220	03/28/2023 pziemer	04/05/2023	39.97	39.97	Open	N 04/05/2023
		REPAIR & MAINT		39.97			
	Total for vendor 2392 - MENARDS:			39.97	39.97		
Vendor 0889 - MENARDS - BAXTER:							
93029 76612	MENARDS - BAXTER 12' GLIDE METER SAW & SUPPLIES 230-5200-42220	03/08/2023 pziemer	04/05/2023	251.69	251.69	Open	N 04/05/2023
		REPAIR & MAINT		251.69			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
93456 76675	MENARDS - BAXTER PEGBOARD & HOOKS 230-5200-42220	03/15/2023 pziemer	04/05/2023	306.64	306.64	Open	N 04/05/2023
	REPAIR & MAINT			306.64			
	Total for vendor 0889 - MENARDS - BAXTER:			558.33	558.33		
Vendor 0669 - MICKEY'S PIZZA - J&T FOOD SERVICE:							
948366 76667	MICKEY'S PIZZA - J&T FOOD SERVICE MARCH 2023 LUNCH AND LEARN 278-6515-43430	03/22/2023 pziemer	04/05/2023	404.63	404.63	Open	N 04/05/2023
	MISCELLANEOUS			404.63			
	Total for vendor 0669 - MICKEY'S PIZZA - J&T FOOD SERVICE:			404.63	404.63		
Vendor 3394 - MIDWEST MACHINERY CO:							
9520802 76683	MIDWEST MACHINERY CO SKIDSTEER PARTS/REPAIR 230-5200-42220	03/22/2023 pziemer	04/05/2023	467.59	467.59	Open	N 04/05/2023
	REPAIR & MAINT			467.59			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			467.59	467.59		
Vendor 3175 - MIDWEST SECURITY AND FIRE INC:							
24032 76674	MIDWEST SECURITY AND FIRE INC DOOR ACCESS CONTROL - PUBLIC WORKS 400-9050-45530	03/23/2023 pziemer	04/05/2023	11,800.00	11,800.00	Open	N 04/05/2023
	CAPITAL - OTHER			11,800.00			
	Total for vendor 3175 - MIDWEST SECURITY AND FIRE INC:			11,800.00	11,800.00		
Vendor MISC - MINDY LEWIS:							
ICR 23003597 76680	MINDY LEWIS REFUND OVERPAY PARKING TICKET 225-2120-35102	03/23/2023 pziemer	04/05/2023	25.00	25.00	Open	N 04/05/2023
	PARKING FINES			25.00			
	Total for vendor MISC - MINDY LEWIS:			25.00	25.00		
Vendor 1448 - MN DEPT OF TRANSPORTATION:							
P00016615 76651	MN DEPT OF TRANSPORTATION QUINCE TRAFFIC SIGNAL REPAIR 235-3100-42220	03/20/2023 pziemer	04/05/2023	898.24	898.24	Open	N 04/05/2023
	REPAIR & MAINT			898.24			
	Total for vendor 1448 - MN DEPT OF TRANSPORTATION:			898.24	898.24		
Vendor 3168 - MOTORS-N-MORE:							

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29752 76641	MOTORS-N-MORE SQD 403 - BATTERY 225-2120-42221	03/15/2023 pziemer	04/05/2023	235.44	235.44	Open	N 04/05/2023
	SQUAD CAR REPAIR SUPPLIES			235.44			
29755 76642	MOTORS-N-MORE SQD 432 - OIL CHANGE 225-2120-42221	03/16/2023 pziemer	04/05/2023	23.00	23.00	Open	N 04/05/2023
	SQUAD CAR REPAIR SUPPLIES			23.00			
29768 76681	MOTORS-N-MORE SQD 437 - OIL CHANGE 225-2120-42221	03/24/2023 pziemer	04/05/2023	23.00	23.00	Open	N 04/05/2023
	SQUAD CAR REPAIR SUPPLIES			23.00			
29771 76845	MOTORS-N-MORE SQD 433 - OIL CHANGE 225-2120-42221	03/29/2023 pziemer	04/05/2023	23.00	23.00	Open	N 04/05/2023
	SQUAD CAR REPAIR SUPPLIES			23.00			
Total for vendor 3168 - MOTORS-N-MORE:				304.44	304.44		

Vendor 0273 - NAPA AUTO PARTS:

589412 76657	NAPA AUTO PARTS HYDRAULIC HOSE FITTINGS 235-3100-42220	03/20/2023 pziemer	04/05/2023	528.36	528.36	Open	N 04/05/2023
	REPAIR & MAINT			528.36			
589629 76672	NAPA AUTO PARTS FLOOR DRY 225-2220-42210	03/21/2023 pziemer	04/05/2023	57.42	57.42	Open	N 04/05/2023
	OPERATING SUPPLIES			57.42			
590193 76741	NAPA AUTO PARTS FLOOR DRY - SPILL RESPONSE 235-3100-42220	03/23/2023 pziemer	04/05/2023	523.05	523.05	Open	N 04/05/2023
	REPAIR & MAINT			523.05			
591408 76777	NAPA AUTO PARTS VAC TRUCK AIR PURGE SYSTEM COUPLERS 237-3190-42220	03/28/2023 pziemer	04/05/2023	47.36	47.36	Open	N 04/05/2023
	REPAIR & MAINT			47.36			
Total for vendor 0273 - NAPA AUTO PARTS:				1,156.19	1,156.19		

Vendor 4107 - NORWOOD, JAMES:

3/17-19/2023 76690	NORWOOD, JAMES REIMB MILEAGE - MSFCA OFFICER SCHOOL 225-2220-43330	03/19/2023 pziemer	04/05/2023	149.34	149.34	Open	N 04/05/2023
	PROFESSIONAL DEVELOPMENT			149.34			

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Total for vendor 4107 - NORWOOD, JAMES:				149.34	149.34		
Vendor 2064 - NUSS TRUCK & EQUIPMENT:							
363814 76647	NUSS TRUCK & EQUIPMENT TRUCK 103 DIAGNOSIS & REPAIR 235-3100-42220	03/20/2023 pziemer	04/05/2023	3,314.83	3,314.83	Open	N 04/05/2023
	REPAIR & MAINT			3,314.83			
3266790P 76648	NUSS TRUCK & EQUIPMENT AIR SYSTEM FILTER 235-3100-42220	03/20/2023 pziemer	04/05/2023	212.96	212.96	Open	N 04/05/2023
	REPAIR & MAINT			212.96			
Total for vendor 2064 - NUSS TRUCK & EQUIPMENT:				3,527.79	3,527.79		
Vendor 0284 - OFFICE SHOP:							
1124985-0 76615	OFFICE SHOP PENS/HIGHLIGHTERS - CITY HALL 101-1940-42200	03/15/2023 pziemer	04/05/2023	31.59	31.59	Open	N 04/05/2023
	OFFICE SUPPLIES			31.59			
1125194-0 76676	OFFICE SHOP WALL CLOCK - CITY HALL 101-1940-42200	03/22/2023 pziemer	04/05/2023	20.15	20.15	Open	N 04/05/2023
	OFFICE SUPPLIES			20.15			
Total for vendor 0284 - OFFICE SHOP:				51.74	51.74		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							
PCM086785-05062020							
76658	O'REILLY AUTOMOTIVE STORES INC. CREDIT OVERPAY INVOICE FROM 2020 225-2120-42220	03/01/2023 pziemer	04/05/2023	(4.99)	(4.99)	Open	N 04/05/2023
	REPAIR & MAINT			(4.99)			
1647-183521 76764	O'REILLY AUTOMOTIVE STORES INC. SHOP SUPPLIES 230-5200-42220	03/24/2023 pziemer	04/05/2023	6.99	6.99	Open	N 04/05/2023
	REPAIR & MAINT			6.99			
1647-178347 76772	O'REILLY AUTOMOTIVE STORES INC. MACK WINDSHEILD WIPERS 235-3125-42220	03/01/2023 pziemer	04/05/2023	40.78	40.78	Open	N 04/05/2023
	REPAIR & MAINT			40.78			
Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:				42.78	42.78		
Vendor 0932 - ORIENTAL TRADING CO., INC:							

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723618565-01 76833	ORIENTAL TRADING CO., INC EASTER EGG HUNT SUPPLIES 230-5211-42210 OPERATING SUPPLIES Total for vendor 0932 - ORIENTAL TRADING CO., INC:	03/23/2023 pziemer	04/05/2023	632.44 632.44 632.44	632.44 632.44	Open	N 04/05/2023
Vendor 0521 - PITNEY BOWES INC:							
3106027724 76693	PITNEY BOWES INC POSTAGE MACHINE 1/30/23-4/29/23 101-1940-43331 LEASE PAYMENTS Total for vendor 0521 - PITNEY BOWES INC:	03/26/2023 pziemer	04/05/2023	398.82 398.82 398.82	398.82 398.82	Open	N 04/05/2023
Vendor 3413 - RATWIK, ROSZAK AND MALONEY:							
FEB 2023 76742	RATWIK, ROSZAK AND MALONEY FEB 23 RETAINER/SPECIAL SERVICES 101-1610-43301 101-0000-14100 260-9020-43304 101-1610-43301 CITY ATTORNEY DUE FROM COMPONENT UNIT LEGAL PROFESSIONAL SERVICES CITY ATTORNEY Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:	03/01/2023 pziemer	04/05/2023	6,274.14 4,356.39 264.00 41.25 1,612.50 6,274.14	6,274.14 6,274.14	Open	N 04/05/2023
Vendor 3410 - ROUTE MATCH SOFTWARE LLC:							
RMSMA00000423 76650	ROUTE MATCH SOFTWARE LLC 2023 TABLET DATA PLANS 203-9000-43309 203-0000-15510 COMPUTER TECHINCAL SUPPORT PREPAID OTHER Total for vendor 3410 - ROUTE MATCH SOFTWARE LLC:	03/01/2023 pziemer	04/05/2023	3,360.00 2,800.00 560.00 3,360.00	3,360.00 3,360.00	Open	N 04/05/2023
Vendor 0569 - SCHREIFELS, TROY:							
3/22/23 76685	SCHREIFELS, TROY 724NP - UOF TRAINING 225-2120-43330 PROFESSIONAL DEVELOPMENT Total for vendor 0569 - SCHREIFELS, TROY:	03/22/2023 pziemer	04/05/2023	150.00 150.00 150.00	150.00 150.00	Open	N 04/05/2023
Vendor 3612 - SEVERSON PORTER LAW:							
MARCH 2023 76628	SEVERSON PORTER LAW MAR 23 PROSECUTION AGREEMENT	03/21/2023 pziemer	04/05/2023	18,333.33	18,333.33	Open	N 04/05/2023

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	225-2127-43310	MISDEMEANOR PROSECUTOR		18,333.33			
	Total for vendor 3612 - SEVERSON PORTER LAW:			18,333.33	18,333.33		
Vendor 0314 - SHANNON'S AUTO BODY:							
12555 76677	SHANNON'S AUTO BODY PLOW TRUCK REPAIRS 230-5200-42220	03/22/2023 pziemer REPAIR & MAINT	04/05/2023	716.89 716.89	716.89	Open	N 04/05/2023
	Total for vendor 0314 - SHANNON'S AUTO BODY:			716.89	716.89		
Vendor 3138 - ST. LOUIS MRO INC.:							
55724 76652	ST. LOUIS MRO INC. FD-POC PRE-EMPLY - MISSING INVOICE 225-2220-43300	03/01/2023 pziemer PROFESSIONAL SERVICES	04/05/2023	73.50 73.50	73.50	Open	N 04/05/2023
57592 76770	ST. LOUIS MRO INC. QTY 1 PRE-EMPLYMNT 225-2120-43300	03/01/2023 pziemer PROFESSIONAL SERVICES	04/05/2023	24.50 24.50	24.50	Open	N 04/05/2023
	Total for vendor 3138 - ST. LOUIS MRO INC.:			98.00	98.00		
Vendor 2589 - STAPLES ADVANTAGE:							
3533335781 76700	STAPLES ADVANTAGE WRIST REST - POST ITS 225-2120-42209 225-2120-42200	03/18/2023 pziemer SAFETY EQUIPMENT SUPPLIES OFFICE SUPPLIES	04/05/2023	39.06 31.64 7.42	39.06	Open	N 04/05/2023
	Total for vendor 2589 - STAPLES ADVANTAGE:			39.06	39.06		
Vendor 3887 - STATE OF MINNESOTA:							
2023 - STREETS 76617	STATE OF MINNESOTA 2023 MNDOT INSPECTION DECALS 235-3100-43430	03/23/2023 pziemer MISCELLANEOUS	04/05/2023	24.00 24.00	24.00	Open	N 04/05/2023
	Total for vendor 3887 - STATE OF MINNESOTA:			24.00	24.00		
Vendor 0322 - STREICHERS PROF EQUIP:							
I1622760 76643	STREICHERS PROF EQUIP 724NP - INITIAL ISSUE 225-2120-41113	03/17/2023 pziemer UNIFORM ALLOWANCE	04/05/2023	1,563.00 1,563.00	1,563.00	Open	N 04/05/2023

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I1622861 76655	STREICHERS PROF EQUIP 724NP - INITIAL ISSUE 225-2120-41113	03/17/2023 pziemer	04/05/2023	449.98	449.98	Open	N 04/05/2023
	UNIFORM ALLOWANCE			449.98			
I1622863 76656	STREICHERS PROF EQUIP 716 - UNIFORM EXTERNAL VEST CARRIER 225-2120-41113	03/17/2023 pziemer	04/05/2023	131.97	131.97	Open	N 04/05/2023
	UNIFORM ALLOWANCE			131.97			
I1623962 76701	STREICHERS PROF EQUIP 721RM - UNIFORM BOOTS 225-2120-41113	03/24/2023 pziemer	04/05/2023	282.98	282.98	Open	N 04/05/2023
	UNIFORM ALLOWANCE			282.98			
	Total for vendor 0322 - STREICHERS PROF EQUIP:			2,427.93	2,427.93		

Vendor 3838 - SWANSON HASKAMP CONSULTING:

MARCH 2023 76630	SWANSON HASKAMP CONSULTING MAR 23 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	03/23/2023 pziemer	04/05/2023	2,916.67	2,916.67	Open	N 04/05/2023
	PROFESSIONAL SERVICES			2,916.67			
	Total for vendor 3838 - SWANSON HASKAMP CONSULTING:			2,916.67	2,916.67		

Vendor 0329 - TOMS BACKHOE SERVICE INC:

7355 76614	TOMS BACKHOE SERVICE INC 3/12-3/13 BASE PLUS 6 INCH SNOW REMOVAL 235-3125-43402	03/15/2023 pziemer	04/05/2023	19,836.04	19,836.04	Open	N 04/05/2023
	DOWNTOWN SNOW REMOVAL			19,836.04			
7370 76620	TOMS BACKHOE SERVICE INC KIWANIS PARK - TREE CLEARING PARTIAL 229-0000-45530-23:07	03/17/2023 pziemer	04/05/2023	13,900.00	13,900.00	Open	N 04/05/2023
	PYMTS TO CONTRACTORS			13,900.00			
	Total for vendor 0329 - TOMS BACKHOE SERVICE INC:			33,736.04	33,736.04		

Vendor 0087 - VISIT BRAINERD:

MARCH 2023 76631	VISIT BRAINERD MAR 23 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	03/23/2023 pziemer	04/05/2023	3,333.34	3,333.34	Open	N 04/05/2023
	PROFESSIONAL SERVICES			3,333.34			
	Total for vendor 0087 - VISIT BRAINERD:			3,333.34	3,333.34		

Vendor 0346 - WIDSETH SMITH NOLTING:

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222462 76769	WIDSETH SMITH NOLTING LUM PARK ROAD/LAUNCH THRU 3/10/23 401-9030-43300-21:17	03/21/2023 pziemer	04/05/2023	10,423.00 10,423.00	10,423.00	Open	N 04/05/2023
	Total for vendor 0346 - WIDSETH SMITH NOLTING:			10,423.00	10,423.00		

Vendor 0354 - ZIEGLER, INC:

SI000305375

76619	ZIEGLER, INC TRUCK 108 INJECTOR REPAIR 235-3100-42220	03/17/2023 pziemer	04/05/2023	1,956.86 1,956.86	1,956.86	Open	N 04/05/2023
	Total for vendor 0354 - ZIEGLER, INC:			1,956.86	1,956.86		

PCard: 2257 U.S. BANK Card Holder: CITY HALL

Vendor 3698 - AMAZON:

3/2/23

76746	AMAZON AMAZON AWS FEB 2023 101-1800-43309	03/02/2023 pziemer	04/05/2023	215.96 215.96	215.96	Open	N 04/05/2023
	COMPUTER SUPPORT			215.96			
2/28/23 76754	AMAZON WIRELESS MOUSE - CH OFFICE SUPPLIES 101-1940-42200	03/01/2023 pziemer	04/05/2023	17.49 17.49	17.49	Open	N 04/05/2023
	OFFICE SUPPLIES			17.49			
	Total for vendor 3698 - AMAZON:			233.45	233.45		

Vendor MISC - CASEY'S GENERAL STORE:

3/8/23

76753	CASEY'S GENERAL STORE MS4 PERMIT MTG 238-3160-43430	03/08/2023 pziemer	04/05/2023	28.69 28.69	28.69	Open	N 04/05/2023
	MISCELLANEOUS			28.69			
	Total for vendor MISC - CASEY'S GENERAL STORE:			28.69	28.69		

Vendor 0133 - CWC RECORDER:

3/8/23

76773	CWC RECORDER COPIES AT COUNTY - PARKS RESEARCH 101-2400-43430	03/08/2023 pziemer	04/05/2023	1.25 1.25	1.25	Open	N 04/05/2023
	MISCELLANEOUS			1.25			
	Total for vendor 0133 - CWC RECORDER:			1.25	1.25		

Vendor MISC - DOMINO'S PIZZA:

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PCard: 2257 U.S. BANK Card Holder: CITY HALL

3/8/23

76752

DOMINO'S PIZZA
MS4 PERMIT UPDATE MTG
238-3160-43430

03/08/2023

pziemer

04/05/2023

103.43

103.43

Open

N
04/05/2023

MISCELLANEOUS

103.43

Total for vendor MISC - DOMINO'S PIZZA:

103.43

103.43

Vendor 0519 - MN GFOA:

3/7/23

76747

MN GFOA
C.HILLMAN MEMBERSHIP TO 3/1/24
101-1400-43433

03/07/2023

pziemer

04/05/2023

70.00

70.00

Open

N
04/05/2023

DUES & SUBSCRIPTIONS

70.00

Total for vendor 0519 - MN GFOA:

70.00

70.00

Vendor 3716 - MNCPA:

3/7/23

76748

MNCPA
C. HILLMAN CPA MEMBERSHIP
101-1400-43433

03/07/2023

pziemer

04/05/2023

355.00

355.00

Open

N
04/05/2023

DUES & SUBSCRIPTIONS

355.00

Total for vendor 3716 - MNCPA:

355.00

355.00

Vendor 3710 - SRFAX:

3/18/23

76751

SRFAX
SRFAX SERVICE 3/18/23 - 3/17/24
101-1800-43321

03/18/2023

pziemer

04/05/2023

95.40

95.40

Open

N
04/05/2023

TELEPHONE

95.40

Total for vendor 3710 - SRFAX:

95.40

95.40

Vendor 2848 - TEAMVIEWER GMBH:

3/12/23

76750

TEAMVIEWER GMBH
TEAMVIEWER SUBSCRIPTION 3/12/23-3/11/pziemer
101-1800-43309
101-0000-15510

03/12/2023

pziemer

04/05/2023

1,844.97

1,844.97

Open

N
04/05/2023

COMPUTER SUPPORT

1,383.73

PREPAID OTHER

461.24

Total for vendor 2848 - TEAMVIEWER GMBH:

1,844.97

1,844.97

Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:

3/18/23

76749

ZOOM VIDEO COMMUNICATIONS
ZOOM 3/18/23-4/17/23
101-1800-43309

03/18/2023

pziemer

04/05/2023

31.98

31.98

Open

N
04/05/2023

COMPUTER SUPPORT

31.98

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:				31.98	31.98		
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				2,764.17	2,764.17		

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DB: Brainerd

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PCard: 2257 U.S. BANK Card Holder: FIRE

Vendor 4201 - 911 WIPES:

3/16/23 76762	911 WIPES HEAVY DUTY WIPES 225-2220-42210	03/16/2023 pziemer	04/05/2023	32.94	32.94	Open	N 04/05/2023
	OPERATING SUPPLIES			32.94			
3/16/23 - 2 76763	911 WIPES HEAVY DUTY WIPES 225-2220-42210	03/16/2023 pziemer	04/05/2023	32.94	32.94	Open	N 04/05/2023
	OPERATING SUPPLIES			32.94			
	Total for vendor 4201 - 911 WIPES:			65.88	65.88		

Vendor 2989 - HOME DEPOT:

3/21/23 76761	HOME DEPOT BROOM, CLAMPS, DRYER SHEETS 225-2220-42210	03/21/2023 pziemer	04/05/2023	48.91	48.91	Open	N 04/05/2023
	OPERATING SUPPLIES			48.91			
	Total for vendor 2989 - HOME DEPOT:			48.91	48.91		

Vendor 4200 - ITASCA AREA COMMUNITY EDUCATION:

3/16/23 76756	ITASCA AREA COMMUNITY EDUCATION R. KALIS TRAINING CREW/ENGINE BOSS 225-2220-43330	03/16/2023 pziemer	04/05/2023	645.00	645.00	Open	N 04/05/2023
	PROFESSIONAL DEVELOPMENT			645.00			
	Total for vendor 4200 - ITASCA AREA COMMUNITY EDUCATION:			645.00	645.00		

Vendor 3143 - MN BOARD OF FIREFIGHTER TRAINING & :

3/16/23 76755	MN BOARD OF FIREFIGHTER TRAINING & FIREFIGHTER LICENSE 225-2220-43433	03/16/2023 pziemer	04/05/2023	150.00	150.00	Open	N 04/05/2023
	DUES & SUBSCRIPTIONS			150.00			
	Total for vendor 3143 - MN BOARD OF FIREFIGHTER TRAINING & :			150.00	150.00		

Vendor 3985 - THE INN ON LAKE SUPERIOR:

3/17/23 76757	THE INN ON LAKE SUPERIOR CPTN 5 -TRAINING STAY 225-2220-43330	03/14/2023 pziemer	04/05/2023	381.98	381.98	Open	N 04/05/2023
	PROFESSIONAL DEVELOPMENT			381.98			
3/17/23 - 2 76758	THE INN ON LAKE SUPERIOR CPTN 3 -TRAINING STAY	03/17/2023 pziemer	04/05/2023	370.56	370.56	Open	N 04/05/2023

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
PCard: 2257 U.S. BANK Card Holder: FIRE							
	225-2220-43330	PROFESSIONAL DEVELOPMENT		370.56			
3/17/23 - 3 76759	THE INN ON LAKE SUPERIOR SPTN 4 TRAINING STAY 225-2220-43330	03/17/2023 pziemer	04/05/2023	370.56	370.56	Open	N 04/05/2023
	225-2220-43330	PROFESSIONAL DEVELOPMENT		370.56			
3/17/23 - 4 76760	THE INN ON LAKE SUPERIOR CPTN 1 TRAINING STAY 225-2220-43330	03/17/2023 pziemer	04/05/2023	381.98	381.98	Open	N 04/05/2023
	225-2220-43330	PROFESSIONAL DEVELOPMENT		381.98			
3/17/23 - 5 76779	THE INN ON LAKE SUPERIOR CPTN 2 - TRAINING STAY 225-2220-43330	03/17/2023 pziemer	04/05/2023	185.28	185.28	Open	N 04/05/2023
	225-2220-43330	PROFESSIONAL DEVELOPMENT		185.28			
	Total for vendor 3985 - THE INN ON LAKE SUPERIOR:			1,690.36	1,690.36		
Total PCard: 2257 U.S. BANK Card Holder: FIRE				2,600.15	2,600.15		

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Vendor 3698 - AMAZON:

3/1/23 76703	AMAZON CABLE SLEEVE, MAGNET CLIPS 211-5500-42200	03/01/2023 pziemer	04/05/2023	35.93	35.93	Open	N 04/05/2023
	OFFICE SUPPLIES			35.93			
3/8/23 76704	AMAZON 3-RING BINDERS 211-5500-42200	03/08/2023 pziemer	04/05/2023	31.64	31.64	Open	N 04/05/2023
	OFFICE SUPPLIES			31.64			
3/9/23 76705	AMAZON GLUE STICKS - YOUTH PROGRAMMING 211-5501-43430	03/09/2023 pziemer	04/05/2023	15.52	15.52	Open	N 04/05/2023
	MISC - SPECIFIED DONATION USE			15.52			
3/8/23 - 2 76706	AMAZON TAPE - YOUTH PROGRAMMING SUPPLIES 211-5501-43430	03/08/2023 pziemer	04/05/2023	7.99	7.99	Open	N 04/05/2023
	MISC - SPECIFIED DONATION USE			7.99			
3/16/23 76707	AMAZON REPLACEMENT WALL CLOCK 211-5500-42200	03/16/2023 pziemer	04/05/2023	27.48	27.48	Open	N 04/05/2023
	OFFICE SUPPLIES			27.48			
3/8/23 - 3 76708	AMAZON LOCKS AND INCENTIVES - YOUTH PROGRAM 211-5501-43430	03/08/2023 pziemer	04/05/2023	20.54	20.54	Open	N 04/05/2023
	MISC - SPECIFIED DONATION USE			20.54			
	Total for vendor 3698 - AMAZON:			139.10	139.10		

Vendor MISC - MAILCHIMP:

3/4/23 76702	MAILCHIMP EMAIL SUBSCRIPTION SERVICE 211-5500-43430	03/04/2023 pziemer	04/05/2023	39.50	39.50	Open	N 04/05/2023
	MISCELLANEOUS			39.50			
	Total for vendor MISC - MAILCHIMP:			39.50	39.50		

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178.60 178.60

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

PCard: 2257 U.S. BANK Card Holder: PARKS

Vendor 3711 - COSTCO:

2/27/23

76735

COSTCO	03/01/2023	04/05/2023	75.92	75.92	Open	N
YOUTH POND HOCKEY STORAGE CONTAINERS pziemer						04/05/2023
230-5209-42210	OPERATING SUPPLIES		75.92			
Total for vendor 3711 - COSTCO:			75.92	75.92		

Vendor MISC - DOMINO'S PIZZA:

2/27/23

76709

DOMINO'S PIZZA	03/01/2023	04/05/2023	257.29	257.29	Open	N
YOUTH POND HOCKEY JAMBOREE PIZZA pziemer						04/05/2023
230-5209-42210	OPERATING SUPPLIES		257.29			
Total for vendor MISC - DOMINO'S PIZZA:			257.29	257.29		

Total PCard: 2257 U.S. BANK Card Holder: PARKS

333.21	333.21
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PCard: 2257 U.S. BANK Card Holder: POLICE

Vendor 3698 - AMAZON:

3/14/23 76725	AMAZON SHOOTING GLASSES 225-2120-42209	03/14/2023 pziemer	04/05/2023	99.95	99.95	Open	N 04/05/2023
	SAFETY EQUIPMENT SUPPLIES			99.95			
3/17/23 76727	AMAZON UNIFORM MOTOROLA BELT CASES 225-2120-41113	03/17/2023 pziemer	04/05/2023	230.97	230.97	Open	N 04/05/2023
	UNIFORM ALLOWANCE			230.97			
	Total for vendor 3698 - AMAZON:			330.92	330.92		

Vendor 3420 - BCA :

3/13/23 76724	BCA 708DP - LEADERSHIP IN TIMES OF CRISIS 225-2120-43330	03/13/2023 pziemer	04/05/2023	125.00	125.00	Open	N 04/05/2023
	PROFESSIONAL DEVELOPMENT			125.00			
3/20/23 76728	BCA 705PR - LEADERSHIP IN TIMES OF CRISIS 225-2120-43330	03/20/2023 pziemer	04/05/2023	125.00	125.00	Open	N 04/05/2023
	PROFESSIONAL DEVELOPMENT			125.00			
3/20/23 - 2 76729	BCA 707PD - LEADERSHIP IN TIMES OF CRISIS 225-2120-43330	03/20/2023 pziemer	04/05/2023	125.00	125.00	Open	N 04/05/2023
	PROFESSIONAL DEVELOPMENT			125.00			
	Total for vendor 3420 - BCA :			375.00	375.00		

Vendor 4176 - CONCEPT 2, INC:

2/28/23 76711	CONCEPT 2, INC ROWING MACHINE 225-2120-42210	03/01/2023 pziemer	04/05/2023	995.00	995.00	Open	N 04/05/2023
	OPERATING SUPPLIES			995.00			
	Total for vendor 4176 - CONCEPT 2, INC:			995.00	995.00		

Vendor 4012 - DEFENSE TECHNOLOGY:

3/6/23 76715	DEFENSE TECHNOLOGY 721 - OC INSTRUCTOR RECERT 225-2120-43330	03/06/2023 pziemer	04/05/2023	225.00	225.00	Open	N 04/05/2023
	PROFESSIONAL DEVELOPMENT			225.00			
	Total for vendor 4012 - DEFENSE TECHNOLOGY:			225.00	225.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
Vendor 3956 - JOHN E. REID & ASSOCIATES:							
3/7/23 76717	JOHN E. REID & ASSOCIATES 729 - INTERVIEWING & INTERROGATION 225-2120-43330	03/07/2023 pziemer	04/05/2023	99.00	99.00	Open	N 04/05/2023
	PROFESSIONAL DEVELOPMENT			99.00			
	Total for vendor 3956 - JOHN E. REID & ASSOCIATES:			99.00	99.00		
Vendor 2392 - MENARDS:							
3/12/23 76723	MENARDS SPACKLE 225-2120-42220	03/12/2023 pziemer	04/05/2023	4.56	4.56	Open	N 04/05/2023
	REPAIR & MAINT			4.56			
	Total for vendor 2392 - MENARDS:			4.56	4.56		
Vendor 2734 - MINNESOTA SHERIFF'S ASSOCIATION:							
3/10/23 76720	MINNESOTA SHERIFF'S ASSOCIATION M. HALVERSON - EXPUNGEMENT TRNG 225-2120-43330	03/10/2023 pziemer	04/05/2023	90.00	90.00	Open	N 04/05/2023
	PROFESSIONAL DEVELOPMENT			90.00			
	Total for vendor 2734 - MINNESOTA SHERIFF'S ASSOCIATION:			90.00	90.00		
Vendor 0664 - MN POST BOARD:							
3/22/23 76731	MN POST BOARD 724NP - POST LICENSE RENEWAL 225-2120-43433	03/22/2023 pziemer	04/05/2023	90.00	90.00	Open	N 04/05/2023
	DUES & SUBSCRIPTIONS			90.00			
3/8/23 76736	MN POST BOARD 710-723-720-722-719-721-727-726 POST 225-2120-43433	03/08/2023 pziemer	04/05/2023	720.00	720.00	Open	N 04/05/2023
	DUES & SUBSCRIPTIONS			720.00			
	Total for vendor 0664 - MN POST BOARD:			810.00	810.00		
Vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:							
2/27/23 76710	MN STATE COLLEGES & UNIVERSITIES K. MARQUART - OUTLOOK & WORD TRNG MOI 225-2120-43330	03/01/2023 pziemer	04/05/2023	98.00	98.00	Open	N 04/05/2023
	PROFESSIONAL DEVELOPMENT			98.00			
	Total for vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:			98.00	98.00		

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PCard: 2257 U.S. BANK Card Holder: POLICE

3/23/23 76743	SOTA MIDWEST SOTA CONF. REG. 709, 712, 715 225-2131-43330	03/23/2023 pziemer	04/05/2023	1,080.00	1,080.00	Open	N 04/05/2023
	PROFESSIONAL DEVELOPMENT			1,080.00			
	Total for vendor 4198 - SOTA MIDWEST:			1,080.00	1,080.00		

Vendor 3911 - STORM TRAINING GROUP:

3/23/23 76733	STORM TRAINING GROUP 717EG - FEMALE ARREST & CONTROL TACTI 225-2120-43330	03/23/2023 pziemer	04/05/2023	499.00	499.00	Open	N 04/05/2023
	PROFESSIONAL DEVELOPMENT			499.00			
	Total for vendor 3911 - STORM TRAINING GROUP:			499.00	499.00		

Vendor 3703 - TRANSUNION RISK:

3/1/23 76714	TRANSUNION RISK INVESTIGATIONS & PARKING TKT COLLECTI 225-2120-42210	03/01/2023 pziemer	04/05/2023	75.00	75.00	Open	N 04/05/2023
	OPERATING SUPPLIES			75.00			
	Total for vendor 3703 - TRANSUNION RISK:			75.00	75.00		

Vendor 3697 - USPS:

3/1/23 76712	USPS POSTAGE 225-2120-43322	03/01/2023 pziemer	04/05/2023	4.85	4.85	Open	N 04/05/2023
	POSTAGE			4.85			
3/1/23 - 2 76713	USPS POSTAGE 225-2120-43322	03/01/2023 pziemer	04/05/2023	11.75	11.75	Open	N 04/05/2023
	POSTAGE			11.75			
3/6/23 76716	USPS POSTAGE 225-2120-43322	03/06/2023 pziemer	04/05/2023	4.85	4.85	Open	N 04/05/2023
	POSTAGE			4.85			
3/9/23 76718	USPS POSTAGE 225-2120-43322	03/09/2023 pziemer	04/05/2023	9.70	9.70	Open	N 04/05/2023
	POSTAGE			9.70			
3/10/23 76721	USPS POSTAGE	03/10/2023 pziemer	04/05/2023	4.85	4.85	Open	N 04/05/2023

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
	225-2120-43322	POSTAGE		4.85			
3/10/23 - 2 76722	USPS POSTAGE	03/10/2023 pziemer	04/05/2023	4.85	4.85	Open	N 04/05/2023
	225-2120-43322	POSTAGE		4.85			
3/14/23 76726	USPS POSTAGE	03/14/2023 pziemer	04/05/2023	4.75	4.75	Open	N 04/05/2023
	225-2120-43322	POSTAGE		4.75			
3/21/23 76730	USPS POSTAGE	03/21/2023 pziemer	04/05/2023	1.74	1.74	Open	N 04/05/2023
	225-2120-43322	POSTAGE		1.74			
3/22/23 76732	USPS POSTAGE	03/22/2023 pziemer	04/05/2023	5.50	5.50	Open	N 04/05/2023
	225-2120-43322	POSTAGE		5.50			
3/24/23 76734	USPS POSTAGE	03/24/2023 pziemer	04/05/2023	3.00	3.00	Open	N 04/05/2023
	225-2120-43322	POSTAGE		3.00			
	Total for vendor 3697 - USPS:			55.84	55.84		
Vendor 0006 - WALMART COMMUNITY/GECRB:							
3/9/23 76719	WALMART COMMUNITY/GECRB ELECTRICAL TAPE & DRY ERASE MARKERS	03/09/2023 pziemer	04/05/2023	9.95	9.95	Open	N 04/05/2023
	225-2120-42200	OFFICE SUPPLIES		9.95			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			9.95	9.95		
Total PCard: 2257 U.S. BANK Card Holder: POLICE				4,747.27	4,747.27		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

PCard: 2257 U.S. BANK Card Holder: STREETS

Vendor 3719 - FLEET FARM:

3/15/23

76745

FLEET FARM
PATCH TRAILER KEROSENE
235-3100-42220

03/15/2023

pziemer

04/05/2023

133.00

133.00

Open

N
04/05/2023

REPAIR & MAINT

133.00

Total for vendor 3719 - FLEET FARM:

133.00

133.00

Vendor 4199 - MN RURAL WATER ASSOC.:

3/7/23

76744

MN RURAL WATER ASSOC.
C. LARDY TECH CONFERENCE FOR WASTE W/pziemer
237-3190-43330

03/07/2023

PROFESSIONAL DEVELOPMENT

04/05/2023

350.00

350.00

Open

N
04/05/2023

Total for vendor 4199 - MN RURAL WATER ASSOC.:

350.00

350.00

Total PCard: 2257 U.S. BANK Card Holder: STREETS

483.00

483.00

of Invoices: 191 # Due: 191

Totals:

157,336.90

157,336.90

of Credit Memos: 1 # Due: 1

Totals:

(4.99)

(4.99)

Net of Invoices and Credit Memos:

157,331.91

157,331.91

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	3100 * 76%	2,742.68
101-0000-15510	PREPAID OTHER	461.24
101-1400-43321	TELEPHONE	149.16
101-1400-43433	DUES & SUBSCRIPTIONS	425.00
101-1610-43301	CITY ATTORNEY	5,968.89
101-1700-43321	TELEPHONE	275.34
101-1700-43430	MISCELLANEOUS	125.00
101-1800-42220	REPAIR & MAINT	128.75
101-1800-43309	COMPUTER SUPPORT	3,975.67
101-1800-43321	TELEPHONE	356.28
101-1940-42200	OFFICE SUPPLIES	69.23
101-1940-42220	REPAIR & MAINT	30.63
101-1940-43300	PROFESSIONAL SERVICES	1,890.71
101-1940-43331	LEASE PAYMENTS	398.82
101-1940-43410	RENTAL EXPENSE	88.16
101-2400-42210	OPERATING SUPPLIES	26.97
101-2400-43321	TELEPHONE	149.16
101-2400-43350	PRINTING/LEGAL PUBLICATION	304.69
101-2400-43430	MISCELLANEOUS	1.25
101-9200-43300	PROFESSIONAL SERVICES	10,550.00
203-0000-15510	PREPAID OTHER	560.00
203-9000-43309	COMPUTER TECHINCAL SUPPORT	2,800.00
203-9000-43321	TELEPHONE	49.72
203-9000-43350	PRINTING/LEGAL PUBLICATION	17.67

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	211-5500-42200	OFFICE SUPPLIES		95.05			
	211-5500-43300	PROFESSIONAL SERVICES		675.00			
	211-5500-43430	MISCELLANEOUS		39.50			
	211-5501-43430	MISC - SPECIFIED DONATION USE		44.05			
	211-5505-43430	MISC - COPY MACHINE PYMTS		77.97			
	225-0000-15510	PREPAID OTHER		581.00			
	225-2120-35102	PARKING FINES		25.00			
	225-2120-41113	UNIFORM ALLOWANCE		2,658.90			
	225-2120-42200	OFFICE SUPPLIES		114.47			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		131.59			
	225-2120-42210	OPERATING SUPPLIES		1,364.16			
	225-2120-42220	REPAIR & MAINT		6.55			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		359.34			
	225-2120-43300	PROFESSIONAL SERVICES		1,778.13			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		3,035.06			
	225-2120-43321	TELEPHONE		1,270.07			
	225-2120-43322	POSTAGE		55.84			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		3,531.00			
	225-2120-43433	DUES & SUBSCRIPTIONS		810.00			
	225-2127-43310	MISDEMEANOR PROSECUTOR		18,333.33			
	225-2131-43330	PROFESSIONAL DEVELOPMENT		1,080.00			
	225-2220-42200	OFFICE SUPPLIES		192.92			
	225-2220-42210	OPERATING SUPPLIES		258.19			
	225-2220-43300	PROFESSIONAL SERVICES		504.45			
	225-2220-43321	TELEPHONE		344.07			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		3,092.06			
	225-2220-43331	LEASED PAYMENTS		80.69			
	225-2220-43433	DUES & SUBSCRIPTIONS		150.00			
	225-2700-43300	PROFESSIONAL SERVICES		3,076.00			
	229-0000-45530-23:07	PYMTS TO CONTRACTORS		13,900.00			
	230-5200-42200	OFFICE SUPPLIES		240.91			
	230-5200-42220	REPAIR & MAINT		1,787.86			
	230-5200-43321	TELEPHONE		170.87			
	230-5200-43350	PRINTING/LEGAL PUBLICATION		18.86			
	230-5200-43430	MISCELLANEOUS		15.00			
	230-5209-42210	OPERATING SUPPLIES		333.21			
	230-5211-42210	OPERATING SUPPLIES		632.44			
	235-3100-42220	REPAIR & MAINT		8,198.33			
	235-3100-43300	PROFESSIONAL SERVICES		254.95			
	235-3100-43321	TELEPHONE		137.67			
	235-3100-43430	MISCELLANEOUS		258.93			
	235-3125-42220	REPAIR & MAINT		127.92			
	235-3125-43402	DOWNTOWN SNOW REMOVAL		19,836.04			
	237-3190-42220	REPAIR & MAINT		315.51			
	237-3190-43321	TELEPHONE		38.23			
	237-3190-43330	PROFESSIONAL DEVELOPMENT		350.00			
	238-3160-43430	MISCELLANEOUS		952.12			
	260-9020-43304	LEGAL PROFESSIONAL SERVICES		41.25			
	260-9020-43309	COMPUTER SUPPORT		224.00			
	278-6515-43430	MISCELLANEOUS		404.63			
	295-0000-20600	DEPOSITS PAYABLE		741.00			
	295-6510-43300	PROFESSIONAL SERVICES		10,075.77			
	305-7610-43300	3100 * 24%		744.00			
	400-9050-45530	CAPITAL - OTHER		11,800.00			
	401-9030-43300-21:17	PROFESSIONAL SERVICES		10,423.00			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			28,117.63	28,117.63		
	203 - TRANSIT FUND			3,427.39	3,427.39		
	211 - LIBRARY FUND			931.57	931.57		
	225 - PUBLIC SAFETY FUND			42,832.82	42,832.82		
	229 - PANDEMIC GRANTS			13,900.00	13,900.00		
	230 - PARK & RECREATION FUND			3,199.15	3,199.15		
	235 - STREET & SEWER FUND			28,813.84	28,813.84		
	237 - SANITARY SEWER FUND			703.74	703.74		
	238 - STORM SEWER FUND			952.12	952.12		
	260 - AIRPORT FUND			265.25	265.25		
	278 - HEALTHY EMPLOYE INITIATIVE			404.63	404.63		
	295 - EDA FUND			10,816.77	10,816.77		
	305 - 2021A DEBT SERVICE FUND			744.00	744.00		
	400 - CAPITAL PROJECTS FUND			11,800.00	11,800.00		
	401 - CONSTRUCTION FUND			10,423.00	10,423.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			18,985.92	18,985.92		
	1400 - ADMINISTRATION			574.16	574.16		
	1610 - LEGAL-CIVIL ATTORNEY			5,968.89	5,968.89		
	1700 - ENGINEERING			400.34	400.34		
	1800 - IT/GIS			4,460.70	4,460.70		
	1940 - CITY HALL			2,477.55	2,477.55		
	2120 - POLICE DEPARTMENT			15,140.11	15,140.11		
	2127 - MISDEMEANOR PROSECUTOR			18,333.33	18,333.33		
	2131 - TACTICAL TEAM			1,080.00	1,080.00		
	2220 - FIRE DEPARTMENT			4,622.38	4,622.38		
	2400 - COMMUNITY DEVL/INSPECTION			482.07	482.07		
	2700 - ANIMAL CONTROL			3,076.00	3,076.00		
	3100 - S & S MAINTENANCE			8,849.88	8,849.88		
	3125 - SNOW REMOVAL			19,963.96	19,963.96		
	3160 - STORM SEWER EXPENSE			952.12	952.12		
	3190 - SANITARY SEWER EXPENSE			703.74	703.74		
	5200 - PARK MAIN/ADMINISTRATION			2,233.50	2,233.50		
	5209 - POND HOCKEY PROGRAM			333.21	333.21		
	5211 - SPECIAL EVENTS PROGRAM			632.44	632.44		
	5500 - LIBRARY-BUDGETED			809.55	809.55		
	5501 - SPECIFIED DONATION USE			44.05	44.05		
	5505 - TAXABLE FEES			77.97	77.97		
	6510 - ECONOMIC DEVELOPMENT AUTH			10,075.77	10,075.77		
	6515 - HEALTHY EMPLOYE INITIATIVE			404.63	404.63		
	7610 - 2021A GO IMPR BONDS			744.00	744.00		

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY DEPT/ACTIVITY ---							
	9000 - TRANSIT FUND			2,867.39	2,867.39		
	9020 - AIRPORT M & O			265.25	265.25		
	9030 - CONSTRUCTION PROJ-MISC			10,423.00	10,423.00		
	9050 - CAPITAL PROJECTS-MISC			11,800.00	11,800.00		
	9200 - CITY-WIDE			10,550.00	10,550.00		

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

Upon roll call, the following members were noted as present: Stenglein, Johnson, Czeczok, O'Day, Stunek, Terry, 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 JOHNSON AND O'DAY, DULY CARRIED, TO APPROVE THE AGENDA.

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

- A. Approval of Bills
- B. Approval of Minutes
 - a. Regular City Council Meeting held on March 6, 2023
- C. Approval of Licenses
- D. Department Activity Report
- E. Approve Temporary 3.2 Percent Malt Beverage (Beer) On-Sale License- Submitted By Brainerd Eagles Club #287 For An Event To Be Held On April 22, 2023, At Memorial Park, 1700 Mill Ave, Brainerd- Contingent Upon Inspections
- F. Approve Temporary On-Sale Liquor License- Submitted By BPOE Lodge 615 For An Event To Be Held On May 10, 2023, At Brainerd National Guard Armory, 1115 Wright St, Brainerd- Contingent Upon Inspections
- G. Adopt Resolution BCA Joint Powers Agreement For City Prosecution

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

Council Committee Reports

Safety and Public Works Committee

Approve Event/Parking Lot Closure Application- Tour of Lakes Cycling Event

Committee Chair O'Day stated this is an annual event that uses the Laurel Street parking lot.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE APPLICATION UNDER THE CONDITIONS AS DESCRIBED IN THE EVENT APPLICATION, INCLUDING CLOSING THE LAUREL STREET PARKING LOT ON FRIDAY, JUNE 2ND.

Adopt Resolution Authorizing Application for LMC Grant Navigation Support

Committee Chair O'Day stated that this program is through the League of Minnesota Cities to navigate larger Federal grants. This could potentially be used to apply for a grant for the pedestrian bridge over TH210.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK TO ADOPT RESOLUTION AUTHORIZING APPLICATION FOR THE LEAGUE OF MINNESOTA CITIES GRANT NAVIGATION SUPPORT.

RESOLUTION 14:23

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

Approve FHWA Title VI Assurances Agreement

Committee Chair O'Day stated that when the City is receiving Federal dollars, they need to agree to follow Title VI assurances which prohibit discrimination based on race, color, and national origin. We do not currently discriminate, and we will continue not to discriminate.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE THE FHWA TITLE VI ASSURANCES AGREEMENT THAT STATES THE CITY WILL COMPLY WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964.

Approve Historic Water Tower Additional Items

Committee Chair O'Day stated that with the work done on the roof of the water tower, additional items became necessary including a secondary drain that would go from the bowl to the observation deck. The Water Tower committee also approved a study to be done on the exterior of the tower to determine the damage to the stucco.

Member Johnson stated that he supports the motion. However, there was an error on the memo that stated that the City allocated \$300,000 to a "Water Tower Rehabilitation Phase 1 Project". The City did not allocate this money to phase one of the water tower rehabilitation, rather to tear down the water tower, which was later reallocated for grant matches to fix the water tower. Any future money would have to be discussed at a different time.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN TO ADDITIONAL ITEMS FOR THE HISTORIC WATER TOWER REHABILITATION SECONDARY DRAIN OUTLET \$28,012 AND LHB PHASE II INVESTIGATION AND DESIGN \$34,700.

Committee Chair O'Day stated that there was an additional bid from Holden, this bid was to be sent back to the Water Tower Committee.

Member Czeczok stated that sending the bid back to the Water Tower Committee was a part of the original motion in committee.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO AMEND THE MOTION TO SEND THE HOLDEN ESTIMATE TO THE WATER TOWER COMMITTEE TO CONSIDER HOW THEY WOULD LIKE TO FUND IT.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO ADDITIONAL ITEMS FOR THE HISTORIC WATER TOWER REHABILITATION SECONDARY DRAIN OUTLET \$28,012 AND LHB PHASE II INVESTIGATION AND DESIGN \$34,700; FURTHER TO SEND THE HOLDEN ESTIMATE TO THE WATER TOWER COMMITTEE TO CONSIDER HOW THEY WOULD LIKE TO FUND IT.

Approve Plans & Specifications and Authorize Bidding- 2023 Seal Coat Project

Committee Chair O'Day stated that the City elected not to seal coat last year as the bids were astronomical. If the bids are favorable, the project will include College Drive to S 4th Street, including Willow Street.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE THE PLANS AND SPECIFICATIONS AS PRESENTED AND AUTHORIZING BIDDING OF IMPROVEMENT 23-01 WITH AN ANTICIPATED BID OPENING OF APRIL 12, 2023, AT 10:00 A.M.

Approve Quote for Testing Services for North Brainerd Reconstruction

Committee Chair O'Day stated that there were two quotes Braun Intertec's proposal totals \$39,954 and ITT's proposal totals \$10,515. There is a significant price difference between the two proposals presented, mostly due to the number of tests included in the proposal. When comparing unit costs and quantities Braun is approximately 50% higher than ITT.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO AUTHORIZE THE QUOTE WITH ITT IN THE TOTAL AMOUNT OF \$10,515.

Approve Transit Fare Increase for Brainerd

Committee Chair O'Day stated that the Transportation Advisory Committee (TAC) committee has provided this recommendation in an effort to make the transit system more self-sustainable.

Member Johnson stated that he is glad that the TAC is beginning to look at the transit system. He believes that some of the routes outside of Brainerd may be being subsidized by the Brainerd routes.

Member Czczok stated that he appreciates the effort of the TAC, there has been a lot of serious discussion on the needs of the transit system.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE RECOMMENDED FARE INCREASE OF \$1.00 FOR BRAINERD-TO-BRAINERD DIAL-A-RIDE TO \$2.25 (\$4.50 FOR SAME DAY SERVICE), EFFECTIVE MAY 1, 2023.

Personnel and Finance Committee

Consider Step 5 Wage for Lineworker Job Offer

Committee Chair Johnson stated that Mr. Moorhouse was previously employed at BPU, he has 15 years of experience, and Staff felt he warranted step 5.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE HIRING OF DALLAS MOORHOUSE AS A JOURNEYMAN LINeworker AT STEP 5 (\$48.38 PER HOUR) SUBJECT TO SUCCESSFUL COMPLETION OF THE PRE-EMPLOYMENT HIRING PROCESS.

Adopt Resolution Supporting Public Safety Duty Disability Legislation

Committee Chair Johnson stated that he voted no in committee and will again, he believes it is a bad piece of legislation that would put 61% of funding into two Minnesota towns.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY TO ADOPT RESOLUTION SUPPORTING STATEWIDE POLICIES AND RESOURCES FOR PUBLIC SAFETY MENTAL AND PHYSICAL INJURY EDUCATION, PREVENTION AND TREATMENT.

RESOLUTION 14:23

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

Approve Promotion of John Davis to Police Chief

Committee Chair Johnson stated this is the most exciting item on the agenda.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE PROMOTION OF JOHN DAVIS TO POLICE CHIEF EFFECTIVE JUNE 3, 2023, SUBJECT TO THE SUCCESSFULLY COMPLETION OF A BACKGROUND CHECK; FURTHER, THAT HIS INITIAL STEP PLACEMENT BE STEP 3 OF THE POLICE CHIEF WAGE GRID OR \$54.18 PER HOUR; FINALLY, TO AUTHORIZE STAFF TO BEGIN AN INTERNAL-ONLY PROMOTION PROCESS TO BACKFILL THE DEPUTY CHIEF POSITION.

Unfinished Business

Call for Applicants – Informational:

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 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)

New Business

Call for Public Hearing on April 3rd, 2023, for Small Cities Development Program (SCDP) Proposal to Department of Employment and Economic Development (DEED)

Finance Director Hillman stated this is just the call for the public hearing at the next meeting and authorize the HRA to submit the final application for the SCPD grant.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO AUTHORIZE THE BRAINERD HRA TO SUBMIT A SDCP 2023 GRANT APPLICATION FOR DEED FOR A SOUTHEAST BRAINERD GRANT PROGRAM; FURTHER TO CALL FOR A PUBLIC HEARING TO BE HELD AT THE APRIL 3, 2023, COUNCIL MEETING.

Consider Conditional Use Permit for a 5-Unit Apartment at 2307 Crestview Lane

Community Development Director Kramvik gave an overview of the findings of fact. He stated that the Planning Commission considered this request at their March 15th meeting and

March 20th, 2023

issues regarding the proposed structure centered around site orientation of units and consistency with architectural styles of the neighborhood. Housing density was not stated as a concern by the Planning Commission but was a concern of nearby residents. The Planning Commission recommended approval of the Conditional Use Permit under conditions. Finally, he stated that a denial of the permit does require the City Council to provide reasons for the denial based on zoning code requirements or the issuance of conditional use permits.

Attorney Langel stated the options that the Council has for the approval or denial of the Conditional Use Permit.

Member Czeczok asked if the developer changed their layout to a conforming structure with 1-4 units whether anything would come back to the City Council for approval.

Community Development Director Kramvik stated that no, at that point the structure would be approved administratively according to the zoning code.

Member O'Day stated that this lot does not conform with the neighborhood.

Community Development Director Kramvik stated that the zoning was approved with the adoption of the zoning code. Staff looked at lots to make sure that nothing was non-conforming. The consultant would have considered the other uses in the neighborhood to zone it.

Member Bevans clarified the process for the public hearing and motion.

Member Terry asked how residents would know how density in their neighborhood is determined. How the comprehensive plan plays into the current zoning of the property. How residents or developers would know what could be built in a vacant lot.

Community Development Director stated that the consultant recommended how to determine the density. The legal document is the zoning code, the comprehensive plan is the guiding document. In the rules and administration for approval of conditional use permits, they may be connected to the comprehensive plan. Residents and developers could reach out to the City prior to purchasing a property to determine what could be put in a vacant lot according to the zoning code.

Member Johnson stated that he believes the lot is zoned incorrectly, the lot is too small.

Member O'Day stated that he would not want this in his back yard, the concept of a 4-plex would be much better because it would require garages.

Member Stunek stated that he agrees with Members Johnson and O'Day.

Member Terry recognized the need for a variety housing and appreciates Community Development Directors thoughtful approach to dwelling units per acre. With the comprehensive plan recognizing this area as low to medium density and the fact that other parcels in this area are single family, she will vote to deny the permit.

Chair Bevans disallowed a question by Member Czeczok as a point of order.

Member Stenglein stated she would be voting not to deny the permit. At the Planning Commission, they were concerned with the need for more housing in our neighborhoods. The look of the buildings in the documents is not accurate to what they would look like finalized.

Attorney Langel stated that the reasons given were not satisfactory and addressed the zoning of this parcel rather than focusing on the findings and the process of a conditional use permit.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND JOHNSON TO DENY THE CONDITIONAL USE PERMIT AT 2307 CRESTVIEW LANE.

Member Johnson stated that the lot is too small.

Member O'Day stated it does not conform with the neighborhood.

Member Stunek stated that the lot is too small and does not conform to the neighborhood.

Member Terry stated that the lot is too small and does not conform to the neighborhood.

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

Public Forum

The Chair opened the public forum at 8:09 p.m.

Don Gorham, 419 SW 5th St, stated that the Brainerd Riverfront Committee have been working together since 2013 in the community with no contentions. The committee felt a need for a park to connect the Mississippi River to the City of Brainerd. With the \$2.85 million the City received from LCCMR, the committee developed a plan for a riverside park and built a connection between the City and the River by naming the park Mississippi Landing Trailhead. Changing the name of the park did not appear formally on an agenda, rather via the Mayor's report. He requests that the City Council reconsider the name change as it is unfair to the work done by the Riverfront Committee and no longer encourages community involvement.

John Forrest, 159 Pineview Dr, stated that he has been a part of the Brainerd Riverfront Committee since it began. He echoes the comments of Mr. Gorham, he does not believe that any board like the Park Board or Riverfront Committee or member of the community was consulted prior to re-naming the park. He stated that we live in sensitive times, and it may not be wise to give a park a name that may cause concern in the future.

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

Staff Reports

Community Development Director Kramvik stated that also at the Planning Commission, properties along Dellwood Drive were discussed and was not recommended to detach at this time due to BPU having added infrastructure and the owners of the properties wished not to be detached. Ordinances for lighting and parking were also discussed.

City Engineer/ Public Works Director Dehn stated that the Highway 25 bridge work will begin around May 1st. The official detour will be CR113/Industrial Park Road and South 6th Street.

City Administrator Bergman stated that she attended the Elected Officials Training on March 2nd and 3rd, she recommends that City Council Members attend in the future it was a worthwhile time. She had the opportunity to present to the Blue Ox Leadership Academy in

March 20th, 2023

Council Chambers, the group also visited the Fire Department and Police Department. The City has interviewed for a Communications Intern for this summer. She was on Community Focus and appreciates Hubbard Radio giving the opportunity to talk about the great things happening in Brainerd. Finally, she thanked the Council for allowing her to miss the last meeting and Finance Director Hillman for taking over in her absence, her first granddaughter was born on March 6th.

Mayor Report

Mayor Badeaux stated that St. Patrick's Day Celebration and Parade was a success. He thanked Denise and Shep for their work and continued dedication to the event. It was a snowy but pleasant day. He was pulled behind Council Member Stunek's truck through the parade. The next event is the Easter Egg Hunt hosted by Parks and Recreation on April 8th at Gregory Park. The hunt will take place at 10:00 am. You can then attend the NP Center's Easter Egg Hunt.

Council Member Reports

Member O'Day stated that the St. Patrick's Day parade was a great time.

Member Stenglein stated that the Parking Commission vacancy needs to be filled because the Parking Commission may get interesting. She and Member Terry attended the Bridges Career Day at Central Lakes College.

Adjourn

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

The Chair adjourned the meeting at 8:27 p.m.

Jennifer Bergman
City Administrator

CENTRAL LAKES DRYWALL INC.

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
PO BOX 564	Drywall	Active		12/31/2023	2023-0005	
Total Licensees						1

Population: All Records
Licensee.DateRegistered Between 3/17/2023 12:00:00 AM AND 3/30/2023 12:00:00 AM



Brainerd Fire Department Monthly Report

March 2023

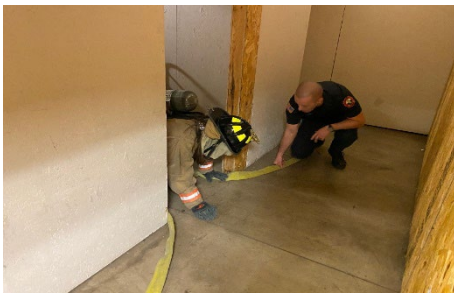
ACTIVITIES AND PUBLIC EDUCATION



Brainerd Fire was proud to be part of the Brainerd Chamber of Commerce Leadership Academy Public Service Day. Members of the group learned Hands Only CPR, the PulsePoint App, and the services we provide to the community.



We participated in the Bridges Career Exploration Day at CLC. Over 2,500 high school students attended and had an opportunity to try on our gear, search using a hose line, and learn about the fire service.



We also supported several Cool School Polar Plunge events by filling their plunge tank. The Polar Plunge is the largest fundraiser for Special Olympics MN.



Brainerd Fire Department Monthly Report

March 2023

TRAINING



Firefighter training in March included EMS Refresher, CPR, EMT-Refresher, Technical Rescue, VEIS (Ventilation, Enter, Isolate, Search), Hose Line Orientation, and RIT (Rapid Intervention Team) equipment. Firefighters also completed their annual physical and hearing testing.

Firefighters Hidalgo and Kramer completed their Fire Instructor I certification and are now working on their Fire Apparatus Operator certification, which will be followed by Fire Officer I certification.

Chief Holmes participated in the BPU Hydro-Dam Emergency Plan tabletop exercise.

Captains Holmstrom, Enge, Read, Findlay and Norwood from our Command Staff attended the Minnesota State Fire Chiefs Association Fire Officer training school in Duluth. The training focused on '10 Minutes and Beyond' of an incident. Everyone received some great information to improve our operational safety and the quality of service we provide to the community.



Deputy Chief / Fire Marshal Cox has been completing inspections and follow-up complaints and deficiencies.

INSPECTIONS	
Fire Alarm	38
Hood Suppression	29
License Inspection	4
Safety Inspection	3
Special Suppression	2
Sprinkler System	20
Tier II Reports	4



Brainerd Fire Department Monthly Report

March 2023

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	4
Rescue & Emergency Medical Service	7
Hazardous Condition	0
Service Calls	3
Good Intent Call	16
Alarm Activation	11
Severe Weather	0
TOTAL	41
Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	2
Rescue & Emergency Medical Service	1
Hazardous Condition	0
Service Calls	1
Good Intent Call	6
Alarm Activation	5
Severe Weather	0
TOTAL	15





CITY ENGINEER/PUBLIC WORKS DIRECTOR REPORT

APRIL 3, 2023 CITY COUNCIL MEETING

Recreation Report

Adult Sports

- Adult Summer Softball is about half full; new teams can register April 3rd.
 - In the process up updating the website to reflect 2023 season league nights accurately
- Brainerd Early Bird is full, we just need the weather to cooperate.
- Doubles pickleball is almost full for Tuesday nights; 12 signed up! We are looking into opening a singles competitive league on Thursday nights and perhaps a non-competitive group during the day from 1 – 3:30 p.m. on Wednesdays. (This was voted on the Brainerd Pickleball Community)

Special Events

- The Easter Egg Hunt – April 8, 10 a.m. sharp

Brainerd Rotary Club donated \$600 toward Easter candy, and we solidified another sponsor: First Western Bank & Trust for an additional \$600 in candy. The Rotary Club brings the Easter Bunny and many volunteers. We believe First Western Bank & Trust plan to bring volunteers that day as well.

- Easter Ball Hunt – April 8, 2-3 p.m.

We solidified a great tennis ball donation from the High School Tennis team!

- Fishing Clinic - May 20th 9 a.m. – 2p.m.

Working on freshening it up a little bit and getting returning sponsors confirmed and volunteers organized.

- Ribbon Cutting/Grand Opening event for Lyman P. White Park – June 3, 11 a.m. – 4 p.m.
 - 11 a.m. Ribbon Cutting/Speeches
 - 11:30 a.m. -1:30p.m. Bruce Archer Starts
 - 2:00 p.m. – 4:00 p.m. Dos Guys

We plan to have “Tasteful” foods and beverages for sale (Food Trucks). We plan to have Wondertrek present with fun experiential activities for children. We are looking into Natural Resource - type education available to the public. We also are planning to have paddle-type events/vendors present near the kayak launch area. Any additional wishes this would be the time to recommend them as we start to tie together the event, flyers, social media push these next few months.

Miscellaneous

- Katie gave 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, their presentations will be on Thursday, April 20th, and Katie will be forwarding on their ideas to the park board if they are ones we may want to incorporate in 2024. 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.
- A lot of time will be put into the POS Credit Card system for the concession stands as well as starting the hiring process for the special event assistant, concession stand workers, and summer umpires.
- Staff has begun collecting requests for plots in the Community Garden at Rotary Park

Parks Maintenance Report

- Building shop benches
- Fixing snowplow equipment
- Ordering parts and equipment for summer
- Storing away Hockey and rink stuff, Nets, Boards, etc.
- Changed banners downtown
- Getting Easter stuff moved and ready for Katie
- Installing many shelves, work benches, lockers, racks, and moving items to new shop
- Hanging peg board
- Moving office files and furniture
- Assisting Holden Electric with light replacement at Memorial Park softball fields
- Hiring summer help

Streets Maintenance Report

Winter Season Operations

Staff has issued six snow emergencies this season as of the Council packet issuance. Most of the operations have transitioned from snow clearing (outside of following snowfall events) and removal to early spring operations. Tasks such as pothole patching and storm drain steaming occur as staff time is available and conditions allow.

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 has already begun working on moving materials and equipment to the new space. It is expected to complete moving of Parks Maintenance staff to utilizing the new space this spring.

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
- Clearing and opening catch basins/storm drains
- Patching potholes as needed
- Burning of trees from last summer storm damages
- Cleanup tasks at the Public Works Maintenance Facility

Engineering Report

Historic Water Tower Project

The additional drain work that Council authorized remains to be completed. Staff is finalizing the amendment and details for LHB to complete the additional investigation and design for the Phase II portion of the restoration, which includes the exterior stucco. This spring, staff is intending to prepare plans and specifications for the remaining Phase I tasks, including replacing windows, repainting stairs, and additional electrical work as

discussed previously. Once prepared, staff will be requesting Council authorization to bid these items to be funded by the \$200,000 in ARPA funds that was allocated by the City Council.

North Brainerd Reconstruction Project

Some equipment has been brought to the project. It is expected that work will begin adjacent to Essentia Hospital as soon as the frost is out and conditions allow.

TH 25 Bridge Replacement over BNSF Railway

Initial work has begun on the project including bird netting and tree clearing on the project. The contractor is expecting to begin work including beginning detours on April 17th, 2023.

Other Activities

- Preparation of ISD 181 easement for Harrison Elementary SRTS project design.
- Final review of plans and specifications for Harrison Elementary SRTS project design.
- Continued review and discussion of Lum Park Road SPRA project design.
- Continued design development and coordination with BPU for South Brainerd Reconstruction project.
- Coordination with BPU for street lighting layout for North Brainerd Reconstruction project.
- Hosted MPCA Stormwater Training for Contractors regarding Common Plan of Development
- Hosted Joint Baxter/Brainerd Staff Illicit Discharge and Good Housekeeping Training
- Began preparation of RFP for Preliminary, Design and Construction Engineering services for the S. 6th/Willow Roundabout Project (HSIP)
- Began advertisement of 2023 Chip Seal project
- Review and participation in TH 210/Lum Park Pedestrian Bridge Feasibility Study
- Coordination with MnDNR for input on TH 210/Lum Park Pedestrian Bridge Feasibility Study
- Interviewing Summer Intern candidates
- Finalizing proposed job description for new proposed joint Stormwater staff position including proposed items for cooperative agreement.
- Prepared Grant Applications for Laura Jane Musser Fund and MnDNR Outdoor Recreation Grants
- Reviewed Erosion and Sediment Control plan for proposed developments
- Sent out Request for Quotes for Downtown Landscaping plantings
- Review and provide guidance regarding parking restrictions on S. 6th Street (MN Highway 371B)
- Assisted with surveys for Parks ARPA projects
- Reviewed and scored Proposals for TH 210/Washington Street Reconstruction design

Transit Report

Activities

- Researching on electronic fare collection software and hardware requirements
- Wrapping up 2022 budget in BlackCat/MnDOT & with Connie. Reporting Jan & Feb 2023 as well - reporting requirements changed.
- Attended State TAC meeting & received grant award updates – local share costs. 2024 – local share for operating will be 8%, 2025 expected to be 15%. Capital bus costs for 2024 are 20%. MnDOT raised the possibility that for 2024 we could possibly see a 4% award increase instead of the 2% we've been seeing. We will hear more in May once legislature makes their decisions for Public Transportation.
- The call answered percentages are still far below the expected rate of 85%.

- Phone answering and Maintenance are the top priorities currently for 3PC and the main part of our conversations.
- 3PC maintenance person Randy Glaser will be coming up this week to visit with maintenance vendors and his goal is to get them back on track with PMs.
- We have a few buses in the shop currently and 3PC is having staffing issues & unable to fill all service hours. They have been cutting about 4 service hours off a day.

MEMO



TO: Mayor and City Council

FROM: City Administrator, Jennifer Bergman

DATE: April 3, 2023

RE: City Administrator Report

Update on CC's Bar Liquor License

At the February 6th City Council meeting, Cheyanne Miles, the owner of CC's Bar, spoke at Public Forum stating that she purchased the old Essers Liquor Store with the intention of converting it into an event center. She would like her liquor license to cover the event center. She stated that she had reached out to the City and was told she was not able to do that; however, we have no record of her reaching out to us. After the Council meeting, staff reached out to the State of Minnesota. After some discussions, they agreed to extend the liquor license to the adjoining space as long as certain conditions were met (see attached email). I followed up with a phone call to Ms. Miles as well as forwarded her the information we received from the State. We have not heard back from them since we provided them the information.

Update on Lakes Media Collaborative

I have reached out to Dave Henschke several times via email requesting the funds be returned to the City. Each response has been that they are consulting with their attorney and would be back in touch shortly. I still have not received a response; therefore, Attorney Langel has sent another letter (see attached). If we do not hear back by the end of April, staff will have this on a P&F agenda to request direction on next steps.

Objection to Special Assessment

The City of Baxter provided notice of its intent to assess Brainerd's land for Baxter's Cypress Drive project. It's over \$60,000 (the two notices are attached; one for each parcel). Attorney Langel recommended submitting an objection letter as he does not believe they have an argument for such assessments. The letter had to be submitted on or before March 16th (see attached).

Joint City Council/BPU Commission Meeting

The BPU Commission has recommended a joint meeting between the City Council and BPU Commission in May or June. They suggested a few agenda items: Update on Capital Projects, Organizational Structure/Personnel and Copper Corrosion Study.

From: [Jennifer Bergman](#)
To: C.C.M.sbar@gmail.com
Subject: FW: Question on licensed premise
Date: Wednesday, February 8, 2023 3:27:00 PM
Attachments: [image001.png](#)

Hi Cheyanne,

Here is the list of items that the State would require. Let me know if you have any other questions.

Jennifer



Jennifer Bergman, | City Administrator
City of Brainerd | 501 Laurel St, Brainerd MN 56401
(218) 454-3404 | JBergman@ci.brainerd.mn.us

From: Pamela Ziemer <pziemer@ci.brainerd.mn.us>
Sent: Wednesday, February 8, 2023 10:25 AM
To: Jennifer Bergman <jbergman@ci.brainerd.mn.us>; Connie Hillman <chillman@ci.brainerd.mn.us>
Subject: FW: Question on licensed premise

Hello,

Please see requirements below for on-sale licensing expanded space requirements:

- The extra space must be the establishment's room. It cannot also be used by another business as part of their business. Not a shared space.
- There should be no access to another business. Any doors leading to other businesses should be locked (panic bar/safety issues allowed – not permanently sealed shut)
- Space should be contiguous, so not another sidewalk entrance into the space – the outer door access should also be locked to outside access – access only from inside the licensed bar.
- And the expanded address will also need to be covered by insurance, and be listed on the Certificate of insurance along with their main address.
- Full address on licensing application will need to include both addresses as physical location.

Thank you,

Pam Ziemer
Accounts Payable Administrative Specialist
City of Brainerd
218-828-2307
Ext. 223

Email correspondence to and from the City of Brainerd government offices is subject to the Minnesota Government Data Practices Act and may be disclosed to third parties.

From: Pamela Ziemer
Sent: Wednesday, February 8, 2023 10:17 AM
To: Connie Hillman <chillman@ci.brainerd.mn.us>; Jennifer Bergman <jbergman@ci.brainerd.mn.us>
Subject: FW: Question on licensed premise

Below is my email to Scott Mueller, to which he responded with a call, voicemail message below. When we spoke he confirmed that licensing it under a combined address is allowed, as long as the following conditions are met.

The extra space must be the establishment's room. It cannot also be used by another business as part of their business. Not a shared space.

There should be no access to another business. Any doors leading to other businesses should be locked (panic bar/safety issues allowed – not permanently sealed shut)

Space should be contiguous, so not another sidewalk entrance into the space – so the outer door access should also be locked – access only from the licensed bar.

And the expanded address will also need to be covered by insurance, and be listed on the Certificate of insurance along with their main address.

Scott said this is fairly common with other cities. I asked about how to make sure it is listed correctly on the state license, and he said if it shows up as only one address, just reach out to our licensing contact at the state to get that corrected, and that we could try highlighting the address on the state license application to make sure it catches their eye when entering the license on their end.

Thank you,

Pam Ziemer
Accounts Payable Administrative Specialist
City of Brainerd
218-828-2307
Ext. 223

Email correspondence to and from the City of Brainerd government offices is subject to the Minnesota Government Data Practices Act and may be disclosed to third parties.

From: Pamela Ziemer
Sent: Wednesday, February 8, 2023 8:17 AM
To: scott.mueller@state.mn.us
Subject: Question on licensed premise

Hello,

I have a question I'm hoping you can provide me some guidance on – it's regarding to licensed premises/physical location. I've been going through state statutes and haven't been able to find an answer.

If an on-sale (ONSS) license holder rents a portion of a neighboring business - for example: a back room connected by doorway to the bar that holds a liquor license. And they use that room for overflow seating/serving. Is that allowed by state law, or does the liquor license cover ONLY the physical address of the license.

The City of Brainerd has previously discussed this with you back in 2017 regarding the Parlor in Brainerd, and again in 2020 regarding the Skillet. We have another business who is looking to expand into their next door space via opening the wall. We are trying to figure out how to proceed with licensing for on-sale with a combined address. Is there a way to ensure that the licensing covers both of the addresses involved for one license?

It's my understanding that we would be able to submit an on-sale certification to AGED indicating the licensed premise is a combined address, but when we sent in the application for a combined address previously, the state approved it under just one address. That business has since closed and is no longer an issue, but if we are able to go forward with this new one, I want to make sure we are handling it correctly. This is assuming their insurance would then cover both addresses.

Thank you,

Pam Ziemer
Accounts Payable Administrative Specialist
City of Brainerd
218-828-2307
Ext. 223

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



March 27, 2023

Ken Dols
10053 Gilbert Trail
Brainerd, MN 56401

Chris Ford
20516 Carolyn Lane
Brainerd, MN 56401

Nancy Cross
12843 Eagle Dr.
Baxter, MN 56425

Dave Henschke
21535 Rose Lake Lane
Ironton, MN 56455

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

Dear Board Members:

Last June, I wrote a letter to you on behalf of the City of Brainerd concerning the return of funds provided to LAKES for the provision of public access television. Because LAKES did not provide the services for which it was paid, those funds need to be returned. I asked for a response in 30 days, but none was received.

This lack of communication does not help resolve the issue. Please contact me or City Administrator Jennifer Bergman within 14 days. Otherwise, this matter will be put back before the City Council for discussion and action, which may include initiation of legal proceedings.

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

Regards,

A handwritten signature in blue ink, appearing to read 'J. J. Langel', is written over the typed name 'Joseph J. Langel'.

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

RRM: 500029

Over 35 Years of Service



RECEIVED

MAR 02 2023

CITY OF BRAINERD
ADMINISTRATION

NOTICE OF PUBLIC HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City of Baxter City Council will meet at 6:00 p.m. On Thursday, March 16, 2023 at the Baxter City Hall, Baxter, Minnesota, to consider the proposed assessment for the improvement No. 4087, the improvement of:

1. Roadway, trail, storm sewer, sanitary sewer, and water construction on Cypress Drive from Highland Scenic Road (CSAH 48) to Hinckley Road.
2. Roadway reconstruction, trail construction, and site improvements on Cypress Drive from Hinckley Road to 120' south of College Road.
3. Roadway, storm sewer, and water construction on Douglas Fir Drive from 340' south of Hinckley Road to Hinckley Road.
4. Roadway reconstruction and roundabout construction on Highland Scenic Road from 750' west of Cypress Drive to 1,090 east of Cypress Drive.
5. Sanitary sewer construction, 225' northwest of Highland Scenic Road from 540' west of Cypress Drive to Cypress Drive.
6. Trail construction from the Cypress Drive and Hinckley Road intersection to Berrywood Park.

Adoption by the Council of the proposed assessment may occur at the close of the hearing. Areas to be assessed include abutting and non-abutting property located along:

1. Cypress Drive from Highland Scenic Road (CSAH 48) to 200' north of Hastings Road.
2. Douglas Fir Drive from 380' south of Hinckley Road to Hinckley Road.
3. Highland Scenic Road from 750' west of Cypress Drive to 1,090 east of Cypress Drive.
4. Hastings Road from Douglas Fir Drive to 220' east of Berrywood Drive.
5. Berrywood Drive from Highland Scenic Road (CSAH 48) to 380' north of Hinckley Road.

The amount to be specially assessed against your particular lot, piece, or parcel of land is shown in the attachment to this notice. Assessments shall be payable in equal annual installments extending over a period of twelve years for parcels that are not included in the Campbell Development, LLC Petition and Waiver Agreement and five years for parcels included in the Campbell Development, LLC Petition and Waiver agreement, the first of the installments to be payable on or before the first Monday in January, 2024 and shall bear interest at the rate of 8.50% for the parcels in the Campbell Development, LLC Petition and Waiver Agreement and 8.00% for all other parcels from the date of the adoption of the assessment resolution.

The final assessment interest rate will be determined when the bonds financing the improvements are sold, per the city's assessment policy. To the assessment balance shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2023. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

You may at any time prior to certification of the assessment to the Crow Wing County Auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City Clerk. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment (paid in full by April 20, 2023). You may at any time thereafter, pay to the City of Baxter or Crow Wing County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is estimated at 8.50% per year for the parcels in the Campbell Development, LLC Petition and Waiver Agreement and 8.00% for all other parcels. The right to partially prepay the assessment according to Ordinance No. 1-8-1 is available. Partial prepayment of assessments may be made within 30 days from the adoption of this assessment (April 20, 2023). The Council shall consider adoption of this assessment on Tuesday, March 21, 2023 at 7:00 p.m. **No further notices regarding this assessment shall be mailed.**

The proposed assessment roll is on file for public inspection at the city clerk's office. The total amount of the proposed assessment is \$2,359,511. Written or oral objections will be considered at the meeting. No appeal to district court may be taken as to the amount of an assessment unless a written objection signed by the affected property owners is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing.

Under Minnesota Statute 435.193 to 435.195 and City Ordinance No. 1-8-1, the council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older, retired by virtue of a permanent and total disability, or ordered into active military service for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law and Ordinance No. 1-8-1, all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirements of this law and Ordinance No. 1-8-1, may, within 30 days of the confirmation of the assessment (March 9, 2023), apply to the city clerk for the prescribed form for such deferral of payment of this special assessment on his/her property. To continue to defer the payment in future years, the assessed property owner must continue to be eligible and apply for the deferral of payment by August 31 of each subsequent year.

A property owner may appeal an assessment to district court pursuant to Minnesota Statute 429.081 by serving notice of the appeal upon the mayor or clerk of the City of Baxter within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or clerk.

Dated at Baxter, Minnesota, this 21st day of February, 2023.

CITY OF BAXTER, MINNESOTA

By Kelly Steele
Assistant City Administrator/Clerk

RECORD OF ASSESSMENT

PROJECT: 2023 CYPRESS DRIVE AND DOUGLAS FIR DRIVE IMPROVEMENTS
MUNICIPAL PROJECT NUMBER: 4087
PROJECT LOCATION: BAXTER, MN

TYPE OF IMPROVEMENT: Sanitary Sewer: _____ Water: _____
Road: X Storm Sewer: _____

NAME OF TAXPAYER: CITY OF BRAINERD, CITY ADMINISTRATOR-CITY HALL
ADDRESS: 501 LAUREL ST
CITY: BRAINERD, MN 56401

NAME OF FEE OWNER: CITY OF BRAINERD, CITY ADMINISTRATOR-CITY HALL
ADDRESS: 501 LAUREL ST
CITY: BRAINERD, MN 56401

PROPERTY ADDRESS: 7933 HIGHLAND SCENIC RD
PROPERTY ID NUMBER: 40170601
LEGAL DESCRIPTION: SECTION: 17 TOWNSHIP: 133
RANGE: 28
PLAT:
LEGAL: N1/2 OF NE1/4 EX THAT PT OF THE ABOVE TRACT LYING N&W OF
COUNTY HWY #48. SUBJ TO TREE GROWTH RESERV. SUBJ TO AN
ESMNT OF REC.

ASSESSMENT CALCULATION:

Intersection Control Assessment Area (SF): 1119901

Intersection Control Assessment: 1119901 SF @ \$0.0497 = \$55,659.08

TOTAL INITIAL ASSESSMENT: \$55,659.08
PREPAYMENT:
SUBTOTAL: \$55,659.08
2023 INTEREST: \$3,476.79
TOTAL CERTIFIED AMOUNT: \$59,135.87

FIXED PAYMENT CONDITIONS:

Principal: \$59,135.87
Interest rate: 8.00%
Annual payment: \$7,847.04
Years: 12

YEAR	ANNUAL PAYMENT	PRINCIPAL	INTEREST	UNPAID BALANCE
2024	\$7,847.04	\$3,116.17	\$4,730.87	\$56,019.70
2025	\$7,847.04	\$3,365.46	\$4,481.58	\$52,654.25
2026	\$7,847.04	\$3,634.70	\$4,212.34	\$49,019.55
2027	\$7,847.04	\$3,925.47	\$3,921.56	\$45,094.08
2028	\$7,847.04	\$4,239.51	\$3,607.53	\$40,854.57
2029	\$7,847.04	\$4,578.67	\$3,268.37	\$36,275.90
2030	\$7,847.04	\$4,944.96	\$2,902.07	\$31,330.94
2031	\$7,847.04	\$5,340.56	\$2,506.47	\$25,990.38
2032	\$7,847.04	\$5,767.81	\$2,079.23	\$20,222.57
2033	\$7,847.04	\$6,229.23	\$1,617.81	\$13,993.34
2034	\$7,847.04	\$6,727.57	\$1,119.47	\$7,265.77
2035	\$7,847.04	\$7,265.77	\$581.26	\$0.00

COMMENTS:



NOTICE OF PUBLIC HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City of Baxter City Council will meet at 6:00 p.m. On Thursday, March 16, 2023 at the Baxter City Hall, Baxter, Minnesota, to consider the proposed assessment for the improvement No. 4087, the improvement of:

1. Roadway, trail, storm sewer, sanitary sewer, and water construction on Cypress Drive from Highland Scenic Road (CSAH 48) to Hinckley Road.
2. Roadway reconstruction, trail construction, and site improvements on Cypress Drive from Hinckley Road to 120' south of College Road.
3. Roadway, storm sewer, and water construction on Douglas Fir Drive from 340' south of Hinckley Road to Hinckley Road.
4. Roadway reconstruction and roundabout construction on Highland Scenic Road from 750' west of Cypress Drive to 1,090 east of Cypress Drive.
5. Sanitary sewer construction, 225' northwest of Highland Scenic Road from 540' west of Cypress Drive to Cypress Drive.
6. Trail construction from the Cypress Drive and Hinckley Road intersection to Berrywood Park.

Adoption by the Council of the proposed assessment may occur at the close of the hearing. Areas to be assessed include abutting and non-abutting property located along:

1. Cypress Drive from Highland Scenic Road (CSAH 48) to 200' north of Hastings Road.
2. Douglas Fir Drive from 380' south of Hinckley Road to Hinckley Road.
3. Highland Scenic Road from 750' west of Cypress Drive to 1,090 east of Cypress Drive.
4. Hastings Road from Douglas Fir Drive to 220' east of Berrywood Drive.
5. Berrywood Drive from Highland Scenic Road (CSAH 48) to 380' north of Hinckley Road.

The amount to be specially assessed against your particular lot, piece, or parcel of land is shown in the attachment to this notice. Assessments shall be payable in equal annual installments extending over a period of twelve years for parcels that are not included in the Campbell Development, LLC Petition and Waiver Agreement and five years for parcels included in the Campbell Development, LLC Petition and Waiver agreement, the first of the installments to be payable on or before the first Monday in January, 2024 and shall bear interest at the rate of 8.50% for the parcels in the Campbell Development, LLC Petition and Waiver Agreement and 8.00% for all other parcels from the date of the adoption of the assessment resolution.

The final assessment interest rate will be determined when the bonds financing the improvements are sold, per the city's assessment policy. To the assessment balance shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2023. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

You may at any time prior to certification of the assessment to the Crow Wing County Auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City Clerk. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment (paid in full by April 20, 2023). You may at any time thereafter, pay to the City of Baxter or Crow Wing County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is estimated at 8.50% per year for the parcels in the Campbell Development, LLC Petition and Waiver Agreement and 8.00% for all other parcels. The right to partially prepay the assessment according to Ordinance No. 1-8-1 is available. Partial prepayment of assessments may be made within 30 days from the adoption of this assessment (April 20, 2023). The Council shall consider adoption of this assessment on Tuesday, March 21, 2023 at 7:00 p.m. **No further notices regarding this assessment shall be mailed.**

The proposed assessment roll is on file for public inspection at the city clerk's office. The total amount of the proposed assessment is \$2,359,511. Written or oral objections will be considered at the meeting. No appeal to district court may be taken as to the amount of an assessment unless a written objection signed by the affected property owners is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing.

Under Minnesota Statute 435.193 to 435.195 and City Ordinance No. 1-8-1, the council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older, retired by virtue of a permanent and total disability, or ordered into active military service for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law and Ordinance No. 1-8-1, all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirements of this law and Ordinance No. 1-8-1, may, within 30 days of the confirmation of the assessment (March 9, 2023), apply to the city clerk for the prescribed form for such deferral of payment of this special assessment on his/her property. To continue to defer the payment in future years, the assessed property owner must continue to be eligible and apply for the deferral of payment by August 31 of each subsequent year.

A property owner may appeal an assessment to district court pursuant to Minnesota Statute 429.081 by serving notice of the appeal upon the mayor or clerk of the City of Baxter within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or clerk.

Dated at Baxter, Minnesota, this 21st day of February, 2023.

CITY OF BAXTER, MINNESOTA

By Kelly Steele
Assistant City Administrator/Clerk

RECORD OF ASSESSMENT

PROJECT: **2023 CYPRESS DRIVE AND DOUGLAS FIR DRIVE IMPROVEMENTS**
MUNICIPAL PROJECT NUMBER: **4087**
PROJECT LOCATION: **BAXTER, MN**

TYPE OF IMPROVEMENT: Sanitary Sewer: _____ Water: _____
Road: X Storm Sewer: _____

NAME OF TAXPAYER: CITY OF BRAINERD
ADDRESS: PO BOX 373
CITY: BRAINERD, MN 56401

NAME OF FEE OWNER: CITY OF BRAINERD
ADDRESS: PO BOX 373
CITY: BRAINERD, MN 56401

PROPERTY ADDRESS: 13021 EAGLE DR
PROPERTY ID NUMBER: 40080712
LEGAL DESCRIPTION: SECTION: 8 TOWNSHIP: 133
RANGE: 28
PLAT: NORWAY HILLS
LEGAL: OUTLOT A

ASSESSMENT CALCULATION:

Intersection Control Assessment Area (SF): 77890

Intersection Control Assessment: 77890 SF @ \$0.0497 = \$3,871.13
TOTAL INITIAL ASSESSMENT: **\$3,871.13**
PREPAYMENT:
SUBTOTAL: **\$3,871.13**
2023 INTEREST: **\$241.81**
TOTAL CERTIFIED AMOUNT: **\$4,112.94**

FIXED PAYMENT CONDITIONS:

Principal: \$4,112.94
Interest rate: 8.00%
Annual payment: \$545.77
Years: 12

YEAR	ANNUAL PAYMENT	PRINCIPAL	INTEREST	UNPAID BALANCE
2024	\$545.77	\$216.73	\$329.04	\$3,896.21
2025	\$545.77	\$234.07	\$311.70	\$3,662.14
2026	\$545.77	\$252.80	\$292.97	\$3,409.35
2027	\$545.77	\$273.02	\$272.75	\$3,136.33
2028	\$545.77	\$294.86	\$250.91	\$2,841.47
2029	\$545.77	\$318.45	\$227.32	\$2,523.02
2030	\$545.77	\$343.93	\$201.84	\$2,179.09
2031	\$545.77	\$371.44	\$174.33	\$1,807.65
2032	\$545.77	\$401.16	\$144.61	\$1,406.49
2033	\$545.77	\$433.25	\$112.52	\$973.25
2034	\$545.77	\$467.91	\$77.86	\$505.34
2035	\$545.77	\$505.34	\$40.43	\$0.00

COMMENTS:

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



March 15, 2023

Brad Chapulis
City Administrator-Clerk
13190 Memorywood Drive
Baxter, MN 56425

VIA E-MAIL – BChapulis@baxtermn.gov

RE: *Objection to Proposed Special Assessment – Improvement No. 4087*
Our File No. 4034-0212

Dear Mr. Chapulis:

Our office represents the City of Brainerd, owner of parcel numbers 40170601 and 40080712, both of which are used for operations of Brainerd Public Utilities (“BPU”), and both of which have been proposed for special assessment in relation to Improvement No. 4087. In accordance with Minn. Stat. § 429.061, subd. 1, the City of Brainerd hereby objects to the proposed special assessment.

The proposed assessment of parcel number 40170601 is \$59,135.87, and the proposed assessment of parcel number 40080712 is \$4,112.94, yet BPU derives no benefit whatsoever from the new access to Cypress Drive. Furthermore, installation of a roundabout does not improve BPU’s use of Highland Scenic Drive or in any way enhance BPU’s property.

“If a special assessment exceeds the special benefit, a taking has occurred.” *Apsengren v. City of Eagle Bend*, 2021 WL 772934, at *4 (Minn. App. Mar. 1, 2021) (citing *Ewert v. City of Winthrop*, 278 N.W.2d 545, 548 (Minn. 1979)). By filing this letter in advance of the March 16, 2023, meeting of the Baxter City of Council, the City of Brainerd hereby preserves all available objections, whether expressly stated herein or not, and reserves its right to appeal the assessment to the Crow Wing County District Court if its properties are assessed in the amounts proposed.

Very truly yours,



Joseph J. Langel
Frank E. Langan

cc: Kelly Steele, Assistant City Administrator (via e-mail at KSteele@baxtermn.gov)
Scott Magnuson – BPU (via e-mail)
Jennifer Bergman – City of Brainerd (via e-mail)

Over 35 Years of Service



HR DIRECTOR REPORT

In this report:

- Classification and Compensation Study
- Public Utilities Work Group
- Personnel
- Wellness Committee
- Miscellaneous

Classification and Compensation Study

The HR Director and City Administrator are completing the review of their last few (JAQs) Job Analysis Questionnaires. Almost all JAQs have been submitted by Department to our consultant, Flaherty & Hood (FH), as they are finalized. Thirty five employees chose to discuss their JAQ directly with the consultant on March 23rd and 24th when HR Analyst Rachel was in Brainerd for Interviews.

Flaherty & Hood distributed our Market Study Workbook to the chosen entities on March 8, 2023. During this coming week, the HR Department will be asked to directly contact the entities that have not yet submitted a complete workbook.

Public Utilities Work Group

The Brainerd Public Utilities (BPU) Commission, at its November 2, 2022, meeting requested guidance from Flaherty & Hood, our Classification and Compensation Study consultant, regarding the top two positions for the BPU Department to begin preparations for BPU Finance Director Wicklund's upcoming retirement.

A recommendation was received by Flaherty & Hood and the Council created the Public Utilities Work Group on March 6th.

On March 10th, the Public Utilities Work Group met to discuss Flaherty & Hood's recommendations. The Work Group went over the recommendations and put together the Public Utilities Director Promotional Process Schedule. The Work Group Report was shared at the BPU Commission meeting on March 28 and will be discussed at the April 3rd City Council meeting. Additional recommendations will be discussed by the Work Group in the future.

Personnel

New Hires/Promotions for City/BPU/HRA:

Dallas Moorhouse - Journeyman Lineworker
John Davis - Police Chief (6/3)

Farewell to:

Michael Bestul - Police Chief (Retiring as of 6/16 with last working day being 6/2)

Current Job Opportunities:

Full-time

Police Officer - Accepting applications through April 14, 2023, at 4:30 PM.
Deputy Police Chief - Interviews being held on April 6th.

Part-time/Internships/Seasonal Positions:

Police Intern (Summer)
Engineering Intern
Communications Intern
GIS Intern
Public Works Intern
Parks Seasonal Maintenance
Parks Weekend Custodial
BPU Seasonal Laborer
Concession Worker
Umpire - Adult Softball

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

At the March Lunch N Learn employees had a chance to learn about gardening. Employees that attended the Lunch 'N Learn also had the opportunity to make a starter plant to bring home.

On April 26, 2023, the Wellness Committee is hosting on a Blood Drive which will be located in the Fire Department Training Room. This Blood Drive is available for all employees (and Council members) to participate in. If you would like to donate, please reach out to HR Assistant Brittney Boser to get your name on the schedule!

We were recently notified that Crow Wing Energized approved a \$1,500 grant to install a water bottle filling station at the Police Department.

Miscellaneous

HR Director Kris Schubert has been asked to be one of four members on a League of Minnesota Cities Annual Conference Panel. At this year's upcoming conference in Duluth on June 21-23, Kris will be a part of a panel that will address items HR wishes elected officials knew or understood more clearly about the work of public sector HR.



Brainerd City Council Agenda Request

MEETING DATE: April 3, 2023

TITLE OF ITEM: Approve DTSS Landscaping Bid

AGENDA: Consent Agenda

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): Consent

SUMMARY OF ISSUE:

The City received one proposal in response to the request for quotes for downtown landscaping plantings this spring.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

At the February 21, 2023 Council meeting, the Council authorized a \$18,000 budget amount for downtown landscaping as part of the Downtown Special Services District. Part of that recommendation was to hire a landscaping company or nursery to grow and plant the annuals in the hanging baskets and urns throughout downtown. Staff reached out to 6 companies requesting a quote for the planting services. We had received one quote from Landsburg Landscape Nursery for a total cost of \$8,506.73.

RECOMMENDED ACTION/MOTION:

Staff is requesting approval of the Landsburg Landscape Nursery quote in the amount of \$8,506.73.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

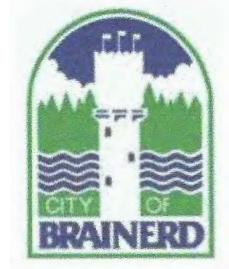
What is the total cost, with tax and shipping: \$8,506.73

Is this budgeted? (Please Explain) Yes, \$18,000 was authorized for DTSS Landscaping

City of Brainerd

2023 Downtown Landscaping

Form of Proposal



Vendor Name: Landsburg Landscape Nursery

Description	Unit	Unit Price	Total
HANGING BASKETS (15)	EACH	\$321.67 - \$349.00	\$4,825.00 - \$5,235.00
LANDSCAPE URNS (18)	EACH	\$181.67	\$3,271.73
TOTAL PROPOSAL			\$8,096.73 - \$8,506.73

This proposal dated this 17 day of March, 2023

Signed: Tracey Wamundt
Title: Production Manager



TO: City of Brainerd Community Development Department
C/O Jessie Dehn
501 Laurel Street
Brainerd, MN 56401

FROM: Tracey Vlaminck, Landsburg Landscape Nursery
16460 State Hwy. 371, Brainerd, MN 56401
218-829-5519
tracey@landsburnusery.com

DATE: 03/13/2023

SUBJECT: **Plant and Labor Proposal For: Brainerd**

Planting, material and in facility care for:

(15) 18" Hanging Fiber Baskets with Wire Hoop Hangers \$4,125.00-4,485.00
Depending on plant material and availability
7 - 4.5" Petunias- 2 Easy Wave Blue, 3(2) Supertunia Vista Fuchsia, 2(3)
Supertunia Vista Silverberry
Basket growing medium
Annual plants
Soil Moist (soil moisture retention product)
Slow Fertilizer
Labor for care of the plants until they leave LLN facility on/about May 22nd
weather depending

Installation of 15 Hanging Baskets \$700.00-750.00

Estimated installation labor including loading, delivery and machinery.



We Propose hereby to furnish material in accordance with the above specifications for the sum of: **\$4,825.00-5,235.00** not including tax

Final project shall be invoiced on a time and material basis

25% down payment with the balance due upon completion.
(Cash or Check – credit cards not accepted on contracted services)

Terms and Conditions

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be excluded only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

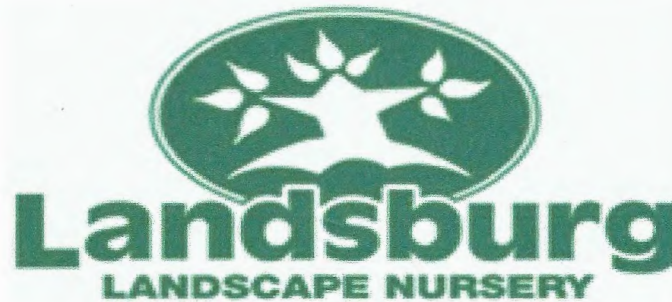
Authorized Signature: _____ Date: _____

Acceptance of Proposal

The above prices, specifications and conditions of this proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____

Signature _____ Date _____



TO: City of Brainerd
Community Development Department
C/O Jessie Dehn
501 Laurel Street
Brainerd, MN 56401

FROM: Tracey Vlaminck, Landsburg Landscape Nursery
16460 State Hwy. 371, Brainerd, MN 56401
218-829-5519
tracey@landsburnursery.com

DATE: 03/13/2023

SUBJECT: **Plant and Labor Proposal For: Downtown Planters (18 total)**

Provide the following annual flowers for Spring 2023

Plants

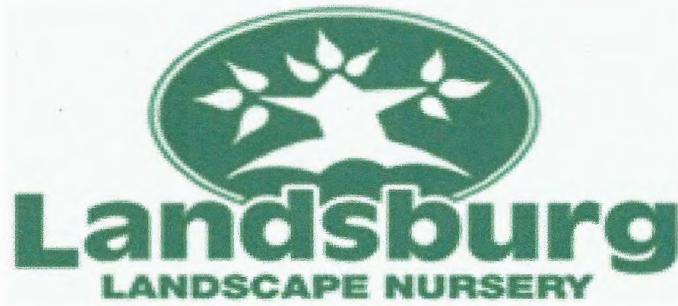
18 - 6.5" Ornamental Grass- Purple Fountain Grass (center)	\$251.82
36 - 4.5" Geranium - Americana variety (alittle taller)	\$266.04
36 - 3.5" Marigold Vanilla	\$161.64
36 - 4.5" Lantana Bandana Cherry Sunrise -	\$266.04
36 - 4.5" Calibrachoa - various colors purple or blue	\$266.04
24 - 4 paks Lobelia - White color	\$100.56
Plant Total	\$1,312.14

Soil

11 bags of Fertilome Potting Soil 3 cubic foot	\$384.89
Slow Release Fertilizer 5lbs	\$30.00
Total Soil & Amendments	\$414.89

Labor

Not to exceed a total of 15 hrs	
Total Labor	\$1,544.70



We Propose hereby to furnish material in accordance with the above specifications for the sum of: **\$3,271.73** not including tax

25% down payment with the balance due upon completion.
(Cash or Check – credit cards not accepted on contracted services)

Terms and Conditions

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alterations or deviation from above specifications involving extra costs will be excluded only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature: _____ Date: _____

Acceptance of Proposal

The above prices, specifications and conditions of this proposal are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____



Brainerd City Council Agenda Request

MEETING DATE: April 3, 2023

TITLE OF ITEM: Authorize Hiring 2023 Temporary Employees

AGENDA: Consent Agenda

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert

DEPARTMENT: Human Resources

PRESENTER: Kris Schubert

ESTIMATED TIME (MIN): n/a

SUMMARY OF ISSUE:

Attached is a listing of 2023 summer temporary employees that have currently received a conditional job offer and have successfully completed their background checks. I have included a notation if the employee is eligible for funding under Sourewell's Internship Program. Please note that if funding arrangements are approved by Sourcewell, Sourcewell will reimburse the City for wages paid up to \$14 per hour and up to 640 hours (approximately 80 working days).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Pursuant to MN Statute, seasonal assignments are limited to 67 working days per calendar year or 100 working days per calendar year if the employees are under the age of 22, are full-time students enrolled in a nonprofit or public educational institution prior to being hired by the employer, and have indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as students during or after their temporary employment.

RECOMMENDED ACTION/MOTION:

Motion to authorize the hiring of the 2023 Interns and summer temporary employees as presented on the attached listing.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: [Click to enter text](#)

Is this budgeted? (Please Explain) Yes – Wages are included in the 2023 budget.

2023 Interns/Temporary Employee List

<u>Name</u>	<u>Job Title</u>	<u>Date of Hire</u>	<u>Hourly Rate</u>	<u>Budgeted Wage</u>	<u>Eligible for Sourcewell Funding</u>
1 Jack Wanous	Engineering Intern	5/8/2023	\$16.00	\$16.00-\$18.00	Yes - Approved
2 Gregory Roberts	Parks Seasonal Maintenance	TBD	\$16.00	\$14.00-\$16.00	No
3 Ashton Koering	Parks Seasonal Maintenance	TBD	\$16.00	\$14.00-\$16.00	No
4 Emily Bjorgan	Special Events Assistant	TBD	\$15.00	\$15.00	No
5 Charles Smith	Concessions	TBD	\$15.00	\$14.00-\$16.00	No
6 Joe Vreeland	Adult Softball Umpire	TBD	\$32/Game	\$32/Game	No
7 Brad Eisenbeis	Adult Softball Umpire	TBD	\$32/ Game	\$32/Game	No

Submitted for Consideration for the April 3, 2023 Council Meeting



Brainerd City Council Agenda Request

MEETING DATE: April 3, 2023

TITLE OF ITEM: Approve Revised Laborer Job Description and Authorize Staff to Begin the Laborer Hiring Process

AGENDA: Consent Agenda

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert & Todd Wicklund

DEPARTMENT: Human Resources

PRESENTER: Kris Schubert

ESTIMATED TIME (MIN): n/a - consent

SUMMARY OF ISSUE:

Brainerd Public Utilities (BPU) included in its 2023 budget an additional Laborer that will primarily assist at the Wastewater Treatment Plant. Since this employee will be assigned primarily to a specific BPU division (in the past they floated as needed), a minor change to the Laborer job description was made clarifying that the Laborer position will supervised by the assigned BPU Department Supervisor. A copy of the redlined and final job description is attached that reflects that change.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

This item is included on the consent calendar as the additional employee was included in BPU's 2023 budget and the Brainerd Public Utilities Commission, at its March 28, 2023 meeting, recommended approval of the revised job description and to begin this hiring process.

RECOMMENDED ACTION/MOTION:

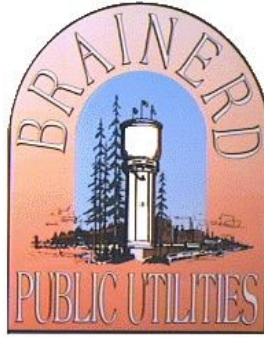
n/a – consent calendar item.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$2,000 for advertising & pre-employment testing plus wages

Is this budgeted? (Please Explain) Yes



Laborer

Department: Brainerd Public Utilities (BPU)

FLSA Status: Non-Exempt

General Definition of Work

Performs work on a wide variety of manual tasks of a nature requiring some skill or special knowledge acquired through work experience including tasks for all BPU facilities and assisting BPU crews in the field. Work is performed under the general supervision of the assigned BPU Department Supervisor.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Performs unskilled to limited-skilled duties in the construction, alteration, maintenance, and repair of BPU facilities and systems.
- Performs a variety of maintenance activities including but not limited to custodial, groundskeeping, and building maintenance duties.
- Assists as a laborer in all BPU departments.
- Assists in the maintenance and repair of machinery and equipment as requested.
- May assist in reading utility meters.
- Performs related tasks as assigned.

Knowledge, Skills and Abilities

- Good working knowledge of cleaning methods, materials and equipment; methods, tools, and equipment used in repair and maintenance work including carpentry and plumbing.
- Ability to understand hazards associated with a variety of cleaning supplies.
- General knowledge of grounds keeping methods, simple horticulture practices and proper use of related equipment and tools.
- General knowledge of building utilities, electrical and mechanical plant operations.
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with BPU and OSHA safety requirements.
- Ability to operate forklift.
- Ability to establish and maintain effective relationships with customers, co-workers, supervisors and the public.

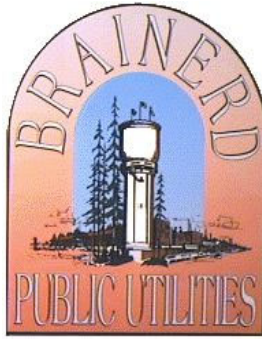
Education, Experience and Special Requirements

- High school diploma or GED.
- Minnesota Class A commercial driver's license with tanker endorsement or ability to obtain within one year of hire.
- Three years of facilities and grounds maintenance experience or equivalent combination of education and experience.
- Forklift Certification or ability to obtain within six months of hire.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work requires standing, walking and using hands to finger, handle or feel and occasionally requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires standard, close, and distance vision; vocal communication is required for expressing or exchanging ideas; operation of motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions including exposure to extreme hot and cold; work is generally in a moderate noise location (business office with office equipment and light traffic).

Last Revised: March 28, 2023



Laborer

Department: Brainerd Public Utilities (BPU)

FLSA Status: Non-Exempt

General Definition of Work

Performs work on a wide variety of manual tasks of a nature requiring some skill or special knowledge acquired through work experience including tasks for all BPU facilities and assisting BPU crews in the field. Work is performed under the general supervision of the assigned BPU Department Supervisor.
~~Accounting Supervisor.~~

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Performs unskilled to limited-skilled duties in the construction, alteration, maintenance, and repair of BPU facilities and systems.
- Performs a variety of maintenance activities including but not limited to custodial, groundskeeping, and building maintenance duties.
- Assists as a laborer in all BPU departments.
- Assists in the maintenance and repair of machinery and equipment as requested.
- May assist in reading utility meters.
- Performs related tasks as assigned.

Knowledge, Skills and Abilities

- Good working knowledge of cleaning methods, materials and equipment; methods, tools, and equipment used in repair and maintenance work including carpentry and plumbing.
- Ability to understand hazards associated with a variety of cleaning supplies.
- General knowledge of grounds keeping methods, simple horticulture practices and proper use of related equipment and tools.
- General knowledge of building utilities, electrical and mechanical plant operations.
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with BPU and OSHA safety requirements.
- Ability to operate forklift.
- Ability to establish and maintain effective relationships with customers, co-workers, supervisors and the public.

Education, Experience and Special Requirements

- High school diploma or GED.
- Minnesota Class A commercial driver's license with tanker endorsement or ability to obtain within one year of hire.
- Three years of facilities and grounds maintenance experience or equivalent combination of education and experience.
- Forklift Certification or ability to obtain within six months of hire.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work requires standing, walking and using hands to finger, handle or feel and occasionally requires speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires standard, close, and distance vision; vocal communication is required for expressing or exchanging ideas; operation of motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions including exposure to extreme hot and cold; work is generally in a moderate noise location (business office with office equipment and light traffic).

| **Last Revised:** ~~April 20, 2020~~ March 28, 2023



COMMUNITY MEMBER OF THE MONTH

THE BRAINERD CITY COUNCIL AWARDS

Amirah Cosgrove

For her thoughtful illustration of life in her Congressional District

Dave Badeaux
Mayor

Jennifer Bergman
City Administrator



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

April 3, 2023

7:00 PM

Council Chambers

WebEx Teleconference Call-In Information Call Toll-

Free: 1-844-992-4726 Access Code: 2483 591 4847

1. Approve Event Application Parking Lot Closure- VFW Freedom Fest
2. Discuss Request for Enhanced Signage at Laurel/ 8th Street Intersection
3. Adopt Resolution to Authorize Application for MnDNR Outdoor Recreation Grant
4. Discussion on Park Properties
5. Discussion on Lum Park Road SPRA Project



Brainerd City Council Agenda Request

MEETING DATE: April 3, 2023

TITLE OF ITEM: Approve Event/Parking Lot Closure Application – VFW Post and Auxillary Freedom Fest

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/parking lot closure application for the VFW Post and Auxillary Freedom Festival, to take place on June 17th, 2023 from 9 AM - 5 PM in the Laurel Street Parking Lot.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The event will consist of posting of colors, a flag retirement ceremony (flag burning in enclosed vessel with fire extinguishers present), memorial service for the deceased, and booths for veterans and community information. There will also be children and adult games to participate in. The applicant is requesting closure of the Laurel Street Parking Lot for the event. There will be a DJ/portable sound system with the power being supplied by the VFW. There will be porta-potties at the event, along with the VFW bathrooms available for use. The VFW would like to post banners on the VFW building, and fliers will be posted throughout the community. The VFW has contracted with Waste Partners for garbage removal. A certificate of insurance has already been received.

RECOMMENDED ACTION/MOTION:

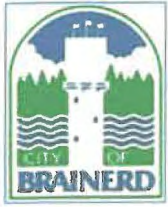
Staff recommends approval of the attached application under the conditions as described in the event application and to allow staff to close the parking lot beginning Friday afternoon to prevent vehicles from parking in the lot prior to the event.

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: 3/20/2023

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

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

Name of event: V F W Post and Auxiliary Freedom Festival

Organizer Information

Organizer's Name: V F W Post 1647 and Auxiliary
Organizer's Address: 309 South 6th Street
Event Contact Person: Helen Doucette/ Dawn Garin
Event Contact Daytime Phone: 218-831-2112 / 218-821-3361
Event Contact E-mail Address: hdoucette@charter.net / bdkgarin@gmail.com
Contact Name/Number Day of Event: VFW Post 1647 Saturday June 17, 2023
For Profit/Nonprofit Status (type): Non-profit 501C

Applicant information (if different from the event organizer):

Applicant Name: _____
Applicant Address: _____
Applicant Phone: _____
Applicant E-mail Address: _____

RECEIVED

MAR 24 2023

**CITY OF BRAINERD
ADMINISTRATION**

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
June 17	9 a.m.	5 p.m.	Laurel Street Parking Lot

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

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

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

Description of Activities

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

Posting of Colors, retiring of worn flags (Burning of worn flags) Firre extinguishers will

be on hand) ,Memorial service for deceased, booths for veterans & community information.

Folding of the Flag, D J will be oh hand for announcing events, Food will be served on

.V F W patio. Games for children & adults, Silent Auction & etc.

Site Information

Electrical usage



Yes



No

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

Supplied from V F W

Amplified Sound



Yes



No

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

D J will announce events and other information.

Restrooms provided



Yes



No

If yes, how many 2 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms:

Waste Partners

(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:

Post Banner on V F W Building ,Flyers distributers to merchants & posters inside V F W

Trash Receptacle Disposal



Yes



No

Company contracted for trash receptacle disposal: **Waste Partners**

Additional Event Information

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

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

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

Street Closure Request Information

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

Laurel Street Parking Lot

Date and time for beginning of street closures: **June 17, 2023 9 a.m.**

Date and time for reopening of streets: **June 17, 2023 5 p.m.,**

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.

Laurel Street and the alley will be open for traffic

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

Helen Doucette

Print Name

Contacts, Permits, and Fees Checklist

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

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

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park				Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support				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				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				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				Issued by the Police Department after complete submission of application.
Alcohol Use Permit				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	_____	<u>No Comments</u>
City Administration	_____	<u>No Comments</u>
Engineering Department	<u>3/28 JD</u>	<u>See below conditions</u>
Fire Department	<u>3/27 TH</u>	<u>No issues</u>
Fire Support/EMS	_____	<u>No Comments</u>
Parks Department	_____	<u>No Comments</u>
Planning Department	_____	<u>No Comments</u>
Police Department	_____	<u>No Comments</u>

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 request traffic control materials one week prior to 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):

Food Co-Op

Laurel Street

Entry

Sidewalk

WALKWAY

Program Displays

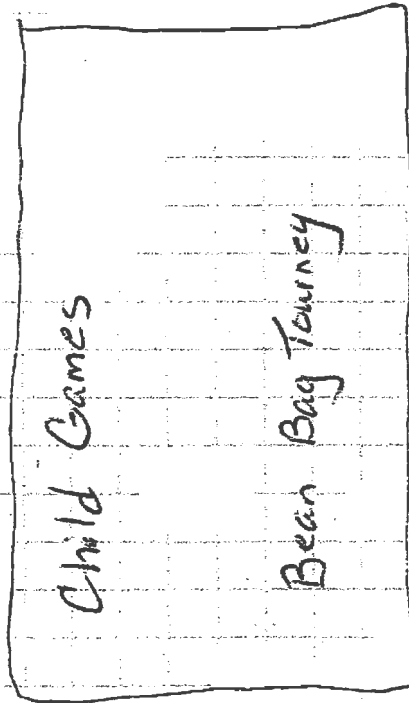
Memorial Display

trash



Candle
Flag Burning
Ceremony
w/ Fire
Extinguisher

trash



Child Games

Bean Bag Toss

trash

Alley

Sage
Patrol

DJ

trash

telephone
poles



port-a-potty

door

Grill station

Sage

VIEW



Brainerd City Council Agenda Request

MEETING DATE: April 3, 2023

TITLE OF ITEM: Discuss Request for Enhanced Signage at Laurel/8th Street Intersection

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:

City Hall received a letter requesting enhanced signage at the intersection of Laurel Street and S. 8th Street.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The attached letter describes concern regarding drivers failing to fully stop along S. 8th Street at the 4-way stop intersection at Laurel Street. The letter requests reflective safety tape and flashing LED's to draw additional attention to the stop signs.

To address the two requests, all traffic signage has retroreflective sheeting as described in the MN Manual of Uniform Traffic Control Devices (MnMUTCD) which is the standard established for all signage in Minnesota. There is also commercially-available enhanced signage with embedded LED lights that blink to draw drivers attention. To order these two signs with this enhancement, the cost would be just over \$5,000 for the signage and solar panel to power the lights. This cost does not include installation.

There are a couple factors that contribute to lack of adherence to stop signage. One is driver inattentiveness, which the letter references, that is a consistent issue difficult to solve. Second is the possibility that the stop signs are not warranted. When traffic controls (such as signals or stop signs) are not warranted, compliance can go down as drivers are not expecting to encounter them based on conditions. This would take an engineering study including traffic counts to determine the warrants of the stop signs. Finally, S. 8th is a considerably wide street. Southbound through traffic is in the left lane, bordered by a dedicated right turn lane, bordered by a parallel parking lane. Thus the stop sign is roughly 32 feet to the right of approximately where a driver would be positioned. This is a considerable distance and can lead to less compliance. It is staff's opinion that installation of enhanced signage will not provide the increased compliance to justify the cost of the installation.

RECOMMENDED ACTION/MOTION:

Staff recommends not pursuing purchase of the enhanced signage.

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

Friday, March 17, 2023

Mayor Dave Badeaux/
Mayor of Brainerd
City Hall
501 Laurel St.
Brainerd MN 56401

RE: Intersection of So. 8th St. and Laurel St.

Dear Mayor Badeaux,

As a long time citizen of Brainerd, I try to support our local businesses downtown as much as possible to help transform our city into a thriving community. I enjoy shopping, meeting up with friends for a bite to eat and on occasion enjoy a beverage at the Pit Stop Bar. I have been visiting this establishment for many years actually, since Mr. Kuhn opened it for business.

Therefore, I would like to direct your attention to the 4-way stop, intersection on So 8th and Laurel Streets. The traffic on So. 8th St is quite moderate, even heavy at times with motorists that are easily distracted for one reason or another and in all probability not in compliance with the speed limit. This is extremely concerning due to the many visitors / tourists who visit our community and the residents who reside in the downtown area of our city. I have witnessed on numerous occasions as well as experienced the negligence of motorists failing to stop or even slow down at that intersection especially during the evening hours.

In the best interest of our downtown community / neighborhood every reasonable effort should be made to address this situation before a tragedy occurs and causes a motorist and / or pedestrian great bodily harm. It's handwriting on the wall, an accident waiting to happen. It's a dangerous corner and precautions need to be addressed to keep our residents and visitor's safe. These signs need to be more visible to motorists.

I would like to suggest a couple of economical and effective solutions which can make a fast, efficient as well as a dramatic difference in providing a safe intersection, 4-way stop on So. 8th and Howell Streets

My first recommendation is to purchase Reflective Safety Tape to outline the sign, words or symbol which would be effective with night distance limitations to increase visibility for locations such as this with documented issues of drivers failing to recognize the 4-way stop. Retro-reflective tape of high intensity grade is highly reflective, weatherproof, self-adhesive film with excellent resistance of corrosion & solvent. There is a wide variety of shapes, colors, durable and affordable Reflective Strips.

My second recommendation is the use of LED lights which can be embedded around the sign's face or outline. The LED's may flash or be set to a steady mode. They may also be constantly illuminated or activated by pedestrians or vehicles. In some applications, the lights may only be activated if sensors

detect approach speeds when a driver is not likely to stop. These can be added to the existing sign and are particularly advantageous for older drivers as well as providing additional visibility at night.

I hope you will take this complaint in the helpful manner in which it is intended. The stop signs at the intersection of So. 8th and Laurel Streets need to be more visible. Anything you can do to resolve this situation would be greatly appreciated as well as beneficial to our community, residents as well as tourists/visitors.

Thank you for your time and attention to resolve this matter with a mutually satisfactory solution.

My sincere wishes for your continued success as Mayor of the Braamid Lakes Area. Best of luck to you now, tomorrow and in the future!

Sincerely yours,

Lauretta (Laurie) Ridgust

10 Jessica Lane
Braamid MN 56401
(218) 833-4596



Brainerd City Council Agenda Request

MEETING DATE: April 3, 2023

TITLE OF ITEM: RES - Adopt Resolution to Authorize Application for MnDNR Outdoor Recreation Grant

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): 2 Minutes

SUMMARY OF ISSUE:

Staff is requesting adoption of a resolution that authorizes application for the MnDNR Outdoor Recreation Grant for the Lum Park Beach and Campground Expansion Project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

As part of the MnDNR Outdoor Recreation grant application, a requirement of the application is adoption of a resolution that authorizes the City to act as legal sponsor of the project and receive funding from the MnDNR. As a reminder, both City Council and Park Board approved staff to apply for the grant to include removal of the existing beach restroom facility and relocate facilities further south as part of the beach expansion, which also would include expansion of the RV campground. Both projects were authorized by the City Council with ARPA funding at \$150,000 each, or a total of \$300,000.

RECOMMENDED ACTION/MOTION:

Staff recommends the adoption of the attached resolution authorizing application for the MnDNR Outdoor Recreation Grant for the Lum Park Beach and Campground Expansion project.

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](#)

RESOLUTION
NO. _____

WHEREAS the City of Brainerd will act as legal sponsor for the project contained in the Outdoor Recreation Grant application submitted on March 31, 2023 and that Jessie Dehn, City Engineer/Public Works Director is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the City of Brainerd.

WHEREAS the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery.

WHEREAS the City of Brainerd has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance, and replacement of the proposed project for its design life.

WHEREAS the City of Brainerd has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

WHEREAS the City of Brainerd has or will acquire fee title or permanent easement over the land described in the boundary map or recreational site plan included in the application.

WHEREAS upon approval of its application by the State, the City of Brainerd may enter into an agreement with the State for the above-referenced project, and that the City of Brainerd certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

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

that the City Engineer/Public Works Director is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

Adopted this 3rd day of April 2023

KELLY BEVANS
President of the Council

Adopted this 3rd day of April 2023

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

MEETING DATE: April 3, 2023

TITLE OF ITEM: Discussion on Park Properties

AGENDA: SPW Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:

At the March 6th, 2023 Council meeting, the Council voted to formally dedicate all parks as park lands with the exception of Buffalo Hills/Lions, Gustafson, and Trailside Parks. Staff is requesting discussion and direction on how the Council would like to handle these three properties.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff was able to collect the deeds that conveyed the three park properties to the City of Brainerd. City Attorney Langel reviewed the deeds. Below is a summary of the comments from Attorney Langel.

- Buffalo Hills/Lions Park – 1971 deed from the School District to the City is a quit claim deed with no reservations or rights of reverter. The City holds the land in fee; it is not dedicated as park property as part of a plat. It is up to the City to decide what to do with it, subject only to its own internal procedures and issues (e.g., Park Board authority; removing the park designation).
- Gustafson Park – 1974 deed from the School District to the City is the same as Buffalo Hills Park.
- Trailside Park – 2005 deed from the Ahlms to the City is a warranty deed, but the result is the same.

The Park Board has adopted a Master Plan for Buffalo Hills/Lions Park, included in this packet. This Master Plan shows the existing developed park with future walking/skiing trails throughout the undeveloped portion of the park. Park Board discussed the Master Plan for Gustafson Park. Some enhancements are proposed for that park including shade structures, gathering space and a soccer/athletic field. That Master Plan has not been formally adopted. Master Planning for Trailside Park was planned for the Park Board Special Meeting in April.

RECOMMENDED ACTION/MOTION:

Staff requests discussion and direction on how the City Council would like to handle these three Park Properties. Potential options include:

1. Adopting a Resolution formally dedicating the parks as park lands (to be brought to a future Council meeting).
2. Revocation of the parks designations and make these properties available for development.

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](#)

324

This Indenture, Made this 8th day of NOVEMBER, 1971,
between INDEPENDENT SCHOOL DISTRICT NO. 181, MINNESOTA,

a corporation under the laws of the State of MINNESOTA,
CITY OF BRAINERD, A MUNICIPAL CORPORATION,
a corporation under the laws of the State of MINNESOTA,
party of the second part.

Witnesseth, That the said party of the first part, in consideration of the
sum of =One dollar and other valuable consideration===== DOLLARS,
to it in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged,
does hereby Grant, Bargain, Quitclaim, and Convey unto the said party of the second part, its suc-
cessors and assigns, Forever, all the tract..... or parcel..... of land lying and being in the County
of CROW WING and State of Minnesota, described as follows, to-wit:

South one-half (S 1/2) of the Southwest Quarter of the Southwest Quarter
(SW 1/4 of the SW 1/4), of Section Thirty-six (36), Township Forty-five (45),
Range Thirty-one (31),
subject to easements and reservations of record, if any.

To Have and to Hold the Same, Together with all the hereditaments and appurtenances
thereunto belonging or in anywise appertaining, to the said party of the second part, its successors
and assigns, Forever.

Corporate

Seal

In Testimony Whereof, The said first party has caused these
presents to be executed in its corporate name by its CHAIRMAN
President and its CLERK..... and its corporate seal
to be hereunto affixed the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 181, MINNESOTA

In Presence of

1. [Signature]
[Signature]

By Francis O. Anderson
Its CHAIRMAN President
Donald O. Johnson
Its CLERK

State of Minnesota,

County of CROW WING

On this 8th day of NOVEMBER, 1971, before me, a notary public within and for said County, personally appeared FRANCIS O. ANDERSON and DONALD O. JOHNSON, to me personally known, who, being each by me duly sworn, did say that they are respectively the Chairman and the Clerk of the corporation named in the foregoing instrument, and that the seal affixed to said instrument is the corporate seal of said corporation, and that said instrument was signed and sealed in behalf of said corporation by authority of its Board of Directors and said Francis O. Anderson and Donald O. Johnson, acknowledged said instrument to be the free act and deed of said corporation.

[Signature]
S. G. FITZPATRICK
Notary Public CROW WING County, Minn.
My commission expires SEPTEMBER 17, 1975.

(NOTARIAL SEAL)

This Instrument was Drafted by
FITZPATRICK, LARSON & FITZPATRICK
Attorneys at Law
Greyhound Building
Duluth, Minnesota 55801

252007

Doc. No.

QUIT CLAIM DEED

Corporation to Corporation

TO

Office of Register of Deeds,
STATE OF MINNESOTA,
County of CROW WING

I hereby certify that the within Deed was filed in this office for record on the 5th day of April, 1972, at 10 o'clock A. M., and was duly recorded in Book 233 of Deeds, page 224.

[Signature]
Register of Deeds.

By Deputy.

Taxes for the year 19 on the lands described within, paid this day of 19

County Treasurer.

By Deputy.

Taxes paid and Transfer entered this 5th day of April, 1972

[Signature]
County Auditor.

By Deputy.

OSWALD PUBLISHING CO., NEW ULM, MINN.

City of Duluth
City Clerk

Corporation to Corporation.

Minnesota Uniform Conveyancing Blanks

This Indenture, Made this 22nd day of April, 1974,between Independent School District No. 181, Minnesota, successor to Brainerd
School District,a corporation under the laws of the State of Minnesota, party of the first part, and
City of Brainerd, a Municipal corporationa corporation under the laws of the State of Minnesota,
party of the second part.

Witnesseth, That the said party of the first part, in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration DOLLARS, to it in hand paid by the said party of the second part, the receipt whereof is hereby acknowledged, does hereby Grant, Bargain, Quitclaim, and Convey unto the said party of the second part, its successors and assigns, Forever, all the tract or parcel of land lying and being in the County of Crow Wing and State of Minnesota, describe as follows, to-wit:

Lots 1, 2, 3, 4, 5, 6, 7, 8 and 9, Block 11, Willis' Addition to the City of Brainerd.

Tax statements: Exempt

State Deed Tax: Exempt

To Have and to Hold the Same, Together with all the hereditaments and appurtenances thereunto belonging or in anywise appertaining, to the said party of the second part, its successors and assigns, Forever.

Corporate



In Testimony Whereof, The said first party has caused these presents to be executed in its corporate name by its Chairman, Donald Johnson and its Clerk, Donald Skillings and its corporate seal to be hereunto affixed the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 181, MINNESOTA

In Presence of

Eugene M. Lee
Thomas E. Johnson

By Donald JohnsonIts Chairman

Donald Skillings
Its Clerk

City. wbl.

151

State of Minnesota,

County of Crow Wing

On this 22nd day of April, 1974, before me,
a Notary Public within and for said County, personally appeared
Donald Johnson and Donald Skillings
to me personally known, who, being each by me duly sworn, did say that they are respec-
tively the Chairman and the Clerk of the corporation named
in the foregoing instrument, and that the seal affixed to said instrument is the corporate seal of said
corporation, and that said instrument was signed and sealed in behalf of said corporation by author-
ity of its Board of School Board and said Donald Johnson
and Donald Skillings acknowledged said instrument to be the free act and
deed of said corporation.

(Notarial Seal)

Notary Public Thomas Fitzpatrick County, Minn.

My commission expires 9/17, 1979

This instrument was drafted by
FITZPATRICK, LAMSON & FITZPATRICK
Attorneys at Law
Grand Rapids, Minnesota 55741

Doc. No. 285533

QUIT CLAIM DEED

MARGLE Corporation to Corporation

END
ABST'D
MARGLE
TAX
CORP
MPD

TO

Office of Register of Deeds,
STATE OF MINNESOTA,
County of Crow Wing

I hereby certify that the within Deed was
filed in this office for record on the
day of April, 1974,
at 10:30 o'clock A. M., and was duly
recorded in Book 252 of Deeds, page 150

Mabel E. Larsson
Register of Deeds.

By _____ Deputy.

Taxes for the year 19____ on the lands
described within, paid this ____ day of
____, 19____

County Treasurer.

By _____ Deputy.

Taxes paid and Transfer entered this
day of April, 1974

Carroll R. Anderson
County Auditor.

By _____ Deputy.

DEEDS PUBLISHING CO., NEW ULK, MINN.

Q. B. Fitzpatrick

CURRENT TAX CERTIFICATION
() REQUIRED (✓) NOT REQUIRED
CERTIFICATE OF REAL ESTATE VALUE
(✓) FILED 40749 () NOT REQUIRED
NO DELINQUENT TAXES-TRANSFER ENTERED
DATE November 20, 2005
Roy A. Luukkonen BY RAT
CROW WING COUNTY AUDITOR
DATE November 20, 2005 REC# 97884
DEED TAX HEREON OF \$ 1,188.00
ROY A. LUUKKONEN, BY: RAT
CROW WING COUNTY AUDITOR
TRANSFER # 0512739 0512731 052732
RE CODE: 08032400000009
080321200000009
080321300000009

#4602 city work
Office of County Recorder
County of Crow Wing, MN }
I hereby certify that the within instrument was filed
in this office for record on the 22 day of Nov
A.D. 2005 at 1:15 o'clock P.M.
and was duly recorded as Doc. No. 0701332
Dicki Stange County Recorder
By: Dicki Stange

Miller 3-M - WARRANTY DEED (Top 3 inches Reserved for Recording Data) Miller/Devis Co. St. Paul, MN 851-842-1988
Individual(s) to Corporation, Partnership or Limited Liability Company Minnesota Uniform Conveyancing Blanks (6/1/97)

DEED TAX DUE: \$ 1,188.00

Date: _____

FOR VALUABLE CONSIDERATION, Rankin C. Ahlm and Jeanne A. Ahlm,
husband and wife

(marital status)

Grantor, hereby conveys and warrants to City of Brainerd

Grantee, a municipal corporation under the laws of Minnesota
real property in Crow Wing County, Minnesota, described as follows:

The North Half of the Northeast Quarter and the Southwest Quarter of the Northeast Quarter of Section 32,
Township 134, Range 28, except that portion described in Book 18 of mortgages, page 111.

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions: _____
NONE.

Check box if applicable:

- ☒ The Seller certifies that the seller does not know of any wells on the described real property.
☐ A well disclosure certificate accompanies this document.
☐ I am familiar with the property described in this instrument and I certify that the status and number of wells
on the described real property have not changed since the last previously filed well disclosure certificate.

Rankin C. Ahlm
RANKIN C. AHLM

Jeanne A. Ahlm
JEANNE A. AHLM

Affix Deed Tax Stamp Here

STATE OF MINNESOTA }
COUNTY OF ITASCA }

This instrument was acknowledged before me on 12-9-05

Date

by Rankin C. Ahlm and Jeanne A. Ahlm,
husband and wife

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RATIO):



CAROL KERSTING
Notary Public-Minnesota
My Comm. Expires Jan. 31, 2010

Carol Kersting
SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

Check here if part or all of the land is Registered (Torrens) ☐

Tax Statements for the real property described in this instrument should
be sent to (include name and address of Grantee):

THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

LARKE L. HUNTLEY (#48367)
ATTORNEY AT LAW
432 NORTHEAST THIRD AVENUE
GRAND RAPIDS, MN 55744
(218) 326-0531
16

RETURN TO

City of Brainerd
501 Laurel Street
Brainerd, MN 56401



Park Amenities :

Summer activity spaces

- 2-Tennis/pickleball courts
- 1- Basketball court
- 2- Youth Softball fields
- 2-Soccer use outfield spaces
- 4- tournament size horseshoe pits
- Walking trail

Structures

- ADA playground area
- Park entrance sign
- Lit flag pole
- Concession/ restroom building
- 40 car parking lot

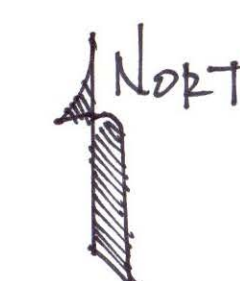
Winter activity spaces

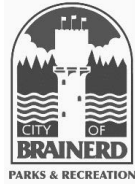
- Groomed ski trail



PROPOSED MASTER PLAN BUFFALO PARK

NOT TO SET SCALE.
CONCEPTUAL IMAGE.





Brainerd Park Board Agenda Request

MEETING DATE: April 3, 2023

TITLE OF ITEM: Discussion on Lum Park Road SPRA Project

ACTION: Action Requested

ACTION REQUESTED: Direction Requested

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:

At the March 6, 2023 Council meeting, City Council requested that staff refer the proposed changes to Lum Park Road as part of the State Park Road Account (SPRA) project to the Park Board for their review and recommendation.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

See attached memo.

Based upon the conversations with the Park Board and staff concerns with emergency vehicle access, below are three potential alternatives for the Council to review.

1. Continue with the narrowing of Lum Park Road at the 14th St./J St. intersection and adoption of the attached resolution removing of on-street parking on both sides of Lum Park Road from TH 210 to the boat launch road.
2. Continue with the narrowing of Lum Park Road at the 14th St./J St. intersection and adoption of the attached resolution removing of on-street parking only on the north side of Lum Park Road from TH 210 to the boat launch road.
3. Keep the existing width of Lum Park Road as existing and retain on-street parking on both sides as it is currently.

Additionally, staff would request Council direction on the requested additional costs to add on-street parking adjacent to Lum Park Road and the boat launch access road as feasible.

RECOMMENDED ACTION/MOTION:

Staff recommends Council approves the following:

1. Approval of Option 2 as described above to continue with the narrowing of Lum Park Road at the 14th St./J St. intersection and adoption of the attached resolution removing of on-street parking only on the north side of Lum Park Road from TH 210 to the boat launch road.
2. Staff recommends including additional costs for adding new on-street parking adjacent to the boat launch access road only as feasible.

FINANCIAL IMPACT:

Is there a cost associated with this request: Potentially

What is the total cost, with tax and shipping: Unknown at this time

Is this budgeted? (Please Explain) Additional costs were not included in the original project estimates.



MEMO

TO: BRAINERD CITY COUNCIL

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: APRIL 3, 2023

SUBJECT: DETAILS OF SPRA LUM PARK ROAD PROJECT

Currently, on-street parking is allowed on Lum Park Road outside of areas prohibited by State Statute 169.34. Most of the street is approximately 34 feet in width from curb face to curb face from Casey's to the boat launch road. Dave Reese presented the proposed adjustments to Lum Park Road during the October 26, 2021 Park Board meeting as part of the original application for SPRA funding. However, it was not explicitly discussed at that time what effect the curb adjustments at the intersection of Lum Park Road and 14th St./J St. would have on on-street parking. Paul Sandy presented this application and exhibits at the November 1, 2021 City Council meeting. He did discuss the proposed curb adjustments at the intersection of 14th St./J St. However, it wasn't explicitly discussed that these adjustments would require restriction of the existing on-street parking in this area.

Included in the packet are visualizations of where parking is allowed currently (yellow) and not allowed (red) based on the intersection lane configuration or other restrictions. The color yellow indicates that while the area is not signed as no parking, there is not sufficient width to support parked vehicles on both sides while providing for emergency vehicle access. By code, fire access roads require a 20-foot unobstructed width. This can be further restricted based on the curve of the street as it enters the park. Parallel parking space is, according to the MN Manual on Uniform Traffic Control Devices (MMUTCD), 8 feet in width. Between the two, this total required width would be 36 feet, which does not fit into the 34-foot width of street as currently. As is currently allowed, there are approximately 59 parallel parking stalls.

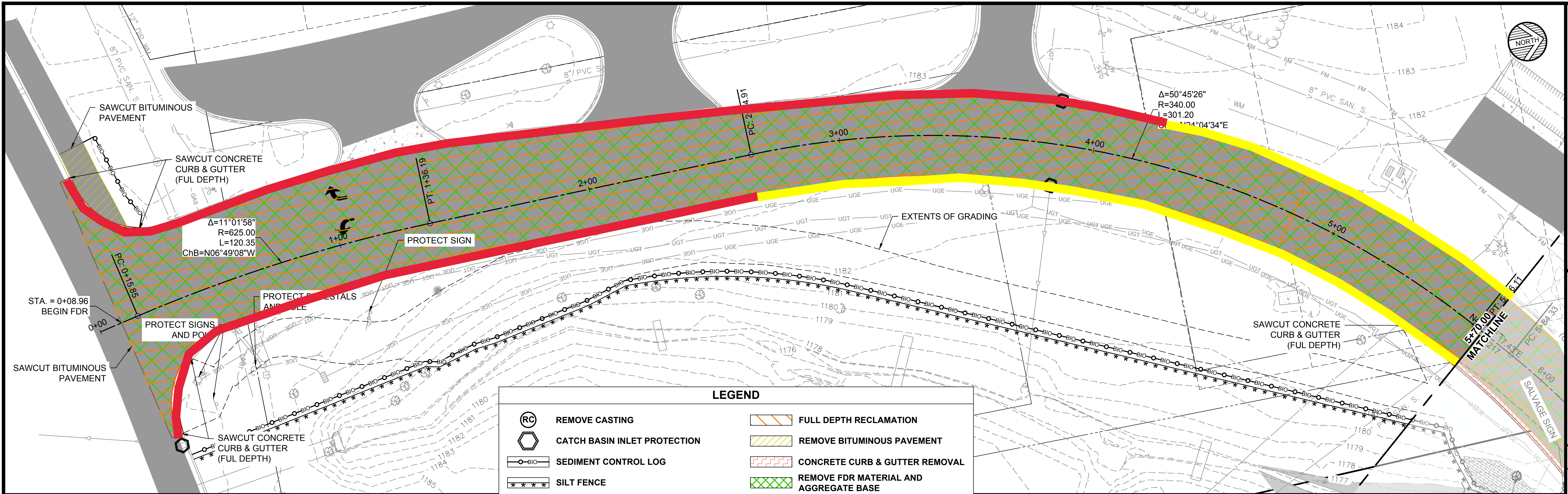
The proposed narrowing of Lum Park Road was primarily purposed as a traffic calming measure as vehicles enter the park. However, narrowing in this location mainly affects parking adjacent to the intersection where parking is prohibited by State Statute. To leave the street width as currently, there is an approximate additional cost of \$12,000.

At the March 6, 2023 Council meeting, City Council requested that staff discuss the proposed changes to Lum Park Road as part of the State Park Road Account (SPRA) project with the Park Board. There was much discussion regarding concerns of emergency vehicles, the need to maintain on-street parking, especially with the proposed reduction in lot space near the beach, and others. The Park Board ultimately unanimously passed a motion to request the City Council allow for additional costs to the project to widen Lum Park Road and the boat launch access road to

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

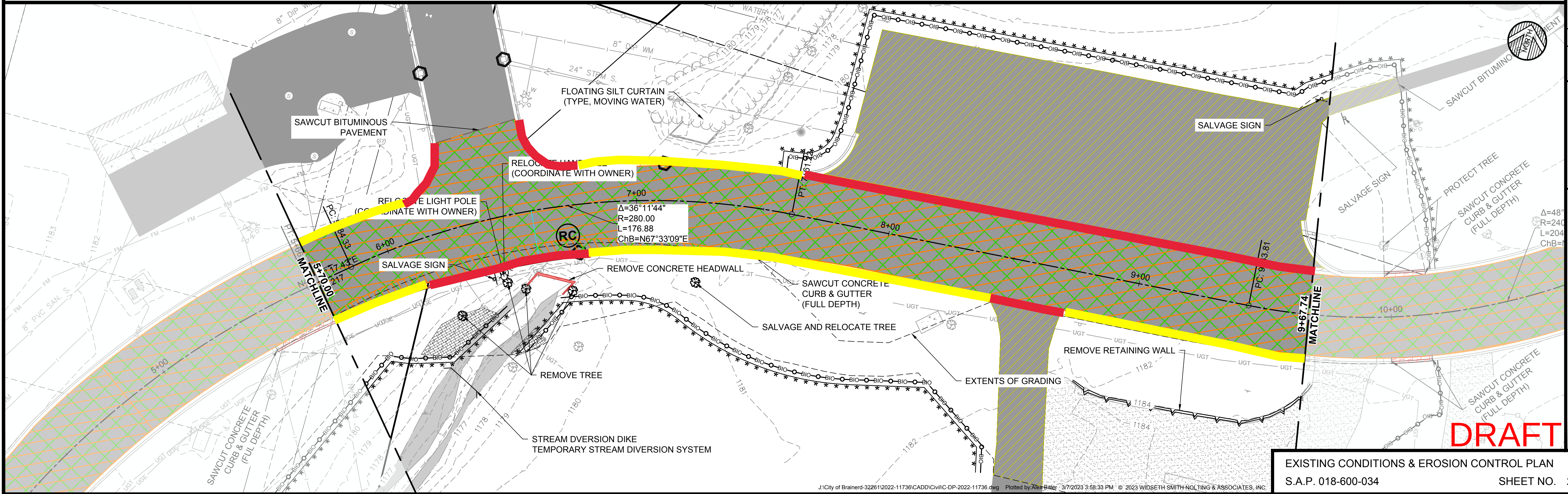
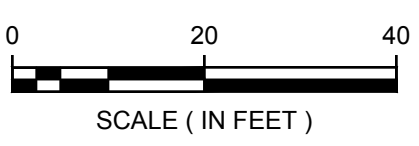
accommodate additional parking stalls. At this time, staff has not determined the scope, feasibility and cost of adding the additional on-street parking stalls adjacent to Lum Park Road and/or the boat launch access road. This additional cost would not be eligible under the MnDNR SPRA grant and would require funding by the City. If the Council declined to accommodate this request, they included in the motion a request that the City Council leaves the on-street parking on Lum Park Road as it is currently.

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



SUBSURFACE UTILITY NOTE
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02. ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA"
CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.

EXISTING CONDITIONS & EROSION CONTROL PLAN



DRAFT

EXISTING CONDITIONS & EROSION CONTROL PLAN
S.A.P. 018-600-034
SHEET NO. 25 OF 41

J:\City of Brainerd-322612022-11736\CADD\Civil\C-02-2022-11736.dwg Plotted by Alex Bitter 3/7/2023 3:58:33 PM © 2023 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

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

DATE: 01/20/23
BY: [Signature]
REVISIONS DESCRIPTION

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

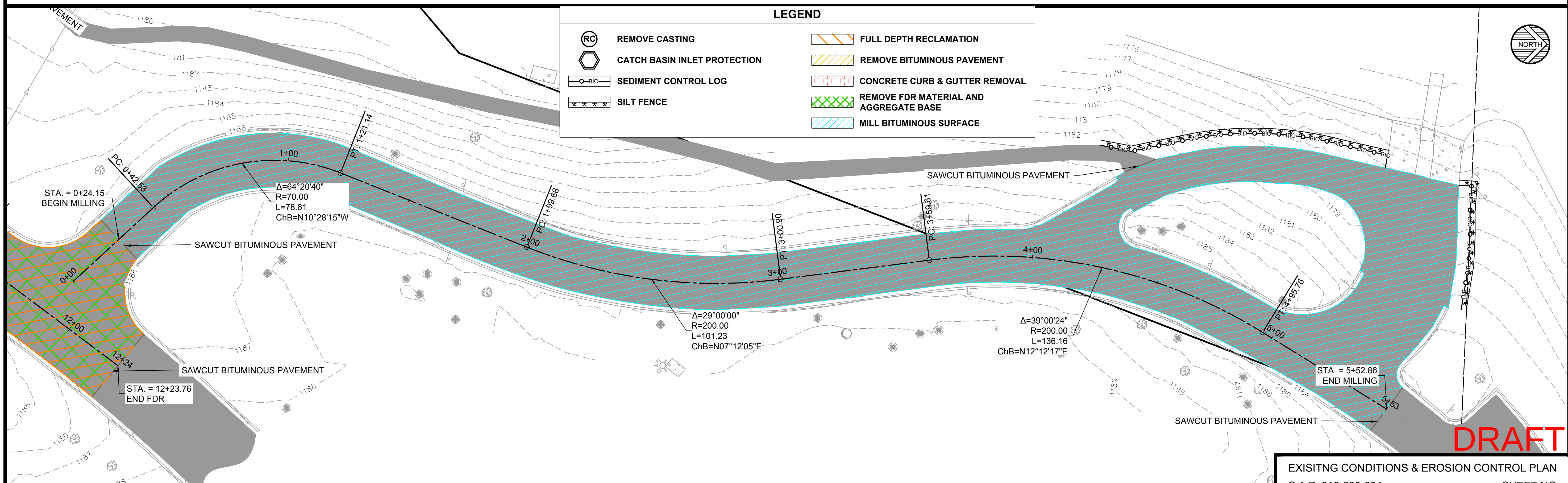
ALEX D. BITTER
DATE: 01/20/23
LIC. NO. 5744

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

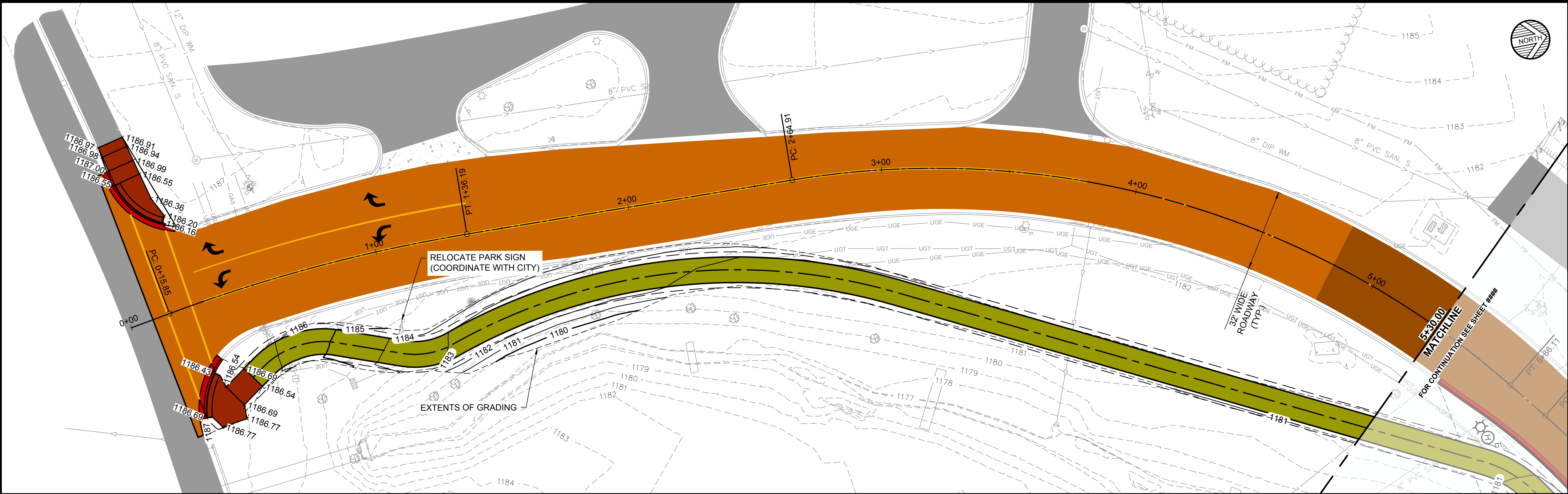
EXISTING CONDITIONS & EROSION CONTROL PLAN



EXISTING CONDITIONS & EROSION CONTROL PLAN

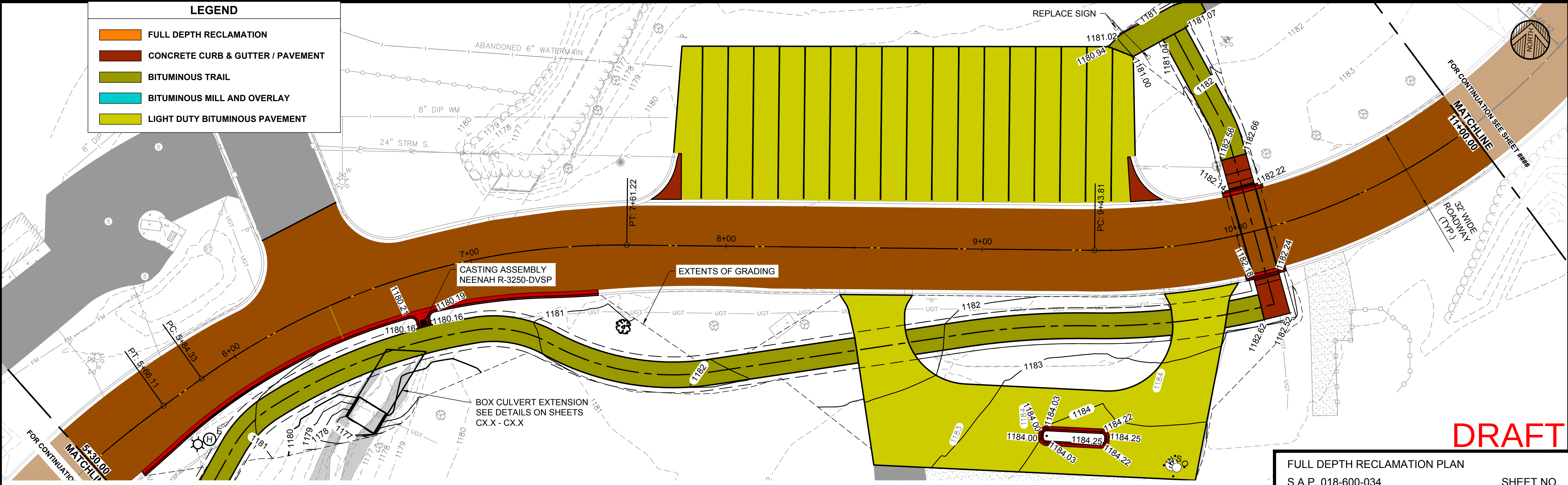
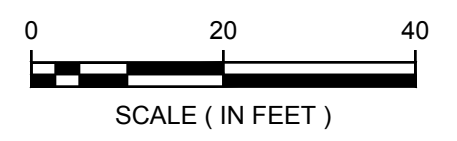


DRAFT



SUBSURFACE UTILITY NOTE
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02. ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA"
CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.

FULL DEPTH RECLAMATION PLAN



LEGEND

FULL DEPTH RECLAMATION

CONCRETE CURB & GUTTER / PAVEMENT

BITUMINOUS TRAIL

BITUMINOUS MILL AND OVERLAY

LIGHT DUTY BITUMINOUS PAVEMENT

DRAFT

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

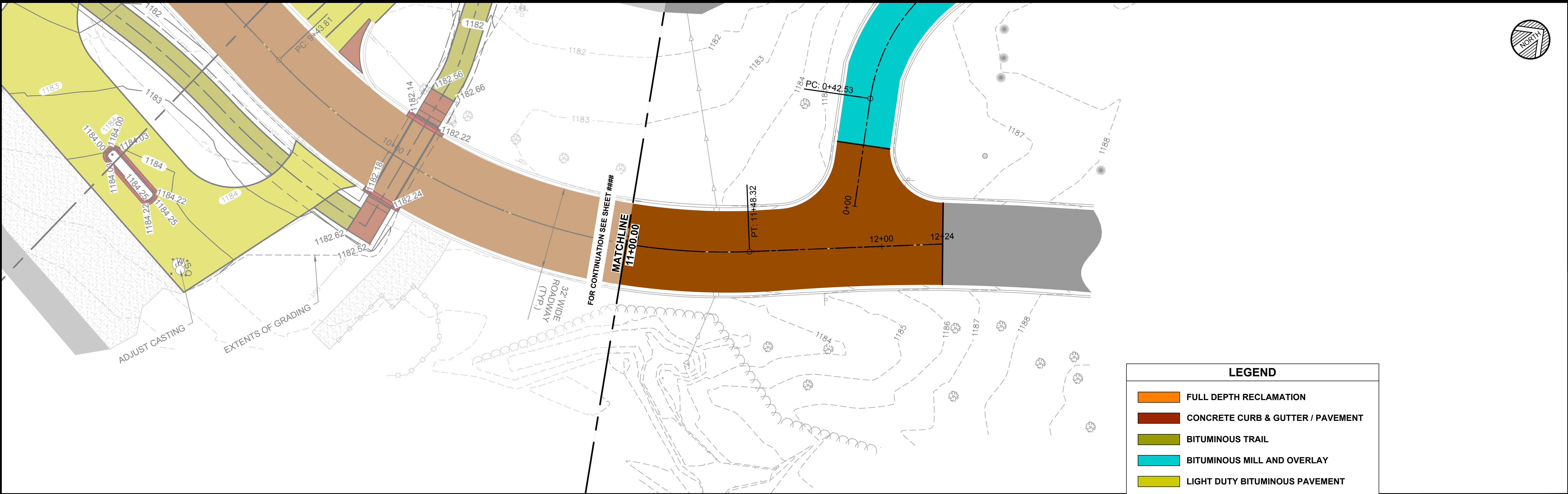
DATE: 01/01/2023
SCALE: AS SHOWN
DRAWN BY: JWR
CHECKED BY: AJS
JOB NUMBER: 2022-11736

FULL DEPTH RECLAMATION PLAN

REVISIONS	DESCRIPTION	DATE	REV

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

BY: ALEX D. BITTER
DATE: 03/07/24
LIC. NO. 5744



SUBSURFACE UTILITY NOTE
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA"
CONTRACTOR IS RESPONSIBLE FOR VERIFYING LOCATION OF ALL UTILITIES.

FULL DEPTH RECLAMATION PLAN



DRAFT

DATE	REVISION DESCRIPTION	BY
JANUARY 2023		
AS SHOWN		
DRAWN BY: JWR		
CHECKED BY: ABS		
JOB NUMBER: 2022-11736		

WIDSETH

ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

ALEX D. BITTER

DATE: MM/DD/YYYY LIC. NO. 5744

LUM PARK ROAD & BOAT LAUNCH RECONSTRUCTION

CITY OF BRAINERD

BRAINERD, MN

FULL DEPTH RECLAMATION PLAN

FULL DEPTH RECLAMATION PLAN

S.A.P. 018-600-034

SHEET NO. 28 OF 41

J:\City of Brainerd-32261\2022-11736\CADD\Civil\C-PP-2022-11736.dwg Plotted by: Alex Bitter 3/7/2023 3:59:13 PM © 2023 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

RESOLUTION
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 3rd day of April 2023

KELLY BEVANS
President of the Council

Adopted this 3rd day of April 2023

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

RESOLUTION
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 the north side of Lum Park Road from the intersection of TH 210 to the boat launch access road to “No Parking”.

Adopted this 3rd day of April 2023

KELLY BEVANS
President of the Council

Adopted this 3rd day of April 2023

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

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

April 3, 2023

7:00 PM

2nd Floor Conference Room

**WebEx Teleconference Call-In Information Call Toll-
Free: 1-844-992-4726 Access Code: 2484 453 1309**

1. League of MN Cities Insurance Trust (LMCIT) Premium Renewal March 2023-February 2024
2. Consider Extension of the Agreement with the Northland Arboretum
3. Accept Letter of Resignation from Battalion Chief Joe Rubado
4. Approve Hiring List Paid On-Call Firefighters 2023 and Authorize to Hire
5. Consider Recommendations Regarding the Public Utilities Director Job Description and Hiring Process
6. Approve Outdoor Program Banner Policy



Brainerd City Council Agenda Request

MEETING DATE: April 3, 2023

TITLE OF ITEM: League of MN Cities Insurance Trust (LMCIT) Premium Renewal '23-'24

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman

DEPARTMENT: Finance

PRESENTER: Kelly Masche & Nate Oland

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE:

Ms. Kelly Masche and Mr. Nate Oland will be joining the meeting to present the 2023-2024 property and casualty insurance renewal information. Information is attached for your review.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Council budgeted \$179,811 for the City and \$1,740 for transit for the 10 months in 2023. The renewal for the 10 months is \$189,033 and \$1,385 respectively.

The budget was approximately a 5.5% increase and the actual renewal increase was 10% on the City side, 15% overall increase in policy.

RECOMMENDED ACTION/MOTION:

Approve the insurance renewal from LMCIT for the period of March 1, 2023-February 28, 2024.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: See Above

Is this budgeted? (Please Explain) Yes



March 13, 2023

Brainerd City Council
City of Brainerd
Brainerd Public Utilities
501 Laurel Street
Brainerd MN 56401

RE: LMCIT Insurance Renewal

Dear Council Members,

Enclosed is the City of Brainerd's renewal premium summary, along with a comparative premium breakdown for each department.

The premium is based on the policy term 03/01/2023 – 03/01/2024 and the comparison is an annualized premium, from 03/01/2022 – 03/01/2023. The overall premium is up 14% from the expiring term; Please keep in mind that the League of Minnesota Cities does not make premium adjustments for mid-term changes

Please take note of the 2022-2023 LMC rate and coverage changes, especially the 30% copayment for cosmetic damage to metal roofing. We are seeing this endorsement commonly added by most of the carriers we work with

Please reach out if you have any questions or concerns.

Regards,

A handwritten signature in black ink, appearing to read 'Nathan S Oland', followed by a long horizontal line.

Nathan S Oland, AIC, LUTCF
O: 218-829-4721
C: 507-363-6344
E: NSOLAND@WE-INS.COM

A handwritten signature in blue ink, appearing to read 'Kelly Masche'.

Kelly Masche, CIC, AIS, ACS, AINS
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**COMMERCIAL INSURANCE PACKAGE
PREPARED FOR:**

**City of Brainerd
Brainerd Public Utilities
Brainerd-Crow Wing County Transit**

Prepared by: Nate Oland and Kelly Masche

***WEIZENEGGER
ENGEL INSURANCE***

15616 Edgewood Drive, Suite 200, Baxter MN 56425 | PH: 888-829-4721

PREMIUM SUMMARY

CITY OF BRAINERD, BRAINERD PUBLIC UTILITIES & BRAINERD & CROW WING PUBLIC TRANSIT

- All Departments Combined -

League of Minnesota Cities Insurance Trust

March 1, 2023 to March 1, 2024

COVERAGE	RENEWAL PREMIUM 2022-2023	RENEWAL PREMIUM 2023-2024
Building & Contents	\$193,661	\$228,739
Equipment - Mobile Property	\$10,550	\$12,501
Municipal Liability	\$117,139	\$135,429
Public Officials E&O	Included	Included
Automobile	\$55,733	\$55,282
Blanket Employee Bond	\$2,238	\$2,235
Equipment Breakdown	\$17,428	\$19,522
Open Meeting Law	Included	Included
Cyber - 1st party coverage	\$6,552	\$6,552
TOTAL ANNUAL PREMIUM	\$403,301	\$460,260

Renewal Summary

**CITY OF BRAINERD, BRAINERD PUBLIC UTILITIES &
BRAINERD & CROW WING PUBLIC TRANSIT
League of Minnesota Cities Insurance Trust
March 1, 2023 to March 1, 2024**

2020 LMCIT P&C dividend paid \$25,941.
2021 LMCIT P&C dividend paid \$70,549.
2022 LMCIT P&C dividend paid \$48,959.

Unscheduled equipment increased by \$111,843

Overall autos decreased by 3

Property limits were increased by 4%

Cyber and bond premiums have been allocated by
department employee count

MUNICIPAL PROPERTY
March 1, 2023 to March 1, 2024

PROPERTY:	2022-2023	2023-2024
- Building & Contents	\$177,174,018	\$196,838,521
- Mobile Equipment - Scheduled	\$0	\$0
- Mobile Equipment < \$250,000	\$2,979,580	\$3,307,334
- Extra Expense / Hydrodam	\$1,000,000	\$1,000,000

Coverage Form: Special Causes of Loss

Reproduction Cost Coverage is provided for the following locations

Location 1 - City Hall

Location 2 - City Hall Annex

Location 3 - Laurel & civic Lights/Welcome sign

Location 4 - Historic Water Tower

Location 49 – Public Library

Property Deductible: **\$5,000**

		<u>Deductible</u>
<u>CRIME</u> : Limit per Occurrence	\$250,000	\$500 per occurrence
Fraudulent Instruction Loss sublimit	\$50,000	
<u>BOND</u> : Limit per Occurrence	\$1,000,000	\$1,000 per occurrence
<u>PETROFUND</u> : Aggregate	\$250,000	N/A
<u>EQUIPMENT BREAKDOWN</u> :	\$100,000,000	\$1,000 per accident

ADDITIONAL PROPERTY COVERAGES

March 1, 2023 to March 1, 2024

1. Loss of Revenue, Extra Expense and Expediting Expense	\$5,000,000 Per Occurrence
2. Demolition & Debris Removal (Direct Damage to Property)	25% of the Estimated Replacement Cost of the Covered Property
(No Direct Damage to Property)	\$50,000 Per Occurrence
3. Leasehold Interest	\$500,000 Per Location
4. Accounts Receivable	\$500,000 Per Location
5. Valuable Papers and Records	\$500,000 Per Location
6. Utility Services	\$100,000 Per Occurrence
7. Green Building Expenses	1% of Contract Cost, but not to exceed \$100,000 Per Location
8. Asbestos Cleanup and Removal	\$250,000 Per Location
9. Pollutant Cleanup and Removal	\$250,000 Per Location
10. Errors	\$500,000 Per Occurrence
11. Rental Reimbursement	\$250,000 Annual Aggregate
12. Arson Reward	\$5,000 Per Fire Loss
13. Extraordinary Expense	\$250,000 Annual Aggregate
Water & Supplemental Flood Coverage	\$500,000 Per Occurrence
	\$500,000 Annual Aggregate

MUNICIPAL LIABILITY
March 1, 2023 to March 1, 2024

COVERAGE WRITTEN ON: Claims Made Form

LIMITS OF LIABILITY:

Per Occurrence Limit	\$2,000,000	
Products Limit	\$3,000,000	Annual Aggregate
Failure to Supply Claim Limit	\$3,000,000	Annual Aggregate
EMF Claim Limit	\$3,000,000	Annual Aggregate
Medical & Related Expense Limit	Not Covered	
Limited Contamination Liability	\$3,000,000	Per Sudden Occ.
Outside Organization Claim Limit	\$100,000	Annual Aggregate
System Security Breach	\$3,000,000	Annual Aggregate
Land Use & Special Risk Litigation	\$1,000,000	Annual Aggregate
Sexual Abuse Claim	\$3,000,000	Annual Aggregate

Municipal Liability Deductible: **\$1,000**

MISC. COVERAGE:

Errors & Omissions (incl. Airport)	Included - no exclusion
Defense Cost Reimbursement Expense	\$50,000 Annual Aggregate Per City Official \$250,000 Annual Aggregate

MUNICIPAL AUTOMOBILE
March 1, 2023 to March 1, 2024

Automobile Liability	\$2,000,000 Per Occurrence
Basic Economic Loss Benefits	MN Statutory PIP
Uninsured & Underinsured Motorist	\$200,000 Per Occurrence
Automobile Physical Damage	Actual Cash Value (unless endorsed)
Hired & Non-Owned Automobile	\$2,000,000
Scheduled Non-Owned auto Liability	10 City admin employees
Automobile Deductible:	\$1,000

ADDITIONAL CONSIDERATIONS
March 1, 2023 to March 1, 2024

<i>Excess Liability Quote:</i>
\$1,000,000 Excess Liability \$40,614.

The City of Brainerd has elected to not waive the statutory limits, therefore the cities liability is limited by the MN statue to no more than \$500,000 per claimant and \$1.5 million per occurrence for tort liability claims. The trusts excess liability policy would extend coverage for non-tort liability claims that would exceed this amount.

MN Statue reference:
https://www.revisor.mn.gov/statutes/cite/466.04

PREMIUM SUMMARY COMPARISON

CITY OF BRAINERD, BRAINERD PUBLIC UTILITIES
CROW WING PUBLIC TRANSIT

League of Minnesota Cities Insurance Trust

Dept.	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023
	Property	Property	Unscheduled	Unscheduled	Scheduled	Scheduled	Municipal	Municipal	Open MTG	Open MTG
			Equipment	Equipment	Equipment	Equipment	Liability	Liability	Law	Law
City	\$22,539.00	\$24,918.00	\$39.00	\$47.00	\$0.00	\$0.00	\$17,045.00	\$20,999.56	\$0.00	\$0.00
Str/Swr	\$3,626.00	\$4,836.00	\$3,999.00	\$4,738.00	\$0.00	\$0.00	\$12,808.00	\$12,449.05	\$0.00	\$0.00
Police	\$3,763.00	\$4,760.00	\$713.00	\$845.00	\$0.00	\$0.00	\$52,260.00	\$58,297.05	\$0.00	\$0.00
Fire	\$4,221.00	\$4,974.00	\$792.00	\$939.00	\$0.00	\$0.00	\$1,109.00	\$1,615.29	\$0.00	\$0.00
Library	\$8,547.00	\$9,995.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74.00	\$134.13	\$0.00	\$0.00
Park	\$18,279.00	\$21,881.00	\$238.00	\$282.00	\$0.00	\$0.00	\$1,948.00	\$2,331.67	\$0.00	\$0.00
EDA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$78.00	\$136.78	\$0.00	\$0.00
Airport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00
SubT	\$60,975.00	\$71,364.00	\$5,781.00	\$6,851.00	\$0.00	\$0.00	\$85,822.00	\$96,463.53	\$0.00	\$0.00
Transit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,127.00	\$1,579.14	\$0.00	\$0.00
SubT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,127.00	\$1,579.14	\$0.00	\$0.00
BPU	\$132,686.00	\$157,375.00	\$4,769.00	\$5,650.00	\$0.00	\$0.00	\$30,190.00	\$37,386.33	\$0.00	\$0.00
SubT	\$132,686.00	\$157,375.00	\$4,769.00	\$5,650.00	\$0.00	\$0.00	\$30,190.00	\$37,386.33	\$0.00	\$0.00
TOTAL	\$193,661.00	\$228,739.00	\$10,550.00	\$12,501.00	\$0.00	\$0.00	\$117,139.00	\$135,429.00	\$0.00	\$0.00

Dept.	2022	2023	2022	2023	2022	2023	2022	2023	2022	2023
	Auto	Auto	Auto	Auto	Bond	Bond	Equipment	Equipment	1st Pary Cyber	1st Pary Cyber
			HNO/Primary	HNO/Primary			Breakdown	Breakdown		
City	\$2,215.00	\$1,725.00	\$102.00	\$116.00	\$279.00	\$335.25	\$1,115.00	\$1,366.54	\$819.00	\$982.80
Str/Swr	\$5,817.00	\$6,251.00	\$9.00	\$9.00	\$279.00	\$149.00	\$335.00	\$390.44	\$819.00	\$436.80
Police	\$27,663.00	\$26,435.00	\$9.00	\$9.00	\$280.00	\$577.38	\$328.00	\$390.44	\$819.00	\$1,692.60
Fire	\$5,569.00	\$6,549.00	\$9.00	\$9.00	\$280.00	\$55.88	\$333.00	\$390.44	\$819.00	\$163.80
Library	\$0.00	\$0.00	\$9.00	\$9.00	\$280.00	\$0.00	\$529.00	\$585.66	\$819.00	\$0.00
Park	\$2,291.00	\$2,416.00	\$9.00	\$9.00	\$280.00	\$130.38	\$597.00	\$585.66	\$819.00	\$382.20
EDA	\$0.00	\$0.00	\$9.00	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Airport	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SubT	\$43,555.00	\$43,376.00	\$156.00	\$170.00	\$1,678.00	\$1,247.89	\$3,237.00	\$3,709.18	\$4,914.00	\$3,658.20
Transit	\$0.00	\$0.00	\$9.00	\$9.00	\$280.00	\$18.63	\$0.00	\$0.00	\$819.00	\$54.60
SubT	\$0.00	\$0.00	\$9.00	\$9.00	\$280.00	\$18.63	\$0.00	\$0.00	\$819.00	\$54.60
BPU	\$12,004.00	\$11,718.00	\$9.00	\$9.00	\$280.00	\$968.48	\$14,191.00	\$15,812.82	\$819.00	\$2,839.20
SubT	\$12,004.00	\$11,718.00	\$9.00	\$9.00	\$280.00	\$968.48	\$14,191.00	\$15,812.82	\$819.00	\$2,839.20
TOTAL	\$55,559.00	\$55,094.00	\$174.00	\$188.00	\$2,238.00	\$2,235.00	\$17,428.00	\$19,522.00	\$6,552.00	\$6,552.00

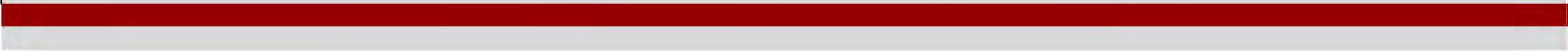
Dept.	2022	2023		Coverage	2022	2023				
	Premium	Premium		Property	\$193,661.00	\$228,739.00				
City	\$44,153.00	\$50,490.15		Unscheduled Equip	\$10,550.00	\$12,501.00				
Str/Swr	\$27,692.00	\$29,259.29		Scheduled Equip	\$0.00	\$0.00				
Police	\$85,835.00	\$93,006.47		Municipal liability	\$117,139.00	\$135,429.00				
Fire	\$13,132.00	\$14,696.41		Open MTG Law	\$0.00	\$0.00				
Library	\$10,258.00	\$10,723.79		Auto	\$55,559.00	\$55,094.00				
Park	\$24,461.00	\$28,017.91		HNO Auto	\$174.00	\$188.00				
EDA	\$87.00	\$145.78		Bond	\$2,238.00	\$2,235.00				
Airport	\$500.00	\$500.00		Equip Breakdown	\$17,428.00	\$19,522.00				
SubT	\$206,118.00	\$226,839.80		Cyber	\$6,552.00	\$6,552.00				
				Total	\$403,301.00	\$460,260.00				
Transit	\$2,235.00	\$1,661.37								
SubT	\$2,235.00	\$1,661.37								
BPU	\$194,948.00	\$231,758.83								
SubT	\$194,948.00	\$231,758.83								
TOTAL	\$403,301.00	\$460,260.00								

COVERAGE SUMMARY COMPARISON

CITY OF BRAINERD, BRAINERD PUBLIC UTILITIES
CROW WING PUBLIC TRANSIT

League of Minnesota Cities Insurance Trust

Dept.	2022	2023	Difference	2022	2023	Difference	2022	2023	Difference
	Property Limits	Property Limits		Unscheduled	Unscheduled		Auto	Auto	
	BLDG - BPP - EQ. Breakdown	BLDG - BPP - EQ. Breakdown		Equipment	Equipment		# of Units	# of Units	
City	11,337,291	12,699,165	1,361,874	11,189	12,420	1,231	8	6	(2)
Str/Swr	3,409,715	4,300,946	891,231	1,129,344	1,253,572	124,228	17	17	-
Police	3,333,739	3,916,257	582,518	201,393	223,546	22,153	21	19	(2)
Fire	3,383,427	3,767,749	384,322	223,770	248,384	24,614	20	22	2
Library	5,374,584	5,964,987	590,403	-	-	-	-	-	-
Park	6,087,767	6,876,073	788,306	67,131	74,516	7,385	12	12	-
EDA	-	-	-	-	-	-	-	-	-
Airport	-	-	-	-	-	-	-	-	-
SubT	32,926,523	37,525,177	4,598,654	1,632,827	1,812,438	179,611	78	76	(2)
Transit	-	-	-	-	-		-	-	-
SubT	-	-	-	-	-		-	-	-
BPU	144,247,495	159,313,344	15,065,849	1,346,753	1,494,896	148,143	53	50	(3)
SubT	144,247,495	159,313,344	15,065,849	1,346,753	1,494,896	148,143	53	50	(3)
TOTAL	177,174,018	196,838,521	19,664,503	2,979,580	3,307,334	327,754	262	252	(5)





2/27/2023

Weizenegger Engel

Kelly Masche

Re: City of Brainerd

This letter and the attached Municipal Electric Utility Property and Machinery Breakdown Coverage Options risk information memo provides a review of the various coverage options and replacement cost values and limits. Please deliver a copy of this letter to the utility manager.

Review of Electric Utility Locations/Municipal Property Coverage

Location description

Power plant location

The power plant location includes the values on the building, production equipment, substation equipment and the substation that is outside or near the power plant building. The covenant includes an endorsement that lists the property that is covered at the power plant location.

Substation location

The substation location includes the values of the substation that is away from the power plant location.

This utility has the following power plant and substation locations and limits of coverage;

Location	Address	Occupancy	Limit
77	1501 Mill Ave	Power Plant/Dam	\$47,654,105.
78	1501 Mill Ave	Transformer	\$283,192.
87	12034 Oakridge Rd	Substation	\$10,446,205.

Agreed amount endorsement

The utility has determined that they do need an agreed amount endorsement on the following equipment:

Location	Occupancy	Type of Covered Equipment	Limit
77	Power Plant/Dam	(5) Hydro Turbines	\$3,134,955 per Hydro Turbine.

LMCIT will repair and replace the equipment with used or new materials but in no event will LMCIT pay more than \$3,134,955. For any (1) Hydro Turbine. The specific limit does not apply.

As an example, if a fire damaged the building for \$500,000, LMCIT would pay up to \$750,000. The building is subject to the 150% specific property limit. However, if a fire damaged the equipment, LMCIT will not pay more than \$3,134,955, the agreed amount limits stated above. The specific limit does not apply.

Replacement cost coverage

The replacement cost coverage LMCIT provides for electric utilities differs from the coverage provided for other municipal property in an important way; the coverage for utility equipment allows for the use of used parts and materials to repair or replace damaged utility property, if used parts and materials of comparable kind and quality are available.

Replacement cost values

Estimating the replacement cost of electric utility equipment can be difficult. In most cases, we have requested the utilities to complete questionnaires on their equipment and have forwarded the information to various consulting engineers to determine the replacement cost values. Depending on the type of equipment, we may have used an internal replacement cost guideline as established by the consulting engineers. *Please review the replacement cost values on each location. If the utility feels that the values are inadequate, please contact LMCIT.*

Agreed amount values

Please review the equipment that has an agreed amount value and determine if the utility wants to amend the agreed amount values or make any other changes.

Review of Electric Utility Locations/Equipment Breakdown Coverage

LMCIT does not provide any Equipment Breakdown Coverage at the Power Plant/Dam (Location #77), Transformer (Location #78) or Substation (Location #87).

Please contact me if you have any questions.

Thank you,

Nate Brue

LMCIT Underwriter



2022-2023 Coverage Changes

The Trust understands unique exposures faced by cities and regularly develops new coverages to address ever-changing needs. The Trust's staff members have expertise needed to address all coverage issues and concerns, giving busy city staff one less thing to worry about. The following coverage changes apply to property/casualty coverage renewing on or after Nov. 15, 2022, and workers' compensation coverage renewing on or after Jan. 1, 2023.

Cyber coverage

Cyber war exclusion

The Trust's first-party cyber coverage contains an exclusion for damages caused by or attributed to war. The exclusion will be broadened to explicitly call out the use of a computer system by or on behalf of a foreign state to disrupt, manipulate, or destroy information in a computer system in another sovereign state. It will also clarify guidelines for determining how and when a cyber-attack is attributed to a foreign state.

First-party cyber coverage clarifications

The following clarifications will be made to the first-party cyber coverage.

- It is the intent for the first-party cyber coverage to apply if a disgruntled employee downloads a virus to a member's network or acquires and distributes sensitive data owned by the member. In conjunction, a clarification will be placed in the faithful performance bond coverage to coordinate where coverage applies for this type of scenario.
- Explanatory language will be added that defines a "relief association."
- The definition of "computer equipment" will refer specifically to computer equipment owned or leased by a member.
- The "occurrence" date may include the date of a suspected cyber event.

Liability coverage

First responder psychologist exception to professional medical exclusion

The liability coverage has an exclusion for damages arising out of services provided by several types of professionals such as dentists, doctors, pharmacists, and psychologists. There will be an exception for professional psychologist services if the psychologist is working within the capacity of an emergency medical technician, paramedic, or first responder.

Wildfire aggregate limit for liability claims

A \$3 million aggregate limit will be incorporated into the liability coverage for damages from claims alleging a member negligently caused a wildfire.

Property coverage

Co-pay for cosmetic damage to metal roofing

A 30% co-pay will now apply for damage to metal roofing that is only cosmetic in nature. (Alters the physical appearance of the structure's roof but does not result in damage that allows the penetration of water through the structure's exterior, result in the failure of the structure's exterior to perform its intended function to keep out elements over an extended period, or otherwise impair the structure's functionality.)

Asbestos cleanup, abatement, and removal

The property coverage provides a special coverage grant for asbestos cleanup, abatement, and removal under a narrow set of conditions. It is subject to a \$250,000 per location limit. The asbestos must be released accidentally and begin and end within 3 days, must not be the result of a planned renovation or demolition activity, and the expenses must be incurred within 90 days of release. The coverage will be clarified to state 1) demolition activities that are part of an otherwise covered loss — fire, windstorm, etc. — do not preclude coverage for the asbestos cleanup coverage; and 2) the 90-day window to incur costs can be extended with approval from claims staff.

Workers' compensation coverage

Workers' compensation clarifications

The following clarifications will be made to the workers' compensation coverage:

- Defense for claims alleging a member discharged, coerced, or otherwise discriminated against any employee in violation of the workers' compensation law will be moved from the workers' compensation coverage to the comprehensive liability coverage.
- The term "executive officers" will be replaced with "elected or appointed officers."
- It will be specifically stated that bankruptcy or insolvency of a member will not relieve the Trust of its obligations under the coverage agreement.

Longshore and Harbor Workers' Comp Act (LHWCA) exposure

While it is the Trust's understanding that municipal employees engaged in marina work are eligible for benefits under state workers' compensation law and not under the LHWCA, the Trust's coverage is clarified to provide defense for the member if an injured employee tries to assert eligibility under the LHWCA.

Optional coverages

Equipment breakdown coverage: automatic coverage for solar generators

For members that purchase equipment breakdown coverage, coverage will automatically apply for equipment breakdown to solar generators, subject to a \$100,000 per occurrence sublimit. Equipment breakdown coverage previously excluded solar generators.

Excess liability coverage

Due to a requirement from the Trust's excess liability reinsurer, there will be two new exclusions in the excess liability coverage. The first is for data security breach claims or any other claim for damages arising out of unauthorized intrusive codes or programming, such as computer viruses or hacking. This exclusion will not impact the primary liability coverage limits for a system security breach claim, which is subject to a \$2 million per occurrence limit and \$3 million aggregate limit. The second is for claims arising out of or related to Per- and Polyfluorinated Substances (PFAS) substances which are widely used in commercial and industrial applications including metal plating, carpeting, waterproof clothing, upholstery, food paper wrappings, cookware, cosmetics, and firefighting foam. The PFAS exclusion is not specifically called out in the Trust's primary liability coverage, but there is an existing broad pollution exclusion in primary coverage that generally precludes coverage for this type of claim.

Optional no fault sewer backup and water main break coverage

No fault sewer backup and water main break coverage is an optional coverage that reimburses a property owner for cleanup costs and damages resulting from a sewer backup or water main break, irrespective of whether the incident was caused by city negligence.

The per occurrence limit for no fault sewer backup claims will go from \$2 million to \$1 million, the per occurrence limit for water main breaks that cause no fault sewer backups will go from \$2 million to \$1 million, and the aggregate limit for both no fault sewer backups and water main break claims will go from \$3 million to \$2 million.

Other changes include:

- An exclusion for claims caused directly or indirectly out of unauthorized intrusive codes or programming, such as computer viruses or hacking.
- A clarification this coverage is not intended to cover losses caused by an obstruction or condition in pipes, lines, or infrastructure to which a member's sewer system feeds.

Your LMC Resource

Underwriters are available to assist with questions about coverages and more.

[Connect with Underwriters](#)

choose "Underwriting" under "Department"

Have Ideas for Enhanced Coverage?

Do you have ideas to enhance the Trust's coverages? We'd like to hear from you.

Contact an Underwriter

choose "Underwriting" under "Department"



2022-2023 Premium Rates

The Board of Trustees evaluates loss projections every year to ensure premium rates are adequately set to respond to future claims experienced by the Trust's members. Here is information about premium rates going into effect for property/casualty coverages renewing on or after Nov. 15, 2022, and for workers' compensation coverages renewing on or after Jan. 1, 2023.

Property/casualty rates

What does property/casualty coverage include?

The Trust's coverage is tailored specifically for Minnesota cities and related entities like HRAs, joint powers organizations, and other special districts and instrumentalities, and it's generally broader than commercial policies. It includes coverage for things like loss or damage to city buildings, liability claims resulting from actions or incidents involving staff or elected officials, land use, sewer back-up liability, auto liability and auto physical damage, and cyber-related claims.

How does the Trust set rates?

Rates are set at a level to generate enough premium to cover 1) projected administrative expenses for the program; 2) expected claim costs for the year based on actuaries' calculations; and 3) a contingency margin to protect the Trust and its members from the possibility that losses will be higher than expected.

What do property/casualty rates look like for 2023?

Property/casualty rates will increase by an average rate of 5%.

Specific rate changes by coverage are as follows:

- Property rates will increase 5%.
- Liability rates will increase 5%.
- Auto physical damage rates will increase 5%.
- Auto liability rates will increase 5%.
- Excess liability (optional coverage) rates will increase 15%.
- No-fault sewer backup (optional coverage) rates will increase 20%.

What about other variables?

Members should note their premiums will be affected by other individual factors such as changes in expenditures, property values, payroll, experience ratings, and others. Contact the

Trust's underwriting specialists for questions about your specific rates.

Workers' compensation rates

What is workers' compensation coverage?

Workers' compensation provides coverage for members that have employees who are injured while in the course and scope of employment.

How does the Trust set rates?

Rates are set at a level to generate enough premium to cover 1) projected administrative expenses for the program; 2) expected claim costs for the year based on actuaries' calculations; and 3) a contingency margin to protect the Trust and its members from the possibility that losses will be higher than expected.

What are the rate changes for 2023?

Workers' compensation rates will increase by an average of 3% for renewals occurring in 2023. There will be an additional rate increase of 3% for the volunteer firefighter job class (for a total 6% rate increase), because rates for this class of employees is based on population served, which does not increase with inflation in the same manner that payroll does. Payroll is the rating base used for all other job classes.

Members and agents can contact their underwriter for member-specific details.

What about other variables?

Individual member premiums for the workers' compensation program will also be affected by other factors like changes in member expenditures, payrolls, experience rating, and other exposure measures. It's especially important to keep an eye on your experience mod if budgeting for workers' compensation premiums.

[Learn how experience ratings are used to adjust members' future premiums](#)

What role does PTSD play in workers' compensation rate increases?

PTSD claims now make up about 31% of the Trust's annual workers' compensation claim costs, with most of that arising from police claims. The majority of PTSD costs are attributable to covering lost wages for employees who do not return to work after their diagnosis.

What is the Trust doing to address PTSD costs?

The Trust understands pressures on city budgets faced with rising premium rates. The Trust and its members have taken a leading role — along with public safety professional organizations, other local government insurance pools across the country, and other significant stakeholders — to address workers' compensation costs associated with PTSD.

The Trust's PTSD specialist, hired in 2020, continues to work with Trust staff and external stakeholders on outreach and educational efforts with members to promote PTSD prevention and treatment among public safety personnel. The League of Minnesota Cities will continue to seek workable state legislative solutions that would relieve pressure on the workers' compensation system.

What can members do?

In addition to the financial burden posed on the workers' compensation system, PTSD has a dramatic impact on law enforcement staffing, departmental morale, and the well-being of affected employees and their families, friends, and communities. For tips on preventing, recognizing, and acknowledging PTSD within your city's law enforcement and first responder communities, please visit the Trust's [PTSD and Mental Health Toolkit](#).

Understanding and implementing the action steps described in these resources can play significant roles in mitigating costly PTSD claims. Even more important, it will help return injured employees to a full and healthy life.

Your LMC Resource

Underwriters are available to assist with questions about coverages and more.

[Connect with Underwriters](#)

choose "Underwriting" under "Department"



Brainerd City Council Agenda Request

MEETING DATE: April 3, 2023

TITLE OF ITEM: Consider Request to Extend the Northland Arboretum's Agreement to 12/31/2026

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jennifer Bergman

DEPARTMENT: Administration

PRESENTER: Candice Zimmerman

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:

Candice Zimmerman, Executive Director of the Northland Arboretum (Arb), is requesting that the City Council consider extending the Agreement between the City and the Arb to December 31, 2026 to align with the other organizations that receive a Charter contribution (see attached).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

At the May 2nd meeting, the City Council authorized the agreement with Arb through 2023 on a 4-3 vote. The motion made was to "enter into an agreement with the Northland Arboretum through December 2023; further to form a working group between the cities of Brainerd and Baxter, Crow Wing County, and the Northland Arboretum to work together to strategize a solution." Mrs. Zimmerman contacted me, Baxter City Administrator Brad Chapulis and Crow Wing County Administrator Tim Houle to create a Work Group; Administrator Houle politely declined to participate. The Work Group met twice and Mrs. Zimmerman came up with a strategy for funding to make the Arb self-sustaining in the future (see Arb Fundraising Strategies attached). The Arb has spent the past year developing these strategies and focusing on changing their funding model. They are requesting additional time to allow these strategies to take root.

RECOMMENDED ACTION/MOTION:

Consider request from Northland Arboretum to extend their Agreement to December 31, 2026.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: 2023 = \$93,837; 2024 = \$96,952 (1.5% of the previous years levy)

Is this budgeted? (Please Explain) Yes



March 27th, 2023

Dear City Council Representatives,

Over the course of this past year, the Northland Arboretum has worked hard to increase its reach in the Brainerd community to showcase the impact we have to your constituents. The Arb is the only “nature hub” in the area that is able to provide a wide range of adult and youth classes, a 400+ acre campus, and the ability to provide immersive outdoor experiences every day of the year. We would not be able to do what we do without the amazing support from our Brainerd community, including the levy funding from the residents of Brainerd.

We are asking for your consideration to extend our funding agreement, currently in place through December 31st, 2023, to be equitable with the other two levy-supported nonprofits with an agreement end date of December 31st, 2026. This extension will allow us to continue to move forward with great momentum and impact as well as allow time for additional funding strategies to take root.

The Northland Arboretum thanks you for your consideration and for your partnership.

Respectfully,

Candice Zimmermann
Executive Director
Northland Arboretum

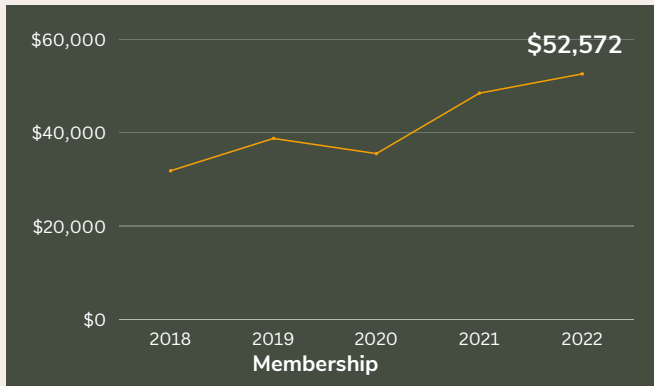
Dan Lee
President
Northland Arboretum





NORTHLAND ARBORETUM 2022 DASHBOARD

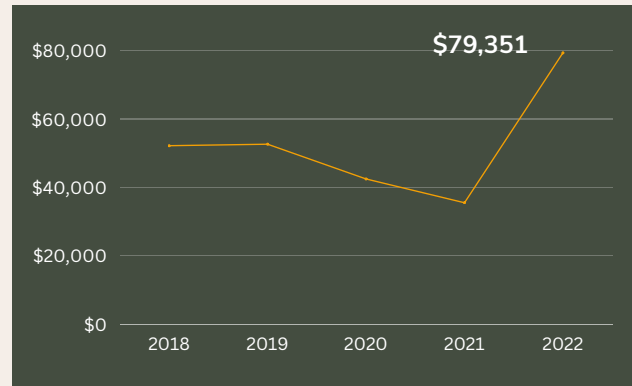
Updated through September 30th, 2022



We currently have 1303 members

MEMBERSHIP DRIVE IN PROGRESS

Membership Dues will increase January 1st, 2023



Event Revenue:

\$80,059.02

Grants:

\$20,195
+\$40,000 SWCD grant

Donations:

\$59,037

Agency Fund

BLACF
\$86,069.92

Community Impact:

The Northland Arboretum is a 413-acre nature non-profit focused on connecting the community to the outdoors all year long. Our 12-mile trail system, community gardens, rare species and habitats see over 25,000 visits per year. Your support makes significant impact to the health and wellbeing of our community.



Grounds Improvements for better visitor experience



Promoting hands-on experiences in nature



Creating opportunities for spontaneous learning.



Creating demonstration gardens for educational purposes.



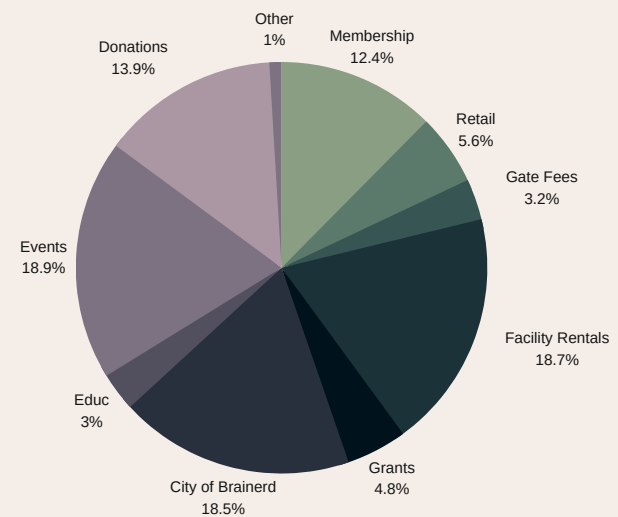
Installing footbridges and lighting for safer trails.



Expanding nature curriculums for all ages.

Revenue
FY22 : \$423,517.80

Budget
FY22 : \$330,798



Upcoming Needs

- **Staff Capacity** (Naturalist/Intern/Development)
- **Maintenance/Storage Capacity**
- **Land Management Capacity**
- **Nature Education Collaborations**
- **Board / Committee Capacity**

AGREEMENT

THIS AGREEMENT, is entered into this 2nd day of May 2022 by and between the CITY OF BRAINERD, a municipal corporation, hereinafter referred to as the CITY, and "NORTHLAND ARBORETUM", a non-profit corporation.

WHEREAS, pursuant to the City Charter, tax revenues in the amount of 1.5% of the previous year's total City levy are levied upon the taxable property of the CITY for an arboretum or green space organization within the city limits of Brainerd; and

WHEREAS, the NORTHLAND ARBORETUM has been operating an arboretum for many years; and

WHEREAS, the Council of the CITY discussed the proposal submitted by the NORTHLAND ARBORETUM and deems it eligible to utilize the funds from the said tax levy for an arboretum or green space organization for the NORTHLAND ARBORETUM.

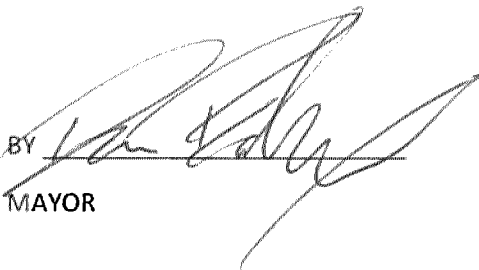
NOW, THEREFORE, it is mutually agreed between the parties hereto as follows:

1. That the NORTHLAND ARBORETUM will operate an arboretum or green space organization for the CITY and surrounding area. In furtherance thereof:
 - a. That the NORTHLAND ARBORETUM Board of Directors will employ an Executive Director to develop and maintain the arboretum or greenspace.
 - b. That the NORTHLAND ARBORETUM shall, on or before December 31 of each year, present and submit an annual report to the City Council:
 - i. Detailing how the NORTHLAND ARBORETUM spent the funds provided by the City in the current calendar year;
 - ii. An adopted budget for the following year, detailing how the City's funds are planned to be used; and,
 - iii. A description of proposed projects and activities to be undertaken in the following year.
 - c. That the NORTHLAND ARBORETUM shall furnish to the CITY, on or before March 31 of each year, a copy of their prepared audit by an independent third party that includes all funding received from the CITY and expenditures from said funds for the preceding year as well as a summary report of its program activities for the prior year.
2. That the NORTHLAND ARBORETUM shall have a City Council member as a non-voting liaison member of the Board.
3. The CITY shall make payments to the NORTHLAND ARBORETUM from funds levied pursuant to the City Charter. Said payments are contingent upon the CITY'S receipt of the budget, annual report and description of proposed projects and activities.
4. Payments shall be made monthly to the NORTHLAND ARBORETUM and shall be calculated by the CITY based on the 1.5% of the previous year's total City levy.

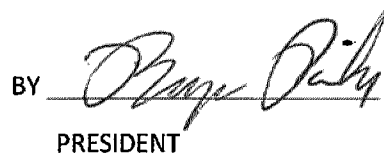
5. This AGREEMENT shall continue until December 31, 2023.
6. This AGREEMENT may not be modified except in writing signed by both parties.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures.

CITY OF BRAINERD

BY 
MAYOR

NORTHLAND ARBORETUM

BY 
PRESIDENT

BY 
CITY ADMINISTRATOR

BY 
EXECUTIVE DIRECTOR



Brainerd City Council Agenda Request

MEETING DATE: 4/3/2023

TITLE OF ITEM: Retirement of Battalion Chief Joe Rubado

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Fire Chief Tim Holmes

DEPARTMENT: Fire

PRESENTER: Fire Chief Tim Holmes

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE:

On March 27th, 2023 Battalion Chief Joe Rubado submitted his letter of resignation from the fire department effective July 31st, 2023.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Battalion Chief Rubado has been with the fire department for 26 years and has moved up through the ranks from firefighter to Captain and will end his tour as a Battalion Chief. He has been an extremely valuable part of the department and will be greatly missed.

RECOMMENDED ACTION/MOTION:

Accept, with regret, the resignation of Battalion Chief Joe Rubado effective July 31st, 2023.

FINANCIAL IMPACT:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

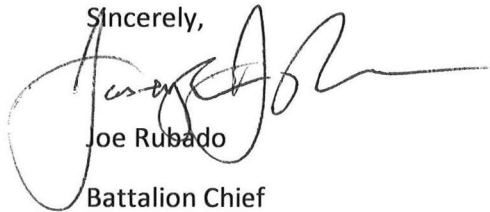
Joe Rubado
1305 Park Street
Brainerd, Mn 56401
March 27, 2023

Tim Holmes
Chief
Brainerd Fire Department
23 Laurel Street
Brainerd, Mn 56401

Dear Chief Holmes,

It is with a heavy heart that I write this letter. I am resigning from the Brainerd Fire Department as of July 31-2023. It has been my pleasure to serve the community of Brainerd for 26 years, and I am proud to be part of such a great team.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe Rubado', with a large, stylized flourish extending to the right.

Joe Rubado

Battalion Chief

Brainerd Fire Department



Brainerd City Council Agenda Request

MEETING DATE: April 3rd, 2023

TITLE OF ITEM: Paid On-Call Firefighter Hiring 2023

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Fire Chief Holmes

DEPARTMENT: Fire

PRESENTER: Fire Chief Holmes

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE:

Request to establish a Paid On-Call Firefighter hiring list and hire up to 4 Paid On-Call Firefighters.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The fire department has 38 Paid On-Call firefighters. Historically the department has tried to maintain a POC staffing of 40 firefighters. We anticipate some retirements within the next year or so.

Conduct testing in May and hire off of the list with a start date around August 2023.

RECOMMENDED ACTION/MOTION:

Motion to approve the fire department to establish a Paid On-Call Firefighter hiring list and to hire up to 4 Paid On-Call Firefighters.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain) Yes



Brainerd City Council Agenda Request

MEETING DATE: April 3, 2023

TITLE OF ITEM: Approval of Public Utilities Director Job Description and Internal Job Posting Process

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Public Utilities Work Group and
BPU Commission

DEPARTMENT: Human Resources

PRESENTER: Kris Schubert

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE:

At the March 6, 2023, City Council meeting, a Work Group was formed to discuss the organizational structure of the Brainerd Public Utilities (BPU) Department. The Work Group consisted of Council Member Kara Terry, BPU Commissioners Dolly Matten and Mark O'Day, City Administrator Jennifer Bergman, and HR Director Kris Schubert. The Work Group met on March 10th and a meeting report is attached. To summarize, after reviewing Flaherty & Hood's attached recommendation, the Work Group recommended that the Department be under the direction of one Department Head. That position should be titled "Public Utilities Director" and that position will oversee the entire BPU Department including all division supervisors and employees. In addition, the Work Group reviewed and recommended approval of the attached Public Utilities Director job description. The Work Group also recommended utilizing an internal-only job posting process. Per our Employee Policy Manual, all positions must be posted for at least three working days; therefore, the recommendation was to post the Public Utilities Director position starting April 5 through 4:30 pm on April 10th.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The BPU Commission, at its March 28, 2023 meeting, recommended approval of the Public Utilities Director job description as presented and to conduct an internal-only job posting process as recommended by the Work Group; further, that the Council start an external job posting process as soon as possible if there are no qualified internal applicants. It was also discussed at the BPU Commission meeting that the 2023 BPU Superintendent/Finance Director Wage Grid be utilized for this job posting process to allow Flaherty & Hood additional time to conduct our Classification and Compensation Study.

RECOMMENDED ACTION/MOTION:

Motion to approve the Public Utilities Director Job Description as presented; further, to conduct an internal-only job posting process as recommended by the Work Group and BPU Commission utilizing the 2023 BPU Superintendent/Finance Director Wage Grid.

FINANCIAL IMPACT:

Is there a cost associated with this request: No – there is not a cost to start this internal job posting process.

What is the total cost, with tax and shipping: Click to enter text

Is this budgeted? (Please Explain) Click to enter text

March 10, 2023

PUBLIC UTILITIES WORK GROUP REPORT

Present: Council Member Kara Terry, BPU Commissioners Dolly Matten and Mark O'Day, City Administrator Jennifer Bergman, HR Director Kris Schubert and HR Assistant Brittney Boser.

DISCUSSIONS/ACTIONS:

1. **Organizational Structure and Consider Flaherty & Hood's Recommendations** - The organizational structure of the Brainerd Public Utilities Department was discussed. After reviewing the recommendation from Flaherty & Hood, the Work Group believes that Brainerd Public Utilities Department should be under the direction of one Department Head. This position should be titled "Public Utilities Director". The Public Utilities Director will oversee the entire department including all division supervisors and employees.
2. **Public Utilities Director Job Description** – A draft Public Utilities Director job description was reviewed. Attached is the final version that the Work Group recommends for BPU Commission and Council consideration. Please note the Job Description will still be subject to review and may change in the near future as Flaherty and Hood will be recommending we utilize a new job description format template as part of its Classification and Compensation Study recommendations.
3. **Recommended Job Posting Process** – The Work Group recommends utilizing an internal-only process. Per our Employee Policy Manual, all positions must be posted for at least three working days; therefore, the recommendation was to post the Public Utilities Director position starting Wednesday, April 5 and through 4:30 pm on Monday, April 10th.

4. Proposed Public Utilities Director Promotional Process Schedule:

- a. **BPU Commission - March 28th meeting:** Review and recommend approval to the City Council of the attached Public Utilities Director job description and proposed internal-only job posting process as recommended by the Work Group.
- b. **City Council – April 3rd meeting:** Consider the Work Group and/or BPU Commission’s recommendation(s) as noted in 4a.
- c. **Internal Job Posting Timeframe:** April 5 – April 10.
- d. **Work Group Conduct Interviews – Proposed dates are April 14 or 17.**
- e. **BPU Commission – April 25th meeting** – Receive the Work Group’s promotional and next steps recommendations. Commission to provide recommendations to the City Council.
- f. **City Council – May 1st meeting** – Consider the Work Group and BPU Commission’s recommendations from 4e.

/ks

C: Public Utilities Director Job Description



Public Utilities Director

Department: Brainerd Public Utilities (BPU)

FLSA Status: Exempt

General Definition of Work

Provides leadership and direction relating to the Brainerd Public Utilities (BPU) Department municipal utilities systems including electric distribution and hydro generation, water treatment and distribution, and wastewater treatment facilities. Requires a high degree of communication skills to establish and maintain a positive and productive work environment. Work is performed under the supervision of the City Administrator with oversight and guidance from the Brainerd Public Utilities Commission. Exercises general and administrative supervision over all BPU employees either directly or through supervisory staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Supervises all BPU Department staff directly or indirectly through department supervisors including training, inspecting and assigning work, developing staff schedules, coaching, and counseling; conducts performance evaluations; disciplines when needed in accordance with City policies; oversees and/or participates in the selection of employees; recommends hiring and terminating personnel to the City Administrator with final determination by the City Council.
- Plans, organizes and administers the BPU Department to meet the goals and objectives established by the BPU Commission; confers with supervisors regarding work priorities, operating policies and problems, and field operation issues.
- Oversees the Department's operation including personnel, equipment, programs, methods and facilities to ensure BPU customers promptly receive reliable and efficient service.
- Performs administrative activities including capital budget preparation and report review with a basic understanding of utility accounting.
- Evaluates potential projects, programs, and services to determine feasibility and impact on utility operations and makes recommendations to Commission; Oversees cost-of-service and rate design studies for BPU.
- Prepares and analyzes quotes and bids for products and services; recommends selection of firms or individuals to provide products and services; executes or recommends execution of contracts to Commission for approval.
- Develops and issues administrative rules, policies and procedures necessary to ensure proper functioning of the BPU Department.
- Negotiates long-term Purchase Power Agreements with power provider and service territory boundary agreements subject to Commission approval.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- Provides information to State agencies and the public regarding utility operations; Has coordination responsibilities with supervisors, City staff, consultants, neighboring power and utility agencies, Township officials, County Engineer, Minnesota Department of Transportation Engineers, Minnesota Department of Health (MDH), Minnesota Public Utilities Commission (MPUC), and Minnesota Pollution Control Agency (MPCA) staff; Works with Federal Energy Regulatory Commission (FERC) on hydro dam license requirements.
- Maintains active membership in local, state, and national associations in order to remain current on issues and trends of the industry and improve effectiveness of the utility's management.
- Assists with bargaining unit agreement negotiations as needed.
- Attends and participates in all Commission meetings and other official meetings as needed.
- Performs other duties as assigned or when necessary.

Public Utilities Director

Page 2

Knowledge, Skills and Abilities

- Strong interpersonal, oral, and written communications skills.
- Ability to effectively formulate and execute Commission policies and programs to ensure successful and efficient operations that support strategic initiatives.
- Supervise staff and delegate work; Is a team builder with the ability to coach, mentor, and develop all direct reports.
- Strong knowledge of codes and regulations including Minnesota state rules and statutes, MPCA, MDH, MPUC, and FERC.
- Sound understanding of information technology and experience with appropriately investing in capital equipment.
- Proficient in the use of PC's and relevant business software.
- Strong leadership skills including problem solving and decision making.
- Fundamentals of electricity and electric substation operation.
- Maintenance and repair knowledge of hydraulic, mechanical and electrical systems.
- Methods, materials and equipment used in electrical underground and overhead construction, hydroelectric plant generation, water treatment and distribution, and wastewater treatment.
- Principles and practices of civil engineering; Basic understanding of GIS/AutoCad drafting software.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters and regulations.

Education, Experience and Special Requirements

- Bachelor's degree in public administration, business, engineering or an equivalent field.
- Five (5) years of senior level management municipal and/or utility related experience of which two (3) years of experience must be as a department manager or supervisor.
- An equivalent combination of education and experience may be considered as determined by the City Administrator.
- Valid MN driver's license.
- Utility supervisory experience is highly desirable.

Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, reaching with hands and arms, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating office equipment, operating motor vehicles or engineering equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, outdoor weather conditions, and vibration.

For the most part, work will be done in a typical office environment with ambient room temperatures, lighting and traditional office equipment. The noise level is usually moderate. The duties of this position may require occasional exposure to operations areas where personal protective equipment such as hard hats, safety glasses or hearing protection is required.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: March 10, 2023

February 27, 2023

BPU Commission Commissioners

VIA EMAIL

**Re: Interim Job Classification and Compensation Study Recommendations on
BPU Top-Level Organization**

Dear BPU Commissioners,

We are currently conducting a job classification and compensation study for the City of Brainerd (City). The City and Brainerd Public Utilities (BPU) Commission requested that we provide an interim recommendation on the reorganization of BPU's top-level employee(s) due to the upcoming retirement of the BPU Secretary/Finance Director. This correspondence constitutes our interim recommendations.

1. Background

Currently, the top job classifications for the BPU Department are as follows:

- Secretary/Finance Director
 - Responsible for guiding the financial and administrative functions for BPU.
 - Works under the administrative oversight of the Brainerd Public Utilities Commission (Commission).
 - Along with Superintendent, exercises general and administrative supervision over all BPU employees either directly or through supervisory staff.
- Superintendent Of Utilities
 - Provides leadership and direction in matters relating to the construction, operation, maintenance and repair of the municipal utilities systems including electric distribution and hydro generation, water treatment and distribution, and wastewater treatment facilities.
 - Works under the administrative oversight of the Brainerd Public Utilities Commission (Commission).
 - Along with BPU Secretary/Finance Director, exercises general and administrative supervision over all BPU employees either directly or through supervisory staff.

Organizational and structural changes were made to BPU by and through the amendment to the City Charter that became effective in January 2022.

Flaherty and Hood, P.A. reviewed documentation, analysis, and feedback from City administration and considered industry practices for municipal utility departments and City-wide department structures and job classifications (i.e., titles). Flaherty and Hood, P.A. did not consider nor is making any recommendations related to individual employees.

2. Recommendations

Based on the above-background, Flaherty and Hood, P.A. recommends to reorganize BPU's top-level job classifications, in summary, as follows:

- A. Replace the Superintendent of Utilities job classification with Public Utilities Director job classification:
 - i. This job classification would be directly supervised by the City Administrator with oversight and guidance from the BPU Commission
 - ii. This job classification would directly supervise the top job classifications in each Public Utilities division (Finance, Electric Operations, Water Operations, Wastewater Operations)
- B. Modify the Secretary/Finance Director job classification to be Finance Supervisor:
 - i. This job classification would be supervised by the Public Utilities Director
 - ii. This job classification would directly supervise finance and administrative job classifications
 - iii. This job classification would no longer supervise operational job classifications
- C. Further changes to BPU's organizational structure may arise from the results of Job Classification and Compensation Study.

Please contact us at (651) 225-8840 or via email at rtparker@flaherty-hood.com if you have any further questions related to this study.

We look forward to continuing to conduct the complete study for the City!

Very truly yours,

/s/
Brandon M. Fitzsimmons
Shareholder Attorney

/s/
Rachel T. Parker
Human Resource Analyst



Brainerd City Council Agenda Request

MEETING DATE: April 3, 2023

TITLE OF ITEM: Approve Outdoor Banner Program

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jennifer Bergman

DEPARTMENT: Administration

PRESENTER: Jennifer Bergman

ESTIMATED TIME (MIN): 5

SUMMARY OF ISSUE:

Attached is an Outdoor Banner Program which outlines what banners can be placed on City light poles as well as the size, cost to install and insurance requirements. The BPU Commission discussed and adopted the attached Outdoor Banner Program at their March 28th meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff has been discussing a potential Banner Policy with the BPU Commission for several months to clarify whose responsibility it is to pay for the installation and removal of the banners. After several discussions with the Commission and Staff, Superintendent Scott Magnuson drafted a Banner Policy for the Commission's consideration. The Outdoor Banner Program clarifies what is permitted, type of banner, size, cost and who is responsible for the cost.

RECOMMENDED ACTION/MOTION:

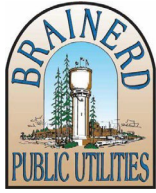
Approve the Outdoor Banner Program.

FINANCIAL IMPACT:

Is there a cost associated with this request: No

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain) [Click to enter text](#)



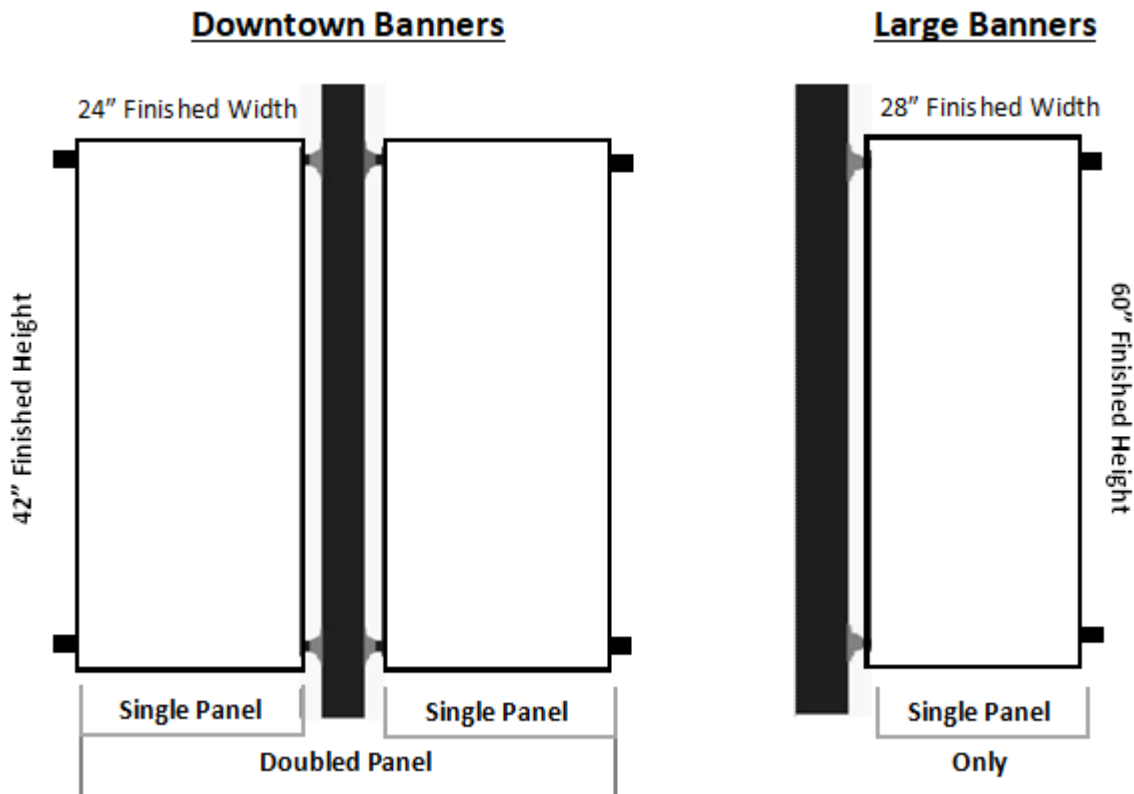
Outdoor Banner Program

Regulations for the use of City of Brainerd Poles for Banners

1. The City Council adopted a Street Light Policy on February 21st, 2023, for replacement lights on City streets. All new lights will not be equipped with poles or outlets with the exception of special lighting districts (i.e. Downtown Central Business District) if approved by the City Council and Brainerd Public Utilities Commission.
2. Existing light poles with banners outside of the Downtown Special Business District may be installed until those lights are replaced in the future.
3. Banner displays are assigned on a first come, first serve basis. Eligible applications for temporary use of banner poles, additional applications will be accepted for review, but may be denied:

City Outreach & Community Events	Recreational Events
Tourism Oriented	Public Institutions
Non-profit Organizations	Destination/Facilities
4. Two Banner Types:
 - 4.1. Event
 - To promote arts and cultural activities that include festivals, tourism and civic programs, conventions, parades, educational or sporting events of public interest.
 - To celebrate an event and announce a specific date or time period
 - City of Brainerd Events may have priority over other events taking place within or outside city limits
 - 4.2. Identification
 - To identify a geographic location or place of interest
 - Permitted for one year at a time, and may be renewed annually
5. Inappropriate, misleading words or designs will not be permitted. All banner design must be approved by the City of Brainerd. Political or religious constitutions are not permitted. It is advised not to purchase banners until design is approved.
6. Banner must directly relate to the activity or event being promoted, or geographic location of a place.
7. An application must be submitted to Brainerd Public Utilities (BPU) including banner design no later than 45 days prior to the desired installation date. Applicants are subjected to schedule availability and the discretion of the BPU Commission.
8. Banners are intended for outdoor use. Banner should be fabricated to be opaque, non-shrinking, water, tear and fade resistant material (i.e., durable cloth, canvas, vinyl etc.). BPU is not liable for damage to the banners.

9. Any additional maintenance and/or banner replacement costs resulting from damage, vandalism, and natural deterioration is the responsibility of the applicant.
10. Banner size must match banner pole standards.
 - 8.1 Downtown Banner dimensions: 42 x 24"
 - 8.2 Large Banner Dimensions: 60" x 28"



11. Installation of Banners

11.1. Installation done by Brainerd Public Utilities (BPU)

Installation/removal fees: \$160 flat installation fee per event, plus \$50 per banner.

Installation and removal of approved banners can be done by BPU. Note: BPU is not responsible for delays in installation or damage due to weather conditions. Banners must be delivered to BPU seven (7) days prior to installation date. Upon the conclusion of the event or promotion, the banners will be removed within five (5) business days. It is up to the Applicant to retrieve banners after they have been removed within five (5) business days. Banners that are not picked up will be discarded.

11.2. Installation done by private contractor

Application Fee: \$15

Installation and removal of approved banners done by a private contractor must provide BPU with Registrant's name, address, telephone number and 24-hour emergency number. A Certification of Insurance from a company licensed to do business in the State of Minnesota providing coverage for the following amounts.

- GENERAL LIABILITY: Commercial General Liability including premises, products and completed operations. Bodily Injury Liability: \$1,000,000 each occurrence. Property Damage Liability: \$2,000,000 each occurrence. Bodily Injury and Property and Damage Combined: \$2,000,000.

(2) COMPREHENSIVE: Automobile Liability Insurance,

including owned, non-owned and hired vehicles. Bodily Injury Liability:

- \$1,000,000 each occurrence. Property Damage Liability: \$1,000,000 each occurrence. Bodily Injury and Property Damage Combined: \$2,000,000 combined single limit.

Such certification shall verify that the registrant is insured against claims for personal injury, including death, as well as claims for property damage arising out of the (a) use and occupancy of the right-of-way by the registrants, its officers, agents, employees and permittees, and (b) the placement and use of equipment of facilities in the right-of-way by the registrant, its officers, agents, employees and permittees, including but not limited to, protection against liability arising from the completed installations, damage of light poles, banner poles, and collapse of property. Such certificate shall also indicate the registrant's insurance is the primary coverage, shall name the City as an additional insured as to whom the coverage required herein are in force and applicable and for whom defense will be nonrenewal of the policy.

12. A traffic control plan shall be submitted a minimum of 14 days prior to the anticipated date and time of installation for approval. The contractor shall notify BPU 24 hours in advance of actual installation. It will be assumed that the same traffic control plan will occur for the banner removal. The traffic control shall include the banner locations, type of equipment used, and temporary traffic control layout(s) required for banner installation, as referenced in the Minnesota Manual on Uniform Traffic Control Devices.

Any questions about the Brainerd Public Utilities Outdoor Banner Program should be directed to Scott Magnuson at 218-825-3213 or smagnuson@bpu.org

This policy has been reviewed and adopted by BPU Commission, on _____.

BPU Commission, President

Date



Brainerd City Council Agenda Request

MEETING DATE: April 3, 2023

TITLE OF ITEM: SCDP Grant Public Hearing and Application

AGENDA: Main Agenda

SUBMITTED BY: Connie Hillman on behalf of
HRA

ACTION REQUESTED: Hold Public Hearing

DEPARTMENT: Finance

PRESENTER: John Schommer, HRA
Rehabilitation Coordinator

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:

At the January 3, 2023 Council Meeting the Council authorized the Brainerd HRA to submit a Small Cities Development Program (SCDP) 2023 preliminary proposal to the Department of Employment and Economic Development (DEED) for a southeast Brainerd rehab grant program. Based on the preliminary proposal, we were invited to submit a full application to DEED which is due on or before May 1, 2023.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The following information needs to be included with the full application: 1. Proof of a public hearing. The Council called for the public hearing at the 3/20/23 meeting to be held at the 4/3/23 meeting; 2. A resolution authorizing the local government application; 3. A complete Citizen Participation Plan; and 4. A complete Conflict of Interest Disclosure form.

Maps of the targeted owner-occupied rehab areas are attached.

RECOMMENDED ACTION/MOTION:

1. Hold the public hearing for the proposed new grant for the target area of southeast Brainerd.
2. Adopt resolution authorizing Local Government Application.
3. Authorize appropriate signature on the Citizen Participation Plan.
4. Authorize appropriate signature on the Conflict of Interest Disclosure form.

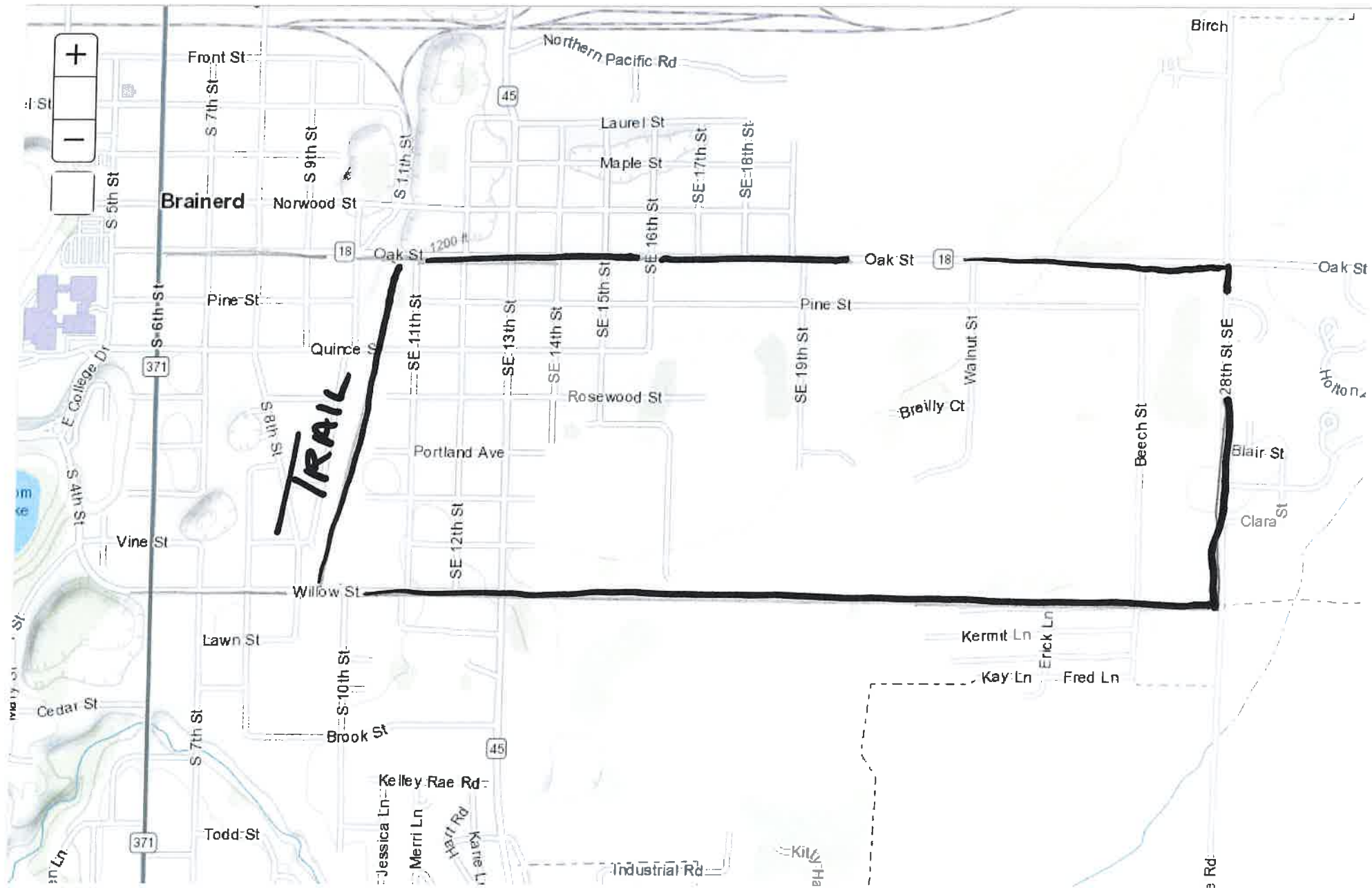
FINANCIAL IMPACT:

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

Target Area A



Plan B



NOTICE OF PUBLIC HEARING

City of Brainerd
County of Crow Wing
State of Minnesota

Notice is hereby given that the City of Brainerd will conduct a Public Hearing on Monday, April 3, 2023 at 7:30 p.m. at the Brainerd City Hall in the Council Chambers, 501 Laurel Street, Brainerd, MN.

The purpose of the hearing:

1. to receive citizen input into the proposed submission of a grant application to the Minnesota Department of Employment and Economic Development and to receive public comment concerning general community development and housing needs in the City. The activities to be financed with these grant funds is owner-occupied and single-family rental occupied housing rehabilitation. All interested parties are invited to attend and will be given the opportunity to ask questions and to provide public input and/or comments. If you are unable to attend the hearing you are invited to submit your comments in writing prior to the scheduled hearing. Written comments or questions will be addressed at the hearing and written response will be provided by the City. Non-English-speaking residents and other persons with special needs who plan to attend the hearing are asked to contact City Hall (218)828-2307 prior to the hearing so that arrangements can be made to address any needed accommodations.

(March 18, 2023) 204525

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA

ss.

COUNTY OF CROW WING

Taylor Herhold, being first duly sworn, on oath states as follows:

1. I am the publisher of the BRAINERD DISPATCH, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

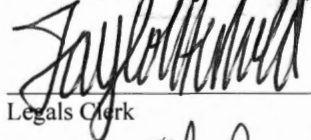
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Wednesday March 22, 2023.

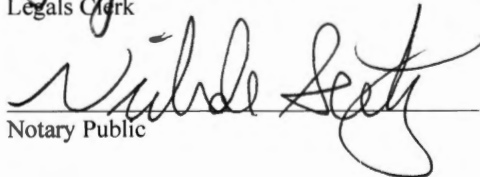
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: \$12.12 per column inch.

5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in CROW WING County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

Dated this 22nd day of March, 2023.



Legals Clerk

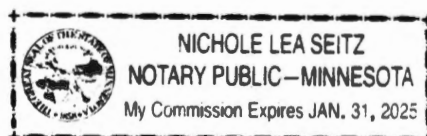


Notary Public

RECEIVED

MAR 24 2023

CITY OF BRAINERD
ADMINISTRATION



RESOLUTION

XX:23

Applicant Name: City of Brainerd

BE IT RESOLVED that City of Brainerd act as the legal sponsor for the project contained in the Application to be submitted on or before Monday, May 1st, 2023 and that the Mayor and City Administrator are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Brainerd.

BE IT FURTHER RESOLVED that the City of Brainerd has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Brainerd has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the State, the City of Brainerd may enter into an agreement with the State of Minnesota for the approved project, and that the City of Brainerd certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Administrator, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project on behalf of the Applicant.

I CERTIFY THAT the above resolution was adopted by the Brainerd City Council of the City of Brainerd on April 3rd, 2023.

SIGNED:

WITNESSED:

Dave Badeaux

Kelly Bevens

Mayor

4/3/2023

Council President

4/3/2023

(Title)

(Date)

(Title)

(Date)

(Jennifer Bergman)

City Administrator

4/3/2023

(Title)

(Date)

City of Brainerd

Citizen Participation Plan

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, this Citizen Participation Plan is hereby adopted to ensure that the citizens of the City of Brainerd (hereinafter referred to as the Applicant), particularly persons of low and moderate income residing in slum and blight areas and in areas in which CDBG funds are proposed to be used, are encouraged to participate in the planning and implementation of CDBG-funded activities.

Public Hearing

A public hearing or public hearings will be the primary means of obtaining citizen views and responding to proposals and questions related to community development and housing needs, proposed CDBG activities and past CDBG performance.

Prior to submitting a CDBG application to the State of Minnesota, the Applicant will need to conduct at least one public hearing to identify community development and housing needs, including the needs of very low and low income persons, as well as other needs in the community that might be addressed through the CDBG program. At the hearing, the Applicant must also, at minimum, review the proposed CDBG activities, their benefiting location(s), overall cost and proposed financing, and the implementation schedule. In addition, the past performance of the Applicant in carrying out CDBG responsibilities should be reviewed. Compliance with historic requirements of the CDBG program must be discussed, including whether there are/may be any historic or potentially historic buildings in the target area, and how the Applicant intends to address compliance with federal regulations governing the "Protection of Historic Properties."

Formal notice of the public hearing must be provided, which follows the posting/publication requirement(s) of the Applicant. A public notice will also be posted in places frequented by the public, especially low and moderate income persons benefiting from or affected by proposed CDBG activities. As circumstances warrant and as the Applicant determine necessary or appropriate, participation may additionally be specifically solicited from persons of low and moderate income, those benefiting from or affected by CDBG activities and/or representatives of such persons. Hearings will be held at times and in locations convenient to potential and actual beneficiaries and with accommodation for the handicapped. In case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate, arrangements will be made to have an interpreter present. Citizens must be provided the opportunity to comment upon the original Citizen Participation Plan and on substantial amendments to it, or to the activities for which CDBG funds will be used.

Public Information and Records

Information and records regarding the proposed and past use of CDBG funds will be available at Brainerd City Hall during regular office hours. The public will be so informed of this by public notice. Special communication aids can be made available to persons upon request.

Written Comments and Response

The Applicant will respond to written complaints and grievances, in writing, in a timely manner. When at all possible, such written responses shall be made within fifteen (15) working days.
The City of Brainerd

Applicant

Signature of Chief Elected Official of Applicant

Date

NOTE: EACH JURISDICTION PARTICIPATING IN A JOINT APPLICATION IS REQUIRED TO FOLLOW CITIZEN PARTICIPATION REQUIREMENTS. A SINGLE PLAN CAN BE USED FOR A MULTI-JURISDICTIONAL APPLICATION, BUT CITIZENS FROM ALL JURISDICTIONS MUST BE GIVEN AN OPPORTUNITY TO PARTICIPATE.

Instructions: Please return your completed form as part of the Response submittal.

**Conflict of Interest Disclosure Form
City of Brainerd**

This form gives applicants and grantees an opportunity to disclose any actual or potential conflicts of interest that may exist when receiving a grant. It is the applicant/grantee's obligation to be familiar with the Office of Grants Management (OGM) [Policy 08-01: Grants Conflict of Interest](#) (Current Policies tab) and to disclose any conflicts of interest accordingly.

All grant applicants must complete and sign a conflict of interest disclosure form.

☐ I or my grant organization do NOT have an ACTUAL or POTENTIAL conflict of interest.

If at any time after submission of this form, I or my grant organization discover any conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

☐ I or my grant organization have an ACTUAL or POTENTIAL conflict of interest. (*Please describe below*):

If at any time after submission of this form, I or my grant organization discover any additional conflict of interest(s), I or my grant organization will disclose that conflict immediately to the appropriate agency or grant program personnel.

Printed name: Dave Badeaux - Mayor

Signature:

Organization: The City of Brainerd

Date:



Brainerd City Council Agenda Request

MEETING DATE: April 3, 2023

TITLE OF ITEM: Adopt Resolution for Denial of the Conditional Use Permit for a 5-Unit Apartment Complex at 2307 Crestview Lane.

AGENDA: Main Agenda

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: James Kramvik, CDD

DEPARTMENT: Community Development

PRESENTER: James Kramvik, CDD

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

City Council considered the request for a Conditional Use Permit for a 5-unit apartment complex at 2307 Crestview Lane at their regularly scheduled meeting on March 20th, 2023 and voted to deny the Conditional Use Permit.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

City Council must adopt a resolution with findings that support the denial of the Conditional Use Permit in accordance with Zoning Code Section 515-5-2.B.6.a-g.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the resolution with findings to deny the Conditional Use Permit for a 5-unit apartment complex at 2307 Crestview Lane.

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

RESOLUTION

No. ____:23

RESOLUTION DENYING CONDITIONAL USE PERMIT

WHEREAS, MD Investments LLC applied for a conditional use permit to construct a 5-unit apartment complex at 2307 Crestview Lane (PID 41020590); and

WHEREAS, the property is zoned CN-2, Contemporary Neighborhood 2; and

WHEREAS, adjacent zoning is GL – Garden Living, PSP – Public / Semi-public, and CN-2 – Contemporary Neighborhood 2; and

WHEREAS, a conditional use permit is required for a five-unit apartment; and

WHEREAS, the Planning Commission recommended approval of the conditional use permit with conditions; and

WHEREAS, Zoning Code section 515-5-2.B.6.a-g provides that the Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants or surrounding lands.

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

1. Consistent with section 515-5-2, the Council approves the following findings:
 - A. “The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.”
 - i. *As proposed, the building is oriented with one front door entrance facing Crestview Lane, while the front doors for the other four units face a proposed parking lot.*
 - ii. *A parking lot with side entrances to residential units is inconsistent with adjacent residential units. Residential properties along Crestview Lane have front facing garages with driveways.*
 - iii. *A large parking lot without garages would have an impact on the rear yard of the adjacent residential property to the north given that a multi-family apartment has a higher traffic impact than other adjacent residential uses.*
 - iv. *The width of the site is too small to provide an alternate orientation of the proposed 5-unit apartment as the structure would not meet internal side yard setback requirements within the CN-2 zoning district.*
 - B. “The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.”
 - i. *The future land use map included in the Brainerd Comprehensive Plan designates this lot as Low-Medium Density. This category provides for housing options that include one and two-family dwelling options, such as duplexes (stacked and side-by-side), twin homes, town houses, attached and detached single family dwellings.*
 - ii. *Multi-family dwelling units are inconsistent with the future land use map for this property.*

2. For the stated reasons, the application for a conditional use permit to build a 5-unit apartment complex at 2307 Crestview Lane is denied.

Adopted this 3rd day of April 2023

KELLY BEVANS
President of the Council

Approved this 4th day of April 2023

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator