

CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, July 3rd, 2023 @ 7:30pm

The public is invited to attend these meetings in person

Attend by phone **City Council**: 1-844-992-4726 Meeting Access Code: 2486 728 9310

Attend by phone **Safety and Public Works 6:30 PM** Committee: 1-844-992-4726

Meeting Access Code: 2486 992 1365

Attend by phone **Personnel and Finance 7:20 PM** Committee: 1-844-992-4726 Meeting
Access Code: 2492 320 7760

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:

070323 COUNCIL AP INVOICE REGISTER.pdf

B. **Approval Of Minutes**

Documents:

2023-06-20 CC Draft.pdf

C. **Approval Of Licenses**

Documents:

20230703 Contractor Licenses.pdf

D. Department Activity Reports

Documents:

CC - HR Director Report.pdf

FD Report.pdf

**E. Minnesota Lawful Gambling Application For Exempt Permit-
Submitted By Central Lakes College Foundation, 501 West College
Dr, For An Event To Be Held On December 24, 2023**

6. Council Committee Reports

A. Safety And Public Works Committee 6:30 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2486 992 1365

Documents:

07-03 SPW Agenda.pdf

1. Discussion On Oak Street Detour

Documents:

SPW - Oak Street Detour Discussion Item.pdf

2. Discuss Radar Speed Feedback Sign Quote For N. 10th Street

Documents:

SPW - Radar Speed Sign on N 10th.pdf

**3. Approve Event/Alley Closure Application- Lakes Area Skate Park
Event**

Documents:

SPW - Event Application - Lakes Area Skatepark Event.pdf

4. Approve Event/Street Closure Application- Bataan Memorial March

Documents:

SPW - Event Application - Bataan Memorial March.pdf

5. Approve Brainerd Transit Fare Increase

Documents:

SPW - Brainerd Transit Fare Increase.pdf

6. Discussion On TH 371B Speed Study

Documents:

SPW - TH 371B Speed Study.pdf

7. Approve Award For TH 210/Washington Street Utility Replacement Engineering Services Contract

Documents:

SPW - Award TH 210 Utility Design.pdf

8. Approve Change Orders 1 And 2 - Improvement 22-06 - Harrison Safe Routes To School

Documents:

SPW - Change Orders - Imp 22-06 .pdf

9. Approve Final Pay Estimate - Sanitary Forcemain Rehab

Documents:

SPW - Final Pay Estimate - Sanitary Forcemain Lining.pdf

10. Direction On Active Code Enforcement Cases

Documents:

SPW - Code Cases.pdf

B. Personnel And Finance Committee 7:20 PM

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2492 320 7760

Documents:

07-03 PF Agenda.pdf

1. Authorize Sale Of Retired Police Vehicle

Documents:

PF-Sale of Retired Police Vehicle.pdf

2. Approve Wage Grid For BPU Finance Manager Position

Documents:

PF - Approve Wage Grid for BPU Finance Manager Position.pdf

3. Ratify Hiring Of Administrative Specialist Brittney Tollefson

Documents:

PF - Ratify the Hiring of Admin Specialist Brittney Tollefson.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. **Call For Public Hearing For Redevelopment TIF District**

Documents:

MA - Call for Public Hearing.pdf

B. **Consider Conditional Use Permit For A Daycare Facility At 703 Oak Street**

Documents:

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"

06/29/2023 02:01 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/03/2023 - 07/03/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:							
315765/1 77939	ACE HARDWARE 5 GALLON BUCKET OPENER 235-3170-42210	06/15/2023 pziemer OPERATING SUPPLIES	07/05/2023	7.18 7.18	7.18	Open	N 07/05/2023
315830/1 77941	ACE HARDWARE SQUARE POINT SHOVELS 235-3125-42220	06/16/2023 pziemer REPAIR & MAINT	07/05/2023	17.98 17.98	17.98	Open	N 07/05/2023
315826/1 77977	ACE HARDWARE FASTENERS 230-5200-42220	06/16/2023 pziemer REPAIR & MAINT	07/05/2023	11.24 11.24	11.24	Open	N 07/05/2023
315950/1 77978	ACE HARDWARE QTY 6 KEYS 230-5200-42220	06/21/2023 pziemer REPAIR & MAINT	07/05/2023	17.94 17.94	17.94	Open	N 07/05/2023
316009/1 77979	ACE HARDWARE FEED THROUGH SWITCH 230-5200-42220	06/23/2023 pziemer REPAIR & MAINT	07/05/2023	7.19 7.19	7.19	Open	N 07/05/2023
316020/1 77980	ACE HARDWARE SOLDER/HEAT SHRINK 230-5200-42220	06/23/2023 pziemer REPAIR & MAINT	07/05/2023	24.27 24.27	24.27	Open	N 07/05/2023
315987/1 77987	ACE HARDWARE COMMAND HOOKS 225-2120-42220	06/22/2023 pziemer REPAIR & MAINT	07/05/2023	5.39 5.39	5.39	Open	N 07/05/2023
316057/1 77991	ACE HARDWARE COLE HAYES CHAINSAW PPE 235-3100-42220	06/26/2023 pziemer REPAIR & MAINT	07/05/2023	198.27 198.27	198.27	Open	N 07/05/2023
316139/1 78048	ACE HARDWARE 2-STROKE OIL 235-3100-42220	06/28/2023 pziemer REPAIR & MAINT	07/05/2023	24.24 24.24	24.24	Open	N 07/05/2023
316107/1 78053	ACE HARDWARE JANITORIAL SUPPLIES 225-2220-42210	06/27/2023 pziemer OPERATING SUPPLIES	07/05/2023	22.48 22.48	22.48	Open	N 07/05/2023

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
316163/1 78082	ACE HARDWARE GREAT STUFF & TAPE MEASURE 237-3190-42220	06/28/2023 pziemer	07/05/2023	62.06	62.06	Open	N 07/05/2023
	REPAIR & MAINT			62.06			
	Total for vendor 0011 - ACE HARDWARE:			398.24	398.24		
Vendor 3348 - ACTIVE911 INC:							
498667/FD 77935	ACTIVE911 INC ACTIVE 911 225-2220-43433	06/20/2023 pziemer	07/05/2023	688.50	688.50	Open	N 07/05/2023
	DUES & SUBSCRIPTIONS			688.50			
498667/AIRPORT 77936	ACTIVE911 INC ALERTING SUBSCRIPTION - AIRPORT SHARE 260-9020-43300	06/20/2023 pziemer	07/05/2023	67.50	67.50	Open	N 07/05/2023
	PROFESSIONAL SERVICES			67.50			
	Total for vendor 3348 - ACTIVE911 INC:			756.00	756.00		
Vendor 2902 - ADVANCE AUTO PARTS:							
6574317127508 77947	ADVANCE AUTO PARTS PATCH TRAILER REPLACEMENT LAMPS 235-3100-42220	06/20/2023 pziemer	07/05/2023	55.22	55.22	Open	N 07/05/2023
	REPAIR & MAINT			55.22			
6574317985332 78081	ADVANCE AUTO PARTS SEWER CAMERA GENERATOR BATTERY 237-3190-42220	06/28/2023 pziemer	07/05/2023	77.04	77.04	Open	N 07/05/2023
	REPAIR & MAINT			77.04			
	Total for vendor 2902 - ADVANCE AUTO PARTS:			132.26	132.26		
Vendor 2670 - AMERICAN STEEL SUPPLY INC:							
115821 77960	AMERICAN STEEL SUPPLY INC LPW SIGN 401-9030-45530-21:16	06/14/2023 pziemer	07/05/2023	76.02	76.02	Open	N 07/05/2023
	CAPITAL-PYMTS TO CONTRACTS			76.02			
	Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:			76.02	76.02		
Vendor 0041 - ANDERSON BROTHERS CONSTRU:							
32450 78001	ANDERSON BROTHERS CONSTRU 2.38 TNS HOT MIX 235-3100-42220	06/22/2023 pziemer	07/05/2023	178.50	178.50	Open	N 07/05/2023
	REPAIR & MAINT			178.50			

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32451 78002	ANDERSON BROTHERS CONSTRU QTY 3.44 TONS HOT MIX 235-3100-42220 REPAIR & MAINT Total for vendor 0041 - ANDERSON BROTHERS CONSTRU:	06/22/2023 pziemer	07/05/2023	258.00 258.00 436.50	258.00 436.50	Open	N 07/05/2023
Vendor 0039 - ARAMARK UNIFORM SERVICES:							
2530151837 77940	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430 MISCELLANEOUS	06/15/2023 pziemer	07/05/2023	38.86 38.86	38.86	Open	N 07/05/2023
2530154342 77966	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430 MISCELLANEOUS Total for vendor 0039 - ARAMARK UNIFORM SERVICES:	06/22/2023 pziemer	07/05/2023	62.15 62.15 101.01	62.15 101.01	Open	N 07/05/2023
Vendor 3343 - ARROW MANAGEMENT:							
31847 77976	ARROW MANAGEMENT 426 B ST - AFTER FIRE ABATEMENT 101-2400-43405 NUISANCES Total for vendor 3343 - ARROW MANAGEMENT:	06/19/2023 pziemer	07/05/2023	975.00 975.00 975.00	975.00 975.00	Open	N 07/05/2023
Vendor 3859 - ASL INTERPRETING SERVICES INC:							
INV-00209-A 78083	ASL INTERPRETING SERVICES INC INTERPRETING SERVICES 225-2120-43300 PROFESSIONAL SERVICES Total for vendor 3859 - ASL INTERPRETING SERVICES INC:	06/26/2023 pziemer	07/05/2023	197.70 197.70 197.70	197.70 197.70	Open	N 07/05/2023
Vendor 2948 - BILL'S GUN SHOP & RANGE:							
S4-484458 77971	BILL'S GUN SHOP & RANGE AMMO FIREARM INSTRUCTOR SCHOOL 225-2120-43330 PROFESSIONAL DEVELOPMENT Total for vendor 2948 - BILL'S GUN SHOP & RANGE:	06/15/2023 pziemer	07/05/2023	229.90 229.90 229.90	229.90 229.90	Open	N 07/05/2023
Vendor 3966 - BLUE SKY TRANSIT:							
52023 78047	BLUE SKY TRANSIT MAY 2023 THIRD PARTY SERVICES	06/01/2023 pziemer	07/05/2023	105,775.72	105,775.72	Open	N 07/05/2023

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	GL Distribution						
	203-9000-42212	MOTOR FUELS		4,677.23			
	203-9000-43401	VEHICLE REPAIRS		6,879.97			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		94,218.52			
	Total for vendor 3966 - BLUE SKY TRANSIT:			105,775.72	105,775.72		

Vendor 0078 - BRAINERD LAKES AREA DEV C:

JUNE 2023

78093	BRAINERD LAKES AREA DEV C	06/28/2023	07/05/2023	2,916.67	2,916.67	Open	N
	JUN 23 ECONOMIC DEVELOPMENT CONSULTING	pziemer					07/05/2023
	295-6510-43300	PROFESSIONAL SERVICES		2,916.67			
	Total for vendor 0078 - BRAINERD LAKES AREA DEV C:			2,916.67	2,916.67		

Vendor 0085 - BRAINERD POLICE DEPT:

4/12/23

77989	BRAINERD POLICE DEPT	06/01/2023	07/05/2023	10.35	10.35	Open	N
	POSTAGE - PETTY CASH	pziemer					07/05/2023
	225-2120-43322	POSTAGE		10.35			

5/30/23

77990	BRAINERD POLICE DEPT	06/01/2023	07/05/2023	1.50	1.50	Open	N
	POSTAGE - PETTY CASH	pziemer					07/05/2023
	225-2120-43322	POSTAGE		1.50			
	Total for vendor 0085 - BRAINERD POLICE DEPT:			11.85	11.85		

Vendor 0098 - BRYAN ROCK PRODUCTS INC:

59101

77950	BRYAN ROCK PRODUCTS INC	06/15/2023	07/05/2023	4,255.30	4,255.30	Open	N
	RED BALL DIAMOND FIELD AGGREGATE	pziemer					07/05/2023
	230-5200-42221	R&M-ATHLETIC FIELD MAINT		4,255.30			
	Total for vendor 0098 - BRYAN ROCK PRODUCTS INC:			4,255.30	4,255.30		

Vendor 0102 - CANON FINANCIAL SERVICE:

30562843

77962	CANON FINANCIAL SERVICE	06/01/2023	07/05/2023	77.97	77.97	Open	N
	LIBRARY COPIER CONTRACT 6/1/23-6/30/23	pziemer					07/05/2023
	211-5505-43430	MISC - COPY MACHINE PYMTS		77.97			

30730982

77985	CANON FINANCIAL SERVICE	06/23/2023	07/05/2023	80.69	80.69	Open	N
	7/1/23-7/31/23 FD COPIER LEASE	pziemer					07/05/2023
	225-2220-43331	LEASED PAYMENTS		80.69			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			158.66	158.66		

Vendor 2226 - CORE PROFESSIONAL SERVICES:

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1592 78052	CORE PROFESSIONAL SERVICES NEW HIRE EVALUATIONS 225-2220-43300	06/22/2023 pziemer	07/05/2023	300.00 300.00	300.00	Open	N 07/05/2023
	PROFESSIONAL SERVICES			300.00			
	Total for vendor 2226 - CORE PROFESSIONAL SERVICES:			300.00	300.00		
Vendor 0900 - CUB FOODS - BRAINERD:							
TRX 108 - PD 77988	CUB FOODS - BRAINERD TRAINING SUPPLIES - AIRSOFT 225-2120-43330	06/21/2023 pziemer	07/05/2023	3.99 3.99	3.99	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			3.99			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			3.99	3.99		
Vendor 4079 - CUSTOM BUILDERS, INC:							
21:16 PAY REQ 9 77958	CUSTOM BUILDERS, INC LPW PARK PAY REQ 9 401-9030-45530-21:16	06/20/2023 pziemer	07/05/2023	186,474.37 186,474.37	186,474.37	Open	N 07/05/2023
	CAPITAL-PYMTS TO CONTRACTS			186,474.37			
	Total for vendor 4079 - CUSTOM BUILDERS, INC:			186,474.37	186,474.37		
Vendor 1688 - CUSTOM FIRE APPARATUS INC:							
0022542-IN 78119	CUSTOM FIRE APPARATUS INC E3 AIR TANK REPAIRS 225-2220-42220	06/29/2023 pziemer	07/05/2023	1,848.97 1,848.97	1,848.97	Open	N 07/05/2023
	REPAIR & MAINT			1,848.97			
	Total for vendor 1688 - CUSTOM FIRE APPARATUS INC:			1,848.97	1,848.97		
Vendor 0133 - CWC RECORDER:							
23-4964 77996	CWC RECORDER QTY 3 VARIANCE RECORDINGS 101-2400-43350	06/16/2023 pziemer	07/05/2023	138.00 138.00	138.00	Open	N 07/05/2023
	PRINTING/LEGAL PUBLICATION			138.00			
	Total for vendor 0133 - CWC RECORDER:			138.00	138.00		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
1930842 77957	DAHLHEIMER BEVERAGE JANITORIAL SUPPLIES 230-5200-42220	06/14/2023 pziemer	07/05/2023	336.50 336.50	336.50	Open	N 07/05/2023
	REPAIR & MAINT			336.50			
1937409 77984	DAHLHEIMER BEVERAGE JANITORIAL SUPPLIES	06/23/2023 pziemer	07/05/2023	187.90	187.90	Open	N 07/05/2023

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	211-5500-42220	REPAIR & MAINT		187.90			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			524.40	524.40		
Vendor 1381 - DECHANTAL EXCAVATING LLC:							
4664 77997	DECHANTAL EXCAVATING LLC	06/24/2023	07/05/2023	1,132.11	1,132.11	Open	N 07/05/2023
	BLACK DIRT LESS SALES TAX - PARKS AD	pziemer					
	400-9050-45530	CAPITAL - OTHER		1,132.11			
22:06 PAY REQ 1 78151	DECHANTAL EXCAVATING LLC	06/29/2023	07/05/2023	301,290.60	301,290.60	Open	N 07/05/2023
	HARRISON SRTS IMP 22:06	pziemer					
	401-9030-45530-22:06	CAPITAL-PYMTS TO CONTRACTS		301,290.60			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			302,422.71	302,422.71		
Vendor 1573 - DELL MARKETING LP:							
10680399678 77986	DELL MARKETING LP	06/23/2023	07/05/2023	14,097.19	14,097.19	Open	N 07/05/2023
	SERVER - POWEREDGE R550	pziemer					
	400-9050-45530	CAPITAL - OTHER		14,097.19			
	Total for vendor 1573 - DELL MARKETING LP:			14,097.19	14,097.19		
Vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:							
JUNE 2023 78092	DESTINATION DOWNTOWN BRAINERD COALI	06/28/2023	07/05/2023	909.09	909.09	Open	N 07/05/2023
	JUN 23 ECONOMIC DEVELOPMENT CONSULTIN	pziemer					
	295-6510-43300	PROFESSIONAL SERVICES		909.09			
	Total for vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:			909.09	909.09		
Vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:							
34386 77959	DIGITAL INK DESIGN & GRAPHICS	06/12/2023	07/05/2023	1,045.00	1,045.00	Open	N 07/05/2023
	SIGNS FOR LPW & LMP CAMPGROUND	pziemer					
	401-9030-45530-21:16	CAPITAL-PYMTS TO CONTRACTS		522.50			
	230-5280-42210	OPERATING SUPPLIES		522.50			
	Total for vendor 2527 - DIGITAL INK DESIGN & GRAPHICS:			1,045.00	1,045.00		
Vendor 3080 - DOUCETTE'S LANDSCAPING & CONTRACTIN:							
10567 77951	DOUCETTE'S LANDSCAPING & CONTRACTIN	06/16/2023	07/05/2023	49,925.00	49,925.00	Open	N 07/05/2023
	2023 TREES	pziemer					
	400-9050-45530	CAPITAL - OTHER		49,925.00			
	Total for vendor 3080 - DOUCETTE'S LANDSCAPING & CONTRACTIN:			49,925.00	49,925.00		

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Vendor 3353 - DTM FLEET SERVICE:							
1654 78084	DTM FLEET SERVICE SQD 434 -NOPTIC SCREEN REPAIR 225-2120-42221	06/19/2023 pziemer	07/05/2023	93.46 93.46	93.46	Open	N 07/05/2023
1660 78085	DTM FLEET SERVICE SQD 411 - NEW SQUAD BUILD 400-9050-45530	06/22/2023 pziemer	07/05/2023	7,306.36 7,306.36	7,306.36	Open	N 07/05/2023
1661 78086	DTM FLEET SERVICE SQD 410, 411, 412 NEW SQUAD BUILD 400-9050-45530	06/22/2023 pziemer	07/05/2023	854.46 854.46	854.46	Open	N 07/05/2023
Total for vendor 3353 - DTM FLEET SERVICE:				8,254.28	8,254.28		
Vendor 0170 - FASTENAL COMPANY:							
MNBAX262118 77992	FASTENAL COMPANY 3/32ND COATED CABLE 235-3125-42220	06/22/2023 pziemer	07/05/2023	286.40 286.40	286.40	Open	N 07/05/2023
MNBAX262138 77993	FASTENAL COMPANY SWAGER AND SLEEVES 235-3125-42220	06/23/2023 pziemer	07/05/2023	283.22 283.22	283.22	Open	N 07/05/2023
Total for vendor 0170 - FASTENAL COMPANY:				569.62	569.62		
Vendor 0177 - FIRST IMPRESSION PRINTING:							
88025 78051	FIRST IMPRESSION PRINTING SANITARY SEWER JETTING NOTIFICATIONS 237-3190-42220	06/26/2023 pziemer	07/05/2023	595.60 595.60	595.60	Open	N 07/05/2023
Total for vendor 0177 - FIRST IMPRESSION PRINTING:				595.60	595.60		
Vendor 1967 - FRONTIER PRECISION INC:							
277750 78150	FRONTIER PRECISION INC 'TOTAL STATION' REPAIR 101-1700-42220	06/28/2023 pziemer	07/05/2023	810.00 810.00	810.00	Open	N 07/05/2023
Total for vendor 1967 - FRONTIER PRECISION INC:				810.00	810.00		
Vendor 2377 - GRANITE ELECTRONICS:							

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
150013305-1 77998	GRANITE ELECTRONICS QTY 4 MINITOR SINGLE FREQ. 404-9055-45500	06/20/2023 pziemer	07/05/2023	2,160.50	2,160.50	Open	N 07/05/2023
	BUILDING CAPITAL			2,160.50			
	Total for vendor 2377 - GRANITE ELECTRONICS:			2,160.50	2,160.50		
Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:							
42407 77938	INDEPENDENT TESTING TECHNOLOGIES IMP 21-12 PROF SERVICES 401-9030-43330-21:12	06/15/2023 pziemer	07/05/2023	600.00	600.00	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			600.00			
	Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:			600.00	600.00		
Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:							
IN4239735 77999	INNOVATIVE OFFICE SOLUTIONS LLC BINDER/POST ITS 225-2220-42200	06/26/2023 pziemer	07/05/2023	20.92	20.92	Open	N 07/05/2023
	OFFICE SUPPLIES			20.92			
	Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:			20.92	20.92		
Vendor 0221 - KITCHIGAMI REG LIBRARY:							
BR2023-1 78101	KITCHIGAMI REG LIBRARY 2023 - 1ST HALF LEVY PAYMNT 211-5500-43450	06/29/2023 pziemer	07/05/2023	39,750.00	39,750.00	Open	N 07/05/2023
	KITCHIGAMI REGIONAL LIBR PYMT			39,750.00			
	Total for vendor 0221 - KITCHIGAMI REG LIBRARY:			39,750.00	39,750.00		
Vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:							
6/15/23 78096	KITCHIGAMI REGIONAL LIBRARY - CC 5/12/23-6/15/23 REMIT LIB CC CHARGES 211-0000-20800	06/15/2023 pziemer	07/05/2023	345.80	345.80	Open	N 07/05/2023
	DUE TO OTHER GOVT UNITS			345.80			
	Total for vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:			345.80	345.80		
Vendor 3469 - LAKES AREA MAT SERVICE INC:							
20230606 #520 77953	LAKES AREA MAT SERVICE INC PD FLOOR MATS 225-2120-43300	06/06/2023 pziemer	07/05/2023	42.92	42.92	Open	N 07/05/2023
	PROFESSIONAL SERVICES			42.92			
20230620 #520 77954	LAKES AREA MAT SERVICE INC PD FLOOR MATS	06/20/2023 pziemer	07/05/2023	42.92	42.92	Open	N 07/05/2023

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	225-2120-43300	PROFESSIONAL SERVICES		42.92			
20230606 #522 77955	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS 101-1940-43410	06/06/2023 pziemer	07/05/2023	44.08	44.08	Open	N 07/05/2023
		RENTAL EXPENSE		44.08			
20230620 #522 77956	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS 101-1940-43410	06/20/2023 pziemer	07/05/2023	44.08	44.08	Open	N 07/05/2023
		RENTAL EXPENSE		44.08			
	Total for vendor 3469 - LAKES AREA MAT SERVICE INC:			174.00	174.00		

Vendor 3627 - LAKES AREA WILDLIFE CONTROL:

JUNE 2023

78090	LAKES AREA WILDLIFE CONTROL JUN 23 ANIMAL CONTROL CONTRACT 225-2700-43300	06/19/2023 pziemer	07/05/2023	3,076.00	3,076.00	Open	N 07/05/2023
		PROFESSIONAL SERVICES		3,076.00			
	Total for vendor 3627 - LAKES AREA WILDLIFE CONTROL:			3,076.00	3,076.00		

Vendor 2308 - LHB INC.:

190190.02-1

77974	LHB INC. BRD WATER TOWER REPAIR SURVEY 400-1481-43300	06/12/2023 pziemer	07/05/2023	14,910.00	14,910.00	Open	N 07/05/2023
		PROFESSIONAL SERVICES		14,910.00			
	Total for vendor 2308 - LHB INC.:			14,910.00	14,910.00		

Vendor 0237 - LOCATORS - SUPPLIES INC:

0308042-IN

77994	LOCATORS - SUPPLIES INC GREEN (SEWER) MARIKING PAINT 237-3190-42220	06/23/2023 pziemer	07/05/2023	202.20	202.20	Open	N 07/05/2023
		REPAIR & MAINT		202.20			
	Total for vendor 0237 - LOCATORS - SUPPLIES INC:			202.20	202.20		

Vendor 2141 - M&M EXPRESS SALES & SERVICE:

453295

77965	M&M EXPRESS SALES & SERVICE SHARPENING CHAINS 225-2220-42220	06/21/2023 pziemer	07/05/2023	96.29	96.29	Open	N 07/05/2023
		REPAIR & MAINT		96.29			
	Total for vendor 2141 - M&M EXPRESS SALES & SERVICE:			96.29	96.29		

Vendor 0239 - MACQUEEN EQUIPMENT INC:

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P50795 77942	MACQUEEN EQUIPMENT INC SWEEPER 111 STEERING REPAIR 235-3100-42220	06/16/2023 pziemer	07/05/2023	1,436.26 1,436.26	1,436.26	Open	N 07/05/2023
P50932 77968	MACQUEEN EQUIPMENT INC SWEEPER 111 REAR SHOCK 235-3100-42220	06/23/2023 pziemer	07/05/2023	167.72 167.72	167.72	Open	N 07/05/2023
	REPAIR & MAINT			1,603.98	1,603.98		
	Total for vendor 0239 - MACQUEEN EQUIPMENT INC:						
Vendor 1753 - MARCO:							
INV11329360 77946	MARCO UNIFY IT 6/19/23-7/18/23 101-1800-43309	06/19/2023 pziemer	07/05/2023	1,128.12 1,128.12	1,128.12	Open	N 07/05/2023
	COMPUTER SUPPORT						
INV11361613 78097	MARCO MICROSOFT 365 5/16/23-6/15/23 101-1800-43309	06/28/2023 pziemer	07/05/2023	2,568.00 2,344.00	2,568.00	Open	N 07/05/2023
	COMPUTER SUPPORT			224.00			
	COMPUTER SUPPORT			3,696.12	3,696.12		
	Total for vendor 1753 - MARCO:						
Vendor 2392 - MENARDS:							
99751 78049	MENARDS GLOVES - SEASONAL EMPLOYEES 235-3100-42220	06/28/2023 pziemer	07/05/2023	39.98 39.98	39.98	Open	N 07/05/2023
	REPAIR & MAINT						
	Total for vendor 2392 - MENARDS:			39.98	39.98		
Vendor 0889 - MENARDS - BAXTER:							
98803 77961	MENARDS - BAXTER SUPPLIES FOR NEW PARKS SIGNS 401-9030-45530-21:16	06/13/2023 pziemer	07/05/2023	422.44 211.22	422.44	Open	N 07/05/2023
	230-5280-42210			211.22			
	OPERATING SUPPLIES			422.44	422.44		
	Total for vendor 0889 - MENARDS - BAXTER:						
Vendor 0147 - MINNESOTA SOFTBALL:							
7615 77982	MINNESOTA SOFTBALL UMPIRE REGISTRATIONS 230-5215-42210	06/23/2023 pziemer	07/05/2023	700.00 700.00	700.00	Open	N 07/05/2023
	OPERATING SUPPLIES						

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
7616 77983	MINNESOTA SOFTBALL SOFTBALL TEAM REGISTRATIONS 230-5215-42210	06/24/2023 pziemer	07/05/2023	1,100.00	1,100.00	Open	N 07/05/2023
	OPERATING SUPPLIES			1,100.00			
	Total for vendor 0147 - MINNESOTA SOFTBALL:			1,800.00	1,800.00		

Vendor 3992 - MOMENTUM TRUCK GROUP:

R500005992:01

77981	MOMENTUM TRUCK GROUP	06/09/2023	07/05/2023	6,941.36	6,941.36	Open	N
	E3 REPAIRS	pziemer					07/05/2023
	230-5200-42220	REPAIR & MAINT		6,941.36			
	Total for vendor 3992 - MOMENTUM TRUCK GROUP:			6,941.36	6,941.36		

Vendor 3168 - MOTORS-N-MORE:

29943

78087	MOTORS-N-MORE	06/26/2023	07/05/2023	23.00	23.00	Open	N
	SQD 435 - OIL CHANGE	piemier					07/05/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			23.00	23.00		

Vendor 0273 - NAPA AUTO PARTS:

617636

78050	NAPA AUTO PARTS	06/27/2023	07/05/2023	108.68	108.68	Open	N
	SEWER LEAD SEARCH LIGHT	piemer					07/05/2023
	237-3190-42220	REPAIR & MAINT		108.68			
	Total for vendor 0273 - NAPA AUTO PARTS:			108.68	108.68		

Vendor 0736 - NORTHLAND FIRE PROTECTION:

54115

77949	NORTHLAND FIRE PROTECTION	06/16/2023	07/05/2023	270.00	270.00	Open	N
	PD ANNUAL SPRINKLER INSPECTION	pziemer					07/05/2023
	225-2120-43300	PROFESSIONAL SERVICES		270.00			

54254

78149	NORTHLAND FIRE PROTECTION	06/23/2023	07/05/2023	1,339.80	1,339.80	Open	N
	PARKS/STREETS FIRE EXTINGUISHER RECEIPT						07/05/2023
	230-5200-42220	REPAIR & MAINT		669.90			
	235-3100-42220	REPAIR & MAINT		669.90			
	Total for vendor 0736 - NORTHLAND FIRE PROTECTION:			1,609.80	1,609.80		

Vendor 0284 - OFFICE SHOP:

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1128301-0 77948	OFFICE SHOP BOOK STAMP 211-5501-43430	06/15/2023 pziemer	07/05/2023	117.36	117.36	Open	N 07/05/2023
	MISC - SPECIFIED DONATION USE			117.36			
1128972-0 77995	OFFICE SHOP BINDERS/COPY PAPER 101-1940-42200	06/22/2023 pziemer	07/05/2023	194.40	194.40	Open	N 07/05/2023
	OFFICE SUPPLIES			194.40			
	Total for vendor 0284 - OFFICE SHOP:			311.76	311.76		

Vendor 3474 - PAULINES TAILOR SHOP:

810413 77937	PAULINES TAILOR SHOP SEW ON UNIFORM PATCHES 225-2220-41113	06/06/2023 pziemer	07/05/2023	20.00	20.00	Open	N 07/05/2023
	UNIFORM ALLOWANCE			20.00			
810415 77972	PAULINES TAILOR SHOP 720, 726,708,715,702DJ,723 - UNIFORM 225-2120-41113	06/06/2023 pziemer	07/05/2023	200.00	200.00	Open	N 07/05/2023
	UNIFORM ALLOWANCE			200.00			
	Total for vendor 3474 - PAULINES TAILOR SHOP:			220.00	220.00		

Vendor 3260 - PERSONIUS, JAY:

6/18/23 77973	PERSONIUS, JAY 715- INVESTIGATOR UNIFORMWEAR 225-2120-41113	06/18/2023 pziemer	07/05/2023	444.38	444.38	Open	N 07/05/2023
	UNIFORM ALLOWANCE			444.38			
6/23/23 78088	PERSONIUS, JAY REIMBURSE EXP. FOR FIREARMS INSTRUCT 225-2120-43330	06/23/2023 pziemer	07/05/2023	220.99	220.99	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			220.99			
	Total for vendor 3260 - PERSONIUS, JAY:			665.37	665.37		

Vendor 3111 - REED, JOEL:

6/22/23 78099	REED, JOEL REIMB - MEALS FOR TRNGS 225-2120-43330	06/22/2023 pziemer	07/05/2023	67.63	67.63	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			67.63			
	Total for vendor 3111 - REED, JOEL:			67.63	67.63		

Vendor 3768 - SADUSKY RENOVATIONS:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
61 77975	SADUSKY RENOVATIONS INSPECTION SERVICES THRU 6/15/23 101-2400-43300	06/19/2023 pziemer	07/05/2023	1,212.98	1,212.98	Open	N 07/05/2023
	PROFESSIONAL SERVICES			1,212.98			
	Total for vendor 3768 - SADUSKY RENOVATIONS:			1,212.98	1,212.98		
Vendor 3875 - SAFARILAND, LLC:							
I010-498958 78089	SAFARILAND, LLC REPAIR TRT HEADSET 225-2131-42210	06/20/2023 pziemer	07/05/2023	89.25	89.25	Open	N 07/05/2023
	OPERATING SUPPLIES			89.25			
	Total for vendor 3875 - SAFARILAND, LLC:			89.25	89.25		
Vendor 1066 - SCHUBERT, KRIS:							
6/22/23 78003	SCHUBERT, KRIS MILEAGE PARKING REIMB. LMC ANNUAL COMP 101-1400-43330	06/22/2023 pziemer	07/05/2023	160.65	160.65	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			160.65			
	Total for vendor 1066 - SCHUBERT, KRIS:			160.65	160.65		
Vendor 3612 - SEVERSON PORTER LAW:							
JUNE 2023 78091	SEVERSON PORTER LAW JUN 23 PROSECUTION AGREEMENT 225-2127-43310	06/28/2023 pziemer	07/05/2023	18,333.33	18,333.33	Open	N 07/05/2023
	MISDEMEANOR PROSECUTOR			18,333.33			
	Total for vendor 3612 - SEVERSON PORTER LAW:			18,333.33	18,333.33		
Vendor 0317 - SHORT ELLIOTT HENDRICKSON:							
447977 77970	SHORT ELLIOTT HENDRICKSON 19-02 BRDMN CLST THRU 5/31/23 401-1902-43300	06/16/2023 pziemer	07/05/2023	3,608.64	3,608.64	Open	N 07/05/2023
	PROFESSIONAL SERVICES			3,608.64			
	Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:			3,608.64	3,608.64		
Vendor MISC - STANGLER PROPERTIES LLC:							
BFG23-0004 78046	STANGLER PROPERTIES LLC BD Bond Refund 101-0000-20600	06/28/2023 pziemer	07/05/2023	1,000.00	1,000.00	Open	N 07/05/2023
	BFG23-0004 - P22-0682			1,000.00			
	Total for vendor MISC - STANGLER PROPERTIES LLC:			1,000.00	1,000.00		
Vendor 3838 - SWANSON HASKAMP CONSULTING:							

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JUNE 2023							
78095	SWANSON HASKAMP CONSULTING	06/28/2023	07/05/2023	2,916.67	2,916.67	Open	N
	JUN 23 ECONOMIC DEVELOPMENT CONSULTING	pziemer					07/05/2023
	295-6510-43300	PROFESSIONAL SERVICES		2,916.67			
	Total for vendor 3838 - SWANSON HASKAMP CONSULTING:			2,916.67	2,916.67		
Vendor 2939 - VIKING COCA COLA BOTTLING CO:							
3177691							
77943	VIKING COCA COLA BOTTLING CO	06/14/2023	07/05/2023	192.75	192.75	Open	N
	BHP CONCESSIONS BEVERAGES	pziemer					07/05/2023
	230-5204-42210	OPERATING SUPPLIES		192.75			
3177692							
77944	VIKING COCA COLA BOTTLING CO	06/14/2023	07/05/2023	136.50	136.50	Open	N
	MMP CONCESSIONS - BEVERAGES	pziemer					07/05/2023
	230-5204-42210	OPERATING SUPPLIES		136.50			
3177694							
77945	VIKING COCA COLA BOTTLING CO	06/14/2023	07/05/2023	299.50	299.50	Open	N
	BANE CONCESSIONS - BEVERAGES	pziemer					07/05/2023
	230-5204-42210	OPERATING SUPPLIES		299.50			
	Total for vendor 2939 - VIKING COCA COLA BOTTLING CO:			628.75	628.75		
Vendor 0087 - VISIT BRAINERD:							
JUNE 2023							
78094	VISIT BRAINERD	06/28/2023	07/05/2023	3,333.34	3,333.34	Open	N
	JUN 23 ECONOMIC DEVELOPMENT CONSULTING	pziemer					07/05/2023
	295-6510-43300	PROFESSIONAL SERVICES		3,333.34			
	Total for vendor 0087 - VISIT BRAINERD:			3,333.34	3,333.34		
Vendor 3914 - WATSON COMPANY:							
134744							
77964	WATSON COMPANY	06/20/2023	07/05/2023	216.72	216.72	Open	N
	CONCESSIONS - CANDY/FREEZER POPS	pziemer					07/05/2023
	230-5204-42210	OPERATING SUPPLIES		216.72			
	Total for vendor 3914 - WATSON COMPANY:			216.72	216.72		
Vendor 0888 - WEST BRAINERD AUTO SERVICE:							
045129							
78100	WEST BRAINERD AUTO SERVICE	06/28/2023	07/05/2023	40.00	40.00	Open	N
	TOW: ICR 23008686 ASSAULT INVEST.	pziemer					07/05/2023
	225-2120-42210	OPERATING SUPPLIES		40.00			
	Total for vendor 0888 - WEST BRAINERD AUTO SERVICE:			40.00	40.00		

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Vendor 0346 - WIDSETH SMITH NOLTING:							
224062							
78000	WIDSETH SMITH NOLTING	06/20/2023	07/05/2023	9,859.33	9,859.33	Open	N
	IMP 21-17 LUM PARK ROAD/BOAT LAUNCH pziemer						07/05/2023
	401-9030-43300-21:17 PROFESSIONAL SERVICES			9,859.33			
	Total for vendor 0346 - WIDSETH SMITH NOLTING:			9,859.33	9,859.33		
Vendor 1159 - WINNERS TROPHY:							
12746							
77952	WINNERS TROPHY	06/15/2023	07/05/2023	35.00	35.00	Open	N
	5X7 BLACK GRANITE PLATE ENGRAVING pziemer						07/05/2023
	230-5200-42220 REPAIR & MAINT			35.00			
	Total for vendor 1159 - WINNERS TROPHY:			35.00	35.00		
Vendor 0354 - ZIEGLER, INC:							
IN001053420							
77967	ZIEGLER, INC	06/23/2023	07/05/2023	679.93	679.93	Open	N
	LOADER 114 REARVIEW CAMERA pziemer						07/05/2023
	235-3100-42220 REPAIR & MAINT			679.93			
IN001054024							
77969	ZIEGLER, INC	06/23/2023	07/05/2023	59.43	59.43	Open	N
	SAFETY GLASSES & OIL SAMPLE SUCTION Ipziemer						07/05/2023
	235-3100-42220 REPAIR & MAINT			59.43			
	Total for vendor 0354 - ZIEGLER, INC:			739.36	739.36		
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
Vendor 3698 - AMAZON:							
6/2/23							
78008	AMAZON	06/02/2023	07/05/2023	220.49	220.49	Open	N
	AWS MAY 2023 pziemer						07/05/2023
	101-1800-43309 COMPUTER SUPPORT			220.49			
6/7/23							
78015	AMAZON	06/07/2023	07/05/2023	559.99	559.99	Open	N
	WALK BEHIND SWEEPER BROOM pziemer						07/05/2023
	230-5200-42240 SMALL TOOLS			559.99			
6/22/23							
78016	AMAZON	06/22/2023	07/05/2023	14.45	14.45	Open	N
	SHATTER PROOF LIGHTS pziemer						07/05/2023
	230-5200-42220 REPAIR & MAINT			14.45			
	Total for vendor 3698 - AMAZON:			794.93	794.93		

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Inv Ref#	Description	Entered By					Post Date

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

Vendor MISC - APPLE:

6/3/23

78080

APPLE

06/03/2023

07/05/2023

28.04

28.04

Open

N

LEAFSNAP APP 2023 SUBSCRIPTION

pziemer

07/05/2023

101-2400-43309

COMPUTER TECHNICAL SUPPORT

28.04

Total for vendor MISC - APPLE:

28.04

28.04

Vendor 0133 - CWC RECORDER:

6/7/23

78012

CWC RECORDER

06/07/2023

07/05/2023

47.69

47.69

Open

N

WARRANTY DEED RECORDING FEE - 3 DEHN\$ pziemer

07/05/2023

401-9030-43350-21:12

LEGAL PUBLICATIONS

47.69

Total for vendor 0133 - CWC RECORDER:

47.69

47.69

Vendor 3719 - FLEET FARM:

6/1/23

78014

FLEET FARM

06/01/2023

07/05/2023

75.50

75.50

Open

N

TRANSFER PUMP

pziemer

07/05/2023

Total for vendor 3719 - FLEET FARM:

75.50

75.50

Vendor 4213 - MN SHRM :

5/26/23

78009

MN SHRM

06/01/2023

07/05/2023

244.00

244.00

Open

N

2023 K.SCHUBERT MEMBERSHIP

pziemer

07/05/2023

101-1400-43433

DUES & SUBSCRIPTIONS

244.00

5/30/23

78010

MN SHRM

06/01/2023

07/05/2023

600.00

600.00

Open

N

2023 MNSHRM CONF. REGISTRATION

pziemer

07/05/2023

101-1400-43330

PROFESSIONAL DEVELOPMENT

600.00

Total for vendor 4213 - MN SHRM :

844.00

844.00

Vendor MISC - SURVEY MONKEY:

6/12/23

78018

SURVEY MONKEY

06/12/2023

07/05/2023

468.00

468.00

Open

N

SURVEYMONKEY 6/12/23-6/11/24

pziemer

07/05/2023

101-9200-43430

MISCELLANEOUS

468.00

Total for vendor MISC - SURVEY MONKEY:

468.00

468.00

Vendor 4219 - TURBO TECHNOLOGIES:

06/29/2023 02:01 PM

User: pziemer

DB: Brainerd

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

6/20/23

78017

TURBO TECHNOLOGIES
HYDROSEEDER

06/20/2023

pziemer

07/05/2023

2,820.00

2,820.00

Open

N
07/05/2023

238-3160-42210

OPERATING SUPPLIES

940.00

235-3100-42210

OPERATING SUPPLIES

940.00

101-0000-14100

DUE FROM COMPONENT UNIT

940.00

Total for vendor 4219 - TURBO TECHNOLOGIES:

2,820.00

2,820.00

Vendor 3697 - USPS:

6/8/23

78013

USPS

06/08/2023

07/05/2023

9.55

9.55

Open

N
07/05/2023

POSTAGE FOR 2023 LIQUOR LICENSES TO pziemer

101-1400-43322

POSTAGE

9.55

Total for vendor 3697 - USPS:

9.55

9.55

Vendor MISC - VIMEO:

6/22/23

78006

VIMEO

06/22/2023

07/05/2023

84.00

84.00

Open

N
07/05/2023

VIMEO SUBSCRIPTION 6/21/23-6/20/24 pziemer

101-1800-43309

COMPUTER SUPPORT

84.00

Total for vendor MISC - VIMEO:

84.00

84.00

Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:

6/18/23

78007

ZOOM VIDEO COMMUNICATIONS

06/18/2023

07/05/2023

31.98

31.98

Open

N
07/05/2023

ZOOM 6/18/23-7/1/23

pziemer

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

5,203.69

5,203.69

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User: pziemer

DB: Brainerd

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

Vendor 2895 - FIRESTORE ONLINE INC.:

6/14/23 78045	FIRESTORE ONLINE INC. HELMET FRONTS 225-2220-42250	06/14/2023 pziemer	07/05/2023	138.27	138.27	Open	N 07/05/2023
	PERSONAL PROTECTIVE GEAR			138.27			
	Total for vendor 2895 - FIRESTORE ONLINE INC.:			138.27	138.27		

Vendor 4220 - HOTEL RAPIDS:

6/9/23 78041	HOTEL RAPIDS WILDLAND TRAINING LODGING - KALIS 225-2220-43330	06/09/2023 pziemer	07/05/2023	119.28	119.28	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			119.28			
6/5/23 78042	HOTEL RAPIDS WILDLAND TRAINING LODGING - KALIS 225-2220-43330	06/05/2023 pziemer	07/05/2023	238.56	238.56	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			238.56			
	Total for vendor 4220 - HOTEL RAPIDS:			357.84	357.84		

Vendor 4200 - ITASCA AREA COMMUNITY EDUCATION:

6/16/23 78043	ITASCA AREA COMMUNITY EDUCATION CREDIT - DNR GRANT 225-2220-43330	06/16/2023 pziemer	07/05/2023	(275.00)	(275.00)	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			(275.00)			
6/16/23 - 2 78044	ITASCA AREA COMMUNITY EDUCATION CREDIT - DNR GRANT 225-2220-43330	06/16/2023 pziemer	07/05/2023	(370.00)	(370.00)	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			(370.00)			
	Total for vendor 4200 - ITASCA AREA COMMUNITY EDUCATION:			(645.00)	(645.00)		
Total PCard: 2257 U.S. BANK Card Holder: FIRE				(148.89)	(148.89)		

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User: pziemer

DB: Brainerd

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

Vendor 3698 - AMAZON:

5/23/23 78019	AMAZON PROGRAM SUPPLIES/INDEX CARDS 211-5501-43430 211-5500-42200	06/01/2023 pziemer	07/05/2023	31.37	31.37	Open	N 07/05/2023
	MISC - SPECIFIED DONATION USE			11.88			
	OFFICE SUPPLIES			19.49			
	Total for vendor 3698 - AMAZON:			31.37	31.37		

Vendor 0160 - DEMCO INC:

5/26/23 78023	DEMCO INC BOOK MARKS/GLUE/INCENTIVES 211-5500-42240 211-5501-43430	06/01/2023 pziemer	07/05/2023	89.86	89.86	Open	N 07/05/2023
	LIBRARY MATERIALS			38.56			
	MISC - SPECIFIED DONATION USE			51.30			
	Total for vendor 0160 - DEMCO INC:			89.86	89.86		

Vendor MISC - MAILCHIMP:

6/4/23 78024	MAILCHIMP EMAIL SUBSCRIPTION 211-5500-43430	06/04/2023 pziemer	07/05/2023	39.50	39.50	Open	N 07/05/2023
	MISCELLANEOUS			39.50			
	Total for vendor MISC - MAILCHIMP:			39.50	39.50		

Vendor 3730 - TARGET:

6/11/23 78020	TARGET MICROWAVE - STAFF ROOM 211-5500-42220	06/11/2023 pziemer	07/05/2023	79.99	79.99	Open	N 07/05/2023
	REPAIR & MAINT			79.99			
6/22/23 78021	TARGET STANDING AND TABLE FANS 211-5500-42220	06/22/2023 pziemer	07/05/2023	103.96	103.96	Open	N 07/05/2023
	REPAIR & MAINT			103.96			
7/23/23 78022	TARGET VACUUM CLEANER - LIBRARY 211-5500-42220	06/23/2023 pziemer	07/05/2023	279.70	279.70	Open	N 07/05/2023
	REPAIR & MAINT			279.70			
	Total for vendor 3730 - TARGET:			463.65	463.65		

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

624.38 624.38

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

Vendor 3711 - COSTCO:

6/2/23 78029	COSTCO CONCESSIONS - HOTDOGS 230-5204-42210	06/02/2023 pziemer	07/05/2023	136.54	136.54	Open	N 07/05/2023
	OPERATING SUPPLIES			136.54			
6/9/23 78030	COSTCO CONCESSIONS - BEVERAGES 230-5204-42210	06/09/2023 pziemer	07/05/2023	191.87	191.87	Open	N 07/05/2023
	OPERATING SUPPLIES			191.87			
6/12/23 78031	COSTCO CONCESSIONS - HOT DOGS/TOWELS 230-5204-42210	06/12/2023 pziemer	07/05/2023	139.84	139.84	Open	N 07/05/2023
	OPERATING SUPPLIES			139.84			
6/6/23 78032	COSTCO CONCESSIONS - CHIPS/HOT DOGS 230-5204-42210	06/06/2023 pziemer	07/05/2023	218.05	218.05	Open	N 07/05/2023
	OPERATING SUPPLIES			214.76			
	OPERATING SUPPLIES			3.29			
	Total for vendor 3711 - COSTCO:			686.30	686.30		

Vendor 3719 - FLEET FARM:

6/8/23 78033	FLEET FARM CREDIT - RETURNED HOSES FOR SALES TAX 230-5200-42220	06/08/2023 pziemer	07/05/2023	(308.48)	(308.48)	Open	N 07/05/2023
	REPAIR & MAINT			(308.48)			
6/8/23 - 2 78034	FLEET FARM GARDEN HOSES - NO SALES TAX 230-5200-42220	06/08/2023 pziemer	07/05/2023	285.96	285.96	Open	N 07/05/2023
	REPAIR & MAINT			285.96			
	Total for vendor 3719 - FLEET FARM:			(22.52)	(22.52)		

Vendor 0006 - WALMART COMMUNITY/GECRB:

6/2/23 78025	WALMART COMMUNITY/GECRB CONCESSIONS 230-5204-42210	06/02/2023 pziemer	07/05/2023	267.74	267.74	Open	N 07/05/2023
	OPERATING SUPPLIES			267.74			
6/3/23 78026	WALMART COMMUNITY/GECRB CONCESSIONS - FUN POPS 230-5204-42210	06/03/2023 pziemer	07/05/2023	14.90	14.90	Open	N 07/05/2023
	OPERATING SUPPLIES			14.90			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

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

6/10/23							
78027	WALMART COMMUNITY/GECRB	06/10/2023	07/05/2023	107.80	107.80	Open	N
	CONCESSIONS - CANDY	pziemer					07/05/2023
	230-5200-42210	OPERATING SUPPLIES		107.80			
6/7/23							
78028	WALMART COMMUNITY/GECRB	06/07/2023	07/05/2023	166.42	166.42	Open	N
	CONCESSIONS	pziemer					07/05/2023
	230-5204-42210	OPERATING SUPPLIES		166.42			
6/21/23							
78152	WALMART COMMUNITY/GECRB	06/21/2023	07/05/2023	50.84	50.84	Open	N
	CONCESSION SUPPLIES	pziemer					07/05/2023
	230-5204-42210	OPERATING SUPPLIES		50.84			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			607.70	607.70		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				1,271.48	1,271.48		

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DB: Brainerd

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

Vendor 3698 - AMAZON:

5/31/23 78056	AMAZON RETRACTABLE BADGE HOLDERS 225-2120-42200	06/01/2023 pziemer	07/05/2023	35.98	35.98	Open	N 07/05/2023
	OFFICE SUPPLIES			35.98			
5/31/23 - 2 78057	AMAZON COMPRESSED AIR 225-2120-42220	06/01/2023 pziemer	07/05/2023	43.78	43.78	Open	N 07/05/2023
	REPAIR & MAINT			43.78			
6/13/23 78070	AMAZON FLASHDRIVES 225-2120-42210	06/13/2023 pziemer	07/05/2023	129.00	129.00	Open	N 07/05/2023
	OPERATING SUPPLIES			129.00			
	Total for vendor 3698 - AMAZON:			208.76	208.76		

Vendor 4026 - AMERICINN - WYNDHAM:

6/22/23 78077	AMERICINN - WYNDHAM 709 - FIREARMS INSTRUCTOR RECERT 225-2120-43330	06/22/2023 pziemer	07/05/2023	217.32	217.32	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			217.32			
6/23/23 78079	AMERICINN - WYNDHAM 729 - FIREARMS INSTRUCTOR TRNG 225-2120-43330	06/23/2023 pziemer	07/05/2023	543.30	543.30	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			543.30			
	Total for vendor 4026 - AMERICINN - WYNDHAM:			760.62	760.62		

Vendor 3420 - BCA :

6/13/23 78058	BCA CREDIT - 707 - LEADERSHIP IN TIMES OF 225-2120-43330	06/13/2023 pziemer	07/05/2023	(125.00)	(125.00)	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			(125.00)			
6/2/23 78063	BCA CREDIT - 702JD - LEADERSHIP IN TIMES 225-2120-43330	06/02/2023 pziemer	07/05/2023	(125.00)	(125.00)	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			(125.00)			
6/3/23 78064	BCA 715 - INVESTIGATOR COURSES X 3 225-2120-43330	06/03/2023 pziemer	07/05/2023	750.00	750.00	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			750.00			

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DB: Brainerd

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PCard: 2257 U.S. BANK Card Holder: POLICE							
6/12/23 78068	BCA CREDIT - 705 - LEADERSHIP IN TIMES OF 225-2120-43330	06/12/2023 pziemer	07/05/2023	(125.00) (125.00)	(125.00)	Open	N 07/05/2023
6/12/23 - 2 78069	BCA CREDIT- 707 LEADERSHIP IN TIMES OF C 225-2120-43330	06/12/2023 pziemer	07/05/2023	(125.00) (125.00)	(125.00)	Open	N 07/05/2023
6/19/23 78075	BCA 721 - DMT-G RECERTIFICATION 225-2120-43330	06/19/2023 pziemer	07/05/2023	75.00 75.00 Total for vendor 3420 - BCA :	75.00 325.00	Open	N 07/05/2023
Vendor 4025 - COVERT MEDIA CONSULTING:							
6/9/23 78059	COVERT MEDIA CONSULTING 727 - INVESTIGATING SCHOOL THREATS O 225-2120-43330	06/09/2023 pziemer	07/05/2023	75.00 75.00 Total for vendor 4025 - COVERT MEDIA CONSULTING:	75.00 75.00	Open	N 07/05/2023
Vendor 3438 - DAHLHEIMER BEVERAGE:							
5/30/23 78054	DAHLHEIMER BEVERAGE SQUAD WASH 225-2120-42221	06/01/2023 pziemer	07/05/2023	42.15 42.15 Total for vendor 3438 - DAHLHEIMER BEVERAGE:	42.15 42.15	Open	N 07/05/2023
Vendor 2511 - EASY RIDERS BICYCLE & SPORTSHOP:							
6/2/23 78061	EASY RIDERS BICYCLE & SPORTSHOP BICYCLE REPAIR/MAINTENANCE 225-2125-43430	06/02/2023 pziemer	07/05/2023	357.96 357.96 Total for vendor 2511 - EASY RIDERS BICYCLE & SPORTSHOP:	357.96 357.96	Open	N 07/05/2023
Vendor 3719 - FLEET FARM:							
6/15/23 78073	FLEET FARM AMMO FIREARM INSTRUCTOR SCHOOL 225-2120-43330	06/15/2023 pziemer	07/05/2023	25.77 25.77	25.77	Open	N 07/05/2023

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DB: Brainerd

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

Total for vendor 3719 - FLEET FARM:	25.77	25.77
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Vendor 3956 - JOHN E. REID & ASSOCIATES:

5/30/23

78055

JOHN E. REID & ASSOCIATES	06/01/2023	07/05/2023	149.00	149.00	Open	N
710 - INVESTIGATIVE INTERVIEWING & P	pziemer					07/05/2023
225-2120-43330	PROFESSIONAL DEVELOPMENT		149.00			
Total for vendor 3956 - JOHN E. REID & ASSOCIATES:			149.00	149.00		

Vendor 2392 - MENARDS:

6/13/23

78071

MENARDS	06/13/2023	07/05/2023	63.95	63.95	Open	N
OFFICE WINDOW BLINDS	pziemer					07/05/2023
400-9050-45530	CAPITAL - OTHER		63.95			
Total for vendor 2392 - MENARDS:			63.95	63.95		

Vendor 3929 - SPYPOINT:

6/8/23

78066

SPYPOINT	06/08/2023	07/05/2023	120.00	120.00	Open	N
ANNUAL CAMERA MONITORING FEE	pziemer					07/05/2023
225-2120-43309	COMPUTER TECHNICAL SUPPORT		120.00			
Total for vendor 3929 - SPYPOINT:			120.00	120.00		

Vendor 3703 - TRANSUNION RISK:

6/1/23

78062

TRANSUNION RISK	06/01/2023	07/05/2023	75.00	75.00	Open	N
INVESTIGATIONS & PARKING TKT COLLECT	pziemer					07/05/2023
225-2120-42210	OPERATING SUPPLIES		75.00			
Total for vendor 3703 - TRANSUNION RISK:			75.00	75.00		

Vendor 3697 - USPS:

6/1/23

78060

USPS	06/01/2023	07/05/2023	11.10	11.10	Open	N
POSTAGE	pziemer					07/05/2023
225-2120-43322	POSTAGE		11.10			

6/6/23

78065

USPS	06/06/2023	07/05/2023	9.25	9.25	Open	N
POSTAGE	pziemer					07/05/2023
225-2120-43322	POSTAGE		9.25			

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User: pziemer

DB: Brainerd

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PCard: 2257 U.S. BANK Card Holder: POLICE							
6/9/23 78067	USPS POSTAGE STAMPS 225-2120-43322	06/09/2023 pziemer	07/05/2023	126.00	126.00	Open	N 07/05/2023
	POSTAGE			126.00			
6/13/23 78072	USPS POSTAGE 225-2120-43322	06/13/2023 pziemer	07/05/2023	6.25	6.25	Open	N 07/05/2023
	POSTAGE			6.25			
6/15/23 78074	USPS POSTAGE 225-2120-43322	06/15/2023 pziemer	07/05/2023	9.25	9.25	Open	N 07/05/2023
	POSTAGE			9.25			
6/21/23 78076	USPS POSTAGE 225-2120-43322	06/21/2023 pziemer	07/05/2023	4.85	4.85	Open	N 07/05/2023
	POSTAGE			4.85			
6/22/23 78078	USPS POSTAGE 225-2120-43322	06/22/2023 pziemer	07/05/2023	9.85	9.85	Open	N 07/05/2023
	POSTAGE			9.85			
	Total for vendor 3697 - USPS:			176.55	176.55		
Total PCard: 2257 U.S. BANK Card Holder: POLICE				2,379.76	2,379.76		

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User: pziemer

DB: Brainerd

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

Vendor MISC - BRAINERD LIBRARY:

6/15/23 78004	BRAINERD LIBRARY CDL MANUAL 235-3100-43330	06/15/2023 pziemer	07/05/2023	11.95	11.95	Open	N 07/05/2023
	PROFESSIONAL DEVELOPMENT			11.95			
	Total for vendor MISC - BRAINERD LIBRARY:			11.95	11.95		

Vendor 0900 - CUB FOODS - BRAINERD:

6/19/23 78011	CUB FOODS - BRAINERD EMPLOYEE PICNIC - PORK BELLY 278-6515-43430	06/19/2023 pziemer	07/05/2023	101.89	101.89	Open	N 07/05/2023
	MISCELLANEOUS			101.89			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			101.89	101.89		

Vendor 3719 - FLEET FARM:

5/30/23 78005	FLEET FARM PATCH TRAILER KEROSENE 235-3100-42220	06/01/2023 pziemer	07/05/2023	107.80	107.80	Open	N 07/05/2023
	REPAIR & MAINT			107.80			
	Total for vendor 3719 - FLEET FARM:			107.80	107.80		

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

# of Invoices:	157	# Due:	157	Totals:	816,364.44	816,364.44
# of Credit Memos:	7	# Due:	7	Totals:	(1,453.48)	(1,453.48)

Net of Invoices and Credit Memos:

814,910.96 814,910.96

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	940.00
101-0000-20600	BFG23-0004 - P22-0682	1,000.00
101-1400-43322	POSTAGE	9.55
101-1400-43330	PROFESSIONAL DEVELOPMENT	760.65
101-1400-43433	DUES & SUBSCRIPTIONS	244.00
101-1700-42220	REPAIR & MAINT	810.00
101-1800-43309	COMPUTER SUPPORT	3,808.59
101-1940-42200	OFFICE SUPPLIES	194.40
101-1940-43410	RENTAL EXPENSE	88.16
101-2400-43300	PROFESSIONAL SERVICES	1,212.98
101-2400-43309	COMPUTER TECHNICAL SUPPORT	28.04
101-2400-43350	PRINTING/LEGAL PUBLICATION	138.00
101-2400-43405	NUISANCES	975.00
101-9200-43430	MISCELLANEOUS	468.00
203-9000-42212	MOTOR FUELS	4,677.23

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/03/2023 - 07/03/2023

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						
	203-9000-43401	VEHICLE REPAIRS		6,879.97			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		94,218.52			
	211-0000-20800	DUE TO OTHER GOVT UNITS		345.80			
	211-5500-42200	OFFICE SUPPLIES		19.49			
	211-5500-42220	REPAIR & MAINT		651.55			
	211-5500-42240	LIBRARY MATERIALS		38.56			
	211-5500-43430	MISCELLANEOUS		39.50			
	211-5500-43450	KITCHIGAMI REGIONAL LIBR PYMT		39,750.00			
	211-5501-43430	MISC - SPECIFIED DONATION USE		180.54			
	211-5505-43430	MISC - COPY MACHINE PYMTS		77.97			
	225-2120-41113	UNIFORM ALLOWANCE		644.38			
	225-2120-42200	OFFICE SUPPLIES		35.98			
	225-2120-42210	OPERATING SUPPLIES		244.00			
	225-2120-42220	REPAIR & MAINT		49.17			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		158.61			
	225-2120-43300	PROFESSIONAL SERVICES		553.54			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		120.00			
	225-2120-43322	POSTAGE		188.40			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		1,857.90			
	225-2125-43430	MISC - BIKE PATROL		357.96			
	225-2127-43310	MISDEMEANOR PROSECUTOR		18,333.33			
	225-2131-42210	OPERATING SUPPLIES		89.25			
	225-2220-41113	UNIFORM ALLOWANCE		20.00			
	225-2220-42200	OFFICE SUPPLIES		20.92			
	225-2220-42210	OPERATING SUPPLIES		22.48			
	225-2220-42220	REPAIR & MAINT		1,945.26			
	225-2220-42250	PERSONAL PROTECTIVE GEAR		138.27			
	225-2220-43300	PROFESSIONAL SERVICES		300.00			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		(287.16)			
	225-2220-43331	LEASED PAYMENTS		80.69			
	225-2220-43433	DUES & SUBSCRIPTIONS		688.50			
	225-2700-43300	PROFESSIONAL SERVICES		3,076.00			
	230-5200-42210	OPERATING SUPPLIES		107.80			
	230-5200-42220	REPAIR & MAINT		8,035.33			
	230-5200-42221	R&M-ATHLETIC FIELD MAINT		4,255.30			
	230-5200-42240	SMALL TOOLS		559.99			
	230-5204-42210	OPERATING SUPPLIES		2,028.38			
	230-5215-42210	OPERATING SUPPLIES		1,803.29			
	230-5280-42210	OPERATING SUPPLIES		733.72			
	235-3100-42210	OPERATING SUPPLIES		940.00			
	235-3100-42220	REPAIR & MAINT		3,875.25			
	235-3100-43330	PROFESSIONAL DEVELOPMENT		11.95			
	235-3100-43430	MISCELLANEOUS		101.01			
	235-3125-42220	REPAIR & MAINT		587.60			
	235-3170-42210	OPERATING SUPPLIES		7.18			
	237-3190-42220	REPAIR & MAINT		1,045.58			
	238-3160-42210	OPERATING SUPPLIES		940.00			
	260-9020-43300	PROFESSIONAL SERVICES		67.50			
	260-9020-43309	COMPUTER SUPPORT		224.00			
	278-6515-43430	MISCELLANEOUS		101.89			
	295-6510-43300	PROFESSIONAL SERVICES		10,075.77			
	400-1481-43300	PROFESSIONAL SERVICES		14,910.00			
	400-9050-45530	CAPITAL - OTHER		73,379.07			
	401-1902-43300	PROFESSIONAL SERVICES		3,608.64			
	401-9030-43300-21:17	PROFESSIONAL SERVICES		9,859.33			
	401-9030-43330-21:12	PROFESSIONAL DEVELOPMENT		600.00			
	401-9030-43350-21:12	LEGAL PUBLICATIONS		47.69			

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User: pziemer
DB: Brainerd

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	401-9030-45530-21:16	CAPITAL-PYMTS TO CONTRACTS		187,284.11			
	401-9030-45530-22:06	CAPITAL-PYMTS TO CONTRACTS		301,290.60			
	404-9055-45500	BUILDING CAPITAL		2,160.50			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			10,677.37	10,677.37		
	203 - TRANSIT FUND			105,775.72	105,775.72		
	211 - LIBRARY FUND			41,103.41	41,103.41		
	225 - PUBLIC SAFETY FUND			28,637.48	28,637.48		
	230 - PARK & RECREATION FUND			17,523.81	17,523.81		
	235 - STREET & SEWER FUND			5,522.99	5,522.99		
	237 - SANITARY SEWER FUND			1,045.58	1,045.58		
	238 - STORM SEWER FUND			940.00	940.00		
	260 - AIRPORT FUND			291.50	291.50		
	278 - HEALTHY EMPLOYE INITIATIVE			101.89	101.89		
	295 - EDA FUND			10,075.77	10,075.77		
	400 - CAPITAL PROJECTS FUND			88,289.07	88,289.07		
	401 - CONSTRUCTION FUND			502,690.37	502,690.37		
	404 - FIRE DEPARTMENT CAPITAL			2,160.50	2,160.50		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			2,285.80	2,285.80		
	1400 - ADMINISTRATION			1,014.20	1,014.20		
	1481 - HISTORIC WATER TOWER REPA			14,910.00	14,910.00		
	1700 - ENGINEERING			810.00	810.00		
	1800 - IT/GIS			3,808.59	3,808.59		
	1902 - 19:02 CLST CONNECTION			3,608.64	3,608.64		
	1940 - CITY HALL			282.56	282.56		
	2120 - POLICE DEPARTMENT			3,851.98	3,851.98		
	2125 - BIKE PATROL PROGRAM			357.96	357.96		
	2127 - MISDEMEANOR PROSECUTOR			18,333.33	18,333.33		
	2131 - TACTICAL TEAM			89.25	89.25		
	2220 - FIRE DEPARTMENT			2,928.96	2,928.96		
	2400 - COMMUNITY DEVL/INSPECTION			2,354.02	2,354.02		
	2700 - ANIMAL CONTROL			3,076.00	3,076.00		
	3100 - S & S MAINTENANCE			4,928.21	4,928.21		
	3125 - SNOW REMOVAL			587.60	587.60		
	3160 - STORM SEWER EXPENSE			940.00	940.00		
	3170 - TRAFFIC CONTROL			7.18	7.18		
	3190 - SANITARY SEWER EXPENSE			1,045.58	1,045.58		
	5200 - PARK MAIN/ADMINISTRATION			12,958.42	12,958.42		
	5204 - CONCESSIONS			2,028.38	2,028.38		
	5215 - ADULT SOFTBALL			1,803.29	1,803.29		
	5280 - CAMPGROUND			733.72	733.72		
	5500 - LIBRARY-BUDGETED			40,499.10	40,499.10		
	5501 - SPECIFIED DONATION USE			180.54	180.54		
	5505 - TAXABLE FEES			77.97	77.97		

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	6510 - ECONOMIC DEVELOPMENT AUTH			10,075.77	10,075.77		
	6515 - HEALTHY EMPLOYEE INITIATIVE			101.89	101.89		
	9000 - TRANSIT FUND			105,775.72	105,775.72		
	9020 - AIRPORT M & O			291.50	291.50		
	9030 - CONSTRUCTION PROJ-MISC			499,081.73	499,081.73		
	9050 - CAPITAL PROJECTS-MISC			73,379.07	73,379.07		
	9055 - FIRE DEPARTMENT CAPITAL			2,160.50	2,160.50		
	9200 - CITY-WIDE			468.00	468.00		

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

Upon roll call, the following members were noted as present: Czeczok, O'Day, Stunek, Terry, Stenglein, Johnson, and Bevans. Mayor Badeaux was noted as present.

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

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

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

- A. **Approval of Bills**
- B. **Approval of Minutes**
 - a. **Regular City Council Meeting held on June 5th, 2023**
- C. **Approval of Licenses**
- D. **Department Activity Report**
- 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**

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

Council Committee Reports

Safety and Public Works Committee

Discuss Stop Sign Alternative Options N 10th and Ivy St

Committee Chair O'Day stated that the alternatives that staff presented did not seem to address the problem. The committee requested that staff request bids for digital speed radar signs. This does not mean that the City will purchase them, they just want to get a price.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO DIRECT STAFF TO OBTAIN BIDS FOR DIGITAL SPEED RADAR SIGNS.

Request to Award Improvement 23-05- 2023 Crack Sealing Project

Committee Chair O'Day stated that this amount does not include the cost of the crack seal material. The price per linear foot has tripled and this proposal is about 25% less area than the City has previously done. It may be something for P&F to discuss in the future to increase the budget.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO AWARD OF THE IMPROVEMENT 23-05 CRACK SEALING CONTRACT TO NORTHWEST ASPHALT & MAINTENANCE IN THE AMOUNT OF \$24,768.

Approve Widseth Design Proposal for Police Department HVAC

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO AWARD THE DESIGN PROPOSAL FOR THE POLICE DEPARTMENT HVAC TO WIDSETH IN THE AMOUNT OF \$38,600.

Direction on Active Code Enforcement

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO SEND A 10-DAY NOTICE TO THE OWNER OF THE VEHICLE AND TOW THE VEHICLE AT THE OWNER'S EXPENSE FROM THE BSNF LEASED PARKING LOT, IF IT IS NOT PROPERLY LICENSED IN 10 DAYS; FURTHER TO IMMEDIATELY ABATE THE BRUSH AT 924 7TH AVE NE.

Personnel and Finance Committee

Consider Custodial Services Proposals for City Hall, Police, Fire, and Public Works Departments

Committee Chair Johnson stated that the chosen proposal is about half of the amount for the current cleaning service. The Police Department previously used North Country Janitorial Services and were satisfied with the service.

Member Czeczok asked what the budget is for janitorial services.

Finance Director Hillman stated that had the City gone with the other company, the cost still would have been under budget for 2023.

MOVED AND SECONDED BY MEMBERS JOHNSON AND STUNEK, DULY CARRIED, 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.

Consider Request from Employee Wellness Committee for the Employee Appreciation Event

Committee Chair Johnson stated that this is a long-standing event for the employees. Last year the event was from 11:30-1:00, but the Wellness Committee felt as though the event was rushed with travel time to and from the event. This year they are requesting the event be from 11:30-1:30. This is a great opportunity for our employees to come together and share a meal and time together.

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

Accept Resignation of Paid On-Call Fire Fighter Johnson

MOVED AND SECONDED BY MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT THE RESIGNATION OF PAID ON-CALL FIREFIGHTER TODD JOHNSON, EFFECTIVE JULY 31ST, 2023.

Accept Resignation of Paid On-Call Fire Fighter Powell

MOVED AND SECONDED BY MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO ACCEPT THE RESIGNATION OF PAID ON-CALL FIREFIGHTER JEREMY POWELL, EFFECTIVE JULY 31ST, 2023.

Authorize the Execution of the Community Impact Funding Agreement with Sourcewell

Committee Chair Johnson stated that this is the grant request submitted in April for the mental health “Checkup from the Neck Up” screenings and fitness equipment for the Police and Fire Departments that Council requested be brought back before Council if it was awarded.

Member Czczok asked where the equipment would be housed and who would maintain it.

Committee Chair Johnson stated that the Fire Department and Police Department would house and maintain the equipment.

MOVED AND SECONDED BY MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE THE EXECUTION OF THE COMMUNITY IMPACT FUNDING AGREEMENT WITH SOURCEWELL.

Approval of the Juneteenth Memorandums of Agreement (MOA) with Unions

MOVED AND SECONDED BY MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO APPROVE THE MEMORANDUMS OF AGREEMENT TO OBSERVE JUNETEENTH IN 2023 WITH ALL SEVEN UNIONS THAT REPRESENT CITY EMPLOYEES.

Authorize Signature on Agreement between Minnesota Department of Revenue and City of Brainerd for Collection of a Local Sales and Use Tax

Committee Chair Johnson stated that the agreement with the Minnesota Department of Revenue needed to be updated based on changes through the State. It should have no effect on the General Fund, as the local option sales funds are used to fund the debt service at the wastewater treatment facility.

MOVED AND SECONDED BY MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE SIGNATURE ON AGREEMENT BETWEEN MINNESOTA DEPARTMENT OF REVENUE AND CITY OF BRAINERD FOR COLLECTION OF A LOCAL SALES AND USE TAX.

Unfinished Business

Call for Applicants – Informational:

Mayor Recommended: (terms to expire on 12/31 of said year)
Charter Commission – 2 terms (Expire 2026) 2 terms (Expire 2025)
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

Potentially Dangerous Dog Hearing

Administrator Bergman gave an overview of the process by which a dog is declared potentially dangerous. She stated that the consequences for a “potentially dangerous dog” is to be implanted with a microchip.

Evelyn Voss, 11303 Arlington Avenue, stated that the girl who got nipped called the dog over to the house with a bunch of children playing and she believes that the dog got excited and did not intend to hurt anyone. The dog has an appointment to get microchipped and vaccinated on June 21st.

Michael O'Brien, Animal Control Officer, gave an overview of the situation. The dog bit the child on the upper thigh and was brought to the emergency room. At the time, the owner could not provide proof of rabies vaccination, so the dog was brought to HART for a mandatory 10-day quarantine. The dog was found to be without symptoms for rabies and was released to the owner.

Member Johnson asked whether a child was bit.

Member Terry asked what the protocol is for dogs who are not vaccinated for rabies and whether it is a requirement to have the rabies vaccine to be licensed in the City.

Mr. O'Brien stated that a little girl was bit by the dog. Protocol for unvaccinated animals includes the animal being seized and held on a 10-day quarantine to monitor them for symptoms of rabies, and then released if not found to display any symptoms. He stated that it is a requirement for the dog to be vaccinated for rabies to be issued a City license.

Chair Bevans asked how long this dog would carry the label of “potentially dangerous”.

Attorney Langel stated that the statute does not put a limitation on the duration of the characterization.

Member O'Day asked for clarification on the aggressive nature of the dog at the impound and with males.

Mr. O'Brien stated that he was told by the owner that the dog did not like males. Since the animal was brought in on a bite-hold the kennel placed the dog in a special kennel. The HART employees observed that the dog was aggressive/scared towards staff.

Member Czczok asked for clarification on a muzzle requirement. He stated that he is at the mercy of any dog running around when he goes for a walk. It's troubling for himself to walk, let alone a child having to deal with an aggressive dog.

Mr. O'Brien stated that the muzzle requirement along with other requirements would be required if the dog was to be characterized as a dangerous dog in the future.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND O'DAY, DULY CARRIED, TO DECLARE THE DOG "POTENTIALLY DANGEROUS".

Consider Age Friendly Community Program

Community Development Director Kramvik stated 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. 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.

Member Terry asked how folks could get involved in the movement. She stated that her neighbor may be interested in working with the group.

Member Czczok asked about cost of the initial efforts.

Community Development Director Kramvik stated that interested persons can contact him and he will gather a list to forward to Ms. Burkett. He does not anticipate actual cost but may take some staff time.

Member Bevans stated that in the past the walkable-bikeable committee utilized a Council Liaison for citizen driven causes. He suggests that this matter also has a Council Liaison to keep staff and Council apprised. If staff time is needed later, it could be arranged.

Member Terry volunteered to serve as the Council Liaison.

Member Johnson stated he would be voting no, as this is a senior program which the City already funds through a levy to an organization. If the program was to be implemented, it would be best done at The Center that has received hundreds of thousands of dollars from the City throughout the years.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND O'DAY, TO PARTICIPATE IN THE AGE-FRIENDLY COMMUNITY PROGRAM WITH MEMBER TERRY AS THE LIAISON.

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

Discussion on Mail Delivery

Administrator Bergman stated that a number of residents have received a letter from the Postmaster to move their mailbox from their house to the street. Attorney Langel has indicated that mailbox location is not within the City's jurisdiction. However, the City wrote letters in January to Representative Stauber and Senators Klobuchar and Smith regarding mail delivery. Staff recommends writing a letter to the Postmaster.

Krista Soukup, 606 Bluff Avenue, Chair of the Northside Neighborhood Association, stated that the Northside Neighborhood Association met to discuss this issue. The association is concerned about confusing language in the letter from the Postmaster, the historic aesthetic of the neighborhood, the neighborhood being home to many aging citizens with this posing a safety hazard for them, as well as parking. The association has attempted to get in contact with

the Postmaster without success. They would like to clear the confusion and are looking to City Council for support in getting their questions answered.

Chair Bevans asked staff to look into the mailbox policy that the City of Baxter has.

Mayor Badeaux stated that he supports the concerns of the North Brainerd residents. He agrees that on-street parking is already a concern.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, DIRECT MAYOR BADEAUX TO WRITE A LETTER TO THE POSTMASTER CARBON COPYING SENATORS KLOBUCHAR AND SMITH AND REPRESENTATIVE STAUBER OUTLINING THE QUESTIONS AND CONCERNS THAT THE CITY COUNCIL HEARD FROM THE CITIZENS.

Public Forum

The Chair opened the public forum at 8:11 p.m.

Krista Soukup, 606 Bluff Ave, stated that the Northside Neighborhood will be hosting their Neighborhood National Night on Tuesday, August 8th.

The Chair closed the public forum at 8:12 p.m.

Staff Reports

Community Development Director Kramvik stated that the next Planning Commission meeting will include a Planned Unit Development rezoning and preliminary and final plat for Country Manor Senior Living Facility, Conditional Use Permit for the YMCA, and the potential off-street parking ordinance.

City Engineer/Public Works Director Dehn stated that staff has met with all transit cooperative members and had good conversations on the future of transit. The County and City of Baxter will consider the recommendations at their next meetings, and Pine River has already formally adopted a resolution to discontinue their portion of the service. Street maintenance has resumed street/pothole patching with the availability of materials. The construction projects are progressing well, the City continues to coordinate with the County for the Safe Routes to School Project and their detour for County Road 3.

City Administrator Bergman stated that the bonding requests for all three projects have been submitted to the State.

Mayor Report

Mayor Badeaux thanked everyone who attended the meeting tonight, he appreciates citizen input. He gave an overview of Independence Day Celebrations that are taking place on and around the 4th of July.

Council Member Reports

Member Stenglein stated that the Region 5 Welcoming Communities Advisory Communities met for the first time. She is excited to share more information as it comes.

Member Stunek stated that the Center is hosting the Chamber After Hours event coming up, they will be making donuts. The City should be receiving an invitation.

Member Czeczok stated that Title IX was passed by the Federal government to get women and girls all the rights that men have in sports. Unfortunately, it has been undermined recently in track at the Brainerd High School. A nice young lady running track was beaten out by a male. He stated he is absolutely disgusted by this.

Member O'Day asked whether there would be quorum at the next meeting considering it is around the 4th of July.

A majority of members stated that they would be at the next meeting.

Chair Bevans stated that there is weekly music every Thursday this summer at Gregory Park sponsored by The Center at 7:00 p.m. at the bandstand.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND CZECZOK, DULY CARRIED, TO ADJOURN THE MEETING TO THE COUNCIL WORKSHOP ON MONDAY, JUNE 26TH, AT 6:00 P.M. IN THE COUNCIL CHAMBERS AND TO THE SOLAR ARRAY RIBBON CUTTING ON JUNE 27TH, 2023 AT 12:30 P.M. AT THE AIRPORT.

The Chair adjourned the meeting at 8:25 p.m.

Jennifer Bergman
City Administrator

LANGE TRENCHING INC.

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
32906 CO RD 50	Excavator	Active		12/31/2023	2023-0013	12/31/2023
32906 CO RD 50	Subs-sewage Treatment Sy	Active	L688	03/31/2024	2023-0008	12/31/2023
Total Licensees						1

Population: All Records
Licensee.DateRegistered Between 6/16/2023 12:00:00 AM AND 6/29/2023 12:00:00 AM



HR DIRECTOR REPORT

In this report:

- Classification and Compensation Study
- Joint City Council / BPU Commission Meeting
- Wellness Committee
- Personnel
- LMC Annual Conference
- Hydro Dam Facility

Classification and Compensation Study

The HR Director and City Administrator have been reviewing and providing feedback to Flaherty & Hood regarding the Initial Position Classification Evaluation Workbook. Please note that since the BPU Department's reorganization is still being considered, the Workbook has not been finalized as the Department's reorganization needs to be taken into consideration and incorporated into FH's recommendations. Also, we have not received FH's market data at this time.

Joint City Council/BPU Commission Meeting

The Joint City Council/BPU Commission meeting has been postponed to July 31st. One of the topics for the City Council and BPU Commission Joint Meeting is reorganization of the BPU Department. Public Utilities Director Wicklund provided a recommended updated organizational chart for the BPU Department to the BPU Commission. The Commission has approved the Org Chart and it will be discussed with Council at the Joint Meeting.

Wellness Committee

The Wellness Committee's July Lunch-n-Learn will be held on July 20th by taking a walk along the river while enjoying a BBQ lunch. All employees and the Mayor and Council are welcome to join us! The walks will begin at our new Lyman P. White Park and will start at either 11:30 am or 12:30 pm. Please RSVP to Kris by July 5th if you can join us!

Also, please mark your calendars for the 2023 Employee Appreciation Event that will be held on September 6th at Lum Park. On June 20th, the City Council approved the Wellness Committee's request to extend the timeframe for the event and allowing city facilities to close for two hours between 11:30 am and 1:30 pm to allow employees to attend the event.

Personnel

New Hires/Promotions for City/BPU/HRA:
Brittney Tollefson - Admin Specialist - Public Works Department (6/26)

Farewell to:
Joseph Rubado - Paid on Call Firefighter (7/31)
Jeremy Powell - Paid on Call Firefighter (7/31)
Todd Johnson - Paid on Call Firefighter (7/31)

Current Job Opportunities:

Full-time

Paid-on-Call Firefighter - Three candidates are currently going through the pre-employment process.

Police Officers – Two candidates were given conditional job offers earlier this spring; however, both candidates need to complete the "Skills" portion of their education before being eligible to be hired. The Skills training will be completed in mid-July; therefore, the two individuals will continue to complete their pre-employment process after that date.

Part-time/Internships/Seasonal Positions:

Public Works Intern

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

LMC Annual Conference

On June 22nd, HR Director Schubert attended the LMC Annual Conference as one of four panel members for one of the break out sessions. The session topic was "What HR wishes elected officials knew." I believe the session went well and I am humbled that the LMC asked me to participate in this event.

Hydro Dam Facility

Staff had a conference call with the United Steel Workers Union representatives on June 13th to discuss options realizing three out of five Hydro Operators retired by the end of June and that automation of the Hydro facility is in process. One of the items we discussed was possibly extending the Memorandum of Understanding (MOU) with the United Steel Workers and IBEW Unions allowing IBEW employees to temporarily perform work at the Hydro facility. The current MOU expires December 31, 2023, and we discussed possibly extending the MOU another year to expire December 31, 2024 (when the current union contract expires). At this time, the USW Union has not officially authorized Staff to update the MOA with the extension.



Brainerd Fire Department Monthly Report

June 2023

ACTIVITIES AND PUBLIC EDUCATION



Firefighters provided three station tours for 20 adults and 35 children in June, and also participated in the Touch a Truck events at Mills Honda and Fleet Farm, the Jaycees Lil Rubber Duckie Race, and a youth event at St. Andrews Church.

We were honored to fly the American flag from Tower 20 for the Flag Day presentation at the Veteran's Memorial in Brainerd.



*The City of Brainerd and Crow Wing County want to be sure you are aware of emergencies as they happen. **Everbridge** enables critical information, such as snow removal, severe weather and unexpected road closures to be sent in a time-sensitive message by phone, email address, text messages and more. You create and control your profile and have the ability to make changes or delete your account at any time. Information provided is used only for notification purposes and is never released to any other vendor or organization. Sign up at <https://member.everbridge.net/index/892807736729514#/signup>. Contact the Crow Wing County Emergency Management Director at 218-825-3443 with any questions.*

CROW WING COUNTY ALERT





Brainerd Fire Department Monthly Report

June 2023

INSPECTIONS	
Fire Alarm	42
Fire Pump	6
Hood Suppression	11
License Inspection	8
Special Suppression	1
Sprinkler System	39
Tank Install	1

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	18
Rescue & Emergency Medical Service	6
Hazardous Condition	2
Service Calls	2
Good Intent Call	14
Alarm Activation	14
Severe Weather	0
TOTAL	56
Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	12
Rescue & Emergency Medical Service	2
Hazardous Condition	0
Service Calls	1
Good Intent Call	4
Alarm Activation	5
Severe Weather	0
TOTAL	24

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

July 3, 2023

6:30PM

Council Chambers

WebEx Teleconference Call-In Information Call Toll-Free:

1-844-992-4726 Access Code: 2486 992 1365

1. Discussion on Oak Street Detour
2. Discuss Radar Speed Feedback Sign Quote for N 10th st
3. Approve Event/Alley Closure Application- Lakes Area Skatepark Event
4. Approve Event/Street Closure Application- Bataan Memorial March
5. Approve Brainerd Transit Fare Increase
6. Discussion on TH371B Speed Study
7. Approve Award for TH 210/Washington Street Utility Replacement Engineering Services Agreement
8. Approve Change Orders 1 and 2- Improvement 22-06- Harrison Safe Routes to School
9. Approve Final Pay Estimate- Sanitary Forcemain Rehab
10. Direction on Active Code Enforcement



Brainerd City Council Agenda Request

MEETING DATE: July 3, 2023

TITLE OF ITEM: Discussion on Oak Street Detour for Harrison Safe Routes to School

AGENDA: SPW Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:

Council Members Bevans, O'Day, and Johnson requested that an item for the Oak Street detour for the Harrison Elementary Safe Routes to School Project be brought to the Safety and Public Works Committee for discussion. As a reminder, the official signed detour for the work on Oak Street includes 14th Street SE, Norwood Street, and 17th Street SE. Due to the traffic continuing on Norwood to 13th Street, rather than following the official detour, Street Maintenance staff installed an additional barricade/arrow sign to encourage drivers to continue onto 14th Street back to Oak rather than utilizing Norwood to 13th Street.

Increased traffic has been seen on Oak Street due to the TH 25 bridge replacement project. However, the official signed detour for this project includes Thiesse Drive (CR 117), S. 6th Street (TH 371B), and Washington Street (TH 210). Both City and MnDOT staff has been putting out reminders for the public of the official detours for both projects.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Discussion Item.

RECOMMENDED ACTION/MOTION:

Discussion Item.

FINANCIAL IMPACT:

Is there a cost associated with this request: No

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

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



Brainerd City Council Agenda Request

MEETING DATE: July 3, 2023

TITLE OF ITEM: Discuss Radar Speed Feedback Sign Quote for N. 10th 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. At the June 20th meeting, the committee reviewed three potential alternative options. However, the SPW Committee elected not to proceed with those presented alternatives. The committee then requested that staff receive a quote for a radar speed feedback sign, similar to one on Oak Street.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff received a quote for a Radar Speed Feedback sign, similar to the one on Oak Street. A photo of the sign and the quote received is attached to this item. The quote includes the signage, base, pole, and mounting kit for a hard-wired system. Hard-wired power systems are generally a cheaper option, however reliant on sourcing a nearby power source. A solar-powered system is more expensive and dependent on tree cover, but easier to site as they don't require a nearby power source.

The total quote for the sign materials only is \$4,901.22. This does not include installation/assembly costs and the cost to run electrical supply to the sign location. Staff estimates that installation would cost from about \$4,000-\$5,000. Total cost of the assembly would be expected to be roughly \$9,000-\$10,000.

RECOMMENDED ACTION/MOTION:

Staff is requesting direction from Council on how to proceed with signage in this area.

FINANCIAL IMPACT:

Is there a cost associated with this request: Maybe

What is the total cost, with tax and shipping: If Council elects to install, cost is \$4,901.22 plus installation expenses, estimated at \$4,000-\$5,000.

Is this budgeted? (Please Explain) No, funding for this would have to come from the existing 2023 budget or could be put in the proposed 2024 budget.

**YOUR
SPEED**





Safe travels:

Traffic and Parking Control Co., Inc.

5100 West Brown Deer Rd

Brown Deer, WI 53223

Phone No.:800-236-0112

E-Mail: info@tapconet.com

SALES QUOTE

SALES QUOTE DATE

6/21/2023

SALES QUOTE NUMBER

Q23009798

CUSTOMER NO.

C96569

Page: 1

BILL TO

The City of Brainerd
Jessie Dehn
501 Laurel St
Brainerd, MN 56401
United States of America

SHIP TO

The City of Brainerd
Jessie Dehn
724 Thiesse Drive
BRAINERD, MN 56401
United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
	ABF Quoted	Net 30 DAYS	Deidre Jones	7/21/2023

Item/Description	U/M	Quantity	Unit Price	Total Price
137961 EV 11" Radar Feedback Sign,100~240 VAC Power,White HIP Face,1 Year Cloud Service	Each	1	2,655.25	2,655.25
1485-00075 Universal Mounting 2-Part Full Set,MountingBracket ,LockingPlate&Key,Pole-Mount Plate,Hrdw Incl	Each	1	247.00	247.00
373-1580A Pole,Standard Aluminum Pole 15' Schedule 80 6061-T6 4.5" OD,T.O.E. Stamped, Anodized Clear	Each	1	693.50	693.50
203-00014A Base,Aluminum,Square,Anodized Clear Door,SP-5444-PNC	Each	1	299.25	299.25
109482A Collar Assembly for Square Aluminum Base PB-5325, Anodized Clear	Each	1	209.00	209.00
203-00010A Cap,4.5" OD Pole,4C Cap Signal Anodized Clear with 3 Hex Bolts	Each	1	58.86	58.86
111644 J-Bolt,3/4"W x 17"L, with 1 Nut and 1 Washer (four are needed for a set, sold individually)	Each	4	13.30	53.20
030-00006 Washer Flat 1-1/16"ID x2.5OD"x.125" Galvanized For 1" A/B, for use w/ J-bolts (not incl)	Each	4	5.04	20.16

All prices are listed in US Dollar (USD)
For terms and conditions, please visit <https://tapconet.com/terms-conditions>



Safe travels:

Traffic and Parking Control Co., Inc.

5100 West Brown Deer Rd

Brown Deer, WI 53223

Phone No.:800-236-0112

E-Mail: info@tapconet.com

SALES QUOTE

SALES QUOTE DATE

6/21/2023

SALES QUOTE NUMBER

Q23009798

CUSTOMER NO.

C96569

Page: 2

BILL TO

The City of Brainerd

Jessie Dehn

501 Laurel St

Brainerd, MN 56401

United States of America

SHIP TO

The City of Brainerd

Jessie Dehn

724 Thiesse Drive

BRAINERD, MN 56401

United States of America

Ext. Document No.	SHIP VIA	TERMS	SALESPERSON	VALID UNTIL
	ABF Quoted	Net 30 DAYS	Deidre Jones	7/21/2023

Item/Description	U/M	Quantity	Unit Price	Total Price
3200-0000 FREIGHT SALES		1	665.00	665.00

Furnish only quote. Installation is not included.

Solar powered equipment requires no shading or obstructions

Thank you! Deidre Jones

Email: Deidre.jones@tapconet.com

Phone: 262-649-5227

Subtotal:	4901.22
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	4,901.22

All prices are listed in US Dollar (USD)

For terms and conditions, please visit <https://tapconet.com/terms-conditions>



Brainerd City Council Agenda Request

MEETING DATE: July 3, 2023

TITLE OF ITEM: Approve Event/Alley Closure Application- Lakes Area Skate Park Event

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:

Attached to this request is the event and alley closure application for the Lakes Area Skatepark Association's Across the Board Art Expo event, to be held on July 28th from 5 p.m. to 7 p.m. The event consists of a pop-up skate park and possible boombox music.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

This event by the Lakes Area Skatepark Association will utilize the alleyway adjacent to Crossing Arts Alliance off of Laurel Street. They are proposing to host a pop-up skatepark for youth and guests of the Across the Board Art Expo held at the Crossing Arts Alliance. They possibly will have boom box music and would utilize the restrooms in the Crossing Arts Alliance building. They are requesting closure of the alley between 4 p.m. and 8 p.m. No sidewalks or streets would be impacted by the alley closure.

RECOMMENDED ACTION/MOTION:

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

FINANCIAL IMPACT:

Is there a cost associated with this request: No

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

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



SPECIAL EVENT APPLICATION

Date of Application: _____

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

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

Name of event: _____

Organizer Information

Organizer's Name: _____

Organizer's Address: _____

Event Contact Person: _____

Event Contact Daytime Phone: _____

Event Contact E-mail Address: _____

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): _____

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below

Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

Site Information

Electrical usage	Yes	No

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

Amplified Sound	Yes	No
-----------------	-----	----

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

Restrooms provided	Yes	No

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

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

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

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

Trash Receptacle Disposal	Yes	No
---------------------------	-----	----

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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



Signature of Applicant

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	No comments _____
City Administration	_____	No comments _____
Engineering Department	6/29 JD	See condition below _____
Fire Department	_____	No comments _____
Fire Support/EMS	_____	No comments _____
Parks Department	_____	No comments _____
Planning Department	_____	No comments _____
Police Department	_____	No comments _____

Event Application Approval

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

City Administrator

Date

Approval Conditions

Request Traffic Control Materials 1 Week Prior to Event

Certification of Street Closure Approval

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



Brainerd City Council Agenda Request

MEETING DATE: July 3, 2023

TITLE OF ITEM: Approve Event/Street Closure Application- Bataan Memorial March

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:

Attached to this request is an Event and Street Closure Application for the 26th Bataan Memorial Death March to be held on September 9, 2023 from 8:00 AM - 4:00 PM. The 13.1 Mile walk/run event utilizes Wright Street, down the Spur line trail to a route out of the City, and finishing at the armory. The applicant is requesting closure of Wright Street between the trail crossing and SE 13th Street. The applicant is also requesting emergency support for the event.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The event is a half-marathon event. The applicant intends to provide portable restrooms and trash receptacles. The applicant states they will have road guards at the closure ends on Wright Street to direct traffic onto alternative local city streets or to businesses as needed.

RECOMMENDED ACTION/MOTION:

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

FINANCIAL IMPACT:

Is there a cost associated with this request: No

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

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



SPECIAL EVENT APPLICATION

Date of Application: _____

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

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

Name of event: _____

Organizer Information

Organizer's Name: _____

Organizer's Address: _____

Event Contact Person: _____

Event Contact Daytime Phone: _____

Event Contact E-mail Address: _____

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): _____

Applicant information (if different from the event organizer):

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Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below

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

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Description of Activities

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

Site Information

Electrical usage	Yes	No

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

Amplified Sound	Yes	No
-----------------	-----	----

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

Restrooms provided	Yes	No

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

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

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

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

Trash Receptacle Disposal	Yes	No
---------------------------	-----	----

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

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Date and time for reopening of streets: _____

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

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

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

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

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

Signature of Event Applicant

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Signature of Applicant

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	_____
City Administration	_____	_____
Engineering Department	_____	_____
Fire Department	_____	_____
Fire Support/EMS	_____	_____
Parks Department	_____	_____
Planning Department	_____	_____
Police Department	_____	_____

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



Brainerd City Council Agenda Request

MEETING DATE: July 3, 2023

TITLE OF ITEM: Approve Brainerd Transit Fare Increase

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Transit

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

At the April 20, 2023 Transportation Advisory Committee (TAC) meeting, staff presented an analysis of the Transit program and provided a recommendation to increase fares for Brainerd-originating rides from the current fare of \$2.25 (\$4.50 for same day) to a new fare of \$4.00 (\$8.00 for same day). The recommendation was discussed by the SPW Committee at the May 15th meeting. At that meeting, the committee requested to bring this topic back for discussion after staff had presented to the other cooperative partners (Baxter, Crow Wing County, and Pine River) and present what those boards elected to do. The recommendations are included in the attached memo.

Below is an update to the SPW Committee on the cooperative partners' decisions to-date:

Baxter – On June 20th, Baxter City Council approved a fare increase to the Baxter staff recommendation of \$7.00 per trip, \$11.00 for same-day service (Brainerd staff recommendation was \$6.00 and \$10.00, respectively), effective August 1, 2023.

Crow Wing County – The County Board reviewed this matter at the Committee of the Whole meeting on June 20th. They elected to include the recommendation, as presented, to their meeting on July 3rd. The understanding is if they elect the changes, they would take effect when staff is able to put out the appropriate notices and notice period.

Pine River – At their June 13th meeting, the City Council adopted a resolution formally requesting the discontinuation of Transit service for Pine River, effective July 14th.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The proposed fare increase is recommended to take effect August 7th, 2023, after 30-days published notice in the paper, website and buses prior to the rate change. It is staff's intention to revisit this analysis in 6 months to verify assumptions and see if additional changes are needed.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the recommended fare increase to \$4.00 for Brainerd-originating Dial-a-Ride trips (\$8.00 for same day service) effective August 7th, 2023.

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: TRANSPORTATION ADVISORY COMMITTEE (TAC)

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: APRIL 20, 2023

SUBJECT: TRANSIT RIDERSHIP AND FINANCIAL PROJECTIONS

Throughout the beginning of 2023, staff has been preparing a ridership and financial analysis of the Transit program. Due to shortfalls in funding in 2022, it was necessary to review the program to ensure that the service and fares are set appropriately to continue operating the program in a financially responsible manner. At the January 26, 2023 TAC Committee meeting staff presented an analysis of the Brainerd portion of the Transit program including projections for the service for the next few years. It was recommended at that time to raise Brainerd-to-Brainerd fares from \$1.25 to \$2.25 (or \$4.50 for same day rides), effective May 1st, 2023. In addition, the TAC requested that staff continue the process of analyzing the entire system as a whole to make more wide-ranging recommendations. Prior to presenting that information, below describes the methodology and assumptions that staff utilized in the preparation of this report. Should any of those assumptions change, the analysis should be corrected and a new analysis performed.

First, staff is operating under the assumption that MnDOT will be participating at 95% of costs in 2023, 92% of costs in 2024, and 85% of costs for subsequent years, provided none of those years exceeds a set percentage increase of the State/Federal grant amount from the previous year. This is the current practice and what MnDOT has shared is the anticipated participation levels for future years. Under the current projections, it would be expected that the 2% year-over-year increase will be the limiting factor in the grant amount in 2024, thus the actual participation from State/Federal grant funds is roughly 78-79%.

Second, in regard to the third party contract, staff is assuming that the system will continue to run reduced service throughout 2023, similarly to the last couple years, resulting in some lower than contracted costs. However, it is expected that continued increases in ridership will require that the full service be utilized. The analysis was completed utilizing the reduced amount compared with the contract anticipating that services elsewhere could possibly be utilized to cover the increased ridership locally. The current contract with Blue Sky Transit also expires mid-year in 2024. Staff is projecting that costs for the third party contract will increase at a similar pace as what was included in the current contract, although these costs are not known at this time.

Third, the current contract splits between the cooperative partners are as follows:

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

1. Brainerd = 46%
2. Crow Wing County = 35%
3. Baxter = 12%
4. Pine River = 7%

This analysis was done using the current splits and assuming no changes to the splits throughout the analysis period. If there are routes or cooperative partners that no longer wish to be included in the Transit program or if the TAC recommends that these splits are changed, it is likely that these splits will need to be revisited. Thus, a new analysis will need to be performed should adjustments are made.

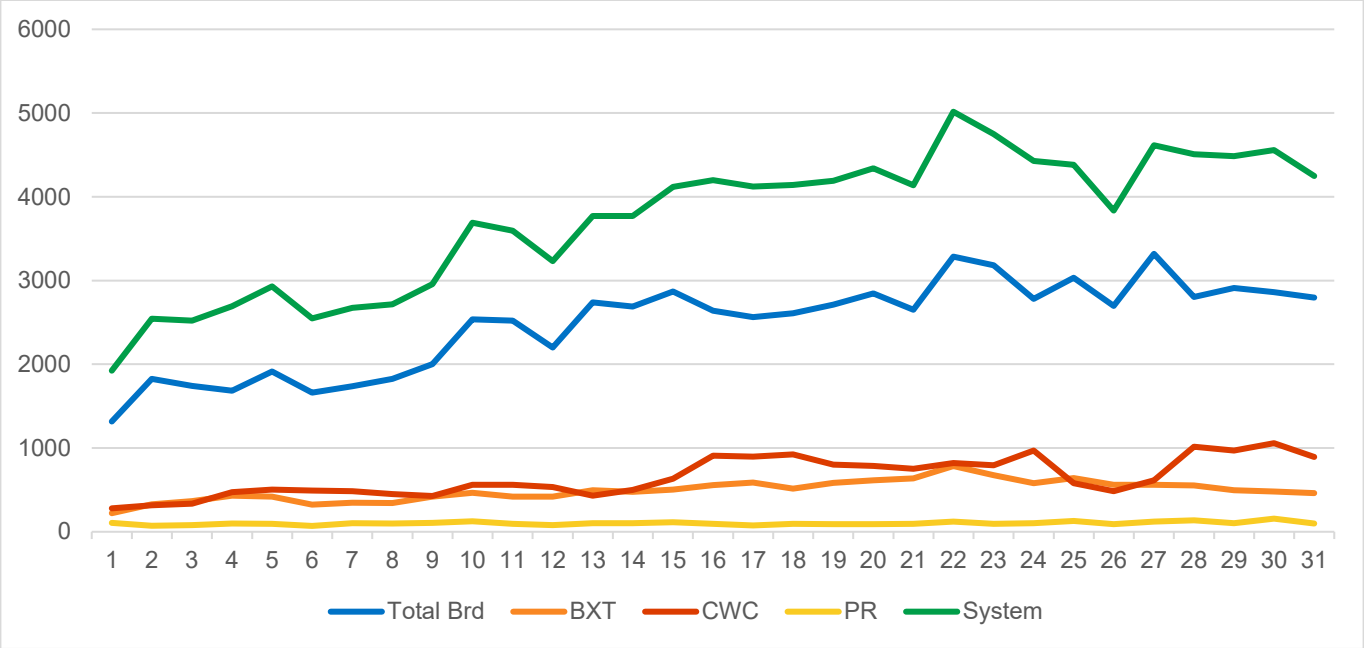
Fourth, ridership has shown general increases since the significant dip during the COVID lockdowns of 2020. However, there were significant drops in ridership prior to the COVID pandemic that should be noted. For the purposes of this analysis, staff is utilizing ridership stats from June 2020 to present. Based on those trends, it appears that the trend generally follows a logarithmic curve. The logarithmic trend generally showed a steep increase of ridership immediately following the COVID lockdowns followed by slower increases in ridership over the last couple years. Utilizing this logarithmic trend, staff was able to project out the next few years of ridership.

Finally, staff performed the analysis of proposed rates under the assumption that there will be no decrease in the ridership trend. This, however, is unlikely to occur as using general economic principles, as costs of services increase, demand will inevitably decrease. It is unknown how the increased fares will impact ridership. Staff is also using the assumption that the system will be replacing a bus each year for the next 5 years. While removing a capital bus purchase will help with the overall expenses that year, it would be expected that other issues of higher maintenance, increased bus downtime, and other issues will occur with an aging bus fleet.

RIDERSHIP PROJECTIONS

	2023	2024	2025	2026	2027
Brainerd	37,165	39,033	40,493	41,687	42,703
Baxter	7,930	8,381	8,731	9,020	9,265
County	10,360	11,013	11,528	11,946	12,302
Pine River	1,249	1,267	1,280	1,292	1,300
System	56,704	59,694	62,032	63,945	65,570

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



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

BRAINERD FINANCIAL PROJECTIONS

2023

Ridership

Brainerd Regular	16624
Brainerd Same Day	5542
PA/Voice	15000

Revenue

Bus Fares (Jan - Apr)	
Brainerd Regular	\$1.25
Brainerd Same Day	\$2.50
PA/Voice	\$3.00
Bus Fares (May - December)	
Brainerd Regular	\$3.00
Brainerd Same Day	\$5.00
PA/Voice	\$5.50
Total Bus Fares	\$133,266

Expenditures

Personnel	\$ 120,288
Supplies	\$ 146,106
Services w/o 3PC	\$ 167,071
3PC Contract	\$ 1,127,717
Capital Bus	\$ 120,000

Total	\$ 1,681,182
Brainerd	\$ 773,344
State/Federal Share	\$ 618,836
Local Share	\$ 154,508

Surplus/Deficit	\$ (21,242)
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2024

Ridership

Brainerd Regular	18025
Brainerd Same Day	6009
PA/Voice	15000

Revenue

Bus Fares	
Brainerd Regular	\$3.00
Brainerd Same Day	\$5.00
PA/Voice	\$5.50
Total Bus Fares	\$166,620.00

Expenditures

Personnel	\$ 122,694
Supplies	\$ 149,028
Services w/o 3PC	\$ 170,412
3PC Contract	\$ 1,175,406
Capital Bus	\$ 120,000

Total	\$ 1,737,540
Brainerd	\$ 799,268
State/Federal Share	\$ 631,212
Local Share	\$ 168,056

Surplus/Deficit	\$ (1,436)
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2025

Ridership

Brainerd Regular	19120
Brainerd Same Day	6374
PA/Voice	15000

Revenue

Bus Fares	
Brainerd Regular	\$3.00
Brainerd Same Day	\$5.00
PA/Voice	\$5.50
Total Bus Fares	\$171,730.00

Expenditures

Personnel	\$ 125,148
Supplies	\$ 152,009
Services w/o 3PC	\$ 173,821
3PC Contract	\$ 1,222,766
Capital Bus	\$ 120,000

Total	\$ 1,793,743
Brainerd	\$ 825,122
State/Federal Share	\$ 650,149
Local Share	\$ 174,973

Surplus/Deficit	\$ (3,243)
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2026

Ridership

Brainerd Regular	20016
Brainerd Same Day	6672
PA/Voice	15000

Revenue

Bus Fares	
Brainerd Regular	\$3.00
Brainerd Same Day	\$5.00
PA/Voice	\$5.50
Total Bus Fares	\$175,908.00

Expenditures

Personnel	\$ 127,651
Supplies	\$ 155,049
Services w/o 3PC	\$ 177,297
3PC Contract	\$ 1,270,235
Capital Bus	\$ 120,000

Total	\$ 1,850,232
Brainerd	\$ 851,107
State/Federal Share	\$ 676,155
Local Share	\$ 174,952

Surplus/Deficit	\$ 956
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2027

Ridership

Brainerd Regular	20778
Brainerd Same Day	6926
PA/Voice	15000

Revenue

Bus Fares	
Brainerd Regular	\$3.00
Brainerd Same Day	\$5.00
PA/Voice	\$5.50
Total Bus Fares	\$179,464.00

Expenditures

Personnel	\$ 130,204
Supplies	\$ 158,150
Services w/o 3PC	\$ 180,843
3PC Contract	\$ 1,317,705
Capital Bus	\$ 120,000

Total	\$ 1,906,902
Brainerd	\$ 877,175
State/Federal Share	\$ 703,201
Local Share	\$ 173,974

Surplus/Deficit	\$ 5,490
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CROW WING COUNTY FINANCIAL PROJECTIONS

2023

Ridership

Crosby	1887
Crosby Same Day	78
Crosby DAR	574
Crosby DAR Same Day	24
Pequot	2464
Pequot Same Day	163
Pequot DAR	700
Pequot DAR Same Day	11
Breezy Point	19
Breezy Point Same Day	0
CWC SS	597
PA County	2523
St. Francis	1326

Revenue

Bus Fares (Jan - May)	
Crosby	\$4.00
Crosby Same Day	\$8.00
Crosby DAR	\$2.25
Crosby DAR Same Day	\$4.50
Pequot	\$4.00
Pequot Same Day	\$8.00
Pequot DAR	\$2.25
Pequot DAR Same Day	\$4.50
Breezy Point	\$4.00
Breezy Point Same Day	\$8.00
CWC SS	\$4.00
PA County	\$4.00
St. Francis	\$3.00
Bus Fares (June - December)	
Crosby	\$11.50
Crosby Same Day	\$15.00
Crosby DAR	\$10.00
Crosby DAR Same Day	\$15.00
Pequot	\$11.50
Pequot Same Day	\$15.00
Pequot DAR	\$10.00
Pequot DAR Same Day	\$15.00
Breezy Point	\$11.50
Breezy Point Same Day	\$15.00
CWC SS	\$11.50
PA County	\$11.50
St. Francis	\$11.50
Total Bus Fares	\$85,192

Expenditures

Personnel	\$ 120,288
Supplies	\$ 146,106
Services w/o 3PC	\$ 167,071

2024

Ridership

Crosby	2006
Crosby Same Day	83
Crosby DAR	610
Crosby DAR Same Day	25
Pequot	2619
Pequot Same Day	173
Pequot DAR	744
Pequot DAR Same Day	12
Breezy Point	21
Breezy Point Same Day	0
CWC SS	634
PA County	2682
St. Francis	1410

Revenue

Bus Fares	
Crosby	\$11.50
Crosby Same Day	\$15.00
Crosby DAR	\$10.00
Crosby DAR Same Day	\$15.00
Pequot	\$11.50
Pequot Same Day	\$15.00
Pequot DAR	\$10.00
Pequot DAR Same Day	\$15.00
Breezy Point	\$11.50
Breezy Point Same Day	\$15.00
CWC SS	\$11.50
PA County	\$11.50
St. Francis	\$11.50
Total Bus Fares	\$125,713.00

Expenditures

Personnel	\$ 122,694
Supplies	\$ 149,028
Services w/o 3PC	\$ 170,412

2025

Ridership

Crosby	2099
Crosby Same Day	87
Crosby DAR	638
Crosby DAR Same Day	26
Pequot	2742
Pequot Same Day	181
Pequot DAR	779
Pequot DAR Same Day	12
Breezy Point	22
Breezy Point Same Day	0
CWC SS	664
PA County	2807
St. Francis	1476

Revenue

Bus Fares	
Crosby	\$11.50
Crosby Same Day	\$15.00
Crosby DAR	\$10.00
Crosby DAR Same Day	\$15.00
Pequot	\$11.50
Pequot Same Day	\$15.00
Pequot DAR	\$10.00
Pequot DAR Same Day	\$15.00
Breezy Point	\$11.50
Breezy Point Same Day	\$15.00
CWC SS	\$11.50
PA County	\$11.50
St. Francis	\$11.50
Total Bus Fares	\$131,575.00

Expenditures

Personnel	\$ 125,148
Supplies	\$ 152,009
Services w/o 3PC	\$ 173,821

2026

Ridership

Crosby	2175
Crosby Same Day	90
Crosby DAR	661
Crosby DAR Same Day	27
Pequot	2841
Pequot Same Day	188
Pequot DAR	807
Pequot DAR Same Day	13
Breezy Point	22
Breezy Point Same Day	0
CWC SS	688
PA County	2909
St. Francis	1529

Revenue

Bus Fares	
Crosby	\$11.50
Crosby Same Day	\$15.00
Crosby DAR	\$10.00
Crosby DAR Same Day	\$15.00
Pequot	\$11.50
Pequot Same Day	\$15.00
Pequot DAR	\$10.00
Pequot DAR Same Day	\$15.00
Breezy Point	\$11.50
Breezy Point Same Day	\$15.00
CWC SS	\$11.50
PA County	\$11.50
St. Francis	\$11.50
Total Bus Fares	\$136,336.00

Expenditures

Personnel	\$ 127,651
Supplies	\$ 155,049
Services w/o 3PC	\$ 177,297

2027

Ridership

Crosby	2240
Crosby Same Day	93
Crosby DAR	681
Crosby DAR Same Day	28
Pequot	2926
Pequot Same Day	193
Pequot DAR	831
Pequot DAR Same Day	13
Breezy Point	23
Breezy Point Same Day	0
CWC SS	709
PA County	2996
St. Francis	1575

Revenue

Bus Fares	
Crosby	\$11.50
Crosby Same Day	\$15.00
Crosby DAR	\$10.00
Crosby DAR Same Day	\$15.00
Pequot	\$11.50
Pequot Same Day	\$15.00
Pequot DAR	\$10.00
Pequot DAR Same Day	\$15.00
Breezy Point	\$11.50
Breezy Point Same Day	\$15.00
CWC SS	\$11.50
PA County	\$11.50
St. Francis	\$11.50
Total Bus Fares	\$140,418.50

Expenditures

Personnel	\$ 130,204
Supplies	\$ 158,150
Services w/o 3PC	\$ 180,843

3PC Contract	\$ 1,127,717
Capital Bus	\$ 120,000

Total	\$ 1,681,182
CWC	\$ 588,414
State/Federal Share	\$ 470,853
Local Share	\$ 117,560

Surplus/Deficit	\$ (32,369)
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3PC Contract	\$ 1,175,406
Capital Bus	\$ 120,000

Total	\$ 1,737,540
CWC	\$ 608,139
State/Federal Share	\$ 480,270
Local Share	\$ 127,869

Surplus/Deficit	\$ (2,156)
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3PC Contract	\$ 1,222,766
Capital Bus	\$ 120,000

Total	\$ 1,793,743
CWC	\$ 627,810
State/Federal Share	\$ 494,678
Local Share	\$ 133,132

Surplus/Deficit	\$ (1,557)
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3PC Contract	\$ 1,270,235
Capital Bus	\$ 120,000

Total	\$ 1,850,232
CWC	\$ 647,581
State/Federal Share	\$ 514,466
Local Share	\$ 133,116

Surplus/Deficit	\$ 3,220
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3PC Contract	\$ 1,317,705
Capital Bus	\$ 120,000

Total	\$ 1,906,902
CWC	\$ 667,416
State/Federal Share	\$ 535,044
Local Share	\$ 132,371

Surplus/Deficit	\$ 8,047
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BAXTER FINANCIAL PROJECTIONS

2023

Ridership

Baxter Regular	3987
Baxter Same Day	443
PA/Voice	3500

Revenue

Bus Fares (Jan - May)	
Baxter Regular	\$2.25
Baxter Same Day	\$4.50
PA/Voice	\$3.00
Bus Fares (June - December)	
Baxter Regular	\$4.25
Baxter Same Day	\$7.50
PA/Voice	\$5.50
Total Bus Fares	\$33,500

Expenditures

Personnel	\$ 120,288
Supplies	\$ 146,106
Services w/o 3PC	\$ 167,071
3PC Contract	\$ 1,127,717
Capital Bus	\$ 120,000

Total	\$ 1,681,182
Baxter	\$ 201,742
State/Federal Share	\$ 161,435
Local Share	\$ 40,306

Surplus/Deficit	\$ (6,807)
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2024

Ridership

Baxter Regular	4393
Baxter Same Day	489
PA/Voice	3500

Revenue

Bus Fares	
Baxter Regular	\$4.25
Baxter Same Day	\$7.50
PA/Voice	\$5.50
Total Bus Fares	\$41,587.75

Expenditures

Personnel	\$ 122,694
Supplies	\$ 149,028
Services w/o 3PC	\$ 170,412
3PC Contract	\$ 1,175,406
Capital Bus	\$ 120,000

Total	\$ 1,737,540
Baxter	\$ 208,505
State/Federal Share	\$ 164,664
Local Share	\$ 43,841

Surplus/Deficit	\$ (2,253)
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2025

Ridership

Baxter Regular	4708
Baxter Same Day	524
PA/Voice	3500

Revenue

Bus Fares	
Baxter Regular	\$4.25
Baxter Same Day	\$7.50
PA/Voice	\$5.50
Total Bus Fares	\$43,189.00

Expenditures

Personnel	\$ 125,148
Supplies	\$ 152,009
Services w/o 3PC	\$ 173,821
3PC Contract	\$ 1,222,766
Capital Bus	\$ 120,000

Total	\$ 1,793,743
Baxter	\$ 215,249
State/Federal Share	\$ 169,604
Local Share	\$ 45,645

Surplus/Deficit	\$ (2,456)
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2026

Ridership

Baxter Regular	4968
Baxter Same Day	552
PA/Voice	3500

Revenue

Bus Fares	
Baxter Regular	\$4.25
Baxter Same Day	\$7.50
PA/Voice	\$5.50
Total Bus Fares	\$44,504.00

Expenditures

Personnel	\$ 127,651
Supplies	\$ 155,049
Services w/o 3PC	\$ 177,297
3PC Contract	\$ 1,270,235
Capital Bus	\$ 120,000

Total	\$ 1,850,232
Baxter	\$ 222,028
State/Federal Share	\$ 176,388
Local Share	\$ 45,640

Surplus/Deficit	\$ (1,136)
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2027

Ridership

Baxter Regular	5189
Baxter Same Day	577
PA/Voice	3500

Revenue

Bus Fares	
Baxter Regular	\$4.25
Baxter Same Day	\$7.50
PA/Voice	\$5.50
Total Bus Fares	\$45,630.75

Expenditures

Personnel	\$ 130,204
Supplies	\$ 158,150
Services w/o 3PC	\$ 180,843
3PC Contract	\$ 1,317,705
Capital Bus	\$ 120,000

Total	\$ 1,906,902
Baxter	\$ 228,828
State/Federal Share	\$ 183,444
Local Share	\$ 45,384

Surplus/Deficit	\$ 246
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PINE RIVER FINANCIAL PROJECTIONS

2023

Ridership

Pine River ICL	1057
Pine River OCL	193

Revenue

Bus Fares (Jan - May)	
Pine River ICL	\$1.00
Pine River OCL	\$2.00
Bus Fares (June - December)	
Pine River ICL	\$20.00
Pine River OCL	\$25.00
Total Bus Fares	\$15,748

Expenditures

Personnel	\$ 120,288
Supplies	\$ 146,106
Services w/o 3PC	\$ 167,071
3PC Contract	\$ 1,127,717
Capital Bus	\$ 120,000

Total	\$ 1,681,182
Pine River	\$ 117,683
State/Federal Share	\$ 94,171
Local Share	\$ 23,512

Surplus/Deficit	\$ (7,765)
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2024

Ridership

Pine River ICL	1072
Pine River OCL	196

Revenue

Bus Fares	
Pine River ICL	\$20.00
Pine River OCL	\$25.00
Total Bus Fares	\$26,340.00

Expenditures

Personnel	\$ 122,694
Supplies	\$ 149,028
Services w/o 3PC	\$ 170,412
3PC Contract	\$ 1,175,406
Capital Bus	\$ 120,000

Total	\$ 1,737,540
Pine River	\$ 121,628
State/Federal Share	\$ 96,054
Local Share	\$ 25,574

Surplus/Deficit	\$ 766
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2025

Ridership

Pine River ICL	1083
Pine River OCL	198

Revenue

Bus Fares	
Pine River ICL	\$20.00
Pine River OCL	\$25.00
Total Bus Fares	\$26,610

Expenditures

Personnel	\$ 125,148
Supplies	\$ 152,009
Services w/o 3PC	\$ 173,821
3PC Contract	\$ 1,222,766
Capital Bus	\$ 120,000

Total	\$ 1,793,743
Pine River	\$ 125,562
State/Federal Share	\$ 98,936
Local Share	\$ 26,626

Surplus/Deficit	\$ (16)
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2026

Ridership

Pine River ICL	1093
Pine River OCL	200

Revenue

Bus Fares	
Pine River ICL	\$20.00
Pine River OCL	\$25.00
Total Bus Fares	\$26,860

Expenditures

Personnel	\$ 127,651
Supplies	\$ 155,049
Services w/o 3PC	\$ 177,297
3PC Contract	\$ 1,270,235
Capital Bus	\$ 120,000

Total	\$ 1,850,232
Pine River	\$ 129,516
State/Federal Share	\$ 102,893
Local Share	\$ 26,623

Surplus/Deficit	\$ 237
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2027

Ridership

Pine River ICL	1100
Pine River OCL	201

Revenue

Bus Fares	
Pine River ICL	\$20.00
Pine River OCL	\$25.00
Total Bus Fares	\$27,025

Expenditures

Personnel	\$ 130,204
Supplies	\$ 158,150
Services w/o 3PC	\$ 180,843
3PC Contract	\$ 1,317,705
Capital Bus	\$ 120,000

Total	\$ 1,906,902
Pine River	\$ 133,483
State/Federal Share	\$ 107,009
Local Share	\$ 26,474

Surplus/Deficit	\$ 551
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STAFF RECOMMENDATIONS

In reviewing all of the financial projections and the fares that the analysis reports would be needed to balance each cooperative, staff has assembled a set of recommendations for consideration for the Transit program moving forward. Please note that these recommendations have not yet been discussed with our cooperative partners.

Recommendation #1: Discontinue Pine River Transit service

This service is the furthest travel that the program extends to from the Brainerd area. Due to the high amount of mileage and time required to travel back and forth, the expenses necessary to operate in this area are considerable. This was confirmed by using a simple percentage split (7% per agreement) as well as breaking out fuel expenses separately. As shown in the financial analysis, the Pine River service would likely need to charge \$20.00 per ride within the city limits, and \$25.00 per ride outside of the city limits. Due to the high fare, this is likely untenable as most riders will find alternative methods of transportation. Thus, ridership would likely not sustain at a level to continue this service.

Recommendation #2: Conversion of County routes to a twice-daily commuter service from Crosby and Pequot Lakes to Brainerd.

Currently, routes to Crosby and Pequot Lakes include several daily round trips, each 16 miles and 23 miles one-way respectively, typically with minimal ridership. During the school year, there are several students that attend St. Francis Catholic School that utilize Transit for their daily commuter trip to and from school. Productive Alternatives also utilizes this service as well, bringing people from these communities to Brainerd for employment. Dial-a-Ride also occurs twice daily, with limited ridership. The recommendation would considerably reduce the amount of daily round trips to these two communities to twice daily only. It would be anticipated that pick-ups in Crosby and Pequot Lakes would occur at a centralized location before coming to Brainerd. This will require those who utilize the service to potentially adjust their riding habits to ride during the two trips. However, this will still allow for the service to continue for St. Francis students, Productive Alternatives employees, and other citizens utilizing the commuter service.

Recommendation #3: Revision of fares throughout the Transit system

- Brainerd
 - o Regular Fare = \$4.00
 - o Same Day = \$8.00
- Baxter
 - o Regular Fare = \$6.00
 - o Same Day = \$10.00
- Productive Alternatives & Voice Subscription Riders (Brainerd-area only)
 - o \$5.00
- Crosby & Pequot Lakes
 - o Regular Fare = \$8.00
 - o Same Day = \$12.00

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

- Productive Alternatives Subscription Riders = \$8.00
- St. Francis Subscription Riders = \$8.00

Based on the information in this analysis and the assumptions laid out, the recommended fares would generally cover the requirements needed to fund the system. Included in this recommendation, staff made assumptions on ridership effects based on these changes. Staff does not assume changes to Brainerd and Baxter ridership levels in this recommendation. It would be expected that some ridership would be lost due to increased fares, but additional riders would be able to be serviced with the consolidation of County routes that could be used in the Brainerd and Baxter area. Staff is also assuming that Productive Alternatives would only retain 90% of their County ridership. Also regarding County ridership, it is assumed that due to the increased cost and higher fare amount, Crosby and Pequot Lakes commuter ridership would be roughly 50% of current levels. If this recommendation is implemented, staff would expect revisiting ridership trends 6 months following the changes to verify the ridership assumptions. Should the assumptions need to be adjusted, staff would revisit and provide an update to TAC if further actions are needed.

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

RECOMMENDED OPTION

2023

Ridership

Brainerd Regular	19249
Brainerd Same Day	6417
PA/Voice	11500

Baxter Regular	3987
Baxter Same Day	443
PA/Voice	3500

Crosby	944
Crosby Same Day	39
Pequot	1232
Pequot Same Day	82
PA County	2271
St. Francis	1326

Revenue

Bus Fares (Jan - May)	
Brainerd Regular	\$1.25
Brainerd Same Day	\$2.50
Baxter Regular	\$2.25
Baxter Same Day	\$4.50
PA/Voice	\$3.00
Crosby/Pequot	\$4.00
Cros/PL Same Day	\$8.00
PA County	\$4.00
St. Francis	\$3.00
Bus Fares (June - December)	
Brainerd Regular	\$4.00
Brainerd Same Day	\$8.00
Baxter Regular	\$6.00
Baxter Same Day	\$10.00
PA/Voice	\$5.00
Crosby/Pequot	\$8.00
Cros/PL Same Day	\$12.00
PA County	\$8.00
St. Francis	\$8.00
Total Bus Fares	\$212,438
Brainerd Fares	\$139,487
Baxter Fares	\$35,690
CWC Fares	\$37,260

Expenditures

Personnel	\$ 120,288
Supplies	\$ 146,106
Services w/o 3PC	\$ 167,071
3PC Contract	\$ 845,788
Capital Bus	\$ 120,000

2024

Ridership

Brainerd Regular	20650
Brainerd Same Day	6884
PA/Voice	11500

Baxter Regular	4393
Baxter Same Day	489
PA/Voice	3500

Crosby	1003
Crosby Same Day	42
Pequot	1310
Pequot Same Day	87
PA County	2414
St. Francis	1410

Revenue

Bus Fares	
Brainerd Regular	\$4.00
Brainerd Same Day	\$8.00
Baxter Regular	\$6.00
Baxter Same Day	\$10.00
PA/Voice	\$5.00
Crosby/Pequot	\$8.00
Cros/PL Same Day	\$12.00
PA County	\$8.00
St. Francis	\$8.00
Total Bus Fares	\$294,564.00
Brainerd Fares	\$195,172
Baxter Fares	\$48,748
CWC Fares	\$50,644

Expenditures

Personnel	\$ 122,694
Supplies	\$ 149,028
Services w/o 3PC	\$ 170,412
3PC Contract	\$ 881,554
Capital Bus	\$ 120,000

2025

Ridership

Brainerd Regular	21745
Brainerd Same Day	7249
PA/Voice	11500

Baxter Regular	4708
Baxter Same Day	524
PA/Voice	3500

Crosby	1050
Crosby Same Day	44
Pequot	1371
Pequot Same Day	91
PA County	2527
St. Francis	1476

Revenue

Bus Fares	
Brainerd Regular	\$4.00
Brainerd Same Day	\$8.00
Baxter Regular	\$6.00
Baxter Same Day	\$10.00
PA/Voice	\$5.00
Crosby/Pequot	\$8.00
Cros/PL Same Day	\$12.00
PA County	\$8.00
St. Francis	\$8.00
Total Bus Fares	\$306,472.00
Brainerd Fares	\$202,472
Baxter Fares	\$50,988
CWC Fares	\$53,012

Expenditures

Personnel	\$ 125,148
Supplies	\$ 152,009
Services w/o 3PC	\$ 173,821
3PC Contract	\$ 917,074
Capital Bus	\$ 120,000

2026

Ridership

Brainerd Regular	22641
Brainerd Same Day	7547
PA/Voice	11500

Baxter Regular	4968
Baxter Same Day	552
PA/Voice	3500

Crosby	1088
Crosby Same Day	45
Pequot	1421
Pequot Same Day	94
PA County	2618
St. Francis	1529

Revenue

Bus Fares	
Brainerd Regular	\$4.00
Brainerd Same Day	\$8.00
Baxter Regular	\$6.00
Baxter Same Day	\$10.00
PA/Voice	\$5.00
Crosby/Pequot	\$8.00
Cros/PL Same Day	\$12.00
PA County	\$8.00
St. Francis	\$8.00
Total Bus Fares	\$316,184.00
Brainerd Fares	\$208,440
Baxter Fares	\$52,828
CWC Fares	\$54,916

Expenditures

Personnel	\$ 127,651
Supplies	\$ 155,049
Services w/o 3PC	\$ 177,297
3PC Contract	\$ 952,677
Capital Bus	\$ 120,000

2027

Ridership

Brainerd Regular	23403
Brainerd Same Day	7801
PA/Voice	11500

Baxter Regular	5189
Baxter Same Day	577
PA/Voice	3500

Crosby	1120
Crosby Same Day	47
Pequot	1463
Pequot Same Day	97
PA County	2696
St. Francis	1575

Revenue

Bus Fares	
Brainerd Regular	\$4.00
Brainerd Same Day	\$8.00
Baxter Regular	\$6.00
Baxter Same Day	\$10.00
PA/Voice	\$5.00
Crosby/Pequot	\$8.00
Cros/PL Same Day	\$12.00
PA County	\$8.00
St. Francis	\$8.00
Total Bus Fares	\$324,484.00
Brainerd Fares	\$213,520
Baxter Fares	\$54,404
CWC Fares	\$56,560

Expenditures

Personnel	\$ 130,204
Supplies	\$ 158,150
Services w/o 3PC	\$ 180,843
3PC Contract	\$ 988,279
Capital Bus	\$ 120,000

Total	\$ 1,399,253
Brainerd	\$ 909,514
State/Federal Share	\$ 727,800
Local Share	\$ 181,714
Baxter	\$ 251,865
State/Federal Share	\$ 201,545
Local Share	\$ 50,321
CWC	\$ 237,873
State/Federal Share	\$ 190,348
Local Share	\$ 47,525

BRD Surplus/Deficit	(\$42,227)
BXT Surplus/Deficit	(\$14,630)
CWC Surplus/Deficit	(\$10,265)
System Surplus/Deficit	(\$67,122)

Contract Cost Splits	
Brainerd	65%
Baxter	18%
CWC	17%

Total	\$ 1,443,689
Brainerd	\$ 938,398
State/Federal Share	\$ 741,088
Local Share	\$ 197,310
Baxter	\$ 259,864
State/Federal Share	\$ 205,224
Local Share	\$ 54,640
CWC	\$ 245,427
State/Federal Share	\$ 193,823
Local Share	\$ 51,604

BRD Surplus/Deficit	(\$2,138)
BXT Surplus/Deficit	(\$5,892)
CWC Surplus/Deficit	(\$960)
System Surplus/Deficit	(\$8,989)

Total	\$ 1,488,051
Brainerd	\$ 967,233
State/Federal Share	\$ 762,125
Local Share	\$ 205,109
Baxter	\$ 267,849
State/Federal Share	\$ 211,050
Local Share	\$ 56,799
CWC	\$ 252,969
State/Federal Share	\$ 199,325
Local Share	\$ 53,644

BRD Surplus/Deficit	(\$2,637)
BXT Surplus/Deficit	(\$5,811)
CWC Surplus/Deficit	(\$632)
System Surplus/Deficit	(\$9,080)

Total	\$ 1,532,673
Brainerd	\$ 996,238
State/Federal Share	\$ 791,453
Local Share	\$ 204,785
Baxter	\$ 275,881
State/Federal Share	\$ 219,172
Local Share	\$ 56,710
CWC	\$ 260,554
State/Federal Share	\$ 206,995
Local Share	\$ 53,559

BRD Surplus/Deficit	\$3,655
BXT Surplus/Deficit	(\$3,882)
CWC Surplus/Deficit	\$1,357
System Surplus/Deficit	\$1,130

Total	\$ 1,577,475
Brainerd	\$ 1,025,359
State/Federal Share	\$ 821,995
Local Share	\$ 203,364
Baxter	\$ 283,946
State/Federal Share	\$ 227,629
Local Share	\$ 56,316
CWC	\$ 268,171
State/Federal Share	\$ 214,983
Local Share	\$ 53,187

BRD Surplus/Deficit	\$10,156
BXT Surplus/Deficit	(\$1,912)
CWC Surplus/Deficit	\$3,373
System Surplus/Deficit	\$11,617



Brainerd City Council Agenda Request

MEETING DATE: July 3, 2023

TITLE OF ITEM: Discussion on TH 371B Speed Study

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:

With the completion of the recent reconstruction projects, MnDOT collected data in relation to performing a speed study on TH 371B (S. 6th Street) from Highway 371 to Highway 210. A summary of the data collected and the likely recommendations are included in the attached memo.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

See attached memo.

RECOMMENDED ACTION/MOTION:

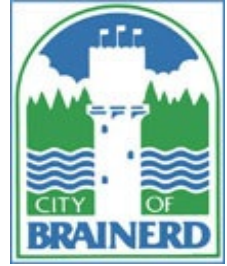
Staff is requesting direction from Council regarding the likely recommendations included in the memo.

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: JULY 3, 2023

SUBJECT: TH 371B SPEED STUDY PRELIMINARY DATA

With the recent completion of the recent projects of TH 371B (S. 6th Street), MnDOT has completed gathering information for a speed study on the corridor. The area of the study extends from the Highway 371 bridge north to Highway 210. The purpose of a speed study is to verify the posted speed limits are appropriate for the study area.

There are several facets of speed limits that should be considered when speed limits are established:

- Uniform speed of vehicles in traffic flow results in the safest operation.
- Posted speed limits can help keep the traffic flowing smoothly provided the majority of drivers find the speed limits reasonable.
- Speed limits give a motorist an idea of a reasonable speed to drive in an unfamiliar location.
- When established properly, speed limits are essential for law enforcement to identify excessive speeds and curb unreasonable behavior.
- Lower speed limits don't reduce speeds. Studies show that there is little change in speed patterns after posting a lower speed limit. Drivers are much more influenced by changes to the roadway, its environment and conditions.
- Lower speed limits don't reduce crash frequency. Lower speed limits are often viewed as a quick fix to traffic safety, but this is not the case. Crashes are most often the result of other factors. In many cases, posting a lower speed limit creates a greater speed variance between the slowest and fastest-moving vehicles. This speed variance can contribute to crashes and make the roadway less safe.

Facets of the study include an evaluation of curves, crash history, location of access points, and other factors affecting speed. Specifically relating to the segment within the City of Brainerd, there are a couple specific areas that were evaluated. First, was a curve check nearby the Buffalo Hills Lane intersection. Second, a speed check near the intersection of Joseph Street. Finally, another speed check between Norwood Street and Oak Street. Crash histories were also compiled for segments of TH 371B from Buffalo Hills Lane to Quince Street, and Quince Street to Highway 210.

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

A summary of the results are as follows:

- The curve south of Buffalo Hills Lane was found to be safe in both directions at both 50 and 55 miles per hour. Segment is signed at 40 miles per hour.
- In analyzing the previous 10-years of crash history between Buffalo Hills Lane and Quince Street, the observed crash rate does not exceed the critical rate.
- In the Joseph Street location, it was observed that the 85th-percentile speeds were 45 MPH and 46 MPH in the northbound and southbound directions, respectively. Meaning at least 85 percent of the observed vehicles were observed driving at or below the given speed. 33.8% and 27.3% of the vehicles were at or below the posted speed limit in the northbound and southbound directions, respectively.
- In analyzing the previous 10-years of crash history between Quince Street and Highway 210, the observed crash rate was over three times the critical rate.
- In the location between Norwood and Oak Streets, it was observed that the 85th-percentile speeds were 36 MPH and 39 MPH in the northbound and southbound directions, respectively. 16.4% and 6.5% of the vehicles were at or below the posted speed limit in the northbound and southbound directions, respectively.

Based on the results of the study, below is a summary of the likely recommendations from the District office to the MnDOT Central office:

- The segment of TH 371B between the curve south of Buffalo Hills Lane and Willow Street is likely to be recommended to stay signed at 40 MPH.
- The segment of TH 371B between Willow Street and Highway 210 is likely to be recommended to be adjusted to 35 MPH.

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



Brainerd City Council Agenda Request

MEETING DATE: July 3, 2023

TITLE OF ITEM: Approve Award for TH 210/Washington Street Utility Replacement Engineering Services Contract

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Staff has reached out to SRF, as the consultant awarded to perform the street reconstruction design for MnDOT on the TH 210/Washington Street Reconstruction project, to provide a proposal for engineering services to complete design plans for the replacement of watermain, sanitary sewer, and lighting throughout the corridor.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Due to the size and scope of the work, the City does not have the available staff to perform this work in-house. Staff reached out to SRF, as the awarded consultant for the street design, to provide a proposal on this work. To take advantage of efficiency, we are recommending that the City contract with SRF to also complete the design for the utility replacement throughout the corridor. Due to the timing of MnDOT's schedule to establish project limits and begin the Right-of-Way process, staff was unable to prepare and solicit a RFP process. In reviewing the proposal for services from SRF, staff's opinion is that SRF has provided a reasonable and appropriate scope of services and cost proposal. While the amount is not to exceed \$264,531, it is important to note that we are only billed for hours spent on this work. While it may not exceed that amount, it is possible that it could be less based on the time needed to complete the work. It is estimated that the utilities will have the general splits of the cost: Water = 60%, Sanitary Sewer = 20%, Lighting = 20%.

Costs associated with the watermain and sanitary sewer utilities would be proposed to be funded through those enterprise funds. Roughly \$158,718.60 for watermain, \$52,906.20 for sanitary sewer. Costs associated with the lighting replacement would be proposed to be funded by State Aid funds, or the City's General Fund if State Aid funds are not available. Approximately \$52,906.20 for lighting.

RECOMMENDED ACTION/MOTION:

Staff recommends award of the TH 210/Washington Street Reconstruction Project Utility Replacement Design Engineering Contract to SRF in the amount of \$264,531.00.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$264,531.00

Is this budgeted? (Please Explain) Yes, this project is identified in the Capital Improvement Program.



SRF No. 16811.PP

June 26, 2023

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

Subject: Proposal for Professional Services for Watermain and Sanitary Sewer Relocation Design
Associated with TH 210 reconstruction project.

Dear Jessie Dehn:

Based on your request, SRF Consulting Group, Inc. (SRF) is pleased to submit this proposal to provide professional services for the design of watermain and sanitary sewer relocations along Trunk Highway 210 in the City of Brainerd. The design includes the relocation of approximately 9,600 feet of watermain, 2,700 feet of sanitary sewer, and lighting in various segments along the proposed MnDOT TH 210 project corridor.

Scope of Services

We propose to carry out the work (“Scope of Services”), set forth in Attachment B, attached hereto and incorporated into this Agreement, including:

- Project Management
- Preliminary Design (30%)
- Construction Plans (60%)
- Construction Plans (90% - 100%)
- Permitting

Assumptions

The project will consist of designing the watermain and sanitary sewer for the segments within the full reconstruction limits of the MnDOT TH 210 project and will be incorporated into that document and bid set. The City will provide any and all as-built information available to ascertain the existing location and conditions of the lines to be relocated and connected. Additional survey and investigation shall be required based on current discussion with the City and Brainerd Public Utilities regarding the availability and quality of historical information. Further detailed assumptions are included in the Work Tasks and Person Hour Estimates “Scope of Services” attached to this proposal.

www.srfconsulting.com

3701 Wayzata Boulevard, Suite 100 | Minneapolis, MN 55416-3791 | 763.475.0010
Equal Employment Opportunity/Affirmative Action Employer

Schedule

We will complete this work within a mutually agreed-upon time schedule. We currently understand the schedule to begin in early 2024, have plans ready to be incorporated into the overall project for a September 2025 letting and to conclude with construction through 2026.

Basis of Payment/Budget

We propose to be reimbursed for our services on an hourly basis for the actual time expended. Other direct project expenses such as printing, supplies, reproduction, etc., will be billed at cost and mileage will be billed at the current allowable IRS rate for business miles. Invoices are submitted on a monthly basis for work performed during the previous month. Payment is due within 35 days.

Based on our understanding of the project and our scope of services, we estimate the cost of our services to be \$264,531, which includes both time and expenses. We will not exceed this amount without prior authorization. This cost is based on a preliminary estimation of the cost of watermain and sewer relocations of approximately \$2.2-2.5M.

Changes in Scope of Services

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you.

Standard Terms and Conditions

The attached Standard Terms and Conditions (Attachment A), and Scope of Services (Attachment B), together with this proposal for professional services, constitute the entire agreement between the Client and SRF and supersede all prior written or oral understandings. This agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Acceptance/Notice to Proceed

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. The email address is jhaukaas@srfconsulting.com.

We appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Jesse Dehn
City of Brainerd

June 26, 2023
Page 3

Sincerely,

SRF CONSULTING GROUP, INC.



Jon Haukaas, PE (MN, CO)
Director of Municipal Services

Attachment A: Standard Terms and Conditions

Attachment B: Scope of Services

Approved: City of Brainerd

(signature)

Name _____

Title _____

Date _____

This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal.

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ATTACHMENT A

STANDARD TERMS AND CONDITIONS

The Standard Terms and Conditions together with the attached Proposal for Professional Services constitute the entire Agreement between the CLIENT and SRF Consulting Group, Inc. ("SRF") and supersede all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

1. STANDARD OF CARE

- a. The standard of care for all professional services performed or furnished by SRF under this Agreement will be the care and skill ordinarily used by members of SRF's profession practicing under similar circumstances at the same time and in the same locality. SRF makes no warranties, expressed or implied, under the Agreement or otherwise, in connection with SRF's service.
- b. The CLIENT shall be responsible for, and SRF may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data, and other information furnished by CLIENT to SRF pursuant to this Agreement. SRF may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.

2. INDEPENDENT CONTRACTOR

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the CLIENT and SRF and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or SRF. SRF's services under this Agreement are being performed solely for the CLIENT's benefit, and no other entity shall have any claims against SRF because of this Agreement or the performance or nonperformance of services hereunder.

3. PAYMENT TO SRF

Invoices will be prepared in accordance with SRF's standard invoicing practices and will be submitted to the CLIENT by SRF monthly, unless otherwise agreed. Invoices are due and payable within thirty-five (35) days of receipt. If the CLIENT fails to make any payment due SRF for services and expenses within forty-five (45) days after receipt of SRF's invoice thereafter, the amounts due SRF will be increased at the rate of 1-1/2% per month (or the maximum rate of interest permitted by law, if less). In addition, SRF may, after giving seven days written notice to the CLIENT, suspend services under this Agreement until SRF has been paid in full of amounts due for services, expenses, and other related charges.

4. OPINION OF PROBABLE CONSTRUCTION COST

Any opinions of costs prepared by SRF represent its judgment as a design professional and are furnished for the general guidance of the CLIENT. Since SRF has no control over the cost of labor, materials, market condition, or competitive bidding, SRF does not guarantee the accuracy of such cost opinions as compared to contractor or supplier bids or actual cost to the CLIENT.

5. INSURANCE

SRF will maintain insurance coverage for Workers' Compensation, General Liability, Automobile Liability and Professional Liability and will provide certificates of insurance to the CLIENT upon request.

6. INDEMNIFICATION AND ALLOCATION OF RISK

To the fullest extent permitted by law, SRF agrees to indemnify and hold harmless the CLIENT, their officers, directors and employees against all damages, liabilities or costs (including reasonable attorneys' fees and defense costs) to the extent caused by SRF's negligent acts under this Agreement and that of its subconsultants or anyone for whom SRF is legally liable.

7. TERMINATION OF AGREEMENT

Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, the CLIENT shall pay to SRF all amounts owing to SRF under this Agreement, for all work performed up to the effective date of termination.

8. OWNERSHIP AND REUSE OF DOCUMENTS

All documents prepared or furnished by SRF pursuant to this Agreement are instruments of service, and SRF shall retain an ownership and property interest therein. Reuse of any such documents by the CLIENT shall be at CLIENT's sole risk; and the CLIENT agrees to indemnify, and hold SRF harmless from all claims, damages, and expenses including attorney's fees arising out of such reuse of documents by the CLIENT or by others acting through the CLIENT.

9. USE OF ELECTRONIC MEDIA

- a. Copies of Documents that may be relied upon by the CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by SRF. Files in electronic media format of text, data, graphics, or of other types that are furnished by SRF to the CLIENT are only for convenience of the CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.

- b. When transferring documents in electronic media format, SRF makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by SRF at the beginning of this Assignment.
- c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of this data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within sixty (60) days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the sixty (60) day acceptance period will be corrected by the party delivering the electronic files. SRF shall not be responsible to maintain documents stored in electronic media format after acceptance by the CLIENT.

10. FORCE MAJEURE

SRF shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond SRF's reasonable control.

11. ASSIGNMENT

Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

12. BINDING EFFECT

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

13. SEVERABILITY AND WAIVER OF PROVISIONS

Any provisions or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the CLIENT and SRF, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

14. SURVIVAL

All provisions of this Agreement regarding Ownership of Documents and Reuse of Documents, Electronic Media provisions, Indemnification and Allocation of Risk, and Dispute Resolution shall remain in effect.

15. DISPUTE RESOLUTION

CLIENT and SRF agree to use their best efforts to resolve amicably any dispute. In the event that a dispute cannot be resolved, upon the joint concurrence of the parties to the selection of a mediator, the dispute will be submitted to mediation.

16. CONTROLLING LAW

The laws of the state of Minnesota govern this Agreement. Legal proceedings, if any, shall be brought in a court of competent jurisdiction in the county where the Project is located.

17. SITE SAFETY

SRF shall not at any time supervise, direct, control or have authority over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety and security precautions and programs in connection with the work performed by any Contractor for the Project, nor for any failure of any Contractor to comply with laws and regulations applicable to such Contractor's work, since these are solely the Contractor's rights and responsibilities. SRF shall not be responsible for the acts or omissions of any Contractor or Owner, or any of their agents or employees, or of any other persons (except SRF's own employees and consultants), furnishing or performing any work for the Project, except as specifically outlined in SRF's scope of services.

18. GOVERNMENT DATA PRACTICES AND INTELLECTUAL PROPERTY RIGHTS

SRF shall comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to: (1) all data provided by the Client pursuant to this Agreement; and (2) all data, created, collected, received, stored, used, maintained, or disseminated by SRF pursuant to this Agreement. SRF is subject to all the provisions of the Minnesota Government Data Practices Act, including but not limited to the civil remedies of Minnesota Statutes Section 13.08, as if it were a government entity. In the event SRF receives a request to release data, SRF will immediately notify the Client. The Client will give SRF instructions concerning the release of the data to the requesting party before the data is released.



Brainerd City Council Agenda Request

MEETING DATE: July 3, 2023

TITLE OF ITEM: Approve Change Orders 1 and 2 – Imp 22-06 Harrison Safe Routes to School

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:

After placement of the new curb, issues were found with the original design regarding the ability to mill the existing pavement and repave a new surface on the existing remaining pavement. One of the main issues was the existence of two different cross-slopes in the pavement that were not identified during the initial survey. This resulted in staff reviewing the most appropriate approach to addressing this issue. Options included milling additional pavement, reclaiming and blending the remaining pavement and removing excess material, and removing the remaining pavement and grading. Considerations that were taken into account were most importantly cost, the long-term condition of the paved areas, and availability of equipment to perform the work.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

After reviewing the considerations listed, staff is recommending removing the existing pavement and grading the area. This option is the most cost-effective option and can be done with DeChantal's crews rather than relying on the availability of a subcontractor to perform the work. With this change, this will also lead to a more efficient paving process. With that, Anderson Brothers has committed to reduce their pavement price by \$4 per ton for the additional efficiency.

Change Order 1 reflects the additional cost to remove the pavement and perform the necessary grading and staking to prepare for paving. Change Order 2 includes a cost to remove the existing overhead poles and signage that indicated the previous school crossing locations. This was intended to be removed as part of the project but did not get into the original planset that was bid.

Under the grant, we have \$500,000 available for construction. The original bid amount was \$465,871.40. Including the change order items and the estimated additional pavement needed to construct, the total amount needed for Change Orders 1 and 2 would be \$11,179.84 and \$2,475.00. This would total \$479,526.24.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of Change Orders 1 and 2 in the amounts of \$11,179.84 and \$2,475.00.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$13,654.84

Is this budgeted? (Please Explain) Change Orders aren't budgeted, but are part of construction and unforeseen expenses that arise during construction projects. The Change Order would fall under the grant.

WSB Project No. 020548-000		Owner Project No. 22-06		Change Order No. 1		
Project Title/Description: Harrison Elementary Safe Routes to School Project						
Owner: City of Brainerd						
Owner Address: 501 Laurel St Brainerd, MN 56401-3595						
Contractor: DeChantal Excavating, LLC						
Contractor Address: 12209 State Highway 18 Brainerd, MN 56401						
Total Change Order Amount: \$11,179.84						
Description: Due to the differing site conditions encountered when the existing bituminous was milled it resulted in a variable profile. In order to maintain the cross slope between the median and outside curb as designed the existing milled bituminous surface needs to be adjusted. To do this the City has directed the contractor to remove the existing milled bituminous surface on Oak Street and add Class V aggregate to an elevation that a uniform 4" bituminous surface can be placed. The item "REMOVE BITUMINOUS ROADWAY PAVEMENT" will be payment in full for all removing the remain bituminous surfacing on Oak Street and grading Class V aggregate.						
Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
SAP 103-113-008	2104.504	REMOVE BITUMINOUS ROADWAY PAVEMENT	S Y	\$8.68	1288	\$11,179.84
Net Change This Change Order						\$11,179.84

Due to this change, the contract time: (check one)	
(X) Is NOT changed	() May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change:	Number of Calendar Days Affected by this Contract Change:

Approved By Project Engineer: _____ Date: _____

Approved By Contractor: _____ Date: _____

Approved By Owner: _____ Date: _____



**P.O. Box 315
Brainerd, MN 56401**

Quote

Date	Quote #
6/28/2023	1590

Name / Address

Brainerd

Description	Quantity	Unit Cost	Unit	Total
* Harrison SRTS				
1. Remove Bituminous Pavement not in Original Plans 10% OH&P	1,288 1	7.89 1,016.23	SY LS	10,162.32 1,016.23
* Blue Topping Included				
* Additional Class 5 Not Included				
* Any Concrete Damage will be Owner Responsibility				
Total				\$11,178.55

Office: 218-828-4636

Cell: 218-839-1318

Fax: 218-824-1510

Email: adechantal@gmail.com

WSB Project No. 020548-000		Owner Project No. 22-06		Change Order No. 2		
Project Title/Description: Harrison Elementary Safe Routes to School Project						
Owner: City of Brainerd						
Owner Address: 501 Laurel St Brainerd, MN 56401-3595						
Contractor: DeChantal Excavating, LLC						
Contractor Address: 12209 State Highway 18 Brainerd, MN 56401						
Total Change Order Amount: \$2,475.00						
Description: The plan omitted the removal of the two cross walk flasher poles and bases. In order to remove this old system with the project " REMOVE FLASHER SYSTEM " was added to the contract to provide payment in full for the removal of the existing crosswalk flasher systems.						
Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
Group/Funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
SAP 103-113-008	2104.501	REMOVE FLASHER SYSTEM	LS	\$2,475.00	1	\$2,475.00
Net Change This Change Order						\$2,475.00

Due to this change, the contract time: <i>(check one)</i>	
(X) Is NOT changed	() May be revised as provided in MnDOT Specification 1806
Number of Working Days Affected by this Contract Change:	Number of Calendar Days Affected by this Contract Change:

Approved By Project Engineer: _____ Date: _____

Approved By Contractor: _____ Date: _____

Approved By Owner: _____ Date: _____



**P.O. Box 315
Brainerd, MN 56401**

Quote

Date	Quote #
6/19/2023	1587

Name / Address

Brainerd

Description	Quantity	Unit Cost	Unit	Total
* Harrison SRTS				
1. Remove School Crossing Masts & Bases	2	1,125.00	Each	2,250.00
10% OH&P	1	225.00	LS	225.00
Total				\$2,475.00

**Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com**



Brainerd City Council Agenda Request

MEETING DATE: July 3, 2023

TITLE OF ITEM: Approve Final Pay Estimate – Imp 20-07 Sanitary Sewer Forcemain Rehabilitation

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: City Eng/PW Director Dehn

DEPARTMENT: Public Works

PRESENTER: City Eng/PW Director Dehn

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:

Attached to this item is the final pay request for the 2022 Sanitary Sewer Forcemain Rehabilitation Project at Rotary Park. This work was the cleaning and lining of the sanitary sewer forcemain of the main trunk line going through the area adjacent to the Mississippi River by Rotary Riverside Park. As a reminder, additional savings were found in the project that allowed for Change Order 1 that included additional cleaning and camera recording of the future potential lining project to evaluate the existing conditions and determine if lining would be feasible. While the work was complete in fall 2022, delays in this final pay estimate were related to SEH waiting on final reports and documentation from Michels Trenchless Inc.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The final pay estimate reflects a final payment of \$75,794.90, totalling \$338,962. The original bid amount for the project was \$367,550. Funds for this project are from the sanitary sewer enterprise fund.

RECOMMENDED ACTION/MOTION:

Staff recommends approval of the Final Pay Estimate for Imp 20-07 in the amount of \$75,794.90.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: \$75,794.90

Is this budgeted? (Please Explain) Yes, a total of \$400,000 was identified in the CIP and the project came in \$28,588 under the original construction bid amount.



Building a Better World
for All of Us®

June 28, 2023

RE: City of Brainerd, Minnesota
2022 Sanitary Sewer Rehabilitation at
Rotary Riverside Park
SEH No. 156034 14.00

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

Dear Jessie:

This letter is to verify that the contractor for this project, Michels Trenchless Inc., has completed to the best of our knowledge, the work shown on the attached itemized list. The amount due to the contractor is calculated as follows:

ORIGINAL CONTRACT AMOUNT

No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	Mobilization	LS	1	1	\$ 20,728.00	\$ 20,728.00
2	Temp. Flow Conveyance	LS	1	1	\$ 40,000.00	\$ 40,000.00
3	Sewer Cleaning & CCTV	LF	2560	2515	\$ 8.00	\$ 20,120.00
4	Chemical Grouting	EA	43	0	\$ 850.00	\$ 0.00
5	18" Sewer CIPP Lining	LF	2560	2515	\$ 75.00	\$ 188,625.00
6	Temp. Monitoring	LF	2560	2515	\$ 3.00	\$ 7,545.00
7	Sewer Manhole Lining	FT	72	72	\$ 577.00	\$ 41,544.00
8	Install Manhole Frame Seal	EA	9	0	\$ 952.00	\$ 0.00
CO-1	Additional Clean & CCTV	DY	6	6	\$ 3,400.00	\$ 20,400.00

Note: Items #4 and #8 not required during final construction and were removed from the project

Bid Items Completed	\$ 338,962.00
Less Retainage (5%)	\$ (16,948.10)
Less Previous Payment	\$(263,167.10)
Final Invoice / Release Retainage	\$ 16,948.10
CURRENT AMOUNT DUE	\$ 75,794.90

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

SEH shall not be responsible for any acts or omissions of the contractor, subcontractor, and entity performing any portions of the work, or any agents or employees of any of them. SEH does not guarantee the performance of the contractor and shall not be responsible for the contractor's failure to perform its work in accordance with the contract documents or any applicable laws, codes, rules or regulations.

As a result, SEH recommends that the attached Invoice #26226048R be paid the current amount due, **\$75,794.90**. **This payment can be sent to Michels Trenchless Inc., 817 Main Street, PO Box 95, Brownsville, WI 53006. Do not address or send this payment to SEH.**

SEH has reviewed and approved the work completed by Michels Trenchless Inc. The above referenced invoice shall reflect the final project invoice for the Contractor and includes the release of 100 percent of the project retainage. No further pay claims will be accepted for this project. This payment certificate shall indicate to the Contractor final acceptance of the work performed.

Sincerely,



Spencer Cossalter
Project Manager

scc

Enclosure

c: Willie Grams, Michels Trenchless Inc.

x:\ael\b\brdmn\156034\7-const-svcs\73-app-pymt\pay app #2\pay app #2.docx

MICHEL'S®

TRENCHLESS, INC.

SEND REMITTANCE TO:
MICHEL'S TRENCHLESS INC.
817 MAIN STREET, PO BOX 95
BROWNSVILLE, WI 53006-0095

INVOICE NO. **26226048R**

Customer No. **SEH0001**

ATTN: City of Brainerd, MN
Spencer Cossalter - SEH
501 Laurel Street
Brainerd, MN 56401

Date: 6/28/2023

Michels Job #: 22260810

Pay App #: 2

RE: 2022 Sanitary Sewer Repair - Rotary Riverside Park
Brainerd, MN SEH Project No. BRDMN 156034

Invoice Summary

1. Original Contract Value:	\$387,950.00
2. Revised Contract Value Including Change Orders:	\$342,697.00
3. Total Completed to Date:	\$338,962.00
4. Previously Billed:	\$277,018.00
5. Total Earned This Period:	\$61,944.00
6. Retainage Previously Held:	\$0.00
7. Retainage This Period:	-\$13,850.90
8. Current Amount Due This Period:	\$75,794.90

For Internal Use Only

Total Sales:	\$61,944.00
Taxable Amount:	\$0.00
Sales Tax:	\$0.00
Retainage:	-\$13,850.90
Invoice Amount:	\$75,794.90

INVOICE

817 West Main Street | Brownsville, WI 53006 | (920) 924-4300 | www.michels.us
If you have questions regarding this invoice, please contact Amber Kissinger at Ext. 1639

								Work Completed							
Item	Description	UoM	Unit Price \$	Quantity	Scheduled Value \$	Change Order \$	Total Scheduled Value \$ (G+H)	Previous Quantity	Previous Applications \$	Current Quantity	Current Application \$	Cumulative Quantity	Cumulative Application \$	Percent Complete	Balance to Finish \$
1	Mobilization, Traffic Control and Site Safety	LS	20,728.00	1.0	20,728.00		20,728.00	1.0	20,728.00	0.0	-	1.0	20,728.00	100.0%	-
2	Temporary Flow Conveyance	LS	40,000.00	1.0	40,000.00		40,000.00	1.0	40,000.00	0.0	-	1.0	40,000.00	100.0%	-
3	Sanitary Sewer Cleaning and CCTV Inspection	LF	8.00	2560.0	20,480.00	(45.00)	20,435.00	2515.0	20,120.00	0.0	-	2515.0	20,120.00	98.5%	315.00
4	Sanitary Sewer Chemical Grouting	EA	850.00	43.0	36,550.00	(36,550.00)	-		-	0.0	-	0.0	-	0.0%	-
5	18 inch Sanitary Sewer CIPP Lining	LF	75.00	2560.0	192,000.00	(45.00)	191,955.00	2515.0	188,625.00	0.0	-	2515.0	188,625.00	98.3%	3,330.00
6	Continous Temperature Monitoring and Data Collection	KF	3.00	2560.0	7,680.00	(45.00)	7,635.00	2515.0	7,545.00	0.0	-	2515.0	7,545.00	98.8%	90.00
7	Sanitary Sewer Manhole Lining	FT	577.00	72.0	41,544.00		41,544.00		-	72.0	41,544.00	72.0	41,544.00	100.0%	-
8	Install Manhole Fram Seal	EA	952.00	9.0	8,568.00	(8,568.00)	-		-	0.0	-	0.0	-	0.0%	-
					-		-		-	0.0	-	0.0	-	0.0%	-
CO-1	Clean & Televis	DY	3,400.00	6.0	20,400.00		20,400.00		-	6.0	20,400.00	6.0	20,400.00	100.0%	-
					-		-		-		-	0.0	-	0.0%	-
					-		-		-		-	0.0	-	0.0%	-
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					-		-		-		-	0.0	-	0.0%	-
					-		-		-		-	0.0	-	0.0%	-
INSERT NEW ROWS ABOVE THIS LINE					-		-		-		-	0.0	-	0.0%	-
	Totals				\$ 387,950.00	(45,253.00)	\$ 342,697.00	7,547.00	277,018.00		\$ 61,944.00		\$ 338,962.00	98.9%	\$ 3,735.00



Brainerd City Council Agenda Request

MEETING DATE: July 3rd, 2023

TITLE OF ITEM: Direction on Active Code Enforcement Cases

AGENDA: SPW Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, CDD

DEPARTMENT: Community Development

PRESENTER: James Kramvik

ESTIMATED TIME (MIN): 10 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 one (1) property before the Committee for review. Staff is looking for direction from the Council as how to proceed with the case.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Attached is the case file for:

624 8th Ave NE

Section 320, action that could be taken against this property 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:

See Attached Memo

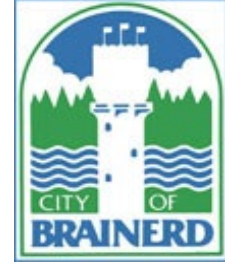
FINANCIAL IMPACT:

Is there a cost associated with this request: No

What is the total cost, with tax and shipping: No

Is this budgeted? (Please Explain) No

MEMO



TO: Mayor and City Council
FROM: James Kramvik, Community Development Director
DATE: July 3, 2023
RE: Recommendations for Active Code Enforcement Cases

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

- **624 8th Ave NE**
 - Received one (1) Notice of Violation Letter (5/17/23) and three (3) Citations for Junk/Debris/Blight
 - First citation 6/1/23 – Third citation 6/22/23
 - \$600 in open citations

Staff recommends obtaining a search warrant and abatement of the present Junk/Debris/Blight

Running 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. Abated 6/9/23.

1306 Oak Street – Immediate \$300 fine for garbage – Administrative warrant received 5/23/23. Abated 6/2/23.

1306 Oak Street – Repeat grass issue – Immediate \$300 fine and immediate abatement for long grass/weeds took place 6/2/23.

1201 Norwood – Repeat grass issue – Immediate \$300 fine and immediate abatement for long grass/weeds took place 6/2/23.

927 7th Ave NE – Repeat grass issue – Immediate \$300 fine and immediate abatement for long grass/weeds took place 6/2/23.

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

1113 Rosewood St – Administrative warrant received, and property was abated for garbage and junk/debris/blight 6/22/23.

924 7th Ave NE – 3rd citation for tree limbs, brush pile sent to property owner – will be abated 6/27 or 6/28/23.

1812 Oak St – Sent property owner a 10-day final letter – no action taken - requested administrative warrant 6/26/23 to abate the garbage.

May 17, 2023

SAMUELSON, DONALD B &
624 8TH AVE NE
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: 624 8TH AVE NE
Real Estate Code: 41191686

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 05/31/2023

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

EN23-0187

Date of Violation: 06/22/2023

Parcel ID: 41191686

Violator(s): SAMUELSON, DONALD B &
624 8TH AVE NE
BRainerd, MN 56401

Location/Address of Violation: **624 8TH 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: 07/02/2023

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: 06/22/2023

Representative's Signature: 

(served via first class mail)



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

July 3, 2023

7:20 PM

2nd Floor Conference Room

WebEx Teleconference Call-In Information Call Toll-

Free: 1-844-992-4726 Access Code: 2492 320 7760

1. Authorize Sale of Retired Police Vehicle
2. Approve Wage Grid for BPU Finance Manager Position
3. Ratify Hiring of Administrative Specialist Brittney Tollefson



Brainerd City Council Agenda Request

MEETING DATE: July 3, 2023

TITLE OF ITEM: Sale of Retired Police Vehicle

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: John Davis, Police Chief

DEPARTMENT: Police

PRESENTER: John Davis

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE:

Request authorization for the sale of the following retired unmarked police investigator vehicle:

2010 Chevrolet Silverado VIN# 1GCSKSE35AZ156355, squad 444.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

In 2023 one additional lease vehicle was acquired to make up for the sale of this vehicle. Staff recommends to continue using Central Minnesota Dealer Auction for the sale of this vehicle.

RECOMMENDED ACTION/MOTION:

Authorize the sale of retired police vehicle #444 utilizing Central Minnesota Dealer Auction

FINANCIAL IMPACT:

Is there a cost associated with this request: No

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

Is this budgeted? (Please Explain) N/A



Brainerd City Council Agenda Request

MEETING DATE: July 3, 2023

TITLE OF ITEM: Approve Wage Grid for BPU Finance Manager Position

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert & Jennifer Bergman

DEPARTMENT: Human Resources/Admin.

PRESENTER: Kris Schubert

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE:

On June 5, 2023, the City Council approved the BPU Finance Manager job description and noted that the wage was subject to Flaherty and Hood's review and recommendation as part of our Classification and Compensation Study. Since that time, Staff has been working with Flaherty and Hood to prepare a wage grid for the position. Below is the recommended 2023 wage grid for the BPU Finance Manager position for Council consideration:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
39.62	41.60	43.58	45.56	47.54	49.53	51.51	53.49

Please note the BPU Finance Manager position will be salaried position; further, the annual salary for the position shall be calculated based on the hourly rate identified in the above 8-step grid. In addition, this wage is based on our current wage structure in order to start the hiring process as soon as possible; further, Flaherty & Hood may recommend an adjustment for this position as part of its overall Classification and Compensation Study presentation.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

On May 1, 2023, the Council authorized initiation of the hiring process for the BPU Finance Manager when the position was created as part of the Public Utilities Department recommendations. Once the wage grid for the position is approved, Staff will begin the hiring process.

RECOMMENDED ACTION/MOTION:

Motion to approve the 2023 BPU Finance Manager wage grid as presented.

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

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

Is this budgeted? (Please Explain) Yes – the BPU Finance Manager position replaces the BPU Finance Director/Secretary position which was included in the 2023 BPU budget.



Brainerd City Council Agenda Request

MEETING DATE: July 3, 2023

TITLE OF ITEM: Ratify the Hiring of Administrative Specialist Brittney Tollefson

AGENDA: Consent Agenda

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert & Jessie Dehn

DEPARTMENT: Human Resources/Public Works

PRESENTER: Kris Schubert

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE:

We received 32 applications for the Administrative Specialist-Public Works Department position with 11 candidates that were interviewed. Staff offered the position to Brittney Tollefson who started with us on June 26, 2023, on Step 1 of the Administrative Specialist wage grid (\$21.85).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Click to enter text

RECOMMENDED ACTION/MOTION:

Ratify the hiring of Brittney Tollefson effective June 26, 2023; further, that she be placed on Step 1 of the Administrative Specialist wage grid (\$21.85 per hour).

FINANCIAL IMPACT:

Is there a cost associated with this request: Yes

What is the total cost, with tax and shipping: Hourly wage = \$21.85

Is this budgeted? (Please Explain) This position was included in the City's 2023 budget.



Brainerd City Council Agenda Request

MEETING DATE: July 3, 2023

TITLE OF ITEM: Call for Public Hearing for Redevelopment TIF District

AGENDA: Main Agenda

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Eric Charpentier

DEPARTMENT: HRA

PRESENTER: Eric Charpentier

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

At the May 30, 2023 joint workshop of the City Council and Brainerd HRA, an overview of Tax Increment Financing (TIF) was given and discussion was held on a potential redevelopment TIF district. DW Jones is looking to redevelop the Thrifty White property.

The TIF district would be a Brainerd HRA TIF district. The HRA will be responsible for the development agreement, and required reporting of the TIF district. However, the City is responsible for calling and holding the public hearing and adopting a resolution for the creation of the TIF district.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

[Click to enter text](#)

RECOMMENDED ACTION/MOTION:

Call for the public hearing on a potential creation of a redevelopment TIF district to redevelop the former Thrifty White building by DW Jones to be held at the City Council's regular Council meeting on July 17, 2023.

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: July 3, 2023

TITLE OF ITEM: Consider Conditional Use Permit for a Day Care Facility at 703 Oak St.

AGENDA: Main Agenda

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik

DEPARTMENT: Community Development

PRESENTER: James Kramvik, CDD

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE:

Brainerd Family YMCA applied for a Conditional Use Permit (CUP) to operate a Commercial Day Care Facility at 703 Oak St. Brainerd, MN 56401. The immediate plan is to provide services for 24 infants and 42 toddlers through a staff of 12 teachers, 2 part-time employees, and 1 administrative leader.

For outdoor play, the proposed daycare facility will transport the kids across Oak Street to the YMCA playground that is located at 602 Oak Street so there is no screening requirement for this Conditional Use Permit request.

The proposed daycare facility will have (26) twenty-six total off-street parking spaces with an off-street loading zone that can accommodate 10 to 12 vehicles for parent dropoff and pickup.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered this request at their regularly scheduled meeting on July 19th and unanimously recommended approval of the Conditional Use Permit without attaching any additional conditions.

RECOMMENDED ACTION/MOTION:

Recommend approval of the Conditional Use Permit for a Day Care Facility at 703 Oak St.

FINANCIAL IMPACT:

Is there a cost associated with this request: no

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

Is this budgeted? (Please Explain) no

MEMO



TO: Planning Commission

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

DATE: June 21, 2023

RE: Consider Conditional Use Permit for a Day Care Facility at 703 Oak St.

Introduction:

Brainerd Family YMCA applied for a Conditional Use Permit (CUP) to operate a Commercial Day Care Facility at 703 Oak St. Brainerd, MN 56401. The immediate plan is to provide services for 24 infants and 42 toddlers through a staff of 12 teachers, 2 part-time employees, and 1 administrative leader.

Parcel Number: 41241025

Zoning District: Town Center (TC) District

Property Area: 0.3692 Acres

Adjacent Uses: North: Parking lot
East: Single Family Dwelling
East: Mortuary & Funeral Services
South: Single Family Dwelling
West: Dining Establishment

Adjacent Zoning: North: Town Center (TC) District
East: Town Center (TC) District
East: Town Center (TC) District
South: Traditional Neighborhood-2 (TN-2) District
West: Town Center (TC) District

Findings of Fact:

1. 703 Oak St. Brainerd, MN 56401 is in Town Center (TC) zoning district. Zoning Ordinance [515-3 Allowed Uses. Appendix A: Table of Uses](#) allows for Commercial Day Care Facilities as a Conditional Use in the TC District.

2. According to [Section 515-3-14 Commercial Day Care Facilities](#). Day care facilities shall be allowed as a principal use, provided that the day care facilities meet all the applicable provisions of this Section:
- A. Lot Requirements and Setbacks. The proposed site for a day care facility must have a minimum lot area as required by the applicable Base Zoning District in which it is located and as determined by the Minnesota Department of Health and Human Services. The City Council may increase the required lot area in those cases where such an increase is considered necessary to ensure compatibility of activities and maintain the public health, safety, and general welfare. The day care facility must meet the minimum setback requirements of the respective Base Zoning District. The City Council may increase setback requirements if considered necessary to ensure compatibility.
 - i. *The Town Center zoning district does not have lot size minimums or setback minimums. The requirements are 0' to 10' build to range on the front and side yard setbacks and the existing structure meets these stipulations as written in the code.*
 - B. Sewer and Water. All day care facilities shall have access to municipal sewers and water or have adequate private sewers and water to protect the health and safety of all persons who occupy the facility.
 - i. *The parcel in question at 703 Oak St. is connected to the city sewer and water.*
 - C. Screening. A day care facility shall provide screening along any shared property boundaries, regardless of adjacent use.
 - i. *Staff's interpretation of this requirement is for the screening of outdoor play equipment and uses. The proposed childcare facility will transport the kids to the YMCA playground that is located at 602 Oak St. which is screened from adjacent uses. No outdoor spaces will be utilized for day care programming and therefore there is no screening requirement for the property.*
 - D. Parking. There shall be off-street parking located separately from any outdoor play area and must comply with all applicable standards.
 - i. *The Applicant does not propose a play area on the premises. Additionally, the TC zoning district is exempted from parking space minimums in the Zoning Code. The applicant plans to allocate 26 (twenty-six) total spaces present on the parcel for use by the Day Care Facility.*
 - E. Loading. Off-street loading spaces must be provided.
 - i. *The existing parcel is set up with a loading zone that facilitates the reasonable unloading of automobiles through a parent drop off loop that will enter and exist on the West side of the property and accommodate 10 to 12 vehicles.*
 - F. Signage. All signing and informational or visual communication devices shall be in compliance with the provisions of Section [515-3-35] of this Ordinance.
 - i. *No signage is currently proposed in the plan documents submitted to the community development department at this time. Future signage requires a permit and will be in compliance with Section 515-3-35.*

G. Compliance with State Requirements. The building and operation shall be in full compliance with State of Minnesota, Department of Health and Human Services regulations and be licensed accordingly.

- i. *The operation of a Day Care Facility regardless of location is dependent on the issuance of a certificate of occupancy which is not issued unless the business can demonstrate their adherence to all state Department of Health and Human Services standards. Thus, their licensing and compliance will be met before any operations occur at the proposed parcel.*

3. **Criteria for Granting Conditional Use Permits.** In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants or surrounding lands. Among other things, the City Council shall make the following findings where applicable.

A. The proposed use conforms to the Zoning District and is a permitted Conditional Use identified on Appendix A: Table of Uses.

- i. *In accordance with the City of Brainerd Zoning Code Table of Uses a day care facility is a permitted conditional use for parcels in the TC (Town Center) Zoning District.*

B. The proposed use meets the regulations and standards established in this Ordinance.

- i. *The TC Zoning District must meet the coverage and principal building standards as defined in [Zoning Code Section 515-2-11.C](#). The following standards are applied to the construction of a principal building on a GI lot:*
 - 1. *The applicant does not propose an expansion to the building or parking lot.*
 - 2. *Build to Range 0'-10'*
 - a. *The existing building has a 15'0" Setback from the property line at the front of the parcel. This is an existing nonconformity.*
 - 3. *Side Yard Build to Range 0'-10'*
 - a. *There is a side yard setback of 0',0" on the Eastern Side and there is a 17'8" setback from the western side.*
 - 4. *Rear Yard Setback (minimum) 0'*
 - a. *The building has a 36' setback from the rear property line.*

C. The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.

- i. *The proposed Day Care Facility at 703 Oak will be conducted entirely inside the building except for transporting children across the street to the playground owned by the YMCA. This process and use do not pose danger, injury, or noxiousness to any surrounding persons or property.*

D. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.

- i. *The Architectural plans as presented demonstrate no changes to the orientation of the building or landscaping that would constitute the existing building failing to conform to the code as written.*
 - E. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - i. *The submitted plans include no changes to the existing building's visual impression thus retaining its consistency with the Oak St. neighborhood.*
 - F. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
 - i. *The attached 26 car parking lot and loading zone will accommodate the traffic presented by this use.*
 - G. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the [Comprehensive Plan](#).
 - i. *Land Use - GOAL 3: Support and invest in the incremental enhancements of quality of life. Policy 2: Encourage and attract stores and services for the daily needs of our community.*
 - 1. *The City of Brainerd and the surrounding communities are in need of childcare. There is currently a childcare shortage in the region. The proposed day care center capable of hosting 66 children would help offset this burden for parents unable to find a place for their children. Further, this child care facility would add additional jobs to this community.*
 - ii. *Economic Development – GOAL 1 : Support infill and redevelopment throughout Brainerd as a strategic component of growth. Policy 1: Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exists.*
 - 1. *This property is an existing fixture in its neighborhood that has access to all city utilities. The proposed childcare facility would repurpose and enhance the property for a use that is needed within Brainerd.*
 - iii. *Economic Development - GOAL 2: Support our workforce and help them thrive. Policy 1: Collaborate with local partners and stakeholders to address industry workforce needs, creating a career and education pathway for residents of all ages.*
 - 1. *The shortage of childcare in the region is a concern for businesses and the workforce in the region. This project by the YMCA addresses a major need in the community.*
4. **Section 515-2.B.7 Conditions.** In reviewing applications for conditional use permits, the City may attach whatever reasonable conditions are deemed necessary to mitigate anticipated adverse impacts associated with the proposed use, to protect the value of property within the Zoning District, and to achieve the goals of the City's Comprehensive Plan. In determining such conditions, special consideration shall be given to protecting nearby properties from objectionable views, noise, traffic, and other characteristics associated with such uses. Such conditions may include, but are not limited to, the following:

- A. Increasing the required lot size or yard setback dimension.
- B. Limiting the height, size, or location of buildings.
- C. Regulating ingress and egress to the property and the proposed structures thereon with particular references to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or another catastrophe.
- D. Regulating the street width.
- E. Increasing the number of required off-street parking spaces.
- F. Limiting the number, size, location, or lighting of signs.
- G. Requiring a berm, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
- H. Requiring dedication of some open or green space.
- I. Regulating the appearance of the facilities or site so that they are harmonious with the neighborhood and City.

As of this writing, no parties have contacted the Community Development Department for more information on the Conditional Use Permit application for the proposed Commercial Day Care Facility at 703 Oak St.

Staff Recommendations:

The Community Development Department recommends approval of the Conditional Use Permit for 703 Oak St. Brainerd, MN 56401.

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Brainerd Family YMCA has submitted a request for a Conditional Use Permit to operate a Commercial Day Care Facility at 703 Oak St. Brainerd, MN 56401. The property included in this application is described as:

*LOT 019 BLOCK 131
Town of Brainerd & First Addition to Brainerd
Parcel #: 41241025
Section 24, Township 45, Range 31*

The property is zoned Town Center (TC) District, and Zoning Ordinance Section 513-3 Appendix A Table of Uses allows Commercial Day Care Facilities as a conditional use in the TC District. A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, June 21, 2023, in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

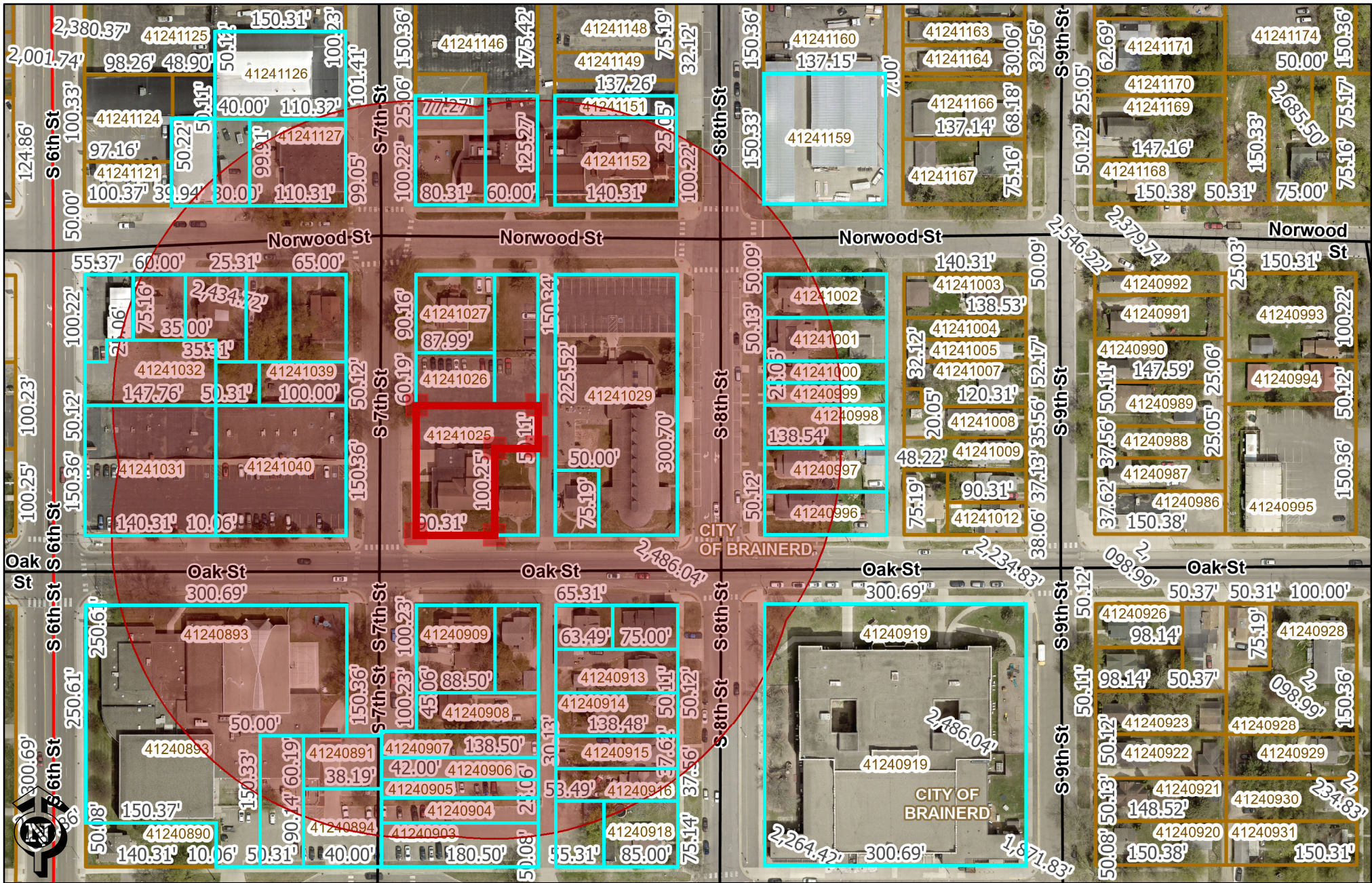
Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 6th day of June, 2023



James L. Kramvik
Community Development Director

Publication Date: June 10th, 2023



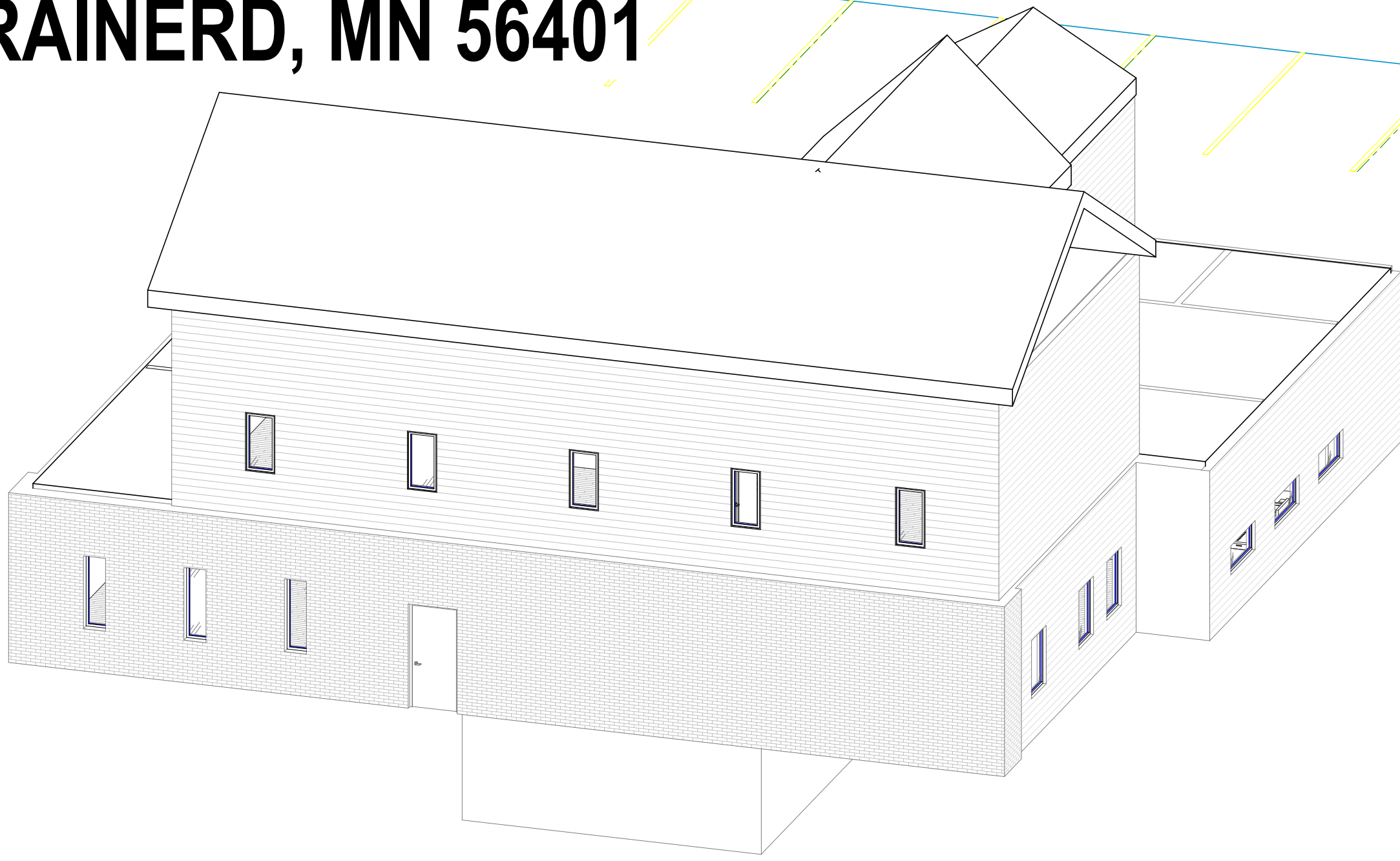
These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Map of 703 Oak St, Brainerd and the buffer zone

Date: 5/30/2023 Time: 9:22:10 AM



YMCA DAYCARE CENTER
BRAINERD FAMILY YMCA
703 OAK STREET, BRAINERD, MN 56401



SHEET INDEX	
SHEET NAME	
GENERAL	
G1.10	TITLE SHEET
G1.20	CODE INFO - DOOR CLEARANCE, ACCESS, ROUTES
G1.30	CODE INFO - TOILET ROOMS, MISC
G1.40	CODE INFO - STAIRS, RAMPS, ELEVATORS, SITE
LIFE SAFETY	
LS1.00	CODE REVIEW DATA
LS1.10	FIRST LEVEL LIFE SAFETY PLAN
LS2.10	SECOND LEVEL LIFE SAFETY PLAN
LS3.10	FIRST LEVEL LICENSING PLAN
LS3.20	SECOND LEVEL LICENSING PLAN
CIVIL	
C1.0	Site Plan
ARCHITECTURAL DEMOLITION	
AD1.10	FIRST LEVEL DEMOLITION PLAN
AD1.20	SECOND LEVEL DEMOLITION PLAN
ARCHITECTURAL	
A1.10	FIRST LEVEL FLOOR PLAN
A1.20	BASEMENT & SECOND LEVEL FLOOR PLANS
A2.10	FIRST FLOOR REFLECTED CEILING PLAN
A2.20	SECOND LEVEL REFLECTED CEILING PLAN
A2.30	ROOF PLAN
A3.10	BUILDING ELEVATIONS
A4.10	ENLARGED FLOOR PLANS
A7.10	INTERIOR ELEVATIONS
A9.10	DOOR SCHEDULES AND TYPES
A9.20	WALL, PARTITION, AND ROOF TYPES
A10.10	FIRST LEVEL FINISH PLAN
A10.20	SECOND LEVEL FINISH PLAN
# OF SHEETS: 24	



STATE MAP



PROJECT LOCATION

VICINITY MAP

DESIGN TEAM:

ARCHITECTURAL:	Widseth Smith Nolting & Assoc. 3777 40th St NW, Suite 200 Rochester, MN 55901 Office Phone: (507) 292-8743 Contact: Phone:	MECHANICAL:	Widseth Smith Nolting & Assoc. 7804 Industrial Park Rd S Baxter, MN 56425 Office Phone: (218) 829-5117 Contact: Phone:
	CIVIL:		ELECTRICAL:
STRUCTURAL:	Widseth Smith Nolting & Assoc. 3777 40th St NW, Suite 200 Rochester, MN 55901 Office Phone: (507) 292-8743 Contact: Phone:	Widseth Smith Nolting & Assoc. 2825 24th Avenue South Suite 201 Grand Forks, ND 58208 Office Phone: (701) 795-1975 Contact: Phone:	

PROJECT NAME: YMCA DAYCARE CENTER
PROJECT ADDRESS: 703 OAK STREET, BRAINERD, MN 56401
PROJECT #: 2023-10595



REVISIONS		
#	DESCRIPTION	DATE

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

DATE:
<SHEET ISSUE DATE>

SHEET NO.

G1.10

ABBREVIATIONS

Ⓔ	AT	EQP	EQUIPMENT	MFR	MANUFACTURER	SND	SANITARY NAPKIN DISPENSER
APF	ABOVE FINISHED FLOOR	EXIST	EXISTING	MAS	MASONRY	SNR	SANITARY NAPKIN RECEPTOR
AP	ACCESS PANEL	EXP	EXPANSION	MO	MASONRY OPENING	SCH	SCHEDULE
ACT	ACOUSTIC CEILING TILE	EB	EXPANSION BOLT	MTL	MATERIAL (S)	SEC	SECTION
AC	AIR CONDITIONING	EJ	EXPANSION JOINT	MAX	MAXIMUM	SHT	SHEET
AB	ANCHOR BOLT	EXT	EXTERIOR	MECH	MECHANICAL	SHTH	SHEATHING
ALT	ALTERNATE			MLC	MEDICINE CABINET	SM	SIMILAR
AL	ALUMINUM	FB	FACE BRICK	MED	MEDIUM	SC	SOLID CORE
∠	ANGLE	FOC	FACE OF CONCRETE	MBR	MEMBER	SABI	SOUND ATTENUATING BATT INSULATION
APX	APPROXIMATE	FOM	FACE OF MASONRY	WMB	MEMBRANE	SP	SOUNDPROOF
ARCH	ARCHITECT (URAL)	FQS	FACE OF STUDS	MET	METAL	S	SOUTH
		FIN	FINISH			SPK	SPEAKER
BSMT	BASEMENT	FFE	FINISHED FLOOR ELEVATION	M=L	MICROLAM	SPEC	SPECIFICATION (S)
BM	BEAM or BENCHMARK	FRBK	FIRE BRICK	MIN	MINIMUM	SQ	SQUARE
BRG	BEARING	FE	FIRE EXTINGUISHER	MIR	MIRROR	SS	STAINLESS STEEL
BPL	BEARING PLATE	FEC	FIRE EXTINGUISHER CABINET	MISC	MISCELLANEOUS	STD	STANDARD
BIT	BITUMINOUS	FP	FIRE PROOF	MLD	MOLDING	ST	STEEL
BLK	BLOCK	FLG	FLASHING	MT	MOUNT (ED), (ING)	SJ	STEEL JOIST
BLKG	BLOCKING	FLR	FLOOR (ING)	MULL	MULLION	STO	STORAGE
BRK	BRICK	FD	FLOOR DRAIN			STR	STRUCTURAL
BLDG	BUILDING	FT	FOOT	NOM	NOMINAL	SUS	SUSPENDED
		FTG	FOOTING	N	NORTH	SYM	SYMMETRICAL
CAB	CABINET	FND	FOUNDATION	NTS	NOT IN CONTRACT	TKBD	TACK BOARD
CPT	CARPET (ED)	FRA	FRESH AIR	NO	NOT TO SCALE	TKS	TACK STRIP
CSMT	CASEMENT	FBO	FURNISHED BY OTHERS			TEL	TELEPHONE
CI	CAST IRON	FUR	FURRED(ING)			TV	TELEVISION
CB	CATCH BASIN	FUT	FUTURE	OC	ON CENTER	TZ	TERRAZZO
CLG	CEILING			OPP	OPPOSITE	THK	THICK (NESS)
C	CENTERLINE	GAL	GALVANIZED	OSB	ORIENTED STRAND BOARD	THR	THRESHOLD
CHBD	CHANNEL	GI	GALVANIZED IRON	OD	OUTSIDE DIAMETER	TPTN	TOILET PARTITION
CO	CHALKBOARD	GA	GAUGE	OA	OVERHEAD	TPD	TOILET PAPER DISPENSER
CLR	CLEAN	GC	GENERAL CONTRACTOR	OH	OVERHEAD	T&G	TONGUE AND GROOVE
CL	CLOSET	GL	GLASS			TGB	TOP OF BLOCK
COL	COLUMN	GB	GRAB BAR	PNT	PAINT	TOD	TOP OF DECK
CONC	CONCRETE	GD	COLUMN (ING)	PNL	PANEL	TOS	TOP OF STEEL
CMU	CONCRETE MASONRY UNIT	GYP BD	GYP SUM BOARD	PB	PANIC BAR	T	TREAD
CONST	CONSTRUCTION			PTD	PAPER TOWEL DISPENSER	TPY	TYPICAL
CONT	CONTINUOUS	HDW	HARDWARE	PTH	PAPER TOWEL RECEPTOR	UG	UNDERGROUND
CONTR	CONTRACTOR	HDR	HEADER	PAR	PARALLEL	UNF	UNFINISHED
CJT	CONTROL JOINT	HTG	HEATING	PBD	PARTICLE BOARD	UNO	UNLESS NOTED OTHERWISE
		HVAC	HEATING/VENTILATION/AIR CONDITIONING	PTN	PARTITION	UR	URINAL
DL	DEAD LOAD	HT	HEIGHT	PVMT	PERFORATE (ED)		
DEPT	DEPARTMENT	HC	HOLLOW CORE	PERI	PERIMETER	VB	VAPOR BARRIER
DTL	DETAIL	HOR	HOLLOW METAL	PLAS	PLASTER	VNR	VENEER
DIAM	DIAMETER	HB	HOSE BIBB	PLAM	PLASTIC LAMINATE	VERT	VERTICAL
DM	DIMENSION	HW	HOT WATER HEATER	PLOR	PLATE	VEST	VESTIBULE
DPR	DISPENSER	HR	HOUR	PLBG	PLUMBING	VIN	VINYL
DR	DOOR			±	PLUS OR MINUS	VCT	VINYL COMPOSITE TILE
DH	DOUBLE HUNG	ID	INSIDE DIAMETER	PWD	PLYWOOD		
DN	DOWN	INS	INSULATE (D),(ION),(ING)	PT	POINT	WH	WALL HUNG
DN	DOWNSPOUT	INT	INTERIOR	LBS	POUNDS	WC	WATER CLOSET
DWG	DRAWING			PSI	POUNDS PER SQUARE INCH	WP	WATERPROOFING
DF	DRINKING FOUNTAIN	JT	JOINT	PC	PRECAST	WWF	WELDED WIRE FABRIC
		J	JOIST	PFN	PREFINISHED	W	WEST OR WIDTH, WIDE
				W		WDW	WINDOW
E	EAST	LB	LAG BOLT	QT	QUARRY TILE	WG	WIRE MESH
EA	EACH	LAM	LAMINATE (ED)			WM	WITH
EF	EACH FACE	LAV	LAVATORY	RAD	RADIUS	WO	WITHOUT
EW	EACH WAY	LH	LEFT HAND	REFR	REFRIGERATOR	WD	WOOD
ELECT	ELECTRICAL (AL)	L	LENGTH	RE	REINFORCE (D), (ING), (MENT)	WI	WROUGHT IRON
EW	ELECTRIC WATER COOLER	LT	LIGHT	REQ'D	REQUIRED		
EL	ELEVATION	LL	LIVE LOAD	RA	RETURN AIR		
ELEV	ELEVATOR	LLH	LONG LEG HORIZONTAL	RVS	REVERSE		
EQ	EQUAL	LLH	LONG LEG VERTICAL	REV	REVISION		
		LVR	LOUVER	RH	RIGHT HAND		
				ROW	RIGHT OF WAY		
				R	RISER		
				RD	ROUGH OPENING		
				RM			
				RO			

TYPICAL MATERIAL HATCH PATTERNS

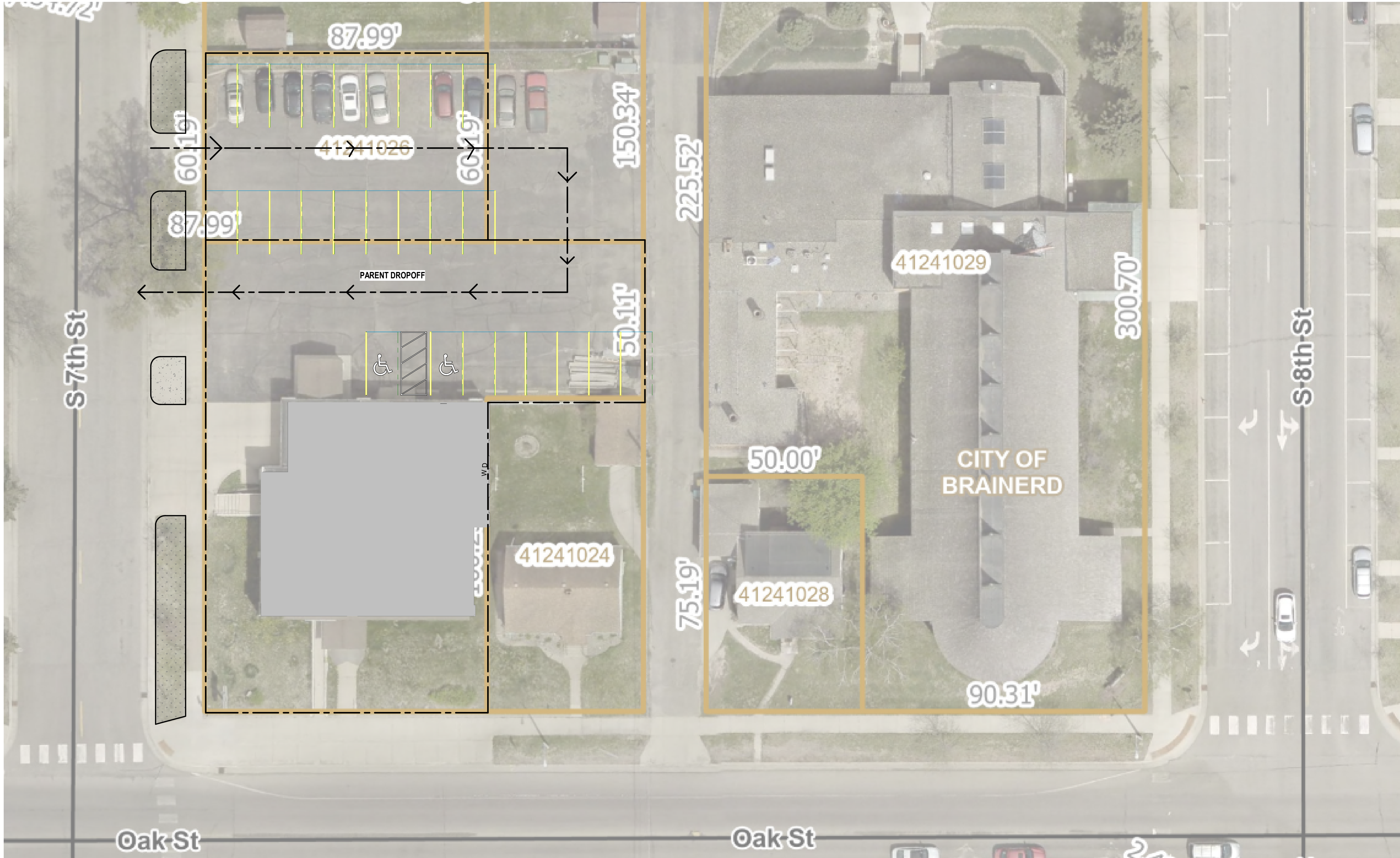
	ACOUSTICAL CEILING TILE		CLAY - CUT		FIRE BRICK - CUT		GYPSUM BOARD		SAND
	ACOUSTICAL WALL PANEL		CMU BLOCK - ELEVATION		GLASS - CUT		INSULATION BOARD - CUT		SIDING - ELEVATION
	ALUMINUM - CUT		CMU/MASONRY - CUT		GLASS - ELEVATION		RIGID INSULATION - CUT		STONE - CUT
	BATT INSULATION		CONCRETE		GLUE-LAMINATE CONSTRUCTION		METAL - CUT		WOOD - CUT
	BRICK - CUT		EARTH		GRASS		PLASTIC - CUT		WOOD GRAIN
	BRICK - ELEVATION		EXPANSION JOINT		GRAVEL		PLYWOOD - CUT		

TYPICAL SYMBOLS

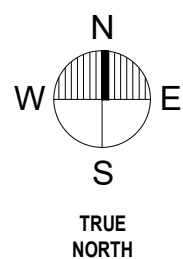
KEYED PLAN NOTES		TYP. SYMBOLS	
KEYED PLAN NOTES		CENTERLINE SYMBOL	
KEYED DEMOLITION NOTES		EXIT SYMBOL	
		GLASS SYMBOL	
		HANDICAPPED SYMBOL	
		TEMPERED GLASS	
		DRINKING FOUNTAIN	
		FIRE EXTINGUISHER CABINET	
		FIRE EXTINGUISHER	
		TRUE NORTH ARROW	

STANDARD VIEWS	
BUILDING ELEVATION MARK	VIEW REFERENCES
CURTAIN WALL ELEVATION MARK	CALLOUT HEAD
INTERIOR ELEVATION MARK	SECTION HEAD
GRAPHIC SCALE	GRAPHIC SCALE

STANDARD TAGS	
CASEWORK TAG	XXXXXX ← CASEWORK #
CEILING TAG	CLG# → CEILING TYPE 12'-0" A.F.F. → CEILING HEIGHT
CURTAIN WALL TAGS	CW# → CURTAIN WALL #
DOOR TAGS	### → DOOR #
MATERIAL ID TAG	XXX-## → MATERIAL ID #
PATH OF TRAVEL TAG	DISTANCE: XX'-XX"
REVISION TAG	1 → REVISION #
ROOM TAGS EXISTING, NEW	ROOM NAME → ROOM #
WALL TAGS	X/Y → WALL TAG → SUBSCRIPT
FIRE RATED WALL TAG AND LINE	1hr → RATING
WINDOW TAGS	W## → WINDOW TYPE #



1 SITE PLAN
1/16" = 1'-0"



YMCA DAYCARE CENTER
BRAINERD FAMILY YMCA
703 OAK STREET, BRAINERD, MN 56401

Site Plan

SHEET NO.

C1.0

DATE	REVISION DESCRIPTION	DATE	REVISION
05/11/23	AS NOTED		
DRAWN BY:	Author		
CHECKED BY:	Checker		
JOB NUMBER:	2023-10595		

BY: _____
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.
MICHAEL J. ANGLAND
05-31-23
LIC# 45375

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS



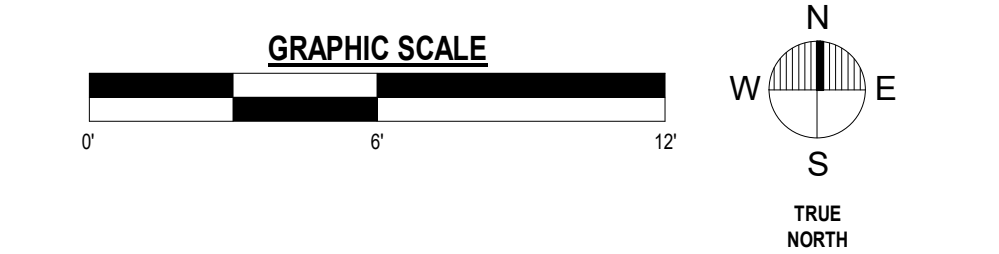
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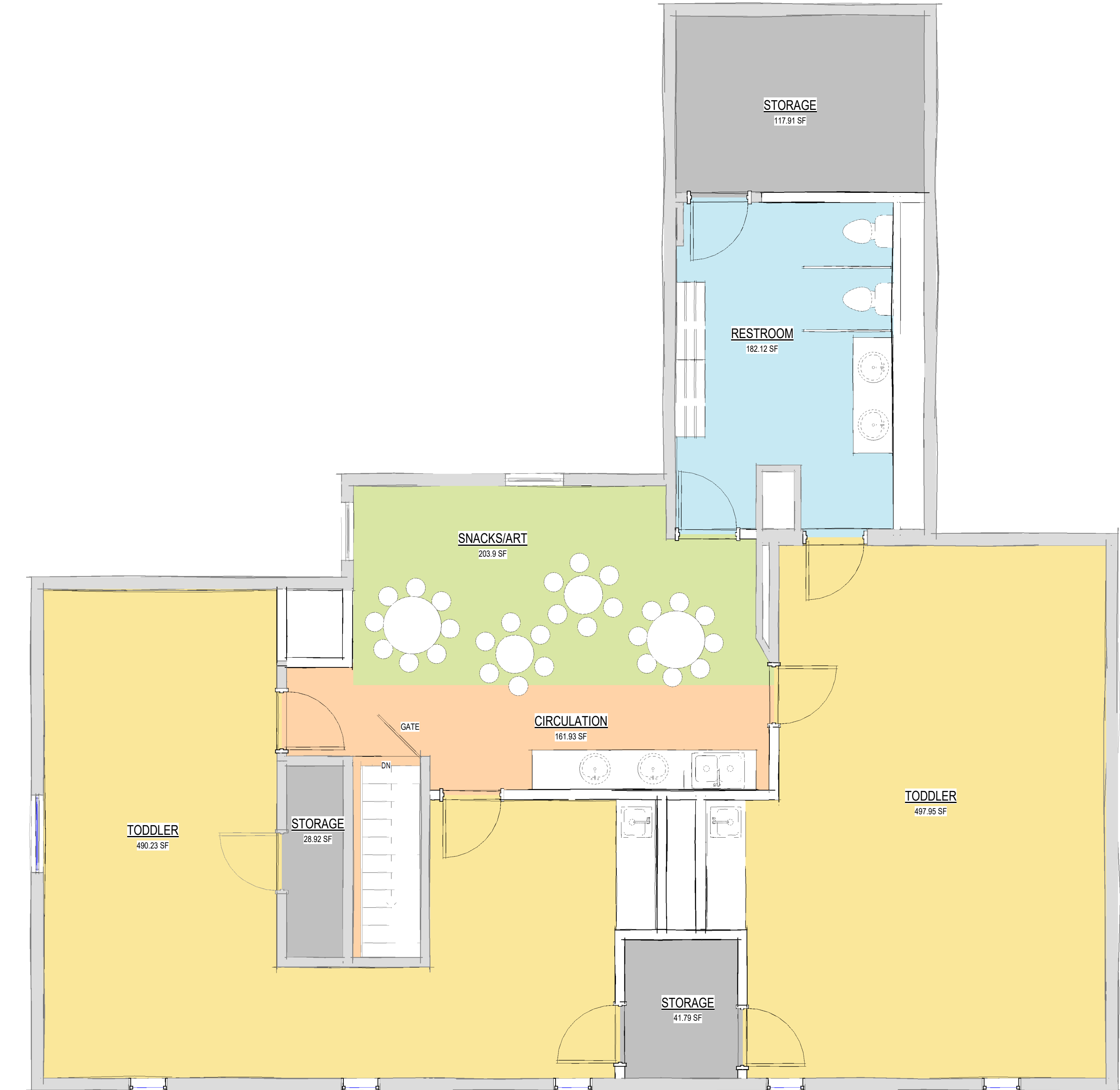
- CIRCULATION
- INFANT
- MECHANICAL
- MOTOR SKILLS
- OFFICE
- RESTROOM
- STAFF
- STROLLERS/STORAGE
- TODDLER
- TREE HOUSE

CHILD CARE CENTER COUNT				
ROOM NAME	AREA	MIN SF PER CHILD	MAX GROUP SIZE	SF PER CHILD
INFANT	432.11 SF	35 SF	8	54.0
INFANT	374.58 SF	35 SF	8	46.8
INFANT	318.34 SF	35 SF	8	39.8
TODDLER	491.01 SF	35 SF	14	35.1
TODDLER	490.23 SF	35 SF	14	35.0
TODDLER	497.95 SF	35 SF	14	35.6
TOTAL OCCUPANTS	2,804.22 SF		66	

OCCUPANCY COUNT			
ROOM NAME	AREA	OCC. DIVISOR	# OF OCC.
BASEMENT FLOOR PLAN			
MECH	502.15 SF	300 SF	1.7
UTILITY	Redundant Room	300 SF	
STORAGE	85.12 SF	300 SF	0.3
BASEMENT FLOOR PLAN: 3			
			2.0
FIRST LEVEL			
TODDLER	491.01 SF	35 SF	14.0
MECHANICAL	111.11 SF	300 SF	0.4
STAFF	172.74 SF	150 SF	1.2
MOTOR SKILLS	461.91 SF	35 SF	13.2
INFANT	432.11 SF	35 SF	12.3
RESTROOM	58.53 SF	0 SF	
TREE HOUSE	45.89 SF	35 SF	1.3
RESTROOM	216.33 SF	0 SF	
CIRCULATION	922.29 SF	0 SF	
INFANT	374.58 SF	35 SF	10.7
OFFICE	82.75 SF	150 SF	0.6
MECHANICAL	24.2 SF	300 SF	0.1
STROLLERS/STORAGE	Redundant Room	0 SF	
INFANT	318.34 SF	35 SF	9.1
CIRCULATION	116.92 SF	0 SF	
FIRST LEVEL: 15			
			62.8
SECOND LEVEL			
RESTROOM	182.12 SF	0 SF	
TODDLER	490.23 SF	35 SF	14.0
TODDLER	497.95 SF	35 SF	14.2
STORAGE	117.91 SF	300 SF	0.4
CIRCULATION	161.85 SF	0 SF	
STORAGE	28.92 SF	300 SF	0.1
STORAGE	41.79 SF	300 SF	0.1
SNACKS/ART	203.9 SF	0 SF	
SECOND LEVEL: 8			
			28.9
TOTAL OCCUPANTS			93.7

1 FIRST LEVEL LICENSING PLAN
1/4" = 1'-0"





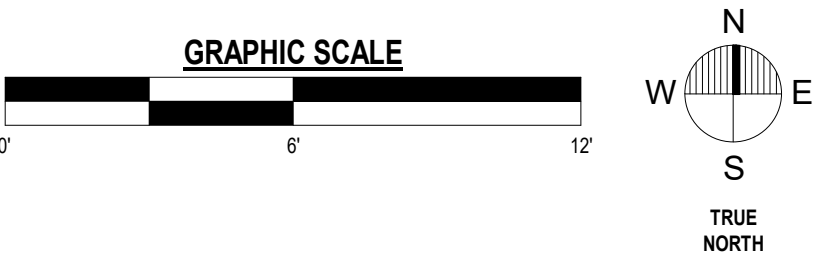
LEGEND

- CIRCULATION
- RESTROOM
- SNACKS/ART
- STORAGE
- TODDLER

CHILD CARE CENTER COUNT				
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OCCUPANCY COUNT			
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BASEMENT FLOOR PLAN			
MECH	502.15 SF	300 SF	1.7
UTILITY	Redundant Room	300 SF	
STORAGE	85.12 SF	300 SF	0.3
BASEMENT FLOOR PLAN: 3			
FIRST LEVEL			
TODDLER	491.01 SF	35 SF	14.0
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INFANT	432.11 SF	35 SF	12.3
RESTROOM	58.53 SF	0 SF	
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RESTROOM	216.33 SF	0 SF	
CIRCULATION	922.29 SF	0 SF	
INFANT	374.58 SF	35 SF	10.7
OFFICE	82.75 SF	150 SF	0.6
MECHANICAL	24.2 SF	300 SF	0.1
STROLLERS/STORAGE	Redundant Room	0 SF	
INFANT	318.34 SF	35 SF	9.1
CIRCULATION	116.92 SF	0 SF	
FIRST LEVEL: 15			
SECOND LEVEL			
RESTROOM	182.12 SF	0 SF	
TODDLER	490.23 SF	35 SF	14.0
TODDLER	497.95 SF	35 SF	14.2
STORAGE	117.91 SF	300 SF	0.4
CIRCULATION	161.93 SF	0 SF	
STORAGE	28.92 SF	300 SF	0.1
STORAGE	41.79 SF	300 SF	0.1
SNACKS/ART	203.9 SF	0 SF	
SECOND LEVEL: 8			
TOTAL OCCUPANTS			
			93.7

1 SECOND LEVEL LICENSING PLAN
1/4" = 1'-0"



YMCA DAYCARE CENTER
BRainerd Family YMCA
703 OAK STREET, BRAINERD, MN 56401
SECOND LEVEL LICENSING PLAN

DATE: 2023-05-05
SCALE: AS NOTED
DRAWN BY:
CHECKED BY:
JOB NUMBER: 2023-10505

BY:
REVISIONS DESCRIPTION:
DATE
REV
DATE

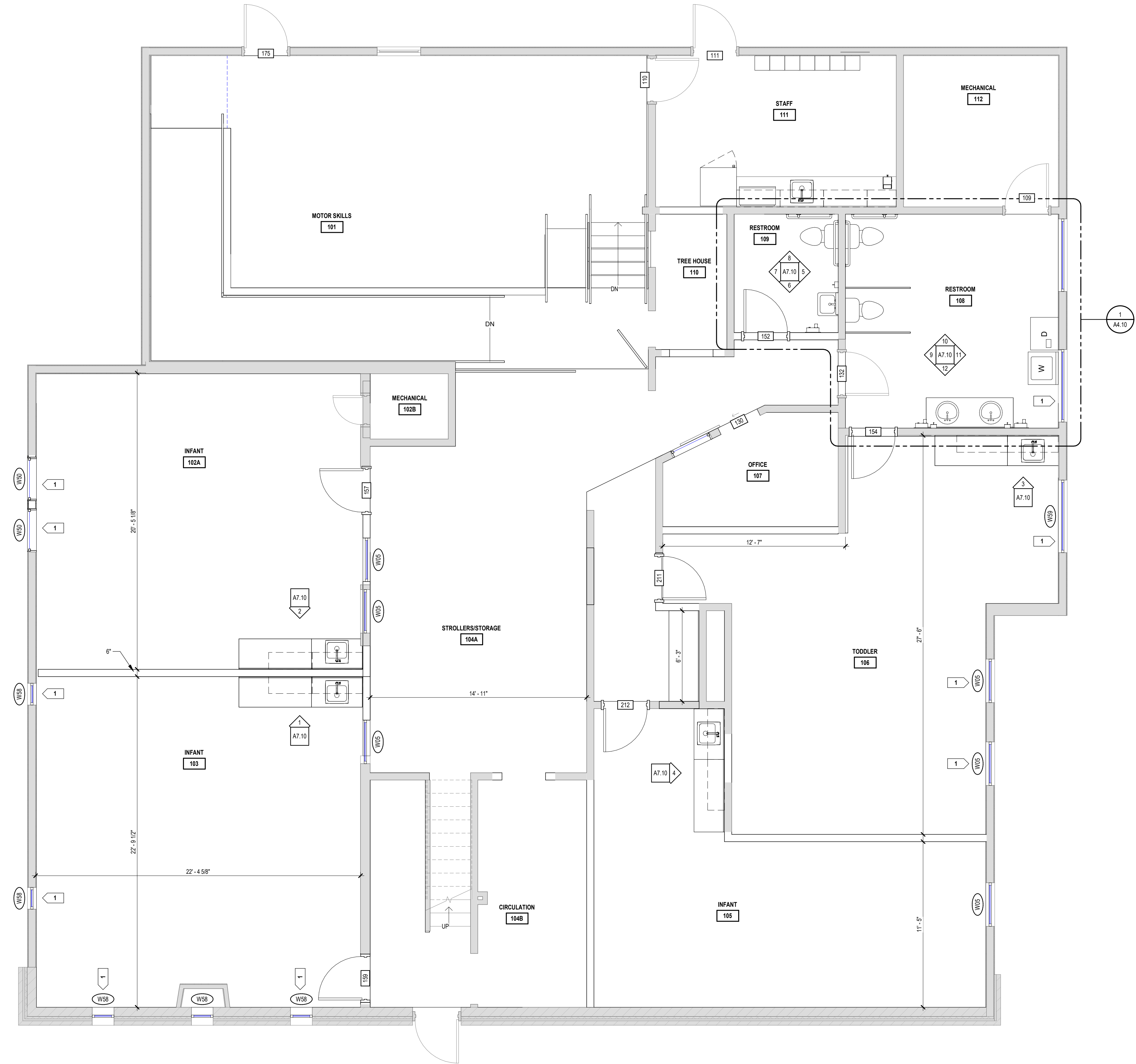
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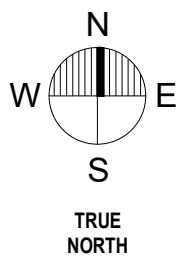
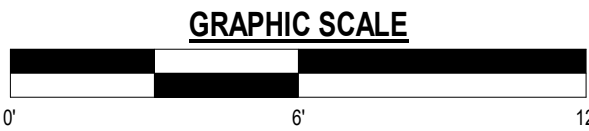
SHEET NO.

LS3.20



#	Keynote Text
1	ROLLER WINDOW SHADES

1 FIRST LEVEL FLOOR PLAN
1/4" = 1'-0"



YMCA DAYCARE CENTER
BRainerd Family YMCA
703 OAK STREET, BRAINERD, MN 56401

FIRST LEVEL FLOOR PLAN

SHEET NO.

A1.10

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

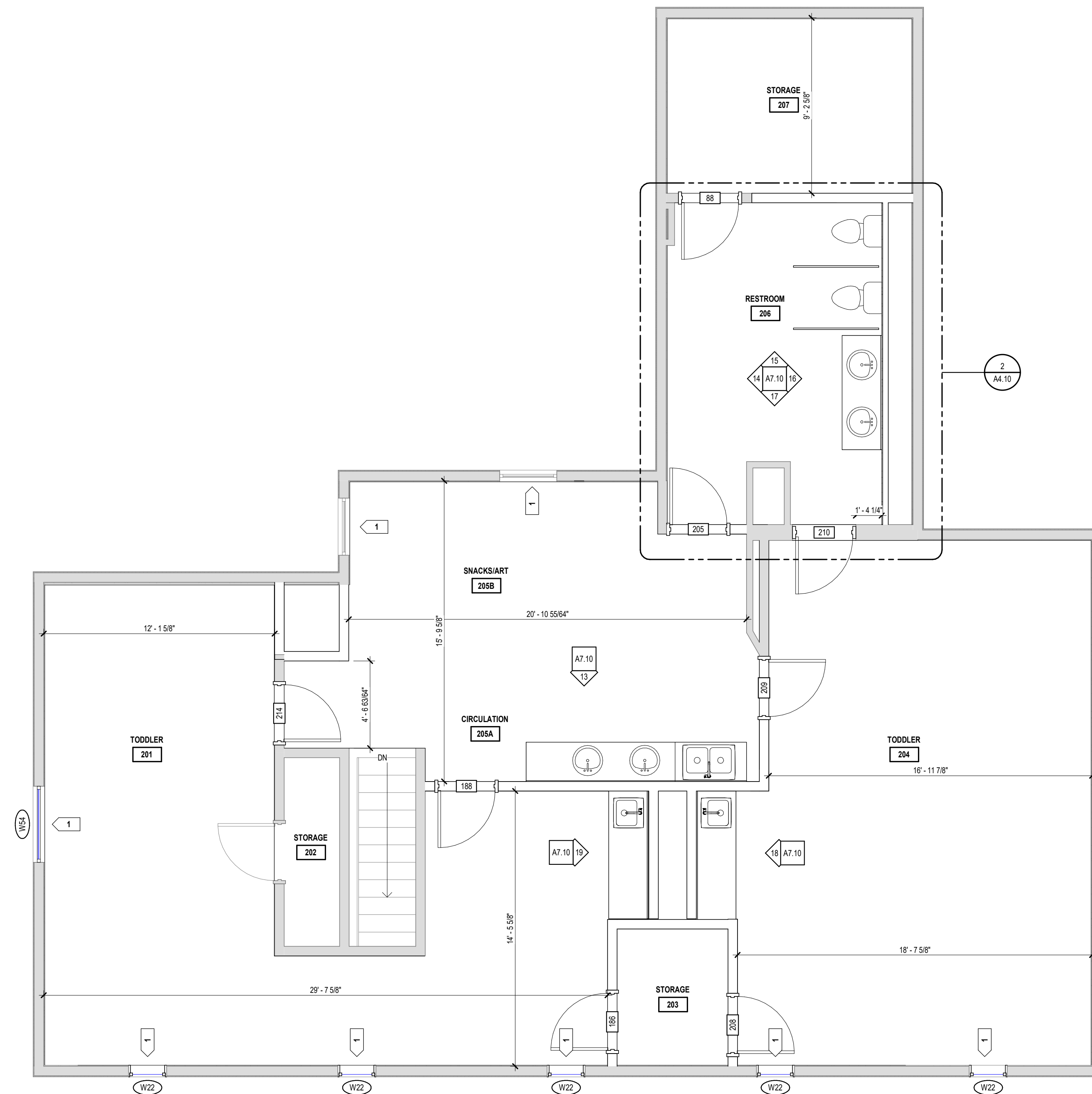
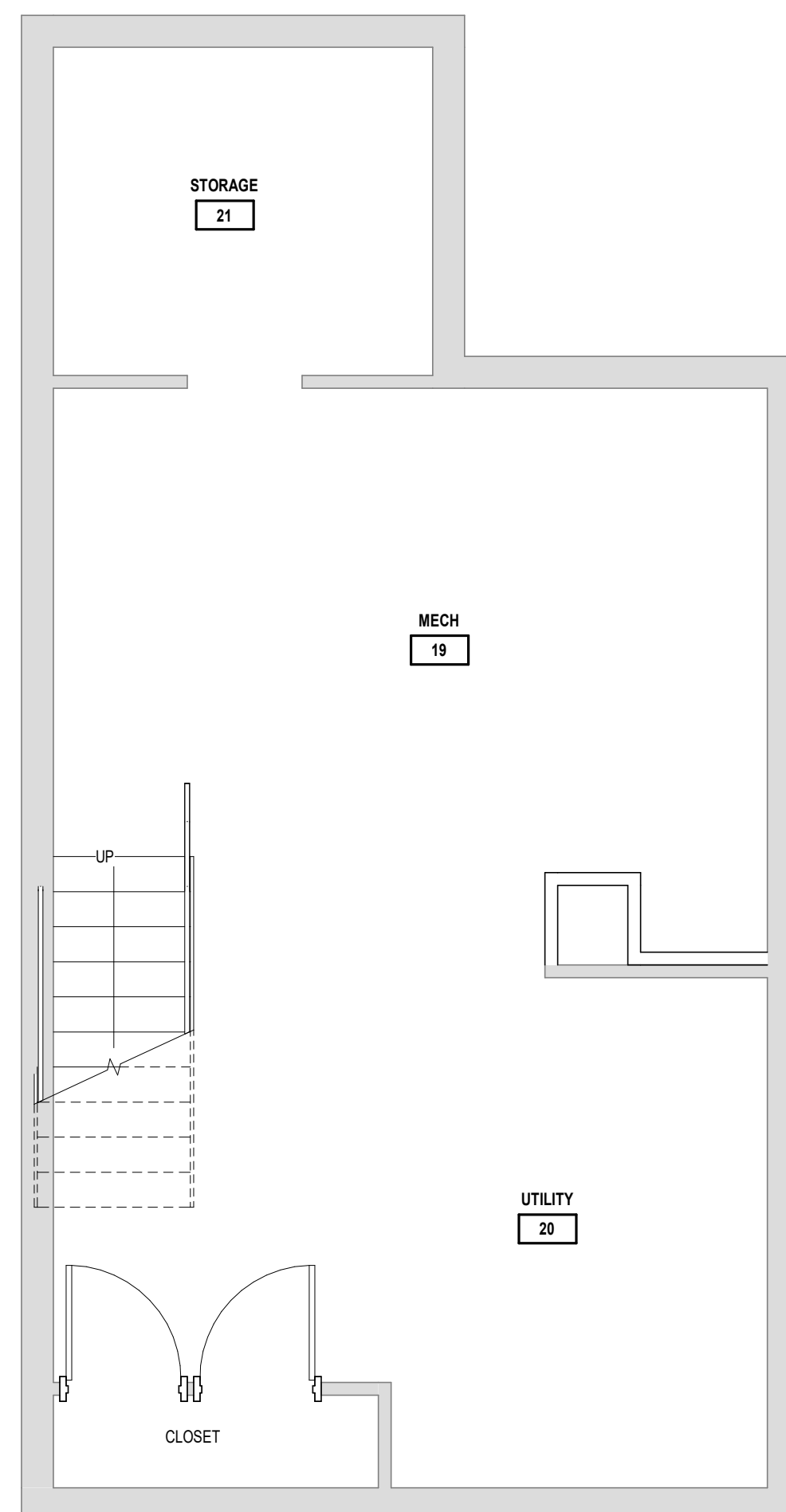
MICHAEL J. ANGLAND

05-31-23

LC# 45375

DATE	REVISION DESCRIPTION

DATE:	<SHEET ISSUE DATE>
SCALE:	AS NOTED
DRAWN BY:	<DRAWN BY>
CHECKED BY:	<CHECKED BY>
JOB NUMBER:	2023-10595



		KEYED PLAN NOTES
##	Keynote Text	
1	ROLLER WINDOW SHADES	

