

CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, May 1st, 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: 2482 058 5831

Attend by phone **Personnel and Finance 7:00 PM** Committee: 1-844-992-4726 Meeting
Access Code: 2499 540 8609

Attend by phone **Safety and Public Works 7:00 PM** Committee: 1-844-992-4726
Meeting Access Code: 2480 886 0601

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

1. Call To Order

2. Roll Call

____ G. Johnson ____ J. Czczok ____ M. O'Day ____ K. Stunek

____ K. Terry ____ T. Stenglein ____ 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:

050123 COUNCIL AP INV REGISTER.pdf

B. **Approval Of Minutes**

Documents:

2023-04-17 CC Draft.pdf

C. **Department Activity Reports**

Documents:

FD April.pdf
HR Directors Report May 2023 Mtg .pdf
PW Report.pdf

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

Documents:

CC - 2023 Temporary Employees.pdf

6. Presentation

A. Presentation By The Center

B. Presentation Of TH 210/Lum Park Pedestrian Bridge Feasibility Report

Documents:

Presentation - TH 210-Lum Bridge Feasibility.pdf

7. Council Committee Reports

A. Personnel And Finance Committee 7:00 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2499 540 8609

Documents:

05-01 PF Agenda.pdf

1. Reclassify Richard Berry From Police Intern To CSO

Documents:

PF - Reclassify Berry CSO.pdf

2. Consider Public Utilities Department Recommendations

Documents:

PF - Public Utilities Department Recommendations 5.1.23.pdf

3. Discussion On 2024 Capital Equipment And Facilities Budget

Documents:

PF - 2024 Captial Plan.pdf

4. Discussion On Response From Lakes Media Collaborative (LAMC)

Documents:

PF - LAMC Response.pdf

5. Discussion On Right Of Way Tree Removal

Documents:

PF - ROW Tree Removal.pdf

B. Safety And Public Works Committee 7:00 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2480 886 0601

Documents:

05-01 SPW Agenda.pdf

1. Consider Light Pole Height In The General Commercial Zoning District

Documents:

SPW-Lighting Ordinance.pdf

2. Approve Potential Alternative Closure Routes – CLC 5K Mental Health Awareness Run

Documents:

SPW - Alternative Closure CLC 5K.pdf

3. Approve Event/Street Closure Application - Corpus Christi Procession

Documents:

SPW - Event Application - Corpus Christi Procession.pdf

4. Discuss Stop Sign Request - Rosewood Street And 15th Street SE

Documents:

SPW -Sign Request - Rosewood and 15th.pdf

5. Request To Award Improvement 22-10 – Graydon Ave Outfall Repair Project

Documents:

SPW - Imp 22-10 Graydon Outfall Bids.pdf

6. Review Classification Of Non-Conservation Tax Forfeit Parcels

Documents:

8. **Unfinished Business**

A. **Committee Resignations**

Theresa Woodward- Planning

B. **Call For Applicants - Informational**

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

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

Charter Commission – 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) 1 term (Expire 2024)

Planning Commission-- 1 term (Expire 2025)

9. **New Business**

A. **Consider Conditional Use Permit For A Recycling Facility At 1021 Madison St**

Documents:

MA - CUP Madison St.pdf

B. **First Reading - Proposed Ordinance 1549-Amending Sections 1200 And 1205 Of The City Code- Sale And Consumption Of Alcoholic Beverages In Public Places**

Documents:

MA - ORD Amending Sec 1200 and 1205.pdf

C. First Reading - Proposed Ordinance 1550- Amending Section 1310.05 Of The City Code- On-Street Parking Of Unattended Trailers

Documents:

MA - First Reading of Ordinance 1550 - Amending Section 1310.pdf

D. Set Joint Workshop Of City Council And Brainerd Public Utilities Commission

Documents:

MA-Joint Workshop.pdf

10. Public Forum

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

11. Staff Reports

(Verbal: Any Updates since Packet)

12. Mayor's Report

13. Council Member Reports

14. Adjourn

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

MISSION

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

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/01/2023 - 05/01/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
314095/1 77019	ACE HARDWARE MARKING WAND FOR ENGINEERING PROJECT 401-9030-43430	04/19/2023 pziemer	05/03/2023	35.99	35.99	Open	N 05/03/2023
	MISCELLANEOUS			35.99			
314122/1 77027	ACE HARDWARE LEVELS AND AIR CHUCKS 237-3190-42220	04/20/2023 pziemer	05/03/2023	80.50	80.50	Open	N 05/03/2023
	REPAIR & MAINT			80.50			
313874/1 77040	ACE HARDWARE SHOP SUPPLIES 230-5200-42220	04/11/2023 pziemer	05/03/2023	97.11	97.11	Open	N 05/03/2023
	REPAIR & MAINT			97.11			
313067/1 77051	ACE HARDWARE FASTENERS 211-5500-42220	04/01/2023 pziemer	05/03/2023	2.70	2.70	Open	N 05/03/2023
	REPAIR & MAINT			2.70			
314055/1 77057	ACE HARDWARE 2023 PLOW DAMAGE MAILBOX REPAIR 235-3125-42220	04/18/2023 pziemer	05/03/2023	67.47	67.47	Open	N 05/03/2023
	REPAIR & MAINT			67.47			
314041/1 77058	ACE HARDWARE EVIDENCE SUPPLIES-23005016 225-2120-42210	04/17/2023 pziemer	05/03/2023	20.68	20.68	Open	N 05/03/2023
	OPERATING SUPPLIES			20.68			
313967/1 77070	ACE HARDWARE FIBERGLASS HANDLE 237-3190-42220	04/13/2023 pziemer	05/03/2023	44.99	44.99	Open	N 05/03/2023
	REPAIR & MAINT			44.99			
K14251/1 77113	ACE HARDWARE DUCT TAPE AND TRASH BAGS 237-3190-42220	04/25/2023 pziemer	05/03/2023	39.15	39.15	Open	N 05/03/2023
	REPAIR & MAINT			39.15			
314124/1 77120	ACE HARDWARE HALOGEN BULB - SHOP 230-5200-42220	04/20/2023 pziemer	05/03/2023	8.99	8.99	Open	N 05/03/2023
	REPAIR & MAINT			8.99			
314092/1 77121	ACE HARDWARE SHOP HOOK TOOL 230-5200-42220	04/19/2023 pziemer	05/03/2023	53.95	53.95	Open	N 05/03/2023
	REPAIR & MAINT			53.95			

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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
314076/1 77122	ACE HARDWARE SHOPS MISC TOOLS/SUPPLIES 230-5200-42220	04/18/2023 pziemer	05/03/2023	106.90	106.90	Open	N 05/03/2023
	REPAIR & MAINT			106.90			
	Total for vendor 0011 - ACE HARDWARE:			558.43	558.43		

Vendor 2902 - ADVANCE AUTO PARTS:

6574310383178 77032	ADVANCE AUTO PARTS SWEEPER 111 1/4 AND 3/8 IN RATCHET AN 235-3100-42220	04/13/2023 pziemer	05/05/2023	17.46	17.46	Open	N 05/03/2023
	REPAIR & MAINT			17.46			
6574310383200 77033	ADVANCE AUTO PARTS SWEEPER 118 BATTERY REPLACEMENT 235-3100-42220	04/13/2023 pziemer	05/03/2023	112.55	112.55	Open	N 05/03/2023
	REPAIR & MAINT			112.55			
6574310783290 77047	ADVANCE AUTO PARTS SWEEPER 118 WIPER BLADE 235-3100-42220	04/17/2023 pziemer	05/03/2023	9.37	9.37	Open	N 05/03/2023
	REPAIR & MAINT			9.37			
6574310724371 77048	ADVANCE AUTO PARTS TRUCK 160 MINI-BULBS FOR THIRD BRAKE 235-3100-42220	04/17/2023 pziemer	05/03/2023	5.94	5.94	Open	N 05/03/2023
	REPAIR & MAINT			5.94			
6574310983397 77068	ADVANCE AUTO PARTS AIR GAUGE AND CORE TORQUE TOOL 237-3190-42220	04/19/2023 pziemer	05/03/2023	17.40	17.40	Open	N 05/03/2023
	REPAIR & MAINT			17.40			
6574311624748 77128	ADVANCE AUTO PARTS BRAKE FLUID AND DEGREASER 235-3100-42220	04/26/2023 pziemer	05/03/2023	52.03	52.03	Open	N 05/03/2023
	REPAIR & MAINT			52.03			
6574311783706 77144	ADVANCE AUTO PARTS TRUCK 160 BRAKE LINE TUBING AND UNION 235-3100-42220	04/27/2023 pziemer	05/03/2023	104.70	104.70	Open	N 05/03/2023
	REPAIR & MAINT			104.70			
	Total for vendor 2902 - ADVANCE AUTO PARTS:			319.45	319.45		

Vendor 0039 - ARAMARK UNIFORM SERVICES:

2530129184 77031	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	04/13/2023 pziemer	05/03/2023	55.31	55.31	Open	N 05/03/2023
	MISCELLANEOUS			55.31			

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2530131964 77073	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430 MISCELLANEOUS Total for vendor 0039 - ARAMARK UNIFORM SERVICES:	04/20/2023 pziemer	05/03/2023	35.06 35.06 90.37	35.06 90.37	Open	N 05/03/2023
Vendor 3056 - ARFF SPECIALISTS, LLC:							
41723 77078	ARFF SPECIALISTS, LLC ARFF TRAINING 225-2220-43330 PROFESSIONAL DEVELOPMENT Total for vendor 3056 - ARFF SPECIALISTS, LLC:	04/18/2023 pziemer	05/03/2023	8,500.00 8,500.00 8,500.00	8,500.00	Open	N 05/03/2023
Vendor 0745 - BATTERIES PLUS:							
P61702207 77082	BATTERIES PLUS BATTERIES 225-2120-42210 OPERATING SUPPLIES Total for vendor 0745 - BATTERIES PLUS:	04/20/2023 pziemer	05/03/2023	26.97 26.97 26.97	26.97	Open	N 05/03/2023
Vendor 2364 - BCD CONSULTING GROUP:							
042523 77137	BCD CONSULTING GROUP DEPUTY CHIEF PROMOTIONAL PROCESS 225-2120-43300 PROFESSIONAL SERVICES Total for vendor 2364 - BCD CONSULTING GROUP:	04/25/2023 pziemer	05/03/2023	1,925.00 1,925.00 1,925.00	1,925.00	Open	N 05/03/2023
Vendor 3966 - BLUE SKY TRANSIT:							
MARCH 2023 77143	BLUE SKY TRANSIT MAR 23 THIRD PARTY SERVICES 203-9000-42212 203-9000-43401 203-9000-43340 MOTOR FUELS VEHICLE REPAIRS ADVERTISING/MARKETING Total for vendor 3966 - BLUE SKY TRANSIT:	04/01/2023 pziemer	05/03/2023	110,479.43 3,377.54 9,860.09 97,241.80 110,479.43	110,479.43	Open	N 05/03/2023
Vendor 2602 - BRAINERD AMATEUR HOCKEY ASSN.:							
1130 77127	BRAINERD AMATEUR HOCKEY ASSN. POND HOCKEY JAMBOREE 230-5209-42210 OPERATING SUPPLIES Total for vendor 2602 - BRAINERD AMATEUR HOCKEY ASSN.:	04/01/2023 pziemer	05/03/2023	165.00 165.00 165.00	165.00	Open	N 05/03/2023

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Vendor 0074 - BRAINERD GENERAL RENTAL:							
160812 77145	BRAINERD GENERAL RENTAL BOOM LIFT RENTAL - MILLS BACKSTOP 230-5200-42220	04/26/2023 pziemer	05/03/2023	242.00	242.00	Open	N 05/03/2023
	REPAIR & MAINT			242.00			
	Total for vendor 0074 - BRAINERD GENERAL RENTAL:			242.00	242.00		
Vendor 0077 - BRAINERD HYDRAULICS/AIR:							
27574 77034	BRAINERD HYDRAULICS/AIR SWEEPER 111 & 118 MALE JIC PLUG 235-3100-42220	04/13/2023 pziemer	05/03/2023	12.00	12.00	Open	N 05/03/2023
	REPAIR & MAINT			12.00			
	Total for vendor 0077 - BRAINERD HYDRAULICS/AIR:			12.00	12.00		
Vendor 0078 - BRAINERD LAKES AREA DEV C:							
APR 2023 77023	BRAINERD LAKES AREA DEV C APR 23 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	04/20/2023 pziemer	05/03/2023	2,916.67	2,916.67	Open	N 05/03/2023
	PROFESSIONAL SERVICES			2,916.67			
	Total for vendor 0078 - BRAINERD LAKES AREA DEV C:			2,916.67	2,916.67		
Vendor 0079 - BRAINERD LICENSE OFFICE:							
GNS607 - 2023 77115	BRAINERD LICENSE OFFICE SQD 444 2023 RENEWAL 225-2120-42221	04/01/2023 pziemer	05/03/2023	14.25	14.25	Open	N 05/03/2023
	SQUAD CAR REPAIR SUPPLIES			14.25			
	Total for vendor 0079 - BRAINERD LICENSE OFFICE:			14.25	14.25		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
APR 23 COBRA 77046	BRAINERD PUBLIC UTILITIES REMIT APRIL 2023 COBRA 101-0000-14100	04/17/2023 pziemer	05/03/2023	75.55	75.55	Open	N 05/03/2023
	DUE FROM COMPONENT UNIT			75.55			
MAR 2023/LIB 77087	BRAINERD PUBLIC UTILITIES 2/24/23-3/24/23 LIBRARY UTILITIES 211-5500-43381	04/01/2023 pziemer	05/03/2023	1,356.53	1,356.53	Open	N 05/03/2023
	BPU UTILITIES			1,356.53			
MAR 2023/POLICE 77088	BRAINERD PUBLIC UTILITIES 2/24/23-3/24/23 POLICE DEPT UTILITIES 225-2120-43381	04/01/2023 pziemer	05/03/2023	4,402.79	4,402.79	Open	N 05/03/2023
	BPU UTILITIES			4,402.79			

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MAR 2023/FIRE							
77089	BRAINERD PUBLIC UTILITIES	04/01/2023	05/03/2023	2,414.04	2,414.04	Open	N
	2/24/23-3/24/23 FIRE DEPT UTILITIES pziemer						05/03/2023
	225-2220-43381 BPU UTILITIES			2,414.04			
MAR 2023/PARKS							
77090	BRAINERD PUBLIC UTILITIES	04/01/2023	05/03/2023	3,263.87	3,263.87	Open	N
	2/24/23-3/24/23 PARKS UTILITIES pziemer						05/03/2023
	230-5200-43381 BPU UTILITIES			3,263.87			
MAR 2023/CH							
77091	BRAINERD PUBLIC UTILITIES	04/01/2023	05/03/2023	2,010.39	2,010.39	Open	N
	2/24/23-3/24/23 CITY UTILITIES pziemer						05/03/2023
	101-1940-43381 BPU UTILITIES			1,593.00			
	101-1940-43381 BPU UTILITIES			199.13			
	101-9200-43381 BPU UTILITIES			58.96			
	101-9200-43381 BPU UTILITIES			71.15			
	236-3180-43381 BPU UTILITIES			36.00			
	401-1003-43380 UTILITIES			52.15			
MAR 2023/STREETS							
77092	BRAINERD PUBLIC UTILITIES	04/01/2023	05/03/2023	24,481.68	24,481.68	Open	N
	2/24/23-3/24/23 STREET DEPT UTILITIES pziemer						05/03/2023
	235-3100-43381 BPU UTILITIES			24,481.68			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			38,004.85	38,004.85		
Vendor 3598 - BS&A SOFTWARE:							
146210							
77055	BS&A SOFTWARE	04/20/2023	05/03/2023	106.00	106.00	Open	N
	BSA&A ONLINE PERMIT FEE 1/10/23-4/5/2 pziemer						05/03/2023
	101-1800-43309 COMPUTER SUPPORT			106.00			
	Total for vendor 3598 - BS&A SOFTWARE:			106.00	106.00		
Vendor 0102 - CANON FINANCIAL SERVICE:							
30400131							
77081	CANON FINANCIAL SERVICE	04/23/2023	05/03/2023	80.69	80.69	Open	N
	5/1/23-5/31/23 FD COPIER LEASE pziemer						05/03/2023
	225-2220-43331 LEASED PAYMENTS			80.69			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			80.69	80.69		
Vendor 1919 - CWC LAND DEPARTMENT:							
2023 PROP TAX							
77045	CWC LAND DEPARTMENT	04/17/2023	05/03/2023	200.00	200.00	Open	N
	CITY OF BRAINERD 2023 PROPERTY TAXES pziemer						05/03/2023
	225-2220-43430 MISCELLANEOUS			25.00			
	230-5200-43430 MISCELLANEOUS			25.00			

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	GL Distribution						
	235-3100-43430	MISCELLANEOUS		25.00			
	230-5200-43430	MISCELLANEOUS		25.00			
	211-5500-43430	MISCELLANEOUS		25.00			
	225-2120-43430	MISCELLANEOUS		25.00			
	101-1940-43430	MISCELLANEOUS		25.00			
	225-2220-43430	MISCELLANEOUS		25.00			
	Total for vendor 1919 - CWC LAND DEPARTMENT:			200.00	200.00		
Vendor 0135 - CWC TREASURER:							
5974 77030	CWC TREASURER	04/20/2023 pziemer	05/03/2023	600.00	600.00	Open	N 05/03/2023
	2023 ANNUAL TIF CERTIFICATIONS						
	293-6512-43430	MISCELLANEOUS		100.00			
	292-6503-43430	MISCELLANEOUS		100.00			
	283-6506-43430	MISCELLANEOUS		100.00			
	277-6517-43430	MISCELLANEOUS		100.00			
	281-6514-43430	MISCELLANEOUS		100.00			
	274-6505-43430	MISCELLANEOUS		100.00			
	Total for vendor 0135 - CWC TREASURER:			600.00	600.00		
Vendor MISC - CYGENTURE TITLE:							
52015866 77097	CYGENTURE TITLE	04/17/2023 pziemer	05/03/2023	215.75	215.75	Open	N 05/03/2023
	REFUND EARLY BIRD TOURNAMENT						
	230-5216-34750	TOURNAMENT REVENUE - TAXABLE		200.00			
	101-0000-20810	STATE TAX PAYABLE		13.75			
	101-0000-20811	COUNTY SALES TAX		1.00			
	101-0000-20812	CITY TAX PAYABLE		1.00			
	Total for vendor MISC - CYGENTURE TITLE:			215.75	215.75		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
1874267 77052	DAHLHEIMER BEVERAGE	04/08/2023 pziemer	05/03/2023	190.85	190.85	Open	N 05/03/2023
	JANITORIAL SUPPLIES						
	211-5500-42220	REPAIR & MAINT		190.85			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			190.85	190.85		
Vendor 1381 - DECHANTAL EXCAVATING LLC:							
PAY REQ 1: 21-12 77094	DECHANTAL EXCAVATING LLC	04/21/2023 pziemer	05/03/2023	661,112.77	661,112.77	Open	N 05/03/2023
	IMP 21-12 NORTH BRAINERD PAY REQ 1						
	401-9030-45530-21:12	CAPITAL-PYMTS TO CONTRACTS		661,112.77			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			661,112.77	661,112.77		

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Vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:							
APR 2023							
77026	DESTINATION DOWNTOWN BRAINERD COALI	04/20/2023	05/03/2023	909.09	909.09	Open	N
	APR 23 ECONOMIC DEVELOPMENT CONSULTING	pziemer					05/03/2023
	295-6510-43300	PROFESSIONAL SERVICES		909.09			
	Total for vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:			909.09	909.09		
Vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:							
34172							
77037	DIGITAL INK DESIGN & GRAPHICS	04/12/2023	05/03/2023	228.00	228.00	Open	N
	QR CODE PAVILION SIGNS	pziemer					05/03/2023
	230-5200-42210	OPERATING SUPPLIES		228.00			
	Total for vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:			228.00	228.00		
Vendor 0921 - DONDELINGER'S:							
133608							
77117	DONDELINGER'S	04/25/2023	05/03/2023	793.49	793.49	Open	N
	21 CHEVY BATTERY INSTALL	pziemer					05/03/2023
	225-2220-42220	REPAIR & MAINT		793.49			
	Total for vendor 0921 - DONDELINGER'S:			793.49	793.49		
Vendor 3353 - DTM FLEET SERVICE:							
1591							
77083	DTM FLEET SERVICE	04/21/2023	05/03/2023	121.48	121.48	Open	N
	SQD 404 - NEW SQUAD BUILD	pziemer					05/03/2023
	400-9050-45530	CAPITAL - OTHER		121.48			
	Total for vendor 3353 - DTM FLEET SERVICE:			121.48	121.48		
Vendor 3800 - ENVIROTECH:							
68878/CH							
77130	ENVIROTECH	04/26/2023	05/03/2023	1,890.71	1,890.71	Open	N
	MAY 23 CITY HALL JANITORIAL	pziemer					05/03/2023
	101-1940-43300	PROFESSIONAL SERVICES		1,890.71			
68878/FD							
77131	ENVIROTECH	04/26/2023	05/03/2023	254.95	254.95	Open	N
	MAY 23 FIRE DEPT JANITORIAL	pziemer					05/03/2023
	225-2120-43300	PROFESSIONAL SERVICES		254.95			
68878/PD							
77132	ENVIROTECH	04/26/2023	05/03/2023	1,344.39	1,344.39	Open	N
	MAY 23 POLICE DEPT JANITORIAL	pziemer					05/03/2023
	225-2220-43300	PROFESSIONAL SERVICES		1,344.39			

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68878/STRTS 77133	ENVIROTECH MAY 23 STREET DEPT JANITORIAL 235-3100-43300	04/26/2023 pziemer	05/03/2023	254.95 254.95	254.95	Open	N 05/03/2023
	PROFESSIONAL SERVICES			254.95			
	Total for vendor 3800 - ENVIROTECH:			3,745.00	3,745.00		
Vendor 3480 - FALLS FLAG SOURCE:							
25240 77134	FALLS FLAG SOURCE QTY 2 US FLAGS -CITY HALL 101-1940-42220	04/24/2023 pziemer	05/03/2023	80.00 80.00	80.00	Open	N 05/03/2023
	REPAIR & MAINT			80.00			
	Total for vendor 3480 - FALLS FLAG SOURCE:			80.00	80.00		
Vendor 0170 - FASTENAL COMPANY:							
MNBAX260631 77056	FASTENAL COMPANY PICNIC TABLE MOUNTS 230-5200-42220	04/04/2023 pziemer	05/03/2023	45.60 45.60	45.60	Open	N 05/03/2023
	REPAIR & MAINT			45.60			
	Total for vendor 0170 - FASTENAL COMPANY:			45.60	45.60		
Vendor 0177 - FIRST IMPRESSION PRINTING:							
87372 77116	FIRST IMPRESSION PRINTING BUSINESS CARDS 225-2120-42200	04/20/2023 pziemer	05/03/2023	192.00 192.00	192.00	Open	N 05/03/2023
	OFFICE SUPPLIES			192.00			
	Total for vendor 0177 - FIRST IMPRESSION PRINTING:			192.00	192.00		
Vendor 3402 - FLEETPRIDE:							
BND013310 77049	FLEETPRIDE TRUCK 105 MNDOT INSPECTION 235-3100-42220	04/17/2023 pziemer	05/03/2023	302.10 302.10	302.10	Open	N 05/03/2023
	REPAIR & MAINT			302.10			
BND013308 77050	FLEETPRIDE TRUCK 109 MNDOT INSPECTION & REPAIR 235-3100-42220	04/17/2023 pziemer	05/03/2023	1,017.02 1,017.02	1,017.02	Open	N 05/03/2023
	REPAIR & MAINT			1,017.02			
BND013294 77053	FLEETPRIDE TRUCK 108 MNDOT INSPECTION & REPAIR 235-3100-42220	04/17/2023 pziemer	05/03/2023	4,408.44 4,408.44	4,408.44	Open	N 05/03/2023
	REPAIR & MAINT			4,408.44			
	Total for vendor 3402 - FLEETPRIDE:			5,727.56	5,727.56		

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Vendor 0071 - FORUM COMMUNICATIONS COMPANY:							
212082-1 77076	FORUM COMMUNICATIONS COMPANY NOH: CONDITIONAL USE - RECYCLING FACI 101-2400-43350	04/06/2023 pziemer	05/03/2023	43.60 43.60	43.60	Open	N 05/03/2023
	PRINTING/LEGAL PUBLICATION			43.60			
212086-1 77077	FORUM COMMUNICATIONS COMPANY NOH: AMEND ORD. OUTDOOR LIGHTING 101-2400-43350	04/06/2023 pziemer	05/03/2023	45.96 45.96	45.96	Open	N 05/03/2023
	PRINTING/LEGAL PUBLICATION			45.96			
	Total for vendor 0071 - FORUM COMMUNICATIONS COMPANY:			89.56	89.56		
Vendor MISC - GARRETT ANDERSON:							
52016823 77101	GARRETT ANDERSON REFUND EARLY BIRD TOURNAMENT 230-5216-34750	04/17/2023 pziemer	05/03/2023	215.75 200.00	215.75	Open	N 05/03/2023
	TOURNAMENT REVENUE - TAXABLE			13.75			
	101-0000-20810			1.00			
	101-0000-20811			1.00			
	101-0000-20812			1.00			
	Total for vendor MISC - GARRETT ANDERSON:			215.75	215.75		
Vendor 1231 - GULL LAKE GLASS:							
9891208 77093	GULL LAKE GLASS CITY HALL WINDOW REPAIR 2ND FLOOR 101-1940-42220	04/14/2023 pziemer	05/03/2023	1,124.35 1,124.35	1,124.35	Open	N 05/03/2023
	REPAIR & MAINT			1,124.35			
	Total for vendor 1231 - GULL LAKE GLASS:			1,124.35	1,124.35		
Vendor 0201 - HEARTLAND TIRE SERVICE INC:							
15022542 77112	HEARTLAND TIRE SERVICE INC TOWER 20 TIRE 225-2220-42220	04/25/2023 pziemer	05/03/2023	103.68 103.68	103.68	Open	N 05/03/2023
	REPAIR & MAINT			103.68			
	Total for vendor 0201 - HEARTLAND TIRE SERVICE INC:			103.68	103.68		
Vendor 0203 - HOLDEN ELECTRIC:							
71201 77028	HOLDEN ELECTRIC PAY REQ 5 ST & SWR REMODEL 400-2001-45530	04/19/2023 pziemer	05/03/2023	1,000.00 1,000.00	1,000.00	Open	N 05/03/2023
	PYMTS TO CONTRACTORS			1,000.00			
	Total for vendor 0203 - HOLDEN ELECTRIC:			1,000.00	1,000.00		

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Vendor 0770 - INITIATIVE FOUNDATION:							
13012 77125	INITIATIVE FOUNDATION 2023 ENDOWMENT 295-6510-43435	04/01/2023 pziemer	05/03/2023	5,350.00	5,350.00	Open	N 05/03/2023
	BOOKS/PAMPHLETS/DUES			5,350.00			
	Total for vendor 0770 - INITIATIVE FOUNDATION:			5,350.00	5,350.00		
Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:							
IN4175973 77126	INNOVATIVE OFFICE SOLUTIONS LLC COPY PAPER 225-2220-42200	04/26/2023 pziemer	05/03/2023	55.26	55.26	Open	N 05/03/2023
	OFFICE SUPPLIES			55.26			
IN4177480 77141	INNOVATIVE OFFICE SOLUTIONS LLC NOTEPADS & FILE FOLDERS/DVD-RS 225-2120-42200	04/27/2023 pziemer	05/03/2023	108.40	108.40	Open	N 05/03/2023
	OFFICE SUPPLIES			71.04			
	225-2120-42210	OPERATING SUPPLIES		37.36			
	Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:			163.66	163.66		
Vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:							
2023 AD 77054	ISD #181 BRAINERD PUBLIC SCHOOLS SUMMER COMM. ED GUIDE LIBRARY AD 211-5501-43430	04/14/2023 pziemer	05/03/2023	450.00	450.00	Open	N 05/03/2023
	MISC - SPECIFIED DONATION USE			450.00			
	Total for vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:			450.00	450.00		
Vendor 0082 - KELLY'S SERVICE:							
75 77059	KELLY'S SERVICE SQD 402 - BATTERY 225-2120-42221	04/17/2023 pziemer	05/03/2023	209.95	209.95	Open	N 05/03/2023
	SQUAD CAR REPAIR SUPPLIES			209.95			
	Total for vendor 0082 - KELLY'S SERVICE:			209.95	209.95		
Vendor 0220 - KENNEDY & GRAVEN:							
174078/EDA 77135	KENNEDY & GRAVEN P & D SALE OF INDUSTRIAL PARK LOTS 295-0000-20600	04/24/2023 pziemer	05/03/2023	13.50	13.50	Open	N 05/03/2023
	DEPOSITS PAYABLE			13.50			
174078/BPU 77136	KENNEDY & GRAVEN GENERAL FINANCIAL MATTERS - BPU 101-0000-14100	04/24/2023 pziemer	05/03/2023	638.00	638.00	Open	N 05/03/2023
	DUE FROM COMPONENT UNIT			638.00			

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Total for vendor 0220 - KENNEDY & GRAVEN:				651.50	651.50		
Vendor MISC - KEVIN PEREZ:							
52015997							
77100	KEVIN PEREZ	04/17/2023	05/03/2023	215.75	215.75	Open	N
	REFUND EARLY BIRD TOURNAMENT	pziemer					05/03/2023
	230-5216-34750	TOURNAMENT REVENUE - TAXABLE		200.00			
	101-0000-20810	STATE TAX PAYABLE		13.75			
	101-0000-20811	COUNTY SALES TAX		1.00			
	101-0000-20812	CITY TAX PAYABLE		1.00			
Total for vendor MISC - KEVIN PEREZ:				215.75	215.75		
Vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:							
3/4/23							
77139	KITCHIGAMI REGIONAL LIBRARY - CC	04/01/2023	05/03/2023	86.90	86.90	Open	N
	2/18/23-3/4/23 REMIT LIB CC CHARGES	pziemer					05/03/2023
	211-0000-20800	DUE TO OTHER GOVT UNITS		86.90			
4/12/23							
77140	KITCHIGAMI REGIONAL LIBRARY - CC	04/13/2023	05/03/2023	457.90	457.90	Open	N
	3/10/23-4/12/23 REMIT LIB CC CHARGES	pziemer					05/03/2023
	211-0000-20800	DUE TO OTHER GOVT UNITS		457.90			
Total for vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:				544.80	544.80		
Vendor 0223 - L & M STEEL:							
038108							
77114	L & M STEEL	04/25/2023	05/03/2023	127.37	127.37	Open	N
	TRUCK 108 HEAT EXCHANGER REPAIR	pziemer					05/03/2023
	235-3100-42220	REPAIR & MAINT		127.37			
Total for vendor 0223 - L & M STEEL:				127.37	127.37		
Vendor 3418 - LAKES AREA LOCK & DOOR HARDWARE, IN:							
13403							
77102	LAKES AREA LOCK & DOOR HARDWARE, IN	04/19/2023	05/03/2023	165.00	165.00	Open	N
	REPAIRED LOCK - QTY 6 KEYS	pziemer					05/03/2023
	230-5200-42220	REPAIR & MAINT		165.00			
Total for vendor 3418 - LAKES AREA LOCK & DOOR HARDWARE, IN:				165.00	165.00		
Vendor 3469 - LAKES AREA MAT SERVICE INC:							
20230425 #522							
77106	LAKES AREA MAT SERVICE INC	04/25/2023	05/03/2023	44.08	44.08	Open	N
	CITY HALL FLOOR MATS	pziemer					05/03/2023
	101-1940-43410	RENTAL EXPENSE		44.08			

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20230411 #522 77107	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS 101-1940-43410	04/25/2023 pziemer	05/03/2023	44.08	44.08	Open	N 05/03/2023
	RENTAL EXPENSE			44.08			
20230411 #520 77108	LAKES AREA MAT SERVICE INC POLICE DEPT FLOOR MATS 225-2120-43300	04/11/2023 pziemer	05/03/2023	42.92	42.92	Open	N 05/03/2023
	PROFESSIONAL SERVICES			42.92			
20230425 #520 77109	LAKES AREA MAT SERVICE INC POLICE DEPT FLOOR MATS 225-2120-43300	04/25/2023 pziemer	05/03/2023	42.92	42.92	Open	N 05/03/2023
	PROFESSIONAL SERVICES			42.92			
	Total for vendor 3469 - LAKES AREA MAT SERVICE INC:			174.00	174.00		
Vendor 3627 - LAKES AREA WILDLIFE CONTROL:							
APRIL 2023 77104	LAKES AREA WILDLIFE CONTROL APRIL 2023 ANIMAL CONTROL 225-2700-43300	04/25/2023 pziemer	05/03/2023	3,076.00	3,076.00	Open	N 05/03/2023
	PROFESSIONAL SERVICES			3,076.00			
	Total for vendor 3627 - LAKES AREA WILDLIFE CONTROL:			3,076.00	3,076.00		
Vendor 1956 - LANDSBURG LANDSCAPE NURSERY INC:							
23052 77041	LANDSBURG LANDSCAPE NURSERY INC DEPOSIT - DOWNTOWN BASKETS/ANNUALS 401-1003-43430	04/07/2023 pziemer	05/03/2023	2,126.68	2,126.68	Open	N 05/03/2023
	MISCELLANEOUS			2,126.68			
	Total for vendor 1956 - LANDSBURG LANDSCAPE NURSERY INC:			2,126.68	2,126.68		
Vendor 2141 - M&M EXPRESS SALES & SERVICE:							
372855 77123	M&M EXPRESS SALES & SERVICE PARKS MOWER PARTS FOR REPAIR 230-5200-42220	04/12/2023 pziemer	05/03/2023	283.78	283.78	Open	N 05/03/2023
	REPAIR & MAINT			283.78			
	Total for vendor 2141 - M&M EXPRESS SALES & SERVICE:			283.78	283.78		
Vendor 0239 - MACQUEEN EQUIPMENT INC:							
P49051 77035	MACQUEEN EQUIPMENT INC SWEEPER 111 & 118 FILL HOSES 235-3100-42220	04/14/2023 pziemer	05/03/2023	661.99	661.99	Open	N 05/03/2023
	REPAIR & MAINT			661.99			

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P49042 77036	MACQUEEN EQUIPMENT INC SWEEPER 111 MAGNETIC PORT PLUG 235-3100-42220	04/14/2023 pziemer	05/03/2023	63.34 63.34	63.34	Open	N 05/03/2023
P49271 77072	MACQUEEN EQUIPMENT INC SEWER CAMERA GASKET KIT & CO2 237-3190-42220	04/20/2023 pziemer	05/03/2023	101.07 101.07	101.07	Open	N 05/03/2023
	REPAIR & MAINT			826.40	826.40		
	Total for vendor 0239 - MACQUEEN EQUIPMENT INC:			826.40	826.40		

Vendor 1753 - MARCO:

INV11122438 77029	MARCO UNIFY IT - 4/19-5/18/2023 101-1800-43309	04/19/2023 pziemer	05/03/2023	1,128.12 1,128.12	1,128.12	Open	N 05/03/2023
	COMPUTER SUPPORT			1,128.12			
INV11137995 77095	MARCO MICROSOFT365 3/16/23-4/15/23 101-1800-43309	04/24/2023 pziemer	05/03/2023	2,568.00 2,344.00	2,568.00	Open	N 05/03/2023
	COMPUTER SUPPORT			224.00			
INV11136672 77096	MARCO INTERFACE MODULE FOR ALGO DOOR	04/24/2023 pziemer	05/03/2023	345.00	345.00	Open	N 05/03/2023
	Total for vendor 1753 - MARCO:			4,041.12	4,041.12		

Vendor 1365 - MCCULLOUGH, JULIE:

4/11/23 77060	MCCULLOUGH, JULIE REIMB EXP FOR WOMEN IN COMMAND TRAINING 225-2120-43330	04/13/2023 pziemer	05/03/2023	385.87 385.87	385.87	Open	N 05/03/2023
	PROFESSIONAL DEVELOPMENT			385.87			
	Total for vendor 1365 - MCCULLOUGH, JULIE:			385.87	385.87		

Vendor 2940 - MCFOA/REGION II:

5/19/23 77129	MCFOA/REGION II REGION II MTG - N. TORRENCE 101-1400-43330	05/19/2023 pziemer	05/03/2023	20.00 20.00	20.00	Open	N 05/03/2023
	PROFESSIONAL DEVELOPMENT			20.00			
	Total for vendor 2940 - MCFOA/REGION II:			20.00	20.00		

Vendor 0889 - MENARDS - BAXTER:

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95117 77021	MENARDS - BAXTER LED LIGHTS/SUPPLIES 230-5200-42220	04/12/2023 pziemer REPAIR & MAINT	05/03/2023	505.07 505.07	505.07	Open	N 05/03/2023
95048 77022	MENARDS - BAXTER SHOP SHELVES 230-5200-42220	04/11/2023 pziemer REPAIR & MAINT	05/03/2023	272.34 272.34	272.34	Open	N 05/03/2023
94631 77039	MENARDS - BAXTER PEG HOOKS 230-5200-42220	04/04/2023 pziemer REPAIR & MAINT	05/03/2023	52.34 52.34	52.34	Open	N 05/03/2023
Total for vendor 0889 - MENARDS - BAXTER:				829.75	829.75		
Vendor 3394 - MIDWEST MACHINERY CO:							
9542439 77118	MIDWEST MACHINERY CO SKID STEER REPAIRS 230-5200-42220	04/11/2023 pziemer REPAIR & MAINT	05/03/2023	104.16 104.16	104.16	Open	N 05/03/2023
Total for vendor 3394 - MIDWEST MACHINERY CO:				104.16	104.16		
Vendor 0147 - MINNESOTA SOFTBALL:							
7485 77071	MINNESOTA SOFTBALL SOFTBALLS 230-5215-42210	04/01/2023 pziemer OPERATING SUPPLIES	05/03/2023	8,976.00 8,976.00	8,976.00	Open	N 05/03/2023
Total for vendor 0147 - MINNESOTA SOFTBALL:				8,976.00	8,976.00		
Vendor 0273 - NAPA AUTO PARTS:							
589740 77142	NAPA AUTO PARTS HYDRAULIC HOSE FITTINGS 235-3100-42220	04/01/2023 pziemer REPAIR & MAINT	05/03/2023	129.96 129.96	129.96	Open	N 05/03/2023
Total for vendor 0273 - NAPA AUTO PARTS:				129.96	129.96		
Vendor 0614 - NOR-SON, INC.:							
PAY REQ 6 - STRTS 77020	NOR-SON, INC. ST & SWR REMODEL PAY REQ 6 400-2001-45530	04/06/2023 pziemer PYMTS TO CONTRACTORS	05/03/2023	19,033.00 19,033.00	19,033.00	Open	N 05/03/2023

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3792 E2.01 77075	NOR-SON, INC. OFFICE FINISH 235-3100-42220	04/07/2023 pziemer	05/03/2023	15,805.00	15,805.00	Open	N 05/03/2023
	REPAIR & MAINT			15,805.00			
	Total for vendor 0614 - NOR-SON, INC.:			34,838.00	34,838.00		

Vendor 0284 - OFFICE SHOP:

1126181-0 77042	OFFICE SHOP LEGAL PADS - CH 101-1940-42200	04/14/2023 pziemer	05/03/2023	12.33	12.33	Open	N 05/03/2023
	OFFICE SUPPLIES			12.33			
1126181-1 77043	OFFICE SHOP SCISSORS - CH 101-1940-42200	04/17/2023 pziemer	05/03/2023	21.89	21.89	Open	N 05/03/2023
	OFFICE SUPPLIES			21.89			
1126202-0 77067	OFFICE SHOP STD SCALE ENG TRIANGLE 401-9030-43430	04/18/2023 pziemer	05/03/2023	16.85	16.85	Open	N 05/03/2023
	MISCELLANEOUS			16.85			
1126605-0 77119	OFFICE SHOP BATTERIES 101-1940-42220	04/26/2023 pziemer	05/03/2023	8.16	8.16	Open	N 05/03/2023
	REPAIR & MAINT			8.16			
314210/1 77146	OFFICE SHOP DUCT TAPE 230-5200-42220	04/24/2023 pziemer	05/03/2023	6.19	6.19	Open	N 05/03/2023
	REPAIR & MAINT			6.19			
	Total for vendor 0284 - OFFICE SHOP:			65.42	65.42		

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

1647-188715 77069	O'REILLY AUTOMOTIVE STORES INC. SQD 406 - WIPERS 225-2120-42221	04/20/2023 pziemer	05/03/2023	66.48	66.48	Open	N 05/03/2023
	SQUAD CAR REPAIR SUPPLIES			66.48			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			66.48	66.48		

Vendor MISC - PAUL AUGUSTINACK:

52015660 77098	PAUL AUGUSTINACK REFUND EARLY BIRD TOURNAMENT FEE 230-5216-34750	04/17/2023 pziemer	05/03/2023	215.75	215.75	Open	N 05/03/2023
	TOURNAMENT REVENUE - TAXABLE			200.00			
	101-0000-20810	STATE TAX PAYABLE		13.75			

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution						
	101-0000-20811	COUNTY SALES TAX		1.00			
	101-0000-20812	CITY TAX PAYABLE		1.00			
	Total for vendor MISC - PAUL AUGUSTINACK:			215.75	215.75		
Vendor 0291 - PIKE PLUMBING AND HEATING:							
84405							
77103	PIKE PLUMBING AND HEATING	04/18/2023	05/03/2023	20,810.00	20,810.00	Open	N
	INSTALL EXHAUST SYSTEM - VULCAN GAS	Ipziemer					05/03/2023
	Total for vendor 0291 - PIKE PLUMBING AND HEATING:			20,810.00	20,810.00		
Vendor 2539 - PIONEER MANUFACTURING COMPANY:							
INV879595							
77124	PIONEER MANUFACTURING COMPANY	04/21/2023	05/03/2023	2,478.75	2,478.75	Open	N
	ATHLETIC FIELD PAINT	pziemer					05/03/2023
	230-5200-42220	REPAIR & MAINT		2,478.75			
	Total for vendor 2539 - PIONEER MANUFACTURING COMPANY:			2,478.75	2,478.75		
Vendor 1762 - REICHERT ENTERPRISES INC:							
117094							
77079	REICHERT ENTERPRISES INC	04/14/2023	05/03/2023	323.80	323.80	Open	N
	T4 REPAIRS	pziemer					05/03/2023
	225-2220-42220	REPAIR & MAINT		323.80			
	Total for vendor 1762 - REICHERT ENTERPRISES INC:			323.80	323.80		
Vendor MISC - RICHIE DELEON:							
52015704							
77099	RICHIE DELEON	04/17/2023	05/03/2023	215.75	215.75	Open	N
	REFUND EARLY BIRD TOURNAMENT	pziemer					05/03/2023
	230-5216-34750	TOURNAMENT REVENUE - TAXABLE		200.00			
	101-0000-20810	STATE TAX PAYABLE		13.75			
	101-0000-20811	COUNTY SALES TAX		1.00			
	101-0000-20812	CITY TAX PAYABLE		1.00			
	Total for vendor MISC - RICHIE DELEON:			215.75	215.75		
Vendor 3612 - SEVERSON PORTER LAW:							
APRIL 2023							
77105	SEVERSON PORTER LAW	04/25/2023	05/03/2023	18,333.33	18,333.33	Open	N
	APRIL 2023 PROSECUTION AGREEMENT	pziemer					05/03/2023
	225-2127-43310	MISDEMEANOR PROSECUTOR		18,333.33			
	Total for vendor 3612 - SEVERSON PORTER LAW:			18,333.33	18,333.33		

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Vendor 2589 - STAPLES ADVANTAGE:							
3535272807 77061	STAPLES ADVANTAGE COPY PAPER 225-2120-42200	04/08/2023 pziemer	05/03/2023	207.45	207.45	Open	N 05/03/2023
	OFFICE SUPPLIES			207.45			
	Total for vendor 2589 - STAPLES ADVANTAGE:			207.45	207.45		
Vendor 0322 - STREICHERS PROF EQUIP:							
I1626654 77062	STREICHERS PROF EQUIP 726 - UNIFORM PANTS 225-2120-41113	04/10/2023 pziemer	05/03/2023	125.97	125.97	Open	N 05/03/2023
	UNIFORM ALLOWANCE			125.97			
I1626960 77063	STREICHERS PROF EQUIP 728 UNIFORM BOOTS 225-2120-41113	04/11/2023 pziemer	05/03/2023	219.98	219.98	Open	N 05/03/2023
	UNIFORM ALLOWANCE			219.98			
I1627512 77064	STREICHERS PROF EQUIP 715 UNIFORM PANTS & UNDER VEST SHIRT 225-2120-41113	04/13/2023 pziemer	05/03/2023	137.97	137.97	Open	N 05/03/2023
	UNIFORM ALLOWANCE			137.97			
	Total for vendor 0322 - STREICHERS PROF EQUIP:			483.92	483.92		
Vendor 3724 - SUTPHEN CORPORATION:							
40061766 77080	SUTPHEN CORPORATION REAR SENSOR 225-2220-42220	04/14/2023 pziemer	05/03/2023	66.84	66.84	Open	N 05/03/2023
	REPAIR & MAINT			66.84			
	Total for vendor 3724 - SUTPHEN CORPORATION:			66.84	66.84		
Vendor 3838 - SWANSON HASKAMP CONSULTING:							
APR 2023 77025	SWANSON HASKAMP CONSULTING APR 23 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	04/20/2023 pziemer	05/03/2023	2,916.67	2,916.67	Open	N 05/03/2023
	PROFESSIONAL SERVICES			2,916.67			
	Total for vendor 3838 - SWANSON HASKAMP CONSULTING:			2,916.67	2,916.67		
Vendor 4204 - USPS DISBURSING OFFICER:							
#553-23-00567741A 77074	USPS DISBURSING OFFICER 12/22/22 - UNINSURED LOSS 280-9700-43470	04/01/2023 pziemer	05/03/2023	937.19	937.19	Open	N 05/03/2023
	UNINSURED LOSSES			937.19			
	Total for vendor 4204 - USPS DISBURSING OFFICER:			937.19	937.19		

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Vendor 0087 - VISIT BRAINERD:							
APR 2023							
77024	VISIT BRAINERD	04/20/2023	05/03/2023	3,333.34	3,333.34	Open	N
	APR 23 ECONOMIC DEVELOPMENT CONSULTING	pziemer					05/03/2023
	295-6510-43300	PROFESSIONAL SERVICES		3,333.34			
	Total for vendor 0087 - VISIT BRAINERD:			3,333.34	3,333.34		
Vendor 0888 - WEST BRAINERD AUTO SERVICE:							
045183							
77065	WEST BRAINERD AUTO SERVICE	04/16/2023	05/03/2023	40.00	40.00	Open	N
	TOW RE: ASSAULT INVEST/23005016	pziemer					05/03/2023
	225-2120-42210	OPERATING SUPPLIES		40.00			
045184							
77066	WEST BRAINERD AUTO SERVICE	04/16/2023	05/03/2023	40.00	40.00	Open	N
	TOW RE: ASSAULT INVEST/23005016	pziemer					05/03/2023
	225-2120-42210	OPERATING SUPPLIES		40.00			
046973							
77084	WEST BRAINERD AUTO SERVICE	04/18/2023	05/03/2023	508.00	508.00	Open	N
	TOW RE: ASSAULT INVEST/23005016	pziemer					05/03/2023
	225-2120-42210	OPERATING SUPPLIES		508.00			
046974							
77085	WEST BRAINERD AUTO SERVICE	04/20/2023	05/03/2023	508.00	508.00	Open	N
	TOW RE: ASSAULT INVEST/23005016	pziemer					05/03/2023
	225-2120-42210	OPERATING SUPPLIES		508.00			
046975							
77086	WEST BRAINERD AUTO SERVICE	04/20/2023	05/03/2023	508.00	508.00	Open	N
	TOW RE: ASSAULT INVEST/23005016	pziemer					05/03/2023
	225-2120-42210	OPERATING SUPPLIES		508.00			
046981							
77110	WEST BRAINERD AUTO SERVICE	04/23/2023	05/03/2023	508.00	508.00	Open	N
	TOW RE: ASSAULT INVEST/23005016	pziemer					05/03/2023
	225-2120-42210	OPERATING SUPPLIES		508.00			
046982							
77111	WEST BRAINERD AUTO SERVICE	04/21/2023	05/03/2023	468.00	468.00	Open	N
	TO RE: ASSAULT INVEST/23005016	pziemer					05/03/2023
	225-2120-42210	OPERATING SUPPLIES		468.00			
046535							
77138	WEST BRAINERD AUTO SERVICE	04/26/2023	05/03/2023	40.00	40.00	Open	N
	TOW RE: FLEEING 23005434	pziemer					05/03/2023
	225-2120-42210	OPERATING SUPPLIES		40.00			
	Total for vendor 0888 - WEST BRAINERD AUTO SERVICE:			2,620.00	2,620.00		

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Vendor 1159 - WINNERS TROPHY:							
12615 77038	WINNERS TROPHY POND HOCKEY TROPHY PLATE ENGRAVING 230-5209-42210	04/13/2023 pziemer	05/03/2023	15.00 15.00	15.00	Open	N 05/03/2023
12616 77044	WINNERS TROPHY EDA/COUNCIL NAME PLATES 101-9200-43430 295-6510-43430	04/13/2023 pziemer	05/03/2023	50.00 25.00 25.00	50.00	Open	N 05/03/2023
Total for vendor 1159 - WINNERS TROPHY:				65.00	65.00		
# of Invoices:	128	# Due:	128	Totals:	956,965.48	956,965.48	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				956,965.48	956,965.48		

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	713.55
101-0000-20810	STATE TAX PAYABLE	68.75
101-0000-20811	COUNTY SALES TAX	5.00
101-0000-20812	CITY TAX PAYABLE	5.00
101-1400-43330	PROFESSIONAL DEVELOPMENT	20.00
101-1800-43309	COMPUTER SUPPORT	3,578.12
101-1940-42200	OFFICE SUPPLIES	34.22
101-1940-42220	REPAIR & MAINT	1,212.51
101-1940-43300	PROFESSIONAL SERVICES	1,890.71
101-1940-43381	BPU UTILITIES	1,792.13
101-1940-43410	RENTAL EXPENSE	88.16
101-1940-43430	MISCELLANEOUS	25.00
101-2400-43350	PRINTING/LEGAL PUBLICATION	89.56
101-9200-43381	BPU UTILITIES	130.11
101-9200-43430	MISCELLANEOUS	25.00
203-9000-42212	MOTOR FUELS	3,377.54
203-9000-43340	ADVERTISING/MARKETING	97,241.80
203-9000-43401	VEHICLE REPAIRS	9,860.09
211-0000-20800	DUE TO OTHER GOVT UNITS	544.80
211-5500-42220	REPAIR & MAINT	193.55
211-5500-43381	BPU UTILITIES	1,356.53
211-5500-43430	MISCELLANEOUS	25.00
211-5501-43430	MISC - SPECIFIED DONATION USE	450.00
225-2120-41113	UNIFORM ALLOWANCE	483.92
225-2120-42200	OFFICE SUPPLIES	470.49
225-2120-42210	OPERATING SUPPLIES	2,705.01
225-2120-42221	SQUAD CAR REPAIR SUPPLIES	290.68
225-2120-43300	PROFESSIONAL SERVICES	2,265.79
225-2120-43330	PROFESSIONAL DEVELOPMENT	385.87
225-2120-43381	BPU UTILITIES	4,402.79
225-2120-43430	MISCELLANEOUS	25.00
225-2127-43310	MISDEMEANOR PROSECUTOR	18,333.33
225-2220-42200	OFFICE SUPPLIES	55.26

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	225-2220-42220	REPAIR & MAINT		1,287.81			
	225-2220-43300	PROFESSIONAL SERVICES		1,344.39			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		8,500.00			
	225-2220-43331	LEASED PAYMENTS		80.69			
	225-2220-43381	BPU UTILITIES		2,414.04			
	225-2220-43430	MISCELLANEOUS		50.00			
	225-2700-43300	PROFESSIONAL SERVICES		3,076.00			
	230-5200-42210	OPERATING SUPPLIES		228.00			
	230-5200-42220	REPAIR & MAINT		4,422.18			
	230-5200-43381	BPU UTILITIES		3,263.87			
	230-5200-43430	MISCELLANEOUS		50.00			
	230-5209-42210	OPERATING SUPPLIES		180.00			
	230-5215-42210	OPERATING SUPPLIES		8,976.00			
	230-5216-34750	TOURNAMENT REVENUE - TAXABLE		1,000.00			
	235-3100-42220	REPAIR & MAINT		22,829.27			
	235-3100-43300	PROFESSIONAL SERVICES		254.95			
	235-3100-43381	BPU UTILITIES		24,481.68			
	235-3100-43430	MISCELLANEOUS		115.37			
	235-3125-42220	REPAIR & MAINT		67.47			
	236-3180-43381	BPU UTILITIES		36.00			
	237-3190-42220	REPAIR & MAINT		283.11			
	260-9020-43309	COMPUTER SUPPORT		224.00			
	274-6505-43430	MISCELLANEOUS		100.00			
	277-6517-43430	MISCELLANEOUS		100.00			
	280-9700-43470	UNINSURED LOSSES		937.19			
	281-6514-43430	MISCELLANEOUS		100.00			
	283-6506-43430	MISCELLANEOUS		100.00			
	292-6503-43430	MISCELLANEOUS		100.00			
	293-6512-43430	MISCELLANEOUS		100.00			
	295-0000-20600	DEPOSITS PAYABLE		13.50			
	295-6510-43300	PROFESSIONAL SERVICES		10,075.77			
	295-6510-43430	MISCELLANEOUS		25.00			
	295-6510-43435	BOOKS/PAMPHLETS/DUES		5,350.00			
	400-2001-45530	PYMTS TO CONTRACTORS		20,033.00			
	400-9050-45530	CAPITAL - OTHER		121.48			
	401-1003-43380	UTILITIES		52.15			
	401-1003-43430	MISCELLANEOUS		2,126.68			
	401-9030-43430	MISCELLANEOUS		52.84			
	401-9030-45530-21:12	CAPITAL-PYMTS TO CONTRACTS		661,112.77			

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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			9,677.82	9,677.82		
	203 - TRANSIT FUND			110,479.43	110,479.43		
	211 - LIBRARY FUND			2,569.88	2,569.88		
	225 - PUBLIC SAFETY FUND			46,171.07	46,171.07		
	230 - PARK & RECREATION FUND			18,120.05	18,120.05		
	235 - STREET & SEWER FUND			47,748.74	47,748.74		
	236 - PARKING LOT FUND			36.00	36.00		
	237 - SANITARY SEWER FUND			283.11	283.11		
	260 - AIRPORT FUND			224.00	224.00		
	274 - ROYAL TIRE TIF			100.00	100.00		
	277 - ARTSPACE TIF FUND			100.00	100.00		
	280 - PACKAGE INSURANCE FUND			937.19	937.19		
	281 - JIMMY JOHN'S TIF			100.00	100.00		
	283 - TACO JOHN'S TIF FUND			100.00	100.00		
	292 - TIMBERLAND TWNHMS TIF			100.00	100.00		
	293 - BRAINERD MALL TIF FUND			100.00	100.00		
	295 - EDA FUND			15,464.27	15,464.27		
	400 - CAPITAL PROJECTS FUND			20,154.48	20,154.48		
	401 - CONSTRUCTION FUND			663,344.44	663,344.44		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			1,350.60	1,350.60		
	1003 - 10:03 DWNTWN MAIN CNTRACT			2,178.83	2,178.83		
	1400 - ADMINISTRATION			20.00	20.00		
	1800 - IT/GIS			3,578.12	3,578.12		
	1940 - CITY HALL			5,042.73	5,042.73		
	2001 - STREET REMODEL/ADDITION			20,033.00	20,033.00		
	2120 - POLICE DEPARTMENT			11,029.55	11,029.55		
	2127 - MISDEMEANOR PROSECUTOR			18,333.33	18,333.33		
	2220 - FIRE DEPARTMENT			13,732.19	13,732.19		
	2400 - COMMUNITY DEVL/INSPECTION			89.56	89.56		
	2700 - ANIMAL CONTROL			3,076.00	3,076.00		
	3100 - S & S MAINTENANCE			47,681.27	47,681.27		
	3125 - SNOW REMOVAL			67.47	67.47		
	3180 - PARKING LOTS EXPENSE			36.00	36.00		
	3190 - SANITARY SEWER EXPENSE			283.11	283.11		
	5200 - PARK MAIN/ADMINISTRATION			7,964.05	7,964.05		
	5209 - POND HOCKEY PROGRAM			180.00	180.00		
	5215 - ADULT SOFTBALL			8,976.00	8,976.00		
	5216 - TOURNAMENTS PROGRAM			1,000.00	1,000.00		
	5500 - LIBRARY-BUDGETED			1,575.08	1,575.08		
	5501 - SPECIFIED DONATION USE			450.00	450.00		

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Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	6503 - TIMBERLAND TWNHMS TIF			100.00	100.00		
	6505 - ROYAL TIRE TIF			100.00	100.00		
	6506 - TACO JOHN'S TIF			100.00	100.00		
	6510 - ECONOMIC DEVELOPMENT AUTH			15,450.77	15,450.77		
	6512 - BRAINERD MALL TIF			100.00	100.00		
	6514 - JIMMY JOHN'S TIF			100.00	100.00		
	6517 - ARTSPACE TIF FUND			100.00	100.00		
	9000 - TRANSIT FUND			110,479.43	110,479.43		
	9020 - AIRPORT M & O			224.00	224.00		
	9030 - CONSTRUCTION PROJ-MISC			661,165.61	661,165.61		
	9050 - CAPITAL PROJECTS-MISC			121.48	121.48		
	9200 - CITY-WIDE			155.11	155.11		
	9700 - PACKAGE INSURANCE			937.19	937.19		

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.

Member Czeczok requested that the Northland Arboretum Agreement item be removed from the consent calendar.

Procedure for removing an item from the consent calendar was discussed.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO APPROVE THE AGENDA WITH THE REMOVAL OF THE ARBORETUM AGREEMENT FROM THE CONSENT CALENDAR.

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 April 3, 2023
- C. Approval of Licenses
- D. Department Activity Report
- E. Adopt Resolution Accepting 1st Quarter Donations
- F. Ratify the Hiring of 2023 Interns and Temporary/ Seasonal Employees
- G. Approve Letter Requesting brainerdmn.gov Domain

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.

Annual Presentation by Camp Ripley

The Chair recognized Senior Commander Lowell Kruse, who presented Camp Ripley's 2023 Community Brief. He explained the mission of Camp Ripley is to provide superior customer service, facilities, and resources empowering organizations to train in a realistic environment while fostering positive community relations and being the best neighbor, they can be. He gave a brief overview of the 2023 training schedule, community outreach events and the environmental partnerships. The Council had the opportunity to ask questions and the Chair thanked Senior Commander Kruse for his presentation. Members Terry and Czeczok thanked Senior Commander Kruse and his staff for their service to our country and community.

Council Committee Reports

Safety and Public Works Committee

Approve Event/Alley Closure Application- Shep's Elbow Convention

Committee Chair O'Day stated that the committee removed the contingency that the ordinance for alcohol in public spaces needed to be passed prior to the event. The contingency was removed to ensure that the passage of the ordinance is not based on this event alone.

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

Approve Temporary and Permanent Easement- ISD 181

Committee Chair O'Day stated that the temporary easement is for construction and the permanent easement is for the boulevard.

Mayor Badeaux requested that the City take this opportunity to remind the school district of the agreement to replace the trees boulevard.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE EASEMENTS AS PRESENTED.

Approve Plans & Specifications and Authorize Bidding- Harrison SRTS Project

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE THE PLANS AND SPECIFICATIONS AS PRESENTED AND AUTHORIZING BIDDING OF IMPROVEMENT 22-06 (S.A.P. 108-113-008) WITH AN ANTICIPATED BID OPENING OF FRIDAY, MAY 5TH, 2023 AT 10:00 A.M.

Approve Widseth Contract Amendment- Lum Park Road SPRA Design Changes

Committee Chair O'Day stated that the amendment is to accommodate the design change that the Park Board suggested by connecting the pedestrian bridge to the historic arch at Lum Park. The Engineering services cost will increase, however, there will be larger savings in the construction of the road by moving the trail as the box culvert will then be unaffected.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE WIDSETH CONTRACT AMENDMENT OPTION 2 IN THE AMOUNT OF \$13,300.

Request to Award Bid Improvement 23-01- 2023 Seal Coat Project

Committee Chair O'Day stated that the City has budgeted \$150,000 for the project.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO AWARD THE CONTRACT FOR IMPROVEMENT 23-01 TO ASPHALT SURFACE TECHNOLOGIES CORPORATION IN THE AMOUNT OF \$136,295.

Discussion on Right-Of-Way- Tree Removal

Committee Chair O'Day stated that this was discussion only. There has been discussion on how the City should handle trees that are in the right of way that are diseased, whether they should be contracted and assessed to the owner for all removals or if staff should handle smaller trees. The committee asked to have this added to a future Personnel and Finance agenda to discuss the potential for this and staff capacity.

Chair Bevans stated that he maintains the boulevard in front of his house and has paid for trees to be removed and replaced in the boulevard. It is his understanding that as a property owner it is his responsibility to maintain the boulevard.

Discussion on On-Street Trailer Parking

Committee Chair O'Day stated that unattended trailers are a problem in the winter for snow removal and summer during street sweeping. Currently, trailers can be left unattended for 48 hours. The committee directed staff to draft language for changing the requirements for the winter months.

Direction on Active Code Enforcement

Committee Chair O'Day stated that this is a property that Safety and Public Works Committee has addressed multiple times.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO AUTHORIZE WORKING WITH THE CITY ATTORNEY TO SEEK LEGAL ACTION AGAINST THE PROPERTY OWNER FOR VIOLATIONS OF CITY CODE RELATED TO GARBAGE.

Personnel and Finance Committee

Approve Bid for City Hall Generator

Committee Chair Johnson stated that he will be voting against the motion. He believes it is a waste of money. It has been in the capital budget for a few years and is also under budget. However, he does not see the taxpayers reaping \$80,000 of benefit from the generator.

Member Terry pointed out the alternative options and effects section of the agenda request gives the rationale for the need for the generator.

Member O'Day questioned whether anything major has happened in the last few years to show a need for the generator.

Member Czczok asked for the justification for the generator. Is there something less expensive to serve the critical needs of City Hall as opposed to the entire building.

IT/GIS Director Strong stated that in the last few years there have been a few outages that have lasted a number of hours. It affects transit and staff due to the phones being down. In order to split out the energy needed for a more cost-effective option, the building would have to be rewired to accommodate, which would cost much more.

Chair Bevans asked for clarification on whether this would be separate from the generators needed for the Police Station. Also, why cellphones wouldn't work during a power outage.

IT/GIS Director Strong stated that the Police Department needs HVAC replacement. The desk phones that the City operates with would not work during the power outages.

Mayor Badeaux stated that the use of natural gas sounds ill advised.

Todd Wicklund, Finance Director BPU, stated that \$80,000 seems like a lot but really is in the right range. If something major were to happen, City Hall would need to be the command

center for the City as much of the needed information for emergencies is housed at City Hall on the network.

Member Stenglein stated that she was shocked that City Hall didn't have a generator when the power had previously gone out. City Hall is where citizens are going to call in the event of a crisis and the City needs to be able to respond.

Mayor Badeaux questioned if there is a better phone system that would work in the case of a power outage. It seems like this \$80,000 budget item appears to him to just benefit transit.

Member Terry stated that this generator would enable staff to work during an outage rather than waiting for the power to come back on, it would save the City money in the long run.

Chair Bevans stated he will vote no, due to there being higher priority needs to spend the money on.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO APPROVE THE BID FROM JIM'S ELECTRIC FOR THE INSTALLATION OF THE UPGRADED 80KW KOHLER NATURAL GAS GENERATOR FOR \$79,865.

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

Consider Agreement with Airport for IT/GIS Support

Committee Chair Johnson stated that IT staff have been helping with issues at the airport, the agreement equates to \$21,160 with additional services being billed for hourly at the cost of each IT position. IT believes that they have the capacity to fulfill the agreement.

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

Approve Final Change Order- Public Works Maintenance Building

Committee Chair Johnson stated that this is the final final change order.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE 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.

Adopt Resolution for Sourcewell Community Impact Funding for Public Safety

Committee Chair Johnson stated that the funding will be used for our Fire Department and Police Department to have mental health check ins and additional physical fitness equipment.

Member Czeczok asked Staff to provide the application to City Council and questioned what the document is to be signed if the City is awarded funds. It seems deceptive of Sourcewell not to provide documents that detail the grant qualifications. He asked whether the Council would approve the agreement prior to receiving funds.

Committee Chair Johnson stated that the mental health of our emergency personnel is going to be something that needs to be funded in the future, whether that be through grants or public funding. The agreement will have to be approved by the City Council.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY TO ADOPT RESOLUTION AUTHORIZING THE FIRE DEPARTMENT TO APPLY FOR FUNDING THROUGH THE SOURCEWELL COMMUNITY IMPACT FUNDING.

RESOLUTION 21:23

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

Accept Retirement of Street Maintenance III Marvin Bush and Authorize Mechanic Hiring Process

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT 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; FURTHER TO APPROVE THE STREET MAINTENANCE III – MECHANIC JOB DESCRIPTION AS PRESENTED AND TO AUTHORIZE STAFF TO BEGIN THE MAINTENANCE III - MECHANIC HIRING PROCESS.

Approve Promotion of Tony Runde to Deputy Police Chief

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

Consider Amending American Rescue Plan Act (ARPA) Budget for Downtown Christmas Lights

Committee Chair Johnson stated he supports the motion. However, philosophically he is on the fence due to the old decorations having been gifted to us. He feels that the decorations should have been fundraised for. Due to it coming from ARPA dollars and not taxpayers he will support the motion.

Member O'Day asked for the length of time that the old decorations lasted.

Administrator Bergman will determine when the decorations were donated.

Chair Bevans stated that he will vote against the motion as he had to buy his own business Christmas lights and because downtown is the focus of many programs for the City.

Committee Chair Johnson stated that it is worth noting that the \$28,701 is half of the cost, BPU is providing \$28,700 through CIP funds. This is a great collaboration between the departments.

Member Czczok clarified that the funds were to be taken from ARPA. He stated that he will bring back a request for cemetery funding through ARPA as well.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT AUTHORIZE STAFF TO AMEND ARPA BUDGET TO USE \$28,701 IN ARPA FUNDS FOR DOWNTOWN HOLIDAY LIGHTS.

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

Unfinished Business

Authorize Signatures on the Amended Agreement with the Northland Arboretum

Member Czczok stated that regarding the contract being signed, the working group succeeded in nothing. He will be voting no.

Member O'Day stated that he will vote no due to the City not following procedure.

Member Johnson stated that he will vote no due to the agreement stating that the Northland Arboretum will employ an Executive Director, which they currently do not have.

Member Czczok asked for a second round of discussion.

Chair Bevans denied his request.

Member Czczok stated that he has another comment and that typically there is a second round of discussion.

Chair Bevans stated that the Council only proceeds with a second round of discussion when Member Czczok needs to bring up something that he has mentioned previously.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY TO CHALLENGE THE COUNCIL PRESIDENT'S DECISION TO NOT PROCEED WITH A SECOND ROUND OF DISCUSSION.

Chair Bevans clarified that a yes vote is in favor of the motion to have a second round of discussion.

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

Member Czczok stated that with these types of items the City needs to be more fiduciarily responsible for the benefit of the taxpayers. The City is unaware of the salaries and other details of the Northland Arboretum's budget.

Member Terry stated that as the liaison she could retrieve any information from the Arboretum if asked. She does not believe that the Arboretum is trying to be nefarious.

Member Stenglein stated that the 990's filed by non-profit organizations are available to view if anyone is interested.

Mayor Badeaux stated that this item feels rushed and pushed through. It is very interesting timing that the City would be signing after finding that their Executive Director has resigned. Which leads the public to question whether there are individuals on the Council that are privy to pertinent information without sharing. Things get contentious when things are pushed through. The Council should follow their own procedures.

Member Terry stated that the Northland Arboretum Board met on Wednesday, April 12th, meaning that information was not available until now to share. This item was brought before the Council at the April 3rd meeting to agree to the extension of the agreement which was prior to anyone knowing the Director had another opportunity.

Member O'Day stated that the timeline for the contract should only be to the end of 2023. The procedure for the funds was done completely wrong by providing an extension.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND STUNEK TO AUTHORIZE SIGNATURES ON THE EXTENDED AGREEMENT WITH THE NORTHLAND ARBORETUM.

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.

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)

New Business

Adopt Resolution to Continue Participating in Opioid Settlements

Administrator Bergman stated 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 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. Crow Wing County anticipates receiving \$2.5 million dollars, the County has hired a BLADE coordinator to focus on the substance abuse issues.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND CZECZOK TO 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.

RESOLUTION 21:23

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

Set Public Hearing for Annual MS4 Report

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK, DULY CARRIED, TO SET THE PUBLIC HEARING FOR THE CITY'S MS4 PERMIT FOR MAY 15, 2023, AT THE REGULARLY SCHEDULED CITY COUNCIL MEETING.

Discussion on Annexation and Detachment of Dunmire Property

Community Development Director Kramvik stated 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. The remaining 2.2 acres located in Brainerd city limits would lie adjacent to Highway 210 and remain the General Commercial Zoning District 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.

Chair Bevans asked whether this has gone to the Planning Commission.

Community Development Director Kramvik stated that since this is an individual property, matters like this would be a Council decision.

Member Stenglein asked about the nature of the property to the north.

Community Development Director Kramvik stated that the parcel to the north is zoned by the County as residential.

Member O'Day stated that this is a unique property at the very edge of the City where someone is offering something more for detachment than they are asking for. This provides for continuity of the City along Highway 210. He would support the annexation and detachment.

Mayor Badeaux asked whether the detachment would have to be approved by Oak Lawn Township.

Attorney Langel stated that no, the township does not have to approve the matter. The City can annex and detach by resolution.

Public Forum

The Chair opened the public forum at 8:58 p.m.

No one came forward.

The Chair closed the public forum at 8:59 p.m.

Staff Reports

HR Director Schubert stated that the Public Utility Director workgroup interviewed three candidates for the Director position. The workgroup will be making a recommendation to the BPU Commission on April 25th.

Community Development Director Kramvik stated that the Planning Commission will be holding a public hearing for the outdoor lighting ordinance at its next meeting.

City Engineer/Public Works Director Dehn stated that the application for the Highway 210 Pedestrian Bridge was not selected for grant funding. Notice has been sent out to the public

regarding flooding that is happening on the Mississippi including at Kiwanis Park and Evergreen Landing.

Finance Director Hillman gave a shoutout to administrative staff for all of the phone calls that they have been taking regarding potholes and conditions of streets. Staff take the brunt of the phone calls and handle them with poise.

Administrator Bergman stated that on Friday afternoon she received notice that Judge Aanes signed off on the settlement agreement with IAFF. She is waiting to receive an e-mail from attorneys for more information. The City and League of Minnesota Cities will deposit the settlement amount into a trust until the firefighters determine how it is to be distributed. Secondly, the City received a thank you from the Crow Wing County Historical Society for the donation of \$500.

Mayor Report

Mayor Badeaux stated that there is a park to be named after Lyman P. White. The park has had a few individuals speak against the name of the park. He will be writing a letter to the Dispatch regarding the research he has done regarding the incorrect report of actions that Lyman P. White made against Native Americans. He has been doing his due diligence to research, which is why some may have felt that the City had made no response to concerned citizens over the naming of the park.

Council Member Reports

Member Johnson thanked the Historical Society for thanking the City Council.

Member Stenglein stated that the PMT for the Pedestrian Bridge will meet tomorrow, she is disappointed that the feasibility study will be affected.

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

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND STUNEK, DULY CARRIED, TO ADJOURN TO THE CLOSED SESSION PER MN STATUTE 13D.05 SUBD. 3(B) TO DISCUSS LITIGATION ARISING OUT OF PROPERTY TAX ASSESSMENT IMPOSED BY THE CITY OF BAXTER.

The Chair adjourned the meeting to the closed session after a five-minute break at 9:06 p.m.

The Chair reconvened the meeting at 9:24 p.m.

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

The Chair adjourned the meeting at 9:24 p.m.

Jennifer Bergman
City Administrator



Brainerd Fire Department Monthly Report

April 2023

ACTIVITIES AND PUBLIC EDUCATION

In April, firefighters presented fire safety information to 70 parents of children at the Warrior Early Learning Center and attended their Touch a Truck event. Firefighters also discussed fire safety with 20 children from several Cub Scout groups.



Brainerd Fire Department was honored to be part of the ceremony honoring retired firefighter and former Crosslake Fire Chief Dave Schliek. We also attended the celebration of life for Retired Brainerd Firefighter Jerry Thompson. Thompson served in a variety of positions with the Brainerd Fire Department for over 42 years.

TRAINING

We completed our annual Aircraft Rescue and Fire Fighting (ARFF) training in cooperation with the Brainerd Lakes Regional Airport firefighters. The annual training includes truck operations, interior fire attack, and search & rescue using an aircraft simulator with live fire. Brainerd Fire Department serves as the primary backup to the airport in the event of an emergency. This training is key in building trust and understanding of the requirements when it comes to aircraft incidents, and is vital to the safety of the people flying in and out of the Brainerd Lakes Regional Airport and the surrounding area.



The MN Chemical Assessment Team (CAT) from the St. Cloud Fire Department provided us with training in April. CAT is part of the State Emergency Response Teams and is coordinated by DPS-HSEM. The primary responsibilities of the CATs are hazard assessment, technical assistance, simple mitigation, and basic decontamination. There are 11 teams throughout MN.





Brainerd Fire Department Monthly Report

April 2023



Brainerd Fire Department is accepting applications for Paid on-Call Firefighters. The application deadline is May 5 at 4:30 p.m. and the mandatory testing is May 20 at 8:00 a.m. Applications are accepted at www.ci.brainerd.mn.us. Applicants with questions can contact the Fire Station at 218-828-2312.

INSPECTIONS	
Fire Alarm	25
Fire Pump	2
Hood Suppression	8
License Inspection	3
Special Suppression	1
Sprinkler System	27

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	3
Rescue & Emergency Medical Service	3
Hazardous Condition	7
Service Calls	2
Good Intent Call	9
Alarm Activation	19
Severe Weather	0
TOTAL	43
Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	0
Rescue & Emergency Medical Service	0
Hazardous Condition	4
Service Calls	1
Good Intent Call	5
Alarm Activation	10
Severe Weather	0
TOTAL	20



HR DIRECTOR REPORT

In this report:

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

Classification and Compensation Study

Flaherty & Hood (FH) Staff have been analyzing the Job Analysis Questionnaires (JAQ) submitted by employees and incorporating the comments from the recent JAQ interviews. The HR Director and City Administrator recently received an initial Position Classification Evaluation Workbook with the preliminary analysis. Staff will review the draft data and provide feedback for FH's consideration.

Flaherty & Hood received Market Study Workbooks back from all of the entities that were asked to complete them. Flaherty & Hood will now analyze the data and our plan is to present recommendations to the Council hopefully in mid-June.

Public Utilities Work Group

As recommended by the BPU Commission and approved by the City Council, an internal-only job posting process was conducted for the new Public Utilities Director position. Three individuals applied and all three were interviewed by the Public Utilities Work Group.

Work Group recommendations were reviewed and approved by the BPU Commission at its April 25th meeting. The Council will consider the recommendations at their May 1st Council meeting.

Personnel

New Hires/Promotions for City/BPU/HRA:

Laura Bunde - Summer Police Intern (4/28)

Jack Wanous - Engineering Intern (5/8)

Riley Simmons - GIS/IT Intern (5/22)

Rex Block - BPU Summer Maintenance (5/22)

Greg Roberts - Parks Seasonal Maintenance (5/15)

Farewell to:

Marvin Bush - Street Maintenance III (5/6)

Current Job Opportunities:

Full-time

Police Officer - Two conditional job offers were given and accepted. Both candidates are now going through the pre-employment process. Staff will ask Council to officially ratify their hiring when the pre-employment process is completed.

BPU Laborer (Primarily assigned at the Wastewater Plant) - Accepting applications through 4/25.

Paid-on-Call Firefighter - Accepting applications through 5/5.

Maintenance III Mechanic - Accepting applications through 5/9.

Part-time/Internships/Seasonal Positions:

Engineering Intern

Communications Intern

Public Works Intern

Parks Seasonal Maintenance

Parks Weekend Custodial

BPU Seasonal Laborer

BPU Wastewater Intern

Concession Worker

Wellness Committee

On April 26, 2023, the Wellness Committee hosted a Blood Drive which took place in the Fire Department Training Room. This Blood Drive was available for all employees (and Council members) to participate in. The Wellness Committee would like to thank all that participated!

The Wellness Committee will be organizing a Lunch 'N Learn in May. This will take place on May 24th in the Fire Department Training Room. With May being Mental Health Awareness month, the topic for this Lunch 'N Learn will be mental-health related.



CITY ENGINEER/PUBLIC WORKS DIRECTOR REPORT MAY 1, 2023 CITY COUNCIL MEETING

Recreation Report

Adult Sports

- Adult Summer Softball
 - MS1 – 10 teams, league starts on April 26th.
 - MS2 – 11 teams, league starts on April 25th.
 - Women's – 7 teams
 - Coed lower FULL (6 teams)
 - Coed upper FULL (6 teams)
- Brainerd Early Bird – Saturday April 22nd (all day) 12 teams.
- Doubles Pickleball Tuesdays FULL (20 TEAMS!)
- Doubles Pickleball Thursdays – Just opened (4/13/23 due to so many teams on the waitlist for Tuesdays, in 1 day 5 teams signed up.)
- We did end up cancelling and refunding the "Singles" Leagues due to low enrollment.



Special Events

- The Easter Egg Hunt – 300 participants (around 500 people total) Despite the foot of snow!
- Easter Ball Hunt – April 8, 2-3 p.m. (40+ dogs; HUGE success, will be needing more tennis balls next year!)
- Earth Day – Northland Arb collaboration – April 21st
- Fishing Clinic - May 20th 9 a.m. – 2p.m. – full planning/organizing mode
 - A couple of new volunteers lined up!
 - Wondertrek & Brainerd Chamber
- Ribbon Cutting/Grand Opening event for Lyman P. White Park – June 3, 11 a.m. – 4 p.m.
 - Crabby Dales BBQ has agreed to be there as a food vendor.



Miscellaneous

- A lot of time will be put into the POS Credit Card system for the concession stands as well as starting the hiring process for the special event assistant, concession stand workers, and summer umpires.
- Setting up schedules for summer between concessions, adult sports, and umpires. Using Homebase App to navigate for part time seasonal employees.
- Prepping Memorial Park Concessions stand organizing deliveries with vendors.
- Umpire Meeting via Teams – discussing rules, scenarios, logistics, and expectations.
- Getting Banners hung & reaching out to businesses regarding (old/new/returning) banners.



Parks Maintenance Report

- Moving and arranging new shop
- Blowing dirt off sidewalks and trails
- Welded and replaced cutting edge on skid blower stored for winter
- Storing winter equipment
- Setting out a few garbage cans
- Set up and tore down easter stuff
- Removed dead deer from Lum
- Put up tennis nets and set light timer for courts
- Cleaning up ball fields and setting up as weather dictates
- Picking up garbage as snow melts
- Installing lighting in new shop
- Opened trails of snow
- Holden completion of light replacement at Memorial Park softball fields
- Received quote for replacement of damaged garage door at Jaycees Park
- Set up pickleball nets at Memorial Park
- Turned on cameras at Jaycees Park

Streets Maintenance Report

Winter Season Report

Staff issued six snow emergencies this past winter season. Generally, the majority of snowfall events occurred during the work week, as opposed to 2021-2022 that seen many events over weekends. This has allowed for lesser staff costs utilizing staff time during normal working hours. Our salt/sand stockpile was enough to last throughout this winter season, although little material remained by the end. One of the challenges that staff encountered this season were related to the amount of snow received (record snowfall year) and the lack of space available to place snow in areas where staff doesn't remove snow. Other challenges were related to illegally parked vehicles during snow emergencies, unattended trailers left on street during snow clearing operations, timing of snowfall events in relation to temperature changes (i.e. re-freezing).

Public Works Maintenance Facility Addition

Pike's has installed to bring the project to completion. Following the fans, Holden Electric will complete the final electrical connections for the fans and doors. Staff has already begun working on moving materials and equipment to the new space. It is expected to complete moving of Parks Maintenance staff to utilizing the new space this spring.

Maintenance Tasks Completed Month Prior

- Snow clearing operations and snow removal from low-priority areas such as alleys, cul-de-sacs, and dead end streets
- Sewer inspection and cleaning as needed
- Clearing and opening catch basins/storm drains
- Patching potholes as needed
- Street sweeping as staff and weather allows
- Removal of dangerous right-of-way tree
- Clearing of downed trees throughout the city

- Cleanup tasks at the Public Works Maintenance Facility

Engineering Report

Historic Water Tower Project

The additional drain work that Council authorized remains to be completed. The change has also been approved by the MN Historical Society and Pike's has been given the authorization to complete the work. Hy-Tec will also be cleaning up and removing the fencing in the parking lot area within the next couple weeks. LHB is working on scheduling the additional investigation and design for the Phase II portion of the restoration, which includes the exterior stucco. This spring, staff is intending to prepare plans and specifications for the remaining Phase I tasks, including replacing windows, repainting stairs, and additional electrical work as discussed previously. Once prepared, staff will be requesting Council authorization to bid these items to be funded by the \$200,000 in ARPA funds that was allocated by the City Council.

North Brainerd Reconstruction Project

The project has been underway since April 17th. As of this packet, the contractor has completed removals on most of Phase 1 (west portion of the project). They have also begun to replace watermain throughout the Phase 1 area. The contractor will be coordinating with the hospital and their staff regarding the beginning of work in the adjacent area. Once watermain has been installed, there is required testing to occur before the services can be switched over to the new watermain. The sanitary and storm sewer replacements will occur following watermain work.

TH 25 Bridge Replacement over BNSF Railway

Work has begun with erosion controls, detours and traffic controls in place, and removal and demolition of the existing bridge. The contractor is expected to continue removals over the next two weeks with excavation and piling planned for beginning the week of April 30th.

Graydon Avenue Outfall Repair Project

Staff requested proposals for Imp 22-10 – Graydon Ave Outfall Repair Project from 7 excavating contractors and received 2 responses. Bids are being presented to the City Council at the May 1st meeting.

2023 Seal Coat Project

City Council approved and awarded the bid from Asphalt Technologies Corporation at their April 17th meeting. Staff will be coordinating with the contractor on executing the contract and determining a timeline for the work to take place.

Other Activities

- Advertisement of the Harrison Elementary SRTS project for bids.
- Continued design development and coordination with BPU for South Brainerd Reconstruction project.
- Coordination with BPU for street lighting layout for North Brainerd Reconstruction project.
- Completed and sent out RFP for Preliminary, Design and Construction Engineering services for the S. 6th/Willow Roundabout Project (HSIP)
- Review and participation in TH 210/Lum Park Pedestrian Bridge Feasibility Study
- Reviewed Erosion and Sediment Control plan for proposed developments
- Sent out flyers for Special Services District survey on Washington Street and extended downtown area

- Performing survey at Lum Park to assist with SPRA project and ARPA projects (beach and campground expansion)
- Performed staking for right-of-way tree planting on College Drive
- Collecting and preparing areas to be addressed with Large Bituminous Patching contract
- Performed review for stop sign request at Rosewood/15th Street SE
- Hosted Lunch & Learn event for I&I Barriers for Sewer Systems
- Reviewed needs for Holiday Lights in Downtown District
- Reviewed and continued monitoring of flood inundation on public streets and properties.

Transit Report

Activities

- Researching on electronic fare collection software and hardware requirements
- The call answered percentages are below the expected rate of 85% but have been above the rate within the previous week.
- Phone answering and Maintenance are the top priorities currently for 3PC and the main part of our conversations.
- Daily meetings with 3PC Director, and also quick follow ups daily with their new Maintenance Manager Randy who brings 30 years of Fleet management experience to the table.
- New dispatcher started. 3PC is now fully staffed in Dispatch after 4 months of running short staffed
- 3PC is short staffed with drivers and is weekly cutting hours due to not enough drivers to operate buses
- TAC Meeting on 4/20 brought many possible changes to Transit such as possibly removing Pine River from the System & possibly cutting many hours from the County runs. Both were lacking heavily in ridership & have proven to be very inefficient. Staff will speak with those partners as well as City of Baxter on the TAC recommendations for changes over the month of May. Those partners will then meet with their Councils to decide on the proposed changes. The system as a whole must raise fare rates to be self-sustainable or local dollars will need to be used to cover the raising costs.
- May 1st Brainerd Inside City Limits transit fare increases to \$2.25 (was \$1.25). Staff will be programming this change on Sunday 4/30 into the RouteMatch Software.



Brainerd City Council Agenda Request

MEETING DATE: May 1, 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 Audrey Breen	Concession Stand Worker	TBD	\$15.50	\$14.00 - \$16.00	No
2 Gillian Middagh	Concession Stand Worker	TBD	\$15.00	\$14.00 - \$16.00	No
3 Katie Brietback	Concession Stand Worker	TBD	\$16.00	\$14.00 - \$16.00	No
4 Donovan Jensen	Adult Softball Umpire	TBD	\$32/Game	\$32/Game	No
5 Mary Waytashek	Adult Softball Umpire	TBD	\$32/Game	\$32/Game	No
6 Lary Eckel	Adult Softball Umpire	TBD	\$32/Game	\$32/Game	No
7 Pamela Hayes	Adult Softball Umpire	TBD	\$32/Game	\$32/Game	No

Submitted for Consideration for the May 1, 2023 Council Meeting



Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

TITLE OF ITEM: TH 210/Lum Park Pedestrian Bridge Feasibility Report Presentation

AGENDA: Main Agenda

ACTION REQUESTED: Discussion Item

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE:

SRF has completed the Feasibility Study of the TH 210/Lum Park Pedestrian Bridge and will be presenting the findings of the report to the City Council.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The City authorized ARPA funding for the feasibility study and report of a pedestrian bridge across TH 210 at Lum Park to be potentially connected to the Cuyuna Lakes State Trail. It is intended that this Feasibility Report would be utilized for planning and assistance with possible grant applications.

A Project Management Team (PMT) comprised of both City Council and Park Board members was formed to discuss details of the bridge and general design concepts through the study. After 3 PMT meetings, SRF has been able to complete a Feasibility Report for the bridge which is included in this packet.

The Feasibility Report was also presented to the Park Board at their April 25th meeting.

RECOMMENDED ACTION/MOTION:

Discussion Item.

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](#)

TH 210 / Lum Park Trail Bridge Study

Cuyuna Lakes State Trail over TH 210

Final Report



Prepared for:



BRAINERD
MINNESOTA
A City for All Seasons

Prepared by:



Date: April 2023

SRF No. 16359.00

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Chapter 1 Executive Summary

This report identifies, describes, and provides concept-level recommendations and construction cost estimates for further planning efforts to design and construct the Trunk Highway (Hwy) 210 / Lum Park Pedestrian Bridge project. With a population of over 14,000 residents, the City is home to several parks, local trails and surrounding regional and state trail systems. Various efforts are advancing that will expand the trail systems throughout the surrounding area. This study identifies a grade-separated multi-use trail facility that safely connects the trail networks and enhances accessibility for users of all abilities based on the evaluation of key design factors.

Trail improvements are planned as part of larger projects along highways 25 and 210 near the proposed bridge site. The City desires to connect these improvements and Lum Park with an at-grade trail along NE 10th Avenue and Hwy 210 to a new bridge over Hwy 210 at Lum Park. Recommendations are included that locate and define both the at-grade trails and the bridge structure. Recommendations for the bridge consider the need for private land acquisitions south of the highway and planned improvements within Lum Park coming in 2023 and as part of the on-going master planning effort.

Multiple iterations of early bridge concepts were developed and shared with the project management team (PMT) members. The preferred alternative detailed in this study is a multi-use trail bridge with approach ramps that parallel Hwy 210 consisting of a mix of short abutments, precast beam spans and cast-in-place concrete slabs. The bridge main span is a 210-foot-long prefabricated steel truss which can be assembled on site then erected during a brief closure of the highway with minimal disruption to traffic. Bridge aesthetic recommendations are included which are influenced by MnDOT's Hwy 210 aesthetic recommendations and existing Lum Park structures. Artistic renderings are included with this study to help facilitate aesthetic reviews and public engagement.

Construction funding has not yet been secured for the bridge. The City would like to secure funding in time to construct the bridge in 2026 in collaboration with MnDOT's Hwy 210 construction. A section of this report is dedicated to reviewing funding opportunities and identifying programs that may be most successful for funding applications based on the project's scale. If funding can be secured, MnDOT is supportive of incorporating the bridge into the 2026 project if the schedule allows. However, the project can advance as a standalone effort if funding is secured for a later construction date. A schedule and outline of next steps is provided as information for planning of the next design phases in preparation for a fully authorized construction project.

Chapter 2 Study Introduction & Purpose

2.1 Study Introduction

The goal of the Trunk Highway (Hwy) 210 / Lum Park Pedestrian Bridge Study is to identify, describe, and provide concept-level documentation and estimates of construction costs for future funding opportunities. This study documents issues to be further addressed in the detailed design and construction of a new grade-separated multi-use trail crossing of Hwy 210. Trail system connectivity will be enhanced by constructing a new trail bridge over Hwy 210. The study identifies opportunities in response to the desires of the City of Brainerd (City) and local and state trail users for the continued development of the area's trail systems and access to parks and other recreational resources.

With a population of over 14,000 residents, the City is home to several parks, local trails and surrounding regional and state trail systems. Area trails include the Paul Bunyan (PBST) and Cuyuna Lakes (CLST) State Trails operated by the Minnesota Department of Natural Resources (MnDNR) and the Buffalo Hills Trail (BHT) operated by the City. The CLST segment nearest the project site extends from NE 5th Avenue to Lum Park Road located along the north side of Hwy 210. Various efforts are advancing that will improve and expand the trail systems throughout the City and surrounding area, including:

- 28th Street to NE 10th Avenue trail segment (MnDOT Hwy 25, 2023)
- CLST Mississippi Northwoods trail segment (Cuyuna Lakes Trail Assoc.)
- NE 10th Avenue trail segment between Hwy 25 and Hwy 210 (City)
- Hwy 210 Reconstruction (MnDOT 2026)

2.2 Study Purpose

The purpose of this study is to perform a feasibility analysis of pedestrian crossing options at Hwy 210. The study will identify a grade-separated multi-use trail facility that safely connects the local and state trail networks and enhances accessibility for users of all abilities. This study will consider factors such as:

- Crossing Location
- Schematic Design Alternatives
- Connectivity to Modes of Transportation
- Estimated Construction Costs

Study considerations were evaluated against the following criteria to generate project recommendations:

- Estimated Construction Costs
- Maintenance of Traffic in Construction
- Lum Park Master Planning
- Local and Regional Trail Network Connectivity

Chapter 3 Site & Transportation Connections

3.1 Lum Park Access

The City's Lum Park is located just to the northeast of the intersection of Lum Park Road and Hwy 210. [Appendix A1](#) includes information related to the current land use within the park. Changes will be occurring within the park that the bridge should consider and which the bridge will influence.

Construction for a park improvement project is scheduled for the summer/fall of 2023. A draft of the planned improvements is shown in [Appendix A2](#) and includes a new trail extending into the park from the Lum Park Road/Hwy 210 intersection. The appendix figure indicates the new trail to be located along Lum Park Road. However, options are being explored which could route the trail from the intersection on a more direct path to the existing maintenance shop which is the planned location for a future trailhead.

The City is also in the initial stages of a park master planning effort to expand existing and incorporate new amenities. Bridge alternatives evaluated in this report have considered how the proposed structure could impact the master planning effort and future park enhancements. This coordination should remain active in future bridge design development phases to ensure the bridge fits well within the desired land use of the park as the planning effort is developed. A draft of an early concept of the park master planning effort is included in [Appendix A3](#).

Access to the City's park webpage is available here: [Lum Park Link](#)

3.2 State Trail Network

The Minnesota Department of Natural Resources (MnDNR) owns and operates the Cuyuna Lakes State Trail (CLST) which includes a paved eight-mile trail running from Crosby to Riverton, inside the Cuyuna Country State Recreation Area. Plans have been in development by the Cuyuna Lakes Trail Association (CLTA) to expand the reach of the trail into the City of Brainerd with a connection to Lum Park. This study considered the MnDNR's 2004 master plan and current CLTA planning efforts in evaluating options which could connect to a future expansion of the state trail system. Additionally, this study considered the potential for the MnDNR to be a possible funding partner for the construction of the bridge and for the bridge to possibly be incorporated into an expanded state trail system under the MnDNR's ownership.

Access to the MnDNR and CLTA webpages is available at the following locations:

- [MnDNR - Cuyuna Lakes State Trail Link](#)

- [Cuyuna Lakes Trail Association Link](#)

3.3 Regional & Local Trail Network

Existing trail systems are in place at or near the proposed bridge site. The City's Bicycles Corridor Map identifies the following facilities:

- J Street NE to Lum Park Road
- NE 8th Avenue to Hwy 25 to Oak Street/Hwy 18
- Cuyuna Lakes State Trail (existing) along Hwy 210 from 5th Avenue NE to Lum Park Road
- Cuyuna Lakes State Trail (planned) along Hwy 210 to the west of 5th Avenue NE and to the east of Lum Park Road.

Some of these facilities will be improved as part of upcoming MnDOT construction projects. In 2023, MnDOT will improve the Hwy 25 corridor and provide new or improved trail accommodations. Additionally, in 2026 MnDOT will improve the Hwy 210 corridor through the proposed bridge site which will include an expansion and reconstruction of the CLST segment within the City as far east as Lum Park Road.

The need for snowmobile accommodations on the proposed trail and bridge segments was evaluated. Currently there are no state snowmobile trails associated with the site and local clubs which operate in the area have not requested accommodations on the bridge. It is understood that if a snowmobile crossing at or near the site of the bridge were desired in the future, a safe, at-grade trail crossing location can be established. Thus, the bridge does not need to include accommodations for geometry and loading criteria specific to snowmobiles or snow grooming equipment.

Chapter 4 Proposed Geometry

4.1 Preferred Alignment

From south-to-north, the proposed geometry consists of various segments as described in the following sections.

4.1.1 At-Grade Trails

At-grade trail segments occur in various sections of the project and consist of a 10-foot-wide bituminous trail segment with 3-foot turf shoulders, unless located immediately at the back of a roadway curb.

On NE 10th Avenue from Hwy 25 to Hwy 210

Segment will connect into MnDOT's 2023 improvements at Hwy 25 and extend north along the east side of 10th Avenue to connect to MnDOT's 2026 improvements at Hwy 210. The section will provide a 6-foot-wide turf boulevard, 10-foot trail and 3-foot shoulder within the City ROW. The boulevard can be utilized to relocate overhead power poles if pole relocation is necessary.

South Side Hwy 210 from NE 10th Avenue to NE 13th Avenue

Segment will connect into MnDOT's 2026 improvements at Hwy 210 and 10th Avenue and extend northeast along the south side of the highway to approximately 13th Avenue. The section will provide a 6-foot-wide minimum turf boulevard, 10-foot trail and 3-foot shoulder within the MnDOT ROW.

South Side Hwy 210 from NE 13th Avenue to South Bridge Approach

Segment transitions further to the south to accommodate the existing drainage ditch and stream. It is anticipated a reinforced concrete pipe (RCP) or small precast box culvert (PBC) can be used to allow the trail to cross over the active drainageway. Once across the drainageway, the trail continues at-grade a short distance to the beginning of the south bridge approach. This segment is primarily located outside the ROW and on to privately owned land from which land acquisition will be required.

North Bridge Approach to Lum Park Trail Connection

North of Hwy 210, a short trail section will be constructed to connect the north bridge approach ramp to the Lum Park trail facility to be built in 2023. This trail segment is located entirely within Lum Park.

4.1.2 Bridge Approach Ramps & Main Span

Two approach ramps are necessary north and south of the main bridge span over Hwy 210. Proposed ramps provide a 5% maximum profile grade for ADA compliance. Although a maximum grade of 8.33% is allowable, it requires landings and is more difficult for some users to navigate by walking and biking. Approach ramps can be constructed with various structure types including, embanked fill sections, retained fill (retaining walls) and bridge spans of various structure types. Selection of the appropriate approach ramp type is based on multiple factors including geometric configuration, site constraints and environmental, utility and other impacts.

South Bridge Approach Ramp

The south bridge approach is primarily at straight ramp with a 20-foot horizontal curve located near the connection to the main span over the highway. This segment is located outside the ROW and within privately owned land. Additionally, the western portion of the ramp is located within a mapped wetland. To minimize property and environmental impacts, embanked fill sections will be minimized, and much of the structure will consist of bridge spans. The straight segment will be constructed with precast concrete beams (PCB) which provide for long spans and fewer piers which is expected to reduce cost. The horizontal curve will be a short cast-in-place (CIP) concrete slab spanning between adjacent piers.

North Bridge Approach Ramp

The north bridge approach consists of a straight ramp with a 20-foot horizontal curve located close to the main span over the highway and a 40-foot horizontal curve located near the at-grade trail connection. This segment is located entirely within Lum Park and does not impact a known wetland. However, the alignment parallels Hwy 210 and an existing overhead powerline in addition to crossing over buried wet utilities. See [Chapter 5](#) for information related to utility impacts.

Due to the proximity of the highway and utilities, use of embanked fill sections will be limited, and much of the structure will consist of bridge spans. The straight segment will be constructed with precast concrete beams (PCB) which provide for long spans and fewer piers. The horizontal curve near the main span (west) will be a short cast-in-place (CIP) concrete slab spanning between adjacent piers. The horizontal curve near the at-grade connection (east) may be a minor fill section with a short parapet abutment and retaining walls to minimize the bridge length.

4.1.3 Bridge Main Span over Hwy 210

Primary considerations for the bridge main span include horizontal and vertical clearances and Hwy 210 user safety. The left turn movement from eastbound Hwy

210 to Lum Park Road will remain open, thus the separated roadway and median condition will remain in place. Locating a bridge pier within the median is not desirable as it would be considered a hazard within the roadway clear zone and conflict with sightlines causing safety concerns. For these reasons, options that can clear span the highway are preferred.

South of the highway is an open ditch and north of the highway is an overhead powerline. There are limited single-span structure types available that can span the ditch and highway and limit utility impacts. The most suited for this condition is a prefabricated steel truss which is commonly used to accommodate grade-separated multi-use trail facilities. This study evaluated a 210-foot-long prefabricated steel truss main span with a minor skew to the highway. The truss would be supported by two primary piers that would also support the CIP concrete approach spans.

4.2 Alignments Not Advanced for Comparison

4.2.1 South Approach Ramp & Alignments

Additional alternatives were considered for the south and north bridge approach ramp configurations. These alternatives were not advanced for differing reasons. Other south approach alternatives included trail alignments shifted further to the south, which provided more screening between the trail and highway and located the trail in a more natural setting. However, all of these alternatives resulted in greater private land impacts, and some included greater wetland impacts.



Fig. 4.2.1: Example of Alternate South Bridge Approach Considered

4.2.2 North Approach Ramp & Alignments

Various north approach alternatives were considered which utilized land within the park in different ways. While all options involved park impacts, the recommended alternative was found to best suit the City's goals to limit impacts to existing park land and uses, accommodate future park expansion and provide screening between the highway and the park.

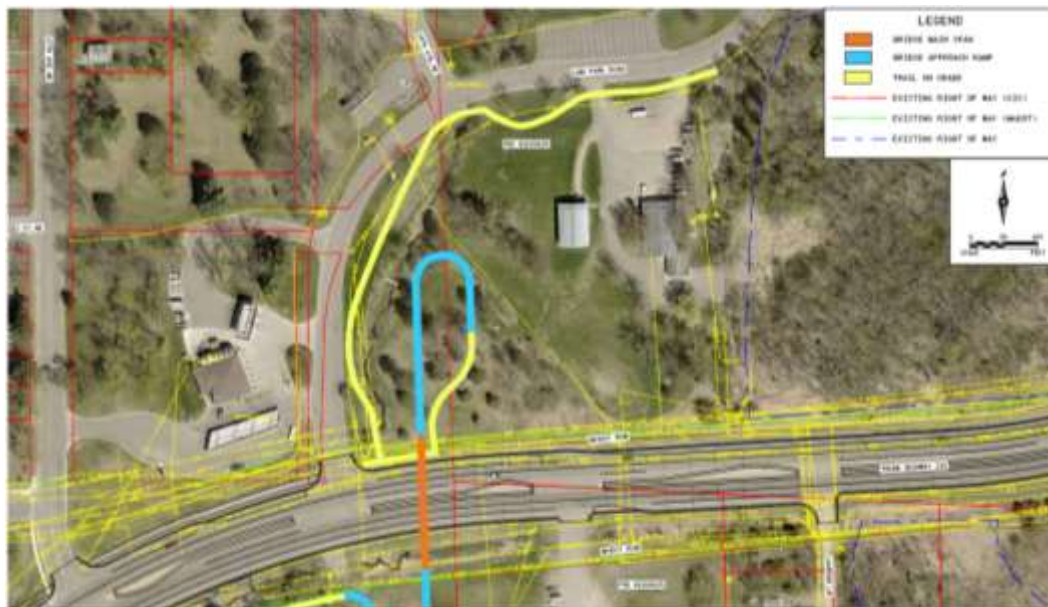


Fig. 4.2.2: Example of Alternate North Bridge Approach Considered

Chapter 5 Utilities

5.1 Existing Utilities

A preliminary investigation into existing utilities has been completed. Continuation of this utility investigation will be required in the preliminary design phase of the project as potential impacts become better defined. The options presented in this report will require varying amounts of adjustment/relocation of the utilities for the design and construction of a pedestrian facility.

Utilities included within the project area were contacted through Gopher State One Call (GSOC). Requests for as-built plans and mapping were made on ticket numbers 230340448, 230340449 and 230340450. Utility companies contacted by GSOC include:

Table 5.1 Utility Identification

Utility Name	Utility Abbreviation	Facility	Notes
Brainerd Public Utilities	BRAINL01	Electric (E) & Water (W)	Mapping Provided
Brainerd Utility Street Sewer	BRAINL04	Sewer (S) Storm Sewer (SS)	Mapping Provided
CenterPoint Energy	MINGAS04	Gas (G)	Mapping Provided
CenturyLink	CTLMN01	Telephone (TEL)	Clear, No Conflict
Charter Communications	CHARTR12	Television (TV) & Fiber Optic (FO)	Clear, No Conflict
Consolidated Communications	ENVTEL01	Telephone (TEL) / Fiber Optic (FO)	Mapping Provided
Consolidated Telephone	ENVTEL01	Telephone (TEL) / Fiber Optic (FO)	Mapping Provided
MnDOT	MNSDOT01	Fiber Optic (FO)	Mapping Provided
Xcel Energy	XCEL01	Electric (E)	Mapping Provided

Source: Gopher State One Call Ticket Nos. 230340448, 230340449 & 230340450

Additional mapping information along TH 210 was provided by MnDOT related to SP 1805-80, TH 210/Washington Street Final Design.

Refer to [Appendix D](#) for a map detailing existing utility facilities in the project vicinity.

5.1.1 Utility Impact Summary

Brainerd Public Utilities (BPU)

An existing overhead power distribution line runs parallel along the north side of Hwy 210. The design team met with BPU staff on March 9, 2023, to discuss impacts. Meeting minutes are available upon request. BPU noted the facility is permitted by MnDOT for the location at Lum Park. Existing poles range from 40-feet to 45-feet long and can be extended up to a maximum of 55-feet. Pole replacement for a raised facility is preferred, however a buried facility is feasible if necessary.

Final clearances from the permanent structure are 10-foot (OSHA min.) with up to 25-feet preferred by BPU. It was noted that a fiber optic line may be added to the facility as early as 2023. The design team noted that the top of the deck/pedestrian surface would be approximately 21-feet above existing grade. With a 10-foot clearance to the overhead power facility at 31-feet minimum, it was noted that a pole raise at the site appears feasible to accommodate the bridge. During construction, the contractor may request short outages of the facility as power can be routed differently with existing infrastructure. No temporary poles or facility relocation appear to be necessary.

South of the highway, a buried power service line extends to an existing billboard. The billboard is expected to be impacted and removed for construction of the bridge. BPU noted that the service line may be abandoned when no longer required for the billboard.

BPU also operates a watermain that crosses the highway and enters Lum Park. The proposed north bridge approach spans over the existing watermain. To protect the facility during construction and operation of the bridge, the design should plan to encase in a steel pipe the segment of watermain running below the bridge.

City of Brainerd

A storm sewer system runs through Lum Park which conveys drainage collected in a ditch along the south side of the highway between a private driveway and Laurian Lane to the open channel stream which outlets into Rice Lake north of the park. The north bridge approach crosses the existing storm sewer system and is expected to conflict with the existing facility. The storm sewer should be modified north of the highway to route storm water below a bridge span between piers so as not to be located below the north abutment or retaining walls.

Consolidated Communications/Telephone

Buried fiber optic and communications lines are located parallel to and just south of the highway within MnDOT's ROW. These facilities will need to be located and

protected during bridge construction. Minor relocation may be required to adjust the lines for the pier foundation which will support the main bridge span.

Chapter 6 Property Identification & Acquisition

Properties included within and adjacent to the project area which may be directly or indirectly impacted by the construction of the crossing and temporary facilities have been identified. The impacted parcels within the vicinity of the project are listed below:

Table 6.1 Property Identification

Parcel No.	Parcel ID	Owner
1	41191867	STRAKA FAMILY TRUST

Source: Crow Wing County GIS Public Map Service

Parcel 1 will be impacted by the south bridge approach. Although MnDOT has 30-feet to 50-feet between the highway facility and their ROW boundary, much of that space is allocated to storm water drainage and stream conveyance. Thus, private land acquisitions will be required at parcel 1 for the operation and maintenance of the bridge (permanent) and construction access, staging and material laydown areas (temporary).

All other lands required for the trail and bridge are under the ownership of the City or MnDOT, including:

1. City ROW
 - a. Trail along NE 10th Avenue
 - b. North Bridge Approach in Lum Park
2. MnDOT ROW
 - a. Trail from NE 10th Avenue to Parcel 1 along Hwy 210
 - b. Bridge Main Span

Refer to [Appendix C](#) for a map detailing property identification for parcels listed above.

Chapter 7 Bridge Aesthetics

Crossing Hwy 210, the proposed pedestrian bridge will be a prominent civic design feature that could influence the overall character of the corridor and serve as a unique landmark and entrance to the community. The initial sketch options for the aesthetic character of the bridge strive to create a structure that fits sensitively within its surroundings while also complementing the distinct architectural identity found within Lum Park. Just north of the proposed bridge is the original stone masonry park entrance. Although it currently no longer serves as the park entrance, there is interest in re-establishing the original structure as a new trail entrance to the park.



Fig. 7.1: Original Lum Park Stone Entrance Monument

The primary bridge features that influence the appearance are the span types, pier supports, retaining walls, railings, and any potential lighting. As part of this report, three concepts illustrating different bridge structural detailing are presented for initial consideration.

Lum Park Characteristics w/ Unpainted Truss & Railing: Shown in [Appendix G](#), Figure 1 of 4. This option incorporates fieldstone concrete formliners and natural stone architectural color systems into the piers. All steel is unpainted weathering steel which is the preferred system on bridges designed by the MnDNR. This system requires no maintenance of paint systems.

Lum Park Characteristics w/ Unpainted Truss & Painted Railing: Shown in [Appendix G](#), Figure 2 of 4. This option incorporates fieldstone concrete formliners and natural stone architectural color systems. The steel truss main span is unpainted

weathering steel. The ornamental metal railing system is painted black which is consistent with railing systems proposed as part of the MnDOT Hwy 210 Improvements project. This system requires occasional maintenance of paint systems on the railings only.

Lum Park Characteristics w/ Painted Truss & Railing: Shown in [Appendix G](#), Figure 3 of 4. This option incorporates fieldstone concrete formliners and natural stone architectural color systems. The steel truss main span and the ornamental metal railing system is shown as painted black which is consistent with railing systems proposed as part of the MnDOT Hwy 210 Improvements project. Alternatives that paint the truss a separate color from the railing system are common which can help distinguish the truss from the railing, producing a more dominant visual element. The paint systems on both elements will require occasional maintenance.

The concept sketches illustrate three unique approaches intended to facilitate further discussion and consideration of the desired structural type and other aesthetic aspects of the bridge and immediate surroundings. The concepts with painted systems consider information from the Representative Examples of Proposed Aesthetic Elements for MnDOT's TH 210 Improvements project (See [Appendix G](#), Figure 4 of 4).

Undoubtedly, local stakeholders and the greater community will have an interest in the visual quality of the structure. Further input from stakeholders will help ensure that it will be an attractive and distinctive civic landmark that reflects community values.

Project partners will influence the bridge aesthetics as well. Since the bridge is within MnDOT's Hwy 210 corridor, aesthetics should follow guidelines outlined in MnDOT's Aesthetic Guidelines for Bridge Design. Recommendations are provided on best practices to implement context sensitive design into bridge aesthetics. On MnDOT-led projects it has become common practice to invest additional funds for special aesthetic treatments above the cost of a conventional bridge. Additional funding varies by aesthetic levels as follows for practical maximums, up to 15% for Level A, 10% for Level B and 5% for Level C. The ownership and maintenance of the bridge and its aesthetic accommodations will be part of the MnDOT cooperative construction agreement with the lead local agency.

MnDNR bridge aesthetic practices should be considered if the MnDNR is a funding partner or is anticipated to own the bridge as part of an expanded Cuyuna Lakes State Trail system after construction. Items that are typically excluded from MnDNR bridges can be incorporated into bridge designs but will require an ownership and maintenance (O&M) agreement with local agencies for the cost participation necessary to construct and maintain the additional systems. Typical MnDNR bridge aesthetic practice is outlined below:

- Can incorporate architectural concrete textures and color systems into substructures and retaining walls. Use of anti-graffiti coatings has become less common, but may be incorporated.
- Ornamental metal railings are preferred. Standard railings and fence systems may be considered.
- Steel truss superstructures, girders and railing systems are not painted to reduce maintenance. Typically use unpainted MnDOT Spec. 3309, Type C weathering steel.
- Bridge lighting for pedestrians and structure aesthetics are not included.
- Signage for a road crossing may include “brown” MnDOT signs on the bridges that identify the bridge as part of a state trail system (example: Cuyuna Lakes State Trail). MnDNR does not typically permit the installation of “non-state trail” signs on State trail bridges.

Chapter 8 NEPA & Environmental Impacts

8.1 National Environmental Policy Act (NEPA)

Transportation projects funded using federal dollars require the preparation of a federal National Environmental Policy Act (NEPA) document. The type of NEPA document is determined by the magnitude of environmental impacts or level of controversy. Trail projects commonly meet Categorical Exclusion criteria (the lowest level of NEPA review) because these types of projects do not normally have significant effects on the human environment. Projects involving work on a Trunk Highway (TH) system require that documentation be prepared in accordance with Minnesota department of Transportation (MnDOT) Transportation Project Development Process (TPDP), as would be the case if the project was connected or phased with MnDOT's planned TH 210/Washington Street Reconstruction project. Conversely, federally funded projects not impacting the trunk highway system (e.g., standalone projects) would be reviewed under MnDOT's State Aid for Local Transportation program. The two programs are similar; however, the TPDP program requires a greater level of agency coordination and documentation. At a minimum, documentation includes the evaluation of project effects to protected species, cultural resources, wetlands, floodplains, farmland, and other subject areas. The specific environmental document prepared is subject to coordination with MnDOT.

Independent of a funding source, the project is required to comply with state environmental review requirements. An Environmental Assessment Worksheet (EAW) may be required to determine if an Environmental Impact Statement (EIS) is required. Mandatory and discretionary EAW thresholds are outlined in Minnesota Administrative Rule 4410. Connected or phased actions and their associated environmental impacts would need to be evaluated together with the impacts of the trail project. Based on a limited review of the project and potential impacts, it does not appear that a standalone project is likely to meet mandatory or discretionary EAW thresholds. This assumption should be reevaluated as part of preliminary design or if the project is connected to MnDOT's planned TH 210 project.

8.2 Wetlands

The proposed trail will cross a watercourse and wetland areas which are regulated by the federal Clean Water Act (CWA) and the Minnesota Wetland Conservation Act (WCA). The watercourse parallels the south side of TH 210 between 13th Avenue NE and 14th Avenue NE and crosses under TH 210 just east of 14th Avenue NE. A large wetland complex consisting of wooded and shrub swamp areas is south of TH

210 between 10th Avenue NE and 14th Avenue NE. Additional wetland area may be present north of TH 210 and east of 14th Avenue NE.



Fig. 8.2: Image of NWI Wetland Finder (MnDNR ArcGIS)

8.2.1 Delineations

CWA and WCA rules require watercourse and wetland boundaries to be accurately identified and mapped if a project may result in impacts to the resources. SRF recommends a Level 2 field wetland delineation be completed in accordance with the 1987 Corps of Engineers Wetland Delineation Manual, the Northcentral and Northeast Regional Supplement to the Corps of Engineers Wetland Delineation Manual, and WCA standards to determine and map the resource boundaries. Results of Level 2 field wetland delineation are summarized in a wetland delineation report, provided to the WCA Local Government Unit (LGU) (Crow Wing County), members of the Technical Evaluation Panel (TEP), and the U.S. Army Corps of Engineers (USACE) for review and approval. Approvals are valid for five years.

8.2.2 Impacts & Permitting

The project is expected to impact the watercourse and wetland areas; therefore, federal and state review and approval of the impacts will be required prior to project construction. A single WCA/USACE Joint Application Form is used to request the

permit and approval. The Joint Application Form requires the applicant to consider ways to avoid or minimize impacts to water resources, such as relocating or realigning the proposed project, constructing bridges and/or boardwalks, narrowing the project footprint, et cetera. Once all feasible and practicable avoidance and minimization measures have been implemented, any remaining impacts must be mitigated. Wetland replacement in this part of the state is typically one wetland mitigation credit per one acre of wetland impact, provided the replacement is in the same bank service area as the impact. MnDOT has their own wetland mitigation banks that are used to replace impacts associated with Trunk Highway projects; MnDOT may allow their credits to be used for the trail impacts if it is connected to the planned TH 210 project. However, if MnDOT does not allow use of their credits or the trail project is standalone, credits can instead be reserved and later purchased from private wetland mitigation banks.

Linear transportation projects involving less than significant wetland impacts are commonly authorized under the federal Section 404 Transportation Regional General Permit and state WCA Notice of Decision. Depending on the extent of impact or type of aquatic resource impacted, the project may also require a Section 401 Individual Water Quality Certification through the Minnesota Pollution Control Agency. This is a separate application and process completed in tandem with the USACE/WCA permitting process. All permits and approvals must be complete and mitigation credits purchased/debited prior to the start of project construction.

Refer to [Appendix E](#) for an estimation potential wetland impacts.

Chapter 9 Recommendations & Construction Costs

9.1 At-Grade Trail Recommendations

At-grade trail will be used at three locations:

- Along NE 10th Avenue (Approx. 1,300-feet)
- Along Hwy 210 to connect to the south bridge approach (Approx. 2,000-feet)
- To connect the north bridge approach into the 2023 Lum Park trail system (Approx. 200-feet)

We recommend these trails consist of an aggregate base section, bituminous pavement trail surface and have 3-foot clear zones and turf shoulders where room permits. Trails south of Hwy 210 will be primarily behind roadway curb lines. Where feasible, a 6-foot turf boulevard should be established between the curb and trail section.



Fig. 9.1: Example of Trail Separated from Curb Line with Turf Boulevard

The segment of trail along Hwy 210 will pass through mapped wetlands and cross a small stream. Hydraulic design should be completed in future design stages to accurately size the drainage structure necessary to maintain sufficient conveyance. This study assumes a 6'x4' precast box culvert will be sufficient based on assumptions from the existing structure just downstream which conveys the stream across the highway. Fill should be limited within the wetland boundaries to establish the trail profile and to minimize impacts.

9.2 Bridge Approach Ramp Recommendations

The north and south approach ramps are similar and will consist of:

- Straight precast beam spans
- Curved cast-in-place span slabs for small radius (20-foot) horizontal curves near the main span piers
- Short concrete parapet-style abutments and intermediate piers
- Curved embanked fill supporting trail on grade (north only)

The approaches should be designed to be ADA compliant. This study assumes ramps of 5% maximum profile grade with handrails will be used. Steeper grades with landings are allowable, but not preferred for bike facilities. Additionally, grades flatter than 5% would not require handrails, but does increase the length of the ramps needed. Design exceptions or a variance to bike standards will need to be approved to address substandard horizontal curves within the approach ramp sections. Embanked fill should be minimized where wetland and utility impacts will result.



Fig. 9.2-1: Example of Bridge Approach Ramp w/ Multiple Bridge Spans to Short Abutment



Fig. 9.2-2: Example of CIP Concrete Slab Span w/ Short Radius Horizontal Curve

9.3 Bridge Main Span over Hwy 210 Recommendations

The bridge's main span is recommended to be designed with a 210-foot-long prefabricated steel truss with a concrete deck. This superstructure type is highly efficient for long clear spans, can be assembled near grade on site and lifted as a single unit and set in-place with an overnight closure to the highway. The concrete deck is cast after the truss has been erected with deck forming included with the truss. This minimizes the work needed to be completed over active traffic and limits the duration of any lane or highway closures.

The truss and main span piers will be designed to accommodate the minimum geometric design criteria set by MnDOT, including:

- 17'-4" minimum vertical clearance
- Piers outside the roadway clear zone

If piers cannot be set outside the horizontal clear zone, piers will be designed for heavy construction to comply with MnDOT's pier protection policy.



Fig. 9.3: Example of Prefabricated Steel Truss Main Span over Highway

Refer to [Appendix F](#) for additional conceptual bridge information.

9.4 Bridge Aesthetic Recommendations

The following is a summary of the aesthetic recommendations for the bridge. Costs for these systems are included in the study as separate allowances, except for the metal railing which is a required safety element of the bridge. Final aesthetics will be selected based on available funding, input from future public engagement and agreements with MnDOT and MnDNR. Given the bridge's location within the City and its inherent ability to become a recognizable community landmark, we recommend Level B aesthetics to be appropriate with a 5-10% additional funding allotment for the inclusion of bridge aesthetics be considered.

Concrete Textures: Combine the use of smooth surfaces, reveals and architectural concrete texture (Fieldstone).

Concrete Colors: Utilize special surface finish where applicable and architectural concrete color systems with anti-graffiti coating where architectural concrete texture is applied.

Metal Railings: Use a 4'-6" minimum bike railings throughout the system, except where 6'-0" minimum protective screening is required over the highway. Railings can be similar to MnDOT standard ornamental metal railing systems with vertical pickets. Pickets may be as per the standard details or like the aesthetic references and examples set forth by the Hwy 210 project. It is anticipated that railings will be painted or powder coated but may consist of unpainted weathering steel if a lower cost maintenance option is preferred.

Steel Truss: The truss system will be a weathering steel system which can remain unpainted or be painted if desired.

Lighting: Pedestrian level lighting on the bridge deck is recommended if funding allows, but not a safety requirement. Additional structure lighting may be added to highlight the key elements of the bridge and assist with establishing the structure as a landmark and community gateway.

9.5 Construction Cost Estimate

A conceptual construction cost estimate was developed for the recommended bridge project. The cost estimate is based on assumed estimated quantities and square foot areas and is reflected in 2023 dollars based on recent MnDOT Average Bid Price information and other similar project examples and cost reference points.

9.5.1 Construction Cost Estimate Summary:

\$500,000	At-grade trails and stream crossing
\$4,000,000	Bridge approach ramps and main span

9.5.2 Bridge Aesthetic Costs:

The recommended Level B aesthetic funding allotment range is approximately \$200,000 (min.) to \$400,000 (max.). Aesthetic allowances may range up to:

- \$25,000 for concrete textures, color systems & anti-graffiti coating
- \$100,000 for customized ornamental metal railing
- \$200,000 for pedestrian-level lighting
- \$100,000 for structure accent lighting

9.5.3 Existing Utility Costs:

Utility allowances for existing facility relocations/modifications may range up to:

- \$115,000 for watermain casing and/or modification
- \$70,000 for storm sewer modification
- \$0 no cost is anticipated for overhead power modification (by permit)

9.5.4 Other Cost Considerations:

The following items are not considered in the construction cost estimate above:

- Parcel 1 Acquisitions (permanent & temporary): Right-of-way costs are to be negotiated with the property owner.

- Design Engineering: Typical range for a federal aid project is 10% to 12% of the estimated construction costs.
- Construction Administration & Material Testing: Typical range for a federal aid project is 8% to 10% of the estimated construction costs.
- Contingency: City can elect to apply a standard contingency value given the concept level of design associated with this report.
- Inflation (material & labor): The rate of inflation may be assumed to increase by approximately 4% annually.

Chapter 10 Grants & Funding Opportunities

This report includes a review and summary of potential funding opportunities for the TH 210 Pedestrian Bridge project. The opportunities outlined in this chapter are a mix of federal and state funds available through the Infrastructure Investment and Jobs Act (IIJA), aka Bipartisan Infrastructure Law (BIL) or through the Minnesota Department of Natural Resources (MnDNR).

10.1 Project Background

The City of Brainerd along with project partners MnDNR and MnDOT envision a new pedestrian trail and bridge access to Lum Park at Highway (TH) 210 in Brainerd, MN. The project will assist with the expansion of the Cuyuna Lakes State Trail (CLST) which has an existing segment at the edge of Lum Park that will be reconstructed and expanded as part of the Minnesota Department of Transportation's (MnDOT) planned TH 210 reconstruction project in 2026.

The expansion of trail facilities in the area will increase the current number of users as more communities, destinations, and resources are connected. The project will support these initiatives by investigating options for a safe, grade-separated pedestrian crossing that removes TH 210 as a barrier. The new crossing will accommodate pedestrians and bicyclists of all abilities.

10.2 Available Grant Programs

The availability of funding for trail projects is an important topic for most local governments including the City of Brainerd. If funding is not available, there could be impacts to the timeline for construction of the project. For this reason, it is important for the City to consider external funding sources, such as available grant opportunities, when possible.

Below is a list of identified funding opportunities that may assist the TH 210 Pedestrian Bridge project.

- MnDOT Active Transportation (AT) Infrastructure Program
- MnDOT Greater Minnesota Transportation Alternatives (TA) Solicitation
- Carbon Reduction Program (CRP) Funding
- MnDNR Federal Recreational Trail Program (RTP)
- MnDNR Regional Trail Grant (RTG) Program
- MnDNR Local Trail Connections (LTC) Program

- LCCMR Environment and Natural Resources Trust Fund (ENRTF)
- Rebuilding American Infrastructure with Sustainability and Equity (RAISE)

10.2.1 MnDOT Active Transportation (AT) Infrastructure Program

The Minnesota Active Transportation (AT) Infrastructure Program provides grant funding for the construction of pedestrian and bicycle infrastructure projects through the state general funds. The program was established by the Minnesota Legislature in 2017 and is administered by MnDOT State Aid. The program first received funding in the 2021 state legislative session through which \$1.5 million for non-infrastructure activities and \$3.5 million for capital infrastructure improvements were granted in 2022-23. AT infrastructure grant funds cannot be used on impacts to trunk highways or trunk highway right-of-way without an explicit letter of support from the MnDOT district engineer. More information about the upcoming rounds of this program is currently pending.

10.2.2 MnDOT Greater Minnesota Transportation Alternatives (TA) Solicitation

The Transportation Alternatives (TA) Solicitation is a competitive grant opportunity for local communities and regional agencies across greater Minnesota to fund projects for pedestrian and bicycle facilities, historic preservation, Safe Routes to School and more. This is an annual program that administers federal TA funds through MnDOT. In 2022, \$12.5 million was available for projects undergoing construction in FY 2027. The program requires a local match of 20 percent.

10.2.3 Carbon Reduction Program (CRP) Funding

The Carbon Reduction Program (CRP) is a new program created by the IIJA. The purpose of the program is to reduce carbon dioxide (CO₂) emissions from on-road highway sources. Funding is provided for alternative forms of transportation projects of on-road and off-road trail amenities for people, bicyclists, and other nonmotorized users. In Minnesota small urban MPOs and ATPs have been delegated the responsibility of distributing CRP funds for projects within their regions. To apply for funding, please submit a project application to the applicable Metropolitan Planning Organization (MPO) or Area Transportation Partnership (ATP) by the due date. This may vary based on MPO or ATP. FY 2023 funds must be obligated in the applicable 2023-2026 TIP and 2023-2026 STIP no later than June 7, 2023. FY 2024 funds must be obligated in the applicable TIP and STIP no later than June 7, 2024.

10.2.4 Federal Recreational Trail Program

The MnDNR Federal Recreational Trail Program (RTP) funds the maintenance and development of motorized, non-motorized, and diversified trails. Funding comes

from revenue received by the Federal Highway Trust Fund. Grants are awarded for nearly any trail related project, including purchasing of trail maintenance equipment, that is solely located within the state of Minnesota. Grant application materials for FY 2024 are projected to be available on the DNR website in Mid-December 2023.

10.2.5 Regional Trail Grant Program

The funding for MnDNR Regional Trail Grant Program is intended to accelerate the development of long-distance recreational trails that are destinations, in essence to create significant new recreation trails. The primary purpose of this program is to promote the development of regionally significant trails that are developed by local units of government outside of the seven-county metropolitan area and act as counterparts and/or compliments of the state trail system. Historically, priority has been given to projects that can demonstrate significant length, high-expected use, significant resource quality and attractiveness. Along with the construction of trails on public lands, this program also funds the construction or restoration of trail bridges. Grant application materials for FY 2024 are projected to be available on the DNR website in December 2023.

10.2.6 Local Trail Connections Program

The funding for MnDNR Local Trail Connections Program is intended to accelerate local trail connections to planned and existing state trails and other public facilities, not to create significant new recreation trails. Its primary purpose is to complete connections between where people live (e.g., residential areas within cities, entire communities) and significant public resources (e.g., historical areas, open space, parks and/or other trails). Along with the construction of trails on public lands, this program also funds the construction or restoration of trail bridges. Grant application materials for FY 2024 are projected to be available on the DNR website in December 2023.

10.2.7 Legislative-Citizen Commission on Minnesota Resources (LCCMR)

The Legislative-Citizen Commission on Minnesota Resources (LCCMR) makes funding recommendations to the Minnesota Legislature for special environment and natural resources projects, primarily from the Environment and Natural Resources Trust Fund (ENRTF). The RFP is open to everyone with innovative ideas for environment and natural resources projects that could provide multiple ecological and other public benefits. The funding recommendations go before the Minnesota House and Senate in the form of a bill, and upon passage the bill goes to the Governor to be signed into law. Funding becomes available to projects beginning July 1 of the next fiscal year.

10.2.8 Rebuilding American Infrastructure with Sustainability and Equity (RAISE)

RAISE grants, formerly known as BUILD or TIGER grants, provide competitive grants to state, local, and tribal governments, transit agencies, MPOs, and other public entities. Eligible projects include highway, bridge, or other multimodal/active transportation projects, intermodal projects, and passenger and freight rail projects. For a project to compete well it must provide significant local or regional impact, bring significant benefits to underserved communities such as Areas of Persistent Poverty (APP) and/or Historically Disadvantaged Communities (HDC), encourage partnership, demonstrate strength in selection criteria, project readiness, and present a clear story. RAISE grants dedicated planning and capital dollars, totaling \$135 million and \$2.17 billion respectively in FY 23. Capital awards have a maximum award of \$25 million and will provide for up to 100 percent of the total eligible costs of the project in rural communities. The program is offered on an annual schedule and follows a timeline from November to February. RAISE grants are also extremely competitive and require a benefit-cost analysis. From 2014-2022, 633 out of 6,334 applications submitted (10 percent) were awarded funding. The average award was \$17.15 million for the 123 awarded capital projects in 2022.

10.3 Summary and Eligibility

The project was analyzed for potential funding to pursue from several federal and state sources. Table 1 lists the funding program, source, maximum request, local match required, date of next available funding program, cost to prepare, and if the projects are a strong candidate for a particular program.

Upon analyzing the various sources of funding, Transportation Alternative Solicitation is a good fit for this project. However, a funding gap may still remain to fund the project completely as the maximum funds available under the TA program are capped at \$1 million. While the project will be eligible to apply under a bigger federal program like RAISE, its competitiveness will be dependent on multiple other factors such as benefits to underserved communities, alignment with USDOT goals and RAISE merit criteria (safety, environmental sustainability, quality of life, mobility, partnership, etc.), project readiness, and benefit-cost ratio (which would require further assessment). A combination of other funding options available through MnDOT and MnDNR should be pursued keeping in mind the timing of availability of funds.

Table 10.3-1. Funding Opportunity Summary

Funding Program	Funding Source	Max Request	Local Match	Availability of Funds	Cost to Prepare	Strong Candidate?
Active Transportation Infrastructure grant	MnDOT	\$500,000	0%	TBD	\$5,000	Yes
Transportation Alternatives (TA) Solicitation	MnDOT	\$1,000,000	20%	2028	\$5,000	Yes
Carbon Reduction Program Funding	MnDOT	Variable	20%	Variable	TBD	This is a new program under the IJA. As MnDOT releases list of awarded projects for FY 2022, it will give a better sense of project competitiveness under this program.
Federal Recreational Trail Program	MnDNR	\$200,000	25%	2025-26	\$5,000	Yes, however, these are smaller awards and will not bridge the current funding gap by itself.
Regional Trail Grant Program	MnDNR	\$300,000	25%	2024-2026	\$5,000	Yes, however, these are smaller awards and will not bridge the current funding gap by itself.
Local Trail Connections Program	MnDNR	\$250,000	25%	2024-2026	\$5,000	Yes, however, these are smaller awards and will not bridge the current funding gap by itself.
Environment and Natural Resources Trust Fund	LCCMR	None	0%	2025	TBD	
RAISE	USDOT	\$25,000,000	0%	2026	\$45,000	Need more data to establish competitiveness. Project is NOT located in an APP/HDC designated census tract but is adjacent to it.

Chapter 11 Agency & Other Coordination

11.1 Public Agency Coordination

A summary of the agency coordination conducted as part of the study is recorded below. Members of the Project Management Team (PMT) include the City of Brainerd (staff and Council members) and SRF Consulting Group.

- PMT Meetings 1-3: Jan. 23, Mar. 21 & Apr. 18 (2023)
- March 16, 2023 MnDNR Coordination
- March 30, 2023 MnDNR Engineering Meeting
- April 25, 2023 City Park Board Meeting
- May 2 or 16, 2023 City Council Meeting

11.2 Other Coordination

Brainerd Public Utilities (BPU) Early Utility Impact Coordination Meeting

- March 9, 2023

Chapter 12 Project Schedule

12.1 Planning

The City intends to use the recommendations and outcomes of this study to identify funding opportunities and partners to secure sufficient funding for the construction of the trail bridge. Grant applications are anticipated to be prepared and submitted in 2023. Grant awards may be announced between 2023-2024 depending on the funding program. It is anticipated that the earliest grant funding could be secured with an executed award agreement may be in 2024.

During this timeframe, the City may initiate the early stages of agency agreements and private land acquisitions in preparation for secured funding. If federal funding is secured, all private land agreements will be subject to the federal right-of-way process and Right-of-Way Certification. This process is typically formally initiated after 30% design and the approval of the environmental process/NEPA documentation.

The City is actively engaged in MnDOT's Hwy 210 improvements project and a participant in the project's project management team (PMT) meetings. Early coordination with MnDOT staff on how the bridge project may be incorporated into the larger MnDOT project should remain on-going. MnDOT is aware of the desire to potentially construct the bridge project with the highway improvements in 2026 if bridge funding can be secured and the construction schedule can be maintained.

Finally, the recommendations found in this study may require minor updates as the City further defines the planned Lum Park improvements. The final design for the proposed 2023 Lum Park Improvements project and Lum Park Master Planning efforts have not been finalized prior to the completion of this study.

12.2 Preliminary and Final Design

The City of Brainerd will coordinate future design phases which are anticipated to include preliminary and final engineering. The bridge project will impact MnDOT's ROW. As a result, the MnDOT Bridge Office has the right of first refusal with respect to the bridge design. They may elect to complete some or all of the bridge design in-house depending on the availability of staff to deliver on the required design schedule. If the Bridge Office declines some or all of the design, it is anticipated the City will contract with a consultant to complete the design.

The project delivery and construction phases are to be coordinated with the MnDOT Hwy 210 Improvements project if the bridge construction is to be incorporated or tied to the MnDOT project. The following is a summary of

anticipated next steps for design and construction. Design phases may be advanced ahead of project funding. However, project authorization and final approvals will require funding to be secured. The actual project timeline will be subject to funding source requirements and coordination with MnDOT's design schedule in anticipation of construction starting in 2026.

Anticipated Future Design Phases:

- 2023 Grant Applications
- 2024 Grant Funding/Partners Secured
- 3 – 6 Months: Preliminary Trail & Bridge Design (2024)
 - Geotechnical & Environmental Investigation
 - Public Engagement
 - Approved Geometric Layout
 - Env. Doc./NEPA Process
- 9 – 18 Months: Final Civil & Bridge Design (2024 – early 2026)
 - ROW / Utilities / Permits / Project Authorization
- 2026 Start Construction

Chapter 13 Appendix

Appendix A1: Lum Park Map

Appendix A2: Draft Lum Park 2023 Improvements Concept

Appendix A3: Draft Lum Park Master Planning Concept

Appendix A4: Existing Site Photos

Appendix B: Preferred Trail & Bridge Alignments

Appendix C: Right-of-Way Property Impacts

Appendix D: Existing Utilities

Appendix E: Wetland Impacts

Appendix F: Proposed Bridge Details

Appendix G: Bridge Aesthetic Concepts

Appendix A1

Lum Park Map



Lum Park

1619 NE Washington Street



Park Features

38 Acres
Restrooms
Playground
18 RV Campsites
2 Pavilions with Grills
2 Small Shelters with Grills

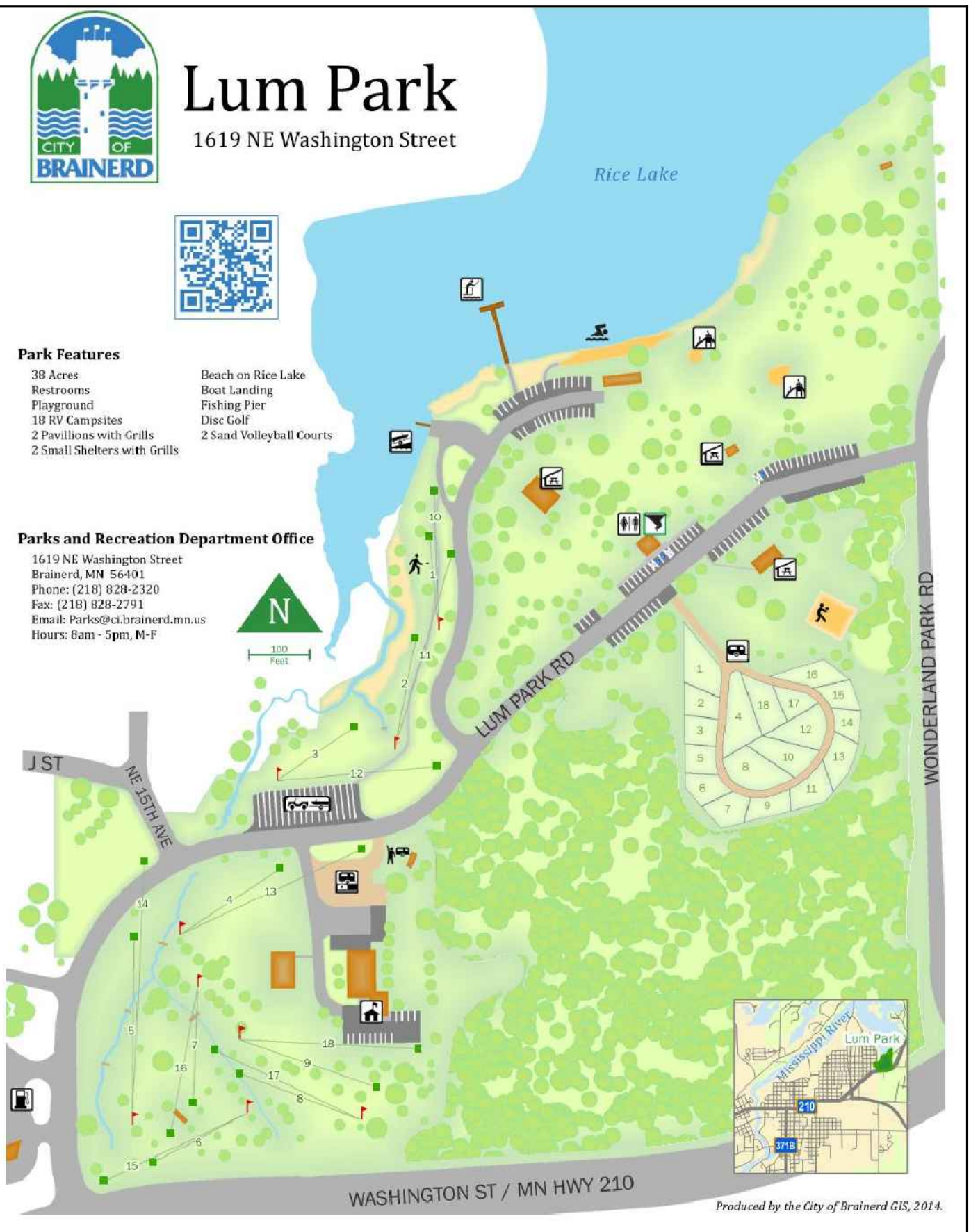
Beach on Rice Lake
Boat Landing
Fishing Pier
Disc Golf
2 Sand Volleyball Courts

Parks and Recreation Department Office

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



100 Feet



Produced by the City of Brainerd GIS, 2014.



Lum Park Map

TH 210 / Lum Park Pedestrian Bridge Study
for City of Brainerd, in Crow Wing County, Minnesota

Figure A1

Job #16359
4/18/2023

Appendix A2

Draft Lum Park 2023 Improvements Concept



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



Appendix A3

Draft Lum Park Master Planning Concept

Appendix A4

Existing Site Photos



ORIGINAL STONE MASONRY ENTRANCE TO LUM PARK



VIEW LOOKING SOUTH FROM LUM PARK ROAD AT INTERSECTION WITH HIGHWAY 210

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VIEW OF BILLBOARD AND MAINTENANCE ROAD ALONG SOUTH SIDE OF HIGHWAY 210



VIEW LOOKING EAST ALONG HIGHWAY 210 FROM MEDIAN WEST OF LUM PARK ROAD

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VIEW OF OVERHEAD POWER ALONG NORTH SIDE OF HIGHWAY 210 FROM NORTH SHOULDER LOOKING EAST



VIEW OF OVERHEAD POWER ALONG NORTH SIDE OF HIGHWAY 210 AND SOUTH SIDE OF LUM PARK

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VIEW LOOKING WESTBOUND ALONG HIGHWAY 210 FROM MEDIAN EAST OF LUM PARK ROAD



VIEW LOOKING NORTHWEST AT LUM PARK FROM MEDIAN OF HIGHWAY 210 FROM LAURIAN LANE

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VIEW LOOKING WEST ALONG HIGHWAY 210 FROM MEDIAN AT LAURIAN LANE



VIEW LOOKING NORTHWEST AT LUM PARK FROM MEDIAN OF HIGHWAY 210 FROM LAURIAN LANE

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Appendix B

Preferred Trail & Bridge Alignments

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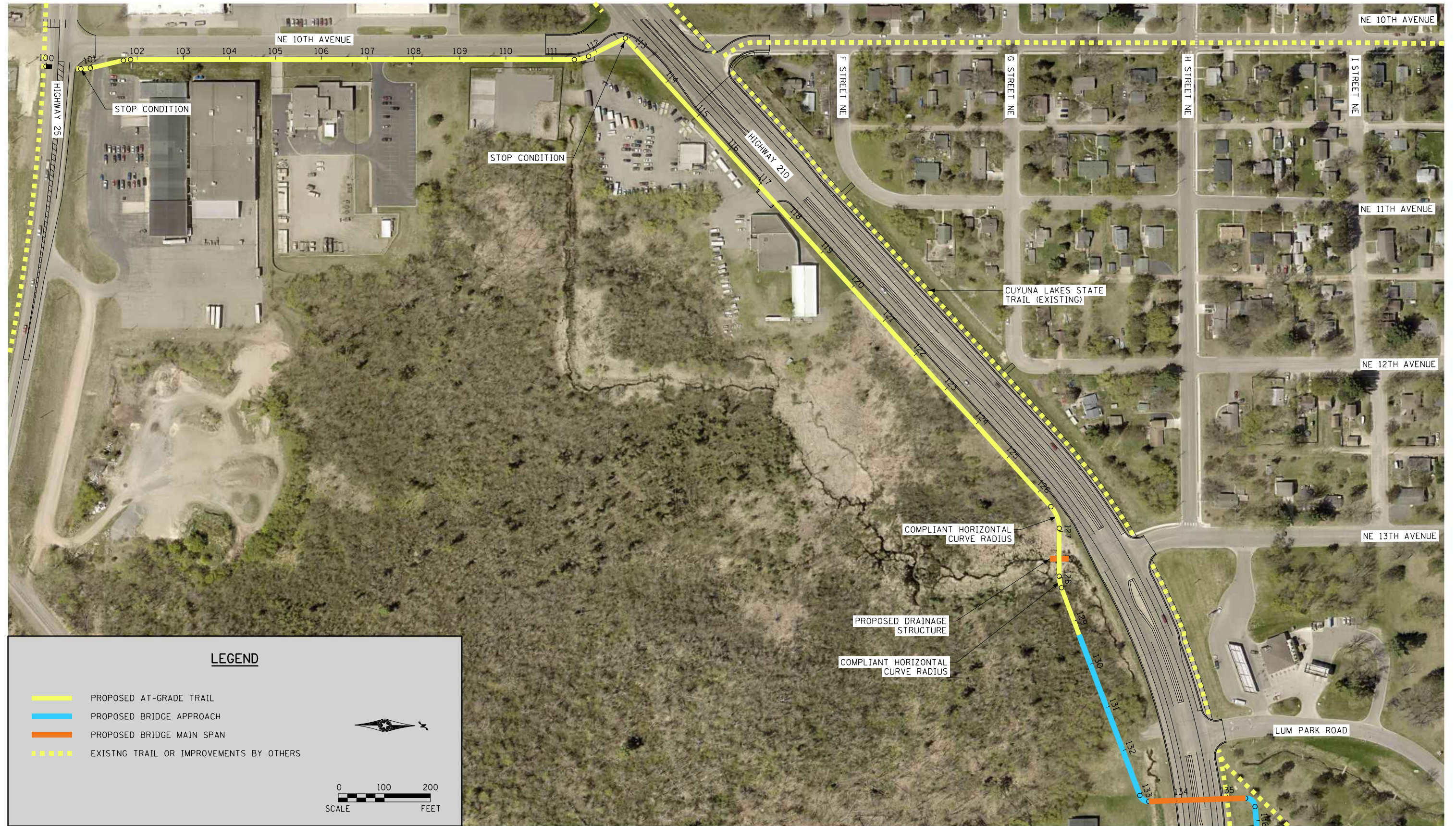
Job #16359
4/26/2023

Preferred Trail & Bridge Alignment

TH 210 / Lum Park Pedestrian Bridge Study
for City of Brainerd, in Crow Wing County, Minnesota

Figure B
1 of 3

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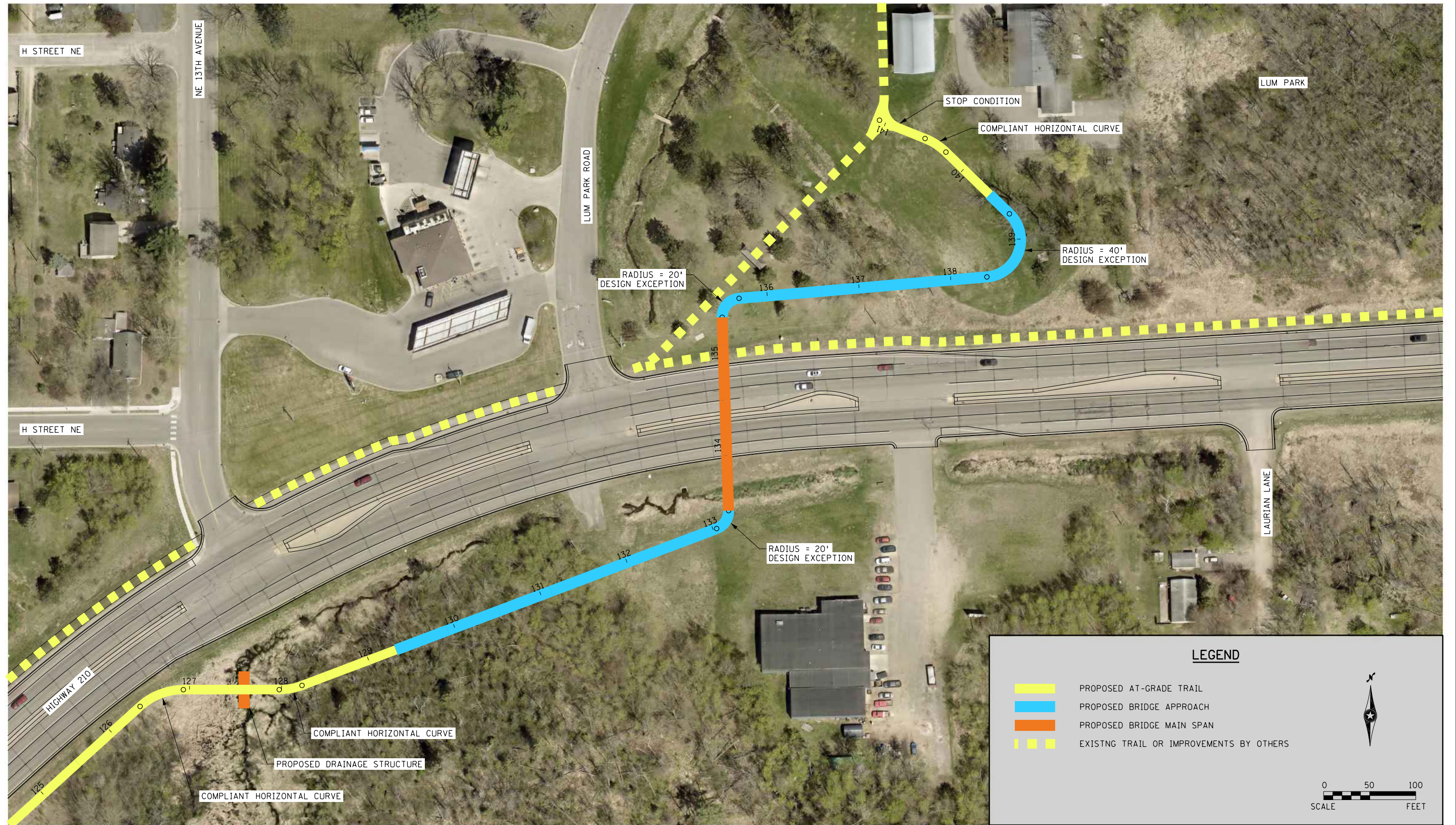


Job #16359
4/26/2023

Preferred Trail & Bridge Alignment - At-Grade Trail Detail
for City of Brainerd, in Crow Wing County, Minnesota
Location of Project

Figure B
2 of 3

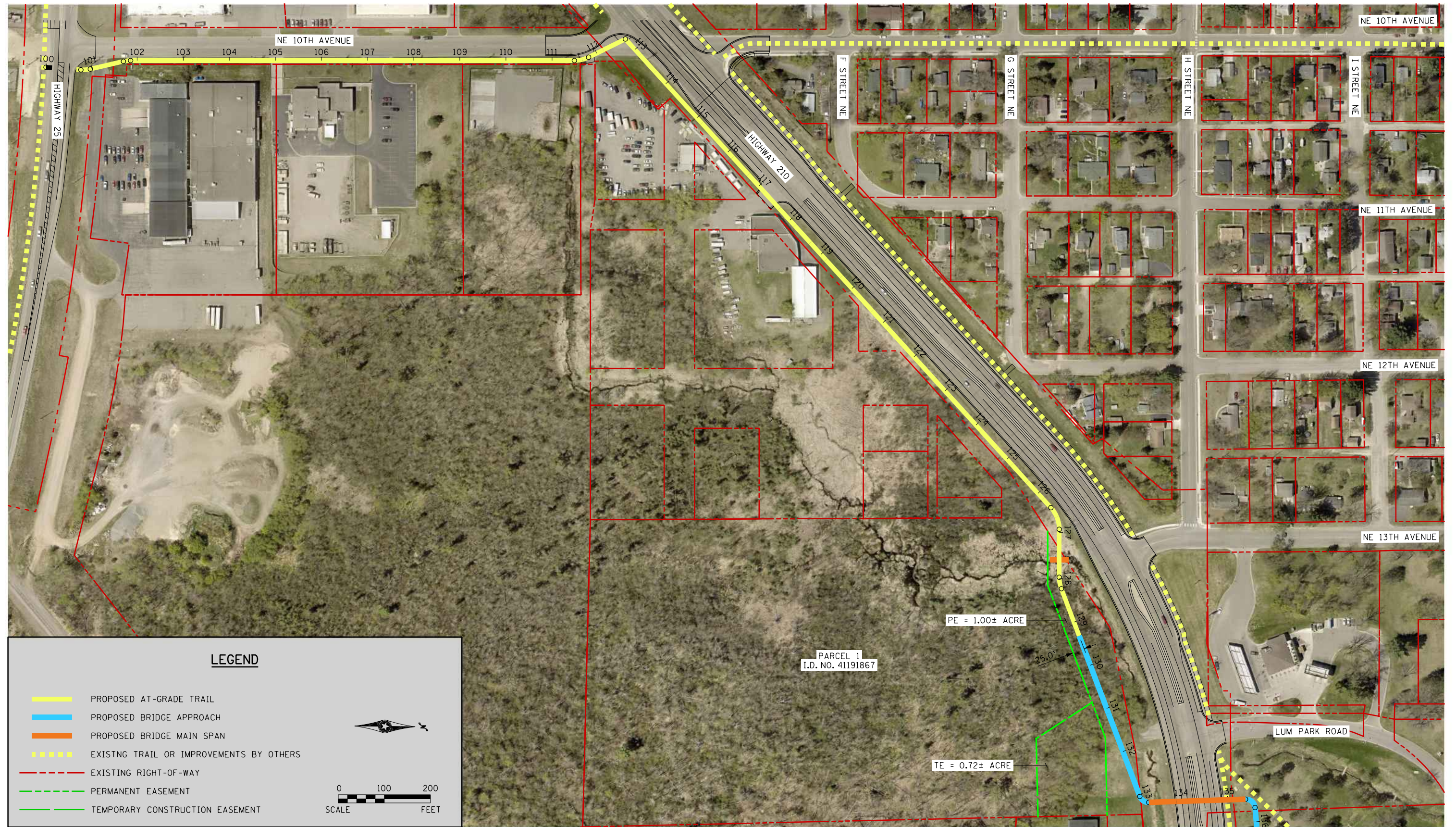
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Appendix C

Right-of-Way & Property Impacts

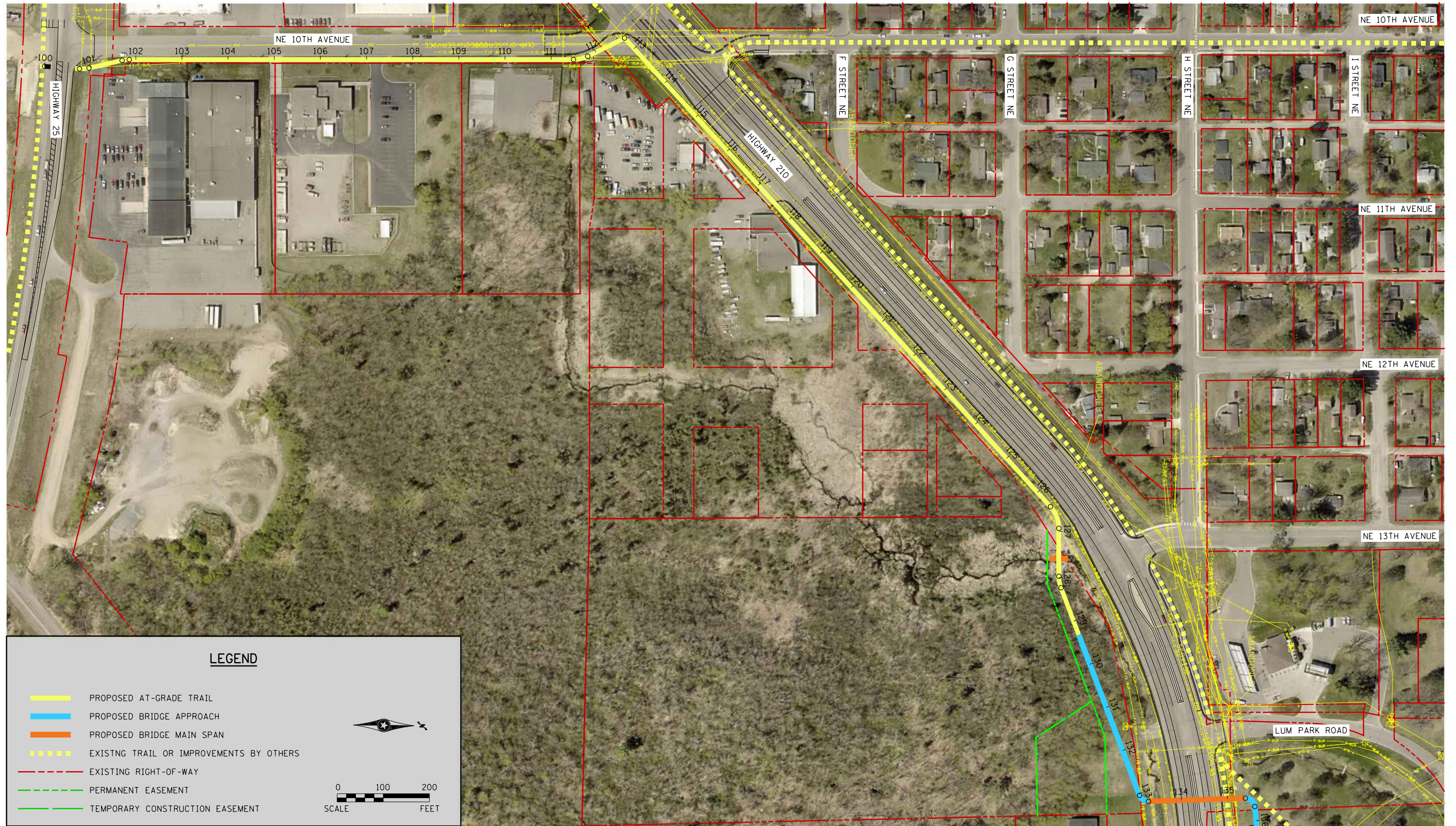
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Appendix D

Existing Utilities

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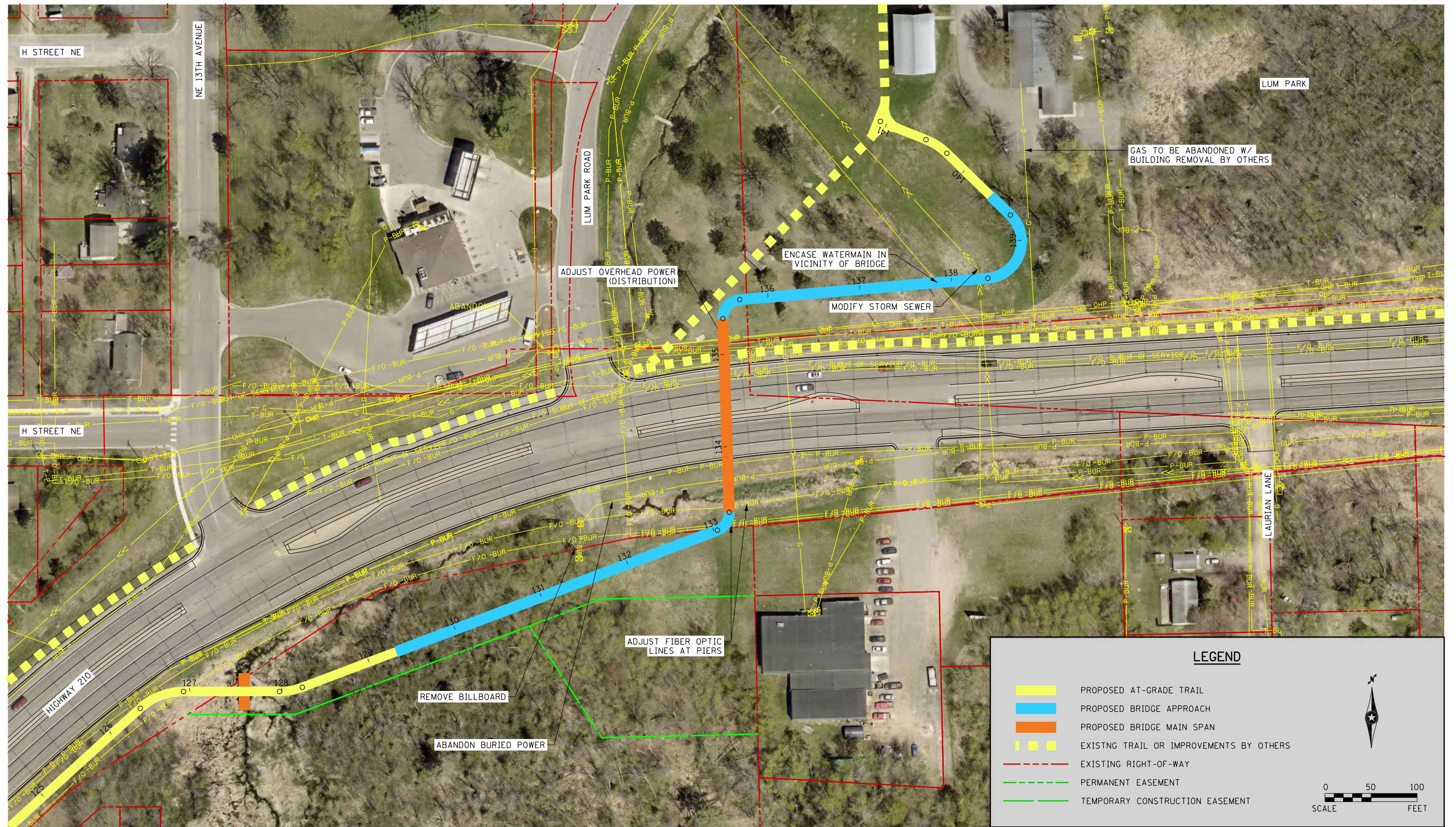


Job #16359
4/26/2023

Existing Utilities - At-Grade Trail Detail
for City of Brainerd, in Crow Wing County, Minnesota
Location of Project

Figure D
1 of 2

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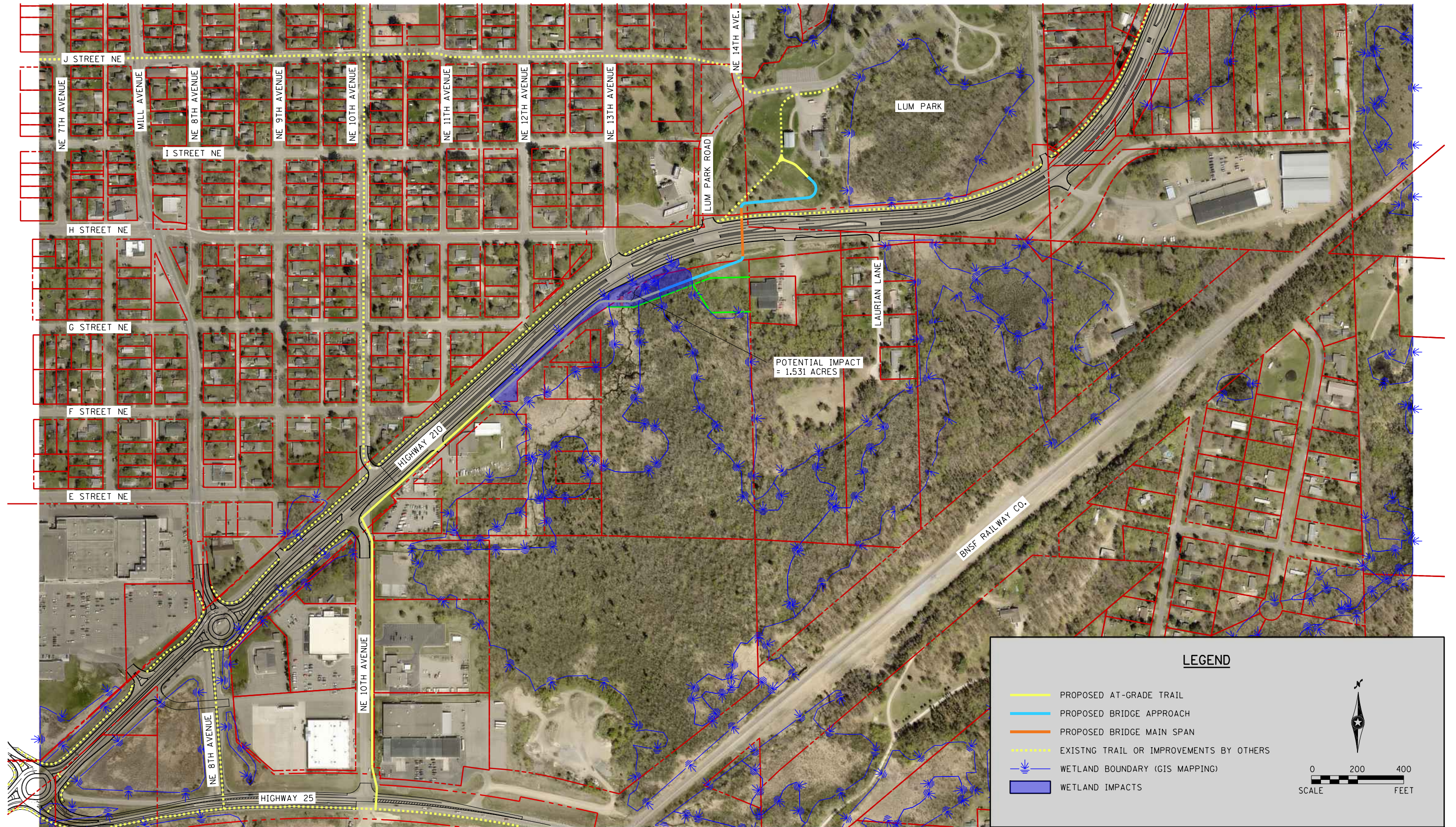


Job #16359
4/26/2023

Appendix E

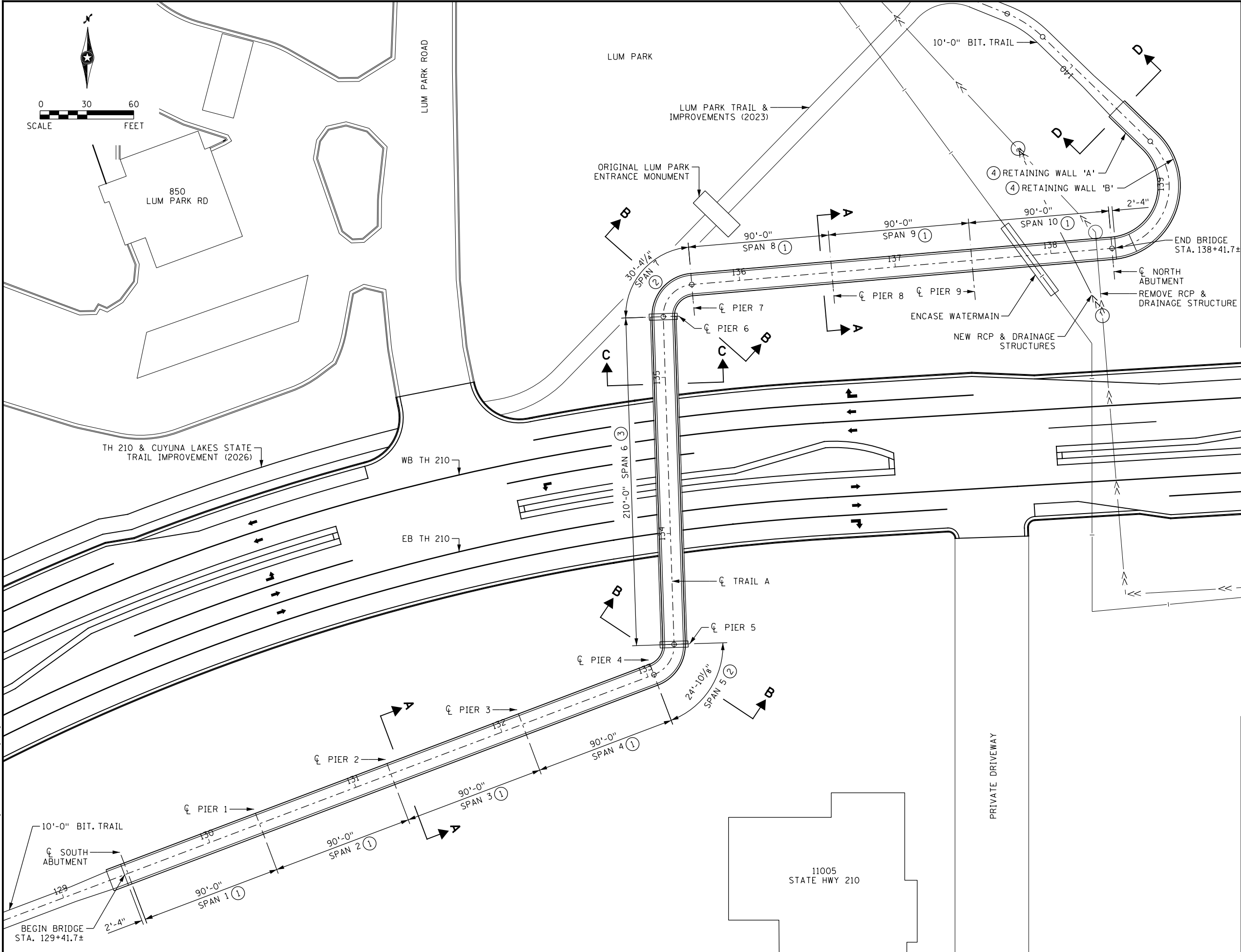
Wetland Impacts

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Appendix F

Proposed Bridge Details



MINNESOTA PROJECT NO. TBD

DESIGN DATA

DESIGNED IN ACCORDANCE WITH 2020 AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS

2009 AASHTO LRFD GUIDE SPECIFICATIONS FOR THE DESIGN OF PEDESTRIAN BRIDGES AND CURRENT INTERIMS

90 PSF OR H10 TRUCK LIVE LOAD

MATERIAL DESIGN PROPERTIES

MATERIAL DESIGN PROPERTIES:
REINFORCED CONCRETE:
f'c = 4 KSI CONCRETE
fy = 60 KSI PLAIN AND EPOXY COATED BARS
n = 8 FOR REINFORCEMENT
PRESTRESSED CONCRETE:
f'c = 9.5 KSI CONCRETE (MAX.)
fpu = 300 KSI LOW RELAXATION STRANDS
n = 1 FOR PRETENSIONING STRANDS
0.72 fpu FOR INITIAL PRESTRESS
STRUCTURAL STEEL (PAINTED):
Fy = 36 KSI STRUCTURAL STEEL SPEC. 3306
Fy = 50 KSI STRUCTURAL STEEL SPEC. 3309
TUBING TYPE A (RAILING) STRUC. STEEL SPEC. 3361
TUBING TYPE C (TRUSS) STRUC. STEEL SPEC. 3361

DESIGN SPEED:
OVER = 20 MPH
UNDER = 50 MPH

APPROXIMATE DECK AREA = 13,050± SQUARE FEET

- NOTES:
- SEE APPENDIX FIGURE D FOR ADDITIONAL EXISTING UTILITY INFORMATION.
- ①

PRECAST CONCRETE BEAMS WITH CONCRETE DECK. SEE SECTION A-A.
- ②

CAST-IN-PLACE CONCRETE SLAB SPAN. SEE SECTION B-B.
- ③

PREFABRICATED STEEL TRUSS WITH CONCRETE DECK. SEE SECTION C-C.
- ④

CAST-IN-PLACE CONCRETE CANTILEVER RETAINING WALL. SEE SECTION D-D.

CITY OF BRAINERD

CONCEPT PLAN
BRIDGE NO. 18TBD

MULTI-USE TRAIL OVER TH 210
0.50 MI. NE. OF JCT. OF NE 10TH AVE. & TH 210
IN THE CITY OF BRAINERD

7 - 90'-0" PRESTRESSED CONC. BEAM SPANS,
2 - VAR. CAST-IN-PLACE CONC. SIMPLE SLAB SPANS
& 1 - 210'-0" STEEL LOW TRUSS SPAN
12'-0" TRAIL, 5.0±-DEG. SKEW, TWO CONCRETE CURBS
& ORNAMENTAL METAL RAILING

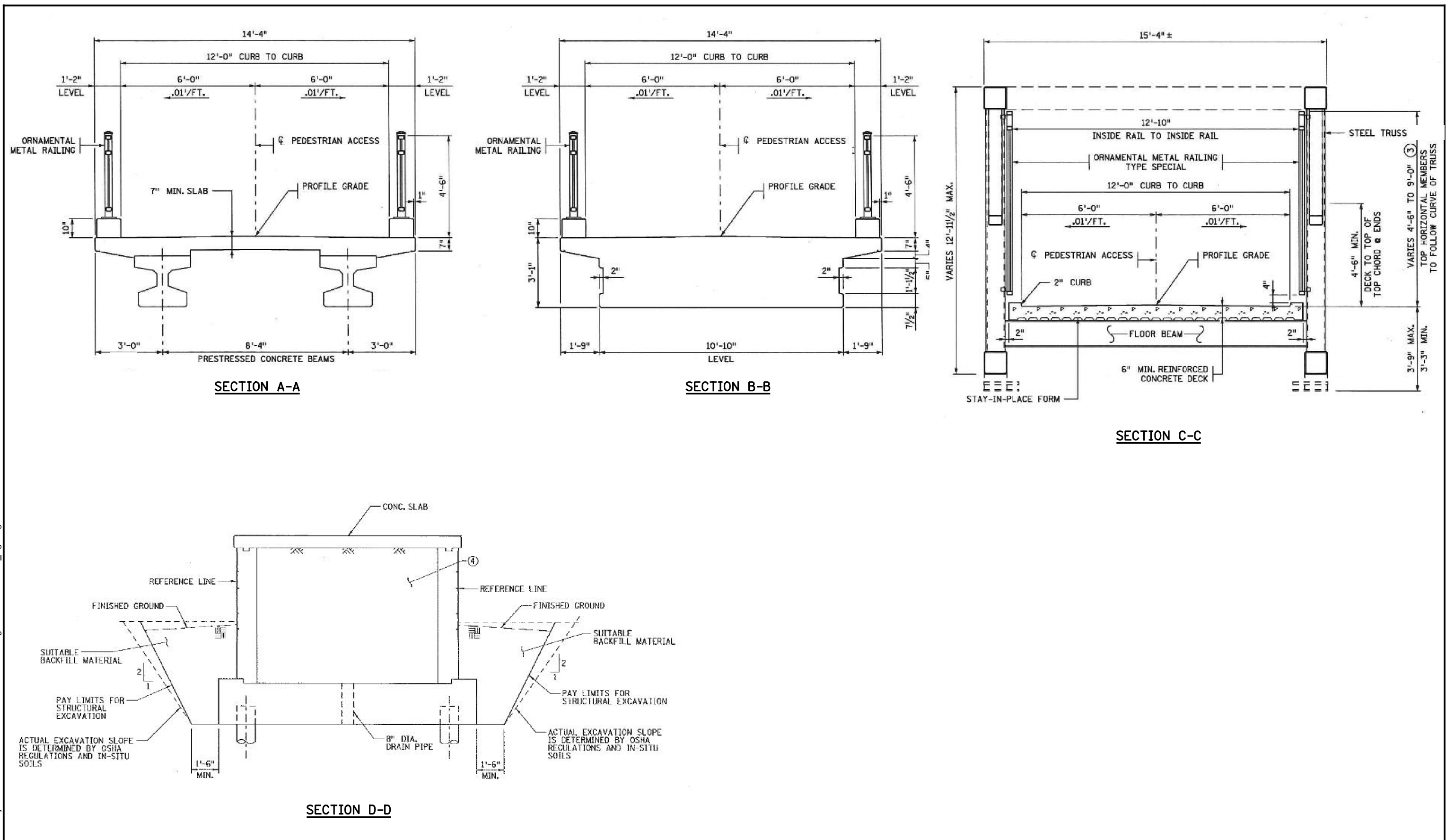
GENERAL PLAN

BRIDGE I.D. NO. 109 & 501 (APPROACH SPANS)
BRIDGE I.D. NO. 302 (MAIN SPAN)

SEC. 19 T 45 N R 30 W
CITY OF BRAINERD CROW WING COUNTY

MnDOT REVIEW UNIT: TBD	JOB NO. TBD	STATE PROJ. NO. TBD	STATE AID PROJ. NO. TBD	DES: TBD	DR: TBD	Comm. No. 16359	SHEET B1	Bridge No. 18TBD
				CHK: TBD	CHK: TBD			

H:\Projects\16000\16359\TechData\CADDesign\Bases\16359_figb.dgn



Appendix G

Bridge Aesthetic Concepts

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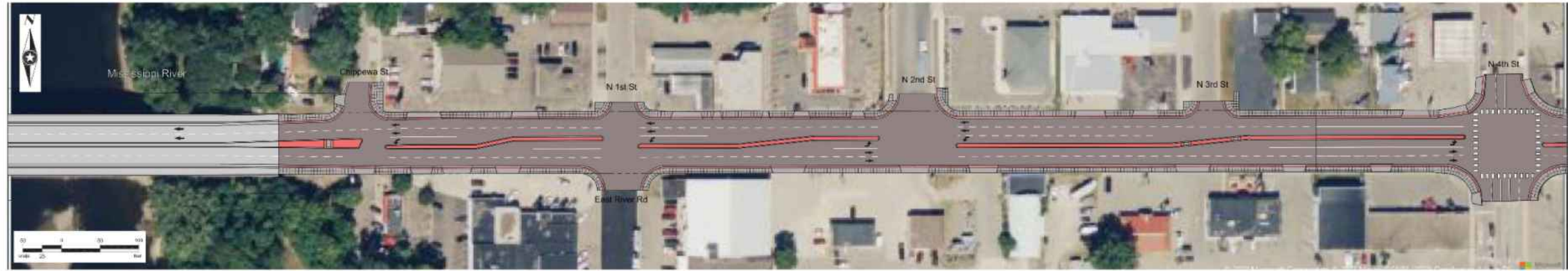
Job #16359
4/25/2023

Bridge Aesthetics - Lum Park Characteristics w/ Painted Truss & Railing

TH 210 / Lum Park Pedestrian Bridge Study
for City of Brainerd, in Crow Wing County, Minnesota

Figure G
3 of 4

H:\Projects\16000\16359\TechData\CADD\Design\Bases\16359_figb.dgn



Proposed aesthetic plan



Concrete Barrier between sidewalk and traffic lanes on river bridge



Concrete barrier between sidewalk and traffic lanes on river bridge with tube railing



Proposed integral colored concrete in medians



Proposed integral colored concrete along sidewalk



Proposed lighting



Street trees in select locations



Parking lot fence



Proposed pedestrian crossings

Representative Examples of Proposed Aesthetic Elements

8.24.22



TH 210/LUM PARK TRAIL BRIDGE STUDY

FEASIBILITY REPORT

CITY OF BRAINERD, IN CROW WING COUNTY, MINNESOTA
City Council Presentation May 1, 2023
Project No. 16359.00

Purpose & Findings

FACTORS CONSIDERED

- Crossing Location
- Alignment Alternatives
- Connectivity & Land Use
- Construction Costs & Funding Opportunities



Purpose & Findings

FINDINGS SUMMARY

- Const. Cost Estimates
 - \$500k Trails
 - \$4.0M Bridge
- Aesthetic Allocation
 - \$200k-\$400k Additional
- Utility Impacts
 - \$185k-\$200k Additional
- Approx. Costs in 2023
 - Contingency
 - Inflation (Materials & Labor)
- Grant Opportunities Available

Table 1. Funding Opportunity Summary

Funding Program	Funding Source	Max Request	Local Match	Availability of Funds
Active Transportation Infrastructure grant	MnDOT	\$500,000	0%	TBD
Transportation Alternatives (TA) Solicitation	MnDOT	\$1,000,000	20%	2028
Carbon Reduction Program Funding	MnDOT	Variable	20%	Variable
Federal Recreational Trail Program	MnDNR	\$200,000	25%	2025-26
Regional Trail Grant Program	MnDNR	\$300,000	25%	2024-2026
Local Trail Connections Program	MnDNR	\$250,000	25%	2024-2026
Environment and Natural Resources Trust Fund	LCCMR	None	0%	2025
RAISE	USDOT	\$25,000,000	0%	2026

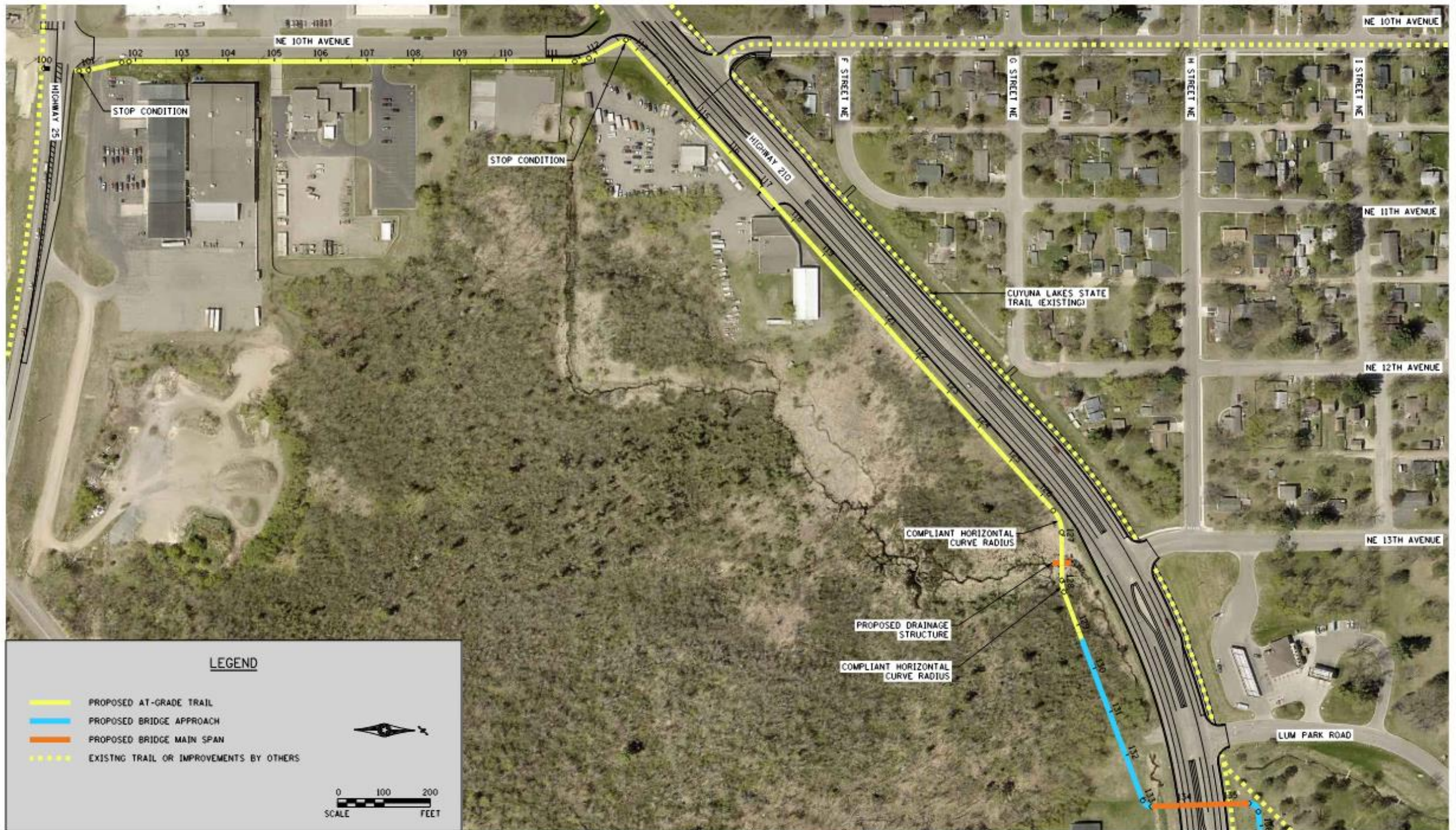
Alignments

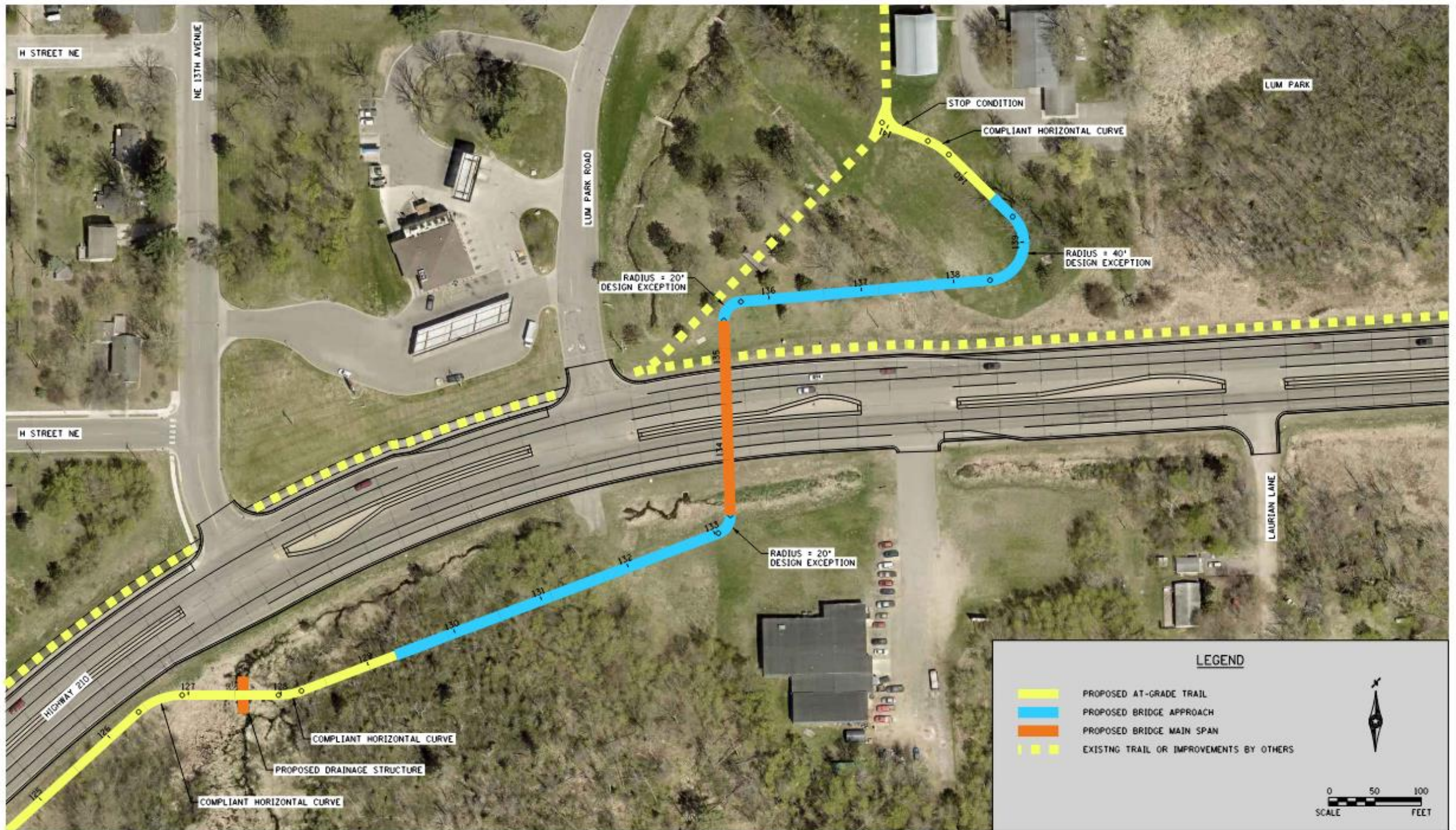
3 AREAS OF FOCUS

- South Approach
 - Private Land Impacts
- Main Span Configuration
 - Over Hwy 210
- North Approach
 - Lum Park Impacts







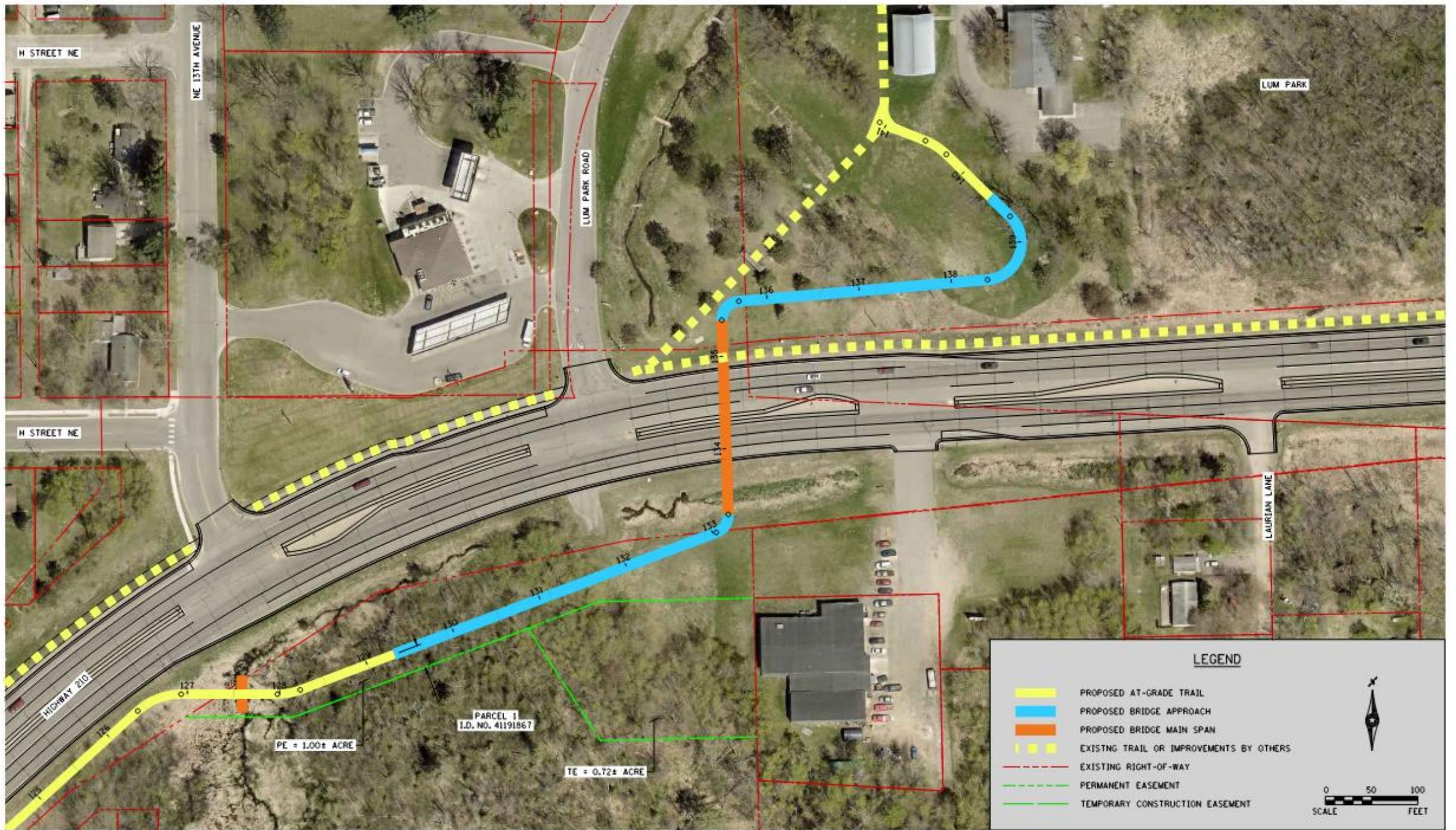


Right-of-Way

PUBLIC & PRIVATE LAND IMPACTS

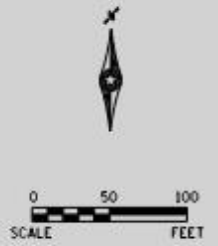
- City R.O.W.
- MnDOT R.O.W.
- 1 Private Parcel Impact





LEGEND

- PROPOSED AT-GRADE TRAIL
- PROPOSED BRIDGE APPROACH
- PROPOSED BRIDGE MAIN SPAN
- EXISTING TRAIL OR IMPROVEMENTS BY OTHERS
- EXISTING RIGHT-OF-WAY
- PERMANENT EASEMENT
- TEMPORARY CONSTRUCTION EASEMENT

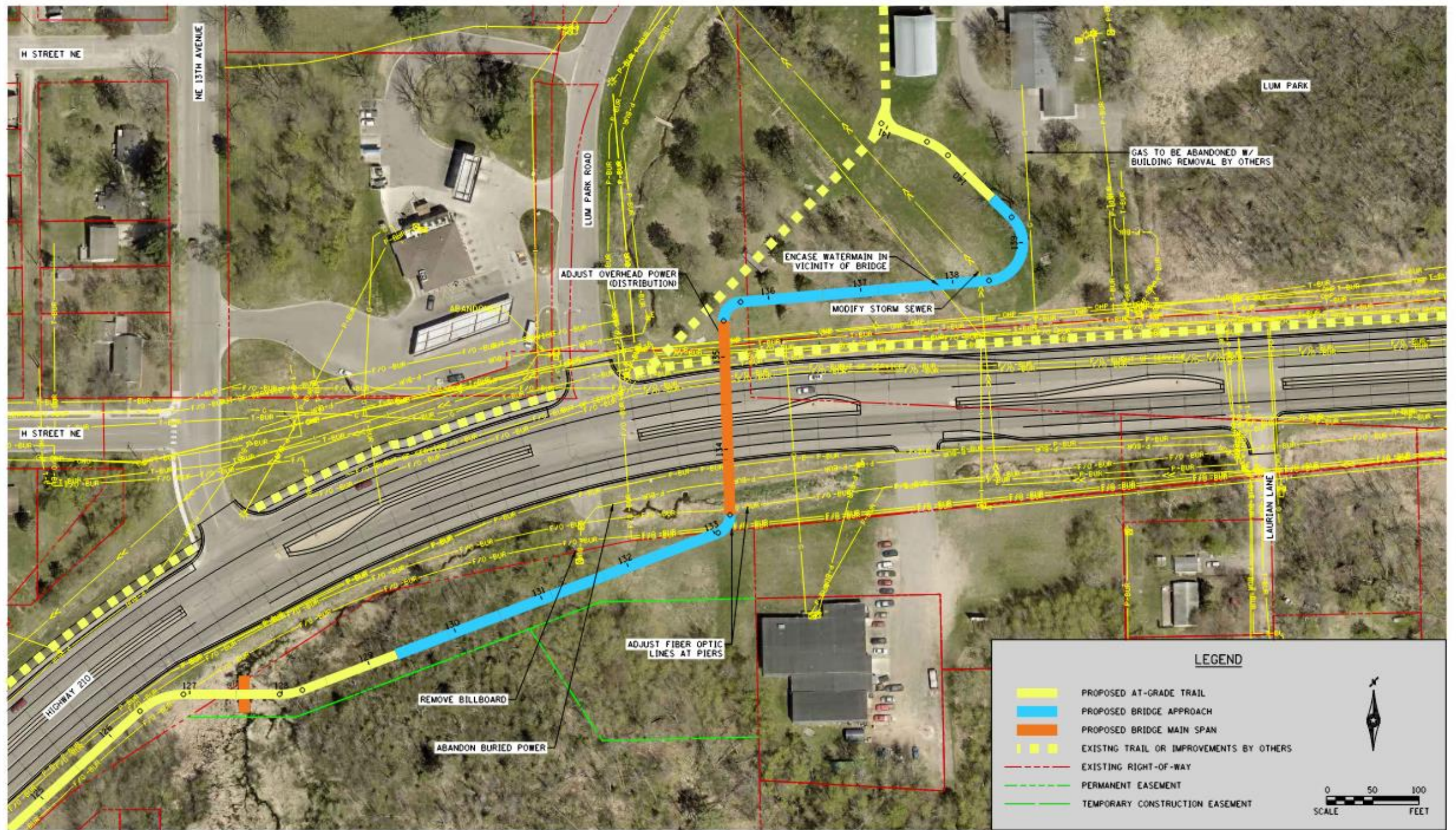


Utility Impacts

PUBLIC & PRIVATE LAND IMPACTS

- Brainerd Public Utilities
 - Overhead Power
 - Watermain
- Billboard (Private)
- City/MnDOT
 - Storm Sewer

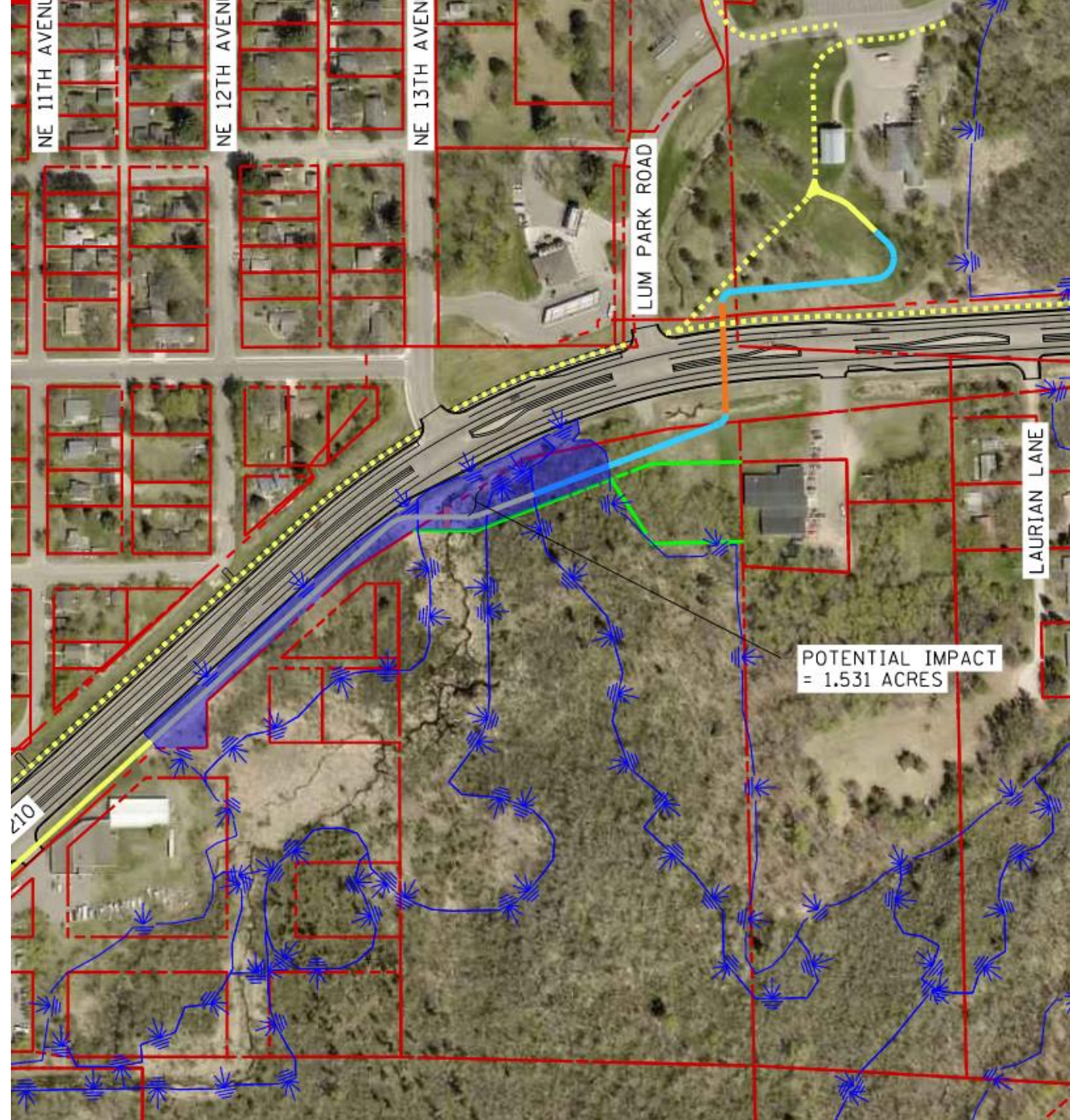




Wetlands

IMPACTS SOUTH OF HWY 210

- Delineations
- Permitting
- Mitigation



Bridge Type

VARIOUS STRUCTURE TYPES

- Precast Concrete Beams
 - Approach Ramps
- C-I-P Concrete Slabs
 - Curves to the Main Span
- Prefabricated Steel Truss
 - Main Span











TH 210/LUM PARK TRAIL BRIDGE STUDY QUESTIONS?

DESIGN DATA

DESIGNED IN ACCORDANCE WITH 2020 AASHTO LRFD
BRIDGE DESIGN SPECIFICATIONS

2009 AASHTO LRFD GUIDE SPECIFICATIONS FOR THE
DESIGN OF PEDESTRIAN BRIDGES AND CURRENT
INTERIMS

90 PSF OR H10 TRUCK LIVE LOAD

MATERIAL DESIGN PROPERTIES

MATERIAL DESIGN PROPERTIES:

REINFORCED CONCRETE:

$f'_c = 4$ KSI CONCRETE

$f_y = 60$ KSI PLAIN AND EPOXY COATED BARS

$n = 8$ FOR REINFORCEMENT

PRESTRESSED CONCRETE:

$f'_c = 9.5$ KSI CONCRETE (MAX.)

$f_{pu} = 300$ KSI LOW RELAXATION STRANDS

$n = 1$ FOR PRETENSIONING STRANDS

0.72 f_{pu} FOR INITIAL PRESTRESS

STRUCTURAL STEEL (PAINTED):

$F_y = 36$ KSI STRUCTURAL STEEL SPEC. 3306

$F_y = 50$ KSI STRUCTURAL STEEL SPEC. 3309

TUBING TYPE A (RAILING) STRUC. STEEL SPEC. 3361

TUBING TYPE C (TRUSS) STRUC. STEEL SPEC. 3361

DESIGN SPEED:

OVER = 20 MPH

UNDER = 50 MPH

APPROXIMATE DECK AREA = 13,050± SQUARE FEET

NOTES:

SEE APPENDIX FIGURE D FOR ADDITIONAL
EXISTING UTILITY INFORMATION.

① PRECAST CONCRETE BEAMS WITH CONCRETE
DECK, SEE SECTION A-A.

② CAST-IN-PLACE CONCRETE SLAB SPAN, SEE
SECTION B-B.

③ PREFABRICATED STEEL TRUSS WITH CONCRETE
DECK, SEE SECTION C-C.

④ CAST-IN-PLACE CONCRETE CANTILEVER
RETAINING WALL, SEE SECTION D-D.

CITY OF BRAINERD

CONCEPT PLAN
BRIDGE NO. 18TBD

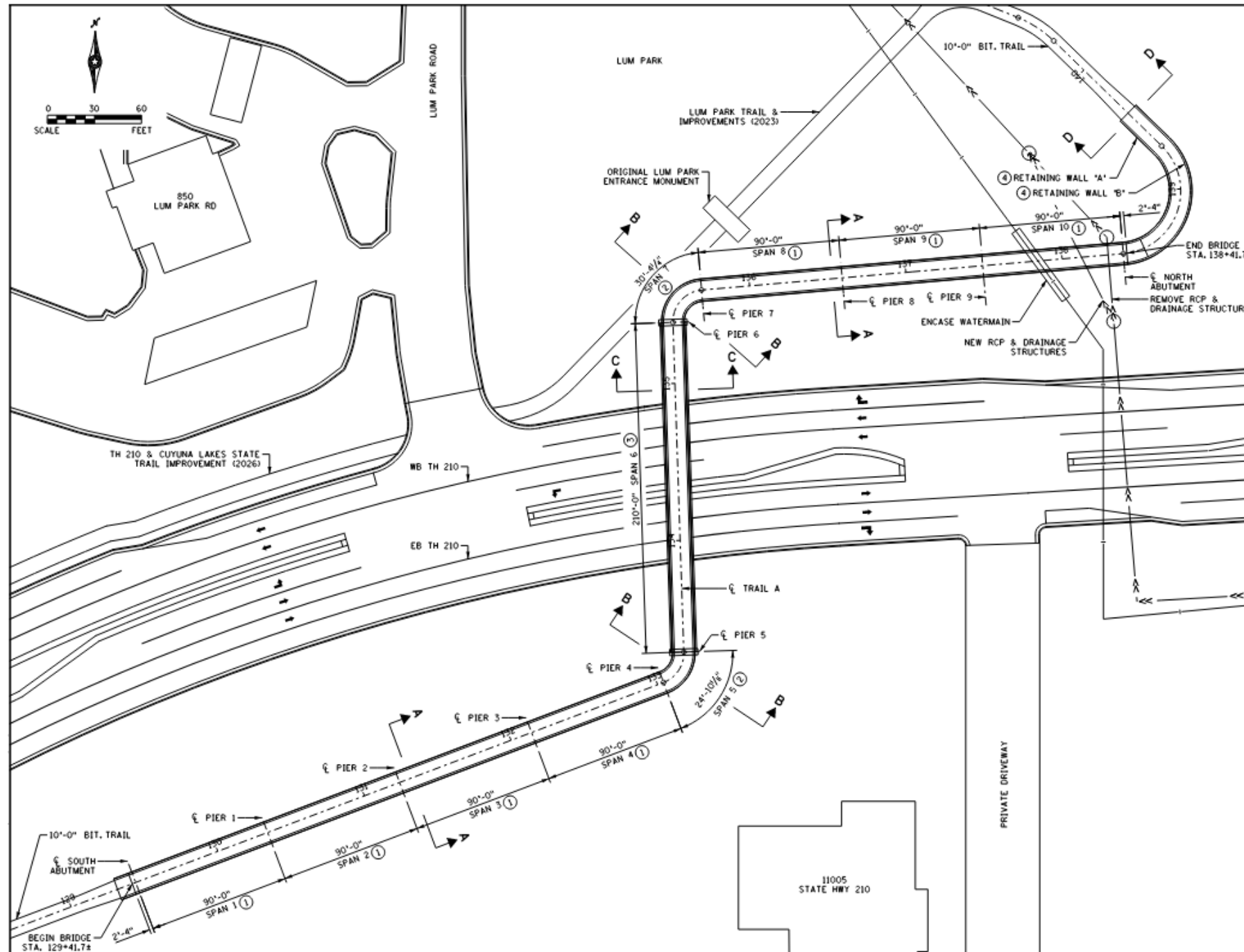
MULTI-USE TRAIL OVER TH 210
0.50 MI. NE. OF JCT. OF NE 10TH AVE. & TH 210
IN THE CITY OF BRAINERD

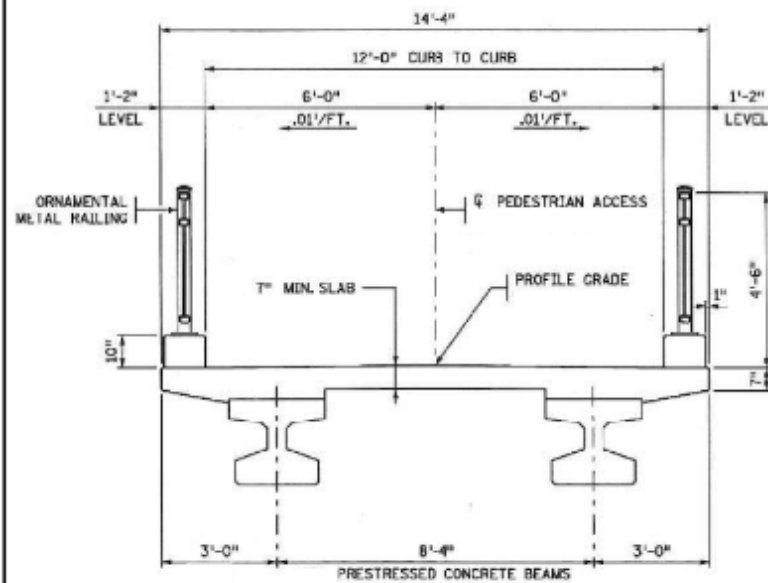
7 - 90'-0" PRESTRESSED CONC. BEAM SPANS,
2 - VAR. CAST-IN-PLACE CONC. SIMPLE SLAB SPANS
& 1 - 210'-0" STEEL LOW TRUSS SPAN
12'-0" TRAIL, 5'-0" DEG. SKEW, TWO CONCRETE CURBS
& ORNAMENTAL METAL RAILING

GENERAL PLAN

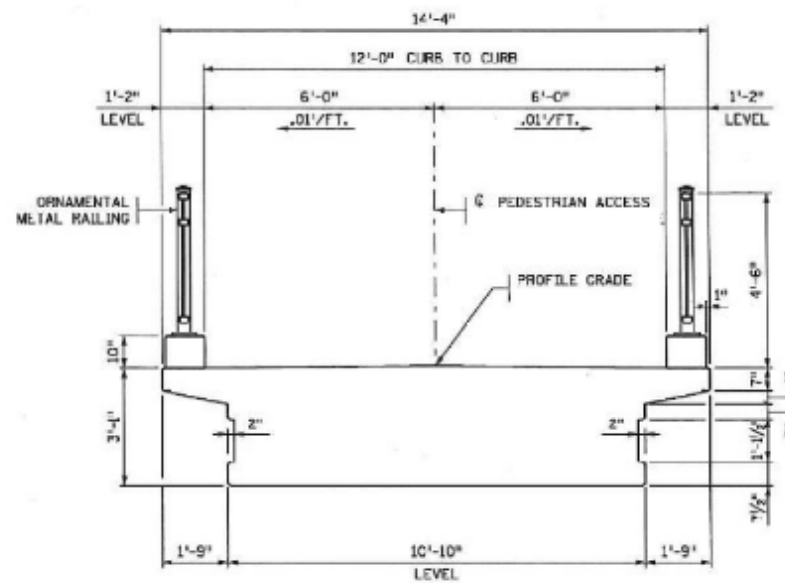
BRIDGE I.D. NO. 109 & 501 (APPROACH SPANS)
BRIDGE I.D. NO. 302 (MAIN SPAN)

SEC. 19 T 45 N R 30 W
CITY OF BRAINERD CROW WING COUNTY

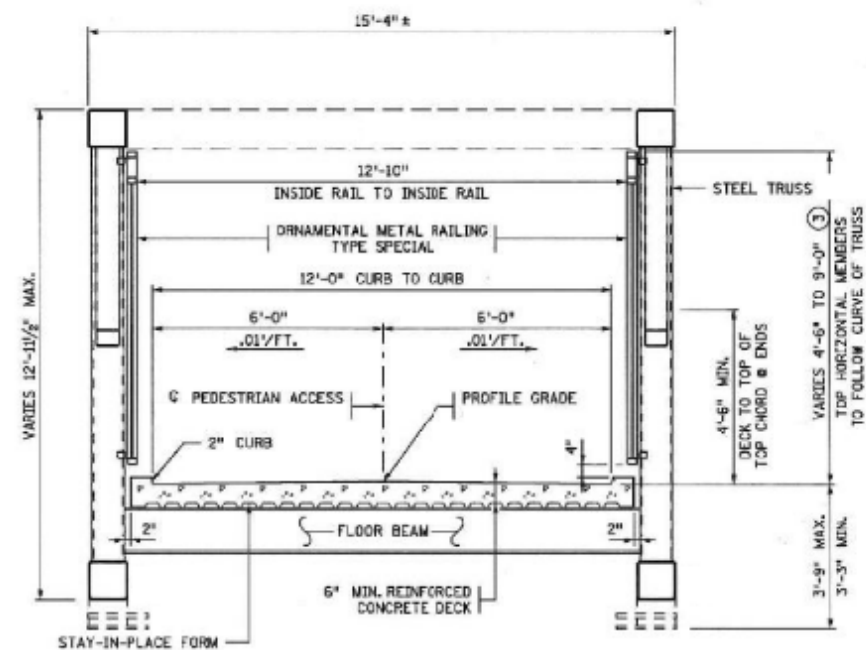




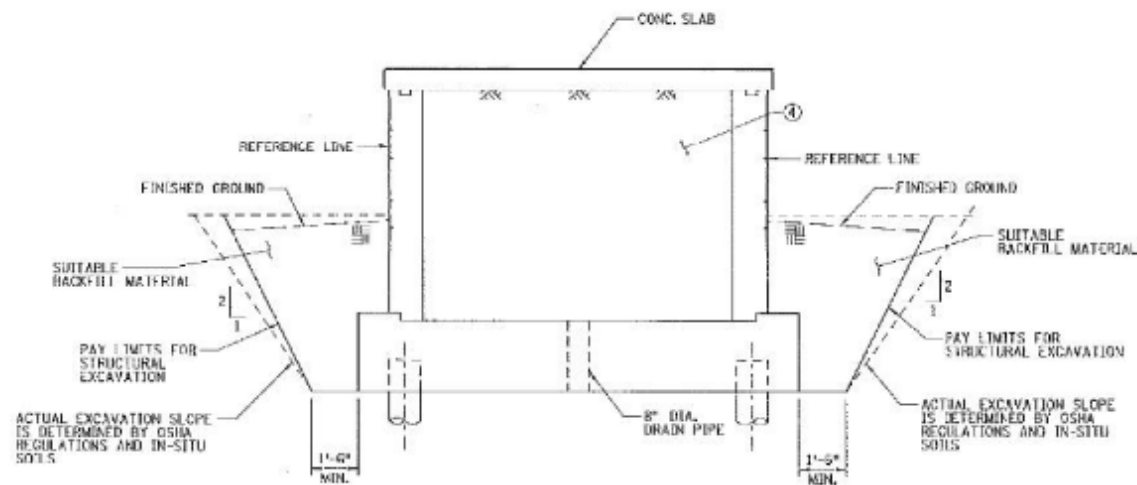
SECTION A-A



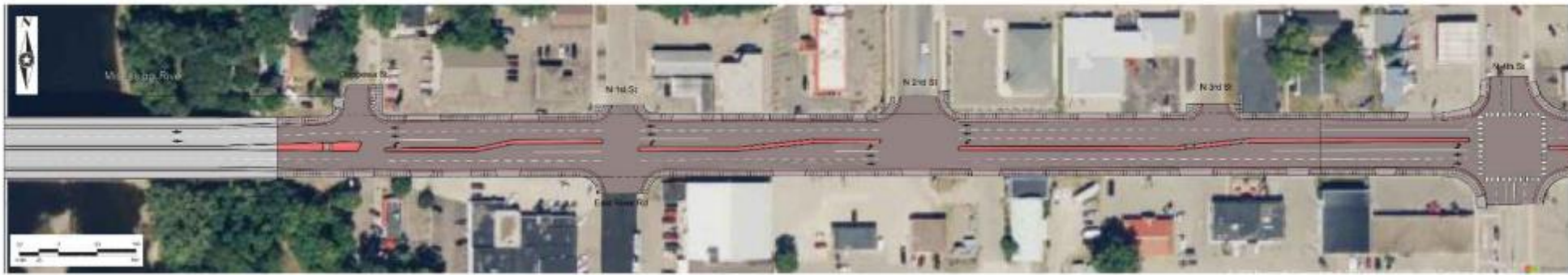
SECTION B-B



SECTION C-C



SECTION D-D



Proposed aesthetic plan



Concrete Barrier between sidewalk and traffic lanes on river bridge



Concrete barrier between sidewalk and traffic lanes on river bridge with tube railing



Proposed integral colored concrete in medians



Proposed integral colored concrete along sidewalk



Proposed lighting



Street trees in select locations



Parking lot fence



Proposed pedestrian crossings

Representative Examples of Proposed Aesthetic Elements



Lum Park

1619 NE Washington Street



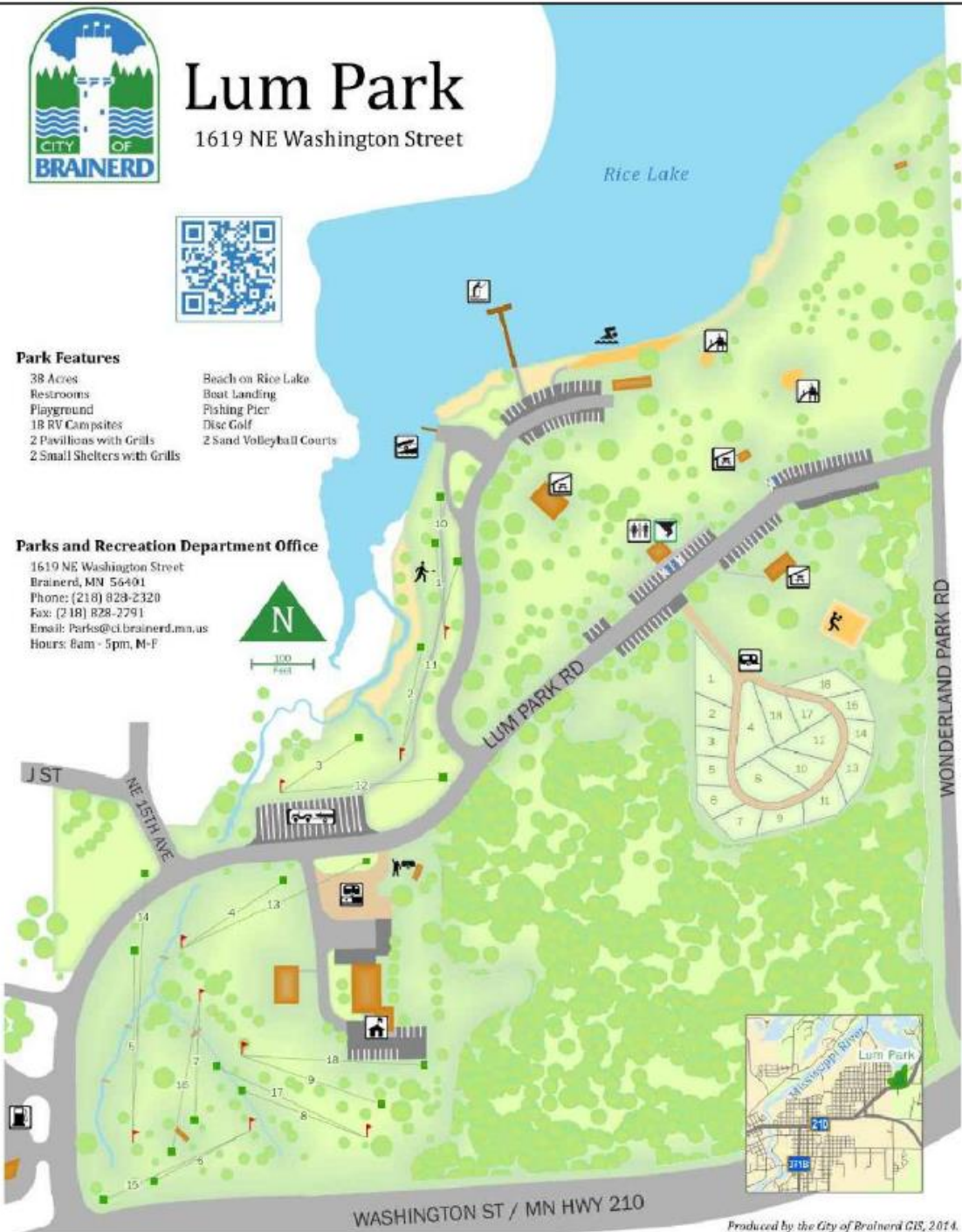
Park Features

38 Acres
Restrooms
Playground
18 RV Campsites
2 Pavilions with Grills
2 Small Shelters with Grills

Beach on Rice Lake
Boat Landing
Fishing Pier
Disc Golf
2 Sand Volleyball Courts

Parks and Recreation Department Office

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



Produced by the City of Brainerd GIS, 2014.



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



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

May 1, 2023

7:00 PM

2nd Floor Conference Room

WebEx Teleconference Call-In Information Call Toll-

Free: 1-844-992-4726 Access Code: 2499 540 8609

1. Reclassify Richard Berry from Police Intern to CSO
2. Consider Public Utilities Department Recommendations
3. Discussion on 2024 Capital Equipment and Facilities Budget
4. Discussion on Response from Lakes Area Media Collaborative
5. Discussion on Right of Way Tree Removal



Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

TITLE OF ITEM: Reclassify Richard Berry to CSO position

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert & Mike Bestul

DEPARTMENT: Human Resources & Police

PRESENTER: Kris Schubert

ESTIMATED TIME (MIN): n/a

SUMMARY OF ISSUE:

Richard Berry's employment with the City started in April 2022 as a Community Service Officer (CSO). In February of 2023, Mr. Berry was appointed as the Police Department's Spring Intern. That designation qualified the City to receive funding assistance from Sourcewell's Internship Reimbursement Program. With the hiring of Laura Bunde as the Summer Police Intern, we need to reclassify Mr. Berry back to his previous CSO position effective April 28th. To clarify, the reason for this change is that Sourcewell only allows one intern at a time for each position and for Laura to qualify for the Sourcewell funding, Mr. Berry's internship must end. Please note that Sourcewell will reimburse the City for wages paid up to \$14 per hour and up to 640 hours (approximately 80 working days) for each approved internship position.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Since Ms. Bunde is currently attending school at Alex Tech, she will be working a handful of days during the first few weeks of her employment. This arrangement allows Mr. Berry to train in Ms. Bunde before he is absent to attend the required "skills" portion of his law enforcement education from mid-May through mid-July.

RECOMMENDED ACTION/MOTION:

Motion to reclassify Richard Berry back to a Community Service Officer effective April 28, 2023.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

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

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



Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

TITLE OF ITEM: Consider Public Utilities Department Recommendations

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Public Utilities Work Group and
BPU Commission

DEPARTMENT: Human Resources

PRESENTER: Kris Schubert

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE:

On April 3, 2023, the City Council approved an internal-only job posting process for the Public Utilities Director position. Three individuals applied and the Work Group selected Todd Wicklund to be appointed as the Public Utilities Director. In addition, the Work Group made the following recommendations:

1. Approve the appointment of Mr. Todd Wicklund to the Public Utilities Director position effective May 2, 2023, at his current wage and to continue his fully-paid health insurance.
2. Approve the elimination of the BPU Superintendent and Finance Director/Secretary positions effective immediately.
3. Approve the creation of a new BPU Finance Manager position (or appropriate title) subject to job title and compensation information from Flaherty & Hood (our current Classification and Compensation Study consultant), further, to authorize initiation of the hiring process.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Brainerd Public Utilities Commission, at its meeting held April 25, 2023, unanimously recommended approval of the above recommendations. Assuming the Council authorizes the appointment of Todd Wicklund, we will work with Mr. Wicklund to create the Finance Manager job description and subsequently work with Flaherty & Hood to determine points and the wage for that position. A final job description will be presented to the Council at its May 15th meeting.

RECOMMENDED ACTION/MOTION:

Motion to approve the following Public Utilities Work Group and BPU Commission's recommendations:

1. Approve the appointment of Mr. Todd Wicklund to the Public Utilities Director position effective May 2, 2023, at his current wage and to continue his fully-paid health insurance;
2. Approve the elimination of the BPU Superintendent and Finance Director/Secretary positions effective immediately.
3. Approve the creation of a new BPU Finance Manager position (or appropriate title) subject to job title and compensation information from Flaherty & Hood; further, to authorize initiation of the hiring process.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: Unknown – depends on Finance Manager wage and date of hire.

Is this budgeted? (Please Explain) Yes – the new Finance Manager position was included in the 2023 BPU

Budget.



Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

TITLE OF ITEM: Discussion of 2024 Capital Equipment and Facilities Budget

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Connie Hillman

DEPARTMENT: Finance

PRESENTER: Connie Hillman

ESTIMATED TIME (MIN): 10 minutes

SUMMARY OF ISSUE:

Please see the attached memo.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Click to enter text

RECOMMENDED ACTION/MOTION:

Input from Council on the 2024 planned capital items and long term capital planning

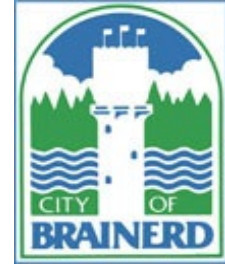
FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

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

Is this budgeted? (Please Explain) Part of overall budget plan

MEMO



TO: Mayor and Council

FROM: Finance Director Connie Hillman

DATE: April 27, 2023

RE: 2024 Equipment and Facilities Budget

Attached you will find:

- Comparison of what was recommended by Staff for the years 2024-2028 at the end of 2022 when preparing the 2023 budget, and what is being recommended currently by Staff for the same period.
- A portion of the 30-year capital equipment and facilities plan for the Working Funds – General, Police, Fire, Parks, and Streets. These are the funds which are primarily supported through the tax levy.

The Parks Board is currently working on master planning for the parks. Therefore, the Parks information is still subject to change.

COMPARISON OF 2024-2028 PLAN:

If price was the only change, items were not highlighted. As a reminder, the capital plans do not include a factor for inflation. The current plan serves more as a place holder for assets rather than the actual cost of the asset. Prices for 2024 items will likely change between now and when the budget is officially adopted in December 2023.

The “x” for vehicles, are leased vehicles that do not incur additional build up costs. For example, additional equipment needs to be added to the police cars and that is the placeholder for replacement of the vehicles, but for Community Development additional equipment is not needed. The “x” is the placeholder, and the cost will be included in the operating budget.

Facilities:

- **2024:**
 - Street Garage Sign Replacement: New item. The existing sign is in poor condition and in need of replacement. Will update the name of the facility to Public Works Maintenance Facility as well.
 - Demo of Existing Beach House Storage: New item. The expansion of the beach and construction of new facility near the beach is being paid for with ARPA funding. Staff has applied for a DNR grant to include demo of the existing beach house. However, if the DNR grant is not awarded, there is

potentially not enough ARPA funds to pay for the demo of the existing structure as part of the beach expansion project.

- Memorial – Concessions/Lockers/Restrooms and Shelter: Moved to 2025. This is dependent on the master planning currently being done by the Park Board.
- Fire Facility Study Update: New item. All of the items that were in the facility study done by WSN in 2019 for the fire department were not/have not been included in the capital facility plan. There was a separate feasibility study for the fire department. The \$20,000 in the budget for 2024 to update the study done in 2019-2020 timeframe.

City Hall:

- **2024:**

- Generator for City Hall: This was budgeted in 2023 and was voted down by Council at the April 17, 2023 meeting. Staff feels that a generator is needed to keep City Hall operational during a power outage. When the power goes out, residents call City Hall. Staff still needs to pay the bills, process payroll, and access documents on their computers when the power goes out. Without a generator to run City Hall, phones cannot be answered, and routine work cannot be done. In an emergency, the EOC is where the public works, fire and police officers gather, but administrative staff is in the background, getting bills paid and answering questions etc. And City Hall may also need to be the EOC. This isn't possible without a generator.

IT/GIS:

- **2024:**

- Software – Finance/Permit – to Cloud: Moved from 2024 to 2025 only to have one major conversion each year and vendor backlog. 2024 the document imaging (Laserfiche) will move to the cloud. By moving more applications to the cloud, eventually the City will be able to reduce physical hardware purchases, maintenance, and replacements along with other benefits.

- **2025:**

- Phone System: The phone system moved to the cloud in 2022. Most phone equipment is no longer needed, just physical desk phone replacement at end-of-life which is determined by technology changes and vendor availability.
- ID Card Printer: Moved replacement from 2026 to 2025. Replacement changed from 6-years to 5-years. Current printer is struggling on year 4. It was purchased in 2020.

- **2026:**

- UPS (Battery Backup): Moved replacement from 2028 to 2026. Replacement was on a 5-year schedule, core network protection needs to be on a 3-year replacement schedule per industry and vendor standards.
- Council Audio/Visual: Moved from 2026 to 2028. This would put the equipment on a 10-year replacement schedule. With the recent upgrades getting completed the replacement could be moved back to 2028.
- Wi-Fi Hardware: New item. Original Wi-Fi equipment is aging out, need to start 5-year replacement.

Police:

- **2024:**

- Police Records Management System: The records management system (RMS) currently used is owned by Crow Wing County and the City pays an annual operating fee out of the operating budget. The parent company of the current system has advised their customers that they will no longer be supporting our RMS system come later this year. The information received from the Sheriff's office is that Crow Wing County will again be the sole owner of the system and the City will continue to pay an annual operating fee. A line item was added as a placeholder as a new vendor has not been selected yet and all of the arrangements have not been finalized at this point.

- **2027:**

- Firearms Upgrade/Rifle Replacement: New Item. Deputy Police Chief reviewed the capital plan and realized that we had a plan for the pistol replacement but not the rifles. The current rifles used were handed down from the County and will need to be replaced prior to the pistols. Staff added a line for the rifles, and they will be on a 15-year cycle replacement.

- **2028:**

- LADID Vehicle Build-up: New item. The County previously provided a vehicle for the drug task force officer to use and is no longer, has not done, for several years. The current vehicle used by the LADID officer was received from the County, will be sold by the City in 2023. A retiring squad that the City owns will be the LADID officer's vehicle. We assume this vehicle will last until 2028 and we will lease a vehicle. This amount will be part of the leased squad vehicles, but wanted to pull it out as this is a new vehicle for the City.

Fire:

- **2024:**

- Rescue Apparatus: Moved purchase from 2024 to 2027 to spread out capital purchases.

2024 Equipment and Facilities Budget

April 27, 2023

Page 4

- **2027:**
 - Rescue Apparatus: Purchase moved from 2024 to 2027.
- **2028:**
 - Squad Truck 2: Moved purchase to 2029 to spread out equipment purchases.

Parks:

- **2024:**
 - Lum – Beach Construction: This item has been removed from the plan as it is being funded with ARPA and DNR grant funds.
 - Memorial – Parking Lot Resurfacing: Moved from 2024-2026. Also depended on the Park Board's master plan.
 - Memorial – Lights: The \$400,000 was moved to 2033. At the end of 2022, when the Council adopted the budget for 2023, the \$400,000 that was in the budget for 2023 was moved to 2024. The \$400,000 has now been moved to the year 2033.
- **2025:**
 - Buffalo Hills – Parking Lot: This item is highlighted as through master planning, the Park Board has talked about not surfacing a parking lot rather to reconfiguring a gravel parking space.

Streets:

- **2024:**
 - Roundabout Wood Chips: New item. This is more of a repairs and maintenance item that needs to be done every 3 years. Rather than having peaks and valleys in the operating budget we will plan for it in the capital budget – similar to a study – and will transfer the funding to operating in the year the expense is to be incurred.
- **2025:**
 - Street Sweeping Screening: New item. The material collected during street sweeping needs to be screened before it can be disposed of. The screening process takes place every 5 years. Again, this is like the roundabout wood chips, that it is more of an operating item than capital, but we would like to plan for in the capital budget rather than having peaks and valleys in the operating budget.

Engineering:

- **2024:**
 - Street Scan Implementation: This item was removed by Member Johnson as it has not been discussed at SPW.

NEXT STEP:

Staff is looking for Council's input on the capital plan in particular for year 2024. The next step in the budget process would be to vet the estimates of the 2024 capital items and to update the plan when the Park Board has completed master planning.

2024-2028 Budget Detail and Comparison - Expenses

	2024		2025		2026		2027		2028	
	Current Plan	Previous Plan	Current Plan	Previous Plan	Current Plan	Previous Plan	Current Plan	Previous Plan	Current Plan	Previous Plan
Facilities										
City Hall Bathrooms			150,000	150,000						
City Hall Annex							200,000	200,000		
Street Garage- Exterior and Lot (Study)					784,000	637,000				
Street Garage- Sign	5,000	-								
Library - Exterior/Mechanical (Study)			426,000	426,000					68,000	68,000
Library - Electrical (Study)										
Police Station - Exterior Improvements (Study)	582,000	450,000								
Police Station - Interior/Mechanical (Study)							162,000	207,000		
Police Station - HVAC	330,000	190,000								
Police Station - HVAC - ARPA	(140,000)									
Demo of Lum Park Offices	15,000	15,000								
Lum Park - Pavilions	60,000	60,000								
Lum Park - Restrooms/Showers	100,000	75,000								
Demo of Beach House Storage	10,000	-								
Lum Park - Picnic Shelters			30,000	30,000						
Jaycees - Concession/Warming House/Restroom										
Jaycees - Concession/Warming House/Restroom	150,000	150,000								
Memorial - Concession/Lockers/Restrooms	-	150,000	150,000	-						
Memorial - Shelter	-	30,000	30,000	-						
Crack Sealing					1,111	1,111				
Fire Facility Study Update	20,000	-								
City Hall - General										
Office Furniture	10,000	5,000	10,000	5,000	10,000	5,000	10,000	5,000	10,000	5,000
Welcome Signs										
Generator	100,000	-								
Administration										
Scanner	2,000	2,000	2,000	2,000	3,600	3,600	2,000	2,000	2,000	2,000
Wage Study									45,000	45,000
IT/GIS										
Computers - City Wide					100,000	80,000				
Monitors - City Wide					20,000	10,000				
Server Replacement	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
UPS (Battery Backup)					6,000	-			-	5,000
Firewall/Router	20,000	20,000							20,000	20,000
Network Switches	30,000	30,000		-						
Laptops			25,500	23,900						
Phone System			-	20,000						
Cell phones							5,000	5,000	10,000	10,000
Council Audio/Visual					-	30,000			30,000	
Software - Finance/Permit - to Cloud	-	50,000	50,000	-						
Software - Document Imaging - to Cloud	30,000	30,000								
ID Card Printer			3,000		-	3,000				
Security Cameras										
Door Control Access										
Wi-Fi Hardware					10,000					

2024-2028 Budget Detail and Comparison - Expenses

	2024		2025		2026		2027		2028	
	Current Plan	Previous Plan	Current Plan	Previous Plan	Current Plan	Previous Plan	Current Plan	Previous Plan	Current Plan	Previous Plan
Police										
Leased Squad Car Build Ups	96,500	106,500	98,000	81,500	114,000	100,000	86,000	89,000	86,000	63,000
Records Management System										
Officer Furniture	3,500	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Squad Room Reconfiguration	80,000	60,000								
Firearms Upgrade/Rifle Replacement							35,000	-		
LADID Vehicle - Build Up									8,000	-
Fire										
Tender			445,000	385,000						
Rescue Apparatus	-	400,000					465,000	-		
Squad Truck 1 lease build out									10,000	10,000
Squad Truck 2									-	225,000
Build up of leased Car 1									12,000	12,000
Build up of leased Car 2					6,000	6,000				
SCBA Fill Station							75,000	75,000		
Apparatus iPad Replacement									10,000	10,000
Radios and Pagers	20,000	15,000	20,000	20,000	20,000	15,000	20,000	20,000		
Civil Defense										
Siren			25,000	25,000						
Community Development										
Comprehensive Plan	25,000	25,000								
Scanner	3,000	3,000					3,000	3,000		
Leased Vehicle (3 vehicles Total)				x				x		
Parks										
Lease - 1/2 ton Extended Cab Truck	x	x							x	x
Lease - 3/4 ton Regular Cab Truck									x	x
Lease - 1 ton Regular Cab Truck	x	x								
Equinox			x	x						
Van							x	x		
Groomer							15,000	15,000	30,000	30,000
Snowblower			85,000	85,000						
Walk behind snow blower							4,000	4,000		
Walk Behind Mower							1,000	1,000		
Mower					27,000	27,000			22,000	22,000
Sod Cutter										
Welder							3,000	3,000		
Satellite Lifter	15,000	15,000								
Tree Replacement	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Picnic Table/Grilling Station/Trash Can										
Replacement	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Park Weed and Feed Program	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Bench Installation Program	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Park ADA Upgrades	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Park Sign Replacement	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Security Cameras	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
Bane - Playground	80,000	80,000								
Bane - Scoreboard					6,000	6,000				

2024-2028 Budget Detail and Comparison - Expenses

	2024		2025		2026		2027		2028	
	Current Plan	Previous Plan	Current Plan	Previous Plan	Current Plan	Previous Plan	Current Plan	Previous Plan	Current Plan	Previous Plan
Parks (Continued)										
Buffalo Hills - Parking Lot Surfacing to Reconfiguration			75,000	250,000						
Buffalo Hills - Swing set	5,000	5,000			80,000	80,000				
Buffalo Hills - Playground										
Buster Park - Gazebo										
Memorial Park Lights							250,000	250,000		
Gregory - Fountain									125,000	125,000
Gregory - Playground			11,000	11,000						
Jaycees - Scoreboard					80,000	80,000				
Kiwanis - Playground							125,000	125,000		
Lum - Playground										
Lum - Beach Construction	-	100,000								
Memorial - Parking Lot Resurfacing	-	150,000			150,000	-				
Memorial - Phase II	65,000	65,000	75,000	75,000						
Memorial - Lights	-	400,000								
Mills - Fencing	50,000	50,000								
O'Brien - Playground			30,000	30,000						
O'Brien - Shade Structure			10,000	10,000						
Triangle - Shade Structure	10,000	10,000								
Streets										
Tree Replacement	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Motor Grader							385,000	385,000		
Garage Gate Opener										
Garage Cameras										
Plow Truck					260,000	260,000			270,000	270,000
Loader/Backhoe Tractor	125,000	125,000								
Broom Attachment & Trailer			70,000	70,000						
1 Ton Pickup Lease Buildup	11,000	11,000								
1/2 Ton Lease Buildup							2,500	2,500		
Dump Truck Lease Buildup					20,000	20,000				
Crew Cab Lease Buildup					16,000	16,000				
Tire Roller	20,000	20,000								
Pressure Washer	5,000	5,000								
Air Compressor			15,000	15,000						
Roundabout Wood Chips	12,500	-					12,500	-		
Street Sweeping Screening			30,000	-						
Engineering										
Leased 1/2 ton lease buildup									2,500	2,500
Leased 1/2 ton lease buildup									2,500	2,500
Robotic Total Station							27,000	27,000		
Data Collector							10,000	10,000		
GPS Receiver			28,500	28,500						
Street Scan Implementation	-	60,000	60,000	-						
	2,097,000	3,112,000	2,103,500	1,892,400	1,863,211	1,529,211	2,047,500	1,578,000	912,500	1,076,500

City of Brainerd
Capital Plan: Summary - Working Funds Only - Includes Fire Capital
2024-2053 - 30 Years

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Tax Levy: Current	\$ 1,255,927	\$ 1,255,927	\$ 1,255,927	\$ 1,255,927	\$ 1,255,927	\$ 1,255,927	\$ 1,255,927	\$ 1,255,927	\$ 1,255,927	\$ 1,255,927	\$ 1,255,927	\$ 1,255,927
Tax Levy: Add/Sub	307,332	313,349	319,666	326,299	333,264	340,578	348,256	356,319	434,785	443,674	453,008	462,809
Bonds	-	-	-	-	-	-	-	-	-	-	-	-
Other/Grants	78,000	-	-	-	-	-	-	-	-	-	-	-
Under budget	-	-	-	-	-	-	-	-	-	-	-	-
Sale of Assets	135,600	48,350	70,600	75,100	82,000	68,100	70,600	69,100	94,100	52,800	112,100	71,600
General Fund	(37,000)	(35,000)	(25,000)	(50,000)	(30,000)	-	-	-	-	-	-	-
Interest Earnings	418	1,893	3,682	2,729	4,569	2,995	4,890	5,496	7,633	4,828	7,548	7,792
Dedicated to Fire Buildings	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000
Revenues	\$ 1,805,277	\$ 1,649,519	\$ 1,689,876	\$ 1,675,056	\$ 1,710,760	\$ 1,732,599	\$ 1,744,673	\$ 1,751,842	\$ 1,857,445	\$ 1,822,229	\$ 1,893,583	\$ 1,863,127
Vehicles	\$ 126,000	\$ 107,500	\$ 543,000	\$ 150,000	\$ 553,500	\$ 99,000	\$ 360,500	\$ 98,000	\$ 902,000	\$ 116,500	\$ 91,000	\$ 115,500
Equipment	347,100	590,000	468,500	657,100	754,500	585,500	436,170	634,500	403,500	255,600	920,000	556,570
Furniture & Fixtures	10,000	10,000	10,000	10,000	10,000	10,000	10,000	30,000	10,000	10,000	10,000	10,000
Buildings	50,000	1,132,000	786,000	784,000	362,000	68,000	77,000	166,000	123,000	100,000	-	-
Improvements	155,000	257,500	296,000	262,111	367,500	150,000	310,000	147,500	161,667	105,000	587,500	160,000
Transfers Out	188,251	-	-	-	-	-	-	-	-	-	-	-
Expenditures	\$ 876,351	\$ 2,097,000	\$ 2,103,500	\$ 1,863,211	\$ 2,047,500	\$ 912,500	\$ 1,193,670	\$ 1,076,000	\$ 1,600,167	\$ 587,100	\$ 1,608,500	\$ 842,070
Beginning Cash Balance	\$ 2,289,160	\$ 3,218,086	\$ 2,770,605	\$ 2,356,980	\$ 2,168,825	\$ 1,832,085	\$ 2,652,185	\$ 3,203,188	\$ 3,879,030	\$ 4,136,308	\$ 5,371,437	\$ 5,656,520
Annual Surplus (deficit)	928,926	(447,481)	(413,624)	(188,156)	(336,740)	820,099	551,003	675,842	257,278	1,235,129	285,083	1,021,057
Cash Balance	\$ 3,218,086	\$ 2,770,605	\$ 2,356,980	\$ 2,168,825	\$ 1,832,085	\$ 2,652,185	\$ 3,203,188	\$ 3,879,030	\$ 4,136,308	\$ 5,371,437	\$ 5,656,520	\$ 6,677,577
Savings (Water Tower)	112,306	112,306	112,306	112,306	112,306	112,306	112,306	112,306	112,306	112,306	112,306	112,306
Dedicated for Fire Buildings	195,000	260,000	325,000	390,000	455,000	520,000	585,000	650,000	715,000	780,000	845,000	910,000
Rollover of Budgeted Items **	554,661	554,661	554,661	554,661	554,661	554,661	554,661	554,661	554,661	554,661	554,661	554,661
	\$ 2,356,119	\$ 1,843,638	\$ 1,365,013	\$ 1,111,858	\$ 710,118	\$ 1,465,218	\$ 1,951,221	\$ 2,562,063	\$ 2,754,341	\$ 3,924,470	\$ 4,144,553	\$ 5,100,610

** Annex, trees, street plow, Kiwanis Park Project



Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

TITLE OF ITEM: Discussion of Response from Lakes Media Collaborative

AGENDA: P&F Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Jennifer Bergman

DEPARTMENT: Administration

PRESENTER: Jennifer Bergman

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE:

The City finally received a response from Lakes Media Collaborative's (LMC) attorney regarding the request for the funds to be returned from LMC to the City of Brainerd – see attached. According to their attorney, LMC has “rendered all services promised to the City....”

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

As you recall, the City terminated their relationship with LMC and the last payment to LMC was made in 2020 with 2019 franchise fee dollars. However, the work done by LMC for many years leading up to the end of the agreement was minimal and unreliable. In 2019 the building projects at the High School removed the connection coming from City Hall and physically ended the ability to broadcast City meetings. A new agreement was established with Central Lakes College to provide similar service and uses the same portion of franchise fee dollars. New equipment and software were procured, connections established, and to-date the new arrangement has been providing a significantly better product for the community.

RECOMMENDED ACTION/MOTION:

Staff is looking for direction on next steps.

FINANCIAL IMPACT:

Is there a cost associated with this request: Click to enter text

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

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



Lathrop GPM LLP
lathropgpm.com

80 South Eighth St.
500 IDS Center
Minneapolis, MN 55402
Main: 612.632.3000

David C. Archer
Attorney
david.archer@lathropgpm.com
612.632.3304

April 4, 2023

VIA EMAIL – jjl@ratwiklaw.com

Joseph J. Langel
Ratwik, Roszak & Maloney, P.A.
730 Second Avenue S., Suite 300
Minneapolis, MN 55402

Re: Lakes Media Collaborative, Inc. – City of Brainerd

Dear Mr. Langel:

Lathrop GPM represents Lakes Media Collaborative, Inc. (“Lakes Media”) in connection with its dispute with the City of Brainerd (the “City”). We have reviewed your correspondence to Lakes Media, including the most recent letter dated March 27, 2023, which demands the “return of funds provided to LAKES.” We note that your letters do not identify any sound legal basis in support of the City’s demand, and Lakes Media affirmatively disputes that it owes the City any amount or has any other outstanding obligations to the City.

As you know, for more than 15 years, Lakes Media provided consistent and reliable broadcasting and other media services to the City and to other customers in the region. During this time, Lakes Media provided staff at each council meeting to record and broadcast meetings, resulting in the production of hundreds of hours of programming—covering every City Council meeting through 2019—for the benefit of members of the City and its constituents. Consistent with its commitments, Lakes Media completely satisfied all obligations it had to the City—as archival footage, among other sources, can confirm. Accordingly, the City’s allegation that the Council provided funding for services that were not rendered is completely without merit.

Equally meritless is the City’s claim that it is entitled to any fund balances maintained by Lakes Media. As a 501(c)(3) nonprofit corporation, Lakes Media rendered all services promised to the City while also taking care to manage its finances prudently, pursuant to its statutory and fiduciary obligations. Among other reasons why the City’s position is mistaken, the City always paid Lakes Media **after** all services had been rendered in the prior year and did not pay for services yet to be provided. As a result, there is simply no legal basis for the City to now demand payment for any reason, let alone because “a large fund balance remains [in Lakes Media’s account].”

April 4, 2023
Page 2

Although the City terminated its relationship with Lakes Media, the organization remains committed to advancing its educational and public service mission in the broader Brainerd area community. We thus respectfully request that you withdraw your demand.

Should you have a need to further discuss this matter, please let me know.

Sincerely,

/s/ David C. Archer
David C. Archer

CC: David Henschke, Executive Director, Lakes Media Collaborative, Inc.

61504880v1



Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

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

AGENDA: P&F Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, CDD

DEPARTMENT: Community Development

PRESENTER: James Kramvik, CDD

ESTIMATED TIME (MIN): 5 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.

Safety and Public Works Committee directed staff to begin working on an updated tree ordinance to make the language more concise and better align with the adopted tree policy. SPW is interested in the City removing right-of-way trees at no cost to the abutting property owner. However, this is not a budgeted item for 2023. Streets Department indicated that they would be able to remove most right of way trees with current staff, but recommends dangerous trees be contracted to a tree removal company. All stump grinding could be completed by the Streets Department. Staff estimates that contracted removal cost could impact the budget by \$20,000 per year. This does not include replacement cost for another tree which could range between \$500 to \$1,000 per tree depending on the size. There are typically 25 to 30 trees that are tagged as nuisance trees in the right-of-way each year.

RECOMMENDED ACTION/MOTION:

- Option 1) Recommend tree removal in the right-of-way remains the responsibility of abutting owners
- Option 2) Recommend the City begins removing nuisance right-of-way trees in 2023
- Option 3) Recommend the City budgets for removal of right-of-way trees in 2024

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: Estimated at \$20,000

Is this budgeted? (Please Explain) No

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.

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

May 1, 2023

7:00 PM

Council Chambers

WebEx Teleconference Call-In Information Call Toll-

Free: 1-844-992-4726 Access Code: 2480 886 0601

1. Consider Light Pole Height in the General Commercial Zoning District
2. Approve Potential Alternative Closure Routes- CLC 5k Mental Health Awareness Run
3. Approve Event/Street Closure Application- Corpus Christi Procession
4. Discuss Stop Sign Request- Rosewood Street and 15th Street SE
5. Request to Award Improvement 22-10- Graydon Avenue Outfall Replacement
6. Review Classification of Non-Conservation Tax Forfeit Parcels



Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

TITLE OF ITEM: Consider Light Pole Height in the General Commercial Zoning District

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, CDD

DEPARTMENT: Community Development

PRESENTER: James Kramvik, CDD

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Planning Commission has recommended an amendment to Section 515-4-8 Outdoor Lighting regarding color temperature, dimmable lighting, and performance standards. The current zoning code requires new pole lights in the General Commercial District to have a thirteen (13) feet maximum height of the fixture, pole and base above the ground grade permitted for light sources. If the bulb/light source is fully recessed and/or shielded from view by an observer at five (5) feet above grade at the nearest property line, an increase in light source height to a maximum of 20 feet may be allowed. The previous zoning code allowed for a light pole range of 20 feet to 25 feet in the GC District. Staff made the Planning Commission aware of the change and recommended General Commercial lighting return to the previous standard. This recommended change is depicted in the proposed ordinance.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

After discussion, Planning Commission recommended approval of the proposed ordinance, amending Section 515-4-8 Outdoor Lighting with one change by leaving the General Commercial (GC) District in 2.D which would require the GC District to have a pole height range of 13 feet to 20 feet. Planning Commission considered parking lots in the GC District and believe new lighting can achieve the desired affect for businesses and limit light pollution to neighboring properties. A sketch of potential lighting options is included in the packet. This sketch shows 13 foot poles on the perimeter of the parking lot in which light can be spilled into the right-of-way. Interior pole lights can be adusted to a 20 ft height as long as the light source is directed and remains on the property.

RECOMMENDED ACTION/MOTION:

Recommended approval of the proposed ordinance, amending Section 515-4-8 Outdoor Lighting with one change by leaving the General Commercial (GC) District in 2.D and recommend staff to bring this proposed ordinance to the next City Council Meeting as a first reading.

FINANCIAL IMPACT:

Is there a cost associated with this request: No

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

Is this budgeted? (Please Explain) N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: April 19, 2023

RE: Proposed Ordinance Amending Section 515-4-8, Outdoor Lighting

Introduction

At the last Planning Commission meeting on March 15th, the Commission directed staff to review the performance standards of residential and commercial outdoor lighting and revise language for architectural lighting, landscape lighting, and fixtures attached to structures. As proposed, architectural and landscape lighting are permitted if the bulb or light source is directed or shielded from view by an observer at five (5) feet above grade at the nearest property. An exemption from that regulation is proposed for flagpole and path lighting. Light fixtures attached to structures shall not exceed the height of the structure and shall be fully recessed and/or shielded from view by an observer at five (5) feet above grade at the nearest property line. In addition to performance standards, the proposed amended ordinance addresses outdoor lighting pertaining to outdoor lighting color temperature standards, dimmable lighting, and require the Park and Public Semi-Public District to conform to the residential use outdoor lighting performance standards.

Since the Zoning Code also regulates City parks, staff presented the proposed ordinance to the Park Board for their recommendation of the ordinance. The Park Board was in favor of a lighting ordinance requiring a 3,000 K or lower correlated color temperature standard except for recreational lighting. The Park Board is interested in dimmable lighting for their parks but would like to review this standard as part of any park addition or renovation. The dimmable lighting requirement is exempted for parks as part of the proposed ordinance. The Park Board goes through a rigorous review process for all new lighting in the parks and will review each light or park plan on a case-by-case basis.

Staff Recommendation

- 1) Hold a public hearing
- 2) Staff recommends approval of the proposed ordinance amending Section 515-4-8

ORDINANCE
NO. _____

AN ORDINANCE AMENDING SECTION 515-4-8, OUTDOOR LIGHTING

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Section 515-4-8. D of the Zoning Code is hereby amended as indicated, with deleted language struck out and new language underlined:

~~D. Light Trespass~~ Lighting Restrictions and Trespass

1. Color Temperature of Lamps. All new lighting must have a correlated color temperature (CCT) of 3,000 Kelvin (K) or lower.
 - a. All new light fixtures displaying a non-intended correlated color temperature is considered in violation of this ordinance.
 - b. Outdoor commercial or public recreational uses such as, but not limited to, baseball fields, football fields, hockey rinks, and tennis courts are exempted from this paragraph.
2. Dimmable Lighting. All new nonresidential lighting must dim by at least 50% or turn off at 10PM or one hour after close of business, whichever is later.
 - a. Lighting in the Park District is exempted from this paragraph.
3. Maximum Light Levels. Light trespass shall not exceed one (1) foot candle at the center line of a public street or four-tenths (0.4) foot candles at the property line of adjacent residential property as measured at the property line per the method outlined in this Section.
4. The foot candle level of a light source shall be measured at the property line and taken after dark with the light meter held six (6) inches above the ground with the meter facing the light source. A reading shall be taken with the light source on, then with the light source off. The difference between the two readings will be identified as the light intensity.

SECTION TWO: Section 515-4-8. E.1 and E.2 of the Zoning Code is hereby amended as indicated, with deleted language struck out and new language underlined:

E. Performance Standards.

1. Residential Use Standards. All exterior lighting shall be directed away from adjoining residential property or from any public right-of-way. All lighting shall be installed in accordance with the following provisions:
 - a. The luminaire shall contain a full cut off fixture which directs and cuts off light at an angle of 90 degrees or less.
 - b. The light source shall be controlled so as not to light adjacent property in excess of the maximum light levels defined by this Ordinance.
 - c. Architectural and landscape lights that include unshielded fixtures, lighting of entire facades, or architectural features of a building are permitted.
 - i. The bulb or light source shall be directed or shielded from view by an observer at five (5) feet above grade at the nearest property line and shall not be directed into the night sky.
 - ii. Flagpole and path lighting are exempted from the above paragraph.

- d. The maximum height of the fixture, pole, and base above the ground grade permitted for pole light sources is thirteen (13) feet. ~~A light source mounted on a structure shall not exceed the height of the structure.~~
 - i. If the bulb/light source is fully recessed and/or shielded from view by an observer at five (5) feet above grade at the nearest property line, an increase in light source height to a maximum of twenty (20) feet may be allowed.
 - e. A light source mounted on a structure shall not exceed the height of the structure and shall be fully recessed and/or shielded from view by an observer at five (5) feet above grade at the nearest property line. ~~Any luminaire affixed to a structure shall contain a full cut off fixture which directs and cuts off light at an angle of ninety (90) degrees or less.~~
 - i. ~~Any luminaire or light source not affixed to a structure shall be hooded and down cast to protect the night sky.~~
- 2. Business/Industrial Use/Public Semi-Public/Park Standards. All exterior lighting shall be directed away from adjoining residential property or from any public right-of-way. All lighting shall be installed in accordance with the following provisions:
 - a. The luminaire shall contain a full cut off fixture which directs and cuts off light at an angle of 90 degrees or less.
 - b. The light source shall be controlled so as not to light adjacent property in excess of the maximum light levels defined by this Ordinance.
 - c. Architectural, historical, and landscape lights that include unshielded fixtures, ~~that are not shielded,~~ or lighting of entire facades, or architectural features of a building are permitted. ~~In no case shall the light affect adjacent property in excess of the maximum light levels defined in this Ordinance.~~
 - i. The bulb or light source shall be directed or shielded from view by an observer at five (5) feet above grade at the nearest property line and shall not be directed into the night sky.
 - ii. Flagpole and path lighting are exempted from the above paragraph.
 - d. In ~~GC and~~ GC and CC, PSP, and P Districts, the maximum height of the fixture, pole and base above the ground grade permitted for pole light sources is thirteen (13) feet. ~~A light source mounted on a structure shall not exceed the height of the structure.~~
 - i. If the bulb/light source is fully recessed and/or shielded from view by an observer at five (5) feet above grade at the nearest property line, an increase in light source height to a maximum of 20 feet may be allowed.
 - e. In GC, TC, MS, ME Districts, the maximum height of the fixture, pole and base above the ground grade permitted for pole light sources is 20 feet. ~~A light source mounted on a structure shall not exceed the height of the structure.~~
 - i. If the bulb/light source is fully recessed and/or shielded from view by an observer at five (5) feet above grade at the nearest property line, an increase in light source height to a maximum of 25 feet may be allowed.
 - f. In the GI District, the maximum height of the fixture, pole and base above the ground grade permitted for pole light sources is 25 feet. ~~A light source mounted on a structure shall not exceed the height of the structure.~~
 - i. If the bulb/light source is fully recessed and/or shielded from view by an observer at five (5) feet above grade at the nearest property line, an increase in light source height to a maximum of 30 feet may be allowed.

- g. A light source mounted on a structure shall not exceed the height of the structure and shall be fully recessed and/or shielded from view by an observer at five (5) feet above grade at the nearest property line.
- h. Direct or reflected light from high temperature processes such as combustion or welding shall not be visible from any adjoining property.
- i. Location.
 - i. The light source of an outdoor light fixture shall be set back a minimum of three (3) feet from a street right-of-way or residential property and three (3) feet from any other property line.
 - ii. No light source shall be located on the roof unless said light enhances the architectural features of the building and is approved by an Administrative Permit.

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

Adopted this _____ day of _____, 2023

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2023

DAVE BADEAUX
Mayor

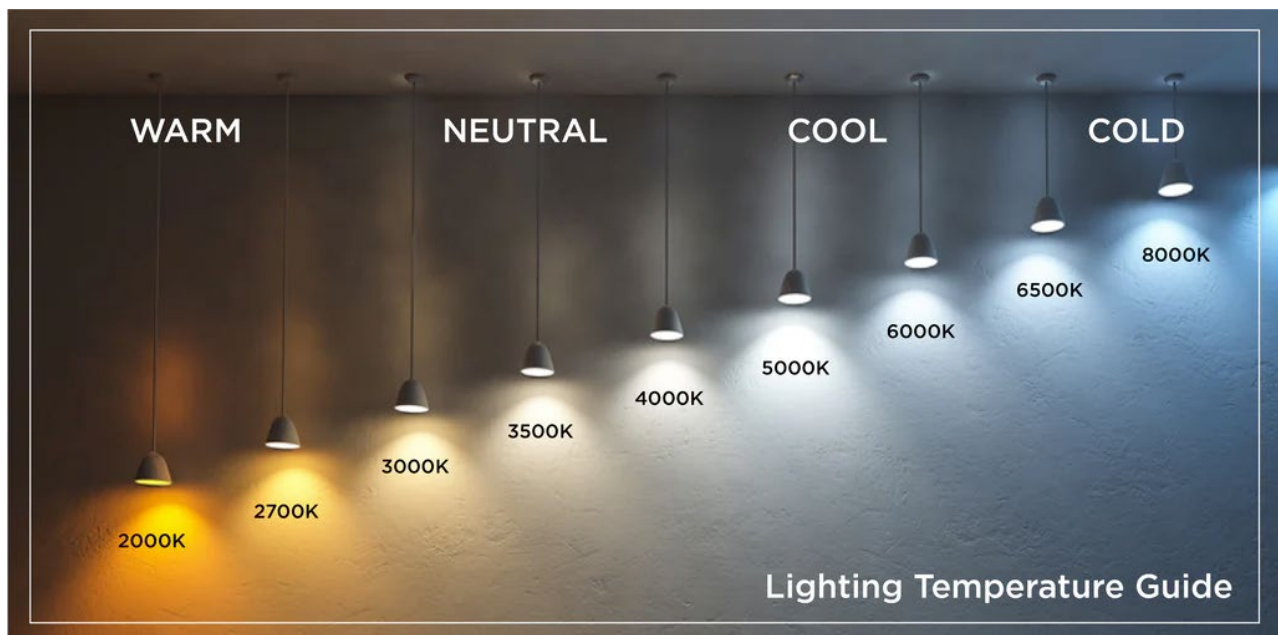
ATTEST: _____
JENNIFER BERGMAN
City Administrator

Published: One Time – _____

Shield and Cutoff Requirement Example



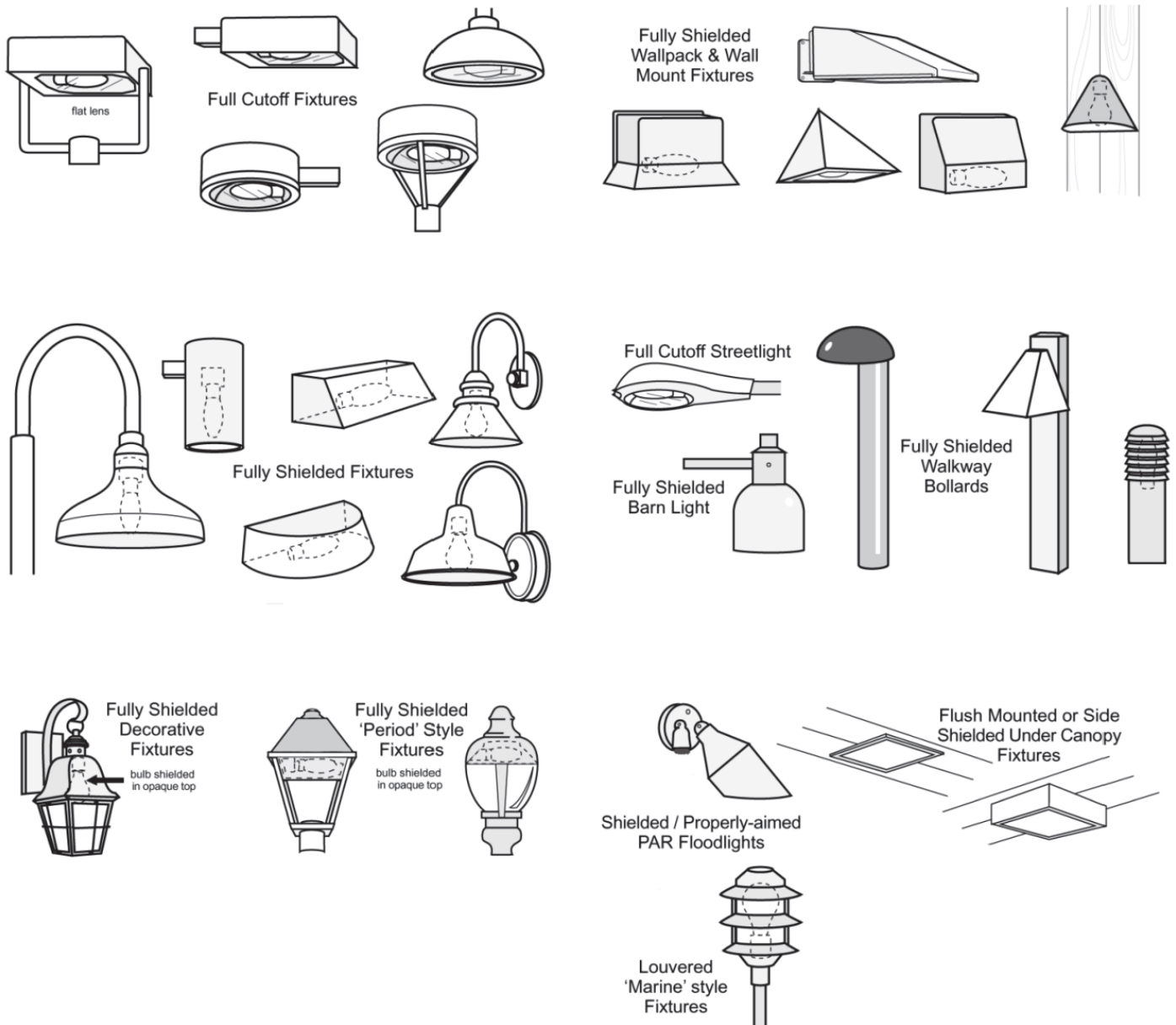
Lighting Color Temperature Guide



City of Sanibel

Dark Sky Light Fixture Guide

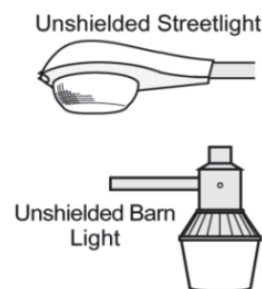
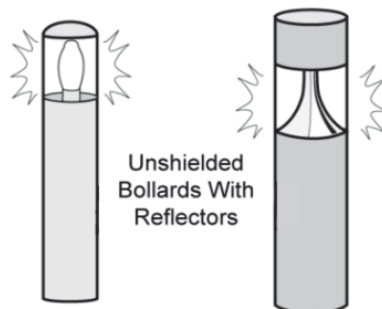
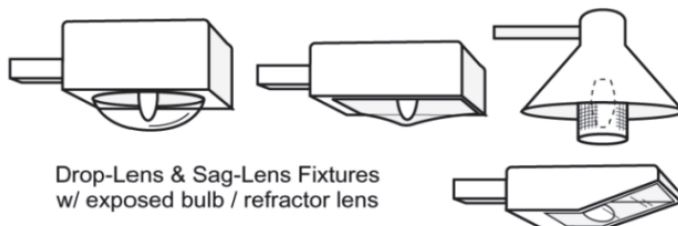
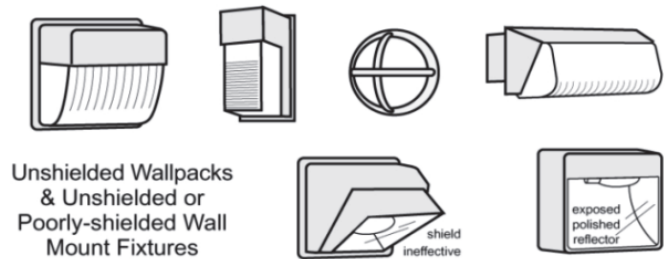
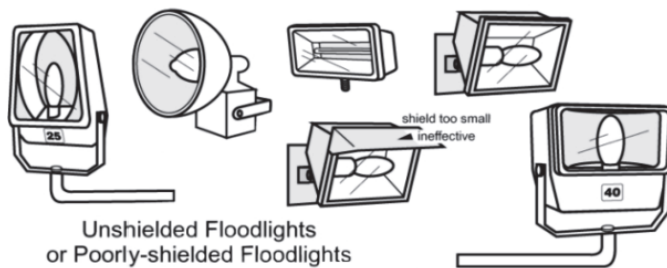
Compliant: Fixtures that shield the light source to minimize glare and light trespass and to facilitate better vision at night

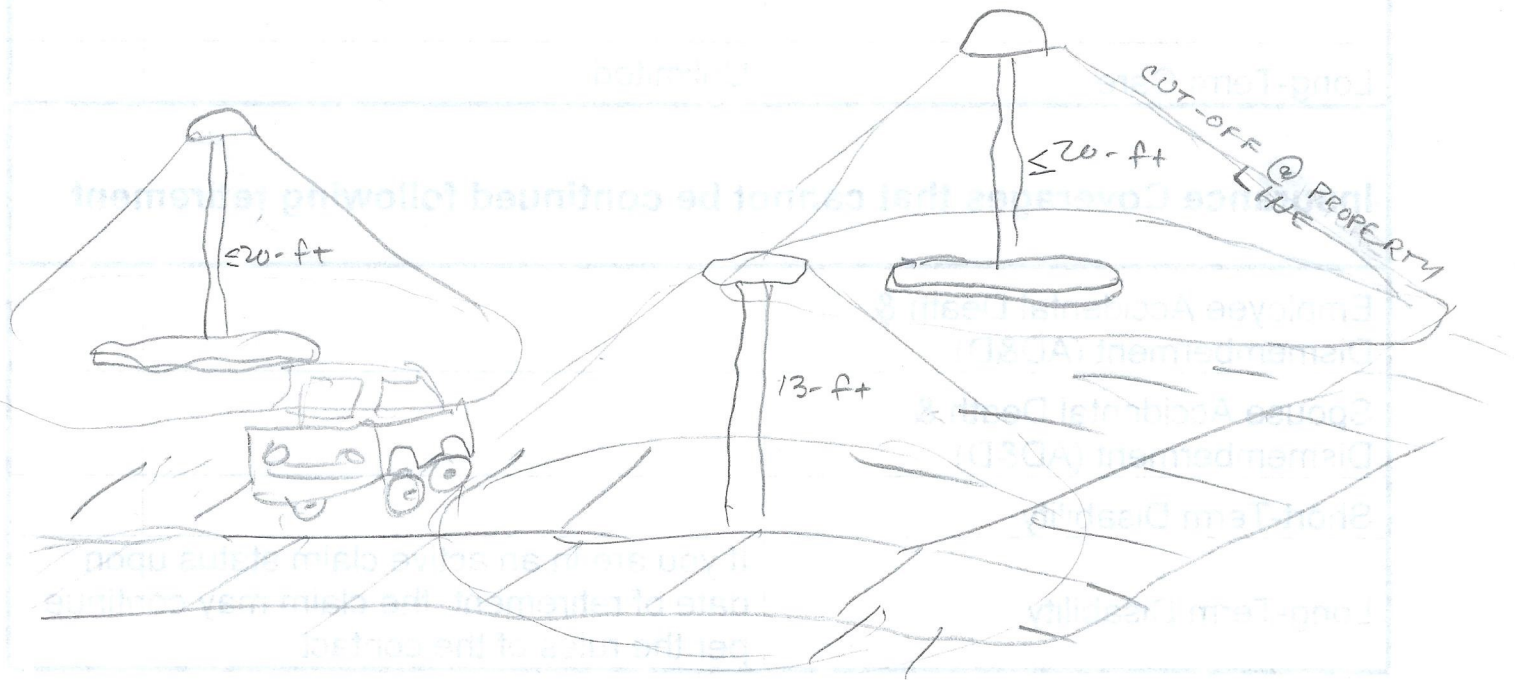


City of Sanibel

Dark Sky Light Fixture Guide

Noncompliant: Fixtures that produce light trespass and glare





EXAMPLE PARKING LOT LIGHTING DESIGN FOR
RESIDENTIAL AND B-1/B-2 DISTRICTS

NOTICE OF HEARING

The City of Brainerd Planning Commission will be conducting a public hearing to consider an ordinance amendment to amend Section 515-4-8 of the Brainerd Zoning Code relating 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.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, April 19, 2023, in City Hall Council Chambers, 501 Laurel Street, Brainerd.

The public is invited to attend the hearing to offer input regarding the proposed outdoor lighting ordinance amendment. Any individual needing special accommodations please call (218) 828-2307.

Dated this 5th day of April 2023

Publication Date: April 8th, 2023



James L. Kramvik
Community Development Director



Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

TITLE OF ITEM: Approve Potential Alternative Closure Routes – CLC 5K Mental Health Awareness Run

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:

Due to continued flooding of East River Road nearby Kiwanis Park and the Boom Lake Trails, staff is requesting authorization to approve a street closure on East River Road between Laurel Street and College Drive for the previously approved CLC Mental Health Awareness 5K Run, to be held on Saturday, May 6, 2023 from 9:00 AM – 10:30 AM.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The 5K run originally intended to start at CLC and utilize Mississippi Parkway, College Drive, and East River Road. A map from the original application is included in the packet. Due to continued flooding of East River Road and the trail adjacent to Boom Lake, this would make the event have to either shorten the route, overlap the existing non-flooded route, or utilize an alternative route. One option would be for the event to utilize East River Road from College Drive, north to Laurel Street, east to S. 5th Street, and returning to College Drive. In this instance, Police would need to perform short-term closures of East River Road for the event to cross the street. The Police Department has continued to coordinate with the event organizer on route options and traffic control needs for the event.

RECOMMENDED ACTION/MOTION:

Staff recommends authorization to allow for closure of East River Road between Laurel Street and College Drive if the event organizer wishes to change the route to utilize this alternative run route.

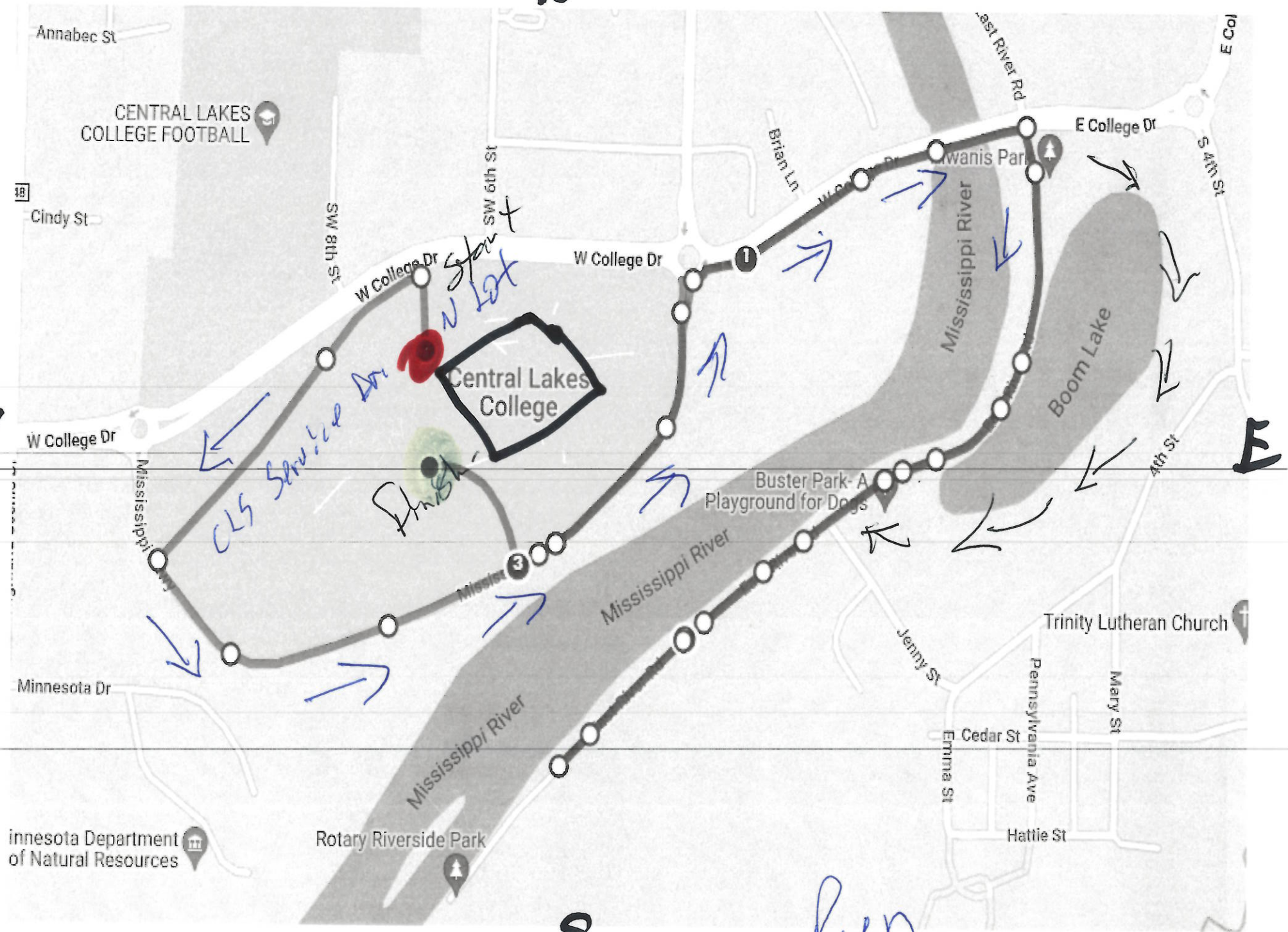
FINANCIAL IMPACT:

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](#)

W



E

S

Run



Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

TITLE OF ITEM: Approve Event Application - Corpus Christi Procession

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:

Attached to this request is an event application for the annual Corpus Christ Procession, to take place on June 11, 2023 from 3 p.m. to 4:30 p.m. The procession consists of a procession of people praying, and utilizing the streets between St. Francis and St. Andrews churches, them being Juniper Street, 8th Street, and Willow Street.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

This event is an annual event that has utilized the same route, so City staff is familiar with the needs of the applicant. There is low amplified sound that is provided from a back of a vehicle during the procession. There are short stops of the procession at N 8th Street and Juniper Street, 214 S. 8th Street and 1205 S. 9th Street. The applicant is requesting assistance with crossing some of the busy intersections at Washington Street and through the downtown area. The Police Department has typically assisted with this event in previous years and is prepared for the event this year as well. Fliers will be handed out to property owners prior to the event so that they are aware of the procession.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the attached application under the conditions listed in the attached event application.

FINANCIAL IMPACT:

Is there a cost associated with this request: No

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

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



SPECIAL EVENT APPLICATION

Date of Application: 4/19/2023

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

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

Name of event: Corpus Christi Procession

Organizer Information

Organizer's Name: Brainerd Lakes Catholic Churches
Organizer's Address: 1108 Willow St.
Event Contact Person: Deacon Dan O'Reilly
Event Contact Daytime Phone: 218-831-3197
Event Contact E-mail Address: dcn.dan.oreilly@lakescatholic.org
Contact Name/Number Day of Event: Dan O'Reilly 218-831-3197
For Profit/Nonprofit Status (type): Nonprofit

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
6/11/2023	3:00	4:30	Route Between St. Francis Catholic Ch
			Catholic Church on Juniper to N 8th to

☐ 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:

Eucharistic procession of people praying. The procession will take place between St. Francis

It will involve a number of people moving in group through town. There will be some low amp

The route will be begin at st. Francis and proceed up Juniper to 8th street. It will follow 8th S

The procession will briefly stop at three points along the way at North 8th and Juniper, 214 S

Site Information

Electrical usage

☐

Yes

☒

No

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

Amplified Sound

☒

Yes

☐

No

Describe any recording and sound amplification equipment to be used in your event along with the times:
some sound amplification will be used to allow the procession group to follow with prayers di

The sounds will consist of a small set of speakers on the back of a vehicle.

Restrooms provided

☐

Yes

☒

No

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

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☒

Yes

☐

No

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

Only carried with the group during the procession.

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

A \$100/day security deposit 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):

We would request an escorted crossing of major intersections such as 8th and Washington :

Date and time for beginning of street closures: Only along with the procession.

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.

Flyers and information will be handed out to property owners prior to the event.

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

Daniel O'Reilly

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	4/26	No comments
City Administration	4/26	No comments
Engineering Department	4/26 JD	See conditions below
Fire Department	4/20 TH	No issues
Fire Support/EMS	4/26	No comments
Parks Department	4/26	No comments
Planning Department	4/20 JK	No issues
Police Department	4/26	Prepared to assist as needed

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

Please submit the required insurance certificate per the application requirements.

Please coordinate with police staff so that they may assist during the procession.

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: May 1, 2023

TITLE OF ITEM: Discuss Stop Sign Request - Rosewood Street and 15th Street SE

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): 10 Minutes

SUMMARY OF ISSUE:

A stop sign request for the intersection of Rosewood Street and 15th Street SE was received by staff.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Please see the attached documentation and recommendation. Staff has a few short videos to also show the committee. Staff also has a few attachments listed below that are helpful for this conversation, along with the links to the short videos that will be presented.

<http://www.dot.state.mn.us/research/reports/2017/2017RIC05.pdf>

<https://www.youtube.com/watch?v=FJjnoi1Wwzw>

<https://www.youtube.com/watch?v=blp5ysHVdcA>

RECOMMENDED ACTION/MOTION:

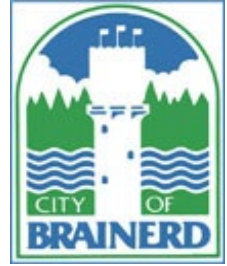
Staff recommends not installing additional stop signs at the intersection of Rosewood Street and 15th Street SE.

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



MEMO

TO: BRAINERD CITY COUNCIL

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: MAY 1, 2023

SUBJECT: STOP SIGN REQUEST – ROSEWOOD STREET AND 15th STREET SE

Staff has received a stop sign request for the intersection of Rosewood Street and 15th Street SE in Southeast Brainerd. When reviewing these requests, there are several factors that should be considered, both through engineering judgement and standards as outlined in the Minnesota Manual on Uniform Traffic Control Devices (MMUTCD). They are listed below:

- Do traffic volumes exceed over 2,000 units consisting of vehicles, bicyclists, and pedestrians?
- Is the crash rate excessive? MnDOT defines excessive as 3 crashes/year or 5 crashes in two years could have been prevented by the inclusion of traffic control. Federal Highway Administration lists 5 crashes in 12 months could have been prevented by the inclusion of traffic control.
- Are there physical obstructions that block sight lines at the intersection? Should the removal of obstacles that inhibit sight lines be removed before the inclusion of a traffic control device?
- The MMUTCD states that YIELD or STOP signs should not be used for speed control.
- Studies have shown that inclusion of stop signs tend to result in increased mid-block speeds, and if placed where not warranted, promotes drivers disregard for stop signs that results in a compliance rate (coming to a complete stop) of less than 20%. The overuse of stop signs gives motorists a perception of lost time. This tends to lead to more severe crashes at stop-controlled intersections than uncontrolled intersections.
- The placement of stop signs does not necessarily reduce crash rates. At a two-way stop, drivers on the through street tend to be less attentive to cross traffic failing to yield. Crash severity tends to increase.
- As a result of snowy conditions in winter months, stop sign approaches tend to become icy from vehicles sliding to a stop and then spinning their wheels to proceed (friction and heat). The icy approaches can result in additional crashes and the need for increased sanding operations by maintenance staff.
- Residents in the area tend to believe that the stop signs will reduce speed, increase driver awareness, and that vehicles will stop, which gives a false sense of security when approaching an intersection.

Staff has done a thorough review of the intersection. Traffic volumes are considerably low for this intersection, likely due to the lack of through routes, including a dead end approach from the south and a park positioned to the east.

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

There have been no documented crashes at this intersection in the past 10 years. Thus, this intersection does not exhibit an issue or history of intersection-related crashes.

Staff evaluated site distance issues through a site visit and the use of google maps. Photos of each direction are attached to this item. Staff did not see any issues with site lines or site distance at this intersection.

Staff has other videos and data that think are pertinent for future requests for traffic control such as stop signs. Attached is a research project by the Local Road Research Board that won national awards. Staff also has a couple of videos in which they would like to present to the committee regarding local road speeding and the purpose of stop signs.

Staff is not recommending addition of any type of traffic control at this intersection. The traffic volumes, crash rates, nor site lines do not warrant the addition of traffic control devices. Staff would again like to stress the expectation that all traffic control devices are important and should be treated as such. Unwarranted or unnecessary traffic control devices diminishes the importance of all other traffic control and therefore leads to unintended consequences.

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

STOP SIGN REQUEST EVALUATION CRITERIA

There are some general misconceptions about the appropriate use of stop signs for both speed control and intersection safety. This subject has been researched extensively by the industry and much of that researched is used to evaluate traffic control requests.

Deciding whether or not to install stop signs is really a balancing act where we try to weigh the risks versus the benefits. Please keep in mind that the industry has transitioned from the use of the word accident to the use of the term crash, because there is nothing accidental about these events. The fact is that 2-vehicle crashes at intersections are caused by driver error in that one of the drivers failed to yield the right-of-way to the other driver typically due to distraction, inattentiveness, impairment, or being in a hurry and just driving unsafely.

We should probably start by explaining the general purpose of various traffic control devices and their risks and benefits.

The assignment of right of way at un-controlled intersections is something that every driver should know. The law requires that we yield to the vehicle that enters the intersection first, or when two vehicles approach at the same time from 90 degrees, the vehicle on the left is suppose to yield to the vehicle on the right. On local residential neighborhood streets, the drivers perceived to be speeding and driving unsafely are usually the residents of the neighborhood, and they are fully aware of what traffic control is located along their route. Someone that is unfamiliar with a neighborhood tends to drive slower and more cautiously not knowing what to expect. Studies have shown that the benefits of uncontrolled intersections on low volume neighborhood roads is slower speeds, both mid block and at intersections, generally believed to be because drivers realize they need to drive more cautiously. When there are crashes, they tend to be low severity property damage only. We have an example of safe uncontrolled intersections in Northeast Brainerd north of H Street and between 2nd Avenue and Mill Avenue. In this area, 16 of the 20 4-way intersections are uncontrolled. The only 2-way stops are stopping cross traffic on 4th Avenue NE, which is considered a collector street and provides for mobility on the collector street. The crash rate in this area of northeast is remarkably low. We occasionally go a couple years without a crash in this area and when there is one, they tend to be low severity and very randomly located. The risks of uncontrolled intersections, as with any other intersection and traffic control type, is that if a driver for one reason or another fails to yield the right-of-way when they are required to by traffic law, they can cause a crash.

2-Way stops such as we have on 4th Avenue NE are meant to establish right of way for collector streets to provide mobility. Examples of such streets in North Brainerd would be 4th and 8th Streets, Bluff Avenue and Kingwood Street. These are the streets that commuter traffic such as trips to and from northeast, should be taking. The 2-way creates a condition of balanced risk where drivers should be able to drive through a neighborhood with relative safety and little delay at or near the statutory speed limit of 30 MPH. A 2-way stop can also be beneficial in cases where there is not sufficient visibility to determine if it is safe to proceed into an intersection when simply slowing down. The benefits of the 2-way are primarily mobility. The risks of a 2-way are that speeds on the through street tend to be maintained through the intersection. If a driver with a stop condition fails to yield the right of way and causes a crash, the crashes tend to be more severe due to the speed, often resulting in bodily injury.

4-Way stops should only be used where 2 collector streets intersect and where the traffic volumes on the major street are such that there are limited gaps affecting access and creating delays on the minor street. The benefits of a 4-way or all –way stops are that they provide safe access to a major collector street. The risk associated with 4-way stops is similar that of 2-way stops in that drivers who use the route often develop an expectation that if there is cross traffic, it will stop and they sometimes fail to look and use caution. 4-way stops along with signalized intersections are the scenes of some of our most severe crashes in terms of property damage and bodily injury, again, because a driver failed to yield the right of way.

There have been numerous studies performed on the affects of intersection control from both speed and safety perspectives. In general, it has been documented that when 2 and 4-way stops are used on low volume non-collector neighborhood streets, mid block speeds can increase by 3 to 5 mph, as if drivers are trying to make up the time that they lost slowing down for the stop sign and in these situations, slowing down is typically what people do. Statistics show that we can expect about a 20% compliance with the stop sign in these situations while about 60% are roll-throughs going between 1 and 5 miles per hour and about 20% blow the stop sign in excess of 5 MPH. The compliance shows that the driving public develops a general disregard for stop signs that they perceive to be unwarranted or nuisance signs. Excessive use of stop signs in unwarranted situations tends to breed additional disregard for the sign as a traffic control devise.

There have also been many efforts to try to document to what extent the placement of stop signs reduces low volume neighborhood street traffic crashes. Since these types of crashes tend to be very random in terms of location, time, and frequency it is not possible to predict when and where they may occur, so it is difficult to draw a comparison. It is not unusual for an uncontrolled intersection to be crash free for years, then suddenly have 2 or 3 crashes in one year, and then return to being crash free. In general, studies investigating long term comparisons of pre-traffic control and post traffic control crash rates have not been able to document any reduction in traffic crashes resulting from the additional traffic control.

Living in Minnesota, the land of 5-month winters, snow and ice control at intersections is a major concern. You may have noticed that when there is wet snow on the streets, drivers approaching stop signs tend to lock their breaks and slide up to the sign and then spin their tires to get going again. This repeated action causes the intersection and the approaches to get very icy and slippery, much more slippery than an uncontrolled intersection without the stopping and starting. There is only so much the city can do to get the streets plowed and sanded and when the temperatures are sub zero, chemicals no longer work on ice. The point is that slippery intersections are often a contributing factor to a crash because a driver was travelling at an excessive speed for the conditions and unable to stop, and sometimes the slippery condition is caused by the traffic control sign thought to be improving safety.

Over the years, stop signs have been requested and installed to address traffic concerns, mostly perceived concerns that no longer exist. Examples in North Brainerd are the stop signs on the east side of Gregory Park. Many of those signs are remnants from long gone traffic concerns such as Wittier School and Franklin Jr. High. Past experiences have been that it is much easier to put up a stop sign than it is to take one down, but now that those traffic generators are no longer there we do need to start revisiting whether or not those controls serve any purpose.

Other miscellaneous issues to consider with evaluating the placement of stop signs include additional noise from vehicles while accelerating or playing loud music, increased air pollution from reducing engine efficiency while accelerating, and increased community fuel consumption which ranges from 1/10th to 1/20th of a gallon per vehicle stop depending on type of vehicle to accelerate back to cruising speed. Stopping a street with 1,000 vehicles per day will cause an increased consumption of over 50 gallons of gas per day. This may not seem like much but on an annual basis at \$3.69 per gallon, that equates to over \$67,000.00 coming out of the pockets of our residents.

Often, stop signs can get to be a very emotional issue and people are absolutely convinced that there is an eminent danger of a tragic incident at an intersection and that the placement of 2 and ultimately 4-way stop signs will prevent that from happening. The statistics and evidence shows the opposite, that there is not an eminent danger of a tragic incident and that placement of the signs may not reduce the risk of a crash and will not guarantee that an incident does not occur. The same emotional argument can be made for every intersection in town and as we add stop signs and don't take any down, we get closer to having all way stops at every intersection.

On 15th Street SE - Looking South



On Rosewood Street – Looking West



On Rosewood Street – Looking East



On 15th Street SE – Looking North





Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

TITLE OF ITEM: Request to Award Imp 22-10 – Graydon Ave Outfall Repair 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:

Staff requested proposals for Imp 22-10 – Graydon Ave Outfall Repair Project from 7 excavating contractors and received 2 responses.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Graydon Avenue outfall project is planned to repair a failing corrugated metal pipe and outfall adjacent to Graydon Avenue roughly 400 feet east of Woodcrest Road. This pipe has been failing in previous years resulting in sinkholes in the vacant lot that the pipe passes through. Concern with the continued failures is that a collapse of the pipe will result in street flooding due to the adjacent storm sewer being unable to drain to the adjacent wetland to the north.

In total, 2 bids were received from DeChantal Excavating and Landwerx. Total bid prices submitted by each contractor were \$51,971.00 and \$58,934.00, respectively. Staff identified a budget estimate of \$50,000 for this repair. These costs are expected to come from the Storm Water Utility Enterprise.

RECOMMENDED ACTION/MOTION:

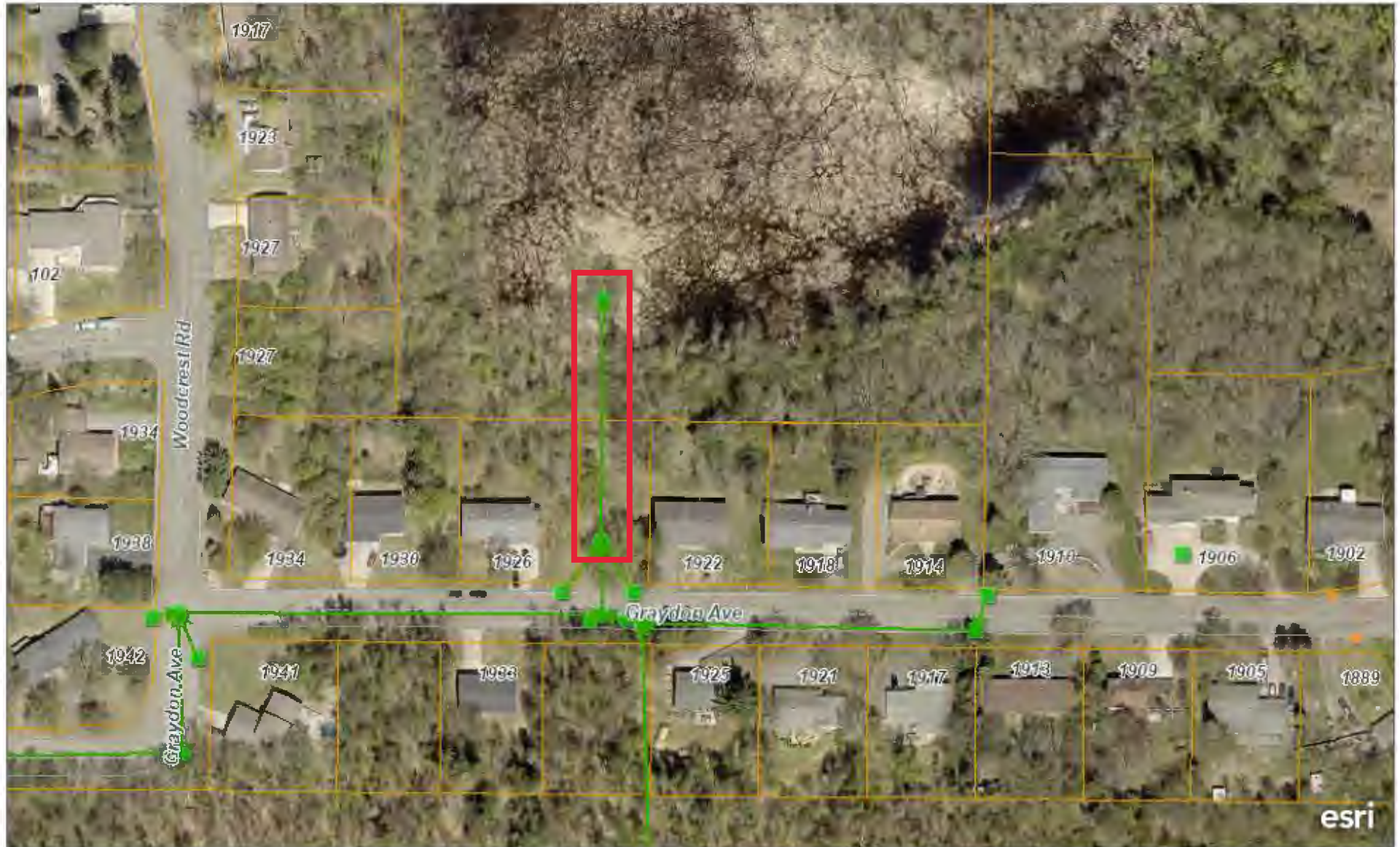
Staff recommends award of the Improvement 22-10 contract to DeChantal Excavating in the amount of \$51,971.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

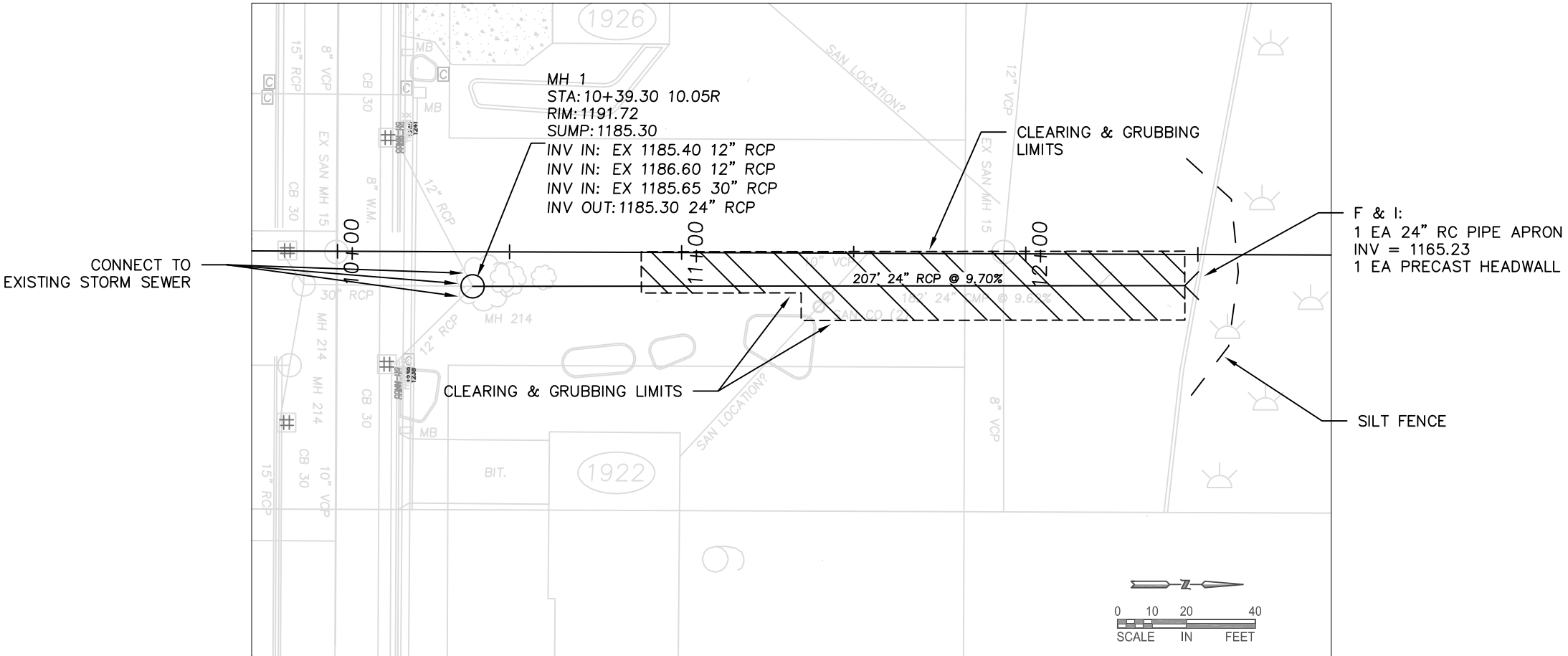
What is the total cost, with tax and shipping: \$51,971.00

Is this budgeted? (Please Explain) Yes and no, \$50,000 was identified in the CIP. Additional funds would be expected to be from the Storm Water Utility.

Brainerd Utilities 2022

edited July 2022

Province of Ontario, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA

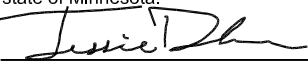


ESTIMATED QUANTITIES				
ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY
1	2021.501	MOBILIZATION	LS	1
2	2021.505	CLEARING	ACRE	.06
3	2021.505	GRUBBING	ACRE	.06
4	2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	1
5	2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	182
6	2501.502	24" RC PIPE APRON	EACH	1
7	2501.503	24" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	207
8	2501.602	PRECAST HEADWALLS	EACH	1
9	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	EACH	1
10	2506.602	CONNECT INTO EXISTING STORM SEWER	EACH	3
11	2511.504	GEOTEXTILE FILTER TYPE 7	SQ YD	20
12	2511.507	RANDOM RIP RAP CLASS III	CU YD	10
13	2573.503	SILT FENCE, TYPE HI	LIN FT	80
14	2574.507	COMMON TOPSOIL BORROW	CU YD	60
15	2575.501	TURF ESTABLISHMENT	LS	1

REV. #	DATE	



CITY OF BRAINERD
ENGINEERING DEPARTMENT
501 LAUREL STREET
BRainerd, MN 56401

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.

Date 03/28/2023
License No. 57747

GRAYDON AVE STORM SEWER
OUTFALL REPLACEMENT
IMPROVEMENT # 22-10
SHEET 1 OF 1

City of Brainerd

Improvement 22-10 – Graydon Ave Sewer Outfall Replacement Project

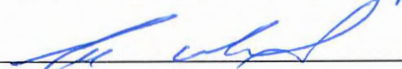
Form of Proposal



Spec No.	Description	Unit	Quantity	Unit Price	Ext. Price
2021.501	MOBILIZATION	LUMP SUM	1	2500.00	2500.00
2021.505	CLEARING	ACRE	0.06	7500.00	450.00
2021.505	GRUBBING	ARCE	0.06	7500.00	450.00
2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	1	525.00	525.00
2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	182	10.50	1911.00
2501.502	24" RC PIPE APRON	EACH	1	1666.00	1666.00
2501.503	24" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	207	99.00	20,493.00
2501.602	PRECAST HEADWALLS	EACH	1	2480.00	2480.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	EACH	1	9721.00	9721.00
2506.602	CONNECT INTO EXISTING STORM SEWER	EACH	3	875.00	2625.00

2511.504	GEOTEXTILE FILTER TYPE 7	SQ YD	20	<u>21.00</u>	<u>420.00</u>
2511.507	RANDOM RIP RAP CLASS III	CU YD	10	<u>118.00</u>	<u>1180.00</u>
2573.503	SILT FENCE; TYPE HI	LIN FT	80	<u>5.50</u>	<u>440.00</u>
2574.507	COMMON TOPSOIL BORROW	CU YD	60	<u>41.00</u>	<u>2460.00</u>
2575.501	TURF ESTABLISHMENT	LUMP SUM	1	<u>4650.00</u>	<u>4650.00</u>
TOTAL PROPOSED PRICE					<u>51,971.00</u>

This proposal dated this 21st day of April, 2023

Signed: 

Title: CEO

DeChantal Excavating, LLC
PO Box 315
Brainerd, MN 56401

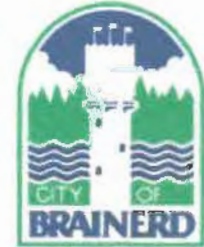
Justin Rudolph
Landmark
218-831-3435

City of Brainerd

**Improvement 22-10 – Graydon Ave Sewer
Outfall Replacement Project**

Form of Proposal

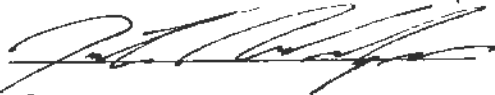
RECEIVED
APR 21 2023
**CITY OF BRAINERD
ENGINEERING**



Spec No.	Description	Unit	Quantity	Unit Price	Ext. Price
2021.501	MOBILIZATION	LUMP SUM	1	2,400.00	2,400.00
2021.505	CLEARING	ACRE	0.06	10,500.00	630.00
2021.505	GRUBBING	ARCE	0.06	5,500.00	330.00
2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	1	2,000.00	2,000.00
2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	182	30.00	5,400.00
2501.502	24" RC PIPE APRON	EACH	1	3,350.00	3,350.00
2501.503	24" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	207	132.00	27,324.00
2501.602	PRECAST HEADWALLS	EACH	1	2,000.00	2,000.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN 72-4020	EACH	1	6,000.00	6,000.00
2506.602	CONNECT INTO EXISTING STORM SEWER	EACH	3	1,000.00	3,000.00

2511.504	GEOTEXTILE FILTER TYPE 7	SQ YD	20	15.00	300.00
2511.507	RANDOM RIP RAP CLASS III	CU YD	10	180.00	1,800.00
2573.503	SILT FENCE; TYPE HI	LIN FT	80	2.50	200.00
2574.507	COMMON TOPSOIL BORROW	CU YD	60	45.00	2,700.00
2575.501	TURF ESTABLISHMENT	LUMP SUM	1	1,500.00	1,500.00
TOTAL PROPOSED PRICE					58,934.00

This proposal dated this 21 day of April, 2023

Signed: 

Title: President



Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

TITLE OF ITEM: Review Classification of Non-Conservation Tax Forfeit Parcels

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:

Attached is a notice the city received from Crow Wing County related to three parcels that the County has deemed "non-conservation" and will be put on the County land sale if the City concurs with those designations.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The parcels listed in the notice are 41300849, 41301027, and 41301029, all are in Southeast Brainerd. Staff has reviewed these parcels and would agree with the "non-conservation" status of the parcel so that is able to be offered as a proposed future direct sale. Property can be held in conservation by the City if the City deems there is future public purpose for the parcel such as streets, trails, parks, etc. Staff does not see any future public purpose for the parcel listed, and the parcel would be better served sold to a private entity.

RECOMMENDED ACTION/MOTION:

Staff recommends concurring with the non-conservation status of parcels 41300849, 41301027, and 41301029 so that they may be placed on the County tax forfeit land sale.

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



Land Services Department
218-824-1010

322 Laurel Street
Brainerd Minnesota 56401

April 12, 2023

Jim Thoreen
City of Brainerd
501 Laurel St
Brainerd, MN 56401

RECEIVED

APR 20 2023

**CITY OF BRAINERD
ADMINISTRATION**

Re: Classification to "Non-Conservation" and Future Sale of Tax Forfeited Lands

Dear Mr. Thoreen:

In the near future, the Crow Wing County Board of Commissioners will classify the tax forfeited parcels, attached, as "Non-Conservation" which is required prior to sale pursuant to MS 282.01

Before, however, Crow Wing County can proceed with its plans to offer these parcels for sale, the city or township wherein these parcels lie **"must first approve the classification and intended sale"** by the County Board. The city or township **"is considered to have approved the classification and sale if the county board is not notified of the disapproval...within 60 days of the date"** of this letter.

If you respond within 60 days and do not support the County Board's action, **"the County Board must follow the procedures in paragraphs (c) and (d) per MS Statute 282.01, with regard to the parcel, and must additionally cause to be published in a newspaper a notice of the date, time, location, and purpose of the required meeting."**

Please review the list of tax forfeited parcels, attached, and inform this office of your approval or disapproval of the County Board's future action to classify said parcels to a "non-conservation" status with intentions to sell at a future public auction.

Please include the zoning information for each tax forfeited parcel along with any special assessments that are or will be attached to each parcel.

Maps have been enclosed to aid in your review.

If you have any questions concerning this process, please advise.

Sincerely,

Steven Timblin & Jonele Waterman
Environmental Services Coordinators

Enclosures

Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.

CITY OF BRAINERD

Tract	Description	Approx. Lot Size (acres)	RE Code(s)	Remarks	Specials	Judgement Year	Forfeited	Zoning
	TRACT A OF THAT PT OF TRACT 11 DESC AS FOLL- OWS; BEG AT THE NW CORNER OF SAID TRACT 11, THEN S 02 DEG 33 MIN 36 SEC E ASSUMED BEARING, HOLLANDS THIRD ADDITION TO THE CITY OF	1.16	41300849			2017	12/7/2022	
	LOTS 13 THRU 24 BLOCK 16 INCLUSIVE , CUYUNA RANGE ADDITION TO BRAINERD	0.96	41301027			2017	12/7/2022	
	LOTS 3 THRU 7 BLOCK 16 INCLUSIVE , CUYUNA RANGE ADDITION TO BRAINERD	0.40	41301029			2017	12/7/2022	



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.

41301027 & 41301029

Date: 4/12/2023 Time: 2:16:19 PM





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.

41300849

Date: 4/12/2023 Time: 2:14:01 PM





Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

TITLE OF ITEM: Consider Conditional Use Permit for a Recycling Facility at 1021 Madison St.

AGENDA: Main Agenda

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, CDD

DEPARTMENT: Community Development

PRESENTER: James Kramvik, CDD

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Greenforest Environmental Solutions applied for a Conditional Use Permit (CUP) to operate a recycling facility at 1021 Madison St in the General Industrial Zoning District. They recycle various grades of paper and paper like products sourced from the greater Minnesota area and surrounding states and does not accept drop off or local collection of these materials. The property is currently operating as a recycling facility at 1021 Madison St. The property owner was unaware of the need for a Conditional Use Permit. The property owner has been very cooperative with the department on all required submittals and contacted the Fire Marshal and Building Official for inspection of the property.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Planning Commission conducted a public hearing and considered this request at their last meeting on April 19th. The Commission voted unanimously to approve the Conditional Use Permit with the six conditions as presented by staff.

RECOMMENDED ACTION/MOTION:

Recommend approval of the Conditional Use Permit with the following conditions:

- 1) Require a code analysis prepared by a Minnesota Licensed Architect for the facility located at 1021 Madison Street in Brainerd, MN. (PID 41361021) to be submitted to the City of Brainerd within six months of approval of the Conditional Use Permit.
- 2) If the code analysis shows a change in occupancy classification, the facility is to be brought up to the requirements of the 2020 MN Building Code, Chapter 1305 or Chapter 1311 within one year of the code analysis findings.
- 3) Indoor diesel tank storage must be moved outdoors within 4 months of approval of the Conditional Use Permit.
- 4) All other requirements of the Fire Marshal must be corrected within 1 month of approval of the Conditional Use Permit.
- 5) All paved areas must maintain a 20 ft wide fire lane.
- 6) The required fencing must be installed within 6 months of approval of the Conditional Use Permit.

FINANCIAL IMPACT:

Is there a cost associated with this request: No

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

Is this budgeted? (Please Explain) N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director
Dylan Edwards, Assistant Planner

DATE: April 19, 2023

RE: Consider Conditional Use Permit for a Recycling Facility at 1021 Madison St.

Introduction:

Greenforest Environmental Solutions CO applied for a Conditional Use Permit (CUP) to operate a recycling facility at 1021 Madison St. Brainerd, MN 56401.

Parcel Number: 41361021

Zoning District: General Industrial (GI) District

Property Area: 3.9486 Acres

Adjacent Uses: North: Construction
East: Parcel Delivery Service
South: Industrial Printing
West: Aviation Light Manufacturer

Adjacent Zoning: North: General Industrial (GI) District
East: General Industrial (GI) District
South: General Industrial (GI) District
West: General Industrial (GI) District

Findings of Fact:

1. 1021 Madison St. Brainerd, MN 56401 is in a General Industrial (GI) zoning district. Zoning Ordinance [515-3 Allowed Uses. Appendix A: Table of Uses](#) allows for the use of Refuse/garbage collection, recycling, and incineration as a Conditional Use in the GI District.
 - A. *The property is currently operating as a recycling facility at 1021 Madison St. The property owner was unaware of the need for a Conditional Use Permit. Staff reached out to the owner by phone and mail to inform them of the Conditional Use permit requirement. The property owner has been very cooperative with the department on all required submittals and contacted the Fire Marshal and Building Official for inspection of the property.*

- B. The site plan as submitted by Greenforest Environmental Solutions CO. proposes use of the facility for the recycling of various grades of paper and paper like products sourced from the greater Minnesota area and surrounding states and does not accept drop off or local collection of these materials.
2. According to [Section 515-3-32 Refuse/Garbage Collection, Recycling, and Incineration](#). Any refuse/garbage collection, recycling or incineration uses must comply with the following minimum standards:
- A. The storage of refuse or garbage in any front yard is prohibited.
 - i. *There is no indication of any refuse or garbage storage in the parcel's front yard as proposed in the site plan submitted by Greenforest Environmental Solutions CO. All storage of recycled materials lies inside of a proposed fenced area at the parcel's rear and in an area between the buildings behind the loading dock.*
 - B. Vehicle parking and storage areas are screened from view of neighboring uses, abutting Residential Zoning Districts and public rights-of-way.
 - i. *The proposed 8' chain-link fence with slats will screen the outdoor storage area for neighboring uses. Installation of the fence will require a fence permit.*
 - ii. *The property is surrounded by G1 district parcels and does not abut any residential property of any kind. There are no residentially zoned parcels within 350 ft of the property lines of the parcel.*
 - iii. *All trailers, vehicles, and containers in which recycled products are visible will be required to park in the proposed screened area.*
 - iv. *Employee vehicle parking and semi-trailers customarily found in the G1 district are regulated by [Section 515-4-12 Off-Street Parking](#) and can be visible from the right-of-way if parked on an improved surface.*
 - C. Vehicle parking/storage areas shall be hard surfaced with a bituminous material with curb and gutter to control dust and shall be screened from view of neighboring uses and public rights-of-way.
 - i. *The Proposed Storage area and Vehicular parking area is currently made of bituminous materials.*
 - D. The site shall be maintained free of litter and any other undesirable materials and will be cleaned of loose debris on a daily basis.
 - i. *As proposed by Greenforest Recycling, the maintenance plan is for their 1st and 2nd shift leads to include outside yard clean up with their daily scheduled shift clean up.*
 - E. All in bound and out bound trucks and equipment, excluding employees' personal vehicles, shall be restricted to designated routes established by the City, except for times when providing collection service to customers within the City limits.
 - i. *This business does not engage in collection services and does not propose to do so in their CUP application.*
 - F. The hours of operation shall be limited as necessary to minimize the effects of nuisance factors such as traffic, noise, and glare upon any existing neighboring residential uses, or residential zoning districts.

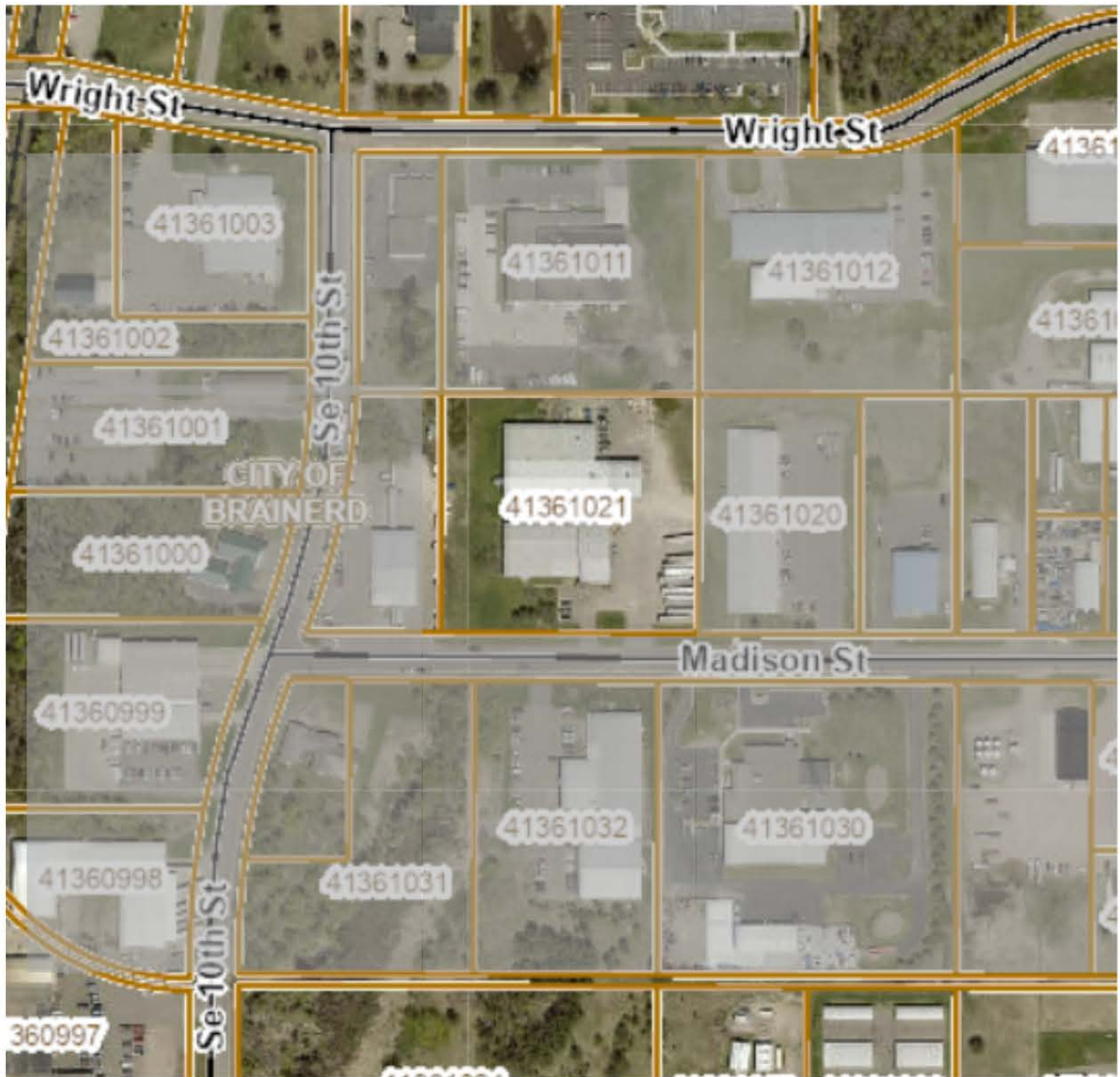
- ii. *According to the Building Official, structure occupancy classification appears to have been changed.*
 - D. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - i. *The building as currently used is appropriately oriented to the road. The applicant does not propose to change the footprint of the facility.*
 - E. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - i. *No changes to the parcel are included in the CUP besides the additional fence, which is required for outdoor storage.*
 - F. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
 - i. *This property is not located in a residential neighborhood.*
 - G. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the [Comprehensive Plan](#).
 - i. *Economic Development Goal 1: Support infill and redevelopment throughout Brainerd as a strategic component of growth.*
 - 1. *Policy 1: Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exists.*
 - 2. *Policy 4: Reclaim underutilized infrastructure within the City (industrial sites, rail lines, parking lots, blighted structures, vacant blocks).*
4. **Section 515-2.B.7 Conditions.** In reviewing applications for conditional use permits, the City may attach whatever reasonable conditions are deemed necessary to mitigate anticipated adverse impacts associated with the proposed use, to protect the value of property within the Zoning District, and to achieve the goals of the City's Comprehensive Plan. In determining such conditions, special consideration shall be given to protecting nearby properties from objectionable views, noise, traffic, and other characteristics associated with such uses. Such conditions may include, but are not limited to, the following:
- A. Increasing the required lot size or yard setback dimension.
 - B. Limiting the height, size, or location of buildings.
 - C. Regulating ingress and egress to the property and the proposed structures thereon with particular references to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or another catastrophe.
 - D. Regulating the street width.
 - E. Increasing the number of required off-street parking spaces.
 - F. Limiting the number, size, location, or lighting of signs.
 - G. Requiring a berm, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
 - H. Requiring dedication of some open or green space.
 - I. Regulating the appearance of the facilities or site so that they are harmonious with the neighborhood and City.

As of this writing, no parties have contacted the Community Development Department for more information on the Conditional Use Permit application for the proposed Refuse /Garbage Collection, Recycling, and Incineration use at 1021 Madison St.

Staff Recommendations:

The Community Development Department recommends approval of the Conditional Use Permit for 1021 Madison St. Brainerd, MN 56401. Staff recommends applying the following conditions to the permit:

- 1) Require a code analysis prepared by a Minnesota Licensed Architect for the facility located at 1021 Madison Street in Brainerd, MN. (PID 41361021) to be submitted to the City of Brainerd within six months of approval of the Conditional Use Permit.
- 2) If the code analysis shows a change in occupancy classification, the facility is to be brought up to the requirements of the 2020 MN Building Code, Chapter 1305 or Chapter 1311 within one year of the code analysis findings.
- 3) Indoor diesel tank storage must be moved outdoors within 4 months of approval of the Conditional Use Permit.
- 4) All other requirements of the Fire Marshal must be corrected within 1 month of approval of the Conditional Use Permit.
- 5) All paved areas must maintain a 20 ft wide fire lane.
- 6) The required fencing must be installed within 6 months of approval of the Conditional Use Permit.



MAP OF 1021 MADISON ST.

with Surrounding properties and Zoning Districts

GI Zoning District =





GREENFOREST
Recycling Resources

1021 Madison Street
Brainerd, MN 56401

March 29, 2023

Dear Mr. James Kramvik,

Please find enclosed the requested Site Plan and Architectural Plan.

Our Maintenance Plan is for our 1st & 2nd Shift leads to include outside yard clean up with their daily scheduled shift clean up.

Dave Cox and Darrin Deseth conducted an onsite inspection on Tuesday March 28th, 2023. Our maintenance department is currently making repairs and replacement recommendations.

Our recycling business does not include residential collection. Our material comes from local and greater Minnesota businesses. The material we process is high grade printer paper, cardboard and newsprint. The material is processed, including sorting different grades of paper and then baling the material. Our buyers are Manufacturing Mills in Minnesota and neighboring states.

We have also enclosed our original CUP application and the related fees.

If additional information is needed, my email address is jeff@gfrr.net and cell 612-224-1004.

Sincerely,

Jeff Grunenwald
Owner



Community Development Department

City Hall - 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

RESIDENTIAL

CONDITIONAL USE PERMIT
REZONING
VARIANCE

☐ (\$250.00)
☐ (\$300.00)
☐ (\$250.00)

COMMERCIAL

☒ (\$400.00 + \$500.00 escrow deposit)
☐ (\$500.00)
☐ (\$400.00 + \$500.00 escrow deposit)

PROPERTY ADDRESS: 1021 madison st Brainerd MN 56401

LEGAL DESCRIPTION: Lot(s): 2 Block: 2 Addition: Brainerd Industrial Park
(attach description if lengthy)

Property Owner Name: Jeff Gronenwald

Street Address: 1021 madison st City: Brainerd State: MN Zip Code: 56401

Phone Number: 612 224 1004 Fax: _____ E-mail: jeff@gronwald.net

Applicant Name: (If different than Property Owner) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: operate a recycling facility at this property

Jeff Gronenwald

Property Owner Signature

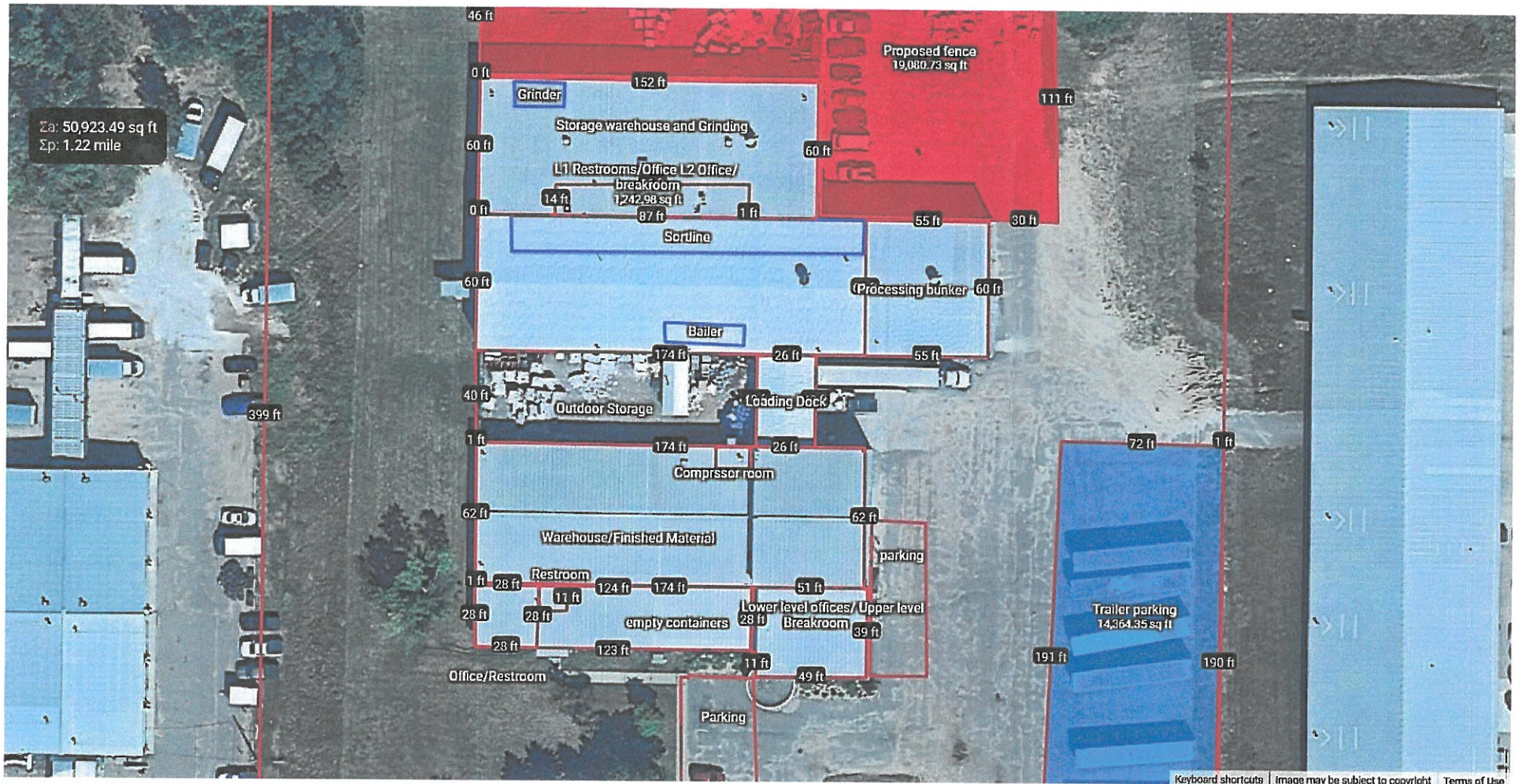
Jeff Gronenwald
(Please print name)

2/23/23
Date

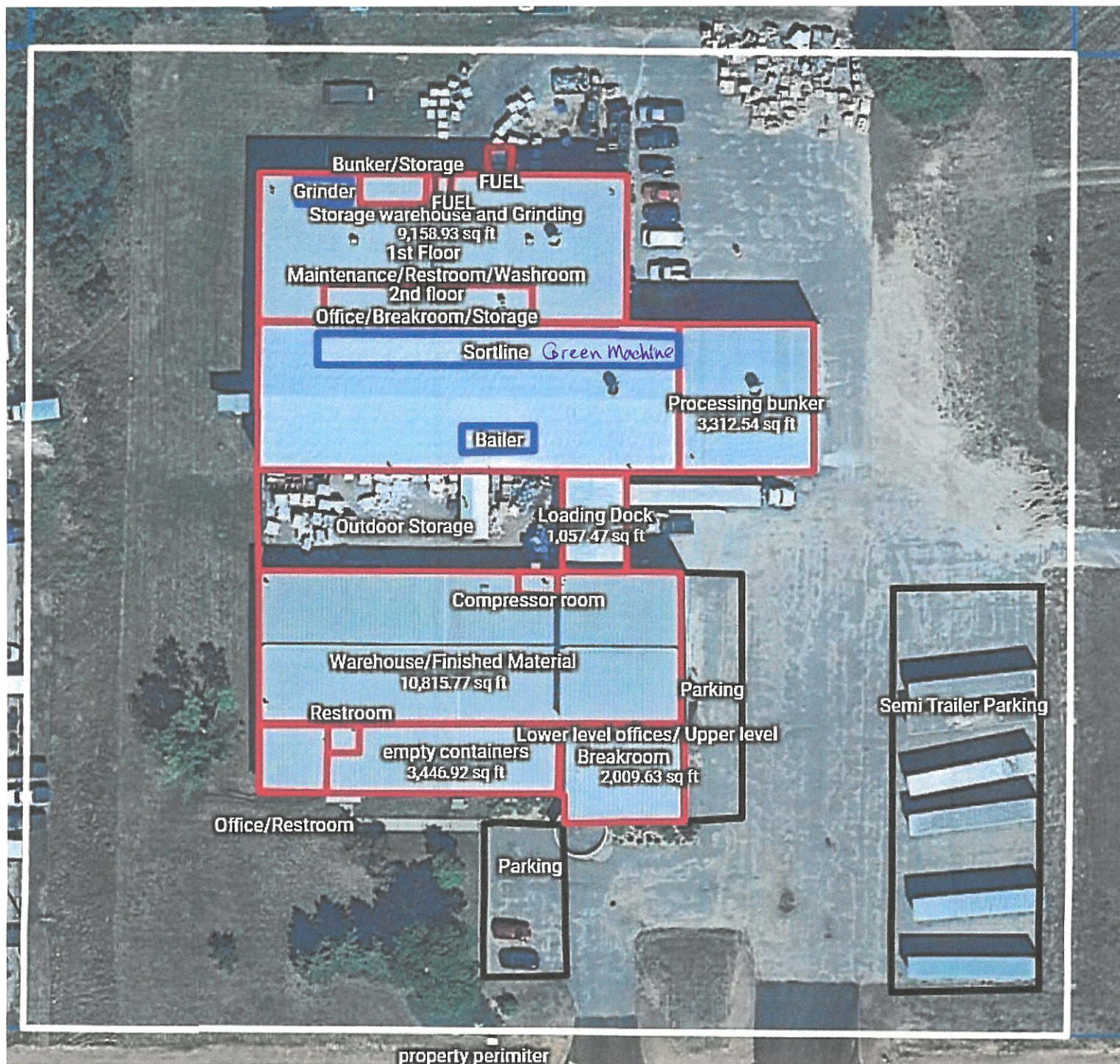
Applicant Signature

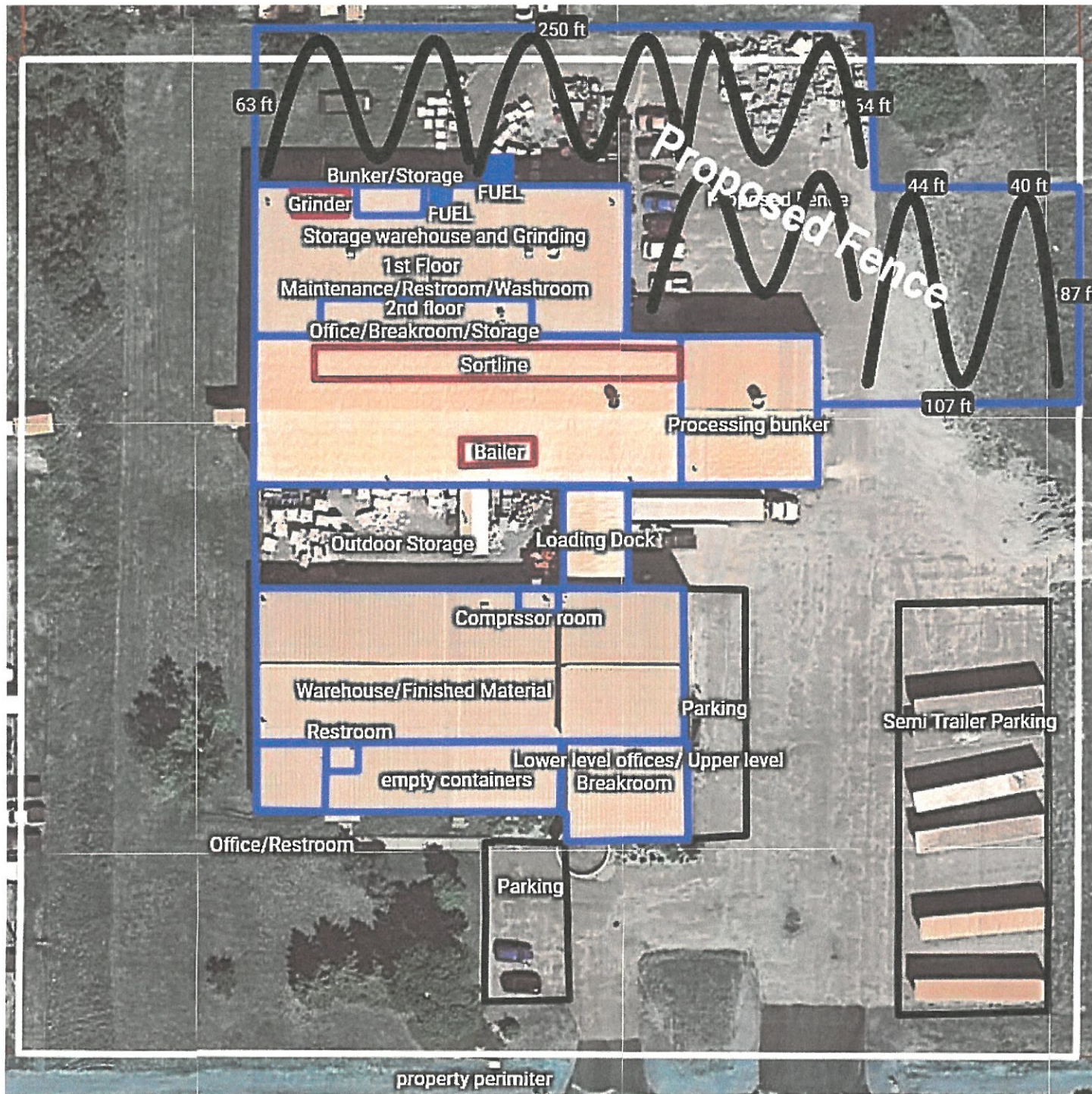
Date

(Please print name)



Square footage





Fence
Propose

8 foot Metal
fence with
Privacy slats

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Greenforest Environmental Solutions CO. has submitted a request for a Conditional Use Permit to operate a recycling facility at 1021 Madison St. Brainerd, MN 56401. The property included in this application is described as:

*LOT 2 BLOCK 2
BRAINERD INDUSTRIAL PARK
Parcel #: 41361021
Section 36, Township 45, Range 31*

The property is zoned GI (General Industrial) District, and Zoning Ordinance Section 513-3 Appendix A Table of Uses allows Refuse/garbage collection, recycling, and incineration as a conditional use in the GI District. A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, April 19, 2023, in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

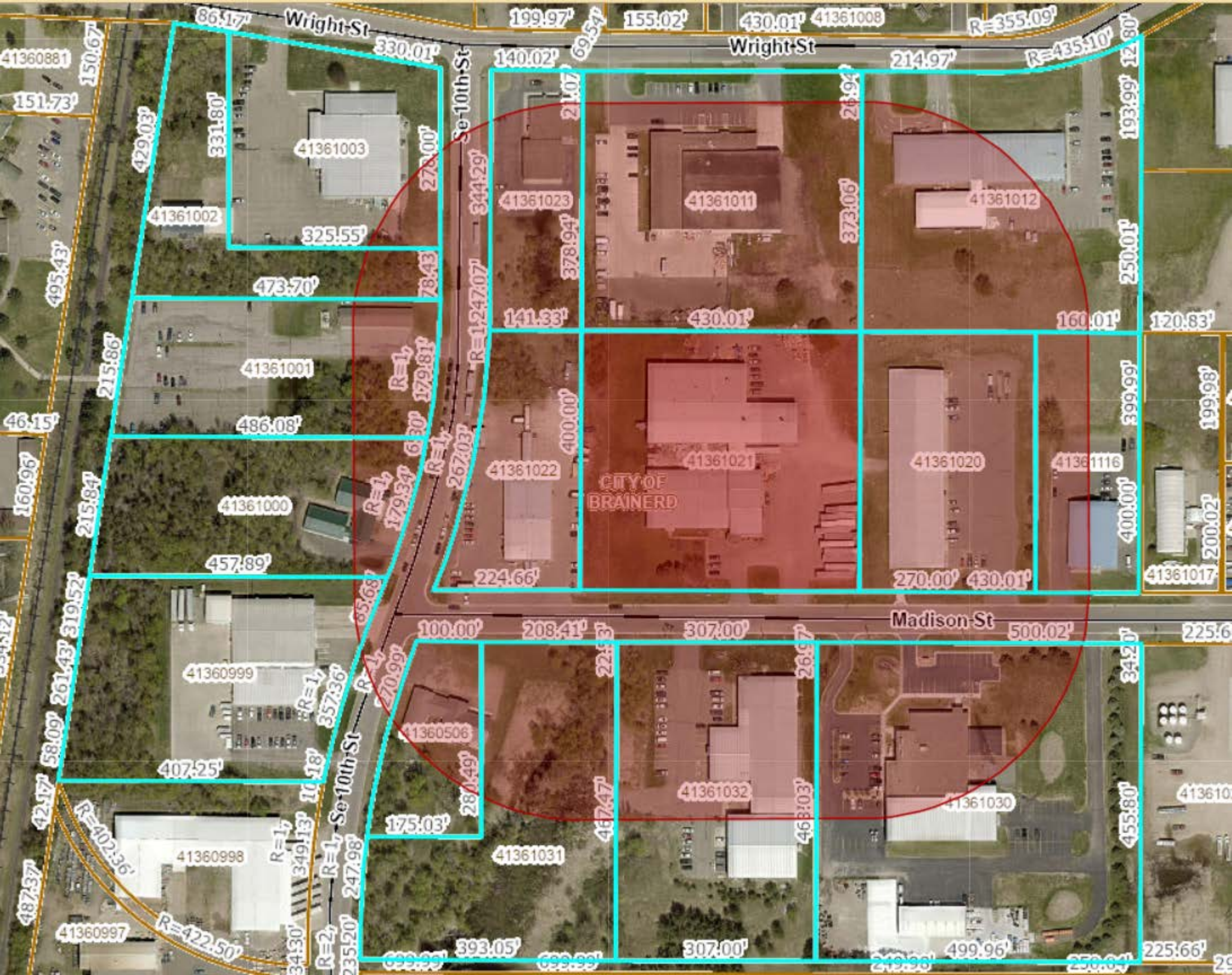
Any individual needing special accommodations or would like more information about this request, please call (218) 828-2309.

Dated this 5th day of April, 2023



James L. Kramvik
Community Development Director

Publication Date: April 8, 2023





Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

TITLE OF ITEM: First Reading – Proposed Ordinance 1549 – Revision of City Codes 1200 and 1205

AGENDA: Main Agenda

ACTION REQUESTED: Ordinance 1st Reading

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Staff is recommending a revision to City Code to allow the sale and consumption of alcoholic beverages within public parks, streets, and other public places. Proposed Ordinance 1549 would revise Sections 1200 and 1205 of the City Code to allow sale and consumption of alcoholic beverages under the circumstances and conditions as described.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The subject of alcohol in parks was discussed in December when discussing the new amphitheater facility policies. That discussion raised questions regarding use/sale of alcohol in all parks and public places. When this was brought to the City Council for their review in January, there was additional questions regarding considerations for adult softball at Memorial Park and the campground in Lum Park. The Council and Park Board discussed this matter at the Joint Workshop in February. After final details were agreed upon by the Park Board at March, a proposed ordinance was prepared and reviewed by the City Attorney.

A copy of the proposed Ordinance is included in this packet.

RECOMMENDED ACTION/MOTION:

1. Motion to conduct the first reading of Proposed Ordinance 1549, an ordinance amending Sections 1200 and 1205 of the City Code
* Note: a vote to dispense with the actual reading of the ordinance must be unanimous.
2. Call for a Public Hearing at the May 15, 2023 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

NOTICE OF HEARING

The City of Brainerd City Council will be conducting a public hearing to consider Proposed Ordinance No. 1549. The purpose of this ordinance amendment is to amend Sections 1200 and 1205 of the Brainerd City Code concerning the sale and consumption of alcoholic beverages within public parks, public streets, and other public spaces. The proposed ordinance would allow the sale and consumption of alcoholic beverages under certain circumstances and conditions.

A Public Hearing will be conducted by the City Council at 7:30 p.m. Monday, May 15th, 2023, in City Hall Council Chambers, 501 Laurel Street, Brainerd.

The public is invited to attend the hearing to offer input regarding Proposed Ordinance No. 1549. Any individual needing special accommodations please call (218) 828-2307.

Dated this 1st day of May, 2023

Publication Date: May 3rd, 2023

A handwritten signature in dark ink, appearing to read "Jessie Dehn", written over a horizontal line.

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

**ORDINANCE
NO. 1549**

**AN ORDINANCE AMENDING SECTIONS 1200 AND 1205 OF THE CITY CODE
CONCERNING SALE AND CONSUMPTION OF
ALCOHOLIC BEVERAGES IN PUBLIC PLACES**

THE CITY COUNCIL FOR THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Purpose.

The existing City Code prohibits the sale and consumption of liquor in public places, while non-intoxicating malt liquor is allowed in limited circumstances in Memorial Park. This amendment provides the opportunity for the sale and consumption of alcoholic beverages in public parks pursuant to temporary on-sale licenses approved by the State under Minnesota Statutes section 340A.404, subdivision 10.

SECTION TWO: Amendment. The following provisions of Section 1200 are amended as indicated, with deleted language struck out and new language underlined:

1200.17 Restrictions on Purchase ~~and Consumption~~. Subdivision 1. Liquor in Unlicensed Places. No person shall sell alcoholic beverages in any public place unless pursuant to a properly issued license ~~or a permit from the Commissioner of Public Safety under Minnesota Statutes, Section 340.119 and no person shall consume liquor in any such place.~~ Alcoholic beverages may be sold in a public place pursuant to a temporary on-sale liquor license, subject to the following conditions:

- a) Only a club or charitable, religious, or other nonprofit organization in existence for at least three years may apply for a temporary on-sale liquor license. The on-sale of alcoholic beverages must be in connection with a social event within the City sponsored by the applicant. The applicant shall also apply for an event permit as required by City Code. The applicant may contract for alcoholic beverage catering services with the holder of a full-year on-sale intoxicating liquor license issued by any municipality or county.
- b) Sale of alcoholic beverages are prohibited from the following parks:
 - 1. Bane Park – 1717 South 7th Street
 - 2. Buster Dog Park – 1101 East River Road
 - 3. Gustafson Park – NE 9th Avenue and N Street
 - 4. Hitch-Wayne Park - 1201 South 7th Street
 - 5. Meadows Park – 9141 Wolves Street
 - 6. Mississippi River Landing – 1201 Evergreen Avenue
 - 7. O'Brien Park – 2424 Pine Street
 - 8. Trailside Park – Beaver Dam Road
 - 9. Triangle Park – 723 Fir Street
- c) The event permit requires approval by the City Council. If approved, the event permit is subject to the terms set forth by the Council. Those terms include the following:
 - 1. The sale of alcoholic beverages is limited to four consecutive days or less as set forth in the license.
 - 2. Sale of alcoholic beverages in public parks is prohibited during organized youth activities.

3. If catered, the event permit applicant shall provide the name and address of the catering entity that holds a full-year on-sale intoxicating liquor license.
4. For events within a public street, the area in which alcoholic beverages are to be sold and consumed must be entirely contained within a building and/or within temporary fencing preventing sale and consumption of alcohol outside the approved area.
5. Individuals shall not bring outside alcoholic beverages into the area covered under the event permit.
6. Alcoholic beverages shall not be sold or consumed within a glass container.
7. One or more peace officers may be assigned to the event at licensee's sole cost. The number and nature of peace officer presence shall be in the sole discretion of the Police Chief or the Chief's designee.
8. The licensee shall provide proof of liability and property insurance. The liability insurance shall be in an amount no less than the tort limits set forth in Minn. Stat. § 466.04. The property insurance shall be in an amount no less than \$500,000 per occurrence.

Subdivision 2. Consumption in Public Places. ~~No person shall consume liquor on a public highway, public park except in compliance with Section 1205.03, Subd. 5, or other public places.~~ Alcoholic beverages may be consumed in a public park, public street, or other public place, subject to the following conditions:

- a) Consumption of alcoholic beverages is prohibited in the following parks:
 - a. Buster Dog Park – 1101 East River Road
 - b. Gustafson Park – NE 9th Avenue and N Street
 - c. Hitch-Wayne Park - 1201 South 7th Street
 - d. Mississippi River Landing – 1201 Evergreen Avenue
 - e. Trailside Park – Beaver Dam Road
 - f. Triangle Park – 723 Fir Street
- b) Consumption of alcoholic beverages in any public street or other public place, other than public parks, must be in connection with a permitted social event within the City.

SECTION THREE: Repeal. Section 1205.03 is hereby repealed.

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

Adopted this ____ day of _____, 2023

KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2023

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Publication date: _____, 2023



Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

TITLE OF ITEM: First Reading – Proposed Ordinance 1550 – Revision of City Code 1310

AGENDA: Main Agenda

ACTION REQUESTED: Ordinance 1st Reading

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Staff is recommending a revision to City Code to prohibit parking of unattended trailers on public streets, alleys, and parking lots during the time period of November 1st through March 31st of each year. Proposed Ordinance 1550 would revise Section 1310 of the City Code to add a provision that described this prohibition as described.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff brought this matter to the Safety and Public Works Committee during the April 17th, 2023 meeting. 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. Due to the issues of snow clearing during winter months, it was recommended by the Committee to propose an ordinance that would prohibit unattended trailers parked on public streets during this time period each year.

RECOMMENDED ACTION/MOTION:

1. Motion to conduct the first reading of Proposed Ordinance 1550, an ordinance amending Section 1310 of the City Code
* Note: a vote to dispense with the actual reading of the ordinance must be unanimous.
2. Call for a Public Hearing at the May 15, 2023 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

NOTICE OF HEARING

The City of Brainerd City Council will be conducting a public hearing to consider Proposed Ordinance No. 1550. The purpose of this ordinance amendment is to amend Section 1310 of the Brainerd City Code concerning parking restrictions. The proposed ordinance would prohibit parking of unattended trailers on public streets, alleys, or public parking lots during the time period of November 1st through March 31st of each year.

A Public Hearing will be conducted by the City Council at 7:30 p.m. Monday, May 15th, 2023, in City Hall Council Chambers, 501 Laurel Street, Brainerd.

The public is invited to attend the hearing to offer input regarding Proposed Ordinance No. 1550. Any individual needing special accommodations please call (218) 828-2307.

Dated this 1st day of May, 2023

Publication Date: May 3rd, 2023

A handwritten signature in dark ink, appearing to read "Jessie Dehn", written over a horizontal line.

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

**ORDINANCE
NO. 1550**

**AN ORDINANCE AMENDING SECTION 1310 OF THE CITY CODE CONCERNING PARKING
RESTRICTIONS**

THE CITY COUNCIL FOR THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Purpose.

The existing City Code allows for vehicles and trailers to be parked on-street for a period of no more than 48 continuous hours. This amendment would prohibit the ability to leave unattended trailers on-street during the period of November 1st and March 31st of each year.

SECTION TWO: Amendment. The following provision of Section 1310 is hereby amended by adding the following:

1310.05 PARKING PROHIBITED

- s) No unattended trailers or trailers actively hitched or connected to a towing vehicle, shall be parked on a street, alley, or public parking lot within the City of Brainerd during the time period of November 1st through March 31st, including but not limited to: travel trailers; RVs; campers; work/construction trailers; flatbed trailers; equipment trailers, open and enclosed trailers, utility trailers, motorcycle/snowmobile/ATV trailers; boat trailers (with or without a boat); ice fishing houses, etc.

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

Adopted this ____ day of _____, 2023

KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2023

DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Publication date: _____, 2023



Brainerd City Council Agenda Request

MEETING DATE: May 1, 2023

TITLE OF ITEM: Set Joint Workshop for the City Council and BPU Commission

AGENDA: Main Agenda

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Jennifer Bergman

DEPARTMENT: Admin

PRESENTER: Jennifer Bergman

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE:

The BPU Commission has requested to have a joint meeting with the City Council to discuss upcoming capital projects and the reorganization of the department.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

[Click to enter text](#)

RECOMMENDED ACTION/MOTION:

Set a Joint Workshop for the City Council and BPU Commission for 6:00 p.m. on Monday, June 26th.

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](#)