

CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, June 20th, 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: 2486 627 7452

Attend by phone **Safety and Public Works 7:00 PM** Committee: 1-844-992-4726

Meeting Access Code: 2488 428 9948

Attend by phone **Personnel and Finance 7:00 PM** Committee: 1-844-992-4726 Meeting
Access Code: 2480 241 5894

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

1. Call To Order

2. Roll Call

_____ J. Czczok _____ M. O'Day _____ K. Stunek _____ K. Terry

_____ T. Stenglein _____ G. Johnson _____ 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:

MAY 2023 PPD AP REGISTER.pdf
062023 COUNCIL AP INV REGISTER.pdf

B. **Approval Of Minutes**

Documents:

2023-06-05 CC Draft.pdf

C. **Approval Of Licenses**

Documents:

20230620 Contractor Licenses.pdf

D. Department Activity Report

Documents:

CDD Report.pdf

Dept Report IT.pdf

2023-05 Monthly Report.pdf

- E. Minnesota Lawful Gambling Application For Exempt Permit- Submitted By MN Deer Hunters Association Brainerd Chapter For An Event To Be Held On September 8th, 2023 At The Brainerd Curling Club, 2000 SE 13th St, Brainerd**
- F. Minnesota Lawful Gambling Application For Exempt Permit- Submitted By Lower South Long Lake Improvement Association For An Event To Be Held On September 23, 2023 At Jack's House, 300 MN Hwy 25, Brainerd**
- G. Ratify The Hiring Of 2023 Interns And Temporary/Seasonal Employees**

Documents:

CC - 2023 Temporary Employees 6.20.23.pdf

6. Council Committee Reports

A. Safety And Public Works Committee 7:00 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2488 428 9948

Documents:

06-20 SPW Agenda.pdf

- 1. Discuss Stop Sign Alternative Options – N. 10th Street And Ivy Street**

Documents:

SPW - Stop Sign Alt- N 10th St and Ivy St.pdf

- 2. Request To Award Improvement 23-05 – 2023 Crack Sealing Project**

Documents:

SPW - 23-05 Crack Sealing Bids.pdf

3. Approve Widseth Design Proposal For Police Department HVAC

Documents:

SPW - PD HVAC Design Proposal.pdf

4. Direction On Active Code Enforcement Cases

Documents:

SPW - Code Cases.pdf

B. Personnel And Finance Committee 7:00 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2480 241 5894

Documents:

06-20 PF Agenda.pdf

1. Consider Custodial Services Proposals For City Hall, Police, Fire, And Public Works Departments

Documents:

PF - Custodial Services RFP.pdf

2. Consider Request From The Employee Wellness Committee For The Employee Appreciation Event

Documents:

PF- Employee Appreciation.pdf

3. Accept The Resignation Of Paid On-Call Firefighter Johnson

Documents:

PF-Resignation FF Johnson.pdf

4. Accept The Resignation Of Paid On-Call Firefighter Powell

Documents:

PF- Resignation FF Powell.pdf

5. Authorize The Execution Of The Community Impact Funding Agreement With Sourcewell

Documents:

PF - Sourcewell Community Funding.pdf

6. Approve Juneteenth Memorandums Of Agreement (MOA) With Unions.

Documents:

PF - Approval of Juneteenth MOAs.pdf

7. Authorize Signature On Agreement Between Minnesota Department Of Revenue And City Of Brainerd For Collection Of A Local Sales And Use Tax

Documents:

PF - LOST Agreement.pdf

7. **Unfinished Business**

A. **Call For Applicants - Informational**

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

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

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

Library Board- 1 term (Expire 2025)

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

TAC-- 1 term (Expire 2023)

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

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

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

Parking Commission-- 1 term (Expire 2026)

8. **New Business**

A. **Potentially Dangerous Dog Hearing**

Documents:

MA - Potentially Dangerous Dog.pdf

B. **Consider Age Friendly Community Program**

Documents:

MA - Age Friendly Brainerd.pdf

C. Discussion On Mail Delivery

Documents:

MA- Discussion on Mail Delivery.pdf

9. Public Forum

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

10. Staff Reports

(Verbal: Any Updates since Packet)

11. Mayor's Report

12. Council Member Reports

13. Adjourn

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

MISSION

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

06/12/2023 02:44 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/01/2023 - 05/31/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 1/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 2740 - AT&T MOBILITY:							
X05032023/PD 77312	AT&T MOBILITY ACCT 287287520356 POLICE DEPT PHONES pziemer 225-2120-43309 225-2120-43321	04/25/2023 COMPUTER TECHNICAL SUPPORT TELEPHONE	05/10/2023	2,083.30 809.82 1,273.48	0.00	Paid	Y 05/10/2023
X05032023/FD 77313	AT&T MOBILITY ACCT 287312856222 FD PHONES pziemer 225-2220-43321	04/25/2023 TELEPHONE	05/10/2023	344.07 344.07	0.00	Paid	Y 05/10/2023
X05032023/ADM 77314	AT&T MOBILITY ACCT 287292136423 ADMIN PHONES pziemer 101-1400-43321	04/25/2023 TELEPHONE	05/10/2023	99.34 99.34	0.00	Paid	Y 05/10/2023
X05032023/CD 77315	AT&T MOBILITY ACCT 287292136423 COM DEV PHONES pziemer 101-2400-43321	04/25/2023 TELEPHONE	05/10/2023	149.01 149.01	0.00	Paid	Y 05/10/2023
X05032023/ENG 77316	AT&T MOBILITY ACCT 287292136423 ENG PHONES pziemer 101-1700-43321	04/25/2023 TELEPHONE	05/10/2023	275.14 275.14	0.00	Paid	Y 05/10/2023
X05032023/HR 77317	AT&T MOBILITY ACCT 287292136423 HR PHONE pziemer 101-1400-43321	04/25/2023 TELEPHONE	05/10/2023	49.67 49.67	0.00	Paid	Y 05/10/2023
X05032023/IT 77318	AT&T MOBILITY AT&T IT PHONES 3/26-4/25/23 pziemer 101-1800-43321	04/25/2023 TELEPHONE	05/10/2023	175.80 175.80	0.00	Paid	Y 05/10/2023
X05032023/PARKS 77319	AT&T MOBILITY ACCT 287292136423 PARKS PHONES pziemer 230-5200-43321	04/25/2023 TELEPHONE	05/10/2023	189.18 189.18	0.00	Paid	Y 05/10/2023
X05032023/STRTS 77320	AT&T MOBILITY ACCT 287292136423 STREETS PHONES pziemer 235-3100-43321 237-3190-43321	04/25/2023 TELEPHONE TELEPHONE	05/10/2023	175.80 137.57 38.23	0.00	Paid	Y 05/10/2023
X05032023/TRANSIT 77321	AT&T MOBILITY ACCT 287292136423 TRANSIT PHONE pziemer	04/25/2023	05/10/2023	49.67	0.00	Paid	Y 05/10/2023

06/12/2023 02:44 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/01/2023 - 05/31/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 2/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	203-9000-43321	TELEPHONE		49.67			
	Total for vendor 2740 - AT&T MOBILITY:			3,590.98	0.00		
Vendor 4209 - CALLTOWER:							
201433692							
77422	CALLTOWER	05/01/2023	05/19/2023	356.60	0.00	Paid	Y
	CALL TOWER 5/1/23-5/31/23	pziemer					05/19/2023
	101-1800-43321	TELEPHONE		356.60			
	Total for vendor 4209 - CALLTOWER:			356.60	0.00		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/APR23/ENG							
77322	CENTERPOINT ENERGY	04/24/2023	05/10/2023	946.04	0.00	Paid	Y
	3/17/23-4/14/23 CITY UTILITIES	pziemer					05/10/2023
	101-1940-43380	UTILITIES		558.72			
	101-1940-43380	UTILITIES		387.32			
92166-0/APR23/STRTS							
77323	CENTERPOINT ENERGY	04/24/2023	05/10/2023	1,148.03	0.00	Paid	Y
	3/17/23-4/14/23 STREET DEPT UTILITIES	pziemer					05/10/2023
	235-3100-43380	UTILITIES		1,148.03			
92166-0/APR23/FD							
77324	CENTERPOINT ENERGY	04/24/2023	05/10/2023	682.17	0.00	Paid	Y
	3/17/23-4/14/23 FIRE DEPT UTILITIES	pziemer					05/10/2023
	225-2220-43380	UTILITIES		425.04			
	225-2220-43380	UTILITIES		257.13			
92166-0/APR23/PD							
77325	CENTERPOINT ENERGY	04/24/2023	05/10/2023	220.32	0.00	Paid	Y
	3/17/23-4/14/23 POLICE DEPT UTILITIES	pziemer					05/10/2023
	225-2220-43380	UTILITIES		220.32			
92166-0/APR23/LIB							
77326	CENTERPOINT ENERGY	04/24/2023	05/10/2023	874.42	0.00	Paid	Y
	3/17/23-4/14/23 LIBRARY UTILITIES	pziemer					05/10/2023
	211-5500-43380	UTILITIES		874.42			
92166-0/APR23/PARKS							
77327	CENTERPOINT ENERGY	04/24/2023	05/10/2023	258.07	0.00	Paid	Y
	3/17/23-4/14/23 PARKS UTILITIES	pziemer					05/10/2023
	230-5200-43380	UTILITIES		258.07			
	Total for vendor 0307 - CENTERPOINT ENERGY:			4,129.05	0.00		

Vendor 1343 - CHARTER COMMUNICATIONS:

06/12/2023 02:44 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/01/2023 - 05/31/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 3/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
0008065043023 77349	CHARTER COMMUNICATIONS 4/30/23-5/29/23 BUSINESS TV 225-2120-43380	04/30/2023 pziemer	05/10/2023	46.77 46.77	0.00	Paid	Y 05/10/2023
0280094051223 77446	CHARTER COMMUNICATIONS 5/12/23-6/11/23 REDUNDANT INTERNET 101-1800-43321	05/12/2023 pziemer	05/19/2023	84.98 84.98	0.00	Paid	Y 05/19/2023
Total for vendor 1343 - CHARTER COMMUNICATIONS:				131.75	0.00		
Vendor 0125 - CONSOLIDATED TELEPHONE CO:							
21202745 77421	CONSOLIDATED TELEPHONE CO 5/12/23-6/11/23 AIRPORT PHONE SERVICE 260-9020-43321	05/12/2023 pziemer	05/19/2023	642.11 642.11	0.00	Paid	Y 05/19/2023
21213802 77423	CONSOLIDATED TELEPHONE CO 5/12-6/11 CAMPGROUND INTERNET/WIFI 230-5280-43321	05/12/2023 pziemer	05/19/2023	274.85 274.85	0.00	Paid	Y 05/19/2023
21209958/IT 77424	CONSOLIDATED TELEPHONE CO IT PHONES/INTERNET 5/12-6/11/23 101-1800-43321	05/12/2023 pziemer	05/19/2023	721.25 721.25	0.00	Paid	Y 05/19/2023
21209958/CH 77425	CONSOLIDATED TELEPHONE CO 5/12-6/11 CITY HALL INTERNET/PHONES 101-1940-43321	05/12/2023 pziemer	05/19/2023	53.56 53.56	0.00	Paid	Y 05/19/2023
21209958/PD 77426	CONSOLIDATED TELEPHONE CO 5/12-6/11 PHONES INTERNET 225-2120-43321 225-2120-43309	05/12/2023 pziemer	05/19/2023	116.16 97.41 18.75	0.00	Paid	Y 05/19/2023
21209958/FD 77427	CONSOLIDATED TELEPHONE CO 5/12-6/11 FIRE DEPT PHONES/INTERNET 225-2220-43321	05/12/2023 pziemer	05/19/2023	68.75 68.75	0.00	Paid	Y 05/19/2023
21209958/STRTS 77428	CONSOLIDATED TELEPHONE CO 5/12-6/11 STREET DEPT INTERNET/PHONE 235-3100-43321	05/12/2023 pziemer	05/19/2023	19.75 19.75	0.00	Paid	Y 05/19/2023

06/12/2023 02:44 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/01/2023 - 05/31/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 4/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
21209958/AIRPORT							
77429	CONSOLIDATED TELEPHONE CO	05/12/2023	05/19/2023	128.75	0.00	Paid	Y
	5/12-6/11 AIRPORT PHONES/INTERNET	pziemer					05/19/2023
	260-9020-43321 TELEPHONE			128.75			
21209958/PARKS							
77430	CONSOLIDATED TELEPHONE CO	05/12/2023	05/19/2023	49.28	0.00	Paid	Y
	5/12-6/11 PARKS PHONE/INTERNET	pziemer					05/19/2023
	230-5200-43321 TELEPHONE			49.28			
	Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:			2,074.46	0.00		
Vendor 2742 - DVS:							
SQD 444 2023							
77397	DVS	05/11/2023	05/11/2023	28.25	0.00	Paid	Y
	SQD 444 REGISTRATION	pziemer					05/11/2023
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			28.25			
	Total for vendor 2742 - DVS:			28.25	0.00		
Vendor 4206 - INTERNATIONAL ASSOC. FIREFIGHTERS:							
18-CV-16-289							
77188	INTERNATIONAL ASSOC. FIREFIGHTERS	05/02/2023	05/02/2023	1,900,000.00	0.00	Paid	Y
	IAFF LAWSUIT	pziemer					05/02/2023
	101-0000-20200 ACCOUNTS PAYABLE			1,900,000.00			
	Total for vendor 4206 - INTERNATIONAL ASSOC. FIREFIGHTERS:			1,900,000.00	0.00		
Vendor 0291 - PIKE PLUMBING AND HEATING:							
84575							
77406	PIKE PLUMBING AND HEATING	05/12/2023	05/15/2023	3,062.00	0.00	Paid	Y
	REMOVE/INSTALL PD WATER FOUNTAIN	pziemer					05/15/2023
	278-6515-43430 MISCELLANEOUS			3,062.00			
	Total for vendor 0291 - PIKE PLUMBING AND HEATING:			3,062.00	0.00		
Vendor 2924 - VERIZON WIRELESS:							
9933216631							
77311	VERIZON WIRELESS	05/15/2023	05/10/2023	40.01	0.00	Paid	Y
	3/24/23-4/23/23 PARKS PHONES	pziemer					05/10/2023
	230-5200-43321 TELEPHONE			40.01			
	Total for vendor 2924 - VERIZON WIRELESS:			40.01	0.00		

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

Vendor 3698 - AMAZON:

06/12/2023 02:44 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/01/2023 - 05/31/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 5/7

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
3/31/23 - 2 77416	AMAZON SURGE PROTECTORS 211-5500-43430	05/01/2023 pziemer	05/19/2023	79.24	0.00	Paid	Y 05/19/2023
	MISCELLANEOUS			79.24			
3/30/23 - 3 77420	AMAZON LABELS/SUMMER READING 211-5500-43322	05/01/2023 pziemer	05/19/2023	41.30	0.00	Paid	Y 05/19/2023
	POSTAGE			22.31			
	211-5501-43430	MISC - SPECIFIED DONATION USE		18.99			
	Total for vendor 3698 - AMAZON:			120.54	0.00		
Vendor 0160 - DEMCO INC:							
03/28/23 77415	DEMCO INC MATERIAL PROCESSING SUPPLIES 211-5500-43430	05/01/2023 pziemer	05/19/2023	98.12	0.00	Paid	Y 05/19/2023
	MISCELLANEOUS			98.12			
	Total for vendor 0160 - DEMCO INC:			98.12	0.00		
Vendor MISC - MAILCHIMP:							
4/4/23 77417	MAILCHIMP EMAIL SUBSCRIPTION 211-5500-43430	05/01/2023 pziemer	05/19/2023	39.50	0.00	Paid	Y 05/19/2023
	MISCELLANEOUS			39.50			
	Total for vendor MISC - MAILCHIMP:			39.50	0.00		
Vendor 3943 - PLUNKETT'S PEST CONTROL:							
4/19/23 77419	PLUNKETT'S PEST CONTROL PEST CONTROL 211-5500-42220	05/01/2023 pziemer	05/19/2023	69.55	0.00	Paid	Y 05/19/2023
	REPAIR & MAINT			69.55			
	Total for vendor 3943 - PLUNKETT'S PEST CONTROL:			69.55	0.00		
Vendor 0006 - WALMART COMMUNITY/GECRB:							
4/18/23 77418	WALMART COMMUNITY/GECRB TARP, YOUTH PROGRAM SUPPLIES 211-5501-43430	05/01/2023 pziemer	05/19/2023	14.71	0.00	Paid	Y 05/19/2023
	MISC - SPECIFIED DONATION USE			14.71			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			14.71	0.00		
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				342.42	0.00		

06/12/2023 02:44 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/01/2023 - 05/31/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 6/7

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
# of Invoices:	38	# Due:	0	Totals:	1,913,755.52	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					1,913,755.52	0.00	

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20200	ACCOUNTS PAYABLE	1,900,000.00
101-1400-43321	TELEPHONE	149.01
101-1700-43321	TELEPHONE	275.14
101-1800-43321	TELEPHONE	1,338.63
101-1940-43321	TELEPHONE	53.56
101-1940-43380	UTILITIES	946.04
101-2400-43321	TELEPHONE	149.01
203-9000-43321	TELEPHONE	49.67
211-5500-42220	REPAIR & MAINT	69.55
211-5500-43322	POSTAGE	22.31
211-5500-43380	UTILITIES	874.42
211-5500-43430	MISCELLANEOUS	216.86
211-5501-43430	MISC - SPECIFIED DONATION USE	33.70
225-2120-42221	SQUAD CAR REPAIR SUPPLIES	28.25
225-2120-43309	COMPUTER TECHNICAL SUPPORT	828.57
225-2120-43321	TELEPHONE	1,370.89
225-2120-43380	UTILITIES	46.77
225-2220-43321	TELEPHONE	412.82
225-2220-43380	UTILITIES	902.49
230-5200-43321	TELEPHONE	278.47
230-5200-43380	UTILITIES	258.07
230-5280-43321	TELEPHONE	274.85
235-3100-43321	TELEPHONE	157.32
235-3100-43380	UTILITIES	1,148.03
237-3190-43321	TELEPHONE	38.23
260-9020-43321	TELEPHONE	770.86
278-6515-43430	MISCELLANEOUS	3,062.00

06/12/2023 02:44 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/01/2023 - 05/31/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 7/7

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			1,902,911.39	0.00		
	203 - TRANSIT FUND			49.67	0.00		
	211 - LIBRARY FUND			1,216.84	0.00		
	225 - PUBLIC SAFETY FUND			3,589.79	0.00		
	230 - PARK & RECREATION FUND			811.39	0.00		
	235 - STREET & SEWER FUND			1,305.35	0.00		
	237 - SANITARY SEWER FUND			38.23	0.00		
	260 - AIRPORT FUND			770.86	0.00		
	278 - HEALTHY EMPLOYE INITIATIVE			3,062.00	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			1,900,000.00	0.00		
	1400 - ADMINISTRATION			149.01	0.00		
	1700 - ENGINEERING			275.14	0.00		
	1800 - IT/GIS			1,338.63	0.00		
	1940 - CITY HALL			999.60	0.00		
	2120 - POLICE DEPARTMENT			2,274.48	0.00		
	2220 - FIRE DEPARTMENT			1,315.31	0.00		
	2400 - COMMUNITY DEVL/INSPECTION			149.01	0.00		
	3100 - S & S MAINTENANCE			1,305.35	0.00		
	3190 - SANITARY SEWER EXPENSE			38.23	0.00		
	5200 - PARK MAIN/ADMINISTRATION			536.54	0.00		
	5280 - CAMPGROUND			274.85	0.00		
	5500 - LIBRARY-BUDGETED			1,183.14	0.00		
	5501 - SPECIFIED DONATION USE			33.70	0.00		
	6515 - HEALTHY EMPLOYE INITIATIVE			3,062.00	0.00		
	9000 - TRANSIT FUND			49.67	0.00		
	9020 - AIRPORT M & O			770.86	0.00		

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 1/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 3766 - A SMART SIGN STORE:							
SAF-571983 77790	A SMART SIGN STORE NO SKATE SIGNS 230-5200-42220	06/02/2023 pziemer	06/21/2023	178.88	178.88	Open	N 06/21/2023
	REPAIR & MAINT			178.88			
	Total for vendor 3766 - A SMART SIGN STORE:			178.88	178.88		
Vendor 0011 - ACE HARDWARE:							
315349/1 77749	ACE HARDWARE LPW SUPPLIES/DWNTWN MULCH 230-5200-42220	06/02/2023 pziemer	06/21/2023	116.90	116.90	Open	N 06/21/2023
	REPAIR & MAINT			80.96			
	401-1003-43430 MISCELLANEOUS			35.94			
315354/1 77753	ACE HARDWARE WAND SPRAYER REPLACEMENT 401-1003-43430	06/02/2023 pziemer	06/21/2023	22.49	22.49	Open	N 06/21/2023
	MISCELLANEOUS			22.49			
315370/1 77756	ACE HARDWARE STREET GARAGE FURNACE FILTERS 235-3100-42220	06/02/2023 pziemer	06/21/2023	34.14	34.14	Open	N 06/21/2023
	REPAIR & MAINT			34.14			
315459/1 77795	ACE HARDWARE LPW PARK - ELECTRICAL LOCK BOX 230-5200-42220	06/06/2023 pziemer	06/21/2023	138.32	138.32	Open	N 06/21/2023
	REPAIR & MAINT			138.32			
315335/1 77798	ACE HARDWARE NOZZLES - BANE/JCP PARKS 230-5200-42220	06/01/2023 pziemer	06/21/2023	17.98	17.98	Open	N 06/21/2023
	REPAIR & MAINT			17.98			
315458/1 77799	ACE HARDWARE PAINT - REPAIRS/MAINT 230-5200-42220	06/06/2023 pziemer	06/21/2023	17.98	17.98	Open	N 06/21/2023
	REPAIR & MAINT			17.98			
315502/1 77805	ACE HARDWARE STREET GARAGE EXTERIOR DOOR KEYS 235-3100-42220	06/07/2023 pziemer	06/21/2023	11.96	11.96	Open	N 06/21/2023
	REPAIR & MAINT			11.96			
315495/1 77808	ACE HARDWARE STORM SEWER CATCH BASIN REPAIR 238-3160-42220	06/07/2023 pziemer	06/21/2023	35.94	35.94	Open	N 06/21/2023
	REPAIR & MAINT			35.94			

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 2/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
315603/1 77852	ACE HARDWARE BATHROOM SIGNS/PARKS 230-5200-42220	06/09/2023 pziemer REPAIR & MAINT	06/21/2023	26.98 26.98	26.98	Open	N 06/21/2023
315503/1 77853	ACE HARDWARE BALL VALVE & HOSE 230-5200-42220	06/07/2023 pziemer REPAIR & MAINT	06/21/2023	31.45 31.45	31.45	Open	N 06/21/2023
315527/1 77854	ACE HARDWARE WASP SPRAY 230-5200-42220	06/07/2023 pziemer REPAIR & MAINT	06/21/2023	17.96 17.96	17.96	Open	N 06/21/2023
315590/1 77855	ACE HARDWARE GARDEN HOSE 230-5200-42220	06/09/2023 pziemer REPAIR & MAINT	06/21/2023	125.98 125.98	125.98	Open	N 06/21/2023
315611/1 77856	ACE HARDWARE KEYS - CONCESSIONS 230-5200-42220	06/09/2023 pziemer REPAIR & MAINT	06/21/2023	59.80 59.80	59.80	Open	N 06/21/2023
315614/1 77877	ACE HARDWARE KEYS 225-2120-42210	06/09/2023 pziemer OPERATING SUPPLIES	06/21/2023	5.98 5.98	5.98	Open	N 06/21/2023
315457/1 77879	ACE HARDWARE ROUNDUP/BRUSH 225-2220-42210	06/06/2023 pziemer OPERATING SUPPLIES	06/21/2023	49.27 49.27	49.27	Open	N 06/21/2023
315690/1 77915	ACE HARDWARE CAULKING GUN 237-3190-42220	06/13/2023 pziemer REPAIR & MAINT	06/21/2023	11.69 11.69	11.69	Open	N 06/21/2023
Total for vendor 0011 - ACE HARDWARE:				724.82	724.82		

Vendor MISC - ALICIA EXIMUS:

4125784 - PINE ST 77892	ALICIA EXIMUS OVERPAYMENT NUISANCE ASSESSMENT 101-0000-20850	06/05/2023 pziemer DUE TO COMPONENT UNIT	06/21/2023	100.00 100.00	100.00	Open	N 06/21/2023
Total for vendor MISC - ALICIA EXIMUS:				100.00	100.00		

Vendor 2670 - AMERICAN STEEL SUPPLY INC:

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 3/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
115783 77893	AMERICAN STEEL SUPPLY INC SANITARY MH 1323 REBUILD 237-3190-42220 REPAIR & MAINT	06/13/2023 pziemer	06/21/2023	1,167.25 1,167.25	1,167.25	Open	N 06/21/2023
	Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:			1,167.25	1,167.25		
Vendor 2846 - AMERICAN WELDING-GAS INC:							
09361277 77750	AMERICAN WELDING-GAS INC WELDING CYLINDER RENTAL 235-3100-42220 REPAIR & MAINT	05/31/2023 pziemer	06/21/2023	82.80 82.80	82.80	Open	N 06/21/2023
	Total for vendor 2846 - AMERICAN WELDING-GAS INC:			82.80	82.80		
Vendor 0041 - ANDERSON BROTHERS CONSTRU:							
32177 77840	ANDERSON BROTHERS CONSTRU 13TH/PORTLAND EMERGENCY PATCH 237-3190-42220 PAVING OF SANITARY SEWER COLLAPSE	06/02/2023 pziemer	06/21/2023	5,782.00 5,782.00	5,782.00	Open	N 06/21/2023
32280 77909	ANDERSON BROTHERS CONSTRU E. RIVER RD EXPLORATORY HOLES 101-1700-43300 PROFESSIONAL SERVICES	06/12/2023 pziemer	06/21/2023	250.00 250.00	250.00	Open	N 06/21/2023
	Total for vendor 0041 - ANDERSON BROTHERS CONSTRU:			6,032.00	6,032.00		
Vendor 4217 - ANDERSON CLEANERS:							
47041 77899	ANDERSON CLEANERS 773LB - SEW ON CSO UNIFORM PATCHES 225-2121-41113 UNIFORM ALLOWANCE	06/13/2023 pziemer	06/21/2023	13.16 13.16	13.16	Open	N 06/21/2023
	Total for vendor 4217 - ANDERSON CLEANERS:			13.16	13.16		
Vendor 0039 - ARAMARK UNIFORM SERVICES:							
2530146894 77748	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430 MISCELLANEOUS	06/01/2023 pziemer	06/21/2023	35.06 35.06	35.06	Open	N 06/21/2023
2530149383 77850	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430 MISCELLANEOUS	06/08/2023 pziemer	06/21/2023	55.31 55.31	55.31	Open	N 06/21/2023
	Total for vendor 0039 - ARAMARK UNIFORM SERVICES:			90.37	90.37		

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 4/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 3343 - ARROW MANAGEMENT:							
31770 77823	ARROW MANAGEMENT QTY 5 PROP. ABATEMENTS: 924 7TH, 408 pziemer 101-2400-43405 NUISANCES	06/08/2023	06/21/2023	1,150.00	1,150.00	Open	N 06/21/2023
				1,150.00			
31822 77913	ARROW MANAGEMENT ABATEMENT - 915 LAUREL ST pziemer 101-2400-43405 NUISANCES	06/13/2023	06/21/2023	1,300.00	1,300.00	Open	N 06/21/2023
				1,300.00			
	Total for vendor 3343 - ARROW MANAGEMENT:			2,450.00	2,450.00		
Vendor 0944 - ASPEN MILLS:							
315008 77897	ASPEN MILLS UNIFORM SHIRTS 225-2220-41113 UNIFORM ALLOWANCE	06/09/2023 pziemer	06/21/2023	119.01	119.01	Open	N 06/21/2023
				119.01			
	Total for vendor 0944 - ASPEN MILLS:			119.01	119.01		
Vendor MISC - BALSTER, ALEX EWING & ADAM:							
00044005 77815	BALSTER, ALEX EWING & ADAM BD Payment Refund 101-2400-32220 Res - Variance	06/09/2023 pziemer	06/21/2023	250.00	250.00	Open	N 06/21/2023
				250.00			
	Total for vendor MISC - BALSTER, ALEX EWING & ADAM:			250.00	250.00		
Vendor 0748 - BJERGA FEED STORES:							
1375051 77791	BJERGA FEED STORES SOD REPAIR FROM SNOW PLOW 235-3125-42220 REPAIR & MAINT	06/05/2023 pziemer	06/21/2023	72.00	72.00	Open	N 06/21/2023
				72.00			
1375199 77814	BJERGA FEED STORES EXCAVATION GRASS SEED 235-3100-42220 REPAIR & MAINT	06/07/2023 pziemer	06/21/2023	173.00	173.00	Open	N 06/21/2023
				173.00			
	Total for vendor 0748 - BJERGA FEED STORES:			245.00	245.00		
Vendor 3966 - BLUE SKY TRANSIT:							
42023 77812	BLUE SKY TRANSIT APRIL 2023 3RD PARTY SERVICES 203-9000-42212 MOTOR FUELS 203-9000-43401 VEHICLE REPAIRS	05/01/2023 pziemer	06/21/2023	100,054.00	100,054.00	Open	N 06/21/2023
				4,540.24			
				7,828.26			

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 5/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		87,685.50			
	Total for vendor 3966 - BLUE SKY TRANSIT:			100,054.00	100,054.00		
Vendor 3906 - BRAINERD FAMILY YMCA:							
#0111 77870	BRAINERD FAMILY YMCA 1ST HALF 2023 PARKS PROGRAMMING 230-5200-43300	06/01/2023 pziemer PROFESSIONAL SERVICES	06/21/2023	7,500.00	7,500.00	Open	N 06/21/2023
	Total for vendor 3906 - BRAINERD FAMILY YMCA:			7,500.00	7,500.00		
Vendor 0077 - BRAINERD HYDRAULICS/AIR:							
27637 77847	BRAINERD HYDRAULICS/AIR HYDRAULIC HOSE FITTINGS 235-3100-42220	05/01/2023 pziemer REPAIR & MAINT	06/21/2023	270.00	270.00	Open	N 06/21/2023
	Total for vendor 0077 - BRAINERD HYDRAULICS/AIR:			270.00	270.00		
Vendor 0079 - BRAINERD LICENSE OFFICE:							
GZK645 77836	BRAINERD LICENSE OFFICE SQUAD 401 - REGISTRATION 225-2120-42221	06/06/2023 pziemer SQUAD CAR REPAIR SUPPLIES	06/21/2023	14.25	14.25	Open	N 06/21/2023
JKL750 77837	BRAINERD LICENSE OFFICE SQUAD 402 REGISTRATION 225-2120-42221	06/06/2023 pziemer SQUAD CAR REPAIR SUPPLIES	06/21/2023	14.25	14.25	Open	N 06/21/2023
JKL494 77838	BRAINERD LICENSE OFFICE SQUAD 406 REGISTRATION 225-2120-42221	06/06/2023 pziemer SQUAD CAR REPAIR SUPPLIES	06/21/2023	14.25	14.25	Open	N 06/21/2023
	Total for vendor 0079 - BRAINERD LICENSE OFFICE:			42.75	42.75		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
MAY 2023/CH 77917	BRAINERD PUBLIC UTILITIES 4/24/23-5/24/23 CITY UTILITIES 101-1940-43381 101-9200-43381 236-3180-43381 401-1003-43380	05/24/2023 pziemer BPU UTILITIES BPU UTILITIES BPU UTILITIES UTILITIES	06/21/2023	2,156.66 1,905.02 118.91 36.00 96.73	2,156.66	Open	N 06/21/2023

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 6/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
MAY 2023/FD							
77918	BRAINERD PUBLIC UTILITIES	05/24/2023	06/21/2023	1,795.21	1,795.21	Open	N
	4/24/23-5/24/23 FIRE DEPT UTILITIES pziemer						06/21/2023
	225-2220-43381 BPU UTILITIES			1,795.21			
MAY 2023/PD							
77919	BRAINERD PUBLIC UTILITIES	05/24/2023	06/21/2023	3,222.76	3,222.76	Open	N
	4/24/23-5/24/23 POLICE DEPT UTILITIES pziemer						06/21/2023
	225-2120-43381 BPU UTILITIES			3,222.76			
MAY 2023/LIB							
77920	BRAINERD PUBLIC UTILITIES	05/24/2023	06/21/2023	1,669.35	1,669.35	Open	N
	4/24/23-5/24/23 LIBRARY UTILITIES pziemer						06/21/2023
	211-5500-43381 BPU UTILITIES			1,669.35			
MAY 2023/STRTS							
77921	BRAINERD PUBLIC UTILITIES	05/24/2023	06/21/2023	24,414.43	24,414.43	Open	N
	4/24/23-5/24/23 STREET DEPT UTILITIES pziemer						06/21/2023
	235-3100-43381 BPU UTILITIES			24,414.43			
MAY 2023/PARKS							
77922	BRAINERD PUBLIC UTILITIES	05/24/2023	06/21/2023	8,026.67	8,026.67	Open	N
	4/24/23-5/24/23 PARKS UTILITIES pziemer						06/21/2023
	230-5200-43381 BPU UTILITIES			7,717.31			
	230-5280-43380 UTILITIES			122.05			
	230-5280-43380 UTILITIES			19.18			
	230-5280-43380 UTILITIES			168.13			
6/15/23							
77928	BRAINERD PUBLIC UTILITIES	06/15/2023	06/21/2023	113,872.57	113,872.57	Open	N
	REMIT LOST THRU 6/13/23 pziemer						06/21/2023
	251-9360-43467 REMIT LOCAL SALES TAX COLLECT			113,872.57			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			155,157.65	155,157.65		
Vendor 3541 - BRAINERD ROTARY:							
12064							
77752	BRAINERD ROTARY	05/01/2023	06/21/2023	183.00	183.00	Open	N
	2ND QTR 2023 DUES - J.BERGMAN pziemer						06/21/2023
	101-1400-43433 DUES & SUBSCRIPTIONS			183.00			
	Total for vendor 3541 - BRAINERD ROTARY:			183.00	183.00		
Vendor MISC - BRIAN WALLACE:							
150 - BW							
77926	BRIAN WALLACE	06/03/2023	06/21/2023	250.00	250.00	Open	N
	LPW GRAND OPENING pziemer						06/21/2023
	230-5211-42210 OPERATING SUPPLIES			250.00			
	Total for vendor MISC - BRIAN WALLACE:			250.00	250.00		

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 7/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor MISC - BRUCE ARCHER:							
2023-001 77792	BRUCE ARCHER LPW PARK GRAND OPENING 230-5211-42210	06/04/2023 pziemer	06/21/2023	200.00	200.00	Open	N 06/21/2023
	OPERATING SUPPLIES			200.00			
	Total for vendor MISC - BRUCE ARCHER:			200.00	200.00		
Vendor 4156 - CALIBRE PRESS:							
2377279 77900	CALIBRE PRESS 717 - REPORT WRITING 225-2120-43330	06/07/2023 pziemer	06/21/2023	139.00	139.00	Open	N 06/21/2023
	PROFESSIONAL DEVELOPMENT			139.00			
2377281 77901	CALIBRE PRESS 717 - SPOTTING PRE-ASSAULT INDICATORS 225-2120-43330	06/07/2023 pziemer	06/21/2023	139.00	139.00	Open	N 06/21/2023
	PROFESSIONAL DEVELOPMENT			139.00			
	Total for vendor 4156 - CALIBRE PRESS:			278.00	278.00		
Vendor 4209 - CALLTOWER:							
201497561 77807	CALLTOWER CALL TOWER 6/1/23-6/30/23 101-1800-43321	06/01/2023 pziemer	06/21/2023	359.52	359.52	Open	N 06/21/2023
	TELEPHONE			359.52			
	Total for vendor 4209 - CALLTOWER:			359.52	359.52		
Vendor 0119 - CLAREY'S SAFETY EQUIPMENT:							
205734 77880	CLAREY'S SAFETY EQUIPMENT RAE LEL SENSOR 225-2220-42210	06/06/2023 pziemer	06/21/2023	290.00	290.00	Open	N 06/21/2023
	OPERATING SUPPLIES			290.00			
	Total for vendor 0119 - CLAREY'S SAFETY EQUIPMENT:			290.00	290.00		
Vendor 0122 - COMMUNITY ACTION:							
2023 FIREWORKS 77794	COMMUNITY ACTION 2023 FIREWORKS DONATION 101-9200-43438	06/05/2023 pziemer	06/21/2023	8,000.00	8,000.00	Open	N 06/21/2023
	MISC SPECIAL PROJECTS			8,000.00			
JUN 2023 77842	COMMUNITY ACTION JUNE 23 LEVY PAYMENT 101-9200-43460	06/09/2023 pziemer	06/21/2023	7,819.75	7,819.75	Open	N 06/21/2023
	REMIT COMMUNITY ACTION LEVY			7,819.75			
	Total for vendor 0122 - COMMUNITY ACTION:			15,819.75	15,819.75		

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 8/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0125 - CONSOLIDATED TELEPHONE CO:							
21227763 77862	CONSOLIDATED TELEPHONE CO 6/12-7/11 CAMPGROUND INTERNET/WIFI 230-5200-43321	06/12/2023 pziemer	06/21/2023	208.15 208.15	208.15	Open	N 06/21/2023
21222630/IT 77863	CONSOLIDATED TELEPHONE CO PHONE/INTERNET IT 6/12-7/11/23 101-1800-43321	06/12/2023 pziemer	06/21/2023	446.58 446.58	446.58	Open	N 06/21/2023
21222630/CH 77864	CONSOLIDATED TELEPHONE CO 6/12-7/11 CITY HALL INTERNET 101-1940-43321	06/12/2023 pziemer	06/21/2023	53.56 53.56	53.56	Open	N 06/21/2023
21222630/PD 77865	CONSOLIDATED TELEPHONE CO 6/12-7/11 PD PHONE/INTERNET 225-2120-43321 225-2120-43309	06/12/2023 pziemer	06/21/2023	116.02 97.27 18.75	116.02	Open	N 06/21/2023
21222630/FD 77866	CONSOLIDATED TELEPHONE CO 6/12-7/11 FD PHONE/INTERNET 225-2220-43321	06/12/2023 pziemer	06/21/2023	68.75 68.75	68.75	Open	N 06/21/2023
21222630/STRTS 77867	CONSOLIDATED TELEPHONE CO 6/12-7/11 STREET DEPT INTERNET 235-3100-43321	06/12/2023 pziemer	06/21/2023	19.75 19.75	19.75	Open	N 06/21/2023
21222630/AIRPORT 77868	CONSOLIDATED TELEPHONE CO 6/12-7/11 AIRPORT PHONE/INTERNET 260-9020-43321	06/12/2023 pziemer	06/21/2023	128.75 128.75	128.75	Open	N 06/21/2023
21222630/PARKS 77869	CONSOLIDATED TELEPHONE CO 6/12-7/11 PARKS PHONE 230-5200-43321	06/12/2023 pziemer	06/21/2023	49.28 49.28	49.28	Open	N 06/21/2023
Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:				1,090.84	1,090.84		
Vendor 0900 - CUB FOODS - BRAINERD:							
TRX: 150 PARKS 77818	CUB FOODS - BRAINERD CONCESSIONS - CHEESE 230-5204-42210	06/07/2023 pziemer	06/21/2023	32.97 32.97	32.97	Open	N 06/21/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
TRX 195 - PARKS							
77832	CUB FOODS - BRAINERD	06/02/2023	06/21/2023	47.88	47.88	Open	N
	ICE FOR SAFETY - YOUTH EVENTS	pziemer					06/21/2023
	230-5200-43430	MISCELLANEOUS		47.88			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			80.85	80.85		
Vendor 0132 - CWC HIGHWAY DEPT:							
6106							
77857	CWC HIGHWAY DEPT	06/01/2023	06/21/2023	4,917.62	4,917.62	Open	N
	MAY 2023 TRANSIT FUEL	pziemer					06/21/2023
	203-9000-42212	MOTOR FUELS		4,470.56			
	203-9000-42212	MOTOR FUELS		447.06			
	Total for vendor 0132 - CWC HIGHWAY DEPT:			4,917.62	4,917.62		
Vendor 0133 - CWC RECORDER:							
23-4450							
77841	CWC RECORDER	06/02/2023	06/21/2023	92.00	92.00	Open	N
	CONDITIONAL USE: GREENFOREST RECYCLING	pziemer					06/21/2023
	101-2400-43350	PRINTING/LEGAL PUBLICATION		92.00			
	Total for vendor 0133 - CWC RECORDER:			92.00	92.00		
Vendor 1156 - CWC SHERIFF:							
6099							
77851	CWC SHERIFF	06/06/2023	06/21/2023	500.00	500.00	Open	N
	BREACH POINT TRAINING	pziemer					06/21/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT		500.00			
	Total for vendor 1156 - CWC SHERIFF:			500.00	500.00		
Vendor 0135 - CWC TREASURER:							
6087/CH							
77833	CWC TREASURER	06/01/2023	06/21/2023	7,975.00	7,975.00	Open	N
	MAY 23 SHARED SERVICES CITY HALL	pziemer					06/21/2023
	101-9200-43300	PROFESSIONAL SERVICES		7,975.00			
6087/LIB							
77834	CWC TREASURER	06/01/2023	06/21/2023	675.00	675.00	Open	N
	MAY 23 SHARED SERVICES LIBRARY	pziemer					06/21/2023
	211-5500-43300	PROFESSIONAL SERVICES		675.00			
	Total for vendor 0135 - CWC TREASURER:			8,650.00	8,650.00		

Vendor 3438 - DAHLHEIMER BEVERAGE:

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 10/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
1925301 77822	DAHLHEIMER BEVERAGE CONCESSIONS - POPCORN 230-5204-42210	06/06/2023 pziemer	06/21/2023	193.85 193.85	193.85	Open	N 06/21/2023
1927342 77861	DAHLHEIMER BEVERAGE JANITORIAL SUPPLIES 211-5500-42220	06/09/2023 pziemer	06/21/2023	109.60 109.60	109.60	Open	N 06/21/2023
	REPAIR & MAINT			109.60			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			303.45	303.45		
Vendor 4215 - DESIGN ELECTRIC INC:							
02314-1 77656	DESIGN ELECTRIC INC IMP 21:12 HOLLY STREET FLASHER 401-9030-45530-21:12	05/31/2023 pziemer	06/21/2023	0.00 4,947.70	0.00	Void	N 06/21/2023
	CAPITAL-PYMTS TO CONTRACTS						
02314-1X 77803	DESIGN ELECTRIC INC BRD PED FLASHER/HOLLY ST THRU 6/15/23 401-9030-45530-21:12	06/07/2023 pziemer	06/21/2023	1,281.10 1,281.10	1,281.10	Open	N 06/21/2023
	CAPITAL-PYMTS TO CONTRACTS			1,281.10			
	Total for vendor 4215 - DESIGN ELECTRIC INC:			1,281.10	1,281.10		
Vendor 0162 - DIAMOND VOGEL PAINT:							
813164991 77859	DIAMOND VOGEL PAINT WHITE TRAFFIC PAINT 235-3170-42210	05/01/2023 pziemer	06/21/2023	2,326.16 2,326.16	2,326.16	Open	N 06/21/2023
	OPERATING SUPPLIES			2,326.16			
	Total for vendor 0162 - DIAMOND VOGEL PAINT:			2,326.16	2,326.16		
Vendor 0921 - DONDELINGER'S:							
135976 77902	DONDELINGER'S SQD 431 - AC REPAIR 225-2120-42221	06/12/2023 pziemer	06/21/2023	694.32 694.32	694.32	Open	N 06/21/2023
	SQUAD CAR REPAIR SUPPLIES			694.32			
	Total for vendor 0921 - DONDELINGER'S:			694.32	694.32		
Vendor 3353 - DTM FLEET SERVICE:							
1630 77903	DTM FLEET SERVICE SQD 410 - NEW SQUAD BUILD 400-9050-45530	05/25/2023 pziemer	06/21/2023	8,781.58 8,781.58	8,781.58	Open	N 06/21/2023
	CAPITAL - OTHER			8,781.58			

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 11/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
1631 77904	DTM FLEET SERVICE SQD 412 - NEW SQUAD BUILD 400-9050-45530	05/25/2023 pziemer	06/21/2023	4,001.91	4,001.91	Open	N 06/21/2023
	CAPITAL - OTHER			4,001.91			
1632 77905	DTM FLEET SERVICE SQD 411 - NEW SQUAD BUILD 400-9050-45530	05/25/2023 pziemer	06/21/2023	439.11	439.11	Open	N 06/21/2023
	CAPITAL - OTHER			439.11			
1651 77906	DTM FLEET SERVICE SQD 444 - WINDOW TINT 225-2120-42221	06/08/2023 pziemer	06/21/2023	855.00	855.00	Open	N 06/21/2023
	SQUAD CAR REPAIR SUPPLIES			855.00			
	Total for vendor 3353 - DTM FLEET SERVICE:			14,077.60	14,077.60		
Vendor 1286 - EAST SIDE OIL COMPANY:							
R105469 77849	EAST SIDE OIL COMPANY OIL FILTERS 227-3230-43428	06/07/2023 pziemer	06/21/2023	100.00	100.00	Open	N 06/21/2023
	USED OIL RECYCLING EXPENSE			100.00			
	Total for vendor 1286 - EAST SIDE OIL COMPANY:			100.00	100.00		
Vendor 1859 - ENTERPRISE FM TRUST:							
FBN4756643/ENG 77871	ENTERPRISE FM TRUST JUNE 23 VEHICLE LEASES 101-1700-43331	06/03/2023 pziemer	06/21/2023	931.28	931.28	Open	N 06/21/2023
	LEASE PAYMENTS			931.28			
FBN4756643/CD 77872	ENTERPRISE FM TRUST JUNE 2023 VEHICLE LEASES 101-2400-43331	06/03/2023 pziemer	06/21/2023	357.61	357.61	Open	N 06/21/2023
	LEASE EXPENSE			357.61			
FBN4756643/PD 77873	ENTERPRISE FM TRUST JUNE 23 VEHICLE LEASES 225-2120-43331	06/03/2023 pziemer	06/21/2023	12,567.11	12,567.11	Open	N 06/21/2023
	LEASED PAYMENTS			12,567.11			
FBN4756643/FD 77874	ENTERPRISE FM TRUST JUN 23 FIRE DEPT VEHICLE LEASES 225-2220-43331	06/03/2023 pziemer	06/21/2023	1,349.58	1,349.58	Open	N 06/21/2023
	LEASED PAYMENTS			1,349.58			
FBN4756643/PARKS 77875	ENTERPRISE FM TRUST JUNE 23 PARKS VEHICLE LEASES 230-5200-43331	06/03/2023 pziemer	06/21/2023	2,298.36	2,298.36	Open	N 06/21/2023
	LEASE PAYMENTS			2,298.36			

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 12/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
FBN4756643/STRTS							
77876	ENTERPRISE FM TRUST	06/03/2023	06/21/2023	6,181.47	6,181.47	Open	N
	JUNE 23 STREETS VEHICLE LEASES	pziemer					06/21/2023
	235-3100-43331	LEASE PAYMENTS		5,555.46			
	237-3190-43331	LEASE PAYMENTS		626.01			
	Total for vendor 1859 - ENTERPRISE FM TRUST:			23,685.41	23,685.41		
Vendor 3544 - ERKENS WATER:							
2041							
77908	ERKENS WATER	06/07/2023	06/21/2023	1,975.00	1,975.00	Open	N
	CONCESSIONS - REFINISH FLOORS	pziemer					06/21/2023
	230-5200-42220	REPAIR & MAINT		1,975.00			
	Total for vendor 3544 - ERKENS WATER:			1,975.00	1,975.00		
Vendor 3402 - FLEETPRIDE:							
BND013413							
77751	FLEETPRIDE	06/02/2023	06/21/2023	223.85	223.85	Open	N
	TRUCK 106 MNDOT INSPECTION	pziemer					06/21/2023
	235-3100-42220	REPAIR & MAINT		223.85			
BND013333							
77894	FLEETPRIDE	06/13/2023	06/21/2023	1,466.68	1,466.68	Open	N
	TRUCK 105 EXHAUST SYSTEM REPAIR	pziemer					06/21/2023
	235-3125-42220	REPAIR & MAINT		1,466.68			
	Total for vendor 3402 - FLEETPRIDE:			1,690.53	1,690.53		
Vendor 0071 - FORUM COMMUNICATIONS COMPANY:							
220442-1							
77759	FORUM COMMUNICATIONS COMPANY	05/02/2023	06/21/2023	34.17	34.17	Open	N
	NOH: PROP. ORD. 1550 - PARKING RESTRI	pziemer					06/21/2023
	101-9200-43350	LEGAL PUBLICATIONS		34.17			
220441-1							
77760	FORUM COMMUNICATIONS COMPANY	05/02/2023	06/21/2023	36.53	36.53	Open	N
	NOH: PROP. ORD 1549 ALCOHOL/PUBLIC P	pziemer					06/21/2023
	101-9200-43350	LEGAL PUBLICATIONS		36.53			
221581-1							
77761	FORUM COMMUNICATIONS COMPANY	05/04/2023	06/21/2023	131.96	131.96	Open	N
	RFB: JANITORIAL SERVICES	pziemer					06/21/2023
	101-9200-43350	LEGAL PUBLICATIONS		131.96			
226635-1							
77762	FORUM COMMUNICATIONS COMPANY	05/22/2023	06/21/2023	45.96	45.96	Open	N
	NOH: AMEND OUTDOOR LIGHTING	pziemer					06/21/2023
	101-2400-43350	PRINTING/LEGAL PUBLICATION		45.96			

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 13/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
224671-1 77763	FORUM COMMUNICATIONS COMPANY RFB: 2023 CRACK SEALING BIDS 401-9030-45530-23:02	05/15/2023 pziemer	06/21/2023	98.97 98.97	98.97	Open	N 06/21/2023
226482-1 77764	FORUM COMMUNICATIONS COMPANY NOH: PROP. ORD. 1552 PUBLIC ALCOHOL 101-9200-43350	05/19/2023 pziemer	06/21/2023	36.53 36.53	36.53	Open	N 06/21/2023
228370-1 77765	FORUM COMMUNICATIONS COMPANY NOTICE: CITY COUNCIL/HRA WORKSHOP 101-9200-43350	05/25/2023 pziemer	06/21/2023	12.96 12.96	12.96	Open	N 06/21/2023
226627-1 77766	FORUM COMMUNICATIONS COMPANY RFB: JANITORIAL BIDS CLOSING 101-9200-43350	05/22/2023 pziemer	06/21/2023	122.56 122.56	122.56	Open	N 06/21/2023
221637-1 77783	FORUM COMMUNICATIONS COMPANY NOH: VARIANCE REQ. D. HOLMQUIST JR 101-2400-43350	05/04/2023 pziemer	06/21/2023	45.96 45.96	45.96	Open	N 06/21/2023
221735-1 77784	FORUM COMMUNICATIONS COMPANY NOH: VARIANCE REQ DAIRYLAND OPERATION 101-2400-43350	05/04/2023 pziemer	06/21/2023	51.85 51.85	51.85	Open	N 06/21/2023
221730-1 77785	FORUM COMMUNICATIONS COMPANY NOH: VARIANCE REQ. D.HOLMQUIST 101-2400-43350	05/04/2023 pziemer	06/21/2023	44.77 44.77	44.77	Open	N 06/21/2023
227979-1 77786	FORUM COMMUNICATIONS COMPANY NOH: VARIANCE REQ. MN TEEN CHALLENGE 101-2400-43350	05/04/2023 pziemer	06/21/2023	45.96 45.96	45.96	Open	N 06/21/2023
221619-1 77787	FORUM COMMUNICATIONS COMPANY NOH: VARIANCE REQ. DAIRYLAND OPERATI 101-2400-43350	05/03/2023 pziemer	06/21/2023	53.03 53.03	53.03	Open	N 06/21/2023
MP3161230523 77793	FORUM COMMUNICATIONS COMPANY MAY 2023 JOB POSTINGS - STRTS & PW AL 235-3100-43350 101-1700-43350	05/31/2023 pziemer	06/21/2023	1,925.00 825.00 1,100.00	1,925.00	Open	N 06/21/2023

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
221733-1 77835	FORUM COMMUNICATIONS COMPANY NOH: VARIANCE REQ -MN TEEN CHALLENGE pziemer 101-2400-43350 PRINTING/LEGAL PUBLICATION Total for vendor 0071 - FORUM COMMUNICATIONS COMPANY:	05/04/2023	06/21/2023	44.77 44.77 2,730.98	44.77 2,730.98	Open	N 06/21/2023
Vendor 0186 - GALLS LLC:							
024498841 77801	GALLS LLC 773LB - CSO UNIFORM SHIRTS pziemer 225-2121-41113 UNIFORM ALLOWANCE	05/15/2023	06/21/2023	155.97 155.97	155.97	Open	N 06/21/2023
024533558 77802	GALLS LLC 701JD - RETURN UNIFORM STAR INSIGNIA pziemer 225-2120-41113 UNIFORM ALLOWANCE Total for vendor 0186 - GALLS LLC:	05/17/2023	06/21/2023	(47.98) (47.98) 107.99	(47.98) 107.99	Open	N 06/21/2023
Vendor 0008 - GENERATOR POWER SYSTEMS:							
26485 77878	GENERATOR POWER SYSTEMS GENERATOR MAINTENANCE pziemer 225-2120-42220 REPAIR & MAINT Total for vendor 0008 - GENERATOR POWER SYSTEMS:	06/09/2023	06/21/2023	2,540.00 2,540.00 2,540.00	2,540.00	Open	N 06/21/2023
Vendor 3011 - GUARDIAN PEST CONTROL INC:							
2473197 77881	GUARDIAN PEST CONTROL INC PEST CONTROL pziemer 225-2220-43300 PROFESSIONAL SERVICES Total for vendor 3011 - GUARDIAN PEST CONTROL INC:	05/26/2023	06/21/2023	62.00 62.00 62.00	62.00	Open	N 06/21/2023
Vendor 0200 - HEARTLAND ANIMAL RESCUE:							
MAY 2023 77824	HEARTLAND ANIMAL RESCUE MAY 23 BOARDING SERVICES pziemer 225-2700-43430 MISCELLANEOUS 225-2700-43300 PROFESSIONAL SERVICES Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:	05/30/2023	06/21/2023	3,087.33 1,168.00 1,919.33 3,087.33	3,087.33	Open	N 06/21/2023
Vendor 0209 - HEARTLAND TIRE INC.:							

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
3040537 77771	HEARTLAND TIRE INC. SQD 431 - FRONT END ALIGNMENT 225-2120-42221	06/01/2023 pziemer	06/21/2023	86.39 86.39	86.39	Open	N 06/21/2023
	Total for vendor 0209 - HEARTLAND TIRE INC.:			86.39	86.39		
Vendor 0356 - HIRSHFIELD'S DECORATING:							
09305870 77929	HIRSHFIELD'S DECORATING PAINT - PARKS 230-5200-42220	06/14/2023 pziemer	06/21/2023	54.77 54.77	54.77	Open	N 06/21/2023
	Total for vendor 0356 - HIRSHFIELD'S DECORATING:			54.77	54.77		
Vendor 1589 - HOTSY MINNESOTA:							
17318 77817	HOTSY MINNESOTA WASH BAY SOAP 235-3100-42220	06/07/2023 pziemer	06/21/2023	433.50 433.50	433.50	Open	N 06/21/2023
	Total for vendor 1589 - HOTSY MINNESOTA:			433.50	433.50		
Vendor 0769 - HYTEC CONSTRUCTION INC:							
20:51 PAY REQ 13 77782	HYTEC CONSTRUCTION INC BRD ARFF/SRE FACILITY COSTRUCTION 450-9010-45530-20:51	05/31/2023 pziemer	06/21/2023	515,596.40 515,596.40	515,596.40	Open	N 06/21/2023
	Total for vendor 0769 - HYTEC CONSTRUCTION INC:			515,596.40	515,596.40		
Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:							
42347 77810	INDEPENDENT TESTING TECHNOLOGIES IMP 21-12 NORTH BRAINERD 401-9030-43300-21:12	05/30/2023 pziemer	06/21/2023	2,875.00 2,875.00	2,875.00	Open	N 06/21/2023
	Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:			2,875.00	2,875.00		
Vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:							
BRD 2023-2 77804	ISD #181 BRAINERD PUBLIC SCHOOLS 2ND QTR PARKS & REC PROGRAMMING 230-5200-43300	05/01/2023 pziemer	06/21/2023	3,250.00 3,250.00	3,250.00	Open	N 06/21/2023
	Total for vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:			3,250.00	3,250.00		
Vendor MISC - KEITH BINGGELI:							

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 16/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
6/6/23 77809	KEITH BINGGELI LPW- GRAND OPENING 230-5211-42210	06/06/2023 pziemer	06/21/2023	500.00	500.00	Open	N 06/21/2023
	OPERATING SUPPLIES			500.00			
	Total for vendor MISC - KEITH BINGGELI:			500.00	500.00		
Vendor MISC - LAKES AREA HABITAT FOR HUMANITY:							
BFG23-0005 77932	LAKES AREA HABITAT FOR HUMANITY BD Bond Refund 101-0000-20600	06/15/2023 pziemer	06/21/2023	4,500.00	4,500.00	Open	N 06/21/2023
	BFG23-0005			4,500.00			
	Total for vendor MISC - LAKES AREA HABITAT FOR HUMANITY:			4,500.00	4,500.00		
Vendor 0313 - LAKES AREA SENIOR CENTER:							
JUN 23 77844	LAKES AREA SENIOR CENTER JUNE 23 LEVY PAYMENT 101-9200-43461	06/09/2023 pziemer	06/21/2023	7,819.75	7,819.75	Open	N 06/21/2023
	REMIT SENIOR CITIZEN LEVY			7,819.75			
	Total for vendor 0313 - LAKES AREA SENIOR CENTER:			7,819.75	7,819.75		
Vendor 0227 - LAKES PRINTING:							
215672 77779	LAKES PRINTING BUSINESS CARDS: E.PRATT & J. REED 101-1700-43350	05/10/2023 pziemer	06/21/2023	145.30	145.30	Open	N 06/21/2023
	PRINTING/LEGAL PUBLICATION			145.30			
	Total for vendor 0227 - LAKES PRINTING:			145.30	145.30		
Vendor 0232 - LEAGUE MN CITIES INS TRUS:							
10002612/3RD WTR 77811	LEAGUE MN CITIES INS TRUS 3RD QTR CITY SHARE WORK COMP 280-0000-41150	06/05/2023 pziemer	06/21/2023	85,262.25	85,262.25	Open	N 06/21/2023
	WORKERS COMP			70,684.00			
	101-1110-41150			11.00			
	225-2225-41150			14,567.25			
	Total for vendor 0232 - LEAGUE MN CITIES INS TRUS:			85,262.25	85,262.25		
Vendor 0239 - MACQUEEN EQUIPMENT INC:							
P49425 77757	MACQUEEN EQUIPMENT INC SWEEPER GUTTER BROOM 235-3100-42220	05/01/2023 pziemer	06/21/2023	796.20	796.20	Open	N 06/21/2023
	REPAIR & MAINT			796.20			

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 17/42

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
P50645 77895	MACQUEEN EQUIPMENT INC SWEEPER 111 LINEAR ACTUATOR 235-3100-42220	06/12/2023 pziemer	06/21/2023	1,095.27	1,095.27	Open	N 06/21/2023
	REPAIR & MAINT			1,095.27			
	Total for vendor 0239 - MACQUEEN EQUIPMENT INC:			1,891.47	1,891.47		
Vendor 1753 - MARCO:							
INV11269355 77754	MARCO WO: MAKE ENVIROMENT MORE SECURE 101-1800-43309	05/31/2023 pziemer	06/21/2023	495.00	495.00	Open	N 06/21/2023
	COMPUTER SUPPORT			495.00			
	Total for vendor 1753 - MARCO:			495.00	495.00		
Vendor 2392 - MENARDS:							
98334 77758	MENARDS MAILBOXES 235-3125-42220	06/05/2023 pziemer	06/21/2023	109.87	109.87	Open	N 06/21/2023
	REPAIR & MAINT			109.87			
	Total for vendor 2392 - MENARDS:			109.87	109.87		
Vendor 0889 - MENARDS - BAXTER:							
97638 77775	MENARDS - BAXTER GREGORY PARK FOUNTAIN REPAIRS 230-5200-42220	05/24/2023 pziemer	06/21/2023	56.04	56.04	Open	N 06/21/2023
	REPAIR & MAINT			56.04			
95529 77776	MENARDS - BAXTER NEW SHOP SUPPLIES 230-5200-42220	05/01/2023 pziemer	06/21/2023	429.85	429.85	Open	N 06/21/2023
	REPAIR & MAINT			429.85			
97683 77777	MENARDS - BAXTER GREGORY PARK - R&M 230-5200-42220	05/25/2023 pziemer	06/21/2023	16.99	16.99	Open	N 06/21/2023
	REPAIR & MAINT			16.99			
97717 77778	MENARDS - BAXTER SHOP - WATER 230-5200-42220	05/25/2023 pziemer	06/21/2023	51.92	51.92	Open	N 06/21/2023
	REPAIR & MAINT			51.92			
98335 77797	MENARDS - BAXTER LIGHTBULBS - LUM PARK 230-5200-42220	06/05/2023 pziemer	06/21/2023	23.97	23.97	Open	N 06/21/2023
	REPAIR & MAINT			23.97			
	Total for vendor 0889 - MENARDS - BAXTER:			578.77	578.77		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 3394 - MIDWEST MACHINERY CO:							
9633200 77796	MIDWEST MACHINERY CO LOOP HANDLE TRIMMER AND SUPPLIES 230-5200-42240	05/31/2023 pziemer	06/21/2023	536.12 536.12	536.12	Open	N 06/21/2023
9642305 77858	MIDWEST MACHINERY CO GATORLINE 230-5200-42220	06/05/2023 pziemer	06/21/2023	58.02 58.02	58.02	Open	N 06/21/2023
9654217 77910	MIDWEST MACHINERY CO HANDHELD BLOWER 230-5200-42240	06/13/2023 pziemer	06/21/2023	299.99 299.99	299.99	Open	N 06/21/2023
9655899 77924	MIDWEST MACHINERY CO SWEEPER 111 OIL AND FUEL FILTERS 235-3100-42220	06/14/2023 pziemer	06/21/2023	183.66 183.66	183.66	Open	N 06/21/2023
	Total for vendor 3394 - MIDWEST MACHINERY CO:			1,077.79	1,077.79		
Vendor 3947 - MIDWEST OVERHEAD CRANE:							
124781 77755	MIDWEST OVERHEAD CRANE STREET GARAGE ANNUAL CRANE INSPECTION 235-3100-42220	05/31/2023 pziemer	06/21/2023	839.08 839.08	839.08	Open	N 06/21/2023
	Total for vendor 3947 - MIDWEST OVERHEAD CRANE:			839.08	839.08		
Vendor 3168 - MOTORS-N-MORE:							
29902 77772	MOTORS-N-MORE SQD 430 - RADIATOR 225-2120-42221	06/05/2023 pziemer	06/21/2023	601.87 601.87	601.87	Open	N 06/21/2023
	Total for vendor 3168 - MOTORS-N-MORE:			601.87	601.87		
Vendor 3671 - NAC MECHANICAL & ELECTRICAL SERVICE:							
213007 77860	NAC MECHANICAL & ELECTRICAL SERVICE FURNACE REPAIR 211-5500-42220	06/08/2023 pziemer	06/21/2023	225.00 225.00	225.00	Open	N 06/21/2023
	Total for vendor 3671 - NAC MECHANICAL & ELECTRICAL SERVICE:			225.00	225.00		
Vendor 0273 - NAPA AUTO PARTS:							

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 19/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
605803 77848	NAPA AUTO PARTS SEARCH/SPOT LIGHT 237-3190-42220	05/18/2023 pziemer	06/21/2023	99.99 99.99	99.99	Open	N 06/21/2023
	REPAIR & MAINT			99.99			
612863 77898	NAPA AUTO PARTS FUEL ADDITIVE 225-2220-42210	06/12/2023 pziemer	06/21/2023	77.28 77.28	77.28	Open	N 06/21/2023
	OPERATING SUPPLIES			77.28			
	Total for vendor 0273 - NAPA AUTO PARTS:			177.27	177.27		
Vendor 1153 - NORTHLAND ARBORETUM:							
JUN 23 77843	NORTHLAND ARBORETUM JUNE 2023 LEVY PAYMENT 101-9200-43462	06/09/2023 pziemer	06/21/2023	7,819.75 7,819.75	7,819.75	Open	N 06/21/2023
	REMIT ARBORETUM LEVY			7,819.75			
	Total for vendor 1153 - NORTHLAND ARBORETUM:			7,819.75	7,819.75		
Vendor 0736 - NORTHLAND FIRE PROTECTION:							
54065 77930	NORTHLAND FIRE PROTECTION RECHARGE FIRE EXTINGUISHERS 225-2120-42209	06/14/2023 pziemer	06/21/2023	55.85 55.85	55.85	Open	N 06/21/2023
	SAFETY EQUIPMENT SUPPLIES			55.85			
	Total for vendor 0736 - NORTHLAND FIRE PROTECTION:			55.85	55.85		
Vendor 4062 - NOVACARE REHABILITATION:							
846405370 77907	NOVACARE REHABILITATION FITNESS TESTING/POTENTIAL HIRE 225-2120-43330	05/01/2023 pziemer	06/21/2023	185.00 185.00	185.00	Open	N 06/21/2023
	PROFESSIONAL DEVELOPMENT			185.00			
	Total for vendor 4062 - NOVACARE REHABILITATION:			185.00	185.00		
Vendor 2620 - PERSONNEL EVALUATION INC:							
47809 77927	PERSONNEL EVALUATION INC PROFILES - POTENTIAL HIRES 225-2120-43300	05/31/2023 pziemer	06/21/2023	50.00 50.00	50.00	Open	N 06/21/2023
	PROFESSIONAL SERVICES			50.00			
	Total for vendor 2620 - PERSONNEL EVALUATION INC:			50.00	50.00		
Vendor 2539 - PIONEER MANUFACTURING COMPANY:							
INV884144 77780	PIONEER MANUFACTURING COMPANY FIELD MAINT SUPPLIES	05/25/2023 pziemer	06/21/2023	439.90	439.90	Open	N 06/21/2023

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 20/42

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	230-5200-42221	R&M-ATHLETIC FIELD MAINT		439.90			
	Total for vendor 2539 - PIONEER MANUFACTURING COMPANY:			439.90	439.90		
Vendor 0056 - REED, JAMES:							
6/8/23							
77882	REED, JAMES	06/08/2023	06/21/2023	139.99	139.99	Open	N
	INSULATED BIB OVERALLS	pziemer					06/21/2023
	401-9030-43430	MISCELLANEOUS		139.99			
	Total for vendor 0056 - REED, JAMES:			139.99	139.99		
Vendor 1238 - ROCKMOUNT RESEARCH & ALLOYS:							
1278870							
77800	ROCKMOUNT RESEARCH & ALLOYS	05/30/2023	06/21/2023	1,380.41	1,380.41	Open	N
	ZETA HARDENING WELDING WIRE	pziemer					06/21/2023
	235-3100-42220	REPAIR & MAINT		1,380.41			
	Total for vendor 1238 - ROCKMOUNT RESEARCH & ALLOYS:			1,380.41	1,380.41		
Vendor 1636 - SCR - NORTHERN BAXTER:							
W44613							
77788	SCR - NORTHERN BAXTER	06/05/2023	06/21/2023	1,386.19	1,386.19	Open	N
	LIBRARY REPAIR LEAKING VALVE	pziemer					06/21/2023
	211-5500-42220	REPAIR & MAINT		1,386.19			
	Total for vendor 1636 - SCR - NORTHERN BAXTER:			1,386.19	1,386.19		
Vendor 4185 - SRF CONSULTING GROUP:							
16359.00-5							
77923	SRF CONSULTING GROUP	05/31/2023	06/21/2023	3,285.65	3,285.65	Open	N
	TH 210/LUM PARK PEDESTRIAN STUDY THRU	pziemer					06/21/2023
	229-9030-43300-23:06	PROFESSIONAL SERVICES		3,285.65			
	Total for vendor 4185 - SRF CONSULTING GROUP:			3,285.65	3,285.65		
Vendor 0322 - STREICHERS PROF EQUIP:							
I1637351							
77773	STREICHERS PROF EQUIP	06/01/2023	06/21/2023	187.97	187.97	Open	N
	702TR - UNIFORM PANTS	pziemer					06/21/2023
	225-2120-41113	UNIFORM ALLOWANCE		187.97			
I1637772							
77845	STREICHERS PROF EQUIP	06/05/2023	06/21/2023	149.98	149.98	Open	N
	715INV & FTO UNIFORM HOLSTERS	pziemer					06/21/2023
	225-2120-41113	UNIFORM ALLOWANCE		149.98			

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 21/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
I1637798 77846	STREICHERS PROF EQUIP 723 - UNIFORM UNDER VEST 225-2120-41113 UNIFORM ALLOWANCE	06/05/2023 pziemer	06/21/2023	58.99 58.99	58.99	Open	N 06/21/2023
	Total for vendor 0322 - STREICHERS PROF EQUIP:			396.94	396.94		
Vendor MISC - TIM PEABODY:							
150 - TP 77925	TIM PEABODY LPW GRAND OPENING 230-5211-42210 OPERATING SUPPLIES	06/03/2023 pziemer	06/21/2023	250.00 250.00	250.00	Open	N 06/21/2023
	Total for vendor MISC - TIM PEABODY:			250.00	250.00		
Vendor 0329 - TOMS BACKHOE SERVICE INC:							
7418 77914	TOMS BACKHOE SERVICE INC KIWANIS CLEARING - FINAL 229-0000-45530-23:07 PYMTS TO CONTRACTORS	06/09/2023 pziemer	06/21/2023	2,000.00 2,000.00	2,000.00	Open	N 06/21/2023
	Total for vendor 0329 - TOMS BACKHOE SERVICE INC:			2,000.00	2,000.00		
Vendor 0339 - UPPER LAKES FOODS INC:							
294629-00 77789	UPPER LAKES FOODS INC CONCESSIONS - CHIPS, PICKLES, BURGERS 230-5204-42210 OPERATING SUPPLIES	06/06/2023 pziemer	06/21/2023	1,793.39 1,793.39	1,793.39	Open	N 06/21/2023
295507-00 77806	UPPER LAKES FOODS INC CONCESSIONS - CHIPS 230-5204-42210 OPERATING SUPPLIES	06/07/2023 pziemer	06/21/2023	191.16 191.16	191.16	Open	N 06/21/2023
294629-0A 77931	UPPER LAKES FOODS INC CONCESSIONS - CHIPS CREDIT 230-5204-42210 OPERATING SUPPLIES	06/07/2023 pziemer	06/21/2023	(163.14) (163.14)	(163.14)	Open	N 06/21/2023
	Total for vendor 0339 - UPPER LAKES FOODS INC:			1,821.41	1,821.41		
Vendor 2939 - VIKING COCA COLA BOTTLING CO:							
3164443 77767	VIKING COCA COLA BOTTLING CO CONCESSIONS - BAP BEVERAGES 230-5204-42210 OPERATING SUPPLIES	06/05/2023 pziemer	06/21/2023	478.00 478.00	478.00	Open	N 06/21/2023

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 22/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
3164445 77768	VIKING COCA COLA BOTTLING CO CONCESSIONS - BHP BEVERAGES 230-5204-42210	06/05/2023 pziemer	06/21/2023	478.00 478.00	478.00	Open	N 06/21/2023
3164444 77769	VIKING COCA COLA BOTTLING CO CONCESSIONS - JCP BEVERAGES 230-5204-42210	06/05/2023 pziemer	06/21/2023	478.00 478.00	478.00	Open	N 06/21/2023
3169634 77819	VIKING COCA COLA BOTTLING CO CONCESSIONS - BEVERAGES -BANE 230-5204-42210	06/07/2023 pziemer	06/21/2023	43.00 43.00	43.00	Open	N 06/21/2023
3169637 77820	VIKING COCA COLA BOTTLING CO CONCESSIONS - BEVERAGES MMP 230-5204-42210	06/07/2023 pziemer	06/21/2023	521.00 521.00	521.00	Open	N 06/21/2023
3169633 77821	VIKING COCA COLA BOTTLING CO CONCESSIONS - BEVERAGES BHP 230-5204-42210	06/07/2023 pziemer	06/21/2023	43.00 43.00	43.00	Open	N 06/21/2023
Total for vendor 2939 - VIKING COCA COLA BOTTLING CO:				2,041.00	2,041.00		

Vendor 0349 - W W THOMPSON CONCRETE:

2305-636297 77774	W W THOMPSON CONCRETE TROWEL, EUCLID 237-3190-42220	05/15/2023 pziemer	06/21/2023	237.14 237.14	237.14	Open	N 06/21/2023
2306-642200 77816	W W THOMPSON CONCRETE RETAINING WALL REPAIR 235-3125-42220	06/07/2023 pziemer	06/21/2023	11.00 11.00	11.00	Open	N 06/21/2023
2306642200 77839	W W THOMPSON CONCRETE RETAINING WALL REPAIR 235-3125-42220	06/07/2023 pziemer	06/21/2023	11.00 11.00	11.00	Open	N 06/21/2023
2306-643413 77896	W W THOMPSON CONCRETE SPEC MIX MORTAR 237-3190-42220	06/13/2023 pziemer	06/21/2023	63.00 63.00	63.00	Open	N 06/21/2023
Total for vendor 0349 - W W THOMPSON CONCRETE:				322.14	322.14		

Vendor 0344 - WASTE PARTNERS INC:

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 23/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
35X01637 77741	WASTE PARTNERS INC MAY 23 CITY HALL WASTE REMOVAL 101-1940-43380 UTILITIES	05/31/2023 pziemer	06/21/2023	144.35 144.35	144.35	Open	N 06/21/2023
35X01638 77742	WASTE PARTNERS INC MAY 23 DOWNTOWN WASTE REMOVAL 401-1003-43300 PROFESSIONAL SERVICES	05/31/2023 pziemer	06/21/2023	243.36 243.36	243.36	Open	N 06/21/2023
35X01636 77743	WASTE PARTNERS INC MAY 23 FIRE DEPT WASTE REMOVAL 225-2220-43380 UTILITIES	05/31/2023 pziemer	06/21/2023	111.15 111.15	111.15	Open	N 06/21/2023
35X01640 77744	WASTE PARTNERS INC MAY 23 WASTE OIL REMOVAL 227-3230-43428 USED OIL RECYCLING EXPENSE	05/31/2023 pziemer	06/21/2023	64.35 64.35	64.35	Open	N 06/21/2023
35X01634 77745	WASTE PARTNERS INC MAY 23 PARKS WASTE REMOVAL 230-5200-43380 UTILITIES	05/31/2023 pziemer	06/21/2023	834.60 834.60	834.60	Open	N 06/21/2023
35X01639 77746	WASTE PARTNERS INC MAY 23 POLICE DEPT WASTE REMOVAL 225-2120-43380 UTILITIES	05/31/2023 pziemer	06/21/2023	136.15 136.15	136.15	Open	N 06/21/2023
35X01635 77747	WASTE PARTNERS INC MAY 23 STREET DEPT WASTE REMOVAL 235-3100-43380 UTILITIES	05/31/2023 pziemer	06/21/2023	111.15 111.15	111.15	Open	N 06/21/2023
35X00340 77770	WASTE PARTNERS INC MAY 23 LIBRARY WASTE REMOVAL 211-5500-43380 UTILITIES	05/31/2023 pziemer	06/21/2023	100.14 100.14	100.14	Open	N 06/21/2023
35X01641 77781	WASTE PARTNERS INC MAY 23 AIRPORT WASTE REMOVAL 260-9020-43300 PROFESSIONAL SERVICES	05/31/2023 pziemer	06/21/2023	504.08 504.08	504.08	Open	N 06/21/2023
Total for vendor 0344 - WASTE PARTNERS INC:				2,249.33	2,249.33		

Vendor 3914 - WATSON COMPANY:

134392

77911

WATSON COMPANY
CONCESSIONS - CANDY/POPSICLES06/06/2023
pziemer

06/21/2023

1,762.42

1,762.42

Open

N
06/21/2023

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 24/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	230-5204-42210	OPERATING SUPPLIES		1,762.42			
	Total for vendor 3914 - WATSON COMPANY:			1,762.42	1,762.42		
Vendor 0888 - WEST BRAINERD AUTO SERVICE:							
044129 77813	WEST BRAINERD AUTO SERVICE	06/07/2023	06/21/2023	37.50	37.50	Open	N 06/21/2023
	WINCH OUT NISSAN ALTIMA CONST. ZONE	pziemer					
	401-9030-43430-21:12	MISCELLANEOUS		37.50			
045347 77831	WEST BRAINERD AUTO SERVICE	06/01/2023	06/21/2023	65.00	65.00	Open	N 06/21/2023
	TOW VEHICLE OUT OF CONSTRUCTION ZONE	pziemer					
	401-9030-43430-21:12	MISCELLANEOUS		65.00			
043429 77891	WEST BRAINERD AUTO SERVICE	06/10/2023	06/21/2023	40.00	40.00	Open	N 06/21/2023
	TOW: DUI ICR 23007819	pziemer					
	225-2120-42210	OPERATING SUPPLIES		40.00			
	Total for vendor 0888 - WEST BRAINERD AUTO SERVICE:			142.50	142.50		
Vendor 3199 - WEX BANK:							
89519184/ENG 77884*	WEX BANK	05/31/2023	06/21/2023	495.17	495.17	Open	N 06/21/2023
	MAY 2023 ENG FUEL	pziemer					
	401-9030-42212	MOTOR FUELS		499.52			
	401-9030-42212	MOTOR FUELS		(4.35)			
89519184/CD 77885	WEX BANK	05/31/2023	06/21/2023	181.39	181.39	Open	N 06/21/2023
	MAY 2023 COM DEV FUEL	pziemer					
	101-2400-42212	MOTOR FUELS		168.44			
	101-2400-42212	MOTOR FUELS		12.95			
89519184/FD 77886	WEX BANK	05/31/2023	06/21/2023	1,858.69	1,858.69	Open	N 06/21/2023
	MAY 2023 FIRE DEPT FUEL	pziemer					
	225-2220-42212	MOTOR FUELS		1,858.69			
89519184/PD 77887*	WEX BANK	05/31/2023	06/21/2023	5,997.20	5,997.20	Open	N 06/21/2023
	MAY 2023 POLICE DEPT FUEL	pziemer					
	225-2120-42212	MOTOR FUELS		6,078.33			
	225-2120-42212	MOTOR FUELS		(81.13)			
89519184/PARKS 77888	WEX BANK	05/31/2023	06/21/2023	1,989.92	1,989.92	Open	N 06/21/2023
	MAY 2023 PARKS FUEL	pziemer					
	230-5200-42212	MOTOR FUELS		1,989.92			

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 25/42

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
89519184/STRTS 77889	WEX BANK MAY 2023 STREET DEPT FUEL 235-3100-42212 237-3190-42212	05/31/2023 pziemer	06/21/2023	4,365.78 3,905.03 460.75	4,365.78	Open	N 06/21/2023
89519184/ADMIN 77890	WEX BANK MAY 2023 WEX EDGE REBATE 101-0000-36299	05/31/2023 pziemer	06/21/2023	(18.88) (18.88)	(18.88)	Open	N 06/21/2023
	MISCELLANEOUS REVENUE			(18.88)			
	Total for vendor 3199 - WEX BANK:			14,869.27	14,869.27		
Vendor 3899 - WEX HEALTH INC:							
0001756952-IN 77740	WEX HEALTH INC MAY 23 COBRA 101-9200-43300	05/31/2023 pziemer	06/21/2023	41.50 41.50	41.50	Open	N 06/21/2023
	PROFESSIONAL SERVICES			41.50			
	Total for vendor 3899 - WEX HEALTH INC:			41.50	41.50		
Vendor 4218 - WICKS ADVANCED DRAIN CLEANING LLC:							
692 77912	WICKS ADVANCED DRAIN CLEANING LLC SEWER LINE BLOCKED - 123 5TH AVE NE 237-3190-42220	06/01/2023 pziemer	06/21/2023	150.00 150.00	150.00	Open	N 06/21/2023
	REPAIR & MAINT			150.00			
	Total for vendor 4218 - WICKS ADVANCED DRAIN CLEANING LLC:			150.00	150.00		
Vendor 1712 - WSB & ASSOCIATES:							
R-020548-000-10 77883	WSB & ASSOCIATES HARRISON SRTS APRIL 2023 401-9030-43300-22:06	06/09/2023 pziemer	06/21/2023	102.00 102.00	102.00	Open	N 06/21/2023
	PROFESSIONAL SERVICES			102.00			
	Total for vendor 1712 - WSB & ASSOCIATES:			102.00	102.00		
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
Vendor 3698 - AMAZON:							
5/2/23 - 2 77735	AMAZON APR 23 AMAZON WEB SERVICES 101-1800-43309	05/02/2023 pziemer	06/21/2023	217.60 217.60	217.60	Open	N 06/21/2023
	COMPUTER SUPPORT			217.60			
5/11/23 77739	AMAZON PICKLEBALLS X100	05/11/2023 pziemer	06/21/2023	187.74	187.74	Open	N 06/21/2023

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 26/42

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

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

230-5200-43430

MISCELLANEOUS

187.74

Total for vendor 3698 - AMAZON:

405.34

405.34

Vendor 0519 - MN GFOA:

5/4/23

77737

MN GFOA

05/04/2023

06/21/2023

78.35

78.35

Open

N

ACCOUNTING FOR CAPITAL ASSETS BOOK pziemer

06/21/2023

101-1400-43330

PROFESSIONAL DEVELOPMENT

78.35

Total for vendor 0519 - MN GFOA:

78.35

78.35

Vendor 3211 - NATIONAL PELRA ADMIN OFFICE:

5/1/23

77738

NATIONAL PELRA ADMIN OFFICE

05/01/2023

06/21/2023

95.00

95.00

Open

N

CLRP RECERT CERTIFICATE - K.SCHUBERT pziemer

06/21/2023

101-1400-43433

DUES & SUBSCRIPTIONS

95.00

Total for vendor 3211 - NATIONAL PELRA ADMIN OFFICE:

95.00

95.00

Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:

5/18/23

77736

ZOOM VIDEO COMMUNICATIONS

05/18/2023

06/21/2023

31.98

31.98

Open

N

ZOOM 5/18/23-6/17/23

pziemer

06/21/2023

101-1800-43309

COMPUTER SUPPORT

31.98

Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:

31.98

31.98

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

610.67

610.67

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 27/42

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

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

Vendor 3348 - ACTIVE911 INC:

4/28/23 77679	ACTIVE911 INC E23 225-2220-43433	05/01/2023 pziemer	06/21/2023	3.62	3.62	Open	N 06/21/2023
	DUES & SUBSCRIPTIONS			3.62			
	Total for vendor 3348 - ACTIVE911 INC:			3.62	3.62		

Vendor 3877 - ALL HANDS FIRE EQUIPMENT:

5/4/23 77682	ALL HANDS FIRE EQUIPMENT STRUCTURAL AND EXTRICATION GLOVES 225-2220-42250	05/04/2023 pziemer	06/21/2023	963.87	963.87	Open	N 06/21/2023
	PERSONAL PROTECTIVE GEAR			963.87			
	Total for vendor 3877 - ALL HANDS FIRE EQUIPMENT:			963.87	963.87		

Vendor 3698 - AMAZON:

4/25/23 77678	AMAZON FIRE EXTINGUISHER 225-2220-42210	05/01/2023 pziemer	06/21/2023	171.00	171.00	Open	N 06/21/2023
	OPERATING SUPPLIES			171.00			
5/2/23 77680	AMAZON SIREN SPEAKER 225-2220-42220	05/02/2023 pziemer	06/21/2023	234.50	234.50	Open	N 06/21/2023
	REPAIR & MAINT			234.50			
5/8/23 77683	AMAZON QTY 2 BRASS NOZZLES 225-2220-42210	05/08/2023 pziemer	06/21/2023	80.80	80.80	Open	N 06/21/2023
	OPERATING SUPPLIES			80.80			
5/17/23 77684	AMAZON GAS CAN 225-2220-42210	05/17/2023 pziemer	06/21/2023	60.95	60.95	Open	N 06/21/2023
	OPERATING SUPPLIES			60.95			
	Total for vendor 3698 - AMAZON:			547.25	547.25		

Vendor 4174 - FIREHOSEDIRECT:

5/19/23 77685	FIREHOSEDIRECT COUPLERS 225-2220-42210	05/19/2023 pziemer	06/21/2023	106.06	106.06	Open	N 06/21/2023
	OPERATING SUPPLIES			106.06			
	Total for vendor 4174 - FIREHOSEDIRECT:			106.06	106.06		

06/15/2023 01:43 PM
User: pziemer
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 06/20/2023 - 06/20/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
PCard: 2257 U.S. BANK Card Holder: FIRE							
Vendor 3719 - FLEET FARM:							
5/2/23							
77681	FLEET FARM	05/02/2023	06/21/2023	70.96	70.96	Open	N
	TOWELS/COOLER	pziemer					06/21/2023
	225-2220-42210	OPERATING SUPPLIES		70.96			
	Total for vendor 3719 - FLEET FARM:			70.96	70.96		
Total PCard: 2257 U.S. BANK Card Holder: FIRE				1,691.76	1,691.76		

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 29/42

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

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

Vendor 3698 - AMAZON:

5/1/23 - 2 77692	AMAZON PROGRAM SUPPLIES - NOTEBOOKS 211-5503-43430	05/01/2023 pziemer	06/21/2023	151.18	151.18	Open	N 06/21/2023
	MISC - USE OF HOLDEN TRUST			151.18			
5/5/23 - 2 77694	AMAZON ENVELOPES/LAMINATING/POST IT 211-5500-43322	05/05/2023 pziemer	06/21/2023	33.78	33.78	Open	N 06/21/2023
	POSTAGE			8.89			
	211-5500-42200	OFFICE SUPPLIES		24.89			
4/25/23 - 2 77733	AMAZON LAVATORY FAUCET 211-5500-42220	05/01/2023 pziemer	06/21/2023	88.27	88.27	Open	N 06/21/2023
	REPAIR & MAINT			88.27			
	Total for vendor 3698 - AMAZON:			273.23	273.23		

Vendor 0096 - BRODART COMPANY:

5/16/23 77696	BRODART COMPANY BRODART SUPPLIES - PERIODICAL RECORD 211-5500-42240	05/16/2023 pziemer	06/21/2023	33.96	33.96	Open	N 06/21/2023
	LIBRARY MATERIALS			33.96			
	Total for vendor 0096 - BRODART COMPANY:			33.96	33.96		

Vendor MISC - MAILCHIMP:

5/4/23 77693	MAILCHIMP EMAIL SUBSCRIPTION SERVICE 211-5500-43430	05/04/2023 pziemer	06/21/2023	39.50	39.50	Open	N 06/21/2023
	MISCELLANEOUS			39.50			
	Total for vendor MISC - MAILCHIMP:			39.50	39.50		

Vendor MISC - MN DRIVERS MANUALS:

5/10/23 77698	MN DRIVERS MANUALS DRIVERS MANUALS 211-5505-43430	05/10/2023 pziemer	06/21/2023	532.87	532.87	Open	N 06/21/2023
	MISC - COPY MACHINE PYMTS			532.87			
	Total for vendor MISC - MN DRIVERS MANUALS:			532.87	532.87		

Vendor 3943 - PLUNKETT'S PEST CONTROL:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date

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

5/12/23							
77695	PLUNKETT'S PEST CONTROL	05/12/2023	06/21/2023	69.55	69.55	Open	N
	PEST CONTROL	pziemer					06/21/2023
	211-5500-42220	REPAIR & MAINT		69.55			
	Total for vendor 3943 - PLUNKETT'S PEST CONTROL:			69.55	69.55		

Vendor MISC - WORDPRESS:

5/19/23							
77697	WORDPRESS	05/19/2023	06/21/2023	96.00	96.00	Open	N
	WEBSITE SUBSCRIPTION	pziemer					06/21/2023
	211-5500-43430	MISCELLANEOUS		96.00			
	Total for vendor MISC - WORDPRESS:			96.00	96.00		

Total PCard: 2257 U.S. BANK Card Holder: LIBRARY	1,045.11	1,045.11
--	----------	----------

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 31/42

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

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

Vendor 3711 - COSTCO:

5/18/23 77730	COSTCO SPECIAL EVENTS -FISHING CLINIC? 230-5211-42210	05/18/2023 pziemer	06/21/2023	241.32	241.32	Open	N 06/21/2023
	OPERATING SUPPLIES			241.32			
	Total for vendor 3711 - COSTCO:			241.32	241.32		

Vendor 0900 - CUB FOODS - BRAINERD:

5/18/23 77686	CUB FOODS - BRAINERD ICE - FIRST AID/SOFTBALL 230-5215-42210	05/18/2023 pziemer	06/21/2023	5.72	5.72	Open	N 06/21/2023
	OPERATING SUPPLIES			5.72			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			5.72	5.72		

Vendor 3719 - FLEET FARM:

5/18/23 77687	FLEET FARM RAIN GEAR 230-5200-42210	05/18/2023 pziemer	06/21/2023	199.96	199.96	Open	N 06/21/2023
	OPERATING SUPPLIES			199.96			
5/9/23 77691	FLEET FARM NEW SHOP SUPPLIES 230-5200-42220	05/09/2023 pziemer	06/21/2023	308.48	308.48	Open	N 06/21/2023
	REPAIR & MAINT			308.48			
	Total for vendor 3719 - FLEET FARM:			508.44	508.44		

Vendor 0006 - WALMART COMMUNITY/GECRB:

5/18/23 77688	WALMART COMMUNITY/GECRB FISHING CLINIC SUPPLIES 230-5211-42210	05/18/2023 pziemer	06/21/2023	359.02	359.02	Open	N 06/21/2023
	OPERATING SUPPLIES			359.02			
5/20/23 77689	WALMART COMMUNITY/GECRB SPECIAL EVENTS 230-5211-42210	05/20/2023 pziemer	06/21/2023	60.98	60.98	Open	N 06/21/2023
	OPERATING SUPPLIES			60.98			
5/18/23 - 2 77690	WALMART COMMUNITY/GECRB FISHING CLINIC SUPPLIES 230-5211-42210	05/18/2023 pziemer	06/21/2023	489.54	489.54	Open	N 06/21/2023
	OPERATING SUPPLIES			489.54			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			909.54	909.54		

06/15/2023 01:43 PM
User: pziemer
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 06/20/2023 - 06/20/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
PCard: 2257 U.S. BANK Card Holder: PARKS							
Total PCard: 2257 U.S. BANK Card Holder: PARKS				1,665.02	1,665.02		

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 33/42

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

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

Vendor 3698 - AMAZON:

4/26/23 77701	AMAZON FLASHDRIVES/MEDIA CARDS 225-2120-42210	05/01/2023 pziemer	06/21/2023	241.57	241.57	Open	N 06/21/2023
	OPERATING SUPPLIES			241.57			
5/19/23 - 2 77726	AMAZON BULLETIN BOARD 225-2120-42200	05/19/2023 pziemer	06/21/2023	85.60	85.60	Open	N 06/21/2023
	OFFICE SUPPLIES			85.60			
	Total for vendor 3698 - AMAZON:			327.17	327.17		

Vendor 0900 - CUB FOODS - BRAINERD:

5/15/23 77722	CUB FOODS - BRAINERD DISH SOAP 225-2120-42220	05/15/2023 pziemer	06/21/2023	15.87	15.87	Open	N 06/21/2023
	REPAIR & MAINT			15.87			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			15.87	15.87		

Vendor 3974 - DUNHAMS SPORTS :

4/28/23 77705	DUNHAMS SPORTS 773LB - CSO UNIFORM PANTS 225-2121-41113	05/01/2023 pziemer	06/21/2023	129.98	129.98	Open	N 06/21/2023
	UNIFORM ALLOWANCE			129.98			
	Total for vendor 3974 - DUNHAMS SPORTS :			129.98	129.98		

Vendor 3925 - HAMPTON BY HILTON:

5/12/23 77720	HAMPTON BY HILTON M. HALVERSON EVIDENCE TRAINING 225-2120-43330	05/12/2023 pziemer	06/21/2023	156.70	156.70	Open	N 06/21/2023
	PROFESSIONAL DEVELOPMENT			156.70			
	Total for vendor 3925 - HAMPTON BY HILTON:			156.70	156.70		

Vendor 2989 - HOME DEPOT:

5/2/23 77707	HOME DEPOT DEPARTMENT SAFE 225-2120-42240	05/02/2023 pziemer	06/21/2023	279.00	279.00	Open	N 06/21/2023
	SMALL TOOLS			279.00			
	Total for vendor 2989 - HOME DEPOT:			279.00	279.00		

Vendor 0368 - L.E.A. DATA TECHNOLOGIES:

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 34/42

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

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

5/23/23

77727

L.E.A. DATA TECHNOLOGIES

05/23/2023

06/21/2023

105.00

105.00

Open

N

LEA DATABASE UPGRADE

pziemer

06/21/2023

225-2120-43309

COMPUTER TECHNICAL SUPPORT

105.00

Total for vendor 0368 - L.E.A. DATA TECHNOLOGIES:

105.00

105.00

Vendor 2734 - MINNESOTA SHERIFF'S ASSOCIATION:

5/8/23

77732

MINNESOTA SHERIFF'S ASSOCIATION

05/08/2023

06/21/2023

175.00

175.00

Open

N

702TR - EMPLOYEE MISCONDUCT INVEST TIpziemer

06/21/2023

225-2120-43330

PROFESSIONAL DEVELOPMENT

175.00

Total for vendor 2734 - MINNESOTA SHERIFF'S ASSOCIATION:

175.00

175.00

Vendor 0418 - MN CHIEF'S OF POLICE ASSO:

4/27/23

77703

MN CHIEF'S OF POLICE ASSO

05/01/2023

06/21/2023

725.00

725.00

Open

N

702TR - LEADERSHIP ACADEMY

pziemer

06/21/2023

225-2120-43330

PROFESSIONAL DEVELOPMENT

725.00

Total for vendor 0418 - MN CHIEF'S OF POLICE ASSO:

725.00

725.00

Vendor MISC - MN JUVENILE OFFICER'S ASSOCIATION:

5/5/23

77710

MN JUVENILE OFFICER'S ASSOCIATION

05/05/2023

06/21/2023

300.00

300.00

Open

N

727 - MN JUVENILE OFFICERS ASSN CONFpziemer

06/21/2023

225-2120-43330

PROFESSIONAL DEVELOPMENT

300.00

Total for vendor MISC - MN JUVENILE OFFICER'S ASSOCIATION:

300.00

300.00

Vendor 4216 - TACTICAL GEAR:

5/10/23

77715

TACTICAL GEAR

05/10/2023

06/21/2023

165.00

165.00

Open

N

718 - UNIFORM BOOTS

pziemer

06/21/2023

225-2120-41113

UNIFORM ALLOWANCE

165.00

Total for vendor 4216 - TACTICAL GEAR:

165.00

165.00

Vendor 3885 - THE UPS STORE:

5/11/23

77718

THE UPS STORE

05/11/2023

06/21/2023

19.78

19.78

Open

N

POSTAGE

pziemer

06/21/2023

225-2120-43322

POSTAGE

19.78

Total for vendor 3885 - THE UPS STORE:

19.78

19.78

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 35/42

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

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

Vendor 2005 - T-MOBILE:

4/25/23 77699	T-MOBILE INVESTIGATION - ICR 23005016 225-2120-42210	05/01/2023 pziemer	06/21/2023	150.00	150.00	Open	N 06/21/2023
	OPERATING SUPPLIES			150.00			
4/28/23 77706	T-MOBILE INVESTIGATION - ICR 23005016 225-2120-42210	05/01/2023 pziemer	06/21/2023	150.00	150.00	Open	N 06/21/2023
	OPERATING SUPPLIES			150.00			
	Total for vendor 2005 - T-MOBILE:			300.00	300.00		

Vendor 3703 - TRANSUNION RISK:

5/1/23 77711	TRANSUNION RISK INVESTIGATIONS & PARKING TKT COLLECTI 225-2120-42210	05/01/2023 pziemer	06/21/2023	75.00	75.00	Open	N 06/21/2023
	OPERATING SUPPLIES			75.00			
	Total for vendor 3703 - TRANSUNION RISK:			75.00	75.00		

Vendor 3697 - USPS:

4/25/23 77700	USPS POSTAGE 225-2120-43322	05/01/2023 pziemer	06/21/2023	10.05	10.05	Open	N 06/21/2023
	POSTAGE			10.05			
4/26/23 77702	USPS POSTAGE 225-2120-43322	05/01/2023 pziemer	06/21/2023	2.46	2.46	Open	N 06/21/2023
	POSTAGE			2.46			
4/27/23 77704	USPS POSTAGE 225-2120-43322	05/01/2023 pziemer	06/21/2023	10.35	10.35	Open	N 06/21/2023
	POSTAGE			10.35			
5/3/23 77708	USPS POSTAGE 225-2120-43322	05/03/2023 pziemer	06/21/2023	4.75	4.75	Open	N 06/21/2023
	POSTAGE			4.75			
5/4/23 77709	USPS POSTAGE 225-2120-43322	05/04/2023 pziemer	06/21/2023	11.00	11.00	Open	N 06/21/2023
	POSTAGE			11.00			

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 36/42

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
5/5/23 77712	USPS POSTAGE 225-2120-43322	05/05/2023 pziemer	06/21/2023	4.85	4.85	Open	N 06/21/2023
	POSTAGE			4.85			
5/5/23 - 2 77713	USPS POSTAGE 225-2120-43322	05/05/2023 pziemer	06/21/2023	10.35	10.35	Open	N 06/21/2023
	POSTAGE			10.35			
5/9/23 77714	USPS POSTAGE 225-2120-43322	05/09/2023 pziemer	06/21/2023	0.48	0.48	Open	N 06/21/2023
	POSTAGE			0.48			
5/10/23 77716	USPS POSTAGE 225-2120-43322	05/10/2023 pziemer	06/21/2023	1.50	1.50	Open	N 06/21/2023
	POSTAGE			1.50			
5/11/23 77719	USPS POSTAGE 225-2120-43322	05/11/2023 pziemer	06/21/2023	7.15	7.15	Open	N 06/21/2023
	POSTAGE			7.15			
5/12/23 77721	USPS POSTAGE 225-2120-43322	05/12/2023 pziemer	06/21/2023	11.30	11.30	Open	N 06/21/2023
	POSTAGE			11.30			
5/16/23 77723	USPS POSTAGE 225-2120-43322	05/16/2023 pziemer	06/21/2023	17.25	17.25	Open	N 06/21/2023
	POSTAGE			17.25			
5/18/23 77725	USPS POSTAGE 225-2120-43322	05/18/2023 pziemer	06/21/2023	21.90	21.90	Open	N 06/21/2023
	POSTAGE			21.90			
5/24/23 77729	USPS POSTAGE 225-2120-43322	05/24/2023 pziemer	06/21/2023	11.75	11.75	Open	N 06/21/2023
	POSTAGE			11.75			
5/2/23 77731	USPS POSTAGE 225-2120-43322	05/02/2023 pziemer	06/21/2023	4.85	4.85	Open	N 06/21/2023
	POSTAGE			4.85			
Total for vendor 3697 - USPS:				129.99	129.99		

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 37/42

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

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

Vendor 0006 - WALMART COMMUNITY/GECRB:

5/10/23							
77717	WALMART COMMUNITY/GECRB	05/10/2023	06/21/2023	37.91	37.91	Open	N
	EVIDENCE SUPPLIES	pziemer					06/21/2023
	225-2120-42210	OPERATING SUPPLIES		37.91			
5/17/23							
77724	WALMART COMMUNITY/GECRB	05/17/2023	06/21/2023	46.88	46.88	Open	N
	USB	pziemer					06/21/2023
	225-2120-42210	OPERATING SUPPLIES		46.88			
5/23/23							
77728	WALMART COMMUNITY/GECRB	05/23/2023	06/21/2023	302.94	302.94	Open	N
	LUNCH AND LEARN SUPPLIES	pziemer					06/21/2023
	278-6515-43430	MISCELLANEOUS		302.94			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			387.73	387.73		

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

3,291.22 3,291.22

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

Page: 38/42

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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

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

Vendor 2989 - HOME DEPOT:

4/28/23

77734

HOME DEPOT
SPRING CLIP
237-3190-42220

05/01/2023

pziemer

06/21/2023

19.62

19.62

Open

N
06/21/2023

REPAIR & MAINT

19.62

Total for vendor 2989 - HOME DEPOT:

19.62

19.62

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

19.62

19.62

# of Invoices:	246	# Due:	245	Totals:	1,037,815.27	1,037,815.27
# of Credit Memos:	3	# Due:	3	Totals:	(230.00)	(230.00)

1,037,815.27

1,037,815.27

(230.00)

(230.00)

Net of Invoices and Credit Memos:

1,037,585.27

1,037,585.27

* 2 Net Invoices have Credits Totalling:

(85.48)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20600	BFG23-0005	4,500.00
101-0000-20850	DUE TO COMPONENT UNIT	100.00
101-0000-36299	MISCELLANEOUS REVENUE	(18.88)
101-1110-41150	WORKERS COMP	11.00
101-1400-43330	PROFESSIONAL DEVELOPMENT	78.35
101-1400-43433	DUES & SUBSCRIPTIONS	278.00
101-1700-43300	PROFESSIONAL SERVICES	250.00
101-1700-43331	LEASE PAYMENTS	931.28
101-1700-43350	PRINTING/LEGAL PUBLICATION	1,245.30
101-1800-43309	COMPUTER SUPPORT	744.58
101-1800-43321	TELEPHONE	806.10
101-1940-43321	TELEPHONE	53.56
101-1940-43380	UTILITIES	144.35
101-1940-43381	BPU UTILITIES	1,905.02
101-2400-32220	Res - Variance	250.00
101-2400-42212	MOTOR FUELS	181.39
101-2400-43331	LEASE EXPENSE	357.61
101-2400-43350	PRINTING/LEGAL PUBLICATION	424.30
101-2400-43405	NUISANCES	2,450.00
101-9200-43300	PROFESSIONAL SERVICES	8,016.50
101-9200-43350	LEGAL PUBLICATIONS	374.71
101-9200-43381	BPU UTILITIES	118.91
101-9200-43438	MISC SPECIAL PROJECTS	8,000.00
101-9200-43460	REMIT COMMUNITY ACTION LEVY	7,819.75
101-9200-43461	REMIT SENIOR CITIZEN LEVY	7,819.75
101-9200-43462	REMIT ARBORETUM LEVY	7,819.75
203-9000-42212	MOTOR FUELS	9,457.86
203-9000-43401	VEHICLE REPAIRS	7,828.26
203-9000-43440	TRANSIT SERVICE CONTRACT PY	87,685.50
211-5500-42200	OFFICE SUPPLIES	24.89
211-5500-42220	REPAIR & MAINT	1,878.61
211-5500-42240	LIBRARY MATERIALS	33.96

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	211-5500-43300	PROFESSIONAL SERVICES		675.00			
	211-5500-43322	POSTAGE		8.89			
	211-5500-43380	UTILITIES		100.14			
	211-5500-43381	BPU UTILITIES		1,669.35			
	211-5500-43430	MISCELLANEOUS		135.50			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		151.18			
	211-5505-43430	MISC - COPY MACHINE PYMTS		532.87			
	225-2120-41113	UNIFORM ALLOWANCE		513.96			
	225-2120-42200	OFFICE SUPPLIES		85.60			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		55.85			
	225-2120-42210	OPERATING SUPPLIES		747.34			
	225-2120-42212	MOTOR FUELS		5,997.20			
	225-2120-42220	REPAIR & MAINT		2,555.87			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		2,280.33			
	225-2120-42240	SMALL TOOLS		279.00			
	225-2120-43300	PROFESSIONAL SERVICES		50.00			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		123.75			
	225-2120-43321	TELEPHONE		97.27			
	225-2120-43322	POSTAGE		149.77			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		2,319.70			
	225-2120-43331	LEASED PAYMENTS		12,567.11			
	225-2120-43380	UTILITIES		136.15			
	225-2120-43381	BPU UTILITIES		3,222.76			
	225-2121-41113	UNIFORM ALLOWANCE		299.11			
	225-2220-41113	UNIFORM ALLOWANCE		119.01			
	225-2220-42210	OPERATING SUPPLIES		906.32			
	225-2220-42212	MOTOR FUELS		1,858.69			
	225-2220-42220	REPAIR & MAINT		234.50			
	225-2220-42250	PERSONAL PROTECTIVE GEAR		963.87			
	225-2220-43300	PROFESSIONAL SERVICES		62.00			
	225-2220-43321	TELEPHONE		68.75			
	225-2220-43331	LEASED PAYMENTS		1,349.58			
	225-2220-43380	UTILITIES		111.15			
	225-2220-43381	BPU UTILITIES		1,795.21			
	225-2220-43433	DUES & SUBSCRIPTIONS		3.62			
	225-2225-41150	WORKERS COMP		14,567.25			
	225-2700-43300	PROFESSIONAL SERVICES		1,919.33			
	225-2700-43430	MISCELLANEOUS		1,168.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		164.35			
	229-0000-45530-23:07	PYMTS TO CONTRACTORS		2,000.00			
	229-9030-43300-23:06	PROFESSIONAL SERVICES		3,285.65			
	230-5200-42210	OPERATING SUPPLIES		199.96			
	230-5200-42212	MOTOR FUELS		1,989.92			
	230-5200-42220	REPAIR & MAINT		3,671.33			
	230-5200-42221	R&M-ATHLETIC FIELD MAINT		439.90			
	230-5200-42240	SMALL TOOLS		836.11			
	230-5200-43300	PROFESSIONAL SERVICES		10,750.00			
	230-5200-43321	TELEPHONE		257.43			
	230-5200-43331	LEASE PAYMENTS		2,298.36			
	230-5200-43380	UTILITIES		834.60			
	230-5200-43381	BPU UTILITIES		7,717.31			
	230-5200-43430	MISCELLANEOUS		235.62			
	230-5204-42210	OPERATING SUPPLIES		5,851.65			
	230-5211-42210	OPERATING SUPPLIES		2,350.86			
	230-5215-42210	OPERATING SUPPLIES		5.72			
	230-5280-43380	UTILITIES		309.36			
	235-3100-42212	MOTOR FUELS		3,905.03			

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 40/42

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	235-3100-42220	REPAIR & MAINT		5,523.87			
	235-3100-43321	TELEPHONE		19.75			
	235-3100-43331	LEASE PAYMENTS		5,555.46			
	235-3100-43350	PRINTING/LEGAL PUBLICATION		825.00			
	235-3100-43380	UTILITIES		111.15			
	235-3100-43381	BPU UTILITIES		24,414.43			
	235-3100-43430	MISCELLANEOUS		90.37			
	235-3125-42220	REPAIR & MAINT		1,670.55			
	235-3170-42210	OPERATING SUPPLIES		2,326.16			
	236-3180-43381	BPU UTILITIES		36.00			
	237-3190-42212	MOTOR FUELS		460.75			
	237-3190-42220	REPAIR & MAINT		7,530.69			
	237-3190-43331	LEASE PAYMENTS		626.01			
	238-3160-42220	REPAIR & MAINT		35.94			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		113,872.57			
	260-9020-43300	PROFESSIONAL SERVICES		504.08			
	260-9020-43321	TELEPHONE		128.75			
	278-6515-43430	MISCELLANEOUS		302.94			
	280-0000-41150	WORKERS COMP		70,684.00			
	400-9050-45530	CAPITAL - OTHER		13,222.60			
	401-1003-43300	PROFESSIONAL SERVICES		243.36			
	401-1003-43380	UTILITIES		96.73			
	401-1003-43430	MISCELLANEOUS		58.43			
	401-9030-42212	MOTOR FUELS		495.17			
	401-9030-43300-21:12	PROFESSIONAL SERVICES		2,875.00			
	401-9030-43300-22:06	PROFESSIONAL SERVICES		102.00			
	401-9030-43430	MISCELLANEOUS		139.99			
	401-9030-43430-21:12	MISCELLANEOUS		102.50			
	401-9030-45530-21:12	CAPITAL-PYMTS TO CONTRACTS		1,281.10			
	401-9030-45530-23:02	CAPITAL-PYMTS TO CONTRACTS		98.97			
	450-9010-45530-20:51	CAPITAL-LOCAL SHARE		515,596.40			

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 41/42

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			54,661.33	54,661.33		
	203 - TRANSIT FUND			104,971.62	104,971.62		
	211 - LIBRARY FUND			5,210.39	5,210.39		
	225 - PUBLIC SAFETY FUND			56,608.05	56,608.05		
	227 - RECYCLING FUND			164.35	164.35		
	229 - PANDEMIC GRANTS			5,285.65	5,285.65		
	230 - PARK & RECREATION FUND			37,748.13	37,748.13		
	235 - STREET & SEWER FUND			44,441.77	44,441.77		
	236 - PARKING LOT FUND			36.00	36.00		
	237 - SANITARY SEWER FUND			8,617.45	8,617.45		
	238 - STORM SEWER FUND			35.94	35.94		
	251 - LOCAL OPTION SALES TAX			113,872.57	113,872.57		
	260 - AIRPORT FUND			632.83	632.83		
	278 - HEALTHY EMPLOYEE INITIATIVE			302.94	302.94		
	280 - PACKAGE INSURANCE FUND			70,684.00	70,684.00		
	400 - CAPITAL PROJECTS FUND			13,222.60	13,222.60		
	401 - CONSTRUCTION FUND			5,493.25	5,493.25		
	450 - AIRPORT CIP FUND			515,596.40	515,596.40		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			77,265.12	77,265.12		
	1003 - 10:03 DWNTWN MAIN CNTRACT			398.52	398.52		
	1110 - MAYOR & COUNCIL			11.00	11.00		
	1400 - ADMINISTRATION			356.35	356.35		
	1700 - ENGINEERING			2,426.58	2,426.58		
	1800 - IT/GIS			1,550.68	1,550.68		
	1940 - CITY HALL			2,102.93	2,102.93		
	2120 - POLICE DEPARTMENT			31,181.66	31,181.66		
	2121 - COMMUNITY SERVICE			299.11	299.11		
	2220 - FIRE DEPARTMENT			7,472.70	7,472.70		
	2225 - PAID ON-CALL FIRE DEPT			14,567.25	14,567.25		
	2400 - COMMUNITY DEVL/INSPECTION			3,663.30	3,663.30		
	2700 - ANIMAL CONTROL			3,087.33	3,087.33		
	3100 - S & S MAINTENANCE			40,445.06	40,445.06		
	3125 - SNOW REMOVAL			1,670.55	1,670.55		
	3160 - STORM SEWER EXPENSE			35.94	35.94		
	3170 - TRAFFIC CONTROL			2,326.16	2,326.16		
	3180 - PARKING LOTS EXPENSE			36.00	36.00		
	3190 - SANITARY SEWER EXPENSE			8,617.45	8,617.45		
	3230 - RECYCLING EXPENSE			164.35	164.35		
	5200 - PARK MAIN/ADMINISTRATION			29,230.54	29,230.54		
	5204 - CONCESSIONS			5,851.65	5,851.65		

06/15/2023 01:43 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/20/2023 - 06/20/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 42/42

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	5211 - SPECIAL EVENTS PROGRAM			2,350.86	2,350.86		
	5215 - ADULT SOFTBALL			5.72	5.72		
	5280 - CAMPGROUND			309.36	309.36		
	5500 - LIBRARY-BUDGETED			4,526.34	4,526.34		
	5503 - HOLDEN TRUST DONATION USE			151.18	151.18		
	5505 - TAXABLE FEES			532.87	532.87		
	6515 - HEALTHY EMPLOYE INITIATIVE			302.94	302.94		
	9000 - TRANSIT FUND			104,971.62	104,971.62		
	9010 - AIRPORT CIP PROJ-MISC			515,596.40	515,596.40		
	9020 - AIRPORT M & O			632.83	632.83		
	9030 - CONSTRUCTION PROJ-MISC			8,380.38	8,380.38		
	9050 - CAPITAL PROJECTS-MISC			13,222.60	13,222.60		
	9200 - CITY-WIDE			39,969.37	39,969.37		
	9360 - LOCAL OPTION SALES TAX			113,872.57	113,872.57		

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: Czeczok, O'Day, Stunek, Terry, Stenglein, and Bevans. Mayor Badeaux was noted as present. Member Johnson was noted as absent.

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

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

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

- A. Approval of Bills
- B. Approval of Minutes
 - a. Regular City Council Meeting held on May 15th, 2023
 - b. Special City Council Meeting held on May 24th, 2023
 - c. Joint Workshop City Council and HRA held on May 30th, 2023
- C. Approval of Licenses
 - a. Contractor Licenses
 - b. Off-Sale and On-Sale Liquor and Filling Station
- D. Department Activity Report
- E. Temporary On-Sale Liquor License Application- Submitted by Jackpine Brewery for an Event to be held on June 15, July 27, and September 7 at NP Center 1511 Northern Pacific Road, Brainerd
- F. Temporary On-Sale Liquor License Application- Submitted by Brainerd Jaycees for an Event to be held on July 28 & 29 in Downtown Brainerd 6th Street and Front St
- G. Minnesota Lawful Gambling Application for Exempt Permit- Submitted by Brainerd Jaycees for an Event to be held on June 10 at Brainerd High School 702 S 5th Street
- H. 2022 Audits for BPU and Brainerd HRA
- I. Accept the Retirement of Custodian/Groundskeeper Randy Villnow Effective June 8, 2023
- J. Accept the Retirement of Hydro Lead/Relief Operator Mark Levig Effective June 30, 2023
- K. Accept the Retirement of Hydro Operator Diane Mahady Effective June 30, 2023
- L. Ratify the Hiring of 2023 Interns and Temporary/ Seasonal Employees
- M. Approval of Finance Manager, Business Office Support Specialist, and Facilities Custodian Job Descriptions- Recommended by Brainerd Public Utilities Commission

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

Presentation of Tower Award to Police Chief Mike Bestul

Mayor Badeaux presented the Tower Award to Chief Bestul upon his retirement from the City. He thanked the Chief for serving the City for 26 years. He enjoyed getting to know Chief Bestul and remembered his first time meeting him. Mayor Badeaux appreciated the way the Chief lead the department in a community centered way, it will be an easy transition for the new leadership. He congratulated Chief Bestul on his retirement and hopes that he enjoys his family and activities.

Presentation on Age Friendly Brainerd

Eleanor Burkett, 757 Holton Ave, Central Minnesota Council on Aging, Community Development Specialist, presented on Age Friendly Brainerd, MN. She presented the council the eight domains of livability and stated that the City can apply to receive funding from the State of Minnesota to offer programs in these domains to become more age friendly. She has talked with Community Development Director Kramvik and City Engineer/Public Works Director Dehn about coordinating with Central Minnesota Council on Aging to prioritize projects.

Council Committee Reports

Personnel and Finance Committee

Ratify the Hiring of BPU Laborer Jason Gage

Member O'Day asked why the hiring was on step 4.

HR Director Schubert stated that the Council had given direction on when staff can be hired beyond step 1. The reasons staff assigned step 4 are Mr. Gage is an experienced truck driver who attended school to get his CDL, and a wage match was needed.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND TERRY, DULY CARRIED, TO RATIFY THE HIRING OF JASON GAGE EFFECTIVE JUNE 12, 2023; FURTHER, THAT HE BE PLACED ON STEP 4 OF THE LABORER WAGE GRID (\$26.32 PER HOUR).

Ratify the Hiring of Street Maintenance III- Mechanic Coleman Hayes

HR Director Schubert stated that Mr. Coleman is the Shop Supervisor at Ziegler Cat, he has been a technician for 8 years, is ASC certified for medium and heavy duty truck repair and is taking a pay cut to come work for the City.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND TERRY, DULY CARRIED, TO RATIFY THE HIRING OF COLEMAN HAYES EFFECTIVE JUNE 12, 2023; FURTHER, THAT HE BE PLACED ON STEP 4 OF THE IUOE MAINTENANCE III WAGE GRID (\$31.14 PER HOUR).

Update on Juneteenth Holiday

Mayor Badeaux asked whether this would be extended to the City's employees.

Chair Bevans stated that yes, this would be extended to the employees. He asked whether this holiday would change the next meeting date.

Administrator Bergman stated that yes, the next Council meeting will need to be held on June 20th. It is State mandated that no City business can be conducted on June 19th, so as with other meetings that would be on observed holidays the meeting will move to Tuesday.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND TERRY, DULY CARRIED, TO ACKNOWLEDGE THAT THE CITY OF BRAINERD WILL RECOGNIZE JUNETEENTH AS A STATE HOLIDAY ON JUNE 19, 2023, BY AMENDING ARTICLE 15 – HOLIDAYS OF THE EMPLOYEE POLICY MANUAL TO INCLUDE JUNETEENTH AS A HOLIDAY.

Adopt Resolution Authorizing Application for Traffic Safety Grant

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND TERRY TO ADOPT RESOLUTION AUTHORIZING THE POLICE DEPARTMENT TO APPLY FOR THE TRAFFIC SAFETY ENFORCEMENT GRANT FROM THE MN DEPARTMENT OF PUBLIC SAFETY, OFFICE OF TRAFFIC SAFETY.

RESOLUTION 25:23

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

Authorize Signatures and Enter Into School Resource Officer (SRO) Services Agreement

Member Stunek stated that the agreement will be considered at an upcoming school board meeting.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND TERRY, DULY CARRIED, TO AUTHORIZE THE SIGNATURES AND ENTER INTO THE PROPOSED SCHOOL RESOURCE OFFICER SERVICES AGREEMENT BETWEEN THE CITY OF BRAINERD AND INDEPENDENT SCHOOL DISTRICT NO. 181 AS PRESENTED.

Consider Request from Brainerd Community Action for Independence Day Fireworks Donation

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND TERRY, DULY CARRIED, TO APPROVE THE REQUEST FROM BRAINERD COMMUNITY ACTION FOR A DONATION FOR INDEPENDENCE DAY FIREWORKS IN THE AMOUNT OF \$8,000 TO BE PAID FROM THE SPECIAL PROJECTS BUDGETED LINE ITEM.

Adopt Resolution for State Bonding Priorities

Member O'Day asked whether the improvements being requested for the water treatment facility would be completely different from the bonding that they already received.

Administrator Bergman stated that yes, the bonding that was just awarded is for the back wash, or phase II of the storage tank project. The 2024 request is a completely different project.

Mayor Badeaux stated that he would prefer the Pedestrian Bridge or Cuyuna Lakes State Trail to be prioritized over the Water Treatment Plant Improvements.

Member Stunek stated that the list was prioritized by staff.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND TERRY TO ADOPT RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO FILE AN APPLICATION WITH THE MINNESOTA MANAGEMENT AND BUDGET OFFICE FOR 2024

STATE APPROPRIATIONS FUNDED FROM STATE GENERAL OBLIGATION BONDS;
FURTHER TO ALLOW CITY STAFF TO WORK WITH CONSULTANTS TO PUT TOGETHER
THE PROPOSAL.

RESOLUTION 26:23

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

Safety and Public Works Committee

Consider Street Closure Request- N 8th St from Fir St to Bluff Ave

Committee Chair O'Day stated that this closure was for a temporary closure for a grad party by the resident directly across from Triangle Park.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE TEMPORARY CLOSURE OF N 8TH ST FROM FIR ST TO BLUFF AVE ON JUNE 17TH, 2023.

Approve Event/Street Closure Application- GnarBQ

Committee Chair O'Day stated that this is the third time that the event has taken place in the City Hall parking lot, this is the group that is raising funds for a skate park.

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

Approve Event/Parking Lot Closure Application- LAMF Block Party

Committee Chair O'Day stated that this event takes place in the Laurel Street Parking Lot.

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

Approve Event/Street Closure Application- Independence Day

Committee Chair O'Day stated that the parade will be on the same route as last year.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION UNDER THE CONDITIONS THE APPLICANT REMOVE ANY BANNERS AND SIGNS AFTER THE EVENT, APPLY FOR A PERMIT FOR THE FIREWORKS THROUGH THE FIRE DEPARTMENT, AND THAT THE APPLICANT ENSURES TO COORDINATE THE ACTIVITIES FOR THE DAY REGARDING TRAFFIC CONTROL, ETC. WITH THE POLICE DEPARTMENT.

Approve Event/Street Closure Application- Street Fest

Committee Chair O'Day stated that the closure will be on Front Street from 6th-8th Streets and the Front Street parking lot.

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

Approve Change Order 2- Improvement 21-12 North Brainerd Reconstruction

Committee Chair O'Day stated that the old cement was deeper in this area of the first phase, so more fill is required. Phase 3 should not have concrete underneath the asphalt.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECHOK, DULY CARRIED, TO APPROVE CHANGE ORDER 2 IN THE AMOUNT OF \$32,794.

Request to Award Improvement 23-03- 2023 Large Patch Project

Committee Chair O'Day stated that \$50,000 is budgeted for 2023.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO AWARD THE IMPROVEMENT 23-03 LARGE PATCHING CONTRACT TO ANDERSON BROTHERS IN THE AMOUNT OF \$49,023.

Approve Award for TH 371B/Willow Street Roundabout Engineering Services Contract

Committee Chair O'Day stated that the project will have cost share with MnDOT. The details of the cost share have not been approved by MnDOT. The City has been assured that there will not be an issue with the cost share agreement. This bid was not the low bid. However, Staff and other individuals scored the bids and SEH had the highest score.

Member Czechok stated that the engineering firm will be involved with the design and construction of the roundabout.

Chair Bevans asked whether MnDOT will be agreeable to right-of-way expansion, as they had not been when the reconstruction of 371B was completed.

City Engineer/Public Works Director Dehn stated that the right-of-way expansion has been a discussion with the engineering services.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO AWARD OF THE TH 371B/WILLOW STREET ROUNDABOUT PROJECT ENGINEERING CONTRACT TO SEH (SHORT ELLIOTT HENDRICKSON) IN THE AMOUNT OF \$387,512.

Discussion on Gate at Evergreen Landing

Committee Chair O'Day stated that the boat landing gate was not open for fishing opener this year, due to the road being impassable. The sign on the gate will be updated.

Mayor Badeaux stated that he wished to make sure that we are aware in the future that the discussion was around fishing opener specifically.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO KEEP THE GATE IN PLACE AND CLARIFY THAT THE GATE CAN CONTINUE TO BE CLOSED SHOULD THE CONDITIONS NOT BE SUPPORTIVE OF VEHICLE TRAFFIC WITH EXPRESS CONSIDERATION FOR FISHING OPENER.

Discussion on Stop Sign Request- N 10th St and Ivy St

Committee Chair O'Day stated that a stop sign is not warranted here. However, with the blind approach on a hill to the intersection, they requested staff propose alternative signage.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO DIRECT STAFF TO LOOK INTO SOLUTIONS FOR ALTERNATIVE SIGNAGE.

Discussion on Name a Truck Contest

Committee Chair O'Day stated that there were 72 name submissions. Staff is running a survey to name the new truck. The Council will choose at a later date.

Report of Survey Results on Washington Street Special Services District

Committee Chair O'Day stated that 24 businesses responded to the Washington Street Special Services District, a majority of these businesses were not interested. Based on these results, the City will not need to hire another person in the future.

Member Czczok was concerned with the number of respondents and basing the decision off of a low sample. He stated that the City should not write off the need for a special services district.

Direction on Small Engine Repair and Home Businesses

Committee Chair O'Day stated that a resident repairs wave runners out of his home. The individual spoke in committee and is looking for a different property outside of the City. He understands the parameters of the ordinance and knows he cannot sell products or store them outside and will adhere to the ordinance.

Community Development Director Kramvik stated that the item appeared on the agenda for the City Council to provide guidance and interpretation of the Code for future decisions and regulations.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO SET FORTH THAT ANY ITEMS NOT LISTED AS PROHIBITED IN THE MOTOR VEHICLE DEFINITION ARE ALLOWED TO BE REPAIRED AT A HOME BUSINESS AND IS CONSIDERED MINOR REPAIR SERVICES OR SIMILAR USE.

Direction on Active Code Enforcement Cases

Committee Chair O'Day stated that the committee reviewed the cases and agrees with staff for all three properties.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO FOLLOW STAFF RECOMMENDATIONS: FOR 1113 ROSEWOOD TO OBTAIN A SEARCH WARRANT TO ABATE THE GARBAGE AND JUNK/DEBRIS. STAFF ALSO RECOMMENDS SENDING A \$300 CITATION EVERY MONTH FOR THE PROPERTY MAINTENANCE VIOLATION UNTIL NOVEMBER 1ST. FURTHER THAT FOR BOTH 505 AND 506 ROSEWOOD STREET ISSUING A 10-DAY NOTICE FOR FINAL CORRECTIVE ACTION AND CLEANUP. IF BOTH PROPERTIES ARE NOT CLEANED UP, STAFF RECOMMENDS SEEKING LEGAL ACTION AGAINST MR. KRAMER.

Unfinished Business

Final Reading- Proposed Ordinance 1551- Amending Section 515-4-8 Outdoor Lighting of the Zoning Code

Community Development Director Kramvik gave an overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND STUNEK, DULY CARRIED, TO CONDUCT THE FINAL READING OF PROPOSED ORDINANCE NO. 1551, AN ORDINANCE AMENDING SECTION 515-4-8 OF THE ZONING CODE AND DISPENSE WITH THE ACTUAL READING.

The Chair opened the public hearing at 8:30 p.m.

No one came forward.

The Chair closed the public hearing at 8:31 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND STENGLEIN TO ADOPT ORDINANCE 1551.

ORDINANCE 1551

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

Final Reading- Proposed Ordinance 1551- Amending Section 1200 and 1205 City Code Sale and Consumption of Alcohol in Public Places

City Engineer/Public Works Director Dehn gave an overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO CONDUCT THE FINAL READING OF PROPOSED ORDINANCE 1552, AN ORDINANCE AMENDING SECTIONS 1200 AND 1205 OF THE CITY CODE AND DISPENSE WITH THE ACTUAL READING.

The Chair opened the public hearing at 8:33 p.m.

No one came forward.

The Chair closed the public hearing at 8:34 p.m.

Member Terry thanked her fellow Council Members for bearing with her on the evolution of the ordinance. She stated that due to the sale of alcohol at parks having less restriction than consumption she will be voting no on the matter. She apologized that she did not bring this matter up at the first reading. She gave statistics from recent studies done in the Brainerd School District regarding alcohol. She stated that youth see alcohol consumption as a social norm. While she agrees with consumption at Memorial Park, in the campground, and at registered events, she does not support alcohol sale and consumption in all of our parks. She has heard from a variety of community members including youth who do not support alcohol in parks. On May 23rd in Crow Wing County, there were 757 adults on probation or supervised release for DWI offenses alone. These are all people who need to be supervised by Community Corrections staff and are costing the taxpayers money to do so. Alcohol impacts the entire community, taxpayers, and health insurance rates for all residents.

Member Czczok stated that he understood there was quite a bit of pushback on the failure of the previous ordinance. He encourages pushback. He stated that he can support this version of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND O'DAY TO ADOPT ORDINANCE 1552.

ORDINANCE 1552

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

Committee Recommendations – Recommended by Council President

Chair Bevans recommended Jeff Gruenewald and James Norwood to the Planning Commission.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO CONFIRM JEFF GRUENEWALD AND JAMES NORWOOD TO THE PLANNING COMMISSION.

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)

TAC—1 term (Expires 2023)

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)

New Business

Consider Bee Keeping Permit for 1209 Oak Street

Community Development Director Kramvik gave an overview of the application. The City is required to notify all property owners with 150 feet of the permit request. If complaints are received, the City Council is required to decide on the application. He stated that there were two phone calls and one e-mail regarding the application stating that Mr. Timmers did not live at the property and were concerned with his ability to maintain the hive. Staff attempted to verify the living situation of the property and verified with a credible beekeeper Mr. Timmers' ability to keep a hive.

Member O'Day asked how many colonies are in the City.

Community Development Director Kramvik stated that there are two other colonies in the City. No complaints were received regarding these applications. Therefore, a permit could be issued administratively.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN, DULY CARRIED, TO APPROVE THE APPLICATION.

Consider Variance Request at 2424 Business 371 for Outdoor Monument Sign

Community Development Director Kramvik gave an overview of the variance request. Staff recommends the approval of the variance request as it will not alter the essential character of the locality and this Public Semi-Public zoned property is uniquely positioned next to Business 371 where this is an increased right-of-way and rate of travel compared to other properties zoned PSP.

Member Czczok asked about the square footage of the sign differential.

Community Development Director Kramvik stated that the new sign is larger.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE VARIANCE REQUEST AT 2424 BUSINESS 371 TO ALLOW A 15-FOOT-TALL MONUMENT SIGN.

Consider Variance Request at 431 B Street NE for Garage Addition

Community Development Director Kramvik gave an overview of the variance request. The findings of fact noted that the buildable area for accessory structures on this property is reduced to 27' wide because of the non-conforming lot width and the setback standards for corner lots in the TN-1 District. The applicant would also like to reuse and repurpose the existing garage that was built prior to the current zoning code standards.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN, DULY CARRIED, TO APPROVE THE VARIANCE REQUEST TO ALLOW FOR A 7 FOOT SIDE YARD CORNER SETBACK FOR THE PROPOSED ADDITION TO THE EXISTING ACCESSORY STRUCTURE.

Consider Variance Request at 3 Washington Street NE for Dunkin' Donuts

Community Development Director Kramvik gave an overview of the variance request.

Member O'Day asked if "glazing" is like donuts.

Community Development Director Kramvik stated that it has to do with the glass.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND TERRY, DULY CARRIED, TO APPROVE BOTH VARIANCE REQUESTS AT 3 WASHINGTON ST. NE TO ALLOW THE MAIN ENTRANCE TO FACE THE REAR YARD OF THE PROPERTY AND TO ALLOW A 27'1" PRINCIPAL BUILDING FRONT YARD SETBACK, A 24' SIDE YARD CORNER SETBACK, AND A 66'7" REAR YARD SETBACK WITH THE FOLLOWING CONDITIONS: LANDSCAPE PARKING LOT STANDARDS MUST BE APPLIED TO THE PARKING LOT AND DRIVE THROUGH LANES ALONG WASHINGTON STREET AND GILLIS AVENUE AND MUST BE APPROVED BY STAFF PRIOR TO ISSUANCE OF THE BUILDING PERMIT. A 65% GLAZING REQUIREMENT ALONG WASHINGTON STREET MUST BE DEPICTED ON THE CONSTRUCTION DRAWINGS PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT. WALK-IN COOLER MUST EITHER BE SCREENED OR CONSISTENT WITH THE ARCHITECTURE OF THE BUILDING.

Reschedule Joint City Council BPU Commission Meeting

City Administrator Bergman stated that Staff is requesting to postpone the joint BPU/City Council meeting to July. Staff would like to discuss the potential restructuring options with the

BPU Commission prior to the joint meeting. Staff will be presenting that information to the Commission at their June meeting.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND STENGLEIN, DULY CARRIED, TO RESCHEDULE THE JOINT MEETING BETWEEN THE BRAINERD CITY COUNCIL AND BPU COMMISSION TO JULY 30TH AT 6:00 P.M. IN THE BRAINERD CITY COUNCIL CHAMBERS.

Discussion on Council Procedures

Member Czczok stated that he requested a workshop to talk about procedures and rules of decorum. He believes there is confusion with staff about when they are to take direction from the Council.

Administrator Bergman recommended that the Council hold the workshop on June 26th in place of the BPU Joint Meeting.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND CZECZOK, DULY CARRIED, TO HOLD A COUNCIL WORKSHOP ON JUNE 26TH AT 6:00 P.M. IN THE BRAINERD CITY COUNCIL CHAMBERS TO DISCUSS COUNCIL PROCEDURES AND RULES OF DECORUM.

Public Forum

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

No one came forward.

The Chair closed the public forum at 9:00 p.m.

Staff Reports

Community Development Director Kramvik stated that the Planning Commission will hear a rezoning PUD district as well as a plat from Country Manor and an Interim Use Permit from the YMCA regarding their childcare facility. The EDA special meeting is to be held on June 8th, VCV will present updated plans for their site and the EDA will consider reallocation of DEED Mainstreet funding.

City Engineer/Public Works Director Dehn stated the Street Department has completed the spring street sweeping. The weekly downtown sweeping will continue. There is a crazy amount of spraying water in the City as the Gregory Park Fountain and Splashpad have opened for the season. The downtown plantings have been planted and installed. The downtown crosswalks will be painted once again. Finally, the Safe Routes to School detour is on Norwood 14th Street to 17th Street in southeast, for local traffic only.

Administrator Bergman stated that Governor Walz will be visiting the City on Wednesday, June 8th, for a tour of the Water Treatment Facility. He will be at City Hall at 10:30 a.m. and then go to the facility from there. Any Council Members or BPU Commissioners wishing to attend can do so. The City has received a purchase agreement from "Just for Crypto" for a portion of the Wright Street extension in the Industrial Park. The Lyman P. White Park ribbon cutting was held on June 3rd, it was a great event for a beautiful park. Finally, she thanked Chief Bestul for his service to the City and welcomed Police Chief Davis to his new role.

Mayor Report

Mayor Badeaux thanked Chief Bestul and welcomed Police Chief Davis to his new role. He is excited about the direction the department has taken and believes it will continue to go in a positive direction. He requested that the number of mustaches in the department needs to increase. The grand opening of Lyman P. White was a fantastic event that was very well attended. The acoustics of the amphitheater are spot on. Finally, with the Governor's visit he wanted to make sure that he knew that he would not be wearing pants as it is after Memorial Day.

Council Member Reports

Member Stenglein stated that Region 5 there was an advisory committee formed for the "Welcoming Communities" initiative.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND O'DAY DULY CARRIED, TO ADJOURN THE MEETING TO THE GOVERNOR'S VISIT ON WEDNESDAY, JUNE 7TH, 2023 AT 10:30 AM IN THE BRAINERD CITY COUNCIL CHAMBERS.

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

Jennifer Bergman
City Administrator

KOHL'S CONCEPTS

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
8776 STATE HWY 371	Excavator	Active	L4022	08/16/2023	2023-0037	12/31/2023
Total Licensees						1

Population: All Records
Licensee.DateRegistered Between 6/1/2023 12:00:00 AM AND 6/15/2023 12:00:00 AM

MEMO



TO: The Brainerd City Council

FROM: James Kramvik, Community Development Director

DATE: June 20, 2023

RE: Community Development Director Report

Building

The Community Development Department issued 131 building permits with a total project valuation of \$1,314,751 in the month of May.

Specifically, within the River-to-Rail Corridor, eleven (11) permits were issued. These improvements account for a total project value of \$595,810.00 and resulted in \$5,131.64 waived in permit fees.

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

Code Enforcement

The Community Development Department conducted 126 code enforcement inspections in April across the following categories:

- Animal Feces – 4
- Exterior Structure – 17
- Fence Repair – 3
- Garbage – 7
- Grass & Weeds – 77
- Junk and Debris – 89
- Tree Diseased Dead or Hazardous – 8
- Unlicensed/Inoperable Vehicles – 22
- Zoning Code Violation – 28
 - Illegal Parking, Outdoor Storage, etc....

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

Summary of Actions Taken

1005 3rd Ave NE – Administrative warrant received, and property was abated 5/4/23 - junk and debris - \$825 in open fines.

915 Laurel Street – Administrative warrant received 5/30/23. Will be abated by contracted vendor.

1306 Oak Street – Immediate \$300 fine for garbage – Administrative warrant received 5/23/23. Will be abated by contracted vendor 6/1/23.

1306 Oak Street – Repeat grass issue – Immediate \$300 fine and immediate abatement for long grass/weeds will take place 6/1/23.

1201 Norwood – Repeat grass issue – Immediate \$300 fine and immediate abatement for long grass/weeds will take place 6/1/23.

927 7th Ave NE – Repeat grass issue – Immediate \$300 fine and immediate abatement for long grass/weeds will take place 6/1/23.

408 2nd Ave NE – Repeat grass issue – Immediate \$300 fine and immediate abatement for long grass/weeds will take place 6/1/23.

1213 Pine Street – Garbage – Sent to the City Attorney to obtain a warrant to abate the garbage on 6/1/23

Planning & Zoning

The Planning Commission will welcome two new members at its meeting on June 21st, Mr. Norwood, and Mr. Grunenwald. In April, the Planning Commission received a report on off-street parking regulations of other cities and considered applying some of the standards to the Brainerd Zoning Code. This dialogue between Staff and the Commissioners provided the direction necessary to present the Commission members with a Draft Ordinance on Off-Street Parking at the June 21st meeting. Staff is looking for direction from the Planning Commission and then will be asking the Parking Commission to review the draft language.

Staff will also discuss the next steps on our Ordinance Agenda and prioritizing the next most pressing matter before the Commission as there are multiple issues in need of review. The next items include:

- 1) Design Standards for Multi-family Dwelling Units.
- 2) Subdivision Ordinance for Harmony with the New Zoning Code and Comprehensive Plan with a Special Focus on Administrative Subdivisions.
- 3) Manufactured Home Overlay District



City of Brainerd
IT/GIS Department Monthly Report
May 2023

Projects

- Airport technical migration completed, recreating of some resources still needed
- BCA security audit – various projects still underway to comply with audit requirements – VPN changes, firewall changes, network configuration changes, logging software, etc

Software

- City website refresh underway, meetings, providing input to vendor
- CivicClerk – agenda management software project underway, meetings, providing input to vendor
- CivicRec – park reservation/registration software – ongoing learning and customization
- Municode – initial research of codification vendors, hosts, software
- Migrating files from network servers to OneDrive (cloud)
- Upgraded Cisco CSPC/SNTC platform
- Migrated old airport email to new accounts
- Continued implementation of IT asset tracking software and ticketing system
- Updated LEA software at police department

Hardware

- Core network UPS hardware setup and ready for future installation, will require network down time
- Continued migration of virtual servers to newer physical host, gradually eliminating dated hardware
- Rebuild airport toughbooks for use on city network
- Resolved booking computer issues at county jail
- Squad video issues resolved (437)

Other

- Technical support for numerous meetings – City Council, Park Board, Planning Comm, EDA, etc.
- Staff: numerous seasonal interns, GIS Intern started 5/23, add Police CSO, Cari LaRose departed

Statistics

Email: sent 9,552 (308/day), received 38,274 (1,235/day)

Cisco Secure Endpoint: 6.19M files scanned, 746K IPs scanned

YouTube – City of Brainerd channel 620 views, 102 hours watched



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BESTUL'S BOOYAH AWARD



Recognizing the value of the Booyah Award program, Chief Davis will be continuing this employee recognition program.

Submitted by Lt. Kulzer: Miranda recently attended evidence technician training and immediately brought back best practices learned.

Miranda was the catalyst for action and addressed a long-time deficiency related to counterfeit currency. Within a two-day period, Miranda got the department up to date. **BOOYAH!**

STAFFING & ASSIGNMENTS

Rachel Boggs was assigned to the Investigative Division in May. The caseload of an investigator ranges from victim crimes (such as murder, assault, and criminal sexual conduct cases) to property crimes (such as burglary, theft, identity theft, and damage to property cases) that have taken place within the City of Brainerd. Investigators also assist other Law Enforcement agencies, to include Social Services and state and federal agencies. Investigator Boggs brings 10 plus years of experience to the position, including prior assignment in the Investigative Division.

TRAINING & STAFF DEVELOPMENT

2023 MSANI CANAM SPRING CONFERENCE

One investigator attended the Minnesota State Association of Narcotics Investigators (MSANI) annual spring conference. The conference was packed with a variety of sessions and case studies to help attendees understand new statutory requirements to assist with investigations, develop investigative insight and tools for cases, realize the advantage of a cooperative working relationship between multi-jurisdictional agencies, and understand officer safety/wellness concerns.

Property Room Management Seminar

The Records Lead/Evidence Technician attended a two-day property room management seminar sponsored by the Duluth Department. The course is designed to provide a frame work of legal and ethical requirements in the operation of a law enforcement property and evidence unit; to acquaint individuals with the technicalities and responsibilities involved in the daily function of a property unit; and to provide a positive learning environment for property and evidence professionals to exchange ideas and concepts.

NIBRS Crime Reporting Training

The BCA has been working to create a new, two-day NIBRS Crime Reporting training session, and as they were in the final stages of the design, they selected a small group of Reporting Agency Contacts to view a dry run of the course. Our Administrative Supervisor was invited to attend and provide feedback on course content, course order, content understanding, and variety. We look forward to this new training session being finalized as it will be a great learning opportunity for our staff.

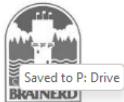
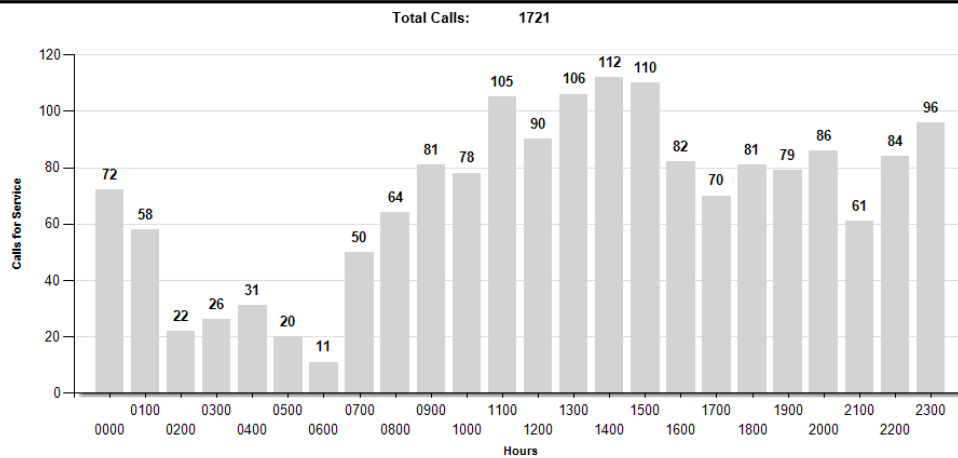
OVERALL CALLS FOR SERVICE

May	2023	2022
Number of Calls for Service	1675	1544



Calls for Service Hourly

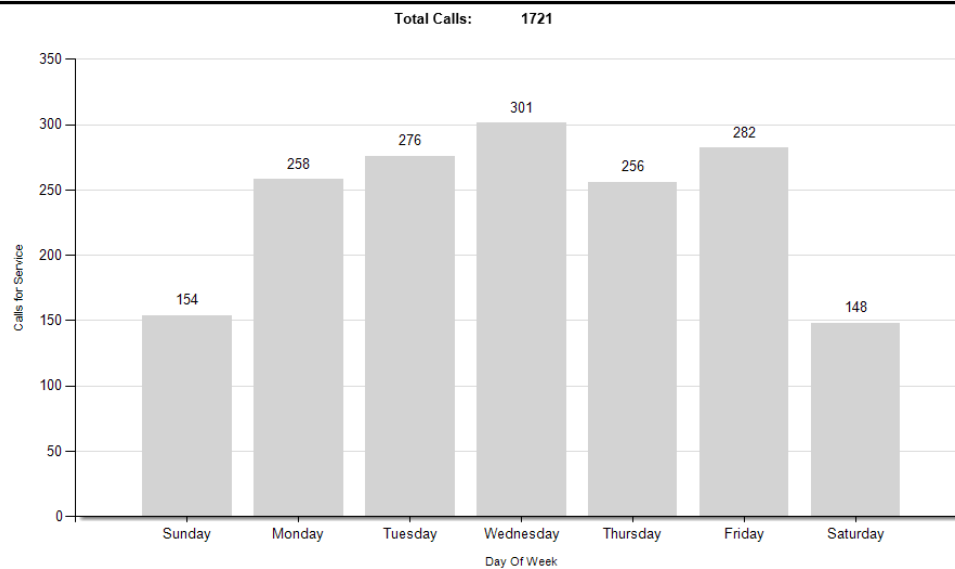
5/1/2023 to 5/31/2023



Calls for Service Day Of Week

Start Date: 5/1/2023

End Date: 5/31/2023



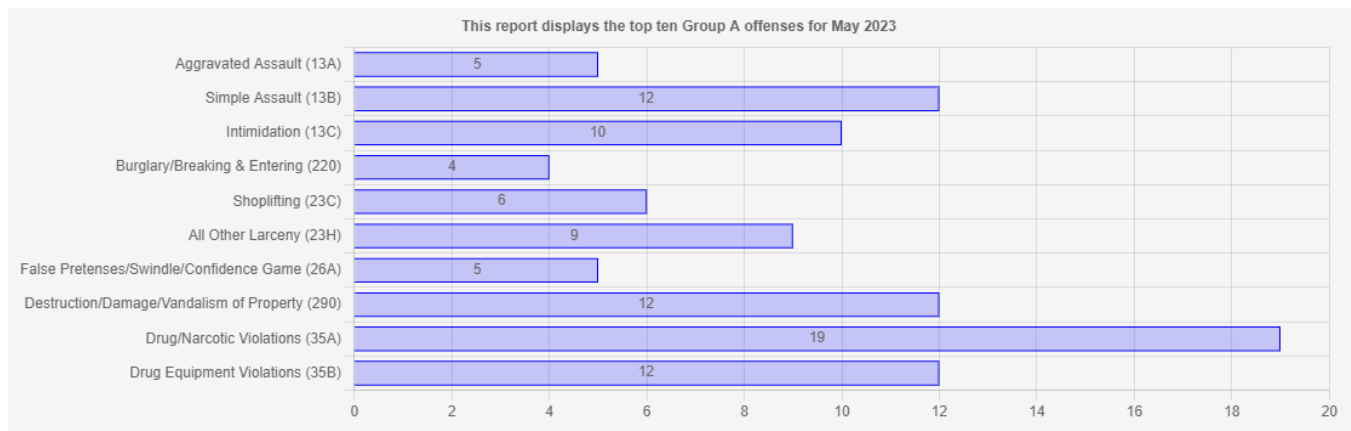
CRIME STATISTICS

Year to Date through May	2023	2022
Group A Offenses Known or Reported to Police	508	598
Group A and B Arrests	322	335

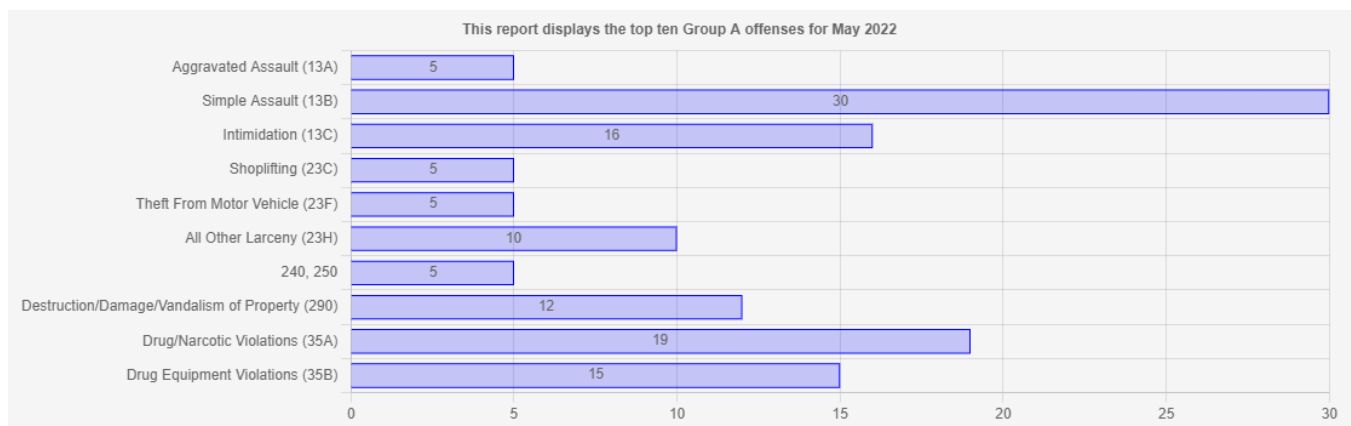
**** Note: 2023 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

May 2023

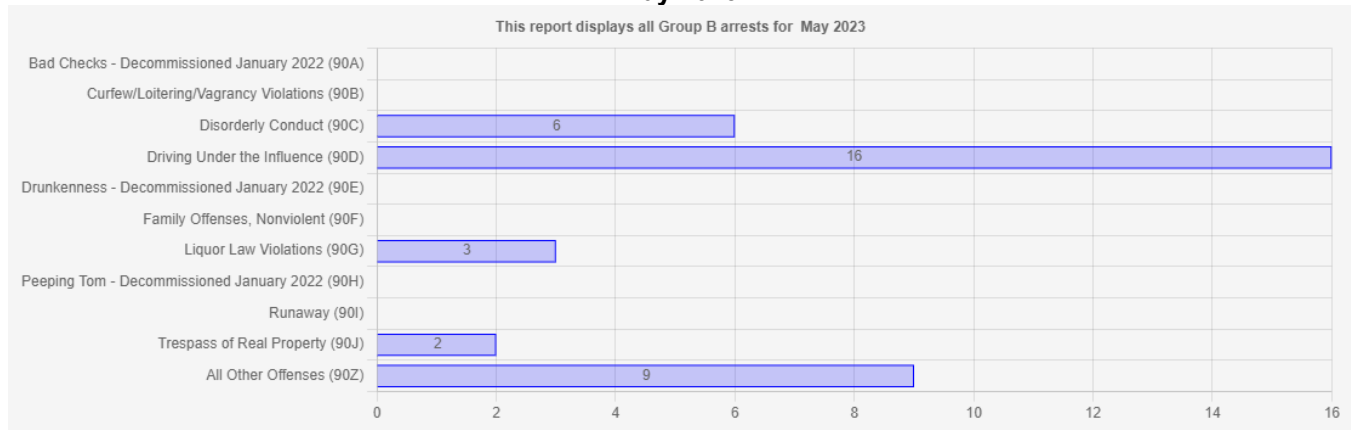


May 2022

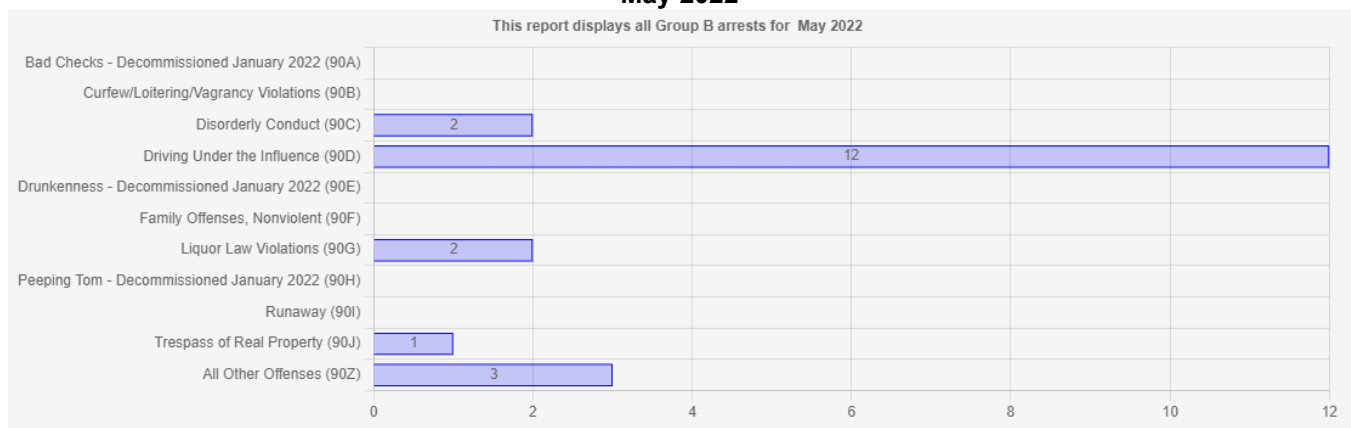


GROUP B ARREST DATA

May 2023



May 2022



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

May	2023	2022
Citations (Inc. Parking Tickets & Written Warnings)	204	204

85 parking tickets were issued in the month of May, with the following dispositions.

6	Dismissed
54	Paid in Full
0	Partial Payments Received
25	No Payment Received

Revenue Recapture Receipts:

2022 Total:	\$ 5,688.23
2023 To Date:	\$ 7,039.50

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address
23005676	05-01-23	Conduct on Premises	500 Tamarac St

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
May	1910	394	688	369	12.38 Minutes	62



COMMUNITY OUTREACH

**The Yearly Giving Tree**

If you have ever been by the front of the Police Department during the cold winter months, you most likely have seen “The Giving Tree.” The items on display are not lost – they are new items free to anyone in need of some warmth.

Over 600 hats, mittens, and scarves went home with community members in need this season!

A special thank you to the amazing group of local knitters and crocheters who graciously donate their time, skills, and yarn to supply the items on the tree.

The police department looks forward to partnering with them to provide this service to the community again next year.

Scams, Cons, and Frauds

After taking a span of fraud and scam related calls, Investigator Boggs created an educational presentation directed towards those affected in our community.

The Brainerd Police Department then partnered with The Center to bring the information to the public. During the presentation, Investigator Boggs covered the common types of scams and things to watch for.





Brainerd City Council Agenda Request

MEETING DATE: June 20, 2023

TITLE OF ITEM: Authorize Hiring 2023 Summer Temporary Employees

AGENDA: Consent Agenda

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert & Jessie Dehn

DEPARTMENT: HR & Public Works

PRESENTER: HR Director Kris Schubert

ESTIMATED TIME (MIN): n/a – Consent
Calendar

SUMMARY OF ISSUE:

Emily Bjorgan was hired as our Special Events Assistant for the Public Works/Parks Department. After Ms. Bjorgan was hired, Ms. Carie LaRose submitted her resignation letter and Staff asked Ms. Bjorgan if she could assist us on a part-time basis as a Parks Intern to help cover some of the Public Works Administrative Specialist duties during the hiring process. Ms. Bjorgan agreed and Sourcewell also agreed to fund Ms. Bjorgan's Internship. We offered Ms. Bjorgan \$16 per hour for the internship to match what other interns are paid. Since she will be performing some duties for both the Special Events Assistant and Parks Intern positions during the same timeframe, Staff recommends that Ms. Bjorgan's wage for the Special Events Assistant be adjusted to \$16 per hour from \$15 per hour. This recommendation is for administrative ease (same wage for all positions).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The attached listing reflects the wage adjustment for Ms. Bjorgan. Please note the Special Events Assistant is a temporary position whose schedule is sporadic and primarily assists the Recreation Coordinator to plan and oversee about a dozen special events that are organized by the Public Works/Parks Department during May – December of 2023.

RECOMMENDED ACTION/MOTION:

n/a – consent calendar

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: Unknown – the Special Events Assistant position is scheduled sporadically throughout the year. Please note that a temporary employee can only work 67 days in each position by law or be eligible for union membership/representation.

Is this budgeted? (Please Explain) Yes – this adjustment is offset by the budgeted wage for the vacant Administrative Specialist Public Works Department position.

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 Emily Bjorgan	Special Events Assistant	5/20/2023	\$16.00	\$15.00	No

Submitted for Consideration for the June 20, 2023 Council Meeting

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

June 20, 2023

7:00 PM

Council Chambers

WebEx Teleconference Call-In Information Call Toll-Free:

1-844-992-4726 Access Code: 2488 428 9948

1. Discuss Stop Sign Alternative Options N 10th and Ivy St
2. Request to Award Improvement 23-05- 2023 Crack Sealing Project
3. Approve Widseth Design Proposal for Police Department HVAC
4. Direction on Active Code Enforcement



Brainerd City Council Agenda Request

MEETING DATE: June 20, 2023

TITLE OF ITEM: Discuss Stop Sign Alternative Options – N. 10th Street and Ivy Street

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

At the June 5th Council meeting, the SPW Committee reviewed a stop sign request for the north and south directions of N. 10th Street at the intersection of N. 10th Street and Ivy Street. At that meeting, the committee elected not to install additional stop signs at the intersection. However, the SPW Committee requested that staff explore alternative sign options for the intersection.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff reviewed the intersection and referenced the MN Manual on Uniform Traffic Control Devices (MN MUTCD) that describes approved signage within the state. In reviewing the manual, there are no approved signs that would serve as an appropriate “alternative” for the intersection. Below are some options that staff considered and some of the rationale that was evaluated for each option.

1. “BLIND INTERSECTION” – While there is a down grade going north on 10th Street, the available distance is sufficient to see the entire intersection in excess of the stopping sight distance for a 30 MPH street on a down grade.
2. “SPEED LIMIT 30” – This could be installed as a reminder to drivers of the speed limit. As discussed at the last meeting, speed was not identified by police officers as an issue during additional enforcement or historical citations in the location. The intersection lies clearly in a residential area on a local street, thus the statutory limit of 30 MPH should be unambiguous. If there are drivers exceeding the speed limit, an additional speed limit sign will likely not command additional compliance.
3. Flexible Delineators – This option was considered for installing along the centerline to artificially create an obstruction in the roadway to encourage slower travel. The issue with these is installation would restrict left turning traffic where they are installed. Due to the location of driveways and accesses, it would restrict the ability to install the delineators in the last 75 feet prior to the intersection. This short distance would likely not provide enough distance for drivers to adjust prior to entering the intersection.

RECOMMENDED ACTION/MOTION:

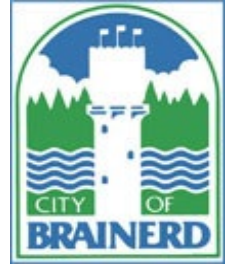
Staff recommends not installing additional signage in the north-south directions of N. 10th Street at the intersection of N. 10th Street and Ivy Street.

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: JUNE 5, 2023

SUBJECT: STOP SIGN REQUEST – N. 10th STREET AND IVY STREET

Staff has received a stop sign request for the north and south directions of traffic at the intersection of N. 10th Street and Ivy Street in North Brainerd. When reviewing requests for an All-Way Stop intersection control, 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:

- Is the crash rate excessive? 5 crashes in one year, specifically right-turn and left-turn collisions and right angle crashes.
- Do traffic volumes exceed 300 vehicles per hour for any 8 hours of an average day?
- Do traffic volumes on the minor street exceed 200 vehicles, pedestrian, and bicycle units for the same 8 hours?
- Does a large majority of the traffic on the major street exceed speeds of 40 miles per hour?
- 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.
- 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 low for this intersection, likely due to one of the legs as a dead-end approach (east leg of Ivy Street). 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.

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

Staff evaluated site distance issues through a site visit and the use of google maps. Photos of each direction are attached to this item. There are sight line obstructions for this intersection due to vegetation and a hill. Both are generally addressed with the stop signs on the Ivy Street approaches.

Staff requested information on speed-related citations at this intersection. The Police Department has done extra speed enforcement in response to resident complaints of speeding through this intersection. No speeding citations have been issued at this intersections and the general opinion of officers that have done speed enforcement at this intersection have reported that drivers are not exceeding the speed limit at this location.

Staff is not recommending addition of stop signs on the N. 10th Street legs of this intersection. The traffic volumes, crash rates, nor history of speeding citations do not warrant the addition of stop signs at this intersection. 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



Brainerd City Council Agenda Request

MEETING DATE: June 20, 2023

TITLE OF ITEM: Request to Award Imp 23-05 – 2023 Crack Sealing 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 23-05 – 2023 Crack Sealing Project and received 4 responses. The crack sealing project is an annual contract to perform crack sealing on several streets throughout the City. To save on costs, we typically order crack sealing material under the state contract and bid the contractor labor to perform the work separately. The invoice for the material purchased this year is attached to this agenda item and show a cost of \$10,012.50 for the materials. We annually budget \$25,000 for this work for both materials and contractor.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

In total, 4 bids were received. Total bid prices submitted by each contractor were as follows:

1. Northwest Asphalt & Maintenance = \$24,767.90 (Low bidder)
2. Fahrner Asphalt Sealers = \$29,090.25
3. Asphalt Surface Technologies = \$40,936.95
4. Allied Blacktop = \$45,329.50

We've continued to see significant increases in prices for both material and contractors for this work. Due to the recent increases, we have reduced our quantities of crack sealing over 25% to keep costs under the budgeted amount. In analyzing the last few years of crack sealing bids, below is a cost per linear foot by the low bidder.

2021 = \$0.20 per foot

2022 = \$0.40 per foot

2023 = \$0.58 per foot

As can be seen, we doubled the cost of crack sealing from 2021 to 2022 and 50% increase from 2022 to 2023. These increases are likely the result of significant increases in construction labor market costs.

RECOMMENDED ACTION/MOTION:

Staff recommends award of the Improvement 23-05 Crack Sealing contract to Northwest Asphalt & Maintenance in the amount of \$24,767.90.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$24,767.90

Is this budgeted? (Please Explain) Yes and no, \$25,000 was budgeted in the CIP. This award plus materials would total \$34,780.40. The project would be planned to come from Construction Fund 401.

Brock White Company, LLC
3855 INDEPENDENCE RD # 100
BAXTER, MN 56425

RECEIVED

FEB 22 2023

**CITY OF BRAINERD
ADMINISTRATION**

PHONE: (218) 829-1929
FAX: (218) 829-0802
TOLL FREE: (800) 201-1929

INVOICE NUMBER
15787770-00
INVOICE DATE
02/09/23
PO NUMBER
James Fladung

BILL TO:

3739 1 AB 0.507 E0194X I0379 D10280296265 S2 P9524995 0001:0001



CITY OF BRAINERD-STREET DEPT
C/O CITY HALL
501 LAUREL ST
BRAINERD MN 56401-3525

SHIP TO:

CITY OF BRAINERD-STREET DEPT
C/O CITY HALL
501 LAUREL ST
Shawn 218-513-4412
BRAINERD, MN 56401-3595

CUSTOMER NO		ORDER NO		SHIP VIA		DUE DATE		TERMS		
14862		15787770-00		WC-STAGING		03/10/23		PD03		
ORDER DATE		SHIP DATE		ORDER BY	TAKEN BY	JOB #	JOB NAME			
02/02/23		02/09/23			dn					
ORDER QTY	SHIPD QTY	BKORD QTY	UNIT	ITEM # / DESCRIPTION				PRICE	NET PRICE	Txbl

11250	11250	0	LB	0200040			\$0.8900	\$10,012.50	
34535 CRAFT CO BOX 515 MN / 535 ROADSaver									

State Contract 211888

Qty Shipped Total 11250

Total	\$10,012.50
Invoice Total	\$10,012.50

1.5% per month interest charged on all overdue accounts.
A 20% RESTOCKING FEE APPLIES ON ALL RETURNS
NO RETURNS ACCEPTED AFTER 30 DAYS OF INVOICE DATE

U.S. FUNDS

REMIT TO
Brock White Company LLC C/O CSG PO Box 856458 Minneapolis, MN 55485-6458

Contract 2023 Crack Sealing Project - Bid Abstract

Report Date	Contract Name	Contract Number	Local	Release Date	Bid opening
6/9/2023	2023 Crack Sealing Project	23-05	23-02	5/15/2023	6/9/2023, 10:00 AM

					Northwest Asphalt & Maintenance		Fahrner Asphalt Sealers, LLC - Eau Claire		Asphalt Surface Technologies Corp.		Allied Blacktop Company	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total	Price	Total	Price	Total
1	2021.501	MOBILIZATION	LS	1	1000	1000	5000	5000	5000	5000	5000	5000
2	2331.603	CRACK SEALING	L F	39,255	0.58	22767.9	0.55	21590.25	0.89	34936.95	0.9	35329.5
3	2563.601	TRAFFIC CONTROL	LS	1	1000	1000	2500	2500	1000	1000	5000	5000
				Total								
				Uncategorized			\$24,767.90		\$29,090.25		\$40,936.95	
											\$45,329.50	

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

License Number:

Signature:

Date:



Brainerd City Council Agenda Request

MEETING DATE: June 20, 2023

TITLE OF ITEM: Approve Widseth Design Proposal for Police Department HVAC

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

The Police Department has been provided \$140,000 in ARPA funds and, in the 2024 budget, \$190,000 has been identified for a total of \$330,000 for installation of a redundant HVAC system at the Police Department building. Engineering, Police, and Crow Wing County Facility staff have engaged with Widseth to determine the needs of the building and how to best address the needs for redundancy of the HVAC system. There are three main focuses of the project, structural engineering to determine the roof needs to support a 2nd unit, followed by the necessary mechanical and electrical engineering work needed to properly “fit” the system to the building space.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Knowing that the estimate for the work exceeds \$175,000, a sealed bid process is required based on competitive bidding law. Staff has requested a proposal from Widseth to prepare design and construction documents for the project that can then be used to solicit for bids from HVAC vendors. The proposal includes preparation of the documents, administration of the bidding including answering bidder questions, as well as construction administration.

RECOMMENDED ACTION/MOTION:

Staff recommends award of the Widseth Design Proposal for the Police Department HVAC in the amount of \$38,600.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$38,600.00

Is this budgeted? (Please Explain) Yes, \$330,000 is budgeted from ARPA and 2024 Capital Funds.

May 22, 2023

John Davis
Brainerd Police Department

Brainerd/Baxter
7804 Industrial Park Road
Baxter MN 56425

218.829.5117
Baxter@Widseth.com
Widseth.com

RE: Proposal for Design Services: Brainerd Police Department – RTU Replacement

Dear John:

It is our understanding that the Brainerd Police Department (BPD) is intending to replace the Packaged Rooftop Unit (RTU). The BPD would like to consider two natural gas RTU's for 100% redundancy to replace the current electric heat RTU.

Design Scope – Widseth will design and prepare bid documents to replace the existing RTU with two gas-fired RTUs for redundancy. A load design of the building will be conducted to verify envelope losses, ventilation load, and people load. This project will require a redesign of supply ductwork to allow each unit to independently serve the existing VAV system. Some movement of existing VAVs may be needed depending on location required for second RTU. In design, it will be determined if the existing RTU roof penetration will remain the same or move to accommodate a more efficient duct design. The second RTU will require a new roof penetration, roof curb, and roofing work. A new natural gas line from the existing meter will be sized accordingly and routed to the two RTUs.

The electrical service will be modified for the two new RTUs. Electrical modifications to existing VAV units may be required for relocation.

Building Automation System (BAS) Controls will be added/modified as part of the bid package.

Construction Documents (\$29,100.00)

- Mechanical - HVAC
 - Load Design of building. System reports will be available if required for inspector.
 - i. Load design will be for envelope losses, people load, infiltration, and outside air requirements based on existing plans.
 - Revit drawings of existing building and basic equipment layout.
 - Demo plan of existing RTU, Ductwork.
 - Design/redesign of new RTU and existing VAV system.
 - HVAC controls for new gas fired units and modifications to sequence of operations.
 - Gas piping from Meter to new RTU(s).
- Electrical
 - Site visit to determine existing conditions.
 - Demo plan of existing RTU circuitry, etc.
 - Power plan showing new circuitry for the two RTU's.
 - Schedule showing equipment electrical detail, wire & conduit sizes, etc.
 - Detail showing physical location of overcurrent devices.
 - Electrical specifications.
- Structural
 - Verify existing roof structure.
 - Provide drawings showing additional support to RTUs if required.
 - Provide details regarding roof penetration.

Bidding (\$4,500.00)

- Widseth Architects will prepare bid documents and Advertising for Bids. During the bidding process, Widseth will address questions from bidders and issue addenda to provide clarification if needed. Widseth will also assist in reviewing bids and issuing construction contracts to the successful bidder.

Construction Administration (Billed hourly, estimated to be \$5,000.00)

- Pre-Construction meeting
- Review of shop drawings
- Construction review – two site visits (initial demo phase, mid- construction, and prior to ceiling grid being reinstalled.
- Punchlist at 99% and 11-month warranty walkthrough.

Exclusions:

- Commissioning of Mechanical Systems
- Fees for advertisement for Bidding

Completion Date:

- Upon Notice to proceed, Widseth expects to complete the project fall of 2023 and will work with the Brainerd Police Department on a firm completion date.

If you have questions or would like further information regarding our proposal, we would be happy to provide you with those answers. If you agree with our proposed scope of services, please sign and return one copy of this letter for our records.

Sincerely,



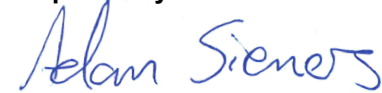
Adam Siemers, P.E.
Mechanical Engineer / Vice President

Widseth Smith Nolting & Assoc., Inc.

Attachments: General Provisions of Professional Services Agreement
Fee Schedule 2023

c: WSN File

Proposed by WIDSETH SMITH NOLTING & ASSOC., INC.



Adam Siemers, P.E.
Mechanical Engineer / Vice President

The above proposal is satisfactory and WSN is authorized to do the work as specified and in accordance with the attached General Conditions. Payment will be made monthly in accordance with the terms on the attached fee schedule.

Accepted by:

John Davis, Brainerd Police Department

Date



Brainerd City Council Agenda Request

MEETING DATE: June 20th, 2023

TITLE OF ITEM: Direction on Active Code Enforcements Cases

AGENDA: SPW Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, CDD

DEPARTMENT: Community Development

PRESENTER: James Kramvik

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

With the adoption of Ordinance No. 1524, the revised Section 320 of the City Code dictates that violations of the City Code shall, after receiving a notice of violation, be issued up to three administration citations for non-compliance. Once three citations have been issued, the violation shall be brought before the Safety & Public Works Committee for review. The Committee shall then make a recommendation to the City Council as to how to proceed with enforcement of the violation.

Staff is bringing two (2) properties before the Committee for review. Staff is looking for direction from the Council as how to proceed with the cases.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Attached are the case files for:

- BNSF Leased Parking Space
- 924 7th Ave NE

Section 320, action that could be taken against these properties include:

- Continued administrative citations in an amount determined by the City Council
- Abatement of the offense (depending on the type of offense)
- Legal action (at the recommendation of the City Attorney depending on the type of the offense)
- Cease corrective action

RECOMMENDED ACTION/MOTION:

Staff recommends sending a 10-day notice to the owner of the vehicle and towing the vehicle at the owner's expense from the BSNF Leased Parking Lot, if it is not properly licensed in 10 days. Staff recommends immediate abatement of the brush at 924 7th Ave NE.

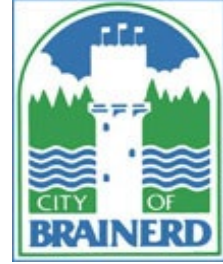
FINANCIAL IMPACT:

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

What is the total cost, with tax and shipping: \$0.00

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

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: June 20th, 2023

RE: Recommendations for Active Code Enforcement Cases

Staff recommends the following actions for the active code enforcement cases brought before the City Council:

- **BNSF Leased Parking Space**
 - Received one (1) Notice of Violation letter and three (3) Citations for Unlicensed/Inoperable Vehicles
 - First Letter 4/25/23 – Last Citation 6/8/23
 - \$600 in open citations

Staff recommends sending a 10-day notice to the owner of the vehicle and towing the vehicle at the owner's expense if it is not properly licensed in 10 days.

- **924 7th Ave NE**
 - Received one (1) Notice of Violation letter and three (3) Citations for Junk/Debris/Blight
 - First Letter 5/3/23 – Last Citation 6/9/23
 - \$600 in open citations

Staff recommends immediate abatement of the brush.



This citation charges you with one or more violations of the
Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN23-0122

Date of Violation: 06/08/2023

Parcel ID: 41241431

Violator(s): DENNIS SAKRY
PO BOX 352
BRainerd, MN 56401

Location/Address of Violation: **BNSF LEASED LOT – FRONT STREET**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 302.8	Unlicensed/Inoperable Vehicle	\$300.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

**Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to:
City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.**

Re-inspection Date: 06/18/2023

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so.

An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429.

Unpaid fines, including an administrative charge of \$25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Jason Stockinger, Building Inspector

Date: 06/08/2023

Representative's Signature:

(served via first class mail)



Photo of expired license tabs 2021

April 25, 2023

DENNIS SAKRY
PO BOX 352
BRainerd, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. A code violation was observed on the property described below. Understanding that you might not be aware of what the City codes require, I am sending you this courtesy notice to give you an opportunity to correct this matter.

Property Address: BNSF LEASED LOT – FRONT STREET
Real Estate Code:

Violation: Unlicensed/Inoperable Vehicle
IPMC302.8

Description: Except as provided for in other regulations, inoperative or unlicensed motor vehicles shall not be parked, kept or stored on any premises, and vehicles shall not at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.

Corrective action is required; 14 days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us/153/City-Code.

Action should be taken on or before 05/09/2023

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in citation(s) according to the following schedule:

1st Citation - \$100.00 | 2nd Citation - \$200.00 | 3rd Citation - \$300.00

After the issuance of three (3) citations, the offense shall be brought before the Safety & Public Works Committee for determination of further action to correct the violation. Such actions may include but are not limited to abatement, issuance of further administrative citations in an amount determined by the Committee, or legal action. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council for final approval.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Housing Inspector Jason Stockinger at 218/454-3416 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD



This citation charges you with one or more violations of the
Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN23-0151

Date of Violation: 06/09/2023

Parcel ID: 41190885

Violator(s): GOTTWALT, MATTHEW & ERICA
6571 160TH AVE
ROYALTON, MN 56373

Location/Address of Violation: **924 7TH AVE NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 308.1	Junk/Debris/Blight	\$300.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

**Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to:
City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.**

Re-inspection Date: 06/19/2023

**For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so.
An additional citation will be issued if the violation is not corrected by the re-inspection date.
Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429.
Unpaid fines, including an administrative charge of \$25.00 plus interest of the total balance, will be assessed
against the property of the owner charged with the violation.**

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Jason Stockinger, Building Inspector

Date: 06/09/2023

Representative's Signature: 

(served via first class mail)



Photos of brush visible along the street.

May 03, 2023

GOTTWALT, MATTHEW & ERICA
6571 160TH AVE
ROYALTON, MN 56373

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. A code violation was observed on the property described below. Understanding that you might not be aware of what the City codes require, I am sending you this courtesy notice to give you an opportunity to correct this matter.

Property Address: 924 7TH AVE NE
Real Estate Code: 41190885

Violation: Junk/Debris/Blight
IPMC308.1

Description: Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage. Rubbish is defined as combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials; furniture, appliances, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

Corrective action is required; 14 days are allowed from the date of this letter.

To review City Codes on the web, go to www.ci.brainerd.mn.us/153/City-Code.

Action should be taken on or before 05/17/2023

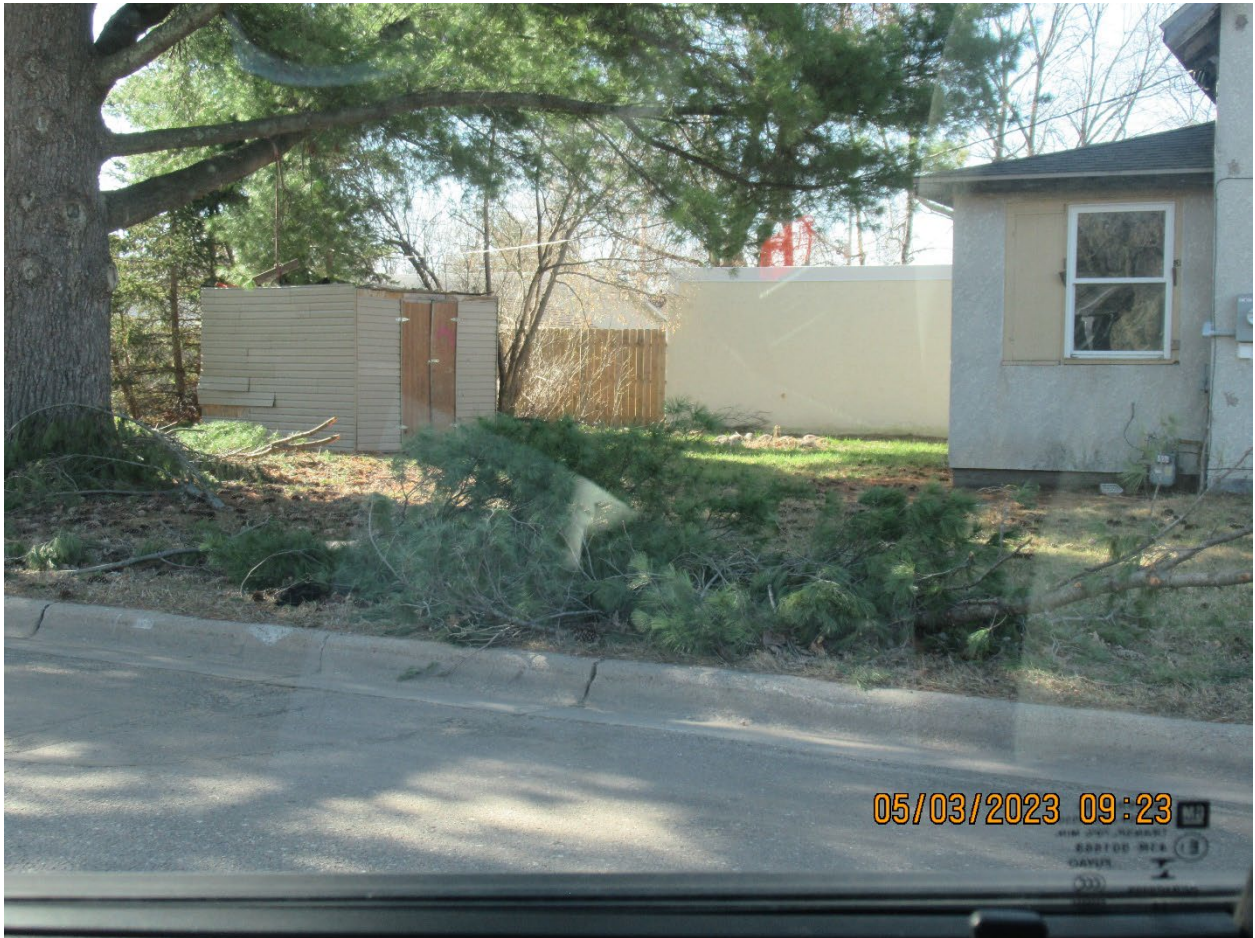
Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in citation(s) according to the following schedule:

1st Citation - \$100.00 | 2nd Citation - \$200.00 | 3rd Citation - \$300.00

After the issuance of three (3) citations, the offense shall be brought before the Safety & Public Works Committee for determination of further action to correct the violation. Such actions may include but are not limited to abatement, issuance of further administrative citations in an amount determined by the Committee, or legal action. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council for final approval.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Housing Inspector Jason Stockinger at 218/454-3416 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD



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

June 20, 2023

7:00 PM

2nd Floor Conference Room

WebEx Teleconference Call-In Information Call Toll-

Free: 1-844-992-4726 Access Code: 2480 241 5894

1. Authorize City Janitorial Services Contract
2. Consider Request from Employee Wellness Committee for the Employee Appreciation Event
3. Accept Resignation of Paid On-Call Fire Fighter Johnson
4. Accept Resignation of Paid On-Call Fire Fighter Powell
5. Authorize the Execution of the Community Impact Funding Agreement with Sourcewell
6. Approval of the Juneteenth Memorandums of Agreement (MOA) with Unions
7. Authorize Signature on Agreement between Minnesota Department of Revenue and City of Brainerd for Collection of a Local Sales and Use Tax



Brainerd City Council Agenda Request

MEETING DATE: June 20, 2023

TITLE OF ITEM: Consider Custodial Services Proposals for City Hall, Police, Fire, and Street Departments

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, CDD

DEPARTMENT: All

PRESENTER: James Kramvik, CDD

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE:

Attached to this request is information related to the recently solicited RFP for cleaning services in City buildings, more specifically City Hall, the Police Department, Fire Department, and Street and Sewer Department. The RFP was posted in the Brainerd Dispatch and staff emailed the five companies that submitted proposals in 2020. Attached you will find a summary of costs submitted by two vendors for the service contract, the original RFP that was solicited, and copies of each individual proposal submitted.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

EnviroTech has cleaned the four buildings for the past three years and have been very thorough and uses a system of checklists for each room so that the responsible custodian does not miss any of the tasks outlined for daily, weekly, and monthly visits. Staff has been impressed with their work and attention to detail.

North Country Janitorial used to clean the Police Department before all four buildings were consolidated into one contract with EnviroTech. Staff reached out to their references and received responses from two businesses that highly recommended North Country Janitorial.

EnviroTech July 2023 – June 2024 (\$4,252 per month)
July 2024 – June 2025 (\$4,444 per month)

North Country Janitorial July 2023 – June 2024 (\$2,685 per month)
July 2024 – June 2025 (\$2,935 per month)

RECOMMENDED ACTION/MOTION:

Staff's recommendation is to contract with North Country Janitorial Services for the 2 year janitorial cycle of July 1, 2023 to June 30, 2025 for the 4-selected buildings.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$2,685/mo total for the remainder of 2023

Is this budgeted? (Please Explain) Yes



CITY OF BRAINERD

CITY JANITORIAL SERVICES GENERAL SPECIFICATIONS

1. Description of the Work. The work contemplated by these specifications consists of furnishing labor, materials, and skills required to perform janitorial services and associated items in City of Brainerd facilities located throughout Brainerd.
2. Location of Facilities. The name and location of the facilities as part of this Request for Proposals can be seen below:

Brainerd City Hall – 501 Laurel Street, Brainerd, MN 56401

Brainerd Fire Department – 23 Laurel Street, Brainerd, MN 56401

Brainerd Police Department – 225 East River Road, Brainerd, MN 56401

Brainerd Public Works Maintenance Facility
– 724 Thiesse Drive, Brainerd, MN 56401

3. Form of Proposal. Interested vendors shall submit their proposal to perform the services as described on Exhibit A on their own stationary in an envelope clearly marked “City of Brainerd Janitorial Services Proposal.” The proposal shall clearly state (narrative) that the proposed service conforms to the specifications and shall detail the specific janitorial services proposed. The proposal shall also include a monthly fee for performance of services for *each location* which conforms with the requirements of paragraph 5, Method of Measurement. It is the responsibility of the Proposer to familiar themselves with the scope of work including floor space of the facility and floor coverings, and layout of each building, furniture, public and non-public spaces, etc. to be cleaned prior to making the proposal.

Proposals must be submitted no later than 12:00 PM on Friday, June 9, 2023. Late proposals will not be accepted.

Proposal prices are to be firm for ninety (90) days.

4. Proposal Content

- a. Proposal Narrative – Detail proposed service conforms to the specifications and specific janitorial services performed.
- b. Proposal form and signature page – The proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
- c. References – Proposals shall include a list of three (3) references including the name, address, phone number, and contact person. It is preferred references are those of Minnesota contacts. The City reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

5. Proposal Award. It is the intent of the City to accept the lowest responsible proposal, provided it is submitted in accordance with the proposal documents. If a proposal is selected it will be most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors with the City of Brainerd may consider. The City reserves the right to accept or reject any or all proposals and to waive irregularities therein.
6. Form of Agreement. The successful Proposer shall be required to enter into an Agreement with the City of Brainerd for the performance of said services. Said Agreement can be terminated by either Party for any reason upon 30 days written notice.
7. Term of Agreement. The term of service to be provided under the above referenced Agreement shall commence on or about July 1, 2023 and shall continue thereafter until June 30, 2025.
8. Method of Measurement. Services rendered shall be measured and paid on a per month basis. Payment shall be considered as compensation in full for all labor and materials required to perform the service. Proposers shall specify their required monthly fee within their Proposal.
9. Method of Payment. Payment for services shall be approved by the City Council on the third Monday of each month. Payment to the vendor will be made by the Friday following the Council meeting. Payments shall be compensation for the previous month's service. An invoice for services rendered must be delivered to the City Engineer's office at least 10 days prior to the third Monday of the month.
10. Description of Service. The services to be performed including frequency are identified on Exhibit A attached entitled "Janitorial Duties" and are subject to amendment as necessary. Services are to be performed during non-work hours which are normally 4:30 p.m. to 7:30 a.m. Monday through Friday. The

Proposer should keep in mind that the City Council meets on the 1st and 3rd Monday of each month with Committee meetings held prior to the Council meeting. Cleaning services should be scheduled so as to not interfere with meetings.

11. Materials Provided by the City. The City shall provide all garbage containers, toilet paper, paper hand towels, hand soap and other items associated with the operation and usage of buildings within the scope of this proposal.
12. Materials Provided by the Service Provider. The Service Provider shall furnish vacuum cleaners, mops, dusting materials, detergents, disinfectants, stain removers, furniture polishes, wastepaper basket liners and all other materials required for and associated with the cleaning of City Facilities as noted in Paragraph 2.
13. Insurance. The successful Proposer shall, upon entering into an Agreement with the City, furnish the City with proof of Workers Compensation Insurance, and provide the City with a Certificate of Insurance naming the City as an additional insured. Said insurance shall provide limits of liability not less than \$1,000,000 combined single limit bodily injury or property damage for each occurrence.
14. Miscellaneous. The square footage of each building by surface type is listed below. The breakdown of flooring types is approximately as follows:

City Hall

- Carpet floors – 7,523 S.F.
- Hard surfaced floors (LVT) – 2,680 S.F.
- Ceramic Tile Flooring (bathrooms) – 670 S.F.
- Granite Hallways – 2,635 S.F.
- 6 bathrooms

Fire Department

- Carpet floors – 2,840 S.F.
- Hard surfaced floors (LVT) – 350 S.F.
- Ceramic Tile Flooring (bathrooms) – 530 S.F.
- 2 bathrooms

Police Department

- Carpet floors – 6,405 S.F.
- Hard surfaced floors (LVT) – 2,565 S.F.
- Ceramic Tile Flooring (bathrooms) – 800 S.F.
- Granite Hallways – 2,635 S.F.
- Concrete – 550 S.F.
- 4 bathrooms, 2 locker rooms

Public Works Maintenance Facility

- Carpet floors – 0 S.F.
- Hard surfaced floors – 900 S.F.
- 2 bathrooms

15. Questions. Contact Community Development Director James Kramvik at jkramvik@ci.brainerd.mn.us or 218-454-3408.

16. Delivery of Proposals. Three options are available for the delivery of proposals:

1. Email: jkramvik@ci.brainerd.mn.us

2. Mail: Brainerd City Hall
C/O James Kramvik
501 Laurel Street
Brainerd, MN 56401

3. Dropbox located on the west side of City Hall at 501 Laurel St.

EXHIBIT A

Janitorial Duties

Janitorial services shall normally occur after the workday according to the following schedule:

- **City Hall** – Monday, Wednesday, and Friday each week
- **Fire Department** – Thursday each week
- **Police Department** – Monday, Wednesday, and Friday each week
- **Public Works Maintenance Facility** – Thursday each week

Duties shall be performed in accordance with the following schedule:

Each Visit:

- Empty waste baskets in all offices, conference rooms and staff lounges and council chambers
- Vacuum *public* carpeted areas
- Vacuum all floor runners
- Dust mop all *public* hallway areas (granite or tile) and stairways, elevator and elevator lobbies
- Clean all public service counters (marble or other materials) with mild soap and water – no polishes or waxes
- Bathrooms
 - Sweep and mop tile floors in all bathrooms
 - Clean and sanitize fixtures (stools, sinks, urinals)
 - Replace toilet paper as necessary
 - Replace hand towels as necessary
 - Replace urinal deodorizers as necessary
 - Refill hand soap as necessary
 - Empty wastebaskets
 - Clean mirrors
 - Scour and sanitize all basins. Polish bright work.
 - Remove splash marks from walls around basins
 - Report any repairs needed to proper staff
- Public Entry Ways
 - Sweep, mop, and vacuum entry areas taking care to get into corners, along edges, and beneath furniture
 - Vacuum floor runners
 - Clean glass on all entry doors including elevator lobbies

At least once weekly:

- Thoroughly dust all horizontal and vertical surfaces in offices, Council Chambers, and other *non-public* areas (desks, Council table, office furniture, copiers, window sills, office furniture and all manner of furnishings)
- All secured police department police department offices, meeting rooms, and hallways shall be cleaned Monday and Wednesday.

- Vacuum all carpeted areas in all offices, conference rooms and staff lounges
- Remove spots from carpet as necessary (complete carpet cleaning services will be requested on a periodic basis at a separate negotiated price)
- Clean dirty areas on walls as necessary
- Clean glass on all display cases
- Dust "C. Elmer Anderson" bronze statue in City Hall
- Dust mop and wet mop all *public and non-public* areas (granite or other) and stairways, elevator and elevator lobbies (mild detergent and no waxes)
- Scour and sanitize all basins. Polish bright work.
- Damp wipe counters, clean, and sanitize kitchenette areas and break rooms.

Monthly

- Wipe down entire bathroom stalls (inside and outside)
- Dust/wipe down trim in all offices (door and window frames & window sills, light switches, and doors)
- Dust pictures on walls in office areas
- Spot treat soiled carpeted areas.
- Clean interior of microwaves removing food particles and stains in kitchenette and break rooms.

Proposal Form
Request for Proposals for Cleaning Services
City of Brainerd

The undersigned hereby submits the following proposal for the monthly cost of cleaning each respective building for the City of Brainerd.

<u>Location</u>	<u>July 2023 – June 2024</u>	<u>July 2024 – June 2025</u>
City Hall		
Fire Department		
Police Department		
Public Works Maintenance Facility		
Total		

By: Name and Title (please print) _____

Signature_____

Vendor Address

Contact (please print) _____

Phone _____

Fax _____

Email_____

Worker's Compensation Certificate

I hereby certify that effective the \date of my Contract with the City of Brainerd and at all times in performance of such Contract that:

- ☐ I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Minnesota with the following insurance company:

Company Name

Agent's Name, Address and Telephone Number

Policy Number and Effective Date

OR

- ☐ I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the City of Brainerd.

Date

Signature of Contractor

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the City for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under this Agreement, shall have no contractual relationship with the City, shall not be considered employees of the City and any and all claims that may or might arise under the Unemployment Compensation Act or Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from all and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, personnel or other benefits of any kind whatsoever from the City, including without limitation, rights and benefits of any kind whatsoever from the City, including without limitation, tenure rights, medical or hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

Company/Individual Name: _____

Official Address: _____

Signature and Title: _____

Date: _____

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the State of Minnesota. The City reserves the right to contact references other than, and/or, in addition to, those being furnished below.

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

3. Name: _____

Address: _____

Phone Number: _____

NOTICE TO PROPOSERS

JANITORIAL SERVICES FOR CITY OF BRAINERD PROPOSALS CLOSE AT 12:00 PM, FRIDAY, June 9, 2023

Notice is hereby given that proposals will be received until 12:00 p.m. on Friday, June 9, 2023 for providing janitorial services in the following City of Brainerd Facilities:

Brainerd City Hall – 501 Laurel Street, Brainerd, MN 56401

Brainerd Fire Department – 23 Laurel Street, Brainerd, MN 56401

Brainerd Police Department – 225 East River Road, Brainerd, MN 56401

Brainerd Public Works Maintenance Facility – 724 Thiesse Drive, Brainerd, MN 56401

Proposals for providing janitorial services shall be in conformance with the specifications for said services on file in the office of the City Administrator.

All proposals for said services shall be reviewed by City staff and referred to the Brainerd City Council for action at its regular meeting to be held on June 19, 2023.

One-on-one pre-proposal meetings, discussion and tour of City Hall, Police Department, Fire Department, and Street Department will be conducted the week of May 29, 2023. All interested vendors are encouraged to set up a meeting with the Community Development Director to tour the buildings. The meeting and discussion will provide vendors with the opportunity to familiarize themselves with the facilities and ask questions to further define the scope of services intended within the specifications.

The City Council reserves the right to reject any and all proposals and to waive minor irregularities and informalities therein and further reserves the right to award the proposal in the best interest of the City.

Dated: May 22, 2023

James Kramvik
Community Development Director

Publish: Brainerd Dispatch May 24 and May 27, 2023

218-828-4188

northcountryjanitorial@gmail.com

7485 County Road 9

Northcountryservicesmn.com

NORTH COUNTRY JANITORIAL AND SUPPLY INC.

Janitorial Duties

Janitorial services shall normally occur after the workday according to the following schedule:

- City Hall – Monday, Wednesday, and Friday each week
- Fire Department – Thursday each week
- Police Department – Monday, Wednesday, and Friday each week
- Public Works Maintenance Facility – Thursday each week

Duties shall be performed in accordance with the following schedule:

Each Visit:

- Empty waste baskets in all offices, conference rooms and staff lounges and council chambers
- Vacuum public carpeted areas
- Vacuum all floor runners
- Dust mop all public hallway areas (granite or tile) and stairways, elevator and elevator lobbies
- Clean all public service counters (marble or other materials) with mild soap and water – no polishes or waxes
- Bathrooms

o Sweep and mop tile floors in all bathrooms
o Clean and sanitize fixtures (stools, sinks, urinals)

- o Replace toilet paper as necessary
- o Replace hand towels as necessary
- o Replace urinal deodorizers as necessary
- o Refill hand soap as necessary
- o Empty wastebaskets
- o Clean mirrors
- o Scour and sanitize all basins. Polish bright work.
- o Remove splash marks from walls around basins
- o Report any repairs needed to proper staff

• Public Entry Ways

- o Sweep, mop, and vacuum entry areas taking care to get into corners, along edges, and beneath furniture
- o Vacuum floor runners
- o Clean glass on all entry doors including elevator lobbies

At least once weekly:

- Thoroughly dust all horizontal and vertical surfaces in offices, Council Chambers, and other non-public areas (desks, Council table, office furniture, copiers, window sills, office furniture and all manner of furnishings)

- All secured police department police department offices, meeting rooms, and hallways shall be cleaned Monday and Wednesday.

- Vacuum all carpeted areas in all offices, conference rooms and staff lounges
 - Remove spots from carpet as necessary (complete carpet cleaning services will be requested on a periodic basis at a separate negotiated price)
 - Clean dirty areas on walls as necessary
 - Clean glass on all display cases
 - Dust "C. Elmer Anderson" bronze statue in City Hall
 - Dust mop and wet mop all public and non-public areas (granite or other) and stairways, elevator and elevator lobbies (mild detergent and no waxes)
 - Scour and sanitize all basins. Polish bright work.
 - Damp wipe counters, clean, and sanitize kitchenette areas and break rooms.
- Monthly
- Wipe down entire bathroom stalls (inside and outside)
 - Dust/wipe down trim in all offices (door and window frames & window sills, light switches, and doors)
 - Dust pictures on walls in office areas
 - Spot treat soiled carpeted areas.
 - Clean interior of microwaves removing food particles and stains in kitchenette and break rooms.

This proposal conforms to all specifications set within.

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the City for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this agreement.

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under this Agreement, shall have no contractual relationship with the City, shall not be considered employees of the City and any and all claims that may or might arise under the Unemployment Compensation Act or Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from all and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, personnel or other benefits of any kind whatsoever from the City, including without limitation, rights and benefits of any kind whatsoever from the City, including without limitation, tenure rights, medical or hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

Company/Individual Name: North Country Janitorial & Supply, Inc.

Official Address: 7485 County Road 9 Brainerd, MN 56401-1372

Signature and Title: Clayton S. Laird President and CEO

Date: June 8, 2023

Proposal Form
Request for Proposals for Cleaning Services
City of Brainerd

The undersigned hereby submits the following proposal for the monthly cost of cleaning each respective building for the City of Brainerd.

<u>Location</u>	<u>July 2023 – June 2024</u>	<u>July 2024 – June 2025</u>
City Hall	\$ 985.00	\$ 1085.00
Fire Department	\$ 350.00	\$ 375.00
Police Department	\$ 1000.00	\$ 1100.00
Public Works Maintenance Facility	\$ 350.00	\$ 375.00
Total	\$ 2685.00	\$ 2935.00

By: Name and Title (please print) Clayton L. Caird - President and CEO

Signature Clayton L. Caird

Vendor Address
7485 County Road 9
Brainerd, MN 56401-1372

Contact (please print) Clayton T. Caird

Phone (218) 820-4889

Fax _____

Email northcountryjanitorial@gmail.com

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the State of Minnesota. The City reserves the right to contact references other than, and/or, in addition to, those being furnished below.

1. Name: Brainerd Dispatch

Address: 506 James Street Brainerd, MN 56401

Phone Number: (218) 829-4705

2. Name: NorthStar Family Medicine

Address: 4682 Wilderness Ct. Suite 102 Brainerd, MN 56401

Phone Number: (218) 838-9913

3. Name: Acquire Mental Health Clinic

Address: 4682 Wilderness Ct. Suite 103 Brainerd, MN 56401

Phone Number: (218) 820-6626

Worker's Compensation Certificate

I hereby certify that effective the date of my Contract with the City of Brainerd and at all times in performance of such Contract that:

- ☒ I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Minnesota with the following insurance company:

Grinnell Mutual Reinsurance Company
Company Name

Blake Insurance Agency Inc. 17156 MN 371 Brainerd, MN
Agent's Name, Address and Telephone Number (218) 829-1546

0001032915 9/14/2022 - 9/14/2023
Policy Number and Effective Date

OR

- ☐ I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the City of Brainerd.

June 8, 2023
Date

Clayton S. Card President & CEO
Signature of Contractor



June 9, 2023

Mr. James Kramvik
Community Development Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Mr. Kramvik:

Please know that we greatly appreciate and value the longstanding business relationship we have formed with The City of Brainerd. I want to thank you in advance for this opportunity to be included in the current RFP and to present our proposal for extending our professional cleaning services agreement.

The Statement of Work that follows has been customized in accordance with your facility cleaning requirements, and the [detail proposed service conforms to the specifications and specific janitorial services performed](#). In preparing contract extensions such as this, we consider a number of factors including: evolving labor market conditions, staffing tenure and stability, changing facility needs, material and equipment needs, business insurance and bonding, employee benefits, as well as government mandated programs and regulations.

In addition to the routine considerations referenced above, the last two-plus years have brought unwanted and costly complexities to every industry and business, including the services we have been providing since 1970. The Covid pandemic has upended the U.S. labor market and changed how people view employment and earn a living, possibly forever. With, seemingly, unlimited employment opportunities including remote options, fewer childcare choices, people leaving the workforce, extended unemployment benefits, and our normal stringent vetting processes, the recruitment funnel has become narrower and narrower. Compromising our hiring standards is never an option due to the fiduciary responsibilities we accept towards our Clients' facilities and operations.

Over the last two years we have experienced wage growth, particularly at the level of our frontline employees, of between 30% and 38% (\$3-\$6/hour). We are closely studying the post-pandemic workforce and have enriched benefits and added referral, hiring, and retention bonuses. While staffing has become more challenging at every level, the biggest impact has been felt in the ranks of those team members who service our customers' sites, like The City of Brainerd facilities.



Mr. James Kramvik
June 9, 2023

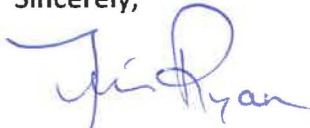
Page 2

As a result of the circumstances cited in this letter, we are proposing updated pricing for the services we provide to The City of Brainerd that include City Hall, Fire Department, Police Department and Public Works Maintenance facility to be adjusted to \$4,252.00 per month for all locations for the period of July 1, 2023 through June 30, 2024. The following year the cost would then be adjusted to \$4,444.00 for the period of July 1, 2024 through June 30, 2025. If The City of Brainerd would prefer to do a longer term, we could look at an agreement that would include an annual escalator equal to the lesser of 4% or the year-over-year change in the Employment Cost Index (ECI) calculated quarterly by the Bureau of Labor Statistics.

This proposal is designed with flexibility in mind and is easily amended to accommodate environmental and space/usage changes whenever they occur. We request that you notify your EnviroTech representative promptly when space or usage changes occur (even if temporary) so we can make timely adjustments to our staffing and invoicing processes.

Once again, thank you for the opportunity to be of service to yourself and The City of Brainerd. Please let me know if you have any questions about this proposal or wish to make modifications including an extension of up to three years. It is our sincere pleasure to be of service and to count The City of Brainerd as a valued Client.

Sincerely,



Travis Ryan
General Manager



REFERENCES

CITY OF BRAINERD

501 LAUREL STREET
BRAINERD, MN 56401
MR. JAMES KRAMVIK (218) 454-3408

CROW WING COUNTY

326 LAUREL STREET
BRAINERD, MN 56401
MR. JOHN MELSON (218) 824-1340

GRANITE CITY REAL ESTATE

3900 ROOSEVELT ROAD, SUITE 125
ST. CLOUD, MN 56301
MR. ANDY MARTIN, (320) 253-0003

M HEALTH FAIRVIEW

6401 UNIVERSITY AVENUE, SUITE 300-A
FRIDLEY, MN 55432
MR. PETER CHAPUT, (763) 586-5824



GENERAL TERMS AND CONDITIONS

AREAS TO BE COVERED

The entire office premises of Brainerd City Hall, Police Station, Fire Department and Public Works Maintenance to include: Entry Vestibules, Reception Lobby, Corridors, General and Private Offices, Restrooms, Staff Lounge.

INSURANCE

In connection with the work to be performed, **EnviroTech** shall procure, carry and keep in effect the following insurance:

- A. Worker's Compensation Insurance in accordance with statutory limits of 1,000,000.00.
- B. Public Liability Insurance and Property Damage Insurance in the amount of \$1,000,000.00 with an aggregate limit of \$3,000,000.00.
- C. Liability Umbrella Insurance with per occurrence limit of 6,000,000.00.
- D. Employee Dishonesty Bond with a limit of not less than \$25,000.00.

WORK WEEK

Cleaning will be performed three (3) times per week at City Hall and Police Department and 1 time per week at the Fire Department and Street and Sewer Department between the hours of 5:00 PM and 2:00 AM. There is to be no service on the following legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

EMPLOYEES

All employees shall be thoroughly screened and undergo a full criminal history background check before being assignment to your facility. **EnviroTech** shall employ competent and capable supervisory personnel. The cost of all background and screening processes are borne by **EnviroTech**.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

EnviroTech Building Services is proud to be an Equal Employment Opportunity Employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. All aspects of employment including decisions to hire, place (*including facility/site assignment*), compensate, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.

EnviroTech expects and requires that its employees be treated fairly, respectfully and hospitably by **Client** and **Client** personnel. Instances of mistreatment or harassment of **EnviroTech** personnel will immediately be brought to the attention of **Client** for investigation and resolution of any confirmed cases of such behavior. **EnviroTech** expects and requires that its Client's take appropriate measures to ensure the physical safety of **EnviroTech** personnel assigned to their premises. This includes, but is not limited to, informing **EnviroTech** of any and all known risks to health, infection (communicable disease) and physical safety that are not "open and obvious" on the entire premises within the facility's office spaces, restrooms, cafeterias, public areas, docks, warehouses, storage areas, HVAC systems, parking areas and facility access points, etc.

OTHER

Any unusual occurrences shall be reported immediately to the appropriate authority. **EnviroTech** personnel shall not accommodate or grant access to your facility to non-key holders except for **EnviroTech** management and staff who legitimately require access to facilitate completion of our services. Janitorial closets will maintained in a clean, organized, professional and safe manner.





City of Brainerd
501 Laurel Street
Brainerd, MN 56401

June 9, 2023

REGULAR SERVICES

(Proposal Narrative)

ENTRY VESTIBULE(S)

Fire Department and Public Works Maintenance are serviced one day per week.

THREE TIMES PER WEEK:

1. Spot clean door glass to remove fingerprints and smudges.
2. Clean and sanitize light switches and door handles.
3. Damp mop floor to remove dirt, grime, and ice melt residue.
4. Police exterior of entrance in the area immediately adjacent to the door. Remove debris, sweep sand and ice melt from dry surfaces. Empty cigarette urn and trash receptacle.
5. Vacuum open areas and/or walk-off matting, ensuring all noticeable dirt and debris is removed.
6. Dry dust, sweep, or vacuum hard floor surfaces.

WEEKLY:

1. Wash all entrance doors completely, weather permitting.
2. Spot clean entrance sidelight glass as necessary.

LOBBY - WAITING AREAS

Fire Department and Public Works Maintenance are serviced one day per week.

THREE TIMES PER WEEK:

1. Empty wastebaskets, replace liners as necessary.
2. Clean and sanitize light switches, door handles and chair arms.
3. Reposition furniture and chairs in accordance with Client's preferences. Chairs should be aligned so as not to touch or damage wall surfaces.



LOBBY - WAITING AREAS (CONT'D)

Fire Department and Public Works Maintenance are serviced one day per week.

THREE TIMES PER WEEK:

4. Clean and sanitize drinking fountain.
5. Vacuum open areas and/or walk-off matting, ensuring all noticeable dirt and debris is removed.
6. Dry dust, sweep, or vacuum hard floor surfaces.
7. Damp mop hard floor surfaces.

MONTHLY:

1. High dust above hand height all horizontal surfaces including shelves, moldings, ledges, pipes, ducts, heating outlets, etc.
2. Low dust all horizontal surfaces to hand height including sills, ledges, moldings, shelves, picture frames, ducts, radiators

CORRIDORS

Fire Department and Public Works Maintenance are serviced one day per week.

THREE TIMES PER WEEK:

1. Empty wastebaskets, replace liners as necessary.
2. Clean and sanitize light switches and door handles.
3. Spot clean any touchable glass.
4. Vacuum public open areas and/or walk-off matting, ensuring all noticeable dirt and debris is removed.
5. Dry dust, sweep, or vacuum hard floor surfaces.
6. Damp mop hard floor surfaces.

WEEKLY:

1. Low dust all horizontal surfaces to hand height including sills, ledges, moldings, shelves, picture frames, ducts, radiators.
2. Vacuum office and conference room areas and/or walk-off matting, ensuring all noticeable dirt and debris is removed.

MONTHLY:

1. High dust above hand height all horizontal surfaces including shelves, moldings, ledges, pipes, ducts, heating outlets, etc.



GENERAL & PRIVATE OFFICES

Fire Department and Public Works Maintenance are serviced one day per week.

THREE TIMES PER WEEK:

1. Empty wastebaskets, replace liners as necessary.
2. Clean and sanitize light switches, door handles and chair arms.
3. Dust all furniture, including desks, chairs, tables.
4. Dust all exposed filing cabinets, bookcases and shelves.
5. **Desk tops and workstations will not be cleaned by EnviroTech Staff. (Client papers on desks, filing cabinets, etc., are not to be disturbed. Likewise, computer monitors and keyboards are not to be cleaned or touched).**
6. Vacuum open areas and/or walk-off matting, ensuring all noticeable dirt and debris is removed.
7. Dry dust, sweep, or vacuum hard floor surfaces.
8. Damp mop hard floor surfaces.

WEEKLY:

1. Remove fingerprints from doors, frames, light switches, kick and push plates, handles, railings.

MONTHLY:

1. High dust above hand height all horizontal surfaces including shelves, moldings, ledges, pipes, ducts, heating outlets, etc.
2. Low dust all horizontal surfaces to hand height including sills, ledges, moldings, shelves, picture frames, ducts, radiators.

CONFERENCE/MEETING ROOM(S)

Fire Department and Public Works Maintenance are serviced one day per week.

THREE TIMES PER WEEK:

1. Empty wastebaskets, replace liners as necessary.
2. Dust all adjacent furniture, including desks, chairs, tables.
3. Dust and clean conference tables – damp clean laminate surfaces, polish wood surfaces, spot clean glass protective coverings.
4. Clean and sanitize light switches, door handles and chair arms.



CONFERENCE/MEETING ROOM(S) (CONT'D)

Fire Department and Public Works Maintenance are serviced one day per week.

WEEKLY:

1. Vacuum open areas and/or walk-off matting, ensuring all noticeable dirt and debris is removed.
2. Dry dust, sweep, or vacuum hard floor surfaces.
3. Damp mop hard floor surfaces.
4. Low dust all horizontal surfaces to hand height including sills, ledges, moldings, shelves, picture frames, ducts, radiators.

MONTHLY:

1. High dust above hand height all horizontal surfaces including shelves, moldings, ledges, pipes, ducts, heating outlets, etc.

WASHROOMS

Fire Department and Public Works Maintenance are serviced one day per week.

THREE TIMES PER WEEK:

1. Clean and sanitize light switches and door handles.
2. Clean, sanitize and polish all vitreous fixtures, including toilet bowls, urinals, hand basins.
3. Clean and sanitize all flush rings, drain and overflow outlets.
4. Clean and polish all chrome fittings.
5. Clean and sanitize toilet seats.
6. Clean and polish all glass and mirrors.
7. Empty all containers and disposals. Replace liners.
8. Wash and sanitize exterior of all containers.
9. Dust laminate or metal partitions.
10. Remove spots, stains, splashes from wall adjacent to hand basins.
11. Refill all dispensers to maximum limits; napkins, soap, tissue, towels, and sanitary disposal bags. Supplies to be furnished by Client.
12. Dry dust, sweep, or vacuum hard floor surfaces.
13. Damp mop hard floor surfaces.

MONTHLY:

1. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, ducts, heating outlets.
2. High dust above hand height all horizontal surfaces, including shelves, ledges, moldings, pipes, ducts, heating outlets.



STAFF LOUNGES

Fire Department and Public Works Maintenance are serviced one day per week.

THREE TIMES PER WEEK:

1. Wash and sanitize table tops, damp clean seats and backs of chairs.
2. Empty all containers and disposals. Replace liners.
3. Wash and sanitize exterior of all containers.
4. Clean and sanitize drinking fountains.
5. Clean and sanitize kitchen countertop and sink.
6. Replenish hand soap and towels in accordance with Client's preferences.
7. Clean and sanitize microwave oven(s), inside and out.
8. Remove fingerprints and other marks from exterior of refrigerator.
9. Remove fingerprints and other marks from front of vending machines.
10. Remove fingerprints from doors, frames, light switches, kick and push plates, and handles.
11. Vacuum open areas and/or walk-off matting, ensuring all noticeable dirt and debris is removed.
12. Dry dust, sweep, or vacuum hard floor surfaces.
13. Damp mop hard floor surfaces.

MONTHLY:

1. Low dust all horizontal surfaces to hand height, including sills, moldings, ledges, shelves, frames, ducts, heating outlets. Dust top of refrigerator.
2. High dust above hand height all horizontal surfaces, including shelves, ledges, moldings, pipes, ducts and heating outlets.

TRASH & RECYCLING

Fire Department and Public Works Maintenance are serviced one day per week.

THREE TIMES PER WEEK:

1. Remove all waste from building and transport to designated area.
2. Collect all recycle material and transport to designated location.
3. Use care at staging area to prevent soiling of carpeting and other surfaces.



ELEVATOR

THREE TIMES PER WEEK

1. Wipe clean and sanitize elevator buttons.
2. Dust and keep walls clean and dust-free.
3. Vacuum floor and tracks.

STAIRS

THREE TIMES PER WEEK:

1. Vacuum public stair treads, ensuring all noticeable dirt and debris is removed.
2. Damp mop public stair treads as needed.
3. Dust hand railings.

WEEKLY:

1. Vacuum staff stair treads, ensuring all noticeable dirt and debris is removed.
2. Damp mop public stair treads as needed.
3. Dust hand railings

PERIODIC – SPECIALITY FLOOR CARE

AS REQUIRED:

1. Inspect for casual spots and stains remove if possible. (please see last page)

AS REQUIRED (Extra Cost):

4. Strip, clean, refinish and machine polish resilient/hard floor surfaces.
5. Clean and polish baseboards.
6. Machine clean carpeted areas.

WINDOWS AND PARTITION GLASS

AS REQUIRED:

1. Spot clean interior office partition glass to remove fingerprints and smudges.

SEMI-ANNUALLY (Extra Cost):

1. Wash all exterior windows, inside and out.
2. Wash all interior partition glass, both sides.



JANITORIAL STORAGE AREAS

Fire Department and Public Works Maintenance are serviced one day per week.

THREE TIMES PER WEEK:

1. Keep this area clean and orderly. Store equipment in a safe and orderly manner.
2. Keep (mop) sink clean and drain cover clear.
3. Monitor all supply levels and report when getting low. Client may provide supplies such as hand soap, toilet tissue, towels, and plastic trash bags. Request supply needs in sufficient time to allow for delivery delays. EnviroTech provides all cleaning supplies – monitor levels and report to EnviroTech supervisor.
4. Keep floor area clean and free of clutter.
5. All chemicals to be stored in a safe manner with proper labeling intact.

CUSTOMER REVIEW MEETING

TO BE DETERMINED:

1. Periodic daytime visits to be conducted by an EnviroTech representative to review service and to conduct quality audits.

ANNUALLY:

1. Review Maintenance Agreement to determine if a cost adjustment is warranted based upon facility requirements, labor market trends, and other cost factors that affect the general industry. Discuss with Customer and mutually agree to any changes that may be warranted.
2. An annual review is recommended to ensure the stability and integrity of the preceding cleaning program.

DEFINITION OF “CASUAL” CARPET SPOTTING

Casual spots are defined as those that are approximately three (3) inches in diameter or smaller. Larger spots and distinct traffic patterns should be reported to RESTORETECH for special treatment.



MAINTENANCE AGREEMENT

Contract No. 20230609

- 1.) **EnviroTech Building Services**, hereinafter referred to as **EnviroTech**, agrees to provide professional janitorial service as per the attached schedule for:

City of Brainerd
501 Laurel Street
Brainerd, MN 56401

hereinafter referred to as **Client**.

- 2.) The price includes the service as outlined only; any other work will be priced and billed separately.
- 3.) These services shall be performed 3 times per week in City Hall and Police Department and 1 time per week in the Fire Department and Public Works Maintenance.
- 4.) No service shall be performed on the following legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
- 5.) **EnviroTech** assumes all financial responsibility such as wages, withholding taxes, social security, and other taxes directly related to the services heretofore attached.
- 6.) **EnviroTech** provides all labor, material, waste basket liners and equipment necessary to complete the facility as indicated. Supplies such as paper towels, hand/dish soap, toilet tissue, napkins, wastebasket shall be provided by **Client**. **Client** shall provide a secure storage area for cleaning equipment and supplies solely accessible to **EnviroTech**. Equipment and materials provided by **EnviroTech** are included in the cost of our services and are only for use by **EnviroTech** personnel in the performance of our duties.
- 7.) **EnviroTech Building Services** is proud to be an Equal Employment Opportunity Employer. We do not discriminate based upon race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. All aspects of employment including decisions to hire, place (including facility/site assignment), compensate, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs.
- 8.) **EnviroTech** expects and requires that its employees be treated fairly, respectfully and hospitably by **Client** and **Client** personnel. Instances of mistreatment or harassment of **EnviroTech** personnel will immediately be brought to the attention of **Client** for investigation and resolution of any confirmed cases of such behavior. **EnviroTech** expects



and requires that its Client's take appropriate measures to ensure the physical safety of **EnviroTech** personnel assigned to their premises. This includes, but is not limited to, informing **EnviroTech** of any and all known risks to health, infection (communicable disease) and physical safety that are not "open and obvious" on the entire premises within the facility's office spaces, restrooms, cafeterias, public areas, docks, warehouses, storage areas, HVAC systems, parking areas and facility access points, etc.

- 9.) The term of this agreement shall be for a period of **2 years** (24 months) commencing on **July 1, 2023** and expiring on **June 30, 2025** unless sooner terminated for cause as outlined in paragraph 10. In the event that this agreement has not been renewed or terminated prior to the expiration date written above; this agreement shall continue, with all terms and conditions in effect, on a month-to-month basis until either extended or formally terminated by either party.
- 10.) Notwithstanding any provision herein to the contrary, either party may terminate this Agreement upon sixty (60) days written notice should either party fail to substantially perform in accordance with the terms hereof through no fault of the other. Any such notice must be sent in accordance with the terms set forth in paragraph 11. **EnviroTech** may terminate services at any time, without notice, for non-payment. **EnviroTech** will provide all specified services except when prevented by strike, lock-out, accident, acts of God, or other circumstances beyond control.
- 11.) Any notices required or permitted to be given hereunder shall be given in writing and shall be delivered by Certified Mail and such notices shall be addressed as follows:
- | | |
|-------------------------|--|
| If to City Of Brainerd: | City of Brainerd
501 Laurel Street
Brainerd, MN 56401
Attn: James Kramvik, Community Development Director |
| If to EnviroTech: | EnviroTech Building Services
250 Sundial Drive
Waite Park, MN 56387
Attn: Travis Ryan, General Manager |
- 12.) It shall be understood and agreed that during the term of this agreement and or one (1) year thereafter, **Client** will not directly or indirectly hire any person or persons employed by **EnviroTech**, or directly or indirectly cause such person or persons to be hired by others with the specific intent to replace services contracted to **EnviroTech**.
- 13.) Invoicing shall be monthly on the 1st day of a given month. All fees are due and payable on or before the 30th day of the month in which said services are rendered. If Client's account is referred to an agency or attorney for collection, attorney's fees and costs of collection shall be recoverable by **EnviroTech**.



- 14.) It is agreed that this agreement, together with the attached schedule, is the entire agreement between the parties and that all other agreements are merged herein.
- 15.) Minnesota law requires that the collection of sales tax (at the percentage consistent with **Clients'** jurisdiction) for all service and consumable supply sales. **EnviroTech's** quoted fee does not include sales tax. If your organization is tax exempt, you are required to provide a current sales tax exemption certificate to **EnviroTech** prior to the commencement of services. If your exemption status changes in the future, it is your responsibility to notify **EnviroTech** of such change in status.
- 16.) The contract price is predicated on performing cleaning services in the aforementioned facility under normal occupancy conditions. Periods of construction, renovation or other unusual occurrences which increase workload may require additional charges during such periods to compensate for the additional work required. Such charges will be mutually agreed to by **Client** and **EnviroTech**.

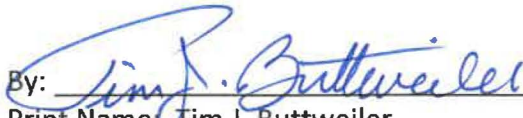
The aforementioned materials and services as outlined in the attached specification shall be provided for:

DESCRIPTION FOR DIFFERENT LEVELS OF SERVICE	PRE-TAXED MONTHLY	PRE-TAXED ANNUALIZED
2023 CLEANING PROGRAM	\$4,252.00	\$51,024.00
2024 CLEANING PROGRAM	\$4,444.00	\$53,328.00

CITY OF BRAINERD

By: _____
Print Name: _____
Title: _____
Date: _____

EnviroTech Building Services

By: 
Print Name: Tim J. Buttweiler
Title: President
Date: 06/09/2023





CITY OF BRAINERD

CITY JANITORIAL SERVICES

GENERAL SPECIFICATIONS

1. Description of the Work. The work contemplated by these specifications consists of furnishing labor, materials, and skills required to perform janitorial services and associated items in City of Brainerd facilities located throughout Brainerd.
2. Location of Facilities. The name and location of the facilities as part of this Request for Proposals can be seen below:

Brainerd City Hall – 501 Laurel Street, Brainerd, MN 56401

Brainerd Fire Department – 23 Laurel Street, Brainerd, MN 56401

Brainerd Police Department – 225 East River Road, Brainerd, MN 56401

Brainerd Public Works Maintenance Facility

– 724 Thiesse Drive, Brainerd, MN 56401

3. Form of Proposal. Interested vendors shall submit their proposal to perform the services as described on Exhibit A on their own stationery in an envelope clearly marked "City of Brainerd Janitorial Services Proposal." The proposal shall clearly state (narrative) that the proposed service conforms to the specifications and shall detail the specific janitorial services proposed. The proposal shall also include a monthly fee for performance of services for *each location* which conforms with the requirements of paragraph 5, Method of Measurement. It is the responsibility of the Proposer to familiar themselves with the scope of work including floor space of the facility and floor coverings, and layout of each building, furniture, public and non-public spaces, etc. to be cleaned prior to making the proposal.

Proposals must be submitted no later than 12:00 PM on Friday, June 9, 2023. Late proposals will not be accepted.

Proposal prices are to be firm for ninety (90) days.

4. Proposal Content

- a. Proposal Narrative – Detail proposed service conforms to the specifications and specific janitorial services performed.
- b. Proposal form and signature page – The proposal form and signature page must be completed and signed by an individual authorized to bind the vendor. All proposals submitted without such proposal form and signature page may be deemed non-responsive.
- c. References – Proposals shall include a list of three (3) references including the name, address, phone number, and contact person. It is preferred references are those of Minnesota contacts. The City reserves the right to contact references other than, and/or in addition to, those furnished by a vendor.

5. Proposal Award. It is the intent of the City to accept the lowest responsible proposal, provided it is submitted in accordance with the proposal documents. If a proposal is selected it will be most advantageous regarding price, quality of service, the Vendors qualifications and capabilities to provide the specified service, and other factors with the City of Brainerd may consider. The City reserves the right to accept or reject any or all proposals and to waive irregularities therein.
6. Form of Agreement. The successful Proposer shall be required to enter into an Agreement with the City of Brainerd for the performance of said services. Said Agreement can be terminated by either Party for any reason upon 30 days written notice.
7. Term of Agreement. The term of service to be provided under the above referenced Agreement shall commence on or about July 1, 2023 and shall continue thereafter until June 30, 2025.
8. Method of Measurement. Services rendered shall be measured and paid on a per month basis. Payment shall be considered as compensation in full for all labor and materials required to perform the service. Proposers shall specify their required monthly fee within their Proposal.
9. Method of Payment. Payment for services shall be approved by the City Council on the third Monday of each month. Payment to the vendor will be made by the Friday following the Council meeting. Payments shall be compensation for the previous month's service. An invoice for services rendered must be delivered to the City Engineer's office at least 10 days prior to the third Monday of the month.
10. Description of Service. The services to be performed including frequency are identified on Exhibit A attached entitled "Janitorial Duties" and are subject to amendment as necessary. Services are to be performed during non-work hours which are normally 4:30 p.m. to 7:30 a.m. Monday through Friday. The

Proposer should keep in mind that the City Council meets on the 1st and 3rd Monday of each month with Committee meetings held prior to the Council meeting. Cleaning services should be scheduled so as to not interfere with meetings.

11. Materials Provided by the City. The City shall provide all garbage containers, toilet paper, paper hand towels, hand soap and other items associated with the operation and usage of buildings within the scope of this proposal.
12. Materials Provided by the Service Provider. The Service Provider shall furnish vacuum cleaners, mops, dusting materials, detergents, disinfectants, stain removers, furniture polishes, wastepaper basket liners and all other materials required for and associated with the cleaning of City Facilities as noted in Paragraph 2.
13. Insurance. The successful Proposer shall, upon entering into an Agreement with the City, furnish the City with proof of Workers Compensation Insurance, and provide the City with a Certificate of Insurance naming the City as an additional insured. Said insurance shall provide limits of liability not less than \$1,000,000 combined single limit bodily injury or property damage for each occurrence.
14. Miscellaneous. The square footage of each building by surface type is listed below. The breakdown of flooring types is approximately as follows:

City Hall

- Carpet floors – 7,523 S.F.
- Hard surfaced floors (LVT) – 2,680 S.F.
- Ceramic Tile Flooring (bathrooms) – 670 S.F.
- Granite Hallways – 2,635 S.F.
- 6 bathrooms

Fire Department

- Carpet floors – 2,840 S.F.
- Hard surfaced floors (LVT) – 350 S.F.
- Ceramic Tile Flooring (bathrooms) – 530 S.F.
- 2 bathrooms

Police Department

- Carpet floors – 6,405 S.F.
- Hard surfaced floors (LVT) – 2,565 S.F.
- Ceramic Tile Flooring (bathrooms) – 800 S.F.
- Granite Hallways – 2,635 S.F.
- Concrete – 550 S.F.
- 4 bathrooms, 2 locker rooms

Public Works Maintenance Facility

- Carpet floors – 0 S.F.
- Hard surfaced floors – 900 S.F.
- 2 bathrooms

15. Questions. Contact Community Development Director James Kramvik at jkramvik@ci.brainerd.mn.us or 218-454-3408.

16. Delivery of Proposals. Three options are available for the delivery of proposals:

1. Email: jkramvik@ci.brainerd.mn.us

2. Mail: Brainerd City Hall
C/O James Kramvik
501 Laurel Street
Brainerd, MN 56401

3. Dropbox located on the west side of City Hall at 501 Laurel St.

EXHIBIT A

Janitorial Duties

Janitorial services shall normally occur after the workday according to the following schedule:
- James Kramvik

- **City Hall** – Monday, Wednesday, and Friday each week
- **Fire Department** – Thursday each week
- **Police Department** – Monday, Wednesday, and Friday each week
- **Public Works Maintenance Facility** – Thursday each week

Duties shall be performed in accordance with the following schedule:

Each Visit:

- Empty waste baskets in all offices, conference rooms and staff lounges and council chambers
- Vacuum *public* carpeted areas
- Vacuum all floor runners
- Dust mop all *public* hallway areas (granite or tile) and stairways, elevator and elevator lobbies
- Clean all public service counters (marble or other materials) with mild soap and water – no polishes or waxes
- Bathrooms
 - Sweep and mop tile floors in all bathrooms
 - Clean and sanitize fixtures (stools, sinks, urinals)
 - Replace toilet paper as necessary
 - Replace hand towels as necessary
 - Replace urinal deodorizers as necessary
 - Refill hand soap as necessary
 - Empty wastebaskets
 - Clean mirrors
 - Scour and sanitize all basins. Polish bright work.
 - Remove splash marks from walls around basins
 - Report any repairs needed to proper staff
- Public Entry Ways
 - Sweep, mop, and vacuum entry areas taking care to get into corners, along edges, and beneath furniture
 - Vacuum floor runners
 - Clean glass on all entry doors including elevator lobbies

At least once weekly:

- Thoroughly dust all horizontal and vertical surfaces in offices, Council Chambers, and other *non-public* areas (desks, Council table, office furniture, copiers, window sills, office furniture and all manner of furnishings)
- All secured police department police department offices, meeting rooms, and hallways shall be cleaned Monday and Wednesday.

- Vacuum all carpeted areas in all offices, conference rooms and staff lounges
- Remove spots from carpet as necessary (complete carpet cleaning services will be requested on a periodic basis at a separate negotiated price)
- Clean dirty areas on walls as necessary
- Clean glass on all display cases
- Dust "C. Elmer Anderson" bronze statue in City Hall
- Dust mop and wet mop all *public and non-public* areas (granite or other) and stairways, elevator and elevator lobbies (mild detergent and no waxes)
- Scour and sanitize all basins. Polish bright work.
- Damp wipe counters, clean, and sanitize kitchenette areas and break rooms.

Monthly

- Wipe down entire bathroom stalls (inside and outside)
- Dust/wipe down trim in all offices (door and window frames & window sills, light switches, and doors)
- Dust pictures on walls in office areas
- Spot treat soiled carpeted areas.
- Clean interior of microwaves removing food particles and stains in kitchenette and break rooms.

Proposal Form
Request for Proposals for Cleaning Services
City of Brainerd

The undersigned hereby submits the following proposal for the monthly cost of cleaning each respective building for the City of Brainerd.

<u>Location</u>	<u>July 2023 – June 2024</u>	<u>July 2024 – June 2025</u>
City Hall	\$2,256.00	\$2,357.00
Fire Department	\$1,436.00	\$1,501.00
Police Department	\$280.00	\$293.00
Public Works Maintenance Facility	\$280.00	\$292.60
Total	\$4,252.00	\$4,444.00

By: Name and Title (please print) Mr. Tim Buttweiler, President

Signature 

Vendor Address
250 Sundial Drive, Waite Park, MN 56387

Contact (please print) Mr. Travis Ryan, General Manager

Phone 320-316-4930

Fax 320-251-6357

Email travisr@bweclean.com

Worker's Compensation Certificate

I hereby certify that effective the \date of my Contract with the City of Brainerd and at all times in performance of such Contract that:

- ☒ I have and will maintain in full force and effect policy of Workers Compensation Insurance in compliance with the Laws of the State of Minnesota with the following insurance company:

SFM - Mahwold Insurance Company

Company Name

Michael Schneider, 916 West St Germain Street Suite 100, St. Cloud MN 56301

Agent's Name, Address and Telephone Number

15613.223 - 3/22/2023

Policy Number and Effective Date

OR

- ☐ I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Minnesota to obtain and maintain a policy of Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have contemporaneously made with the City of Brainerd.

June 8, 2023

Date



Signature of Contractor

Independent Contractor Statement

It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting the Contractor as the agent, representative or employee of the City for any purpose or in any manner whatsoever. The Contractor is to be and shall remain an independent contractor with respect to all services performed under this agreement. - Jame Kramvik

The Contractor represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Contractor or other persons, while engaged in the performance of any work or services required under this Agreement, shall have no contractual relationship with the City, shall not be considered employees of the City and any and all claims that may or might arise under the Unemployment Compensation Act or Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitations, claims of discrimination against the Contractor, its officers, agents, contractors or employees, shall in no way be the responsibility of the City; and the Contractor shall defend, indemnify and hold the City, its officers, agents and employees harmless from all and all such claims irrespective of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall neither require nor be entitled to any compensation, personnel or other benefits of any kind whatsoever from the City, including without limitation, rights and benefits of any kind whatsoever from the City, including without limitation, tenure rights, medical or hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

Company/Individual Name: Buttweiler Environmental, Inc. DBA: EnviroTech Building Services

Official Address: 250 Sundial Drive, Waite Park, MN 56387

Signature and Title:  Mr. Tim Buttweiler, President

Date: June 8, 2023

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. It is preferred that those references are clients within the State of Minnesota. The City reserves the right to contact references other than, and/or, in addition to, those being furnished below.

1. Name: City of Brainerd - James Kramvik

Address: 501 Laurel Street, Brainerd, MN 56401

Phone Number: 218-454-3408

2. Name: Crow Wing County - John Melson

Address: 326 Laurel Street, Brainerd, MN 56401

Phone Number: 218-824-1340

3. Name: Granite City Real Estate - Andy Martin

Address: 3900 Roosevelt Road Suite 125, St. Cloud MN 56301

Phone Number: 320-253-0003

NOTICE TO PROPOSERS

JANITORIAL SERVICES FOR CITY OF BRAINERD PROPOSALS CLOSE AT 12:00 PM, FRIDAY, June 9, 2023

Notice is hereby given that proposals will be received until 12:00 p.m. on Friday, June 9, 2023 for providing janitorial services in the following City of Brainerd Facilities:

Brainerd City Hall – 501 Laurel Street, Brainerd, MN 56401

Brainerd Fire Department – 23 Laurel Street, Brainerd, MN 56401

Brainerd Police Department – 225 East River Road, Brainerd, MN 56401

Brainerd Public Works Maintenance Facility – 724 Thiesse Drive, Brainerd, MN 56401

Proposals for providing janitorial services shall be in conformance with the specifications for said services on file in the office of the City Administrator.

All proposals for said services shall be reviewed by City staff and referred to the Brainerd City Council for action at its regular meeting to be held on June 19, 2023.

One-on-one pre-proposal meetings, discussion and tour of City Hall, Police Department, Fire Department, and Street Department will be conducted the week of May 29, 2023. All interested vendors are encouraged to set up a meeting with the Community Development Director to tour the buildings. The meeting and discussion will provide vendors with the opportunity to familiarize themselves with the facilities and ask questions to further define the scope of services intended within the specifications.

The City Council reserves the right to reject any and all proposals and to waive minor irregularities and informalities therein and further reserves the right to award the proposal in the best interest of the City.

Dated: May 22, 2023

James Kramvik
Community Development Director

Publish: Brainerd Dispatch May 24 and May 27, 2023



Brainerd City Council Agenda Request

MEETING DATE: 06/20/2023

TITLE OF ITEM: Consider Request from the Employee Wellness Committee for the Employee Appreciation Event

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City of Brainerd Wellness Committee

DEPARTMENT: Admin

PRESENTER: Wellness Committee Members

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

The Employee Wellness Committee is requesting City operations close for 2 hours from 11:30 am to 1:30 pm on Wednesday, September 6 to conduct the annual Employee Appreciation Event at Lum Park. On-Call services will not be affected and will be conducted as usual. The event will include lunch and an award presentation, including Employee Years of Service. The entire event is funded by the Wellness Program through grant funding earned through employee participation in the Wellness Program.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Last year City offices were closed for 1-1/2 hours (11:30 am to 1:00 pm), and it was felt the event was rushed with the large number of employees attending. This year the Wellness Committee is requesting offices be closed for 2 hours (11:30 am to 1:30 pm) to allow City employees to attend the event.

RECOMMENDED ACTION/MOTION:

Motion to close City offices from 11:30 am to 1:30 pm on September 6 for the Employee Appreciation Event at Lum Park. On-Call services will not be affected and will be conducted as usual.

FINANCIAL IMPACT:

Is there a cost associated with this request: No

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

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



Brainerd City Council Agenda Request

MEETING DATE: 6/20/2023

TITLE OF ITEM: Retirement of Paid On-call Firefighter Todd Johnson

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Fire Chief Tim Holmes

DEPARTMENT: Fire

PRESENTER: HR Director Kris Schubert

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE:

On April 30th, 2023 Firefighter Johnson submitted a letter of resignation from the Brainerd Fire Department effective July 31st, 2023.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Firefighter Johnson has been on the fire department since 2003. Firefighter Johnson said that he is thankful for his time on the department and it has truly been an amazing experience. He has been a valuable part of the department and will be greatly missed.

RECOMMENDED ACTION/MOTION:

Accept, with regret, the resignation of Firefighter Todd Johnson effective July 31st, 2023.

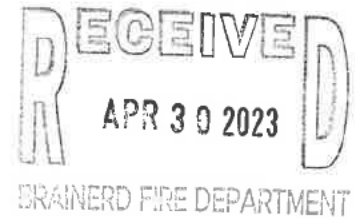
FINANCIAL IMPACT:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

Todd Johnson



April 30, 2023

Tim Holmes- Fire Chief

Brainerd Fire Department

23 Laurel St

Brainerd MN 56401

Chief Holmes,

Please accept this letter as formal notice of my resignation from my position as Firefighter from the Brainerd Fire Department. My last day of employment will be July 31, 2023.

I will forever be thankful for my time with the Brainerd fire department, it has truly been an amazing experience.

Thank you

A handwritten signature in black ink, appearing to read "Todd Johnson".

Todd Johnson 1070



Brainerd City Council Agenda Request

MEETING DATE: 6/20/2023

TITLE OF ITEM: Retirement of Paid On-call Firefighter Jeremy Powell

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Fire Chief Tim Holmes

DEPARTMENT: Fire

PRESENTER: HR Director Kris Schubert

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE:

On April 30th, 2023 Firefighter Powell submitted a letter of resignation from the Brainerd Fire Department effective July 31st, 2023.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Firefighter Powell has been on the fire department since 2009. Powell states changes in his life as his reason for resigning. He has been a valuable part of the department and will be missed.

RECOMMENDED ACTION/MOTION:

Accept, with regret, the resignation of Firefighter Jeremy Powell effective July 31st, 2023.

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

Tim Holmes

From: Jeremy Powell <[REDACTED]>
Sent: Sunday, April 30, 2023 7:06 AM
To: Tim Holmes
Subject: Retirement

Dear Chief Holmes and Brainerd fire relief, It has been a honor to serve with all of you for the past 14 years. With some changes in my life in the last year, I have decided that it is time for me to retire. July 31st 2023 will be my last day. I'm thankful for all the memories and friendships I have made over the past 14 years.

Jeremy Powell



Brainerd City Council Agenda Request

MEETING DATE: 6/20/2023

TITLE OF ITEM: Authorize the Execution of the Community Impact Funding Agreement with Sourcewell

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Fire Chief Tim Holmes

DEPARTMENT: Fire

PRESENTER: Fire Chief Tim Holmes

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE:

On April 7th, 2023 the Brainerd City Council authorized the fire department to apply for funding through Sourcewell's Community Impact Funding. The funding is going to be used for a Public Safety Wellness project with police and fire.

On May 17th, 2023 the fire department was advised they received the requested funding for the project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Council requested the agreement come back for review prior to signing.

RECOMMENDED ACTION/MOTION:

Authorize the Execution of the Community Impact Funding Agreement with Sourcewell.

FINANCIAL IMPACT:

Is there a cost associated with this request:

What is the total cost, with tax and shipping:

Is this budgeted? (Please Explain)

Community Impact Funding Agreement

This Agreement ("Agreement") is made effective at the date of execution by all parties ("Effective Date"), by and between **Sourcewell**, located at 202 - 12th Street NE, PO Box 219, Staples, MN 56479, and the **City of Brainerd**, 23 Laurel Street, Brainerd, MN 56401 ("Recipient"). Sourcewell and Recipient shall be collectively known as "Parties."

1. Need for Funding and Public Purpose Eligibility. Sourcewell understands and acknowledges Recipient requires funding for a mental wellness program and physical fitness equipment ("Project").

Sourcewell further acknowledges that the Project serves a public purpose.

2. Conditional Funding of Public Purpose Services. Sourcewell has agreed to give funding to Recipient under the following conditions:
- a. Recipient shall use funding as outlined in Paragraph 1 above;
 - b. Recipient shall follow the timeline, project description, and budget as outlined in its Community Impact Funding Application, dated April 24, 2023;
 - c. Recipient may require users of any equipment to carry additional insurance, if applicable.
3. Receipt and Remittance of Funds.
- a. Sourcewell agrees to remit \$50,000.00 to Recipient to support the Project.
 - b. Funds not expended during the term of the Agreement shall be returned to Sourcewell.
4. Performance and Reporting.
- a. Funds received under this Agreement shall be used in accordance with Section 2.
 - b. Should Recipient be unable to perform its responsibilities under this Agreement, all funds received shall be returned to Sourcewell at a prorated rate.
 - c. Recipient shall provide Sourcewell with a final report due on August 31, 2024.
5. Term. The term of this Agreement will commence on the Effective Date and continue for a period of one year.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date below.

Sourcewell

City of Brainerd

By: _____
Authorized Signature

By: _____
Authorized Signature

Paul Drange
Name – Printed

Tim Holmes
Name – Printed

Title: Director of Regional Solutions

Title: Fire Chief

Date: _____

Date: _____



Brainerd City Council Agenda Request

MEETING DATE: June 20, 2023

TITLE OF ITEM: Approval of Juneteenth Memorandums of Agreement

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jennifer Bergman & Kris Schubert

DEPARTMENT: Administration and Human Resources

PRESENTER: Kris Schubert

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE:

As discussed at the last Council meeting, Juneteenth will be a recognized state holiday in 2023. Given the short timeframe that cities were given by the State to have the Juneteenth holiday observed in 2023 instead of 2024, as originally proposed, Staff contacted our seven unions requesting an Memorandum of Agreement (MOA) clarifying that Juneteenth will be a paid holiday in 2023 for our union employees. The MOAs are required- as holiday pay is a term and condition of employment covered in each union's collective bargaining agreement. All seven unions have agreed to the MOA and signed copies of the MOAs are attached. The MOAs only address the 2023 Juneteenth holiday. Staff will be seeking Council direction during union negotiations to address the holiday in future years.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Earlier this year, the MN Legislature adopted a law recognizing Juneteenth as a holiday that was originally supposed to go into effect on August 1, 2023 (meaning Juneteenth would first be observed in 2024). However a provision to amend the effective date of the new law was adopted and signed by the Governor last month. The City Council at its June 5, 2023 meeting approved an amendment to the Employee Policy Manual adding Juneteenth as a holiday for benefit eligible non-union employees to comply with this new law.

RECOMMENDED ACTION/MOTION:

Motion to approve the attached Memorandums of Agreement to observe Juneteenth in 2023 with all seven unions that represent city employees.

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) No – this is an unfunded mandate. Please note that the City did not budget for the additional 8 hours of holiday pay for our employees that work shift work in our 24/7 operations. In addition, this designation may impact the City's overtime budget as we will incur additional overtime expense for any employee that actually works on the holiday as well. Please note that we budget 2,080 hours for all employees; therefore, the payout of the holiday pay is budgeted for most employees.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is hereby entered into between the City of Brainerd ("City") and United Steel Workers International Union, Local 9230 Unit 09 (Hydro) Union ("Union"). The City and the Union are hereinafter referred to collectively as the "parties," and individually as a "party."

WHEREAS, the City and the Union are parties to a collective bargaining agreement ("CBA"), governed by the Minnesota Public Employment Labor Relations Act ("as amended"); and

WHEREAS, Article IX of the CBA identifies holidays for employees represented by the Union; and

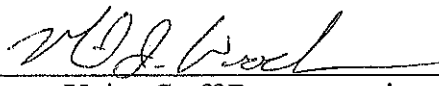
WHEREAS, the Minnesota Legislature initially enacted legislation making June 19th (Juneteenth) a state holiday with an effective date of August 2023, making Juneteenth a holiday in 2024; and

WHEREAS, in May 2023, the Minnesota Legislature amended legislation to make Juneteenth a state holiday in 2023.

NOW, THEREFORE, for the reasons stated, the City and the Union agree as follows:

1. Juneteenth shall be a recognized as a paid holiday on June 19, 2023, for purposes of the CBA.
2. Complete Agreement. The terms of this MOA are contractual and supersede all prior agreements between the parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all parties.
3. This MOA is non-precedential. This MOA shall not constitute a binding precedent or past practice or be used in any way to interpret the CBA or seek similar benefits in the future for any employee. This MOA shall not be used as evidence in any proceeding.
4. Equal Drafting. This MOA shall be construed to have been drafted equally by the parties.

Dated: 6-9-23


Union Staff Representative

Dated: _____

City Administrator

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is hereby entered into between the City of Brainerd ("City") and Teamsters General Local Union No. 346 (Lieutenant and Sergeants) Union ("Union"). The City and the Union are hereinafter referred to collectively as the "parties," and individually as a "party."

WHEREAS, the City and the Union are parties to a collective bargaining agreement ("CBA"), governed by the Minnesota Public Employment Labor Relations Act ("as amended"); and

WHEREAS, Article 11 of the CBA identifies holidays for employees represented by the Union; and

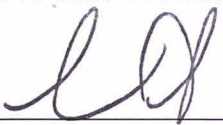
WHEREAS, the Minnesota Legislature initially enacted legislation making June 19th (Juneteenth) a state holiday with an effective date of August 2023, making Juneteenth a holiday in 2024; and

WHEREAS, in May 2023, the Minnesota Legislature amended legislation to make Juneteenth a state holiday in 2023.

NOW, THEREFORE, for the reasons stated, the City and the Union agree as follows:

1. Juneteenth shall be a recognized as a paid holiday on June 19, 2023, for purposes of the CBA.
2. Complete Agreement. The terms of this MOA are contractual and supersede all prior agreements between the parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all parties.
3. This MOA is non-precedential. This MOA shall not constitute a binding precedent or past practice or be used in any way to interpret the CBA or seek similar benefits in the future for any employee. This MOA shall not be used as evidence in any proceeding.
4. Equal Drafting. This MOA shall be construed to have been drafted equally by the parties.

Dated: 6/9/2023



Union Business Agent

Dated: _____

City Administrator

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is hereby entered into between the City of Brainerd ("City") and IUOE, Local No. 49 (Street Division) Union ("Union"). The City and the Union are hereinafter referred to collectively as the "parties," and individually as a "party."

WHEREAS, the City and the Union are parties to a collective bargaining agreement ("CBA"), governed by the Minnesota Public Employment Labor Relations Act ("as amended"); and

WHEREAS, Article VIII of the CBA identifies holidays for employees represented by the Union; and

WHEREAS, the Minnesota Legislature initially enacted legislation making June 19th (Juneteenth) a state holiday with an effective date of August 2023, making Juneteenth a holiday in 2024; and

WHEREAS, in May 2023, the Minnesota Legislature amended legislation to make Juneteenth a state holiday in 2023.

NOW, THEREFORE, for the reasons stated, the City and the Union agree as follows:

1. Juneteenth shall be a recognized as a paid holiday on June 19, 2023, for purposes of the CBA; further, that any work performed on the holiday shall be compensated for at one and one-half (1½) times the hourly rate.
2. Complete Agreement. The terms of this MOA are contractual and supersede all prior agreements between the parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all parties.
3. This MOA is non-precedential. This MOA shall not constitute a binding precedent or past practice or be used in any way to interpret the CBA or seek similar benefits in the future for any employee. This MOA shall not be used as evidence in any proceeding.
4. Equal Drafting. This MOA shall be construed to have been drafted equally by the parties.

Dated: _____

6/13/23


Union Business Agent

Dated: _____

City Administrator

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is hereby entered into between the City of Brainerd ("City") and IUOE, Local No. 49 (Park Division) Union ("Union"). The City and the Union are hereinafter referred to collectively as the "parties," and individually as a "party."

WHEREAS, the City and the Union are parties to a collective bargaining agreement ("CBA"), governed by the Minnesota Public Employment Labor Relations Act ("as amended"); and

WHEREAS, Article VIII of the CBA identifies holidays for employees represented by the Union; and

WHEREAS, the Minnesota Legislature initially enacted legislation making June 19th (Juneteenth) a state holiday with an effective date of August 2023, making Juneteenth a holiday in 2024; and

WHEREAS, in May 2023, the Minnesota Legislature amended legislation to make Juneteenth a state holiday in 2023.

NOW, THEREFORE, for the reasons stated, the City and the Union agree as follows:

1. Juneteenth shall be a recognized as a paid holiday on June 19, 2023, for purposes of the CBA; further, that any work performed on the holiday shall be compensated for at one and one-half (1½) times the hourly rate.
2. Complete Agreement. The terms of this MOA are contractual and supersede all prior agreements between the parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all parties.
3. This MOA is non-precedential. This MOA shall not constitute a binding precedent or past practice or be used in any way to interpret the CBA or seek similar benefits in the future for any employee. This MOA shall not be used as evidence in any proceeding.
4. Equal Drafting. This MOA shall be construed to have been drafted equally by the parties.

Dated: 6/13/23


Union Business Agent

Dated: _____

City Administrator

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is hereby entered into between the City of Brainerd (“City”) and Law Enforcement Labor Services, Inc. Local #65 (Police Officers) Union (“Union”). The City and the Union are hereinafter referred to collectively as the “parties,” and individually as a “party.”

WHEREAS, the City and the Union are parties to a collective bargaining agreement (“CBA”), governed by the Minnesota Public Employment Labor Relations Act (“as amended”); and

WHEREAS, Article VIII of the CBA identifies holidays for employees represented by the Union; and

WHEREAS, the Minnesota Legislature initially enacted legislation making June 19th (Juneteenth) a state holiday with an effective date of August 2023, making Juneteenth a holiday in 2024; and

WHEREAS, in May 2023, the Minnesota Legislature amended legislation to make Juneteenth a state holiday in 2023.

NOW, THEREFORE, for the reasons stated, the City and the Union agree as follows:

1. Juneteenth shall be a recognized as a paid holiday on June 19, 2023, for purposes of the CBA.
2. Complete Agreement. The terms of this MOA are contractual and supersede all prior agreements between the parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all parties.
3. This MOA is non-precedential. This MOA shall not constitute a binding precedent or past practice or be used in any way to interpret the CBA or seek similar benefits in the future for any employee. This MOA shall not be used as evidence in any proceeding.
4. Equal Drafting. This MOA shall be construed to have been drafted equally by the parties.

Dated: 06/12/2023



Union Staff Representative

Dated: _____

City Administrator

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is hereby entered into between the City of Brainerd ("City") and IBEW, Local No. 31 (Public Utilities) Union ("Union"). The City and the Union are hereinafter referred to collectively as the "parties," and individually as a "party."

WHEREAS, the City and the Union are parties to a collective bargaining agreement ("CBA"), governed by the Minnesota Public Employment Labor Relations Act ("as amended"); and

WHEREAS, Article 9 of the CBA identifies holidays for employees represented by the Union; and

WHEREAS, the Minnesota Legislature initially enacted legislation making June 19th (Juneteenth) a state holiday with an effective date of August 2023, making Juneteenth a holiday in 2024; and

WHEREAS, in May 2023, the Minnesota Legislature amended legislation to make Juneteenth a state holiday in 2023.

NOW, THEREFORE, for the reasons stated, the City and the Union agree as follows:

1. Juneteenth shall be a recognized as a paid holiday on June 19, 2023, for purposes of the CBA.
2. Complete Agreement. The terms of this MOA are contractual and supersede all prior agreements between the parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all parties.
3. This MOA is non-precedential. This MOA shall not constitute a binding precedent or past practice or be used in any way to interpret the CBA or seek similar benefits in the future for any employee. This MOA shall not be used as evidence in any proceeding.
4. Equal Drafting. This MOA shall be construed to have been drafted equally by the parties.

Dated: 6-9-2023

Wm. Kyles
Union Business Agent

Dated: _____

City Administrator

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is hereby entered into between the City of Brainerd ("City") and IBEW, Local No. 31 (Administrative Support) Union ("Union"). The City and the Union are hereinafter referred to collectively as the "parties," and individually as a "party."

WHEREAS, the City and the Union are parties to a collective bargaining agreement ("CBA"), governed by the Minnesota Public Employment Labor Relations Act ("as amended"); and

WHEREAS, Article 7 of the CBA identifies holidays for employees represented by the Union; and

WHEREAS, the Minnesota Legislature initially enacted legislation making June 19th (Juneteenth) a state holiday with an effective date of August 2023, making Juneteenth a holiday in 2024; and

WHEREAS, in May 2023, the Minnesota Legislature amended legislation to make Juneteenth a state holiday in 2023.

NOW, THEREFORE, for the reasons stated, the City and the Union agree as follows:

1. Juneteenth shall be a recognized as a paid holiday on June 19, 2023, for purposes of the CBA; further, that any work performed on the holiday shall be compensated for at one and one-half (1½) times the regular straight time rate of pay.
2. Complete Agreement. The terms of this MOA are contractual and supersede all prior agreements between the parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all parties.
3. This MOA is non-precedential. This MOA shall not constitute a binding precedent or past practice or be used in any way to interpret the CBA or seek similar benefits in the future for any employee. This MOA shall not be used as evidence in any proceeding.
4. Equal Drafting. This MOA shall be construed to have been drafted equally by the parties.

Dated: 6-9-2023


Union Business Agent

Dated: _____

City Administrator



Brainerd City Council Agenda Request

MEETING DATE: June 20, 2023

TITLE OF ITEM: Agreement between MnDOR and City for collection of Local Sales and Use Tax

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman

DEPARTMENT: Finance

PRESENTER: Connie Hillman

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

The City needs to execute a new agreement with Minnesota Department of Revenue (MnDOR) for the State to continue administering the City's local option sales and use tax.

The State is changing the administration fee calculation and the payment method to be effective January of 2024.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The City does not budget for local option sales tax as the tax collected is transferred to BPU to pay for the wastewater treatment plant updates, water infrastructure improvements and trail development in that order.

Staff inquired of MnDOR staff if the City's ordinance (adopted in 2019) needed to be updated to remain consistent with current language and definitions used in the governing Minnesota Statutes. Staff does not believe at this time the ordinance needs to be updated per MnDOR staff, the City shouldn't have to update the ordinance unless the project plan changes, extend the tax, the rate changes etc. None of which have occurred.

RECOMMENDED ACTION/MOTION:

Authorize signature on agreement between Minnesota Department of Revenue and City of Brainerd for collection of a local sales and use tax.

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)



Agreement Between the Minnesota Department of Revenue and City of Brainerd for Collection of a Local Sales and Use Tax

Introduction

This agreement concerns administration of local taxes identified below:

- Brainerd sales tax
- Brainerd use tax

Laws of Minnesota 2006 Chapter 259, Article 3, Section 11 and amended by Laws of Minnesota 2014 Chapter 308, Article 3, Section 27 authorize the above taxes. The taxes are imposed by Brainerd Ordinance Number 1499 adopted September 3, 2019.

Administration, collection and enforcement

The Department of Revenue (department) will administer, collect, and enforce the Brainerd taxes identified in the introduction, as authorized under:

- Minnesota Statutes, section(s) 297A.99, and
- any other governing laws or statutes identified in the introduction

The administration, collection, and enforcement process will follow:

- Minnesota Statutes, Chapters 297A, 289A, and 270C
- Minnesota rules Chapter 8130, and
- Administrative procedures

Local tax administration also includes processing refunds, litigation, and authority to enter into settlement agreements on behalf of Brainerd. If the local tax revenues collected are not sufficient to cover actions taken, Brainerd must provide the department with sufficient funding to process all adjustments.

Brainerd agrees to update the ordinance listed above as needed to remain consistent with current language and definitions used in the governing Minnesota Statutes. Brainerd further agrees to take corrective action within 90 days if notified by the department of required ordinance language changes. The department will not enforce or engage in compliance activities for local taxes administered by the department if any portion of Brainerd's ordinance is not consistent with the governing Minnesota statutes. Local special taxes imposed before 2010 are not subject to this limitation.

Registration of vendors

The department is responsible for notifying vendors that are registered for state sales and use tax of their obligations to collect and remit Brainerd taxes covered by this agreement. The department is also responsible for informing newly registered businesses of their obligations to collect and remit Brainerd sales and use taxes covered by this agreement.

Accounts registered for state sales and use tax who have a ZIP Code in the Brainerd tax jurisdiction will be registered for the Brainerd taxes by the department. We will mail an informational notice of registration to these businesses.

Outreach and education

The department will register and notify all vendors that are currently registered for state sales and use tax and the general public about the Brainerd taxes by posting a notice on the department's website (www.revenue.state.mn.us). Other notifications will be made at the time of registration, through the department's website.

Brainerd acknowledges that there is no cost-effective way to identify specific vendors located outside the Brainerd taxing jurisdiction who are required to be registered for Brainerd taxes. Identification of these vendors will be voluntary by vendor response to general notifications by the department and through other contacts that the vendor has with the department or the Streamlined Sales Tax Governing Board's (SSTGB) central registration system.

Publicity

If Brainerd maintains an official website, it will display (on its main web page) a link to a notice that residents and businesses may reference for more information about the local taxes. Brainerd will briefly describe the taxes and provide a link to the department's website (www.revenue.state.mn.us). Also state in the description that local use taxes on purchases of goods and services made outside of the political subdivision that are used in the political subdivision, are subject to local use taxes.

Local governments that bill residents and businesses for utilities must include a notice of the local taxes at least once per year. The notice must include a brief description of both the local sales and use taxes and reference the department's website link.

Returns and remittance

Vendors will collect and remit Brainerd taxes covered by this agreement as part of their Minnesota sales and use tax returns, which include simplified electronic returns (SER's) authorized by the SSTGB. Revenues collected by the department are deposited in the State Treasury and credited to a special account. The department will draw from this account to recover department costs as provided in this agreement, and to transmit collections to Brainerd. Brainerd will accrue no interest on this amount.

Transmittal of tax

The department will transmit the taxes reported on returns monthly through the automatic clearinghouse system.

For each month of collection related to July through December 2023, the department will continue to make two transmittals. The first will be transmitted approximately five business days after month end. The second transmittal will be sent approximately 40 days after month end. The second transmission will reflect any adjustments made for refunds issued by the department for tax reported in error. The department retains, from the second monthly payment, a fee for administering, collecting, and enforcing the Brainerd taxes as provided in this agreement. The department sends notification each month to the contact person showing the breakdown of the month's collections and administrative fees deducted.

For each month of collection beginning January 1, 2024, the department will transmit taxes reported for that month in one monthly payment. The transmittal will be sent approximately 40 days after month end. The department retains a fee for administering, collecting, and enforcing the Brainerd taxes as provided in this agreement. The department sends notification each month to Brainerd with the month's sales and use tax collections and the administrative fees deducted. See the calendar examples below.

Reports

Upon request, the department will provide Brainerd with a report showing information about taxpayers and the amount of taxes remitted. This report can be requested once per year at no additional cost. Brainerd must submit a written request via email or US mail. The department will consider requests for more frequent reports for an additional administrative fee.

Disclosure

Brainerd understands that any local sales and use tax account information given to it by the department is subject to the classification and disclosure provisions in Minnesota Statutes, chapters 13 and 270B. Pursuant to Minnesota Statutes, section 270B.12, subdivision 2, such information can only be used to the extent necessary to administer the local sales or use tax.

The department will provide disclosure training materials to Brainerd's designated representative. Brainerd must train any employees with a business need to access not public Minnesota sales and use tax information provided by the department. All employees who have a business reason to access not public tax information must complete the required training annually. New employees and other users who did not previously have a business reason to access not public tax information must complete the training before they may be granted access it.

Brainerd must update its disclosure authorization form by December 31 of each year, providing a list of all personnel who are trained and authorized to view not public Minnesota sales and use tax information. If an authorized employee or official no longer needs access to tax information due to a change of duties, separation from employment, or any other reason, it is Brainerd's obligation to instruct the department's local tax liaison to terminate access rights for that individual by the start of the next calendar quarter.

Failure to conduct the required disclosure trainings or update the user access list as described above will result in the department suspending Brainerd's access to not public Minnesota sales and use tax information until such training is completed.

Inspection of records and audit information

The department will allow Brainerd to inspect and audit all data, records, and other information relating to its local sales or use tax, the cost of collecting the tax, and the performance by the department under this agreement. Brainerd will submit any requests to inspect the sales or use tax data to the department in writing, as prescribed by the department.

Reimbursement of costs

The department will review its own direct and indirect costs for administering, collecting, and enforcing local taxes as needed and adjust costs accordingly. If changes are required, the department will notify Brainerd of the estimated cost for administering, collecting, and auditing the local taxes at least 180 days prior to when the change will be implemented.

For each month of collection related to July through December 2023, the following calculation of reimbursement for administrative costs will continue to apply.

All local jurisdictions share in the cost of local tax administration. The calculations are based on the share of total revenues and total tax lines reported on Minnesota sales and use tax returns for each local area. The department weights each jurisdiction's percentage of revenue by one third and their percentage of tax lines by two thirds to compute their monthly percentage of total administrative costs.

Example:

Assume monthly totals for all Local Sales Taxes:

Total Tax revenues	\$20,000,000.00
Total Tax lines on returns	90,000.00
Total Administrative costs	\$200,000.00

If Local Tax A has revenues of \$1,600,000.00 (8% of the total) and 9,000 tax lines (10% of the total) their share of monthly expenses would be 9.34% or \$18,680.00, which represents approximately 1.17% of their monthly revenues. The following is how the 9.34% was calculated:

$$\begin{array}{r} 8\% \times 1/3 = 2.67\% \\ 10\% \times 2/3 = \underline{6.67\%} \\ 9.34\% \end{array}$$

For each month of collection beginning January 1, 2024, the following calculation of reimbursement for administrative costs will apply.

Minnesota Statutes, section 297A.99, subdivision 11 states the Department shall deduct the direct and indirect costs to administer local taxes. Brainerd will pay a flat rate of 1.35% of sales taxes collected to cover the administration, collection, and auditing of local sales taxes. Any changes required to balance costs and fees will be communicated according to the notification schedule noted above. Any shortfalls or reserves will be managed across years to the extent possible.

Termination of a local tax

The department will provide a report to Brainerd after the last month that the tax is in effect. The report will indicate the total amount of Brainerd taxes, corresponding adjustments made, prior month corrections, and administrative fees retained. In addition, when a tax ends, the department will work with Brainerd to determine a reserve amount the department will retain which will be used as a fund to make adjustments or refunds. Please see the Responsibilities section below for more details. The portion of this fund not used for refunds or adjustments will be transmitted to Brainerd at the close of the period of limitations. The account remains open for a period equal to the statute of limitations provided in Minnesota Statutes, section 289A.40, for sales and use tax returns. The account will be reconciled, and Brainerd will be notified of the final settlement.

Responsibilities

When the boundary limits for Brainerd change, it is the responsibility of Brainerd to notify and provide the department with the updated boundary information. The department will only update the rate calculator and ZIP Code guide upon receiving this information. Minnesota Statute requires that the

department notify vendors of their tax obligations when boundaries change. Vendors not notified will be relieved of liability until notification occurs. The department will not engage in compliance activities for vendors in the new boundary area who have not been formally notified of the change.

If Brainerd updates or amends the city ordinance relating to the Brainerd tax covered by this agreement, Brainerd must provide a draft of the changes to the department for review before it is made final. The department will review the changes to ensure compliance with governing statutes. Brainerd will then provide the department with a signed copy of the revised or amended ordinance.

Brainerd must provide the department with current contact information annually and advise when any changes occur. This includes, but is not limited to, the contact person, phone number, address, and email.

Brainerd will notify the department prior to the 90-day notification requirement for when the tax will end. The department will work with Brainerd to project an estimated amount to retain for the reserve fund. This amount retained will allow for adjustments and refunds as mentioned in the "Termination of local tax" section. In the event the Department does not retain enough revenues to cover any adjustments once the tax ends, a bill will be sent for the outstanding amount. See Minnesota Statutes, section 297A.99, subdivision 9.

Effective date

This agreement is effective the day following imposition of the tax and supersedes any previous agreement.

Modifications

Any portion of this agreement may be modified. Modifications must be in writing and signed by the Commissioner of Revenue and an authorized representative of Brainerd.

Minnesota Department of Revenue

Signature: _____
Paul Marquart
Commissioner of Revenue

Date: _____

Brainerd Representative

Signature: _____

Print Name: _____

Print Title: _____

Date: _____

Signature: _____

Print Name: _____

Print Title: _____

Date: _____

2024

Local Government Payment Schedule

January						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

	Estimated Payment for December 2023
	Final Payment for December 2023
	Final Payment for November 2023
	Estimated Payment for January 2024
	Final Payment for January 2024

The payment dates are the approximate days the payments will be made. The payments will be made as close to the date listed as possible.

Business returns are due on the 20th of the month. If the 20th falls on a holiday or weekend, the returns are due the next business day.



Brainerd City Council Agenda Request

MEETING DATE: June 20, 2023

TITLE OF ITEM: Conduct Potentially Dangerous Dog Hearing

AGENDA: Main Agenda

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jennifer Bergman

DEPARTMENT: Admin

PRESENTER: Jennifer Bergman, Attorney
Langel, Animal Control Officer O'Brien

ESTIMATED TIME (MIN): 10 minutes

SUMMARY OF ISSUE:

The City received a request on June 7th, 2023, from Evelyn Voss requesting a hearing regarding her dog Ally. Pursuant to Brainerd City Code 900.25 Subd. 4(C), the City Administrator shall place the matter before the City Council at its next regular council meeting. Further, it states that the owner may present evidence in opposition to the potentially dangerous dog designation and the Animal Control Officer shall present evidence to the Council that supports the designation. Attached is the Notice of Potentially Dangerous Dog, the Incident Report from the Police Department, summary of the issue from Animal Control Officer O'Brien and summary from HART.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Following the hearing, the City Council shall make a determination of the facts and issue an order as to whether or not the animal is properly characterized as potentially dangerous. If deemed potentially dangerous, the owner must have a microchip implanted in the dog and the id number must be provided to the animal control officer.

RECOMMENDED ACTION/MOTION:

Conduct the dangerous dog hearing and make a determination of the the facts and issues an order as to whether or not the animal is properly characterized as potentially dangerous.

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](#)

Subd. 2. Proper Enclosure. Proper enclosure means securely confined indoors or in a securely locked outdoor pen or structure suitable to prevent the dog from escaping and to provide protection for the animal from the elements. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the animal to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only barriers which prevent the animal from exiting. The enclosure shall not allow the egress of the animal in any manner without human assistance. A pen or kennel shall meet all of the following minimum specifications:

- A) Have a minimum overall floor size of thirty-two (32) square feet.
- B) Sidewalls shall have a minimum height of five (5) feet and be constructed of 11-gauge or heavier wire. Openings in the wire shall not exceed two (2) inches, support posts shall be one-and-one-quarter-inch or larger steel pipe buried in the ground eighteen (18) inches or more. When a concrete floor is not provided, the sidewalls shall be buried a minimum of eighteen (18) inches in the ground.
- C) A cover over the entire pen or kennel shall be provided. The cover shall be constructed of the same gauge wire or heavier as the sidewalls and shall also have no openings in the wire greater than two (2) inches.
- D) An entrance/exit gate shall be provided and be constructed of the same material as the sidewalls and shall also have no openings in the wire greater than two (2) inches. The gate shall be equipped with a device capable of being locked and shall be locked at all times when the animal is in the pen or kennel.
- E) The pen or kennel must be located in the animal owner's backyard and be at least five (5) feet from any property line.

Subd. 3. Unprovoked. Unprovoked shall mean the condition in which the animal is not purposely excited, stimulated, agitated, or disturbed.

Subd. 4. Procedure/Hearing. The procedure to seize an animal that appears to be dangerous shall be as follows

- A) Notify the owner, by registered mail that the animal appears to be dangerous. The notice shall specify the dates, times, places and parties or animals bitten. Said notice shall also apprise the owner of the animal that he or she may request a hearing before the City Council by notifying the City Administrator within ten (10) days after the receipt of the notice.
- B) If the owner does not request a hearing within ten (10) days of said notice, the Enforcement Officer shall immediately take possession of the animal and euthanize same.

- C) If the owner of the animal requests a hearing as to the dangerous nature of the animal, the City Administrator shall place the matter before the City Council at its next regular meeting. The owner may present evidence in opposition to the designation of the animal as dangerous. The Animal Control Officer shall present evidence to the City Council that supports the determination that the animal is dangerous. Following the hearing, the Council shall make a determination of the facts and issue an order as to whether or not said animal is properly characterized as dangerous. If the Council determines that the animal is dangerous, it will then order the owner to deliver said animal to the Animal Control Officer for the purpose of euthanizing said animal, unless the owner provides an alternative proposal, acceptable to the City Council which may include the permanent removal of the animal from the Brainerd City limits.

(Amended Ord. 1043 – 1998, Ord. 1325 – 2008)

900.27 Dangerous Animal Requirements. Subdivision 1. Requirements. If the City Council does not order the destruction of an animal that has been declared dangerous, the City Council may, as an alternative, order any or all of the following:

- A) That the owner provide and maintain a proper enclosure for the dangerous animal as specified in Section 900.25, Subd. 2;
- B) Post the front and the rear of the premises with clearly visible warning signs, including a warning symbol to inform children, that there is a dangerous animal on the property as specified in Minnesota Statutes Sections 347.50-347.56;
- C) Provide and show proof annually of public liability insurance in the minimum amount of \$300,000.00;
- D) If the animal is a dog and is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash (not to exceed six feet in length) and under the physical restraint of a person sixteen years of age or older. The muzzle must be of such design as to prevent the dog from biting any person or animal, but will not cause injury to the dog or interfere with its vision or respiration; and,
- E) Any or all additional requirements permitted under Minnesota Statutes Sections 347.50-347.56.

Subd. 2. Seizure. The Enforcement Officer shall immediately seize any dangerous animal if the owner does not meet any of the above requirements imposed by the City Council within fourteen days after the date notice is sent to the owner that the animal is dangerous.



BRAINERD POLICE DEPARTMENT

INCIDENT REPORT

ICR# 23007024	AGENCY ORI# MN0180100	JUVENILE: Juvenile Involved
Reported: 05-25-2023 2115 First Assigned: 2122 First Arrived: 2124 Last Cleared: 2227		
Committed Start: Committed End:		
Title: Animal Bite How Received: Phone		
Short Description: Dog bite occurred at listed location, victim is at the hospital. Officer was unable to speak with animal control. See report for information.		
Summary: Animal bite.		
Location(s)		
Address: 11303 Arlington Ave	City: Brainerd	State: MN Zip: 56401 Country:
Officer Assigned: Middleton, Andrew	Badge No: 719	Primary: Yes
Involvement: Victim Name: Nacey, Arya J DOB: 11-27-2012 Age: 10		
Involvement: Parent Name: Nacey, Britney Jean DOB: 05-20-1989 Age: 34 Address: (Residence) 11332 Arlington Ave City: Brainerd State: MN Zip: 56401 Country: Phone: (Home) (218)251-5576		
Involvement: Mentioned Name: Voss, Evelyn Marie DOB: 03-17-1975 Age: 48 Address: (Residence) 11303 Arlington Ave City: Brainerd State: MN Zip: 56401 Country: Phone: (Home) (218)839-5044		

Supplemental Report

ICR: 23007024

Last Modified: 05-26-2023 0716

Title: 719 - Report

Created By: Andrew Middleton

On 05/25/2023, at approximately 2115, Officer Middleton was advised of a report of an animal bite which occurred at 11303 Arlington Avenue. The victim was currently at St. Josephs medical center.

Middleton now at St. Joseph's speaking with the victim, Arya J Nacey, 11/27/2012. Nacey stated she was playing with other neighborhood children when the neighbor's dog chased after her. Nacey stated the dog bit the back of her right thigh. Nacey stated the dog belonged to one of the kids she was playing with, but the dog was not in its yard when she was bitten.

Middleton then spoke with Britney Jean Nacey, 05/20/1989, who stated the dog is never on a leash and wonders around the neighborhood. Britney Nacey provided Middleton with the name and address of the dogs owner.

Middleton then spoke with Evelyn Marie Voss, 03/17/1975, who is the owner of the dog. Middleton advised Voss he

Please forward to animal control.

06/05/2023

Michael O'Brien
Animal Control Officer
Brainerd Animal Control

On 05/25/2023 Animal Control received a call from dispatch at approximately 2119 hrs. I was on the phone and unable to answer the call, but they left a message that there had been a dog bite on a young child and a Brainerd officer was enroute to the emergency room to speak with the victim.

I immediately went to the emergency room myself to speak with the victim as well. I arrived at the hospital at 2147 and met with the Nacey family. Arya (DOB 11/27/2012) stated that she and some friends were playing in their neighborhood and running around playing tag when a dog ran up to her and bit her in the leg. She stated that it hurt and made her cry, so she went home. One of her friends who owns the dog went back to her house to tell her mother. She identified the dog as "Aly" belonging to Evelyn Voss at 11303 Arlington Ave. The bite occurred at 11312 Arlington Ave.

Arya's parents then told me that she was bleeding and had at least one puncture wound on her upper thigh, so they wanted to bring her in to the ER to get the wound looked at. They stated that they did take a photo of the bite. They also stated that the dog runs around the neighborhood often and they don't ever seem to have it on a leash. They also gave me the dog owner's phone number.

At that time a nurse entered the room and stated a Brainerd officer was able to speak with the dog owner and she stated that the dog was vaccinated for rabies.

I left the ER at 215.

I made a phone call to Evelyn Voss at 2218. I asked her to confirm the expiration date of the rabies vaccine and she was unable to do so. She stated that her daughter Brianna would have that information. She stated that the only veterinarian it has seen was Lakeland Veterinary Hospital in Baxter. I explained to her that I was leaving the next am for the holiday weekend and wouldn't be able to get out to observe the dog until the following Tuesday. Asked her about the incident and she stated she didn't observe it happen. I also told her that we would be confirming the rabies vaccine in the am and that if the dog is not currently vaccinated, we would be picking up and holding it on the required 10 day quarantine.

The following day at 0821 I spoke with staff at Lakeland Veterinary Hospital who confirmed that Ally was seen by them roughly 2 years ago due to being ill. She was not vaccinated for rabies at the time, and they hadn't seen her since that visit.

On 05/30/2023 at approximately 1634 I went to the Voss home to pick up Ally. At that time Evelyn Voss stated that the dog did not like men, and I wouldn't be able to put her in my kennel. She stated that she and her daughter would have to do it. She stated that Ally has never liked men and she would be aggressive towards me. Once she was loaded, I then explained the process on how she could get the dog back. I also explained that due to the circumstances we would be declaring Ally a PIOTENTIALLY DANGEROUS DOG. I also explained what that would mean for her in the future and how she could contest the declaration if she chose.

On 06/05/2023 Ally was released to Voss and I provided her with the potentially dangerous dog packet. She (Voss) stated that she would wish to contest the declaration and I explained what the procedure for that was.

END OF REPORT

**BRAINERD POLICE DEPARTMENT
NOTICE OF POTENTIALLY DANGEROUS DOG**

Date of Notification: 06-05-2023

ICR #: 23007024

OWNER:

Full Name: EVELYN MARIE VOSS
(First, Middle, Last)

Date of Birth: 03-17-0975

Address: 11303 ARLINGTON AVE

Home Phone #: _____

City/State/Zip: BRAINERD, MN 56401

Alternate/Cell Phone #: 218-839-5044

ANIMAL:

Name of Animal: ALLY Sex: F Altered: ☐ Yes ☒ No Age: 3YR

Breed: PIT-LAB-HEALER MIX Color(s): BRINDLE Markings: NONE

Current Rabies Vaccination? ☐ Yes ☒ No Veterinary Clinic: N/A

INCIDENT:

Date of Incident: 05-25-2023 Time of Incident: 2115

Location of Incident 11312 ARLINGTON AVE BRAINERD, MN 56401

Parties or Animals Bitten: ARYA J NACEY DOB 11-27-2012

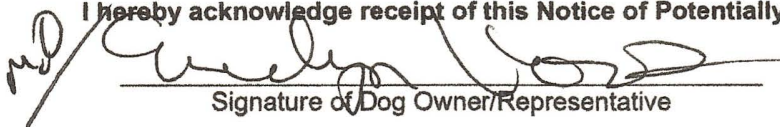
You are placed on notice that your dog has been defined by Minnesota State Statute 347.50 as Potentially Dangerous.

- ☒ On above date, said dog, without provocation, inflicted bite(s) on a human or domestic animal on public or private property.
- ☐ On above date, said dog, without provocation, chased or approached a person, including a person on a bicycle, upon a street, sidewalk, or any public or private property, other than the dog owner's property, in an apparent attitude of attack.
- ☐ The dog has a known propensity, tendency, or disposition to attack, unprovoked, causing injury or threatening the safety of humans or domestic animals.

Your dog has been defined as a POTENTIALLY DANGEROUS DOG. You should familiarize yourself with the State Statutes regarding such dogs. Pursuant to Brainerd City Ordinance 900.25, you may request a hearing before the City Council to determine the validity of the Dangerous Dog declaration by completing the attached Potentially *Dangerous Dog Request for Hearing* form and returning it to our office within 10 days of this notification. As an owner of a potentially dangerous dog, **you must have a microchip implanted in the dog for identification within 14 days of the receipt of this letter.** Proof of microchip implant must be provided to the Brainerd Police Department, including the name of the microchip manufacturer and the identification number of the microchip.

Note: Once a dog has been defined as a potentially dangerous dog and the owner has been notified as such, if the dog further acts in an aggressive manner, it may be defined as a dangerous dog.

I hereby acknowledge receipt of this Notice of Potentially Dangerous Dog.


Signature of Dog Owner/Representative

6/5/23
Date

MICHAEL R OBRIEN ACO
Issuing Officer & Badge Number

06-05-2023
Date



15494 Dellwood Drive
Brainerd, Mn 56401
(218) 829 4141

June 6, 2023

One May 30, 2023 at 4:50 pm, Animal Control Officer Mike O'Brien, delivered a female pit bull, healer, lab mix dog named Ally to HART on a bite hold until June 5, 2023.

The dog was put in the bite hold kennel which consist of two large kennels with a guillotine type door separating the two. This type of kennel is used so if the dog is aggressive the HART staff can move it from one kennel to the other without going into kennel. This is done for cleaning and feeding purposes as well as for the protection of staff.

Ally was very aggressive/scared towards HART staff with growling and retreating to the corner. If approached she would offer to bite. At this point the staff did not push her into biting. She would not go into the clean kennel nor were we able to leash her to take her outdoors to use the bathroom.

On Monday June 5, 2023, Ally was released from the impound kennel by owner Evelyn Voss. The owner had to go into the kennel to leash the dog so she could leave the building. The owner and dog left with no incident.


Donna Wambeke
HART Executive Director



Brainerd City Council Agenda Request

MEETING DATE: June 20, 2023

TITLE OF ITEM: Consider Age-Friendly Community Program

AGENDA: Main Agenda

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik

DEPARTMENT: Community Development

PRESENTER: James Kramvik, CDD

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE:

Eleanor Burkett presented on Age Friendly Cities at the last City Council meeting on June 5th. City Council was able to hear details on the state of the aging population in the region, note the process for a city to become officially designated Age-Friendly, and explain exactly what makes a city age friendly.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Ms. Burkett indicated that there are a number of community members interested in volunteering their time to work on Brainerd becoming designated as an Age-Friendly Community. Staff does not currently have the capacity to take a leadership role in beginning the process of becoming an Age-Friendly Community, but could attend meetings and work sessions. The first step/ first year would involve community outreach and surveys to determine which of the eight categories Brainerd should focus on. After this step has been completed, staff would present the findings and make a recommendation to Council on how to proceed.

RECOMMENDED ACTION/MOTION:

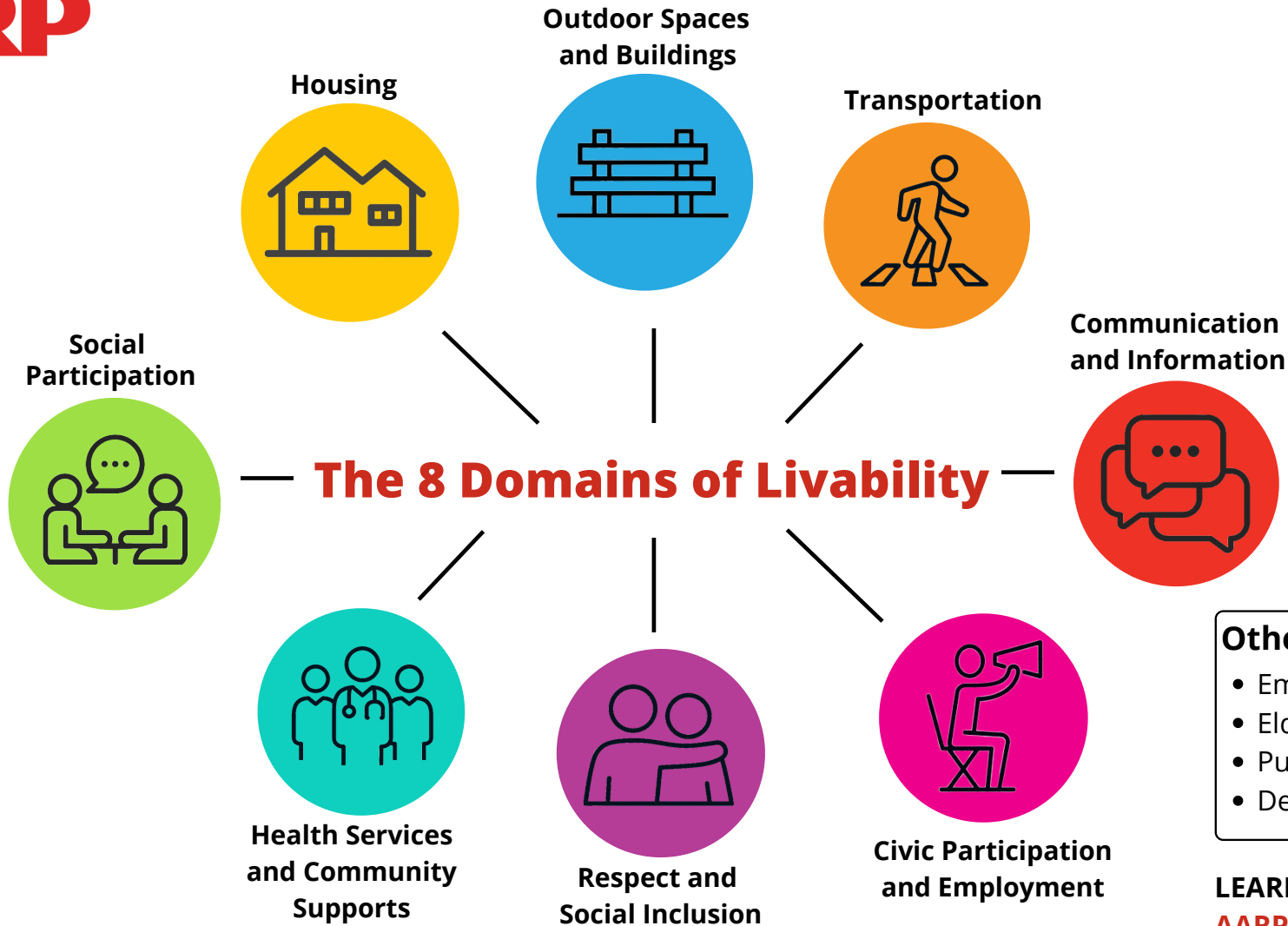
Direct Staff to attend meetings and worksessions with volunteers to begin the first step in Brainerd becoming an Age Friendly Community.

FINANCIAL IMPACT:

Is there a cost associated with this request: no

What is the total cost, with tax and shipping: \$0.00

Is this budgeted? (Please Explain) no



Other Areas

- Emergency Preparedness
- Elder abuse
- Public safety
- Dementia-friendly

LEARN MORE

[AARP.org/Livable](https://www.aarp.org/Livable)



Brainerd City Council Agenda Request

MEETING DATE: June 20, 2023

TITLE OF ITEM: Discussion on Mail Delivery

AGENDA: Main Agenda

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Jennifer Bergman

DEPARTMENT: Admin

PRESENTER: Council President Bevans

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE:

Some residents were sent a letter by the Postmaster requesting them to move their mailbox from the house to the curb for street delivery by June 24th (see attached). If this is not completed by June 24th, the post office will place mail on hold until the box has been installed.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

This issue was discussed with Attorney Langel who indicated that mailbox locations is not within the City's jurisdiction. This would be within the jurisdiction of the local postmaster. The Council discussed an issue with mail delivery in January, 2023. While the City of Brainerd does not have authority over the U.S. Postal Service, a letter was sent to Senator Klobuchar, Senator Smith, and Representative Stauber encouraging them to address the issue (see attached).

RECOMMENDED ACTION/MOTION:

Authorize staff to draft a letter to the Postmaster and cc Senator Klobuchar, Senator Smith and Representative Stauber.

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](#)



Dear Brainerd Resident,

We are requesting you to move your mailbox from the house to the curb for street delivery. This is due to the safety of our carriers as well as route efficiency. We understand and apologize for the inconvenience this causes you. We understand that this will take some time therefore you have **30 days** to move the box. If this is not completed by **Saturday June 24th, 2023**; we will place the mail on hold until the box is moved to the proper location.

Thank you for putting the safety of our carriers first as well as helping with the efficiency of our route.

Here are some helpful guidelines to follow when placing your mailbox:

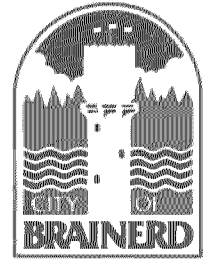
- Position your mailbox 41" to 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox 6" to 8" back from the curb. If you do not have a raised curb, contact your local postmaster for guidance.
- Put your house or apartment number on the mailbox.
- If your mailbox is on a different street from your house or apartment, put your full street address on the box.
- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (e.g., milk cans filled with concrete).
- Bury your post no more than 24" deep.

If you shall have any questions regarding the placement of your box, please talk to your carrier.

Sincerely,

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

Norman Jones, Postmaster
7757 College Road
Baxter, MN 56425
218-822-3494



www.ci.brainerd.mn.us

January 5th, 2023

Pete Stauber
US Representative
501 Laurel St
Brainerd, MN 56401

US Postal Service

Dear Representative Stauber,

Local Post Offices throughout Minnesota, and likely beyond, are struggling to recruit the staff they need to successfully fulfill the mission of the U.S. Postal Service to deliver the mail and to deliver packages. Residents of the City of Brainerd have been experiencing sporadic delivery of mail and packages due to staffing shortages at the Brainerd Post Office.

The impacts on commerce and individuals within our community continues to grow as some people have experienced bills being delivered so late that they failed to pay on time thereby negatively affecting people's credit scores and also thereby impairing their ability to secure loans. Residents are beginning to contact the City of Brainerd asking for us to intervene when it is Congress that provides oversight to the Postal Service.

The Postal Services Human Resource practices are determined far away from the Brainerd Post Office and no flexibility is given to local Postmasters to adapt hiring practices to ever-changing employment markets they are trying to recruit from within. This approach is no longer netting the staffing levels necessary to complete the mission and, in the current employment market, it is unlikely to do so.

The City of Brainerd hereby calls on our federal legislative delegation to immediately take up this issue and provide sufficient resources and more adaptable human resource practices that allow local post offices to respond to local labor market conditions, and requests Postal Service leadership to immediately provide the resources necessary to get all mail and packages going through the Brainerd Post Office delivered on a timely basis now and in the future.

Sincerely,

Dave Badeaux
Mayor
City of Brainerd