

CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, April 17th, 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: 2495 110 7299

Attend by phone **Personnel and Finance 7:00 PM** Committee: 1-844-992-4726 Meeting
Access Code: 2493 598 4458

Attend by phone **Safety and Public Works 6:45 PM** Committee: 1-844-992-4726 Meeting Access
Code: 2487 318 7056

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. Czezok _____ 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:

041723 COUNCIL AP REGISTER.pdf
MARCH 2023 PREPAIDS.pdf

B. **Approval Of Minutes**

Documents:

2023-04-03 CC Draft.pdf

C. **Approval Of Licenses**

Contractor Licenses

Documents:

20230417 Contractor Licenses.pdf

D. Department Activity Reports

Documents:

Dept Report IT 2023-03 20230417 .pdf

CDD Report.pdf

2023-03 PD Report.pdf

E. Adopt Resolution Accepting 1st Quarter Donations

Documents:

1st Qtr 2023 Donations.pdf

F. Ratify The Hiring Of 2023 Interns And Temporary/Seasonal Employees

Documents:

CC - Hiring 2023 Summer Temporary.pdf

G. Approve Letter Requesting Brainerdmn.gov Domain

Documents:

Dot Gov Domain Letter.pdf

H. Authorize Signatures On Extended Agreement With Northland Arboretum

Documents:

PF - Arb Agreement.pdf

6. Presentation

A. Annual Presentation By Camp Ripley

Documents:

Presentation 2023 Community Brief.pdf

7. Council Committee Reports

A. Safety And Public Works Committee 6:45 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2487 318 7056

Documents:

04-17 SPW Agenda.pdf

1. Approve Event/Alley Closure – Shep’s Elbow Convention

Documents:

SPW - Sheps Elbow Convention.pdf

2. Approve Temporary And Permanent Easement - ISD 181

Documents:

SPW - SRTS ISD 181 Easement.pdf

3. Approve Plans & Specifications And Authorize Bidding - Harrison SRTS Project

Documents:

SPW - Authorize Bid - Harrison SRTS.pdf

4. Approve Widseth Contract Amendment For SPRA Trail Alignment Revision

Documents:

SPW - SPRA Widseth Contract Amend.pdf

5. Request To Award Imp 23-01 - 2023 Seal Coat Project

Documents:

SPW - Award Imp 23-01 Seal Coat Bids.pdf

6. Discussion On Right-Of-Way Tree Removal

Documents:

SPW - ROW Trees.pdf

7. Discussion On City Code 1310.05.R Regarding On-Street Parking Of Unattended Trailers

Documents:

SPW - On-Street Trailer Park.pdf

8. Direction On Active Code Enforcement Cases

Documents:

SPW - Active Code Cases.pdf

B. Personnel And Finance Committee 7:00 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2493 598 4458

Documents:

04-17 PF Agenda.pdf

1. Approve Bid For City Hall Generator

Documents:

PF-City Hall Generator.pdf

2. Consider Agreement With Airport For IT Support

Documents:

PF-Airport IT Agreement.pdf

3. Approve Final Change Order - Public Works Maintenance Building

Documents:

PF - PW Building Final Change Order.pdf

4. Adopt Resolution For Sourcewell Community Impact Funding For Public Safety

Documents:

PF- Sourcewell Funding for Public Safety.pdf

5. Accept Retirement Of Street Maintenance III Marvin Bush And Authorize Mechanic Hiring Process

Documents:

PF - Accept Marvin Bush Retirement and Authorize Backfilling the Mechanic Position.pdf

6. Ratify The Promotion Of Tony Runde To Deputy Police Chief

Documents:

PF - Promotion Deputy Police Chief.pdf

7. Consider Amending American Rescue Plan Act (ARPA) Budget For Downtown Christmas Lights

Documents:

PF - Holiday Lights.pdf

8. **Unfinished Business**

A. **Call For Applicants - Informational**

(Application information at www.ci.brainerd.mn.us/boards)

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

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. **New Business**

A. **Adopt Resolution To Continue Participating In Opioid Settlements**

Documents:

MA - Opioid Agenda Request.pdf

B. **Set Public Hearing For Annual MS4 Report**

Documents:

MA - MS4 Annual Meeting.pdf

C. **Discussion On Annexation And Detachment Of Dunmire Property**

Documents:

10. **Public Forum**

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

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. **Mayor's Report**

13. **Council Member Reports**

14. **Adjourn To Closed Session Per MN Statute 13D.05 Subd. 3(B) To Discuss Potential Litigation Arising Out Of Property Tax Assessment Imposed By The City Of Baxter**

15. **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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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0011 - ACE HARDWARE:							
3136471/1 76890	ACE HARDWARE SHOP SUPPLIES 230-5200-42220	03/30/2023 pziemer	04/19/2023	35.06	35.06	Open	N 04/19/2023
	REPAIR & MAINT			35.06			
313772/1 76926	ACE HARDWARE PARACORD 225-2120-42210	04/05/2023 pziemer	04/19/2023	13.49	13.49	Open	N 04/19/2023
	OPERATING SUPPLIES			13.49			
313685/1 76943	ACE HARDWARE FASTENERS 225-2220-42210	03/31/2023 pziemer	04/19/2023	4.80	4.80	Open	N 04/19/2023
	OPERATING SUPPLIES			4.80			
313713/1 76944	ACE HARDWARE BALL JOINT ASSEMBLY 225-2220-42210	04/03/2023 pziemer	04/19/2023	8.81	8.81	Open	N 04/19/2023
	OPERATING SUPPLIES			8.81			
313881/1 76968	ACE HARDWARE SQUAD WASH 225-2120-42221	04/11/2023 pziemer	04/19/2023	19.98	19.98	Open	N 04/19/2023
	SQUAD CAR REPAIR SUPPLIES			19.98			
313931/1 76993	ACE HARDWARE 1/4 INCH SOCKET & ADAPTOR 235-3100-42240	04/12/2023 pziemer	04/19/2023	40.91	40.91	Open	N 04/19/2023
	SMALL TOOLS			40.91			
	Total for vendor 0011 - ACE HARDWARE:			123.05	123.05		
Vendor 1453 - AMERICAN DOOR WORKS:							
010765 76873	AMERICAN DOOR WORKS OVERHEAD DOOR REPAIR 225-2120-42220	03/31/2023 pziemer	04/19/2023	1,610.81	1,610.81	Open	N 04/19/2023
	REPAIR & MAINT			1,610.81			
	Total for vendor 1453 - AMERICAN DOOR WORKS:			1,610.81	1,610.81		
Vendor 2846 - AMERICAN WELDING-GAS INC:							
09226659 76891	AMERICAN WELDING-GAS INC WELDING CLYINDER RENTAL 235-3100-42220	03/31/2023 pziemer	04/19/2023	82.80	82.80	Open	N 04/19/2023
	REPAIR & MAINT			82.80			
	Total for vendor 2846 - AMERICAN WELDING-GAS INC:			82.80	82.80		
Vendor 0039 - ARAMARK UNIFORM SERVICES:							

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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
2530124430 76883	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	03/30/2023 pziemer	04/19/2023	55.31	55.31	Open	N 04/19/2023
	MISCELLANEOUS			55.31			
2530126613 76910	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	04/06/2023 pziemer	04/19/2023	35.06	35.06	Open	N 04/19/2023
	MISCELLANEOUS			35.06			
	Total for vendor 0039 - ARAMARK UNIFORM SERVICES:			90.37	90.37		
Vendor 3343 - ARROW MANAGEMENT:							
31498 76870	ARROW MANAGEMENT 1306 OAK - GARBAGE ABATEMENT 4/2/23 101-2400-43405	04/03/2023 pziemer	04/19/2023	850.00	850.00	Open	N 04/19/2023
	NUISANCES			850.00			
	Total for vendor 3343 - ARROW MANAGEMENT:			850.00	850.00		
Vendor 2740 - AT&T MOBILITY:							
X04032023/AIRPORT 76979	AT&T MOBILITY CRASH PHONE SERVICES 260-9020-43321	03/25/2023 pziemer	04/19/2023	235.84	235.84	Open	N 04/19/2023
	TELEPHONE			235.84			
	Total for vendor 2740 - AT&T MOBILITY:			235.84	235.84		
Vendor 2838 - AXON ENTERPRISE, INC.:							
INUS148158 76981	AXON ENTERPRISE, INC. TASER BATTERY PACKS 225-2120-42210	04/01/2023 pziemer	04/19/2023	174.40	174.40	Open	N 04/19/2023
	OPERATING SUPPLIES			174.40			
	Total for vendor 2838 - AXON ENTERPRISE, INC.:			174.40	174.40		
Vendor 2948 - BILL'S GUN SHOP & RANGE:							
S4-374693 76874	BILL'S GUN SHOP & RANGE A TEAM FIREARM TRAINING 225-2120-43330	03/30/2023 pziemer	04/19/2023	200.00	200.00	Open	N 04/19/2023
	PROFESSIONAL DEVELOPMENT			200.00			
	Total for vendor 2948 - BILL'S GUN SHOP & RANGE:			200.00	200.00		
Vendor 4076 - BOSER, BRITTNEY:							
3/30/23 76973	BOSER, BRITTNEY R5 MTG SOURCEWELL - REIMB MILEAGE	03/30/2023 pziemer	04/19/2023	36.94	36.94	Open	N 04/19/2023

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	101-1400-43330	PROFESSIONAL DEVELOPMENT		36.94			
	Total for vendor 4076 - BOSER, BRITTNEY:			36.94	36.94		
Vendor 0085 - BRAINERD POLICE DEPT:							
4/5/23							
76969	BRAINERD POLICE DEPT	04/05/2023	04/19/2023	5.50	5.50	Open	N
	POSTAGE	pziemer					04/19/2023
	225-2120-43322	POSTAGE		5.50			
4/11/23							
76970	BRAINERD POLICE DEPT	04/11/2023	04/19/2023	22.23	22.23	Open	N
	SCISSORS/SHOE POLISH	pziemer					04/19/2023
	225-2120-42200	OFFICE SUPPLIES		7.11			
	225-2120-41113	UNIFORM ALLOWANCE		15.12			
	Total for vendor 0085 - BRAINERD POLICE DEPT:			27.73	27.73		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
INV22124							
76917	BRAINERD PUBLIC UTILITIES	03/30/2023	04/19/2023	0.00	0.00	Void	N
	2016 A G.O. BOND PAYMENT	pziemer					04/19/2023
INV22126							
76918	BRAINERD PUBLIC UTILITIES	03/30/2023	04/19/2023	170.25	170.25	Open	N
	MARCH 23 LNL EXPENSE	pziemer					04/19/2023
	278-6515-43430	MISCELLANEOUS		170.25			
FEB 2023/LIB							
76937	BRAINERD PUBLIC UTILITIES	03/01/2023	04/19/2023	1,504.46	1,504.46	Open	N
	1/24/23-2/24/23 LIBRARY UTILITIES	pziemer					04/19/2023
	211-5500-43381	BPU UTILITIES		1,504.46			
FEB 2023/CITY							
76938	BRAINERD PUBLIC UTILITIES	03/01/2023	04/19/2023	2,260.53	2,260.53	Open	N
	1/24/23-2/24/23 CITY UTILITIES	pziemer					04/19/2023
	101-1940-43381	BPU UTILITIES		1,817.57			
	101-1940-43381	BPU UTILITIES		216.42			
	101-9200-43381	BPU UTILITIES		63.10			
	101-9200-43381	BPU UTILITIES		75.29			
	236-3180-43381	BPU UTILITIES		36.00			
	401-1003-43380	UTILITIES		52.15			
FEB 2023/POLICE							
76939	BRAINERD PUBLIC UTILITIES	03/01/2023	04/19/2023	4,871.70	4,871.70	Open	N
	1/24/23-2/24/23 POLICE DEPT UTILITIES	pziemer					04/19/2023
	225-2120-43381	BPU UTILITIES		4,871.70			

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FEB 2023/FIRE							
76940	BRAINERD PUBLIC UTILITIES 1/24/23-2/24/23 FIRE DEPT UTILITIES 225-2220-43381	03/01/2023 pziemer	04/19/2023	3,076.61 3,076.61	3,076.61	Open	N 04/19/2023
FEB 2023/PARKS							
76941	BRAINERD PUBLIC UTILITIES 1/24/23-2/24/23 PARKS UTILITIES 230-5200-43381	03/01/2023 pziemer	04/19/2023	4,574.90 4,574.90	4,574.90	Open	N 04/19/2023
FEB 2023/STREETS							
76942	BRAINERD PUBLIC UTILITIES 1/24/23-2/24/33 STREET DEPT UTILITIES 235-3100-43381	03/01/2023 pziemer	04/19/2023	24,247.46 24,247.46	24,247.46	Open	N 04/19/2023
4/12/23							
76977	BRAINERD PUBLIC UTILITIES REMIT LOST THRU 4/11/23 251-9360-43467	04/11/2023 pziemer	04/19/2023	93,344.69 93,344.69	93,344.69	Open	N 04/19/2023
2022 SLS TX SHARE							
76978	BRAINERD PUBLIC UTILITIES 62% CITY OF BAXTER SALES TAX REMIT 237-0000-33600	03/31/2023 pziemer	04/19/2023	239,031.95 239,031.95	239,031.95	Open	N 04/19/2023
Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:				373,082.55	373,082.55		
Vendor 0447 - CDW GOVERNMENT, INC:							
HQ64293							
76919	CDW GOVERNMENT, INC UPS NETWORK MGMT CARD QTY 4 101-1800-42210	03/28/2023 pziemer	04/19/2023	1,413.04 1,413.04	1,413.04	Open	N 04/19/2023
HQ91957							
76920	CDW GOVERNMENT, INC APC SMART UPS 1500VA QTY 4 400-9050-45530	03/28/2023 pziemer	04/19/2023	5,448.20 5,448.20	5,448.20	Open	N 04/19/2023
HR00477							
76984	CDW GOVERNMENT, INC CISCO BUSINESS 110 SERIES SWITCH X2 101-1800-42210	03/29/2023 pziemer	04/19/2023	513.74 513.74	513.74	Open	N 04/19/2023
Total for vendor 0447 - CDW GOVERNMENT, INC:				7,374.98	7,374.98		
Vendor 1333 - CHAMBERLAIN OIL COMPANY:							
430624-00							
76914	CHAMBERLAIN OIL COMPANY GLOVES - SEWER 237-3190-42220	04/05/2023 pziemer	04/19/2023	720.00 720.00	720.00	Open	N 04/19/2023

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Total for vendor 1333 - CHAMBERLAIN OIL COMPANY:				720.00	720.00		
Vendor 1653 - CIVICPLUS:							
257808 76880	CIVICPLUS CIVIC CLERK SOFTWARE 3/29/23-3/28/24 pziemer 101-9200-43438 MISC SPECIAL PROJECTS 101-0000-15510 PREPAID OTHER	03/31/2023 pziemer	04/19/2023	9,356.00 7,017.00 2,339.00	9,356.00	Open	N 04/19/2023
255054 76991	CIVICPLUS ANNUAL FEE/MAINTENANCE 230-5200-43309 COMPUTER TECHNICAL SUPPORT	04/27/2023 pziemer	04/19/2023	6,300.00 6,300.00	6,300.00	Open	N 04/19/2023
Total for vendor 1653 - CIVICPLUS:				15,656.00	15,656.00		
Vendor 0122 - COMMUNITY ACTION:							
APR 2023 76921	COMMUNITY ACTION APR 23 LEVY PAYMENT 101-9200-43460 REMIT COMMUNITY ACTION LEVY	04/07/2023 pziemer	04/19/2023	7,819.75 7,819.75	7,819.75	Open	N 04/19/2023
Total for vendor 0122 - COMMUNITY ACTION:				7,819.75	7,819.75		
Vendor 1217 - CWC AUDITOR-TREASURER:							
5964 76985	CWC AUDITOR-TREASURER ESRI SOFTWARE THRU CWC 2023 pziemer 101-1800-43309 COMPUTER SUPPORT	04/10/2023 pziemer	04/19/2023	5,000.00 5,000.00	5,000.00	Open	N 04/19/2023
Total for vendor 1217 - CWC AUDITOR-TREASURER:				5,000.00	5,000.00		
Vendor 0132 - CWC HIGHWAY DEPT:							
5933 76909	CWC HIGHWAY DEPT MARCH 2023 TRANSIT FUEL 203-9000-42212 MOTOR FUELS 203-9000-42212 MOTOR FUELS	04/01/2023 pziemer	04/19/2023	6,727.02 6,115.47 611.55	6,727.02	Open	N 04/19/2023
Total for vendor 0132 - CWC HIGHWAY DEPT:				6,727.02	6,727.02		
Vendor 0135 - CWC TREASURER:							
5967/CH 76987	CWC TREASURER 1ST QTR 23 CITY HALL EXPENSES pziemer 101-1940-42220 REPAIR & MAINT	04/12/2023 pziemer	04/19/2023	1,584.64 1,584.64	1,584.64	Open	N 04/19/2023

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5967/FD 76988	CWC TREASURER 1ST QTR 23 FIRE DEPT EXPENSES 225-2220-42221 R&M BUILDING	04/12/2023 pziemer	04/19/2023	125.15 125.15	125.15	Open	N 04/19/2023
5967/LIB 76989	CWC TREASURER 1ST QTR 23 LIBRARY EXPENSES 211-5500-42220 REPAIR & MAINT	04/12/2023 pziemer	04/19/2023	134.48 134.48	134.48	Open	N 04/19/2023
5967/PD 76990	CWC TREASURER 1ST QTR 23 POLICE DEPT EXPENSES 225-2120-42220 REPAIR & MAINT	04/12/2023 pziemer	04/19/2023	2,075.60 2,075.60	2,075.60	Open	N 04/19/2023
Total for vendor 0135 - CWC TREASURER:				3,919.87	3,919.87		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
1874892 76866	DAHLHEIMER BEVERAGE EASTER EGG HUNT SUPPLIES 230-5211-42210 OPERATING SUPPLIES	03/31/2023 pziemer	04/19/2023	18.60 18.60	18.60	Open	N 04/19/2023
Total for vendor 3438 - DAHLHEIMER BEVERAGE:				18.60	18.60		
Vendor 3218 - EAST SIDE AUTO & MUFFLER:							
R104311 76884	EAST SIDE AUTO & MUFFLER OIL/FILTERS 227-3230-43428 USED OIL RECYCLING EXPENSE	03/30/2023 pziemer	04/19/2023	50.00 50.00	50.00	Open	N 04/19/2023
Total for vendor 3218 - EAST SIDE AUTO & MUFFLER:				50.00	50.00		
Vendor 1286 - EAST SIDE OIL COMPANY:							
R104311 76931	EAST SIDE OIL COMPANY 1 FILTER 227-3230-43428 USED OIL RECYCLING EXPENSE	03/30/2023 pziemer	04/19/2023	50.00 50.00	50.00	Open	N 04/19/2023
Total for vendor 1286 - EAST SIDE OIL COMPANY:				50.00	50.00		
Vendor 4092 - EQUIPMENT SERVICE & SUPPLY LLC:							
FM-105017 76930	EQUIPMENT SERVICE & SUPPLY LLC SNOW BLOWER DIAGNOSIS 235-3125-42220 REPAIR & MAINT	03/01/2023 pziemer	04/19/2023	225.00 225.00	225.00	Open	N 04/19/2023
Total for vendor 4092 - EQUIPMENT SERVICE & SUPPLY LLC:				225.00	225.00		

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Vendor 1815 - F.I.R.E. CROSSLAKE:							
6013							
76945	F.I.R.E. CROSSLAKE	04/04/2023	04/19/2023	1,150.00	1,150.00	Open	N
	OFFICER 1 CLASS X2	pziemer					04/19/2023
	225-2220-43330	PROFESSIONAL DEVELOPMENT		1,150.00			
	Total for vendor 1815 - F.I.R.E. CROSSLAKE:			1,150.00	1,150.00		
Vendor 3480 - FALLS FLAG SOURCE:							
25168							
76976	FALLS FLAG SOURCE	04/05/2023	04/19/2023	175.00	175.00	Open	N
	FLAGS	pziemer					04/19/2023
	225-2220-42210	OPERATING SUPPLIES		175.00			
	Total for vendor 3480 - FALLS FLAG SOURCE:			175.00	175.00		
Vendor 0170 - FASTENAL COMPANY:							
MNBAX260338							
76867	FASTENAL COMPANY	03/21/2023	04/19/2023	93.80	93.80	Open	N
	CABLE TIES	pziemer					04/19/2023
	230-5200-42220	REPAIR & MAINT		93.80			
MNBAX260304							
76868	FASTENAL COMPANY	03/20/2023	04/19/2023	98.93	98.93	Open	N
	CABLE TIES	pziemer					04/19/2023
	230-5200-42220	REPAIR & MAINT		98.93			
	Total for vendor 0170 - FASTENAL COMPANY:			192.73	192.73		
Vendor 4154 - FLAHERTY & HOOD, P.A.:							
19245							
76964	FLAHERTY & HOOD, P.A.	04/10/2023	04/19/2023	5,593.04	5,593.04	Open	N
	WAGE COMP STUDY - INTERVIEWS	pziemer					04/19/2023
	101-9200-43300	PROFESSIONAL SERVICES		5,593.04			
19242							
76965	FLAHERTY & HOOD, P.A.	04/10/2023	04/19/2023	5,308.75	5,308.75	Open	N
	JOB CLASSIFICATION & COMPENSATION ST	pziemer					04/19/2023
	101-9200-43300	PROFESSIONAL SERVICES		5,308.75			
	Total for vendor 4154 - FLAHERTY & HOOD, P.A.:			10,901.79	10,901.79		
Vendor 0071 - FORUM COMMUNICATIONS COMPANY:							
207304-1							
76972	FORUM COMMUNICATIONS COMPANY	03/23/2023	04/19/2023	15.32	15.32	Open	N
	NOTICE: CHARTER COMM. MTG	pziemer					04/19/2023
	101-9200-43350	LEGAL PUBLICATIONS		15.32			
	Total for vendor 0071 - FORUM COMMUNICATIONS COMPANY:			15.32	15.32		

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Vendor 1967 - FRONTIER PRECISION INC:							
272184 76911	FRONTIER PRECISION INC LATHES & PINK GLO FLAGGING PAINT 401-9030-43430	04/06/2023 pziemer	04/19/2023	1,557.00	1,557.00	Open	N 04/19/2023
	MISCELLANEOUS			1,557.00			
	Total for vendor 1967 - FRONTIER PRECISION INC:			1,557.00	1,557.00		
Vendor 2673 - H & L MESABI COMPANY:							
42662 76871	H & L MESABI COMPANY CARBIDE BLADES 235-3100-42220	03/30/2023 pziemer	04/19/2023	1,608.00	1,608.00	Open	N 04/19/2023
	REPAIR & MAINT			1,608.00			
42661 76901	H & L MESABI COMPANY LOADER EDGES 235-3125-42220	03/30/2023 pziemer	04/19/2023	1,390.00	1,390.00	Open	N 04/19/2023
	REPAIR & MAINT			1,390.00			
	Total for vendor 2673 - H & L MESABI COMPANY:			2,998.00	2,998.00		
Vendor 0200 - HEARTLAND ANIMAL RESCUE:							
MAR 2023 76936	HEARTLAND ANIMAL RESCUE MAR 23 BOARDING SERVICES 225-2700-43430	03/30/2023 pziemer	04/19/2023	2,320.33	2,320.33	Open	N 04/19/2023
	MISCELLANEOUS			401.00			
	225-2700-43300	PROFESSIONAL SERVICES		1,919.33			
	Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:			2,320.33	2,320.33		
Vendor 0209 - HEARTLAND TIRE INC.:							
3038718 76875	HEARTLAND TIRE INC. SQD 433 - TIRE REPAIR 225-2120-42221	03/08/2023 pziemer	04/19/2023	37.55	37.55	Open	N 04/19/2023
	SQUAD CAR REPAIR SUPPLIES			37.55			
3039333 76983	HEARTLAND TIRE INC. JEEP TIRES - COM DEV 101-1940-42220	04/12/2023 pziemer	04/19/2023	310.28	310.28	Open	N 04/19/2023
	REPAIR & MAINT			310.28			
	Total for vendor 0209 - HEARTLAND TIRE INC.:			347.83	347.83		
Vendor 0202 - HENGEL CONSTRUCTION:							
215803 76980	HENGEL CONSTRUCTION 54 YARDS WASHED SAND - WINTER 260-9020-42220	03/01/2023 pziemer	04/19/2023	980.00	980.00	Open	N 04/19/2023
	REPAIR & MAINT			980.00			

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Total for vendor 0202 - HENGEL CONSTRUCTION:				980.00	980.00		
Vendor 0203 - HOLDEN ELECTRIC:							
71036 76913	HOLDEN ELECTRIC MEMORIAL PARK LIGHTING - REPAIRS 400-9050-45530	04/06/2023 pziemer	04/19/2023	24,000.00	24,000.00	Open	N 04/19/2023
Total for vendor 0203 - HOLDEN ELECTRIC:				24,000.00	24,000.00		
Vendor 1440 - HOLMES, TIM:							
3/30/23 76948	HOLMES, TIM MEAL REIMB - WILDLAND URBAN INTERFAC 225-2220-43330	03/30/2023 pziemer	04/19/2023	26.20	26.20	Open	N 04/19/2023
Total for vendor 1440 - HOLMES, TIM:				26.20	26.20		
Vendor 3636 - HRGREEN:							
161797 76992	HRGREEN IMP 21-11 MS4 PERMIT UPDATE 401-9030-43300-21:11	04/12/2023 pziemer	04/19/2023	1,666.22	1,666.22	Open	N 04/19/2023
Total for vendor 3636 - HRGREEN:				1,666.22	1,666.22		
Vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:							
BRD 2023-1 76886	ISD #181 BRAINERD PUBLIC SCHOOLS 1ST QTR 23 PARKS&REC PROGRAMMING 230-5200-43300	03/31/2023 pziemer	04/19/2023	3,250.00	3,250.00	Open	N 04/19/2023
Total for vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:				3,250.00	3,250.00		
Vendor MISC - KRISTA WILSON:							
ICR 21017495 76974	KRISTA WILSON ICR 21017495 RETURN TO DEFENDANT 223-0000-22800	04/11/2023 pziemer	04/19/2023	2,077.00	2,077.00	Open	N 04/19/2023
Total for vendor MISC - KRISTA WILSON:				2,077.00	2,077.00		
Vendor 0223 - L & M STEEL:							
037938 76889	L & M STEEL ANGLE IRON FOR VAC TRUCK AIR PURGE S 237-3190-42220	03/31/2023 pziemer	04/19/2023	31.61	31.61	Open	N 04/19/2023
REPAIR & MAINT				31.61			

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Total for vendor 0223 - L & M STEEL:				31.61	31.61		
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Vendor 0313 - LAKES AREA SENIOR CENTER:

APR 2023

76922	LAKES AREA SENIOR CENTER	04/07/2023	04/19/2023	7,819.75	7,819.75	Open	N 04/19/2023
	APR 23 LEVY PAYMENT	pziemer					
	101-9200-43461	REMIT SENIOR CITIZEN LEVY		7,819.75			
Total for vendor 0313 - LAKES AREA SENIOR CENTER:				7,819.75	7,819.75		

Vendor 0232 - LEAGUE MN CITIES INS TRUS:

40001339/1ST 2023

76934	LEAGUE MN CITIES INS TRUS	04/10/2023	04/19/2023	57,128.29	57,128.29	Open	N 04/19/2023
	PROP/LIAB INSURANCE 1ST INSTALLMENT {pziemer						
	101-1400-43361	INS - GENERAL LIABILITY		628.40			
	101-1700-43361	INS - GENERAL LIABILITY		292.98			
	101-1700-43363	INS - AUTO		171.25			
	101-1800-43361	INS - GENERAL LIABILITY		224.86			
	101-1940-43361	INS - GENERAL LIABILITY		19.75			
	101-2400-43361	INS - GENERAL LIABILITY		453.78			
	101-2400-43363	INS - AUTO		219.25			
	101-9200-43361	INS - GENERAL LIABILITY		3,959.50			
	101-9200-43362	INS - PROPERTY		6,229.50			
	101-9200-43363	INS - AUTO		69.75			
	101-9200-43365	INS - OTHER		356.81			
	203-9000-43361	INS - GENERAL LIABILITY		408.44			
	203-9000-43363	INS - AUTO		2.25			
	203-9000-43365	INS - OTHER		4.66			
	225-2120-43361	INS - GENERAL LIABILITY		14,997.41			
	225-2120-43362	INS - PROPERTY		1,190.00			
	225-2120-43363	INS - AUTO		6,611.00			
	225-2120-43365	INS - OTHER		453.21			
	225-2220-43361	INS - GENERAL LIABILITY		444.77			
	225-2220-43362	INS - PROPERTY		1,243.50			
	225-2220-43363	INS - AUTO		1,639.50			
	225-2220-43365	INS - OTHER		346.33			
	235-3100-43361	INS - GENERAL LIABILITY		2,254.76			
	235-3100-43362	INS - PROPERTY		846.25			
	235-3100-43363	INS - AUTO		1,095.50			
	235-3100-43365	INS - OTHER		923.50			
	230-5200-43361	INS - GENERAL LIABILITY		678.47			
	230-5200-43362	INS - PROPERTY		5,470.25			
	230-5200-43363	INS - AUTO		606.25			
	230-5200-43365	INS - OTHER		249.51			
	211-5500-43361	INS - GENERAL LIABILITY		35.78			
	211-5500-43362	INS - PROPERTY		2,498.75			
	211-5500-43365	INS - OTHER		146.42			

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	GL Distribution						
	237-3190-43361	INS - GENERAL LIABILITY		644.25			
	237-3190-43362	INS - PROPERTY		241.75			
	237-3190-43363	INS - AUTO		313.00			
	237-3190-43365	INS - OTHER		263.75			
	238-3160-43361	INS - GENERAL LIABILITY		322.25			
	238-3160-43362	INS - PROPERTY		121.00			
	238-3160-43363	INS - AUTO		156.50			
	238-3160-43365	INS - OTHER		132.00			
	295-6510-43361	INS - GENERAL LIABILITY		36.45			
	260-9020-43361	INS - GENERAL LIABILITY		125.00			
	Total for vendor 0232 - LEAGUE MN CITIES INS TRUS:			57,128.29	57,128.29		
Vendor 0237 - LOCATORS - SUPPLIES INC:							
0306058-IN							
76966	LOCATORS - SUPPLIES INC	03/29/2023	04/19/2023	341.15	341.15	Open	N
	HI-VIS SHIRTS	pziemer					04/19/2023
	235-3170-42210	OPERATING SUPPLIES		341.15			
	Total for vendor 0237 - LOCATORS - SUPPLIES INC:			341.15	341.15		
Vendor 1753 - MARCO:							
INV11070644							
76882	MARCO	04/04/2023	04/19/2023	732.00	732.00	Open	N
	WEBEX MEETINGS 3/28/23-3/27/24	pziemer					04/19/2023
	101-1800-43309	COMPUTER SUPPORT		732.00			
INV11054886							
76925	MARCO	03/30/2023	04/19/2023	560.00	560.00	Open	N
	AIRPORT DOMAIN MIGRATION	pziemer					04/19/2023
	260-9020-43309	COMPUTER SUPPORT		560.00			
	Total for vendor 1753 - MARCO:			1,292.00	1,292.00		
Vendor 0243 - MARCO FINANCING:							
498602028							
76954	MARCO FINANCING	04/07/2023	04/19/2023	796.96	796.96	Open	N
	QUARTERLY COPIER LEASE - PD	pziemer					04/19/2023
	225-2120-43331	LEASED PAYMENTS		796.96			
498602259							
76967	MARCO FINANCING	04/07/2023	04/19/2023	1,306.95	1,306.95	Open	N
	COPIER CITY HALL 3RD FLOOR 5/1/23-8/1	pziemer					04/19/2023
	101-1800-43331	LEASE PAYMENTS		1,306.95			
498870260							
76982	MARCO FINANCING	04/06/2023	04/19/2023	796.96	796.96	Open	N
	QUARTERLY COPIER LEASE - PD	pziemer					04/19/2023
	225-2120-43331	LEASED PAYMENTS		796.96			

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498870476 76986	MARCO FINANCING CITY HALL 3RD FLOOR COPIER 101-1800-43331	04/06/2023 pziemer	04/19/2023	0.00	0.00	Void	N 04/19/2023
	LEASE PAYMENTS			1,306.95			
	Total for vendor 0243 - MARCO FINANCING:			2,900.87	2,900.87		
Vendor 0254 - MILLS MOTORS INC:							
581457 76950	MILLS MOTORS INC T4 HVAC REPAIR 225-2220-42220	04/10/2023 pziemer	04/19/2023	273.60	273.60	Open	N 04/19/2023
	REPAIR & MAINT			273.60			
	Total for vendor 0254 - MILLS MOTORS INC:			273.60	273.60		
Vendor 0926 - MINNESOTA T'S:							
S 53440 76885	MINNESOTA T'S T-SHIRTS - PARKS EMPLOY 230-5200-42220	03/29/2023 pziemer	04/19/2023	384.88	384.88	Open	N 04/19/2023
	REPAIR & MAINT			96.22			
	OPERATING SUPPLIES			96.22			
	OPERATING SUPPLIES			96.22			
	OFFICE SUPPLIES			96.22			
	Total for vendor 0926 - MINNESOTA T'S:			384.88	384.88		
Vendor 0260 - MN BUREAU OF CRIM APPREHENSION:							
4/10/23 76935	MN BUREAU OF CRIM APPREHENSION CHILD PROTECTION BACKGROUND CHECKS 230-5204-42210	04/10/2023 pziemer	04/19/2023	60.00	60.00	Open	N 04/19/2023
	OPERATING SUPPLIES			45.00			
	OPERATING SUPPLIES			15.00			
	Total for vendor 0260 - MN BUREAU OF CRIM APPREHENSION:			60.00	60.00		
Vendor 0264 - MN DEPT LABOR & INDUSTRY:							
ABR0303770X 76869	MN DEPT LABOR & INDUSTRY PD PRESSURE VESSEL 225-2120-42209	03/25/2023 pziemer	04/19/2023	10.00	10.00	Open	N 04/19/2023
	SAFETY EQUIPMENT SUPPLIES			10.00			
ABR0303950X 76947	MN DEPT LABOR & INDUSTRY FD PRESSURE VESSEL 225-2220-42210	03/25/2023 pziemer	04/19/2023	10.00	10.00	Open	N 04/19/2023
	OPERATING SUPPLIES			10.00			
	Total for vendor 0264 - MN DEPT LABOR & INDUSTRY:			20.00	20.00		

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Vendor 0270 - MN DEPT LABOR & INDUSTRY:							
1ST QTR 2023							
76899	MN DEPT LABOR & INDUSTRY	04/04/2023	04/19/2023	755.83	755.83	Open	N
	MARCH0350152023 REMIT BLDG SURCHARGE pziemer						04/19/2023
	101-0000-21800 SURCHARGE PAYABLE TO STATE			755.83			
	Total for vendor 0270 - MN DEPT LABOR & INDUSTRY:			755.83	755.83		
Vendor 0445 - MN FIRE SERVICE CERTIFICATION BOARD:							
10964							
76946	MN FIRE SERVICE CERTIFICATION BOARD	03/27/2023	04/19/2023	252.00	252.00	Open	N
	INSTRUCTOR I CERT EXAM pziemer						04/19/2023
	225-2220-43330 PROFESSIONAL DEVELOPMENT			252.00			
	Total for vendor 0445 - MN FIRE SERVICE CERTIFICATION BOARD:			252.00	252.00		
Vendor 1021 - MOTOROLA:							
1411005009							
76876	MOTOROLA	03/21/2023	04/19/2023	9,733.92	9,733.92	Open	N
	10/1/22-9/30-23 EVIDENCE LIBRARY STO pziemer						04/19/2023
	225-2120-43309 COMPUTER TECHNICAL SUPPORT			9,733.92			
	Total for vendor 1021 - MOTOROLA:			9,733.92	9,733.92		
Vendor 3168 - MOTORS-N-MORE:							
29790							
76975	MOTORS-N-MORE	04/11/2023	04/19/2023	23.00	23.00	Open	N
	SQD 430 - OIL CHANGE pziemer						04/19/2023
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			23.00	23.00		
Vendor 0273 - NAPA AUTO PARTS:							
593872							
76924	NAPA AUTO PARTS	04/07/2023	04/19/2023	3.42	3.42	Open	N
	RATCHET ADAPTOR pziemer						04/19/2023
	235-3100-42220 REPAIR & MAINT			3.42			
	Total for vendor 0273 - NAPA AUTO PARTS:			3.42	3.42		
Vendor 1153 - NORTHLAND ARBORETUM:							
APR 2023							
76923	NORTHLAND ARBORETUM	04/07/2023	04/19/2023	7,819.75	7,819.75	Open	N
	APR 23 LEVY PAYMENT pziemer						04/19/2023
	101-9200-43462 REMIT ARBORETUM LEVY			7,819.75			
	Total for vendor 1153 - NORTHLAND ARBORETUM:			7,819.75	7,819.75		

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Vendor 0284 - OFFICE SHOP:							
1125598-0 76888	OFFICE SHOP GENRE BOOKMARKS 211-5501-43430	03/30/2023 pziemer	04/19/2023	130.49	130.49	Open	N 04/19/2023
	MISC - SPECIFIED DONATION USE			130.49			
	Total for vendor 0284 - OFFICE SHOP:			130.49	130.49		
Vendor 4162 - ONE STREAM NETWORKS:							
1042205 76881	ONE STREAM NETWORKS CALL TOWER APRIL 2023 101-1800-43321	04/01/2023 pziemer	04/19/2023	212.41	212.41	Open	N 04/19/2023
	TELEPHONE			212.41			
	Total for vendor 4162 - ONE STREAM NETWORKS:			212.41	212.41		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							
1647-185499 76877	O'REILLY AUTOMOTIVE STORES INC. SQD 422 - WIPER BLADE 225-2120-42221	04/04/2023 pziemer	04/19/2023	20.39	20.39	Open	N 04/19/2023
	SQUAD CAR REPAIR SUPPLIES			20.39			
1647-181884 76949	O'REILLY AUTOMOTIVE STORES INC. SHOP WIPERBLADES 230-5200-42220	03/15/2023 pziemer	04/19/2023	20.39	20.39	Open	N 04/19/2023
	REPAIR & MAINT			20.39			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			40.78	40.78		
Vendor 1610 - PRATT, ERIC:							
4/11/23 76971	PRATT, ERIC 2023 BOOT REIMB 50% 401-9030-43430	04/11/2023 pziemer	04/19/2023	87.48	87.48	Open	N 04/19/2023
	MISCELLANEOUS			87.48			
	Total for vendor 1610 - PRATT, ERIC:			87.48	87.48		
Vendor 3768 - SADUSKY RENOVATIONS:							
58 76933	SADUSKY RENOVATIONS MAR 23 INSPECTION SERVICES 101-2400-43300	04/03/2023 pziemer	04/19/2023	2,773.23	2,773.23	Open	N 04/19/2023
	PROFESSIONAL SERVICES			2,773.23			
	Total for vendor 3768 - SADUSKY RENOVATIONS:			2,773.23	2,773.23		
Vendor 0314 - SHANNON'S AUTO BODY:							

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38143 76928	SHANNON'S AUTO BODY SQD 433 - MIRROR GLASS 225-2120-42221	03/28/2023 pziemer	04/19/2023	121.28	121.28	Open	N 04/19/2023
	SQUAD CAR REPAIR SUPPLIES			121.28			
37802 76951	SHANNON'S AUTO BODY CI TRUCK BODY REPAIR 225-2220-42220	03/20/2023 pziemer	04/19/2023	17,577.08	17,577.08	Open	N 04/19/2023
	REPAIR & MAINT			17,577.08			
37943 76952	SHANNON'S AUTO BODY CI HAIL DAMAGE REPAIRS 225-2220-42220	03/20/2023 pziemer	04/19/2023	4,828.67	4,828.67	Open	N 04/19/2023
	REPAIR & MAINT			4,828.67			
	Total for vendor 0314 - SHANNON'S AUTO BODY:			22,527.03	22,527.03		
Vendor 4185 - SRF CONSULTING GROUP:							
16359.00-3 76912	SRF CONSULTING GROUP TH 210/LUM PARK PED BRIDGE STUDY 229-9030-43300-23:06	03/31/2023 pziemer	04/19/2023	5,796.07	5,796.07	Open	N 04/19/2023
	PROFESSIONAL SERVICES			5,796.07			
	Total for vendor 4185 - SRF CONSULTING GROUP:			5,796.07	5,796.07		
Vendor 2589 - STAPLES ADVANTAGE:							
3533837528 76878	STAPLES ADVANTAGE EXPANDING FILES 225-2120-42200	03/25/2023 pziemer	04/19/2023	36.02	36.02	Open	N 04/19/2023
	OFFICE SUPPLIES			36.02			
3533837526 76879	STAPLES ADVANTAGE PENS & REFILLS 225-2120-42200	03/25/2023 pziemer	04/19/2023	28.07	28.07	Open	N 04/19/2023
	OFFICE SUPPLIES			28.07			
3534717941 76955	STAPLES ADVANTAGE BPD WINDOW ENVELOPES 225-2120-42200	04/01/2023 pziemer	04/19/2023	330.71	330.71	Open	N 04/19/2023
	OFFICE SUPPLIES			330.71			
	Total for vendor 2589 - STAPLES ADVANTAGE:			394.80	394.80		
Vendor 0322 - STREICHERS PROF EQUIP:							
I1625806 76929	STREICHERS PROF EQUIP 723 - UNIFORM EXTERNAL VEST CARRIER 225-2120-41113	04/04/2023 pziemer	04/19/2023	119.99	119.99	Open	N 04/19/2023
	UNIFORM ALLOWANCE			119.99			

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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
I1626207 76956	STREICHERS PROF EQUIP UNIFORM HATS 225-2120-41113	04/06/2023 pziemer	04/19/2023	149.99	149.99	Open	N 04/19/2023
	UNIFORM ALLOWANCE			149.99			
	Total for vendor 0322 - STREICHERS PROF EQUIP:			269.98	269.98		
Vendor 0334 - U.S. BANK:							
6864067 76872	U.S. BANK BRD MN GO BONDS 2018A 302-7700-46620	03/24/2023 pziemer	04/19/2023	550.00	550.00	Open	N 04/19/2023
	PAYING AGENT FEES			550.00			
	Total for vendor 0334 - U.S. BANK:			550.00	550.00		
Vendor 0087 - VISIT BRAINERD:							
FEB 23 LODGING 76953	VISIT BRAINERD REMIT FEB 2023 LODGING TAX 101-9200-43340	04/10/2023 pziemer	04/19/2023	1,626.76	1,626.76	Open	N 04/19/2023
	LODGING TAX REMIT/PR			1,626.76			
	Total for vendor 0087 - VISIT BRAINERD:			1,626.76	1,626.76		
Vendor 0344 - WASTE PARTNERS INC:							
33X00108 76892	WASTE PARTNERS INC MAR 23 CITY HALL WASTE REMOVAL 101-1940-43380	03/31/2023 pziemer	04/19/2023	144.35	144.35	Open	N 04/19/2023
	UTILITIES			144.35			
33X00109 76893	WASTE PARTNERS INC MAR 23 DOWNTOWN WASTE REMOVAL 401-1003-43300	03/31/2023 pziemer	04/19/2023	189.54	189.54	Open	N 04/19/2023
	PROFESSIONAL SERVICES			189.54			
33X00107 76894	WASTE PARTNERS INC MAR 23 FIRE DEPT WASTE REMOVAL 225-2220-43380	03/31/2023 pziemer	04/19/2023	111.15	111.15	Open	N 04/19/2023
	UTILITIES			111.15			
33X00110 76895	WASTE PARTNERS INC MAR 23 POLICE DEPT WASTE REMOVAL 225-2120-43380	03/31/2023 pziemer	04/19/2023	136.15	136.15	Open	N 04/19/2023
	UTILITIES			136.15			
33X00105 76896	WASTE PARTNERS INC MAR 23 PARKS WASTE REMOVAL 230-5200-43380	03/31/2023 pziemer	04/19/2023	456.30	456.30	Open	N 04/19/2023
	UTILITIES			456.30			

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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
33X00106 76897	WASTE PARTNERS INC MAR 23 STREETS WASTE REMOVAL 235-3100-43380	03/31/2023 pziemer	04/19/2023	111.15 111.15	111.15	Open	N 04/19/2023
33X00111 76898	WASTE PARTNERS INC MAR 23 WASTE OIL REMOVAL 227-3230-43428	03/31/2023 pziemer	04/19/2023	64.35 64.35	64.35	Open	N 04/19/2023
33X99527 76915	WASTE PARTNERS INC MAR 23 LIBRARY WASTE REMOVAL 211-5500-43380	03/31/2023 pziemer	04/19/2023	91.80 91.80	91.80	Open	N 04/19/2023
Total for vendor 0344 - WASTE PARTNERS INC:				1,304.79	1,304.79		
Vendor 3199 - WEX BANK:							
88205540/COM DEV 76957	WEX BANK MAR 23 COM DEV FUEL 101-2400-42212	03/31/2023 pziemer	04/19/2023	62.00 62.00	62.00	Open	N 04/19/2023
88205540/FIRE 76958	WEX BANK MAR 23 FIRE DEPT FUEL 225-2220-42212	03/31/2023 pziemer	04/19/2023	1,396.26 1,396.26	1,396.26	Open	N 04/19/2023
88205540/PARKS 76959	WEX BANK MAR 23 PARKS DEPT FUEL 230-5200-42212	03/31/2023 pziemer	04/19/2023	997.10 997.10	997.10	Open	N 04/19/2023
88205540/POLICE 76960	WEX BANK MAR 23 POLICE DEPT FUEL 225-2120-42212	03/31/2023 pziemer	04/19/2023	5,302.24 5,302.24	5,302.24	Open	N 04/19/2023
88205540/STRTS 76961*	WEX BANK MAR 23 STREET DEPT FUEL 235-3125-42212 235-3125-42212	03/31/2023 pziemer	04/19/2023	12,543.72 12,544.70 (0.98)	12,543.72	Open	N 04/19/2023
88205540/ADMIN2 76962	WEX BANK MAR 23 WEX EDGE REBATE 101-0000-36299	03/31/2023 pziemer	04/19/2023	(38.30) (38.30)	(38.30)	Open	N 04/19/2023

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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
88205540/ADMIN 76963	WEX BANK MAR 23 ADMIN FUEL 101-1940-42212	03/31/2023 pziemer	04/19/2023	23.51	23.51	Open	N 04/19/2023
	MOTOR FUELS			23.51			
	Total for vendor 3199 - WEX BANK:			20,286.53	20,286.53		

Vendor 3899 - WEX HEALTH INC:

0001718280-IN 76932	WEX HEALTH INC MAR 23 COBRA 101-9200-43300	03/31/2023 pziemer	04/19/2023	43.75	43.75	Open	N 04/19/2023
	PROFESSIONAL SERVICES			43.75			
	Total for vendor 3899 - WEX HEALTH INC:			43.75	43.75		

Vendor 0346 - WIDSETH SMITH NOLTING:

222723 76900	WIDSETH SMITH NOLTING IMP 23:08 LUM PARK BEACH 229-0000-43300-23:08	03/22/2023 pziemer	04/19/2023	559.30	559.30	Open	N 04/19/2023
	PROFESSIONAL SERVICES			559.30			
	Total for vendor 0346 - WIDSETH SMITH NOLTING:			559.30	559.30		

Vendor 1712 - WSB & ASSOCIATES:

R-018999-000-18 76887	WSB & ASSOCIATES IMP 21:16 MLT FEB 2023 401-9030-43300-21:16	03/29/2023 pziemer	04/19/2023	1,042.25	1,042.25	Open	N 04/19/2023
	PROFESSIONAL SERVICES			1,042.25			
R-020548-000-9 76916	WSB & ASSOCIATES HARRISON SRTS FEB 2023 401-9030-43300-22:06	03/31/2023 pziemer	04/19/2023	2,681.00	2,681.00	Open	N 04/19/2023
	PROFESSIONAL SERVICES			2,681.00			
	Total for vendor 1712 - WSB & ASSOCIATES:			3,723.25	3,723.25		

# of Invoices:	119	# Due:	117	Totals:	624,938.15	624,938.15
# of Credit Memos:	1	# Due:	1	Totals:	(38.30)	(38.30)
Net of Invoices and Credit Memos:					624,899.85	624,899.85

* 1 Net Invoices have Credits Totalling:	(0.98)
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--- TOTALS BY GL DISTRIBUTION ---

101-0000-15510	PREPAID OTHER	2,339.00
101-0000-21800	SURCHARGE PAYABLE TO STATE	755.83
101-0000-36299	MISCELLANEOUS REVENUE	(38.30)
101-1400-43330	PROFESSIONAL DEVELOPMENT	36.94
101-1400-43361	INS - GENERAL LIABILITY	628.40

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-1700-43361	INS - GENERAL LIABILITY		292.98			
	101-1700-43363	INS - AUTO		171.25			
	101-1800-42210	OPERATING SUPPLIES		1,926.78			
	101-1800-43309	COMPUTER SUPPORT		5,732.00			
	101-1800-43321	TELEPHONE		212.41			
	101-1800-43331	LEASE PAYMENTS		1,306.95			
	101-1800-43361	INS - GENERAL LIABILITY		224.86			
	101-1940-42212	MOTOR FUELS		23.51			
	101-1940-42220	REPAIR & MAINT		1,894.92			
	101-1940-43361	INS - GENERAL LIABILITY		19.75			
	101-1940-43380	UTILITIES		144.35			
	101-1940-43381	BPU UTILITIES		2,033.99			
	101-2400-42212	MOTOR FUELS		62.00			
	101-2400-43300	PROFESSIONAL SERVICES		2,773.23			
	101-2400-43361	INS - GENERAL LIABILITY		453.78			
	101-2400-43363	INS - AUTO		219.25			
	101-2400-43405	NUISANCES		850.00			
	101-9200-43300	PROFESSIONAL SERVICES		10,945.54			
	101-9200-43340	LODGING TAX REMIT/PR		1,626.76			
	101-9200-43350	LEGAL PUBLICATIONS		15.32			
	101-9200-43361	INS - GENERAL LIABILITY		3,959.50			
	101-9200-43362	INS - PROPERTY		6,229.50			
	101-9200-43363	INS - AUTO		69.75			
	101-9200-43365	INS - OTHER		356.81			
	101-9200-43381	BPU UTILITIES		138.39			
	101-9200-43438	MISC SPECIAL PROJECTS		7,017.00			
	101-9200-43460	REMIT COMMUNITY ACTION LEVY		7,819.75			
	101-9200-43461	REMIT SENIOR CITIZEN LEVY		7,819.75			
	101-9200-43462	REMIT ARBORETUM LEVY		7,819.75			
	203-9000-42212	MOTOR FUELS		6,727.02			
	203-9000-43361	INS - GENERAL LIABILITY		408.44			
	203-9000-43363	INS - AUTO		2.25			
	203-9000-43365	INS - OTHER		4.66			
	211-5500-42220	REPAIR & MAINT		134.48			
	211-5500-43361	INS - GENERAL LIABILITY		35.78			
	211-5500-43362	INS - PROPERTY		2,498.75			
	211-5500-43365	INS - OTHER		146.42			
	211-5500-43380	UTILITIES		91.80			
	211-5500-43381	BPU UTILITIES		1,504.46			
	211-5501-43430	MISC - SPECIFIED DONATION USE		130.49			
	223-0000-22800	OTHER LIABILITIES		2,077.00			
	225-2120-41113	UNIFORM ALLOWANCE		285.10			
	225-2120-42200	OFFICE SUPPLIES		401.91			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		10.00			
	225-2120-42210	OPERATING SUPPLIES		187.89			
	225-2120-42212	MOTOR FUELS		5,302.24			
	225-2120-42220	REPAIR & MAINT		3,686.41			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		222.20			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		9,733.92			
	225-2120-43322	POSTAGE		5.50			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		200.00			
	225-2120-43331	LEASED PAYMENTS		1,593.92			
	225-2120-43361	INS - GENERAL LIABILITY		14,997.41			
	225-2120-43362	INS - PROPERTY		1,190.00			
	225-2120-43363	INS - AUTO		6,611.00			
	225-2120-43365	INS - OTHER		453.21			
	225-2120-43380	UTILITIES		136.15			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	225-2120-43381	BPU UTILITIES		4,871.70			
	225-2220-42210	OPERATING SUPPLIES		198.61			
	225-2220-42212	MOTOR FUELS		1,396.26			
	225-2220-42220	REPAIR & MAINT		22,679.35			
	225-2220-42221	R&M BUILDING		125.15			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		1,428.20			
	225-2220-43361	INS - GENERAL LIABILITY		444.77			
	225-2220-43362	INS - PROPERTY		1,243.50			
	225-2220-43363	INS - AUTO		1,639.50			
	225-2220-43365	INS - OTHER		346.33			
	225-2220-43380	UTILITIES		111.15			
	225-2220-43381	BPU UTILITIES		3,076.61			
	225-2700-43300	PROFESSIONAL SERVICES		1,919.33			
	225-2700-43430	MISCELLANEOUS		401.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		164.35			
	229-0000-43300-23:08	PROFESSIONAL SERVICES		559.30			
	229-9030-43300-23:06	PROFESSIONAL SERVICES		5,796.07			
	230-5200-42200	OFFICE SUPPLIES		96.22			
	230-5200-42212	MOTOR FUELS		997.10			
	230-5200-42220	REPAIR & MAINT		344.40			
	230-5200-43300	PROFESSIONAL SERVICES		3,250.00			
	230-5200-43309	COMPUTER TECHNICAL SUPPORT		6,300.00			
	230-5200-43361	INS - GENERAL LIABILITY		678.47			
	230-5200-43362	INS - PROPERTY		5,470.25			
	230-5200-43363	INS - AUTO		606.25			
	230-5200-43365	INS - OTHER		249.51			
	230-5200-43380	UTILITIES		456.30			
	230-5200-43381	BPU UTILITIES		4,574.90			
	230-5204-42210	OPERATING SUPPLIES		141.22			
	230-5211-42210	OPERATING SUPPLIES		33.60			
	230-5220-42210	OPERATING SUPPLIES		96.22			
	235-3100-42220	REPAIR & MAINT		1,694.22			
	235-3100-42240	SMALL TOOLS		40.91			
	235-3100-43361	INS - GENERAL LIABILITY		2,254.76			
	235-3100-43362	INS - PROPERTY		846.25			
	235-3100-43363	INS - AUTO		1,095.50			
	235-3100-43365	INS - OTHER		923.50			
	235-3100-43380	UTILITIES		111.15			
	235-3100-43381	BPU UTILITIES		24,247.46			
	235-3100-43430	MISCELLANEOUS		90.37			
	235-3125-42212	MOTOR FUELS		12,543.72			
	235-3125-42220	REPAIR & MAINT		1,615.00			
	235-3170-42210	OPERATING SUPPLIES		341.15			
	236-3180-43381	BPU UTILITIES		36.00			
	237-0000-33600	REV FROM OTHER GOVTS		239,031.95			
	237-3190-42220	REPAIR & MAINT		751.61			
	237-3190-43361	INS - GENERAL LIABILITY		644.25			
	237-3190-43362	INS - PROPERTY		241.75			
	237-3190-43363	INS - AUTO		313.00			
	237-3190-43365	INS - OTHER		263.75			
	238-3160-43361	INS - GENERAL LIABILITY		322.25			
	238-3160-43362	INS - PROPERTY		121.00			
	238-3160-43363	INS - AUTO		156.50			
	238-3160-43365	INS - OTHER		132.00			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		93,344.69			
	260-9020-42220	REPAIR & MAINT		980.00			
	260-9020-43309	COMPUTER SUPPORT		560.00			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	260-9020-43321	TELEPHONE		235.84			
	260-9020-43361	INS - GENERAL LIABILITY		125.00			
	278-6515-43430	MISCELLANEOUS		170.25			
	295-6510-43361	INS - GENERAL LIABILITY		36.45			
	302-7700-46620	PAYING AGENT FEES		550.00			
	400-9050-45530	CAPITAL - OTHER		29,448.20			
	401-1003-43300	PROFESSIONAL SERVICES		189.54			
	401-1003-43380	UTILITIES		52.15			
	401-9030-43300-21:11	PROFESSIONAL SERVICES		1,666.22			
	401-9030-43300-21:16	PROFESSIONAL SERVICES		1,042.25			
	401-9030-43300-22:06	PROFESSIONAL SERVICES		2,681.00			
	401-9030-43430	MISCELLANEOUS		1,644.48			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			75,881.70	75,881.70		
	203 - TRANSIT FUND			7,142.37	7,142.37		
	211 - LIBRARY FUND			4,542.18	4,542.18		
	223 - DRUG FORFEITURE			2,077.00	2,077.00		
	225 - PUBLIC SAFETY FUND			84,898.32	84,898.32		
	227 - RECYCLING FUND			164.35	164.35		
	229 - PANDEMIC GRANTS			6,355.37	6,355.37		
	230 - PARK & RECREATION FUND			23,294.44	23,294.44		
	235 - STREET & SEWER FUND			45,803.99	45,803.99		
	236 - PARKING LOT FUND			36.00	36.00		
	237 - SANITARY SEWER FUND			241,246.31	241,246.31		
	238 - STORM SEWER FUND			731.75	731.75		
	251 - LOCAL OPTION SALES TAX			93,344.69	93,344.69		
	260 - AIRPORT FUND			1,900.84	1,900.84		
	278 - HEALTHY EMPLOYEE INITIATIVE			170.25	170.25		
	295 - EDA FUND			36.45	36.45		
	302 - SINKING 302 18A GO			550.00	550.00		
	400 - CAPITAL PROJECTS FUND			29,448.20	29,448.20		
	401 - CONSTRUCTION FUND			7,275.64	7,275.64		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			244,724.78	244,724.78		
	1003 - 10:03 DWNTWN MAIN CNTRACT			241.69	241.69		
	1400 - ADMINISTRATION			665.34	665.34		
	1700 - ENGINEERING			464.23	464.23		
	1800 - IT/GIS			9,403.00	9,403.00		
	1940 - CITY HALL			4,116.52	4,116.52		
	2120 - POLICE DEPARTMENT			49,888.56	49,888.56		
	2220 - FIRE DEPARTMENT			32,689.43	32,689.43		
	2400 - COMMUNITY DEVL/INSPECTION			4,358.26	4,358.26		
	2700 - ANIMAL CONTROL			2,320.33	2,320.33		
	3100 - S & S MAINTENANCE			31,304.12	31,304.12		
	3125 - SNOW REMOVAL			14,158.72	14,158.72		
	3160 - STORM SEWER EXPENSE			731.75	731.75		
	3170 - TRAFFIC CONTROL			341.15	341.15		
	3180 - PARKING LOTS EXPENSE			36.00	36.00		
	3190 - SANITARY SEWER EXPENSE			2,214.36	2,214.36		
	3230 - RECYCLING EXPENSE			164.35	164.35		
	5200 - PARK MAIN/ADMINISTRATION			23,023.40	23,023.40		
	5204 - CONCESSIONS			141.22	141.22		
	5211 - SPECIAL EVENTS PROGRAM			33.60	33.60		
	5220 - OUTDOOR RINKS			96.22	96.22		

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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 ---							
	5500 - LIBRARY-BUDGETED			4,411.69	4,411.69		
	5501 - SPECIFIED DONATION USE			130.49	130.49		
	6510 - ECONOMIC DEVELOPMENT AUTH			36.45	36.45		
	6515 - HEALTHY EMPLOYE INITIATIVE			170.25	170.25		
	7700 - SINKING 302 GO 18A			550.00	550.00		
	9000 - TRANSIT FUND			7,142.37	7,142.37		
	9020 - AIRPORT M & O			1,900.84	1,900.84		
	9030 - CONSTRUCTION PROJ-MISC			12,830.02	12,830.02		
	9050 - CAPITAL PROJECTS-MISC			29,448.20	29,448.20		
	9200 - CITY-WIDE			53,817.82	53,817.82		
	9360 - LOCAL OPTION SALES TAX			93,344.69	93,344.69		

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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 2740 - AT&T MOBILITY:							
X03032023-FD 76433	AT&T MOBILITY ACCT 287312856222 FIRE DEPT PHONES Ffpziemer 225-2220-43321	02/25/2023	03/10/2023	1,157.40	0.00	Paid	Y 03/10/2023
	TELEPHONE			1,157.40			
X03032023/ADM 76435	AT&T MOBILITY ACCT 287292136423 ADMIN PHONES 1/26/pziemer 101-1400-43321	02/25/2023	03/10/2023	19.84	0.00	Paid	Y 03/10/2023
	TELEPHONE			19.84			
X03032023/COM 76436	AT&T MOBILITY ACCT 287292136423 COM DEV PHONES 1/26/pziemer 101-2400-43321	02/25/2023	03/10/2023	29.76	0.00	Paid	Y 03/10/2023
	TELEPHONE			29.76			
X03032023/ENG 76437	AT&T MOBILITY ACCT 287292136423 ENG PHONES 1/26/23-pziemer 101-1700-43321	02/25/2023	03/10/2023	36.54	0.00	Paid	Y 03/10/2023
	TELEPHONE			36.54			
X03032023/HR 76438	AT&T MOBILITY ACCT 287292136423 HR PHONE 1/26/23-2/pziemer 101-1400-43321	02/25/2023	03/10/2023	9.92	0.00	Paid	Y 03/10/2023
	TELEPHONE			9.92			
X03032023/IT 76439	AT&T MOBILITY ACCT 287292136423 IT PHONES 1/26/23-2/pziemer 101-1800-43321	02/25/2023	03/10/2023	16.70	0.00	Paid	Y 03/10/2023
	TELEPHONE			16.70			
X03032023/PARKS 76440	AT&T MOBILITY ACCT 287292136423 PARKS PHONE 1/26/23-pziemer 230-5200-43321	02/25/2023	03/10/2023	11.67	0.00	Paid	Y 03/10/2023
	TELEPHONE			11.67			
X03032023/STRTS 76441*	AT&T MOBILITY ACCT 287292136423 STREETS PHONE 1/26/pziemer 235-3100-43321 237-3190-43321	02/25/2023	03/10/2023	16.70	0.00	Paid	Y 03/10/2023
	TELEPHONE			18.27			
	TELEPHONE			(1.57)			
X03032023/TRNST 76442	AT&T MOBILITY ACCT 287292136423 TRANSIT PHONES 1/26/pziemer 203-9000-43321	02/25/2023	03/10/2023	9.92	0.00	Paid	Y 03/10/2023
	TELEPHONE			9.92			
X03032023/POLICE 76443	AT&T MOBILITY ACCT 287287520356 POLICE DEPT 1/26/23-pziemer 225-2120-43309	02/25/2023	03/10/2023	2,039.61	0.00	Paid	Y 03/10/2023
	COMPUTER TECHNICAL SUPPORT			802.83			

04/10/2023 03:31 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/01/2023 - 03/31/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 2/3

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	225-2120-43321	TELEPHONE		1,236.78			
X03032023/AIRPORT							
76452	AT&T MOBILITY	02/25/2023	03/10/2023	235.84	0.00	Paid	Y
	ACCT 287291178494 AIRPORT PHONES	pziemer					03/10/2023
	260-9020-43321	TELEPHONE		235.84			
	Total for vendor 2740 - AT&T MOBILITY:			3,583.90	0.00		

Vendor 1343 - CHARTER COMMUNICATIONS:

0008065030123

76458	CHARTER COMMUNICATIONS	03/01/2023	03/10/2023	46.77	0.00	Paid	Y
	3/1/23-3/29/23 BUSINESS TV	pziemer					03/10/2023
	225-2120-43380	UTILITIES		46.77			
	Total for vendor 1343 - CHARTER COMMUNICATIONS:			46.77	0.00		

Vendor 2924 - VERIZON WIRELESS:

9928412467

76434	VERIZON WIRELESS	02/23/2023	03/10/2023	40.01	0.00	Paid	Y
	1/24/23-2/23/23 PARKS PHONES	pziemer					03/10/2023
	230-5200-43321	TELEPHONE		40.01			
	Total for vendor 2924 - VERIZON WIRELESS:			40.01	0.00		

# of Invoices:	13	# Due:	0	Totals:	3,670.68	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					3,670.68	0.00

* 1 Net Invoices have Credits Totalling:	(1.57)
--	--------

--- TOTALS BY GL DISTRIBUTION ---

101-1400-43321	TELEPHONE	29.76
101-1700-43321	TELEPHONE	36.54
101-1800-43321	TELEPHONE	16.70
101-2400-43321	TELEPHONE	29.76
203-9000-43321	TELEPHONE	9.92
225-2120-43309	COMPUTER TECHNICAL SUPPORT	802.83
225-2120-43321	TELEPHONE	1,236.78
225-2120-43380	UTILITIES	46.77
225-2220-43321	TELEPHONE	1,157.40
230-5200-43321	TELEPHONE	51.68
235-3100-43321	TELEPHONE	18.27
237-3190-43321	TELEPHONE	(1.57)
260-9020-43321	TELEPHONE	235.84

04/10/2023 03:31 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 03/01/2023 - 03/31/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 3/3

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			112.76	0.00		
	203 - TRANSIT FUND			9.92	0.00		
	225 - PUBLIC SAFETY FUND			3,243.78	0.00		
	230 - PARK & RECREATION FUND			51.68	0.00		
	235 - STREET & SEWER FUND			18.27	0.00		
	237 - SANITARY SEWER FUND			(1.57)	0.00		
	260 - AIRPORT FUND			235.84	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	1400 - ADMINISTRATION			29.76	0.00		
	1700 - ENGINEERING			36.54	0.00		
	1800 - IT/GIS			16.70	0.00		
	2120 - POLICE DEPARTMENT			2,086.38	0.00		
	2220 - FIRE DEPARTMENT			1,157.40	0.00		
	2400 - COMMUNITY DEVL/INSPECTION			29.76	0.00		
	3100 - S & S MAINTENANCE			18.27	0.00		
	3190 - SANITARY SEWER EXPENSE			(1.57)	0.00		
	5200 - PARK MAIN/ADMINISTRATION			51.68	0.00		
	9000 - TRANSIT FUND			9.92	0.00		
	9020 - AIRPORT M & O			235.84	0.00		

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 STUNEK, DULY CARRIED, TO APPROVE THE AGENDA.

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

- A. Approval of Bills
- B. Approval of Minutes
 - a. Regular City Council Meeting held on March 20, 2023
- C. Approval of Licenses
- D. Department Activity Report
- E. MN Lawful Gambling Application for Exempt Permit Submitted by Central Lakes College Foundation for an Event to be held on May 3rd, 2023 at Central Lakes College 501 W College Dr
- F. Approve DTSS Landscaping Bid
- G. Authorize Hiring 2023 Temporary Employees
- H. Authorize Hiring of a BPU Laborer

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.

Community Member of the Month

Mayor Badeaux recognized 4th Grader Amirah Cosgrove as the Community Member of the Month for April. The Community Member of the Month celebrates our citizens who go out of their way to show that life in Brainerd is worth being a part of. As a part of a District 6 Senate Contest, Amirah's drawing of the Brainerd Water Tower will hang in the Minnesota Senate Building for the remainder of 2023. The Mayor feels strongly that young citizens should know that Brainerd is a great place to live. Whenever we can see a showing of pride in our community by our youngest community members they should be recognized. Amirah also drew his favorite thing about Brainerd, the Water Tower.

Council Committee Reports

Safety and Public Works Committee

Approve Event/Parking Lot Closure Application- VFW Freedom Fest

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 16TH.

Discuss Request for Enhanced Signage at Laurel/8th

Committee Chair O'Day stated that a citizen requested enhanced signage for the intersection of S 8th Street and Laurel Street. The Police Department reported that there has only been one accident in that area in a number of years and there is no significant proof of the need for enhanced signage. LED signage would be expensive and may set precedence for more requests that are unwarranted. Staff will work to paint the intersection and place flags to draw attention to the need to stop.

Adopt Resolution to Authorize Application for MnDNR Outdoor Recreation Grant

Committee Chair O'Day stated that this is a formality for the grant that was approved at the previous Council meeting.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK TO ADOPT RESOLUTION AUTHORIZING APPLICATION FOR THE MNDNR OUTDOOR RECREATION GRANT FOR THE LUM PARK BEACH AND CAMPGROUND EXPANSION PROJECT.

RESOLUTION 17:23

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

Discussion on Park Properties

Committee Chair O'Day stated that the committee wants to have discussion about the park lands after the Park Board has time to discuss the properties.

Discussion on Lum Park Road SPRA Project

Committee Chair O'Day stated that the committee discussed the removal of parking with the narrowing of Lum Park Road for traffic calming at length. The Council has expressed the need for on-street parking in our parks, the Park Board confirmed their desire for parking to be on-street.

Member Johnson asked whether there would be a light added to the boat launch.

City Engineer/Public Works Director Dehn stated that Park Board does not want to see a light at the boat launch.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO LEAVE THE ROAD LAYOUT THE WAY IT IS WITHOUT REMOVING ANY PARKING.

Personnel and Finance Committee

League of MN Cities Insurance Trust (LMCIT) Premium Renewal March 2023-February 2024

Committee Chair Johnson stated that the City budgeted a 5.5% increase. The actual increase was 10%. The cost to the City is \$189,033 and \$1,385 for Transit.

Member Czczok asked why the renewal is for March when it is now April.

Finance Director Hillman stated that there is no lapse in coverage, the presentation to the City was not available until now.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE INSURANCE RENEWAL FROM LMCIT FOR THE PERIOD OF MARCH 1, 2023-FEBRUARY 28, 2024.

Consider Extension of the Agreement with the Northland Arboretum

Committee Member Terry stated that as Council Liaison to the Northland Arboretum she has heard the history of the decision made. The work done by the Arb is fulfilling the request of the Council. Making a significant fiscal change in 18 months is daunting, she believes that the agreement should be in line with the other agreements to allow proper time for the ideas the Arb has implemented to become fiscally independent take root.

Committee Chair Johnson stated that the other two organizations for which the City levies, have both had a citizen referendum pass in their favor. Funding for the Arboretum has been on the ballot twice and both times failed to pass by the voters. About 20 years ago the Charter Commission and City Council decided to give the Arboretum funding for the short term. He believes that eighteen months to get finances in order was sufficient. Ultimately, he cannot ethically support taxing the poorest people in the county for the leisure activities of the richest.

Member O'Day stated that he would be voting no as well, it is nothing against the Arb. He believes that the operation of the City is to seek RFPs for this greenspace organization levy contribution in the Fall, not award an extension.

Member Czczok asked whether there was a work group formed.

Administrator Bergman stated that Ms. Zimmerman formed a work group at the direction of the Council.

Chair Bevans stated that he will support the motion, he cannot answer what people wanted to do 100 years ago. An extension would level the playing field.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND STUNEK TO EXTEND THE AGREEMENT WITH THE NORTHLAND ARBORETUM THROUGH DECEMBER 31ST, 2026 TO BE IN LINE WITH THE AGREEMENTS FOR THE OTHER TWO ORGANIZATIONS.

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

Accept Letter of Resignation from Battalion Chief Joe Rubado

Committee Chair Johnson stated that Battalion Chief Rubado has served our Fire Department for 26 years.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO ACCEPT THE RESIGNATION OF BATTALION CHIEF JOE RUBADO EFFECTIVE JULY 31ST, 2023.

Approve Hiring List Paid On-Call Firefighters 2023 and Authorize to Hire

Committee Chair Johnson stated the goal is to be at 40 trained firefighters.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE THE ESTABLISHMENT OF A PAID ON-CALL FIREFIGHTER HIRING LIST AND TO HIRE UP TO 4 PAID ON-CALL FIREFIGHTERS.

Consider Recommendations Regarding the Public Utilities Director Job Description and Hiring Process

Committee Chair Johnson stated that this was recommended by the work group that included Member Terry so no action by Council is needed.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, 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.

Approve Outdoor Program Banner Policy

Committee Chair Johnson stated that the PUC passed an outdoor banner program policy.

Unfinished Business

Public Hearing and Adopt Resolution for Housing and Rehabilitation Small Cities Development Program Grant Application

John Schommer, HRA Rehab Coordinator, stated that the HRA is applying for a grant on behalf of the City in two areas in Southeast Brainerd through DEED. There will also be rental rehabilitation available if awarded the grant. The application is due May 1st, and they will know later this year whether they have been awarded the grant.

The Chair opened the public hearing at 7:56 p.m.

No one came forward.

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

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN TO ADOPT RESOLUTION AUTHORIZING LOCAL GOVERNMENT APPLICATION. AUTHORIZE APPROPRIATE SIGNATURE ON THE CITIZEN PARTICIPATION PLAN; FURTHER TO AUTHROIZE APPROPRIATE SIGNATURE ON THE CONFLICT-OF-INTEREST DISCLOSURE FORM.

RESOLUTION 18:23

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.

Adopt Resolution for Denial of the Conditional Use Permit for a 5-Unit Apartment at 2307 Crestview Lane

Community Development Director Kramvik stated 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. This resolution formally adopts the reasons for denial of the CUP based on the zoning code and future land use map.

RESOLUTION 19:23

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.

Committee Resignation

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO ACCEPT THE RESIGNATION OF LYNDA HUMMEL FROM THE LIBRARY BOARD.

Committee Appointment

Mayor Badeaux recommended Justin Grecula to the EDA.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO APPOINT JUSTIN GRECULA TO THE EDA.

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)

Library Board- 1 term (Expire 2025)

Rental Dwelling License Board of Appeals – 5 terms (Expire 2025)

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

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

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

Parking Commission—1 term (Expire 2026)

Planning Commission-- 1 terms (Expire 2025)

Public Forum

The Chair opened the public forum at 8:01 p.m.

No one came forward.

The Chair closed the public forum at 8:02 p.m.

Staff Reports

Community Development Director Kramvik stated that at its next meeting the Planning Commission will hold a public hearing for the revised lighting ordinance in the zoning code, will

continue work on the parking ordinance, and finally they will review plans resubmitted by VCV to include actual buildings on the property recently purchased by them that will then have to be reviewed by the EDA.

City Engineer/ Public Works Director Dehn stated there was a potential for a snow emergency later in the week. The freeze-thaw has been creating many potholes, this is not unique to the City, the street crew has been working on patching those holes. Finally, the contractor for the Highway 25 bridge has moved up the construction to mid-April. Look for details regarding the detour.

City Administrator Bergman drew attention to her submitted report. The owner of CC's Bar had previously requested the ability to extend her premises, and staff reached out with information to enable her to do so. She has reached out to the Lakes Area Media Collaborative via e-mail that has gone unanswered, Attorney Langel drafted a letter to Mr. Henschke and three board members. Finally, she attended CLC's ten-year planning meeting to provide feedback on things CLC is doing in their partnership with the City.

Mayor Report

Mayor Badeaux stated that the Easter Events will take place on April 8th at Gregory Park at 10:00 a.m. and the NP Center at 11:00 a.m. He recommends snowpants and other winter gear. He thanked Recreation Coordinator Kaufman for her work on the Gregory Park event and Mr. Higgins for the NP Center event.

Council Member Reports

Member Johnson stated that he read in the Brainerd Daily Dispatch that the City only needs 2 inches of snow to reach an all-time record for snowfall for the City. The current record is 82".

Chair Bevans stated that MnDOT has changed some of the plans for 210 after the municipal consent. He is working with City Engineer Dehn to get to the bottom of the situation. He thanked Member Johnson for his persistence in getting funds returned from Lakes Area Media Collaborative, he hopes the City continues to press the matter.

Member O'Day stated that the EDA meets on Thursday he's excited for the meeting.

Member Stenglein stated the Brainerd Unified Fund met for the first time since 2021. There are funds available for gap financing.

Member Czczok stated that the Public Utilities Commission would like to hold a joint meeting. There are a lot of items to talk about when it comes to utilities, it may "shock" you.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN,
DULY CARRIED, TO ADJOURN THE MEETING.

The Chair adjourned the meeting at 8:12 p.m.

Jennifer Bergman
City Administrator

BENELLE CONSTRUCTION

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
7305 DRESSAGE RD	Roofing	Active			2023-0002	12/31/2023

ERICS EXCAVATING INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
PO BOX 853	Excavator	Active		12/31/2023	2023-0012	12/31/2023

NORTH EDGE EXTERIORS LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
1650 32ND AVE SW	General Commerical	Active		12/31/2023	2023-0010	12/31/2023

TOTAL COMFORT

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
8818 7TH AVE N	Mechanical	Active	MB784809	08/09/2023	2023-0057	12/31/2023
8818 7TH AVE N	Plumbing Contractor	Active	PC784810	12/31/2023	2023-0035	12/31/2023

UPLAND ADVERTISING & DESIGN LL

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
21683 CAMPBELL LAKE	Sign Erector	Active	SB701308	07/29/2024	2023-0008	12/31/2023

Total Licensees5

Population: All Records
Licensee.DateRegistered Between 3/30/2023 12:00:00 AM AND 4/13/2023 12:00:00 AM



City of Brainerd
IT/GIS Department Monthly Report
March 2023

Projects

- Project to create separate network segments for airport in anticipation of Dept of Homeland Security requirements and a second police segment per BCA requirements.
- Migrated *brainerdairport.com* domain to city Microsoft Azure tenant and assigned to airport users.
- BCA security audit – various projects still underway to comply with audit requirements – VPN changes, firewall changes, network configuration changes, logging software, etc.
- Mapping project for HRA small city development grant

Software

- BS&A – setup on Airport staff computers, held training
- CivicClerk – agenda management software, contract negotiated and signed.
- CivicRec – park reservation/registration software – ongoing learning and customization
- Continued implementation of IT asset tracking software and ticketing system.

Hardware

- Door access control at street (public works) garage installed and configured.
- Setting up new physical server, planning migrations of some virtual servers from dated equipment.
- City Hall generator – Sent request for bids to local companies, hosted walk throughs for contractors.

Other

- Technical support for numerous meetings – City Council, Park Board, Planning Comm, EDA, etc.
- Staff: new Police Officer
- Held GIS Intern interviews

Statistics

Email: sent 8,876 (286/day), received 34,697 (1,119/day)

Cisco Secure Endpoint: 6.5M files scanned, 790K IPs scanned

YouTube – City of Brainerd channel 946 views, 144.2 hours watched

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: April 17, 2023

RE: Community Development Director Report

Building

The Community Development Department issued 50 building Permits with a total project valuation of \$220,191 in the month of March.

Within the River-to-Rail Corridor, five (5) permits were issued in the month of March. These improvements account for a total project value of \$32,067.00 and resulted in \$1,115.44 waived in Permit fees.

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

Code Enforcement

The Community Development Department conducted 43 code enforcement inspections in March across the following categories:

- Nuisance on a Public Sidewalk – 33
- Junk and Debris – 5
- Zoning Code Violation – 2
- Garbage – 2
- Animal Feces - 1

*Note: With the adoption of Ordinance No. 1524 on April 4th, 2022 Community Development staff have moved to complaint driven enforcement only.

Planning & Zoning

The Planning Commission directed the Community Development Department to determine the off-street parking practices of other cities in Minnesota that are similar to Brainerd. Additionally, the department provided data on the best practices of other cities in the region as well as nationally. The cities that were reviewed and contacted by the department have a population close to Brainerd's. Several different policy ideas were generated from this research, such as instituting parking maximums, removing parking minimums, and crafting a tiered off-street parking requirement for multi-unit attached dwellings. After discussions with Community Development colleagues in Minnesota, Tennessee, California, and Wisconsin, the department was

able to hear the results of recent changes to off-street parking policies and ready to present the findings to the Planning Commission.

The Planning Commission will hold the public hearing on the most recent version of the lighting ordinance at its next meeting. The proposed amendment to Section 515-4-8 is related to outdoor lighting color temperature of lamps, dimmable lighting, and lighting performance standards. The proposed ordinance would require all new outdoor lighting in the City of Brainerd to have a correlated color temperature of 3,000 Kelvin or lower. The proposed ordinance would also require all new nonresidential lighting to dim by at least fifty percent or turn off at 10PM or one hour after close of business, whichever is later. The Commission will also consider an amendment to the performance standards of outdoor lighting within Zoning Districts and require all outdoor lighting attached to structures to be fully recessed and/or shielded.



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BESTUL'S BOOYAH AWARD



Officers Boggs, Larson, and Judd were dispatched to what was believed to be a physical altercation involving a young child. Officers arrived and were immediately met with verbal resistance and complete denial. Officers eventually recognized and identified an adult subject who had been involved in numerous investigations and the subject of many police contacts over the previous four months. Although the subject was extremely uncooperative and yelling at the officers, they did not shy away from the verbal assaults and threats of a lawsuit. The subject attempted to slam the door in officers' faces to prevent officers from continuing their investigation. Officers quickly identified that the subject had clearly assaulted a child. While this was not a unique call, the officers did a great job of working through the distractions and lack of cooperation from the subject to make a positive impact on the lives of several children. **BOOYAH!**

STAFFING & ASSIGNMENTS



We would like to introduce Nate Peters, our newest Police Officer, who started with the department on March 13th.

Nate received his law enforcement degree from Central Lakes College and began working for the Breezy Point Police Department in September of 2020. Prior to working in Law Enforcement, he was employed by the North Memorial Health EMS as a Paramedic working in the Brainerd area.

Nate resides in Nisswa with his wife, Sarah, and two daughters.



Officer Peters working with Sgt. Rosier on defensive tactics during his academy weeks.

OVERALL CALLS FOR SERVICE

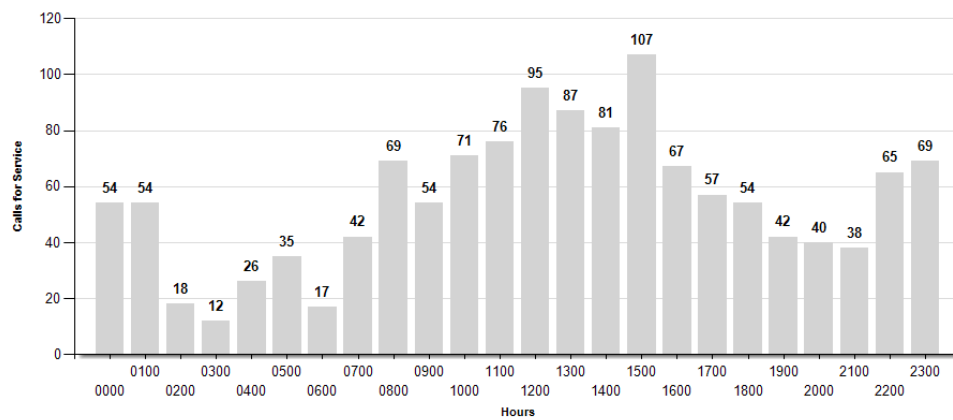
March	2023	2022
Number of Calls for Service	1330	1372



Calls for Service Hourly

3/1/2023 to 3/31/2023

Total Calls: 1371

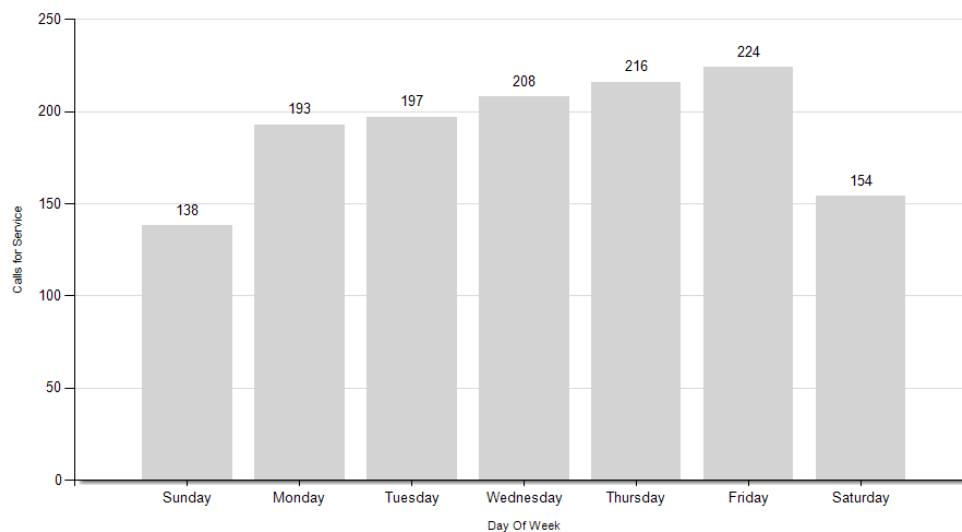


Calls for Service Day Of Week

Start Date: 3/1/2023

End Date: 3/31/2023

Total Calls: 1371



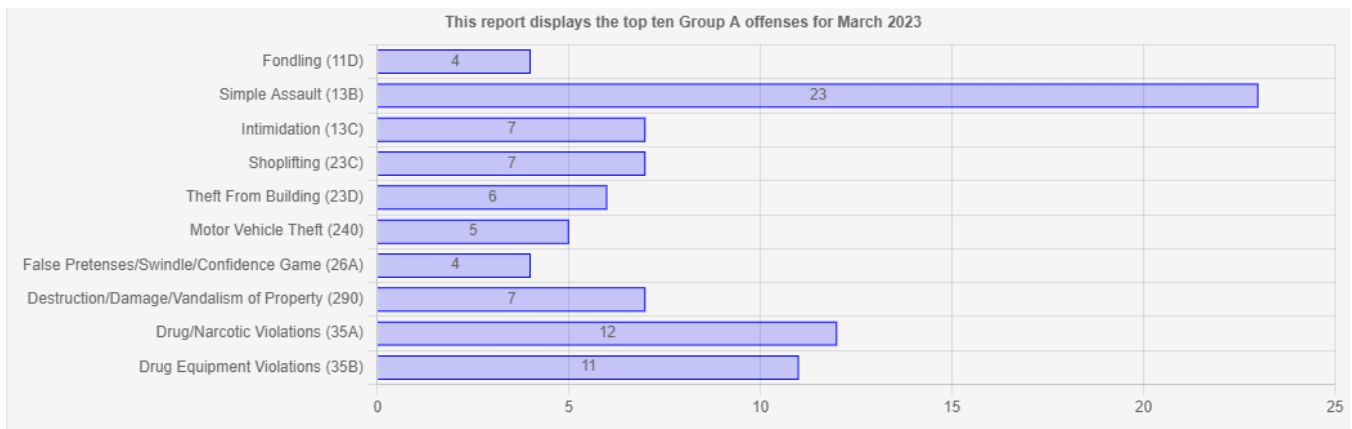
CRIME STATISTICS

Year to Date through March	2023	2022
Group A Offenses Known or Reported to Police	302	324
Group A and B Arrests	198	194

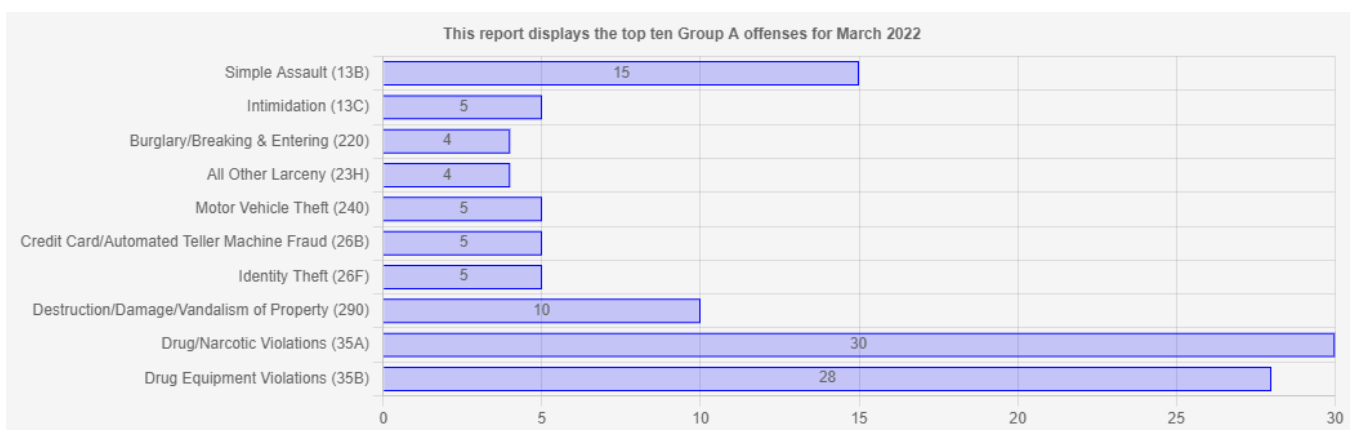
**** Note: 2023 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

March 2023

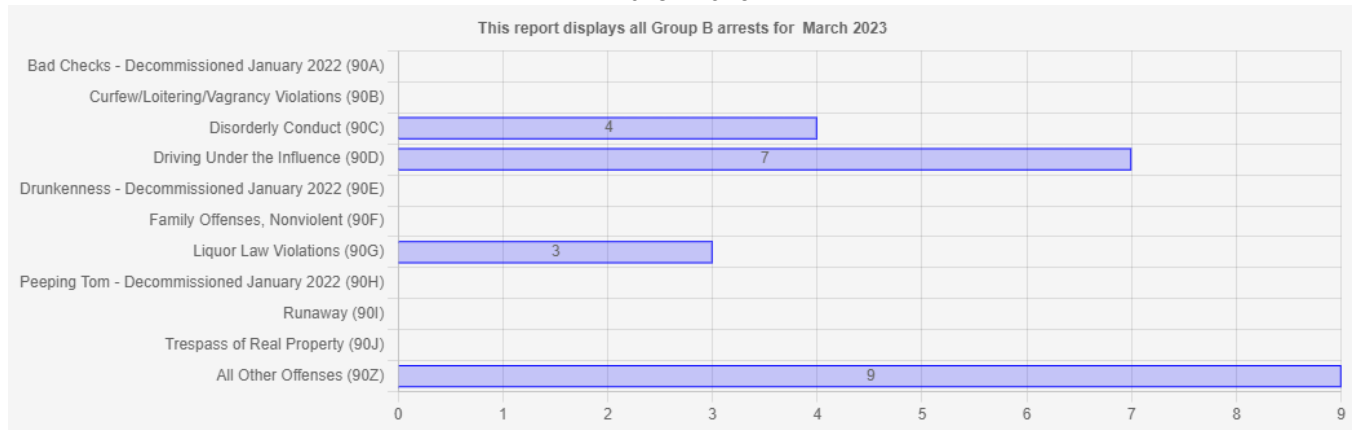


March 2022

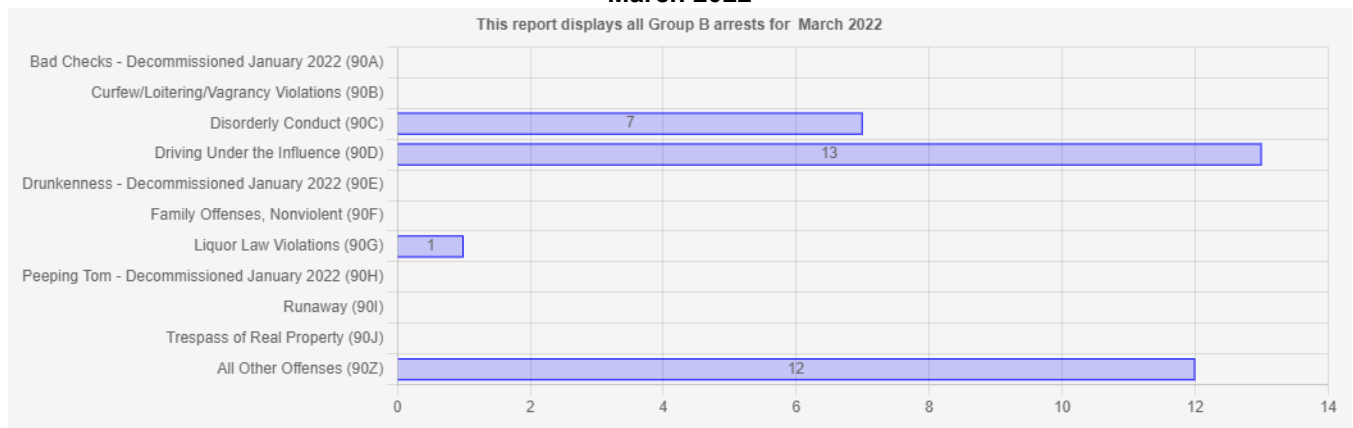


GROUP B ARREST DATA

March 2023



March 2022



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

March	2023	2022
Citations (Inc. Parking Tickets & Written Warnings)	208	267

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

5	Dismissed
61	Paid in Full
2	Partial Payments Received
48	No Payment Received

Revenue Recapture Receipts:

2022 Total:	\$ 5,688.23
2023 To Date:	\$ 4,541.99

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address
23003158	03/04/23	Conduct on Premises	1203 W Campus Dr
23003174	03/05/23	Conduct on Premises	1203 W Campus Dr
23003817	03/19/23	Conduct on Premises	710 Laurel St
23004235	03/29/23	Conduct on Premises	603 Circle Pines Dr

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
March	1444	292	510	361	12.13 Minutes	47



TRAINING & STAFF DEVELOPMENT

The Reid Technique of Interviewing and Interrogation for Patrol Officers

One officer attended the Reid Technique of Interviewing and Interrogation for Patrol Officers. The on-line training program is designed to present tactics from the Reid Technique of Interviewing and Interrogation course for Patrol Officers to use on the street. These tactics help officers identify when a suspect is lying and how to get more information from suspects on the street.

Human Factor Science/PPCT Use of Force/Threat Pattern Recognition Instructor Certification

One officer attended a Use of Force instructor recertification course that was hosted by Central Lakes Community College. The training covered human factors, control principles, instructor development, tactical handcuffing, escorts/threat pattern recognition, pressure points and counter strikes, and weapon retention. The Brainerd Police Department utilizes certified instructors to maintain training on current use of force practices, techniques, and in house training. This course allows the officer to maintain certification as a use of force instructor.

Business Technology Training

Support staff attended a variety of two-hour virtual business technology training sessions during March, including segments on Microsoft Word, Outlook, and Adobe Acrobat Fillable Forms. The training segments included instruction and hands on exercises.

COMMUNITY OUTREACH

Skate with a Cop

Brainerd officers had a great time participating in the 2nd Annual Skate with a Cop event hosted by the Crow Wing County Sheriff's Office on Sunday, March 5, at the Essentia Health Sports Center in Brainerd. McGruff and Safety Pup also made an appearance at this fun, multi-jurisdictional event.

Thank you to the Essentia Health Sports Center for donating the ice and to Brainerd/Baxter Cub Foods for donating cookies and refreshments.

It was great to see everyone that came out to enjoy one of Minnesota's great pastimes.

**Bridges Career Exploration Day**

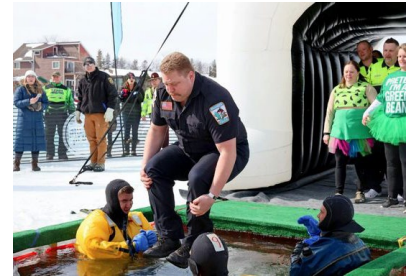
The Police Department was an exhibitor at the Bridges Career Exploration Day held at Central Lakes College. This event started in 2008 with 57 exhibitors and more than 750 students from six area school districts. The annual event now showcases more than 200 regional high-demand careers. Students interact with the companies through hands-on demonstrations, simulators, and breakout sessions to learn about local careers, their work environment, necessary skill sets, earning potential, and the training needed to become employed.



Special Olympics Polar Plunge

School Resource Officer Drew Selvestra made a splash while he was “freezing for a reason” at this year’s Polar Plunge.

Officer Selvestra raised over \$800 for the Special Olympics. All funds raised go towards programming and events for thousands of Special Olympic athletes statewide.

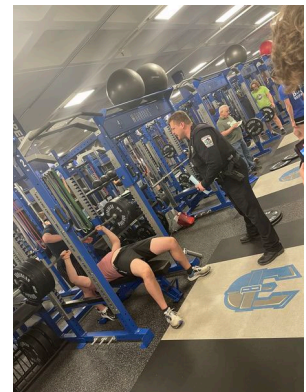


Sertoma Liftathon

School Resource Officer Selvestra assisted with the Sertoma Liftathon that was held at the Brainerd High School March 7-9.

This year the all-time bench press record of 365 pounds (2001) was beaten. The new record now stands at 390 pounds!

Great job to everyone who participated.



MEMO

TO: Mayor and Council

FROM: City Administrator Jennifer Bergman

DATE: April 12, 2023

RE: Resolution Accepting Donations & Contributions for 1ST Quarter 2023

Attached is a resolution accepting donations and contributions that have been made to the City of Brainerd for the period of January 1, 2023 and March 31, 2023. The City is very appreciative to all who have made these contributions. The funds from the donations and contributions will be used as requested by the donor.

A resolution needs to be adopted with a two-thirds vote of the Council. The item appears on the April 17, 2023 agenda.

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

\pz

Brainerd Parks and Recreation

Contributions and Donations January-March 2023

Received From	Receipt Date	Type of Donation	Amount Received
Anonymous Donations	02/12/23	Annual Gregory Park Skating Party	173.00
Brainerd Rotary Foundation	02/26/23	Easter Egg Hunt Sponsor	600.00
Sibbert Drywall LLC	03/06/23	Field Banner program MMP field improvements 1 banner 2 years	275.00
Anonymous Donations	03/31/23	From Annual Gregory Park Skating Party	99.21
First Western Bank & Trust	04/03/23	Easter Egg Hunt Sponsor candy	in kind
Wendy's	02/12/23	Chili, spoons, bowls, napkins - Annual Ice Skating Party	in-kind
TOTAL			\$1,147.21



MEMO

TO: Connie Hillman, Finance Director

FROM: Mike Bestul, Chief of Police

DATE: 04/12/2023

RE: 1ST Quarter 2023 Donations

The Brainerd Police Department received the following donations from January to March 2023:

- BRD PD Patrolman Association \$995.00 for purchase of Rowing Machine

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

\pz

MEMO



TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes
DATE: April 6, 2023
SUBJECT: 2023 – 1st Quarter Donations

Brainerd Fire Department received the following donations in the 1st quarter:

• Brainerd Ace Hardware	Public Education	\$ 180.00
• Brainerd Fire Dept. Relief Association	Power Washer Equipment	\$1,399.99
• Bjerga Feed Stores	Public Education	\$ 60.00
• Cuyuna Range Fire Chiefs Association	PulsePoint	\$4,000.00
• Lake Country Dental	Public Education	\$ 60.00
• Nisswa Lions	PulsePoint	\$2,000.00
• Pike Plumbing & Heating	Public Education	\$ 90.00
• Thelen Heating	Public Education	\$ 100.00
• Wilkins, Meghan	Public Education	\$ 40.00

Feel free to contact me with any questions.

RESOLUTION
NO. xx:23

RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
JANUARY 1, 2023 AND MARCH 31, 2023

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

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

<u>Name of Donor</u>	<u>Amount</u>	<u>Requested Use of Donation or Contribution</u>
----------------------	---------------	--

SEE ATTACHED LIST OF DONORS

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

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

Adopted this ____ day of April 2023

KELLY BEVANS
President of the Council

Approved this ____ day of April 2023

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

MEETING DATE: April 17, 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: Unknown – depends on hours worked.

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 Laura Bunde	Police Intern	4/28/2023	\$16.00	\$16.00	Yes - Approved
2 Blake Collins	Street Laborer	TBD	\$15.00	14.00-16.00	No
3 Loren Decker	Street Laborer	TBD	\$14.00	\$14.00-\$16.00	No
4 Cole Kubesh	Parks Maintenance	TBD	\$16.00	\$14.00-\$16.00	No
5 Stella Marohn	Concession Stand Worker	TBD	\$15.00	\$14.00-\$16.00	No
6 Jeremy Werhan	Adult Softball Umpire	TBD	\$32/Game	\$32/Game	No
7 Timothy Boeder	Adult Softball Umpire	TBD	\$32/Game	\$32/Game	No

Submitted for Consideration for the April 17, 2023 Council Meeting



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Approve Letter Requesting brainerdmn.gov Domain

AGENDA: Consent Agenda

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Shawn Strong, IT/GIS Director

DEPARTMENT: IT/GIS

PRESENTER: [Click to enter text](#)

ESTIMATED TIME (MIN): [Click to enter text](#)

SUMMARY OF ISSUE:

Dot gov domains are available to entities upon request. The City of Brainerd is entitled to the 'brainerdmn.gov' domain and could potentially use it along side or as a replacement for the current 'ci.brainerd.mn.us' domain on websites, email addresses, etc.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

There is no cost for requesting the domain, but if the City does implement this domain in the future, there could be some expenses for security certificates, DNS hosting, and possibly some professional services costs associated with any migration.

RECOMMENDED ACTION/MOTION:

Staff recommends approving the letter for signature and submitting the request to obtain access to the brainerdmn.gov domain.

FINANCIAL IMPACT:

Is there a cost associated with this request: No cost for submitting the request

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

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



April 17, 2023

.Gov Domain Registration
c/o Verisign, Inc.
12061 Bluemont Way
Reston, Virginia 20190

To the .gov Program:

As Mayor for the City of Brainerd MN, I request that responsibility for the domain name *brainerdmn.gov* be delegated to my municipality.

The *brainerdmn.gov* domain will be used as a more user-friendly alias of our existing *ci.brainerd.mn.us* domain primarily used for websites and email. The City of Brainerd may eventually consider making the *brainerdmn.gov* domain our primary domain for all city communication needs.

In order to obtain and maintain *brainerdmn.gov*, the City of Brainerd will meet the general and specific requirements for federal agencies, found at <https://get.gov/registration/requirements>.

The following will be listed as contacts for *brainerdmn.gov*, which the City of Brainerd will keep up to date in the .gov registrar.

Administrative contact

Name: Dave Badeaux
Title: Mayor
Address: 501 Laurel Street, Brainerd MN 56401
Phone number: 218-828-2307
Email address: dbadeaux@ci.brainerd.mn.us

Technical contact

Name: Shawn Strong
Title: IT/GIS Director
Address: 501 Laurel Street, Brainerd MN 56401
Phone number: 218-828-2307
Email address: ssstrong@ci.brainerd.mn.us

Security contact

Email address: security@ci.brainerd.mn.us

I understand that if I wish to retire *brainerdmn.gov*, I must submit a written request to registrar@dotgov.gov.

Sincerely,

Dave Badeaux
Mayor



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Authorize Signatures on Extended Agreement with the Northland Arboretum

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jennifer Bergman

DEPARTMENT: Administration

PRESENTER: Jennifer Bergman

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:

Attached is the Agreement between the City of Brainerd and the Northland Arboretum (Arb) for 1.5% of the previous years levy to be paid monthly to the Arb through December 31st, 2026.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Brainerd City Charter states that there shall be a levy of 1.5% of the previous years total City levy for an arboretum or green space organization within in the city limits of Brainerd. The City solicited proposals for this category and the Arb was selected; however, the agreement was through December 31, 2023.

At the April 3rd City Council meeting, the Arb requested the Council extend the agreement through December 31, 2026. The Council authorized the extension of the Agreement with the Northland Arboretum through December 31st, 2026 to be in line with the agreements of the other two organizations on a 4-3 vote.

RECOMMENDED ACTION/MOTION:

Authorize signatures on the extended agreement with the Northland Arboretum.

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

AGREEMENT

THIS AGREEMENT, is entered into this 17th day of April 2023 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, 2026.
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

NORTHLAND ARBORETUM

BY _____

MAYOR

BY _____

PRESIDENT

BY _____

CITY ADMINISTRATOR

BY _____

EXECUTIVE DIRECTOR

2023 Camp Ripley Update



Camp Ripley
"The Warrior's Choice"





Camp Ripley's Mission

Provide superior customer service,
facilities, and resources empowering
organizations to train in a realistic
environment while fostering
Positive Community Relations.





MN Leadership



- **MG Shawn Manke** is the Adjutant General of the Minnesota National Guard



- **CMSgt Lisa Erikson** is the Command Senior Enlisted Leader for the Minnesota National Guard



34 ID Leadership



- **MG Charles Kemper** is the Commander of the 34th Infantry Division



- **CSM Matthew Erickson** is the Command Sergeant Major for the 34th Infantry Division



Camp Ripley Leadership



- **BG Lowell Kruse** is the Senior Commander of Camp Ripley and the Assistant Adjutant General – Army



- **COL Bryce Erickson** is the Garrison Commander of Camp Ripley
- **CSM Rian Hofstad** is the Garrison Command Sergeant Major of Camp Ripley





Economic Impact



Payroll	\$	55,049,879.18
Construction Projects	\$	9,647,380.00
Maintenance Contracts	\$	3,575,738.00
Utilities	\$	2,772,537.00
Food/Meals	\$	1,670,801.40
Army Compatible Use Buffer	\$	1,792,500.00
Education	\$	685,386.32
Total	\$	75,194,221.90

Camp Ripley has 800-1,000 State & Federal Employees
3 Year Construction Average: \$15,337,738



Location

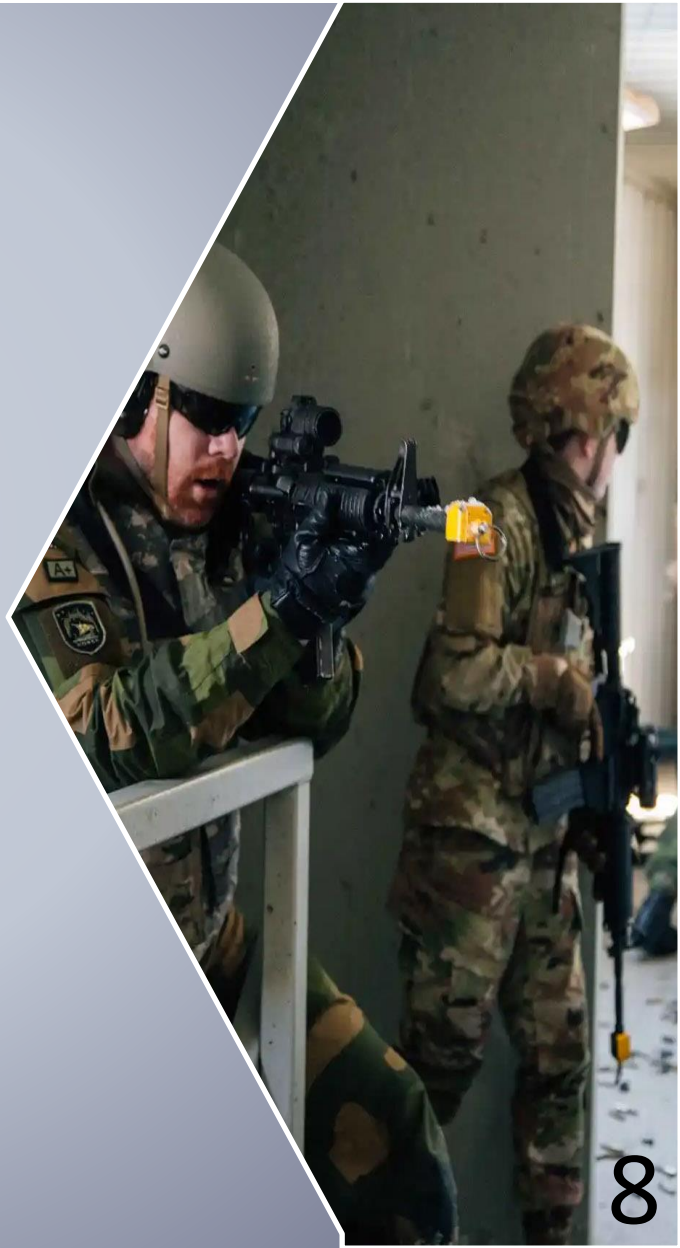
- 52,831 acres (21,379 ha)
 - 50,731 acres (17,237 ha) Range
 - 2,100 acres (849 ha) Cantonment
- State Owned Property
- Three Biodiversity Zones
 - Prairie
 - Conifers
 - Deciduous
- 18 miles (29 km) of undisturbed Mississippi River
- Level II Training Center
- 45 live and 23 non-live fire ranges
- MANDAY utilization average 450,000





Accomplishments / Events

- In 2022 we hosted 508,178 DoD and 74,141 local/state interagency partner man-days
- Hosted multiple joint training events: 123rd Contingency Response Group, Mobile Diving and Salvage Unit 2,
- Hosted US Coast Guard Winter and Navy Dive Course (Multi-Component)
- 1-194 Armor successfully remobilized 1,100 Soldiers from deployment
- Hosted two State Patrol Academies
- Celebrated the 50th Anniversary of NOREX





Support to Civil Authorities



Typical Missions:

- Winter Storm Response
- Flood Response
- Wildfire Response
- Civil Disturbance

Typical Associated Tasks:

- Security
- Traffic Control (TCP)
- Evacuation
- Search and Rescue
- Civil Disturbance Control
- Aerial Wild land Fire Response
- Natural Disaster Relief
- Emergency Debris Clearance
- Emergency Shelter





Construction Update

Construction Completed in 2022:

- Fire Hall Facility
- Nelson Hall Remodel
- Motor Vehicle Storage Facilities
- Storm Water Infiltration Basins
- Joint Emergency Response Training Center





Construction Update

Current & Future Projects:

- Rail Spurs
- Area 5 BN HQ 5-5
- Access Control Point
- Tactical Airstrip Upgrade
- Water Distribution Project
- 11-160 Add/Alt
- Fiber Loop (Downrange)





Museum Update

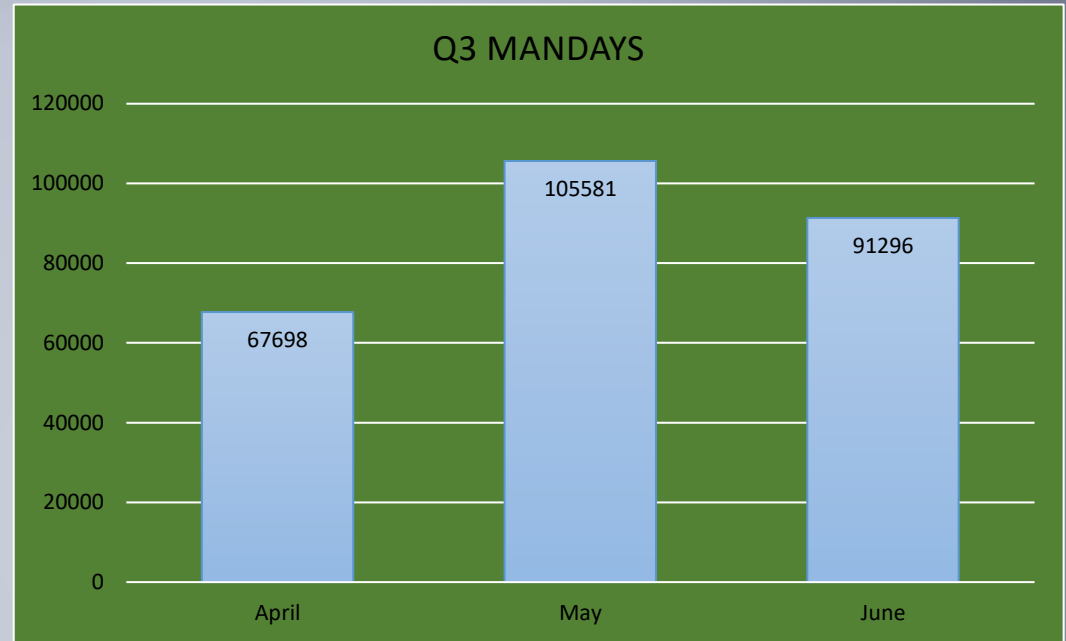
MN Legislature approved \$13M in 2020 to build a new Minnesota Military and Veterans Museum

- Currently in design
- Expected to open in 2024-2025
- Located between Veterans Cemetery & Hwy 371





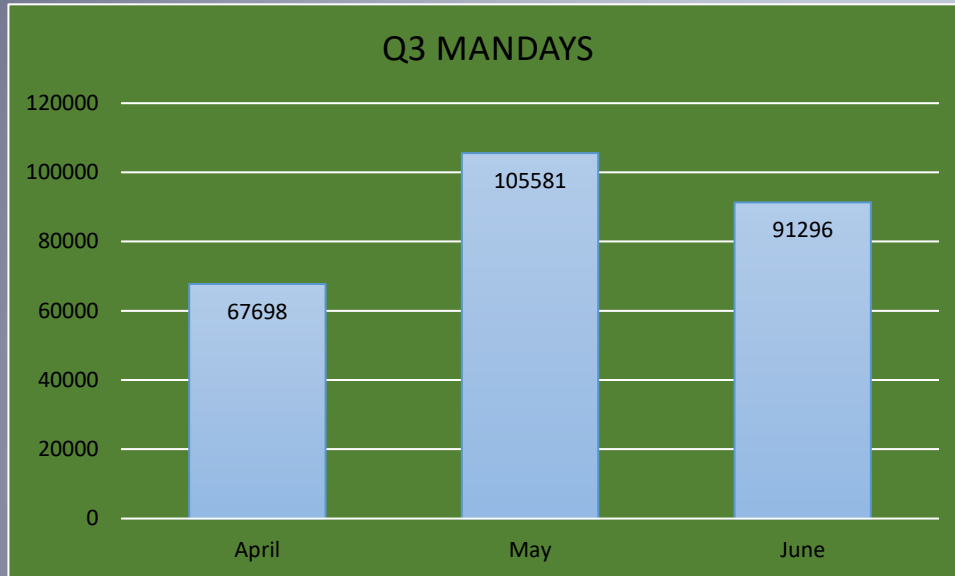
May



- Minnesota Officer Candidate School
- Field Artillery, Armor and Mech Infantry
- Hosting units from Iowa, North Dakota, Illinois



June

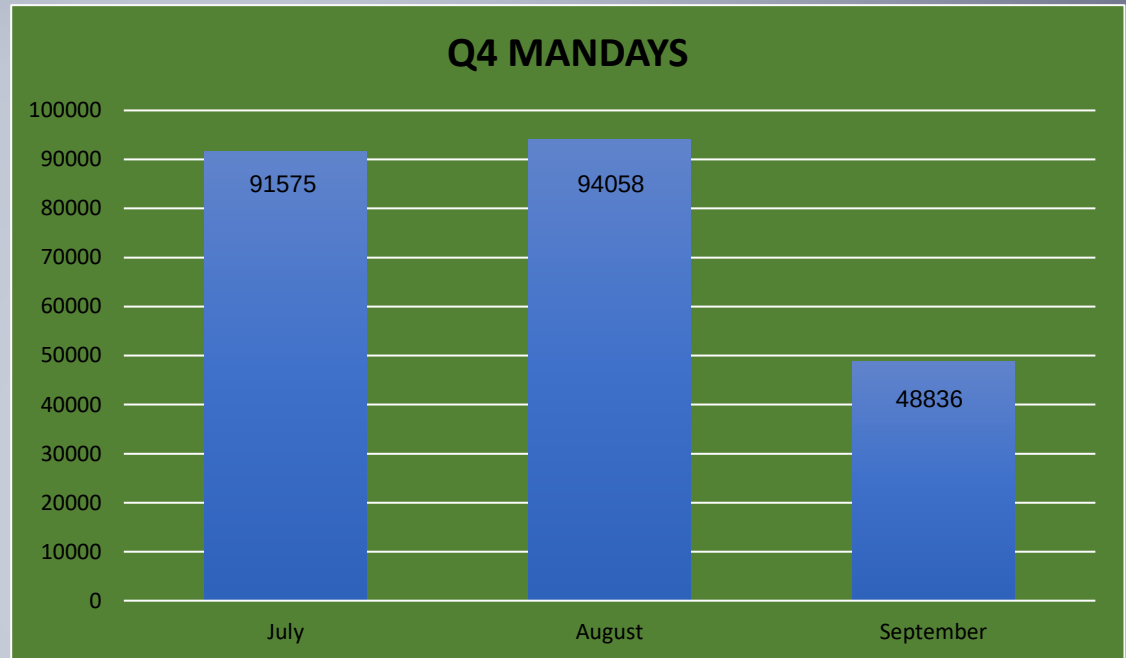


- Minnesota Officer Candidate School
- Bridging, Demolitions and Sustainment
- Hosting units from Iowa and North Dakota





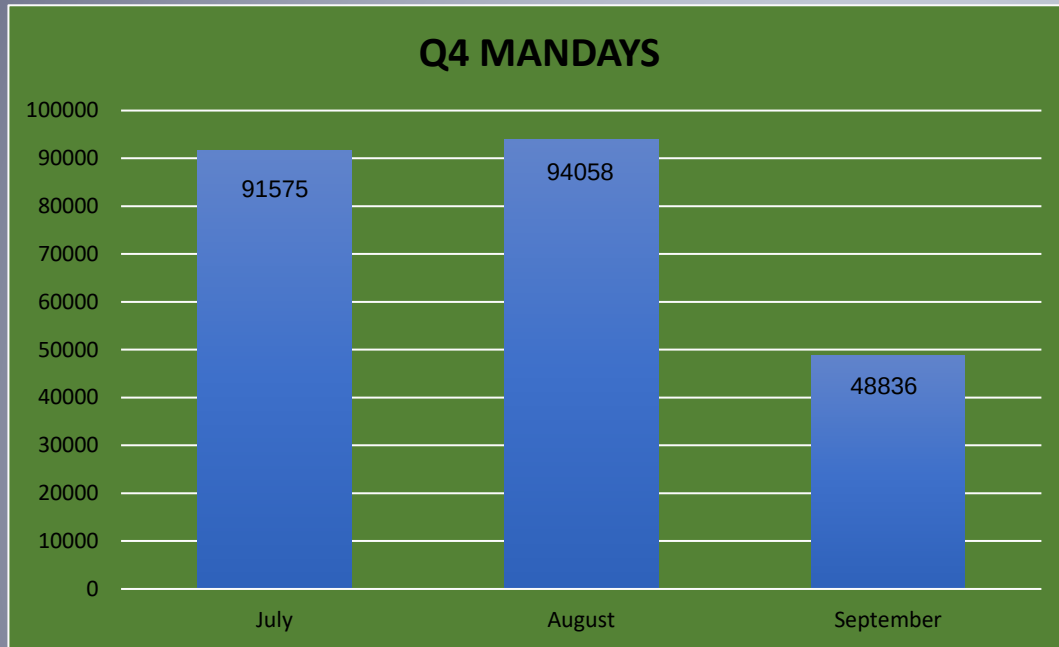
July



- Field Artillery & Infantry Maneuvers
- Hosting units from Iowa, Wisconsin, Illinois
- Youth Camp



August



- Armor and Engineers
- Tank & Demolition Ranges
- State Patrol Academy (Aug-Oct)





A Look Ahead



Military Partner Training

- Air Force Personnel Drops (MAY)

State Partner Training

- MN DNR Enforcement Academy (MAY-AUG)
- MN DOT Snowplow Training (SEPT-OCT)
- State Patrol Inservice (AUG – OCT)

Hunts

- Youth Archery Hunt (OCT)
- Public Archery Hunt (OCT)
- Muzzle Loader Hunt (NOV)



Camp Ripley State Partners



MN DNR

- Conservation Officer Headquarters on Post
- Academy conducted
- Annual training events

MN State Patrol

- Training Offices on Post
- Academy conducted
- Annual training events

HSEM

- Offices on Post
- Multi-agency training events conducted

MN DOT

- Annual driver training events



Soldier & Family Programs



Military and Family Life Counseling
Mr. Jeremy Sarder
571.921.5424
Jeremy.m.sarder@leidos.com



Soldier & Family Readiness
Mr. Troy Gjerde
320.616.3119
Troy.t.gjerde.civ@army.mil

Beyond the Yellow Ribbon
Mrs. Stefanie Hurt
320.616.6192
Stepfanie.hurt@state.mn.us





Community Outreach

- Camp Ripley Open House (September 2023)
- Environmental Field Tours, Festivals and Presentations
- National Public Lands Day, Earth Day
- Planting for the Future
- Outreach to Tribal Communities
- Morrison County Water Festival
- Memorial and Veterans Day Speeches
- Christmas Gift Tags (100 tags)
- Food Drives(500lbs)
- Blood Drives (324 units)
- Job Shadow Program
- Archery Hunt
- Disabled American Veterans & Soldier Hunts
- Trolling for the Troops Fishing Event
- Central Minnesota Search and Rescue
- www.mnvetsoutdoors.org





Environmental Program

“Managing Today’s Resources for Tomorrow’s Mission”

Responsibilities

- Wildlife
- Fisheries
- Forestry
- Protected Species
- Cultural Resources
- Pest Management
- Wetlands
- Noise
- Wild Land Fire
- Outreach & Recreation
- ITAM (Land Rehabilitation)
- GIS

Environment oversight from over 15 Agencies organizations and regulations to include: EPA, USFWS, MPCA, MNDNR, Presidential and Governor Orders, DoD, HQDA, ARNG, DoD, HQDA, ARNG I&E, MNNG, AR-2001, JFMN 200-1,





Environmental Partnerships



- Minnesota Department of Natural Resources
- Minnesota Board of Water and Soil Resources
- Central Lakes College
- St. Cloud State University
- U.S. Fish and Wildlife Service
- The Nature Conservancy
- Local School Districts
- Community Interest Groups



Prescribed Burns

When: Approximately April-June

Why we conduct burns:

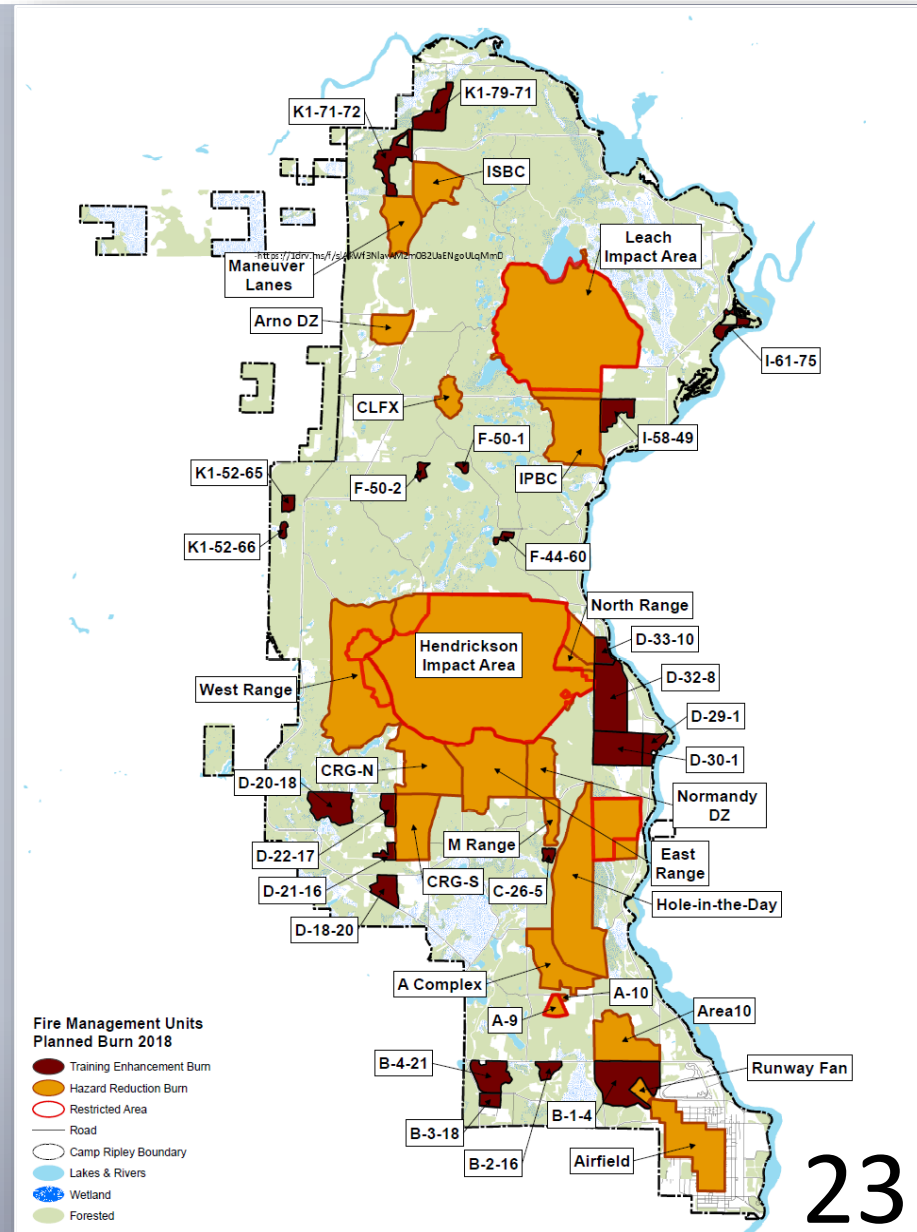
- To create a safe training environment for Soldiers and protect surrounding communities
- Mitigates the risk of fires starting during range firing
- Improve and enhance native fire dependent plant communities

Considerations taken before burns:

- Wind Speed/direction
- Temperature
- Relative Humidity
- Fuel/moisture content
- Training area occupancy

Those involved:

- Camp Ripley's Fire and Emergency Services
- Camp Ripley's Dept. of Public Works
- Camp Ripley's Environmental Team





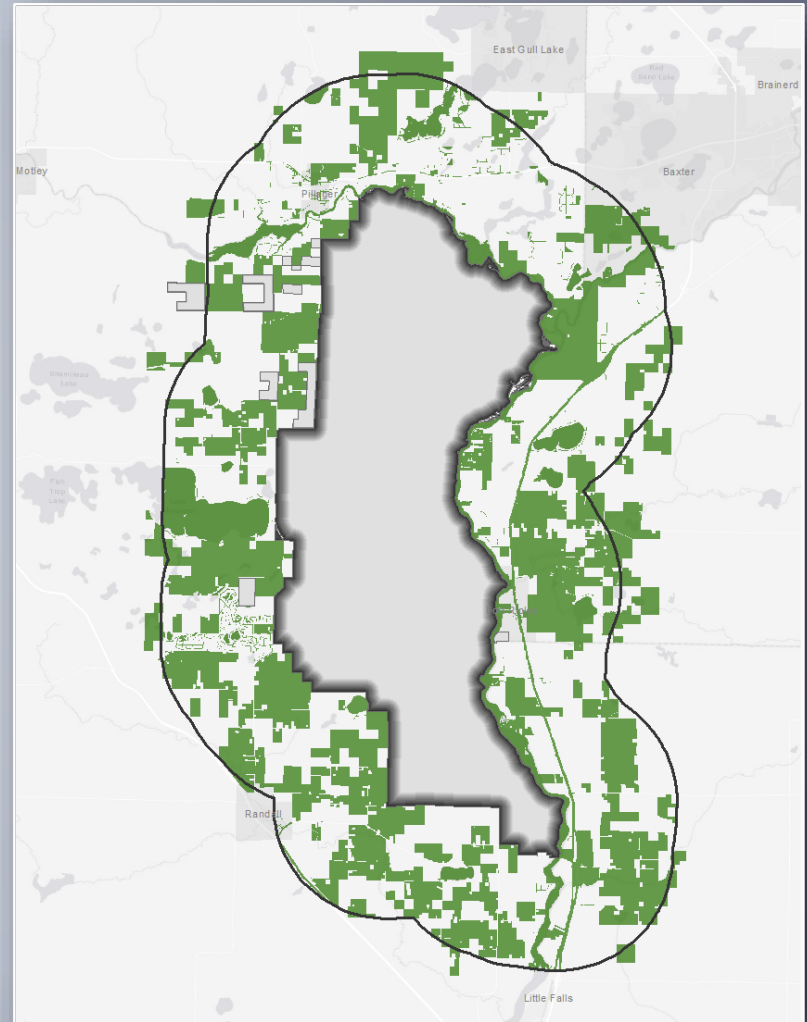
ACUB*/Sentinel Landscape

Conservation Easements and Acquisitions

- ✓ 35,000 acres enrolled
- ✓ Willing Landowners Only
- ✓ Maintaining Rural Landscape
- ✓ Protecting Habitat
- ✓ Protecting Agriculture
- ✓ Eliminating Training Restrictions

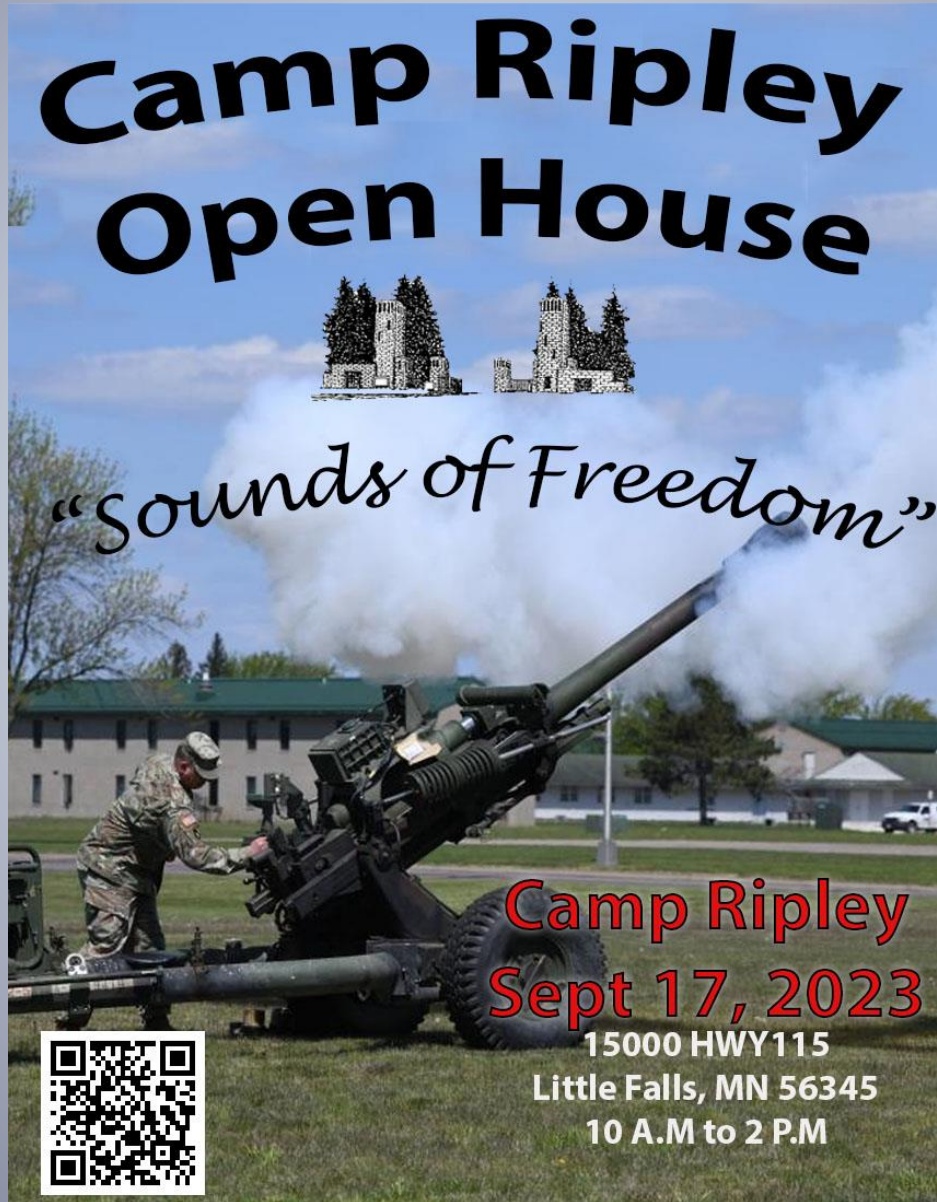
Land Management and Restoration

- ☐ Improve Agricultural Operations
- ☐ Manage and Improve Habitats
- ☐ Building Resiliency





2023 Open House



Camp Ripley Open House

"Sounds of Freedom"

Camp Ripley
Sept 17, 2023
15000 HWY115
Little Falls, MN 56345
10 A.M to 2 P.M



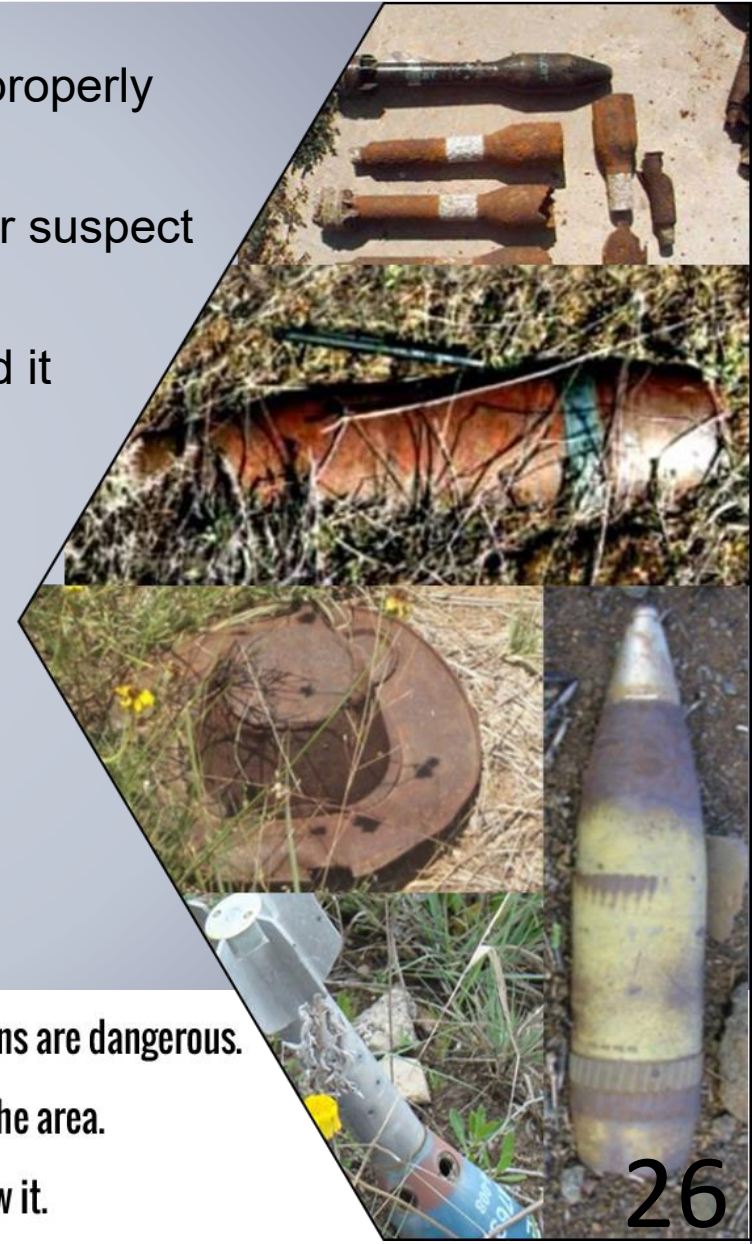


Unexploded Ordnance (UXO)

- (UXO) are military munitions that failed to function properly upon use
- Do not go near, touch, move or disturb a munition or suspect munition
- Carefully, leave the area, the same way you entered it
- Document your location with GPS if available

Reporting

- Off Camp Ripley - DIAL 911
- On Camp Ripley
Range Operations (320) 616-3137
Public Safety (320) 632-7375



- **R**ecognize - when you may have encountered a munition and that munitions are dangerous.
- **R**etreat - do not approach, touch, move or disturb it, but carefully leave the area.
- **R**eport - call 911 and advise the police of what you saw and where you saw it.



Questions?



To find more information about Camp Ripley
please search for us on these social media sites:



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

April 17, 2023

6:45 PM

Council Chambers

WebEx Teleconference Call-In Information Call Toll-

Free: 1-844-992-4726 Access Code: 2487 318 7056

1. Approve Event/Street Closure Application- Shep's Elbow Convention
2. Approve Temporary and Permanent Easement- ISD 181
3. Approve Plans & Specifications and Authorize Bidding- Harrison SRTS Project
4. Approve Widseth Contract Amendment- Lum Park Road SPRA Design Changes
5. Request to Award Bid Improvement 23-01- 2023 Seal Coat Project
6. Discussion on Right-Of-Way- Tree Removal
7. Discussion on City Code 1310.05.r Regarding On-Street Parking of Unattended Trailers
8. Direction on Active Code Enforcement



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Approve Event/Alley Closure – Shep’s Elbow Convention

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Attached to this request is the event/alley closure application for the Shep’s on 6th Elbow Convention to take place on Friday and Saturday, August 25th and 26th, 2023 in the alley adjacent to Shep’s.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

In discussion with the applicant, the application was in error and the applicant wishes to extend the closure to Sunday, August 27th, 2023 at 3 a.m. The alley will be blocked from 11 a.m. on Friday, August 25th until 3 a.m. on Sunday, August 27th. Music and bands will be playing during the event. Power will be supplied by Shep’s via their building. The applicant is planning to provide 6 restrooms for the event. Trash receptacles will be provided by Waste Partners. The closure area does not impede sidewalk on S. 6th Street or the parking area in the Laurel Street lot. The alley will be closed between Shep’s and the VFW will be closed, requiring traffic to exit via Laurel Street or S. 7th Street.

The application does not specifically describe any consumption of alcoholic beverages within the fenced area. However, the applicant has provided an extension of premise to indicate sale to occur within the fenced area. At this time, the City Code does not provide exemption for events to allow for consumption in public spaces or streets. The Council has discussed an ordinance allowing consumption of alcoholic beverages within public spaces by permit. However, this ordinance has not yet been approved.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the attached application under the conditions as described in the event application and allow for the consumption of alcoholic beverages within the fenced area under the condition that an ordinance is passed prior to the event amending the City Code to allow this.

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

RECEIVED

APR 03 2023

Date of Application: _____

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 with Street Closure

☐
☐

Event – City Park
Other _____

Name of event:

ANNUAL ELBOW CONVENTION

Organizer Information

Organizer's Name:

SHEPS ON 6TH
STEVEN SHEPHERD

Organizer's Address:

315 So 6TH STREET

Event Contact Person:

STEVEN SHEPHERD

Event Contact Daytime Phone:

218-839-5837

Event Contact E-mail Address:

mixn140@gmail.com

Contact Name/Number Day of Event:

218-839-5837 (SHEP)

For Profit/Nonprofit Status (type):

NA

Applicant information (if different from the event organizer):

Applicant Name:

Applicant Address:

Applicant Phone:

Applicant E-mail Address:

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
8-25-23	11 AM		315 S 6th St (Alley)
8-26-23		3 AM	" " " "

☒ 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)

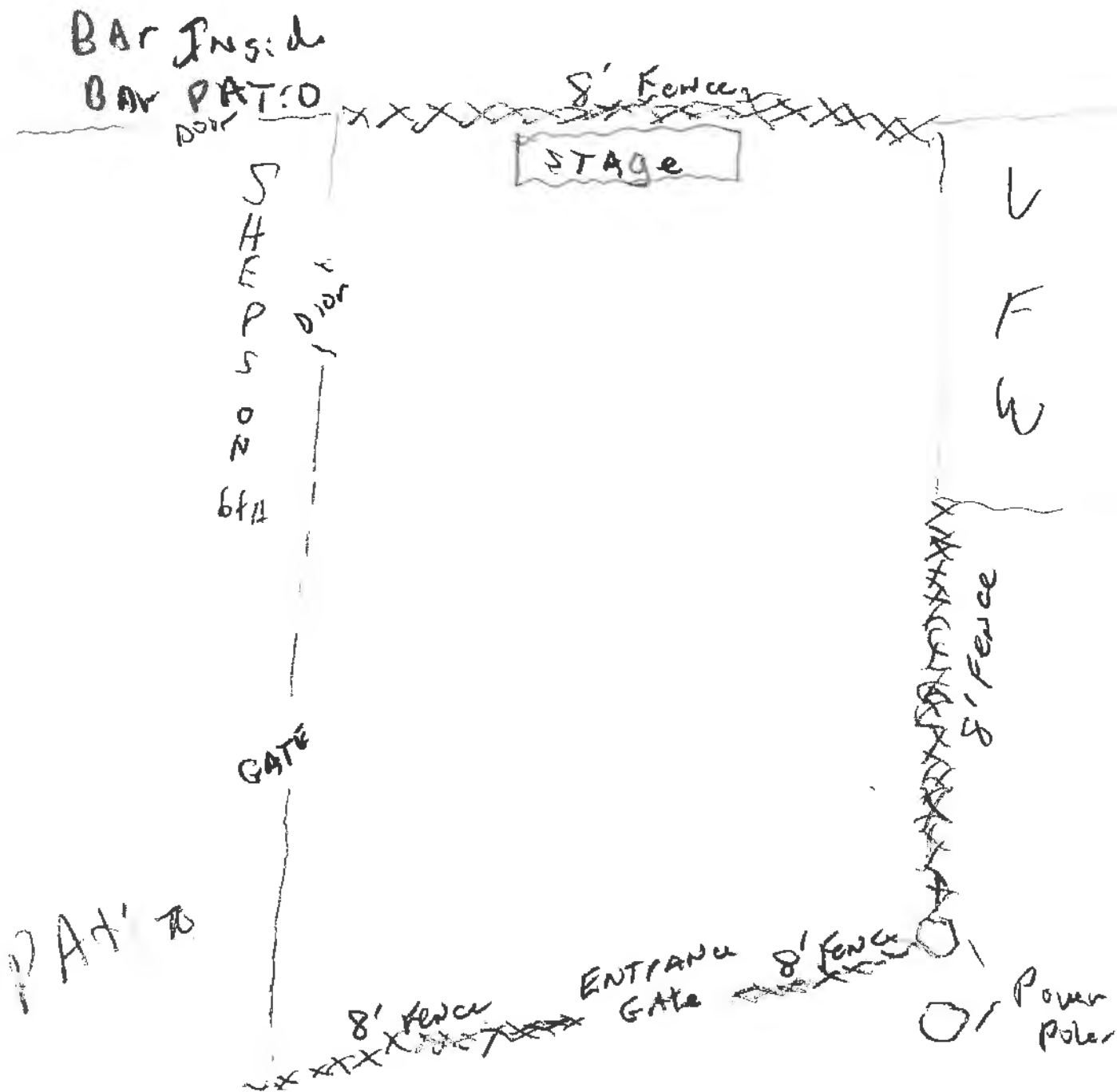
Description of Activities

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:

STREET DANCE IN ALLEY NEXT SHEP+
ON 6th AND UFW

EXTENSION OF PREMISES

Describe or draw the area in detail where the temporary on sale liquor will be sold during the event:



Site Information

Electrical usage

Yes

☒

☒ No

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

OWN Power (Steps 2-14)

Amplified Sound

☒

Yes

☐

No

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

L: we MUSIC Bother NIGHTS 830-1225

Restrooms provided

☒

Yes

5

No

If yes, how many 6 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: BLAKE MAN

(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:

Trash Receptacle Disposal

☒

Yes

1

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):

NO Street closure
Just our Alley FROM 6th to PowerAde

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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



Signature of Applicant

STEVEN C SHEEHA

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	<u>4/12/23</u>	<u>No comments</u>
City Administration	<u>4/12/23</u>	<u>No comments</u>
Engineering Department	<u>4/12/23 JD</u>	<u>See below conditions.</u>
Fire Department	<u>4/12/23</u>	<u>No comments</u>
Fire Support/EMS	<u>4/12/23</u>	<u>No comments</u>
Parks Department	<u>4/12/23</u>	<u>No comments</u>
Planning Department	<u>4/12/23</u>	<u>No comments</u>
Police Department	<u>4/12/23</u>	<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

1. Applicant contact Public Works one week prior to the event to request traffic control.
2. Applicant provide a Certificate of Insurance to City Hall prior to the event.
3. Should alcoholic beverages be consumed in the fenced area, an ordinance be passed by the City Council allowing for alcoholic beverages to be consumed in public places.

Certification of Street Closure Approval

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



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Approve Temporary and Permanent Easement – ISD 181

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Attached is a signed temporary construction easement and perpetual right-of-way for the strip of parcel owned by ISD 181 as it pertains to the Harrison Elementary Safe Routes to School project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The proposed perpetual right-of-way consists of a 5-foot-wide strip of land extending from the southwest corner of the school property a distance of 566 feet to the east. The temporary construction easement consists of an additional 9-foot-wide strip of land behind the proposed perpetual right-of-way extending from the southwest corner of the school property for 375 feet to the east. The temporary construction easement area would be utilized for construction purposes including grading and retaining wall adjustments. The perpetual right-of-way is needed to accommodate the proposed 6 foot sidewalk and 6 foot turf grass boulevard. The School District has waived their right to appraisal and just compensation. Attached is a copy of the easement signed by ISD 181 and the corresponding exhibit.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the attached easements as presented.

FINANCIAL IMPACT:

Is there a cost associated with this request: No

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

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

February 17, 2023

JESSIE DEHN, P.E., CITY ENGINEER/PUBLIC WORKS DIRECTOR
501 LAUREL STREET
BRAINERD, MN 56401

RE: STATE AID PROJECT 108-113-008
COUNTY: CROW WING
PARCEL: 1
PID#: 41300599

We are fully aware of the land the City needs for additional right of way for the highway project. Through the Guidebook for Property Owners, we are also aware of the State and Federal laws that give us the right to have that land appraised by the State and our right to receive just compensation. The following laws apply:

Appraisal

- Minnesota State Statute 117.036
- 49 Code of Federal Regulations 24.102(c)

Compensation

- Minnesota State Statute 160.03
- 49 Code of Federal Regulations

As a contribution to the City of Brainerd, we hereby agree to waive our rights to have the property appraised and wish to donate, without compensation, an interest in real property legally described as follows:

A perpetual easement for roadway and utility purposes over, under and across Block 17, SLEEPERS ADDITION TO THE CITY OF BRAINERD, according to the recorded plat thereof, Crow Wing County, Minnesota, described as follows:

The southern 5 feet of Block 17.

Signature: 

Date: 4-10-23

Signature: 

Date: 4-10-23

(Above space reserved for recording data)

PERPETUAL RIGHT-OF-WAY AND UTILITY AND TEMPORARY CONSTRUCTION EASEMENT

THIS EASEMENT GRANT is made by **INDEPENDENT SCHOOL DISTRICT #181**, a Minnesota non-profit corporation (hereinafter referred to as the “Grantor”) in favor of and to the **CITY OF BRAINERD**, a Minnesota municipal corporation (hereinafter referred to as the “Grantee”).

The following recitals of fact are a material part of this instrument:

A: The Grantor is the owner of a tract of land with Parcel Identification Number: 41300599 (hereinafter referred to as the “Parcel”) and legally described as:

Block 17, SLEEPERS ADDITION TO THE CITY OF BRAINERD, Crow Wing County, State of Minnesota.

B: The Grantor wishes to grant and convey to Grantee a perpetual easement for roadway and utility purposes over, under, across, and through those parts of the Parcel described in Exhibit A and described as follows (hereinafter referred to the “**Perpetual Easement**”):

A perpetual easement for roadway and utility purposes over, under and across Block 17, SLEEPERS ADDITION TO THE CITY OF BRAINERD, according to the recorded plat thereof, Crow Wing County, Minnesota, described as follows:

The southern 5 feet of Block 17.

C: The Grantor wishes to grant and convey to Grantee a temporary construction easement over, under, across, and through those parts of the Parcel described in Exhibit A and described as follows (hereinafter referred to the “**Temporary Construction Easement**”):

A temporary construction easement for roadway and utility purposes over, under and across Block 17, SLEEPERS ADDITION TO THE CITY OF BRAINERD, according to the recorded plat thereof, Crow Wing County, Minnesota, described as follows:

Commencing at the southwest corner of Block 17, SLEEPERS ADDITION TO THE CITY OF BRAINERD; thence assumed bearing due north a distance of 5 feet to the point of beginning; thence on an assumed bearing due north a distance of 9 feet; thence on an assumed bearing due east a distance of 375 feet; thence on an assumed bearing due south a distance of 9 feet; thence on an assumed bearing of due west a distance of 375 feet to the point of beginning.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the following grants, agreements, and covenants and restrictions are made:

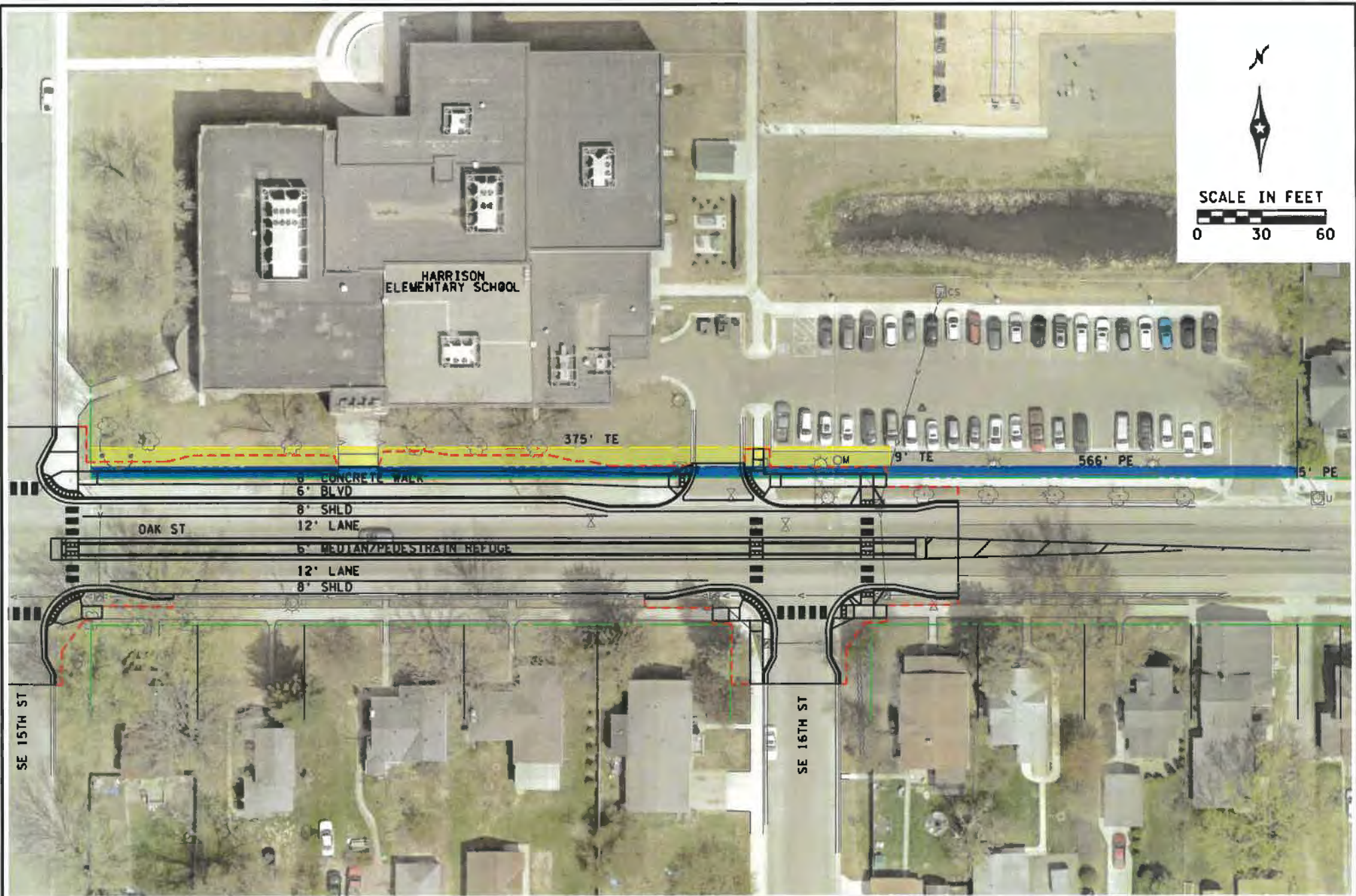
1. GRANT OF PERPETUAL EASEMENT. The Grantor hereby grants to the Grantee, and its successors and assigns, the Perpetual Easement for roadway and utility purposes. Exclusive use of the Perpetual Easement is hereby granted to Grantee for said purposes.
2. IMPROVEMENTS OF PERPETUAL EASEMENT. Grantor acknowledges that Grantee may alter and improve the Perpetual Easement premises in accordance with the design of the Grantee's choosing.

Grantor hereby grants and conveys unto Grantee the right, privilege and authority to freely enter upon said Perpetual Easement premises at any and all times with all machinery, tools, equipment, vehicles and materials necessary for the purpose set forth above, and to use and remove all earth and other materials lying within the Perpetual Easement premises.

Grantor further agrees not to place any structure upon or within the Perpetual Easement premises that will interfere with the operation or maintenance of said Perpetual Easement grant without first securing the written approval of Grantee.

3. WARRANTIES OF TITLE. Grantor warrants and covenants that Grantor has full authority to grant the Perpetual Easement provided herein, free and clear of all other claims and encumbrances.
4. RUNNING OF BENEFITS AND BURDENS. All provisions of this instrument including the benefits and burdens, run with the Parcel and are binding upon and inure to the heirs, assigns, successors, tenants and personal representatives of the parties hereto.


Notary Public



PARCEL 1

1515 Oak Street

Parcel ID # 41300599

SAP 108-113-008

11/23/2022

LEGEND

- Construction Limits
- Existing Right of Way
- Permanent Easement
- Temporary Easement

AREAS (SQ FT)

**TEMPORARY
EASEMENT**

3,375

**PERMANENT
EASEMENT**

2,830



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Approve Plans/Spec and Authorize Bidding - Harrison SRTS Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Attached to this request is the plans and project estimate for Improvement 22-06 – Harrison Elementary Safe Routes to School Project (State Aid Project 108-113-008).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The project consists of construction of a pedestrian refuge median, pavement resurfacing, curb bump-outs, installation of Rectangular Rapid Flashing Beacon (RRFB) signage, and ADA improvements on Oak Street from SE 15th Street to SE 16th Street. The project estimate based on estimated quantities is \$372,615. Bids are intended to be presented to the City Council at the May 15th, 2023 Council meeting for review and recommendation of award. Once the project has been bid, the awarded bid amount will be used as part of a Safe Routes to School grant agreement that will be brought before the Council at that time.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the plans and specifications as presented and authorizing bidding of Improvement 22-06 (S.A.P. 108-113-008) with an anticipated bid opening of Friday, May 5th, 2023 at 10:00 a.m.

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](#)

STATEMENT OF ESTIMATED QUANTITIES

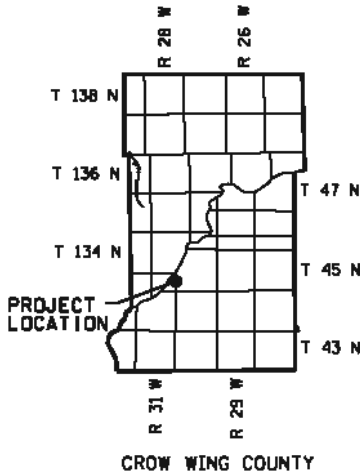
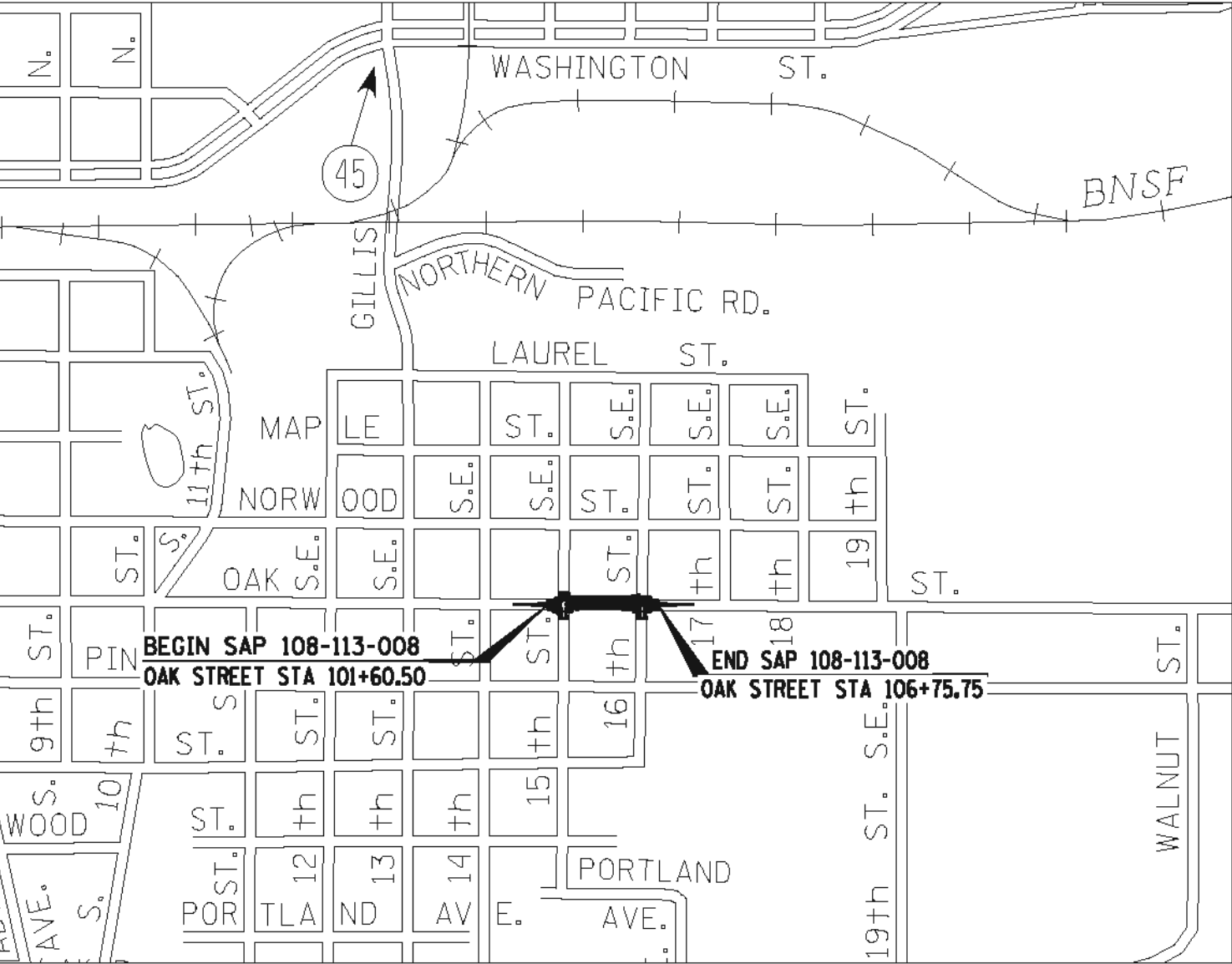
25

WSB Project: HARRISON ELEMENTARY SAFE ROUTES TO SCHOOL
 Project Location: BRAINERD, MN
 WSB Project No.: 020548-000
 Date: 2/7/2023

Item No.	Description	Notes	Unit	Unit Price	PROJECT TOTAL		SAP 108-113-008 SRTS PARTICIPATING ROADWAY	
					Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
2021.501	MOBILIZATION		LUMP SUM	\$20,000.00	1	\$20,000.00	1	\$20,000.00
2101.502	CLEARING		EACH	\$250.00	1	\$250.00	1	\$250.00
2101.502	GRUBBING		EACH	\$250.00	1	\$250.00	1	\$250.00
2104.502	REMOVE CASTING		EACH	\$300.00	7	\$2,100.00	7	\$2,100.00
2104.502	REMOVE DRAINAGE STRUCTURE		EACH	\$500.00	3	\$1,500.00	3	\$1,500.00
2104.502	REMOVE SIGN		EACH	\$65.00	10	\$650.00	10	\$650.00
2104.502	SALVAGE SIGN		EACH	\$70.00	8	\$560.00	8	\$560.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)		LIN FT	\$2.50	2110	\$5,275.00	2110	\$5,275.00
2104.503	REMOVE SEWER PIPE (STORM)		LIN FT	\$15.00	8	\$120.00	8	\$120.00
2104.503	REMOVE CURB AND GUTTER		LIN FT	\$5.00	969	\$4,845.00	969	\$4,845.00
2104.503	REMOVE RETAINING WALL		LIN FT	\$25.00	8	\$200.00	8	\$200.00
2104.504	REMOVE BITUMINOUS PAVEMENT		SQ YD	\$4.00	1110	\$4,440.00	1110	\$4,440.00
2104.518	REMOVE CONCRETE WALK		SQ FT	\$2.00	4887	\$9,774.00	4887	\$9,774.00
2106.507	EXCAVATION - COMMON (P)		CU YD	\$8.00	1300	\$10,400.00	1300	\$10,400.00
2106.507	EXCAVATION - SUBGRADE (P)		CU YD	\$8.00	525	\$4,200.00	525	\$4,200.00
2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)		CU YD	\$14.00	525	\$7,350.00	525	\$7,350.00
2106.507	COMMON EMBANKMENT (CV) (P)		CU YD	\$6.00	600	\$3,600.00	600	\$3,600.00
2211.507	AGGREGATE BASE (CV) CLASS 5		CU YD	\$25.00	254	\$6,350.00	254	\$6,350.00
2232.504	MILL BITUMINOUS SURFACE (2.0")		SQ YD	\$2.00	1672	\$3,344.00	1672	\$3,344.00
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (4.F)		TON	\$74.00	356	\$26,344.00	356	\$26,344.00
2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (4.B)		TON	\$72.00	79	\$5,688.00	79	\$5,688.00
2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V		LIN FT	\$60.00	32	\$1,920.00	32	\$1,920.00
2503.503	24" RC PIPE SEWER DESIGN 3006 CLASS III		LIN FT	\$100.00	2	\$200.00	2	\$200.00
2503.602	CONNECT TO EXISTING STORM SEWER		EACH	\$1,000.00	9	\$9,000.00	9	\$9,000.00
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE		EACH	\$2,500.00	1	\$2,500.00	1	\$2,500.00
2504.602	ADJUST GATE VALVE		EACH	\$750.00	4	\$3,000.00	4	\$3,000.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	1	EACH	\$2,000.00	5	\$10,000.00	5	\$10,000.00
2506.502	CASTING ASSEMBLY	1	EACH	\$1,000.00	12	\$12,000.00	12	\$12,000.00
2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020		LIN FT	\$450.00	31	\$13,950.00	31	\$13,950.00
2521.518	4" CONCRETE WALK		SQ FT	\$6.00	2534	\$15,204.00	2534	\$15,204.00
2521.518	4" CONCRETE WALK SPECIAL		SQ FT	\$10.00	1430	\$14,300.00	1430	\$14,300.00
2521.518	6" CONCRETE WALK		SQ FT	\$10.00	1834	\$18,340.00	1834	\$18,340.00
2521.602	DRILL AND GROUT REINF BAR (EPOXY COATED)		EACH	\$16.00	75	\$1,200.00	75	\$1,200.00
2531.503	CONCRETE CURB AND GUTTER DESIGN B612		LIN FT	\$22.00	892	\$19,624.00	892	\$19,624.00
2531.503	CONCRETE CURB AND GUTTER DESIGN B618		LIN FT	\$24.00	134	\$3,216.00	134	\$3,216.00
2531.503	CONCRETE CURB AND GUTTER DESIGN B624		LIN FT	\$26.00	876	\$22,776.00	876	\$22,776.00
2531.618	TRUNCATED DOMES		SQ FT	\$60.00	336	\$20,160.00	336	\$20,160.00
2563.601	TRAFFIC CONTROL		LUMP SUM	\$5,000.00	1	\$5,000.00	1	\$5,000.00
2564.602	INSTALL SIGN		EACH	\$650.00	8	\$5,200.00	8	\$5,200.00
2564.602	DELINEATOR / MARKER PANEL		EACH	\$75.00	4	\$300.00	4	\$300.00
2564.618	SIGN		SQ FT	\$50.00	95	\$4,750.00	95	\$4,750.00
2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM		SYSTEM	\$30,000.00	2	\$60,000.00	2	\$60,000.00
2573.502	STORM DRAIN INLET PROTECTION		EACH	\$200.00	10	\$2,000.00	10	\$2,000.00
2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER		LIN FT	\$2.50	310	\$775.00	310	\$775.00
2574.508	FERTILIZER TYPE 3		POUND	\$0.75	35	\$26.25	35	\$26.25
2575.505	SEEDING		ACRE	\$175.00	0.3	\$52.50	0.3	\$52.50
2575.508	SEED MIXTURE 25-151		POUND	\$5.00	21	\$105.00	21	\$105.00
2575.508	HYDRAULIC STABILIZED FIBER MATRIX		POUND	\$1.00	1523	\$1,523.00	1523	\$1,523.00
2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN		LIN FT	\$1.25	1265	\$1,581.25	1265	\$1,581.25
2582.503	12" SOLID LINE MULTI-COMPONENT GROUND IN		LIN FT	\$6.00	17	\$102.00	17	\$102.00
2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN		LIN FT	\$3.00	480	\$1,440.00	480	\$1,440.00
2582.518	CROSSWALK PREFORM THERMOPLASTIC GROUND IN		SQ FT	\$15.00	342	\$5,130.00	342	\$5,130.00
CONSTRUCTION COST					\$372,615.00		\$372,615.00	

MINNESOTA DEPARTMENT OF TRANSPORTATION
CITY OF BRAINERD

CONSTRUCTION PLAN FOR MILLING, GRADING, BITUMINOUS SURFACING, CONCRETE WALK, LIGHTING, AND ADA IMPROVEMENTS
LOCATED ON OAK STREET FROM 15TH STREET TO 16TH STREET

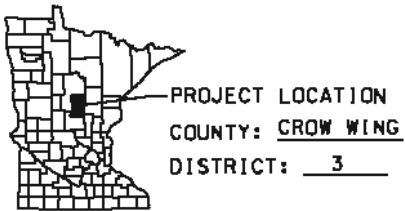


DESIGN DESIGNATION
OAK STREET

R VALUE	=	50
ADT (Current Year) 2023	=	6,400
ADT (Future Year) 2043	=	7,700
D (DIRECTIONAL DISTR.)	=	50/50
HCAAT (Future Year) 2043	=	320
ESALS	=	850,000
DESIGN SPEED	=	30 MPH
BASED ON STOPPING SIGHT DISTANCE		
HEIGHT OF EYE	=	3.5
HEIGHT OF OBJECT	=	2.0
DESIGN SPEED NOT ACHIEVED AT:	=	N/A
FUNCTIONAL CLASSIFICATION	=	MINOR ARTERIAL
NO. OF TRAFFIC LANES	=	2 - 12'
NO. OF PARKING LANES	=	2
SHOULDER WIDTH	=	4' - 8'
TOR DESIGN	=	10

OAK STREET

GROSS LENGTH	=	515.25	ft	0.098	miles
BRIDGES-LENGTH	=		ft		miles
EXCEPTIONS-LENGTH	=		ft		miles
NET LENGTH	=	515.25	ft	0.098	miles



NOTE: THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS QUALITY LEVEL D. THIS 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.

MINN. PROJ. NO.

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE "SUPPLEMENTAL SPECIFICATIONS" DATED SEPTEMBER 2022 SHALL GOVERN.
ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST EDITION OF THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2 - 3	ESTIMATED QUANTITIES
4	QUANTITY TABULATIONS
5	SOILS AND CONSTRUCTION NOTES
6 - 8	TYPICAL SECTIONS
9	MISCELLANEOUS DETAILS
10 - 15	STANDARD PLAN SHEETS
16 - 20	TEMPORARY TRAFFIC CONTROL
21	ALIGNMENT PLAN
22	INPLACE TOPOGRAPHY & UTILITIES PLAN
23	MISCELLANEOUS REMOVALS PLAN
24	CONSTRUCTION PLAN
25 - 26	PEDESTRIAN RAMP DETAILS
27	DRAINAGE PROFILES & TABULATION
28 - 36	SIGNING & PAVEMENT MARKING PLAN
37 - 38	RRFB PLAN
39 - 41	STORM WATER POLLUTION PREVENTION PLAN
42 - 43	TURF ESTABLISHMENT & EROSION CONTROL PLAN

THIS PLAN CONTAINS 43 SHEETS

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITHIN THE CONSTRUCTION OF THIS PROJECT.



SIGNATURE: Marcus Vanderbrug TYPED OR PRINTED NAME: MARCUS VANDERBRUG, PE
DESIGN ENGINEER: I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
DATE: 1/9/2023 LICENSE NUMBER: 56164

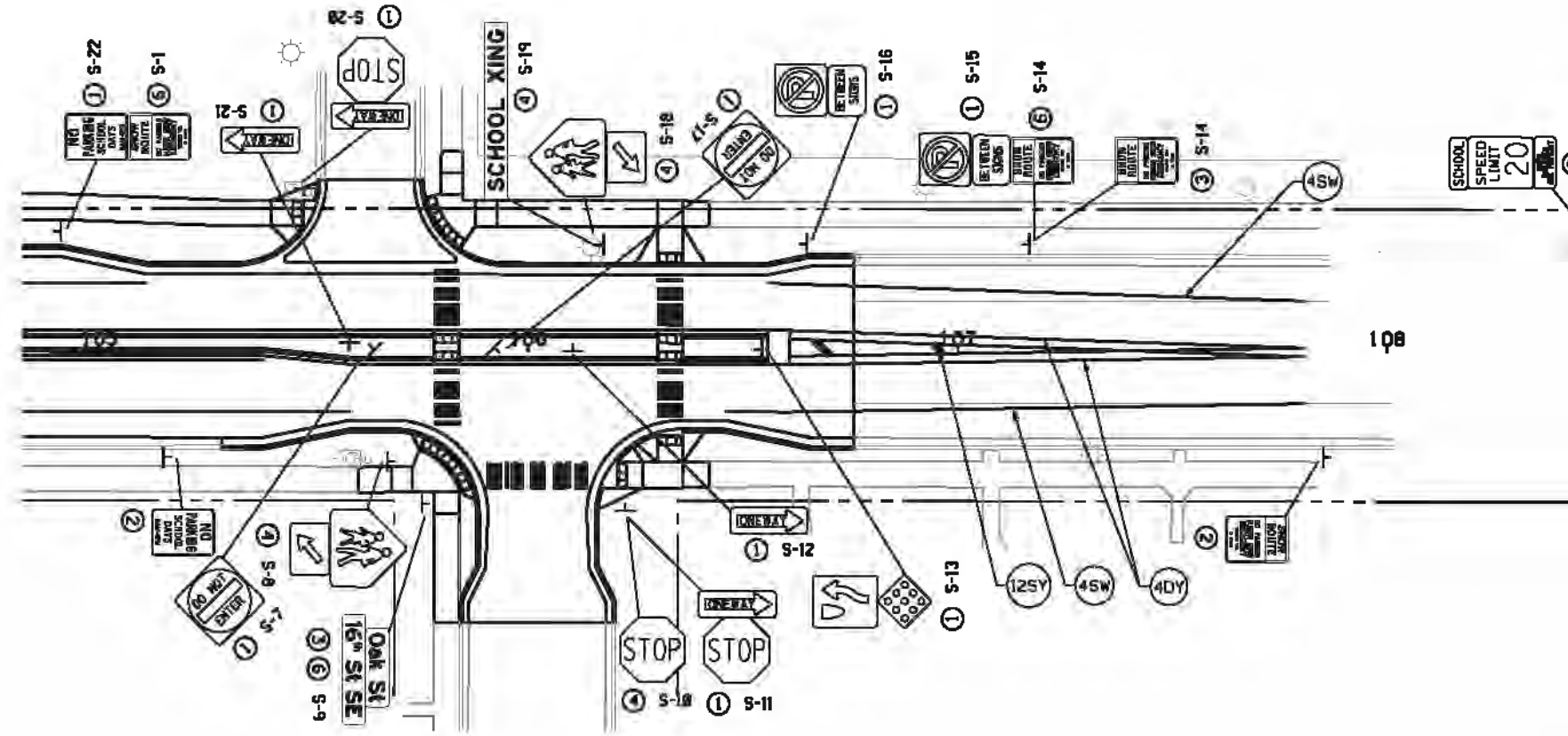
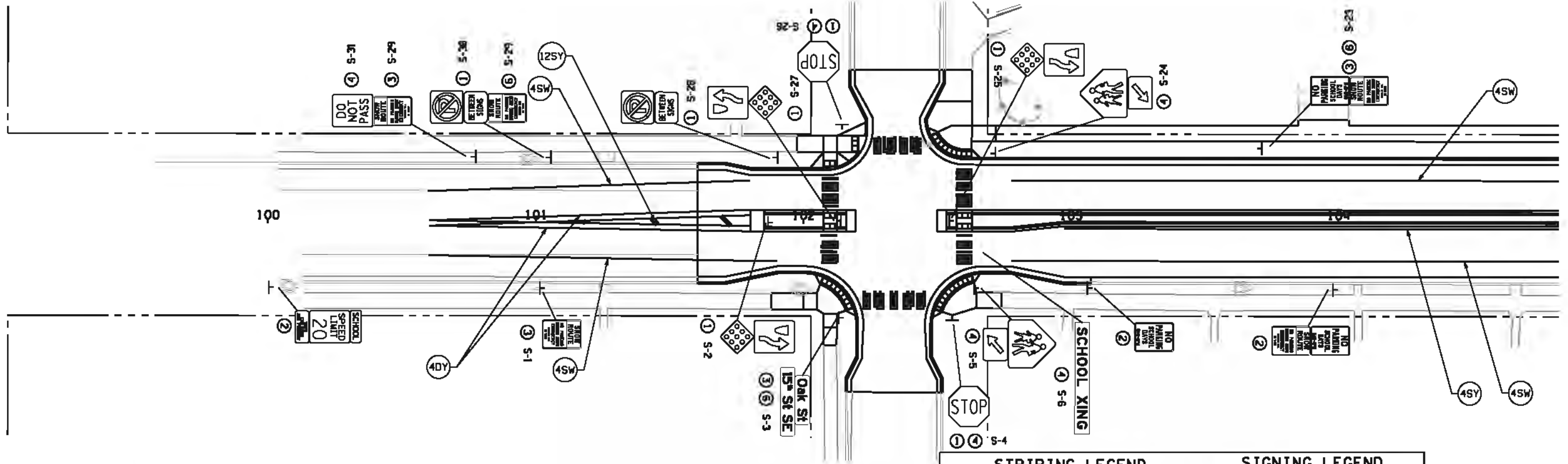
Digitally signed by Jessie Dehn, P.E.
Date: 2023.01.09 10:33:55 -06'00' DATE 1/9/23
APPROVED: CITY OF BRAINERD ENGINEER

Digitally signed by Andjela Tomovic
Date: 2023.02.07 16:08:07 -06'00' DATE _____
DISTRICT STATE AID ENGINEER: REVIEWED FOR COMPLIANCE WITH STATE AID RULES/POLICY

Digitally signed by Andjela Tomovic
Date: 2023.02.07 16:08:27 -06'00' DATE _____
FOR STATE AID ENGINEER: APPROVED FOR STATE AID FUNDING

S.A.P. 108-113-008

SHEET NO. 1 OF 43 SHEETS



STRIPING LEGEND
||| CROSSWALK - PREF THERMO GR IN
--- CIRCLE - MULTI-COMP GR IN
1ST DIGIT WIDTH 4", 8", ETC.
2ND DIGIT PATTERN
S = SOLID
B = BROKEN
D = DOUBLE
T = DOTTED
3RD DIGIT COLOR
W = WHITE
Y = YELLOW
B = BLACK

SIGNING LEGEND
① FURNISH & INSTALL
② REPLACE
③ SALVAGE
④ REMOVE
⑤ INSTALL



NO.	DATE	BY	CHK	REVISIONS

Design By: MKV
Plan By: MKV
Checked By: KH
Approved By: MKV

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

PRINT NAME: MARCUS VANDERHERRING, PE
Marcus Vanderherring
DATE: 1/9/2023 LICENSE: 56164



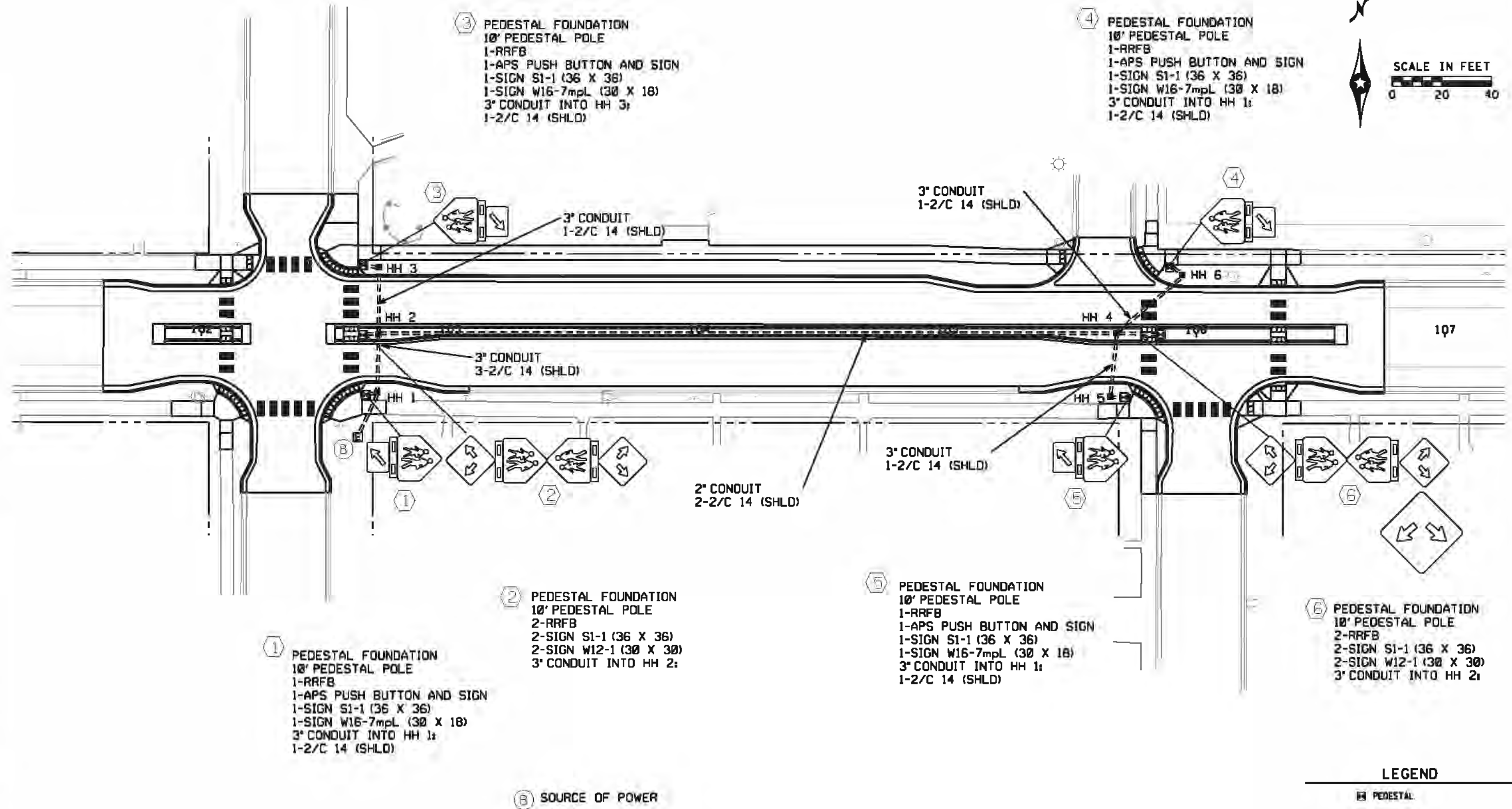
Oak Street Improvements: SRTS
Brainerd, Minnesota

BRAINERD, MINNESOTA
SIGNING & PAVEMENT MARKING PLAN
SAP 108-113-008

SHEET
29
OF
43
SHEETS

PLOTTED/REVISED: 2/3/2023

PATH & FILENAME: K:\0205-48-000\OakPlan\0205-48-000_r1r1b01.dgn



SCALE IN FEET
0 20 40

LEGEND

PEDESTAL

NO.	DATE	BY	CHK	REVISIONS

Design By MKV	I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME UNDER MY CLOSEST SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
Plan By MKV	
Checked By KH	
Approved By MKV	
PRINT NAME: MARCUS VANDERBERG, PE	
DATE: 1/9/2023	LICENSE: 56164



Oak Street Improvements: SRTS
Brainerd, Minnesota

BRainerd, MINNESOTA

RRFB PLAN
SAP 108-113-008

SHEET
37
OF
43
SHEETS



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Approve Widseth Contract Amendment for SPRA Trail Alignment Revision

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

At the April 11th Special Park Board meeting, the Park Board had recommended Council approval of the Widseth contract amendment to realign the trail included the Lum Park Reconstruction Project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

During discussion, the Park Board requested to realign the trail away from the currently designed alignment adjacent to Lum Park Road to an alignment that proceeds through the park area, east of the drainage way. There was desire to have this trail utilize the historic arch way.

Included in the packet is the current design of the trail alignment as well as a proposed alternative as approved by Park Board. This new alignment may be higher cost depending if it is longer than the previous alignment, however would have some cost savings by no longer requiring extension of the box culvert under Lum Park Road (currently estimated over \$100,000).

As the project is nearing completion of the design process, changing of the alignment this significantly will result in additional design hours to be completed by Widseth. City Engineering staff can assist with providing additional required survey after the snow pack melts. However, a Contract Amendment would be required to accommodate the additional hours needed by Widseth. Similarly, as the Council approved changing the current Lum Park Road design to leave the existing width as currently. This will also require additional design hours to perform the revisions as the plans were nearing completion.

Widseth has provided two Contract Amendment proposals. Option 1 for \$3,400 is for changing Lum Park Road as directed by Council. Option 2 for \$13,300 is for changing Lum Park Road and realignment of the trail through the park as recommended by Park Board.

RECOMMENDED ACTION/MOTION:

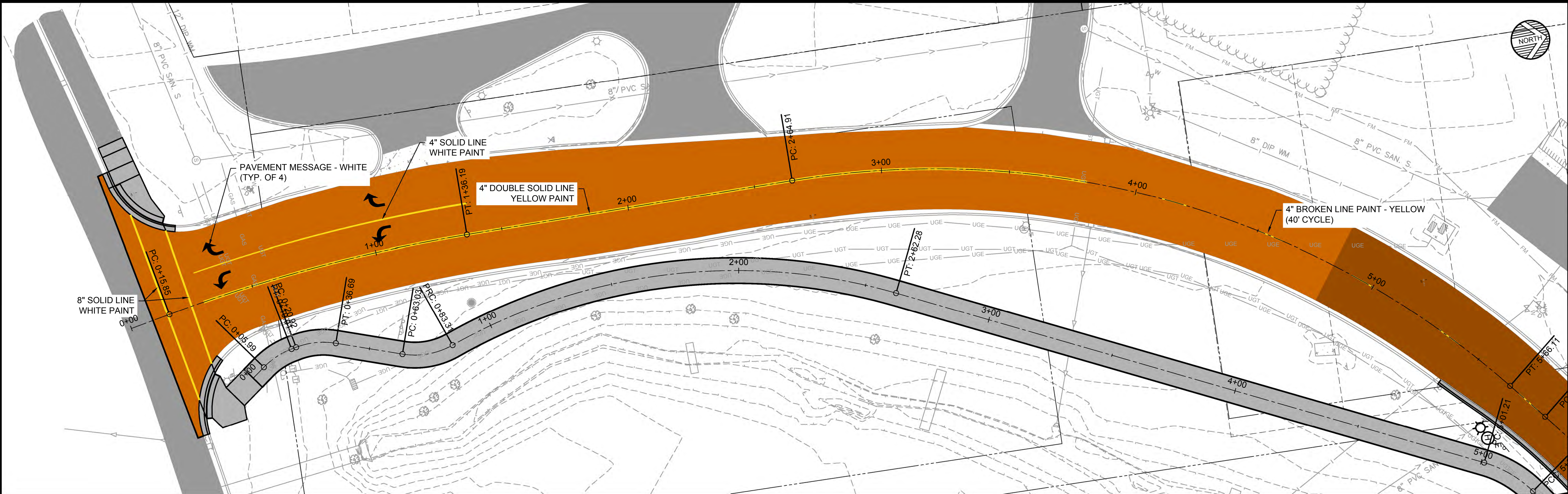
Staff recommends approval of Widseth Contract Amendment Option 2 in the amount of \$13,300.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

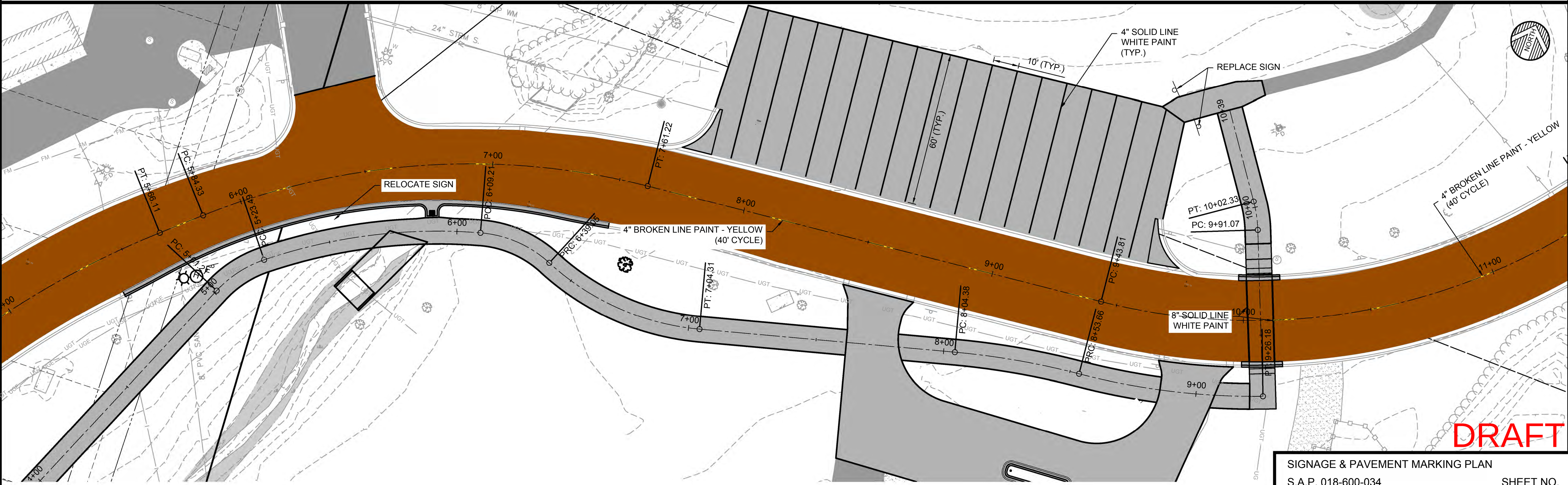
What is the total cost, with tax and shipping: \$13,300

Is this budgeted? (Please Explain) Project is funded using a share of MnDNR State Park Road Account grant funding and Municipal State Aid funding.



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.

SIGNAGE & PAVEMENT MARKING PLAN



DRAFT

SIGNAGE & PAVEMENT MARKING PLAN

S.A.P. 018-600-034

SHEET NO. 35 OF 41

REVISIONS	DESCRIPTION	DATE	REV

DATE: 01/01/2023	AS SHOWN
DRAWN BY: JWB	CHECKED BY: AUB

LUM PARK ROAD & BOAT LAUNCH RECONSTRUCTION
CITY OF BRAINERD
BRAINERD, MN
SIGNAGE & PAVEMENT MARKING PLAN



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

Lum Park Trail Alternative

Date: 4/7/2023 Time: 10:32:03 AM



**CONFIRMATION OF REQUEST
FOR
ENGINEERING SERVICES**

CLIENT: City of Brainerd

LOCATION: Brainerd, Minnesota

DATE: April 10, 2023

SERVICE REQUESTED BY: City of Brainerd

PROJECT: Lum Park Road/Boat Launch Drive Reconstruction Additional Services

DESCRIPTION OF WORK INVOLVED:

Brainerd City Council wishes to keep the same road width and not narrow the roadway as originally planned, which will revise the culvert and drainage plans. These design scope changes can be completed on approval of this confirmation of services.

PROFESSIONAL FEES (Includes WiDSETH time and expenses):

\$3,400

BILLING METHOD:

(X) Hourly

BILLING SCHEDULE:

(X) Monthly

REMARKS: Services and billing will be on an hourly plus expenses basis per the 2023 Fee Schedule and General Provisions of Professional Services Agreement.

WIDSETH SMITH NOLTING agrees to perform the described work as set forth above. The **CLIENT** agrees to make payment for work performed within thirty (30) days after receipt of billing.

SUBMITTED:

APPROVED:

Widseth Smith Nolting and Assoc., Inc.

City of Brainerd

BY: 
Alex Bitter, PE

BY: _____

BY: 
David S. Reese, Vice President

DATE: _____

**CONFIRMATION OF REQUEST
FOR
ENGINEERING SERVICES**

CLIENT: City of Brainerd

LOCATION: Brainerd, Minnesota

DATE: April 10, 2023

SERVICE REQUESTED BY: City of Brainerd

PROJECT: Lum Park Road/Boat Launch Drive Reconstruction Additional Services

DESCRIPTION OF WORK INVOLVED:

Based on conversations with Jessie Dehn with the City of Brainerd, the Parks Board wishes to change the route of the Lum Park Trail from what was originally discussed, surveyed and designed to date. Instead of following the alignment of the road, the trail will now be routed through the park. With these changes, there are several items of work that will need to be completed. First would be surveying the new area. The City Engineer will complete the topographic survey of the new area and provide WiDSETH with the survey data. WiDSETH will process this data and merge it with the existing survey information from the main project. There are a few different routes the new trail could follow, and both have the possibility of impacting wetlands. WiDSETH will complete additional wetland delineation and report for the two lowland areas so the wetland impacts can be documented. Once the Survey and Wetland Delineation are completed, WiDSETH will redesign the trail through the park based on the Parks Board's preferred alignment. Additionally, the City Council wishes to keep the same road width and not narrow the roadway as originally planned, which will revise the culvert and drainage plans. These design scope changes can be completed on approval of this confirmation of services.

PROFESSIONAL FEES (Includes WiDSETH time and expenses):

\$13,300

BILLING METHOD:

(X) Hourly

BILLING SCHEDULE:

(X) Monthly

REMARKS: Services and billing will be on an hourly plus expenses basis per the 2023 Fee Schedule and General Provisions of Professional Services Agreement.

WIDSETH SMITH NOLTING agrees to perform the described work as set forth above. The **CLIENT** agrees to make payment for work performed within thirty (30) days after receipt of billing.

SUBMITTED:

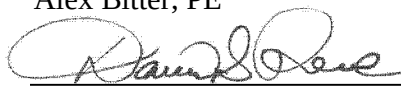
APPROVED:

Widseth Smith Nolting and Assoc., Inc.

City of Brainerd

BY: 
Alex Bitter, PE

BY: _____

BY: 
David S. Reese, Vice President

DATE: _____



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Request to Award Imp 23-01 - 2023 Seal Coat Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:

Bids were opened for Improvement 23-01 on April 12, 2023 at 10:00 AM.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

In total, 2 bids were received from Asphalt Surface Technologies Corporation and Allied Blacktop Company. Total bid prices submitted by each contractor respectively were \$134,294.96 and \$243,298.20 which represent a 7.21% under and 6.56% over engineer's estimate of \$146,889.50. The budget for this project included \$150,000 for the seal coat on College Drive and South 4th Street from College Drive to Willow Street.

RECOMMENDED ACTION/MOTION:

Staff recommends award of the Improvement 23-01 contract to Asphalt Surface Technologies Corporation in the amount of \$134,294.96.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$134,294.96

Is this budgeted? (Please Explain) Yes, \$150,000 was included in the Capital Improvement Plan for 2023.

Contract 2023 Chip Seal Project - Bid Abstract

Report Date	Contract Name	Contract Number	Release Date	Bid opening
4/12/2023	2023 Chip Seal Project	23-02	3/22/2023	4/12/2023, 10:00 AM

					Asphalt Surface Technologies Corp.		Allied Blacktop Company	
Line	Item Number	Item Description	Item Unit	Quantity	Price	Total	Price	Total
1	2021.501	MOBILIZATION	LS	1	\$18,000.00	\$18,000.00	\$25,000.00	\$25,000.00
2	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	4,956	\$3.00	\$14,868.00	\$3.00	\$14,868.00
3	2356.504	BITUMINOUS SEAL COAT	S Y	41,300	\$0.81	\$33,453.00	\$2.78	\$114,814.00
4	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	14,455	\$3.23	\$46,689.65	\$3.00	\$43,355.00
5	2563.601	TRAFFIC CONTROL	LS	1	\$10,000.00	\$10,000.00	\$30,000.00	\$30,000.00
6	2580.503	INTERIM PAVEMENT MARKING	L F	4,044	\$0.15	\$606.60	\$0.50	\$2,022.00
7	2580.503	INTERIM PAVEMENT MARKING	L F	1,788	\$0.15	\$268.20	\$0.50	\$894.00
8	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT	L F	6,053	\$1.21	\$7,324.13	\$1.20	\$7,263.60
9	2582.503	4" BROKEN LINE MULTI COMP	L F	1,460	\$0.60	\$876.00	\$0.60	\$876.00
10	2582.503	4" BROKEN LINE MULTI COMP	L F	130	\$0.60	\$78.00	\$0.60	\$78.00
11	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	2,078	\$1.21	\$2,514.38	\$1.20	\$2,493.60
12	2582.503	24" SOLID LINE MULTI COMP	L F	140	\$8.58	\$1,201.20	\$8.00	\$1,120.00
13	2582.503	4" DOTTED LINE MULTI COMP	L F	252	\$1.65	\$415.80	\$2.00	\$504.00
				Total Uncategorized		136,294.96		243,298.2

I hereby certify that this is an exact reproduction of bids received.

License Number:

Signature:

Date:



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Discussion of Right-Of-Way Tree Removal

AGENDA: SPW Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: James Kramvik, CDD

DEPARTMENT: Community Development

PRESENTER: James Kramvik & Jessie Dehn

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE:

City Council adopted a tree policy on November 18th, 2019. This tree policy outlines provisions related to planting trees in the City right-of-way, replacement of trees after public improvements, and removal of diseased/dead/nuisance trees. If the City Tree Inspector deems a tree a nuisance, the property owner or abutting property owner is notified by mail and required to remove the tree within 20 days. After 20 days, the removal of the tree may be abated and is assessed to the responsible party. Since introduction of this policy, staff has been questioned about the responsibility of right-of-way trees as it is legally owned by the City.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff has included an attachment memo that summarizes right-of-way tree management activities of three other similarly sized Minnesota cities. These cities do not require adjacent property owners to remove right-of-way nuisance trees but do have a similar process in abatement of private property trees.

Section 14 of the City Code regarding tree disease control, right-of-way vegetation, and cotton bearing trees should be reviewed and consolidated to better reflect the the City Tree Policy. Review and amendment of the ordinance should include language for Emerald Ash Borer Management.

Optional: Amend the City Code and Tree Policy to require City staff and contracted forces to remove and maintain public and right-of-way trees. Staff has discussed this potential ordinance change with the Street's Department foreman and he indicated that the department would be able to remove right-of-way trees with current staff, but large or dangerous trees should be contracted to a tree removal company. Removal of right-of-way trees is not budgeted for 2023.

RECOMMENDED ACTION/MOTION:

Direct staff to begin review of Chapter 14 – Vegetation & Green Space of the City Code and discuss the responsibility of removal and management of right-of-ways trees.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: Staff has estimated this may cost \$20,000 per year plus labor from the Streets Department

Is this budgeted? (Please Explain) Tree removal in the right-of-way is not budgeted for 2023

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: April 17, 2023

RE: Discussion of Right-Of-Way Tree Removal

Municipal Forestry Management Policy:

Staff investigated City Code language and contacted 3 similarly sized Minnesota cities to determine their public tree management policy. Staff discussed the following items:

- Private property tree removal
- Removal and management of public right of-way trees
- Contract with vendors for tree removal
- Bidding process for tree removal

Private Property Trees

All municipalities send notice of violation letters for nuisance trees on private property. It is the responsibility of the private property owner to remove the tree. If the property owner does not comply, the tree may be removed and assessed to the property under Minnesota Statutes 429.101.

Bemidji, MN

Removal and management of public right of-way trees

The City of Bemidji is responsible for the removal and maintenance of their right of way trees and management is funded by the general budget. Most of their right-of-way tree removal is done by Public Works staff. Difficult trees are contracted with licensed tree removal businesses. Staff receive tree removal bids on a case-by-case basis and award the tree removal contract.

Detroit Lakes, MN

Removal and management of public right of-way trees

The City of Detroit Lakes utilizes Public Works and Park staff to maintain and remove right-of-way trees. The City of Detroit Lakes contracts with a tree removal company for most abatements on private property. The contract is approved annually for these services and used when needed for private property abatements.

Grand Rapids, MN

Removal and management of public right of-way trees

The City of Grand Rapids does not assess the cost of tree removals in the right-of-way to the abutting property owner. The Public Works Department removes most right-of-way trees except for large or difficult trees beyond the capacity of the Department. The City contracts tree removal services as needed and receives estimates from at least three tree removal companies and awards the contract to the lowest option.



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Discuss City Code 1310.05.r Regarding On-Street Parking of Unattended Trailers

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): 5 Minutes

SUMMARY OF ISSUE:

City staff has received several complaints regarding towable trailers, ice houses, and RV/campers regularly parking on-street for extended periods. There are also issues of unattended semi trailers that are parked on-street during snow events leading to Public Works staff having to plow around these trailers.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff is requesting discussion regarding City Code 1310.05.r that describes the limitation for parking on-street. Currently, the code states that vehicles cannot be parked on-street for longer than 48 continuous hours, including trailers, RV's, etc. At that time, they must move at least 3 blocks away and not return for another 48 hours.

Staff has received complaints from residents regarding unattended trailers left on-street and have forwarded those complaints to Police to address from enforcement. Typically, the owners have followed the code and moved their trailers to return them at least 2 days later, in conformance with the City Code. However, unattended trailers do create issues for street maintenance. This prevents maintenance from occurring such as snow plowing, sweeping, etc. from occurring where trailers are parked.

RECOMMENDED ACTION/MOTION:

Staff requests discussion on a potential ordinance prohibiting unattended trailers parked on-street between November 1st and March 31st each year. Staff is also requesting discussion on revising the time period for unattended trailers only to park on-street for 24 continuous hours with 7 days in between during the dates of April 1st to October 31st.

FINANCIAL IMPACT:

Is there a cost associated with this request: Discussion Only

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

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



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Direction on Active Code Enforcement Cases

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, CDD

DEPARTMENT: Community Development

PRESENTER: James Kramvik, CDD

ESTIMATED TIME (MIN): 2 min

SUMMARY OF ISSUE:

Staff has addressed repeat garbage offenses since 2021 at 1306 Oak Street. The property owners have received numerous notice of violation letters, citations, and abatement invoices. The abatement invoices and citations have been assessed to the property each year.

The property owners have never responded to City staff regarding the letters or citations, do not have a garbage collection service, and continue to hoard garbage on their property. Once the City abates the issue, the rear yard begins to immediately collect garbage. The fees shown below are invoiced by the company hired to abate the issue.

04/19/2021 – Abated Junk/Debris/Garbage	\$ 150 (+ \$25 Admin Fee to Assess)
06/17/2021 – Abated Junk/Debris/Garbage	\$ 775 (+ \$25 Admin Fee to Assess)
05/19/2022 – Abated Garbage	\$1,455 (+\$25 Admin Fee to Assess)
12/27/2022 – Abated Garbage	\$ 650
04/02/2023 – Abated Garbage	\$ 850

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

After the last abatement motion by City Council and discussion with the City Attorney, staff sent a letter to the property owners indicating that staff would recommend legal action if they continued to violate City Ordinance. Staff has received no response from the property owners. Staff can now administratively abate garbage violations, but would need Council approval to seek legal action. Legal action may result in filing for an injunction against the property at 1306 Oak Street with the Crow Wing County District Court seeking a restraining order against further violation of City Code which could result in a misdemeanor.

RECOMMENDED ACTION/MOTION:

Staff recommends working with the City Attorney to seek legal action against the property owner for violations of City Code related to garbage.

FINANCIAL IMPACT:

Is there a cost associated with this request: N/A
What is the total cost, with tax and shipping: N/A
Is this budgeted? (Please Explain) N/A

April 10th – Starting to collect garbage after being abated.



Invoice

April 3rd – Prior to Abatement





Invoice

Date	Invoice #
2/4/2023	30956

Bill To
City of Brainerd 501 Laurel St. Brainerd, MN 56401

Property Address
1306 oak street

Terms	Due Date
Due on receipt	2/4/2023

Date	Description	Rate	Amount
12/27/2022	Trash clean up and removal of debris	650.00	650.00

Please include invoice number with your payment. THANK YOU FOR YOUR BUSINESS!!	Subtotal	\$650.00
	Sales Tax (0.0%)	\$0.00
	Payments/Credits	\$0.00
	Balance Due	\$650.00



11/09/2022 11:49

Invoice

Date	Invoice #
9/14/2022	30579

Bill To
City of Brainerd 501 Laurel St. Brainerd, MN 56401

Property Address

Terms	Due Date
Due on receipt	9/14/2022

Date	Description	Rate	Amount
5/19/2022	1306 Oak street Pick up and removal of all trash and debris. Proper disposal of garbage Due to continuing upward pressure on all costs involving our business, we find it necessary to implement a moderate price increase for services offered by Arrow Management. Thank You for your understanding and continued patronage.	1,455.00	1,455.00

Please include invoice number with your payment. THANK YOU FOR YOUR BUSINESS!!	Subtotal	\$1,455.00
	Sales Tax (0.0%)	\$0.00
	Payments/Credits	\$0.00
	Balance Due	\$1,455.00

218-838-2947 * P.O. Box 308 * Nisswa, MN 56468





Invoice

Date	Invoice #
7/29/2021	AM- 28990

Bill To City of Brainerd 501 Laurel St. Brainerd, MN 56401
--

Property Address 1306 Oak Street
--

Terms	Due Date
Net 15	8/13/2021

Date	Description	Rate	Amount
4/19/2021	1306 Oak Street		
6/17/2021	Removal and disposal of junk and debris	125.00	125.00
6/23/2021	Removal and disposal of junk and debris	750.00	750.00
	Mowing of Lawn, Trimming & Blowing Debris from Walkways	75.00	75.00

+25.
+2500
+2500

PAID
8/2/21 PLZ

RECEIVED

JUL 29 2021

CITY OF BRAINERD
ADMINISTRATION

Please include invoice number with your payment. THANK YOU FOR YOUR BUSINESS!!	Subtotal	\$950.00
	Sales Tax (0.0%)	\$0.00
	Payments/Credits	\$0.00
	Balance Due	\$950.00

218-838-2947 * P.O. Box 308 * Nisswa, MN 56468

Administration +.75.00
\$1025.00

Abatement Invoice





05/26/2021 08:55

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

April 17, 2023

7:00 PM

2nd Floor Conference Room

WebEx Teleconference Call-In Information Call Toll-

Free: 1-844-992-4726 Access Code: 2493 598 4458

1. Approve Bid for City Hall Generator
2. Consider Agreement with Airport for IT Support
3. Approve Final Change Order- Public Works Maintenance Building
4. Adopt Resolution for Sourcewell Community Impact Funding for Public Safety
5. Accept Retirement of Street Maintenance III Marvin Bush and Authorize Mechanic Hiring Process
6. Approve Promotion of Tony Runde to Deputy Police Chief
7. Consider Amending American Rescue Plan Act (ARPA) Budget for Downtown Christmas Lights



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Approve Bid for City Hall Generator

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Shawn Strong, IT/GIS Director

DEPARTMENT: IT/GIS

PRESENTER: Shawn Strong, IT/GIS Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Bids were solicited from three local companies to install a generator for backup power to City Hall. Four quotes were received, each company quoted a natural gas generator and one company also provided a quote for a diesel generator. Competitive bids were received from Jim's Electric, Holden Electric, and Midwest Generators. The lowest bid was from Jim's Electric for a 60kW Kohler natural gas generator at \$74,865 which also includes the concrete slab and fencing/screening. Jim's Electric has also confirmed that they can upgrade the 60kW to 80kW for an additional \$5,000 for a total of \$79,865.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

City Hall's power consumption since the building remodel and HVAC replacement typically peaks around 48kW on the hottest and coldest days each year, the all time peak was about 52kW. Estimated lead times for equipment ranged from 15 to 46 week, the recommended bid is about 40 weeks. As much prep work as possible will be done during the warmer months of 2023 but final installation may not occur until early 2024 depending on equipment availability. Annual maintenance is estimated about \$2,000/yr beginning in 2024.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the bid from Jim's Electric for the installation of the upgraded 80kW Kohler natural gas generator for \$79,865.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$79,865 (capital) future maintenance est \$2,000/yr

Is this budgeted? (Please Explain) 2023 Capital Budget: \$100,000

City Hall Generator Bids Summary

Provider	Brand	kW	Fuel	Lead time	Slab	Fence	Plumbing	Total
Jims Electric	Kohler	60	natgas	15-25	Y	Y	Y	\$74,865.00
Jims Electric	Kohler	80	natgas	40	Y	Y	Y	\$79,865.00
Holden Electric	Generac	70	natgas	40	Y	N	Y	\$86,311.00
Midwest Generator	Generac	80	natgas	36-46	Y	N	Y	\$89,672.87
Holden Electric	Generac	80	diesel	40	Y	N	Y	\$90,300.00



April 7th, 2023

Proposal #: 2023069 – BRAINERD CITY HALL GENERATOR

City of Brainerd

Attention: Shawn Strong

Jim's Electric is pleased to provide you with this Proposal for:

- Installation of a standby generator for City Hall

We are in receipt of the following documents:

- Email dated 3/20/23 with peak load demands and location showing generator location
- A site walkthrough was performed

We have included the following GENERAL ITEMS with this proposal:

- Electrical Permit and inspection fees.
- Mobilization to site and all required trips for a project complete
- Work to be completed during regular work days (M-F) and hours between (7am to 5pm)
- Proposal Price valid for (30) days
- If applicable, sales tax.
- Warranty on workmanship. Material warranty is covered by the manufacture.

We have included the following SPECIFIC ITEMS with this proposal:

- Furnish and install
 - (1) Kohler 60 kW natural Gas Generator – 15 week lead time as of 3/30/2023
 - (1) 600 amp service rate transfer switch – As of 3/28/2023 there was (1) in stock. Otherwise estimated lead time is 25 weeks
 - Locate the transfer switch to the left of the service
 - Relocate existing electrical equipment as needed to accommodate the transfer switch
 - (1) Concrete pad with 48" apron around the generator
 - (1) chain link fence with screen installed inside the concrete pad with (1) man door
 - (1) Gas Connection fed from the meter that exists at that location. It is assumed that the utility can supply adequate gas pressure and volume
 - **NOTE at the time of this proposal multiple attempts to verify with the utility were attempted with no response from the utility**
 - (1) Cat 5 connection to a network point with in the mechanical room for generator monitoring connection. Monitoring is a free service provided by Kohler
 - All material, labor equipment, supervision and the like required for a project complete



April 7th, 2023

Proposal #: 2023069 – BRAINERD CITY HALL GENERATOR

We have **excluded** the following with this proposal (Standard Disclaimers)

- Prevailing Wage Rates
- Performance & Payment Bond
- Overtime or holiday hours
- Labor and other costs associated with repair of manufactures products.
- Stacking of trades or condensed schedules
- Rock excavation and/or Frost charges
- Cutting or patching of any walls, floors or ceiling materials
- Painting of any type
- Mounting of Signage
- Variable Frequency Drive, Starters, or transformers or the like to make equipment work or compatible with building voltage.
- Delays due to inclement weather
- Dumpster or construction waste removal
- Temporary toilets
- Utility charges
- **Guarantee of manufacture lead times.**
- **Costs associated with changes to gas system due to lack of information from the utility**

Base Bid Summary Price **\$74,865.00**

Thank you for the opportunity to provide you with this proposal. Please call me should you have any questions or wish to discuss additional options.

Sincerely,

Jesse Grant

President

Cell (218) 820-9775

jesseg@jimselectric.com



7669 College Rd
Baxter, MN 56425
Phone: 218-829-4759
Fax: 218-829-4121
Email: smoser@holdenelectric.com

Bid Proposal

3/28/2023

TO:

JOB:

Brainerd City Hall Generator

Bid Date: **3/28/2023**

Work Description: Supply and wire new back up generator

Natural Gas Generator

40 week lead time

Our total Base bid estimate is : **\$86,311.00**

Exclusions:

Sincerely,

Scott Moser



HM CRAGG
critical power +

GENERAC
INDUSTRIAL POWER

Date: March 28, 2023

To: Scott Moser, Holden Electric

Reference: Brainerd City Hall v2

We are pleased to offer the following quote for the above project:

Quantity 1 - TRANSFER SWITCH - TX SERIES

- TX301NS0800G3CH
- 800 Amp, 3 pole, 120/208 VAC three phase, 60 Hz, with 2-Wire Start Circuit
 - Utility Voltage Sensing Controls:
 - Adjustable Drop-out and Pick-up
 - Adjustable Utility Interrupt Delay
 - Adjustable Logic Controls:
 - Minimum Standby Voltage
 - Minimum Standby Frequency
 - Engine Warmup
 - Return to Utility
 - Engine Cooldown
 - Transfer on Exercise
- 3 Owner's Manuals
- Surface Mount Remote Annunciator
- 4 Sets of Form C Aux Cont
- Specific Breaker
- Withstand and Close-On Rating - 100kA Specific Breaker
- Enclosure Heater
- UL Listed 1008 by ETL
- NEMA 3R Enclosure
- Service Entrance Rated
- Specific Breaker
- In Phase Only Transfer
- Standard two year basic warranty

Quantity 1 - Generac Industrial gaseous engine-driven generator, 4.5L in-line 4 cylinder engine, consisting of the following features and accessories:

- SG0070GG264.5S18TPLYA
- Stationary Emergency-Standby rated
- 70 kW rating, wired for 120/208 VAC three phase, 60 Hz
- Permanent Magnet Excitation
- MLCB, 80% rated, LSI Electronic Trip
 - 200 Amp
- Natural Gas fuel system
- Level 2 Acoustic Enclosure, Steel
 - Industrial Grey Baked-On Powder Coat Finish

- EPA Certified
- cETLus
- Power Zone Pro Digital Control Panel for Single Generators
 - Meets NFPA 99 and 110 requirements
 - Temp Range -40 to +60 degrees C
 - Humidity 2 – 95% (Non Condensing)
 - UL6200
 - C-ETL-US
 - CE
 - IEC801 (Radiated Emissions, Susceptibility, and Surge Immunity)
 - 4.3" Resistive Color Touchscreen
 - Webserver (via Power Zone Gateway using ethernet)
 - IP65 (front)
 - Auto/Manual/Off key switch, Alarm Indication, Not in Auto Indication, audible alarm, emergency stop switch
 - Dual Core Digital Microprocessor
 - RS485, Ethernet and CANbus ports
 - All engine sensors are 4-20ma for minimal interference
 - Sensors: Oil Pressure, optional Oil Temp, Coolant Temp and Level, Fuel Level/Pressure (where applicable), Engine Speed, DC Battery Voltage, Run-time Hours, Generator Voltages, Amps, Frequency, Power, Power Factor
 - Alarm Status: Low or High AC Voltage, Low or High Battery Voltage, Low or High Frequency, Pre-low or Low Oil Pressure, Pre-high or High Oil Temp (optional), Low Water Level and Temp, Pre-high or High Engine Temp, High, Low, and Critical-low Fuel Level/Pressure (where applicable), Overcrank, Over and Under Speed, Unit Not in Automatic
 - Programmable I/O
 - Built-in PLC for special applications
 - Engine function monitoring and control:
 - Full range standby operation; programmable auto crank, Emergency Stop, Auto-Off-Manual switch
 - Isochronous Governor
 - 0.25% digital frequency regulation with: soft-start ramping - adjustable, gain - adjustable, overshoot limit - adjustable
 - 3 Phase RMS Voltage Sensing
 - +/-0.5% digital voltage regulation with: soft-start voltage ramping - adjustable, loss of sensing protection - adjustable, negative power limit - adjustable, Hi/Lo voltage limit - adjustable, V/F slope and gain - adjustable, fault protection
 - Service reminders, trending, fault history (alarm log)
 - I2T function for full generator protection
 - Selectable low-speed exercise
 - 2-wire start controls for any 2-wire transfer switch
- Remote Emergency Stop Switch, Break-Glass, shipped loose
- 90 AH, 700 CCA Group 27F Battery, with rack, installed
- Block Heater, 1500 watt
- Std Heavy Duty Air Cleaner
- Battery Charger, 10 Amp, NFPA 110 compliant, installed
- 120V GFCI and 240V Outlet
- Baseframe Bottom Cover Plates, Aluminum, for rodent protection and airflow control
- Critical Grade Silencer
- Std set of 3 Manuals
- Standard 2-Year Limited Warranty
- Battery Heating Pad

Quantity 1 - STARTUP

Quantity 1 - REGULATOR (FUEL)



Midwest Electric and Generator, Inc
10215 Twin Lakes Road NW
Elk River, MN 55330
612-284-1550
www.MidwestGenerators.com

Estimate 42160631
Job 41989745
Estimate Date 3/17/2023
Customer PO

Billing Address
City of Brainerd
501 Laurel Street
Brainerd, MN 56401 USA

Job Address
City of Brainerd
501 Laurel Street
Brainerd, MN 56401 USA

Estimate Details

80KW Generac Whole Building Generator: 80 KW Generac, natural gas generator to sit straight out from the natural gas meter transfer switch will get mounted in the electrical and mechanical room, piping the generator to the exterior of the building and pouring a concrete pad for the generator to sit in the grass area near the gas meter.

Task #	Description	Quantity
T40412	1-80kW Generac Protector automatic standby generator 9.0L NG 3-Phase - 120/208V 1- Service Rated indoor rated transfer switch 800Amp, - 3 Phase 5-Year ltd warranty Generator system to be pad mounted, within 8' back to back with existing Gas meter located on the side of the building Transfer switch mounted next to existing electrical switchgear on the interior of electrical room 1-2 section pre-formed concrete pad 1-Set generator on site 1-Bobcat work for setting of generator 1-Provide 26RJT generator battery 1-Provide battery heater thermostat 1-Coolant circulator, with thermostat 1- Concrete work for generator 1-Electrical permit 1-Electrical review 1-Mechanical permit 1-Mechanical review 1-Complete electrical work, branch circuits and generator feeders Configure all grounds and neutrals as required by code. Including reconfigured of grounds and neutrals, and extend bonding system per service disconnect locations. Install surface mounted conduit from generator location to transfer switch locations. including wiring tap box as required. Wire all control work for communication, and also charging circuit and cold weather circuit 1-Gas work for generator system, including tap from existing high pressure natural gas system located within 20' of new generator location. Install gas line surface mounted to final generator location. To include shut off, regulators, anti-vibration line, and sediment tee	1.00
T840048	1-Factory required testing, generator registration, dealer check out, and customer training Generator Terms - Com Projects	1.00

Notes:

Offloading and rigging by Midwest
Installation Included
Start-up and Testing Service is included
Load Bank testing is not included
Permits are included

Work to be done Durning normal business hours m-f 7am to 5 pm
Rental Generator For Temporary power not included if needed.

Midwest does not provide structural engineering, roof consulting, or architectural services, and this proposal and Contract shall not be construed as contracting to provide any such professional services. Contractor assumes no responsibility for design, structural adequacy, or compliance of the structure with building codes. If design services are required, Midwest shall not be responsible for the results of such services, whether or not such services are provided in relation to this. If structural engineering is required, fees to be paid by others, and are additional to this proposal

: No retainage without written pre-accepted agreement
: Startup will not be completed without 100% payment
: A 3% surcharge will be added to all credit card payments

PRICES : Valid for 30 days from date of this proposal

50% Due At signing

TAXES : Sales Taxes are NOT included, and will be billed without a tax-exempt certificate

F.O.B.Shipping : Ownership of goods passes to buyer at the time the goods cross the shipping point. Pre-paid freight to jobsite is included.

CANCELLATION : Shall be subject to applicable fees but not less than 50% of the purchase price.

DELIVERY : Expected to be 3-5 weeks after receipt of order and approved submittals. Factory will confirm delivery at the time of order. Storage fees of 4% per month will be assessed to the buyer starting 10 days after the scheduled ship date.

INDEMNIFICATION : Signee is obligated for any and all costs of collection, and associated fees.

PROPRIETARY : This Quote/Bill of Material is proprietary to Midwest Electric and Generator
Reproduction or sharing of this Quote/Bill of Material is strictly prohibited.

Sub-Total	\$89,672.87
Tax	\$0.00
Total	<u>\$89,672.87</u>

Thank you for choosing Midwest Electric and Generator, Inc

Please do not hesitate to reach out to us with questions or to book services.
We work hard to offer you Best-In-Class for your project, and can also offer some attractive financing options including 18 months interest free, or fixed 5.99%.

Our technicians are competent, licensed, and highly skilled in their profession, and will leave you confident in your decision.

Midwest Electric and Generator is the only Power Pro Premier Dealer in the 5 state area, a designation meaning we meet the most stringent set of requirements ensuring customers receive an outstanding sales and service experience when purchasing. We employ expert staff, including electricians, plumbers, mechanics, and project managers, consistently receiving high reviews from our customer base.
Thank you again for the opportunity to earn your business.

All projects are subject to Midwest Electric and Generator, Inc Terms and Conditions



7669 College Rd
Baxter, MN 56425
Phone: 218-829-4759
Fax: 218-829-4121
Email: smoser@holdenelectric.com

Bid Proposal

3/28/2023

TO:

JOB:

Brainerd City Hall Generator

Bid Date: **3/28/2023**

Work Description: Supply and wire new back up generator

Diesel Generator
40 week lead time

Our total Base bid estimate is : **\$90,300.00**

Exclusions:

Sincerely,

Scott Moser



Date: March 28, 2023

To: Scott Moser, Holden Electric

Reference: Brainerd City Hall v2.1 (Diesel)

We are pleased to offer the following quote for the above project:

Quantity 1 - TRANSFER SWITCH - TX SERIES

- TX301NS0800G3CH
- 800 Amp, 3 pole, 120/208 VAC three phase, 60 Hz, with 2-Wire Start Circuit
 - Utility Voltage Sensing Controls:
 - Adjustable Drop-out and Pick-up
 - Adjustable Utility Interrupt Delay
 - Adjustable Logic Controls:
 - Minimum Standby Voltage
 - Minimum Standby Frequency
 - Engine Warmup
 - Return to Utility
 - Engine Cooldown
 - Transfer on Exercise
- 3 Owner's Manuals
- Surface Mount Remote Annunciator
- 4 Sets of Form C Aux Cont
- Specific Breaker
- Withstand and Close-On Rating - 100kA Specific Breaker
- Enclosure Heater
- UL Listed 1008 by ETL
- NEMA 3R Enclosure
- Service Entrance Rated
- Specific Breaker
- In Phase Only Transfer
- Standard two year basic warranty

Quantity 1 - Generac Industrial diesel engine-driven generator set with turbocharged 4-cylinder 4.5L engine, consisting of the following features and accessories:

- SD0080GG174.5D18DPLY3
- Stationary Emergency Standby rated
- 80 kW Rating, wired for 120/208 VAC three phase, 60 Hz
- Permanent Magnet Excitation
- UL2200
- EPA Certified
- SCAQMD
- Level 2 Acoustic Enclosure, Steel
 - Industrial Grey Baked-On Powder Coat Finish

- 24" 189 Gallon Double-Wall UL142 Basetank
 - Mechanical fuel level indicator gauge
 - Electronic fuel level sender
- Power Zone 410 Digital Control Panel for Single Generators
 - NFPA 110 Capable
 - Temp Range -40 to 70 degrees C
 - UL6200
 - C-ETL-US
 - CE
 - 128 X 64 Graphical Display with Heater
 - Auto/Manual/Off modes
 - Optional Emergency Stop, key switch (Auto/Off/Manual) and audible alarm horn within a single add on module
 - RS-485, RS-232 and CANbus ports
 - Sensors: Oil Pressure, optional Oil Temp, Coolant Temp, Fuel Level/Pressure (where applicable), Engine Speed, DC Battery Voltage, Run-time Hours, Generator Voltages, Amps, Frequency, Power, Power Factor
 - Alarm Status: Low or High AC Voltage, Low or High Battery Voltage, Low or High Frequency, Pre-low or Low Oil Pressure, Pre-high or High Oil Temp (optional), Low Water Level and Temp, High, Low, and Critical-low Fuel Level/Pressure (where applicable), Overload, Overcrank, Over and Under Speed, Unit Not in Automatic
 - Optional Programmable I/O module
 - Engine function monitoring and control:
 - Full range standby operation; programmable auto crank, Emergency Stop (optional), Auto-Off-Manual
 - 3 Phase RMS Voltage Sensing
 - +/-0.5% digital voltage regulation with: soft-start voltage ramping - adjustable, loss of sensing protection - adjustable, negative power limit - adjustable, Hi/Lo voltage limit - adjustable, V/F slope and gain - adjustable, fault protection
 - Service reminders, fault history (alarm log)
 - I2T function for full generator protection
 - Selectable low-speed exercise
 - 2 and 3-wire start controls for any 2 or 3-wire transfer switch
- Remote Emergency Stop Switch, Break-Glass, shipped loose
- MLCB, 80% rated, LSI Electronic Trip
 - 200 Amp
- Battery Heating Pad
- Battery Charger, 10 Amp, NFPA 110 compliant, installed
- 110 AH, 925 CCA Group 31 Battery, with rack, installed
- Coolant Heater, 1500W, 120VAC
- Crankcase Oil Heater, 200W, Shipped Loose
- Fire Rated Stainless Steel Fuel Supply Hoses
- 120v GFCI and 240V Outlet
- 3 Owner's Manuals
- Standard 2-Year Limited Warranty

Quantity 1 - STARTUP

Quantity 1 - FREIGHT

Total investment for the above equipment (Not including any applicable tax): XXXXXXXXXX

Notes

Estimated Delivery: x weeks. Lead time for equipment made to specification varies and will be confirmed when buyer's order is placed with the manufacturer.

Validity: Prices valid for 60 days from above date.

FOB: Destination (Jobsite). Quoted price includes freight prepaid to jobsite via standard trucking. Any restrictions



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Consider Agreement with Airport for IT/GIS Support

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Shawn Strong, IT/GIS Director

DEPARTMENT: IT/GIS

PRESENTER: Shawn Strong, IT/GIS Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

The City IT/GIS Department and Brainerd Airport have drafted an Share Services Agreement to provided the Airport with ongoing IT/GIS support. A retainer will be charged to cover ongoing maintenance and management of technology along with routine support, and an hourly rate will be charged for Airport specific projects or time spent on tasks outside of the ordinary.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Airport has had recent issues regarding technology and has future projects on the horizon. City IT staff has assisted with working through some of the trouble and after some initial work to migrate and connect IT staff will be able to provide routine ongoing support as needed and advanced project-based efforts when requested. The retainer is calculated by the percentage of licensed network users (8.86%) and the IT/GIS department's Personnel Services (\$238,813) budget line items – for 2023 that equates to \$21,160. The hourly rate charged will be updated annually for both IT positions at the total hourly cost of each position (2023: \$50.87 and \$81.18/hr). Hardware, software, licenses, connections, etc purchased or used for the Airport will be covered by the Airport at cost.

RECOMMENDED ACTION/MOTION:

Approve the IT/GIS Shared Services Agreement between the City of Brainerd and the Brainerd Lakes Regional Airport effective Jan 1, 2023 contingent on Airport Commission approval.

FINANCIAL IMPACT:

Is there a cost associated with this request: Staff time, but will be covered by retainer and hourly rate

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

Is this budgeted? (Please Explain) No

IT/GIS SHARED SERVICES AGREEMENT

This Shared Services Agreement ("Agreement") is made, effective upon execution by all parties ("Effective Date), by and between the City of Brainerd ("City"), with its principal offices located at 501 Laurel Street, Brainerd, MN 56401, and the Brainerd Lakes Regional Airport, with its principal offices located at 16384 Airport Road, Suite 5, Brainerd, MN 56401 ("Airport")

ARTICLE 1: PURPOSE

1.1 Purpose. City and Airport agree that the purpose of this Agreement is for the City to provide the Airport with Information Technology / Geographic Information Systems ("IT/GIS") services under the terms and conditions contained herein.

ARTICLE 2: SERVICES

2.1 Services. The scope of services provided to the Airport under the terms and conditions of this Agreement are outlined in Exhibit A.

ARTICLE 3: PRICING AND PAYMENT

3.1 Pricing. The City shall provide IT/GIS services at the rate and terms specified in Exhibit A.

3.2 Payment. The City will invoice the Airport quarterly for IT/GIS services provided pursuant to this Agreement.

ARTICLE 4: TERM AND TERMINATION

4.1 Term. The term of this Agreement will commence on the Effective Date and will continue month-to-month, unless earlier terminated pursuant to the terms of this Agreement.

4.2 Termination for Convenience. Either party may terminate this Agreement upon 90 calendar days' written notice. Unless otherwise agreed by the parties, termination pursuant to this Section 4.2 will not relieve the City of its obligations under any open services, which obligations will continue to be governed by this Agreement. Termination pursuant to this Section 4.2 will not relieve the Airport of its obligation to pay for any services or expenses performed pursuant to any open services.

4.3 Termination for Cause. Either party may terminate this Agreement upon written notice if the other party has materially breached any provision of this Agreement and has not cured such breach within 30 calendar days after receiving written notice from

the non-breaching party describing such breach in reasonable detail and stating the non-breaching party's intent to terminate this Agreement.

4.4 Survival. Notwithstanding any expiration or termination of this Agreement, all payment obligations incurred prior to expiration or termination will survive, and the following provisions will survive: Articles 3 and 5, and Section 4.3. All other rights granted under this Agreement will cease upon expiration or termination of this Agreement.

ARTICLE 5. GENERAL TERMS

5.1 Notices. Whether or not so stipulated herein, all notices, communication, requests, invoices and statements (the "Notice") required or permitted hereunder shall be in writing. Notice required or permitted in Section 4.2 and 4.3 shall be sent to the intended recipient at its physical address as listed in the opening paragraph above. Any other Notice required or permitted under this Agreement may be given by (a) actual delivery to the other Party at the address specified herein during normal business hours, (b) by fax or email to the other Party, (c) or by mailing via first class registered post, postage prepaid, to the other Party at the address specified herein.

All notices will be deemed to have been duly given (a) when delivered in person during normal business hours, (b) upon confirmation of receipt when transmitted by facsimile transmission or by electronic mail, (c) upon receipt after dispatch by registered or certified mail, postage prepaid or (d) on the next business day if transmitted by national overnight courier with confirmation of delivery.

5.2 Governing Law, Jurisdiction and Attorney's Fees. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Minnesota. Any dispute arising out of this Agreement shall be adjudicated in Crow Wing County, Minnesota. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and reasonable attorney's fees from the other party.

5.3 Assignment. Neither party shall have the right to assign or otherwise transfer its rights and obligations under this Agreement except with the prior written consent of the other party, provided that a successor in interest by merger, by operation of law, assignment, purchase or otherwise of the entire business of either party shall acquire all interest of such party hereunder. Any prohibited assignment shall be invalid.

5.4 Independent Contractor. Each party is an independent entity under the terms of this Agreement. Neither party, by virtue of this Agreement, will have any right, power, nor authority to act or create any obligation, expressed or implied, on behalf of the other party. Except as otherwise provided, or as may hereafter be established by a written agreement executed by authorized representatives of the parties, all operational expenses incurred by either party will be borne by the party incurring the expense.

5.5 Indemnity. In the performance of this Contract by the City, or the City's agents or employees, Airport must, to the extent allowed by law, indemnify, save, and hold harmless the City, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the City, to the extent caused by Airport's:

5.5.1 Intentional, willful, or negligent acts or omissions; or

5.5.2 Actions that give rise to strict liability; or

5.5.3 Breach of contract or warranty.

The Airport's indemnification obligations of this section do not apply in the event the claim or cause of action is the result of City's negligence or willful conduct. The City shall, to the extent allowed by law, indemnify, save and hold harmless the Airport for the negligent or willful acts or omissions of the City, its agents, employees and assigns. This clause will not be construed to bar any legal remedies the parties may have for failure to fulfill their respective obligations under this Agreement.

5.6 Limitations of Liability. Excepting the parties' indemnification obligations hereunder, neither party shall, by reason of termination of this Agreement or otherwise, be liable to the other party for any punitive, special, incidental or consequential damages including but not limited to: compensation or damages for loss of present or prospective profits or revenues, loss of actual or anticipated commissions on sales or anticipated sales, or expenditures, investments or commitments made in connection with the establishment, development or maintenance of the selling representation created by this Agreement or in connection with the performance of obligations regardless of the form of action, whether in contract, tort or other legal theory. The foregoing limitation shall apply (A) even if such party has been advised of the possibility of such damages and (B) notwithstanding any failure of essential purpose of any limited remedy herein.

5.7 Entire Agreement: The individuals signing this Agreement are authorized to execute said Agreement and it is binding upon the parties. This Agreement supersedes all prior understandings and agreements between the parties and may not be amended orally, but only in writing as mutually agreed upon.

5.8 Government Data Practices. Airport and City agree and understand that each is a public entity that is subject to the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) and that all information that each possesses shall be considered public unless such information qualifies as an exception under the Minnesota Government Data Practices Act. The parties shall take all reasonable measures to enforce the obligation of confidentiality and use contained herein with respect to any of their employees or former employees who while in the employ of the parties have access to nonpublic information. To the extent allowed by law, the parties agree to indemnify and hold each other harmless from all damages and expenses, including reasonable attorney's fees, which either may sustain because of unauthorized disclosure of nonpublic information by the other hereunder, and each party shall have the right to enforce this agreement by injunctive relief as well as recovery of damages.

5.9 Severability. If any of the terms of this Agreement are in conflict with any rule, law, statutory provision or are otherwise unenforceable under the laws or regulations of any government or subdivision thereof, such terms shall be deemed stricken from this Agreement, but such invalidity or unenforceability shall not invalidate any of the other terms of this Agreement. This Agreement shall continue in force, unless the invalidity or unenforceability of any such provisions hereof does substantial harm to, or where the invalid or unenforceable provisions compromise an integral part of or are otherwise inseparable from the remainder of this Agreement.

5.10 Waiver. Failure by either party to take action or assert any right hereunder shall not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.

5.11 Successors. All rights and remedies of the parties hereunder shall inure to the benefit of their successors and assigns.

5.12 Amendments. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived, in whole or in part, other than by written amendment signed by both parties.

5.13 Execution and Delivery of Documents. Each of the parties hereto, his or her heirs, legal representatives, successors and assigns, shall do all things to execute and deliver any and all documents which may be necessary at any time to carry out and effectuate the terms and conditions of this Agreement.

5.14 Incorporation. Exhibit A is hereby fully incorporated into the terms of this Agreement and will be binding upon the parties as of the Effective Date.

City of Brainerd

Brainerd Lakes Regional Airport

By _____
David Badeaux, Mayor

By _____
Steven Wright
Airport Director

By _____
Jennifer Bergman
City Administrator

Date _____

Date _____

Exhibit A
to IT/GIS Shared Services Agreement

Compensation for IT/GIS Services

1. Retainer. Airport shall pay City \$ 5,290 per quarter for services rendered under the retainer. Calculated annually using the IT/GIS Department's Personnel Services budget (2023: \$238,813) by the percentage of licensed network users represented by the Airport (2023: 7/79 or 8.86%). Those services are:
 - a. Core Network Management: Network operations and administration; physical and cyber security management; server operations and administration; data backup; IT vendor and contract management. Management service shall be for both the Airport network and Airport's integration into City's network.
 - b. Routine IT Support: Hardware and software support, management, and maintenance; IT purchasing; printing/scanning, end user training; GIS data maintenance and map creation; general technology troubleshooting.
2. Hourly. Effective January 1, 2023, Airport shall pay City \$ 50.87 per hour for IT Specialist support and \$ 81.18 per hour for IT/GIS Director support not otherwise covered by the retainer. General hours of operation are weekdays 730am-430pm, after-hours and emergency response as needed. This hourly rate shall be revised annually on a calendar year basis to reflect then-current City costs.
3. Software and Hardware. All software, software licenses, computer hardware, telecommunications connections, related IT equipment and materials purchased by the City for Airport use shall be invoiced to the Airport at cost. This includes but is not limited to the following:
 - Microsoft365 (Outlook, OneDrive, SharePoint, Teams, server CALs, etc)
 - Cisco Secure Endpoint, Duo, Umbrella, SmartNet, Threat Defense
 - Adobe Acrobat
 - Veeam Microsoft365 backup
 - Knowbe4 Security Awareness Training
 - TLS connection to City Network

IT/GIS related hardware purchased for the benefit of Airport through this Agreement shall remain the property of Airport and shall be maintained and disposed of accordingly.



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Approve Final Change Order - Public Works Maintenance Building

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Nor-Son and Widseth have provided a Change Order request for additional items completed at the Street & Parks Building Addition for a cost of \$19,033.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

See attached memo.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the final Change Order for the Public Works Building Addition in the amount of \$19,033 for a total project final cost of \$523,586.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$19,033

Is this budgeted? (Please Explain) The full amount of this project is not budgeted due to the bids being higher than the estimated costs, but costs over and above the budget are anticipated to come out of capital fund 400.



MEMO

TO: BRAINERD CITY COUNCIL

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: APRIL 17, 2023

SUBJECT: FINAL CHANGE ORDER FOR THE PUBLIC WORKS MAINTENANCE BUILDING ADDT'N

On 3/15/21, Council awarded the Brainerd Street Garage Parks Addition contract to Nor-Son, Inc. in the total amount of \$504,553. The original budgeted amount for the entire project in 2021 was \$468,109. Staff presented a “final” payment request from Nor-Son to the Council on January 17, 2023.

Staff was notified in early March that Nor-Son had sent Widseth a Change Order request in the amount of \$39,002 days prior to the January 17th Council meeting. Prior to this, Nor-Son had sent all payment requests directly to the City, not to Widseth.

In reviewing the items in the request, most of the items were approved prior to Jessie Dehn’s hire but some were completed through the fall with knowledge of the approvals. Some of these items were items completed in the existing facility in conjunction with the heaters added to the existing garage which was approved by Council previously. There were also items that were added to the new building addition. The overhead door clearance items were related to a design issue which led to issues with clearance with the “back” garage door. To correct this issue, the contractor had to do some re-work and change doors to keep the clearance needed for equipment. The overhead doors came with only 4 remotes for opening and closing. Staff needed additional remotes for all maintenance staff to have the ability to open and close the new garage doors and thus ordered an additional 12 remotes. The panic door hardware was a change from the existing design that had handles for opening the man doors, changing to push bar controls to match the rest of the facility and allow staff to safely open the doors while holding materials. Finally, the exterior paving was related to a drainage issue. It was found that the existing paved area in front of the new addition drained into the new addition doors. To keep the stormwater from ponding and seeping into the building, it was changed to repave the area adjacent to the front of the building to drain away from the door and out to the exterior of the lot.

After review, it was determined that the items related to the existing facility were not applicable to the new addition project so was requested to invoice \$15,805 separately to come out of the Repair & Maintenance budget line. The overhead clearance issue was discussed with Widseth. As this was a design flaw, it was agreed that Widseth would cover the \$4,164 expense. With removing these items from the list, the remaining items that apply to additional work approved in the new addition add to a total of \$19,033.

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

REQUEST FOR PAYMENT

From:
Nor-Son Construction LLC
7900 Hastings Road
Baxter, MN 56425

To: City of Brainerd
501 Laurel St
Brainerd, MN 56401

Project: Brainerd St. Sewer & Parks Bld
Project #: 3792
Contract date: 3/16/2021
Via: Wiseth Smith Noting & Assoc.
Architect: 7804 Industrial Park Road
Baxter, MN 56425

Invoice: 6
Draw: 3792.06
Invoice date: 4/6/2023
Period ending date: 4/6/2023

Owner
Architect
Contractor

Contract For: Building Addition

Request for payment:

CONTRACT TO DATE STATUS

Original contract amount	\$504,553.00	
Approved changes	\$19,033.00	
Revised contract amount		\$523,586.00

APPLICATION FOR PAYMENT STATUS

Contract completed and stored to date	\$523,586.00	
Retainage to Date	\$0.00	
Total completed less retainage		\$523,586.00
Previous Billings for Payment		\$504,553.00
Remaining contract to bill including retainage	\$0.00	

CURRENT BILLING THIS APPLICATION

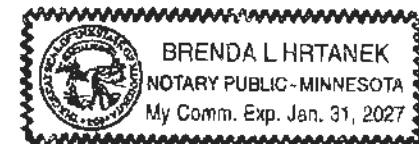
Current billing	\$19,033.00	
Less current retainage	\$0.00	
Current amount due		\$19,033.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Changes approved in previous months by Owner	39,002.00	0.00
Total approved this Month	0.00	-19,969.00
TOTALS	39,002.00	-19,969.00
NET CHANGES by Change Order	19,033.00	

Amount Certified

\$19,033.00

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the contractor named herein. Insurance, payment and acceptance of payments are without prejudice to any rights of the Owner or Contractor under this Contract.



I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the City of Brainerd relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR: Nor-Son Construction LLC

State Of Minnesota

County Of Crow Wing

By: [Signature]

Subscribed and sworn to before me this 7 day of April, 2023

Date: 4/7/23

Notary Public
My commission expires:

[Signature]

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, we hereby certify to the Owner that to the best of our knowledge, information and belief the Work has progressed as indicated, the quantity of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

By: [Signature] Date: 04/07/23

By: _____ Date: _____

REQUEST FOR PAYMENT DETAIL

Project: 3792 / Brainerd St. Sewer & Parks Bld

Invoice: 6

Draw: 3792.06

Period Ending Date: 4/6/2023

Detail Page 2 of 2 Pages

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
100	General Conditions	47,324.00	47,324.00	-	-	47,324.00	100.00	-	-
105	Demolition	5,250.00	5,250.00	-	-	5,250.00	100.00	-	-
110	Site Work	21,699.00	21,699.00	-	-	21,699.00	100.00	-	-
115	Precast	150,000.00	150,000.00	-	-	150,000.00	100.00	-	-
120	Concrete	60,947.00	60,947.00	-	-	60,947.00	100.00	-	-
125	Masonry	3,000.00	3,000.00	-	-	3,000.00	100.00	-	-
130	Metals	109,650.00	109,650.00	-	-	109,650.00	100.00	-	-
135	Carpentry	7,092.00	7,092.00	-	-	7,092.00	100.00	-	-
140	Thermal/Moisture	49,602.00	49,602.00	-	-	49,602.00	100.00	-	-
145	Doors/Frames	15,729.00	15,729.00	-	-	15,729.00	100.00	-	-
150	ACT	1,250.00	1,250.00	-	-	1,250.00	100.00	-	-
155	Flooring	1,500.00	1,500.00	-	-	1,500.00	100.00	-	-
160	Paint	2,950.00	2,950.00	-	-	2,950.00	100.00	-	-
165	Fee	28,560.00	28,560.00	-	-	28,560.00	100.00	-	-
500	OP Change Order	19,033.00	-	19,033.00	-	19,033.00	100.00	-	-

Totals	523,586.00	504,553.00	19,033.00	-	523,586.00	100.00	-	-
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Brainerd Streets Building
Change Order Item Summary
Updated: 3/24/23

Change Order #1

	Cost	Notes
Additional Overhead Door Remotes	\$ 810.00	Approved per Shawn
Panic Door Hardware	\$ 5,655.00	Approved per Shawn
Additional Exterior Paving	\$ 10,838.00	Approved per Shawn - Extend exterior apron
O&P - 10%	\$ 1,730.00	
Total	\$ 19,033.00	Remaining change order items after breaking out the below two

E2 Separate Invoice - Office Finish

	Cost	Notes
Interior Paint	\$ 1,110.00	Finish of entire office/lunchroom
Interior Flooring	\$ 2,000.00	Finish of entire office/lunchroom
Acoustical Ceilings	\$ 3,500.00	Finish of entire office/lunchroom
Electrical- Interior Lights	\$ 5,358.00	Finish of entire office/lunchroom
HVAC - Diffusers	\$ 2,400.00	Finish of entire office/lunchroom
O&P - 10%	\$ 1,437.00	
Total	\$ 15,805.00	Separate Invoice per Jessie as this will come out of a different funding source

E3 Separate Invoice - OH Door Clearance

	Cost	Notes
Low Clearance Overhead Doors	\$ 1,460.00	Low OHD tracks due to roof height
Regrade Slab Low Clearance	\$ 2,326.00	Lower grade caused from ceiling height
O&P - 10%	\$ 378.00	
Total	\$ 4,164.00	WIDSETH to Cover this via adjustment payment to the City of Brainerd.

Grand Total: \$ 39,002.00



Job # 3792
Job Descr: **Brainerd St. Sewer & Parks**
Office Finish

City of Brainerd
501 Laurel St
Brainerd MN 56401

Invoice ID 3792 E2.01
Cust ID 95
Billing Date 4/7/2023

Office Finish \$ 15,805.00

Total Amount Due: \$ 15,805.00

Per Terms and Conditions of Contract Agreement
All accounts are due within 10 days of receipt of invoice. Interest at 1% per month (12.00% Annum)
is charged on overdue accounts

REMIT TO: Nor-Son Construction, LLC
7900 Hastings Road
Baxter, MN 56425

Approved by:

Name:

Title:

Date:

4/7/23



Job # 3792
Job Descr: **Brainerd St. Sewer & Parks**
Overhead Door Clearance

City of Brainerd
501 Laurel St
Brainerd MN 56401

Invoice ID 3792 E3.01
Cust ID 95
Billing Date 4/7/2023

Overhead Door Clearance \$ 4,164.00

=====

Total Amount Due:	\$ 4,164.00
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Per Terms and Conditions of Contract Agreement
All accounts are due within 10 days of receipt of Invoice. Interest at 1% per month (12.00% Annum)
is charged on overdue accounts

REMIT TO:	Nor-Son Construction, LLC 7900 Hastings Road Baxter, MN 56425
-----------	---

Approved by:

Name:

Title:

Date:

Dan Jurek

4/7/23



Brainerd City Council Agenda Request

MEETING DATE: 4/17/2023

TITLE OF ITEM: Adopt resolution for Sourcewell Community Impact Funding for Public Safety

AGENDA: P&F Committee

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Fire Chief Tim Holmes

DEPARTMENT: Fire and Police

PRESENTER: Fire Chief Tim Holmes

ESTIMATED TIME (MIN): 5

SUMMARY OF ISSUE:

Request authorization to apply for the Sourcewell Community Impact Funding and adopt resolution supporting the project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The fire and police departments are working together to obtain funding through the Sourcewell Community Impact program for a Public Safety Personnel Wellness Project. The project will focus on public safety personnel's mental and physical health. We are requesting funding from Sourcewell in the amount of \$50,000. The money would be used to offer mental health check-ins, "Check Up from the Neck Up", and obtain additional physical fitness equipment for both departments. We feel these programs can help with the retention of our officers and firefighters and potentially decrease worker's compensation claims related to mental health issues or being deconditioned for the work that needs to be performed by both departments.

RECOMMENDED ACTION/MOTION:

Adopt Resolution authorizing the fire department to apply for funding through the Sourcewell Community Impact Funding.

FINANCIAL IMPACT:

Is there a cost associated with this request: No matching funds required
What is the total cost, with tax and shipping:
Is this budgeted? (Please Explain)

**RESOLUTION
NO.**

RESOLUTION OF SUPPORT FOR A PUBLIC SAFETY WELLNESS PROJECT

WHEREAS, at the meeting of the Brainerd City Council on April 17, 2023, the following was approved;

WHEREAS, the City of Brainerd fully supports a collaboration between Brainerd Fire Department and Brainerd Police Department in implementing a Public Safety Wellness Project.

WHEREAS, the City of Brainerd further supports the entity in submitting a Community Impact Funds application to Sourcewell to request financial support up to \$50,000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRAINERD, MINNESOTA:
The Brainerd City Council supports and approves this application for financial support.

Adopted this 17th day of April 2023

KELLY BEVANS
President of the Council

Approved this 18th day of April 2023

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Accept Retirement of Marvin Bush and Authorize Mechanic Hiring Process

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert & Jessie Dehn

DEPARTMENT: HR & Public Works

PRESENTER: Kris Schubert & Jessie Dehn

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE:

Street Maintenance III Marvin Bush has submitted his retirement letter. Marvin's retirement will be effective May 6, 2023. Staff recommends to accept Mr. Bush's retirement with regret and authorize his severance pay per city policy and the IUOE Local 49 (Street) Union Contract.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

For background, we had an employee designated as a mechanic in the Street Department that retired under the Early Retirement Incentive Program in 2011. Under that program that addressed budgetary concerns, the program did not allow backfilling the position for at least three years. From 2011 – 2020, street staff were typically doing all of their own repairs on their equipment along with the standard preventative maintenance before they used or while they were using equipment. In 2020, Staff presented information that justified the need for an employee to be designated as a mechanic. Mr. Bush was promoted to Maintenance III – Mechanic in 2021 realizing that he was mechanically inclined. With Mr. Bush's retirement and in discussing our options and needs, Staff feels the Street Division would benefit from a diesel mechanic who could perform more maintenance and repairs on our equipment. Currently, there are repairs that are out-sourced that a certified mechanic may be able to perform in-house. Attached is a draft job description for the Mechanic position with these changes. Staff is also recommending to continue to utilize the current wage grid for a Maintenance III employee when advertising for this position. Flaherty & Hood is aware that we are modifying this position and were asked to review and provide a recommendation as part of our Classification and Compensation Study.

RECOMMENDED ACTION/MOTION:

Motion to:

1. Accept with regret the retirement of Marvin Bush effective May 6, 2023, and to authorize severance pay per City policy and the IUOE Local No. 49 (Street) Union Contract.
2. Approve the Street Maintenance III – Mechanic Job description as presented and to authorize staff to begin the Maintenance III - Mechanic hiring process.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: Job advertisement cost is approximately \$1,500

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

To: Jessie Dehn
City Engineer / Public Works Director
Engineering Department

RECEIVED

APR 03 2023

CITY OF BRAINERD
ADMINISTRATION

March XX, 2023

Dear Jessie,

Please accept this letter of resignation from my full-time employment with the City of Brainerd Streets Department. I am resigning from my current position as the Maintenance III. I have enjoyed working in the Streets Department over the past twenty-one plus years. I intend to work in my position for the next 1 months until my last day on 5/6/23 day, May XX, 2023. I will be retiring to enjoying my family, friends and other recreational things for years to come.

Respectfully,

Marvin Bush

Marvin Bush
Maintenance III



Maintenance III / Mechanic

Department: Street and Sewer Division

FLSA Status: Non-Exempt

General Definition of Work

Performs skilled mechanical work performing preventative and corrective maintenance on the Division's motorized fleet and equipment; operates equipment to plow city streets and parking lots, assists with City Street and storm drainage facilities and systems; performs related duties as required or apparent. Work is performed under the immediate supervision of the Street Foreman. May act as lead worker over other personnel as assigned.

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 the employee 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 preventative and corrective maintenance repair for department vehicles and heavy and light equipment including repairing or adjusting hydraulic systems, motors, brakes, disc drives, steering, electrical and cooling systems, alternators, starters, etc.
- Diagnoses and determines the extent of mechanical problems and replaces or rebuilds equipment based upon cost and quality of equipment operation considerations.
- Inspects, adjusts, repairs, replaces components and related parts for drive train, cooling, fuel, exhaust, brake, ignition, and electrical systems.
- Inspects, adjusts, repairs, replaces components and related parts for hydraulic systems and compressed air systems.
- Welds, modifies equipment, and fabricates parts as needed.
- Replaces or rebuilds components as required to meet industry standards and DOT requirements.
- Operates Division equipment including dump trucks with attachments to plow city streets and parking lots, and to haul material, salt and sand streets, and clean streets.
- Removes snow from alleys, sidewalks, intersections, municipal parking lots, and around city buildings; places no-parking signs as needed for snow removal.
- Operates a cutting torch, rosebud, cutting tips and torque wrench as needed in repairing equipment and fabricating parts; makes some repairs to vehicle and equipment bodies.
- Assists with cleaning storm and sanitary sewers, catch basins, grates and manholes; cleans, installs, repairs, and replaces utility covers; cleans and repairs culverts, installs storm sewer lines from utility hole to catch basin.
- Assists with training Division personnel and provides instructions regarding safety, methods of operation and maintenance of equipment.
- Assists in determining equipment needs and purchases; orders supplies and parts with Supervisor's approval.
- Attendance at continuing education events applicable to the position is required.
- Must be willing to work flexible hours and weekends as needed.
- Performs other duties when assigned or when necessary.

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles of two- and four-cycle internal combustion engines; electrical systems; hydraulic systems; hydraulic and pneumatic control systems; air compressors and of mechanical principles in general.

Maintenance III – Mechanic

Page 2

Knowledge, Skills, and Abilities Cont.

- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures.
- Ability to operate various vehicles and equipment for diagnostic and road testing.
- Thorough knowledge of vehicle and equipment maintenance and repair.
- Comprehensive knowledge of materials, methods and techniques used to successfully repair and maintain public streets, storm sewer system, and sanitary sewer collection system.
- Considerable knowledge of materials, methods, and practices used in street, storm sewer and grounds maintenance including snow removal.
- Working knowledge of traffic laws as applied to operating trucks and heavy equipment.
- Considerable skill in the safe operation of motor vehicles as well as light and heavy equipment including in and alongside traffic.
- Considerable ability to operate heavy and light equipment to maintain and repair streets, haul material, remove snow, clean streets, mow grass and apply salt and sand to City streets.
- Considerable ability to follow oral and written instructions.
- Ability to read infrastructure maps and engineering record drawings for the purpose of locating and marking underground utility mains and laterals.
- Considerable ability to establish and maintain effective working relationships with others and communicate effectively with City staff and the public.

Education, Experience and Special Requirements

- Associates/Technical degree in operating and performing maintenance of heavy trucks and equipment.
- Two (2) years of experience as a Diesel Mechanic.
- An equivalent combination of education and experience as determined by the Public Works Director may be considered.
- Possess a valid Minnesota Class B commercial driver's license w/tanker and air brake endorsements or have the ability to obtain within 6 months of employment.
- Possess a DOT Inspector Certification or have the ability to obtain within 6 months of employment.
- Welding certificate is highly desired.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision 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 visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts and exposure to outdoor weather conditions, frequently requires exposure to fumes or airborne particles and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather) and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic). The worker may be exposed to blood borne pathogens. May be required to wear specialized personal protective gear.

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

Last revised: April 13, 2023



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Ratify the Promotion of Tony Runde to Deputy Police Chief

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: John Davis & Kris Schubert

DEPARTMENT: Police & Human Resources

PRESENTER: John Davis & Kris Schubert

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE:

An internal-only job posting process was recently conducted for our Deputy Police Chief position. Six employees applied and completed our Deputy Police Chief promotional process. We are recommending that Anthony “Tony” Runde be promoted to Deputy Police Chief effective June 3, 2023. Mr. Runde has accepted a conditional job offer to be placed on Step 3 of the Deputy Police Chief wage grid or \$45.55 per hour. This step placement is pursuant to our Employee Policy Manual which requires placement for promotions at the lowest step that is at least a 3% increase over the current wage.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

On March 20th, the City Council approved the promotion of current Deputy Police Chief John Davis to Police Chief effective June 3, 2023 and authorized Staff to conduct an internal-only promotional process to backfill the Deputy Chief position.

RECOMMENDED ACTION/MOTION:

Motion to ratify the promotion of Tony Runde to Deputy Police Chief effective June 3, 2023; further, that Mr. Runde be placed on Step 3 of the Deputy Police Chief wage grid or \$45.55 per hour.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: Wage adjustment to \$45.55 per hour. This is \$2.23 per hour more than his current hourly wage.

Is this budgeted? (Please Explain) Yes – the Deputy Chief position was included in the 2023 budget.



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Consider Amending ARPA Budget for Downtown Holiday Lights

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jennifer Bergman

DEPARTMENT: Administration

PRESENTER: Jennifer Bergman

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

The holiday decorations downtown Brainerd have come to the end of their useful life. At the October 11, 2022 Workshop, the City Council discussed using ARPA funds to replace the holiday decorations. BPU has also offered to use Conservation Incentive Program (CIP) funds. In January of 2023, a group, including Mary Devine Johnson (Visit Brainerd/DDBC), Mike Angland (Brainerd Restoration), Bruce Buxton (River to Rail), Brenda Billman-Arndt (Purple Fern/DDBC) and Mayor Badeaux, was convened to assist with a plan to replace the decorations. The group discussed where the decorations should be located, what type of decorations, etc.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The group is recommending purchasing wreaths and swags to replace the existing decorations (see attached map identifying the placement and the wreath and swag selected). We received a quote from Display Sales (see attached). The recommendation is to place wreaths on 45 light poles; currently, 29 have power and 16 do not. BPU would add outlets to the poles without power. We would also install six swags. The swags will be wrapped around a cable which will be attached to the buildings. Braun Intertec would do the structural engineering to perform load tests in the identified locations for the swags. Attorney Langel would draft an agreement between the City and property owner to allow the City to install an anchor in their building. BPU and PW would do the installation.

Attached is a spreadsheet that summarizes the costs. The subtotal identifies the amount that would be used to purchase goods or services totalling \$47,278. The electric, mounting and installation would be done by City staff; however, we wanted to provide a true reflection of the actual cost which is estimated to be \$57,401. If authorized, the City would contribute \$28,701 in ARPA funds and BPU would contribute \$28,700 in CIP funds.

RECOMMENDED ACTION/MOTION:

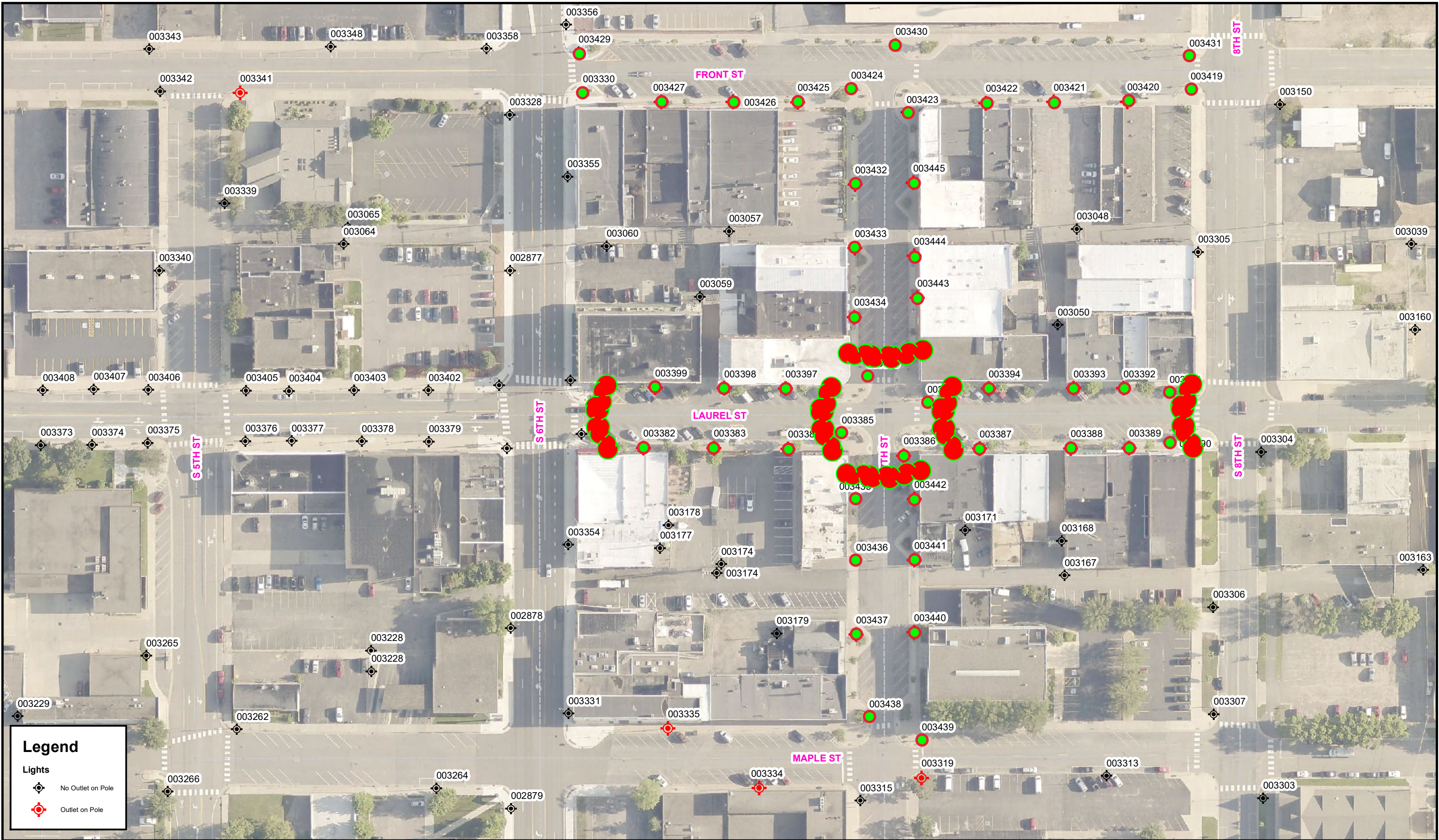
Authorize Staff to amend ARPA budget to use \$28,701 in ARPA funds for downtown holiday lights.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$28,701 in ARPA funds

Is this budgeted? (Please Explain) No



**BRAINERD PUBLIC UTILITIES
ELECTRIC MAP**

This map is intended for reference purposes only and is not a legally recorded map nor survey. Brainerd Public Utilities shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statutes 466.03 Subd 21.

0 30 60 120 Feet

Date: 1/19/2023

Street Pole Wreaths

- Double-sided presentation has realistic looking garland.
- Wreaths available in unlit and lit styles. Lit contain Light Bar LED C-7 bulbs.
- Includes mounting hardware & 2 velvet bows.



60" Postover Wreath: 60 Bulbs



40" Center Mount: 36 Bulbs



36" Bow Wreath: 28 Bulbs,
40" - 36 Bulbs, 50" - 48 Bulbs



36" Candle Wreath: 28 Bulbs, 40" - 36 Bulbs,
50" - 48 Bulbs, & 60" - 60 Bulbs

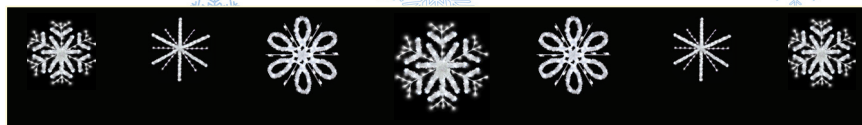
Streetline



- Illuminated with brilliant, crystal-cut, Light Bar LED C-7 energy saving bulbs.
- Double-sided presentation is made with UV protected materials.
- Includes hardware to easily and securely attach across any street cable.
- Aircraft cable not included.



50' Bow Wreath: 153 Bulbs



7 Snowflakes - Silhouette and Enhanced Garland: 396 Bulbs



50' Triple Candle: 153 Bulbs



40' or 50' Swag Snowflakes 386 Bulbs



50' Garland and Bow: 150 Bulbs



5 Snowflakes - Silhouette: 300 Bulbs

**Display Sales**

6300 W Old Shakopee Rd, Suite 112
Bloomington, MN 55438
P: 800-328-6195
F: 952-885-0099
www.displaysales.com

ESTIMATE

DATE

EXPIRATION DATE

CUSTOMER ID

QO-044534-8

4/12/2023

4/29/2023

118041

Ship Jennifer Bergman
To: City of Brainerd Shop
1619 Washington St NE
Brainerd, MN 56401

Bill Jennifer Bergman
To: City of Brainerd
501 Laurel St
Brainerd, MN 56401

PREPARED BY		JOB	PAYMENT TERMS		REQUEST DELIVERY DATE	
Lori Lundeen		Jennifer Bergman	Net 20		3/30/2023	
QUANTITY	DESCRIPTION	UNIT PRICE				AMOUNT
6	50' Lit Garland & Bows Includes: C7 Cool White Light Bar Bulbs and 6 Red Bows Size : 50' Style : Bow Lit	1,126.00				6,756.00
45	60" Post Over Wreath with 60 Cool White LED Light Bar Bulbs & 2-24" Red Bows Size : 60" Color : Cool White Style : Wreath	668.00				30,060.00
SUBTOTAL						36,816.00
SHIPPING & HANDLING						2,551.00
SALES TAX						0.00
TOTAL						39,367.00

Financing available.

To accept this quotation, sign here and return.

Thank you for your business.



DISPLAYSALES

Terms & Conditions

GRAPHIC ART SERVICE:

Display Sales encourages customers to provide vector-based artwork so that the process of proofing and printing may proceed quickly without interruption. Otherwise, if artwork is unusable, graphic art services will be billed at \$125 per hour to correct unusable art, redraw non-formatted art, or design and create custom imagery (per customer request). Alterations are \$50 per hour. You will be contacted by one of our Graphic Arts team members and provided a proof. Send your artwork to: artwork@displaysales.com

PRODUCTION TIMEFRAMES:

Normal production time is 14 working days AFTER art proof is approved and down payment is received. Upon approval, rush requests will include a \$50 fee.

TERMS:

- 50% down payment on orders for new customers.
- Check or credit card accepted for down payment.
- Balance due Net 20 days after final invoice.
- F.O.B. Display Sales - shipping & handling charges based on destination and size of order.
- Financing available for orders greater than \$5,000.

SHIPPING & FREIGHT RESPONSIBILITY:

FOR ALL SMALL PACKAGE DELIVERIES (UPS, FEDEX, USPS, ETC): All shipments MUST be inspected at the time of delivery. The customer has 48 hours from the time of delivery to notify Display Sales of any shortage or damage to the order. After 48 hours it will be at the discretion of Display Sales to decide how to proceed.

FOR LTL/TRUCKLOAD DELIVERIES: Any damage or visible loss to your shipment MUST be noted on the delivery receipt (signed by the customer) at the time of delivery. In the event of loss or damage this must be done to file a claim. Display Sales is ineligible to file a claim on behalf of the customer if this is not done and the customer will be responsible for all replacement and/or repair costs

Display Sales is not liable for shipments lost, delayed, or damaged in transit. Claims be filed by the purchaser within 10 days to Transit Company. Purchaser is responsible for reviewing merchandise upon receipt to verify order and condition

RETURN POLICY:

Returns are accepted within 30 days of delivery (excluding shipping charges). The customer must contact Display Sales for a Return Merchandise Authorization (RMA) number before sending back the items. The customer is responsible for returning the merchandise and all related shipping costs. A restocking fee may apply, up to 25% of the product cost. If there is an issue with the shipment (other than loss or damage) the customer must contact Display Sales within 30 days of receiving the shipment to resolve the issue.

Returns are NOT accepted for custom or modified merchandise.

WARRANTIES for BANNERS & DECORATIONS:

Display Sales stands behind our products, however, on an occasion an issue may arise with a product. Please contact your sales representative at 800-328-6195 to discuss the issue and to see the details of warranty coverage.

Pictures of the product will be requested before we can fully determine the issue and attempt to resolve.

Customer is responsible for the cost of removal, reinstallation and shipping incurred for merchandise being repaired or replaced. Customer participation is required to troubleshoot product issues, which will provide a timely resolution.

All issues must be pre-approved by Display Sales for repairs or replacement.

Holiday Lights			
	Count	Cost per Item	Total Cost
Swags	6	\$ 1,126	\$ 6,756
Wreaths	45	\$ 668	\$ 30,060
Shipping			\$ 2,551
Structural Engineering			\$ 7,911
*Subtotal			\$ 47,278
Electric	16	\$ 150	\$ 2,400
Mounting/Installation			\$ 7,723
Total			\$ 57,401

*Hard Costs

ARPA Budget

	Budget as of 4/13/2023	Column #2
Total Funding	\$ 1,468,098	\$ 1,468,098
Allocated to EDA - Mainstreet Grant	80,000	80,000
Future Parks Capital **	575,000	575,000
2023 Capital	345,000	345,000
Police Department HVAC	140,000	140,000
Pedestrian Bridge Feasibility Study	35,000	35,000
Stairs and Windows - Historic Watertower	200,000	200,000
Holiday Decorations	-	28,701
To Be Determined	\$ 93,098	\$ 64,397
** Future Park Capital Priority Order		
Jaycees Park	\$ 200,000	\$ 200,000
Lum Park Beach	150,000	150,000
Kiwanis Park	75,000	75,000
Lum Park Campground	150,000	150,000
	\$ 575,000	\$ 575,000



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Adopt Resolution Participating in the Multistate Settlements relating to Opioids

AGENDA: Main Agenda

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Jennifer Bergman

DEPARTMENT: Administration

PRESENTER: Jennifer Bergman

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:

The City of Brainerd entered into the MOA with the State of Minnesota back in December of 2021 to maximize the amount of funds the State could receive as a result of the opioid lawsuit settlements. The funds that were received from the settlements were given to the State and counties (there were only 2 cities that received direct funds). There have been additional settlements since we entered into the MOA and the City of Brainerd is being asked to adopt a resolution to continue this MOA so the state can receive the additional funds – see attached.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Crow Wing County has received approximately \$495,000 of the \$2.5 million they will receive in the funding from this settlement through 2022. The only expenditure to date has been for \$60,000 to hire an Opioid/BLADE Coordinator. The County formed a committee who issued an RFP and made a recommendation to the County Board to hire an Opioid/BLADE Coordinator through the Minnesota Prevention and Recovery Alliance. The purpose of this position is to have someone who can focus on these efforts and get money into the community to help with substance misuse issues. The Coordinator will be starting in early May and will be doing the coordination and oversight work on behalf of the Committee and County Board.

RECOMMENDED ACTION/MOTION:

Adopt Resolution authorizing City of Brainerd staff to execute all necessary documents to ensure Brainerd participation in the Multistate Settlement relating to opioid supply chain participants, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement.

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
XX:23

Authorizing City of Brainerd Staff to Execute All Necessary Documents to Ensure the City of Brainerd Participation in the Multistate Settlements Relating to Opioid Supply Chain Participants, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement.

WHEREAS, the State of Minnesota and numerous Minnesota cities and counties are engaged in nationwide civil litigation against opioid supply chain participants related to the opioid crisis; and

WHEREAS, the Minnesota Attorney General has signed on to multistate settlement agreements with several opioid supply chain participants, but those settlement agreements are still subject to sign-on by local governments and final agreement by the companies and approval by the courts; and

WHEREAS, there is a deadline of April, 18 2023, for a sufficient threshold of Minnesota cities and counties to sign on to the above-referenced multistate settlement agreements, and failure to timely sign on may diminish the amount of funds received by not only that city or county but by all Minnesota cities and counties from the settlement funds; and

WHEREAS, representatives of Minnesota's local governments, the Office of the Attorney General, and the State of Minnesota have reached agreement on the intrastate allocation of these settlement funds between the State, and the counties and cities, as well as the permissible uses of these funds, which will be memorialized in the Minnesota Opioids State-Subdivision Memorandum of Agreement, as amended (the "State-Subdivision Agreement"); and

WHEREAS, the State-Subdivision Agreement creates an opportunity for local governments and the State to work collaboratively on a unified vision to deliver a robust abatement and remediation plan to address the opioid crisis in Minnesota;

NOW, THEREFORE, BE IT RESOLVED, the City of Brainerd supports and agrees to the State-Subdivision Agreement; and

BE IT FURTHER RESOLVED, the City of Brainerd supports and opts into all future multistate settlement agreements with opioid supply chain participants; and

BE IT FURTHER RESOLVED, the City of Brainerd authorizes city staff to execute all necessary documents to ensure the City of Brainerd participation in the multistate settlement agreements, including the Participation Agreement and accompanying Release, and in the State-Subdivision Agreement.

Adopted this ____ day of April 2023

KELLY BEVANS
President of the Council

Approved this ____ day of April 2023

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Set Public Hearing for Annual MS4 Report

AGENDA: Main 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): 2 Minutes

SUMMARY OF ISSUE:

Staff would like to set the MS4 public hearing for May 15, 2023 at 7:30 p.m.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

A short presentation and an opportunity for the public to comment on the City's MS4 permit will occur at the meeting. This is an annual requirement of the City's MS4 permit with the MPCA.

RECOMMENDED ACTION/MOTION:

Staff recommends setting the public hearing for the City's MS4 permit for May 15, 2023 at the regularly scheduled City Council meeting.

FINANCIAL IMPACT:

Is there a cost associated with this request: No

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

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



Brainerd City Council Agenda Request

MEETING DATE: April 17, 2023

TITLE OF ITEM: Discussion on Annexation and Detachment of Dunmire Property

AGENDA: Main Agenda

ACTION REQUESTED: Discussion Item

SUBMITTED BY: James Kramvik, CDD

DEPARTMENT: Community Development

PRESENTER: James Kramvik, CDD

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE:

See Memo

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Mr. Dunmire is requesting to annex Dunmire's Restaurant into Brainerd and hook up to City sewer and water while at the same time detaching 3.8 acres of parcel #41160504 from Brainerd, which is depicted on the attachment. The remaining 2.2 acres located in Brainerd City Limits would lie adjacent to Highway 210 and remain General Commercial Zoning District.

- 1) The Dunmire Restaurant property and structure is currently valued at \$233,800 for calculating taxes.
- 2) The vacant property to the NW is currently valued at \$15,400 for calculating taxes.

RECOMMENDED ACTION/MOTION:

Staff recommends City Council discuss this proposal from Mr. Dunmire and provide comments. This item does not require an approved motion until Mr. Dunmire officially petitions for annexation and/or detachment. Staff recommends Option 1.

- Option 1) Mr. Dunmire petitions for annexation and detachment, commissions a survey, and to work with the City Attorney on a development agreement to cover legal fees or;
- Option 2) Mr. Dunmire applies to split and rezone a portion of parcel #41160504 to General Industrial which permits mini-self storage as a conditional use. Setback requirements to adjacent residential zoning districts makes industrial development difficult for this property.

FINANCIAL IMPACT:

Is there a cost associated with this request: N/A

What is the total cost, with tax and shipping: N/A

Is this budgeted? (Please Explain) N/A

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: April 17, 2023

RE: Discussion on Annexation and Detachment of Dunmire Property

Summary of Issue

Mr. Dunmire purchased parcel #41160504 which is located NW of Dunmire's Restaurant at 12110 State Hwy 210, Brainerd, MN. This property is zoned GC (General Commercial) and is approximately 6 acres in size. Mr. Dunmire would like to construct a mini-self storage facility on the northern portion of the property. The GC district does not permit mini-self storage facilities.

Mr. Dunmire is interested in hooking up Dunmire's Restaurant to City sewer and water and annexing parcel #81160517 (the parcel containing the restaurant) into the City of Brainerd. The Building Official estimates the SAC and WAC fees would total between \$30,000 and \$40,000. The hookup would occur on the line that was constructed to connect the airport to water and sewer. Per council action on 8/7/17, collected SAC and WAC fees for connections made to city sewer and water, as part of the airport utility extension project, should be split proportionally based on final project costs between the City and BPU for the life of the bond. Therefore, the City would retain 38% of the WAC and SAC collected to assist in making the debt payments associated with the airport utility extension project.

If a petition for annexation and/or detachment would be approved, an annexation agreement with the Township would need to be completed as well. Typically, these agreements require the acquiring jurisdiction to make payments to the other jurisdiction at a reducing percentage over a 5-year period. The City portion of the 2023 taxes on parcel 41160504 is \$70.50 and the Township's taxes to be collected in 2023 on parcel 81160517 is \$428.52.

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: April 17, 2023

RE: Summary of State Statute 414.06 Detachment of Property from a Municipality

414.06 DETACHMENT OF PROPERTY FROM A MUNICIPALITY.

Property which is situated within a municipality and abutting the municipal boundary, rural in character and not developed for urban residential, commercial, or industrial purposes may be detached from the municipality according to the following procedure. The proceeding may be initiated by submitting to the chief administrative law judge a resolution of the municipality to which the land is attached or by submitting to the chief administrative law judge a petition of all of the property owners of the land to be detached if the area is less than 40 acres or of 75 percent of the property owners if over 40 acres.

Upon receipt of the notice provided in subdivision 1, the town board of the town to which the land is proposed to be attached may submit to the chief administrative law judge a resolution stating that the town board supports, opposes, or is neutral to the petition.

If both a resolution of support from the municipality and a petition by all the property owners are submitted, and no resolution of opposition has been received from a town as provided in subdivision 1a, no hearing is necessary and the chief administrative law judge shall grant the petition. If both the municipality and town submit a resolution opposing the petition, a hearing must not be held and the chief administrative law judge shall deny the petition. In any other case, upon receipt of a petition or resolution, the chief administrative law judge shall designate a time and place for a hearing in accordance with section 414.09.

Upon completion of the hearing, the chief administrative law judge may order the detachment on finding that the requisite number of property owners have signed the petition if initiated by the property owners, that the property is rural in character and not developed for urban residential, commercial or industrial purposes, that the property is within the boundaries of the municipality and abuts a boundary, that the detachment would not unreasonably affect the symmetry of the detaching municipality, and that the land is not needed for reasonably anticipated future development. In making the findings, the chief administrative law judge shall consider all applicable comprehensive plans, land use regulations, and land use maps of the affected municipality, town, and county that have been adopted at the time the petition was submitted. The chief administrative law judge may deny the detachment on finding that the remainder of the municipality cannot continue to carry on the functions of government without undue hardship.



ANNEXATION AND DETACHMENT MAP: 12110 MN-210

- | | | | |
|---|-------------------------|---|--|
|  | Rural Living One (RL-1) |  | Proposed Detached Area |
|  | General Commercial (GC) |  | Proposed Annexation
General Commercial (GC) |