

# CITY COUNCIL AGENDA

City of Brainerd, Minnesota  
City Hall, 501 Laurel Street, Council Chambers  
Monday, July 17th, 2023 @ 7:30pm

The public is invited to attend these meetings in person

Attend by phone **City Council**: 1-844-992-4726 Meeting Access Code: 2493 525 0226

Attend by phone **Safety and Public Works 6:45 PM** Committee: 1-844-992-4726

Meeting Access Code: 2489 550 3993

**Personnel and Finance Committee: will review its item at the Council Meeting**

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:*

*June 2023 Prepaids.pdf*

*071723 COUNCIL AP INV REGISTER.pdf*

### B. **Approval Of Minutes**

*Documents:*

*2023-06-26 CC Draft.pdf*

*2023-07-03 CC Draft.pdf*

### C. **Approval Of Licenses**

*Documents:*

*20230717 Contractor Licenses.pdf*

**D. Department Activity Reports**

*Documents:*

*Council Dept Report IT .pdf*  
*CC-Police Monthly Report.pdf*  
*CDD Report.pdf*  
*PW Report.pdf*

- E. Temporary On-Sale Liquor License Application- Submitted By Vigilant Guardian Veterans Motorcycle Club For An Event To Be Held On August 18th, 2023 At The Brainerd Armory 1115 Wright St**

- F. Adopt Resolution Accepting 2nd Quarter Donations**

*Documents:*

*2nd Quarter Donations.pdf*

- G. Authorize Hiring Paid On-Call Firefighters Lee Anderson And Jackson Holmes Effective August 1, 2023**

*Documents:*

*CC - Authorize Hiring Paid on-call Firefighters.pdf*

**6. Presentation**

- A. 2022 Audit Presentation**

*Documents:*

*MA - 2022 Audit Presentation.pdf*

- B. Parks Capital Asset Presentation And Discussion**

*Documents:*

*MA - Parks Capital Asset Presentation.pdf*

**7. Council Committee Reports**

- A. Safety And Public Works Committee 6:45 PM**

WebEx Teleconference Call-In Information

Call Toll-Free: 1-844-992-4726 Access Code: 2489 550 3993

*Documents:*

*07-17 SPW Agenda.pdf*



1. Discussion On Assessment Reductions Due To Detours

*Documents:*

***SPW - Assessment Reductions Detour .pdf***

2. Approve Brainerd Transit Fare Increase

*Documents:*

***SPW - Brainerd Transit Fare Increase.pdf***

3. Request Authorization To Solicit Engineering Services For SW 4th Street Outfall Repair

*Documents:*

***SPW - Engineering Services for SW 4th Outfall Repair.pdf***

4. Discussion On Street Scanning Software And Proposal

*Documents:*

***SPW - Street Scan Proposals.pdf***

5. Discussion On Micromobility Regulations

*Documents:*

***SPW - Micromobility Regulations.pdf***

6. Consider Directing Staff To Amend Section 320 Of The City Code Pertaining To Contesting Citations

*Documents:*

***SPW - Contesting Citations.pdf***

7. Direction On Active Code Enforcement Cases

*Documents:*

***SPW - Code Cases.pdf***

**B. Personnel And Finance Committee**

WebEx Teleconference Call-In Information

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

*Documents:*

***07-17 PF Agenda.pdf***

1. Accept The Resignation Of Paid On-Call Firefighter Matt Ingman

*Documents:*

*PF - Resignation FF Ingman.pdf*  
*Ingman Letter of Resignation.pdf*

8. **Unfinished Business**

- A. **Call For Applicants - Informational**

(Application information at [www.ci.brainerd.mn.us/boards](http://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)

9. **New Business**

- A. **Public Hearing And Adopt Resolution Allowing The HRA To Establish Redevelopment Project Area, TIF District And Approving TIF Financing Plan**

*Documents:*

*MA - Public Hearing\_Res Authorizing HRA TIF.pdf*

- B. **Adopt Resolution Of Municipality Consent For DEED Redevelopment Grant Application By Brainerd HRA**

*Documents:*

*MA - Res - DEED Application.pdf*

- C. **First Reading Of Proposed Ordinance 1553- Establish Country Manor – Planned Unit Development District, Consider Approval Of The Preliminary Plat And Final Plat For Country Manor, And Consider Approval Of The PUD General Concept Plan And Development Stage Plan For Country Manor**

*Documents:*

*MA - Country Manor.pdf*

- D. **Set Date For Flaherty & Hood Classification & Compensation Study Presentation - To Be Held Immediately Following Joint Meeting With BPU Commission On July 31, 2023.**

*Documents:*

*MA - Set Date Flaherty and Hood Presentation.pdf*

10. **Public Forum**

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

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. **Mayor's Report**

13. **Council Member Reports**

14. **Adjourn To Closed Session Pursuant To MN Statute 13D.05, Subd. 3 (B), Attorney-Client Privilege- To Discuss Pending Litigation, Scheffler V. City Of Brainerd.**

15. **Adjourn To Joint Workshop Of City Council And BPU Commission On July 31 At 6:00 P.m. In The City Council Chambers**

Visit the City's Website at [www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)

MISSION

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

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## INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 06/01/2023 - 06/30/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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| Inv Num<br>Inv Ref#          | Vendor<br>Description<br>GL Distribution                                           | Inv Date<br>Entered By                                           | Due Date   | Inv Amt                            | Amt Due | Status | Jrnlized<br>Post Date |
|------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------|------------|------------------------------------|---------|--------|-----------------------|
| Vendor 2740 - AT&T MOBILITY: |                                                                                    |                                                                  |            |                                    |         |        |                       |
| X06032023/PD<br>77666        | AT&T MOBILITY<br>ACCT 287287520356 POLICE DEPT<br>225-2120-43309<br>225-2120-43321 | 05/25/2023<br>pziemer<br>COMPUTER TECHNICAL SUPPORT<br>TELEPHONE | 06/09/2023 | 2,076.31<br><br>802.83<br>1,273.48 | 0.00    | Paid   | Y<br>06/09/2023       |
| X06032023/FD<br>77667        | AT&T MOBILITY<br>ACCT 287312856222 FIRE DEPT PHONES<br>225-2220-43321              | 05/25/2023<br>pziemer<br>TELEPHONE                               | 06/09/2023 | 344.07<br><br>344.07               | 0.00    | Paid   | Y<br>06/09/2023       |
| X06032023/HR<br>77668        | AT&T MOBILITY<br>ACCT 287292136423 HR PHONE<br>101-1400-43321                      | 05/25/2023<br>pziemer<br>TELEPHONE                               | 06/09/2023 | 49.67<br><br>49.67                 | 0.00    | Paid   | Y<br>06/09/2023       |
| X06032023/TRANSIT<br>77669   | AT&T MOBILITY<br>ACCT 287292136423 TRANSIT PHONES<br>203-9000-43321                | 05/25/2023<br>pziemer<br>TELEPHONE                               | 06/09/2023 | 49.67<br><br>49.67                 | 0.00    | Paid   | Y<br>06/09/2023       |
| X06032023/COMDEV<br>77670    | AT&T MOBILITY<br>ACCT 287292136423 COM DEV PHONES<br>101-2400-43321                | 05/25/2023<br>pziemer<br>TELEPHONE                               | 06/09/2023 | 149.01<br><br>149.01               | 0.00    | Paid   | Y<br>06/09/2023       |
| X06032023/ENG<br>77671       | AT&T MOBILITY<br>ACCT 287292136423 ENG PHONES<br>101-1700-43321                    | 05/25/2023<br>pziemer<br>TELEPHONE                               | 06/09/2023 | 275.14<br><br>275.14               | 0.00    | Paid   | Y<br>06/09/2023       |
| X06032023/IT<br>77672        | AT&T MOBILITY<br>IT PHONES 4/26/23-5/25/23<br>101-1800-43321                       | 05/25/2023<br>pziemer<br>TELEPHONE                               | 06/09/2023 | 175.80<br><br>175.80               | 0.00    | Paid   | Y<br>06/09/2023       |
| X06032023/PARKS<br>77673     | AT&T MOBILITY<br>ACCT 287292136423 PARKS PHONES<br>230-5200-43321                  | 05/25/2023<br>pziemer<br>TELEPHONE                               | 06/09/2023 | 209.01<br><br>209.01               | 0.00    | Paid   | Y<br>06/09/2023       |
| X06032023/STRTS<br>77674     | AT&T MOBILITY<br>ACCT 287292136423 STREET DEPT<br>235-3100-43321<br>237-3190-43321 | 05/25/2023<br>pziemer<br>TELEPHONE<br>TELEPHONE                  | 06/09/2023 | 175.80<br><br>137.57<br>38.23      | 0.00    | Paid   | Y<br>06/09/2023       |
| X06032023/ADM<br>77675       | AT&T MOBILITY<br>ACCT 287292136423 ADMIN PHONES                                    | 05/25/2023<br>pziemer                                            | 06/09/2023 | 99.34                              | 0.00    | Paid   | Y<br>06/09/2023       |

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| Inv Num<br>Inv Ref#                                | Vendor<br>Description<br>GL Distribution                     | Inv Date<br>Entered By | Due Date   | Inv Amt   | Amt Due | Status | Jrnlized<br>Post Date |
|----------------------------------------------------|--------------------------------------------------------------|------------------------|------------|-----------|---------|--------|-----------------------|
|                                                    | 101-1400-43321                                               | TELEPHONE              |            | 99.34     |         |        |                       |
|                                                    | Total for vendor 2740 - AT&T MOBILITY:                       |                        |            | 3,603.82  | 0.00    |        |                       |
| Vendor 0079 - BRAINERD LICENSE OFFICE:             |                                                              |                        |            |           |         |        |                       |
| 2024 WESTERN STAR                                  |                                                              |                        |            |           |         |        |                       |
| 77665                                              | BRAINERD LICENSE OFFICE                                      | 06/02/2023             | 06/05/2023 | 8,816.67  | 0.00    | Paid   | Y                     |
|                                                    | PLATES/MOTOR VEHICLE TAX 2024 WESTERN                        | pziemer                |            |           |         |        | 06/05/2023            |
|                                                    | 400-9050-45530                                               | CAPITAL - OTHER        |            | 8,816.67  |         |        |                       |
|                                                    | Total for vendor 0079 - BRAINERD LICENSE OFFICE:             |                        |            | 8,816.67  | 0.00    |        |                       |
| Vendor 1343 - CHARTER COMMUNICATIONS:              |                                                              |                        |            |           |         |        |                       |
| 8065053023                                         |                                                              |                        |            |           |         |        |                       |
| 77676                                              | CHARTER COMMUNICATIONS                                       | 05/30/2023             | 06/09/2023 | 46.77     | 0.00    | Paid   | Y                     |
|                                                    | 5/30/23-6/29/23 BUSINESS TV                                  | pziemer                |            |           |         |        | 06/09/2023            |
|                                                    | 225-2120-43380                                               | UTILITIES              |            | 46.77     |         |        |                       |
| 0280094061223                                      |                                                              |                        |            |           |         |        |                       |
| 77963                                              | CHARTER COMMUNICATIONS                                       | 06/12/2023             | 06/22/2023 | 84.98     | 0.00    | Paid   | Y                     |
|                                                    | 6/12/23-7/11/23 REDUNDANT INTERNET                           | pziemer                |            |           |         |        | 06/22/2023            |
|                                                    | 101-1800-43321                                               | TELEPHONE              |            | 84.98     |         |        |                       |
|                                                    | Total for vendor 1343 - CHARTER COMMUNICATIONS:              |                        |            | 131.75    | 0.00    |        |                       |
| Vendor 0607 - LEGIONVILLE SCHOOL SAFETY PATROL CA: |                                                              |                        |            |           |         |        |                       |
| 001                                                |                                                              |                        |            |           |         |        |                       |
| 77659                                              | LEGIONVILLE SCHOOL SAFETY PATROL CA                          | 06/01/2023             | 06/02/2023 | 18,000.00 | 0.00    | Paid   | Y                     |
|                                                    | 2023 SCHOOL SAFETY PATROL CAMP                               | pziemer                |            |           |         |        | 06/02/2023            |
|                                                    | 226-2160-43430                                               | MISCELLANEOUS          |            | 18,000.00 |         |        |                       |
|                                                    | Total for vendor 0607 - LEGIONVILLE SCHOOL SAFETY PATROL CA: |                        |            | 18,000.00 | 0.00    |        |                       |
| Vendor 1601 - MINNESOTA UI FUND:                   |                                                              |                        |            |           |         |        |                       |
| 16325858                                           |                                                              |                        |            |           |         |        |                       |
| 77934                                              | MINNESOTA UI FUND                                            | 06/21/2023             | 06/21/2023 | 2,917.78  | 0.00    | Paid   | Y                     |
|                                                    | 7970122 - APRIL/MAY/JUNE UNEMPLOYMENT                        | pziemer                |            |           |         |        | 06/21/2023            |
|                                                    | 230-5200-41140                                               | UNEMPLOYMENT           |            | 2,917.78  |         |        |                       |
|                                                    | Total for vendor 1601 - MINNESOTA UI FUND:                   |                        |            | 2,917.78  | 0.00    |        |                       |
| Vendor 0260 - MN BUREAU OF CRIM APPREHENSION:      |                                                              |                        |            |           |         |        |                       |
| 6/14/23                                            |                                                              |                        |            |           |         |        |                       |
| 77916                                              | MN BUREAU OF CRIM APPREHENSION                               | 06/14/2023             | 06/15/2023 | 33.25     | 0.00    | Paid   | Y                     |
|                                                    | PAID ON-CALL BACKGROUND CHECK                                | pziemer                |            |           |         |        | 06/15/2023            |
|                                                    | 225-2220-43300                                               | PROFESSIONAL SERVICES  |            | 33.25     |         |        |                       |
|                                                    | Total for vendor 0260 - MN BUREAU OF CRIM APPREHENSION:      |                        |            | 33.25     | 0.00    |        |                       |

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EXP CHECK RUN DATES 06/01/2023 - 06/30/2023

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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 |            |          |         |         |        |           |

|                                   |    |        |   |         |           |      |
|-----------------------------------|----|--------|---|---------|-----------|------|
| # of Invoices:                    | 16 | # Due: | 0 | Totals: | 33,503.27 | 0.00 |
| # of Credit Memos:                | 0  | # Due: | 0 | Totals: | 0.00      | 0.00 |
| Net of Invoices and Credit Memos: |    |        |   |         | 33,503.27 | 0.00 |

## --- TOTALS BY GL DISTRIBUTION ---

|                |                            |           |
|----------------|----------------------------|-----------|
| 101-1400-43321 | TELEPHONE                  | 149.01    |
| 101-1700-43321 | TELEPHONE                  | 275.14    |
| 101-1800-43321 | TELEPHONE                  | 260.78    |
| 101-2400-43321 | TELEPHONE                  | 149.01    |
| 203-9000-43321 | TELEPHONE                  | 49.67     |
| 225-2120-43309 | COMPUTER TECHNICAL SUPPORT | 802.83    |
| 225-2120-43321 | TELEPHONE                  | 1,273.48  |
| 225-2120-43380 | UTILITIES                  | 46.77     |
| 225-2220-43300 | PROFESSIONAL SERVICES      | 33.25     |
| 225-2220-43321 | TELEPHONE                  | 344.07    |
| 226-2160-43430 | MISCELLANEOUS              | 18,000.00 |
| 230-5200-41140 | UNEMPLOYMENT               | 2,917.78  |
| 230-5200-43321 | TELEPHONE                  | 209.01    |
| 235-3100-43321 | TELEPHONE                  | 137.57    |
| 237-3190-43321 | TELEPHONE                  | 38.23     |
| 400-9050-45530 | CAPITAL - OTHER            | 8,816.67  |

## --- TOTALS BY FUND ---

|                              |           |      |
|------------------------------|-----------|------|
| 101 - GENERAL FUND           | 833.94    | 0.00 |
| 203 - TRANSIT FUND           | 49.67     | 0.00 |
| 225 - PUBLIC SAFETY FUND     | 2,500.40  | 0.00 |
| 226 - SCHOOL PATROL FUND     | 18,000.00 | 0.00 |
| 230 - PARK & RECREATION FUND | 3,126.79  | 0.00 |
| 235 - STREET & SEWER FUND    | 137.57    | 0.00 |
| 237 - SANITARY SEWER FUND    | 38.23     | 0.00 |
| 400 - CAPITAL PROJECTS FUND  | 8,816.67  | 0.00 |

## --- TOTALS BY DEPT/ACTIVITY ---

|                                  |           |      |
|----------------------------------|-----------|------|
| 1400 - ADMINISTRATION            | 149.01    | 0.00 |
| 1700 - ENGINEERING               | 275.14    | 0.00 |
| 1800 - IT/GIS                    | 260.78    | 0.00 |
| 2120 - POLICE DEPARTMENT         | 2,123.08  | 0.00 |
| 2160 - SCHOOL PATROL EXPENSE     | 18,000.00 | 0.00 |
| 2220 - FIRE DEPARTMENT           | 377.32    | 0.00 |
| 2400 - COMMUNITY DEVL/INSPECTION | 149.01    | 0.00 |
| 3100 - S & S MAINTENANCE         | 137.57    | 0.00 |
| 3190 - SANITARY SEWER EXPENSE    | 38.23     | 0.00 |
| 5200 - PARK MAIN/ADMINISTRATION  | 3,126.79  | 0.00 |
| 9000 - TRANSIT FUND              | 49.67     | 0.00 |
| 9050 - CAPITAL PROJECTS-MISC     | 8,816.67  | 0.00 |

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## INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 07/17/2023 - 07/17/2023

BOTH JOURNALIZED AND UNJOURNALIZED

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| Inv Num<br>Inv Ref#         | Vendor<br>Description<br>GL Distribution                    | Inv Date<br>Entered By    | Due Date   | Inv Amt | Amt Due | Status | Jrnlized<br>Post Date |
|-----------------------------|-------------------------------------------------------------|---------------------------|------------|---------|---------|--------|-----------------------|
| Vendor 0011 - ACE HARDWARE: |                                                             |                           |            |         |         |        |                       |
| 316193/1<br>78185           | ACE HARDWARE<br>EXTREME TEMP DE-ICER<br>225-2120-42221      | 06/29/2023<br>pziemer     | 07/19/2023 | 53.94   | 53.94   | Open   | N<br>07/19/2023       |
|                             |                                                             | SQUAD CAR REPAIR SUPPLIES |            | 53.94   |         |        |                       |
| 316367/1<br>78270           | ACE HARDWARE<br>MMP REPAIRS<br>230-5200-42220               | 07/07/2023<br>pziemer     | 07/19/2023 | 13.47   | 13.47   | Open   | N<br>07/19/2023       |
|                             |                                                             | REPAIR & MAINT            |            | 13.47   |         |        |                       |
| 316172/1<br>78271           | ACE HARDWARE<br>SPRAYPAINT/FASTENERS<br>230-5200-42220      | 06/28/2023<br>pziemer     | 07/19/2023 | 26.68   | 26.68   | Open   | N<br>07/19/2023       |
|                             |                                                             | REPAIR & MAINT            |            | 26.68   |         |        |                       |
| 316349/1<br>78275           | ACE HARDWARE<br>9 VOLT BATTERIES<br>237-3190-42220          | 07/06/2023<br>pziemer     | 07/19/2023 | 17.99   | 17.99   | Open   | N<br>07/19/2023       |
|                             |                                                             | REPAIR & MAINT            |            | 17.99   |         |        |                       |
| 316437/1<br>78276           | ACE HARDWARE<br>SHARPIE MARKER<br>235-3100-42200            | 07/10/2023<br>pziemer     | 07/19/2023 | 10.77   | 10.77   | Open   | N<br>07/19/2023       |
|                             |                                                             | OFFICE SUPPLIES           |            | 10.77   |         |        |                       |
| 316492/1<br>78314           | ACE HARDWARE<br>SHOP TOWELS AND SNAP BOLT<br>225-2220-42210 | 07/11/2023<br>pziemer     | 07/19/2023 | 13.48   | 13.48   | Open   | N<br>07/19/2023       |
|                             |                                                             | OPERATING SUPPLIES        |            | 13.48   |         |        |                       |
| 316522/1<br>78319           | ACE HARDWARE<br>HAMMER, SHOE GUARDS<br>401-9030-43430       | 07/12/2023<br>pziemer     | 07/19/2023 | 56.97   | 56.97   | Open   | N<br>07/19/2023       |
|                             |                                                             | MISCELLANEOUS             |            | 56.97   |         |        |                       |
| 316399/1<br>78337           | ACE HARDWARE<br>FASTENERS - LUM PARK<br>230-5200-42220      | 07/07/2023<br>pziemer     | 07/19/2023 | 34.15   | 34.15   | Open   | N<br>07/19/2023       |
|                             |                                                             | REPAIR & MAINT            |            | 34.15   |         |        |                       |
| 316173/1<br>78338           | ACE HARDWARE<br>PARKS - GOO GONE, RAZORS<br>230-5200-42220  | 06/28/2023<br>pziemer     | 07/19/2023 | 19.77   | 19.77   | Open   | N<br>07/19/2023       |
|                             |                                                             | REPAIR & MAINT            |            | 19.77   |         |        |                       |
| 316447/1<br>78339           | ACE HARDWARE<br>BUCKET/BRUSHES - PARKS<br>230-5200-42220    | 07/11/2023<br>pziemer     | 07/19/2023 | 18.87   | 18.87   | Open   | N<br>07/19/2023       |
|                             |                                                             | REPAIR & MAINT            |            | 18.87   |         |        |                       |

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|---------------------------------------|--------------------------------------------------------------|-----------------------------------------|------------|----------------|---------|--------|-----------------------|
| 316486/1<br>78340                     | ACE HARDWARE<br>WASP SPRAY - PARKS<br>230-5200-42220         | 07/11/2023<br>pziemer<br>REPAIR & MAINT | 07/19/2023 | 17.96<br>17.96 | 17.96   | Open   | N<br>07/19/2023       |
| 316389/1<br>78341                     | ACE HARDWARE<br>FASTENERS - LUM PARK<br>230-5200-42220       | 07/07/2023<br>pziemer<br>REPAIR & MAINT | 07/19/2023 | 34.15<br>34.15 | 34.15   | Open   | N<br>07/19/2023       |
| 316527/1<br>78342                     | ACE HARDWARE<br>SHOP- CARBON STEEL - PARKS<br>230-5200-42220 | 07/12/2023<br>pziemer<br>REPAIR & MAINT | 07/19/2023 | 19.39<br>19.39 | 19.39   | Open   | N<br>07/19/2023       |
| 316531/1<br>78343                     | ACE HARDWARE<br>NOZZLE - PARKS<br>230-5200-42220             | 07/12/2023<br>pziemer<br>REPAIR & MAINT | 07/19/2023 | 17.99<br>17.99 | 17.99   | Open   | N<br>07/19/2023       |
| Total for vendor 0011 - ACE HARDWARE: |                                                              |                                         |            | 355.58         | 355.58  |        |                       |

## Vendor 2902 - ADVANCE AUTO PARTS:

|                                             |                                                                                      |                                         |            |                |       |      |                 |
|---------------------------------------------|--------------------------------------------------------------------------------------|-----------------------------------------|------------|----------------|-------|------|-----------------|
| 6574318785465<br>78223                      | ADVANCE AUTO PARTS<br>TRUCK 160 TRAILER ADAPTER & TOWING Stpziemer<br>235-3100-42220 | 07/06/2023<br>pziemer<br>REPAIR & MAINT | 07/19/2023 | 88.79<br>88.79 | 88.79 | Open | N<br>07/19/2023 |
| Total for vendor 2902 - ADVANCE AUTO PARTS: |                                                                                      |                                         |            | 88.79          | 88.79 |      |                 |

## Vendor 2670 - AMERICAN STEEL SUPPLY INC:

|                                                    |                                                                   |                                         |            |                |       |      |                 |
|----------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------|------------|----------------|-------|------|-----------------|
| 116073<br>78242                                    | AMERICAN STEEL SUPPLY INC<br>WELD ON GRAB HOOKS<br>235-3100-42220 | 06/30/2023<br>pziemer<br>REPAIR & MAINT | 07/19/2023 | 10.54<br>10.54 | 10.54 | Open | N<br>07/19/2023 |
| Total for vendor 2670 - AMERICAN STEEL SUPPLY INC: |                                                                   |                                         |            | 10.54          | 10.54 |      |                 |

## Vendor 2846 - AMERICAN WELDING-GAS INC:

|                                                   |                                                                       |                                         |            |                |       |      |                 |
|---------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------|------------|----------------|-------|------|-----------------|
| 09429390<br>78211                                 | AMERICAN WELDING-GAS INC<br>WELDING CYLINDER RENTAL<br>235-3100-42220 | 06/30/2023<br>pziemer<br>REPAIR & MAINT | 07/19/2023 | 80.72<br>80.72 | 80.72 | Open | N<br>07/19/2023 |
| Total for vendor 2846 - AMERICAN WELDING-GAS INC: |                                                                       |                                         |            | 80.72          | 80.72 |      |                 |

## Vendor 0041 - ANDERSON BROTHERS CONSTRU:



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|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|------------------------------|--------------------|--------|-----------------------|
| 32488<br>78217                               | ANDERSON BROTHERS CONSTRU<br>QTY 1.76 HOT MIX<br>235-3100-42220<br>REPAIR & MAINT<br>Total for vendor 0041 - ANDERSON BROTHERS CONSTRU:                     | 06/27/2023<br>pziemer  | 07/19/2023 | 132.00<br>132.00<br>132.00   | 132.00<br>132.00   | Open   | N<br>07/19/2023       |
| Vendor 0039 - ARAMARK UNIFORM SERVICES:      |                                                                                                                                                             |                        |            |                              |                    |        |                       |
| 2530159394<br>78238                          | ARAMARK UNIFORM SERVICES<br>RUGS AND OVERALLS<br>235-3100-43430<br>MISCELLANEOUS                                                                            | 07/06/2023<br>pziemer  | 07/19/2023 | 62.15<br>62.15               | 62.15              | Open   | N<br>07/19/2023       |
| 2530156806<br>78240                          | ARAMARK UNIFORM SERVICES<br>RUGS AND OVERALLS<br>235-3100-43430<br>MISCELLANEOUS<br>Total for vendor 0039 - ARAMARK UNIFORM SERVICES:                       | 06/29/2023<br>pziemer  | 07/19/2023 | 38.86<br>38.86<br>101.01     | 38.86<br>101.01    | Open   | N<br>07/19/2023       |
| Vendor 3343 - ARROW MANAGEMENT:              |                                                                                                                                                             |                        |            |                              |                    |        |                       |
| 31900<br>78268                               | ARROW MANAGEMENT<br>1113 ROSEWOOD NUISANCE ABATEMENT<br>101-2400-43405<br>NUISANCES                                                                         | 07/10/2023<br>pziemer  | 07/19/2023 | 1,375.00<br>1,375.00         | 1,375.00           | Open   | N<br>07/19/2023       |
| 31904<br>78269                               | ARROW MANAGEMENT<br>924 7TH AVE NUISANCE ABATEMENT<br>101-2400-43405<br>NUISANCES<br>Total for vendor 3343 - ARROW MANAGEMENT:                              | 06/30/2023<br>pziemer  | 07/19/2023 | 350.00<br>350.00<br>1,725.00 | 350.00<br>1,725.00 | Open   | N<br>07/19/2023       |
| Vendor 3859 - ASL INTERPRETING SERVICES INC: |                                                                                                                                                             |                        |            |                              |                    |        |                       |
| 23.01437<br>78350                            | ASL INTERPRETING SERVICES INC<br>INTERPRETING SERVICES<br>225-2120-43300<br>PROFESSIONAL SERVICES<br>Total for vendor 3859 - ASL INTERPRETING SERVICES INC: | 07/01/2023<br>pziemer  | 07/19/2023 | 20.00<br>20.00<br>20.00      | 20.00<br>20.00     | Open   | N<br>07/19/2023       |
| Vendor 2068 - BAXTER POLICE DEPARTMENT:      |                                                                                                                                                             |                        |            |                              |                    |        |                       |
| 3RD QTR 23<br>78299                          | BAXTER POLICE DEPARTMENT<br>REMIT 3RD QTR 2023 TZD<br>225-0000-20800<br>DUE TO OTHER GOVT UNITS<br>Total for vendor 2068 - BAXTER POLICE DEPARTMENT:        | 07/11/2023<br>pziemer  | 07/19/2023 | 790.40<br>790.40<br>790.40   | 790.40<br>790.40   | Open   | N<br>07/19/2023       |

| Inv Num                                  | Vendor                                             | Inv Date                  | Due Date   | Inv Amt  | Amt Due  | Status | Jrnlized   |
|------------------------------------------|----------------------------------------------------|---------------------------|------------|----------|----------|--------|------------|
| Inv Ref#                                 | Description                                        | Entered By                |            |          |          |        | Post Date  |
|                                          | GL Distribution                                    |                           |            |          |          |        |            |
| Vendor 0748 - BJERGA FEED STORES:        |                                                    |                           |            |          |          |        |            |
| 1385195                                  |                                                    |                           |            |          |          |        |            |
| 78272                                    | BJERGA FEED STORES                                 | 07/05/2023                | 07/19/2023 | 97.24    | 97.24    | Open   | N          |
|                                          | HERBACIDE                                          | pziemer                   |            |          |          |        | 07/19/2023 |
|                                          | 230-5200-42220                                     | REPAIR & MAINT            |            | 97.24    |          |        |            |
|                                          | Total for vendor 0748 - BJERGA FEED STORES:        |                           |            | 97.24    | 97.24    |        |            |
| Vendor 0064 - BOYER TRUCKS :             |                                                    |                           |            |          |          |        |            |
| 003P36172                                |                                                    |                           |            |          |          |        |            |
| 78203                                    | BOYER TRUCKS                                       | 07/03/2023                | 07/19/2023 | 1,079.45 | 1,079.45 | Open   | N          |
|                                          | TRUCK 108 RADIATOR                                 | pziemer                   |            |          |          |        | 07/19/2023 |
|                                          | 235-3125-42220                                     | REPAIR & MAINT            |            | 1,079.45 |          |        |            |
|                                          | Total for vendor 0064 - BOYER TRUCKS :             |                           |            | 1,079.45 | 1,079.45 |        |            |
| Vendor 0749 - BRAINERD LAKES SEWER, LLC: |                                                    |                           |            |          |          |        |            |
| 8136                                     |                                                    |                           |            |          |          |        |            |
| 78201                                    | BRAINERD LAKES SEWER, LLC                          | 07/01/2023                | 07/19/2023 | 515.00   | 515.00   | Open   | N          |
|                                          | SATELLITE RENTALS: MMP/ROTARY/SHOP                 | pziemer                   |            |          |          |        | 07/19/2023 |
|                                          | 230-5200-43410                                     | RENTAL EXPENSE            |            | 245.00   |          |        |            |
|                                          | 230-5215-42210                                     | OPERATING SUPPLIES        |            | 135.00   |          |        |            |
|                                          | 230-5200-43410                                     | RENTAL EXPENSE            |            | 135.00   |          |        |            |
|                                          | Total for vendor 0749 - BRAINERD LAKES SEWER, LLC: |                           |            | 515.00   | 515.00   |        |            |
| Vendor 0079 - BRAINERD LICENSE OFFICE:   |                                                    |                           |            |          |          |        |            |
| CZW942 - 2023                            |                                                    |                           |            |          |          |        |            |
| 78225                                    | BRAINERD LICENSE OFFICE                            | 07/03/2023                | 07/19/2023 | 14.25    | 14.25    | Open   | N          |
|                                          | SQD 430 - MN REGISTRATION RENEWAL                  | pziemer                   |            |          |          |        | 07/19/2023 |
|                                          | 225-2120-42221                                     | SQUAD CAR REPAIR SUPPLIES |            | 14.25    |          |        |            |
|                                          | Total for vendor 0079 - BRAINERD LICENSE OFFICE:   |                           |            | 14.25    | 14.25    |        |            |
| Vendor 0081 - BRAINERD MEDICAL SUPPLY:   |                                                    |                           |            |          |          |        |            |
| 65,824                                   |                                                    |                           |            |          |          |        |            |
| 78262                                    | BRAINERD MEDICAL SUPPLY                            | 06/01/2023                | 07/19/2023 | 3.99     | 3.99     | Open   | N          |
|                                          | FIRST AID RE-SUPPLY                                | pziemer                   |            |          |          |        | 07/19/2023 |
|                                          | 225-2120-42209                                     | SAFETY EQUIPMENT SUPPLIES |            | 3.99     |          |        |            |
| 68,619                                   |                                                    |                           |            |          |          |        |            |
| 78309                                    | BRAINERD MEDICAL SUPPLY                            | 07/05/2023                | 07/19/2023 | 36.96    | 36.96    | Open   | N          |
|                                          | FIRST AID & SAFETY SUPPLIES                        | pziemer                   |            |          |          |        | 07/19/2023 |
|                                          | 225-2120-42209                                     | SAFETY EQUIPMENT SUPPLIES |            | 36.96    |          |        |            |
|                                          | Total for vendor 0081 - BRAINERD MEDICAL SUPPLY:   |                           |            | 40.95    | 40.95    |        |            |
| Vendor 0296 - BRAINERD PUBLIC UTILITIES: |                                                    |                           |            |          |          |        |            |

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|-----------------------|-----------------------------------------------------------------------------------|------------------------|------------|------------|------------|--------|-----------------------|
| JUN 23 COBRA<br>78222 | BRAINERD PUBLIC UTILITIES<br>REMIT JUN 23 COBRA<br>101-0000-14100                 | 07/06/2023<br>pziemer  | 07/19/2023 | 75.55      | 75.55      | Open   | N<br>07/19/2023       |
|                       | DUE FROM COMPONENT UNIT                                                           |                        |            | 75.55      |            |        |                       |
| INV22180<br>78306     | BRAINERD PUBLIC UTILITIES<br>REIMB: EMPLOYEE WELLNESS DONUT DAY<br>278-6515-43430 | 06/30/2023<br>pziemer  | 07/19/2023 | 125.00     | 125.00     | Open   | N<br>07/19/2023       |
|                       | MISCELLANEOUS                                                                     |                        |            | 125.00     |            |        |                       |
| INV22181<br>78307     | BRAINERD PUBLIC UTILITIES<br>O2 SENSORS - STREETS<br>237-3190-42220               | 07/25/2023<br>pziemer  | 07/19/2023 | 510.78     | 510.78     | Open   | N<br>07/19/2023       |
|                       | REPAIR & MAINT                                                                    |                        |            | 510.78     |            |        |                       |
| 7/13/23<br>78321      | BRAINERD PUBLIC UTILITIES<br>REMIT LOST THRU 7/11/23<br>251-9360-43467            | 07/13/2023<br>pziemer  | 07/19/2023 | 131,171.27 | 131,171.27 | Open   | N<br>07/19/2023       |
|                       | REMIT LOCAL SALES TAX COLLECT                                                     |                        |            | 131,171.27 |            |        |                       |
|                       | Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:                                |                        |            | 131,882.60 | 131,882.60 |        |                       |

## Vendor 2072 - BREEZY POINT POLICE DEPARTMENT:

|                     |                                                                          |                       |            |          |          |      |                 |
|---------------------|--------------------------------------------------------------------------|-----------------------|------------|----------|----------|------|-----------------|
| 3RD QTR 23<br>78300 | BREEZY POINT POLICE DEPARTMENT<br>REMIT 3RD QTR 23 TZD<br>225-0000-20800 | 07/11/2023<br>pziemer | 07/19/2023 | 4,655.02 | 4,655.02 | Open | N<br>07/19/2023 |
|                     | DUE TO OTHER GOVT UNITS                                                  |                       |            | 4,655.02 |          |      |                 |
|                     | Total for vendor 2072 - BREEZY POINT POLICE DEPARTMENT:                  |                       |            | 4,655.02 | 4,655.02 |      |                 |

## Vendor 4209 - CALLTOWER:

|                    |                                                         |                       |            |        |        |      |                 |
|--------------------|---------------------------------------------------------|-----------------------|------------|--------|--------|------|-----------------|
| 201535243<br>78212 | CALLTOWER<br>CALLTOWER 7/1/23-7/31/23<br>101-1800-43321 | 07/01/2023<br>pziemer | 07/19/2023 | 363.77 | 363.77 | Open | N<br>07/19/2023 |
|                    | TELEPHONE                                               |                       |            | 363.77 |        |      |                 |
|                    | Total for vendor 4209 - CALLTOWER:                      |                       |            | 363.77 | 363.77 |      |                 |

## Vendor 0102 - CANON FINANCIAL SERVICE:

|                   |                                                                                   |                       |            |       |       |      |                 |
|-------------------|-----------------------------------------------------------------------------------|-----------------------|------------|-------|-------|------|-----------------|
| 30730983<br>78202 | CANON FINANCIAL SERVICE<br>7/1/23-7/31/23 LIBRARY COPIER CONTRA<br>211-5505-43430 | 06/23/2023<br>pziemer | 07/19/2023 | 77.97 | 77.97 | Open | N<br>07/19/2023 |
|                   | MISC - COPY MACHINE PYMTS                                                         |                       |            | 77.97 |       |      |                 |
|                   | Total for vendor 0102 - CANON FINANCIAL SERVICE:                                  |                       |            | 77.97 | 77.97 |      |                 |

## Vendor 0447 - CDW GOVERNMENT, INC:

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DB: Brainerd

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|---------------------|--------------------------------------------------------------------|------------------------|------------|----------------|---------|--------|-----------------------|
| KH27695<br>78214    | CDW GOVERNMENT, INC<br>MAGENTA TONER<br>235-3100-42200             | 06/20/2023<br>pziemer  | 07/19/2023 | 21.16<br>21.16 | 21.16   | Open   | N<br>07/19/2023       |
|                     | OFFICE SUPPLIES                                                    |                        |            | 21.16          |         |        |                       |
| KH45391<br>78215    | CDW GOVERNMENT, INC<br>TONER - YELLOW/CYAN/BLACK<br>235-3100-42200 | 06/20/2023<br>pziemer  | 07/19/2023 | 92.38<br>92.38 | 92.38   | Open   | N<br>07/19/2023       |
|                     | OFFICE SUPPLIES                                                    |                        |            | 92.38          |         |        |                       |
|                     | Total for vendor 0447 - CDW GOVERNMENT, INC:                       |                        |            | 113.54         | 113.54  |        |                       |

## Vendor 0307 - CENTERPOINT ENERGY:

|                              |                                                                               |                       |            |                  |        |      |                 |
|------------------------------|-------------------------------------------------------------------------------|-----------------------|------------|------------------|--------|------|-----------------|
| 92166-0/JUN23/STRTS<br>78254 | CENTERPOINT ENERGY<br>5/15/23-6/15/23 STREETS UTILITIES<br>235-3100-43380     | 06/23/2023<br>pziemer | 07/19/2023 | 71.31<br>71.31   | 71.31  | Open | N<br>07/19/2023 |
|                              | UTILITIES                                                                     |                       |            | 71.31            |        |      |                 |
| 92166-0/JUN23/FD<br>78255    | CENTERPOINT ENERGY<br>5/15/23-6/15/23 FIRE DEPT UTILITIES<br>225-2220-43380   | 06/23/2023<br>pziemer | 07/19/2023 | 58.91<br>29.07   | 58.91  | Open | N<br>07/19/2023 |
|                              | UTILITIES                                                                     |                       |            | 29.84            |        |      |                 |
| 92166-0/JUN23/PD<br>78256    | CENTERPOINT ENERGY<br>5/15/23-6/15/23 POLICE DEPT UTILITIES<br>225-2120-43380 | 06/23/2023<br>pziemer | 07/19/2023 | 26.00<br>26.00   | 26.00  | Open | N<br>07/19/2023 |
|                              | UTILITIES                                                                     |                       |            | 26.00            |        |      |                 |
| 92166-0/JUN23/CH<br>78257    | CENTERPOINT ENERGY<br>5/15/23-6/15/23 CITY HALL/ANNEX<br>101-1940-43380       | 06/23/2023<br>pziemer | 07/19/2023 | 172.39<br>144.86 | 172.39 | Open | N<br>07/19/2023 |
|                              | UTILITIES                                                                     |                       |            | 27.53            |        |      |                 |
| 92166-0/JUN23/PARKS<br>78258 | CENTERPOINT ENERGY<br>5/15/23-6/15/23 PARKS UTILITIES<br>230-5200-43380       | 06/23/2023<br>pziemer | 07/19/2023 | 38.27<br>38.27   | 38.27  | Open | N<br>07/19/2023 |
|                              | UTILITIES                                                                     |                       |            | 38.27            |        |      |                 |
| 92166-0/JUN23/LIB<br>78259   | CENTERPOINT ENERGY<br>5/15/23-6/15/23 LIBRARY UTILITIES<br>211-5500-43380     | 06/23/2023<br>pziemer | 07/19/2023 | 69.90<br>69.90   | 69.90  | Open | N<br>07/19/2023 |
|                              | UTILITIES                                                                     |                       |            | 69.90            |        |      |                 |
|                              | Total for vendor 0307 - CENTERPOINT ENERGY:                                   |                       |            | 436.78           | 436.78 |      |                 |

## Vendor 0849 - CENTRAL LAKES COLLEGE :

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|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|-----------------------------------------------------|--------------------------------|--------|-----------------------|
| 00241969<br>78305                       | CENTRAL LAKES COLLEGE<br>2023 PEG BC3 - HALF 2022 FRANCHISE FIP<br>101-9200-43434<br>MEETING BROADCAST EXPENDITURES<br>Total for vendor 0849 - CENTRAL LAKES COLLEGE :                             | 07/03/2023<br>pziemer  | 07/19/2023 | 62,750.17<br>62,750.17<br>62,750.17                 | 62,750.17<br><br>62,750.17     | Open   | N<br>07/19/2023       |
| Vendor 0229 - CLIFTONLARSONALLEN LLP:   |                                                                                                                                                                                                    |                        |            |                                                     |                                |        |                       |
| 3778599<br>78218                        | CLIFTONLARSONALLEN LLP<br>PROGRESS BILLING 4 - 2023 AUDIT<br>101-9200-43300<br>260-9020-43300<br>PROFESSIONAL SERVICES<br>PROFESSIONAL SERVICES<br>Total for vendor 0229 - CLIFTONLARSONALLEN LLP: | 06/27/2023<br>pziemer  | 07/19/2023 | 22,837.50<br><br>17,837.50<br>5,000.00<br>22,837.50 | 22,837.50<br><br><br>22,837.50 | Open   | N<br>07/19/2023       |
| Vendor 0122 - COMMUNITY ACTION:         |                                                                                                                                                                                                    |                        |            |                                                     |                                |        |                       |
| JUL 2023<br>78267                       | COMMUNITY ACTION<br>JULY 23 LEVY PAYMENT<br>101-9200-43460<br>REMIT COMMUNITY ACTION LEVY<br>Total for vendor 0122 - COMMUNITY ACTION:                                                             | 07/10/2023<br>pziemer  | 07/19/2023 | 7,819.75<br><br>7,819.75<br>7,819.75                | 7,819.75<br><br>7,819.75       | Open   | N<br>07/19/2023       |
| Vendor 2069 - CROSBY POLICE DEPARTMENT: |                                                                                                                                                                                                    |                        |            |                                                     |                                |        |                       |
| 3RD QTR 23<br>78301                     | CROSBY POLICE DEPARTMENT<br>REMIT 3RD QTR 2023 TZD<br>225-0000-20800<br>DUE TO OTHER GOVT UNITS<br>Total for vendor 2069 - CROSBY POLICE DEPARTMENT:                                               | 07/11/2023<br>pziemer  | 07/19/2023 | 1,851.67<br><br>1,851.67<br>1,851.67                | 1,851.67<br><br>1,851.67       | Open   | N<br>07/19/2023       |
| Vendor 0137 - CUB FOODS - BAXTER:       |                                                                                                                                                                                                    |                        |            |                                                     |                                |        |                       |
| TRX: 284 - PARKS<br>78327               | CUB FOODS - BAXTER<br>RAID FOR DUGOUTS<br>230-5200-42220<br>REPAIR & MAINT<br>Total for vendor 0137 - CUB FOODS - BAXTER:                                                                          | 06/29/2023<br>pziemer  | 07/19/2023 | 17.24<br><br>17.24<br>17.24                         | 17.24<br><br>17.24             | Open   | N<br>07/19/2023       |
| Vendor 0900 - CUB FOODS - BRAINERD:     |                                                                                                                                                                                                    |                        |            |                                                     |                                |        |                       |
| TRX 69 - PD<br>78245                    | CUB FOODS - BRAINERD<br>SAFETY SUPPLIES - PARADE ASSIST<br>225-2120-42209<br>SAFETY EQUIPMENT SUPPLIES                                                                                             | 07/03/2023<br>pziemer  | 07/19/2023 | 31.96<br><br>31.96                                  | 31.96                          | Open   | N<br>07/19/2023       |

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DB: Brainerd

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|---------------------------------|-----------------------------------------------|-------------------------|------------|----------|----------|--------|-----------------------|
| TRX: 96 - PARKS                 |                                               |                         |            |          |          |        |                       |
| 78328                           | CUB FOODS - BRAINERD                          | 07/10/2023              | 07/19/2023 | 8.78     | 8.78     | Open   | N                     |
|                                 | CONCESSIONS - BUNS                            | pziemer                 |            |          |          |        | 07/19/2023            |
|                                 | 230-5204-42210                                | OPERATING SUPPLIES      |            | 8.78     |          |        |                       |
| TRX: 311 - PARKS                |                                               |                         |            |          |          |        |                       |
| 78335                           | CUB FOODS - BRAINERD                          | 07/13/2023              | 07/19/2023 | 0.00     | 0.00     | Void   | N                     |
|                                 | HORNET SPRAY CAMPGROUND                       | pziemer                 |            |          |          |        | 07/19/2023            |
|                                 | 230-5280-42220                                | REPAIR & MAINT          |            | 5.38     |          |        |                       |
|                                 | Total for vendor 0900 - CUB FOODS - BRAINERD: |                         |            | 40.74    | 40.74    |        |                       |
| Vendor 0132 - CWC HIGHWAY DEPT: |                                               |                         |            |          |          |        |                       |
| 6190                            |                                               |                         |            |          |          |        |                       |
| 78288                           | CWC HIGHWAY DEPT                              | 07/01/2023              | 07/19/2023 | 4,108.75 | 4,108.75 | Open   | N                     |
|                                 | JUNE 2023 TRANSIT FUEL                        | pziemer                 |            |          |          |        | 07/19/2023            |
|                                 | 203-9000-42212                                | MOTOR FUELS             |            | 3,735.23 |          |        |                       |
|                                 | 203-9000-42212                                | MOTOR FUELS             |            | 373.52   |          |        |                       |
|                                 | Total for vendor 0132 - CWC HIGHWAY DEPT:     |                         |            | 4,108.75 | 4,108.75 |        |                       |
| Vendor 1156 - CWC SHERIFF:      |                                               |                         |            |          |          |        |                       |
| 3RD QTR 23                      |                                               |                         |            |          |          |        |                       |
| 78302                           | CWC SHERIFF                                   | 07/11/2023              | 07/19/2023 | 387.13   | 387.13   | Open   | N                     |
|                                 | REMIT 3RD QTR 23 TZD                          | pziemer                 |            |          |          |        | 07/19/2023            |
|                                 | 225-0000-20800                                | DUE TO OTHER GOVT UNITS |            | 387.13   |          |        |                       |
|                                 | Total for vendor 1156 - CWC SHERIFF:          |                         |            | 387.13   | 387.13   |        |                       |
| Vendor 0135 - CWC TREASURER:    |                                               |                         |            |          |          |        |                       |
| 6234/CH                         |                                               |                         |            |          |          |        |                       |
| 78323                           | CWC TREASURER                                 | 07/12/2023              | 07/19/2023 | 998.83   | 998.83   | Open   | N                     |
|                                 | 2ND QTR 23 CITY HALL/ANNEX EXPENSES           | pziemer                 |            |          |          |        | 07/19/2023            |
|                                 | 101-1940-42220                                | REPAIR & MAINT          |            | 426.64   |          |        |                       |
|                                 | 101-1940-42220                                | REPAIR & MAINT          |            | 572.19   |          |        |                       |
| 6234/FD                         |                                               |                         |            |          |          |        |                       |
| 78324                           | CWC TREASURER                                 | 07/12/2023              | 07/19/2023 | 328.47   | 328.47   | Open   | N                     |
|                                 | 2ND QTR 23 FIRE DEPT EXPENSES                 | pziemer                 |            |          |          |        | 07/19/2023            |
|                                 | 225-2220-42220                                | REPAIR & MAINT          |            | 259.29   |          |        |                       |
|                                 | 225-2220-42220                                | REPAIR & MAINT          |            | 69.18    |          |        |                       |
| 6234/LIB                        |                                               |                         |            |          |          |        |                       |
| 78325                           | CWC TREASURER                                 | 07/12/2023              | 07/19/2023 | 2,242.63 | 2,242.63 | Open   | N                     |
|                                 | 2ND QTR 23 LIBRARY EXPENSES                   | pziemer                 |            |          |          |        | 07/19/2023            |
|                                 | 211-5500-42220                                | REPAIR & MAINT          |            | 2,242.63 |          |        |                       |

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|----------------------------------------|----------------------------------------------------------------------|------------------------|------------|----------------------|-----------|--------|-----------------------|
| 6234/PD<br>78326                       | CWC TREASURER<br>2ND QTR 23 POLICE DEPT EXPENSES<br>225-2120-42220   | 07/12/2023<br>pziemer  | 07/19/2023 | 1,069.27<br>1,069.27 | 1,069.27  | Open   | N<br>07/19/2023       |
| 6218/CH<br>78333                       | CWC TREASURER<br>JULY 23 CITY HALL SHARED SERVICES<br>101-9200-43300 | 07/01/2023<br>pziemer  | 07/19/2023 | 7,975.00<br>7,975.00 | 7,975.00  | Open   | N<br>07/19/2023       |
| 6218/LIB<br>78334                      | CWC TREASURER<br>JULY 23 LIBRARY SHARED SERVICES<br>211-5500-43300   | 07/01/2023<br>pziemer  | 07/19/2023 | 675.00<br>675.00     | 675.00    | Open   | N<br>07/19/2023       |
| Total for vendor 0135 - CWC TREASURER: |                                                                      |                        |            | 13,289.20            | 13,289.20 |        |                       |

## Vendor 3438 - DAHLHEIMER BEVERAGE:

|                                              |                                                                      |                       |            |                  |        |      |                 |
|----------------------------------------------|----------------------------------------------------------------------|-----------------------|------------|------------------|--------|------|-----------------|
| 1938478<br>78249                             | DAHLHEIMER BEVERAGE<br>JANITORIAL SUPPLIES - PARKS<br>230-5200-42220 | 06/22/2023<br>pziemer | 07/19/2023 | 66.00<br>66.00   | 66.00  | Open | N<br>07/19/2023 |
| 1941525<br>78250                             | DAHLHEIMER BEVERAGE<br>CONCESSIONS - POPCORN<br>230-5204-42210       | 06/27/2023<br>pziemer | 07/19/2023 | 112.25<br>112.25 | 112.25 | Open | N<br>07/19/2023 |
| 1949157<br>78273                             | DAHLHEIMER BEVERAGE<br>JANITORIAL SUPPLIES<br>230-5200-42220         | 07/05/2023<br>pziemer | 07/19/2023 | 151.40<br>151.40 | 151.40 | Open | N<br>07/19/2023 |
| 1950925<br>78296                             | DAHLHEIMER BEVERAGE<br>JANITORIAL SUPPLIES<br>211-5500-42220         | 07/10/2023<br>pziemer | 07/19/2023 | 111.15<br>111.15 | 111.15 | Open | N<br>07/19/2023 |
| Total for vendor 3438 - DAHLHEIMER BEVERAGE: |                                                                      |                       |            | 440.80           | 440.80 |      |                 |

## Vendor 1381 - DECHANTAL EXCAVATING LLC:

|                                                   |                                                                                        |                       |            |                          |            |      |                 |
|---------------------------------------------------|----------------------------------------------------------------------------------------|-----------------------|------------|--------------------------|------------|------|-----------------|
| PAY REQ 3 - 21:12<br>78308                        | DECHANTAL EXCAVATING LLC<br>IMP 21:12 NORTH BRAINERD PAY REQ 3<br>401-9030-45530-21:12 | 07/11/2023<br>pziemer | 07/19/2023 | 817,518.18<br>817,518.18 | 817,518.18 | Open | N<br>07/19/2023 |
| Total for vendor 1381 - DECHANTAL EXCAVATING LLC: |                                                                                        |                       |            | 817,518.18               | 817,518.18 |      |                 |

## Vendor 0162 - DIAMOND VOGEL PAINT:

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|----------------------------------------------------|----------------------------------------------------------------------------------|------------------------|------------|-----------|-----------|--------|-----------------------|
| 813165383<br>78293                                 | DIAMOND VOGEL PAINT<br>BRD BLUE STREET PAINT<br>235-3170-42210                   | 06/01/2023<br>pziemer  | 07/19/2023 | 3,834.80  | 3,834.80  | Open   | N<br>07/19/2023       |
|                                                    | OPERATING SUPPLIES                                                               |                        |            | 3,834.80  |           |        |                       |
| 813165808<br>78294                                 | DIAMOND VOGEL PAINT<br>WHITE STREET PAINT<br>235-3170-42210                      | 06/14/2023<br>pziemer  | 07/19/2023 | 1,395.70  | 1,395.70  | Open   | N<br>07/19/2023       |
|                                                    | OPERATING SUPPLIES                                                               |                        |            | 1,395.70  |           |        |                       |
| 813165905<br>78295                                 | DIAMOND VOGEL PAINT<br>STREETS PAINT<br>235-3170-42210                           | 06/21/2023<br>pziemer  | 07/19/2023 | 1,340.20  | 1,340.20  | Open   | N<br>07/19/2023       |
|                                                    | OPERATING SUPPLIES                                                               |                        |            | 1,340.20  |           |        |                       |
|                                                    | Total for vendor 0162 - DIAMOND VOGEL PAINT:                                     |                        |            | 6,570.70  | 6,570.70  |        |                       |
| Vendor 2898 - DIGITAL HORIZONS:                    |                                                                                  |                        |            |           |           |        |                       |
| 2737<br>78322                                      | DIGITAL HORIZONS<br>RE-WIRE/MOVE AV RACK -BRAINERD RESTORATION<br>101-0000-14100 | 06/01/2023<br>pziemer  | 07/19/2023 | 570.31    | 570.31    | Open   | N<br>07/19/2023       |
|                                                    | DUE FROM COMPONENT UNIT                                                          |                        |            | 570.31    |           |        |                       |
|                                                    | Total for vendor 2898 - DIGITAL HORIZONS:                                        |                        |            | 570.31    | 570.31    |        |                       |
| Vendor 3080 - DOUCETTE'S LANDSCAPING & CONTRACTIN: |                                                                                  |                        |            |           |           |        |                       |
| 10567<br>77951                                     | DOUCETTE'S LANDSCAPING & CONTRACTIN<br>2023 TREES<br>400-9050-45530              | 06/16/2023<br>pziemer  | 07/19/2023 | 49,925.00 | 49,925.00 | Open   | N<br>07/19/2023       |
|                                                    | CAPITAL - OTHER                                                                  |                        |            | 49,925.00 |           |        |                       |
|                                                    | Total for vendor 3080 - DOUCETTE'S LANDSCAPING & CONTRACTIN:                     |                        |            | 49,925.00 | 49,925.00 |        |                       |
| Vendor 3800 - ENVIROTECH:                          |                                                                                  |                        |            |           |           |        |                       |
| 69241/CH<br>78195                                  | ENVIROTECH<br>JULY 2023 JANITORIAL<br>101-1940-43300                             | 07/01/2023<br>pziemer  | 07/19/2023 | 1,890.71  | 1,890.71  | Open   | N<br>07/19/2023       |
|                                                    | PROFESSIONAL SERVICES                                                            |                        |            | 1,890.71  |           |        |                       |
| 69241/FIRE<br>78196                                | ENVIROTECH<br>JULY 23 FIRE DEPT JANITORIAL<br>225-2220-43300                     | 07/01/2023<br>pziemer  | 07/19/2023 | 254.95    | 254.95    | Open   | N<br>07/19/2023       |
|                                                    | PROFESSIONAL SERVICES                                                            |                        |            | 254.95    |           |        |                       |
| 69241/STRTS<br>78197                               | ENVIROTECH<br>JULY 23 STREET DEPT JANITORIAL<br>235-3100-43380                   | 07/01/2023<br>pziemer  | 07/19/2023 | 127.48    | 127.48    | Open   | N<br>07/19/2023       |
|                                                    | UTILITIES                                                                        |                        |            | 127.48    |           |        |                       |



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|---------------------------------------------|-------------------------------------------------------------------------------------|------------------------|------------|----------------------|----------|--------|------------------------|
| 69241/PARKS<br>78198                        | ENVIROTECH<br>JULY 23 PARKS DEPT JANITORIAL<br>230-5200-43380                       | 07/01/2023<br>pziemer  | 07/19/2023 | 127.47<br>127.47     | 127.47   | Open   | N<br>07/19/2023        |
| 69241/POLICE<br>78199                       | ENVIROTECH<br>JULY 23 POLICE DEPT JANITORIAL<br>225-2120-43300                      | 07/01/2023<br>pziemer  | 07/19/2023 | 1,344.39<br>1,344.39 | 1,344.39 | Open   | N<br>07/19/2023        |
|                                             | PROFESSIONAL SERVICES                                                               |                        |            | 1,344.39             |          |        |                        |
|                                             | Total for vendor 3800 - ENVIROTECH:                                                 |                        |            | 3,745.00             | 3,745.00 |        |                        |
| Vendor 1815 - F.I.R.E. CROSSLAKE:           |                                                                                     |                        |            |                      |          |        |                        |
| 6346<br>78290                               | F.I.R.E. CROSSLAKE<br>EMR - INITIAL TRAINING QTY 4 STUDENT<br>225-2220-43330        | 06/19/2023<br>pziemer  | 07/19/2023 | 2,400.00<br>2,400.00 | 2,400.00 | Open   | N<br>07/19/2023        |
|                                             | PROFESSIONAL DEVELOPMENT                                                            |                        |            | 2,400.00             |          |        |                        |
|                                             | Total for vendor 1815 - F.I.R.E. CROSSLAKE:                                         |                        |            | 2,400.00             | 2,400.00 |        |                        |
| Vendor 3402 - FLEETPRIDE:                   |                                                                                     |                        |            |                      |          |        |                        |
| 108957536<br>78243                          | FLEETPRIDE<br>TARP REPAIR TAPE<br>235-3125-42220                                    | 06/30/2023<br>pziemer  | 07/19/2023 | 80.07<br>80.07       | 80.07    | Open   | N<br>07/19/2023        |
|                                             | REPAIR & MAINT                                                                      |                        |            | 80.07                |          |        |                        |
|                                             | Total for vendor 3402 - FLEETPRIDE:                                                 |                        |            | 80.07                | 80.07    |        |                        |
| Vendor 0071 - FORUM COMMUNICATIONS COMPANY: |                                                                                     |                        |            |                      |          |        |                        |
| 230382-1<br>78229                           | FORUM COMMUNICATIONS COMPANY<br>CITY COUNCIL MTG - JUNETEENTH<br>101-9200-43350     | 06/01/2023<br>pziemer  | 07/19/2023 | 12.96<br>12.96       | 12.96    | Open   | N<br>07/19/2023        |
|                                             | LEGAL PUBLICATIONS                                                                  |                        |            | 12.96                |          |        |                        |
| 234269-1<br>78230                           | FORUM COMMUNICATIONS COMPANY<br>NOTICE: SPECIAL MTG EDA<br>295-6510-43350           | 06/13/2023<br>pziemer  | 07/19/2023 | 14.14<br>14.14       | 14.14    | Open   | N<br>07/19/2023        |
|                                             | PRINTING/LEGAL PUBLICATION                                                          |                        |            | 14.14                |          |        |                        |
| 232511-1<br>78231                           | FORUM COMMUNICATIONS COMPANY<br>NOH: YMCA COND. USE DAYCARE<br>101-2400-43350       | 06/07/2023<br>pziemer  | 07/19/2023 | 45.96<br>45.96       | 45.96    | Open   | N<br>07/19/2023        |
|                                             | PRINTING/LEGAL PUBLICATION                                                          |                        |            | 45.96                |          |        |                        |
| 232504-1<br>78232                           | FORUM COMMUNICATIONS COMPANY<br>NOH: REZONE FOUNDATION HEALTHCARE<br>101-2400-43350 | 06/07/2023<br>pziemer  | 07/19/2023 | 62.45<br>62.45       | 62.45    | Open   | N<br>07/19/2023        |
|                                             | PRINTING/LEGAL PUBLICATION                                                          |                        |            | 62.45                |          |        |                        |

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|-------------------------------------------------------|-------------------------------------------------------------------------------|------------------------|------------|------------------|---------|--------|-----------------------|
| 231791-1<br>78233                                     | FORUM COMMUNICATIONS COMPANY<br>ORD 1552: ALCOHOL IN PUBLIC<br>101-9200-43350 | 06/06/2023<br>pziemer  | 07/19/2023 | 295.26<br>295.26 | 295.26  | Open   | N<br>07/19/2023       |
| 231813-1<br>78234                                     | FORUM COMMUNICATIONS COMPANY<br>ORD 1551: OUTDOOR LIGHTING<br>101-9200-43350  | 06/06/2023<br>pziemer  | 07/19/2023 | 290.04<br>290.04 | 290.04  | Open   | N<br>07/19/2023       |
| 229210-1<br>78260                                     | FORUM COMMUNICATIONS COMPANY<br>NOTICE: TREE DISEASE<br>101-2400-43350        | 06/01/2023<br>pziemer  | 07/19/2023 | 80.13<br>80.13   | 80.13   | Open   | N<br>07/19/2023       |
| Total for vendor 0071 - FORUM COMMUNICATIONS COMPANY: |                                                                               |                        |            | 800.94           | 800.94  |        |                       |
| Vendor 1967 - FRONTIER PRECISION INC:                 |                                                                               |                        |            |                  |         |        |                       |
| 277852<br>78239                                       | FRONTIER PRECISION INC<br>TRIMBLE TELESCOPIC ROD<br>101-1700-42220            | 06/29/2023<br>pziemer  | 07/19/2023 | 396.00<br>396.00 | 396.00  | Open   | N<br>07/19/2023       |
| Total for vendor 1967 - FRONTIER PRECISION INC:       |                                                                               |                        |            | 396.00           | 396.00  |        |                       |
| Vendor 0186 - GALLS LLC:                              |                                                                               |                        |            |                  |         |        |                       |
| 024913588<br>78264                                    | GALLS LLC<br>709 - UNIFORM BOOTS<br>225-2120-41113                            | 06/27/2023<br>pziemer  | 07/19/2023 | 145.94<br>145.94 | 145.94  | Open   | N<br>07/19/2023       |
| Total for vendor 0186 - GALLS LLC:                    |                                                                               |                        |            | 145.94           | 145.94  |        |                       |
| Vendor 0193 - GOODIN COMPANY:                         |                                                                               |                        |            |                  |         |        |                       |
| 06641296-00<br>78346                                  | GOODIN COMPANY<br>BANE RESTROOM<br>230-5200-42220                             | 07/10/2023<br>pziemer  | 07/19/2023 | 167.38<br>167.38 | 167.38  | Open   | N<br>07/19/2023       |
| Total for vendor 0193 - GOODIN COMPANY:               |                                                                               |                        |            | 167.38           | 167.38  |        |                       |
| Vendor 2377 - GRANITE ELECTRONICS:                    |                                                                               |                        |            |                  |         |        |                       |
| 136000546-1<br>78246                                  | GRANITE ELECTRONICS<br>PORTABLE RADIO ANTENNA X4<br>225-2120-42210            | 06/22/2023<br>pziemer  | 07/19/2023 | 110.00<br>110.00 | 110.00  | Open   | N<br>07/19/2023       |
| Total for vendor 2377 - GRANITE ELECTRONICS:          |                                                                               |                        |            | 110.00           | 110.00  |        |                       |

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|-------------------------------------------------|-----------------------------------------------------------|------------------------|------------|----------|----------|--------|------------------------|
| Vendor 0200 - HEARTLAND ANIMAL RESCUE:          |                                                           |                        |            |          |          |        |                        |
| JUNE 2023                                       |                                                           |                        |            |          |          |        |                        |
| 78253                                           | HEARTLAND ANIMAL RESCUE                                   | 06/30/2023             | 07/19/2023 | 3,761.33 | 3,761.33 | Open   | N                      |
|                                                 | JUN 23 BOARDING SERVICES                                  | pziemer                |            |          |          |        | 07/19/2023             |
|                                                 | 225-2700-43430                                            | MISCELLANEOUS          |            | 1,842.00 |          |        |                        |
|                                                 | 225-2700-43300                                            | PROFESSIONAL SERVICES  |            | 1,919.33 |          |        |                        |
|                                                 | Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:          |                        |            | 3,761.33 | 3,761.33 |        |                        |
| Vendor 0203 - HOLDEN ELECTRIC:                  |                                                           |                        |            |          |          |        |                        |
| 71988                                           |                                                           |                        |            |          |          |        |                        |
| 78252                                           | HOLDEN ELECTRIC                                           | 07/06/2023             | 07/19/2023 | 262.30   | 262.30   | Open   | N                      |
|                                                 | AIR COMPRESSOR RECEPTACLE -NEW SHOP                       | pziemer                |            |          |          |        | 07/19/2023             |
|                                                 | 230-5200-42220                                            | REPAIR & MAINT         |            | 262.30   |          |        |                        |
|                                                 | Total for vendor 0203 - HOLDEN ELECTRIC:                  |                        |            | 262.30   | 262.30   |        |                        |
| Vendor 3636 - HRGREEN:                          |                                                           |                        |            |          |          |        |                        |
| 164667                                          |                                                           |                        |            |          |          |        |                        |
| 78298                                           | HRGREEN                                                   | 07/10/2023             | 07/19/2023 | 6,807.75 | 6,807.75 | Open   | N                      |
|                                                 | BUFFALO HILLS GULLY THRU 6/30/23                          | pziemer                |            |          |          |        | 07/19/2023             |
|                                                 | 401-9030-43300-21:15                                      | PROFESSIONAL SERVICES  |            | 6,807.75 |          |        |                        |
|                                                 | Total for vendor 3636 - HRGREEN:                          |                        |            | 6,807.75 | 6,807.75 |        |                        |
| Vendor 0769 - HYTEC CONSTRUCTION INC:           |                                                           |                        |            |          |          |        |                        |
| 13713                                           |                                                           |                        |            |          |          |        |                        |
| 78213                                           | HYTEC CONSTRUCTION INC                                    | 06/29/2023             | 07/19/2023 | 6,086.60 | 6,086.60 | Open   | N                      |
|                                                 | WATERTOWER STUCCO SURVEY                                  | pziemer                |            |          |          |        | 07/19/2023             |
|                                                 | 400-1481-43300                                            | PROFESSIONAL SERVICES  |            | 6,086.60 |          |        |                        |
|                                                 | Total for vendor 0769 - HYTEC CONSTRUCTION INC:           |                        |            | 6,086.60 | 6,086.60 |        |                        |
| Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES: |                                                           |                        |            |          |          |        |                        |
| 42555                                           |                                                           |                        |            |          |          |        |                        |
| 78315                                           | INDEPENDENT TESTING TECHNOLOGIES                          | 07/01/2023             | 07/19/2023 | 2,100.00 | 2,100.00 | Open   | N                      |
|                                                 | IMP 21-12 PROF. SVCS                                      | pziemer                |            |          |          |        | 07/19/2023             |
|                                                 | 401-9030-43300-21:12                                      | PROFESSIONAL SERVICES  |            | 2,100.00 |          |        |                        |
|                                                 | Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES: |                        |            | 2,100.00 | 2,100.00 |        |                        |
| Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:  |                                                           |                        |            |          |          |        |                        |
| IN4242456                                       |                                                           |                        |            |          |          |        |                        |
| 78186                                           | INNOVATIVE OFFICE SOLUTIONS LLC                           | 06/28/2023             | 07/19/2023 | 60.10    | 60.10    | Open   | N                      |
|                                                 | OFFICE SUPPLIE/EVIDENCE LABLES                            | pziemer                |            |          |          |        | 07/19/2023             |
|                                                 | 225-2120-42200                                            | OFFICE SUPPLIES        |            | 44.35    |          |        |                        |
|                                                 | 225-2120-42210                                            | OPERATING SUPPLIES     |            | 15.75    |          |        |                        |

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## INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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| Inv Num<br>Inv Ref#                     | Vendor<br>Description<br>GL Distribution                                           | Inv Date<br>Entered By | Due Date   | Inv Amt  | Amt Due  | Status | Jrnlized<br>Post Date |
|-----------------------------------------|------------------------------------------------------------------------------------|------------------------|------------|----------|----------|--------|-----------------------|
|                                         | Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:                           |                        |            | 60.10    | 60.10    |        |                       |
| Vendor 3488 - JEFFERSON FIRE & SAFETY:  |                                                                                    |                        |            |          |          |        |                       |
| IN304310<br>78291                       | JEFFERSON FIRE & SAFETY<br>CLASS A FOAM<br>225-2220-42210                          | 06/29/2023<br>pziemer  | 07/19/2023 | 510.00   | 510.00   | Open   | N<br>07/19/2023       |
|                                         | OPERATING SUPPLIES                                                                 |                        |            | 510.00   |          |        |                       |
|                                         | Total for vendor 3488 - JEFFERSON FIRE & SAFETY:                                   |                        |            | 510.00   | 510.00   |        |                       |
| Vendor 0500 - KUSTOM SIGNALS INC:       |                                                                                    |                        |            |          |          |        |                       |
| 604595<br>78247                         | KUSTOM SIGNALS INC<br>2 BATTERIES<br>225-2120-42210                                | 07/05/2023<br>pziemer  | 07/19/2023 | 319.00   | 319.00   | Open   | N<br>07/19/2023       |
|                                         | OPERATING SUPPLIES                                                                 |                        |            | 319.00   |          |        |                       |
|                                         | Total for vendor 0500 - KUSTOM SIGNALS INC:                                        |                        |            | 319.00   | 319.00   |        |                       |
| Vendor 0313 - LAKES AREA SENIOR CENTER: |                                                                                    |                        |            |          |          |        |                       |
| JUL 2023<br>78289                       | LAKES AREA SENIOR CENTER<br>JUL 23 LEVY PAYMENT<br>101-9200-43461                  | 07/10/2023<br>pziemer  | 07/19/2023 | 7,819.75 | 7,819.75 | Open   | N<br>07/19/2023       |
|                                         | REMIT SENIOR CITIZEN LEVY                                                          |                        |            | 7,819.75 |          |        |                       |
|                                         | Total for vendor 0313 - LAKES AREA SENIOR CENTER:                                  |                        |            | 7,819.75 | 7,819.75 |        |                       |
| Vendor 3633 - LARSON, GRANT:            |                                                                                    |                        |            |          |          |        |                       |
| 6/23/23<br>78187                        | LARSON, GRANT<br>REIMB MEALS - FIREARMS INST. TRNG<br>225-2120-43330               | 06/23/2023<br>pziemer  | 07/19/2023 | 156.09   | 156.09   | Open   | N<br>07/19/2023       |
|                                         | PROFESSIONAL DEVELOPMENT                                                           |                        |            | 156.09   |          |        |                       |
|                                         | Total for vendor 3633 - LARSON, GRANT:                                             |                        |            | 156.09   | 156.09   |        |                       |
| Vendor MISC - LUMBER ONE AVON, INC.:    |                                                                                    |                        |            |          |          |        |                       |
| BFG23-0001<br>78228                     | LUMBER ONE AVON, INC.<br>BD Bond Refund<br>101-0000-20600                          | 07/07/2023<br>pziemer  | 07/19/2023 | 9,000.00 | 9,000.00 | Open   | N<br>07/19/2023       |
|                                         | BFG23-0001                                                                         |                        |            | 9,000.00 |          |        |                       |
|                                         | Total for vendor MISC - LUMBER ONE AVON, INC.:                                     |                        |            | 9,000.00 | 9,000.00 |        |                       |
| Vendor 0239 - MACQUEEN EQUIPMENT INC:   |                                                                                    |                        |            |          |          |        |                       |
| P51255<br>78317                         | MACQUEEN EQUIPMENT INC<br>HYDRO EXCAVATING HIGH PRESSURE FITTING<br>237-3190-42220 | 07/11/2023<br>pziemer  | 07/19/2023 | 70.45    | 70.45    | Open   | N<br>07/19/2023       |
|                                         | REPAIR & MAINT                                                                     |                        |            | 70.45    |          |        |                       |

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| Inv Num<br>Inv Ref#             | Vendor<br>Description<br>GL Distribution                                                                                                       | Inv Date<br>Entered By | Due Date   | Inv Amt                    | Amt Due          | Status | Jrnlized<br>Post Date |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------|----------------------------|------------------|--------|-----------------------|
| P51322<br>78344                 | MACQUEEN EQUIPMENT INC<br>SWEEPER 111 STEERING CYLINDER<br>235-3100-42220<br>REPAIR & MAINT<br>Total for vendor 0239 - MACQUEEN EQUIPMENT INC: | 07/13/2023<br>pziemer  | 07/19/2023 | 645.33<br>645.33<br>715.78 | 645.33<br>715.78 | Open   | N<br>07/19/2023       |
| Vendor 0243 - MARCO FINANCING:  |                                                                                                                                                |                        |            |                            |                  |        |                       |
| 505893875<br>78351              | MARCO FINANCING<br>QUARTERLY COPIER LEASE<br>225-2120-43331<br>LEASED PAYMENTS<br>Total for vendor 0243 - MARCO FINANCING:                     | 07/08/2023<br>pziemer  | 07/19/2023 | 796.96<br>796.96<br>796.96 | 796.96           | Open   | N<br>07/19/2023       |
| Vendor 2392 - MENARDS:          |                                                                                                                                                |                        |            |                            |                  |        |                       |
| 99836<br>78191                  | MENARDS<br>STRAW/LAWN PATCH<br>400-9050-45530<br>CAPITAL - OTHER                                                                               | 06/29/2023<br>pziemer  | 07/19/2023 | 42.98<br>42.98             | 42.98            | Open   | N<br>07/19/2023       |
| 99858<br>78192                  | MENARDS<br>LAWN PATCH<br>400-9050-45530<br>CAPITAL - OTHER<br>Total for vendor 2392 - MENARDS:                                                 | 06/29/2023<br>pziemer  | 07/19/2023 | 599.80<br>599.80<br>642.78 | 599.80<br>642.78 | Open   | N<br>07/19/2023       |
| Vendor 0889 - MENARDS - BAXTER: |                                                                                                                                                |                        |            |                            |                  |        |                       |
| 99755<br>78216                  | MENARDS - BAXTER<br>SIGN/POOLSHOCK<br>230-5200-42220<br>REPAIR & MAINT                                                                         | 06/28/2023<br>pziemer  | 07/19/2023 | 27.90<br>27.90             | 27.90            | Open   | N<br>07/19/2023       |
| 99835<br>78329                  | MENARDS - BAXTER<br>FASTENERS - LPW & LUM<br>230-5200-42220<br>REPAIR & MAINT<br>Total for vendor 0889 - MENARDS - BAXTER:                     | 06/29/2023<br>pziemer  | 07/19/2023 | 24.99<br>24.99<br>52.89    | 24.99<br>52.89   | Open   | N<br>07/19/2023       |
| Vendor 4223 - MICROTRACE LLC:   |                                                                                                                                                |                        |            |                            |                  |        |                       |
| 23-0121-2<br>78265              | MICROTRACE LLC<br>GSR TEST KITS 23005016<br>225-2120-42210<br>OPERATING SUPPLIES<br>Total for vendor 4223 - MICROTRACE LLC:                    | 07/07/2023<br>pziemer  | 07/19/2023 | 89.18<br>89.18<br>89.18    | 89.18<br>89.18   | Open   | N<br>07/19/2023       |

| Inv Num                                 | Vendor                                            | Inv Date                   | Due Date   | Inv Amt    | Amt Due   | Status | Jrnalized  |
|-----------------------------------------|---------------------------------------------------|----------------------------|------------|------------|-----------|--------|------------|
| Inv Ref#                                | Description                                       | Entered By                 |            |            |           |        | Post Date  |
|                                         | GL Distribution                                   |                            |            |            |           |        |            |
| Vendor 3394 - MIDWEST MACHINERY CO:     |                                                   |                            |            |            |           |        |            |
| 09368640                                |                                                   |                            |            |            |           |        |            |
| 78261*                                  | MIDWEST MACHINERY CO                              | 06/01/2023                 | 07/19/2023 | 18,035.62  | 18,035.62 | Open   | N          |
|                                         | JOHN DEERE 1550 TERRAINCUT COMMERCIAL             | pziemer                    |            |            |           |        | 07/19/2023 |
|                                         | 400-9050-45530                                    | CAPITAL - OTHER            |            | 24,435.62  |           |        |            |
|                                         | 400-9050-45530                                    | CAPITAL - OTHER            |            | (6,400.00) |           |        |            |
|                                         | Total for vendor 3394 - MIDWEST MACHINERY CO:     |                            |            | 18,035.62  | 18,035.62 |        |            |
| Vendor 0270 - MN DEPT LABOR & INDUSTRY: |                                                   |                            |            |            |           |        |            |
| 2ND QTR 2023                            |                                                   |                            |            |            |           |        |            |
| 78200                                   | MN DEPT LABOR & INDUSTRY                          | 07/01/2023                 | 07/19/2023 | 2,542.08   | 2,542.08  | Open   | N          |
|                                         | JUNE0350152023 REMIT BLDG SURCHARGE               | pziemer                    |            |            |           |        | 07/19/2023 |
|                                         | 101-0000-21800                                    | SURCHARGE PAYABLE TO STATE |            | 2,542.08   |           |        |            |
|                                         | Total for vendor 0270 - MN DEPT LABOR & INDUSTRY: |                            |            | 2,542.08   | 2,542.08  |        |            |
| Vendor 2833 - MN DEPT TRANSPORTATION:   |                                                   |                            |            |            |           |        |            |
| P00016905                               |                                                   |                            |            |            |           |        |            |
| 78190                                   | MN DEPT TRANSPORTATION                            | 06/28/2023                 | 07/19/2023 | 353.34     | 353.34    | Open   | N          |
|                                         | CSAH 48/COLLEGE LIGHT REPAIRS                     | pziemer                    |            |            |           |        | 07/19/2023 |
|                                         | 235-3170-42220                                    | REPAIR & MAINT             |            | 353.34     |           |        |            |
|                                         | Total for vendor 2833 - MN DEPT TRANSPORTATION:   |                            |            | 353.34     | 353.34    |        |            |
| Vendor 3197 - MORTON SALT INC:          |                                                   |                            |            |            |           |        |            |
| 5402849448                              |                                                   |                            |            |            |           |        |            |
| 78320                                   | MORTON SALT INC                                   | 07/12/2023                 | 07/19/2023 | 2,038.83   | 2,038.83  | Open   | N          |
|                                         | ROAD SALT                                         | pziemer                    |            |            |           |        | 07/19/2023 |
|                                         | 235-3125-42220                                    | REPAIR & MAINT             |            | 2,038.83   |           |        |            |
|                                         | Total for vendor 3197 - MORTON SALT INC:          |                            |            | 2,038.83   | 2,038.83  |        |            |
| Vendor 3168 - MOTORS-N-MORE:            |                                                   |                            |            |            |           |        |            |
| 29953                                   |                                                   |                            |            |            |           |        |            |
| 78188                                   | MOTORS-N-MORE                                     | 06/29/2023                 | 07/19/2023 | 74.45      | 74.45     | Open   | N          |
|                                         | SQD 432 - OIL CHANGE & CHECK BRAKES               | pziemer                    |            |            |           |        | 07/19/2023 |
|                                         | 225-2120-42221                                    | SQUAD CAR REPAIR SUPPLIES  |            | 74.45      |           |        |            |
| 29964                                   |                                                   |                            |            |            |           |        |            |
| 78310                                   | MOTORS-N-MORE                                     | 07/11/2023                 | 07/19/2023 | 23.00      | 23.00     | Open   | N          |
|                                         | SQD 428 - OIL CHANGE                              | pziemer                    |            |            |           |        | 07/19/2023 |
|                                         | 225-2120-42221                                    | SQUAD CAR REPAIR SUPPLIES  |            | 23.00      |           |        |            |
|                                         | Total for vendor 3168 - MOTORS-N-MORE:            |                            |            | 97.45      | 97.45     |        |            |
| Vendor 1449 - M-R SIGN CO., INC.:       |                                                   |                            |            |            |           |        |            |

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| Inv Num<br>Inv Ref#                | Vendor<br>Description<br>GL Distribution                      | Inv Date<br>Entered By | Due Date   | Inv Amt              | Amt Due  | Status | Jrnalized<br>Post Date |
|------------------------------------|---------------------------------------------------------------|------------------------|------------|----------------------|----------|--------|------------------------|
| 220478<br>78297                    | M-R SIGN CO., INC.<br>STREET SIGNS<br>235-3170-42210          | 06/30/2023<br>pziemer  | 07/19/2023 | 46.43<br>46.43       | 46.43    | Open   | N<br>07/19/2023        |
|                                    | E-911 SIGN                                                    |                        |            | 46.43                |          |        |                        |
|                                    | Total for vendor 1449 - M-R SIGN CO., INC.:                   |                        |            | 46.43                | 46.43    |        |                        |
| Vendor 0273 - NAPA AUTO PARTS:     |                                                               |                        |            |                      |          |        |                        |
| 620322<br>78277                    | NAPA AUTO PARTS<br>4 INCH GINDER WHEELS<br>235-3100-42220     | 07/06/2023<br>pziemer  | 07/19/2023 | 186.62<br>186.62     | 186.62   | Open   | N<br>07/19/2023        |
|                                    | REPAIR & MAINT                                                |                        |            | 186.62               |          |        |                        |
| 621732<br>78318                    | NAPA AUTO PARTS<br>BUG CLEANER<br>225-2220-42210              | 07/11/2023<br>pziemer  | 07/19/2023 | 25.38<br>25.38       | 25.38    | Open   | N<br>07/19/2023        |
|                                    | OPERATING SUPPLIES                                            |                        |            | 25.38                |          |        |                        |
|                                    | Total for vendor 0273 - NAPA AUTO PARTS:                      |                        |            | 212.00               | 212.00   |        |                        |
| Vendor 0427 - NISSWA POLICE DEPT:  |                                                               |                        |            |                      |          |        |                        |
| 3RD QTR 23<br>78303                | NISSWA POLICE DEPT<br>REMIT 3RD QTR 23 TZD<br>225-0000-20800  | 07/11/2023<br>pziemer  | 07/19/2023 | 1,896.76<br>1,896.76 | 1,896.76 | Open   | N<br>07/19/2023        |
|                                    | DUE TO OTHER GOVT UNITS                                       |                        |            | 1,896.76             |          |        |                        |
|                                    | Total for vendor 0427 - NISSWA POLICE DEPT:                   |                        |            | 1,896.76             | 1,896.76 |        |                        |
| Vendor 1153 - NORTHLAND ARBORETUM: |                                                               |                        |            |                      |          |        |                        |
| JUL 2023<br>78266                  | NORTHLAND ARBORETUM<br>JULY 23 LEVY PAYMENT<br>101-9200-43462 | 07/10/2023<br>pziemer  | 07/19/2023 | 7,819.75<br>7,819.75 | 7,819.75 | Open   | N<br>07/19/2023        |
|                                    | REMIT ARBORETUM LEVY                                          |                        |            | 7,819.75             |          |        |                        |
|                                    | Total for vendor 1153 - NORTHLAND ARBORETUM:                  |                        |            | 7,819.75             | 7,819.75 |        |                        |
| Vendor 0284 - OFFICE SHOP:         |                                                               |                        |            |                      |          |        |                        |
| 1129702-0<br>78347                 | OFFICE SHOP<br>DRY ERASE BOARD<br>203-9000-42200              | 07/12/2023<br>pziemer  | 07/19/2023 | 136.50<br>136.50     | 136.50   | Open   | N<br>07/19/2023        |
|                                    | OFFICE SUPPLIES                                               |                        |            | 136.50               |          |        |                        |
| 1129700-0<br>78348                 | OFFICE SHOP<br>OFFICE SUPPLIES - CITY HALL<br>101-1940-42200  | 07/12/2023<br>pziemer  | 07/19/2023 | 56.73<br>56.73       | 56.73    | Open   | N<br>07/19/2023        |
|                                    | OFFICE SUPPLIES                                               |                        |            | 56.73                |          |        |                        |
|                                    | Total for vendor 0284 - OFFICE SHOP:                          |                        |            | 193.23               | 193.23   |        |                        |

| Inv Num<br>Inv Ref#                            | Vendor<br>Description<br>GL Distribution                 | Inv Date<br>Entered By      | Due Date   | Inv Amt  | Amt Due  | Status | Jrnalized<br>Post Date |
|------------------------------------------------|----------------------------------------------------------|-----------------------------|------------|----------|----------|--------|------------------------|
| Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.: |                                                          |                             |            |          |          |        |                        |
| 1647-206620                                    |                                                          |                             |            |          |          |        |                        |
| 78248                                          | O'REILLY AUTOMOTIVE STORES INC.                          | 07/04/2023                  | 07/19/2023 | 35.99    | 35.99    | Open   | N                      |
|                                                | SQD 428 - OIL                                            | pziemer                     |            |          |          |        | 07/19/2023             |
|                                                | 225-2120-42221                                           | SQUAD CAR REPAIR SUPPLIES   |            | 35.99    |          |        |                        |
|                                                | Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.: |                             |            | 35.99    | 35.99    |        |                        |
| Vendor 2073 - PEQUOT LAKES POLICE DEPARTMENT:  |                                                          |                             |            |          |          |        |                        |
| 3RD QTR 23                                     |                                                          |                             |            |          |          |        |                        |
| 78304                                          | PEQUOT LAKES POLICE DEPARTMENT                           | 07/11/2023                  | 07/19/2023 | 879.76   | 879.76   | Open   | N                      |
|                                                | REMIT 3RD QTR 23 TZD                                     | pziemer                     |            |          |          |        | 07/19/2023             |
|                                                | 225-0000-20800                                           | DUE TO OTHER GOVT UNITS     |            | 879.76   |          |        |                        |
|                                                | Total for vendor 2073 - PEQUOT LAKES POLICE DEPARTMENT:  |                             |            | 879.76   | 879.76   |        |                        |
| Vendor 3260 - PERSONIUS, JAY:                  |                                                          |                             |            |          |          |        |                        |
| 6/23/23 - HOTEL                                |                                                          |                             |            |          |          |        |                        |
| 78189                                          | PERSONIUS, JAY                                           | 06/23/2023                  | 07/19/2023 | 543.30   | 543.30   | Open   | N                      |
|                                                | REIMB HOTEL FOR FIREARM INST. TRNG                       | pziemer                     |            |          |          |        | 07/19/2023             |
|                                                | 225-2120-43330                                           | PROFESSIONAL DEVELOPMENT    |            | 543.30   |          |        |                        |
|                                                | Total for vendor 3260 - PERSONIUS, JAY:                  |                             |            | 543.30   | 543.30   |        |                        |
| Vendor 0521 - PITNEY BOWES INC:                |                                                          |                             |            |          |          |        |                        |
| 3106167449                                     |                                                          |                             |            |          |          |        |                        |
| 78241                                          | PITNEY BOWES INC                                         | 06/29/2023                  | 07/19/2023 | 398.82   | 398.82   | Open   | N                      |
|                                                | POSTAGE MACHINE 4/30/23-7/29/23                          | pziemer                     |            |          |          |        | 07/19/2023             |
|                                                | 101-1940-43331                                           | LEASE PAYMENTS              |            | 398.82   |          |        |                        |
|                                                | Total for vendor 0521 - PITNEY BOWES INC:                |                             |            | 398.82   | 398.82   |        |                        |
| Vendor 3413 - RATWIK, ROSZAK AND MALONEY:      |                                                          |                             |            |          |          |        |                        |
| MAY 2023                                       |                                                          |                             |            |          |          |        |                        |
| 78336                                          | RATWIK, ROSZAK AND MALONEY                               | 06/01/2023                  | 07/19/2023 | 9,663.13 | 9,663.13 | Open   | N                      |
|                                                | MAY 23 RETAINER/SPECIAL SERVICES                         | pziemer                     |            |          |          |        | 07/19/2023             |
|                                                | 101-1610-43301                                           | CITY ATTORNEY               |            | 4,452.50 |          |        |                        |
|                                                | 101-0000-14100                                           | DUE FROM COMPONENT UNIT     |            | 569.25   |          |        |                        |
|                                                | 260-9020-43304                                           | LEGAL PROFESSIONAL SERVICES |            | 66.00    |          |        |                        |
|                                                | 101-1610-43301                                           | CITY ATTORNEY               |            | 1,273.50 |          |        |                        |
|                                                | 101-0000-14100                                           | DUE FROM COMPONENT UNIT     |            | 327.16   |          |        |                        |
|                                                | 401-9030-43300-21:15                                     | PROFESSIONAL SERVICES       |            | 231.00   |          |        |                        |
|                                                | 401-1619-43300                                           | PROFESSIONAL SERVICES       |            | 2,743.72 |          |        |                        |
|                                                | Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:      |                             |            | 9,663.13 | 9,663.13 |        |                        |
| Vendor 1238 - ROCKMOUNT RESEARCH & ALLOYS:     |                                                          |                             |            |          |          |        |                        |



| Inv Num<br>Inv Ref#                         | Vendor<br>Description<br>GL Distribution                                             | Inv Date<br>Entered By | Due Date   | Inv Amt  | Amt Due  | Status | Jrnalized Post Date |
|---------------------------------------------|--------------------------------------------------------------------------------------|------------------------|------------|----------|----------|--------|---------------------|
| 1279431<br><b>78219</b>                     | ROCKMOUNT RESEARCH & ALLOYS<br>WELDING SUPPLIES<br>235-3100-42220                    | 06/23/2023<br>pziemer  | 07/19/2023 | 1,567.82 | 1,567.82 | Open   | N<br>07/19/2023     |
|                                             | Total for vendor 1238 - ROCKMOUNT RESEARCH & ALLOYS:                                 |                        |            | 1,567.82 | 1,567.82 |        |                     |
| <b>Vendor 3768 - SADUSKY RENOVATIONS:</b>   |                                                                                      |                        |            |          |          |        |                     |
| 62<br><b>78280</b>                          | SADUSKY RENOVATIONS<br>INSPECTION SVCS THRU 7/2/23<br>101-2400-43300                 | 07/02/2023<br>pziemer  | 07/19/2023 | 6,707.96 | 6,707.96 | Open   | N<br>07/19/2023     |
|                                             | Total for vendor 3768 - SADUSKY RENOVATIONS:                                         |                        |            | 6,707.96 | 6,707.96 |        |                     |
| <b>Vendor 1636 - SCR - NORTHERN BAXTER:</b> |                                                                                      |                        |            |          |          |        |                     |
| W45251<br><b>78316</b>                      | SCR - NORTHERN BAXTER<br>AC SYSTEM CHECKS/REPAIR<br>211-5500-42220                   | 07/11/2023<br>pziemer  | 07/19/2023 | 1,100.80 | 1,100.80 | Open   | N<br>07/19/2023     |
|                                             | Total for vendor 1636 - SCR - NORTHERN BAXTER:                                       |                        |            | 1,100.80 | 1,100.80 |        |                     |
| <b>Vendor 0315 - SHERWIN WILLIAMS:</b>      |                                                                                      |                        |            |          |          |        |                     |
| 6161-5<br><b>78224</b>                      | SHERWIN WILLIAMS<br>PAINT MACHINE HOSE<br>235-3100-42220                             | 06/28/2023<br>pziemer  | 07/19/2023 | 399.99   | 399.99   | Open   | N<br>07/19/2023     |
|                                             | Total for vendor 0315 - SHERWIN WILLIAMS:                                            |                        |            | 399.99   | 399.99   |        |                     |
| <b>Vendor 4185 - SRF CONSULTING GROUP:</b>  |                                                                                      |                        |            |          |          |        |                     |
| 16359.00-6<br><b>78279</b>                  | SRF CONSULTING GROUP<br>TH 210/LUM PARK PEDESTRIAN BRIDGE ST<br>229-9030-43300-23:06 | 06/30/2023<br>pziemer  | 07/19/2023 | 2,541.05 | 2,541.05 | Open   | N<br>07/19/2023     |
|                                             | Total for vendor 4185 - SRF CONSULTING GROUP:                                        |                        |            | 2,541.05 | 2,541.05 |        |                     |
| <b>Vendor 3138 - ST. LOUIS MRO INC.:</b>    |                                                                                      |                        |            |          |          |        |                     |
| 58388<br><b>78220</b>                       | ST. LOUIS MRO INC.<br>PRE-EMPLOYMENT - C.HAYES<br>235-3100-43300                     | 06/01/2023<br>pziemer  | 07/19/2023 | 24.50    | 24.50    | Open   | N<br>07/19/2023     |
|                                             | Total for vendor 3138 - ST. LOUIS MRO INC.:                                          |                        |            | 24.50    | 24.50    |        |                     |
| <b>Vendor 0322 - STREICHERS PROF EQUIP:</b> |                                                                                      |                        |            |          |          |        |                     |

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BOTH OPEN AND PAID

| Inv Num<br>Inv Ref#                            | Vendor<br>Description<br>GL Distribution                                   | Inv Date<br>Entered By | Due Date   | Inv Amt          | Amt Due | Status | Jrnlized<br>Post Date |
|------------------------------------------------|----------------------------------------------------------------------------|------------------------|------------|------------------|---------|--------|-----------------------|
| I1642702<br>78311                              | STREICHERS PROF EQUIP<br>709 & 729 - TOURNIQUET HOLDERS<br>225-2120-41113  | 07/05/2023<br>pziemer  | 07/19/2023 | 97.97<br>97.97   | 97.97   | Open   | N<br>07/19/2023       |
| I1643098<br>78312                              | STREICHERS PROF EQUIP<br>725 - UNIFORM PANTS<br>225-2120-41113             | 07/06/2023<br>pziemer  | 07/19/2023 | 85.98<br>85.98   | 85.98   | Open   | N<br>07/19/2023       |
| I1642939<br>78313                              | STREICHERS PROF EQUIP<br>726 - UNIFORM UNDER VEST SHIRTS<br>225-2120-41113 | 07/06/2023<br>pziemer  | 07/19/2023 | 109.98<br>109.98 | 109.98  | Open   | N<br>07/19/2023       |
| Total for vendor 0322 - STREICHERS PROF EQUIP: |                                                                            |                        |            | 293.93           | 293.93  |        |                       |
| Vendor MISC - THERESA KELM:                    |                                                                            |                        |            |                  |         |        |                       |
| 7/13/23<br>78352                               | THERESA KELM<br>REIMB: WASP SPRAY FOR CAMPGROUND<br>230-5200-42220         | 07/13/2023<br>pziemer  | 07/19/2023 | 5.38<br>5.38     | 5.38    | Open   | N<br>07/19/2023       |
| Total for vendor MISC - THERESA KELM:          |                                                                            |                        |            | 5.38             | 5.38    |        |                       |
| Vendor 0408 - TOWMASTER:                       |                                                                            |                        |            |                  |         |        |                       |
| 461032<br>78221                                | TOWMASTER<br>TARP SWING ARM UPPER<br>235-3125-42220                        | 06/22/2023<br>pziemer  | 07/19/2023 | 188.89<br>188.89 | 188.89  | Open   | N<br>07/19/2023       |
| Total for vendor 0408 - TOWMASTER:             |                                                                            |                        |            | 188.89           | 188.89  |        |                       |
| Vendor 2956 - ULINE:                           |                                                                            |                        |            |                  |         |        |                       |
| 165522458<br>78292                             | ULINE<br>FLAT SHF CART<br>225-2220-42210                                   | 07/03/2023<br>pziemer  | 07/19/2023 | 208.04<br>208.04 | 208.04  | Open   | N<br>07/19/2023       |
| Total for vendor 2956 - ULINE:                 |                                                                            |                        |            | 208.04           | 208.04  |        |                       |
| Vendor 0339 - UPPER LAKES FOODS INC:           |                                                                            |                        |            |                  |         |        |                       |
| 308539-00<br>78237                             | UPPER LAKES FOODS INC<br>CONCESSIONS - GLOVES/BURGERS<br>230-5204-42210    | 07/07/2023<br>pziemer  | 07/19/2023 | 631.67<br>631.67 | 631.67  | Open   | N<br>07/19/2023       |
| Total for vendor 0339 - UPPER LAKES FOODS INC: |                                                                            |                        |            | 631.67           | 631.67  |        |                       |

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BOTH OPEN AND PAID

| Inv Num<br>Inv Ref#                         | Vendor<br>Description<br>GL Distribution                                      | Inv Date<br>Entered By | Due Date   | Inv Amt  | Amt Due  | Status | Jrnlized<br>Post Date |
|---------------------------------------------|-------------------------------------------------------------------------------|------------------------|------------|----------|----------|--------|-----------------------|
| Vendor 2939 - VIKING COCA COLA BOTTLING CO: |                                                                               |                        |            |          |          |        |                       |
| 3187849<br>78331                            | VIKING COCA COLA BOTTLING CO<br>BEVERAGES - MMP CONCESSIONS<br>230-5204-42210 | 07/05/2023<br>pziemer  | 07/19/2023 | 667.25   | 667.25   | Open   | N<br>07/19/2023       |
|                                             | OPERATING SUPPLIES                                                            |                        |            | 667.25   |          |        |                       |
| 3187847<br>78332                            | VIKING COCA COLA BOTTLING CO<br>BHP CONCESSIONS - BEVERAGES<br>230-5204-42210 | 07/05/2023<br>pziemer  | 07/19/2023 | 462.50   | 462.50   | Open   | N<br>07/19/2023       |
|                                             | OPERATING SUPPLIES                                                            |                        |            | 462.50   |          |        |                       |
|                                             | Total for vendor 2939 - VIKING COCA COLA BOTTLING CO:                         |                        |            | 1,129.75 | 1,129.75 |        |                       |
| Vendor 0349 - W.W. THOMPSON CONCRETE:       |                                                                               |                        |            |          |          |        |                       |
| 2307-650875<br>78349                        | W.W. THOMPSON CONCRETE<br>STORM WATER CATCH BASIN REPAIR<br>238-3160-42220    | 07/13/2023<br>pziemer  | 07/19/2023 | 159.52   | 159.52   | Open   | N<br>07/19/2023       |
|                                             | REPAIR & MAINT                                                                |                        |            | 159.52   |          |        |                       |
|                                             | Total for vendor 0349 - W.W. THOMPSON CONCRETE:                               |                        |            | 159.52   | 159.52   |        |                       |
| Vendor 0344 - WASTE PARTNERS INC:           |                                                                               |                        |            |          |          |        |                       |
| 36X12705<br>78204                           | WASTE PARTNERS INC<br>JUN 23 CITY HALL WASTE REMOVAL<br>101-1940-43380        | 06/30/2023<br>pziemer  | 07/19/2023 | 144.35   | 144.35   | Open   | N<br>07/19/2023       |
|                                             | UTILITIES                                                                     |                        |            | 144.35   |          |        |                       |
| 36X12706<br>78205                           | WASTE PARTNERS INC<br>JUN 23 DWNTN WASTE REMOVAL<br>401-1003-43300            | 06/30/2023<br>pziemer  | 07/19/2023 | 243.36   | 243.36   | Open   | N<br>07/19/2023       |
|                                             | PROFESSIONAL SERVICES                                                         |                        |            | 243.36   |          |        |                       |
| 36X12704<br>78206                           | WASTE PARTNERS INC<br>JUN 23 FIRE DEPT WASTE REMOVAL<br>225-2220-43380        | 06/30/2023<br>pziemer  | 07/19/2023 | 111.15   | 111.15   | Open   | N<br>07/19/2023       |
|                                             | UTILITIES                                                                     |                        |            | 111.15   |          |        |                       |
| 36X12702<br>78207                           | WASTE PARTNERS INC<br>JUN 23 PARKS WASTE REMOVAL<br>230-5200-43380            | 06/30/2023<br>pziemer  | 07/19/2023 | 971.10   | 971.10   | Open   | N<br>07/19/2023       |
|                                             | UTILITIES                                                                     |                        |            | 971.10   |          |        |                       |
| 36X12708<br>78208                           | WASTE PARTNERS INC<br>JUN 23 WASTE OIL REMOVAL<br>227-3230-43428              | 06/30/2023<br>pziemer  | 07/19/2023 | 64.35    | 64.35    | Open   | N<br>07/19/2023       |
|                                             | USED OIL RECYCLING EXPENSE                                                    |                        |            | 64.35    |          |        |                       |
| 36X12707<br>78209                           | WASTE PARTNERS INC<br>JUN 23 POLICE DEPT WASTE REMOVAL                        | 06/30/2023<br>pziemer  | 07/19/2023 | 136.15   | 136.15   | Open   | N<br>07/19/2023       |

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BOTH OPEN AND PAID

| Inv Num<br>Inv Ref#                         | Vendor<br>Description<br>GL Distribution                                                           | Inv Date<br>Entered By | Due Date   | Inv Amt                         | Amt Due  | Status | Jrnlized<br>Post Date |
|---------------------------------------------|----------------------------------------------------------------------------------------------------|------------------------|------------|---------------------------------|----------|--------|-----------------------|
|                                             | 225-2120-43380 UTILITIES                                                                           |                        |            | 136.15                          |          |        |                       |
| 36X12703<br>78210                           | WASTE PARTNERS INC<br>JUN 23 STREETS WASTE REMOVAL<br>235-3100-43380 UTILITIES                     | 06/30/2023<br>pziemer  | 07/19/2023 | 111.15<br>111.15                | 111.15   | Open   | N<br>07/19/2023       |
| 36X00122<br>78251                           | WASTE PARTNERS INC<br>JUNE 23 LIBRARY WASTE REMOVAL<br>211-5500-43380 UTILITIES                    | 06/30/2023<br>pziemer  | 07/19/2023 | 100.14<br>100.14                | 100.14   | Open   | N<br>07/19/2023       |
| Total for vendor 0344 - WASTE PARTNERS INC: |                                                                                                    |                        |            | 1,881.75                        | 1,881.75 |        |                       |
| Vendor 3914 - WATSON COMPANY:               |                                                                                                    |                        |            |                                 |          |        |                       |
| 135141<br>78330                             | WATSON COMPANY<br>CONCESSIONS - CANDY/TREATS<br>230-5204-42210 OPERATING SUPPLIES                  | 07/04/2023<br>pziemer  | 07/19/2023 | 1,060.63<br>1,060.63            | 1,060.63 | Open   | N<br>07/19/2023       |
| Total for vendor 3914 - WATSON COMPANY:     |                                                                                                    |                        |            | 1,060.63                        | 1,060.63 |        |                       |
| Vendor 3199 - WEX BANK:                     |                                                                                                    |                        |            |                                 |          |        |                       |
| 90165260/CD<br>78281                        | WEX BANK<br>JUNE 2023 COM DEV FUEL<br>101-2400-42212 MOTOR FUELS                                   | 06/30/2023<br>pziemer  | 07/19/2023 | 116.77<br>116.77                | 116.77   | Open   | N<br>07/19/2023       |
| 90165260/ENG<br>78282*                      | WEX BANK<br>JUNE 2023 ENG FUEL<br>401-9030-42212 MOTOR FUELS<br>401-9030-42212 MOTOR FUELS         | 06/30/2023<br>pziemer  | 07/19/2023 | 297.60<br>300.00<br>(2.40)      | 297.60   | Open   | N<br>07/19/2023       |
| 90165260/FD<br>78283                        | WEX BANK<br>JUNE 23 FIRE DEPT FUEL<br>225-2220-42212 MOTOR FUELS                                   | 06/30/2023<br>pziemer  | 07/19/2023 | 1,670.17<br>1,670.17            | 1,670.17 | Open   | N<br>07/19/2023       |
| 90165260/PD<br>78284*                       | WEX BANK<br>JUNE 2023 POLICE DEPT FUEL<br>225-2120-42212 MOTOR FUELS<br>225-2120-42212 MOTOR FUELS | 06/30/2023<br>pziemer  | 07/19/2023 | 5,561.52<br>5,638.68<br>(77.16) | 5,561.52 | Open   | N<br>07/19/2023       |
| 90165260/PARKS<br>78285                     | WEX BANK<br>JUNE 2023 PARKS DEPT FUEL<br>230-5200-42212 MOTOR FUELS                                | 06/30/2023<br>pziemer  | 07/19/2023 | 2,350.36<br>2,350.36            | 2,350.36 | Open   | N<br>07/19/2023       |

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BOTH OPEN AND PAID

| Inv Num<br>Inv Ref#     | Vendor<br>Description<br>GL Distribution                                   | Inv Date<br>Entered By | Due Date   | Inv Amt                            | Amt Due   | Status | Jrnlized<br>Post Date |
|-------------------------|----------------------------------------------------------------------------|------------------------|------------|------------------------------------|-----------|--------|-----------------------|
| 90165260/STRTS<br>78286 | WEX BANK<br>JUNE 2023 STREET DEPT FUEL<br>235-3100-42212<br>237-3190-42212 | 06/30/2023<br>pziemer  | 07/19/2023 | 3,893.73<br><br>3,001.19<br>892.54 | 3,893.73  | Open   | N<br>07/19/2023       |
| 90165260/ADMIN<br>78287 | WEX BANK<br>JUNE 2023 WEX EDGE REBATE<br>101-0000-36299                    | 06/30/2023<br>pziemer  | 07/19/2023 | (32.66)<br><br>(32.66)             | (32.66)   | Open   | N<br>07/19/2023       |
|                         | MISCELLANEOUS REVENUE                                                      |                        |            | (32.66)                            |           |        |                       |
|                         | Total for vendor 3199 - WEX BANK:                                          |                        |            | 13,857.49                          | 13,857.49 |        |                       |

## Vendor 1712 - WSB &amp; ASSOCIATES:

R-018999-000-21

|       |                                                                    |                       |            |                          |          |      |                 |
|-------|--------------------------------------------------------------------|-----------------------|------------|--------------------------|----------|------|-----------------|
| 78235 | WSB & ASSOCIATES<br>IMP 21:16 LPW MAY 2023<br>401-9030-43300-21:16 | 06/30/2023<br>pziemer | 07/19/2023 | 4,669.81<br><br>4,669.81 | 4,669.81 | Open | N<br>07/19/2023 |
|       | PROFESSIONAL SERVICES                                              |                       |            |                          |          |      |                 |

R-022575-000-2

|       |                                                                            |                       |            |                          |          |      |                 |
|-------|----------------------------------------------------------------------------|-----------------------|------------|--------------------------|----------|------|-----------------|
| 78236 | WSB & ASSOCIATES<br>MSP RIVERBANK PROJECT MAY 2023<br>401-9030-43300-21:16 | 06/30/2023<br>pziemer | 07/19/2023 | 2,326.50<br><br>2,326.50 | 2,326.50 | Open | N<br>07/19/2023 |
|       | PROFESSIONAL SERVICES                                                      |                       |            |                          |          |      |                 |
|       | Total for vendor 1712 - WSB & ASSOCIATES:                                  |                       |            | 6,996.31                 | 6,996.31 |      |                 |

## Vendor 0354 - ZIEGLER, INC:

IN001063613

|       |                                                         |                       |            |                      |        |      |                 |
|-------|---------------------------------------------------------|-----------------------|------------|----------------------|--------|------|-----------------|
| 78244 | ZIEGLER, INC<br>SKID STEER OIL FILTER<br>235-3100-42220 | 06/30/2023<br>pziemer | 07/19/2023 | 232.03<br><br>232.03 | 232.03 | Open | N<br>07/19/2023 |
|       | REPAIR & MAINT                                          |                       |            |                      |        |      |                 |

IN001070026

|       |                                                          |                       |            |                      |        |      |                 |
|-------|----------------------------------------------------------|-----------------------|------------|----------------------|--------|------|-----------------|
| 78278 | ZIEGLER, INC<br>GRADER 113 OIL FILTERS<br>235-3100-42220 | 07/07/2023<br>pziemer | 07/19/2023 | 132.35<br><br>132.35 | 132.35 | Open | N<br>07/19/2023 |
|       | REPAIR & MAINT                                           |                       |            |                      |        |      |                 |

IN001075494

|       |                                                                         |                       |            |                      |        |      |                 |
|-------|-------------------------------------------------------------------------|-----------------------|------------|----------------------|--------|------|-----------------|
| 78345 | ZIEGLER, INC<br>GRADER 112 COMPARTMENT LATCH ASSEMBLY<br>235-3100-42220 | 07/12/2023<br>pziemer | 07/19/2023 | 155.30<br><br>155.30 | 155.30 | Open | N<br>07/19/2023 |
|       | REPAIR & MAINT                                                          |                       |            |                      |        |      |                 |
|       | Total for vendor 0354 - ZIEGLER, INC:                                   |                       |            | 519.68               | 519.68 |      |                 |

|                                   |     |        |     |         |              |              |
|-----------------------------------|-----|--------|-----|---------|--------------|--------------|
| # of Invoices:                    | 162 | # Due: | 161 | Totals: | 1,261,797.90 | 1,261,797.90 |
| # of Credit Memos:                | 1   | # Due: | 1   | Totals: | (32.66)      | (32.66)      |
| Net of Invoices and Credit Memos: |     |        |     |         | 1,261,765.24 | 1,261,765.24 |

\* 3 Net Invoices have Credits Totalling: (6,479.56)

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BOTH OPEN AND PAID

| Inv Num<br>Inv Ref#               | Vendor<br>Description<br>GL Distribution | Inv Date<br>Entered By | Due Date | Inv Amt   | Amt Due | Status | Jrnlized<br>Post Date |
|-----------------------------------|------------------------------------------|------------------------|----------|-----------|---------|--------|-----------------------|
| --- TOTALS BY GL DISTRIBUTION --- |                                          |                        |          |           |         |        |                       |
| 101-0000-14100                    | DUE FROM COMPONENT UNIT                  |                        |          | 1,542.27  |         |        |                       |
| 101-0000-20600                    | BFG23-0001                               |                        |          | 9,000.00  |         |        |                       |
| 101-0000-21800                    | SURCHARGE PAYABLE TO STATE               |                        |          | 2,542.08  |         |        |                       |
| 101-0000-36299                    | MISCELLANEOUS REVENUE                    |                        |          | (32.66)   |         |        |                       |
| 101-1610-43301                    | CITY ATTORNEY                            |                        |          | 5,726.00  |         |        |                       |
| 101-1700-42220                    | REPAIR & MAINT                           |                        |          | 396.00    |         |        |                       |
| 101-1800-43321                    | TELEPHONE                                |                        |          | 363.77    |         |        |                       |
| 101-1940-42200                    | OFFICE SUPPLIES                          |                        |          | 56.73     |         |        |                       |
| 101-1940-42220                    | REPAIR & MAINT                           |                        |          | 998.83    |         |        |                       |
| 101-1940-43300                    | PROFESSIONAL SERVICES                    |                        |          | 1,890.71  |         |        |                       |
| 101-1940-43331                    | LEASE PAYMENTS                           |                        |          | 398.82    |         |        |                       |
| 101-1940-43380                    | UTILITIES                                |                        |          | 316.74    |         |        |                       |
| 101-2400-42212                    | MOTOR FUELS                              |                        |          | 116.77    |         |        |                       |
| 101-2400-43300                    | PROFESSIONAL SERVICES                    |                        |          | 6,707.96  |         |        |                       |
| 101-2400-43350                    | PRINTING/LEGAL PUBLICATION               |                        |          | 188.54    |         |        |                       |
| 101-2400-43405                    | NUISANCES                                |                        |          | 1,725.00  |         |        |                       |
| 101-9200-43300                    | PROFESSIONAL SERVICES                    |                        |          | 25,812.50 |         |        |                       |
| 101-9200-43350                    | LEGAL PUBLICATIONS                       |                        |          | 598.26    |         |        |                       |
| 101-9200-43434                    | MEETING BROADCAST EXPENDITURES           |                        |          | 62,750.17 |         |        |                       |
| 101-9200-43460                    | REMIT COMMUNITY ACTION LEVY              |                        |          | 7,819.75  |         |        |                       |
| 101-9200-43461                    | REMIT SENIOR CITIZEN LEVY                |                        |          | 7,819.75  |         |        |                       |
| 101-9200-43462                    | REMIT ARBORETUM LEVY                     |                        |          | 7,819.75  |         |        |                       |
| 203-9000-42200                    | OFFICE SUPPLIES                          |                        |          | 136.50    |         |        |                       |
| 203-9000-42212                    | MOTOR FUELS                              |                        |          | 4,108.75  |         |        |                       |
| 211-5500-42220                    | REPAIR & MAINT                           |                        |          | 3,454.58  |         |        |                       |
| 211-5500-43300                    | PROFESSIONAL SERVICES                    |                        |          | 675.00    |         |        |                       |
| 211-5500-43380                    | UTILITIES                                |                        |          | 170.04    |         |        |                       |
| 211-5505-43430                    | MISC - COPY MACHINE PYMTS                |                        |          | 77.97     |         |        |                       |
| 225-0000-20800                    | DUE TO OTHER GOVT UNITS                  |                        |          | 10,460.74 |         |        |                       |
| 225-2120-41113                    | UNIFORM ALLOWANCE                        |                        |          | 439.87    |         |        |                       |
| 225-2120-42200                    | OFFICE SUPPLIES                          |                        |          | 44.35     |         |        |                       |
| 225-2120-42209                    | SAFETY EQUIPMENT SUPPLIES                |                        |          | 72.91     |         |        |                       |
| 225-2120-42210                    | OPERATING SUPPLIES                       |                        |          | 533.93    |         |        |                       |
| 225-2120-42212                    | MOTOR FUELS                              |                        |          | 5,561.52  |         |        |                       |
| 225-2120-42220                    | REPAIR & MAINT                           |                        |          | 1,069.27  |         |        |                       |
| 225-2120-42221                    | SQUAD CAR REPAIR SUPPLIES                |                        |          | 201.63    |         |        |                       |
| 225-2120-43300                    | PROFESSIONAL SERVICES                    |                        |          | 1,364.39  |         |        |                       |
| 225-2120-43330                    | PROFESSIONAL DEVELOPMENT                 |                        |          | 699.39    |         |        |                       |
| 225-2120-43331                    | LEASED PAYMENTS                          |                        |          | 796.96    |         |        |                       |
| 225-2120-43380                    | UTILITIES                                |                        |          | 162.15    |         |        |                       |
| 225-2220-42210                    | OPERATING SUPPLIES                       |                        |          | 756.90    |         |        |                       |
| 225-2220-42212                    | MOTOR FUELS                              |                        |          | 1,670.17  |         |        |                       |
| 225-2220-42220                    | REPAIR & MAINT                           |                        |          | 328.47    |         |        |                       |
| 225-2220-43300                    | PROFESSIONAL SERVICES                    |                        |          | 254.95    |         |        |                       |
| 225-2220-43330                    | PROFESSIONAL DEVELOPMENT                 |                        |          | 2,400.00  |         |        |                       |
| 225-2220-43380                    | UTILITIES                                |                        |          | 170.06    |         |        |                       |
| 225-2700-43300                    | PROFESSIONAL SERVICES                    |                        |          | 1,919.33  |         |        |                       |
| 225-2700-43430                    | MISCELLANEOUS                            |                        |          | 1,842.00  |         |        |                       |
| 227-3230-43428                    | USED OIL RECYCLING EXPENSE               |                        |          | 64.35     |         |        |                       |
| 229-9030-43300-23:06              | PROFESSIONAL SERVICES                    |                        |          | 2,541.05  |         |        |                       |
| 230-5200-42212                    | MOTOR FUELS                              |                        |          | 2,350.36  |         |        |                       |
| 230-5200-42220                    | REPAIR & MAINT                           |                        |          | 1,022.26  |         |        |                       |
| 230-5200-43380                    | UTILITIES                                |                        |          | 1,136.84  |         |        |                       |
| 230-5200-43410                    | RENTAL EXPENSE                           |                        |          | 380.00    |         |        |                       |
| 230-5204-42210                    | OPERATING SUPPLIES                       |                        |          | 2,943.08  |         |        |                       |

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|---------------------|-----------------------|-------------------------------|----------|------------|---------|--------|------------------------|
|                     | GL Distribution       |                               |          |            |         |        |                        |
|                     | 230-5215-42210        | OPERATING SUPPLIES            |          | 135.00     |         |        |                        |
|                     | 235-3100-42200        | OFFICE SUPPLIES               |          | 124.31     |         |        |                        |
|                     | 235-3100-42212        | MOTOR FUELS                   |          | 3,001.19   |         |        |                        |
|                     | 235-3100-42220        | REPAIR & MAINT                |          | 3,631.49   |         |        |                        |
|                     | 235-3100-43300        | PROFESSIONAL SERVICES         |          | 24.50      |         |        |                        |
|                     | 235-3100-43380        | UTILITIES                     |          | 309.94     |         |        |                        |
|                     | 235-3100-43430        | MISCELLANEOUS                 |          | 101.01     |         |        |                        |
|                     | 235-3125-42220        | REPAIR & MAINT                |          | 3,387.24   |         |        |                        |
|                     | 235-3170-42210        | OPERATING SUPPLIES            |          | 6,617.13   |         |        |                        |
|                     | 235-3170-42220        | REPAIR & MAINT                |          | 353.34     |         |        |                        |
|                     | 237-3190-42212        | MOTOR FUELS                   |          | 892.54     |         |        |                        |
|                     | 237-3190-42220        | REPAIR & MAINT                |          | 599.22     |         |        |                        |
|                     | 238-3160-42220        | REPAIR & MAINT                |          | 159.52     |         |        |                        |
|                     | 251-9360-43467        | REMIT LOCAL SALES TAX COLLECT |          | 131,171.27 |         |        |                        |
|                     | 260-9020-43300        | PROFESSIONAL SERVICES         |          | 5,000.00   |         |        |                        |
|                     | 260-9020-43304        | LEGAL PROFESSIONAL SERVICES   |          | 66.00      |         |        |                        |
|                     | 278-6515-43430        | MISCELLANEOUS                 |          | 125.00     |         |        |                        |
|                     | 295-6510-43350        | PRINTING/LEGAL PUBLICATION    |          | 14.14      |         |        |                        |
|                     | 400-1481-43300        | PROFESSIONAL SERVICES         |          | 6,086.60   |         |        |                        |
|                     | 400-9050-45530        | CAPITAL - OTHER               |          | 68,603.40  |         |        |                        |
|                     | 401-1003-43300        | PROFESSIONAL SERVICES         |          | 243.36     |         |        |                        |
|                     | 401-1619-43300        | PROFESSIONAL SERVICES         |          | 2,743.72   |         |        |                        |
|                     | 401-9030-42212        | MOTOR FUELS                   |          | 297.60     |         |        |                        |
|                     | 401-9030-43300-21:12  | PROFESSIONAL SERVICES         |          | 2,100.00   |         |        |                        |
|                     | 401-9030-43300-21:15  | PROFESSIONAL SERVICES         |          | 7,038.75   |         |        |                        |
|                     | 401-9030-43300-21:16  | PROFESSIONAL SERVICES         |          | 6,996.31   |         |        |                        |
|                     | 401-9030-43430        | MISCELLANEOUS                 |          | 56.97      |         |        |                        |
|                     | 401-9030-45530-21:12  | CAPITAL-PYMTS TO CONTRACTS    |          | 817,518.18 |         |        |                        |

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|---------------------------------|------------------------------------------|------------------------|----------|------------|------------|--------|-----------------------|
| --- TOTALS BY FUND ---          |                                          |                        |          |            |            |        |                       |
|                                 | 101 - GENERAL FUND                       |                        |          | 144,557.74 | 144,557.74 |        |                       |
|                                 | 203 - TRANSIT FUND                       |                        |          | 4,245.25   | 4,245.25   |        |                       |
|                                 | 211 - LIBRARY FUND                       |                        |          | 4,377.59   | 4,377.59   |        |                       |
|                                 | 225 - PUBLIC SAFETY FUND                 |                        |          | 30,748.99  | 30,748.99  |        |                       |
|                                 | 227 - RECYCLING FUND                     |                        |          | 64.35      | 64.35      |        |                       |
|                                 | 229 - PANDEMIC GRANTS                    |                        |          | 2,541.05   | 2,541.05   |        |                       |
|                                 | 230 - PARK & RECREATION FUND             |                        |          | 7,967.54   | 7,967.54   |        |                       |
|                                 | 235 - STREET & SEWER FUND                |                        |          | 17,550.15  | 17,550.15  |        |                       |
|                                 | 237 - SANITARY SEWER FUND                |                        |          | 1,491.76   | 1,491.76   |        |                       |
|                                 | 238 - STORM SEWER FUND                   |                        |          | 159.52     | 159.52     |        |                       |
|                                 | 251 - LOCAL OPTION SALES TAX             |                        |          | 131,171.27 | 131,171.27 |        |                       |
|                                 | 260 - AIRPORT FUND                       |                        |          | 5,066.00   | 5,066.00   |        |                       |
|                                 | 278 - HEALTHY EMPLOYE INITIATIVE         |                        |          | 125.00     | 125.00     |        |                       |
|                                 | 295 - EDA FUND                           |                        |          | 14.14      | 14.14      |        |                       |
|                                 | 400 - CAPITAL PROJECTS FUND              |                        |          | 74,690.00  | 74,690.00  |        |                       |
|                                 | 401 - CONSTRUCTION FUND                  |                        |          | 836,994.89 | 836,994.89 |        |                       |
| --- TOTALS BY DEPT/ACTIVITY --- |                                          |                        |          |            |            |        |                       |
|                                 | 0000 -                                   |                        |          | 23,512.43  | 23,512.43  |        |                       |
|                                 | 1003 - 10:03 DWNTWN MAIN CNTRACT         |                        |          | 243.36     | 243.36     |        |                       |
|                                 | 1481 - HISTORIC WATER TOWER REPA         |                        |          | 6,086.60   | 6,086.60   |        |                       |
|                                 | 1610 - LEGAL-CIVIL ATTORNEY              |                        |          | 5,726.00   | 5,726.00   |        |                       |
|                                 | 1619 -                                   |                        |          | 2,743.72   | 2,743.72   |        |                       |
|                                 | 1700 - ENGINEERING                       |                        |          | 396.00     | 396.00     |        |                       |
|                                 | 1800 - IT/GIS                            |                        |          | 363.77     | 363.77     |        |                       |
|                                 | 1940 - CITY HALL                         |                        |          | 3,661.83   | 3,661.83   |        |                       |
|                                 | 2120 - POLICE DEPARTMENT                 |                        |          | 10,946.37  | 10,946.37  |        |                       |
|                                 | 2220 - FIRE DEPARTMENT                   |                        |          | 5,580.55   | 5,580.55   |        |                       |
|                                 | 2400 - COMMUNITY DEVL/INSPECTION         |                        |          | 8,738.27   | 8,738.27   |        |                       |
|                                 | 2700 - ANIMAL CONTROL                    |                        |          | 3,761.33   | 3,761.33   |        |                       |
|                                 | 3100 - S & S MAINTENANCE                 |                        |          | 7,192.44   | 7,192.44   |        |                       |
|                                 | 3125 - SNOW REMOVAL                      |                        |          | 3,387.24   | 3,387.24   |        |                       |
|                                 | 3160 - STORM SEWER EXPENSE               |                        |          | 159.52     | 159.52     |        |                       |
|                                 | 3170 - TRAFFIC CONTROL                   |                        |          | 6,970.47   | 6,970.47   |        |                       |
|                                 | 3190 - SANITARY SEWER EXPENSE            |                        |          | 1,491.76   | 1,491.76   |        |                       |
|                                 | 3230 - RECYCLING EXPENSE                 |                        |          | 64.35      | 64.35      |        |                       |
|                                 | 5200 - PARK MAIN/ADMINISTRATION          |                        |          | 4,889.46   | 4,889.46   |        |                       |
|                                 | 5204 - CONCESSIONS                       |                        |          | 2,943.08   | 2,943.08   |        |                       |
|                                 | 5215 - ADULT SOFTBALL                    |                        |          | 135.00     | 135.00     |        |                       |
|                                 | 5500 - LIBRARY-BUDGETED                  |                        |          | 4,299.62   | 4,299.62   |        |                       |
|                                 | 5505 - TAXABLE FEES                      |                        |          | 77.97      | 77.97      |        |                       |
|                                 | 6510 - ECONOMIC DEVELOPMENT AUTH         |                        |          | 14.14      | 14.14      |        |                       |



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| Inv Ref#                        | Description                  | Entered By |          |            |            |        | Post Date |
| GL Distribution                 |                              |            |          |            |            |        |           |
| --- TOTALS BY DEPT/ACTIVITY --- |                              |            |          |            |            |        |           |
| 6515                            | - HEALTHY EMPLOYE INITIATIVE |            |          | 125.00     | 125.00     |        |           |
| 9000                            | - TRANSIT FUND               |            |          | 4,245.25   | 4,245.25   |        |           |
| 9020                            | - AIRPORT M & O              |            |          | 5,066.00   | 5,066.00   |        |           |
| 9030                            | - CONSTRUCTION PROJ-MISC     |            |          | 836,548.86 | 836,548.86 |        |           |
| 9050                            | - CAPITAL PROJECTS-MISC      |            |          | 68,603.40  | 68,603.40  |        |           |
| 9200                            | - CITY-WIDE                  |            |          | 112,620.18 | 112,620.18 |        |           |
| 9360                            | - LOCAL OPTION SALES TAX     |            |          | 131,171.27 | 131,171.27 |        |           |

Pursuant to due call and notice thereof, the workshop of the Brainerd City Council was called to order at 6:00 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 absent.

Also noted as present were Administrator Bergman, Finance Director Hillman, HR Director Schubert, and Police Chief Davis.

### **Discussion on Council Procedure and Rules of Decorum**

Member Czeczok stated that he requested to hold a workshop to discuss how the agenda is put together. He stated that the memo Jennifer provided addressed the issues well.

Administrator Bergman stated that the workshop was called to discuss Council Procedures and Rules of Decorum. A few of the concerns raised are how Council provides direction to staff, how the agendas are prepared, and how items are placed on the agenda.

### **Staff Direction**

Administrator Bergman stated that Member Czeczok has expressed concerns about staff taking direction from individual Council Members. The League of Minnesota Cities Handbook chapter 6 outlines guidelines for elected officials and council structure and role.

Member Johnson stated that the highlighted Minnesota Statute 412 refers to statutory cities, of which Brainerd is not. He believes Minnesota Statute 410 regarding home rule charter cities would be more appropriate. It addresses individual council members power being outlined in a city's charter. He believes that this matter should be referred to the Charter Committee.

Member Czeczok stated that if this was addressed by the Charter Committee there is no certainty that the ordinance would pass. He believes it would be better to include issues in the rules of decorum. He has been under the understanding that no individual Council Member has the authority to direct staff to do anything, it takes a majority vote of the Council to do so.

Generally, the Council agreed to adding that Council can only direct staff by majority vote to the Rules of Decorum.

### **Placing Items on the Council Agenda**

Administrator Bergman gave an overview of how items are placed on the Council Agenda. The rules of decorum states that "Matters for Council actions shall be submitted by members of the Council and residents to the City Administrator or to city staff representatives in the case of Committee business" and "an agenda of business for each regular and special meeting shall be prepared in the Office of the City Administrator or by City Staff in the case of Committees". If a resident or Council Member requests an item, it would be placed on a future agenda.

Member Czeczok stated that the Administrator should use her discretion on items. If a Citizen or Council Member brings something forth at a council meeting the Council shall decide if the issue is addressed at a future meeting.

Chair Bevans stated that the process may slow down some items that need to be timely. If that was the only way to get an item on the agenda, there would be no items on an agenda. He stated that the Council leadership reviews the agenda items previous to the items being on an agenda. As a general rule, items should be placed on an agenda.

Member Johnson does not recall during his review of the agenda adding or removing items.

Member O'Day stated that the thing that comes up the most at the review of the agenda for Safety and Public Works is whether the item belongs in another section of the agenda.

Chair Bevans stated that by approving the agenda for City Council the Council is agreeing to hear all of the items. He stated that a Council Member could request to remove, add, or move an item if they wanted. This includes moving items from the consent calendar as was done recently for the Arboretum item.

Member Terry asked whether the Arboretum item is the specific reason that the Council is reviewing the rules of decorum. If it is the reason, the Council can speak about that issue specifically and find resolution.

Member Czezok stated that the Arboretum item was a controversial item and that was the reason he requested it be taken off consent.

Member Johnson stated that anyone who wants to add an item can do so by contacting the Administrator.

Administrator Bergman stated that the Arboretum sent a written request to extend their agreement be placed on the agenda. This was the first discussion of the Arboretum on whether the City Council wanted to extend the agreement to be in line with the other organizations or not. The next time that the Arboretum was on the agenda was to authorize the signatures on the agreement. At the Department Head meeting Staff discussed whether the item should be on Personnel and Finance or the Consent calendar. It was initially placed on Personnel and Finance. After Personnel and Finance Chair Johnson reviewed the agenda, Chair Bevans asked for it to move to the consent calendar as it was just authorizing signatures. She called Personnel and Finance Chair to inform him and stated that any Council Member can remove an item from the consent calendar if they choose at the meeting.

Member Stenglein stated that no matter where the item ended up, the system the City uses clearly works to allow Council Members to discuss matters they deem important. Items submitted by Citizens should be submitted in writing, this can include e-mail.

Member O'Day stated that he wasn't aware of how to put an item on the agenda. Member O'Day stated that he agrees that Citizens should submit their request in writing also including their name and address so that the City knows it's a citizen concern. He also stated that Council Members should also have to submit their requests in writing, they should be held to the same expectations as citizens.

Generally, Council agreed that requests to have an item put on an agenda needed to be in writing for both Citizens and Council and this should be included in the Rules of Decorum.

### **Review of the Council Agenda**

Administrator Bergman gave an overview of the process of how the agenda items are reviewed. She meets with Department Heads, the Chairs of Personnel & Finance and Safety &

Public Works, and the Chair of the Council to review the agenda. This process is helpful because the Chairs of the Committees know more information about what is on the agenda and can give valuable feedback.

Member Stunek stated that if the system is not broken, do not fix it.

Member Terry stated that ideally one work session with all members prior to the meeting would be beneficial so that the Council can get all of their questions answered prior to voting on the matter. Her past experience on other city councils work sessions have been valuable. It's not always about the time spent, rather the content.

Member Czczok stated that he agreed with Member Terry as it is not easy have a dialogue at the council meetings. It would be nice to be able to ask staff questions for the committee items.

Chair Bevans stated that having a work session with every voting Council Member agreeing to do something in a work session could be problematic when it comes time to vote. Discussion can happen at the Council level.

Member Terry stated that it could be a comfortability issue to ask questions during the meeting.

Member Johnson stated that the Charter references the Personnel and Finance Committee but does not establish committees.

Member O'Day stated that a work session prior to the Council meeting would be where discussion takes place, the public would not know the reasoning behind a decision being made unless they attended the work session as well. He also stated that it was like having the meeting twice. If meetings are extended you would lose interest in being a part of the Council, including himself.

Member Czczok referenced the first meeting of the year, how there were not established committees and how efficient the meeting was.

Chair Bevans stated that from his perspective you are doing twice the work in the same amount of time. He thinks to when Personnel and Finance used to have citizens contesting their parking tickets, having a committee at a separate time to review those tickets shortened the full meeting. There are still items today that people are passionate about that are worked through in committee. This smaller meeting makes it more comfortable for members and citizens and saves time at the full Council meeting.

Member Johnson likes the committee structure. If there's an item that requires more discussion, the Council can always schedule a workshop to discuss the matter more thoroughly as they come up.

Administrator Bergman stated that the purpose of a work session is to encourage more discussion by the Council on a topic as well as an opportunity for staff to provide more information. If a work session prior to a Council meeting was what the Council desired, the item wouldn't immediately follow at the Council meeting.

Member Terry clarified that a work session would be to review the agenda, in place of committees.

Member O'Day stated that the way things are presented at full council is rapid and more information is provided at the committee level. One solution to this may be to ask staff if they would like to add anything to what the Committee Chairs have said during committee reports.

Finance Director Hillman stated that Member Johnson has asked staff to present items at the Council level if it is a complex item.

Member Stunek stated that if all members did their due diligence to read the packet prior to Monday when there is time to ask questions, a lot of issues and answers could be answered prior to the meeting.

HR Director Schubert stated that Staff appreciates receiving questions prior to the meeting so that Staff has time to prepare and give members the most information.

### **Communication and Conduct between Council and Staff**

Member Czczok stated that if something is sent to the entire Council, a copy needs to be provided in the meeting room.

Administrator Bergman stated that effective communication between Council and Staff is critical to the operations of the City. She gave an overview of current communications between Staff and City Council.

Member Stenglein stated that the policy for communications is sufficient.

Member Czczok requested that union negotiations include the name of the bargaining unit, it is not required, however, he believes the public has a right to know which unit is being discussed. He asked whether all meetings are recorded including all closed meetings. He asked what happens if the chair of a committee is not present at a meeting, whether those items would be held at the regular meeting. He stated that when a member abstains, they must state the reason. He requested that if the City is in an active lawsuit, it would be helpful for the City Council to be made aware of that fact.

Administrator Bergman stated that all meetings and workshops are audio recorded unless there is attorney-client privileged information. Regular Council meetings are live streamed. She also stated that the City is in an active lawsuit.

HR Director Schubert stated that at the direction of City Attorney, closed meetings are recorded as needed. In response to procedure if there is not a quorum of committee members present, the committee items are reviewed at the full council meeting.

Member Stenglein stated that Sturgis has changed its name, she would like the name reflected in the rules of decorum.

Administrator Bergman stated that she is currently drafting a redlined version of the rules of decorum and the name is included in the draft.

### **Adjourn**

The Chair adjourned the meeting at 7:02 p.m.

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Jennifer Bergman  
City Administrator

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

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

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

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

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

- A. Approval of Bills
- B. Approval of Minutes
  - a. Regular City Council Meeting held on June 20th, 2023
- C. Approval of Licenses
- D. Department Activity Report
- E. Minnesota Lawful Gambling Application for Exempt Permit- Submitted by Central Lakes College Foundation for an Event to be held on December 24<sup>th</sup>, 2023, at Central Lakes College, 501 W College Dr, Brainerd

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

### **Council Committee Reports**

#### **Safety and Public Works Committee**

#### **Discussion on Oak Street Detour**

Chair Bevans stated that residents were hoping to have assessment relief due to the damage.

MOVED AND SECONDED BY MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO DIRECT STAFF TO GIVE A REPORT ON ASSESSMENTS AND HOW THE CITY CAN CHANGE THEM IN THE FUTURE DUE TO THE DAMAGE FROM THE DETOUR; FURTHER TO REMOVE HEAVY TRUCK TRAFFIC FROM THE DETOUR.

#### **Discuss Radar Speed Feedback Sign Quote for N 10th st**

Committee Chair O'Day stated that the quote was \$5,000 for the sign, this does not include installation. Due to Council not wanting to set precedent and wanting to get this issue taken care of quickly, they directed staff to trim back the lilac bush on the corner when the Street department can get to it and have the Police department continue to monitor.

#### **Approve Event/Alley Closure Application- Lakes Area Skatepark Event**

Committee Chair O'Day stated that this is a closure of the alley adjacent to Crossing Arts.

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

**Approve Event/Street Closure Application- Bataan Memorial March**

Committee Chair O'Day stated that this is a section of the trail on Wright Street.

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

**Approve Brainerd Transit Fare Increase**

Committee Chair O'Day stated that TAC recommended the increases to the fares for the City of Brainerd and its partners. All of the partners have taken the recommendations by the TAC to make up for the shortfalls. He stated that it was a 2-1 vote in committee, it's not ideal.

MOVED AND SECONDED BY MEMBERS O'DAY AND STENGLEIN TO APPROVE THE RECOMMENDED FARE INCREASE TO \$4.00 FOR BRAINERD-ORIGINATING DIAL-A-RIDE TRIPS (\$8.00 FOR SAME DAY SERVICE) EFFECTIVE AUGUST 7TH, 2023.

Member Czeczok stated that this service is provided to those who need it most. Transit is independence for our citizens. Tripling the cost for a trip from Brainerd to Baxter and back is difficult for those riders. He would like to see the numbers reviewed monthly after the costs take effect.

MEMBER CZECZOK AND STENGLEIN, DULY CARRIED, TO AMEND THE MOTION TO ADD REVIEW THE TRANSIT SYSTEM MONTHLY AFTER THE FARES TAKE EFFECT.

Member Terry stated that she agrees with Member Czeczok on the rate impact on the population. Often times those who need to ride the bus don't have adequate transportation or adequate money. She will be voting no on the increase. However, she does not know at this time what the answer is to the problem.

Member Czeczok stated that it is a hard decision to make. The economy being shut down scared a lot of people from riding the bus. Personally, he knows a handful of people in his area that use transit he is concerned about them being able to afford their independence.

MOVED AND SECONDED BY MEMBERS O'DAY AND STENGLEIN TO APPROVE THE RECOMMENDED FARE INCREASE TO \$4.00 FOR BRAINERD-ORIGINATING DIAL-A-RIDE TRIPS (\$8.00 FOR SAME DAY SERVICE) EFFECTIVE AUGUST 7TH, 2023; FURTHER TO REVIEW THE TRANSIT SYSTEM MONTHLY AFTER THE FARES TAKE EFFECT.

Council Members O'Day, Stenglein, and Bevans voted "aye". Members Czeczok, Stunek, and Terry voted "nay". The Chair declared a tie vote.

City Attorney Langel gave an overview of the tie vote process from the Charter. If the Mayor is not present and there is a tie vote, the Council President shall discharge all powers of the Mayor.

Chair Bevans voted “nay” and declared the motion failed. He stated that he would like this matter to be considered by the full Council at a future meeting.

#### **Discussion on TH371B Speed Study**

Committee Chair O'Day stated that MnDOT will try to increase the speed on South 6<sup>th</sup> Street to 35 miles per hour. The committee would like to see the speed limit stay at 30 miles per hour.

MOVED AND SECONDED BY MEMBERS O'DAY AND CZECOK, DULY CARRIED, TO DIRECTED STAFF TO WORK WITH MNDOT TO PROPOSE A SPEED REDUCTION DEMONSTRATION PROJECT.

#### **Approve Award for TH 210/Washington Street Utility Replacement Engineering Services Agreement**

MOVED AND SECONDED BY MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO AWARD THE TH 210/WASHINGTON STREET RECONSTRUCTION PROJECT UTILITY REPLACEMENT DESIGN ENGINEERING CONTRACT TO SRF IN THE AMOUNT OF \$264,531.

#### **Approve Change Orders 1 & 2 – Harrison Safe Routes to School**

Committee Chair O'Day stated that there was a grading issue, with these two change orders the project is still under the \$500,000 budgeted through the grant.

MOVED AND SECONDED BY MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE CHANGE ORDERS 1 AND 2 IN THE AMOUNTS OF \$11,180 AND \$2,475.

#### **Approve Final Pay Estimate- Sanitary Forcemain Rehab**

MOVED AND SECONDED BY MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE FINAL PAY ESTIMATE FOR IMP 20-07 IN THE AMOUNT OF \$75,794.

#### **Direction on Active Code Enforcement**

Committee Chair O'Day gave an overview of the case.

MOVED AND SECONDED BY MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO OBTAIN A SEARCH WARRANT FOR 624 8<sup>TH</sup> AVE NE AND ABATE THE PRESENT JUNK/ DEBRIS/ BLIGHT.

#### **Personnel and Finance Committee**

##### **Authorize Sale of Retired Police Vehicle**

MOVED AND SECONDED BY MEMBERS STUNEK AND TERRY, DULY CARRIED, TO AUTHORIZE THE SALE OF RETIRED POLICE VEHICLE #444 UTILIZING CENTRAL MINNESOTA DEALER AUCTION.

##### **Approve Wage Grid for BPU Finance Manager Position**

Member Czczok stated that the Public Utilities Commission is very eager to have this approved.



MOVED AND SECONDED BY MEMBERS STUNEK AND TERRY, DULY CARRIED, TO APPROVE THE 2023 BPU FINANCE MANAGER WAGE GRID AS PRESENTED.

**Ratify Hiring of Administrative Specialist Brittney Tollefson**

Member Czczok asked whether the position is a new position or if this is to fill a vacancy.

HR Director Schubert stated that this is a vacancy in the position.

MOVED AND SECONDED BY MEMBERS STUNEK AND TERRY, DULY CARRIED, TO 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).

**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**

**Call for Public Hearing for Redevelopment TIF District**

Eric Charpentier stated that Baker Tilly and DW Jones will be present for the public hearing.

MOVED AND SECONDED BY MEMBERS STENGLEIN AND O'DAY, DULY CARRIED, TO CALL FOR 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.

**Consider Conditional Use Permit for a Daycare Facility at 703 Oak Street**

Community Development Director Kramvik gave an overview of the conditional use permit. It was unanimously recommended by the Planning Commission.

Member Stenglein stated that this was a “no brainer” at Planning Commission. The only concern would be future consideration for flashers for children to move safely across the street.

MOVE AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND TERRY, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT FOR A DAY CARE FACILITY AT 703 OAK ST.

## **Public Forum**

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

No one came forward.

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

## **Staff Reports**

Community Development Director Kramvik stated that the final plat and rezoning for Country Manor will be heard at the next City Council meeting. There will be a special Planning Commission meeting on July 12<sup>th</sup> at 6:00 p.m. for Planning Commission to review the 805 Laurel (Thrifty White Building) project to confirm whether the project meets the requirement of the comprehensive plan. The EDA met for a workshop to discuss business retention funding and solutions and continued discussion on redevelopment of the Westwood Mobile Home Park.

City Administrator Bergman stated that the Solar Array ribbon cutting was held on June 27<sup>th</sup>, big thanks to the Commission for their work. Brent Paltier is the lead for the Counsel of Realtors, the team will look at some of the property that are available in the City of Brainerd the week of August 7<sup>th</sup>. The BPU Commission met on the 27<sup>th</sup>, they approved the organizational chart, which will be reviewed by the Council at the workshop on July 31<sup>st</sup>. Finally, the new software for agendas and minutes will go live in August, there will be training at the end of July.

## **Council Member Reports**

Member Stunek encouraged everyone to attend the 4<sup>th</sup> of July festivities.

Member Stenglein stated that the PUD for Country Manor will be fun. Arts in the Park was a great event.

Member Czczok stated that Mr. Kramvik's report was longer than the P&F report. He is remiss from his comment from last meeting, he mentioned Title IX, a track girl missed the opportunity to go to State due to a boy winning.

Chair Bevans stated that Arts in the Park was fantastic. He stated that the solar array will power 1,400 homes.

## **Adjourn**

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

The Chair adjourned the meeting at 8:10 p.m.

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Jennifer Bergman  
City Administrator

ALS AC & HEATING LLC

| Address        | Licensee Type | Status | State License | License<br>Expire<br>Date | Local License | License<br>Expire<br>Date |
|----------------|---------------|--------|---------------|---------------------------|---------------|---------------------------|
| 2709 CNTY 1 SW | Mechanical    | Active | MB735089      | 10/31/2023                | 2023-0061     | 12/31/2023                |

CUSTOM MECHANICAL & SHEET ME

| Address            | Licensee Type | Status | State License | License<br>Expire<br>Date | Local License | License<br>Expire<br>Date |
|--------------------|---------------|--------|---------------|---------------------------|---------------|---------------------------|
| 12700 PERSIMMAN DR | Mechanical    | Active | MB676877      | 01/01/2024                | 2023-0064     | 12/31/2023                |

DB PLUMBING LLC

| Address        | Licensee Type       | Status | State License | License<br>Expire<br>Date | Local License | License<br>Expire<br>Date |
|----------------|---------------------|--------|---------------|---------------------------|---------------|---------------------------|
| 507 3RD AVE NE | Plumbing Contractor | Active | PC999930      | 12/31/2023                | 2023-0039     | 12/31/2023                |
| 507 3RD AVE NE | Mechanical          | Active | MB551918      | 12/31/2023                | 2023-0062     | 12/31/2023                |

KOSEC CONSTRUCTION, LLC

| Address       | Licensee Type            | Status | State License | License<br>Expire<br>Date | Local License | License<br>Expire<br>Date |
|---------------|--------------------------|--------|---------------|---------------------------|---------------|---------------------------|
| 7094 320TH ST | Excavator                | Active |               | 12/31/2023                | 2023-0014     | 12/31/2023                |
| 7094 320TH ST | Subs-sewage Treatment Sy | Active | L1231         | 02/16/2024                | 2023-0009     | 12/31/2023                |

PATRIOT PLUMBING HEATING & AIR

| Address         | Licensee Type       | Status | State License | License<br>Expire<br>Date | Local License | License<br>Expire<br>Date |
|-----------------|---------------------|--------|---------------|---------------------------|---------------|---------------------------|
| 6899 FORTHUN RD | Mechanical          | Active | MB788899      | 12/31/2023                | 2023-0060     | 12/31/2023                |
| 6899 FORTHUN RD | Plumbing Contractor | Active | PC790445      | 12/31/2023                | 2023-0038     | 12/31/2023                |

Total Licensees5

Population: All Records  
Licensee.DateRegistered Between 6/30/2023 12:00:00 AM AND 7/13/2023 12:00:00 AM



City of Brainerd  
**IT/GIS Department Monthly Report**  
June 2023

### **Projects**

- Airport ongoing setup of new ARFF building and gradual understanding of existing airport network
- BCA security audit – final tasks include VPN and VLAN changes
- Significant reorganization of offices and technology with Police Chief turnover and various position changes

### **Software**

- City website refresh underway, meetings, providing input to vendor
- CivicClerk – agenda management software project underway, meetings, providing input to vendor
- CivicRec – park reservation/registration software – ongoing learning and customization
- Municode – initial research of codification vendors, hosts, software
- Migrating files from network servers to OneDrive (cloud)
- Continued implementation of IT asset tracking software and ticketing system

### **Hardware**

- Replacement backup server configured, software installed, entering production mode
- Continued migration of virtual servers to newer physical host, gradually eliminating dated hardware
- Rebuild airport toughbooks for use on city network
- Resolved booking computer issues at county jail
- Various police squad issues – video, printing, connectivity, etc. New squad car(s).

### **Other**

- Technical support for numerous meetings – City Council, Park Board, Planning Comm, EDA, etc.
- Staff: Added: additional seasonal interns, Streets Mechanic, Public Work Admin Assistant. Departed: Police Chief

### **Statistics**

Email: sent 8,812 (293/day), received 34,834 (1,161/day)

Cisco Secure Endpoint: 6.63M files scanned, 723K IPs scanned

YouTube – City of Brainerd channel 796 views, 91.4 hours watched



## BRAINERD POLICE DEPARTMENT MONTHLY REPORT



### BESTUL'S BOOYAH AWARD

*Submitted by Lt. Kulzer:* An Immigration and Enforcement agent expressed gratitude for Officer Travis Gleason's assistance in taking a subject into custody, stating Travis was "instrumental in coordinating and obtaining necessary information" to successfully take the suspect into custody. *Booyah Travis!*

Travis received an additional nomination from Sgt. Rosier for his initiative in creating an outstanding flyer for the department youth kickball event and volunteering to be the point of contact for the registration. Travis also completed an informational letter about the event in hope of securing funding/donation for prizes for the participants. Community involvement is essential in positive community policing. Great work and initiative in helping move the event forward. *Booyah!*



### STAFFING & ASSIGNMENTS

#### Retirement

After nearly 26 years of service with the Brainerd Police Department, Police Chief Mike Bestul retired on June 16th. Bestul was hired as a patrol officer in 1997 and worked his way up through the ranks of sergeant, deputy police chief, and police chief. We wish him the best in his retirement.

#### Promotions

On June 3rd, John Davis was promoted to Police Chief and Tony Runde was promoted to Deputy Police Chief. Davis was hired as a patrol officer in July of 2005, promoted to sergeant in October of 2013, and deputy police chief in June of 2021. He was also an investigator for the Lakes Area Drug Investigative Division. Runde was hired as a patrol officer in May of 2008 and has most recently been working in the investigative division. He is also the TZD Coordinator and FTO Liaison.

#### Special Assignment

Jay Personius was assigned to the investigative division in June. The investigative division consists of a lieutenant, three general investigators, a school resource officer, and an investigator assigned to the Lakes Area Drug Investigative Division. Personius has been with the department for 11 years.

### COMMUNITY OUTREACH

#### Kickball with Cops

The Brainerd Police Department is gearing up for a Kickball with Cops event to be held from 12:00 to 2:00 p.m. on Thursday, July 27, at the Memorial Park/Splash Pad. Children ages 8-14 are invited to attend.

## OVERALL CALLS FOR SERVICE

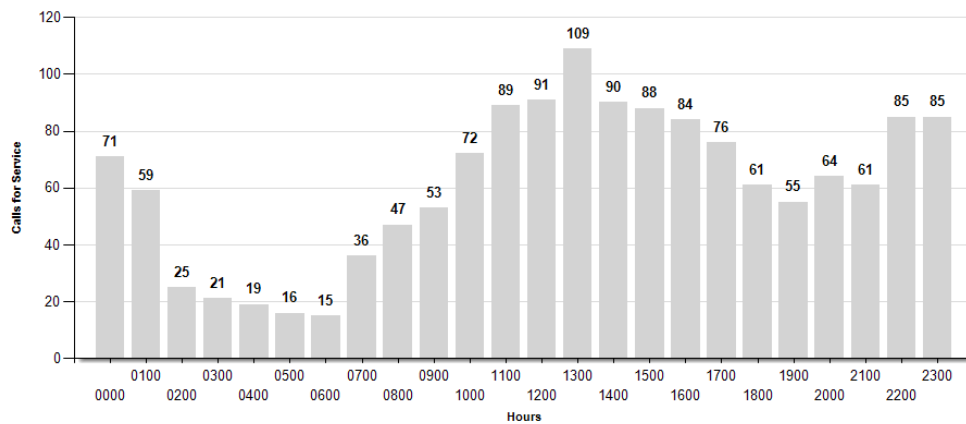
| June                        | 2023 | 2022 |
|-----------------------------|------|------|
| Number of Calls for Service | 1472 | 1518 |



## Calls for Service Hourly

6/1/2023 to 6/30/2023

Total Calls: 1522

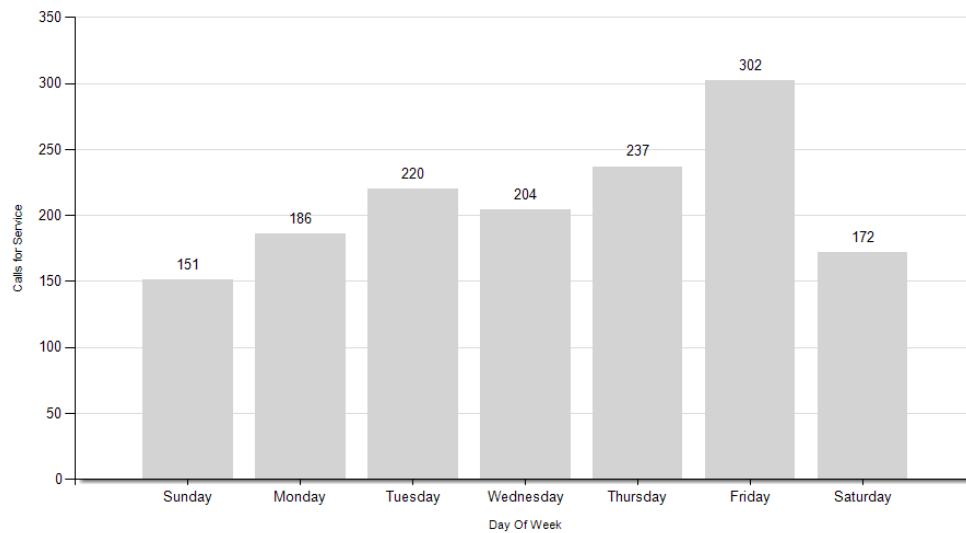


## Calls for Service Day Of Week

Start Date: 6/1/2023

End Date: 6/30/2023

Total Calls: 1522



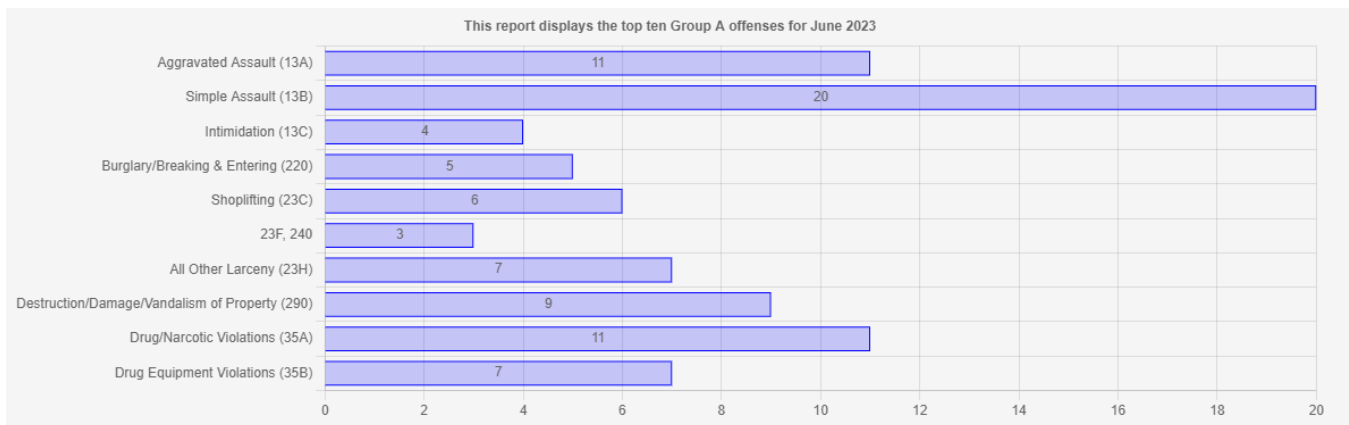
## CRIME STATISTICS

| Year to Date through June                    | 2023 | 2022 |
|----------------------------------------------|------|------|
| Group A Offenses Known or Reported to Police | 613  | 726  |
| Group A and B Arrests                        | 379  | 418  |

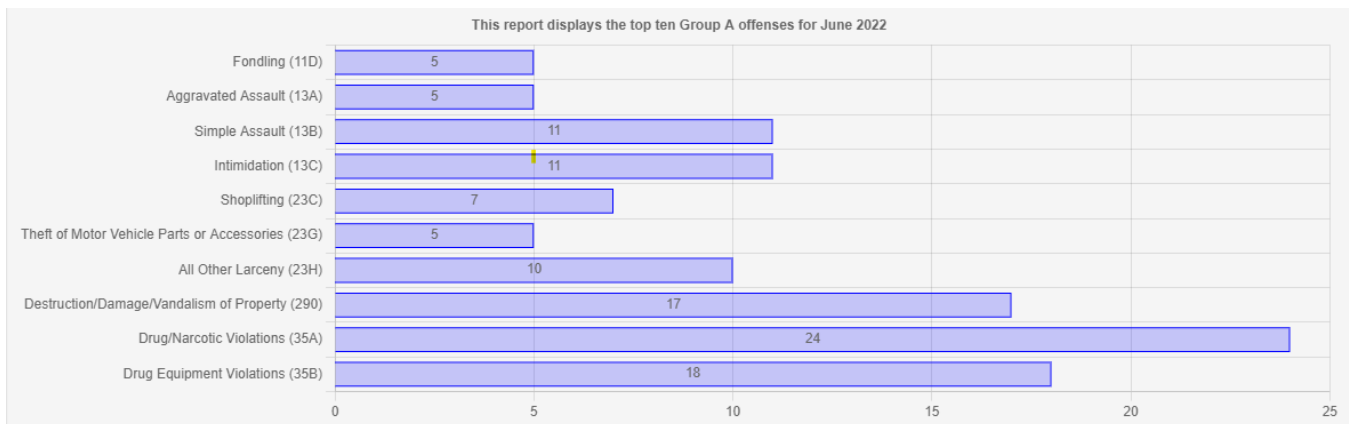
**\*\* Note:** 2023 totals do not include case files that have not yet been coded.

## TOP 10 GROUP A OFFENSES

## June 2023

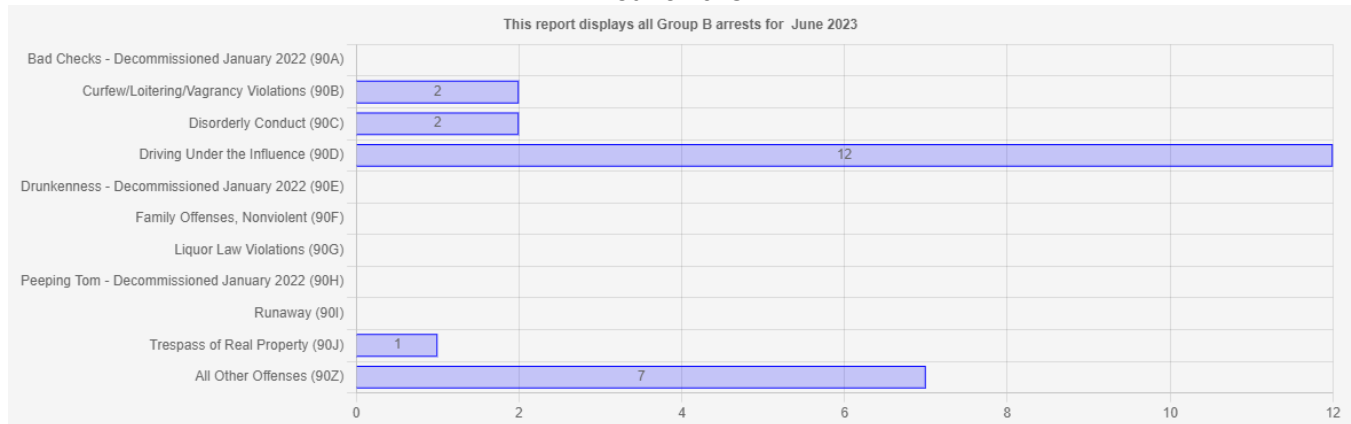


## June 2022

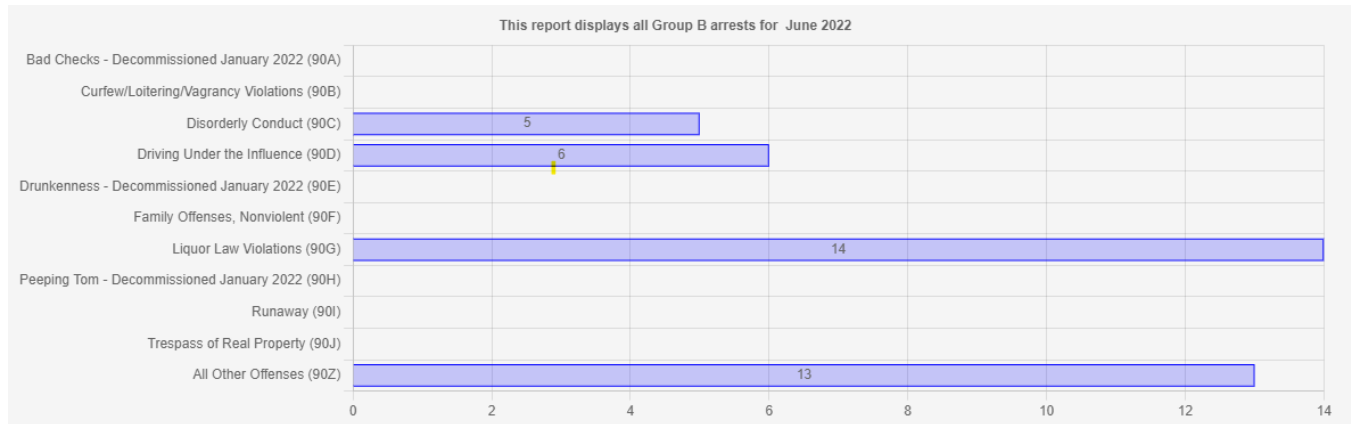


## GROUP B ARREST DATA

## June 2023



## June 2022



## CITATIONS, PARKING TICKETS, &amp; WRITTEN WARNINGS

| June                                                | 2023 | 2022 |
|-----------------------------------------------------|------|------|
| Citations (Inc. Parking Tickets & Written Warnings) | 155  | 241  |

60 parking tickets were issued in the month of June, with the following dispositions.

|    |                           |
|----|---------------------------|
| 3  | Dismissed                 |
| 26 | Paid in Full              |
| 1  | Partial Payments Received |
| 30 | No Payment Received       |

## Revenue Recapture Receipts:

|               |             |
|---------------|-------------|
| 2022 Total:   | \$ 5,688.23 |
| 2023 To Date: | \$ 7,139.50 |



## CONDUCT ON PREMISES ACTIVITY REPORT

There were no Conduct on Premises incidents reported in the month of June.

## BODY WORN CAMERA DATA REPORT

| Month | Number of Videos | Hours of Video | GB of Videos | Average MB per Video | Average Time Length of Videos | Average Number of Videos Per Day |
|-------|------------------|----------------|--------------|----------------------|-------------------------------|----------------------------------|
| June  | 1739             | 369            | 644          | 379                  | 12.73 Minutes                 | 58                               |



## TRAINING &amp; STAFF DEVELOPMENT

**Investigating School Threats on Social Media**

The school resource officer attended an Investigating School Threats on Social Media webinar designed to teach law enforcement personnel how to quickly act on threats against a school. Topics included identifying the original threat post and platform, executing emergency disclosures, and how to use the information in the disclosure to identify the creator. Attendees were also provided a list of investigative resources and shown numerous free databases/resources.

**MN Juvenile Officers Association Conference**

The school resource officer attended the Minnesota Juvenile Officers Association conference in Duluth. The annual conference provides training on topics of safety, best practices, and proactive measures pertinent to fostering the lives of today's youth. Topics included tactical training, digital crimes, and an update on juvenile laws. Keynote speakers also presented on the Parkland School Debriefing and "The Winning Mind."

**The Reid Technique of Investigative Interviewing and Positive Persuasion**

An investigator attended the Reid Technique of Investigative Interviewing and Positive Persuasion course via Zoom. The training program consisted of three primary topics – behavior symptom analysis, the behavior analysis review, and the seven steps of positive persuasion.

**Firearms Instructor Course**

An officer and an investigator attended the firearms instructor course, which is designed to teach new firearms instructors on methods of creating a lesson plan and outlines for courses of fire, designing a safe range plan, problem solving of student shooting issues, instructing range events, bench marking the student, drafting POST requirements, and more. Low light and adverse weather were covered in this session.

**Firearms Instructor Recertification Course**

One sergeant attended the firearms instructor recertification course. In this course, the student/instructor reviewed fundamental instructional concepts, range day set up, departmental policy and liabilities, as well as detecting and working with officers struggling on the range. Each student/instructor designed a course of fire and were responsible for developing the lesson plan and running fellow students/instructors through their course. All required areas of the Minnesota POST Board, Use of Force and Firearms were covered.

# MEMO



**TO:** Mayor and City Council

**FROM:** James Kramvik, Community Development Director

**DATE:** July 17, 2023

**RE:** Community Development Director Report

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## BUILDING

The Community Development Department issued 107 building permits with a total project valuation of \$2,029,431 in the month of June.

Specifically, within the River-to-Rail Corridor, six (6) permits were issued. These improvements account for a total project value of \$193,825.00 and resulted in \$2,677.90 waived in permit fees.

| Issued Permits for June 2023                 |          |                         |
|----------------------------------------------|----------|-------------------------|
| Type Of Permit                               | # Issued | Total Project Valuation |
| Commercial – Building – Remodel              | 4        | \$729,832               |
| Commercial – Building – Roofing              | 2        | \$29,505                |
| Commercial – Building – Siding               | 1        | \$20,000                |
| Commercial – Mechanical – Furnace/Boiler     | 2        | \$29,825                |
| Commercial – Mechanical – Remodel            | 1        | \$23,500                |
| Commercial – Plumbing – Remodel              | 1        | \$33,000                |
| Engineering – Excavation                     | 5        | N/A                     |
| Fence                                        | 15       | N/A                     |
| Residential – Building – Accessory Structure | 3        | \$79,700                |
| Residential – Building – Deck                | 2        | \$74,749                |
| Residential – Building – Demolition          | 1        | N/A                     |
| Residential – Building – New/Addition        | 3        | \$760,000               |
| Residential – Building – Remodel             | 4        | \$87,900                |
| Residential – Building – Roofing             | 25       | N/A                     |
| Residential – Building – Siding              | 5        | N/A                     |
| Residential – Building – Solar Panels        | 1        | \$24,900                |
| Residential – Building – Doors/windows       | 6        | \$64,540                |
| Residential – ENG - Sewer/Water Repair       | 2        | N/A                     |
| Residential – HUD HOME - Installation        | 1        | N/A                     |
| Residential - MECH - Air Conditioner         | 4        | N/A                     |
| Res - MECH - Furnace/Boiler                  | 1        | N/A                     |
| Res - MECH - New/Addition                    | 3        | N/A                     |

|                           |   |          |
|---------------------------|---|----------|
| Res - MECH - Remodel      | 1 | N/A      |
| Res - PLBG - New/Addition | 3 | N/A      |
| Res - PLBG - Remodel      | 1 | N/A      |
| Res - PLBG - Water Heater | 8 | N/A      |
| Sign                      | 2 | \$71,980 |

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

## CODE ENFORCEMENT

The Community Development Department conducted 180 code enforcement inspections in June across the following categories:

| Violations and Occurrences      |    |
|---------------------------------|----|
| Fence Repair                    | 3  |
| Accessory Structure Material    | 3  |
| Animal Feces                    | 1  |
| Exterior Structure              | 14 |
| Garbage                         | 8  |
| Graffiti                        | 4  |
| Grass & Weeds                   | 36 |
| Junk and Debris                 | 56 |
| Tree Diseased Dead or Hazardous | 6  |
| Unlicensed/Inoperable Vehicles  | 18 |
| Zoning Code Violation           | 31 |
| Total = 180                     |    |

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

## PLANNING & ZONING

The Planning Commission at their regularly scheduled meeting on June 21<sup>st</sup> reviewed a draft ordinance prepared by staff for a revision to the Zoning Code pertaining to off-street parking regulations. Discussion of the proposed revisions included creating a parking maximum in non-residential zoning districts, creating a tiered parking minimum requirement for multi-family buildings, incentivizing businesses to increase bicycle spaces in commercial districts, and regulating parking on unimproved surfaces in the rear yard.

Staff will revise the proposed ordinance amendment based on the discussion at the Planning Commission meeting and will present the draft ordinance to the Parking Commission on August 2<sup>nd</sup>.



## CITY ENGINEER/PUBLIC WORKS DIRECTOR REPORT JULY 17, 2023 CITY COUNCIL MEETING

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### Recreation Report

#### Adult Sports

- Adult Summer Softball
  - Strikes mats have helped a lot with arguing.
  - The new trees at Memorial Park have received a lot of favorable comments, but none more than the pruning of those 3 trees in the middle. Many have voiced despite less branches for balls to get tangled in; the top branches that block the lights are still more of the concern.
- Summer Pickleball
  - There seems to be a large division in skill level. If we run a fall pickleball league, we will move forward with dividing the league into an upper and lower.
  - Overall, these two leagues are a huge hit, and we may lean into this sport more and more as the years progress.
  - We did need to cancel our first pickleball tournament this summer, which was to occur on June 24, unfortunately we had too few teams signed up.

#### Special Events

- The Brainerd Fishing Clinic had 40 attendees. A total of 100 people were involved including volunteers and parents. The weather was possibly too nice, if such a thing. But, that's 40 more children getting into a lifelong sport. We received some inquiries for future donations that could freshen up the clinic.



#### Concessions

- We assisted BBBA with concessions the past 3 weekends. That seemed to work well. An invoice for the food for the umps they put on a tab will be sent shortly.
- All hired concession stand workers have been trained in.
- All 3 concession stands are up and running now that the epoxy flooring is complete at Memorial Park.
- Viking Coca-Cola has reached out asking if they could assist with making concessions signs for us. We will take advantage of this offer.
- The necessary price increases and decreased inventory has been efficient.

#### Misc.

- I just want to publicly thank Emily Bjorgan for stepping up and helping us during the vacancy of our admin specialist position. She as well as Toni, Steph, and Pam have helped immensely this past month.

## Parks Maintenance Report

- Replaced strippers and paint sticks
- Inspection of all fire extinguishers
- Made shop extinguisher signs
- Edged, whipped and mowed PW garage and sprayed herbicide
- Prepped downtown planters
- Moving used hockey rink boards to inside storage
- Leveled and added class 5 base to areas for trailer parking
- Still working on new shop facility
- Ordered & received 54 yards of aggrylime
- Marked out and painted soccer field for YMCA
- Leveled campground road
- AED to softball fields concessions
- Replace Bane coke cooler, has electrical short
- Fixed flag downtown
- Homeless sleeping in restrooms
- Had garage door replaced at Jaycees due to vandalism
- Getting LPW ready for grand opening
- Prepping for BBBA tournaments
- Getting miscellaneous keys made and distributed
- Cleaned out Memorial concession for epoxy flooring
- Watering downtown flowers for 3 times a week
- Repaired and replaced LPW history signage
- Getting sidewalks and slabs for benches poured
- Fixing damaged toilets due to vandalism
- Drinking water and backflow tests at LPW
- Painted and assembled fountain at Gregory
- Fixed leak at splashpad
- Hung toilet paper and soap dispensers at LPW
- Ordered no skateboard signs for LPW
- Ordered park signs for Lum and LPW parks
- Watering memorial trees
- Planted memorial lilac
- Spraying fence lines and watering trees
- Installed ball valve for sprayer
- Replace some sprinkler heads
- Marked trouble spots for irrigation at LPW
- Put up volleyball nets and prepped courts
- Re-hanging vandalized batting cage
- Moved pitching protector to Jaycees
- Resolved a scheduling conflict at Lum Park pavilion
- Moved appliances back into concession after epoxy floor treatment
- Moved air compressor to new shop
- Cleaned and shocked fountain by reconstruction project
- 2 mowers running 5 days a week, 1 more running 2 days a week
- Garbage runs and restroom cleaning 7 days a week

- Installed restroom signs on Kiwanis park pavilion
- Cleaning and greased overhead doors at shop
- Repairing vandalized sink at Lum Park
- Set up pull behind sprayer for John Deere tractor
- Picked up whip, blower and mulch kit
- Cutting up limbs and picking up dead branches
- Swept out new cold storage building at PW facility
- Replaced busted toilet at Lum Park due to vandalism
- Showers getting broken into by homeless, trying to secure with plates
- Degreased and wired 220v compressor
- Cleaned debris off and whipped Miracle Field
- Secured restroom signs on LPW building
- Cleaning miscellaneous appliances
- Cleaning kitchenettes
- Made, marked, and delivered another set of restroom keys
- Fixed broken electrical wire on weed sprayer
- Cleaned Gregory fountain again due to construction project
- Pressure washed pavilion floors at Gregory and Memorial
- Rebuilt pony mounds at Bane and Jaycees
- Cut baselines
- Trim trees between softball fields
- Blew off parking lot
- Fixed water heater for campground showers
- Repaired door at Gregory due to vandalism
- Raked out lip at Jaycees pony field
- Painting over miscellaneous graffiti
- Moving picnic tables around for events
- Replaced 2 bases on ball fields
- Painted bases on big BBF
- Garbage receptacles being stolen
- Spraying miscellaneous bee nests
- Meeting with tree planters and trimming
- Working on 3<sup>rd</sup> tournament in June
- Making cedartone frames for park signage
- Welding mounting brackets
- Fixed bent groomer broom
- Weed whipping
- Grinding stumps
- Degreasing equipment and washing
- Moving freezers for concessions
- Planted memorial tree (red pine) and hung plaque
- Installed 2 memorial benches at Kiwanis
- Hung new Kiwanis signs
- Replaced garbage receptacle at community garden
- Mulched around trees
- Secured electrical boxes at LPW
- Provided police with new keys to parks
- Made more concession keys

- Washed miscellaneous City trucks
- Spraying fence lines and watering trees
- Secured shower doors
- Cleaned out and tightened up skidsteer tracks

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## **Streets Maintenance Report**

### **Maintenance Tasks Completed Month Prior**

- Sewer inspection and cleaning
- Jetting sewer lines, including
- Marking utility locates
- Continued pothole patching
- Street sweeping as staff and weather allows
- Placing topsoil adjacent to Kiwanis and Gregory walks
- Painting crosswalks in the downtown area
- Grading alleys after rain events when conditions are appropriate
- Installed traffic control for special event closures
- Removed dead trees adjacent to City Hall parking lot and downtown
- Repairing and patching sink holes at catch basins
- Cleanup tasks at the Public Works Maintenance Facility

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## **Engineering Report**

### **North Brainerd Reconstruction Project**

Phases 1 and 2 have been completed. Punchlist items and restoration remain to be completed. Phase 3 removals have begun with underground utilities to follow shortly afterwards. Watermain is mainly limited to N. 7<sup>th</sup> Street while there are areas of storm sewer that needs to be completed throughout Phase 3.

### **TH 25 Bridge Replacement over BNSF Railway**

The contractor has begun placing span beams across the new piers. Work will continue on the superstructure of the bridge. It would be expected to see superstructure and decking take place over the next several weeks. The closure and detour is likely to remain in place until the fall.

### **Graydon Avenue Outfall Repair Project**

Council awarded the repair project to DeChantal Excavating. The contractor is planning on completing this work when their schedule allows in August.

### **Harrison Elementary Safe Routes to School Project**

The contractor has completed the concrete sidewalk and curb work on the project. Most of the grading and base prep work in advance of paving has also been completed. It is expected that the contractor will be placing the first lift of pavement on Friday. Shortly following that, they will be performing final prep work including placing topsoil. The contractor is planning on placing the final lift of pavement the week of July 17<sup>th</sup> and painting to follow shortly afterwards. It should be expected that the road will be opened and detour removed by the end of that week, weather permitting. The RRFB crossing signage is on back order and expected to be delivered in September.

## Other Activities

- Continued coordination with MnDOT District 3 on developing a Cooperative Agreement for the S. 6<sup>th</sup>/Willow Street Roundabout Project (HSIP)
- Reviewed Erosion and Sediment Control plan for proposed developments
- Sent notices out for leaves and grass clippings thrown into the streets
- Sent notices out for grease line issues
- Reviewing applications and conducting interviews with candidates for the Public Works Admin Specialist position.
- Reviewing applications and conducting interviews with candidates for the Street Maintenance III/Mechanic position.
- Continued review of the Lum Park SPRA project and wetland delineation reports.
- Did training on the City Hall climate control system.
- Prepared reimbursement for 3 Dehns LLC taxes from the Meadows Park property.
- Reviewed LCCMR funding breakdowns for LPW Park project.
- Provided utility information and scope for TH 210 Utility Replacement proposal from SRF.
- Reviewed TH 371B Speed Study with MnDOT District 3 staff.
- Placed stakes for parks tree planting at Memorial, Gregory and Jaycees Parks (3 times).
- Prepared MMB bonding proposal applications and submitted to the state.
- Reviewed Country Manor site plans and layout for PUD application.
- Reviewed damage to Dal Mar Road due to CWC Lumber sale contractor and discussed with County.
- Provided assessment information as requested by North Brainerd residents.
- Discussed repairs needed at signal light push buttons at College Dr./College Rd./CR 48.
- Attended Governor Walz bonding project tour.
- Discussed potential scope of development at BIC with Mike Higgins.
- Participated in MnDOT Variance Committee and PROTECT Subgroup.
- Reviewed Armory request for storm water fee reduction and storm water report.

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## Transit Report

### Activities

- The call answered percentages are slightly below the expected rate of 85% but staff continues to work with the new dispatchers on ways to correct this.
- Phone answering and Maintenance continue to be top priorities for 3PC.
- Daily meetings with 3PC Director, and also quick follow ups daily with their Maintenance Manager.
- Continued additional training being provided to the dispatchers as issues arise and training opportunities are presented. Trainings are also provided to the 3PC Director.
- Staff continues to wait for an update on the hiring of a 3PC on-site manager.
- Staff had conversations with Councils and Boards of the cooperative partners to discuss the recommended changes and fare increases.
  - Pine River elected to follow staff recommendation and discontinue service.
  - Crow Wing County elected to follow staff recommendation and convert to a twice-daily service from Crosby & Pequot Lakes to Brainerd in conjunction with fare increases.



- Baxter elected to increase fares beyond staff recommendation.
  - Staff will be presenting an additional recommended increase to Brainerd fares at the July 17<sup>th</sup> Council meeting.
- Staff met with AECOM staff who is performing the service, technology, and financial planning to discuss the Transit program and work plan moving forward.
- Continued work on monthly reporting and reviewing 3PC invoices.
- Preparation of documentation required for the 2024 OTAT solicitation for grant funding.
- Preparation of documentation required for MnDOT's Comprehensive Review (Audit) of the Transit program.
- Reviewing reports of accidents, damage, or injuries on buses.
- Reviewing complaints of Transit 3PC (drivers, dispatch, etc.) and forwarding them to 3PC supervisors.

**RESOLUTION**

**xx:23**

**RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS  
APRIL 1, 2023 AND JUNE 30, 2023**

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

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

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

**SEE ATTACHED LIST OF DONORS**

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

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

Adopted this \_\_\_\_ day of July 2023

\_\_\_\_\_  
KELLY BEVANS  
President of the Council

Approved this \_\_\_\_ day of July 2023

\_\_\_\_\_  
DAVE BADEAUX  
Mayor

ATTEST: \_\_\_\_\_  
JENNIFER BERGMAN  
City Administrator

# MEMO

**TO:** Mayor and Council

**FROM:** City Administrator Jennifer Bergman

**DATE:** July 13, 2023

**RE:** Resolution Accepting Donations & Contributions for 2nd Quarter 2023

Attached is a resolution accepting donations and contributions that have been made to the City of Brainerd for the period of April 1, 2023 and June 30, 2023. The City is very appreciative to all who have made these contributions. The funds from the donations and contributions will be used as requested by the donor.

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

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

\pz

# Brainerd Parks and Recreation

## Contributions and Donations 2nd Quarter 2023

| Received From                            | Date     | Event                                       | Amount            |
|------------------------------------------|----------|---------------------------------------------|-------------------|
| Brainerd Community Action                | 04/27/23 | Grand Opening Lyman P. White Park           | 1,000.00          |
| Coca Cola                                | 05/05/23 | Kids Fishing Clinic Donation                | 250.00            |
| Walleye Alliance                         | 05/19/23 | Kids Fishing Clinic Donation                | 250.00            |
| All Ways Painting                        | 04/25/23 | Field banner program-MMP field improvements | 400.00            |
| Heartland Detachment Marine Corps League | 05/11/23 | Field banner program-MMP field improvements | 275.00            |
| Sean Luthjohn                            | 05/12/23 | Memorial Tree Plaque                        | 35.00             |
|                                          |          |                                             |                   |
|                                          |          |                                             |                   |
|                                          |          |                                             |                   |
|                                          |          |                                             |                   |
|                                          |          |                                             |                   |
|                                          |          |                                             |                   |
|                                          |          |                                             |                   |
|                                          |          |                                             |                   |
|                                          |          |                                             |                   |
|                                          |          |                                             |                   |
|                                          |          |                                             |                   |
|                                          |          |                                             |                   |
|                                          |          |                                             | <b>\$2,210.00</b> |

# MEMO



**TO:** Finance Director Connie Hillman  
**FROM:** Fire Chief Tim Holmes  
**DATE:** July 6, 2023  
**SUBJECT:** 2023 – 2nd Quarter Donation

Brainerd Fire Department received the following donations in the 2nd quarter:

- Brainerd Jaycees \$500 PulsePoint Donation

Feel free to contact me with any questions.



# Brainerd City Council Agenda Request

**MEETING DATE:** July 17, 2023

**TITLE OF ITEM:** Authorize Hiring Paid on-call Firefighters Lee Anderson and Jackson Holmes Effective August 1, 2023

**AGENDA:** Consent Agenda

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Kris Schubert & Tim Holmes

**DEPARTMENT:** Human Resources/Fire

**PRESENTER:** n/a – consent calendar

**ESTIMATED TIME (MIN):** n/a

## **SUMMARY OF ISSUE:**

We received 18 applications for the Paid on-call Firefighter job posting with 12 showing up for testing day. Of the 12 candidates that showed up on testing day, 6 passed both the physical and written test. Interviews for the 6 candidates took place on June 1, 2023. The interview panel included Deputy Chief Dave Cox, Battalion Chief Joe Rubado, Captain Joe Enge, and Mandy Selisker from BPU. Lee Anderson and Jackson Holmes have completed the pre-employment testing process and are ready to begin on August 1, 2023. Mr. Anderson and Mr. Holmes will be paid at the Trainee Firefighter rate (\$10.40 per hour). Please note that the trainee rate is set by previous Council action which is 60% of the current base wage of a Paid on-call Firefighter and is also subject to the \$3 per hour salary redirection as required by the Brainerd Fire Department Relief Association for its pension plan.

## **ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

We had 38 Paid on-call Firefighters at the beginning of 2023. Since then three individuals have retired, one individual resigned, and this action will add two more firefighters. That results in Brainerd having 36 Paid on-call Firefighters after hiring these two individuals.

## **RECOMMENDED ACTION/MOTION:**

Authorize hiring Paid on-call Firefighters Lee Anderson and Jackson Holmes effective August 1, 2023; further, that they be paid at the Trainee Firefighter rate (\$10.40 per hour).

## **FINANCIAL IMPACT:**

*Is there a cost associated with this request:* Yes

*What is the total cost, with tax and shipping:* Unknown as it depends on hours worked. The 2023 Trainee Paid on-call Firefighter rate is \$10.40 per hour.

*Is this budgeted? (Please Explain)* Yes



# Brainerd City Council Agenda Request

**MEETING DATE:** July 17, 2023

**TITLE OF ITEM:** 2022 Audit Presentation

**AGENDA:** Main Agenda

**ACTION REQUESTED:** Discussion Item

**SUBMITTED BY:** Connie Hillman

**DEPARTMENT:** Finance

**PRESENTER:** Mary Reedy & Connie Hillman

**ESTIMATED TIME (MIN):** 20 Minutes

**SUMMARY OF ISSUE:**

Ms. Mary Reedy from CliftonLarsonAllen and Finance Director Connie Hillman will summarize the results of the 2022 audit.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

An electronic copy of the audit can be found on the City's website or the link:

<http://www.ci.brainerd.mn.us/ArchiveCenter/ViewFile/Item/111>

If you would like a hard copy of the audit please let Connie know and we will get you a copy.

**RECOMMENDED ACTION/MOTION:**

Accept audit as presented.

**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)* Click to enter text



*We'll get you there.*

CPAs | CONSULTANTS | WEALTH ADVISORS

# City of Brainerd, 2022 Audit Results Brainerd City Council





# Auditor Discussion Agenda Items

- Brainerd Public Utilities Audit Results
- Brainerd Public Utilities Financial Results
- City's Required Communication to Governance
- City's Audit Results
- City's Financial Results
- Other Discussions, Insights, Observations

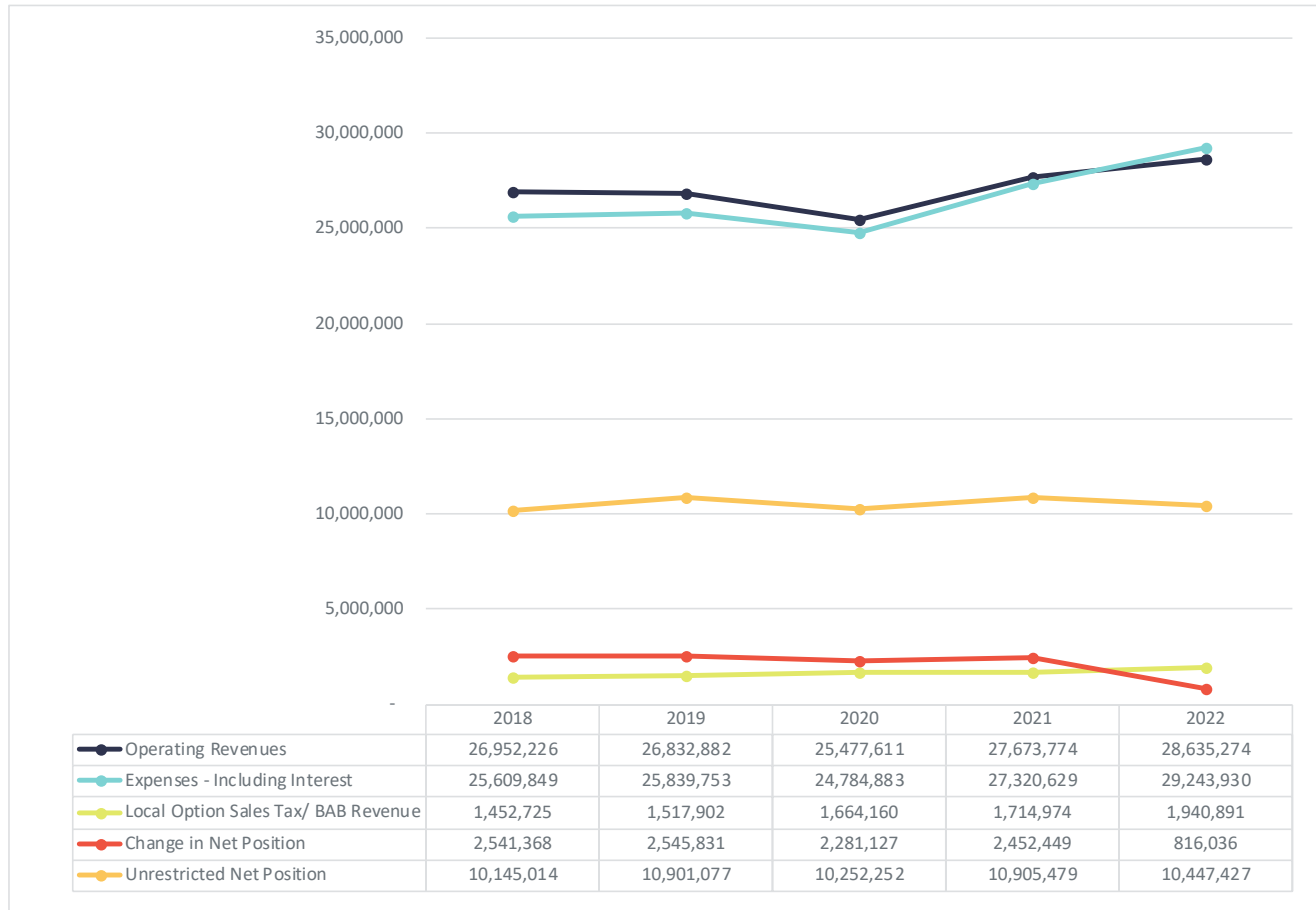


# Brainerd Public Utilities Audit Results

- Clean Opinion on Financial Statements
- Internal Control – No findings noted
- Minnesota Legal Compliance – No findings noted



# Brainerd Public Utilities Financial Results



# Brainerd Public Utilities Audit Results

|                                                  | TOTALS        |               |
|--------------------------------------------------|---------------|---------------|
|                                                  | 2022          | 2021          |
| <b>ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b> |               |               |
| <b>CAPITAL ASSETS</b>                            |               |               |
| Construction in Progress                         | \$ 6,887,414  | \$ 2,149,198  |
| In Service                                       | 115,589,390   | 113,552,488   |
| Total Investment in Capital Assets               | 122,476,804   | 115,701,686   |
| Less: Accumulated Depreciation                   | (57,164,820)  | (52,044,945)  |
| Net Capital Assets                               | 65,311,984    | 63,656,741    |
| <b>RESTRICTED ASSETS</b>                         |               |               |
| Cash and Investments                             |               |               |
| Customer Deposits                                | 348,726       | 347,624       |
| City of Brainerd Contribution                    | 295,485       | 735,400       |
| Conservation Incentive Program                   | 251,045       | 198,948       |
| Debt Service Reserve                             | 4,601,636     | 4,691,087     |
| Total Restricted Cash and Investments            | 5,496,892     | 5,973,059     |
| Bonds and Notes Receivable                       | 3,330,334     | 3,826,334     |
| Notes Receivable - Interest                      | 38,900        | 45,100        |
| Total Restricted Assets                          | 3,369,234     | 3,871,434     |
| <b>CURRENT ASSETS</b>                            |               |               |
| Cash and Investments                             | 12,742,353    | 17,656,542    |
| Accounts Receivable                              | 3,647,767     | 3,242,070     |
| Interest Receivable                              | 21,914        | 18,392        |
| Due from the City of Brainerd                    | 286,288       | 172,131       |
| Inventory                                        | 1,549,484     | 1,424,178     |
| Prepaid Expenses                                 | 777,447       | 145,244       |
| Total Current Assets                             | 19,025,253    | 22,658,557    |
| <b>OTHER ASSETS</b>                              |               |               |
| Service Territory Acquisitions, Net of           |               |               |
| Accumulated Depreciation                         | 239,683       | 257,416       |
| Total Assets                                     | 93,443,046    | 96,417,207    |
| <b>DEFERRED OUTFLOWS OF RESOURCES</b>            |               |               |
| Pension Related                                  | 1,660,311     | 2,011,870     |
| OPEB Related                                     | 125,109       | 191,380       |
| Total Deferred Outflows of Resources             | 1,785,420     | 2,203,250     |
| Total Assets and Deferred Outflows of Resources  | \$ 95,228,466 | \$ 98,620,457 |

- Cash decreased, spent down bond proceeds from prior year
- Revenues increased due to sale of renewable energy
- BPU had a positive cash flow from operations, down from prior year



# Brainerd Public Utilities Audit Results

|                                                 | TOTALS        |               |
|-------------------------------------------------|---------------|---------------|
|                                                 | 2022          | 2021          |
| <b>NET POSITION, LIABILITIES AND DEFERRED</b>   |               |               |
| <b>INFLOWS OF RESOURCES</b>                     |               |               |
|                                                 |               |               |
| <b>NET POSITION</b>                             |               |               |
| Net Investment in Capital Assets                | \$ 37,930,250 | \$ 35,956,868 |
| Restricted for Debt Service                     | 6,581,652     | 7,128,962     |
| Restricted for Capital Outlay                   | 567,412       | 719,396       |
| Unrestricted                                    | 10,447,427    | 10,905,479    |
| Total Net Position                              | 55,526,741    | 54,710,705    |
| <b>LONG-TERM LIABILITIES</b>                    |               |               |
| Due to Primary Government, Less Current Portion | 25,442,331    | 29,542,293    |
| Capital Lease Payable                           | 410,701       | 40,244        |
| Compensated Absences                            | 977,568       | 1,158,842     |
| Net Pension Liability                           | 4,926,260     | 2,566,540     |
| Other Postemployment Benefit Obligation         | 376,375       | 497,430       |
| Total Long-Term Liabilities                     | 32,133,235    | 33,805,349    |
| <b>CURRENT LIABILITIES</b>                      |               |               |
| Accounts and Contracts Payable                  | 1,880,225     | 2,383,166     |
| Due to Primary Government                       | 3,696,600     | 3,345,000     |
| Capital Lease Payable                           | 175,000       | 17,536        |
| Other Postemployment Benefit Obligation         | 8,119         | 51,536        |
| Salaries and Withholding Taxes                  | 312,752       | 308,474       |
| Sales Taxes                                     | 89,271        | 85,974        |
| <b>Current Liabilities from</b>                 |               |               |
| <b>Restricted Assets:</b>                       |               |               |
| Bond Interest                                   | 267,675       | 264,500       |
| Payable to City of Brainerd                     | 295,485       | 735,400       |
| Conservation Incentive Program Payable          | 251,045       | 198,948       |
| Customer Deposits                               | 348,726       | 347,624       |
| Total Current Liabilities                       | 7,353,395     | 7,738,158     |
| Total Liabilities                               | 39,486,630    | 41,543,507    |
| <b>DEFERRED INFLOWS OF RESOURCES</b>            |               |               |
| Pension Related                                 | 72,660        | 2,361,160     |
| OPEB Related                                    | 142,435       | 5,085         |
| Total Deferred Outflows of Resources            | 215,095       | 2,366,245     |
|                                                 |               |               |
| Total Net Position, Liabilities and             |               |               |
| Deferred Inflows of Resources                   | \$ 95,228,466 | \$ 98,620,457 |

- Overall debt decreased due to principal payments made
- Electric department had a net gain of \$1,356,145; Water had a net loss of \$273,172; Wastewater had a net loss of \$266,937



# Required Communication to City Council

- Our Responsibility Under Generally Accepted Auditing Standards, Government Auditing Standards, and Uniform Grant Guidance
  - Primary responsibility is to provide our opinion on the fairness of presentation of the financial statements
  - Reviewed internal accounting controls
  - Risk based audit approach
  - Based on internal controls, determined scopes and tests of transactions
  - Expressed opinion based on tests
  - Report internal controls and compliance – federal awards
- Planned Scope and Timing of the Audit
  - Communicated during the audit preliminary work and field work
- Significant Accounting Policies
  - Outlined in Note 1 to the financial statements
  - Unusual transactions – payment of settlement
  - New Standards – GASB 87, leases



# Required Communication to City Council

- Management Judgments and Accounting Estimates – Reasonable/Supported
  - Useful lives of capital assets
  - Other postemployment benefits payable
  - Net pension liability and related deferred inflows/outflows of resources
- Corrected and Uncorrected Adjustments
  - None noted
- Disclosures are Adequate, Clear and Complete
- Other Information in Documents Containing Audited Financial Statements
  - Supplementary information – made inquiries and evaluated the content – opinion – management is responsible for this information and need to include our report if issued separately
  - Other information – reviewed for any errors – no opinion
- Disagreements with Management
  - There have been no disagreements with management about matters that could be significant to the financial statements
- Management Representations
  - We have requested certain representations from management included in the management representation letter



# Required Communication to City Council

- Consultations with Other Accountants
  - There were no consultations with other independent accountants
- Major Issues Discussed With Management Prior to Retention
  - No issues, other than normal planning issues, were discussed prior to our retention as auditors
- Difficulties Encountered in Performing the Audit
  - Management was most cooperative and helpful
  - Personnel and records were available
- Audits of Group Financial Statements
  - No matters related to the group audit that we consider to be significant to the responsibilities of those charged with governance of the group
- Limitations on the Group Audit
  - There were no restrictions on our access to information of components or other limitations to the group audit





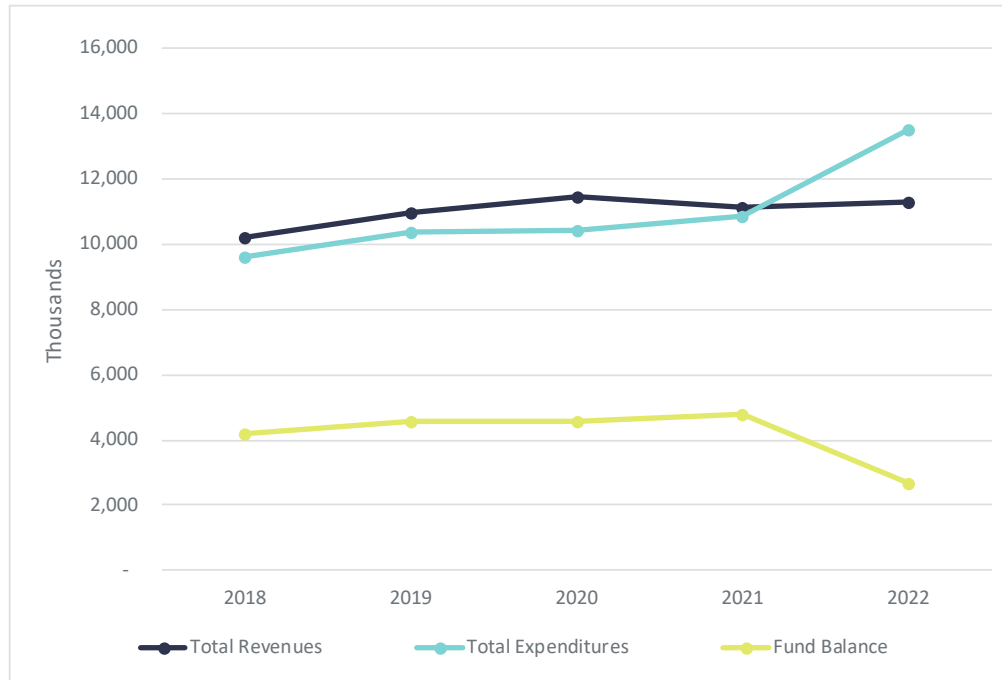
# City's Audit Results

- Unmodified Opinion (Clean)
  - On the basic financial statement – concluded financial statements are fairly stated
- Compliance and Internal Control Over Financial Reporting
  - Tests did not disclose any instances of non-compliance that are required to be reported under Government Auditing Standards
- Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance Required by the Uniform Guidance
  - The City complied in all material respects with the federal compliance requirements that are applicable to its major federal program
    - Airport Improvement Project
- Minnesota Legal Compliance
  - Seven areas – No findings



# City's Financial Results

## General Fund Balance

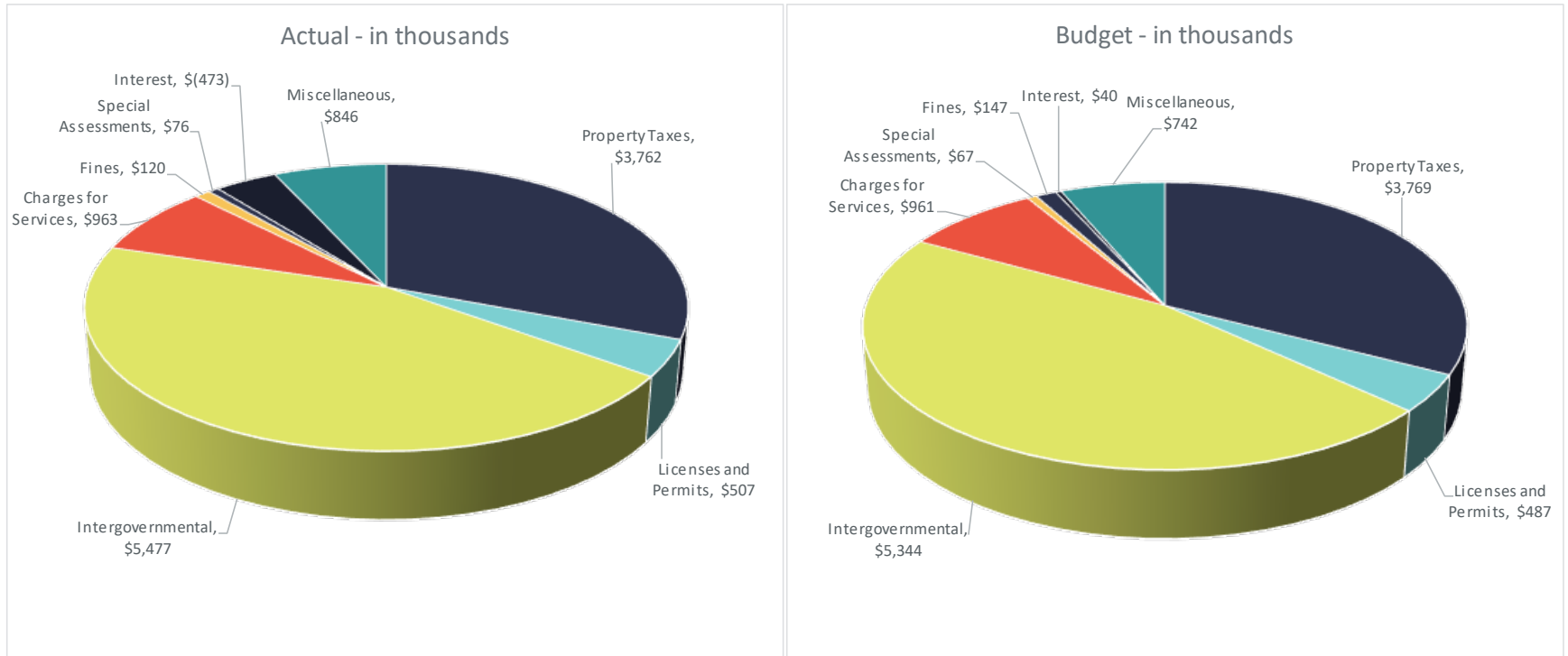


- Expenditures include settlement payout
- Fund Balance is approximately \$2,655,000, of which approximately \$2,240,000 is unassigned and can be used for operations
- 2022 Operating expenditures are approximately \$13,504,000
- Approximately 17% of the 2022 expenditures in Unassigned Fund Balance – does not meet goal/policy



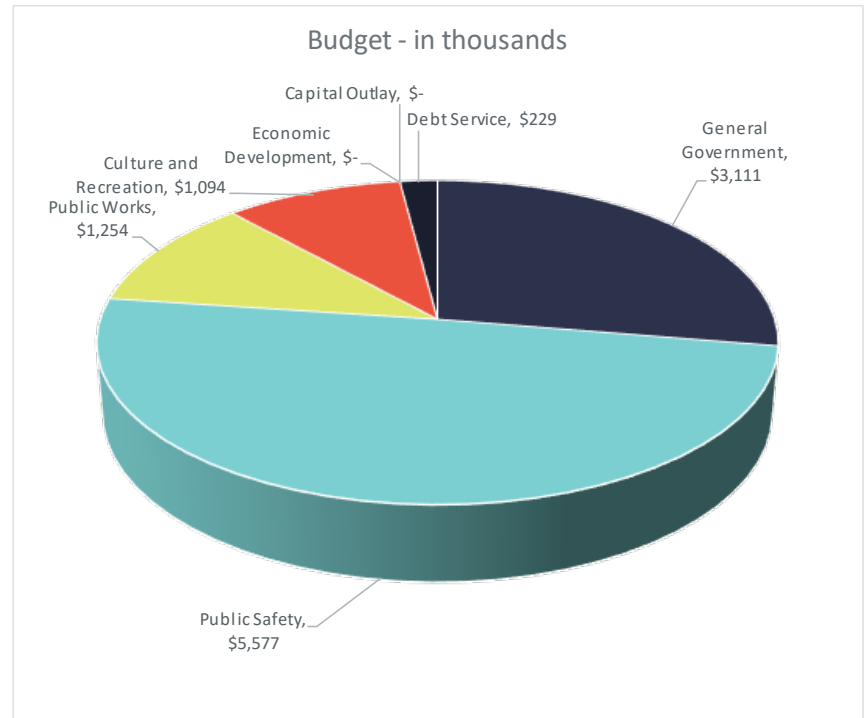
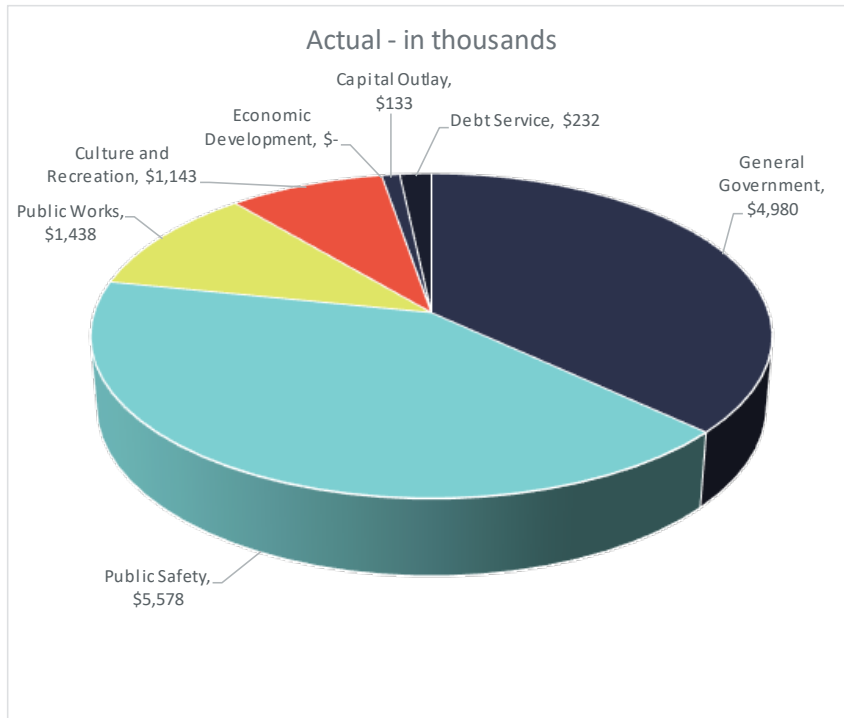
# City's Financial Results

## General Fund Balances-Revenues



# City's Financial Results

## General Fund Balances-Expenditures



# General Fund Financial Results

|                                | <u>Budget</u>      | <u>* Actual</u>       | <u>Over (Under)<br/>Budget</u> |
|--------------------------------|--------------------|-----------------------|--------------------------------|
| <b>General Fund</b>            |                    |                       |                                |
| Revenue                        | \$ 11,557,464      | \$ 11,248,915         | \$ (308,549)                   |
| Expenditures                   | 11,264,891         | 13,478,464            | 2,213,573                      |
| Transfers In                   | 122,800            | 366,418               | 243,618                        |
| Transfers Out                  | (430,373)          | (433,024)             | (2,651)                        |
| Other Financing Sources/(Uses) | -                  | 132,987               | 132,987                        |
| Change in Fund Balance         | <u>\$ (15,000)</u> | <u>\$ (2,163,168)</u> | <u>\$ (2,148,168)</u>          |

\* Does not include Fund 217 and 895



# General Fund Financial Results (Continued)

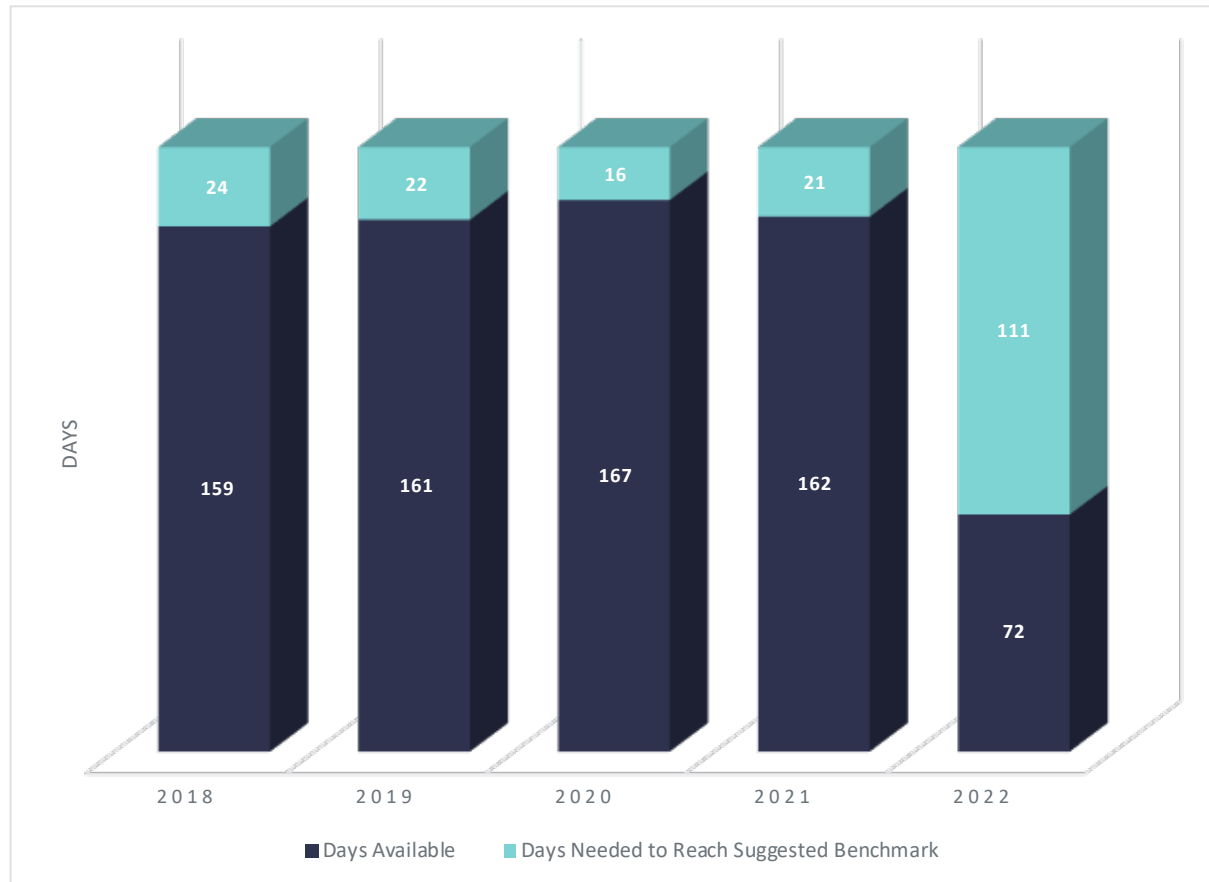
|                                | Actual                | Elimination of<br>Fund 217 & 895 | Adjustment for<br>Reporting | Adjustment for<br>Leases | PERA<br>Adjustment | Adjusted<br>Actual    |
|--------------------------------|-----------------------|----------------------------------|-----------------------------|--------------------------|--------------------|-----------------------|
| <b>General Fund</b>            |                       |                                  |                             |                          |                    |                       |
| Revenue                        | \$ 11,277,678         | \$ (28,763)                      | \$ 2,500                    | \$ -                     | \$ (33,084)        | \$ 11,218,331         |
| Expenditures                   | 13,503,967            | (25,503)                         | (155,500)                   | (132,779)                | (33,084)           | 13,157,101            |
| Transfers In                   | 366,418               | -                                | -                           | -                        | -                  | 366,418               |
| Transfers Out                  | (433,024)             | -                                | (158,000)                   | -                        | -                  | (591,024)             |
| Other Financing Sources/(Uses) | 132,987               | -                                | -                           | (132,779)                | -                  | 208                   |
| Change in Fund Balance         | <u>\$ (2,159,908)</u> | <u>\$ (3,260)</u>                | <u>\$ -</u>                 | <u>\$ -</u>              | <u>\$ -</u>        | <u>\$ (2,163,168)</u> |

|                                | Adjusted<br>Actual    | Lawsuit<br>Settlement | Fair Market<br>Value Adjustment | Actual           | Budget             | Over (Under)<br>Budget |
|--------------------------------|-----------------------|-----------------------|---------------------------------|------------------|--------------------|------------------------|
| <b>General Fund</b>            |                       |                       |                                 |                  |                    |                        |
| Revenue                        | \$ 11,218,331         | \$ -                  | \$ 519,241                      | \$ 11,737,572    | \$ 11,557,464      | 180,108                |
| Expenditures                   | 13,157,101            | (1,900,000)           | -                               | 11,257,101       | 11,264,891         | (7,790)                |
| Transfers In                   | 366,418               | (233,900)             | -                               | 132,518          | 122,800            | 9,718                  |
| Transfers Out                  | (591,024)             | -                     | -                               | (591,024)        | (430,373)          | (160,651)              |
| Other Financing Sources/(Uses) | 208                   | -                     | -                               | 208              | -                  | 208                    |
| Change in Fund Balance         | <u>\$ (2,163,168)</u> | <u>\$ 1,666,100</u>   | <u>\$ 519,241</u>               | <u>\$ 22,173</u> | <u>\$ (15,000)</u> | <u>\$ 37,173</u>       |



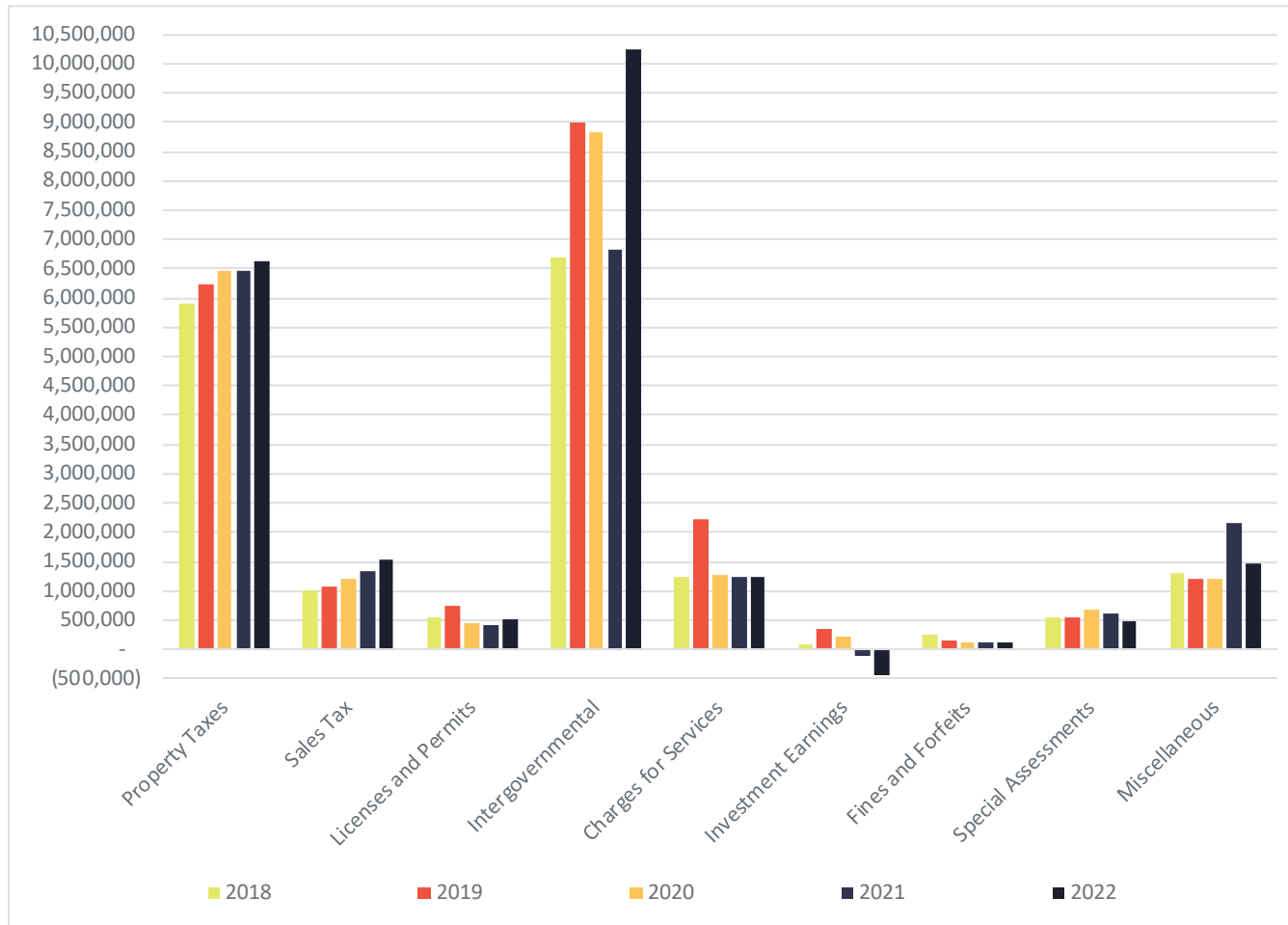
# City's Financial Results

General (including other minor funds for reporting) Funds  
Days Expenditures in Unassigned Fund Balance



# City's Financial Results

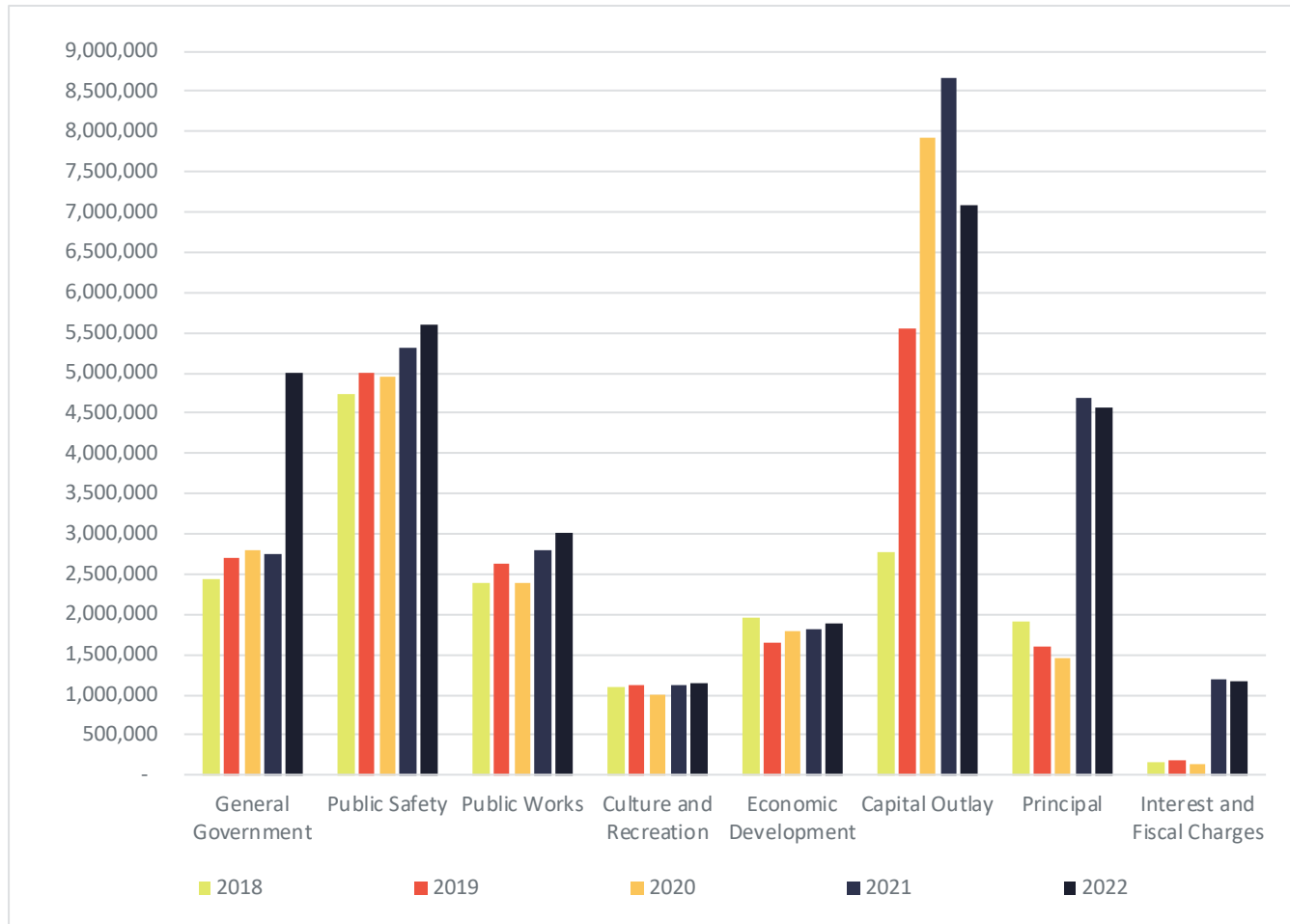
## All Funds-Total Revenues





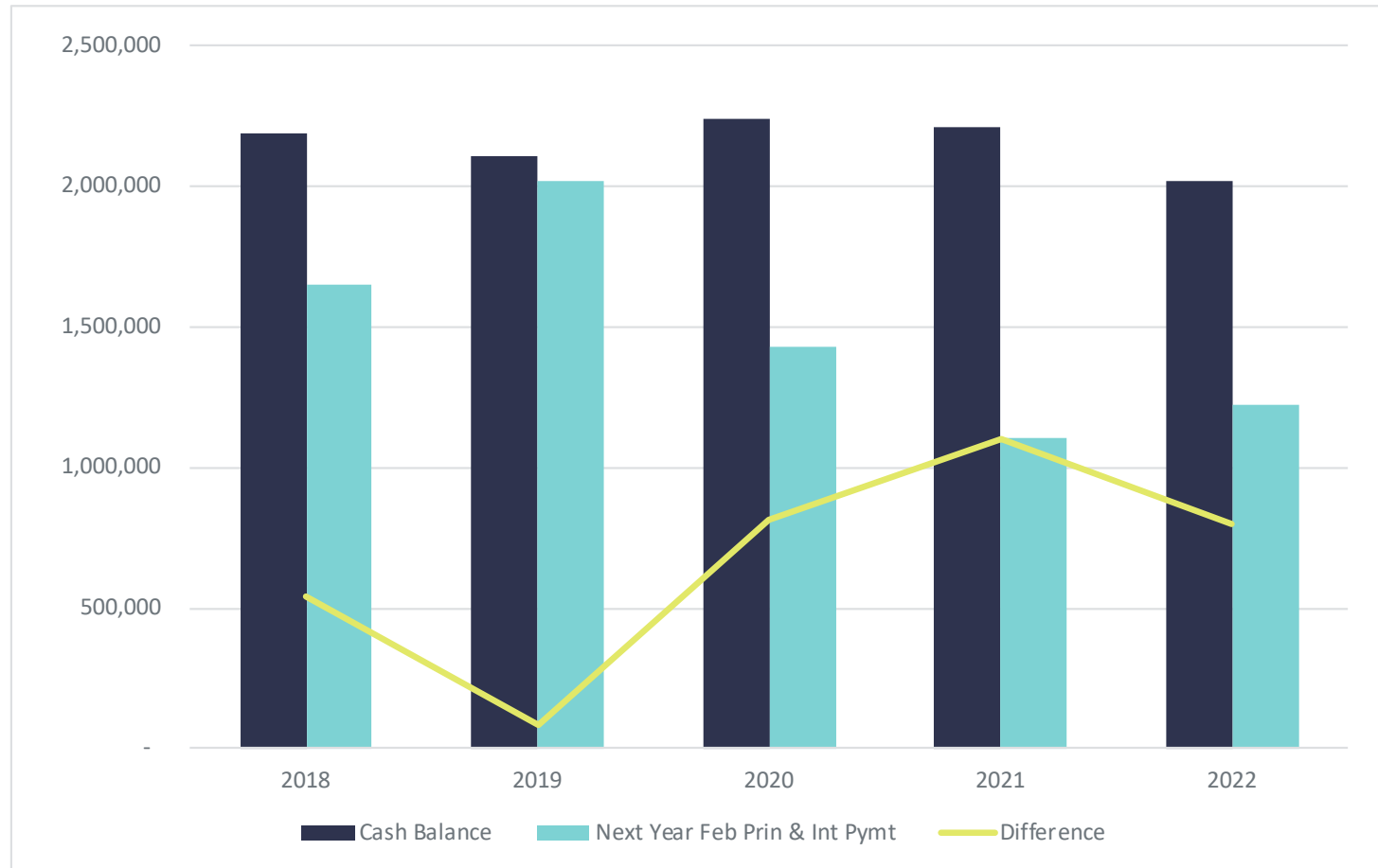
# City's Financial Results

## All Funds-Total Expenditures



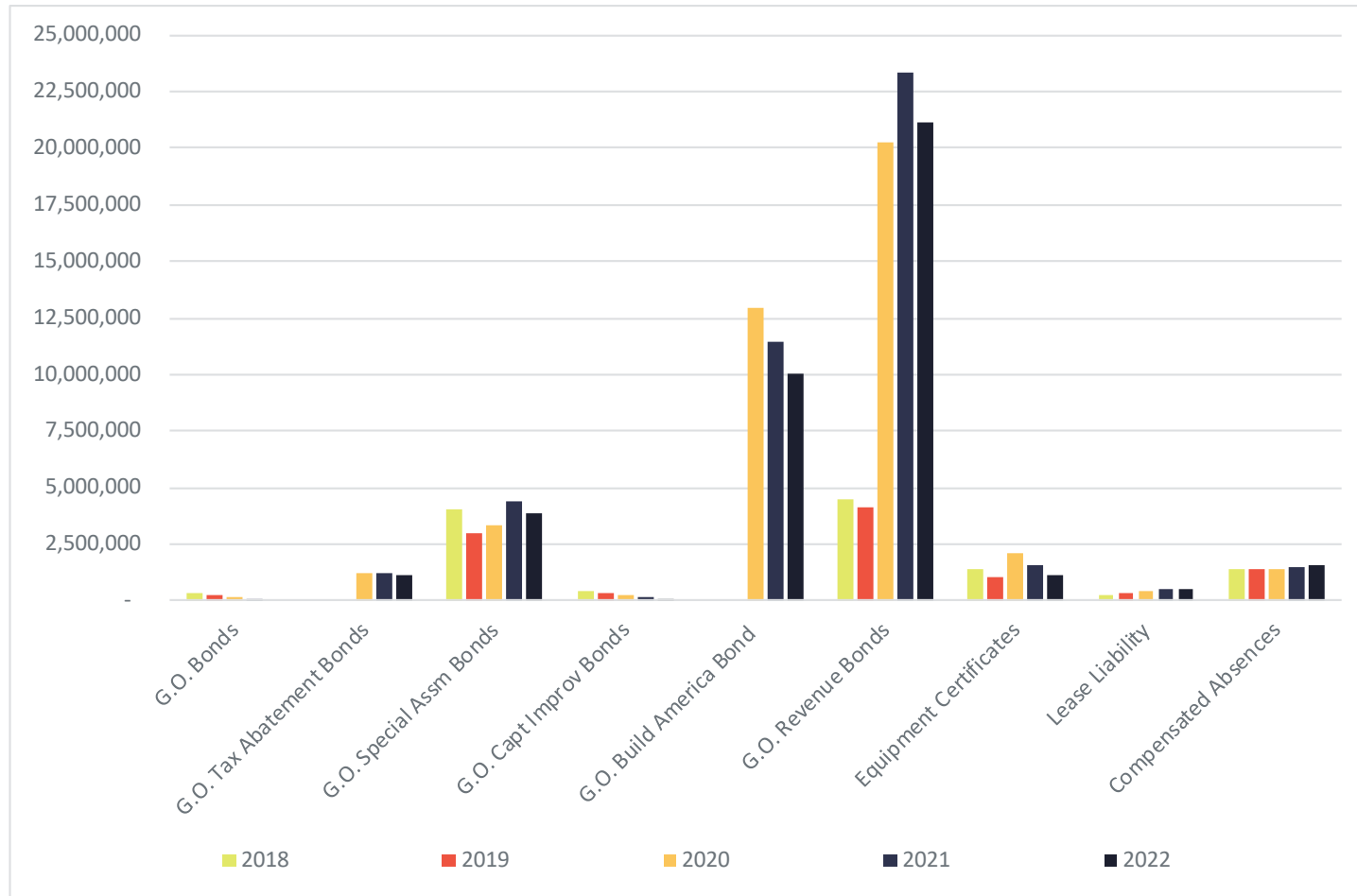
# City's Financial Results

## Debt Service Funds-Total Cash Available



# City's Financial Results

## Total City Debt



# Enterprise Funds

|                                                | SANITARY SEWER<br>COLLECTION SYSTEM | STORM SEWER<br>FUND | TOTALS        |
|------------------------------------------------|-------------------------------------|---------------------|---------------|
| <b>OPERATING REVENUES</b>                      |                                     |                     |               |
| Charges for Services                           | \$ 845,075                          | \$ 474,414          | \$ 1,319,489  |
| Total Operating Revenues                       | 845,075                             | 474,414             | 1,319,489     |
| <b>OPERATING EXPENSES</b>                      |                                     |                     |               |
| Salaries and Benefits                          | 173,270                             | 42,646              | 215,916       |
| Professional Services                          | 667                                 | 112,931             | 113,598       |
| Repairs and Maintenance                        | 29,105                              | 14,432              | 43,537        |
| Insurance                                      | 5,395                               | 2,697               | 8,092         |
| Depreciation                                   | 488,006                             | 275,460             | 763,466       |
| Materials and Supplies                         | 12,211                              | -                   | 12,211        |
| Miscellaneous                                  | 1,694                               | 3,547               | 5,241         |
| Total Operating Expenses                       | 710,348                             | 451,713             | 1,162,061     |
| <b>OPERATING INCOME</b>                        | 134,727                             | 22,701              | 157,428       |
| <b>NONOPERATING REVENUES (EXPENSES)</b>        |                                     |                     |               |
| Intergovernmental                              | 246,081                             | -                   | 246,081       |
| Interest Income                                | 6,763                               | 2,160               | 8,923         |
| Interest Expense and Fiscal Charges            | 14,600                              | 798                 | 15,398        |
| Total Nonoperating Revenues (Expenses)         | 267,444                             | 2,958               | 270,402       |
| <b>CHANGE IN NET POSITION BEFORE TRANSFERS</b> | 402,171                             | 25,659              | 427,830       |
| Transfers Out                                  | -                                   | (1,500)             | (1,500)       |
| <b>CHANGE IN NET POSITION</b>                  | 402,171                             | 24,159              | 426,330       |
| Net Position - Beginning of Year               | 8,409,774                           | 7,014,901           | 15,424,675    |
| <b>NET POSITION - END OF YEAR</b>              | \$ 8,811,945                        | \$ 7,039,060        | \$ 15,851,005 |



# Insights/ Observations

- Overall Audit Results are Positive
  - No findings on single audit
  - Staff conscientious and responsible
  - Staff very responsive to audit inquiries/requests
  - State Reporting Form and GFOA Certificate was submitted timely
- Fund Balance Reserves – General Fund
  - Fund Balance = 17% of 2022 expenditures
  - Policy is to have 35 – 50% of General Fund current year expenditures
  - Paid for settlement, revenues to be collected next year



# Insights/ Observations

- Revolving Loan Fund had positive change in fund balance
  - Received \$31,000 in loan repayments
- Debt Service Fund has a restricted Fund Balance of approximately \$31,177,000 with expenditures of \$5,510,000 and due from component unit of \$29,139,000
  - Fund Balance decreased due to spend down of bond proceeds
  - Miscellaneous revenues is interest coming from BPU for bond payments
- Capital Projects Fund has an assigned Fund Balance of approximately \$1,275,000 with expenditures of \$6,849,000
  - Approximately \$5,502,000 of transfers in/taxes levied/intergovernmental grants to help pay for projects



# Questions and Comments



## Thank You for the Opportunity to Serve the City!

Mary Reedy, CPA, CGFM  
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# Brainerd City Council Agenda Request

**MEETING DATE:** July 17, 2023

**TITLE OF ITEM:** Parks Capital Asset Presentation and Discussion

**AGENDA:** Main Agenda

**ACTION REQUESTED:** Direction Requested

**SUBMITTED BY:** City Eng/PW Director Dehn

**DEPARTMENT:** Public Works

**PRESENTER:** Park Board Chair Shipe

**ESTIMATED TIME (MIN):** 10 Minutes

## **SUMMARY OF ISSUE:**

The Park Board has spent several months compiling Master Plans for the parks system and has recently comprised a list of existing assets within the parks as well. An attached spreadsheet of the parks assets is included in this item. The spreadsheet includes assets, location, category, an approximate current value as well as an estimated replacement year based on the current condition of the asset. Currently, there are approximately \$18 million of assets (buildings, playgrounds, amenities, etc.) within the parks. Park Board Chair Shipe and Park Board member Yeager will be presenting the asset collection and requesting direction from the City Council on strategies to approach the long-term plan for parks assets.

## **ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

At the July 11 Park Board Special Meeting, the Park Board identified several strategies for funding as well as long-term planning approaches. The Park Board is requesting input from the Council on any or all of the strategies or other strategies not included in this list as follows:

### Funding Strategies

- Fundraising, charging for events, raising fees on rec activities/programming, reservations, etc.
- Request community partners/clubs to share ownership of parks (e.g. Kiwanis, etc.)
- Referendum to voters to elect specific annual levy dollars or revision of park dedication funds

### Long-Term Strategies

- Do nothing, minimum maintenance by staff, fix only what is broken
- Avoid grants for new facilities
- Demolish existing facilities, reduce asset burden, and promote additional green space
- Life-cycle planning of replacement/rehabilitation of facilities

## **RECOMMENDED ACTION/MOTION:**

Park Board is requesting direction how the Council would like to share input on the asset planning:

1. Schedule a Joint Workshop (Park Board recommends)
2. Select Council members attend the 7/25/23 Park Board regular meeting for discussion
3. Provide comments to Council's Park Board Liaison, Mayor Badeaux

## **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](#)



| Park Location | Item                                                                                   | Notes or Questions                                                                                              | Category          | Replacement Year | Value (2023 Dollars) | Maintain All at 2% per Year |
|---------------|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------|------------------|----------------------|-----------------------------|
| Bane          | Full size hockey rink w/permanent board perimeters & chain link extension on both ends | Metal support poles surround, 6 wooden poles w                                                                  | Hockey            | 2043             | \$ 150,000           | \$ 3,000                    |
| Bane          | solid metal gate & fence between rink & ball field                                     |                                                                                                                 | Baseball/Softball | 2043             | \$ 1,000             | \$ 20                       |
| Bane          | 2 baseball fields w/grass infields/clay mounds (Bronco/Pony sizes)                     |                                                                                                                 | Baseball/Softball | 2073             | \$ 20,000            | \$ 400                      |
| Bane          | Varied height chain link fence perimeters - 6 gates - plastic yellow protectors        |                                                                                                                 | Baseball/Softball | 2053             | \$ 100,000           | \$ 2,000                    |
| Bane          | 4 chain link dugouts, concrete floors, wood/metal roofs, secured benches               |                                                                                                                 | Baseball/Softball | 2053             | \$ 10,000            | \$ 200                      |
| Bane          | 4 yellow painted steel foul poles                                                      | 2 of these have mesh addition                                                                                   | Baseball/Softball | 2063             | \$ 1,000             | \$ 20                       |
| Bane          | Four 3 seat alum. bleachers - approx. 20' long                                         |                                                                                                                 | Baseball/Softball | 2043             | \$ 20,000            | \$ 400                      |
| Bane          | Miracle Field w/special painted surface                                                |                                                                                                                 | Baseball/Softball | 2033             | \$ 100,000           | \$ 2,000                    |
| Bane          | Miracle Field chain link fence perimeter with backstop                                 |                                                                                                                 | Baseball/Softball | 2053             | \$ 40,000            | \$ 800                      |
| Bane          | 2 Large chain link dugouts, concrete floors, wood/metal roofs, non-secured benches     |                                                                                                                 | Baseball/Softball | 2053             | \$ 5,000             | \$ 100                      |
| Bane          | One 4 seat aluminum bleacher - approx. 10-12' length                                   |                                                                                                                 | Baseball/Softball | 2043             | \$ 5,500             | \$ 110                      |
| Bane          | 1 Miracle field sign w/2 steel poles - memorial sign                                   |                                                                                                                 | Baseball/Softball | 2033             | \$ 1,500             | \$ 30                       |
| Bane          | 1 Arched Miracle field sign over west entrance walkway                                 | w/2 steel poles, 2 brick bases                                                                                  | Baseball/Softball | 2043             | \$ 50,000            | \$ 1,000                    |
| Bane          | 1 brick memorial marker at miracle field                                               |                                                                                                                 | Baseball/Softball | 2053             | \$ 5,000             | \$ 100                      |
| Bane          | Main sign with plant surround at North end of park                                     |                                                                                                                 | Basic Amenities   | 2053             | \$ 6,500             | \$ 130                      |
| Bane          | 2 asphalt parking lots & asphalt road through park                                     | some curbs                                                                                                      | Basic Amenities   | 2033             | \$ 150,000           | \$ 3,000                    |
| Bane          | Asphalt walkway 3 different directions through park                                    | Approximately 1000 feet long x 8-10' widths                                                                     | Basic Amenities   | 2033             | \$ 30,000            | \$ 600                      |
| Bane          | Playground with swings /slides, etc.                                                   | rock pebble surface w/timber border                                                                             | Playground        | 2038             | \$ 100,000           | \$ 2,000                    |
| Bane          | 1 metal grill                                                                          |                                                                                                                 | Basic Amenities   | 2033             | \$ 500               | \$ 10                       |
| Bane          | 2 scoreboards - 1 new & 1 very old                                                     |                                                                                                                 | Baseball/Softball | 2043             | \$ 30,000            | \$ 600                      |
| Bane          | 1 batting cage                                                                         |                                                                                                                 | Baseball/Softball | 2028             | \$ 5,000             | \$ 100                      |
| Bane          | 2 new L screens & 1 old L screen                                                       |                                                                                                                 | Baseball/Softball | 2043             | \$ 3,000             | \$ 60                       |
| Bane          | 5 wooden picnic tables                                                                 |                                                                                                                 | Basic Amenities   | 2033             | \$ 5,000             | \$ 100                      |
| Bane          | 2 memorial benches w/o concrete slab base                                              |                                                                                                                 | Basic Amenities   | 2053             | \$ 3,000             | \$ 60                       |
| Bane          | Metal flag pole w/concrete base                                                        |                                                                                                                 | Basic Amenities   | 2073             | \$ 3,000             | \$ 60                       |
| Bane          | Sprinkler system - both ball fields                                                    |                                                                                                                 | Baseball/Softball | 2043             | \$ 40,000            | \$ 800                      |
| Bane          | Block building - concessions, warming house, BR's, announcers booth                    | Shingles, concrete floors & aprons 3 sides, 4 ex                                                                | Structures        | 2063             | \$ 600,000           | \$ 12,000                   |
| Bane          | 3 large rubber mats outside main building                                              | 2 water fountains, lights & speakers around mai                                                                 | Basic Amenities   | 2038             | \$ 3,000             | \$ 60                       |
| Bane          | 1 wooden garage, Approx. 10-12' x 20' - painted siding - old shingles                  | 1 garage door, concrete floor & apron                                                                           | Structures        | 2024             | \$ 25,000            | \$ 500                      |
| Buffalo Hills | bench                                                                                  | there is a bench located near the park on the tra                                                               | Basic Amenities   | 2053             | \$ 1,500             | \$ 30                       |
| Buffalo Hills | way finding signs                                                                      | two wayfinding signs located along the path nea                                                                 | Basic Amenities   | 2033             | \$ 500               | \$ 10                       |
| Buffalo Hills | gravel grading on parking lot, driveway to ge through park                             | not sure if this is expensive to maintain but impo                                                              | Basic Amenities   | 2028             | \$ 40,000            | \$ 800                      |
| Buffalo Hills | 2 ball fields with fencing                                                             |                                                                                                                 | Baseball/Softball | 2053             | \$ 120,000           | \$ 2,400                    |
| Buffalo Hills | 2 sets of dugouts                                                                      | 2 on each field, total of 4                                                                                     | Baseball/Softball | 2053             | \$ 10,000            | \$ 200                      |
| Buffalo Hills | 4 sets of metal bleachers                                                              | 2 sets on each field                                                                                            | Baseball/Softball | 2053             | \$ 22,000            | \$ 440                      |
| Buffalo Hills | scoreboard                                                                             |                                                                                                                 | Baseball/Softball | 2053             | \$ 15,000            | \$ 300                      |
| Buffalo Hills | flag with solar light                                                                  |                                                                                                                 | Basic Amenities   | 2073             | \$ 3,500             | \$ 70                       |
| Buffalo Hills | picnic tables                                                                          | total of 7                                                                                                      | Basic Amenities   | 2033             | \$ 7,000             | \$ 140                      |
| Buffalo Hills | grills                                                                                 | total of 2                                                                                                      | Basic Amenities   | 2028             | \$ 1,000             | \$ 20                       |
| Buffalo Hills | 2 green high top tables                                                                | located near the concession stand under pavilion                                                                | Basic Amenities   | 2043             | \$ 1,000             | \$ 20                       |
| Buffalo Hills | green building/shed                                                                    |                                                                                                                 | Structures        | 2053             | \$ 100,000           | \$ 2,000                    |
| Buffalo Hills | concession building/pavilion/bathrooms                                                 |                                                                                                                 | Structures        | 2053             | \$ 350,000           | \$ 7,000                    |
| Buffalo Hills | park sign                                                                              |                                                                                                                 | Basic Amenities   | 2024             | \$ 6,500             | \$ 130                      |
| Buffalo Hills | playground equipment                                                                   |                                                                                                                 | Playground        | 2025             | \$ 80,000            | \$ 1,600                    |
| Buster        | Park Sign                                                                              | <a href="https://drive.google.com/file/d/13KM6ezBfhkV9h">https://drive.google.com/file/d/13KM6ezBfhkV9h</a>     | Basic Amenities   | 2053             | \$ 6,500             | \$ 130                      |
| Buster        | Wood Fencing                                                                           | <a href="https://drive.google.com/file/d/1t4ek2Jzt-AI580p">https://drive.google.com/file/d/1t4ek2Jzt-AI580p</a> | Basic Amenities   | 2033             | \$ 500               | \$ 10                       |
| Buster        | Chainlink Fence                                                                        |                                                                                                                 | Basic Amenities   | 2033             | \$ 75,000            | \$ 1,500                    |
| Buster        | Gazebo                                                                                 | <a href="https://drive.google.com/file/d/14FovQMsu7IMCQ">https://drive.google.com/file/d/14FovQMsu7IMCQ</a>     | Structures        | 2024             | \$ 35,000            | \$ 35,000                   |
| Buster        | Memorial Benches x3                                                                    | <a href="https://drive.google.com/file/d/1DZaaJLrOHA7lw">https://drive.google.com/file/d/1DZaaJLrOHA7lw</a>     | Basic Amenities   | 2053             | \$ 4,500             | \$ 90                       |
| Buster        | Doq Waste Bag Dispensor x2                                                             | <a href="https://drive.google.com/file/d/1mvRTj9irdtzmFs3">https://drive.google.com/file/d/1mvRTj9irdtzmFs3</a> | Basic Amenities   | 2026             | \$ 500               | \$ 10                       |
| Buster        | Signage                                                                                | <a href="https://drive.google.com/file/d/1XJGidZ0iG3fGG">https://drive.google.com/file/d/1XJGidZ0iG3fGG</a>     | Basic Amenities   | 2033             | \$ 1,000             | \$ 20                       |
| Buster        | Drinking Water Station                                                                 | <a href="https://drive.google.com/file/d/1xoO77obqZFpJJ">https://drive.google.com/file/d/1xoO77obqZFpJJ</a>     | Basic Amenities   | 2043             | \$ 5,000             | \$ 100                      |
| Buster        | Light Post x2                                                                          | <a href="https://drive.google.com/file/d/16YATTGMvpVoV">https://drive.google.com/file/d/16YATTGMvpVoV</a>       | Basic Amenities   | 2038             | \$ 5,000             | \$ 100                      |
| Buster        | Picnic Tables x 4                                                                      |                                                                                                                 | Basic Amenities   | 2033             | \$ 4,000             | \$ 80                       |
| Evergreen     | Gate                                                                                   |                                                                                                                 | Basic Amenities   | 2063             | \$ 5,000             | \$ 100                      |
| Gregory       | Picnic Tables x 13                                                                     |                                                                                                                 | Basic Amenities   | 2033             | \$ 20,000            | \$ 400                      |
| Gregory       | Benches x 17                                                                           | 1 is stamped sheet metal and the back edges ar                                                                  | Basic Amenities   | 2053             | \$ 26,000            | \$ 520                      |
| Gregory       | Little free library                                                                    | By SE playground                                                                                                | Basic Amenities   | 2028             | \$ 500               | \$ 10                       |
| Gregory       | SE playground                                                                          | Medium-size playground                                                                                          | Playground        | 2028             | \$ 100,000           | \$ 2,000                    |
| Gregory       | Bent tree by SE playground                                                             |                                                                                                                 | Playground        |                  |                      | \$ -                        |
| Gregory       | South stone entrance                                                                   |                                                                                                                 | Structures        | 2123             | \$ 200,000           | \$ 4,000                    |
| Gregory       | South stone sign and planter                                                           |                                                                                                                 | Structures        | 2123             | \$ 100,000           | \$ 2,000                    |
| Gregory       | Fountain                                                                               |                                                                                                                 | Structures        | 2033             | \$ 250,000           | \$ 5,000                    |
| Gregory       | Flagpole                                                                               |                                                                                                                 | Basic Amenities   | 2073             | \$ 3,000             | \$ 60                       |
| Gregory       | Flagpole light                                                                         |                                                                                                                 | Basic Amenities   | 2043             | \$ 500               | \$ 10                       |
| Gregory       | Boulder historical marker                                                              |                                                                                                                 | Basic Amenities   | 2058             | \$ 1,000             | \$ 20                       |
| Gregory       | Basketball court                                                                       |                                                                                                                 | Basketball        | 2073             | \$ 70,000            | \$ 1,400                    |
| Gregory       | Basketball hoops x 3                                                                   |                                                                                                                 | Basketball        | 2033             | \$ 6,000             | \$ 120                      |
| Gregory       | SW playground                                                                          | small playground                                                                                                | Playground        | 2028             | \$ 80,000            | \$ 1,600                    |
| Gregory       | Warming house + kitchenette                                                            |                                                                                                                 | Structures        | 2073             | \$ 400,000           | \$ 8,000                    |
| Gregory       | Warming house gutters                                                                  |                                                                                                                 | Structures        | 2024             | \$ 5,000             | \$ 5,000                    |
| Gregory       | 3 court tennis court                                                                   |                                                                                                                 | Pickleball/Tennis | 2043             | \$ 150,000           | \$ 3,000                    |

|             |                                                                                             |                                                                                                                 |                   |      |              |           |
|-------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------|------|--------------|-----------|
| Gregory     | 3 court tennis court fence                                                                  |                                                                                                                 | Pickleball/Tennis | 2038 | \$ 50,000    | \$ 1,000  |
| Gregory     | Tennis court benches x 7                                                                    |                                                                                                                 | Pickleball/Tennis | 2028 | \$ 3,500     | \$ 70     |
| Gregory     | Tennis court nets x 5                                                                       |                                                                                                                 | Pickleball/Tennis | 2043 | \$ 25,000    | \$ 500    |
| Gregory     | 3 court tennis court lights x 4 poles                                                       | 1 pole is pointing at the pleasure rink?                                                                        | Pickleball/Tennis | 2038 | \$ 200,000   | \$ 4,000  |
| Gregory     | Tennis practice wall                                                                        |                                                                                                                 | Pickleball/Tennis | 2073 | \$ 10,000    | \$ 200    |
| Gregory     | 2 court tennis court                                                                        |                                                                                                                 | Pickleball/Tennis | 2043 | \$ 100,000   | \$ 2,000  |
| Gregory     | 2 court tennis court fence                                                                  |                                                                                                                 | Pickleball/Tennis | 2073 | \$ 35,000    | \$ 700    |
| Gregory     | Tennis court rain garden                                                                    |                                                                                                                 | Pickleball/Tennis | 2028 | \$ 5,000     | \$ 100    |
| Gregory     | Pleasure rink string lights                                                                 |                                                                                                                 | Basic Amenities   | 2033 | \$ 1,000     | \$ 20     |
| Gregory     | North stone arch                                                                            |                                                                                                                 | Structures        | 2123 | \$ 200,000   | \$ 4,000  |
| Gregory     | Pergola                                                                                     | In NE quadrant of park                                                                                          | Structures        | 2025 | \$ 4,000     | \$ 80     |
| Gregory     | Bike rack                                                                                   | center of park                                                                                                  | Basic Amenities   | 2043 | \$ 750       | \$ 15     |
| Gustafson   | 2 metal signs saying Gustafson park                                                         | will want to talk about upgrading to our new stan                                                               | Basic Amenities   | 2030 | \$ 6,500     | \$ 130    |
| Gustafson   | 4 wire fence backstops                                                                      |                                                                                                                 | Baseball/Softball | 2028 | \$ 40,000    | \$ 800    |
| Gustafson   | 1 red shed                                                                                  | I don't recall what this is used for? storage of law                                                            | Structures        | 2033 | \$ 5,000     | \$ 100    |
| Gustafson   | metal numbers on backstops                                                                  | 1-4                                                                                                             | Baseball/Softball | 2030 | \$ 1,000     | \$ 20     |
| Hitch Wayne | Sign                                                                                        | traffic sign-size                                                                                               | Basic Amenities   | 2033 | \$ 6,500     | \$ 130    |
| Jaycees     | North side - Large wood pavillion on concrete slab - bad shingles demo                      |                                                                                                                 | Demolition        | 2024 | \$ 3,000     | \$ 60     |
| Jaycees     | North side - 2 metal grills                                                                 |                                                                                                                 | Basic Amenities   | 2028 | \$ 1,000     | \$ 20     |
| Jaycees     | North side - Water spicket                                                                  |                                                                                                                 | Basic Amenities   | 2033 | \$ 1,000     | \$ 20     |
| Jaycees     | North side - 1 pole with light                                                              |                                                                                                                 | Basic Amenities   | 2038 | \$ 4,500     | \$ 90     |
| Jaycees     | North side - 6 wooden picnic tables                                                         |                                                                                                                 | Basic Amenities   | 2033 | \$ 6,000     | \$ 120    |
| Jaycees     | North side - Old metal swings, monkey bars & twist slide - pebble rock w/no borders         |                                                                                                                 | Playground        | 2024 | \$ 1,000     | \$ 20     |
| Jaycees     | South side - 2 baseball fields w/grass infields/clay mounds (Bronco/Pony sizes)             |                                                                                                                 | Baseball/Softball | 2053 | \$ 20,000    | \$ 400    |
| Jaycees     | South side - Varied height chain link fence perimeters - 8 gates - plastic yellow protector |                                                                                                                 | Baseball/Softball | 2043 | \$ 100,000   | \$ 2,000  |
| Jaycees     | South side - 4 chain link dugouts, concrete floors, wood/metal roofs, secured benches       |                                                                                                                 | Baseball/Softball | 2043 | \$ 20,000    | \$ 400    |
| Jaycees     | South side - 4 yellow painted steel foul poles                                              |                                                                                                                 | Baseball/Softball | 2063 | \$ 2,000     | \$ 40     |
| Jaycees     | South side - 2 old scoreboards                                                              |                                                                                                                 | Baseball/Softball | 2028 | \$ 30,000    | \$ 600    |
| Jaycees     | South side - four 3 seat alum. bleachers - approx. 20' long                                 |                                                                                                                 | Baseball/Softball | 2043 | \$ 20,000    | \$ 400    |
| Jaycees     | South side - 2 new playground areas - wood chip base & timber borders                       |                                                                                                                 | Baseball/Softball | 2048 | \$ 80,000    | \$ 1,600  |
| Jaycees     | South side - 1 batting cage                                                                 |                                                                                                                 | Baseball/Softball | 2033 | \$ 5,000     | \$ 100    |
| Jaycees     | South side - 1 L screen                                                                     |                                                                                                                 | Baseball/Softball | 2033 | \$ 1,000     | \$ 20     |
| Jaycees     | South side - 3 wooden picnic tables                                                         |                                                                                                                 | Basic Amenities   | 2033 | \$ 3,000     | \$ 60     |
| Jaycees     | South side - 1 wooden garage, Approx. 20' x 20' - painted siding- old shingles              | 1 garage door, 1 service door, concrete floor & a                                                               | Structures        | 2028 | \$ 50,000    | \$ 1,000  |
| Jaycees     | South side - 6 poles - (5 lights & 1 camera)                                                |                                                                                                                 | Basic Amenities   | 2033 | \$ 27,000    | \$ 540    |
| Jaycees     | South side - 2 story block building (concessions- announcers booths - storage & BR's        | old shingles , 2 expanded steel window protecto                                                                 | Structures        | 2053 | \$ 400,000   | \$ 8,000  |
| Jaycees     | South side - large gravel parking lot with many large boulders along north perimeter        |                                                                                                                 | Basic Amenities   | 2028 | \$ 5,000     | \$ 100    |
| Jaycees     | South side - Main sign (no concrete slab)                                                   |                                                                                                                 | Basic Amenities   | 2030 | \$ 6,500     | \$ 130    |
| Kiwanis     | Park Sign                                                                                   | <a href="https://drive.google.com/file/d/16uJoJsgI2-NMOV">https://drive.google.com/file/d/16uJoJsgI2-NMOV</a>   | Basic Amenities   | 2038 | \$ 6,500     | \$ 130    |
| Kiwanis     | Garden w/ Pavers                                                                            | <a href="https://drive.google.com/file/d/1nYypMcWaCn04">https://drive.google.com/file/d/1nYypMcWaCn04</a>       | Basic Amenities   | 2025 | \$ 2,000     | \$ 40     |
| Kiwanis     | Memorial Pillar x2                                                                          | <a href="https://drive.google.com/file/d/1Mmi4wZ2pJJPWf">https://drive.google.com/file/d/1Mmi4wZ2pJJPWf</a>     | Basic Amenities   | 2033 | \$ 2,000     | \$ 40     |
| Kiwanis     | Parking Posts w/ Chain (10ft sections)                                                      | <a href="https://drive.google.com/file/d/1d0eL_J9Ok-Cydvf">https://drive.google.com/file/d/1d0eL_J9Ok-Cydvf</a> | Basic Amenities   | 2033 | \$ 2,500     | \$ 50     |
| Kiwanis     | Buffalo Hills Trail Sign                                                                    | <a href="https://drive.google.com/file/d/1xmUp038NfuzrV">https://drive.google.com/file/d/1xmUp038NfuzrV</a>     | Basic Amenities   | 2043 | \$ 500       | \$ 10     |
| Kiwanis     | Memorial Benches x7                                                                         | <a href="https://drive.google.com/drive/folders/19D9EnQc">https://drive.google.com/drive/folders/19D9EnQc</a>   | Basic Amenities   | 2043 | \$ 11,000    | \$ 220    |
| Kiwanis     | Duck Feature                                                                                | <a href="https://drive.google.com/file/d/1fmJ8kph7cJaPrC">https://drive.google.com/file/d/1fmJ8kph7cJaPrC</a>   | Structures        | 2083 | \$ 10,000    | \$ 200    |
| Kiwanis     | Playground Equipment                                                                        | <a href="https://drive.google.com/file/d/1ei7Hmvm41ZzY8">https://drive.google.com/file/d/1ei7Hmvm41ZzY8</a>     | Playground        | 2033 | \$ 100,000   | \$ 2,000  |
| Kiwanis     | Swing Set                                                                                   | <a href="https://drive.google.com/file/d/1_5aSom84R7Mx">https://drive.google.com/file/d/1_5aSom84R7Mx</a>       | Playground        | 2033 | \$ 10,000    | \$ 200    |
| Kiwanis     | Pavilion                                                                                    | <a href="https://drive.google.com/file/d/1Abim6tdegRvYuu">https://drive.google.com/file/d/1Abim6tdegRvYuu</a>   | Structures        | 2063 | \$ 150,000   | \$ 3,000  |
| Kiwanis     | Grill                                                                                       | <a href="https://drive.google.com/file/d/1ABim6tdegRvYuu">https://drive.google.com/file/d/1ABim6tdegRvYuu</a>   | Basic Amenities   | 2028 | \$ 500       | \$ 10     |
| Kiwanis     | Boom Lake Information Signage x2                                                            | <a href="https://drive.google.com/file/d/14CFhAB-yE15nf6">https://drive.google.com/file/d/14CFhAB-yE15nf6</a>   | Basic Amenities   | 2043 | \$ 1,000     | \$ 20     |
| Kiwanis     | Brainerd Brewing Rest Area                                                                  | <a href="https://drive.google.com/file/d/1cU5NRWRT7bfN">https://drive.google.com/file/d/1cU5NRWRT7bfN</a>       | Basic Amenities   |      |              | -         |
| Kiwanis     | Brainerd Brewing Pillar                                                                     | <a href="https://drive.google.com/file/d/1a6RpC_DKVkBj">https://drive.google.com/file/d/1a6RpC_DKVkBj</a>       | Basic Amenities   |      |              | -         |
| Kiwanis     | Small Post w/ Sign                                                                          | <a href="https://drive.google.com/file/d/1leO6CuZyeEqJ1">https://drive.google.com/file/d/1leO6CuZyeEqJ1</a>     | Basic Amenities   |      |              | -         |
| Kiwanis     | Wooden Posts                                                                                | <a href="https://drive.google.com/file/d/1nwrDnk5WfITnY8">https://drive.google.com/file/d/1nwrDnk5WfITnY8</a>   | Basic Amenities   |      |              | -         |
| Kiwanis     | Road Rock Structures                                                                        | <a href="https://drive.google.com/file/d/1K4K04qkKGwxG">https://drive.google.com/file/d/1K4K04qkKGwxG</a>       | Basic Amenities   |      |              | -         |
| Kiwanis     | Mississippi River Route Signage Structure                                                   | <a href="https://drive.google.com/file/d/15luxhYlaao9zXW">https://drive.google.com/file/d/15luxhYlaao9zXW</a>   | Basic Amenities   |      |              | -         |
| Kiwanis     | Restroom Building                                                                           | <a href="https://drive.google.com/file/d/1g_5m9z6g1JRtJC">https://drive.google.com/file/d/1g_5m9z6g1JRtJC</a>   | Structures        | 2063 | \$ 400,000   | \$ 8,000  |
| Kiwanis     | Dock                                                                                        | <a href="https://drive.google.com/file/d/1IN4yx78snr4uf06">https://drive.google.com/file/d/1IN4yx78snr4uf06</a> | Structures        | 2043 | \$ 5,000     | \$ 100    |
| Kiwanis     | Mississippi River Pier Sign                                                                 | <a href="https://drive.google.com/file/d/1ro1pf02nWXVDb">https://drive.google.com/file/d/1ro1pf02nWXVDb</a>     | Basic Amenities   |      |              | -         |
| Kiwanis     | Trail Retaining Wall                                                                        | <a href="https://drive.google.com/file/d/1SMRmd0XhSCV">https://drive.google.com/file/d/1SMRmd0XhSCV</a>         | Basic Amenities   | 2024 | \$ 50,000    | \$ 1,000  |
| Kiwanis     | Under Bridge Path                                                                           | <a href="https://drive.google.com/file/d/1HMsV4Y2ldWB1">https://drive.google.com/file/d/1HMsV4Y2ldWB1</a>       | Basic Amenities   | 2123 | \$ 25,000    | \$ 500    |
| Kiwanis     | Light Post x2                                                                               | <a href="https://drive.google.com/file/d/1zIkFvAGuxV-39">https://drive.google.com/file/d/1zIkFvAGuxV-39</a>     | Basic Amenities   | 2033 | \$ 9,000     | \$ 180    |
| Kiwanis     | Paved Trail                                                                                 |                                                                                                                 | Basic Amenities   | 2043 | \$ 200,000   | \$ 4,000  |
| Kiwanis     | Picnic Tables x 8                                                                           |                                                                                                                 | Basic Amenities   | 2033 | \$ 8,000     | \$ 160    |
| Lum         | Main entry sign                                                                             |                                                                                                                 | Basic Amenities   | 2024 | \$ 6,500     | \$ 130    |
| Lum         | Stone Arch Columns                                                                          |                                                                                                                 | Structures        | 3023 | \$ 100,000   | \$ 2,000  |
| Lum         | Stone arch roof assembly                                                                    |                                                                                                                 | Structures        | 2027 | \$ 6,000     | \$ 120    |
| Lum         | Parking lots and road surfaces                                                              |                                                                                                                 | Basic Amenities   | 2033 | \$ 1,000,000 | \$ 20,000 |
| Lum         | Building #1 ( old Offices) demolition                                                       |                                                                                                                 | Demolition        | 2024 | \$ 10,000    | \$ 200    |
| Lum         | Building # 2 ( storage)                                                                     |                                                                                                                 | Basic Amenities   | 2063 | \$ 200,000   | \$ 4,000  |
| Lum         | Disc golf Holes                                                                             |                                                                                                                 | Disc Golf         | 2033 | \$ 8,000     | \$ 160    |
| Lum         | Disc golf tee boxes                                                                         |                                                                                                                 | Disc Golf         | 2033 | \$ 1,000     | \$ 20     |
| Lum         | Camps sites ( 18 ct.)                                                                       |                                                                                                                 | Camping           | 2050 | \$ 18,000    | \$ 360    |

|                |                                                 |                                                                                                               |                   |      |            |           |
|----------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------|------|------------|-----------|
| Lum            | Dump Station                                    |                                                                                                               | Camping           | 2050 | \$ 20,000  | \$ 400    |
| Lum            | Pump house                                      |                                                                                                               | Camping           | 2030 | \$ 5,000   | \$ 100    |
| Lum            | Umbrella building # 2                           |                                                                                                               | Structures        | 2043 | \$ 150,000 | \$ 3,000  |
| Lum            | Small umbrella building ( NE corner of park)    |                                                                                                               | Structures        | 2043 | \$ 20,000  | \$ 400    |
| Lum            | Grills ( 8 ct)                                  |                                                                                                               | Basic Amenities   | 2030 | \$ 8,000   | \$ 160    |
| Lum            | Stone Circle                                    |                                                                                                               | Structures        | 2070 | \$ 50,000  | \$ 1,000  |
| Lum            | Yellow Monkey bars and Enclosure ( 2 Ct.)       |                                                                                                               | Playground        | 2033 | \$ 6,000   | \$ 120    |
| Lum            | Yellow Playground equip                         |                                                                                                               | Playground        | 2033 | \$ 30,000  | \$ 600    |
| Lum            | Yellow Rainbow and enclosure                    |                                                                                                               | Playground        | 2033 | \$ 5,000   | \$ 100    |
| Lum            | Picnic Tables ( 27 ct.)                         |                                                                                                               | Basic Amenities   | 2030 | \$ 27,000  | \$ 540    |
| Lum            | Gator Playground equipment and enclosure        |                                                                                                               | Playground        | 2030 | \$ 60,000  | \$ 1,200  |
| Lum            | Smaller Umbrella Building ( mid park)           |                                                                                                               | Structures        | 2040 | \$ 30,000  | \$ 600    |
| Lum            | Blue swing set                                  |                                                                                                               | Playground        | 2050 | \$ 10,000  | \$ 200    |
| Lum            | Yellow Climb over and enclosure                 |                                                                                                               | Playground        | 2040 | \$ 5,000   | \$ 100    |
| Lum            | Beach House demolition                          |                                                                                                               | Demolition        | 2024 | \$ 15,000  | \$ 300    |
| Lum            | Beach and Retaining wall                        |                                                                                                               | Basic Amenities   | 2030 | \$ 20,000  | \$ 400    |
| Lum            | Landing/dock                                    |                                                                                                               | Structures        | 2033 | \$ 7,000   | \$ 140    |
| Lum            | Shower building                                 |                                                                                                               | Structures        | 2040 | \$ 500,000 | \$ 10,000 |
| Lum            | Main umbrella bulding ( by beach)               |                                                                                                               | Structures        | 2030 | \$ 200,000 | \$ 4,000  |
| Lum            | Bench ( 6 ct.)                                  |                                                                                                               | Basic Amenities   | 2050 | \$ 12,000  | \$ 240    |
| Lum            | Flower planter with stone surround              |                                                                                                               | Basic Amenities   | 2040 | \$ 1,000   | \$ 20     |
| Lum            | Water spigot ( freestanding)                    |                                                                                                               | Basic Amenities   | 2030 | \$ 500     | \$ 10     |
| Lum            | sidewalks ( concrete)                           |                                                                                                               | Basic Amenities   | 2050 | \$ 150,000 | \$ 3,000  |
| Lum            | Sidewalks ( bituminous)                         |                                                                                                               | Basic Amenities   | 2028 | \$ 50,000  | \$ 1,000  |
| Lyman P. White | Picnic Tables x6                                | <a href="https://drive.google.com/file/d/12Cs4uqppWFqG">https://drive.google.com/file/d/12Cs4uqppWFqG</a>     | Basic Amenities   | 2043 | \$ 18,000  | \$ 360    |
| Lyman P. White | Restroom Building                               | <a href="https://drive.google.com/file/d/19hkqsJkWiFYarx">https://drive.google.com/file/d/19hkqsJkWiFYarx</a> | Structures        | 2053 | \$ 300,000 | \$ 6,000  |
| Lyman P. White | Open Side Bench x7                              | <a href="https://drive.google.com/file/d/1eQJV_XLnbaNcf">https://drive.google.com/file/d/1eQJV_XLnbaNcf</a>   | Basic Amenities   | 2053 | \$ 7,700   | \$ 154    |
| Lyman P. White | Closed Side Bench x12                           | <a href="https://drive.google.com/file/d/1u-ADPv9PRhtL">https://drive.google.com/file/d/1u-ADPv9PRhtL</a>     | Basic Amenities   | 2053 | \$ 12,000  | \$ 240    |
| Lyman P. White | Light Posts x13                                 | <a href="https://drive.google.com/file/d/1iDI_nM_bW-VA-z">https://drive.google.com/file/d/1iDI_nM_bW-VA-z</a> | Basic Amenities   | 2063 | \$ 60,000  | \$ 1,200  |
| Lyman P. White | River Step Structure and canoe/kayak launch     | <a href="https://drive.google.com/file/d/1hTVVQKCdszaw">https://drive.google.com/file/d/1hTVVQKCdszaw</a>     | Structures        | 2073 | \$ 150,000 | \$ 3,000  |
| Lyman P. White | River Observation Deck                          | <a href="https://drive.google.com/file/d/1lz7IHRJ938N7C">https://drive.google.com/file/d/1lz7IHRJ938N7C</a>   | Structures        | 2073 | \$ 325,000 | \$ 6,500  |
| Lyman P. White | Wood Art Structure                              | <a href="https://drive.google.com/file/d/10OP9HeRRNhVg">https://drive.google.com/file/d/10OP9HeRRNhVg</a>     | Structures        | 2028 | \$ 40,000  | \$ 800    |
| Lyman P. White | Bike Rack                                       | <a href="https://drive.google.com/file/d/1QBpkyGPIQYvD">https://drive.google.com/file/d/1QBpkyGPIQYvD</a>     | Basic Amenities   | 2053 | \$ 750     | \$ 15     |
| Lyman P. White | Bike Repair Tools                               | <a href="https://drive.google.com/file/d/1pLaAjoH4awf5H">https://drive.google.com/file/d/1pLaAjoH4awf5H</a>   | Basic Amenities   | 2028 | \$ 3,200   | \$ 64     |
| Lyman P. White | Amphitheater Seating (seating, lights, railing) | <a href="https://drive.google.com/file/d/1LJaYyD4tVRVxW">https://drive.google.com/file/d/1LJaYyD4tVRVxW</a>   | Structures        | 2073 | \$ 100,000 | \$ 2,000  |
| Lyman P. White | Amphitheater Covered Structure                  | <a href="https://drive.google.com/file/d/1DScJEnLsDayLf">https://drive.google.com/file/d/1DScJEnLsDayLf</a>   | Structures        | 2063 | \$ 200,000 | \$ 4,000  |
| Lyman P. White | Top of Hill Seating Area                        | <a href="https://drive.google.com/file/d/1T-Z5Gslf3FMb4v">https://drive.google.com/file/d/1T-Z5Gslf3FMb4v</a> | Structures        | 2073 | \$ 100,000 | \$ 2,000  |
| Lyman P. White | Paved Paths                                     |                                                                                                               | Basic Amenities   | 2073 | \$ 125,000 | \$ 2,500  |
| Lyman P. White | Water Bottle Filler                             |                                                                                                               | Basic Amenities   | 2024 | \$ 3,000   | \$ 60     |
| Lyman P. White | Pavilion                                        | <a href="https://drive.google.com/file/d/12Cs4uqppWFqG">https://drive.google.com/file/d/12Cs4uqppWFqG</a>     | Structures        | 2063 | \$ 115,000 | \$ 2,300  |
| Lyman P. White | Irrigation                                      |                                                                                                               | Basic Amenities   | 2048 | \$ 40,000  | \$ 800    |
| Meadows        | Sign                                            |                                                                                                               | Basic Amenities   | 2024 | \$ 6,500   | \$ 130    |
| Meadows        | Picnic table x 1                                |                                                                                                               | Basic Amenities   | 2043 | \$ 1,000   | \$ 20     |
| Meadows        | Playground equipment                            | medium-size playground                                                                                        | Playground        | 2045 | \$ 80,000  | \$ 1,600  |
| Memorial       | East Parking Lot                                |                                                                                                               | Basic Amenities   | 2030 | \$ 300,000 | \$ 6,000  |
| Memorial       | Mill field Main Fence Surround                  |                                                                                                               | Baseball/Softball | 2025 | \$ 50,000  | \$ 1,000  |
| Memorial       | Mill field Bleachers and Ramp systems           |                                                                                                               | Baseball/Softball | 2040 | \$ 200,000 | \$ 4,000  |
| Memorial       | Mill field Dug outs ( 2)                        |                                                                                                               | Baseball/Softball | 2050 | \$ 170,000 | \$ 3,400  |
| Memorial       | Mill field Sun deck                             |                                                                                                               | Baseball/Softball | 2030 | \$ 200,000 | \$ 4,000  |
| Memorial       | Mill field Lights                               |                                                                                                               | Baseball/Softball | 2035 | \$ 300,000 | \$ 6,000  |
| Memorial       | Mill field Scoring tower                        |                                                                                                               | Baseball/Softball | 2028 | \$ 100,000 | \$ 2,000  |
| Memorial       | Mill field Concession Stand                     | health hazard                                                                                                 | Baseball/Softball | 2028 | \$ 600,000 | \$ 12,000 |
| Memorial       | Mill field Score Board                          |                                                                                                               | Baseball/Softball | 2033 | \$ 50,000  | \$ 1,000  |
| Memorial       | Mill field Netting                              |                                                                                                               | Baseball/Softball | 2030 | \$ 75,000  | \$ 1,500  |
| Memorial       | Mill field surface                              |                                                                                                               | Baseball/Softball | 2060 | \$ 10,000  | \$ 200    |
| Memorial       | Mill field storage building                     |                                                                                                               | Baseball/Softball | 2030 | \$ 100,000 | \$ 2,000  |
| Memorial       | Field # 3 Fencing /Backstop                     |                                                                                                               | Baseball/Softball | 2044 | \$ 30,000  | \$ 600    |
| Memorial       | Field #3 Lights                                 |                                                                                                               | Baseball/Softball | 2033 | \$ 200,000 | \$ 4,000  |
| Memorial       | Field #3 dug outs                               |                                                                                                               | Baseball/Softball | 2030 | \$ 10,000  | \$ 200    |
| Memorial       | Field #3 bleachers ( 2)                         |                                                                                                               | Baseball/Softball | 2050 | \$ 10,000  | \$ 200    |
| Memorial       | Field #3 Score Board                            |                                                                                                               | Baseball/Softball | 2043 | \$ 10,000  | \$ 200    |
| Memorial       | Field #3 Surface                                |                                                                                                               | Baseball/Softball | 2050 | \$ 10,000  | \$ 200    |
| Memorial       | Field # 2 Fencing /Backstop                     |                                                                                                               | Baseball/Softball | 2044 | \$ 30,000  | \$ 600    |
| Memorial       | Field #2 Lights                                 |                                                                                                               | Baseball/Softball | 2033 | \$ 200,000 | \$ 4,000  |
| Memorial       | Field #2 dug outs                               |                                                                                                               | Baseball/Softball | 2030 | \$ 10,000  | \$ 200    |
| Memorial       | Field #2 bleachers ( 2)                         |                                                                                                               | Baseball/Softball | 2050 | \$ 10,000  | \$ 200    |
| Memorial       | Field #2 Score Board                            |                                                                                                               | Baseball/Softball | 2043 | \$ 10,000  | \$ 200    |
| Memorial       | Field #2 Surface                                |                                                                                                               | Baseball/Softball | 2050 | \$ 10,000  | \$ 200    |
| Memorial       | Field # 1 Fencing /Backstop                     |                                                                                                               | Baseball/Softball | 2044 | \$ 30,000  | \$ 600    |
| Memorial       | Field #1 Lights                                 |                                                                                                               | Baseball/Softball | 2033 | \$ 200,000 | \$ 4,000  |
| Memorial       | Field #1 dug outs                               |                                                                                                               | Baseball/Softball | 2030 | \$ 10,000  | \$ 200    |
| Memorial       | Field #1 bleachers ( 2)                         |                                                                                                               | Baseball/Softball | 2050 | \$ 10,000  | \$ 200    |
| Memorial       | Field #1 Score Board                            |                                                                                                               | Baseball/Softball | 2043 | \$ 10,000  | \$ 200    |

|           |                                       |                                                                                                               |                    |      |            |           |
|-----------|---------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------|------|------------|-----------|
| Memorial  | Field #1 Surface                      |                                                                                                               | Baseball/Softball  | 2050 | \$ 10,000  | \$ 200    |
| Memorial  | Vet Memorial and Flag                 |                                                                                                               | Basic Amenities    | 2083 | \$ 10,000  | \$ 200    |
| Memorial  | Splash pad and surface                |                                                                                                               | Structures         | 2053 | \$ 500,000 | \$ 10,000 |
| Memorial  | Warming House and Pavilion            |                                                                                                               | Structures         | 2073 | \$ 400,000 | \$ 8,000  |
| Memorial  | Lion Fountain                         |                                                                                                               | Structures         | 2043 | \$ 5,000   | \$ 100    |
| Memorial  | Small rink + lighting                 |                                                                                                               | Hockey/Ice Skating | 2073 | \$ 200,000 | \$ 4,000  |
| Memorial  | Large rink + lighting                 |                                                                                                               | Hockey/Ice Skating | 2073 | \$ 400,000 | \$ 8,000  |
| Memorial  | Rink nets/ hoops                      |                                                                                                               | Basketball         | 2030 | \$ 3,000   | \$ 60     |
| Memorial  | Water basin pumps                     |                                                                                                               | Basic Amenities    | 2030 | \$ 20,000  | \$ 400    |
| Memorial  | Built in tables ( 4 )                 |                                                                                                               | Basic Amenities    | 2030 | \$ 6,000   | \$ 120    |
| Memorial  | Main Playground                       |                                                                                                               | Playground         | 2028 | \$ 100,000 | \$ 2,000  |
| Memorial  | Freestanding Picnic tables ( 17)      |                                                                                                               | Basic Amenities    | 2030 | \$ 17,000  | \$ 340    |
| Memorial  | Concession Building                   |                                                                                                               | Structures         | 2070 | \$ 500,000 | \$ 10,000 |
| Memorial  | Ball field Bathroom building          |                                                                                                               | Structures         | 2070 | \$ 400,000 | \$ 8,000  |
| Memorial  | West Parking Lot                      |                                                                                                               | Basic Amenities    | 2027 | \$ 300,000 | \$ 6,000  |
| Memorial  | Benches ( 6)                          |                                                                                                               | Basic Amenities    | 2043 | \$ 9,000   | \$ 180    |
| Memorial  | Main Sign ( west Side)                |                                                                                                               | Basic Amenities    | 2040 | \$ 6,500   | \$ 130    |
| Memorial  | Sidewalks and pathways                |                                                                                                               | Basic Amenities    | 2050 | \$ 200,000 | \$ 4,000  |
| O'Brien   | Main sign (Fading - no concrete slab) |                                                                                                               | Basic Amenities    | 2024 | \$ 6,500   | \$ 130    |
| Rotary    | Bench/Signage Structure               | <a href="https://drive.google.com/file/d/1UvbgfRGIPKa3K">https://drive.google.com/file/d/1UvbgfRGIPKa3K</a>   | Structures         | 2033 | \$ 10,000  | \$ 200    |
| Rotary    | Pavilion                              | <a href="https://drive.google.com/file/d/1bLNIEUhbX2qC">https://drive.google.com/file/d/1bLNIEUhbX2qC</a>     | Structures         | 2053 | \$ 250,000 | \$ 5,000  |
| Rotary    | River Deck w/ Benches                 | <a href="https://drive.google.com/file/d/1kJYhPiy5Rd12p">https://drive.google.com/file/d/1kJYhPiy5Rd12p</a>   | Structures         | 2048 | \$ 60,000  | \$ 1,200  |
| Rotary    | Memorial Bench                        | <a href="https://drive.google.com/file/d/1IO91pad1DL3K">https://drive.google.com/file/d/1IO91pad1DL3K</a>     | Basic Amenities    | 2053 | \$ 1,500   | \$ 30     |
| Rotary    | Community Garden                      | <a href="https://drive.google.com/file/d/1l-TCyPc6aYas8A">https://drive.google.com/file/d/1l-TCyPc6aYas8A</a> | Structures         | 2038 | \$ 50,000  | \$ 1,000  |
| Rotary    | Trail Gate                            | <a href="https://drive.google.com/file/d/1kfmgLUMaHlAC">https://drive.google.com/file/d/1kfmgLUMaHlAC</a>     | Basic Amenities    | 2068 | \$ 5,000   | \$ 100    |
| Rotary    | Entrance Structure                    | <a href="https://drive.google.com/file/d/1VpBfNfBt8LQR9">https://drive.google.com/file/d/1VpBfNfBt8LQR9</a>   | Structures         | 2073 | \$ 450,000 | \$ 9,000  |
| Rotary    | Signage on Front Gate                 | <a href="https://drive.google.com/file/d/1n5YWYO09eiiIN">https://drive.google.com/file/d/1n5YWYO09eiiIN</a>   | Basic Amenities    | 2053 | \$ 6,500   | \$ 130    |
| Rotary    | Picnic Benches x 6                    |                                                                                                               | Basic Amenities    | 2043 | \$ 6,000   | \$ 120    |
| Trailside | Parking lot                           |                                                                                                               | Basic Amenities    | 2043 | \$ 300,000 | \$ 6,000  |
| Trailside | Sign                                  | traffic sign-size                                                                                             | Basic Amenities    | 2053 | \$ 6,500   | \$ 130    |
| Triangle  | Playground Equipment                  | <a href="https://stcroixrec.com/planning-a-playground/">https://stcroixrec.com/planning-a-playground/</a>     | Playground         | 2042 | \$ 80,000  | \$ 1,600  |
| Triangle  | Sign                                  |                                                                                                               | Basic Amenities    | 2052 | \$ 6,500   | \$ 130    |
| Triangle  | Dog waste bag holder                  |                                                                                                               | Basic Amenities    | 2028 | \$ 500     | \$ 10     |
| Triangle  | Picnic Tables x1                      |                                                                                                               | Basic Amenities    | 2033 | \$ 1,000   | \$ 20     |





#### Park Amenities :

##### Summer activity spaces

- 3 court Tennis/ pickleball courts
- Basketball court
- 4-8 Table Picnic Area with attached 180x180 greenspace
- 1-Large Playground Equipment Space
- 4 Tournament Sized Horse Shoe Pits/ built in corn hole fields.
- Expanded beach area
- Expanded piers
- Bike/walking trail system and connections
- Disc golf course
- Full campground with amenities
- Rice lake fishing/boat/canoe launch and access

##### Winter activity spaces

- Pleasure Rink 60x120 with seasonal warming house
- 1-3000' Groomed Walking/ Snow Shoe/ Ski Trail
- Ice fishing and lake access

##### Structures

- 1-Shower restroom building
- Storage Maintenance building
- Beach pavilion and restroom building with concessions
- 3- Park Entrance Sign and historical entry way
- Paved parking lots and improved pedestrian and bike trails
- Campground host or check in building
- Campground pavilion
- 3 shade pavilions



PROPOSED MASTER PLAN

LUM PARK

12.21.22

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

**July 17, 2023**

**6:45 PM**

**Council Chambers**

**WebEx Teleconference Call-In Information Call Toll-Free:**

**1-844-992-4726 Access Code: 2489 550 3993**

1. Discussion on Assessment Reductions due to Detours
2. Approve Brainerd Transit Fare Increase
3. Request Authorization to Solicit Engineering Services for SW 4th Street Outfall Repair
4. Discussion on StreetScan Software and Proposal
5. Discussion on Micromobility Regulations
6. Consider Directing Staff to Amend Section 320 of the City Code Pertaining to Contesting Citations
7. Direction on Active Code Enforcement Cases



# Brainerd City Council Agenda Request

**MEETING DATE:** July 17, 2023

**TITLE OF ITEM:** Discussion on Assessment Reductions due to Detours

**AGENDA:** SPW Committee

**ACTION REQUESTED:** Discussion Item

**SUBMITTED BY:** City Eng/PW Director Dehn

**DEPARTMENT:** Public Works

**PRESENTER:** City Eng/PW Director Dehn

**ESTIMATED TIME (MIN):** 5 Minutes

**SUMMARY OF ISSUE:**

The Safety and Public Works Committee heard testimony from several residents adjacent to the Oak Street detour route of 14th Street SE, Norwood Street, and 17th Street SE at the July 3 meeting. This detour route is due to the Safe Routes to School construction project on Oak Street adjacent to Harrison Elementary School. Following the testimony, the Safety and Public Works Committee directed staff to research if there were communities that had a policy for reducing or forgiving future assessments based on utilization of the adjacent street as a detour route for construction projects in the area.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

A summary of the findings from research by staff is included in the attached memo.

**RECOMMENDED ACTION/MOTION:**

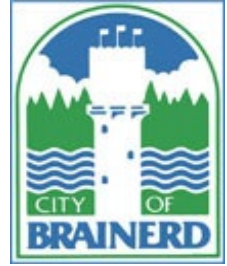
Discussion item.

**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](#)



# MEMO

TO: BRAINERD CITY COUNCIL

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: JULY 17, 2023

SUBJECT: REDUCTIONS OF FUTURE ASSESSMENTS DUE TO DETOUR ROUTES

At the direction of the Committee, staff looked at over 30 different special assessment policies in communities of varying sizes. In going through those policies, there were no accommodations for reductions in assessments based on the adjacent street having been used as a previous detour route. Staff also posed the question to the City Engineers within Minnesota via e-mail and received 19 responses. All respondents indicated that their communities do not have accommodations for special assessments in this way.

There were some key takeaways with the research and responses received. Some of those takeaways are as follows:

1. When the City performs a special assessment reconstruction project, the City shares in the cost of the street reconstruction (current policy is 50%), while the utilities are covered through their individual enterprise funds. This can be looked at as the public's contribution to use the roads as needed. It could also be viewed as everyone pays for 50% of the cost to benefit from the mobility the public roads provide and the special assessment at 50% provides access to the benefitting properties which is only beneficial to properties with frontage on the roadway.
2. MnDOT has a formula for compensating local entities when a state highway is detoured on the local system. The formula is based on the "gas tax method". The issue with this formula is unless the detour is length, long-term, or significant traffic volumes, the amount typically does not add up to much. Below is an example of what the formula would output as a possible amount of reimbursement to the City if Oak Street was a State Highway.
  - a.  $0.00513 \text{ (Tax Factor)} \times 6,200 \text{ (ADT)} \times 0.34 \text{ mi (Length)} \times 45 \text{ days (Exp. Duration)} = \$486.63$
  - b. If applying that amount using a front foot method, this equates to \$0.27 per front foot. A majority of the parcels adjacent to the detour have a 50 front foot parcel which calculates to approximately \$13.50. Longer parcels (not including the school) have 140 front foot parcels totaling \$37.80.
  - c. There are several special assessment policies that account for expected life of assessment projects or a minimum period between assessment projects. In an expected life example, if the expected life of a reconstruction project was 20 years and the City returned with an assessment resurfacing project in 15 years, the assessment for the resurfacing project could be reduced by 25% of the reconstruction

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



assessment amount. Some other communities have a “look-back” period that parcels are limited to assessments within a specified number of years. For example, if a corner lot had an assessment project on one street, in 10 years the City completed a project on the adjacent street, the assessment would be reduced by 50%.

Staff would note that during the assessment process, prior to the assessments being certified and sent to the County to be placed on tax rolls, the Council has the ability to change any assessments. However, arbitrarily changing assessments for certain parcels can lead to potential litigation from property owners on other assessment projects, both previous and future. If any changes were to be made, it would be recommended that the Special Assessment Policy be reviewed and revised prior to avoid the appearance of unequal administration of special assessments.

This area has utilities that are in poor condition and pavement that was showing distresses prior to construction. In the event that there was no detour on this route, it should still be expected that this area would be a candidate for a reconstruction project in the near future and thus a special assessment per the special assessment policy. After performing the research and evaluating possible options, staff would recommend that Council not provide a reduction in special assessments to the properties adjacent to the Oak Street detour on a future assessment project.

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



# Brainerd City Council Agenda Request

**MEETING DATE:** July 17, 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 15<sup>th</sup> 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 20<sup>th</sup>, 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 20<sup>th</sup>. They elected to include the recommendation, as presented, to their meeting on July 3<sup>rd</sup>. 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 13<sup>th</sup> meeting, the City Council adopted a resolution formally requesting the discontinuation of Transit service for Pine River, effective July 14<sup>th</sup>.

## **ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

The proposed fare increase is recommended to take effect August 21<sup>st</sup>, 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 21<sup>st</sup>, 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 1<sup>st</sup>, 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.

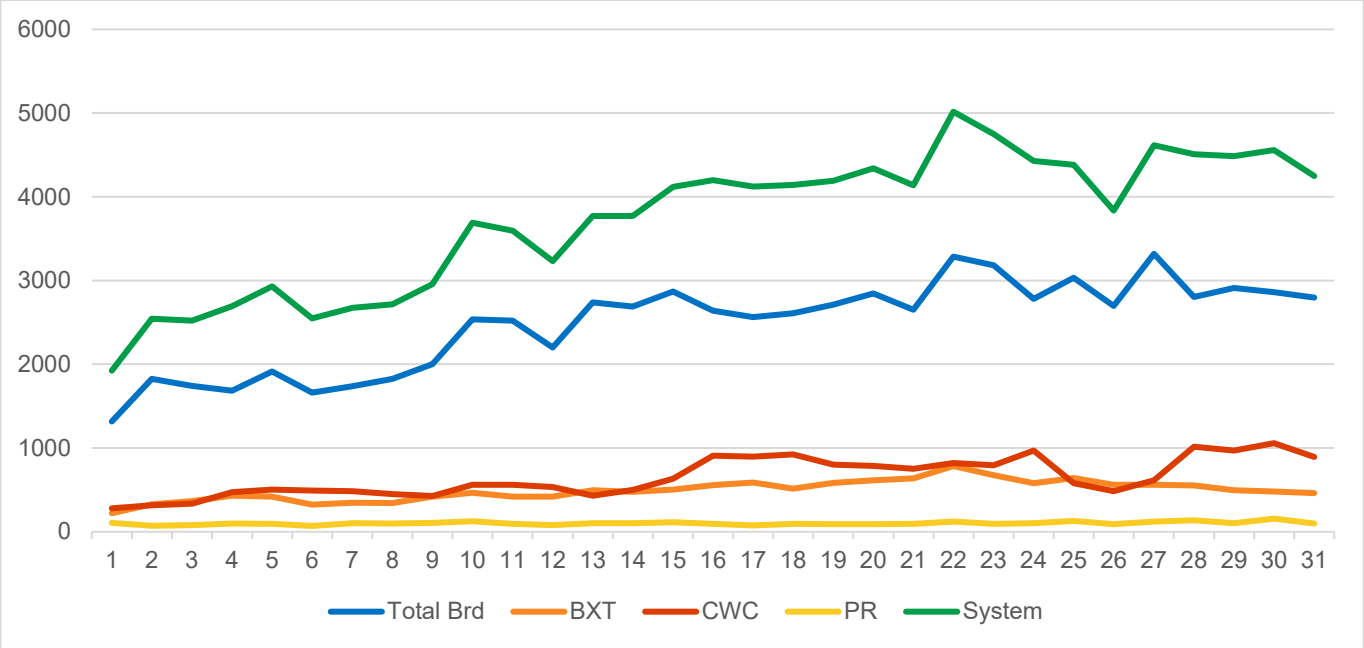
Fourth, ridership has shown general increases since the significant dip during the COVID lockdowns of 2020. However, there were significant drops in ridership prior to the COVID pandemic that should be noted. For the purposes of this analysis, staff is utilizing ridership stats from June 2020 to present. 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 |

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City Engineer/Public Works Director  
City of Brainerd, MN



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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) |
|-----------------|-------------|

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) |
|-----------------|------------|

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) |
|-----------------|------------|

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 |
|-----------------|--------|

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 |
|-----------------|----------|

## 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) |
|-----------------|-------------|

|              |              |
|--------------|--------------|
| 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) |
|-----------------|------------|

|              |              |
|--------------|--------------|
| 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) |
|-----------------|------------|

|              |              |
|--------------|--------------|
| 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 |
|-----------------|----------|

|              |              |
|--------------|--------------|
| 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 |
|-----------------|----------|



## 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) |
|-----------------|------------|

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) |
|-----------------|------------|

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) |
|-----------------|------------|

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) |
|-----------------|------------|

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 |
|-----------------|--------|

## 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) |
|-----------------|------------|

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 |
|-----------------|--------|

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) |
|-----------------|---------|

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 |
|-----------------|--------|

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 |
|-----------------|--------|

## 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 17, 2023

**TITLE OF ITEM:** Request Authorization to Solicit Engineering Services for SW 4th Street Outfall Repair

**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 was made aware of a significant washout adjacent to SW 4<sup>th</sup> Street, just north of the May Street intersection. After reviewing this in the field, the storm sewer outfall has failed and led to significant washing out of the riverbank and bluff. The attached photos show the amount of material that has washed out from the slope and into the edge of the river. The washout on the bluff is roughly 20 feet tall and 15 feet wide.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

The concern is the potential for future washing out of the bluff and encroaching into the street. Ideally, staff would like to perform these repairs in 2023 as the river levels are very low and access to the area can be achieved. As there are several different facets of the repair (riverbank restoration, deep fills, steep bluff and banks), staff would like to hire a consultant to perform the survey and design of the repair. With the complexity of the project and staff occupied with other projects currently, staff would prefer that this work be performed by a consultant engineer. To construct the repair in 2023, it will be difficult to shop this work out with an RFP, provide sufficient review time, and bring back to Council for award. Staff is recommending to direct solicit this work to a consultant engineer and bring back a contract for Council review at a future meeting. If the Council wishes to go out for RFP, the timeline likely puts the repair into 2024. The concern is that the river levels will likely not be as low next spring preventing the work from occurring or increasing costs significantly.

**RECOMMENDED ACTION/MOTION:**

Staff is requesting direction from Council on two options.

1. Authorize staff to direct solicit a survey/design proposal from a consulting engineering firm for the repairs (staff recommendation).
2. Direct staff to send out a Request for Proposals for survey and design of the repair.

**FINANCIAL IMPACT:**

*Is there a cost associated with this request:* Not at this time

*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 17, 2023

**TITLE OF ITEM:** Discussion on Street Scanning Software and Proposal

**AGENDA:** SPW Committee

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** City Eng/PW Director Dehn

**DEPARTMENT:** Public Works

**PRESENTER:** City Eng/PW Director Dehn

**ESTIMATED TIME (MIN):** 5 Minutes

**SUMMARY OF ISSUE:**

Attached to this request, you will find a proposals from StreetScan and Kimley-Horn. These services provide software and utilizes a car/van to scan street and sidewalk segments for pavement distresses and scores them based on algorithms.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

See attached memo.

**RECOMMENDED ACTION/MOTION:**

Staff is recommends including street scanning and asset management software services in the 10-Year Capital Plan beginning with initial scanning in 2024.

**FINANCIAL IMPACT:**

*Is there a cost associated with this request:* Not at this time

*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 17, 2023

SUBJECT: STREET SCANNING SOFTWARE AND PROPOSAL MEMO

Staff is presenting proposals from two prospective companies that provide software and street scanning services. These services provide both the software as well as utilizing a car/van to scan street and sidewalk segments for pavement distresses and scores them based on algorithms. In the past, we have performed this process manually with interns visually scoring streets and then significant data processing every 3 years. The pavement and asset management software would allow the City to document pavement and sidewalk/ADA compliance issues with objective data, rather than having data collected by humans that is subject to how things are measured, evaluated and scored. The concern is basing a capital improvement plan from pavement condition data that may be questionable. These services provide an objective and data-driven pavement condition analysis that staff can utilize to develop short- and long-term capital plans and projects.

Most of the softwares are similar in nature regarding their capabilities. Some have additional features, such as the ability to collect 360-degree imagery of each street, collect street sign information, curb, manhole, catch basin, and other assets to help better manage each asset within the right of way and proof our current GIS database with accurate information. Staff would propose that we perform the initial setup and scan of these elements in 2024, then re-scan streets and sidewalks on a 5-year rotation to keep data up to date as a "report card". When attempting to compare the services "apples to apples", generally the services have an initial scanning and implementation in Year 1 that can amount to roughly \$80,000 to \$100,000. Subsequent years are generally just a few thousand for software licensing fees. When planning for a re-scan in Year 6, staff would plan the fees in Year 6 into even amounts in Years 2-5 to annualize the cost rather than having large expenditures every 5 years.

In the StreetScan/StreetLogix proposal, using a traditional funding approach, they indicate just over \$90,000 in Year 1 with \$5,750 for software subscriptions for subsequent years. To fund re-scanning, staff would budget just over \$16,000 in Years 2-5. This has a considerable initial investment to setup and implement the services. StreetScan has an additional budgeting benefit that would allow for the costs in Year 1 to be spread over the first 3 years of the service, lowering the initial investment burden. Using this method, in the first 5 year cycle, the first three years would be just under \$35,000 with Years 4 & 5 only requiring \$5,750. In subsequent 5-year cycles, the first 3 years would be just over \$20,000 each year.

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

In evaluating the Kimley-Horn proposal, the proposal indicates a lower cost than the StreetScan proposal. However, this proposal does not include several additional items that are covered in the StreetScan proposal. Those include scanning of signs, sidewalk, manholes and catch basins. They also do not include collection of ADA Ramp Compliance evaluations. There would be additional costs for these services. Their software is also limited to not include the 360-degree imagery from the street scanning that StreetScan does include in their software. In adding some assumed costs to the Kimley-Horn proposal to account for these differences, it would appear that both packages would be similar in overall cost. Kimley-Horn does not provide for the ability to spread out the initial costs over the first few years.

Because this is directly related to the assets in the 10-Year Capital Plan, staff recommends that these costs come from Construction Fund 401, as this data would be utilized to inform our 10-Year Capital Plan. At this time, staff is not recommending executing a contract with any of the companies. We would like to receive input from the Council if they would allow for staff to include these costs in the 10-Year Capital Plan for budgeting purposes only. If this is included in the Capital budget, staff would reach out to these companies to refine a scope of work and proposed cost. Staff would then return to the Council to present the proposals with a recommended contract award.

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

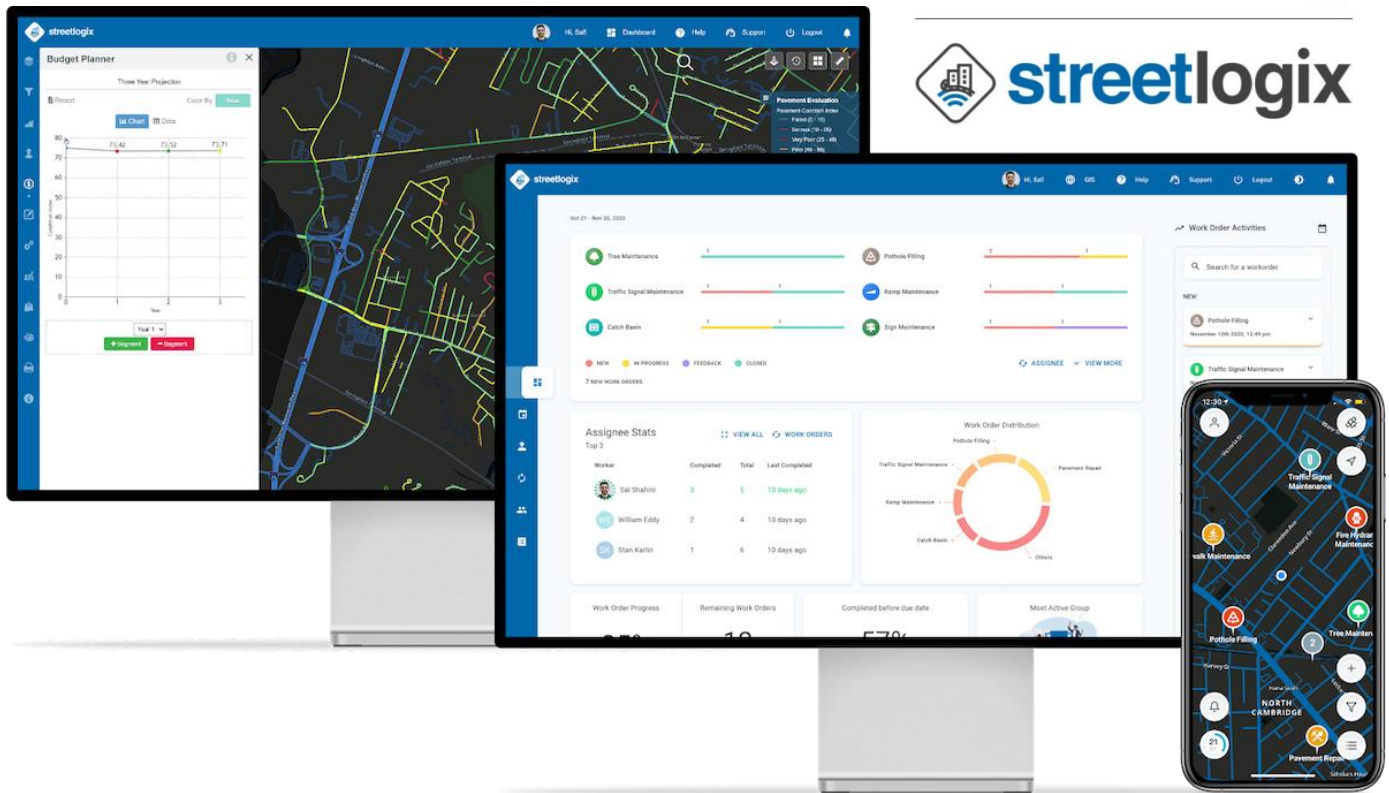
## Street Scan Proposal Evaluation

| Services                                                                                        |                                | One-Time      | Annual       |
|-------------------------------------------------------------------------------------------------|--------------------------------|---------------|--------------|
| Street StreetScan<br>Data Collection*                                                           | ScanCar Data Collection        | \$ 16,200.00  |              |
|                                                                                                 | Data Processing                |               |              |
|                                                                                                 | Pavement Project Management    |               |              |
|                                                                                                 | GIS Coordination Fee           | \$ 1,000.00   |              |
|                                                                                                 | Mobilization and Setup         | \$ 6,000.00   |              |
| Sidewalk StreetScan<br>Data Collection*                                                         | E-Scooter Data Collection      | \$ 11,920.00  |              |
|                                                                                                 | Data Processing                |               |              |
|                                                                                                 | Sidewalk Project Management    |               |              |
|                                                                                                 | Sidewalk Width                 |               |              |
|                                                                                                 | Mobilization and Setup         | \$ 8,000.00   |              |
| ADA Ramp<br>Management*                                                                         | ADA Ramp Data Collection       | \$ 14,800.00  |              |
| Asset Management<br>Module                                                                      | Asset Management               | \$ 4,000.00   | \$ 5,750.00  |
| Additional Asset<br>Collection                                                                  | 360 Degree Imagery Package     | \$ 2,025.00   |              |
|                                                                                                 | Catch Basins                   | \$ 3,240.00   |              |
|                                                                                                 | Manholes                       | \$ 4,860.00   |              |
|                                                                                                 | Traffic Signage (4 Attributes) | \$ 10,500.00  |              |
|                                                                                                 | Sidewalk GIS Database          | \$ 4,050.00   |              |
| Sub-Total<br>*5-year Re-Scan of<br>Street/Sidewalks<br>Total Annual Cost<br>(w/ 5-year re-scan) |                                | \$ 92,345.00  | \$ 5,750.00  |
|                                                                                                 |                                |               | \$ 10,780.00 |
|                                                                                                 |                                |               | \$ 16,530.00 |
|                                                                                                 |                                | One-Time Cost |              |
|                                                                                                 |                                | Annual Cost   |              |

**TotalStreets Subscription Model Option**

|                                | Year 1   | Year 2   | Year 3   | Year 4  | Year 5  | Total     |
|--------------------------------|----------|----------|----------|---------|---------|-----------|
| <b>First 5-Year Costs</b>      | \$34,615 | \$34,615 | \$34,615 | \$5,750 | \$5,750 | \$115,345 |
| <b>Recurring 5-Year Cycles</b> | \$20,123 | \$20,123 | \$20,123 | \$5,750 | \$5,750 | \$71,869  |





# Pavement and Asset Management Proposal

City of Brainerd, MN

July 12, 2023

## **Proposal for the City of Brainerd**

**Prepared for:**

**Jessie Dehn**

**City Engineer/Public Works Director**

**City of Brainerd**

501 Laurel Street

Brainerd, MN 56401

218-828-2307

**Prepared by:**

**StreetScan Inc.**

605 Salem Street

Wakefield, MA 01880

617.399.8236

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July 12, 2023

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

Thank you for your interest in StreetScan. Municipalities worldwide are faced with aging infrastructure and limited budget resources to repair and maintain them. Having the ability to monitor the health of your street network utilizing comprehensive and repeatable data collected via vehicles equipped with imaging systems allows your staff to optimally allocate repair and maintenance budgets. This is now made possible in an affordable, objective way utilizing StreetScan's advanced mobile sensing vehicles and Streetlogix cloud-based asset management software.

Our service offering includes:

- Data Collection: semi-automated vehicle survey of paved CL miles.
- Data Processing of pavement condition and assets.
- Data Visualization: pavement monitoring system including StreetScan's Pavement Rating (PCI) Report.
- Pavement Management Planning: maintenance and budget options, suggestions and scenarios; via our optional cloud-based software Streetlogix.

Also available (see Appendices for more details):

- 360° imagery Viewer
- Optional asset extractions including pavement markings, traffic signs, sidewalks, curbs, trees, etc.

On behalf of the team at StreetScan, we are pleased to submit this proposal for your review. We strive to be as accurate as possible in our initial projections and cost estimates and look forward to meeting with you soon to discuss any questions you may have.

Yours truly,



Ken Peterson  
Senior Account Manager

## 1. ABOUT US

At StreetScan/Streetlogix, we come to work each day because we want to solve our clients' biggest problems when it comes to managing their street assets. We have a Smart City Service Offering that provides clients with an intelligent, objective, and affordable way to manage those assets.

Throughout the history of business, people have used data to make more informed decisions. Streetlogix enables exactly this for our municipal clients.

Municipalities no longer must spend months working within complicated excel spreadsheets. Now, they can leverage the power of AI to improve their decision-making abilities with a few clicks of the mouse.

StreetScan made a name for itself when it received an \$18 Million dollar U.S. federal grant to develop a new sensing and analytics platform to monitor roads. At the time, this was a 5-year Research project called Versatile Onboard Traffic Embedded Roaming Sensors (VOTERS) being overseen by Northeastern University. Throughout this five-year process, the group worked with numerous Boston area municipalities in perfecting the service offering. In 2015, StreetScan spun out of Northeastern and since then has been offered commercially across the U.S. & Canada.

The StreetScan Smart City Service Offering combines critical transportation infrastructure assessments with the leading industry pavement and asset management platform, saving our clients time and money. Our data collection vehicles, ScanCars and E-scooters, enable municipalities to extract and monitor critical assets such as sidewalks, streets, traffic signage, pavement markings, and other transportation infrastructure assets.

The robust and highly customizable, AI and web-based GIS asset management platform, Streetlogix, has changed the landscape in the industry. Municipalities can now optimize their budget within a user-friendly GIS environment. The system provides objective information on the current state of their infrastructure and makes maintenance and repair recommendations, including prioritization of sidewalk projects. Using unparalleled data visualization and budget optimization tools, our clients have created defensible data-driven Capital Improvement Plans while successfully justifying their budgeting requests.

StreetScan has grown to service over 280 customers throughout the U.S. and Canada. To date, we have assessed approximately 45,000 centerline miles of road, 8,500 miles of sidewalk, and 40,000 ramps. With a team of 50+ professionals stationed throughout two countries, we continue to expand and grow, bringing on new municipal customers all over North America.

The company continues to innovate, introducing new software tools for Work Order Management and Citizen Engagement solutions to better manage and maintain critical infrastructure assets. Our Work Order Module has helped municipalities go from inefficient in-house emailing systems and spreadsheets to an easy-to-use platform that allows users to effectively schedule, track, and manage all work orders at the office and in the field.

We are also working on providing infrastructure scanning equipment that can be 'kitted' and sent to clients who choose to conduct infrastructure scans themselves. As our customers' needs evolve, so do our services and resources.

StreetScan will change how you maintain your infrastructure assets – for the better and for the future.

## 2. OUR TEAM



**Ken Peterson – Senior Account Manager** – Ken is an experienced Sales Professional with 25 years of sales and sales management under his belt. He's been working with Municipalities in the Midwest US for the last seven years in the areas of Enterprise Asset Management and Citizens Engagement software. Ken is a graduate of the University of Nebraska at Omaha and resides in Nebraska.



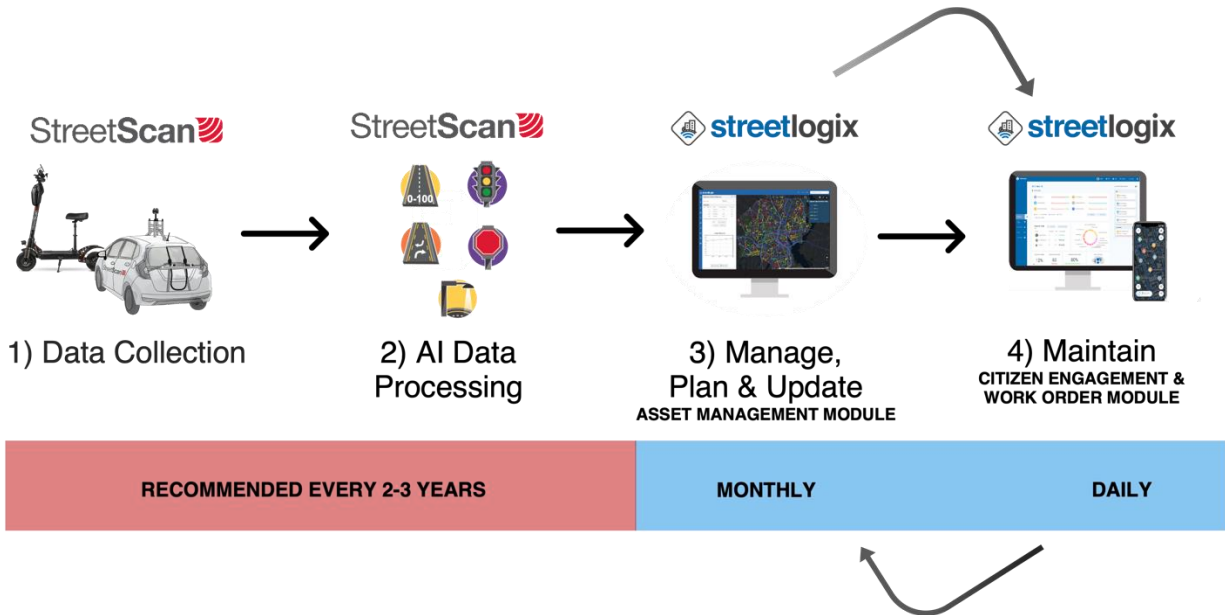
**Ahmad Hassan – Director of Operations** – At StreetScan, Ahmad is responsible for overseeing our North American operations and ensuring our customers' needs are met. Ahmad graduated from The Lebanese American University with an MBA in Business Management as well as a BS in Computer Science and gathered over 20 years of experience in the world of IT, most of which was in the GIS field. He co-founded Orion Middle East, a leader in the GIS mapping industry working throughout the Middle East region and consulted for several IT and GIS projects. Prior to joining StreetScan, Ahmad created iCare, a management system designed for schools and daycares currently in use in 15 countries around the world.



**Chris Hahn – Director of Customer Success** – Chris works closely with our customers throughout their implementation of Streetlogix and on-going customer care, helping to ensure that clients reach their goals for integrating asset management technologies to enhance their operations. Chris brings over 16 years of progressive experience in the software industry, most recently focusing on municipal enterprise level software solutions. Chris is primarily responsible for streamlining business operations, using his vast experience to ensure that consistent delivery and client satisfaction are the cornerstones of our customer's experience. Using his business analyst background, Chris is well positioned to understand customers' needs and goals to help tailor solutions that optimize their operations and workflows.

### 3. THE STREETSCAN/STREETLOGIX SYSTEM

StreetScan's vehicle-based data collection and cloud-based asset and work order management platform optimize your road budget and provide user-friendly analytics about the status of your street assets.



#### Data Collection/Processing

StreetScan's vehicles equipped with imaging systems detect pavement & sidewalk surface distresses without interrupting traffic flow.

Optimized algorithms evaluate and prioritize repairs of assets, including pavement, sidewalks, traffic signs, and more.

*See Annex for more details on Data Collection.*

#### Data Management

Collected data goes into Streetlogix, our unique **cloud-based software**, allowing municipalities to visualize and manage road assets to schedule maintenance within a user-friendly GIS environment.

Our Work Order module, with its easy-to-use interface, allows municipalities to schedule, track and manage work orders, both in the office and in the field.



## 4. ASSET MANAGEMENT SOFTWARE

Streetlogix's **Asset/Pavement Management Module** is a cloud-based mapping, analysis, and decision-making tool for the public sector. Use it to create maps, analyze data and plan road repairs, sidewalk projects, traffic signs and right-of-way budgeting decisions. Your data and maps are stored in a secure and private infrastructure and can be configured to meet your mapping and IT requirements.

### Asset Management Key Features:

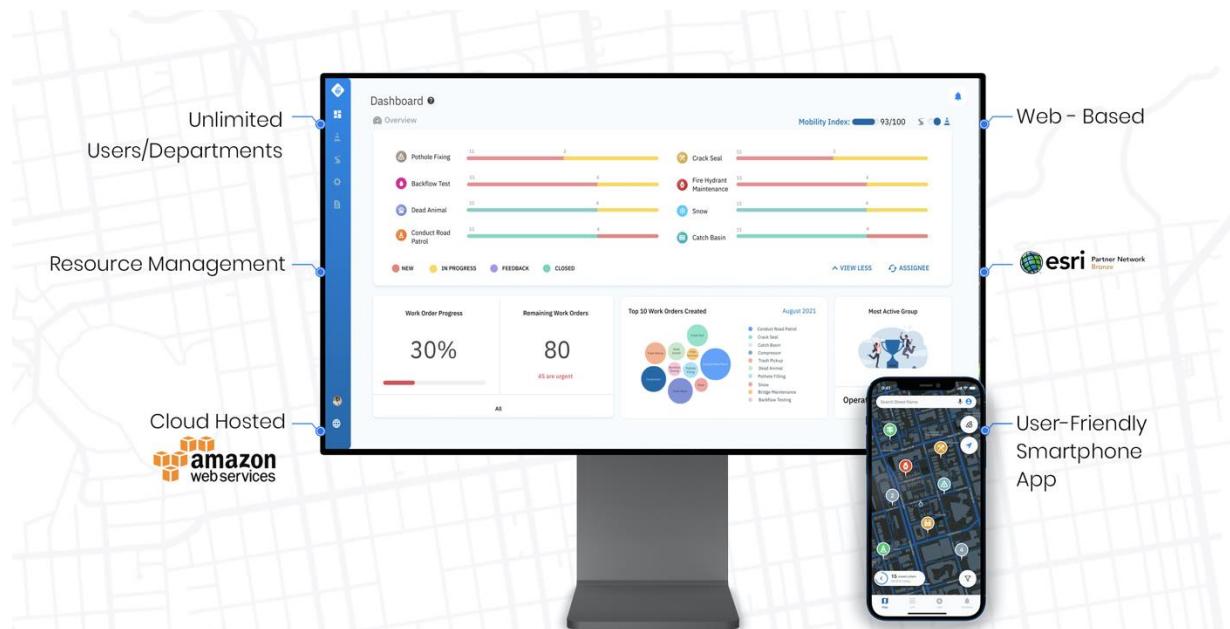




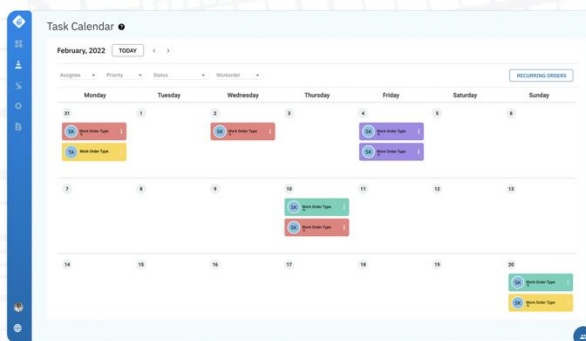
## 5. WORK ORDER MANAGEMENT SYSTEM

Streetlogix's **Work Order Management System** brings greater organization, efficiency, and accountability to your task management planning, allowing you to effectively schedule, track and manage all work orders, as well as monitor work order performance metrics in a centralized dashboard. Plus, you can track and complete work orders in the field using our app on your mobile device.

### Work Order Key Features:



### TASK CALENDAR



### MOBILE APPLICATION



## 6. CITIZEN ENGAGEMENT APP

Streetlogix's **Citizen Engagement App** empowers your residents to submit service requests while enabling you to easily monitor the submissions. Our 311 application ensures your residents that each request is heard, acknowledged, and tracked. It is simple to use, easy to set up, and allows automatic updates for residents on efforts to keep their community functioning. Streetlogix Citizen Engagement app helps you build a collaborative, transparent and stronger community.



## 7. PRICING OVERVIEW

### 7.1 DATA COLLECTION (STREETSCAN)

| PAVEMENT MANAGEMENT                                                                          |                             |                  |       |                 |
|----------------------------------------------------------------------------------------------|-----------------------------|------------------|-------|-----------------|
|                                                                                              | SERVICES INCLUDED           | CENTERLINE MILES | \$/CL | TOTAL           |
| StreetScan  | ScanCar Data Collection     | 81 mi            | \$180 | \$14,580        |
|                                                                                              | Data Processing             |                  |       |                 |
|                                                                                              | Pavement Project Management |                  | \$20  | \$1,620         |
|                                                                                              | GIS Coordination Fee        | Fixed            |       | \$1,000         |
| Mobilization and Setup Cost                                                                  |                             |                  |       | \$6,000         |
| <b>TOTAL</b>                                                                                 |                             |                  |       | <b>\$23,200</b> |

| SIDEWALK MANAGEMENT                                                                 |                                              |                 |       |          |
|-------------------------------------------------------------------------------------|----------------------------------------------|-----------------|-------|----------|
|                                                                                     | SERVICES INCLUDED                            | SIDEWALKS MILES | \$/MI | TOTAL    |
|  | E-Scooter Data Collection                    | 40 mi           | \$238 | \$9,520  |
|                                                                                     | Data Processing (Videos & Results)           |                 |       |          |
|                                                                                     | Sidewalk Project Management                  |                 | \$20  | \$800    |
|                                                                                     | Sidewalk Width (Avg. Width – 2 Measurements) |                 | \$40  | \$1,600  |
| Mobilization and Setup Cost                                                         |                                              |                 |       | \$8,000  |
| TOTAL                                                                               |                                              |                 |       | \$19,920 |

| ADA RAMP MANAGEMENT                                                                            |                          |       |         |                 |
|------------------------------------------------------------------------------------------------|--------------------------|-------|---------|-----------------|
|                                                                                                | SERVICES INCLUDED        | RAMPS | \$/RAMP | TOTAL           |
| StreetScan  | ADA Ramp Data Collection | 600   | \$18    | \$10,800        |
| Mobilization and Setup Cost (if collected with Sidewalk project)                               |                          |       |         | \$4,000         |
| <b>TOTAL</b>                                                                                   |                          |       |         | <b>\$14,800</b> |

## 7.2 SOFTWARE (STREETLOGIX)

| STREETLOGIX SOFTWARE MODULE PRICING                                                                      |            |                   |                |                       |            |
|----------------------------------------------------------------------------------------------------------|------------|-------------------|----------------|-----------------------|------------|
|  streetlogix<br>MODULES | POPULATION | ANNUAL<br>LICENSE | ANNUAL<br>DATA | IMPLEMENTATION<br>FEE | TOTALS     |
| ASSET MANAGEMENT                                                                                         | 14,580     | \$5,000           | \$750          | \$4,000               | \$9,750    |
| WORK ORDER                                                                                               |            | \$15,000          | \$2,750*       | \$10,000              | \$27,750** |
| CITIZEN ENGAGEMENT                                                                                       |            | \$5,000           | N/A            | \$4,000               | \$9,000    |
| UNLIMITED USERS                                                                                          |            |                   |                |                       |            |

\*\*Includes 360 imagery if StreetScan has collected the data. If not, an additional collection logistic fee would apply

## 7.3 OPTIONAL SERVICES AND ASSETS

One of our unique advantages is the ability for our clients to extract, assess and obtain actionable data from other Municipal assets utilizing the same data collected for the Pavement Management Survey. Below is a list of additional assets we can process from the collected data. This is set up as an a-la-carte menu so you can pick and choose the assets to meet your asset management needs.

| PRODUCT                                                                  | ASSETS                                                                        | UNIT         | QTY (EST.) | PRICE (\$/UNIT) | PRICE    |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------|------------|-----------------|----------|
| <b>Assets Extracted from Imagery &amp; Additional Field Measurements</b> |                                                                               |              |            |                 |          |
| 360 Imagery                                                              | 360 – Streetview Imagery                                                      | CL-M         | 81         | \$25            | \$2,025  |
| Catch Basins                                                             | Location                                                                      | Catch basins | 1,620      | \$2             | \$3,240  |
| Manholes                                                                 | Location                                                                      | Manholes     | 2,430      | \$2             | \$4,860  |
| Traffic Signs                                                            | All Signs + 4 Attributes                                                      | Sign         | 1,750      | \$6             | \$10,500 |
| Pavement Markings                                                        | All Markings + 3 Attributes                                                   | CL-M         | 81         | \$65            | \$5,265  |
| Roads GIS Database                                                       | Road Inventory                                                                | CL-M         | 81         | \$30            | \$2,430  |
| Sidewalk GIS Database                                                    | Sidewalk Inventory                                                            | CL-M         | 81         | \$50            | \$4,050  |
| Curb GIS Database                                                        | Curb Inventory                                                                | CL-M         | 81         | \$50            | \$4,050  |
| Other Right of Way Assets                                                | Inquire with our Team for: Traffic Signals, Fire Hydrants, Street Lights etc. |              |            |                 |          |

- All assets will be uploaded as individual GIS layers within Streetlogix
- All assets will be invoiced on actual amount collected

## 8. TOTALSTREETS

It's a struggle to keep up with maintenance & repairs when upfront costs are prohibitive and often leave you with short-term fixes rather than a long-term strategy. With **TotalStreets**, your community can now benefit from a cost-effective, end-to-end pavement management solution while spreading the cost in equal payments over three years.

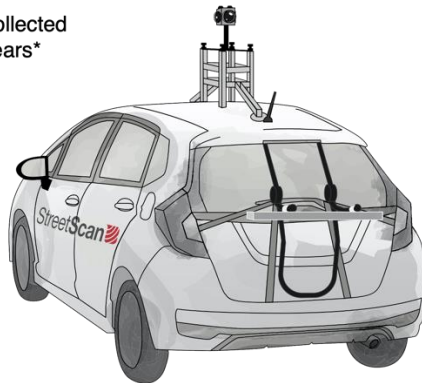
### How much does it cost?

| SERVICE                                                                                                | YEAR 1          | YEAR 2          | YEAR 3          | TOTAL            |
|--------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------|------------------|
| <b>StreetScan</b>     | \$23,200        |                 |                 | \$23,200         |
| 360 Imagery                                                                                            | \$2,025         |                 |                 | \$2,025          |
| Sidewalk Management                                                                                    | \$19,920        |                 |                 | \$19,920         |
| ADA Ramp Mngmnt                                                                                        | \$14,800        |                 |                 | \$14,800         |
| Catch Basins                                                                                           | \$3,240         |                 |                 | \$3,240          |
| Manhole Covers                                                                                         | \$4,860         |                 |                 | \$4,860          |
| Traffic Signs                                                                                          | \$10,500        |                 |                 | \$10,500         |
| Sidewalk GIS Database                                                                                  | \$4,050         |                 |                 | \$4,050          |
|  <b>streetlogix</b> | \$9,750         | \$5,750         | \$5,750         | \$21,250         |
| <b>Total Cost</b>                                                                                      | <b>\$92,345</b> | <b>\$5,750</b>  | <b>\$5,750</b>  | <b>\$103,845</b> |
| <b><u>With Subscription:</u></b>                                                                       |                 |                 |                 |                  |
| <b>TotalStreets Solution<br/>Annual Payments</b>                                                       | <b>\$34,615</b> | <b>\$34,615</b> | <b>\$34,615</b> | <b>\$103,845</b> |

*\*Other StreetScan and Streetlogix assets and modules can be added upon request. Contact us for information and pricing.*

What's included?

1. Data Collected  
every 3 Years\*



2. PCI Score

| Standard<br>PCI Rating Scale |              |
|------------------------------|--------------|
| 85-100                       | Good         |
| 70-85                        | Satisfactory |
| 55-70                        | Fair         |
| 40-55                        | Poor         |
| 25-40                        | Very Poor    |
| 10-25                        | Serious      |
| 0-10                         | Failed       |



3. 360 HD Imagery



4. Maintenance &  
Repair Strategies



5. Asset Management Software,  
Data Hosting, Support,  
Advanced Analytics (3 years)



## APPENDIX A – SCOPE OF WORK AND DELIVERABLES

### ROAD AND SIDEWALK ASSESSMENT SERVICE

StreetScan offers a technology-based Pavement Management approach for continuous health monitoring of your road network. Combining years of R&D at Northeastern University, StreetScan's vehicles and cloud-based software, Streetlogix, save you time and make your repair dollars go further. We have developed a four-step process to effectively Scan, Process and Manage your road data.

#### STEP 1: DATA COLLECTION

##### Roads

Vehicle Deployed: ScanCar



StreetScan utilizes 3D imaging technology to measure road defects, such as cracking and bumps. The 3D imaging cameras provide a 8' of lateral road coverage and seamless road coverage in the direction of travel at speeds up to 65 mph. A 360° camera system provides imagery of the road surface and ROW. An Inertial Measurement Unit (IMU) enabled GNSS position system provides position location, even in the event of intermittent GPS satellite coverage.

Data collected is processed to assign an overall condition rating for each road. The rating ranges from 0-100, where 0 is the worst possible road and 100 is the best.

##### Sidewalks

Vehicle Deployed: E-Scooter



StreetScan has developed a scooter-based approach which captures all the necessary distresses. StreetScan utilizes high resolution 2D imaging technology to collect sidewalk video, and identify distresses such as cracks, surface distortions, general uplifts, and tree uplifts. A mobile phone and high-grade GPS device are used for controlling data collection.

Data collected is processed to assign an overall condition rating for each sidewalk. The rating ranges from 0-100, where 0 is the worst possible sidewalk and 100 is the best.



## STEP 2: DATA EXTRACTION

### Roads

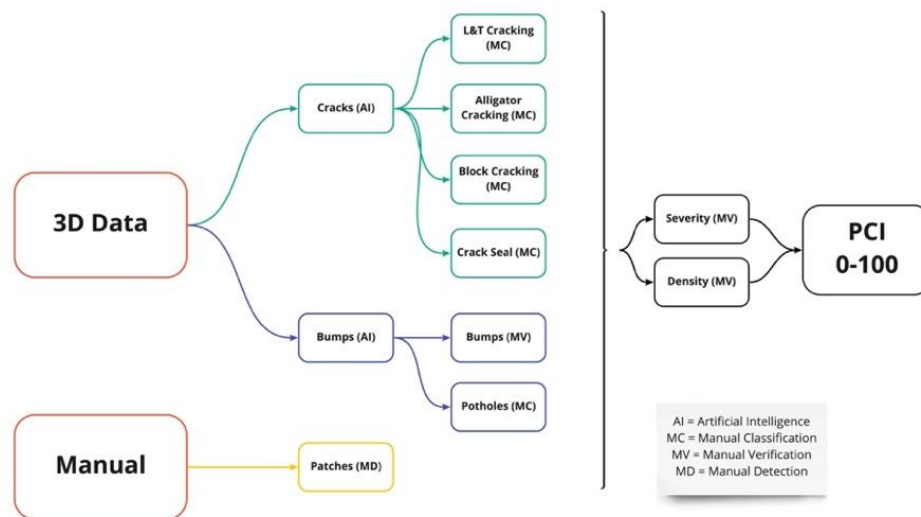
The collected data (TBs/day) is uploaded to the StreetScan server, where automated software processes the raw sensor data. Using advanced processing algorithms, the sensors' raw data is converted into meaningful parameters representing different aspects of pavement condition. Several of our key indicators are fused to determine the **StreetScan Pavement Condition Index (PCI)** for each road segment. StreetScan's GIS specialists segment the pavement evaluation data based of our clients historical street segmentation or from intersection to intersection in the absence of that data.

### Sidewalks

Data collected from the E-Scooter system is processed to identify the following for each sidewalk: material, quantity, location, and severity of distresses such as cracks, surface distortions, general uplifts, and tree uplifts. The distress information for each sidewalk is input to StreetScan's proprietary algorithm to calculate the sidewalk's condition rating.

StreetScan's basic approach uses a weighted failures scheme per linear distance for a given sidewalk segment. Individual failure or feature types are given various weightings depending on their contribution to perceived sidewalk condition. As an example, an uplift is considered to have more impact to the sidewalk quality than grass, so it is given a greater weighting in the rating formula.

*Roads Algorithm*



*Sidewalk Algorithm*



## STEP 3: DATA VISUALIZATION AND ANALYTICS

### Roads

Municipal staff will be given access to Streetlogix, our GIS web-based application, to view and analyze all collected survey data in addition to data from other sources to assist in decision making.

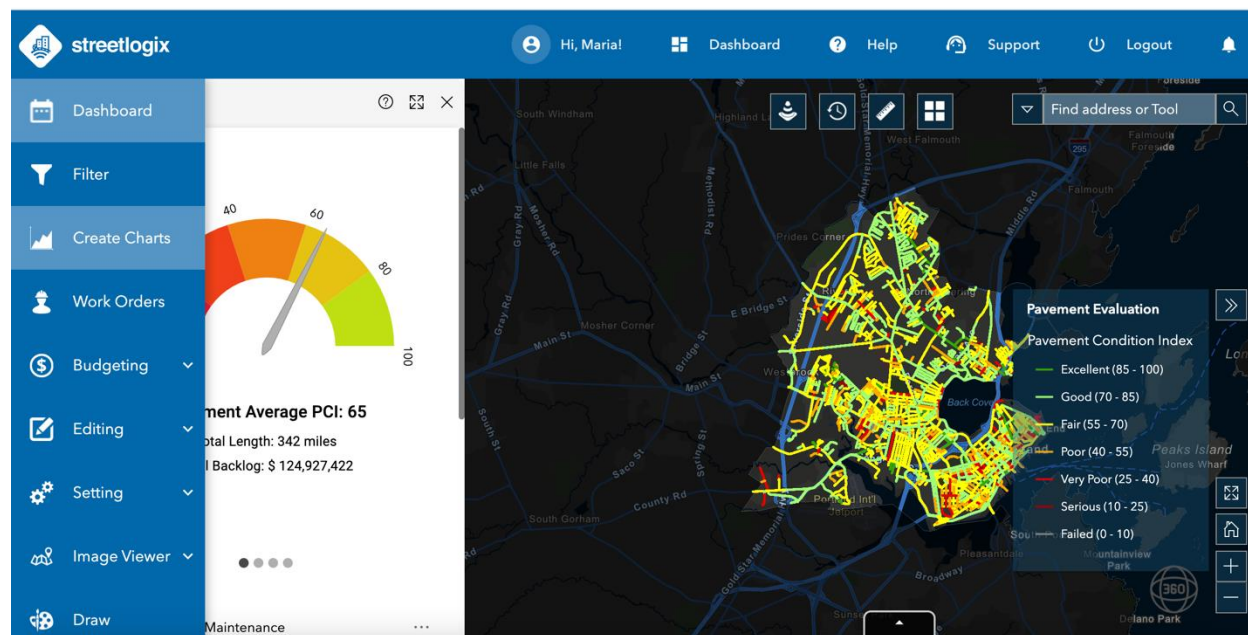
This provides staff an easy-to-use tool to quickly review PCI results, distress data and 360 images along with pavement history and other data that the municipality wants to be integrated. All data is hosted in the cloud, allowing users to login from anywhere on any computer to view the results. Streetlogix has many data import and export features making it compatible with any existing GIS solution concerning asset management. Streetlogix provides powerful data visualization and management tools including 360° viewer and extensive charts and dashboards (example below).

### Sidewalks

Municipalities are given access to our GIS web-based application, Streetlogix, to view and analyze all collected survey data in addition to data from other sources to assist in decision making.

This provides clients an easy-to-use tool to quickly review sidewalk condition results, distresses, and sidewalk images. All data is hosted in the cloud allowing users to login from anywhere on any computer to view the results. Streetlogix has many data import and export features making it compatible with any existing GIS solution. Streetlogix provides powerful data visualization and management tools including 360 viewer and extensive charts and dashboards (example below).

### Portal view: Overall stats and available layers



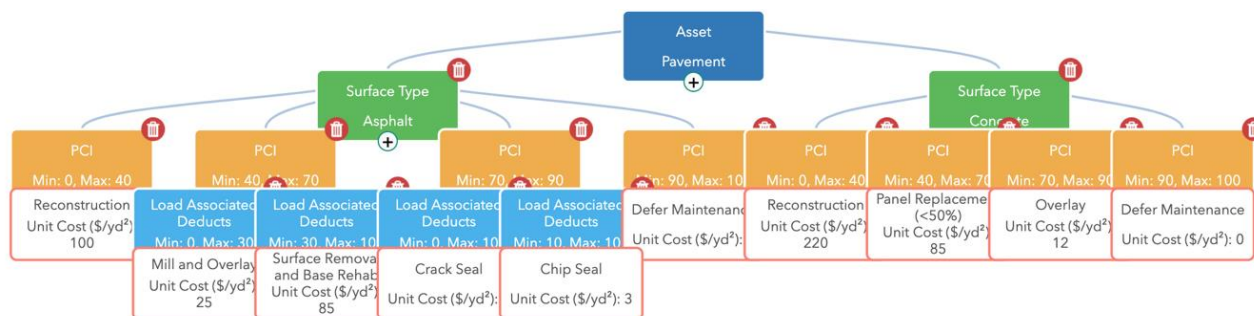
## STEP 4: MAINTENANCE PLANNING

### Roads

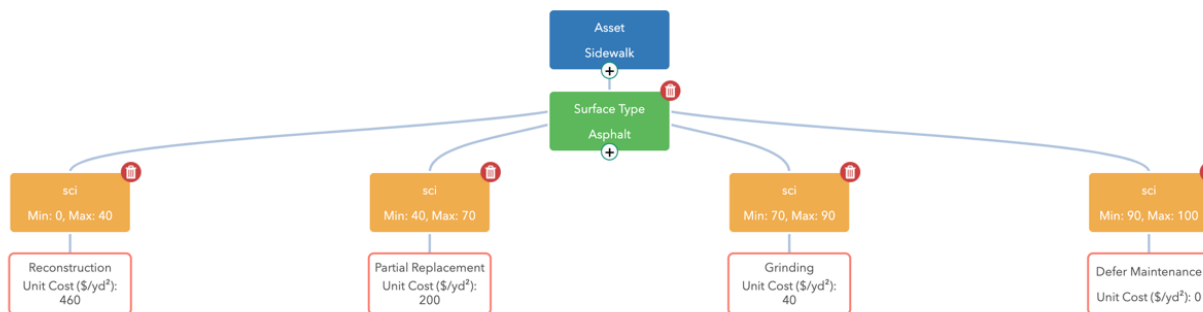
Once the inventory condition database and GIS web-app have been finalized, the work on implementing the pavement management side of the software begins. While pavement condition indicators are concerned with the current condition of the network, the management side of the process concerns itself with the analysis of condition, prediction of future condition, generation of maintenance options and pavement management scenarios. At this stage, the Client's preferred repair methods and associated costs are used to customize our Streetlogix asset management module. The results are compiled and reported to the client in our Streetlogix software and as a digital storymap.

Our decision-trees are highly configurable and we work with staff to tailor it to ensure our AI will provide the necessary maintenance and repair suggestions. All decision trees & underlying data will be editable by staff.

#### Roads:



#### Sidewalks:



## APPENDIX B – OPTIONAL SERVICES AND ASSET COLLECTION

### 360° Imagery

| Asset        | Description            |
|--------------|------------------------|
| 360° Imagery | 360° Panoramic Imagery |

### Traffic Signage

| Attributes     | Description                                                                    |
|----------------|--------------------------------------------------------------------------------|
| Sign Category  | Regulatory, Warning, Guide, School, Recreation, Information, General           |
| Sign Name      | Federal or State MUTCD designation or custom designation for specialized signs |
| GPS Location   | Global Positioning System (GPS) location (+/- 5 meters)                        |
| Sign Condition | Good, Fair, Critical rating assessed through review of daytime digital images  |

### Pavement Markings

| Attributes | Description                                                                                                                                                                |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Category   | Left Turn, Right Turn, Crosswalk, Lane Divider, Shoulder, Centerline, etc.                                                                                                 |
| Location   | Global Positioning System (GPS) location (+/- 5 meters)                                                                                                                    |
| Condition  | For line features the analysis will be conducted using the clients' segmentation or from intersection to intersection and given a rating of either Good, Fair or Critical. |

### Catch Basins

StreetScan provides catch basin locations, determined from existing data sources (satellite imagery, Google StreetView or ScanCar images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS Layer of catch basins

### Manholes

StreetScan provides location of circular manhole access points which are visible in the road imagery data. All data is provided as a GIS layer.

Deliverable:

- GIS layer of manhole locations

### Trees

StreetScan provides tree locations which are situated in the right of way (between Curb of Street to Edge of Sidewalk), determined from existing data sources satellite imagery, Google StreetView or ScanCar images if available. All data is provided as a GIS Layer.

Deliverable:

- GIS layer of tree location

### **Roads GIS Database**

StreetScan creates a Roads GIS Database by using a list of target roads or any State DOT database. Road segmentation will be intersection to intersection unless directed otherwise by the client. All data is provided as a GIS layer.

Deliverable:

- GIS layer of Roads segmented intersection to intersection

### **Sidewalk GIS Database**

StreetScan provides sidewalk locations, determined from existing data sources (satellite imagery, Google StreetView or ScanCar images) if available. All data is provided as a GIS layer.

Deliverable:

- GIS layer of sidewalk locations

### **Curb GIS Database**

StreetScan provides curb locations, determined from front or side facing imagery. Data is provided as a GIS layer.

Deliverable:

- GIS layer of the linear features where curbs are present

### **Sidewalk Width**

StreetScan will take 2 measurements for every sidewalk (Start & End Point) and average the width for the entire segment.

### **ADA Ramp Compliance Survey**

StreetScan's ADA ramp compliance criteria is based on both the 2010 Americans with Disabilities Act (ADA) standards and on discussions between StreetScan and engineers from the municipality. StreetScan measures all ADA ramp slopes associated with compliance using the digital level M-D Building Products 93975 Smart Tool Adam Digital Slope Walker. In addition, StreetScan uses its E-Scooter system, equipped with a high-resolution video camera and a mobile phone with Global Positioning System (GPS). Dimension measurements, such as the width of the ADA ramp and landing area are measured using a handheld Lufkin Wheel measurement tool. All measurements are reviewed by quality control technicians and compliance is determined.

StreetScan determines ADA ramp compliance based on the measurements shown below:

| Attributes                             | Compliance               |
|----------------------------------------|--------------------------|
| Presence of Detectable Warning Surface | Yes/No                   |
| Surface Condition                      | (Good/Fair/Poor)         |
| Ramp Obstruction                       | Yes/No                   |
| Slope – Running                        | < 4.8° (8.3%)            |
| Slope – Cross                          | < 1.2° (2.08%)           |
| Slope – Left Flare                     | < 5.7° (10%)             |
| Slope – Right Flare                    | < 5.7° (10%)             |
| Slope – Street Running                 | < 2.9° (5%)              |
| Ramp Width                             | > 36" wide               |
| Landing compliance                     | Landing must be present* |

**If any of the above criteria is not met, the ramp is considered ADA non-compliant.**

*\*If a ramp landing is absent, it is typically not compliant. However, there is an exception to this rule. Specifically, if both ramps flares exist and their slopes are 10% or less, then it's acceptable for the landing to be absent and it's possible for the ramp to be COMPLIANT even though it's missing a landing.*

Deliverables:

- GIS Layer with ramp location & missing ramps
- Image of ramps/missing ramp:
- Compliance as per attributes above

Additional measurements beyond the scope of work for ADA compliance can be taken, if requested. Contact us for information and pricing.

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## **Kimley-Horn Pavement Asset Management Proposal**

### **Brainerd, MN (80 CL Miles)**

#### **Project Management and Admin (\$5,000)**

1. Network Definition and Mapping (\$8,000)
  - a. Linear segmentation in GIS
  - b. System inventory development and attribution
2. Data Collection (\$28,000)
  - a. Automated Data Collection or Windshield Data Collection
  - b. ASTM D6433 modified reporting or PASER Manual
3. Analysis and Reporting (\$27,000)
  - a. PCI Analysis
  - b. Pavement Management Software (Kimley-Horn DRIVE or Cartegraph)
  - c. Pavement Management Software Funding Scenarios
    1. No Funding Budget Scenario
    2. Unlimited Funding Budget Scenario
    3. Backlog Funding Scenarios
    4. 2 Budget Driven Budget Scenarios
    5. 2 Condition Driven Budget Scenarios
  - d. Pavement Management Plan Report
  - e. Multi-Year CIP Plan
4. Software Licensing (Optional)
  - a. Online Photo Log Viewer (\$2,500/yr)
5. Potential Additional Services (not included in costs below)
  - a. Assets (signs, striping, curb and gutter, sidewalk, etc.)
  - b. Stakeholder presentations (City Council, MPO, etc.)
  - c. Training (pavement management, distress identification, DRIVE, etc.)

#### **Estimated Fee:**

Base Services: \$68,000

Base + Optional Services (DRIVE Software License) : \$70,500+



# »»DRIVE

Spend less time trying to manage and fix costly pavement repairs and more time planning future improvements with **Kimley-Horn's easy-to-use pavement management tool.**

Pavements that are properly maintained have longer service lives and are less expensive to maintain.

**DRIVE™** is a web-based solution to help you manage and customize your pavement data, so you can apply cost-effective pavement treatments at the right time.

What assets do I have?    What condition are they in?    When do I need to do work?    What work needs to be done?    How much is it going to cost?



## Preserve Assets and Extend Resources

DRIVE can help you develop insights about your pavement network to inform data driven pavement maintenance programs that include inventory, condition evaluation, deterioration modeling, and capital improvement plan development.

Once roadway inventory and condition data are loaded into DRIVE, the software provides a customized analysis of:

- Roadway repairs and treatments
- Unit costs for treatment strategies
- Estimated life extension from repair
- Assignment of performance models to forecast future conditions
- Priority or ranking of each segment based on a cost-benefit value
- Condition thresholds for defined treatment strategies

View and track pavement conditions in a highly graphical interface, and incorporate other assets like sidewalks, ADA ramps, and buried utilities, to help make project selections.



# »» DRIVE

Spend less time trying to manage and fix costly pavement repairs and more time planning future improvements with **Kimley-Horn's easy-to-use pavement management tool.**

## DRIVE makes it quick and easy to:



Display pavement and asset data using geospatial mapping technology



Reduce total life cycle costs through data-driven rehabilitation plans



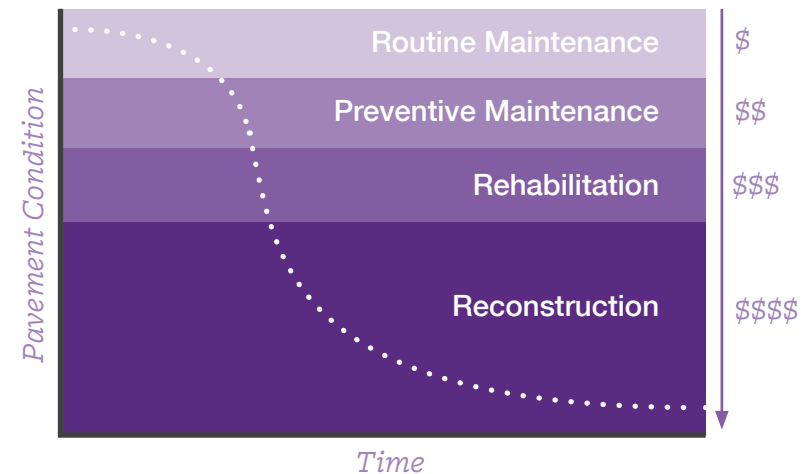
Yield predictability in repair costs to allow for more accurate annual budgeting



Develop an implementable and integrated pavement maintenance and rehabilitation plan



Communicate needs to decision-makers with simple dashboard navigation



## Stretch your roadway dollars further

Every \$1 spent on pavement management generally saves \$4 to \$10 in pavement rehabilitation or reconstruction costs.

Speak to one of our pavement and software professionals to learn how DRIVE can help maximize limited resources.



**Tim Miller, P.E.**

916.571.1015  
Timothy.Miller@Kimley-Horn.com



**Winter Horbal, P.E.**

470.681.5475  
Winter.Horbal@Kimley-Horn.com

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**Kimley»Horn**

Expect More. Experience Better.



# Brainerd City Council Agenda Request

**MEETING DATE:** July 17, 2023

**TITLE OF ITEM:** Discussion on Micromobility Regulation

**AGENDA:** SPW Committee

**ACTION REQUESTED:** Discussion Item

**SUBMITTED BY:** City Eng/PW Director Dehn

**DEPARTMENT:** Public Works

**PRESENTER:** City Eng/PW Director Dehn

**ESTIMATED TIME (MIN):** 5 Minutes

**SUMMARY OF ISSUE:**

Staff received a recent request for direction regarding regulations of electric-assist bikes, scooters and other alternative modes of transportation. These types of transportation can be categorized as micromobility. Staff is requesting direction from the City Council regarding if there is a desire to specifically place regulations on these modes of transportation. Attached to this item is a memo containing a summary and possible considerations for the Council regarding micromobility. Also included in the packet is the current City Code 1335 regulating traditional bicycles, resources collected from MnDNR for use on state trails, and the City of Bloomington for use within their city.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

See attached memo.

**RECOMMENDED ACTION/MOTION:**

Direction if the Council wishes to direct staff to prepare a proposed ordinance regulating micromobility.

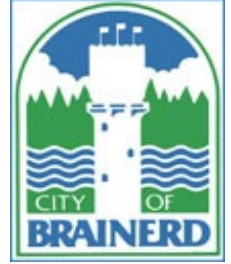
- If so, provide direction to staff on some of the considerations included in the attached memo.

**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 17, 2023

SUBJECT: MICROMOBILITY REGULATIONS DISCUSSION

Micromobility is a relatively newer technology that continues to grow in popularity. Micromobility is a term that refers to transportation using lightweight vehicles such as bicycles or scooters, especially electric ones. Electric-assist bicycles, scooters, skateboards, and segways are all examples of forms of micromobility.

Currently, City Code Section 1335 addresses use of traditional bicycles only. Generally, bicycles are allowed anywhere in the city with the exception of sidewalks in the Central Business District, where bikes are required to be walked. The current City Code does not address electric-assist forms of transportation that can sometimes exceed the speed of traditional bicycles.

With the continued growth in popularity of these forms of mobility, staff is looking for direction from the City Council on how the Council would like to address regulation of use within the city. Should the Council wish for staff to prepare a proposed ordinance to specify regulations, staff recommends consideration and direction regarding several areas.

1. How should different types of micromobility be classified?
  - a. By speed?
    - i. Example: Up to 15 miles per hour, above 15 MPH.
  - b. By type?
    - i. Example: Electric scooter, board, bike (Class 1, 2 or 3)
2. Which areas should modes of micromobility be regulated?
  - a. Streets
  - b. Trails
  - c. Sidewalks
    - i. Treat differently in the Downtown Business District?
  - d. Parks
  - e. Private Property
3. Other considerations

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

- a. Specific speed limits
  - i. Example: Pedestrian walking speed or 15 miles per hour
- b. Width restrictions
  - i. Example: No more than 6" narrower than half the trail width
- c. Age Restrictions
- d. Requirements to be licensed or permitted use

Section 1335 – Bicycles

1335.01      General Rule. Subdivision 1. Definition. For the purpose of this Section, the term “bicycle” includes any device propelled by human power upon which any person may ride, having two tandem wheels, and any device generally recognized as a bicycle even though equipped with two front or two rear wheels or a single wheel.

1335.03      Subdivision 1. State Traffic Regulations Every person operating a bicycle within the City shall adhere to the traffic regulations applicable to bicycles in Minnesota Statutes Chapter 169.

Subd. 2. Prohibited Activity on Pedestrian Pathways and Bikeways.

- (1) No person shall operate a bicycle on any pathway posted or otherwise designated for pedestrians only; and no person shall walk, jog or run on any pathway posted or otherwise designated for bicycles only.
- (2) Any person violating this Section shall be guilty of a petty misdemeanor.

Subd. 3. Bicycles on Sidewalks.

- (1) Pursuant to Minnesota Statute Section 169.222, Subdivision 4(d), and unless otherwise posted, persons may ride a bicycle upon a sidewalk in the City of Brainerd but must yield right-of-way to any pedestrian on the walk. Yielding the right-of-way shall mean leaving the sidewalk if necessary.
- (2) Any person violating this sub-section shall be guilty of a petty misdemeanor.

Subd. 4. Bicycles in the Central Business District

- (1) Bicycles on sidewalks in the Central Business District, bounded by Front Street on the north, the west side of South 8<sup>th</sup> Street on the east, Maple Street on the south, and east side of South 6<sup>th</sup> Street on the west, shall be walked by the operator.
- (2) Any person violating this sub-section shall be guilty of a petty misdemeanor.

(Amended Ord. 1392 – 2012)

# E-bikes, Segways, and other uses on state trails

*Note: these rules pertain to uses on Minnesota state trails. State forests, wildlife management areas, and other DNR-managed public lands may have different rules.*

## Electric-assist/pedal-assist bicycles

- Electric-assist or pedal-assist bicycles are allowed on state trails, or wherever normal bicycles are allowed, if they meet the following definition in Minnesota Statutes 169.011, Subdivision 27 (<https://www.revisor.mn.gov/statutes/?id=169.011>) .
  - 2 or 3 wheels
  - A saddle and fully operable pedals for human propulsion
  - Equipped with an electric motor that has a power output of not more than 750 watts; and
  - Meets the requirements of a class 1, class 2, or class 3 electric-assisted bicycle:
    - "Class 1 electric-assisted bicycle" means an electric-assisted bicycle equipped with an electric motor that provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.
    - "Class 2 electric-assisted bicycle" means an electric-assisted bicycle equipped with an electric motor that is capable of propelling the bicycle without the rider pedaling and ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.
    - "Class 3 electric-assisted bicycle" means an electric-assisted bicycle equipped with an electric motor that provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour.
  - Note that the law does not permit anyone under the age of 15 years to operate any electric-assist bike.
- A motorized bicycle that does not meet the definition of an electric-assist bicycle is not allowed on state trails where motorized vehicles are prohibited.
- When riding on state trails, remember to yield to pedestrians and slower trail users, and give an audible signal if passing.

## Segways or electric personal assistive mobility devices

- Segways are allowed on state trails, or wherever pedestrians are allowed, but must be operated at a speed that is reasonable and prudent under the conditions.

- Segways or electric personal assistive mobility devices are defined in Minnesota Statutes 169.011, Subdivision 26 (<https://www.revisor.mn.gov/statutes/?id=169.011>) as “a self-balancing device with two non-tandem wheels, designed to transport not more than one person, and operated by an electric propulsion system that limits the maximum speed of the device to 15 miles per hour.”
- When on a Segway on state trails, remember to yield to pedestrians and slower trail users, and give an audible signal if passing.
- For more information on operation of Segways, see Minnesota Statutes 169.212 (<https://www.revisor.mn.gov/statutes/?id=169.212>) .

## **Dogsledding, mushing or skjoring**

- Dogsledding or mushing is not allowed on state trails, except by special use permit.
- Skijoring is not allowed on groomed ski trails.

## **Winter fat biking**

- Fat biking is strongly discouraged on state trails that are groomed for snowmobiling in the winter due to safety concerns.
- Fat biking is not allowed on groomed and tracked cross-country ski trails, unless specifically opened as a multi-use winter trail.
- For more information see winter fat biking (</fatbike/index.html>).
- During the summer season, fat bikes are allowed anywhere normal bicycles are allowed.

## **Vehicles and uses that are not allowed on state trails**

- Golf carts
- Motorized bicycles
- Motorized foot scooters
- Motorized vehicles, such as all-terrain vehicles, off-highway motorcycles, or off-highway vehicles, except when specifically permitted, such as on the Matthew Lourey State Trail ([/state\\_trails/matthew\\_lourey/index.html](/state_trails/matthew_lourey/index.html)).
- Any vehicle that is larger than half of the width of the trail treadway, as all users of state trails must stay on the right half of the treadway when meeting or passing other trail users.

## **Accessibility and other power-driven mobility devices**

- Single-user electric devices, such as electric wheelchairs are allowed on state trails.
  - More information about power-driven mobility devices on DNR lands and facilities ([/accessible\\_outdoors/opdmd/index.html](/accessible_outdoors/opdmd/index.html)).
-

Questions?

Call 651-296-6157 or 888-646-6367

Email us: [info.dnr@state.mn.us](mailto:info.dnr@state.mn.us)

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The DNR uses this table and the explanations that follow to determine where other power-driven mobility devices are allowed and when a special use permit is required.

| Type of Other-Powered Mobility Device          | Single-user Electric Devices                          | Golf Cart, Class 1 ATV, & Single-user Internal Combustion Devices                                                                                      | Class 2 ATV                       | Off-Road Vehicle | Highway Licensed Vehicle          | Snowmobile                         |
|------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------|-----------------------------------|------------------------------------|
| DNR Buildings, Caves & Mines                   | Yes, walking speed                                    | No                                                                                                                                                     | No                                | No               | No                                | No                                 |
| DNR Recognized Paths, Hiking & Snowshoe Trails | Yes, walking speed                                    | Yes, where the device is at least 6" less than half of the surface width, walking speed                                                                | Special Use Permit, walking speed | No               | No                                | Special Use Permit, walking speed  |
| DNR Picnic & Day-use Areas                     | Yes, walking speed                                    | Special Use Permit, walking speed                                                                                                                      | Special Use Permit, walking speed | No               | Special Use Permit, walking speed | Yes                                |
| DNR Multi-use non-motorized Bicycle Trails     | Yes, less than 15 mph                                 | Yes, where the device is at least 6" less than half of the trail width & operates at walking speed. Generally this device meets the width requirement. | Special Use Permit, walking speed | No               | No                                | Yes, where snowmobiles are allowed |
| DNR Ski Trails                                 | Yes, for devices adapted to not damage trail surfaces | No                                                                                                                                                     | No                                | No               | No                                | No                                 |

| Type of Other-Powered Mobility Device                                                         | Single-user Electric Devices | Golf Cart, Class 1 ATV, & Single-user Internal Combustion Devices | Class 2 ATV                       | Off-Road Vehicle                    | Highway Licensed Vehicle            | Snowmobile                        |
|-----------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------|-----------------------------------|-------------------------------------|-------------------------------------|-----------------------------------|
| DNR Motorized Trails & Areas & Managed Roads & Parking                                        | Yes                          | Yes                                                               | Yes                               | ORV trails, roads, and parking only | Roads and parking only              | Yes                               |
| DNR Equestrian Areas & Trails                                                                 | Yes, walking speed           | Yes, walking speed                                                | Special Use Permit, walking speed | No                                  | No                                  | Special Use Permit, walking speed |
| DNR Closed Forests, Cross Country Travel in Managed & Limited Forests, & Areas of Limitations | Yes                          | Special Use Permit                                                | Special Use Permit                | Special Use Permit                  | Roads, parking & Special Use Permit | Yes                               |
| DNR Managed Forests - Routes                                                                  | Yes                          | Yes                                                               | Yes                               | Yes                                 | Yes                                 | Yes                               |
| DNR Limited Forests - Routes                                                                  | Yes                          | Yes, walking speed                                                | Yes, walking speed                | No                                  | Roads & parking only                | Yes                               |
| DNR Recognized Hunter-walking Trails (WMA & State Forest)                                     | Yes, walking speed           | Special Use Permit, walking speed                                 | Special Use Permit,               | No                                  | No                                  | Special Use Permit, walking speed |

| Type of Other-Powered Mobility Device                                | Single-user Electric Devices | Golf Cart, Class 1 ATV, & Single-user Internal Combustion Devices | Class 2 ATV        | Off-Road Vehicle   | Highway Licensed Vehicle             | Snowmobile         |
|----------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------|--------------------|--------------------|--------------------------------------|--------------------|
|                                                                      |                              |                                                                   | walking speed      |                    |                                      |                    |
| DNR WMA, AMA & LUP (for recognized paths & hiking trails, see above) | Yes                          | Special Use Permit                                                | Special Use Permit | Special Use Permit | Roads, parking & Special Use Permit  | Special Use Permit |
| DNR SNA (for recognized paths & hiking trails, see above)            | Yes                          | Special Use Permit                                                | Special Use Permit | Special Use Permit | Roads, parking, & Special Use Permit | Special Use Permit |

### Table Explanations

- Only persons with mobility disabilities are allowed to use, as an operator or passenger, an other power-driven mobility device in DNR facilities and lands where the device would not normally be allowed under state law.
- We recommend that you carry the Use Table with you in case other persons are not familiar with what is allowed.
- DNR recognized paths, hiking trails, snowshoe trails, and multi-use non-motorized bicycle trails:
  - Single-user electric devices, single-user internal combustion devices, Class 1 ATV and golf cart are allowed where the device is at least 6" less than half of the path or trail width.
  - Class 2 ATV may be allowed where the device is at least 6" less than half of the path or trail width.
- The speed limit is walking speed in pedestrian or limited visibility areas and less than 15 mph in motorized areas except where higher speeds are allowed for other users.

- State forest lands:
  - Cross-country (off-trail) other power-driven mobility travel is generally prohibited, except pursuant to Minnesota Statutes, chapter 84.926 (hunting and trapping season exceptions), and by special use permit for any person.
  - Hunting/trapping exceptions for ATVs and highway licensed vehicles apply.
- Lands temporarily posted closed to motorized use are also closed to other power-driven mobility devices.
- Exceptions must be addressed by a permit.
- This does not apply to:
  - roads managed by other units of government located within DNR facilities and
  - private property or facilities and programs (such as walk-in access, grant-in-aid, and conservation easements).

| <b>Type</b>                           | <b>Roadways</b>                                               | <b>Sidewalk</b>     | <b>Parks/trails</b> | <b>Private Property</b>          | <b>Other restrictions</b>                                                                                                                                          |
|---------------------------------------|---------------------------------------------------------------|---------------------|---------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scooters<br>( Gas or electric)        | Yes<br>SS 169.225<br><br>*No. lic required                    | No<br>Ord. 8.66 (4) | No<br>Ord. 8.66 (2) | Yes<br>Noise issues<br>Ord. 8.66 | No one under 12<br>•12 – 17 years old *Helmet<br>•Right side only then walk across road to turn left.<br>•Under 15mph<br>•No Sidewalk<br>*SS 169.225 new Aug 1 '05 |
| Mini motor cycles<br>“Pocket Bike”    | No<br>Ord. 8.66                                               | No                  | No                  | Yes                              |                                                                                                                                                                    |
| Mini Bikes                            | No Ord. 8.66                                                  | No                  | No                  | Yes                              | Noise issues                                                                                                                                                       |
| Power boards                          | No Ord. 8.66                                                  | No                  | No                  | Yes                              | Noise issues                                                                                                                                                       |
| Power roller blades                   | No Ord. 8.66                                                  | No                  | No                  | Yes                              | Noise issues                                                                                                                                                       |
| Motorized bikes                       | Yes<br>169..01 (4a)<br>169.223<br>Needs a lic. Or permit      | No                  | No                  | Yes                              |                                                                                                                                                                    |
| Mopeds                                | Yes<br>169..01 (4a)<br>Needs a license or permit              | No                  | No                  | Yes                              |                                                                                                                                                                    |
| Segways<br>Mobility / medical reason. | No – Maybe*<br>169..01 (90)<br>169.212<br><br>No Lic Required | Yes                 | Yes                 | Yes                              | PERSONAL Mobility Device * under some circumstances can be driven on the street.<br>169.212                                                                        |

# What are Recreational vehicles & Off road vehicles?



- \*Scooters are now legal on local streets (new Aug 1, 2005)  
SS 169.225
- Age 12 to 17 - Must have Helmets
- Under 15mph
- Right side of roadway & must walk across road for a left turn
- Still, illegal on sidewalks & parks. ( Rec. vehicle ord. 8.66 )

# Electric Scooters



- Are now legal on local streets (new Aug 1, 2005) SS 169.225
- prohibited on sidewalks & Parks
- See City code 8.66 & S.S. 169.225

# Power Boards or Dirt surfers



- Gas or electric powered
- 22 or 30 mph
- no light or safety features
- defined as Rec. vehicles and prohibited on roads and sidewalks & parks



# Go Karts



- Gas powered
- No safety lighting or signals
- 5 hp motors
- Speeds to 25mph
- Def. As “Recreational vehicle” -city code
- illegal streets/  
sidewalks & parks

# Mini Bikes



- 50 to 80 cc engines
- Speeds up to 35mph
- Off road use only
- Prohibited – Rec. Vehicle.
- No Street, sidewalk or parks

# Mopeds (Legal)

- Can be street legal
- up to 30 mph
- Can be licensed and drivers issued moped permits
- Have safety features
- Are NOT Rec. vehicles - have transportation aspect.
- Need to follow traffic laws.



# Motorized bike



- Legal – not “Rec. vehicles
- Have pedals and can be self propelled
- Two tandem wheels
- Motor less than 50cc
- Max speed 30mph
- Ok on Street – as bikes  
Not on sidewalk or parks.
- Lic. Or a permit needed.

# Segways: Personal Assistive mobility Devices

\*legal on sidewalks & Parks



\*\* under some  
circumstances  
can be on the  
streets. (Ss 169.212)

Mobility Scooter- Disability need  
Legal –not recreational / like Segways



# City ord. # 8.65 to 8.71

## Recreational/ Off Road Vehicles

- Private property with permission
- No use on School property, parks, playgrounds
- No sidewalk use or pedestrian trail or walkway
- No street or Highway use unless licensed or are scooters\* Aug 2005
- Review other prohibitions in 8.66



# Brainerd City Council Agenda Request

**MEETING DATE:** July 17, 2023

**TITLE OF ITEM:** Consider Directing Staff to Amend Section 320 of the City Code Pertaining to Contesting Citations.

**AGENDA:** SPW Committee

**ACTION REQUESTED:** Direction Requested

**SUBMITTED BY:** James Kramvik

**DEPARTMENT:** Community Development

**PRESENTER:** James Kramvik, CDD

**ESTIMATED TIME (MIN):** 10 minutes

**SUMMARY OF ISSUE:**

Staff would like City Council to consider an ordinance amendment to Section 320.17 & 320.19 of the City Code pertaining to contesting administrative citations. The current ordinance requires the City Council to periodically approve a list of lawyers, from which the City Administrator will select a Hearing Officer to hear and determine a matter for which the hearing is requested. The cost of the hearing shall be borne solely by the non-prevailing party. The City shall provide an estimate of the cost of the hearing at the time of the request for hearing. The City Council has the authority to reduce the non-prevailing party's costs where that party can demonstrate indigency by clear and convincing evidence.

The Hearing Officer has the authority to determine that a violation did or did not occur, to dismiss a citation or impose the scheduled fine or to reduce, stay or waive a scheduled fine either unconditionally or upon compliance with appropriate conditions.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

Staff recommends that City Council become the Authority to hear and review contested citations and determine if a violation did or did not occur. Staff recommends the hearing would take place at the next regularly scheduled City Council meeting and provide the owner or occupant an opportunity to state their case.

City Council is the Authority to hold the assessment hearing for nuisance citations and abatements to properties pursuant to Minnesota Statutes, Chapter 429. City Council also serves as the Board of Zoning Appeals which hear and decide appeals from and review any order, requirement, decision, or determination made by an administrative official charged with enforcing the Ordinance.

**RECOMMENDED ACTION/MOTION:**

Direct staff to amend Section 320.17 & 320.19 of the City Code pertaining to contesting citations and designate City Council as the Authority to hear and review appeals.

**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



Section 320 – Administrative Citations

Section 320.01                    Purpose. The City Council determines that there is a need for alternative methods of enforcing the City Codes. While criminal fines and penalties have been the most frequent enforcement mechanism, there are certain negative consequences for both the City and the accused. The delay inherent in that system does not ensure prompt resolution. Citizens resent being labeled as criminals for violations of administrative regulations. The higher burden of proof and the potential of incarceration do not appear appropriate for most administrative violations. The criminal process does not always regard City Code violations as being important. Accordingly, the City Council finds the use of administrative citations and the imposition of civil penalties is a legitimate and necessary alternative method of enforcement. This method of enforcement is in addition to any other legal remedy that may be pursued for City Code violations.

Section 320.03                    Alternative Methods of Enforcement. This administrative enforcement procedure seeks to gain compliance with certain provisions of the City Code prior to any formal criminal or civil court action. The administrative hearing process provided for in this Section shall be in addition to any other legal or equitable remedy available to the City for City code violations, except that if a determination is made by the hearing officer pursuant to the hearing process detailed in Section 320.19 that a violation did not occur, the City may not then proceed with criminal prosecution of the same act or conduct.

Section 320.05                    Authority to Issue Order to Correct Letters and Administrative Citations. The following City employees and agents are authorized to issue compliance letters and administrative citations for violations of the City Codes:

- 1) Licensed peace officers, the Crime Prevention Specialist, and Community Service Officers of the Brainerd Police Department;
- 2) City Building Official;
- 3) Building Inspectors;
- 4) Housing Inspector;
- 5) Animal Control Officer;
- 6) City Engineer;
- 7) Community Development Director;
- 8) Assistant Planner
- 9) Fire Chief, or Fire Inspector of the Brainerd Fire Department

(Amended Ord. 1524 – 2022)

Section 320.07                    Administrative Offenses; Schedules of Fines and Fees.

Subd. 1 A violation of any provision of the City Code is an administrative offense which may be subject to an administrative citation and civil penalties pursuant to this ordinance.

Subd. 2 The schedule of fines for offenses initiated by administrative citation shall be:

- 1<sup>st</sup> Citation: \$100
- 2<sup>nd</sup> Citation: \$200
- 3<sup>rd</sup> Citation: \$300

The City Council is not bound by this schedule when a matter is appealed for administrative review.

(Amended Ord. 1524 – 2022)

Subd. 3 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.

(Amended Ord. 1524 – 2022)

Subd. 4 After issuance of three (3) citations, the following nuisance violations shall be administratively abated.

1. Garbage & Rubbish
2. Grass & Weeds in Excess of 6”
3. Animal Feces
4. Nuisance on a Public Sidewalk for Snow and Ice

Subd. 5 Repeat Offender. If the same property owner commits a subsequent violation within 12 months after abatement of the property for the same or similar offense for a violation listed in the above paragraph, the following schedule shall be:

- 1<sup>st</sup> Citation \$300
- Administrative Abatement

The City Council is not bound by this schedule when a matter is appealed for administrative review. Staff may bring repeat offenses to the Safety & Public Works Committee for determination of further action.

Subd. 6 The City Council may adopt a schedule of fees to be paid to administrative hearing officers.

Subd. 7 The administration of the administrative citation program shall be conducted solely on a complaint driven basis. Offenses of a nature that may result in bodily harm, damage to property, or significant blight may be brought before the Safety & Public Works Committee without a complaint for determination whether to implement the administrative citation program or take other action. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council.

(Amended Ord. 1524 – 2022; 1547 - 2023)

Section 320.09                      Order to Correct; Administrative Citations. Upon the reasonable belief that an administrative offense has occurred, the City officials listed in Section 320.05 shall serve on the violator an order to correct the violation. If compliance is not achieved within the timeline prescribed in the order to correct the violation, the official is authorized to issue an administrative citation. Violations relating to property maintenance and violations of the Zoning Code, with the exclusion of violations relating to signs and off-street parking, shall be corrected within thirty (30) days of the date of the order to correct. All other violations of the Code shall be corrected within ten (10) days of the date of the order to correct.

(Amended Ord. 1524 – 2022)

An administrative citation shall be presented in person or by first class mail to the person responsible for the violation. Service shall be deemed complete upon depositing the citation in the U.S. Mail, properly addressed to the last known address of the person to be served and postage prepaid. The citation shall state the following: date, time and nature of the offense, citing the relevant portion of the City Code that was allegedly violated, the amount of the scheduled civil fine, and the manner for paying the fine, a statement that the City Code violation and the amount of the administrative civil penalty may be contested to be heard before an independent hearing officer by notifying the City Administrator or designated representative in writing within 10 days of the date of the citation, and a statement that failure to pay the administrative civil penalty may result in it being assessed against the property as provided in Minnesota Statutes Chapter 429.

Section 320.11                      Exceptions to Issuance of Order to Correct Letter. For violations of the following sections, the City shall not be required to issue a compliance letter and may proceed directly to the issuance of an administrative citation as provided in Section 320.09.

- 1) Repeat Offender. If the same owner commits a subsequent violation within 12 months after a compliance letter has been issued for the same or similar offense.
- 2) License Violations. For any license violations, including not having a license.
- 3) Traffic or Parking Violations. For traffic or parking violations issued under Sections 1300, 1305, 1310 and 1315 including obstruction of fire hydrants or fire lanes.
- 4) Animal Violations. For any violations of City Code Section 900.03 (Running at Large) or City Code 900.21 (Dangerous Dogs).
- 5) Noise Violations. For any violation of City Code Section 2014 (Noise Related Issues).

Section 320.13                      Reasonable Extensions. Following service of the compliance letter, the City shall attempt to work with the owner to resolve the violation, including but not limited to responding to reasonable extensions for compliance.

Section 320.15                      Payment of Penalty and Correction of Violation. If the owner pays the administrative civil penalty and corrects the City Code violation, no further action will be taken against the owner or the owner's real property for that same violation. If payment is made but correction is not accomplished, a subsequent administrative citation may be issued, criminal proceedings may be initiated, or any other proceedings or remedies available in order to enforce correction of the violation. If no payment is made and no correction of the violation is made, the City may assess the administrative civil penalty against the property owner pursuant to Minnesota Statutes Chapter 429, issue a subsequent administrative citation and commence a new administrative process, initiate criminal proceedings, or initiate other enforcement action authorized by law, or a combination hereof.

Section 320.17                      Request for Hearing. An owner or occupant may contest the administrative citation and the amount of the fine by requesting a hearing, in writing, within 10 days of the date of the citation, to the City Administrator or designated representative.

Section 320.19                      Administrative Hearing Procedures.

Subd 1. Hearing Officers. The City Council will periodically approve a list of lawyers, from which the City Administrator will select a Hearing Officer to hear and determine a matter for which the hearing is requested. The person who has requested the hearing has the right to request, no later than 15 days before the date of the hearing, that the assigned Hearing Officer be removed from the case. One such request for each case will be granted by the City Administrator. A subsequent request must be directed to the assigned Hearing Officer who will decide whether the Hearing Officer can fairly and objectively review the case. If such a finding is made, the Hearing Officer shall remove himself or herself from the case, and the City Administrator shall assign another Hearing Officer. The Hearing Officer is not a judicial officer, but is a public officer as defined by Minnesota Statutes, Section 609.415. The Hearing Officer shall not be a current or former employee of the City of Brainerd.

Subd 2. Notice of Hearing. Notice of the hearing must be served in person or by first class mail to the person responsible for the violation no less than 20 days in advance of the scheduled hearing, unless a shorter time is accepted by both parties. Service shall be deemed complete upon depositing the Notice of Hearing in the U.S. Mail, properly addressed to last known address of the person to be served and postage prepaid.

Subd 3. Payment for Cost of Hearing. The cost of the hearing shall be borne solely by the non-prevailing party. The City shall provide an estimate of the cost of the hearing at the time of the request for hearing. The City Council has the authority to reduce the non-prevailing party's costs where that party can demonstrate indigency by clear and convincing evidence.

Proof of indigency can be demonstrated by the party's receipt of means tested governmental benefits or a demonstrated lack of assets or current income. Such proof shall be presented to the City Council for determination subsequent to the hearing. However, the Hearing Officer at the time of the hearing shall make specific findings as to whether or not the party is indigent with said findings presented to the City Council. In all cases, where the party requesting the hearing is unable to attend and fails to request a continuance of the hearing at least 48 hours in advance of the scheduled hearing, all costs incurred by the City attributable to the hearing shall be charged to the requesting party.

Subd 4. Hearing Procedures. At the hearing, the parties shall have the opportunity to present testimony and question any witnesses, but strict rules of evidence shall not apply. The Hearing Officer shall record the hearing and receive testimony and exhibits and the full record of the hearing shall be kept. The Hearing Officer shall receive and give weight to evidence, including hearsay evidence, which possesses probative value commonly accepted by reasonable and prudent people in the conduct of their affairs.

Subd 5. Authority of Hearing Officer. The Hearing Officer has the authority to determine that a violation did or did not occur, to dismiss a citation or impose the scheduled fine or to reduce, stay or waive a scheduled fine either unconditionally or upon compliance with appropriate conditions. When imposing a penalty for a violation, the hearing officer may consider any or all of the following:

- 1) The duration of the violation;
- 2) The frequency or recurrence of the violation;
- 3) The seriousness of the violation;
- 4) The history of the violation;
- 5) The violator's conduct after issuance of the notice of hearing;
- 6) The good faith effort of the violator to comply;
- 7) The economic impact of the penalty on the violator;
- 8) The impact of the violation upon the community;
- 9) Any other factors appropriate to a just result.

Subd 6. Fines for Continuing Violations. The Hearing Officer may exercise discretion to impose a fine for more than one day of a continuing violation but only on a finding that the violation caused a serious threat of harm to the public health, safety, or welfare, or the accused intentionally and unreasonably refused to comply with the Code requirement. The Hearing Officer's decision and supporting reasons for continuing violations must be in writing.

Subd 7. Decision of the Hearing Officer. The Hearing Officer shall issue a decision in writing to both parties within 10 days of the hearing. Any fines or penalties imposed must be paid no later than 30 days of the date of the Hearing Officer's order. If the fine is not paid, the City may assess the civil penalty against the owner's property pursuant to Minnesota Statutes Chapter 429. If the Hearing Officer determines that no violation occurred, the City may not proceed with criminal prosecution for the same act or conduct. The decision of the Hearing

Officer is final and may only be appealed to the Minnesota Court of Appeals by petitioning for a writ of certiorari pursuant to Minnesota Statute Section 606.01.

Section 320.21                      Payment of fines. Prior to any assessment for unpaid fines, the City shall seek payment of the fines by notifying the owner of the property in writing of the fine imposed.

Section 320.23                      Assessment Procedure. Unpaid fines including an administrative charge of \$25.00 plus interest of the total balance will be assessed pursuant to Minnesota Statutes, Chapter 429, against the property of the owner charged with the violation. For uncorrected or continued violations, the City will correct the violation and assess the charges for doing so.

(Added Ord. 1191 – 2003, Ord. 1356 - 2010)



# Brainerd City Council Agenda Request

**MEETING DATE:** July 17th, 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):** 5 Minutes

**SUMMARY OF ISSUE:**

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

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

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

Attached are the case files for:

1306 Oak St

412 J St NE

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

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

**RECOMMENDED ACTION/MOTION:**

See Attached Memo

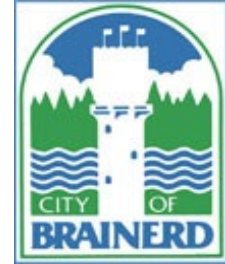
**FINANCIAL IMPACT:**

*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 17, 2023

**RE:** Recommendations for Active Code Enforcement Cases

---

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

- **1306 Oak Street**
  - Received one (1) Notice of Violation Letter (5/19/23) and three (3) Citations for Fence Repair
    - First citation 6/20/23 – Third citation 7/10/23
    - \$600 in open citations

*Staff recommends obtaining a search warrant and abating the fence.*

- **412 J St NE**
  - Received one (1) Notice of Violation Letter (5/25/23) and three (3) Citations for Junk/Debris/Blight
    - First citation 6/9/23 – Third citation 7/10/23
    - \$600 in open citations

*Staff recommends obtaining a search warrant and abating the junk and debris.*

## **Running Summary of Actions Taken**

1005 3<sup>rd</sup> 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.



924 7<sup>th</sup> Ave NE – Repeat grass issue – Immediate \$300 fine and immediate abatement for long grass/weeds took place 6/2/23.

408 2<sup>nd</sup> 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 7<sup>th</sup> Ave NE – 3<sup>rd</sup> citation for tree limbs, brush pile sent to property owner – abated 6/30/23.

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 19, 2023

SALTNESS, KELLY M & MAIER, ANDRES E  
1306 OAK ST  
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:** 1306 OAK ST  
**Real Estate Code:** 41250792

**Violation: Fence Repair**

IPMC: 302.7

Description: Accessory structures. Accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

To review City Codes on the web, go to [www.ci.brainerd.mn.us/153/City-Code](http://www.ci.brainerd.mn.us/153/City-Code).

**Action should be taken on or before 06/18/2023**

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:

1<sup>st</sup> Citation - \$100.00 | 2<sup>nd</sup> Citation - \$200.00 | 3<sup>rd</sup> 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

EN23-0195

Date of Violation: 07/10/2023

Parcel ID: 41250792

Violator(s): SALTNESS, KELLY M & MAIER, ANDRES E  
1306 OAK ST  
BRainerd, MN 56401

Location/Address of Violation: **1306 OAK ST**

### **VIOLATION**

| Section    | Subdivision, Chapter<br>or Article | Fine     |
|------------|------------------------------------|----------|
| IPMC 302.7 | Fence Repair                       | \$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: 07/20/2023**

**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: 07/10/2023

Representative's Signature:

(served via first class mail)





May 25, 2023

HUNTER, IVY RAE  
6078 DONALD ST  
BAXTER, MN 56425

**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:** 412 J ST NE  
**Real Estate Code:** 41190917

**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](http://www.ci.brainerd.mn.us/153/City-Code).

**Action should be taken on or before 06/08/2023**

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:

1<sup>st</sup> Citation - \$100.00 | 2<sup>nd</sup> Citation - \$200.00 | 3<sup>rd</sup> 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

EN23-0248

Date of Violation: 06/30/2023

Parcel ID: 41190917

Violator(s): HUNTER, IVY RAE  
6078 DONALD ST  
BAXTER, MN 56425

Location/Address of Violation: **412 J ST NE**

### **VIOLATION**

| Section    | Subdivision, Chapter<br>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: 07/10/2023**

**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: 06/30/2023

Representative's Signature: 

(served via first class mail)









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

**July 17, 2023**

**Will review its item during the Council Meeting**

1. Accept Resignation of Paid On-Call Firefighter Matt Ingman



# Brainerd City Council Agenda Request

**MEETING DATE:** July 17, 2023

**TITLE OF ITEM:** Resignation of Paid on-call Firefighter Matthew Ingman

**AGENDA:** P&F Committee

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Kris Schubert & Tim Holmes

**DEPARTMENT:** Human Resources/Fire

**PRESENTER:** Kris Schubert

**ESTIMATED TIME (MIN):** 1 minute

**SUMMARY OF ISSUE:**

On June 28, 2023, Paid on-call Firefighter Matthew Ingman submitted his letter of resignation. Matthew Ingman's last working day will be Friday, July 28, 2023.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

Click to enter text

**RECOMMENDED ACTION/MOTION:**

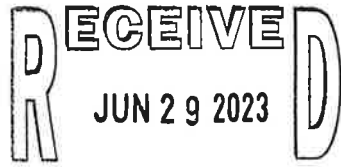
Motion to accept the resignation of Paid on-call Firefighter Matthew Ingman effective Friday, July 28, 2023.

**FINANCIAL IMPACT:**

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

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

*Is this budgeted? (Please Explain)* N/A



BRAINERD FIRE DEPARTMENT

June 28th, 2023

To Whom it may concern:

I am writing to inform the city that I will be resigning from my position on the Brainerd Fire Department. My family will be moving closer to where we work and attend school, which will not allow me to be on the department anymore. This was a difficult decision to make but ultimately the decision is in the best interest of my family. My last day on the department will be on Friday, July 28 2023.

I have appreciated the opportunity to serve as a firefighter these last four years and I have made many lifelong connections and friendships. The guidance and leadership here has made me a better firefighter and helped me grow as a person. I have enjoyed serving the Brainerd community and will miss the camaraderie that comes with it working with a great team of firefighters.

Thank you for giving me the chance to serve as a firefighter, I will definitely miss it.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew Ingman". The signature is stylized with a long, sweeping underline that extends to the right.

Matt Ingman



# Brainerd City Council Agenda Request

**MEETING DATE:** July 17, 2023

**TITLE OF ITEM:** Public Hearing for Redevelopment TIF District and Adoption of Resolution

**AGENDA:** Main Agenda

**ACTION REQUESTED:** Adopt Resolution

**SUBMITTED BY:** Eric Charpentier

**DEPARTMENT:** HRA

**PRESENTER:** Eric Charpentier/Baker Tilly

**ESTIMATED TIME (MIN):** 15 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 former Thrifty White property at the corner of 8<sup>th</sup> Street and Laurel Street. 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:**

A short presentation by financial advisors with Baker Tilly regarding the viability of and need for a redevelopment project area and TIF district to be created by the HRA for the proposed redevelopment project by DW Jones Inc. The Planning Commission at its July 12, 2023 meeting unanimously approved the TIF district and voted the project is supported by the goals and policies of the Comprehensive Plan. Attached is: 1. Copy of the public hearing notice; 2. Memo from Baker Tilly; 3. Redevelopment Plan for Redevelopment Project Area No. 2; 3. Tax Increment Financing Plan for TIF (Redevelopment) District No. 2-1 (Thrifty White Redevelopment Project) Redevelopment Project Area No. 2; 4. Proposed resolution to establishing Redevelopment Project No. 2 and approving a Redevelopment Plan; and establishing Tax Increment Financing Redevelopment District No. 2-1 and approving a Tax Increment Financing plan thereto.

**RECOMMENDED ACTION/MOTION:**

1. Short presentation by Baker Tilly.
2. Hold the public hearing on the potential creation of a redevelopment project area and TIF district and plans therefor to redevelop the property located at the NW corner of 8<sup>th</sup> Street and Laurel Street by DW Jones, Inc.
3. Adopt resolution establishing Redevelopment Project No. 2 and approving a Redevelopment Plan therefor; establishing Tax Increment Financing Redevelopment District No. 2-1 and approving a Tax Increment Financing plan thereto.

**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

## **NOTICE OF PUBLIC HEARING**

### **CITY OF BRAINERD CROW WING COUNTY STATE OF MINNESOTA**

The City Council of the City of Brainerd, Minnesota (the “City”) will hold a public hearing on Monday, July 17, 2023 at 7:30 p.m. in the Council Chambers at Brainerd City Hall, 501 Laurel Street, Brainerd, Minnesota to consider (i) the establishment of Redevelopment Project Area No. 2 (the “Redevelopment Project Area”) in the City; (ii) the approval of a Redevelopment Plan (the “Redevelopment Plan”) for the Redevelopment Project Area; (iii) the establishment of Tax Increment Financing (Redevelopment) District No. 2-1 (the “TIF District”) to be located within the Redevelopment Project Area; and (iv) the approval of a Tax Increment Financing Plan (the “TIF Plan”) for the TIF District, pursuant to Minnesota Statutes, Sections 469.001 to 469.047, as amended, and Minnesota Statutes, Sections 469.174 to 469.1794, as amended (collectively, the “TIF Act”). The TIF District is expected to be administered by the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota (the “HRA”).

The boundaries of the proposed Redevelopment Project Area and the proposed TIF District are coterminous and are shown in the map below. Increments may be collected from the TIF District and may be expended in the Redevelopment Project Area pursuant to the TIF Act. The proposed TIF District is a redevelopment district, and its purpose is to facilitate redevelopment of the property included within the district to include demolition of the existing substandard buildings followed by construction of a new mixed-use building with residential rental housing units and first floor commercial space. The property has been reviewed and determined to meet the definition of substandard to be included within a redevelopment district. Details on the proposal are contained in the drafts of the Redevelopment Plan and the TIF Plan, copies of which will be available for public inspection at the office of the City Clerk at City Hall during regular business hours.

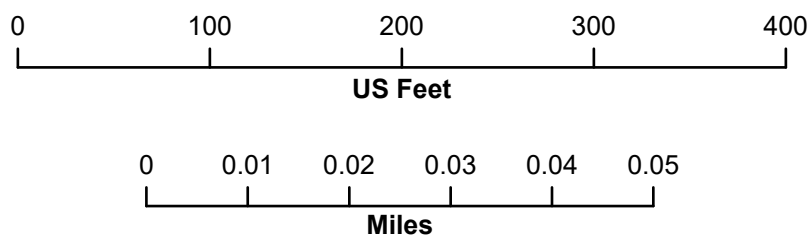
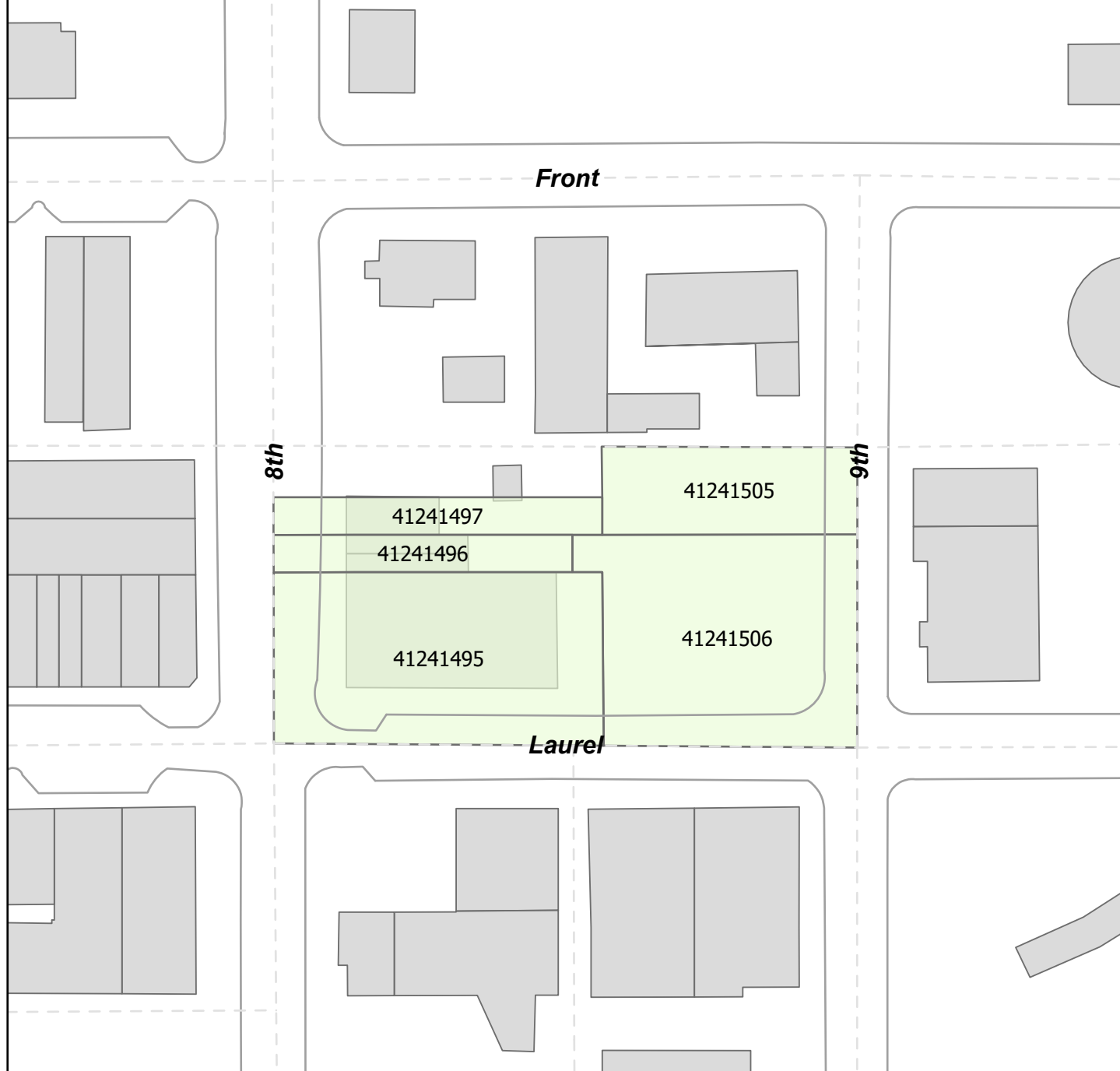
[Insert map]

All interested persons may appear at the hearing and present their views orally or prior to the meeting in writing. For more information or to submit comments prior to the public hearing, call 218-828-2307.

(Publish: July 5, 2023)

# Brainerd HRA and City of Brainerd

## Proposed TIF (Redevelopment) District No. 2-1 and Redevelopment Project Area No. 2



### Legend

- Buildings
- Proposed TIF District No. 2-1 and Redevelopment Project Area No. 2



# Memorandum

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To: Eric Charpentier, Executive Director, Brainerd HRA  
Jennifer Bergman, City Administrator, City of Brainerd  
Connie Hillman, Finance Director, City of Brainerd  
James Kramvik, Community Development Director, City of Brainerd

From: Mikaela Huot, Director

Date: July 17, 2023

Subject: Consideration by the City Council of the City of Brainerd regarding the proposed Tax  
Increment Financing Plan for Tax Increment Financing (Redevelopment) District No. 2-1 and  
Redevelopment Plan for Redevelopment Project Area No. 2

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## **Executive Summary**

The Brainerd HRA (the “HRA”) and City of Brainerd (the “City”) have been working D.W. Jones, Inc. (the “developer”) on the proposed redevelopment of property located at the corner of 8th Street and Laurel Street in downtown Brainerd. The proposed project would include demolition of the existing substandard buildings and subsequent construction of a new mixed-use building with first floor commercial space and 78 units of multi-family housing with studio, 1- and 2-bedroom units. The plan also includes 65 units of underground parking along with additional surface parking behind the building. The developer has requested financial assistance from the City to finance a portion of the extraordinary costs associated with the redevelopment project. Tax increment financing (TIF) is a tool many communities use to capture the incremental taxes generated from a redevelopment project to finance extraordinary costs. The project financing is still in preliminary stages as the developer continues to pursue funding sources to allow the project to be financially feasible.

Prior to establishing a tax increment financing district, there are findings that need to be made by the City that include: 1) determination that the project qualifies as a TIF district, 2) determination that the project as proposed would not proceed without public assistance (meeting the “but-for” test), and 3) the taxable value to be created on the site is greater with the use of tax increment financing than if no assistance were provided. When reviewing requests for financial assistance it is important to understand how the level of financial assistance would impact the ability of the project to proceed as proposed and maximize new value created on the current project site.

Multiple steps need to occur taken prior to establishing a TIF District, including notifications to the County and School District, publication of a public hearing notice, and the holding of a public hearing. Notice was provided to the County Commissioner on June 5, draft TIF and Redevelopment Plans and fiscal and economic impacts were sent to the County Auditor and School District Board Clerk on June 16, and publication of the hearing notice in the Brainerd Dispatch on July 5, as required by statute for a July 17, 2023 public hearing for the City Council to is being asked to review and consider the proposal by the Brainerd HRA (the “HRA”) to (i) establish the Redevelopment Project Area No. 2 (the “Project Area”), (ii) approve a Redevelopment Plan (the “Redevelopment Plan”) for the Project Area, (iii) establish Tax Increment Financing (Redevelopment) District No. 2-1 within the Project Area, and (iv) adopt a Tax Increment Financing Plan relating thereto (the “TIF Plan” and, together with the Redevelopment Plan, the “Plans”), all pursuant to and in conformity with applicable law, including Minnesota Statutes sections 469.001 through 469.047, as amended, and Sections 469.174 through 469.1794. consider the

TIF District and Plan and Redevelopment Project and Redevelopment Plan. The HRA will review and consider the TIF and Redevelopment Plans and respective TIF District and Project Area at its July 26 meeting.

### **Process for TIF District Establishment**

A TIF District is established within a Project Area. The City is considering the establishment of a new Redevelopment TIF District to facilitate redevelopment of the substandard properties. A map showing the boundaries of the proposed Tax Increment Financing District No. 2-1 and Redevelopment Project Area No. 2 (Project Area) is included within the TIF Plan and Project Area documents. The boundaries of the TIF District and Project Area are coterminous and include the same 5 parcels: 41241495, 41241506, 41241505, 41241496, 41241497.

The required findings for adoption and approval of the plans are defined in the proposed resolution establishing Redevelopment Project Area No. 2 and approving a Redevelopment Plan and establishing Tax Increment Financing (Redevelopment) District No. 2-1 and approving a Tax Increment Financing Plan including:

- 1) the land in the Redevelopment Project would not be made available for redevelopment without the use of tax increment financing; and the Plans are intended and, in the judgment of this Council, the effect of such actions will be to afford maximum opportunity, consistent with the needs of the City as a whole, for the redevelopment of the Redevelopment Project by private enterprise, and the Plans conform to the general plan for the development of the City as a whole.
- 2) The TIF District qualifies as a redevelopment district
- 3) The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future;
- 4) (3) The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for development of the Project Area by private enterprise; and
- 5) (4) The Plans conform to general plans for development of the City as a whole.

### **Action Item**

The City Council is being asked to hold the public hearing on Monday, July 17, 2023. The public hearing date is the time in which City Council would take any public comment, and after the hearing, consider the adoption of a resolution approving the TIF District and Project Area and adoption of the TIF Plan and Redevelopment Plan. Adopting the resolution approving the TIF Plan for the TIF District and Redevelopment Plan for the Redevelopment Project Area will provide the HRA with the authority to use tax increment financing for the redevelopment project on qualified TIF-eligible expenditures.

### **Project Summary and Qualifications**

D.W. Jones, Inc. is proposing redevelopment of the project site to include demolition of the existing substandard buildings with subsequent construction of a of a new mixed-use building with first floor commercial space and 78 units of multi-family housing with studio, 1- and 2-bedroom units. The plan also includes 65 units of underground parking along with additional surface parking behind the building. The developer has represented that the proposed project will not be financially feasible without public assistance and will require tax increment financing (and other public assistance including grants and deferred loans) to support extraordinary redevelopment costs. This action requires the establishment of a Tax Increment Financing Redevelopment District. Redevelopment districts are a type of tax increment financing district in which one or more of the following conditions exists and is reasonably distributed throughout the district:

1. *parcels comprising at least 70% of the area of the district are occupied by buildings, streets, utilities, paved or gravel parking lots, or other similar structures and more than 50% of the buildings, not including outbuildings, are structurally substandard requiring substantial renovation or clearance. A parcel is deemed "occupied" if at least 15% of the area of the parcel contains buildings, streets, utilities, paved or gravel parking lots, or other similar structures.*
2. the property consists of vacant, unused, underused, inappropriately used, or infrequently used railyards, rail storage facilities, or excessive or vacated railroad right-of-ways; or

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3. tank facilities, or property whose immediately previous use was for tank facilities, as defined in section 115C.02, subdivision 15, if the tank facilities:
  - a. have or had a capacity of more than 1,000,000 gallons;
  - b. are located adjacent to rail facilities; and
  - c. have been removed or are unused, underused, inappropriately used, or infrequently used.

A blight inspection confirming qualification of the building as substandard for inclusion in a Tax Increment Financing District was completed by LHB dated January 13, 2022 and provides the basis for which a Redevelopment TIF District could be established. A final report has been prepared to retain on file in City offices for public inspection. The report contains the details of the findings summarized below regarding the project qualifications:

- The TIF District consists of five parcels that are occupied with 100 percent of the area of the proposed TIF District occupied (exceeding the 70 percent coverage test);
- 66.7 percent (2 of 3) of the buildings in the proposed District contain code deficiencies exceeding the 15 percent threshold and are structurally substandard to a degree requiring substantial renovation or clearance, because of defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance, exceeding the more than 50 percent substandard test; and
- The foregoing conditions are reasonably distributed throughout the geographic area of the proposed TIF District.



# **Redevelopment Plan for Redevelopment Project Area No. 2**

**Housing and Redevelopment Authority in and for the City of Brainerd**

**City of Brainerd, Minnesota**

Prepared by

Baker Tilly Municipal Advisors, LLC

Draft Dated: July 17, 2023

Anticipated Approval by City Council: July 17, 2023

Anticipated Approval by HRA Board: July 26, 2023

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## **Section A    Definitions**

The terms defined in this section have the meanings given herein, unless the context in which they are used indicates a different meaning:

"Act" means the HRA Act.

"Authority" means the Housing and Redevelopment Authority in and for the City of Brainerd, a public body, corporate and politic of the State.

"Board of Commissioners" means the Board of Commissioners of the Authority.

"City" means the City of Brainerd, Minnesota; also referred to as a "Municipality".

"City Council" means the City Council of the City.

"Comprehensive Plan" means the Comprehensive Plan of the City.

"County" means Crow Wing County, Minnesota.

"HRA Act" means Minnesota Statutes sections 469.001 to 469.047, inclusive, as amended.

"Land Use Regulations" means all federal, state and local laws, rules, regulations, ordinances and plans relating to or governing the use or development of land in the Project Area, including but not limited to environmental, platting, zoning and building code laws, regulations and ordinances.

"Project Area" means the geographic area of the Redevelopment Project.

"Public Costs" means the costs of land acquisition, demolition, redevelopment, public improvements and site improvements, and other eligible costs as set forth in this Redevelopment Plan and the TIF Plan.

"Redevelopment Plan" means the Redevelopment Plan for Redevelopment Project Area No. 2.

"Redevelopment Project" means Redevelopment Project Area No. 2 which is described in the Redevelopment Plan (this document).

"State" means the State of Minnesota.

"TIF Act" means Minnesota Statutes sections 469.174 through 469.1794, inclusive, as amended.

"TIF District" means any tax increment financing district presently established or to be established in the future in the Project Area.

"TIF Plan" means the respective tax increment financing plan for each TIF district located within the Project Area.

## **Section B Statutory Authorization**

The Act authorizes the Authority to exercise all the powers relating to a housing and redevelopment authority granted under the HRA Act, the TIF Act, or other law.

It is the intention of the Board of Commissioners, notwithstanding the enumeration of specific goals and objectives in the Redevelopment Plan, that the Authority shall have and enjoy with respect to the Project Area the full range of powers and duties conferred upon the Authority pursuant to the HRA Act, the TIF Act, and such other legal authority as the Authority may have or enjoy from time to time.

## **Section C Statement of Need and Public Purpose**

The Authority finds that there is a need for development within the City and the Project Area in order to provide employment and housing opportunities, to improve the local tax base, and to improve the general economy of the City and the State. The economic security of the people in the City depends upon proper development of property that meets any one of a number of conditions, including properties whose values are too low to pay for the public services required or rendered and properties whose lack of use or improper use has resulted in stagnant or unproductive land that could otherwise contribute to the public health, safety, and welfare.

The Authority finds that in many cases such property cannot be developed or redeveloped without public participation and assistance in various forms including property acquisition and/or write-down, proper planning, the financing of development costs associated with clearance, grading and soils correction, and the making of various other public and private improvements necessary for development or redevelopment. In cases where the development or redevelopment of property cannot be done by private enterprise alone, the Authority believes it to be in the public interest to consider the exercise of its powers, to advance and spend public money, and to provide the means and impetus for such development or redevelopment.

The Authority finds that in certain cases property within the Project Area would or may not be available for redevelopment without the specific financial aid to be sought, that the Redevelopment Plan for the Project Area will afford maximum opportunity, consistent with the needs of the City as a whole, for the redevelopment of the Project Area by private enterprise, and that the Redevelopment Plan conforms to the general plan for the development of the City as a whole.

## **Section D Statement of Objectives**

The Authority seeks to achieve one or more of the following objectives with respect to the Project Area, as the Authority may deem appropriate and necessary.

- (1) To promote and secure the prompt development of property within the Project Area, such property which is not now in its most productive use, in a manner consistent with the Comprehensive Plan, thus realizing Comprehensive Plan, land use, and tax base goals.
- (2) To assist development in the Project Area through the acquisition or write-down of certain interests in property which is not now in productive use or in its

highest and best use, to make or defray the cost of extraordinary redevelopment and site improvements on said property, and to construct or reimburse for the construction of public improvements and other facilities on or for the benefit of said property, thereby promoting and securing the development of other land within the Project Area.

(3) To secure the increase and availability of rental housing property for individuals and families within the Project Area.

(4) To promote and secure additional employment opportunities within the City and to prevent the loss of existing employment opportunities, thereby preventing the loss of valuable human resources.

(6) To provide funding for an ongoing development strategy and to prioritize the use of available resources.

(7) To implement and revise from time to time, as may be deemed necessary or desirable, a consolidated and unified Redevelopment Plan and to finance the associated development costs on an area-wide basis.

(8) To employ any of the powers of the Authority for the benefit of the Project Area in such cases and upon such terms as the Authority may deem appropriate.

## **Section E Boundaries of the Project Area**

The property within the City which constitutes the Project Area includes the property as illustrated on the map attached as Exhibit I and described as follows:

| <b>Parcel Number</b> | <b>Legal Description</b>                                                |
|----------------------|-------------------------------------------------------------------------|
| 41241495             | Lot 22, Thru 24 Inclusive Block 39, & Adjacent Vacated Portion of Alley |
| 41241496             | Lot 21, BLOCK 39, AND ADJACENT VACATED PORTION OF ALLEY.                |
| 41241497             | Lot 20, BLOCK 39, AND ADJACENT VACATED PORTION OF ALLEY                 |
| 41241506             | Lot 1, BLOCK 39                                                         |
| 41241505             | Lots 5 & 6, BLOCK 39, AND ADJACENT VACATED PORTION OF ALLEY             |

The area encompassed by the Project Area shall also include all street or utility right-of-ways located upon or adjacent to the property described above, as illustrated in the boundary map included in Exhibit I. The City and the Authority reserve the right to expand the boundaries of the Project Area in the future.

## **Section F Property Acquisition**

The Authority may acquire property, or appropriate interest therein, within the Project Area as it deems necessary or desirable to assist in the implementation of the Redevelopment Plan.



## **Section G    Payment of Public Costs**

It is anticipated that the Public Costs of the Project Area will be paid primarily from tax increment or proceeds of tax increment loans/bonds. Such costs are identified in the TIF Plan for the corresponding TIF District located within the Project Area. The Authority reserves the right to use other sources of revenue legally available to pay for such Public Costs including, but not limited to, special assessments, federal or state funds, and investment income.

## **Section H    Environmental Controls; Land Use Regulations**

All Authority actions, public improvements and private development shall be carried out in a manner consistent with existing environmental controls and all applicable Land Use Regulations.

## **Section I    Park and Open Space to be Created**

Any park and open space created within the Project Area will be done in accordance with the zoning and platting ordinances of the City.

## **Section J    Property Acquisition and Proposed Reuse**

Prior to formal consideration of acquisition of any property, the Board of Commissioners will require the execution of a binding development agreement with respect thereto and evidence that tax increment or other funds will be available to repay the Public Costs associated with the proposed acquisition. Appropriate restrictions regarding the reuse and redevelopment of property shall be incorporated into any development agreement to which the Authority is a party.

## **Section K    Administration and Maintenance**

Maintenance and operation of the Project Area will be the responsibility of the Executive Director of the Authority who shall serve as administrator of the Project Area. Each year the Administrator will submit to the Board of Commissioners the maintenance and operation budget for the following year. The Administrator will administer the Redevelopment Plan pursuant to the provisions of the HRA Act; provided, however, that such powers may only be exercised at the direction of the Board of Commissioners. No action taken by the Executive Director pursuant to the above-mentioned powers shall be effective without authorization by the Board of Commissioners.

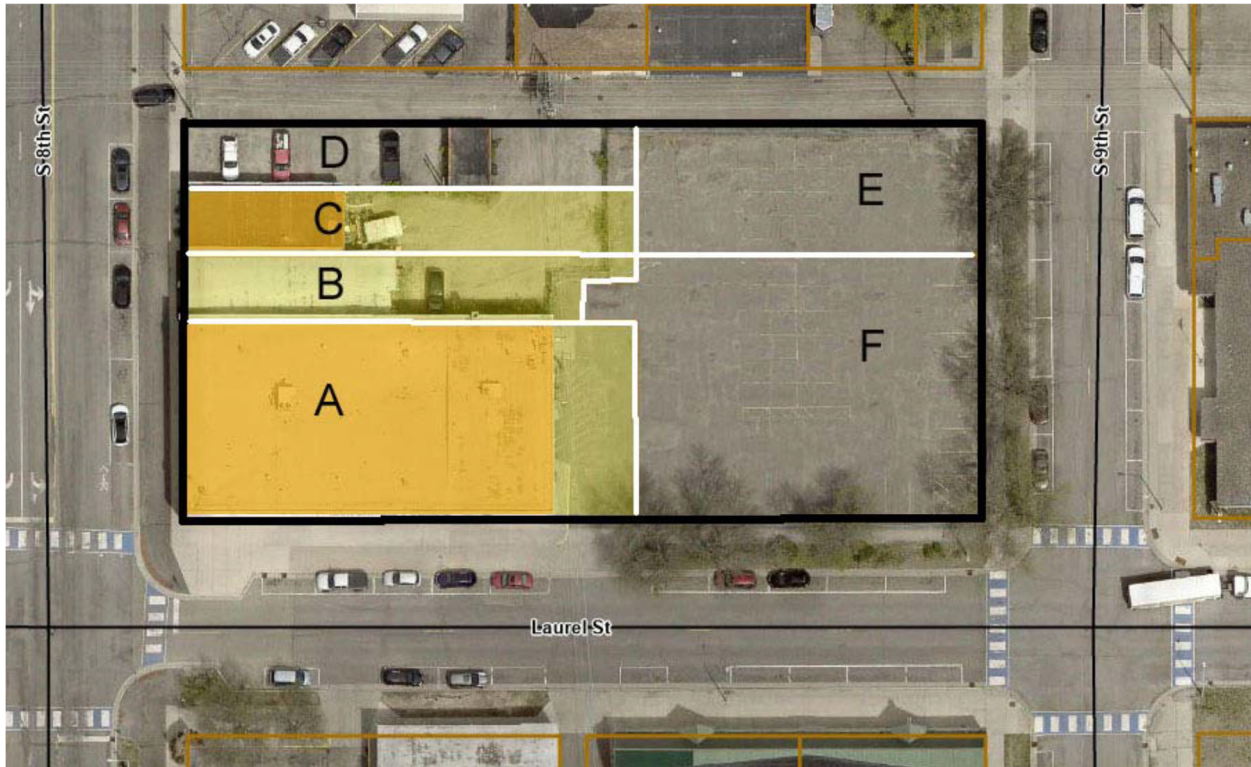
## **Section L    Relocation**

Any person or business that is displaced as a result of the Redevelopment Plan will be relocated in accordance with the provisions of the HRA Act and other applicable state and federal law.

## **Section M    Amendments**

The Authority reserves the right to alter and amend the Redevelopment Plan subject to the provisions of State law regulating such action.

**Map of  
Redevelopment Project Area No. 2**



**Tax Increment Financing Plan**  
**for**  
**Tax Increment Financing**  
**(Redevelopment) District No. 2-1**  
**(Thrifty White Redevelopment Project)**  
**Redevelopment Project Area No. 2**

**Housing and Redevelopment Authority in and for the City of**  
**Brainerd (HRA)**  
**City of Brainerd, Minnesota**

Prepared by  
Baker Tilly Municipal Advisors, LLC

Draft Dated: July 17, 2023

Public Hearing Scheduled by City Council: July 17, 2023  
Anticipated Approval by City Council: July 17, 2023  
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## **Section A     Definitions**

The terms defined in this section have the meanings given herein, unless the context in which they are used indicates a different meaning:

"Act" means the HRA Act and the TIF Act.

"Authority" means the Housing and Redevelopment Authority in and for the City of Brainerd, a public body, corporate and politic of the State.

"Board of Commissioners" means the Board of Commissioners of the Authority. "City" means the City of Brainerd, Minnesota; also referred to as a "Municipality".

"City Council" means the City Council of the City; also referred to as the "Governing Body".

"County" means Crow Wing County, Minnesota.

"HRA Act" means Minnesota Statutes sections 469.001 to 469.047, inclusive, as amended.

"Project Area" means the geographic area of the Redevelopment Project.

"Redevelopment Plan" means the Redevelopment Plan for Redevelopment Project Area.

"Redevelopment Project Area" means Redevelopment Project Area No. 2, which is described in the corresponding Redevelopment Plan.

"School District" means Independent School District No. 181, Minnesota. "State" means the State of Minnesota.

"TIF Act" means Minnesota Statutes sections 469.174 through 469.1794, inclusive, as amended.

"TIF District" means Tax Increment Financing (Redevelopment) District No. 2-1, a Redevelopment District.

"TIF Plan" means the tax increment financing plan for the TIF District (this document).

## **Section B     Overview**

The Authority plans to adopt the TIF Plan for the TIF District within the Redevelopment Project. The purpose of the Redevelopment Plan is to establish a framework and implementation plan for redevelopment of the area comprising the Project Area.

The establishment of the TIF District as set forth in this TIF Plan is for the purpose of the implementation of the objectives set forth in the Redevelopment Plan attached herein as Exhibit VII.

## **Section C     Statutory Authorization**

The HRA Act authorizes the Authority to exercise all the powers relating to a housing and redevelopment authority granted under the HRA Act, the TIF Act or other law.

It is the intention of the Board of Commissioners, notwithstanding the enumeration of specific goals and objectives in the Redevelopment Plan, that the Authority shall have and enjoy with respect to the Project Area and TIF District the full range of powers and duties conferred upon the Authority pursuant to the HRA Act, the TIF Act and such other legal authority as the Authority may have or enjoy from time to time.

#### **Section D      Statement of Need and Public Purpose**

The Authority and the City concur that there is a need for development and redevelopment within the City and the Project Area in order to provide employment and commercial redevelopment opportunities, to improve the local tax base, and to improve the general economy of the City and the State. The economic security of the people in the City depends upon proper development of property that meets any one of a number of conditions, including properties whose values are too low to pay for the public services required or rendered and properties whose lack of use or improper use has resulted in stagnant or unproductive land that could otherwise contribute to the public health, safety, and welfare.

The Authority finds that the property within this TIF District cannot be redeveloped, consistent with the Comprehensive Plan of the City, without public participation and assistance in various forms including assistance for property acquisition, and/or write-down, proper planning, the financing of development costs associated with clearance, grading and soils correction, and the making of various other public and private improvements for redevelopment of blighted property, which are necessary for the project to proceed. In cases where the redevelopment of property cannot be done by private enterprise alone, the Authority believes it to be in the public interest to consider the exercise of its powers, to advance and spend public money, and to provide the means and impetus for such development and redevelopment.

#### **Section E      Statement of Objectives**

The Authority seeks to achieve, through the use of tax increment, one or more of the following objectives with respect to the Redevelopment Project and Project Area, as the Authority may deem appropriate and necessary.

- (1) To promote and secure the prompt development of property within the Project Area, such property which is not now in its most productive use, in a manner consistent with the Comprehensive Plan, thus realizing Comprehensive Plan, land use, and tax base goals.
- (2) To assist redevelopment in the Project Area through the acquisition or write-down of certain interests in property which is not now in productive use or in its highest and best use, to make or defray the cost of soil corrections or site improvements on said property, and to construct or reimburse for the construction of public improvements and other facilities on or for the benefit of said property, thereby promoting and securing the development of other land within the Project Area.
- (4) To promote and secure additional employment opportunities within the City and to prevent the loss of existing employment opportunities, thereby preventing the loss of valuable human resources.

- (5) To provide funding for an ongoing development strategy and to prioritize the use of available resources.
- (6) To implement and revise from time to time, as may be deemed necessary or desirable, a consolidated and unified Redevelopment Plan and to finance the associated development costs on an area-wide basis.
- (7) To employ any of the powers of the Authority for the benefit of the Project Area in such cases and upon such terms as the Authority may deem appropriate.

#### **Section F      Boundaries of the Project Area and TIF District**

The property within the City which constitutes the Project Area and TIF District includes the property contained within the boundaries described below and is illustrated in the map attached as Exhibit I.

The TIF District includes five tax parcels within the Project Area as shown on the attached map (Exhibit I). The City and Authority reserve the right to expand the boundaries of the Project Area in the future.

#### **Section G      Designation of Tax Increment Financing District as a Redevelopment District**

Redevelopment districts are a type of tax increment financing district in which one or more of the following conditions exists and is reasonably distributed throughout the district:

- (1) parcels comprising at least 70% of the area of the district are occupied by buildings, streets, utilities, paved or gravel parking lots, or other similar structures and more than 50% of the buildings, not including outbuildings, are structurally substandard to a degree requiring substantial renovation or clearance. A parcel is deemed "occupied" if at least 15% of the area of the parcel contains buildings, streets, utilities, paved or gravel parking lots, or other similar structures;
- (2) the property consists of vacant, unused, underused, inappropriately used, or infrequently used railyards, rail storage facilities, or excessive or vacated railroad right-of-ways; or
- (3) tank facilities, or property whose immediately previous use was for tank facilities, as defined in Minnesota Statutes Section 115C.02, Subdivision 15, if the tank facilities:
  - (i) have or had a capacity of more than 1,000,000 gallons;
  - (ii) are located adjacent to rail facilities; and
  - (iii) have been removed or are unused, underused, inappropriately used, or infrequently used.

For districts consisting of two more noncontiguous areas, each area must individually qualify under the provisions listed above to be included in the district, and the entire area must also qualify as a whole.

The TIF District qualifies as a redevelopment district in that it meets all of the criteria listed in (1) above. The supporting facts and documentation for this determination will be retained by the

Authority for the life of the TIF District and are available to the public upon request. An analysis was completed by LHB, Inc. dated January 13, 2022 to make this determination.

"Structurally substandard" is defined as buildings containing defects or deficiencies in structural elements, essential utilities and facilities, light and ventilation, fire protection (including egress), layout and condition of interior partitions, or similar factors. Generally, a building is not structurally substandard if it is in compliance with the building code applicable to a new building or could be modified to satisfy the existing code at a cost of less than 15% of the cost of constructing a new structure of the same size and type.

A municipality may not find that a building is structurally substandard without an interior inspection, unless it cannot gain access to the property and there exists evidence which supports the structurally substandard finding. Such evidence includes recent fire or police inspections, on-site property tax appraisals or housing inspections, exterior evidence of deterioration, or other similar reliable evidence. Written documentation of the findings and reasons why an interior inspection was not conducted must be made and retained. A parcel is deemed to be occupied by a structurally substandard building if the following conditions are met:

- (1) the parcel was occupied by a substandard building within three years of the filing of the request for certification of the parcel as part of the district;
- (2) the demolition or removal of the substandard building was performed or financed by the Authority, or was performed by a developer under a development agreement with the Authority;
- (3) the Authority found by resolution before such demolition or removal occurred that the building was structurally substandard, and that the Authority intended to include the parcel in the TIF district; and
- (4) the Authority notifies the county auditor that the original tax capacity of the parcel must be adjusted upon filing the request for certification of the tax capacity of the parcel as part of a district.

In the case of (4) above, the county auditor shall certify the original net tax capacity of the parcel to be the greater of (a) the current tax capacity of the parcel, or (b) a computed tax capacity of the parcel using the estimated market value of the parcel for the year in which the demolition or removal occurred, and the appropriate classification rate(s) for the current year.

At least 90 percent of the tax increment from a redevelopment district must be used to finance the cost of correcting conditions that allow designation as a redevelopment district. These costs include, but are not limited to, acquiring properties containing structurally substandard buildings or improvements or hazardous substances, pollution, or contaminants, acquiring adjacent parcels necessary to provide a site of sufficient size to permit development, demolition and rehabilitation of structures, clearing of land, removal of hazardous substances or remediation necessary to development of the land, and installation of utilities, roads, sidewalks, and parking facilities for the site. The allocated administrative expenses of the Authority may be included in the qualifying costs.

## **Section H      Duration of the TIF District**

Redevelopment districts may remain in existence for 26 years from the date of receipt by the Authority of the first tax increment. Modifications of this plan (see Section AB) shall not extend these limitations.



Pursuant to Minnesota Statutes Section 469.175, Subdivision 1(b), the Authority specifies 2027 as the first year in which it elects to receive tax increment from the TIF District, which is no later than four years following the year of approval of the TIF District. Thus, the Authority may collect increment from the district through December 31, 2052, but anticipates that the TIF District could be decertified early (see Section T). All tax increments from taxes payable in the year the TIF District is decertified shall be paid to the Authority.

#### **Section I      Property to be Included in the TIF District**

The TIF District comprises of the parcels listed below and also includes adjacent streets and right-of-ways located within the Project Area. A map showing the location of the TIF District is shown in Exhibit I. The boundaries and area encompassed by the TIF District are described below:

| <b>Parcel Number</b> | <b>Legal Description</b>                                                |
|----------------------|-------------------------------------------------------------------------|
| 41241495             | Lot 22, Thru 24 Inclusive Block 39, & Adjacent Vacated Portion of Alley |
| 41241496             | Lot 21, BLOCK 39, AND ADJACENT VACATED PORTION OF ALLEY.                |
| 41241497             | Lot 20, BLOCK 39, AND ADJACENT VACATED PORTION OF ALLEY                 |
| 41241506             | Lot 1, BLOCK 39                                                         |
| 41241505             | Lots 5 & 6, BLOCK 39, AND ADJACENT VACATED PORTION OF ALLEY             |

The area encompassed by the TIF District shall also include all streets and utility right-of-ways located upon or adjacent to the property described above, as illustrated in the boundary map included in Exhibit I.

#### **Section J      Property to be Acquired in the TIF District**

The Authority does not anticipate acquiring or selling any property located within the TIF District.

#### **Section K      Specific Development Expected to Occur Within the TIF District**

The proposed project will include redevelopment of the existing substandard properties to include construction of a new multi-story building with housing, commercial and parking. The building is expected to include a 78-unit apartment building with a mix of studios, 1-, and 2-bedroom units with community room and other supporting uses. The City anticipates using tax increment revenues to finance eligible costs associated with redevelopment of the project site including acquisition, demolition, site development/improvements, public improvements and other redevelopment costs, as well as related administrative expenses. The project area qualifies for inclusion within a redevelopment tax increment financing district with at least 50% of the buildings considered 'substandard' and at least 70% of the area within the proposed district 'occupied' by buildings, streets, sidewalks, parking lots, and similar structures, etc. The City and HRA anticipate using tax increment revenues to finance eligible extraordinary costs associated with redevelopment of the project site including acquisition, site development and eligible redevelopment costs as well as related administrative expenses.

Demolition and subsequent construction of the new development on the project site is projected to start in mid-late 2024 and continue through 2025. The project is expected to be fully constructed by December 31, 2025, and be 100% assessed and on the tax rolls as of January 2, 2026 for taxes payable 2027.

## **Section L Findings and Need for Tax Increment Financing**

In establishing the TIF District, the City makes the following findings:

- (1) The TIF District qualifies as a redevelopment district;

The Authority hired LHB, Inc. to inspect and evaluate the property within the proposed TIF District to be established by the Authority. The purpose of the evaluation was to determine if the proposed district met the statutory requirements for coverage and if the buildings met the qualifications required for a Redevelopment District.

A final report has been prepared for the Authority to retain on file in Authority offices for public inspection. The report contains the details of the findings summarized below regarding the substandard qualifications:

- The TIF District consists of five parcels that are occupied with 100 percent of the area of the proposed TIF District (exceeding the 70 percent coverage test);
- 66.7 percent of the buildings (2 of 3, which is greater than 50%) are structurally substandard to a degree requiring substantial renovation or clearance, because of defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance, exceeding the more than 50 percent substandard test; and
- The foregoing conditions are reasonably distributed throughout the geographic area of the proposed TIF District.

- (2) The proposed redevelopment, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan.

### **Factual basis:**

*Proposed development not expected to occur:*

The proposed project consists of the redevelopment of property within the City that consists of blighted property found to be substandard and will be demolished following

establishment of the TIF District. The Authority has identified significant and extraordinary costs including site development/preparation, demolition, public improvements and other redevelopment costs associated with redevelopment of the project site in conjunction with new development. The estimated total redevelopment costs for this property make the total cost of this effort significantly higher than costs reasonably incurred for similar developments on a clean site. The City's finding that the proposed redevelopment would be unlikely to occur solely through private investment within the reasonably foreseeable future is based on an analysis of the proforma and other materials submitted by the developer.

*No higher market value expected:*

If the proposed redevelopment did not go forward, for the same reasons described above, no significant alternative redevelopment of the proposed TIF District area would occur. The existing building is currently substandard, and it is highly unlikely that the improvements would be made on the property site without tax increment financing. In short, there is no basis for an expectation that the area would be redeveloped or be renovated in any significant way purely by private action and without public subsidy.

To summarize the basis for the City's findings regarding alternative market value, in accordance with Minnesota Statutes Section 469.175, Subdivision 3(d), the City makes the following determinations:

- a. The City's estimate of the amount by which the market value of the site will increase without the use of tax increment financing is anywhere from \$0 to some modest amount based on small scale renovation or redevelopment that could be possible without assistance; any estimated values would be too speculative to ascertain.
  - b. If the proposed development to be assisted with tax increment occurs in the TIF District, the total increase in market value would be approximately \$17,983,428, including the value of the building (See Exhibit V).
  - c. The present value of tax increments from the TIF District for the maximum duration of the district permitted by the TIF Plan is estimated to be \$2,205,055 (See Exhibit V).
  - d. Even if some development other than the proposed development were to occur, the City finds that no alternative would occur that would produce a market value increase greater than \$15,778,373 (the amount in clause b less the amount in clause c) without tax increment assistance.
- (3) The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for development or redevelopment of the Project Area by private enterprise.

**Factual basis:**

The anticipated redevelopment of the project site and any subsequent demolition, reconstruction, or renovation related to the project will remain consistent with the City's design goals. The development proposed to occur within the TIF District will afford

maximum opportunity for the development or redevelopment of the applicable parcels consistent with the sound needs of the City as a whole and the removal of the substandard buildings. The development will increase the taxable market valuation of the City and provide additional housing options in the City.

- (4) The TIF Plan conforms to general plans for development of the City as a whole.

**Factual basis:** The City has determined that the development proposed in the TIF Plan conforms to the City comprehensive plan.

## **Section M Estimated Public Costs**

The estimated public costs of the TIF District are listed below. Such costs are eligible for reimbursement from tax increments of the TIF District.

| Project Costs                       | Amount             |
|-------------------------------------|--------------------|
| Land/building acquisition           | \$710,000          |
| Site improvements/preparation costs | \$3,402,296        |
| Utilities                           | \$0                |
| Other public improvements           | \$0                |
| Construction of affordable housing  | \$0                |
| Administrative expenses             | \$456,920          |
| Subtotal                            | \$4,569,216        |
| Interest                            |                    |
| <b>Total</b>                        | <b>\$4,569,216</b> |

The Authority anticipates using tax increment to the extent available to finance redevelopment costs of the project including primarily site improvement/preparation costs (including demolition), related administrative expenses, and other TIF-eligible expenditures as deemed necessary and related to redevelopment of the project site.

The Authority reserves the right to administratively adjust the amount of any of the items listed above or to incorporate additional eligible items, so long as the total estimated public cost (\$4,569,216) is not increased. The Authority also reserves the right to fund any of the identified costs with any other legally available revenues but anticipates that such costs will be primarily financed with tax increments.

## **Section N Estimated Sources of Revenue**

| Sources of Revenue         | Amount             |
|----------------------------|--------------------|
| Tax Increment revenue      | \$4,569,216        |
| Interest on invested funds | \$0                |
| Other                      |                    |
|                            |                    |
| <b>Total</b>               | <b>\$4,569,216</b> |

The Authority anticipates capturing the tax increments from the project for financing of the identified redevelopment costs and reimbursing the developer for a portion of those costs. As

tax increments are collected from the TIF District in future years, a portion of these increments will be used by the Authority to reimburse the developer for public costs incurred (see Section M). The Authority also anticipates retaining any remaining increment to finance eligible administrative or other expenses related to the project.

The Authority reserves the right to finance any or all public costs of the TIF District using pay-as-you-go assistance, internal funding, general obligation or revenue debt, or any other financing mechanism authorized by law. The Authority also reserves the right to use other sources of revenue legally applicable to the Project Area to pay for such costs including, but not limited to, special assessments, utility revenues, federal or state funds, and investment income.

#### **Section O      Estimated Amount of Bonded Indebtedness**

The maximum principal amount of bonds (as defined in the TIF Act) secured in whole or part with tax increment from the TIF District is \$4,569,216. The Authority currently plans to finance the site improvements and redevelopment costs through a pay-as-you-go note but reserves the right to issue bonds in any form, including without limitation any interfund loan with interest not to exceed the maximum permitted under Section 469.178, Subdivision 7 of the TIF Act.

#### **Section P      Original Net Tax Capacity**

The County Auditor shall certify the original net tax capacity of the TIF District. This value will be equal to the total net tax capacity of all property in the TIF District as certified by the State Commissioner of Revenue. For districts certified between January 1 and June 30, inclusive, this value is based on the previous assessment year. For districts certified between July 1 and December 31, inclusive, this value is based on the current assessment year.

The estimated taxable value of all property within the TIF District as of January 2, 2023, for taxes payable in 2024, is \$992,900. Upon establishment of the district and classification of the property as commercial-industrial, the estimated original net tax capacity of the TIF District is estimated to be \$12,734. This assumes the property is classified as a mix of residential rental and commercial-industrial. This value is also assumed to be the value of the property, including land and building, as of the date the substandard buildings occupied the parcel.

Each year the County Auditor shall certify the amount that the original net tax capacity has increased or decreased as a result of:

- (1) changes in the tax-exempt status of property;
- (2) reductions or enlargements of the geographic area of the TIF District;
- (3) changes due to stipulation agreements or abatements; or
- (4) changes in property classification rates.

#### **Section Q      Original Local Tax Capacity Rate**

The County Auditor shall also certify the original local tax rate of the TIF District. This rate shall be the sum of all local tax rates that apply to property in the TIF District. This rate shall be for the same taxes payable year as the original net tax capacity.

In future years, the amount of tax increment generated by the TIF District will be calculated using the lesser of (a) the sum of the current local tax rates at that time or (b) the original local tax rate of the TIF District.

The County Auditor shall certify the sum of all local tax rates that apply to property in the TIF District for taxes levied in 2023 and payable in 2024 as the original tax capacity rate of the TIF District. The sum of the local tax rates for taxes levied in 2022 and payable in 2023 is 105.224% as shown below.

| <u>Taxing Jurisdiction</u> | <u>2022/2023<br/>Local Tax Rate</u> |
|----------------------------|-------------------------------------|
| City of Brainerd           | 58.664%                             |
| Crow Wing County           | 23.693%                             |
| ISD #181                   | 21.366%                             |
| Other                      | <u>1.501%</u>                       |
| Total                      | 105.224%                            |

**Section R      Projected Retained Captured Net Tax Capacity and  
Projected Tax Increment**

The Authority anticipates that the redevelopment will be completed by December 31, 2025, creating a total tax capacity for the TIF District of \$121,384 as of January 2, 2026. The captured tax capacity as of the first full year of increment is projected to be \$114,326 in taxes payable 2027. A complete schedule of estimated tax increment from the TIF District is shown in Exhibit III.

Each year the County Auditor shall determine the current net tax capacity of all property in the TIF District. To the extent that this total exceeds the original net tax capacity, the difference shall be known as the captured net tax capacity of the TIF District. The estimates shown in this TIF Plan assume that residential rental class rates remain at 1.25% and commercial-industrial class rates remain at 1.5%/2.0% and assume 3% annual increases in market values. Each year the County Auditor shall determine the current net tax capacity of all property in the TIF District. To the extent that this total exceeds the original net tax capacity, the difference shall be known as the captured net tax capacity of the TIF District.

The County Auditor shall certify to the Authority the amount of captured net tax capacity each year. The Authority may choose to retain any or all of this amount. It is the Authority's intention to retain 100% of the captured net tax capacity of the TIF District. Such amount shall be known as the retained captured net tax capacity of the TIF District. Exhibit II gives a listing of the various information and assumptions used in preparing a number of the exhibits contained in this TIF Plan, including Exhibit III which shows the projected tax increment generated over the anticipated life of the TIF District.

## **Section S      Use of Tax Increment**

Each year the County Treasurer shall deduct 0.36% of the annual tax increment generated by the TIF District and pay such amount to the State's General Fund. Such amounts will be appropriated to the State Auditor for the cost of financial reporting and auditing of tax increment financing information throughout the State. Exhibit III shows the projected deduction for this purpose over the anticipated life of the TIF District.

The Authority has determined that it will use 100% of the remaining tax increment generated by the TIF District for any of the following purposes:

- (1) pay for the estimated public costs of the TIF District (see Section M) and County administrative costs associated with the TIF District (see Section V);
- (2) pay principal and interest on tax increment bonds or other bonds issued to finance the estimated public costs of the TIF District;
- (3) accumulate a reserve securing the payment of tax increment bonds or other bonds issued to finance the estimated public costs of the TIF District;
- (4) pay all or a portion of the county road costs as may be required by the County board under Minnesota Statutes Section 469.175, Subdivision 1a; or
- (5) return excess tax increments to the County Auditor for redistribution to the Authority, County and School District.

Tax increments from property located in one county must be expended for the direct and primary benefit of a project located within that county, unless both county boards involved waive this requirement. Tax increments shall not be used to circumvent levy limitations applicable to the Authority.

Tax increment shall not be used to finance the acquisition, construction, renovation, operation, or maintenance of a building to be used primarily and regularly for conducting the business of a municipality, county, school district, or any other local unit of government or the State or federal government, or for a commons area used as a public park, or a facility used for social, recreational, or conference purposes. This prohibition does not apply to the construction or renovation of a parking structure or of a privately-owned facility for conference purposes.

If there exists any type of agreement or arrangement providing for the developer, or other beneficiary of assistance, to repay all or a portion of the assistance that was paid or financed with tax increments, such payments shall be subject to all of the restrictions imposed on the use of tax increments. Assistance includes sale of property at less than the cost of acquisition or fair market value, grants, ground or other leases at less than fair market rent, interest rate subsidies, utility service connections, roads, or other similar assistance that would otherwise be paid for by the developer or beneficiary.

## **Section T      Excess Tax Increment**

In any year in which the tax increments from the TIF District exceed the amount necessary to pay the estimated public costs authorized by the TIF Plan, the Authority shall use the excess tax increments to:

- (1) prepay any outstanding tax increment bonds;
- (2) discharge the pledge of tax increments thereof;
- (3) pay amounts into an escrow account dedicated to the payment of the tax increment bonds; or
- (4) return excess tax increments to the County Auditor for redistribution to the Authority, County and School District. The County Auditor must report to the Commissioner of Education the amount of any excess tax increment redistributed to the School District within 30 days of such redistribution.

#### **Section U Tax Increment Pooling and the Five-Year Rule**

At least 75% of the tax increments from the TIF District must be expended on activities within the district or to pay for bonds used to finance the estimated public costs of the TIF District (see Section G for additional restrictions). No more than 25% of the tax increments may be spent on costs outside of the TIF District but within the boundaries of the Project Area, except to pay debt service on credit enhanced bonds. All administrative expenses are considered to have been spent outside of the TIF District. Tax increments are considered to have been spent within the TIF District if such amounts are:

- (1) actually paid to a third party for activities performed within the TIF District within five years after certification of the district;
- (2) used to pay bonds that were issued and sold to a third party, the proceeds of which are reasonably expected on the date of issuance to be spent within the later of the five-year period or a reasonable temporary period or are deposited in a reasonably required reserve or replacement fund;
- (3) used to make payments or reimbursements to a third party under binding contracts for activities performed within the TIF District, which were entered into within five years after certification of the district; or
- (4) used to reimburse a party for payment of eligible costs (including interest) incurred within five years from certification of the district.

Beginning with the sixth year following certification of the TIF District, at least 75% of the tax increments must be used to pay outstanding bonds or make contractual payments obligated within the first five years. When outstanding bonds have been defeased and sufficient money has been set aside to pay for such contractual obligations, the TIF District must be decertified.

The Authority anticipates that an allowable portion of tax increments generated by the project may be spent outside the TIF District (including allowable administrative expenses), and such expenditures are expressly authorized in this TIF Plan.

#### **Section V Limitation on Administrative Expenses**

Administrative expenses are defined as all costs of the Authority other than:



- (1) amounts paid for the purchase of land;
- (2) amounts paid for materials and services, including architectural and engineering services directly connected with the physical development of the real property in the project;
- (3) relocation benefits paid to, or services provided for, persons residing or businesses located in the project;
- (4) amounts used to pay principal or interest on, fund a reserve for, or sell at a discount bonds issued pursuant to section 469.178; or
- (5) amounts used to pay other financial obligations to the extent those obligations were used to finance costs described in clause (1) to (3).

Administrative expenses include amounts paid for services provided by bond counsel, fiscal consultants, planning or economic development consultants, and actual costs incurred by the County in administering the TIF District. Tax increments may be used to pay administrative expenses of the TIF District up to the lesser of (a) 10% of the total tax increment expenditures authorized by the TIF Plan or (b) 10% of the total tax increments received by the TIF District.

#### **Section W     Limitation on Property Not Subject to Improvements - Four Year Rule**

If after four years from certification of the TIF District no demolition, rehabilitation, renovation, or other site preparation, including qualified improvement of an adjacent street to a parcel has commenced on a parcel located within the TIF District, then that parcel shall be excluded from the TIF District, and the original net tax capacity shall be adjusted accordingly. Qualified improvements of a street are limited to construction or opening of a new street, relocation of a street, or substantial reconstruction or rebuilding of an existing street. The Authority must submit to the County Auditor, by February 1 of the fifth year, evidence that the required activity has taken place for each parcel in the TIF District.

If a parcel is excluded from the TIF District and the Authority or owner of the parcel subsequently commences any of the above activities, the Authority shall certify to the County Auditor that such activity has commenced, and the parcel shall once again be included in the TIF District. The County Auditor shall certify the net tax capacity of the parcel, as most recently certified by the Commissioner of Revenue, and add such amount to the original net tax capacity of the TIF District.

#### **Section X     Estimated Impact on Other Taxing Jurisdictions**

Exhibit IV shows the estimated impact on other taxing jurisdictions if the maximum projected retained captured net tax capacity of the TIF District was hypothetically available to the other taxing jurisdictions. The Authority believes that there will be no adverse impact on other taxing jurisdictions during the life of the TIF District since the proposed development would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified, and the development therein becomes part of the general tax base.

The fiscal and economic implications of the proposed tax increment financing district, as pursuant to Minnesota Statutes Section 469.175, Subdivision 2, are listed below.

1. The total amount of tax increment that will be generated over the life of the district is estimated to be \$4,585,726.
2. To the extent the project in the TIF District generates any public cost impacts on city-provided services such as police and fire protection, public infrastructure, and the impact of any general obligation tax increment bonds attributable to the district upon the ability to issue other debt for general fund purposes, such costs will be levied upon the taxable net tax capacity of the City, excluding that portion captured by the TIF District. The Authority does not anticipate issuing general obligation tax increment bonds but reserves the right to the use of internal financing, as necessary, to finance a portion of the project costs attributable to the TIF District.
3. The amount of tax increments over the life of the district that would be attributable to school district levies, assuming the school district's share of the total local tax rate for all taxing jurisdictions remained the same, is estimated to be \$931,143.
4. The amount of tax increments over the life of the district that would be attributable to county levies, assuming the county's share of the total local tax rate for all taxing jurisdictions remained the same is estimated to be \$1,032,555.
5. No additional information has been requested by the county or school district that would enable it to determine additional costs that will accrue to it due to the development proposed for the district.

#### **Section Y     Prior Planned Improvements**

The Authority shall accompany its request for certification to the County Auditor (or notice of district enlargement), with a listing of all properties within the TIF District for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan. The County Auditor shall increase the original net tax capacity of the TIF District by the net tax capacity of each improvement for which a building permit was issued.

There have been no building permits issued in the last 18 months in conjunction with any of the properties within the TIF District.

#### **Section Z     Development Agreements**

If within a project containing a redevelopment district, more than 25% of the acreage of the property to be acquired by the Authority is purchased with tax increment bonds proceeds (to which tax increment from the property is pledged), then prior to such acquisition, the Authority must enter into an agreement for the development of the property. Such agreement must provide recourse for the Authority should the development not be completed. The Authority anticipates entering into an agreement for development.

#### **Section AA    Assessment Agreements**

The Authority may, upon entering into a development agreement, also enter into an assessment agreement with the developer, which establishes a minimum market value of the land and improvements for each year during the life of the TIF District.

The assessment agreement shall be presented to the County or City Assessor who shall review the plans and specifications for the improvements to be constructed, review the market value previously assigned to the land, and so long as the minimum market value contained in the assessment agreement appears to be an accurate estimate, shall certify the assessment agreement as reasonable. The assessment agreement shall be filed for record in the office of the County Recorder or Registrar of Titles, as applicable, of each county where the property is located. Any modification or premature termination of this agreement must first be approved by the City, County and School District. The Authority anticipates entering into an assessment agreement.

#### **Section AB Modifications of the Tax Increment Financing Plan**

Any reduction or enlargement in the geographic area of the Project Area or the TIF District; increase in amount of bonded indebtedness to be incurred, a determination to capitalize interest on the debt if that determination was not part of the original TIF Plan; increase in the portion of the captured net tax capacity to be retained by the Authority; increase in the total estimated public costs, including administrative expenses; or designation of property to be acquired by the Authority shall be approved only after satisfying all the necessary requirements for approval of the original TIF Plan. This paragraph does not apply if:

- (1) the only modification is elimination of parcels from the TIF District; and
- (2) the current net tax capacity of the parcels eliminated equals or exceeds the net tax capacity of those parcels in the TIF District's original net tax capacity, or the Authority agrees that the TIF District's original net tax capacity will be reduced by no more than the current net tax capacity of the parcels eliminated.

The Authority must notify the County Auditor of any modification that reduces or enlarges the geographic area of the TIF District or Project Area. The geographic area of the TIF District may be reduced but not enlarged after five years following the date of certification.

#### **Section AC Administration of the Tax Increment Financing Plan**

Upon adoption of the TIF Plan, the Authority shall submit a copy of such plan to the Minnesota Department of Revenue and the Office of the State Auditor. The Authority shall also request that the County Auditor certify the original net tax capacity and net tax capacity rate of the TIF District. To assist the County Auditor in this process, the Authority shall submit copies of the TIF Plan, the resolution establishing the TIF District and adopting the TIF Plan, and a listing of any prior planned improvements. The Authority shall also send the County or City Assessor any assessment agreement establishing the minimum market value of land and improvements in the TIF District and shall request that the County or City Assessor review and certify this assessment agreement as reasonable.

The County shall distribute to the Authority the amount of tax increment as it becomes available. The amount of tax increment in any year represents the applicable property taxes generated by the retained captured net tax capacity of the TIF District. The amount of tax increment may change due to development anticipated by the TIF Plan, other development, inflation of property values, or changes in property classification rates or formulas. In administering and implementing the TIF Plan, the following actions should occur on an annual basis:

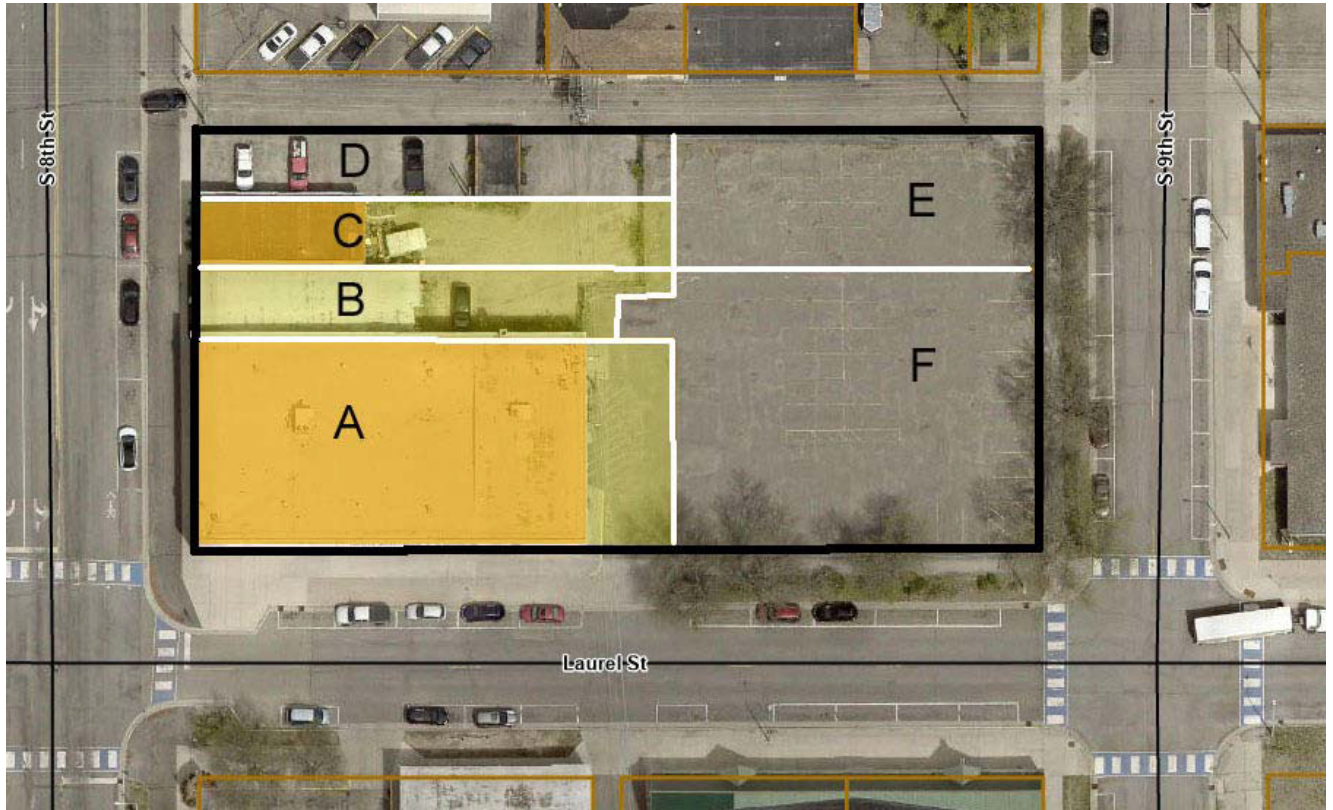
- (1) prior to July 1, the Authority shall notify the County or City Assessor of any new development that has occurred in the TIF District during the past year to ensure that the new value will be recorded in a timely manner.
- (2) if the County Auditor receives the request for certification of a new TIF District, or for modification of an existing TIF District, before July 1, the request shall be recognized in determining local tax rates for the current and subsequent levy years. Requests received on or after July 1 shall be used to determine local tax rates in subsequent years.
- (3) each year the County Auditor shall certify the amount of the original net tax capacity of the TIF District. The amount certified shall reflect any changes that occur as a result of the following:
  - (a) the value of property that changes from tax-exempt to taxable shall be added to the original net tax capacity of the TIF District. The reverse shall also apply;
  - (b) the original net tax capacity may be modified by any approved enlargement or reduction of the TIF District;
  - (c) if laws governing the classification of real property cause changes to the percentage of estimated market value to be applied for property tax purposes, then the resulting increase or decrease in net tax capacity shall be applied proportionately to the original net tax capacity and the retained captured net tax capacity of the TIF District.

The County Auditor shall notify the Authority of all changes made to the original net tax capacity of the TIF District.

#### **Section AD Filing TIF Plan, Financial Reporting and Disclosure Requirements**

The Authority will file the TIF Plan, and any subsequent amendments thereto, with the Commissioner of Revenue and the Office of the State Auditor pursuant to Minnesota Statutes Section 469.175, Subdivision 4(a). The Authority will comply with all reporting requirements for the TIF District under Minnesota Statutes Section 469.175, Subdivisions 5 and 6.

**Map of  
Tax Increment Financing Redevelopment District No. 2-1  
(Thirty White Redevelopment Project)**



## Assumptions Report

**Brainerd Housing and Redevelopment Authority and City of Brainerd, Minnesota**  
**Tax Increment Financing (Redevelopment) District No. 2-1**  
**Thrifty White Redevelopment**  
**Final TIF Plan Exhibits based on \$9 million new taxable value**

|                                          |                                  |
|------------------------------------------|----------------------------------|
| Type of Tax Increment Financing District | Redevelopment                    |
| Maximum Duration of TIF District         | 25 years from 1st increment      |
| Projected Certification Request Date     | 06/01/24                         |
| Decertification Date                     | 12/31/51 (26 Years of Increment) |

|                                                | 2022/2023                  |           |           |           |
|------------------------------------------------|----------------------------|-----------|-----------|-----------|
| Base Estimated Market Value                    | \$992,900                  |           |           |           |
| Original Net Tax Capacity                      | \$12,734                   |           |           |           |
|                                                | Assessment/Collection Year |           |           |           |
|                                                | 2024/2025                  | 2025/2026 | 2026/2027 | 2027/2028 |
| Base Estimated Market Value                    | \$992,900                  | \$992,900 | \$992,900 | \$992,900 |
| Estimated Increase in Value - New Construction | 0                          | 8,070,300 | 8,342,196 | 8,622,249 |
| Total Estimated Market Value                   | 992,900                    | 9,061,262 | 9,333,158 | 9,613,211 |
| Total Net Tax Capacity                         | \$12,734                   | \$121,384 | \$125,048 | \$128,822 |

|                                                   |          |      |
|---------------------------------------------------|----------|------|
| City of Brainerd                                  | 58.664%  |      |
| Crow Wing County                                  | 23.693%  |      |
| ISD #181                                          | 21.366%  |      |
| Other (3202)                                      | 1.501%   |      |
| Local Tax Capacity Rate                           | 105.224% | 2023 |
| Fiscal Disparities Contribution From TIF District | NA       |      |
| Administrative Retainage Percent (maximum = 10%)  | 10.00%   |      |
| Pooling Percent                                   | 0.00%    |      |

| Bonds                     |          | Note (Pay-As-You-Go) |             |
|---------------------------|----------|----------------------|-------------|
| Bonds Dated               | NA       | Note Dated           | 06/01/24    |
| Bond Rate                 | NA       | Note Rate            | 5.00%       |
| Bond Amount               | NA       | Note Amount          | \$1,300,000 |
| Present Value Date & Rate | 06/01/24 | 5.00% PV Amount      | \$1,985,190 |

### Notes

Projections assume no future changes to classification rates and current tax rates remain constant.  
Projections are based on certified pay 2023 rates.  
Projections assume project 100% completed in 2025  
Projections assume 3% market value inflation

## Projected Tax Increment Report

Brainerd Housing and Redevelopment Authority and City of Brainerd, Minnesota

Tax Increment Financing (Redevelopment) District No. 2-1

Thrifty White Redevelopment

Final TIF Plan Exhibits based on \$9 million new taxable value

| Annual<br>Period<br>Ending<br>(1) | Total<br>Market<br>Value <sup>(1)</sup><br>(2) | Total<br>Net Tax<br>Capacity <sup>(2)</sup><br>(3) | Less:<br>Original<br>Net Tax<br>Capacity <sup>(3)</sup><br>(4) | Retained<br>Captured<br>Net Tax<br>Capacity<br>(5) | Times:<br>Tax<br>Capacity<br>Rate <sup>(4)</sup><br>(6) | Annual<br>Gross Tax<br>Increment<br>(7) | Less:<br>State Aud.<br>Deduction<br>0.360%<br>(8) | Subtotal<br>Net Tax<br>Increment<br>(9) | Less:<br>City<br>Retainage<br>10.00%<br>(10) | Annual<br>Net<br>Revenue<br>(11) | P.V.<br>Annual<br>Net Rev. To<br>06/01/25<br>5.00% |
|-----------------------------------|------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------|-----------------------------------------|---------------------------------------------------|-----------------------------------------|----------------------------------------------|----------------------------------|----------------------------------------------------|
| 12/31/25                          | 992,900                                        | 12,734                                             | 12,734                                                         | 0                                                  | 105.224%                                                | 0                                       | 0                                                 | 0                                       | 0                                            | 0                                | 0                                                  |
| 12/31/26                          | 992,900                                        | 12,734                                             | 12,734                                                         | 0                                                  | 105.224%                                                | 0                                       | 0                                                 | 0                                       | 0                                            | 0                                | 0                                                  |
| 12/31/27                          | 9,063,200                                      | 121,384                                            | 12,734                                                         | 108,650                                            | 105.224%                                                | 114,326                                 | 412                                               | 113,914                                 | 11,391                                       | 102,523                          | 92,991                                             |
| 12/31/28                          | 9,335,096                                      | 125,048                                            | 12,734                                                         | 112,314                                            | 105.224%                                                | 118,181                                 | 425                                               | 117,756                                 | 11,776                                       | 105,980                          | 91,550                                             |
| 12/31/29                          | 9,615,149                                      | 128,822                                            | 12,734                                                         | 116,088                                            | 105.224%                                                | 122,153                                 | 440                                               | 121,713                                 | 12,171                                       | 109,542                          | 90,120                                             |
| 12/31/30                          | 9,903,603                                      | 132,709                                            | 12,734                                                         | 119,975                                            | 105.224%                                                | 126,243                                 | 454                                               | 125,789                                 | 12,579                                       | 113,210                          | 88,703                                             |
| 12/31/31                          | 10,200,711                                     | 136,713                                            | 12,734                                                         | 123,979                                            | 105.224%                                                | 130,456                                 | 470                                               | 129,986                                 | 12,999                                       | 116,987                          | 87,298                                             |
| 12/31/32                          | 10,506,733                                     | 140,837                                            | 12,734                                                         | 128,103                                            | 105.224%                                                | 134,795                                 | 485                                               | 134,310                                 | 13,431                                       | 120,879                          | 85,906                                             |
| 12/31/33                          | 10,821,935                                     | 145,085                                            | 12,734                                                         | 132,351                                            | 105.224%                                                | 139,265                                 | 501                                               | 138,764                                 | 13,876                                       | 124,888                          | 84,529                                             |
| 12/31/34                          | 11,146,593                                     | 149,460                                            | 12,734                                                         | 136,726                                            | 105.224%                                                | 143,868                                 | 518                                               | 143,350                                 | 14,335                                       | 129,015                          | 83,164                                             |
| 12/31/35                          | 11,480,991                                     | 153,966                                            | 12,734                                                         | 141,232                                            | 105.224%                                                | 148,610                                 | 535                                               | 148,075                                 | 14,808                                       | 133,267                          | 81,814                                             |
| 12/31/36                          | 11,825,420                                     | 158,608                                            | 12,734                                                         | 145,873                                            | 105.224%                                                | 153,494                                 | 553                                               | 152,941                                 | 15,294                                       | 137,647                          | 80,479                                             |
| 12/31/37                          | 12,180,183                                     | 163,388                                            | 12,734                                                         | 150,654                                            | 105.224%                                                | 158,524                                 | 571                                               | 157,953                                 | 15,795                                       | 142,158                          | 79,159                                             |
| 12/31/38                          | 12,545,588                                     | 168,312                                            | 12,734                                                         | 155,578                                            | 105.224%                                                | 163,706                                 | 589                                               | 163,117                                 | 16,312                                       | 146,805                          | 77,854                                             |
| 12/31/39                          | 12,921,956                                     | 173,384                                            | 12,734                                                         | 160,650                                            | 105.224%                                                | 169,043                                 | 609                                               | 168,434                                 | 16,843                                       | 151,591                          | 76,564                                             |
| 12/31/40                          | 13,309,615                                     | 178,608                                            | 12,734                                                         | 165,874                                            | 105.224%                                                | 174,539                                 | 628                                               | 173,911                                 | 17,391                                       | 156,520                          | 75,289                                             |
| 12/31/41                          | 13,708,903                                     | 183,989                                            | 12,734                                                         | 171,255                                            | 105.224%                                                | 180,201                                 | 649                                               | 179,552                                 | 17,955                                       | 161,597                          | 74,029                                             |
| 12/31/42                          | 14,120,170                                     | 189,531                                            | 12,734                                                         | 176,797                                            | 105.224%                                                | 186,033                                 | 670                                               | 185,363                                 | 18,536                                       | 166,827                          | 72,786                                             |
| 12/31/43                          | 14,543,775                                     | 195,240                                            | 12,734                                                         | 182,506                                            | 105.224%                                                | 192,040                                 | 691                                               | 191,349                                 | 19,135                                       | 172,214                          | 71,558                                             |
| 12/31/44                          | 14,980,089                                     | 201,119                                            | 12,734                                                         | 188,385                                            | 105.224%                                                | 198,226                                 | 714                                               | 197,512                                 | 19,751                                       | 177,761                          | 70,346                                             |
| 12/31/45                          | 15,429,491                                     | 207,176                                            | 12,734                                                         | 194,441                                            | 105.224%                                                | 204,599                                 | 737                                               | 203,862                                 | 20,386                                       | 183,476                          | 69,150                                             |
| 12/31/46                          | 15,892,376                                     | 213,413                                            | 12,734                                                         | 200,679                                            | 105.224%                                                | 211,163                                 | 760                                               | 210,403                                 | 21,040                                       | 189,363                          | 67,970                                             |
| 12/31/47                          | 16,369,147                                     | 219,838                                            | 12,734                                                         | 207,104                                            | 105.224%                                                | 217,923                                 | 785                                               | 217,138                                 | 21,714                                       | 195,424                          | 66,806                                             |
| 12/31/48                          | 16,860,222                                     | 226,456                                            | 12,734                                                         | 213,722                                            | 105.224%                                                | 224,886                                 | 810                                               | 224,076                                 | 22,408                                       | 201,668                          | 65,657                                             |
| 12/31/49                          | 17,366,028                                     | 233,272                                            | 12,734                                                         | 220,538                                            | 105.224%                                                | 232,059                                 | 835                                               | 231,224                                 | 23,122                                       | 208,102                          | 64,526                                             |
| 12/31/50                          | 17,887,009                                     | 240,293                                            | 12,734                                                         | 227,558                                            | 105.224%                                                | 239,446                                 | 862                                               | 238,584                                 | 23,858                                       | 214,726                          | 63,409                                             |
| 12/31/51                          | 18,423,620                                     | 247,524                                            | 12,734                                                         | 234,790                                            | 105.224%                                                | 247,055                                 | 889                                               | 246,166                                 | 24,617                                       | 221,549                          | 62,309                                             |
| 12/31/52                          | 18,976,328                                     | 254,972                                            | 12,734                                                         | 242,238                                            | 105.224%                                                | 254,892                                 | 918                                               | 253,974                                 | 25,397                                       | 228,577                          | 61,224                                             |
|                                   |                                                |                                                    |                                                                |                                                    |                                                         | \$4,585,726                             | \$16,510                                          | \$4,569,216                             | \$456,920                                    | \$4,112,296                      | \$1,985,190                                        |

<sup>(1)</sup> Total estimated market value based on information provided by City and County  
Includes 3% annual market value inflator.

<sup>(2)</sup> Total net tax capacity based on mix of residential rental class rate of 1.25% and commercial-industrial class rate of 1.5% first \$150,000 value and 2% value above \$150,000

<sup>(3)</sup> Original net tax capacity based on existing land value for the property to be included in the development

<sup>(4)</sup> Total local tax capacity rate for taxes payable 2023

### Estimated Impact on Other Taxing Jurisdictions Report

#### Brainerd Housing and Redevelopment Authority and City of Brainerd, Minnesota

#### Tax Increment Financing (Redevelopment) District No. 2-1

#### Thrifty White Redevelopment

#### Final TIF Plan Exhibits based on \$9 million new taxable value

| Taxing Jurisdiction | Without Project or TIF District              |                          | With Project and TIF District          |                                                |                                |                                          |                                             |                                                            |
|---------------------|----------------------------------------------|--------------------------|----------------------------------------|------------------------------------------------|--------------------------------|------------------------------------------|---------------------------------------------|------------------------------------------------------------|
|                     | Final 2021/2022 Taxable Net Tax Capacity (1) | 2021/2022 Local Tax Rate | 2021/2022 Taxable Net Tax Capacity (1) | Projected Retained Captured Net Tax Capacity + | New Taxable Net Tax Capacity = | Hypothetical Adjusted Local Tax Rate (*) | Hypothetical Decrease In Local Tax Rate (*) | Hypothetical Tax Generated by Retained Captured N.T.C. (*) |
| City of Brainerd    | 22,582,055                                   | 58.664%                  | 22,582,055                             | \$242,238                                      | 22,824,293                     | 58.041%                                  | 0.623%                                      | 140,598                                                    |
| Crow Wing County    | 52,842,526                                   | 23.693%                  | 52,842,526                             | 242,238                                        | 53,084,764                     | 23.585%                                  | 0.108%                                      | 57,132                                                     |
| ISD #181            | 36,312,387                                   | 21.366%                  | 36,312,387                             | 242,238                                        | 36,554,625                     | 21.224%                                  | 0.142%                                      | 51,414                                                     |
| Other (2)           | -                                            | 1.501%                   | -                                      | -                                              | -                              | 1.501%                                   | -                                           | -                                                          |
| Totals              |                                              | 105.224%                 |                                        |                                                |                                | 104.352%                                 | 0.872%                                      |                                                            |

**\* Statement 1:** If the projected Retained Captured Net Tax Capacity of the TIF District was hypothetically available to each of the taxing jurisdictions above, the result would be a lower local tax rate (see Hypothetical Adjusted Tax Rate above) which would produce the same amount of taxes for each taxing jurisdiction. In such a case, the total local tax rate would decrease by 0.872% (see Hypothetical Decrease in Local Tax Rate above). The hypothetical tax that the Retained Captured Net Tax Capacity of the TIF District would generate is also shown above.

**Statement 2:** Since the projected Retained Captured Net Tax Capacity of the TIF District is not available to the taxing jurisdictions, then there is no impact on taxes levied or local tax rates.

(1) Taxable net tax capacity = total net tax capacity - captured TIF - fiscal disparity contribution, if applicable.

(2) The impact on these taxing jurisdictions is negligible since they represent only 1.43% of the total tax rate.



## Market Value Analysis Report

Brainerd Housing and Redevelopment Authority and City of Brainerd, Minnesota

Tax Increment Financing (Redevelopment) District No. 2-1

Thrifty White Redevelopment

Final TIF Plan Exhibits based on \$9 million new taxable value

| Assumptions                       |      |                                  |                             |
|-----------------------------------|------|----------------------------------|-----------------------------|
| Present Value Date                |      | 06/01/25                         |                             |
| P.V. Rate - Gross T.I.            |      | 5.00%                            |                             |
|                                   |      |                                  |                             |
| Increase in EMV With TIF District |      | \$17,983,428                     |                             |
| Less: P.V of Gross Tax Increment  |      | <u>2,205,055</u>                 |                             |
| Subtotal                          |      | \$15,778,373                     |                             |
| Less: Increase in EMV Without TIF |      | <u>0</u>                         |                             |
| Difference                        |      | \$15,778,373                     |                             |
|                                   |      |                                  |                             |
|                                   | Year | Annual<br>Gross Tax<br>Increment | Present<br>Value @<br>5.00% |
| 1                                 | 2027 | 114,326                          | 103,290                     |
| 2                                 | 2028 | 118,181                          | 101,689                     |
| 3                                 | 2029 | 122,153                          | 100,101                     |
| 4                                 | 2030 | 126,243                          | 98,527                      |
| 5                                 | 2031 | 130,456                          | 96,966                      |
| 6                                 | 2032 | 134,795                          | 95,421                      |
| 7                                 | 2033 | 139,265                          | 93,890                      |
| 8                                 | 2034 | 143,868                          | 92,375                      |
| 9                                 | 2035 | 148,610                          | 90,876                      |
| 10                                | 2036 | 153,494                          | 89,393                      |
| 11                                | 2037 | 158,524                          | 87,926                      |
| 12                                | 2038 | 163,706                          | 86,476                      |
| 13                                | 2039 | 169,043                          | 85,043                      |
| 14                                | 2040 | 174,539                          | 83,627                      |
| 15                                | 2041 | 180,201                          | 82,228                      |
| 16                                | 2042 | 186,033                          | 80,847                      |
| 17                                | 2043 | 192,040                          | 79,484                      |
| 18                                | 2044 | 198,226                          | 78,137                      |
| 19                                | 2045 | 204,599                          | 76,809                      |
| 20                                | 2046 | 211,163                          | 75,498                      |
| 21                                | 2047 | 217,923                          | 74,205                      |
| 22                                | 2048 | 224,886                          | 72,929                      |
| 23                                | 2049 | 232,059                          | 71,672                      |
| 24                                | 2050 | 239,446                          | 70,432                      |
| 25                                | 2051 | 247,055                          | 69,209                      |
| 26                                | 2052 | <u>254,892</u>                   | <u>68,005</u>               |
|                                   |      | \$4,585,726                      | \$2,205,055                 |

**Redevelopment TIF District Qualifications Report**

## **Redevelopment Plan**

**CITY OF BRAINERD, MINNESOTA**  
**RESOLUTION**  
**xx:23**

**RESOLUTION ESTABLISHING REDEVELOPMENT PROJECT AREA NO. 2  
AND APPROVING A REDEVELOPMENT PLAN THEREFOR; ESTABLISHING  
TAX INCREMENT FINANCING (REDEVELOPMENT) DISTRICT NO. 2-1 AND  
APPROVING A TAX INCREMENT FINANCING PLAN THEREFOR**

WHEREAS, the Housing and Redevelopment Authority in and for the City of Brainerd, Minnesota (the "Authority") has proposed to establish Redevelopment Project Area No. 2 (the "Redevelopment Project") located in the City of Brainerd, Minnesota (the "City") pursuant to Minnesota Statutes, Sections 469.001 to 469.047, as amended (the "HRA Act"), and to that end has caused to be prepared a document entitled "Redevelopment Plan for Redevelopment Project Area No. 2" (the "Redevelopment Plan"); and

WHEREAS, the Authority has determined a need to establish Tax Increment Financing (Redevelopment) District No. 2-1 (the "TIF District") within the Redevelopment Project, pursuant to Minnesota Statutes, Sections 469.174 to 469.1794, as amended (the "TIF Act"), and to that end has caused to be prepared a document entitled "Tax Increment Financing Plan for Tax Increment Financing (Redevelopment) District No. 2-1 (Thrifty White Redevelopment Project), Redevelopment Project Area No. 2" (the "TIF Plan"); and

WHEREAS, the TIF District is being established to facilitate the demolition of existing buildings and the construction of a four-story mixed-use building with housing (including approximately 78 units of comprised of studios, 1-, and 2- bedroom units with a community room and other supporting uses), commercial space (including approximately 5 units), with parking (including approximately 65 underground parking spaces and additional surface parking behind the building) in the TIF District and related amenities and improvements, to be constructed, owned, and operated by DW Jones, Inc. (the "Developer") on property within the TIF District, together with any necessary and directly related infrastructure (collectively, the "Development"); and

WHEREAS, certain information, written reports and other documentation and materials (collectively, the "Materials") relating to the establishment of the TIF District and the approval and adoption of the Redevelopment Plan and the TIF Plan (together, the "Plans") and relating to the activities contemplated therein have heretofore been prepared and submitted to the Council and/or made a part of the City files and proceedings on the Plans. The Materials, which are incorporated herein by reference, include data, information and/or substantiation constituting or relating to (1) the "studies and analyses" on why the TIF District meets the requirements to be a redevelopment tax increment financing district, including a blight analysis report, dated January 13, 2022, prepared by LHB, Inc., Minneapolis, Minnesota (the "Blight Report"), (2) why the TIF District meets the so-called "but for" test, including an analysis of the proforma and other materials submitted by a private developer; and (3) the bases for the other findings and determinations made in this resolution. The Council hereby confirms, ratifies, and adopts the Materials, which are hereby incorporated into and made as fully a part of this resolution to the same extent as if set forth in full herein; and

WHEREAS, pursuant to Section 469.175, subd. 2 of the TIF Act, the proposed TIF Plan

and the Authority's estimate of the fiscal and economic implications of the TIF Plan were presented to the County Auditor of Crow Wing County (the "County") and the Clerk of the Board of Education of Independent School District No. 181 (the "School District") on or before June 17, 2023; and

WHEREAS, pursuant to Section 469.175, subd. 2a, written notice of the proposed TIF District was sent to each County commissioner who represents part of the area proposed to be included in the TIF District at least 30 days before publication of the notice of public hearing hereinafter described; and

WHEREAS, the Plans were, in accordance with the HRA Act and TIF Act, referred to the Planning Commission of the City (the "Planning Commission"), with a request for the Planning Commission's written opinion; and

WHEREAS, the Planning Commission received a report dated July 12, 2023 from staff in the Community Development Department (the "Staff Report") which finds that the Plans conform to certain goals and policies in the City's current 2035 Comprehensive Plan, including: (a) Land Use goal 1, and thereunder, policies 1, 2, and 3, goal 2, and thereunder, policies 1, 3, 4, and 5, and goal 3, and thereunder, policies 1, 2, and 3; (b) Community Character goal 2, and thereunder, policy 2, and goal 3, and thereunder, policies 1 and 2; (c) Housing goal 1, and thereunder, policies 1, 2, and 5, and goal 2, and thereunder, policy 6; and (d) Economic Development goal 1, and thereunder, policies 1, 2, and 4, and goal 2, and thereunder, policy 3; and

WHEREAS, at a special meeting held on July 12, 2023, the Planning Commission considered the Staff Report and thereafter provided its recommendation and written opinion to the City Council of the City (the "Council") that the Redevelopment Plan for the proposed Redevelopment Project and the TIF Plan for the proposed TIF District conform to the general plan for the development of the City as a whole; and

WHEREAS, the Authority referred the Plans to the Council, and on July 26, 2023 the Authority will consider for adoption a resolution approving such plans; and

WHEREAS, on the date hereof, the Council held a public hearing, which was preceded by publication in a newspaper of general circulation in the City at least once not less than 10 days nor more than 30 days prior to the date hereof, relating to the establishment of the Redevelopment Project and the approval of the Redevelopment Plan therefor and the establishment of the TIF District and the approval of the TIF Plan therefor, and at the public hearing, the views of all interested parties were heard; and

WHEREAS, this Council has investigated the facts relating to the establishment of the Redevelopment Project and the adoption of the Redevelopment Plan and the establishment of the TIF District and the adoption of the TIF Plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brainerd, Minnesota that:

Section 1. Findings for the Adoption and Approval of the Plans.

1.01. The Council hereby finds that: (a) the land in the Redevelopment Project would not be made available for redevelopment without the use of tax increment financing; and (b) the

Plans are intended and, in the judgment of this Council, the effect of such actions will be to (i) afford maximum opportunity, consistent with the needs of the City as a whole, for the redevelopment of the Redevelopment Project by private enterprise, and (ii) the Plans conform to the general plan for the development of the City as a whole.

1.02. The Council hereby finds that the TIF District is in the public interest and is a redevelopment district, as defined in Minnesota Statutes, Section 469.174, Subdivision 10 for the following reasons:

The TIF District is, pursuant to Minnesota Statutes, Section 469.174, Subdivision 10, a “redevelopment district” because it consists of a project or portions of a project within which the following conditions, reasonably distributed throughout the TIF District, exist: (1) parcels consisting of at least 70% of the area of the TIF District are occupied by buildings, streets, utilities, paved or gravel parking lots, or other similar structures and (2) more than 50% of the buildings, not including outbuildings, located within the TIF District are deemed “structurally substandard” (within the meaning of Minnesota Statutes, Section 469.174, Subdivision 10(b) and (c)) to a degree requiring substantial renovation or clearance. Such conditions are reasonably distributed throughout the geographic area of the proposed TIF District.

The TIF District consists of five parcels, and 100% of the parcels (which is more than 70%) are “occupied” as defined in Minnesota Statutes, Section 469.174, Subd. 10(e), in that at least 15% of the area of each parcel is occupied by buildings, streets, utilities, paved or gravel parking lots, or other similar structures and two of the three buildings in the TIF District (i.e. 66.7% of the buildings in the TIF District which is more than 50%) are structurally substandard to a degree requiring substantial renovation or clearance and the costs of bringing the structurally substandard buildings into compliance with building codes applicable to new buildings would equal or exceed 15% of the cost of constructing new structures of the same size and type on the site.

The Materials, including, without limitation, the Blight Report and the supporting facts for these determinations, are on file with the staff of the City. There have been no building permits issued or improvements made to the parcels or buildings since the date of the Blight Report.

1.03. The Council hereby makes the following additional findings in connection with the TIF District:

(a) The Council further finds that the proposed Development, in the opinion of Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future and, therefore, the use of tax increment financing is deemed necessary. The specific basis for such finding are:

The property on which the proposed Development (the “Development Property”) will occur would not be developed in the reasonably foreseeable future. Based on based on an analysis of the proforma and other materials submitted by the Developer, the estimated total redevelopment costs for this property make the total cost of this effort significantly higher than costs reasonably incurred for

similar developments on a clean site. The demolition and redevelopment costs are higher than for new development and would make development infeasible. The Developer has represented that it could not proceed with the Development without tax increment assistance.

(b) The Council further finds that the Program and the TIF Plan conform to the general plan for the development or redevelopment of the City as a whole. The specific basis for such finding are:

The Planning Commission reviewed the Plans and, based on upon a proposed resolution of the Planning Commission, which is to be considered for adoption on July 12, 2023, and the reports and recommendations of the City's staff and consultants, as well as the personal knowledge of members of the Council, the Planning Commission is expected to make a finding that the Program and the TIF Plan conform to the general plan for the development or redevelopment of the City as a whole. The TIF Plan will generally complement and serve to implement policies adopted in the City's comprehensive plan. The City has determined that the Development proposed in the TIF Plan conforms to the City comprehensive plan and is or will be in substantial accordance with the existing zoning or any permitted exception for the Development Property and is consistent with other uses in the area. The anticipated redevelopment of the project site and any subsequent demolition, reconstruction, or renovation related to the project will remain consistent with the City's design goals.

(c) The Council further finds that the TIF Plan will afford maximum opportunity consistent with the sound needs of the City as a whole for the development or redevelopment of the Redevelopment Project by private enterprise. The specific basis for such finding being:

The Development proposed to occur within the TIF District will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of the Redevelopment Project by removal of substandard buildings on the applicable parcels and construction of a mixed-use, multistory building for housing, commercial, and parking. The Development will increase the taxable market valuation of the City. The Development will expand the number and type of available housing options in the City and help fulfill the need for such housing in the City.

(d) For purposes of compliance with Minnesota Statutes, Section 469.175, Subdivision 3(d), the Council hereby finds that the increased market value of the property to be developed within the TIF District that could reasonably be expected to occur without the use of tax increment financing is likely \$0 (other than amounts due to inflation), which is less than the market value estimated to result from the proposed development (approximately \$17,983,428), after subtracting the present value of the projected tax increments for the maximum duration of the TIF District (approximately \$2,205,055), which is approximately \$15,778,373. In making these findings, the Council has noted that two of the three existing buildings on the Development Property are blighted and would likely remain in their current condition or further deteriorate if tax increment financing were not available. Thus, the use of tax increment financing will be

a positive net gain to the City, the School District, and the County, and the tax increment assistance does not exceed the benefit which will be derived therefrom.

1.04. The provisions of Sections 1.02 through 1.03 above are hereby incorporated by reference into and made a part of the TIF Plan and the findings in the TIF Plan are incorporated herein by reference and made a part hereof.

1.05. The Council further finds that the Plans are intended and, in the judgment of this Council, their effect will be to promote the public purposes and accomplish the objectives specified in the TIF Plan for the TIF District and the Redevelopment Plan for the Redevelopment Project.

Section 2. Establishment of the Redevelopment District and TIF District.

2.01. The Redevelopment Project and the TIF District are hereby established and the Plans, as presented to the Council on this date, including without limitation the findings and statements of objectives contained therein, are hereby approved, ratified, established, and adopted and shall be placed on file in the office of the City Administrator. Approval of the Plans does not constitute approval of any project or a development agreement with any developer.

2.02. The City elects to retain all of the captured tax capacity to finance the costs of the TIF District.

2.03. In accordance with Minnesota Statutes, Section 469.175, Subd. 1(b), the City elects to delay the receipt of the first increment until tax payable year 2026.

2.04. The staff of the Authority and the advisors and legal counsel of the City and the Authority are hereby authorized and directed to request, in writing, that the Crow Wing County Auditor to certify the new TIF District and to file the Plans with the Commissioner of Revenue and the Office of the State Auditor.

Adopted this \_\_\_\_ day of July 2023

\_\_\_\_\_  
KELLY BEVANS  
President of the Council

Approved this \_\_\_\_ day of July 2023

\_\_\_\_\_  
DAVE BADEAUX  
Mayor

ATTEST: \_\_\_\_\_  
JENNIFER BERGMAN  
City Administrator





# Brainerd City Council Agenda Request

**MEETING DATE:** July 17, 2023

**TITLE OF ITEM:** Adopt Resolution of Municipality Consent for DEED Redevelopment Grant Application

**AGENDA:** Main Agenda

**ACTION REQUESTED:** Adopt Resolution

**SUBMITTED BY:** Eric Charpentier

**DEPARTMENT:** HRA

**PRESENTER:** Eric Charpentier/Connie Hillman

**ESTIMATED TIME (MIN):** 5 Minutes

**SUMMARY OF ISSUE:**

The Brainerd HRA is also applying for a redevelopment grant through the Minnesota Department of Employment and Economic Development (DEED) for the redevelopment of the former Thrifty White building.

The grant program was established by the 1998 legislature to incentivize the redevelopment of old industrial, residential, or commercial properties; and to assist private sector development with the challenges and costs of these sites. The program is intended to assist new parties with site development.

According to legislative requirement, if sufficient eligible applications are received, at least 50% of the grant money (DEED is anticipating at least \$2 million per grant round will be available) will be awarded to projects outside of the seven-county metro area.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

The deadline for the current application period is August 1<sup>st</sup>. Eligible grant applicants are statutory or home rule charter cities, EDA's, HRA's, counties and port authorities. Even though these are the applicants, the site can be either privately or public owned as it is in this case. The grant applicant will be the Brainerd HRA as the HRA will have the matching funds required for the grant through the creation of the redevelopment TIF district. However, one of the requirements of the application is a resolution from the municipality in which the site is located if it is different from the applicant agency.

**RECOMMENDED ACTION/MOTION:**

Adopt the resolution of municipality consent for Minnesota Department of Employment and Economic Development grant application by the Brainerd HRA.

**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)* [Click to enter text](#)

**RESOLUTION**  
**XX:23**

**RESOLUTION OF MUNICIPALITY CONSENT FOR MINNESOTA DEPARTMENT OF  
EMPLOYMENT AND ECONOMIC DEVELOPMENT REDEVELOPMENT GRANT  
APPLICATION BY BRAINERD HRA**

WHEREAS, the Brainerd Housing and Redevelopment Authority (HRA) is an eligible applicant for the Redevelopment Grant Application through the Minnesota Department of employment and Economic Development (DEED).

WHEREAS, municipal consent by resolution is a requirement of the grant application in which the site is located if different from the applicant agency.

BE IT RESOLVED that the City of Brainerd has approved the Redevelopment Grant application submitted to the Department of Employment and Economic Development (DEED) on August 1, 2023, by the Brainerd Housing and Redevelopment Authority (HRA) for the 805 Laurel Street site.

Adopted this \_\_\_\_ day of July 2023

\_\_\_\_\_  
KELLY BEVANS  
President of the Council

Approved this \_\_\_\_ day of July 2023

\_\_\_\_\_  
DAVE BADEAUX  
Mayor

ATTEST: \_\_\_\_\_  
JENNIFER BERGMAN  
City Administrator



# Brainerd City Council Agenda Request

**MEETING DATE:** July 17, 2023

**TITLE OF ITEM:** Conduct the First Reading of Proposed Ordinance 1553 to Establish Country Manor – Planned Unit Development District, Consider Approval of the Preliminary Plat and Final Plat for Country Manor, and Consider Approval of the PUD General Concept Plan and Development Stage Plan for Country Manor.

**AGENDA:** Main Agenda

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** James Kramvik

**DEPARTMENT:** Community Development

**PRESENTER:** James Kramvik, CDD

**ESTIMATED TIME (MIN):** 10 minutes

**SUMMARY OF ISSUE:**

See Memo

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

See Memo

**RECOMMENDED ACTION/MOTION:**

- 1) Motion to conduct the first reading of Proposed Ordinance 1553 and dispense with the actual reading, an ordinance amending Section 515-2-21.D of the Zoning Code.
  - Note: a vote to dispense with the actual reading of the ordinance must be unanimous.
- 2) Approve the Country Manor Preliminary Plat and Final Plat based on the findings of fact with the following conditions:
  - a. Approval of the Preliminary Plat and Final Plat are subject to City Council approval of the rezoning request, Proposed Ordinance 1553.
- 3) Approve the PUD General Concept Plan and Development Stage Plan based on the findings of fact with the following conditions:
  - a. Approval of the PUD General Concept Plan and Development Stage Plan are subject to City Council approval of the rezoning request, Proposed Ordinance 1553, and approval of the Country Manor Preliminary Plat and Final Plat; and
  - b. The final lighting plan conforms to Section 515-4-8 of the Zoning Code and the CN-2 District Standards.

**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:** Mayor and City Council

**FROM:** James Kramvik, Community Development Director

**DATE:** July 17<sup>th</sup>, 2023

**RE:** Conduct the First Reading of Proposed Ordinance 1553 to Establish Country Manor – Planned Unit Development District, Consider Approval of the Preliminary Plat and Final Plat for Country Manor, and Consider Approval of the PUD General Concept Plan and Development Stage Plan for Country Manor.

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## **SUMMARY OF ISSUE**

The Foundation for Health Care Continuums (Country Manor) has submitted a request to construct a senior living facility comprised of 92 apartments and 18 memory care units, a childcare facility for 8 infants, 14 toddlers, 40 preschoolers and 30 school aged children, and for rehabilitation services for residents and the public.

The applicant is requesting the following items for the approximate 54-acre site:

- Ordinance Amendment to establish a PUD Overlay District.
- Preliminary Plat and Final Plat to allow Country Manor to establish two lots and three out lots.
- Planned Unit Development General Concept Plan and Development Stage Plan for the construction of a senior living facility.

## **ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

Planning Commission unanimously recommended approval of an Ordinance Amendment to establish a PUD Overlay District, approval of a Preliminary Plat and Final Plat to allow Country Manor to establish two lots and three out lots, and approval of the Planned Unit Development General Concept Plan and Development Stage Plan.

If City Council approves the Rezoning, the Final Plat, and the PUD General Concept Plan and Development Stage Plan, the applicant would be required to enter into a development agreement with the City and submit a PUD Final Plan that would be reviewed by Planning Commission and City Council. The applicant is also requesting that City Council adopts a resolution at a future meeting that would allow them to begin construction of the proposed senior living facility in two years instead of one.

# MEMO



**TO:** Planning Commission

**FROM:** James Kramvik, Community Development Director

**DATE:** June 21<sup>st</sup>, 2023

**RE:** Consideration for Country Manor Rezoning, Plat, and Planned Unit Development.

---

## REQUEST

**PUBLIC HEARING. Ordinance Text Amendment** to establish a PUD Overlay District, a **Preliminary Plat** and **Final Plat** to allow Country Manor to establish two lots and three outlots, and a **Planned Unit Development General Concept Plan** and **Development Stage Plan** for the construction of a senior living facility.

**APPLICANT:** The Foundation for Health Care Continuums (Country Manor)

The applicant has submitted applications for a rezoning, a Preliminary Plat and Final Plat, and a Planned Unit Development (PUD). The applicant requests rezoning three parcels along Beaver Dam Road from CN-2 (Contemporary Neighborhood-2) District to a Planned Unit Development (PUD) Overlay Zoning District. The purpose of these requests is to construct a senior living facility comprised of 92 apartments and 18 memory care units, a childcare facility for 8 infants, 14 toddlers, 40 preschoolers and 30 school aged children, and for rehabilitation services for residents and the public.

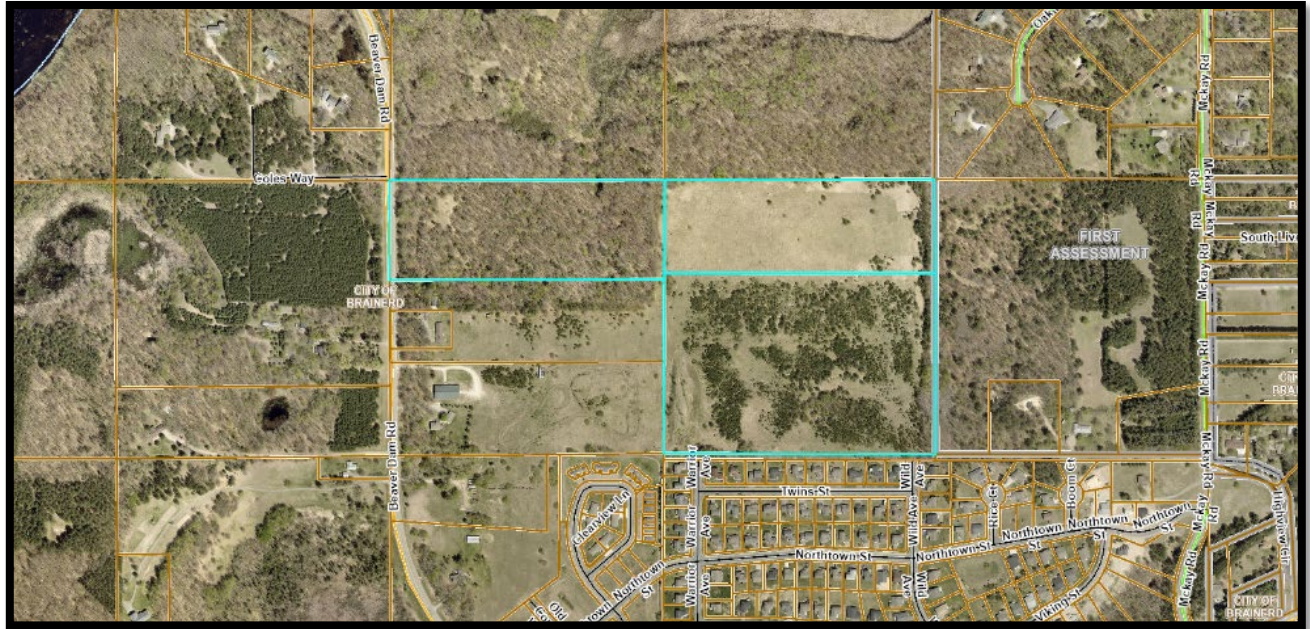
## CONTEXT

Parcel Numbers: 41330755, 41330745, 41330744  
Zoning District: Contemporary Neighborhood-2 (CN-2) District  
Property Area: 36.92 Acres

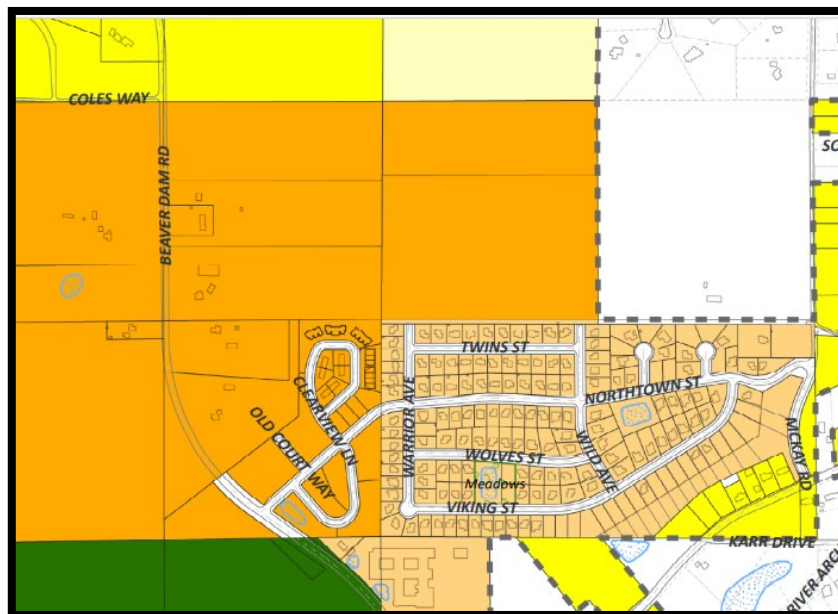
Adjacent Uses: North: Undeveloped Forested Land  
East: Undeveloped Forested Land  
South: Single Family Dwelling Units (Northtown Addition)  
West: Single Family Dwelling Units

Adjacent Zoning: North: Garden Living (GL) District & Rural Living 1 (RL-1) District  
 East: County – Shoreland District and Rural Residential – 2.5  
 South: Contemporary Neighborhood-1 (CN-1) District  
 West: Contemporary Neighborhood-2 (CN-2) District

## Aerial Map



## Existing Zoning



**Zoning Map 2022**



**Legend**

- City Limits
- Lakes
- Parks

**Overlay**

- Brooks Street Industrial Overlay (BSI-O)
- Manufactured Housing Overlay (MH-O)
- Northern Pacific Center Overlay (PUD)

**Zoning**

- Rural Living 1 (RL-1)
- Rural Living 2 (RL-2)
- Garden Living (GL)
- Contemporary Neighborhood 1 (CN-1)
- Contemporary Neighborhood 2 (CN-2)
- General Commercial (GC)
- Commercial Corridor (CC)
- Traditional Neighborhood 1 (TN-1)
- Traditional Neighborhood 2 (TN-2)
- Town Center (TC)
- Main Street (MS)
- Makers and Employment (ME)
- General Industrial (GI)
- Public / Semi-Public (PSP)
- Park (P)



## CITY ENGINEER REVIEW

No additional concerns at this time. Please remind the developer as we continue the process, our stormwater requirements are described in the Stormwater Design Manual [ci.brainerd.mn.us/DocumentCenter/View/6698/Brainerd-Stormwater-Engineering-Manual?bidId=](http://ci.brainerd.mn.us/DocumentCenter/View/6698/Brainerd-Stormwater-Engineering-Manual?bidId=)

## PLANNED UNIT DEVELOPMENT (PUD) ZONING OVERLAY

According to [Section 515-5-7.B](#), a Planned Unit Development (PUD) may include land uses from a variety of Base Zoning Districts, and may include design flexibility related to density, setbacks, building heights, lot area, lot width, etc. Any mixed-use project that does not comply with the dimensional or use standards may utilize the Planned Unit Development (PUD) Overlay Zoning District. All PUD Overlay Zoning Districts must identify the areas where flexibility from the Base Zoning District standards are established. A rezoning for a Planned Unit Development (PUD) shall be processed as outlined in Section [515-5-7] of this Ordinance and as outlined herein.

## FINDINGS OF FACT

1. The property is currently zoned Contemporary Neighborhood 2 (CN-2) District
  - a. Per [Appendix A: Table of Uses](#), the CN-2 District permits Senior Housing as a permitted use, Commercial Day Care Facilities as a conditional use, and does not allow Medical Clinics.
  - b. [Per Table 515-2-7.1. CN-2 Zoning District Dimensional Standards – Density, Lot Size, Coverage and Height Standards](#), the CN-2 District has lot frontage ranges of 65' to 85' and a maximum lot size of 15,000 SF.
  - c. The applicant proposes to rezone the three parcels into a Planned Unit Development Overlay District with a Contemporary Neighborhood-2 (CN-2) underlying zoning district to provide for the integration and coordination of land parcels.

The applicant proposes the following PUD Overlay District:

1. Country Manor – Planned Unit Development (CM-PUD). The purpose of the CM-PUD is to allow for the development and redevelopment of the property with a mix of uses and dimensional standards. The follow standards are established.
  - a. The standards and uses contained within the Contemporary Neighborhood-2 (CN-2) Base Zoning District shall govern the CM-PUD district, with the modifications as noted in Table 515-2-21.2.
  - b. Additions to the structures are allowed provided it meets the CN-2 Zoning District Dimensional Standards of Table 515-2-7.1 and all other requirements in the Zoning Code.
  - c. Development Standards. All approved Final PUD Plans shall govern the development of the property and shall be kept on file with the City Zoning Administrator.



**Table 515-2-21.2. CM-PUD Dimensional and Use Standards - Density, Lot Size, Coverage and Height Standards.**

| Lot Dimensions |                                                           |                                             |
|----------------|-----------------------------------------------------------|---------------------------------------------|
|                | Lot Size (minimum)                                        | None                                        |
|                | Lot Width (minimum) (Frontage on Public or Private Roads) | None                                        |
| Uses Permitted |                                                           |                                             |
|                | Appendix A: Table of Uses, CN-2 District                  | All permitted, conditional and interim uses |
|                | Commercial day care facilities                            | P                                           |
|                | Office businesses – (general use, medical clinic)         | C                                           |
| Uses Permitted |                                                           |                                             |
|                | Impervious Surface                                        | 75%                                         |

The City may approve the Planned Unit Development (PUD) only if it is found that the development satisfies all of the following standards according to [Section 515-5-7.C](#):

1. The proposed Planned Unit Development (PUD) is in conformance with the Comprehensive Plan for Brainerd. At a minimum, the City must find that:
  - a. The use will not create an excessive burden on existing parks, schools, streets, and other public facilities and utilities, which serve or are proposed to serve the area.
    - i. *The residential elements of the development will solely serve seniors.*
    - ii. *The development includes its own open space areas.*
    - iii. *The development will connect to the City's sewer, water, and electrical system. The City Engineer and Brainerd Public Utilities have no concerns that this development will create an excessive burden on these utilities.*
  - b. The use is reasonably related to the overall needs of the City and is compatible with the surrounding land use.
    - i. *The City and Crow Wing County as a whole are in need of diverse housing options which is a part of the Housing Goals and Policies of the Comprehensive.*
      1. *Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.*
        - a. *Policy 1 - Complement Brainerd's entry-level and affordable housing options by encouraging other move-up and midto upper-end, market-rate housing options.*
        - b. *Policy 5 - Ensure an adequate supply of quality and affordable housing units for current and future residents.*
      - ii. *The surrounding areas are also residential in use.*
      - iii. *The City and Crow Wing County as a whole are in need of further childcare options which is supported by the Economic Development Goals and Policies of the Comprehensive Plan.*
        1. *GOAL 2: Support our workforce and help them thrive.*



- a. *Policy 1 - Collaborate with local partners and stakeholders to address industry workforce needs, creating a career and education pathway for residents of all ages.*
    - iv. *Rehabilitation services are consistent with senior living facilities and would provide residents with services in the building.*
  - c. The Planned Unit Development (PUD) is an effective and unified treatment of the development possibilities on the project site and the development plans provide for the preservation of unique natural amenities such as streams, stream banks, wooded cover, rough terrain, and similar areas.
    - i. *The development intends to use the rural setting of the site as an integral element of the development, providing as much natural areas to its future residents as possible.*
  - d. The uses proposed will not have an undue and adverse impact on the reasonable enjoyment of neighboring property and will not be detrimental to surrounding uses.
    - i. *This property will be well separated from surrounding uses through natural screening and buffers.*
2. Additionally, the Planned Unit Development (PUD) meets one or more of the following development criteria according to Section 515-5-7.C.2
- a. A minimum of two (2) or more principal structures is proposed.
    - i. *The applicant proposes three buildings connected by a ground level walkway.*
  - b. The tract is at least two (2) acres in size.
    - i. *The site is approximately 54 acres in size.*
  - c. The use is consistent with the requirements of the Zoning Ordinance.
    - i. *The use will be consistent with the requirements of the Zoning Ordinance if rezoned from CN-2 to Country Manor – Planned Unit Development (CM-PUD).*
  - d. The Planned Unit Development (PUD) can be planned and developed to harmonize with any existing or proposed development in the areas surrounding the project site.
    - i. *Natural buffers shall be maintained between existing developments and the site.*
    - ii. *The surrounding developments are comprised of residential properties and a care facility.*
  - e. Each phase of the proposed development is of sufficient size, composition, and arrangement so that it's construction, marketing, and operation are feasible as a complete unit, and that provision for and construction of dwelling units and common open space are balanced and coordinated. In addition, the total development is designed in such a manner as to form a desirable and unified environment within its own boundaries.
    - i. *The proposed development will be complete development that will occur all in one stage.*
    - ii. *Any potential future development on the site will serve to further support the initial development's use and character.*

- f. Financing is available to the applicant on conditions and in an amount which is sufficient to assure completion of the Planned Unit Development (PUD). To evidence this finding, a written statement of financial feasibility, which is accepted by the City, shall be submitted by the applicant.
  - i. *The applicant has the ability to acquire the necessary financing to complete the proposed development in full.*
  - ii. *The applicant will be required to provide proof of financing with approval of the Final Plan.*
  - iii. *The applicant has provided an escrow to the City to pay for legal review.*
- g. One (1) individual has been designated by the property owner(s) to be in control of the development.
  - i. *While the property owner has and shall continue to work in conjunction with multiple entities throughout the development process, the property owner maintains all rights, authority, and management of the development.*
- h. The Planned Unit Development (PUD) provides for architectural diversity by way of varied building types and exterior building design.
  - i. *The development is a contiguous development comprised of similar yet separate designs.*
- i. Underground Utilities. In any Planned Unit Development (PUD), all utilities, including, but not limited to, telephone, electricity, gas, and cable television shall be installed underground.
  - i. *All utilities in the development are planned to be placed underground.*
- j. Utility Connections.
  - i. Water Connections. Where more than one property is served from the same service line, a shut off valve must be located in such a way that each unit's service may be shut off and secured by the City, in addition to the normally supplied shut off at the street.
    - 1. *Individual shutoffs will be located throughout the development.*
  - ii. Sewer Connections. Where more than one (1) unit is served by a sanitary sewer lateral which exceeds three hundred (300) feet in length, provision must be made for a manhole to allow adequate cleaning and maintenance of the lateral. All maintenance and cleaning shall be the responsibility of the property owners association or owner.
    - 1. *Manholes will be located throughout the development.*
- k. Roadways, Private. Design - Private roadways within the project shall have an improved surface to 28 feet or more in width and shall be so designed as to permit the City fire trucks to provide protection to each building.
  - i. *Proposed private roadways have been reviewed by the City Engineer and Fire Chief and have been deemed adequate.*
- l. Parking. No portion of the required private road system may be used in calculating required off-street parking space or be used for parking.
  - i. Elderly (Senior Citizen) Housing. Reservation of area equal to one (1) parking space per unit. Initial development is, however, required of only one-half (½) space per unit and said number of spaces can continue until such time as the

City Council considers a need for additional parking spaces has been demonstrated.

- ii. **Day Care Facilities.** Day care facilities serving fourteen (14) or fewer persons. In addition to residential parking requirements, one (1) space per seven (7) children capacity. All other day care facilities. One (1) space per teacher on the largest shift, plus one (1) space per ten (10) students/children based on maximum capacity of the facility.
- iii. **Office Buildings, Animal Hospitals and Clinics, Professional Offices and Medical Clinics.** One (1) space for every 200 square feet of floor area.
  - 1. *Staff believes the proposed dedicated parking areas will sufficiently serve the development as the applicant proposes approximately 197 parking stalls and additional garage parking.*
- m. **Landscaping.** In any Planned Unit Development (PUD), landscaping shall be provided according to a plan approved by the City Council, which shall include a detailed planting list with sizes and species indicated as part of the final plan. In assessing the landscaping plan, the City Council shall consider the natural features of the particular site, the architectural characteristics of the proposed structures and the overall scheme of the Planned Unit Development plan.
  - i. *A detailed landscape plan has been submitted.*
  - ii. *Significant natural buffers will be maintained that will more than adequately screen the development from surrounding areas and roadways.*
- n. **Public services.** The proposed project shall be served by the City water and sewer system and fire hydrants shall be installed at such locations as necessary to provide fire protection.
  - i. *The development will be served by City sewer and water and the location of fire hydrants has been reviewed by the Fire Department.*
- o. **Refuse.** Provision for trash pick-up shall be provided according to a plan approved by the City Council.
  - i. *Per City Code, refuse must be collected at a minimum of a weekly basis.*
- p. **Best Management Practices.** All Planned Unit Developments shall incorporate Best Management Practices for stormwater management as defined by Chapter 7 of the City Code, subject to review and approval of the Zoning Administrator, Planning Commission and City Council.
  - i. *Three stormwater retention areas are proposed.*
  - ii. *The City Engineer has reviewed the proposed development for stormwater impacts and has expressed no concerns at this time. A full stormwater review will be conducted upon submittal of the building permit.*
- q. **Sidewalks and Trails.** Except as otherwise determined by the City Council, concrete sidewalks not less than five (5) feet in width and/or bituminous trails not less than eight (8) feet in width shall be provided.
  - i. *The proposed development is exempt from this restriction as all proposed roadways are private.*
- r. **Development Agreement.** Prior to a rezoning or the issuance of a building permit as part of a Planned Unit Development (PUD), the developer shall execute a development agreement with the City. The agreement shall detail all use

restrictions and required improvements conditional to the Planned Unit Development (PUD) rezoning approval. The agreement shall provide for the installation within one (1) year of the off-site and on-site improvements as approved by the City Council, secured by a cash escrow or security in an amount and with conditions satisfactory to the City, to ensure the City that such improvements will be actually constructed and installed according to specifications and plans approved by the City as expressed in such agreement. The amount of the financial guarantee shall be one and one-half (1½) times the estimated cost of the improvements, or as determined by the City of Brainerd.

- i. *The City Attorney shall draft a development agreement that shall be executed between the City and the Foundation for Health Care Continuums upon approval of the Development Stage Plan by the City Council and prior to review of the Final Stage Plan.*

3. Northern sections of the Site are within the Gilbert Lake shoreland district.

- a. Per Section [530.09 Subd. 5 Paragraph B](#) of the City Code, impervious surface coverage of lots must not exceed 25% of the lot area.
- b. Approximately 473,362 square feet (10.86 acres) of the Site, exclude the proposed Lot 1, Bock 2, are within the shoreland district.
- c. Per the recommendation of consultants Swanson Haskamp Consulting, the overall impervious surface allowed on the Site should be calculated by combining the 25% impervious surface restriction of the areas within the shoreland district to the allowed impervious surface of the non-shoreland areas.
- d. Staff is recommending 75% impervious surface for the CM-PUD district
- e. Total allowable impervious surface for the parcel containing the proposed improvements is approximately 60%.
  - i. *This proposed development does not exceed the impervious surface limit and will be required to retain all stormwater for all improvements made to the site according to the City Code for commercial construction.*

4. Planned Unit Developments are generally reviewed and approved in 3 phases: Concept Plan review, Development Plan review, and Final Plan review.

- a. This application is a Development Stage Plan review, skipping the Concept Plan review step.
  - i. Per Section 515-5-7.J.7, "In cases of single stage Planned Unit Development (PUD) or where the applicant wishes to begin the first stage of a multiple stage Planned Unit Development (PUD) immediately, they may, at their option, submit Development Stage Plans for the proposed Planned Unit Development (PUD) simultaneously with the submission of the General Concept Plan. In such case, the applicant shall comply with all the provisions of this Ordinance applicable to submission of the Development Stage Plan. The Planning Commission and City Council shall consider such plans simultaneously and shall grant or deny Development Stage Plan approval in accordance with the provisions of this section."

5. Review Process

- a. The review process for this PUD request shall be as follows:

- i. A public hearing shall be scheduled at a meeting of the Planning Commission.
- ii. The Planning Commission shall review said reports and plans and submit recommendations to the Council. Such recommendations shall contain the findings of the Planning Commission with respect to the conformity of the Development Stage Plan to the approved General Concept Plan. Upon receipt of the Planning Commission's recommendations, the City Council shall consider the recommendations.
- iii. Upon receipt of the Planning Commission report and recommendation, the request shall be placed on the agenda of the next regularly scheduled meeting of the City Council.

Preliminary and Final Plat approval shall be based on the following criteria:

- 6. That the proposed subdivision is consistent with adopted applicable general and specific comprehensive plans of the City.
  - a. The proposed plat request reconfigures the existing three parcels into Lot 1 Block 1 (36.38 acres), Lot 1 Block 2 (7.94 acres), Outlot A (11980 square feet), Outlot B (0.5 acres), and Outlot C (3.9 acres).
  - b. The plat also contains a dedicated public right-of-way easement for potential future development.
  - c. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.
    - i. *Housing Goals & Policies - Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.*
      - 1. *Policy 1 - Complement Brainerd's entry-level and affordable housing options by encouraging other move-up and mid to upper-end, market-rate housing options.*
      - 2. *Policy 5 - Ensure an adequate supply of quality and affordable housing units for current and future residents.*
    - ii. *Economic Development Goal 2: Support our workforce and help them thrive.*
      - 1. *Collaborate with local partners and stakeholders to address industry workforce needs, creating a career and education pathway for residents of all ages.*
- 7. That the physical characteristics of this site, including but not limited to topography, percolation rate, soil conditions, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention, are such that the site are suitable for the type of development, design, or use contemplated.
  - a. *The applicant has provided grading, drainage, and erosion control plans. The City Engineer has no concerns at this time.*
- 8. That the site is physically suitable for the proposed density of development.
  - a. *The proposed development is zoned Contemporary Neighborhood 2 (CN-2) District. The proposed development on Lot 1 Block 1 is approximately 36.38 acres. The CN-2 District has a density range of 4-12 Dwelling Units per Acre. This property could accommodate a maximum of 436 dwelling units.*

- i. *Staff has no concerns regarding the density of the development as the applicant proposes 110 units.*
9. That the design of the subdivision or the proposed improvements are not likely to cause environmental damage.
  - a. *The proposed improvements will not cause environmental damage as the applicant is working with GLT Architects and Westwood Profession Services and have provided an erosion control plan. The Engineering Department will review and monitor the site during construction to ensure the erosion control methods depicted in the plan are in place before construction.*
10. That the design of the subdivision or the type of improvements, are not likely to cause public health problems.
  - a. *The improvements will not cause any public health problems.*
11. That the design of the subdivision or the type of improvements will not conflict with easements of record or with easements established by judgment of a court.
  - a. *The Engineering Department has reviewed the easements of record and worked with the applicant to provide potential future public right-of-way easements for development.*
12. That the proposed subdivision, its site, or its design does not adversely affects the floodcarrying capacity of the floodway increases flood stages and velocities, or increases flood hazards within the floodway fringe or within other areas of the City.
  - a. *GLT Architects and Westwood Profession Services have provided stormwater plans and will be required to provide stormwater calculations with the building permit. The City Engineer has no concerns at this time but will ensure the stormwater calculations meet the requirements of the City's MS4 permit prior to issuance of the building permit.*
13. The proposed subdivision is consistent with the policies and standards of the State defined shoreland, floodplain, and wetland regulations.
  - a. *The applicant had the property delineated for wetlands and have provided the Shoreland Overlay District on the Preliminary Plat. Staff has no concerns over the proposed development and did send proper notification to the Department of Natural Resources.*
14. The City Council deems the subdivision is not premature.
  - a. *This subdivision is not premature as the applicant is also applying for a Planned Unit Development for the construction of a Senior Living Facility, Childcare Facility, and Rehab Facility. A development agreement must be executed with the City prior to approval of the Final Stage Development Plan of the PUD.*
15. A subdivision shall be consistent with the following plans:
  - a. Brainerd Comprehensive Plan.
  - b. Brainerd Sanitary Sewer Plan/Engineering Specifications.
  - c. Brainerd Water Plan/Engineering Specifications.
  - d. Stormwater Management Plan.
  - e. Comprehensive Trail Plan.
  - f. Capital Improvement Plan.
  - g. A full list of the requirements in the capital improvement plan can be found in Section 500-2-5.11.f

- h. *The Engineering Department, Community Development Department, Fire Department, and Brainerd Public Utilities have no concerns with the above plans.*

The Final Plat Shall Be Approved Based on the following Criteria: In accordance with the Subdivision Ordinance Section 500-5-2.C

16. The final plat shall substantially conform to the approved preliminary plat and phasing plan.
  - a. *Staff does not recommend any changes for the Preliminary Plat.*
17. Completed development contract including all required financial securities and time frame for final plat and final grading.
  - a. *All permitting fees and escrows have been paid in full.*
  - b. *The applicant will be required to enter into a development agreement with the City prior to approval of the PUD Final Stage Development Plan.*
18. Conditions attached to approval of the preliminary plat shall be fulfilled or secured by the development agreement, as appropriate.
  - a. *Staff does not recommend any conditions for approval of the preliminary plat.*
19. All fees, charges, and escrow related to the preliminary or final plat shall be paid in full.
  - a. *All financial responsibilities related to the preliminary and final plat are paid in full at this time by the developer.*

As of this writing, the Community Development Department has received three calls regarding this proposed development, but no concerns were raised regarding this request.

#### **STAFF RECOMMENDATION**

Staff recommends the following:

- 1) Recommend approval for the rezoning request from CN-2 to Country Manor – Planned Unit Development (CM-PUD) Overlay District subject to the findings of fact.
- 2) Recommend approval of the Preliminary Plat and Final Plat subject to the findings of fact with the following conditions.
  - a. Approval of the Preliminary Plat and Final Plat are subject to City Council approval of the rezoning request.
- 3) Recommend approval of the PUD General Concept Plan and Development Stage Plan subject to the findings of fact with the following conditions.
  - a. Approval of the PUD General Concept Plan and Development Stage Plan are subject to City Council approval of the rezoning request and approval of Preliminary and Final Plat.
  - b. Final Lighting Plan conforms to Section 515-4-8 of the Zoning Code and the CN-2 District Standards.

# MEMO



**TO:** Mayor and City Council

**FROM:** James Kramvik, Community Development Director

**DATE:** July 17<sup>th</sup>, 2023

**RE:** Country Manor Impervious Surface Calculation Accessory Document

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## DISTRICT RECOMMENDATION

- 1) The proposed project site, Lot 1 Block 1, is approximately 36.38 acres in size.
  - a. The Country Manor – Planned Unit Development District has a proposed impervious surface limit of 75%. This impervious surface percentage is consistent with the Traditional Neighborhood 2 District which has a mix of commercial and residential uses and in staff's opinion is appropriate for the Country Manor PUD District because of its proposed commercial uses. The underlying CN-2 District is primarily composed of residential uses which are not required to submit stormwater plans.
    - i. This proposed development is a commercial/ multi-family use that is required to retain all stormwater for all improvements made to the site according to City Code and must be approved by the City Engineer.
    - ii. The applicant has provided a stormwater plan as part of the PUD application.
- 2) Approximately 473,362 square feet (10.86 acres) of the Site, excluding the proposed Lot 1, Block 2, are within the shoreland district.
  - a. Per Section 530.09 Subd. 5 Paragraph B of the City Code, impervious surface coverage of lots must not exceed 25% of the lot area.

## CALCULATION

Lot 1 Block 1 Impervious Surface Limit (Non-Shoreland)

36.38 acres – 10.86 acres = 25.52 acres

25.52 acres x 75% impervious limit = 19.14 acres of developable land

Lot 1 Block 1 Impervious Surface Limit (Shoreland Overlay District)

10.86 acres x 25% impervious limit = 2.715 acres of developable land

Total Impervious Surface of Lot 1 Block 1

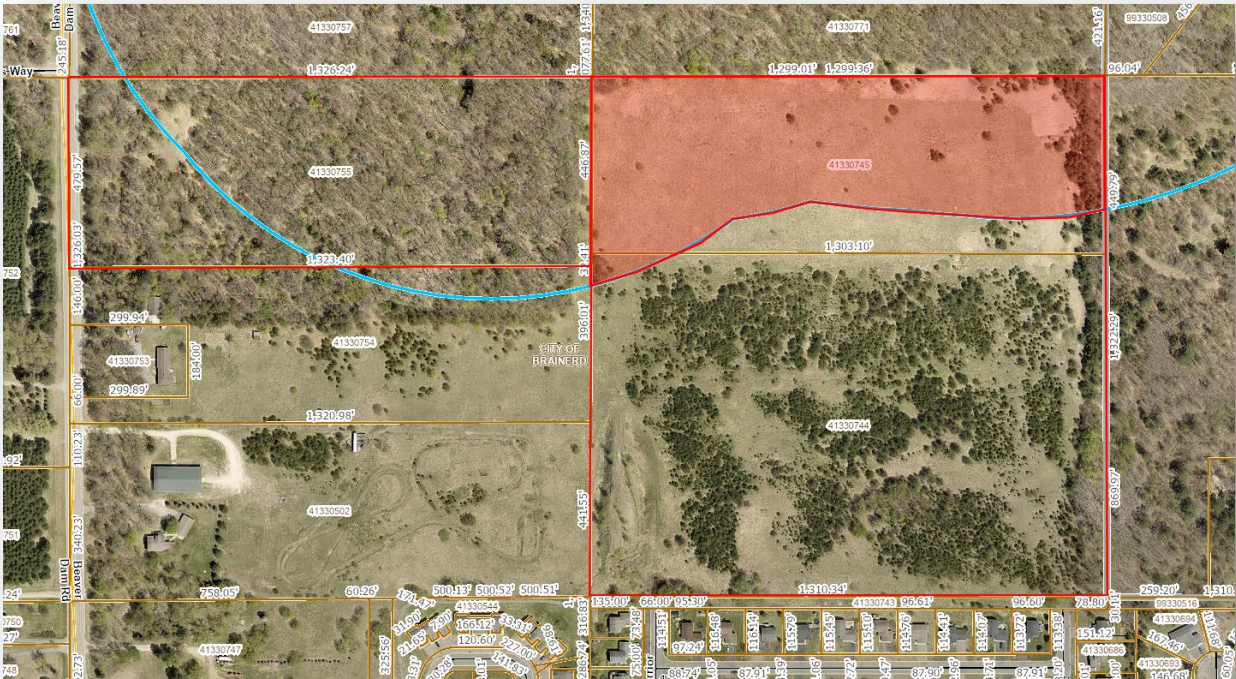
19.14 acres + 2.715 acres = 21.855 acres of developable land

21.855 acres / 36.38 acres = an approximate **60% Impervious Limit**

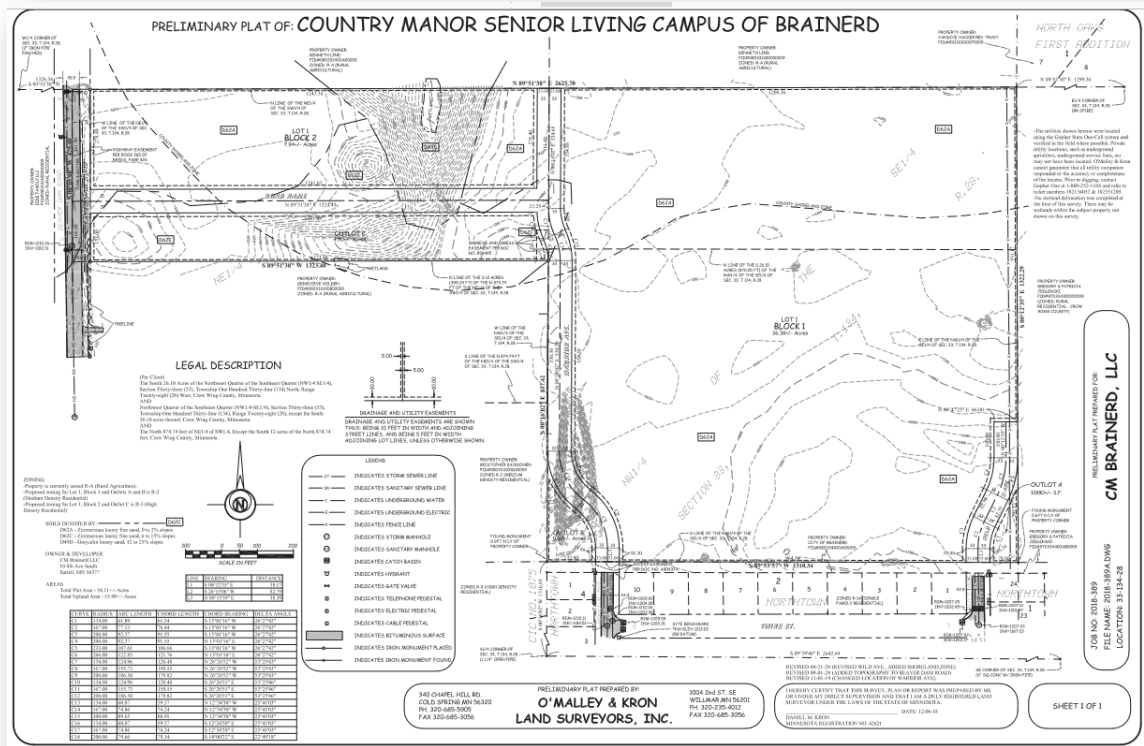
***This proposed development does not exceed the 60% impervious surface limit.***



SHORELAND OVERLAY DISTRICT IS DEPICTED IN RED



PRELIMINARY PLAT



**ORDINANCE  
NO. 1553**

**AN ORDINANCE AMENDING THE ZONING MAP OF  
THE CITY OF BRAINERD**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Section 515-2-21.D of the Zoning Code is hereby amended by adding the following underlined language:

2. Country Manor – Planned Unit Development (CM-PUD). The purpose of the CM-PUD is to allow for the development and redevelopment of the property with a mix of uses and dimensional standards. The follow standards are established.
- a. The standards and uses contained within the Contemporary Neighborhood-2 (CN-2) Base Zoning District shall govern the CM-PUD District, with the modifications as noted in Table 515-2-21.2.
- b. Additions to the structures are allowed provided it meets the CN-2 Zoning District Dimensional Standards of Table 515-2-7.1 and all other requirements in the Zoning Code.
- c. Development Standards. All approved Final PUD Plans shall govern the development of the property and shall be kept on file with the City Zoning Administrator.

Table 515-2-21.2. CM-PUD Dimensional and Use Standards - Density, Lot Size, Coverage and Height Standards.

| <u>Lot Dimensions</u> |                                                                  |                                                    |
|-----------------------|------------------------------------------------------------------|----------------------------------------------------|
|                       | <u>Lot Size (minimum)</u>                                        | <u>None</u>                                        |
|                       | <u>Lot Width (minimum) (Frontage on Public or Private Roads)</u> | <u>None</u>                                        |
| <u>Uses Permitted</u> |                                                                  |                                                    |
|                       | <u>Appendix A: Table of Uses, CN-2 District</u>                  | <u>All permitted, conditional and interim uses</u> |
|                       | <u>Commercial day care facilities</u>                            | <u>P</u>                                           |
|                       | <u>Office businesses – (general use, medical clinic)</u>         | <u>C</u>                                           |
| <u>Uses Permitted</u> |                                                                  |                                                    |
|                       | <u>Impervious Surface</u>                                        | <u>75%</u>                                         |

SECTION TWO: The Zoning Map of the City of Brainerd is hereby amended by changing the zoning designation of the property below from a CN-2 (Contemporary Neighborhood-2) District to Country Manor – Planned Unit Development (CM-PUD) Planned Unit Development Overlay District:

PIN 41330755, 41330745, 41330744

N. 874.74 FT OF NE1/4 OF SW1/4, EXCEPT S. 12 ACRES OF N. 874.74 FT. SUBJECT TO EASEMENTS, RESERVATIONS, OR RESTRICTIONS OF RECORD.

NW1/4 OF SE1/4 SECTION 33, EXCEPT THE S. 26.1 ACRES THEREOF  
S 26.10 ACRES OF NWSE. TOGETHER WITH AN ESMNT OF RECORD.

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
KELLY BEVANS  
President of the Council

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
DAVE BADEAUX  
Mayor

ATTEST: \_\_\_\_\_  
JENNIFER BERGMAN  
City Administrator

Published: One Time – \_\_\_\_\_



## Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

[www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)

# CONDITIONAL USE/REZONING/VARIANCE APPLICATION

|                        | RESIDENTIAL                                    | COMMERCIAL                                                    |
|------------------------|------------------------------------------------|---------------------------------------------------------------|
| CONDITIONAL USE PERMIT | <input type="checkbox"/> (\$250.00)            | <input type="checkbox"/> (\$400.00 + \$500.00 escrow deposit) |
| REZONING               | <input checked="" type="checkbox"/> (\$300.00) | <input type="checkbox"/> (\$500.00)                           |
| VARIANCE               | <input type="checkbox"/> (\$250.00)            | <input type="checkbox"/> (\$400.00 + \$500.00 escrow deposit) |

PROPERTY ADDRESS: PID: 41330744, 41330745, 41330755

LEGAL DESCRIPTION: Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_  
(attach description if lengthy) See attached legal description

Property Owner Name: Foundation for Health Care Continuums

Street Address: 501 1st St NE City: Sartell State: MN Zip Code 56377

Phone Number: 320-253-1920 Fax: 320-656-5922 E-mail: bkelm@countrymanor.org

Applicant Name: (If different than Property Owner) \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: khargurth@countrymanor.org

Description of Request: The rezoning of the three contiguous parcels PID: 41330744, 41330745, 41330755 into a Planned Unit Development Overlay District with a Contemporary Neighborhood 2 (CN-2) underlying base Zoning District with no restrictions on property size and permitting the following uses: Assisted Living, Memory Care, and Rehab services for facility residents, Home Care and Rehab services for the general public in the greater Brainerd area community, and child day care services for the general public.

Property Owner Signature

6/2/2023

Date

Brian Kelm

(Please print name)

Applicant Signature

6/2/2023

Date

Kevin Harguth

(Please print name)

(OVER)



## Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307/Fax 218-828-2316

[www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)

### PRELIMINARY PLAT/FINAL PLAT/P.U.D APPLICATION

☐ **PRELIMINARY PLAT** (\$500.00 + \$30.00/lot residential + \$1,000.00 escrow deposit)  
(\$600.00 + \$50.00/lot commercial + \$1,000.00 escrow deposit)

☐ **FINAL PLAT** (fee included with Preliminary Plat)

☒ **PLANNED UNIT DEVELOPMENT** (\$250 + \$1,000 escrow deposit/residential)  
(\$400 + \$1,000 escrow deposit/commercial)

**PROPERTY ADDRESS:** PID: 41330744, 41330745, 41330755

**LEGAL DESCRIPTION:** Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_  
(attach description if lengthy) See Attached Legal Description

**Property Owner Name:** Foundation for Health Care Continuums

**Street Address:** 501 1st St NE **City:** Sartell **State:** MN **Zip Code:** 56377

**Phone Number:** 320-253-1920 **Fax:** 320-656-5922 **E-mail:** bkelm@countrymanor.org

**Applicant Name:** (if different than Property Owner) \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** khargurth@countrymanor.org

**Description of Request:** The purpose of this requests is to allow for the development of the properties, constructing a multi-building Senior Living complex providing for services such as: Assisted Living, Memory Care, and Rehab services for facility residents, Home Care and Rehab services for the general public in the greater Brainerd area community, and child day care services for the general public.

Property Owner Signature

Brian Kelm

(Please print name)

6/2/2023

Date

Applicant Signature

Kevin Harguth

(Please print name)

6/2/2023

Date





## Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307/Fax 218-828-2316

[www.ci.brainerd.mn.us](http://www.ci.brainerd.mn.us)

### PRELIMINARY PLAT/FINAL PLAT/P.U.D APPLICATION

- ☒ **PRELIMINARY PLAT** (\$500.00 + \$30.00/lot residential + \$1,000.00 escrow deposit)  
(\$600.00 + \$50.00/lot commercial + \$1,000.00 escrow deposit)
- ☒ **FINAL PLAT** (fee included with Preliminary Plat)
- ☐ **PLANNED UNIT DEVELOPMENT** (\$250 + \$1,000 escrow deposit/residential)  
(\$400 + \$1,000 escrow deposit/commercial)

**PROPERTY ADDRESS:** PID: 41330744, 41330745, 41330755

**LEGAL DESCRIPTION:** Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_  
(attach description if lengthy) See Attached Legal Description

**Property Owner Name:** Foundation for Health Care Continuums

**Street Address:** 501 1st St NE **City:** Sartell **State:** MN **Zip Code:** 56377

**Phone Number:** 320-253-1920 **Fax:** 320-656-5922 **E-mail:** bkelm@countrymanor.org

**Applicant Name:** (if different than Property Owner) \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-Mail:** khargurth@countrymanor.org

**Description of Request:** The platting of the three contiguous parcels with the following PID's:

PID: 41330744, 41330745, 41330755

Into the Plat: COUNTRY MANOR SENIOR LIVING CAMPUS OF BRAINERD with parcels Legally Described AS:

Lot 1 Block 1 and Lot 2 Block 2 as Surveyed by O'Malley & KRon Land Surveyors, Inc

Property Owner Signature

Brian Kelm

(Please print name)

6/2/2023

Date

Applicant Signature

Kevin Harguth

(Please print name)

6/2/2023

Date

## NOTICE OF HEARING

### TO WHOM IT MAY CONCERN:

Notice is hereby given that Foundation for Health Care Continuums has submitted a Rezoning, Preliminary Plat, Final Plat, and Planned Unit Development request for the Parcels 41330744, 41330745, 41330755. The applicant is requesting to rezone these parcels into a Planned Unit Development Overlay District with a Contemporary Nighborhood-2 (CN-2) underlying zoning district with no restrictions on property size. Further this will allow the following uses to occur at the premises: Assisted Living, Memory Care, Rehabilitation services for residents and the public, and child day care services for the public. The property included in this application is described as:

*N. 874.74 FT OF NE1/4 OF SW1/4, EXCEPT S. 12 ACRES OF N. 874.74 FT. SUBJECT TO EASEMENTS, RESERVATIONS, OR RESTRICTIONS OF RECORD.  
NW1/4 OF SE1/4 SECTION 33, EXCEPT THE S. 26.1 ACRES THEREOF  
S 26.10 ACRES OF NWSE. TOGETHER WITH AN ESMNT OF RECORD.  
P.I.N. 41330755, 41330745, 41330744  
Section 33, Township 134, Range 28*

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 21st, 2023, in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the variance request.

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

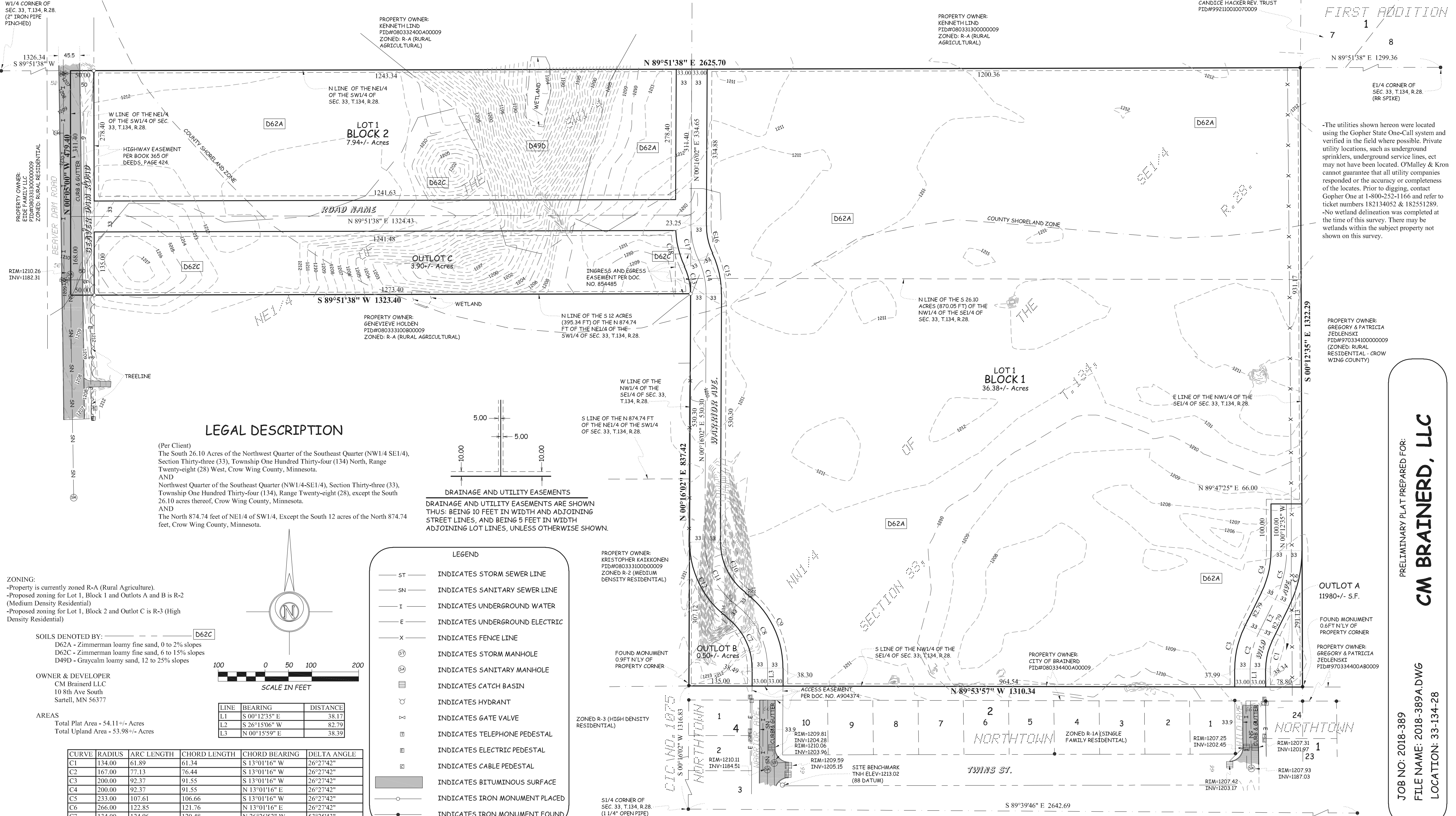
Dated this 6<sup>th</sup> day of June 2023



James Kramvik  
Community Development Director

Publication Date: June 10<sup>th</sup> 2023

PRELIMINARY PLAT OF: COUNTRY MANOR SENIOR LIVING CAMPUS OF BRAINERD



LEGAL DESCRIPTION

(Per Client)  
The South 26.10 Acres of the Northwest Quarter of the Southeast Quarter (NW1/4 SE1/4), Section Thirty-three (33), Township One Hundred Thirty-four (134) North, Range Twenty-eight (28) West, Crow Wing County, Minnesota.  
AND  
Northwest Quarter of the Southeast Quarter (NW1/4-SE1/4), Section Thirty-three (33), Township One Hundred Thirty-four (134), Range Twenty-eight (28), except the South 26.10 acres thereof, Crow Wing County, Minnesota.  
AND  
The North 874.74 feet of NE1/4 of SW1/4, Except the South 12 acres of the North 874.74 feet, Crow Wing County, Minnesota.

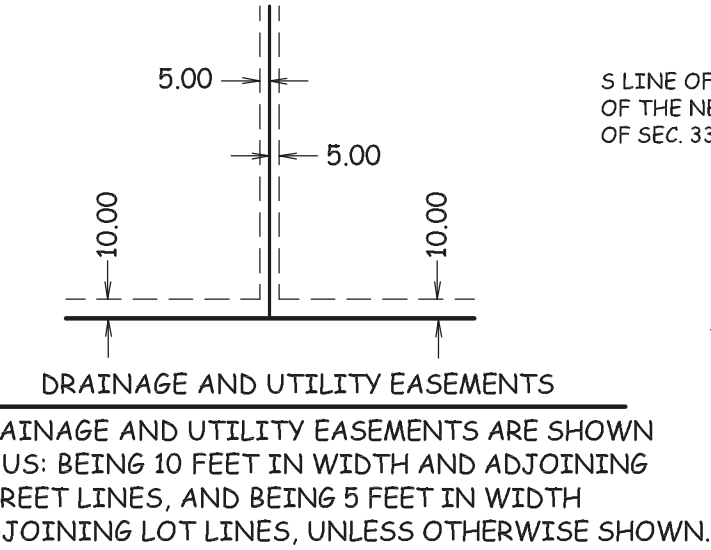
ZONING:  
-Property is currently zoned R-A (Rural Agriculture).  
-Proposed zoning for Lot 1, Block 1 and Outlots A and B is R-2 (Medium Density Residential)  
-Proposed zoning for Lot 1, Block 2 and Outlot C is R-3 (High Density Residential)

SOILS DENOTED BY:  
D62A - Zimmerman loamy fine sand, 0 to 2% slopes  
D62C - Zimmerman loamy fine sand, 6 to 15% slopes  
D49D - Graycalm loamy sand, 12 to 25% slopes

OWNER & DEVELOPER  
CM Brainerd LLC  
10 8th Ave South  
Sartell, MN 56377

AREAS  
Total Plat Area - 54.11 +/- Acres  
Total Upland Area - 53.98 +/- Acres

| CURVE | RADIUS | ARC LENGTH | CHORD LENGTH | CHORD BEARING | DELTA ANGLE |
|-------|--------|------------|--------------|---------------|-------------|
| C1    | 134.00 | 61.89      | 61.34        | S 13°01'16" W | 26°27'42"   |
| C2    | 167.00 | 77.13      | 76.44        | S 13°01'16" W | 26°27'42"   |
| C3    | 200.00 | 92.37      | 91.55        | S 13°01'16" W | 26°27'42"   |
| C4    | 200.00 | 92.37      | 91.55        | N 13°01'16" E | 26°27'42"   |
| C5    | 233.00 | 107.61     | 106.66       | S 13°01'16" W | 26°27'42"   |
| C6    | 266.00 | 122.85     | 121.76       | N 13°01'16" E | 26°27'42"   |
| C7    | 134.00 | 124.96     | 120.48       | N 26°26'52" W | 53°25'43"   |
| C8    | 167.00 | 155.73     | 150.15       | N 26°26'52" W | 53°25'43"   |
| C9    | 200.00 | 186.50     | 179.82       | N 26°26'52" W | 53°25'43"   |
| C10   | 134.00 | 124.96     | 120.48       | S 26°26'51" E | 53°25'46"   |
| C11   | 167.00 | 155.73     | 150.15       | S 26°26'51" E | 53°25'46"   |
| C12   | 200.00 | 186.50     | 179.82       | S 26°26'51" E | 53°25'46"   |
| C13   | 134.00 | 60.07      | 59.57        | N 12°34'30" W | 25°41'03"   |
| C14   | 167.00 | 74.86      | 74.24        | N 12°34'30" W | 25°41'03"   |
| C15   | 200.00 | 89.65      | 88.91        | N 12°34'30" W | 25°41'03"   |
| C16   | 134.00 | 60.07      | 59.57        | S 12°34'30" E | 25°41'03"   |
| C17   | 167.00 | 74.86      | 74.24        | S 12°34'30" E | 25°41'03"   |
| C18   | 200.00 | 79.66      | 79.14        | S 14°00'22" E | 22°49'18"   |



- LEGEND
- ST — INDICATES STORM SEWER LINE
  - SN — INDICATES SANITARY SEWER LINE
  - I — INDICATES UNDERGROUND WATER
  - E — INDICATES UNDERGROUND ELECTRIC
  - X — INDICATES FENCE LINE
  - ⊙ INDICATES STORM MANHOLE
  - ⊙ INDICATES SANITARY MANHOLE
  - ⊙ INDICATES CATCH BASIN
  - ⊙ INDICATES HYDRANT
  - ⊙ INDICATES GATE VALVE
  - ⊙ INDICATES TELEPHONE PEDESTAL
  - ⊙ INDICATES ELECTRIC PEDESTAL
  - ⊙ INDICATES CABLE PEDESTAL
  - INDICATES BITUMINOUS SURFACE
  - INDICATES IRON MONUMENT PLACED
  - INDICATES IRON MONUMENT FOUND

340 CHAPEL HILL RD.  
COLD SPRING, MN 56320  
PH. 320-685-5905  
FAX 320-685-3056

PRELIMINARY PLAT PREPARED BY:  
**O'MALLEY & KRON**  
**LAND SURVEYORS, INC.**

1004 2nd ST. SE  
WILLMAR, MN 56201  
PH. 320-235-4012  
FAX 320-685-3056

REVISED 04-21-20 (REVISED WILD AVE., ADDED SHORELAND ZONE)  
REVISED 09-01-20 (ADDED TOPOGRAPHY TO BEAVER DAM ROAD)  
REVISED 11-01-19 (CHANGED LOCATION OF WARRIOR AVE)

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

DANIEL M. KRON  
MINNESOTA REGISTRATION NO. 42621

DATE: 12-06-18

SHEET 1 OF 1

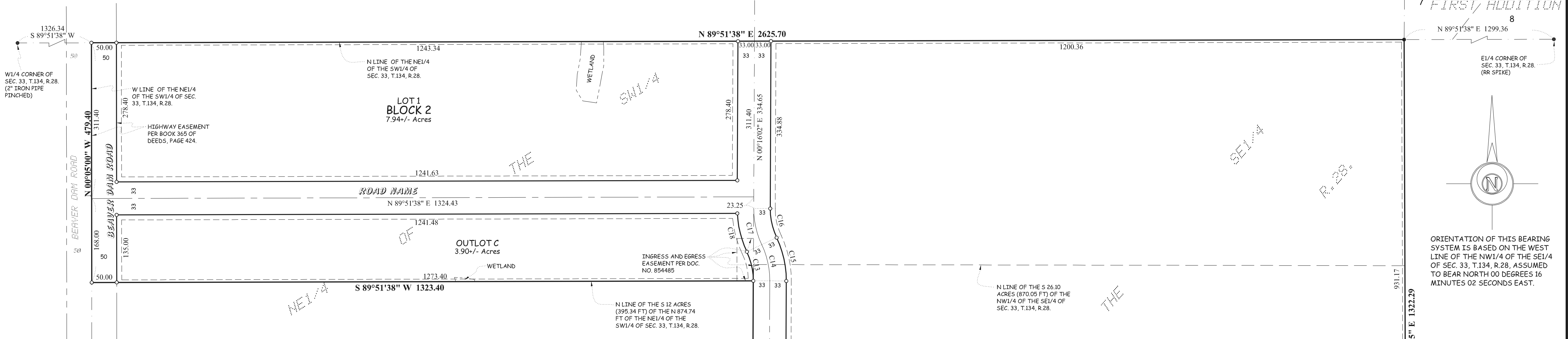
PRELIMINARY PLAT PREPARED FOR:  
**CM BRAINERD, LLC**

JOB NO: 2018-389  
FILE NAME: 2018-389A.DWG  
LOCATION: 33-134-28



O'MALLEY & KRON LAND SURVEYORS, INC.  
340 CHAPEL HILL RD.  
COLD SPRING, MN 56320  
PH. 320-685-5905

# COUNTRY MANOR SENIOR LIVING CAMPUS OF BRAINERD



KNOW ALL PERSONS BY THESE PRESENTS: That CM Brainerd LLC, a Minnesota limited liability company, owner of the following described property, situated in the City of Brainerd, County of Crow Wing, State of Minnesota, described as follows, to-wit:

The South 26.10 Acres of the Northwest Quarter of the Southeast Quarter (NW1/4 SE1/4), Section Thirty-three (33), Township One Hundred Thirty-four (134) North, Range Twenty-eight (28) West, Crow Wing County, Minnesota.  
AND  
Northwest Quarter of the Southeast Quarter (NW1/4-SE1/4), Section Thirty-three (33), Township One Hundred Thirty-four (134), Range Twenty-eight (28), except the South 26.10 acres thereof, Crow Wing County, Minnesota.  
AND  
The North 874.74 feet of NE1/4 of SW1/4, Except the South 12 acres of the North 874.74 feet, Crow Wing County, Minnesota.

have caused the same to be surveyed and platted as COUNTRY MANOR SENIOR LIVING CAMPUS OF BRAINERD and do hereby donate and dedicate to the public for public use forever the public ways and drainage and utility easements as created by this plat.

In witness whereof said CM Brainerd, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NAME, TITLE  
STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by NAME, TITLE of CM Brainerd, LLC, a Minnesota limited liability company.

(Notary Signature) (Notary Printed Name)  
NOTARY PUBLIC, \_\_\_\_\_ COUNTY, STATE OF \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_

I, Daniel M. Kron, hereby certify that I have surveyed and platted the property described on this plat as COUNTRY MANOR SENIOR LIVING CAMPUS OF BRAINERD, that this plat is a correct representation of the survey; that all distances are correctly shown on the plat in feet and hundredths of a foot; that all monuments have been correctly placed in the ground as shown; that the outside boundary lines are correctly designated on the plat; and that there are no wet lands (as defined in MN Statute 505.01 subd.3) or public ways to be designated other than shown.

Daniel M. Kron, Professional Land Surveyor  
Minnesota Registration No. 42621

STATE OF MINNESOTA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Daniel M. Kron, Professional Land Surveyor, Minnesota Registration No. 42621.

(Notary Signature) (Notary Printed Name)  
NOTARY PUBLIC, \_\_\_\_\_ COUNTY, STATE OF MINNESOTA  
MY COMMISSION EXPIRES: \_\_\_\_\_

This plat of COUNTRY MANOR SENIOR LIVING CAMPUS OF BRAINERD was approved by the Planning Commission of the City of Brainerd, Minnesota, at a regular meeting thereof held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Chairman  
Secretary

This plat of COUNTRY MANOR SENIOR LIVING CAMPUS OF BRAINERD was approved by the City Council of the of Brainerd, Minnesota, at a regular meeting thereof held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Mayor  
City Administrator

County Auditor/Treasurer, Crow Wing County, Minnesota

Pursuant to Minnesota Statutes, Chapter 272.12, that there are no delinquent taxes on the land hereinbefore described on this plat and transfer and pursuant to Chapter 505.021, Subd. 9, taxes payable for the year 20\_\_\_\_ on the land hereinbefore described have been paid this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Auditor/Treasurer  
Crow Wing County, Minnesota

County Recorder, Crow Wing County, Minnesota

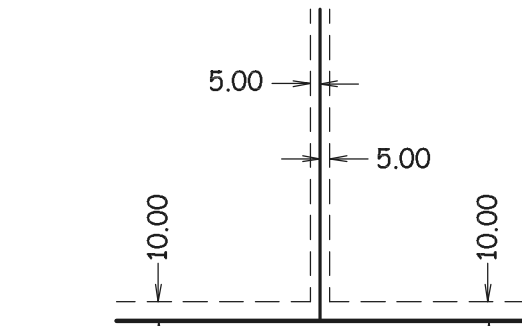
I hereby certify that the within instrument was filed in the office for record on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A.D. \_\_\_\_\_ at \_\_\_\_\_ o'clock \_\_\_\_\_ M.

County Recorder  
Crow Wing County, Minnesota

Deputy County Recorder  
Crow Wing County, Minnesota

| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L1   | S 00°12'35" E | 38.17    |
| L2   | S 26°15'06" W | 82.79    |
| L3   | N 00°15'59" E | 38.39    |

| CURVE | RADIUS | ARC LENGTH | CHORD LENGTH | CHORD BEARING | DELTA ANGLE | CURVE | RADIUS | ARC LENGTH | CHORD LENGTH | CHORD BEARING | DELTA ANGLE |
|-------|--------|------------|--------------|---------------|-------------|-------|--------|------------|--------------|---------------|-------------|
| C1    | 134.00 | 61.89      | 61.34        | S 13°01'16" W | 26°27'42"   | C10   | 134.00 | 124.96     | 120.48       | S 26°26'51" E | 53°25'46"   |
| C2    | 167.00 | 77.13      | 76.44        | S 13°01'16" W | 26°27'42"   | C11   | 167.00 | 155.73     | 150.15       | S 26°26'51" E | 53°25'46"   |
| C3    | 200.00 | 92.37      | 91.55        | S 13°01'16" W | 26°27'42"   | C12   | 200.00 | 186.50     | 179.82       | S 26°26'51" E | 53°25'46"   |
| C4    | 200.00 | 92.37      | 91.55        | N 13°01'16" E | 26°27'42"   | C13   | 134.00 | 60.07      | 59.57        | N 12°34'30" W | 25°41'03"   |
| C5    | 233.00 | 107.61     | 106.66       | S 13°01'16" W | 26°27'42"   | C14   | 167.00 | 74.86      | 74.24        | N 12°34'30" W | 25°41'03"   |
| C6    | 266.00 | 122.85     | 121.76       | N 13°01'16" E | 26°27'42"   | C15   | 200.00 | 89.65      | 88.91        | N 12°34'30" W | 25°41'03"   |
| C7    | 134.00 | 124.96     | 120.48       | N 26°26'52" W | 53°25'43"   | C16   | 134.00 | 60.07      | 59.57        | S 12°34'30" E | 25°41'03"   |
| C8    | 167.00 | 155.73     | 150.15       | N 26°26'52" W | 53°25'43"   | C17   | 167.00 | 74.86      | 74.24        | S 12°34'30" E | 25°41'03"   |
| C9    | 200.00 | 186.50     | 179.82       | N 26°26'52" W | 53°25'43"   | C18   | 200.00 | 79.66      | 79.14        | S 14°00'22" E | 22°49'18"   |



DRAINAGE AND UTILITY EASEMENTS  
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN  
THUS: BEING 10 FEET IN WIDTH AND ADJOINING  
STREET LINES, AND BEING 5 FEET IN WIDTH  
ADJOINING LOT LINES, UNLESS OTHERWISE SHOWN.



PRELIMINARY PLANS

FOR

SITE, GRADING, EROSION CONTROL, SANITARY SEWER, WATERMAIN AND STORM SEWER

FOR

COUNTRY MANOR OF BRAINERD

BRAINERD, MN

PREPARED FOR:

**GLT ARCHITECTS**

808 COURTHOUSE SQUARE

ST. CLOUD, MN 56303

CONTACT: EVAN LARSON

PHONE: 320-252-3740

EMAIL: ELARSON@GLTARCHITECTS.COM

PREPARED BY:

**Westwood**

Phone (320) 253-9495 3701 12th Street North, Suite 206  
Fax (320) 358-2001 St. Cloud, MN 56303  
Toll Free (800) 270-9495 westwoodps.com

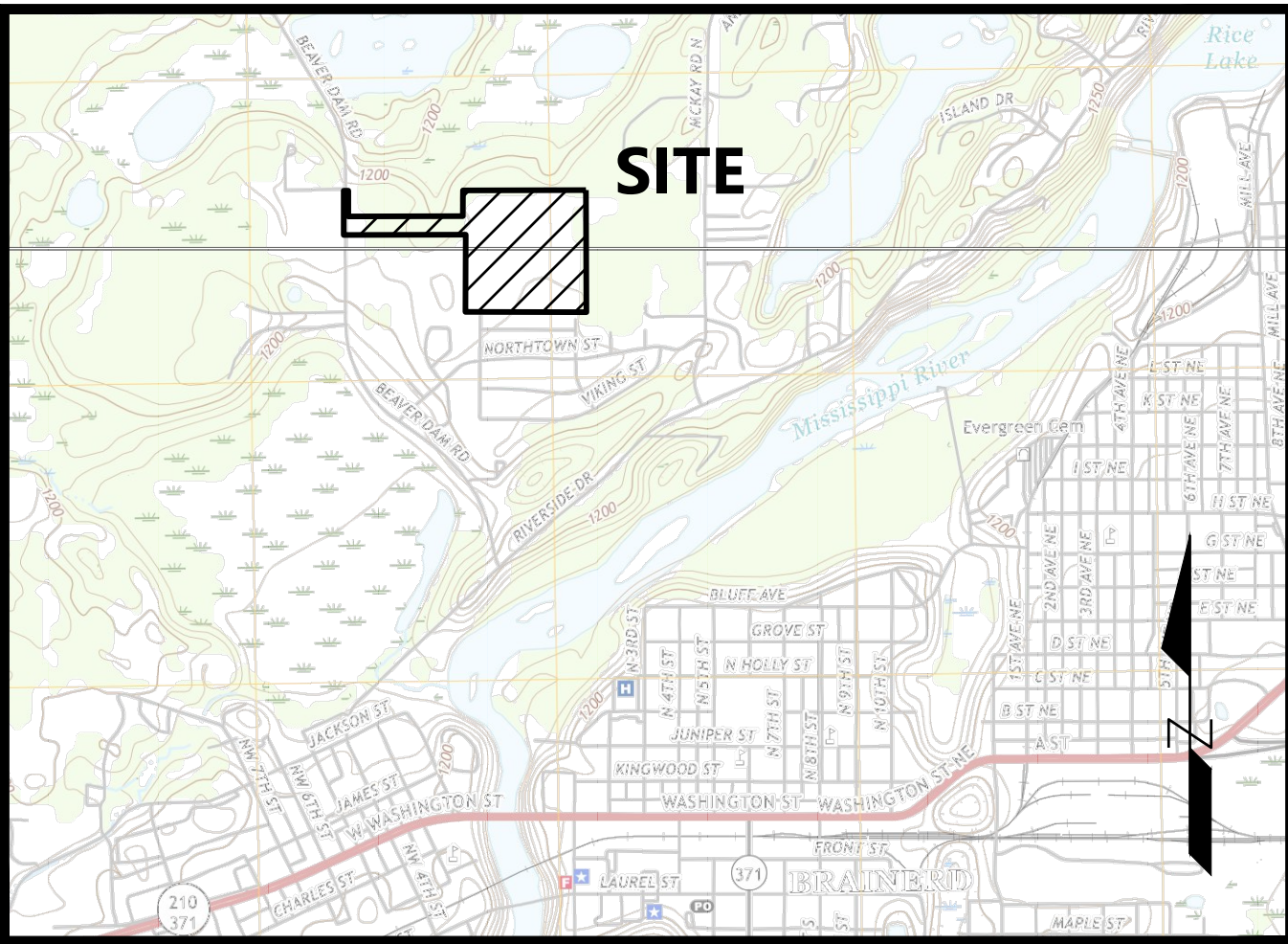
Westwood Professional Services, Inc.

PROJECT NUMBER: 0024151.00

CONTACT: BRAD C. WILKENING

SHEET INDEX

| SHEET LIST TABLE |                                  |
|------------------|----------------------------------|
| Sheet Number     | Sheet Title                      |
| C1.0             | COVER                            |
| C2.0             | SITE PLAN                        |
| C3.0             | OVERALL GRADING & DRAINAGE PLAN  |
| C3.1             | ENLARGED GRADING & DRAINAGE PLAN |
| C4.0             | EROSION CONTROL PLAN             |
| C5.0             | SANITARY & WATERMAIN PLAN        |
| C5.1             | STORM SEWER PLAN                 |
| C6.0             | DETAILS                          |
| C6.1             | DETAILS                          |



Vicinity Map  
(NOT TO SCALE)

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OF THE STATE OF MINNESOTA.

BRAD C. WILKENING  
DATE: 04/30/21 LICENSE NO. 26908

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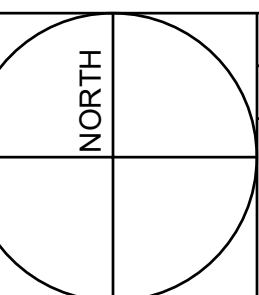
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KEY PLAN

COUNTRY MANOR

NEW FACILITY

BRAINERD, MINNESOTA



DATE 04/30/21  
PROJECT 0024151.00

C1.0

COVER



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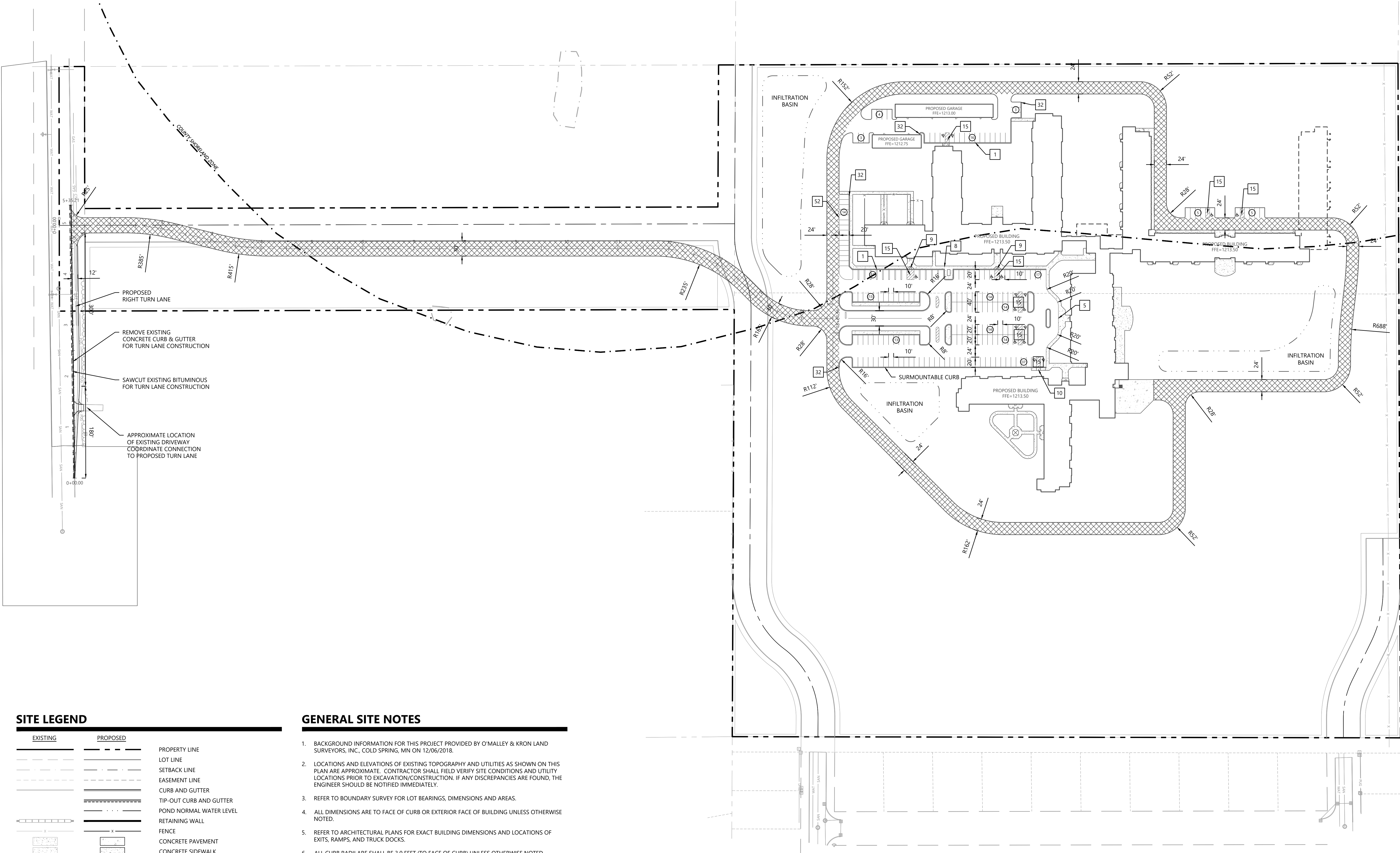
COUNTRY MANOR

NEW FACILITY

BRainerd, MINNESOTA

|         |            |
|---------|------------|
| DATE    | 04/30/21   |
| PROJECT | 0024151.00 |

C2.0



SITE LEGEND

| EXISTING | PROPOSED |                                 |
|----------|----------|---------------------------------|
| ---      | ---      | PROPERTY LINE                   |
| ---      | ---      | LOT LINE                        |
| ---      | ---      | SETBACK LINE                    |
| ---      | ---      | EASEMENT LINE                   |
| ---      | ---      | CURB AND GUTTER                 |
| ---      | ---      | TIP-OUT CURB AND GUTTER         |
| ---      | ---      | POND NORMAL WATER LEVEL         |
| ---      | ---      | RETAINING WALL                  |
| ---      | ---      | FENCE                           |
| ---      | ---      | CONCRETE PAVEMENT               |
| ---      | ---      | CONCRETE SIDEWALK               |
| ---      | ---      | HEAVY DUTY BITUMINOUS PAVEMENT  |
| ---      | ---      | NORMAL DUTY BITUMINOUS PAVEMENT |
| ---      | ---      | NUMBER OF PARKING STALLS        |
| ---      | ---      | TRANSFORMER                     |
| ---      | ---      | SITE LIGHTING                   |
| ---      | ---      | TRAFFIC SIGN                    |
| ---      | ---      | POWER POLE                      |
| ---      | ---      | BOLLARD / POST                  |

1 SITE DETAILS (SI-0XX)

- 1 B612 CURB AND GUTTER
- 5 INTEGRAL CURB AND WALK
- 8 PRIVATE CONCRETE SIDEWALK
- 9 PRIVATE PEDESTRIAN CURB RAMP
- 10 PRIVATE PARALLEL PEDESTRIAN CURB RAMP
- 14 SIGN INSTALLATION
- 15 HANDICAP ACCESSIBLE SIGNAGE AND STRIPING
- 32 BEAVER TAIL CURB
- 52 CONCRETE VALLEY GUTTER

GENERAL SITE NOTES

- BACKGROUND INFORMATION FOR THIS PROJECT PROVIDED BY O'MALLEY & KRON LAND SURVEYORS, INC., COLD SPRING, MN ON 12/06/2018.
- LOCATIONS AND ELEVATIONS OF EXISTING TOPOGRAPHY AND UTILITIES AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY SITE CONDITIONS AND UTILITY LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. IF ANY DISCREPANCIES ARE FOUND, THE ENGINEER SHOULD BE NOTIFIED IMMEDIATELY.
- REFER TO BOUNDARY SURVEY FOR LOT BEARINGS, DIMENSIONS AND AREAS.
- ALL DIMENSIONS ARE TO FACE OF CURB OR EXTERIOR FACE OF BUILDING UNLESS OTHERWISE NOTED.
- REFER TO ARCHITECTURAL PLANS FOR EXACT BUILDING DIMENSIONS AND LOCATIONS OF EXITS, RAMPS, AND TRUCK DOCKS.
- ALL CURB RADII ARE SHALL BE 3.0 FEET (TO FACE OF CURB) UNLESS OTHERWISE NOTED.
- ALL CURB AND GUTTER SHALL BE **B612** UNLESS OTHERWISE NOTED.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGGERS AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. PLACEMENT OF THESE DEVICES SHALL BE APPROVED BY THE CITY AND ENGINEER PRIOR TO PLACEMENT. TRAFFIC CONTROL DEVICES SHALL CONFORM TO APPROPRIATE MNDOT STANDARDS.
- BITUMINOUS PAVEMENT AND CONCRETE SECTIONS TO BE IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL ENGINEER.
- CONTRACTOR SHALL MAINTAIN FULL ACCESS TO ADJACENT PROPERTIES DURING CONSTRUCTION AND TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES.
- SITE LIGHTING SHOWN ON PLAN IS FOR REFERENCE ONLY. REFER TO LIGHTING PLAN PREPARED BY OTHERS FOR SITE LIGHTING DETAILS AND PHOTOMETRICS.



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BRAD C. WILKENING  
DATE: 04/30/21 LICENSE NO. 26908

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KEY PLAN

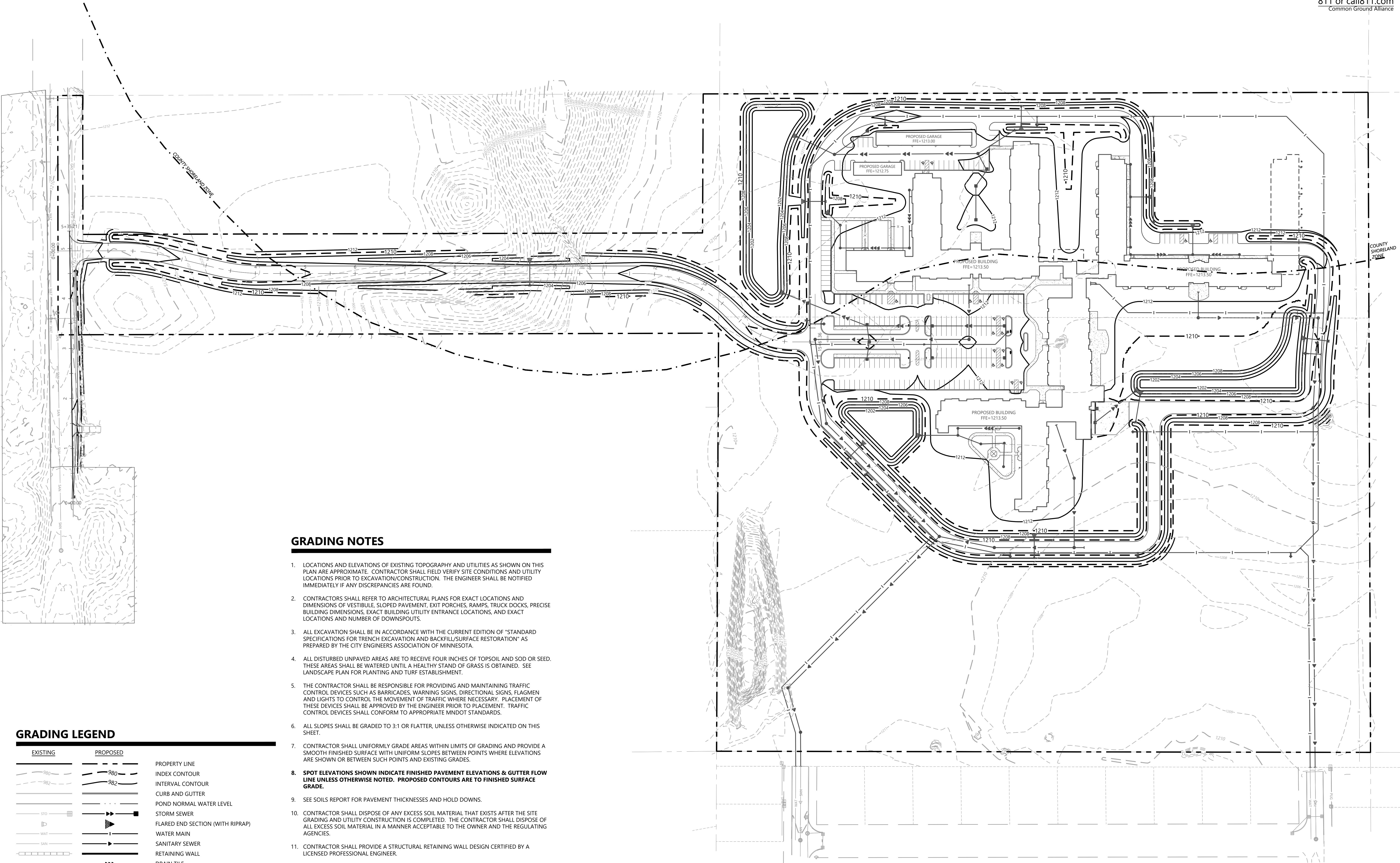
COUNTRY MANOR

NEW FACILITY

BRainerd, MINNESOTA

|         |            |
|---------|------------|
| DATE    | 04/30/21   |
| PROJECT | 0024151.00 |

C3.0

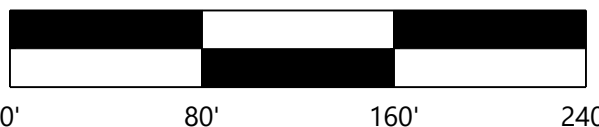


GRADING NOTES

- LOCATIONS AND ELEVATIONS OF EXISTING TOPOGRAPHY AND UTILITIES AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY SITE CONDITIONS AND UTILITY LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY IF ANY DISCREPANCIES ARE FOUND.
- CONTRACTORS SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF VESTIBULE, SLOPED PAVEMENT, EXIT PORCHES, RAMPS, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS, EXACT BUILDING UTILITY ENTRANCE LOCATIONS, AND EXACT LOCATIONS AND NUMBER OF DOWNSPOUTS.
- ALL EXCAVATION SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR TRENCH EXCAVATION AND BACKFILL/SURFACE RESTORATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA.
- ALL DISTURBED UNPAVED AREAS ARE TO RECEIVE FOUR INCHES OF TOPSOIL AND SOD OR SEED. THESE AREAS SHALL BE WATERED UNTIL A HEALTHY STAND OF GRASS IS OBTAINED. SEE LANDSCAPE PLAN FOR PLANTING AND TURF ESTABLISHMENT.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. PLACEMENT OF THESE DEVICES SHALL BE APPROVED BY THE ENGINEER PRIOR TO PLACEMENT. TRAFFIC CONTROL DEVICES SHALL CONFORM TO APPROPRIATE MNDOT STANDARDS.
- ALL SLOPES SHALL BE GRADED TO 3:1 OR FLATTER, UNLESS OTHERWISE INDICATED ON THIS SHEET.
- CONTRACTOR SHALL UNIFORMLY GRADE AREAS WITHIN LIMITS OF GRADING AND PROVIDE A SMOOTH FINISHED SURFACE WITH UNIFORM SLOPES BETWEEN POINTS WHERE ELEVATIONS ARE SHOWN OR BETWEEN SUCH POINTS AND EXISTING GRADES.
- SPOT ELEVATIONS SHOWN INDICATE FINISHED PAVEMENT ELEVATIONS & GUTTER FLOW LINE UNLESS OTHERWISE NOTED. PROPOSED CONTOURS ARE TO FINISHED SURFACE GRADE.**
- SEE SOILS REPORT FOR PAVEMENT THICKNESSES AND HOLD DOWNS.
- CONTRACTOR SHALL DISPOSE OF ANY EXCESS SOIL MATERIAL THAT EXISTS AFTER THE SITE GRADING AND UTILITY CONSTRUCTION IS COMPLETED. THE CONTRACTOR SHALL DISPOSE OF ALL EXCESS SOIL MATERIAL IN A MANNER ACCEPTABLE TO THE OWNER AND THE REGULATING AGENCIES.
- CONTRACTOR SHALL PROVIDE A STRUCTURAL RETAINING WALL DESIGN CERTIFIED BY A LICENSED PROFESSIONAL ENGINEER.
- ALL CONSTRUCTION SHALL CONFORM TO LOCAL, STATE AND FEDERAL RULES INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS.
- PRIOR TO PLACEMENT OF ANY STRUCTURE OR PAVEMENT, A PROOF ROLL, AT MINIMUM, WILL BE REQUIRED ON THE SUBGRADE. PROOF ROLLING SHALL BE ACCOMPLISHED BY MAKING MINIMUM OF 2 COMPLETE PASSES WITH FULLY-LOADED TANDEM-AXLE DUMP TRUCK, OR APPROVED EQUAL, IN EACH OF 2 PERPENDICULAR DIRECTIONS WHILE UNDER SUPERVISION AND DIRECTION OF THE INDEPENDENT TESTING LABORATORY. AREAS OF FAILURE SHALL BE EXCAVATED AND RE-COMPACTED AS SPECIFIED HEREIN.
- EMBANKMENT MATERIAL PLACED BENEATH BUILDINGS AND STREET OR PARKING AREAS SHALL BE COMPACTED IN ACCORDANCE WITH THE SPECIFIED DENSITY METHOD AS OUTLINED IN MNDOT 2105.3F1 AND THE REQUIREMENTS OF THE GEOTECHNICAL ENGINEER.
- EMBANKMENT MATERIAL NOT PLACED IN THE BUILDING PAD, STREETS OR PARKING AREA, SHALL BE COMPACTED IN ACCORDANCE WITH REQUIREMENTS OF THE ORDINARY COMPACTION METHOD AS OUTLINED IN MNDOT 2105.3F2.
- ALL SOILS AND MATERIALS TESTING SHALL BE COMPLETED BY AN INDEPENDENT GEOTECHNICAL ENGINEER. EXCAVATION FOR THE PURPOSE OF REMOVING UNSTABLE OR UNSUITABLE SOILS SHALL BE COMPLETED AS REQUIRED BY THE GEOTECHNICAL ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOILS TESTS AND INSPECTIONS WITH THE GEOTECHNICAL ENGINEER.

GRADING LEGEND

| EXISTING | PROPOSED |                                  |
|----------|----------|----------------------------------|
|          |          | PROPERTY LINE                    |
|          |          | INDEX CONTOUR                    |
|          |          | INTERVAL CONTOUR                 |
|          |          | CURB AND GUTTER                  |
|          |          | POND NORMAL WATER LEVEL          |
|          |          | STORM SEWER                      |
|          |          | FLARED END SECTION (WITH RIPRAP) |
|          |          | WATER MAIN                       |
|          |          | SANITARY SEWER                   |
|          |          | RETAINING WALL                   |
|          |          | DRAIN TILE                       |
|          |          | RIDGE LINE                       |
|          |          | GRADING LIMITS                   |
|          |          | SPOT ELEVATION                   |
|          |          | FLOW DIRECTION                   |
|          |          | TOP AND BOTTOM OF RETAINING WALL |
|          |          | EMERGENCY OVERFLOW               |
|          |          | SOIL BORING LOCATION             |



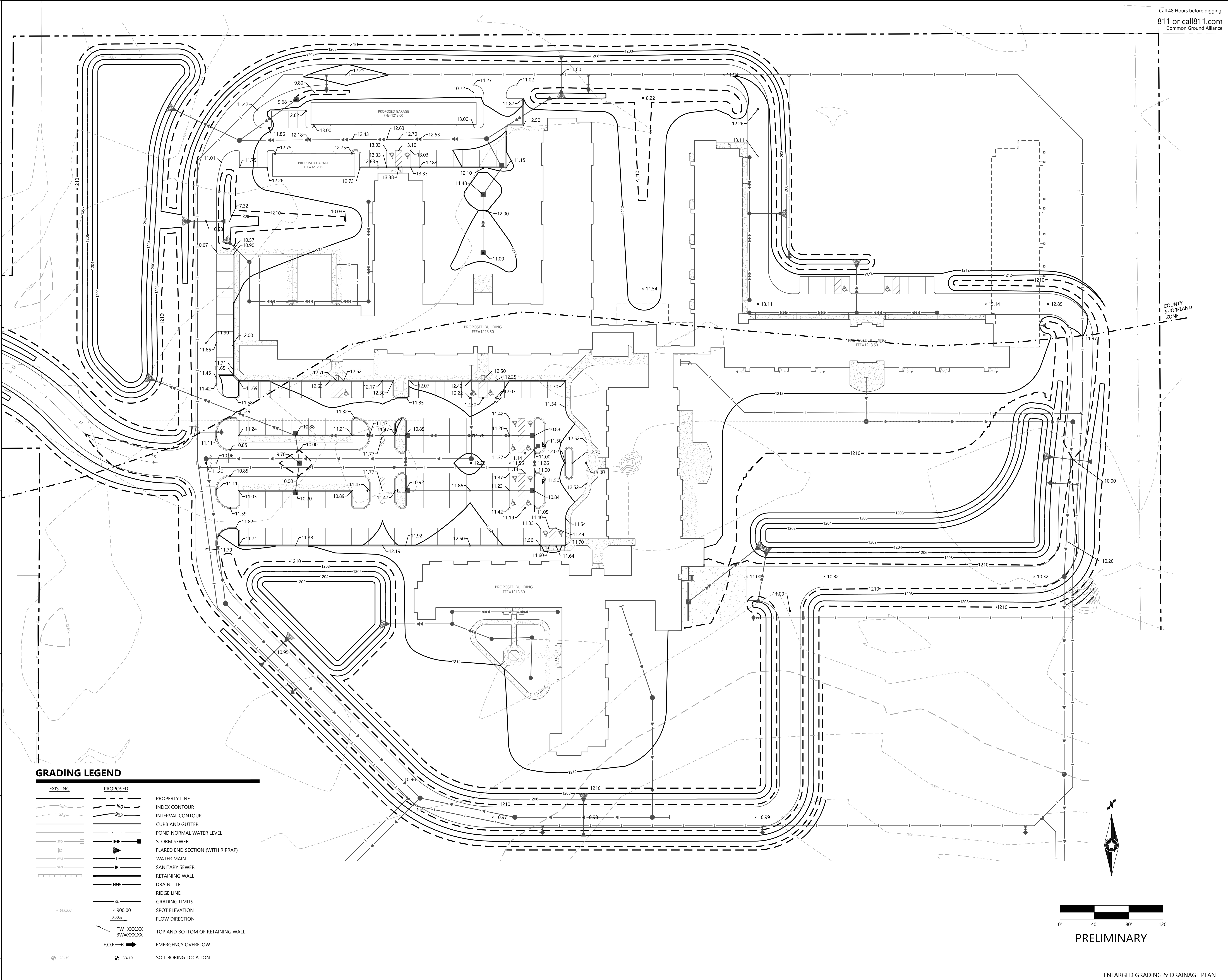
PRELIMINARY

OVERALL GRADING & DRAINAGE PLAN



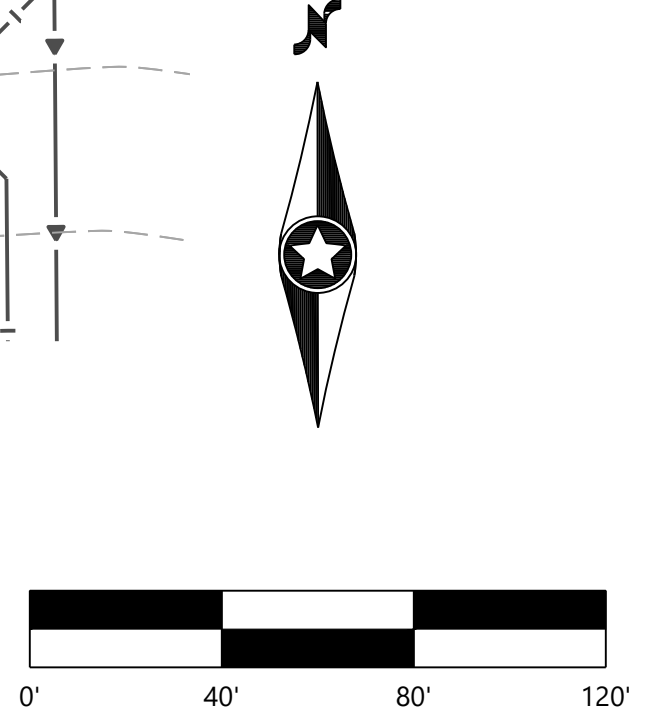
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GRADING LEGEND

| EXISTING | PROPOSED |                                  |
|----------|----------|----------------------------------|
|          |          | PROPERTY LINE                    |
|          |          | INDEX CONTOUR                    |
|          |          | INTERVAL CONTOUR                 |
|          |          | CURB AND GUTTER                  |
|          |          | POND NORMAL WATER LEVEL          |
|          |          | STORM SEWER                      |
|          |          | FLARED END SECTION (WITH RIPRAP) |
|          |          | WATER MAIN                       |
|          |          | SANITARY SEWER                   |
|          |          | RETAINING WALL                   |
|          |          | DRAIN TILE                       |
|          |          | RIDGE LINE                       |
|          |          | GRADING LIMITS                   |
|          |          | SPOT ELEVATION                   |
|          |          | FLOW DIRECTION                   |
|          |          | TW=XXXXXX                        |
|          |          | BW=XXXXXX                        |
|          |          | E.O.F.                           |
|          |          | EMERGENCY OVERFLOW               |
|          |          | SOIL BORING LOCATION             |



ENLARGED GRADING & DRAINAGE PLAN

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BRAD C. WILKENING  
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KEY PLAN

COUNTRY MANOR  
  
NEW FACILITY

BRainerd, MINNESOTA

DATE 04/30/21  
PROJECT 0024151.00  
C3.1

COUNTRY MANOR OF BRAINERD



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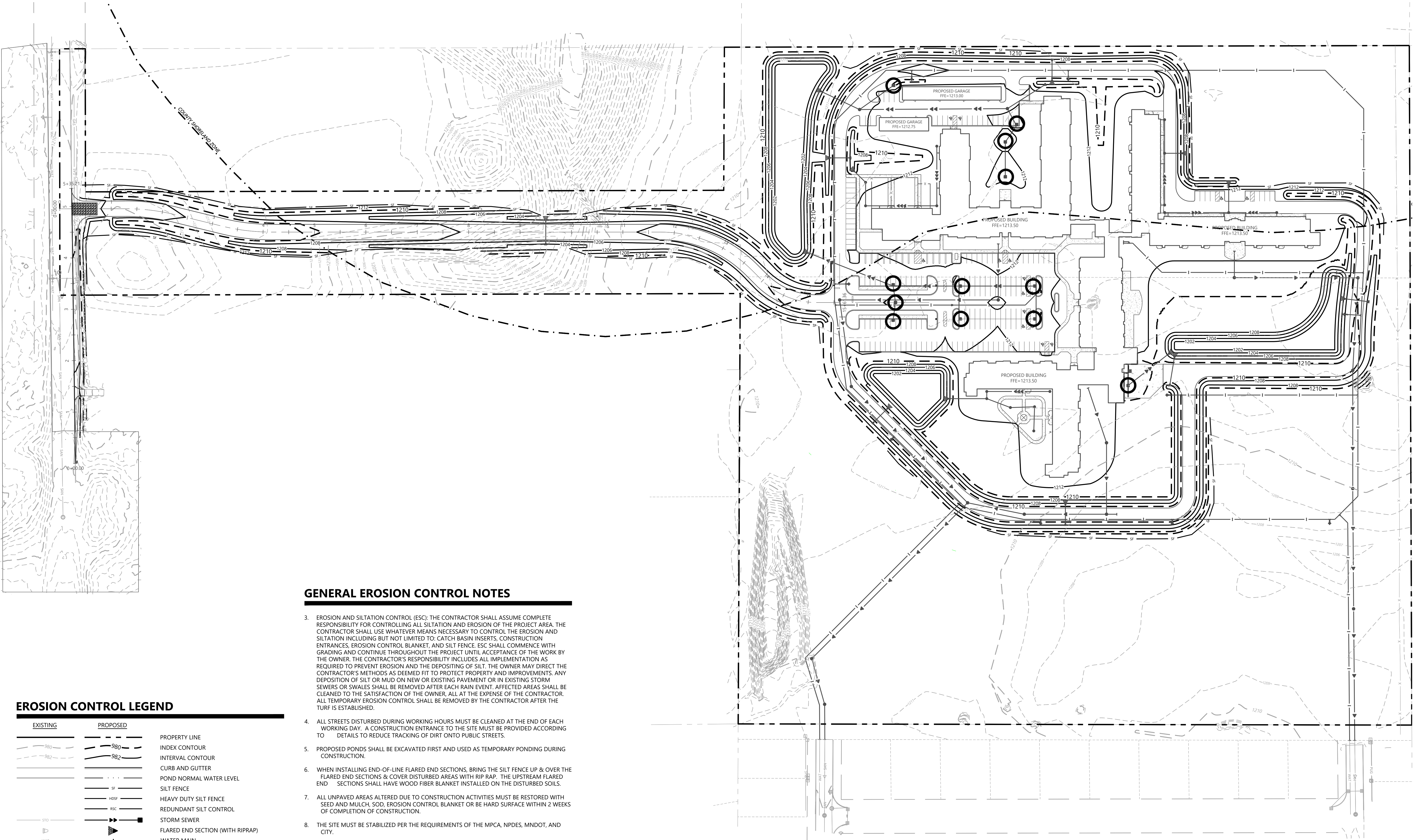
COUNTRY MANOR

NEW FACILITY

BRAINERD, MINNESOTA

|         |            |
|---------|------------|
| DATE    | 04/30/21   |
| PROJECT | 0024151.00 |

C4.0



EROSION CONTROL LEGEND

| EXISTING | PROPOSED |                                  |
|----------|----------|----------------------------------|
|          |          | PROPERTY LINE                    |
|          |          | INDEX CONTOUR                    |
|          |          | INTERVAL CONTOUR                 |
|          |          | CURB AND GUTTER                  |
|          |          | POND NORMAL WATER LEVEL          |
|          |          | SILT FENCE                       |
|          |          | HEAVY DUTY SILT FENCE            |
|          |          | REDUNDANT SILT CONTROL           |
|          |          | STORM SEWER                      |
|          |          | FLARED END SECTION (WITH RIPRAP) |
|          |          | WATER MAIN                       |
|          |          | SANITARY SEWER                   |
|          |          | RETAINING WALL                   |
|          |          | DRAIN TILE                       |
|          |          | GRADING LIMITS                   |
|          |          | ROCK CONSTRUCTION ENTRANCE       |
|          |          | EROSION CONTROL BLANKET          |
|          |          | TURF REINFORCEMENT MAT           |
|          |          | E.O.F. → EMERGENCY OVERFLOW      |
|          |          | SOIL BORING LOCATION             |
|          |          | INLET PROTECTION                 |

GENERAL EROSION CONTROL NOTES

- THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND LIMITED MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION SHALL NOT BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY THE OWNER OR ENGINEER OF DISCREPANCIES.
- ALL SILT FENCE AND OTHER EROSION CONTROL FEATURES SHALL BE IN-PLACE PRIOR TO ANY EXCAVATION/CONSTRUCTION AND SHALL BE MAINTAINED UNTIL VIABLE TURF OR GROUND COVER HAS BEEN ESTABLISHED. EXISTING SILT FENCE ON-SITE SHALL BE MAINTAINED AND OR REMOVED AND SHALL BE CONSIDERED INCIDENTAL TO THE GRADING CONTRACT. IT IS OF EXTREME IMPORTANCE TO BE AWARE OF CURRENT FIELD CONDITIONS WITH RESPECT TO EROSION CONTROL. TEMPORARY PONDING, DIKES, HAYBALES, ETC., REQUIRED BY THE CITY SHALL BE INCIDENTAL TO THE GRADING CONTRACT.
- EROSION AND SILTATION CONTROL (ESC): THE CONTRACTOR SHALL ASSUME COMPLETE RESPONSIBILITY FOR CONTROLLING ALL SILTATION AND EROSION OF THE PROJECT AREA. THE CONTRACTOR SHALL USE WHATEVER MEANS NECESSARY TO CONTROL THE EROSION AND SILTATION INCLUDING BUT NOT LIMITED TO: CATCH BASIN INSERTS, CONSTRUCTION ENTRANCES, EROSION CONTROL BLANKET, AND SILT FENCE. ESC SHALL COMMENCE WITH GRADING AND CONTINUE THROUGHOUT THE PROJECT UNTIL ACCEPTANCE OF THE WORK BY THE OWNER. THE CONTRACTOR'S RESPONSIBILITY INCLUDES ALL IMPLEMENTATION AS REQUIRED TO PREVENT EROSION AND THE DEPOSITING OF SILT. THE OWNER MAY DIRECT THE CONTRACTOR'S METHODS AS DEEMED FIT TO PROTECT PROPERTY AND IMPROVEMENTS. ANY DEPOSITION OF SILT OR MUD ON NEW OR EXISTING PAVEMENT OR IN EXISTING STORM SEWERS OR SWALES SHALL BE REMOVED AFTER EACH RAIN EVENT. AFFECTED AREAS SHALL BE CLEANED TO THE SATISFACTION OF THE OWNER. ALL AT THE EXPENSE OF THE CONTRACTOR. ALL TEMPORARY EROSION CONTROL SHALL BE REMOVED BY THE CONTRACTOR AFTER THE TURF IS ESTABLISHED.
- ALL STREETS DISTURBED DURING WORKING HOURS MUST BE CLEANED AT THE END OF EACH WORKING DAY. A CONSTRUCTION ENTRANCE TO THE SITE MUST BE PROVIDED ACCORDING TO DETAILS TO REDUCE TRACKING OF DIRT ONTO PUBLIC STREETS.
- PROPOSED PONDS SHALL BE EXCAVATED FIRST AND USED AS TEMPORARY PONDING DURING CONSTRUCTION.
- WHEN INSTALLING END-OF-LINE FLARED END SECTIONS, BRING THE SILT FENCE UP & OVER THE FLARED END SECTIONS & COVER DISTURBED AREAS WITH RIP RAP. THE UPSTREAM FLARED END SECTIONS SHALL HAVE WOOD FIBER BLANKET INSTALLED ON THE DISTURBED SOILS.
- ALL UNPAVED AREAS ALTERED DUE TO CONSTRUCTION ACTIVITIES MUST BE RESTORED WITH SEED AND MULCH, SOD, EROSION CONTROL BLANKET OR BE HARD SURFACE WITHIN 2 WEEKS OF COMPLETION OF CONSTRUCTION.
- THE SITE MUST BE STABILIZED PER THE REQUIREMENTS OF THE MPCA, NPDES, MNDOT, AND CITY.
  - TEMPORARY (GREATER THAN 1-YEAR) SEED SHALL BE MNDOT SEED MIX 22-111 AT 30.5-POUNDS PER ACRE.
  - TEMPORARY (LESS THAN 1-YEAR) SEED SHALL BE MNDOT SEED MIX 21-112 (FALL) OR 21-111 (SPRING/SUMMER) AT 100-POUNDS PER ACRE
  - INFILTRATION/FILTRATION BASIN SHALL BE MNDOT SEED MIX 34-262 AT 14.5-POUNDS PER ACRE.
  - POND SLOPES SHALL BE MNDOT SEED MIX 33-261 AT 35-POUNDS PER ACRE.
  - GENERAL SEEDING SHALL BE MNDOT SEED MIX 25-151 AT 70-POUNDS PER ACRE.
  - MULCH SHALL BE MNDOT TYPE 1 APPLIED AT 2-TONS PER ACRE.
- FOR AREAS WITH SLOPE OF 3:1 OR GREATER, RESTORATION WITH SOD OR EROSION CONTROL BLANKET IS REQUIRED.
- ALL TEMPORARY STOCKPILES MUST HAVE SILT FENCE INSTALLED AROUND THEM TO TRAP SEDIMENT.
- ALL PERMANENT PONDS USED AS TEMPORARY SEDIMENT BASINS DURING CONSTRUCTION SHALL BE DREDGED AFTER THE SITE HAS BEEN STABILIZED TO RESTORE THE POND TO THE PROPOSED BOTTOM ELEVATION.
- ALL CONSTRUCTION SHALL CONFORM TO LOCAL AND STATE RULES INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS.
- THE SITE MUST BE KEPT IN A WELL-DRAINED CONDITION AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARY DITCHES, PIPING OR OTHER MEANS REQUIRED TO INSURE PROPER DRAINAGE DURING CONSTRUCTION. LOW POINTS IN ROADWAYS OR BUILDING PADS MUST BE PROVIDED WITH A POSITIVE OUTFLOW.
- PUBLIC STREETS USED FOR HAULING SHALL BE KEPT FREE OF SOIL AND DEBRIS. STREET SWEEPING SHALL BE CONCURRENT WITH SITE WORK.

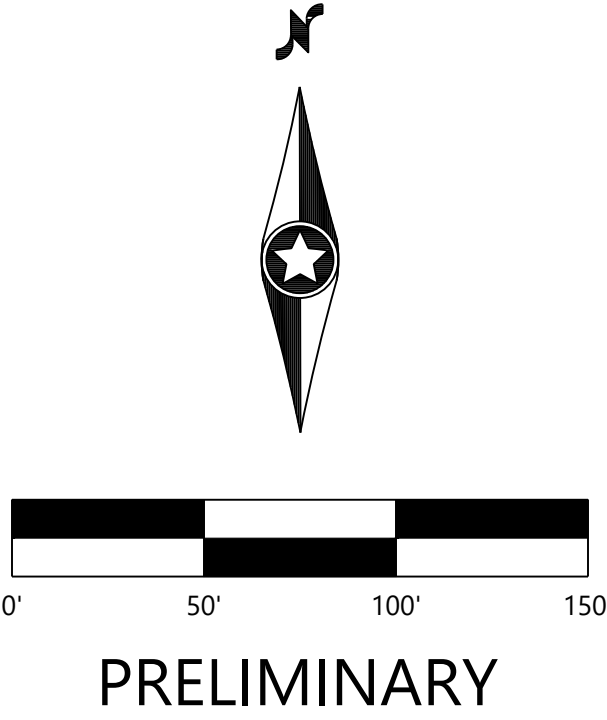


SANITARY SEWER AND WATERMAIN LEGEND

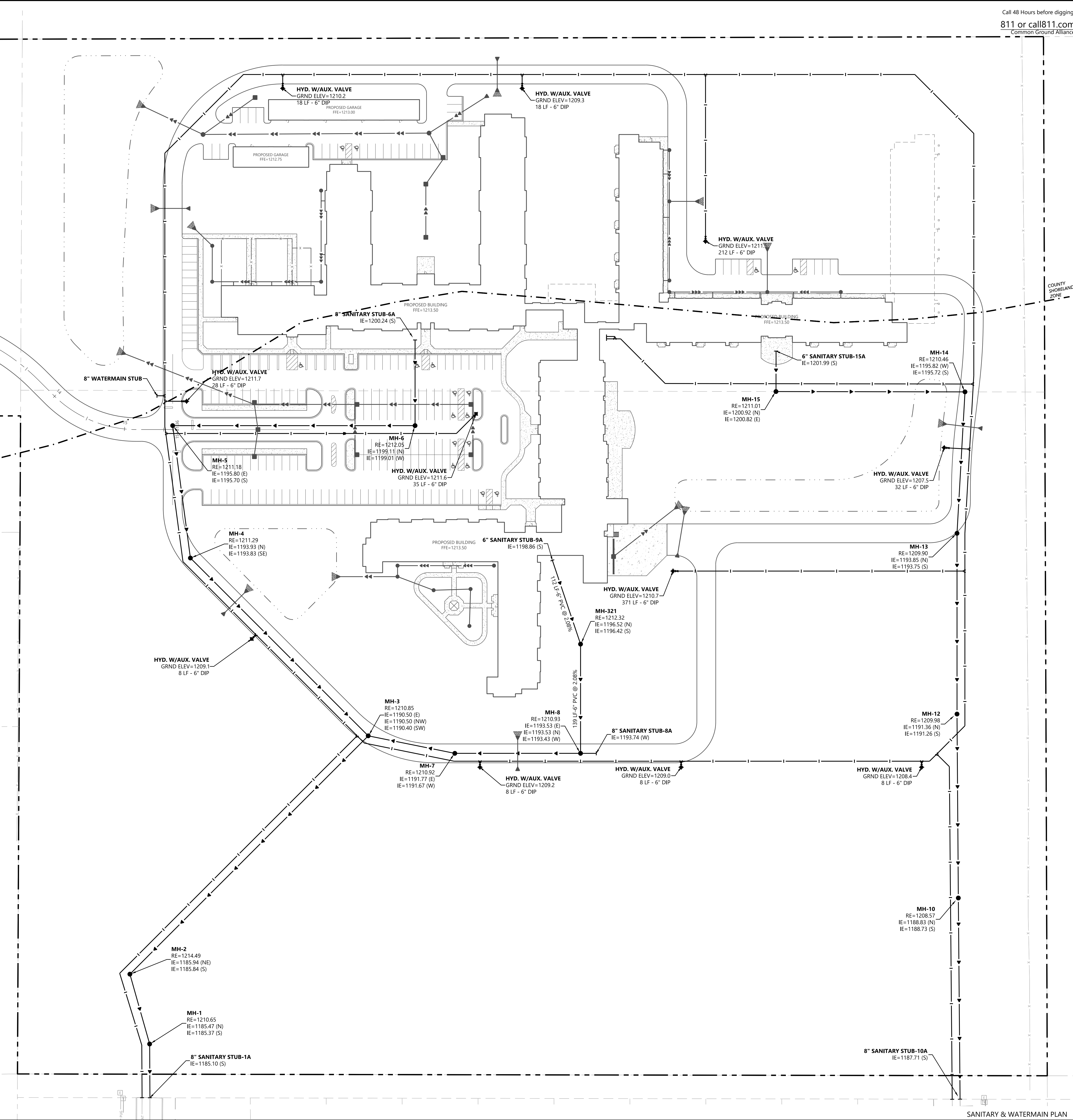
| EXISTING | PROPOSED | PROPERTY LINE                    |
|----------|----------|----------------------------------|
|          |          | EASEMENT LINE                    |
|          |          | CURB AND GUTTER                  |
|          |          | SANITARY SEWER                   |
|          |          | SANITARY SEWER FORCE MAIN        |
|          |          | STORM SEWER                      |
|          |          | WATER MAIN                       |
|          |          | HYDRANT                          |
|          |          | DRAIN TILE                       |
|          |          | GATE VALVE                       |
|          |          | FLARED END SECTION (WITH RIPRAP) |
|          |          | LIGHT POLE                       |

GENERAL WATERMAIN & SANITARY SEWER NOTES

1. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND LIMITED MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION SHALL NOT BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY THE OWNER OR ENGINEER OF DISCREPANCIES.
2. ALL SANITARY SEWER AND WATER MAIN MATERIAL AND INSTALLATIONS SHALL BE PER CITY REQUIREMENTS, MINNESOTA PLUMBING CODE, AND IN ACCORDANCE WITH THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR WATER MAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA.
3. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL OBTAIN THE NECESSARY FEDERAL, STATE AND LOCAL PERMITS FOR THE PROPOSED WORK OR VERIFY WITH THE OWNER OR ENGINEER THAT PERMITS HAVE BEEN OBTAINED. PERMIT FEES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR UNLESS OTHERWISE ARRANGED WITH THE OWNER.
4. CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATION AND DIMENSIONS OF DOORWAYS, RAMPS, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY CONNECTION LOCATIONS.
5. ALL PRIVATE UTILITIES SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE SPECIFICATIONS OF THE APPROPRIATE UTILITY COMPANY. THE CONTRACTOR SHALL COORDINATE THE SERVICE LINE CONSTRUCTION WITH THE UTILITY COMPANIES.
6. CONTRACTOR SHALL OBTAIN ALL NECESSARY CITY PERMITS FOR UTILITY CONNECTIONS, AND UTILITIES SHALL BE INSPECTED AND APPROVED BY THE CITY. THE CITY SHALL BE NOTIFIED 48-HOURS PRIOR TO COMMENCING WITH THE UTILITY CONSTRUCTION OR ANY REQUIRED TESTING. CONTRACTOR SHALL NOT OPERATE, INTERFERE WITH, CONNECT ANY PIPE OR HOSE TO, OR TAP ANY WATER MAIN BELONGING TO THE CITY UNLESS DULY AUTHORIZED TO DO SO BY THE CITY. ANY ADVERSE CONSEQUENCES OF SCHEDULED OR UNSCHEDULED DISRUPTIONS OF SERVICE TO THE PUBLIC ARE TO BE THE RESPONSIBILITY OF THE CONTRACTOR.
7. WATER MAIN LENGTHS AS SHOWN ARE APPROXIMATE HORIZONTAL LENGTHS. ALLOW FOR ADDITIONAL PIPE WHEN INSTALLING ON SLOPES OR WHEN DEFLECTIONS ARE REQUIRED. THE JOINT DEFLECTIONS SHALL NOT EXCEED THE MAXIMUM RECOMMENDED BY THE PIPE MANUFACTURER OR BY LOCAL GOVERNING SPECIFICATIONS. FITTINGS REQUIRED TO CONSTRUCT WATER MAIN SHALL BE INCLUDED IN WATER MAIN CONSTRUCTION.
8. PROVIDE WATER MAIN THRUST RESTRAINTS PER CITY STANDARD REQUIREMENTS.
9. A MINIMUM VERTICAL SEPARATION OF 18 INCHES IS REQUIRED AT ALL WATER LINE CROSSINGS WITH SANITARY SEWER OR STORM SEWER. THE WATER LINE SHALL NOT HAVE JOINTS OR CONNECTION WITHIN 10-FEET OF THE CROSSING. INSULATE CROSSINGS WITH STORM SEWER.
10. UTILITY SERVICES TYPICALLY TERMINATE 5' OUTSIDE BUILDING WALL UNLESS OTHERWISE SHOWN OR NOTED.
11. DUCTILE IRON WATER LINES SHALL BE CLASS 52, PER AWWA C115 OR C151. COPPER WATER LINES SHALL BE TYPE K PER ASTM B88. PVC WATER LINES SHALL BE PER AWWA C300 AND INSTALLED PER AWWA C605 IF ALLOWED BY CITY.
12. ALL WATER LINES SHALL HAVE 8" MINIMUM COVER. INSULATE WATER MAIN IF LESS THAN 8" OF COVER. INSULATION SHALL BE DOW STYROFOAM HI BRAND 35 OR EQUIVALENT, WITH 4 INCHES OF THICKNESS.
13. SANITARY SEWER PIPE OUTSIDE THE BUILDING ENVELOPE SHALL BE POLYVINYL CHLORIDE (PVC) SDR 35 OR 26. SDR 26 IS REQUIRED FOR DEPTHS GREATER THAN 15 FEET. SANITARY SEWER PIPE WITHIN 5 FEET OF THE BUILDING AND UNDER FOOTINGS SHALL BE SCHEDULE 40 PER ASTM D2665. ALL PLASTIC SANITARY SEWER SHALL BE INSTALLED PER D2321. JOINT WELD JOINTS MUST INCLUDE USE OF A PRIMER WHICH IS OF A CONTRASTING COLOR TO THE PIPE AND CEMENT. ALL SANITARY SEWER SHALL BE TESTED ACCORDING TO MINNESOTA PLUMBING CODE, PART 712.0.
14. ALL NONCONDUCTIVE PIPE SHALL BE INSTALLED WITH A LOCATE (TRACER) WIRE PER MINNESOTA PLUMBING CODE, PART 604.9.
15. POST INDICATOR VALVES SHALL BE CLOW F-5750 (OR EQUIVALENT) MEETING AWWA STANDARD C509 AND CITY STANDARDS. VALVE TO BE MECHANICAL JOINT RESILIENT WEDGE GATE VALVE. POST TO BE ADJUSTABLE FOR 8 FEET WATER MAIN DEPTH. THE ELECTRICAL ALARM SWITCH SHALL BE PART NO. PCVS2 (OR EQUIVALENT).
16. AFTER CONSTRUCTION IS COMPLETED, THE CONTRACTOR SHALL PROVIDE THE OWNER WITH AN AS-BUILT RECORD OF UTILITY CONSTRUCTION. THE AS-BUILT SHALL INCLUDE LOCATION AND LENGTH DEVIATIONS OR CHANGES TO THE PLAN. CONTRACTOR TO VERIFY WITH OWNER OR ENGINEER WHETHER A PLAN WITH POST-CONSTRUCTION ELEVATIONS IS REQUIRED.
17. ALL MANHOLE CASTINGS IN PAVED AREAS SHALL BE SUMPED 0.05 FEET. RIM ELEVATIONS ON PLAN REFLECT THE SUMPED ELEVATIONS.



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BRAD C. WILKENING  
DATE: 04/30/21 LICENSE NO. 26908

**Westwood**  
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Westwood Professional Services, Inc.

| Revision Schedule |                      |               |
|-------------------|----------------------|---------------|
| Revision Number   | Revision Description | Revision Date |

construction  
document  
-100% status

KEY PLAN

COUNTRY MANOR

NEW FACILITY

BRainerd, MINNESOTA

|         |            |
|---------|------------|
| DATE    | 04/30/21   |
| PROJECT | 0024151.00 |

C5.0

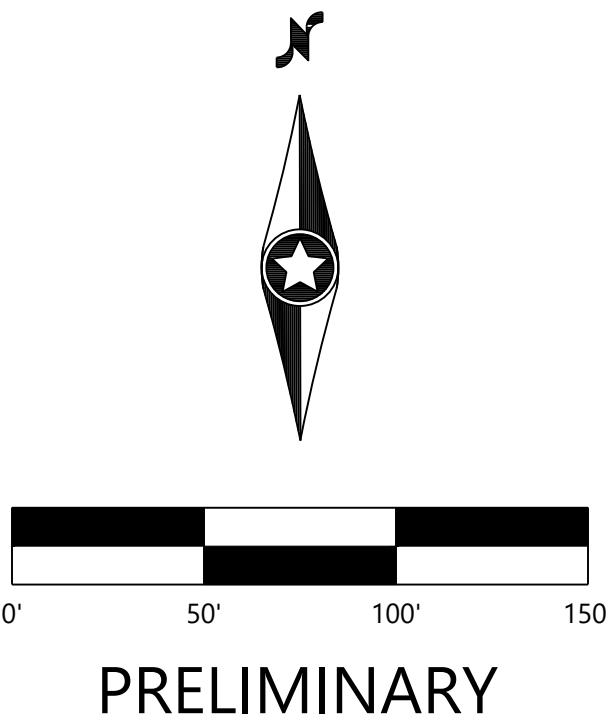


## STORM SEWER LEGEND

| EXISTING | PROPOSED | PROPERTY LINE                    |
|----------|----------|----------------------------------|
|          |          | PROPERTY LINE                    |
|          |          | EASEMENT LINE                    |
|          |          | CURB AND GUTTER                  |
|          |          | SANITARY SEWER FORCE MAIN        |
|          |          | STORM SEWER                      |
|          |          | WATER MAIN                       |
|          |          | HYDRANT                          |
|          |          | DRAIN TILE                       |
|          |          | GATE VALVE                       |
|          |          | FLARED END SECTION (WITH RIPRAP) |
|          |          | LIGHT POLE                       |

## GENERAL STORM SEWER NOTES

- THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND LIMITED MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION SHALL NOT BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY THE OWNER OR ENGINEER OF DISCREPANCIES.
- ALL STORM SEWER MATERIAL AND INSTALLATIONS SHALL BE PER CITY REQUIREMENTS, MINNESOTA PLUMBING CODE, AND IN ACCORDANCE WITH THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR WATER MAIN AND SERVICE LINE INSTALLATION AND SANITARY SEWER AND STORM SEWER INSTALLATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA.
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- CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATION AND DIMENSIONS OF DOORWAYS, RAMPS, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY CONNECTION LOCATIONS.
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- A MINIMUM VERTICAL SEPARATION OF 18 INCHES IS REQUIRED AT ALL WATER LINE CROSSINGS WITH STORM SEWER. THE WATER LINE SHALL NOT HAVE JOINTS OR CONNECTION WITHIN 10-FEET OF THE CROSSING. INSULATE CROSSINGS WITH STORM SEWER.
- UTILITY SERVICES TYPICALLY TERMINATE 5' OUTSIDE BUILDING WALL UNLESS OTHERWISE SHOWN OR NOTED.
- STORM SEWER PIPE:
  - RCP AND HDPE PIPE MAY BE INSTALLED WITH APPROVAL OF LOCAL GOVERNING AGENCY.
  - REINFORCED CONCRETE PIPE SHALL BE CLASS 5 FOR PIPE DIAMETERS 18" AND SMALLER, CLASS 3 FOR PIPE DIAMETERS 21" AND LARGER UNLESS OTHERWISE NOTED, PER ASTM C76 WITH R-4 GASKETS.
  - HDPE STORM PIPE 4- TO 10-INCHES IN DIAMETER SHALL MEET REQUIREMENTS OF AASHTO M252. HDPE STORM PIPE 12- TO 60-INCHES IN DIAMETER SHALL MEET REQUIREMENTS OF ASTM F2306. FITTINGS SHALL BE PER ASTM D3212 AND INSTALLED PER ASTM D2321.
  - PVC STORM SEWER PIPE AND FITTINGS SHALL BE SCHEDULE 40 PIPE PER ASTM D2665 AND INSTALLED PER ASTM D2321.
  - CORRUGATED METAL PIPE (CMP) FOR SIZES 18- TO 120-INCH AND MUST MEET ASTM A760 OR ASTM A796 AND BE INSTALLED PER ASTM A796. CMP MAY NOT BE INSTALLED WITHIN 10-FEET OF A WATERMAIN, WATER SERVICE, OR A BUILDING.
  - ALL STORM SEWER JOINTS AND STRUCTURE CONNECTIONS SHALL BE GASTIGHT OR WATERTIGHT AS REQUIRED BY MINNESOTA PLUMBING CODE, PART 707.3. STORM SEWER LOCATED WITHIN 10-FEET OF A BUILDING AND/OR WATER LINE SHALL BE TESTED PER MINNESOTA PLUMBING CODE, PART 712.
- ALL NONCONDUCTIVE PIPE SHALL BE INSTALLED WITH A LOCATE (TRACER) WIRE PER MINNESOTA PLUMBING CODE, PART 604.9.
- AFTER CONSTRUCTION IS COMPLETED, THE CONTRACTOR SHALL PROVIDE THE OWNER WITH AN AS-BUILT RECORD OF UTILITY CONSTRUCTION. THE AS-BUILT SHALL INCLUDE LOCATION AND LENGTH DEVIATIONS OR CHANGES TO THE PLAN. CONTRACTOR TO VERIFY WITH OWNER OR ENGINEER WHETHER A PLAN WITH POST-CONSTRUCTION ELEVATIONS IS REQUIRED.
- ALL CATCH BASIN CASTINGS IN CURB SHALL BE SUMPED 0.15 FEET AND MANHOLE CASTINGS IN PAVED AREAS SHALL BE SUMPED 0.05 FEET. RIM ELEVATIONS ON PLAN REFLECT THE SUMPED ELEVATIONS.



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BRAD C. WILKENING  
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### Revision Schedule

| Revision Number | Revision Description | Revision Date |
|-----------------|----------------------|---------------|
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KEY PLAN

COUNTRY MANOR

NEW FACILITY

BRAINERD, MINNESOTA

DATE 04/30/21  
PROJECT 0024151.00

C5.1

STORM SEWER PLAN













### GENERAL SITE PLAN NOTES

- CONTRACTOR SHALL PLOT AND STAKE OUT ENTIRE NEW BUILDING PRIOR TO THE START OF EXCAVATION. NOTIFY ARCHITECT OF ANY DISCREPANCY BETWEEN SITE PLAN AND IN-FIELD WORK.
- ALL EXCAVATED SOIL, NOT SUITABLE FOR ENGINEERED FILL, MAY BE SAVED FOR USE AS SITE GRADING MATERIAL.
- CONTRACTOR SHALL USE CONTIGUOUS AS A GUIDE. EXACT DRAINAGE SHALL BE DETERMINED IN-FIELD WITH ARCHITECT. ALL DRAINAGE SHALL BE AWAY FROM BUILDING TO NATURAL FLOW.
- VERIFY FENCING REQUIREMENTS WITH GENERAL CONTRACTOR.
- LOCATE EXISTING UTILITIES PRIOR TO ANY WORK.
- COORDINATE EXISTING UTILITIES WITH MECHANICAL AND ELECTRICAL.
- REINFORCE ALL FENCES WITHOUT CHAINED MASTERS PERMISSION.
- PATCH BACK IN BITUMINOUS TO MATCH EXISTING AS REQUIRED.
- FIGURED DIMENSIONS SHALL BE FOLLOWED IN PREFERENCE TO SCALED MEASUREMENTS. DIMENSIONS ON THE DRAWINGS ARE SUBJECT TO FIELD VERIFICATION TO ADJACENT ELEMENTS.
- MINIMUM SLOPE FOR PAVING BETWEEN 1" = 8". CONCRETE PAVES AND CONCRETE = 2% MINIMUM GRADE FOR SLOPED OR SLOPED AREAS. 1" = 8".

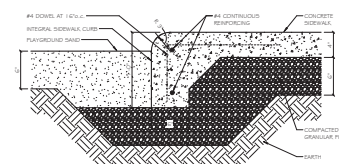
### PLAN NOTES

- CONCRETE STOOD, SEE STRUCTURAL.
- CONCRETE SIDEWALK.
- CONCRETE PAVED.
- CONCRETE CURB AND GUTTER, SEE CIVIL.
- CONCRETE ROLL OVER ACCESSIBLE CURB, SEE CIVIL.
- BITUMINOUS SURFACE, SEE CIVIL.
- ACCESSIBLE PARKING SIGN, SEE DETAIL 31(A).1.
- NO PARKING SIGN AT HEAD OF ACCESS AISLE.
- ACCESSIBLE PARKING STALL, SEE DETAIL 33(A).1 FOR PAINT MARKINGS.
- ACCESSIBLE PARKING ACCESS AISLE, PAINT STRIPING AT 48" O.C.
- PAINT STRIPING, 4" WIDE WHITE LINE AT PARKING SPACES, TYPICAL.
- 48" HIGH CHAIN LINK FENCING AT PERIMETER OF PLAYGROUND.
- NO USE PRE-MANUFACTURED FENCE GATE.
- 2" DEEP PLAYGROUND SAND.
- POLE LIGHT, SEE ELECTRICAL.
- CONCRETE APRON.
- 12" HIGH CONCRETE CURB FORMED INTO SIDEWALK AT PERIMETER OF PLANTING BED, SEE 30(A).1.
- 30" HIGH CHAIN LINK PLAYGROUND DIVIDER FENCING.
- PROVIDE INTEGRAL CURB WHERE SIDEWALK ADJUTS PLAYGROUND, SEE 24(A).1.

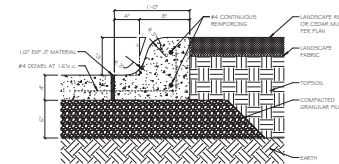
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| Revision | Revision Description | Revision Date |
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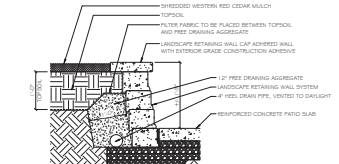
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25 ENLARGED SITE PLAN - NORTH  
1" = 20'-0"



26 PLAYGROUND CURB DETAIL  
1/2" = 1'-0"



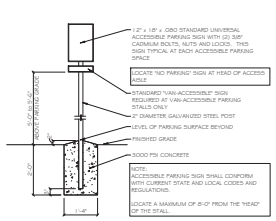
27 PLANTER CURB DETAIL  
1/2" = 1'-0"



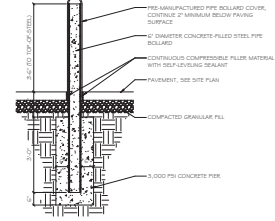
28 LANDSCAPE PLANTER  
1/2" = 1'-0"

ENLARGED SITE - NORTH, SITE DETAILS

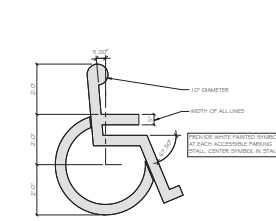
25 ENLARGED SITE PLAN - NORTH  
1" = 20'-0"



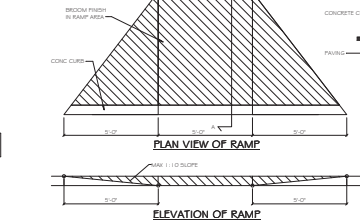
31 ACCESSIBLE PARKING SIGN  
1/2" = 1'-0"



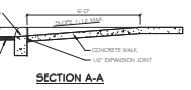
32 PIPE BOLLARD DETAIL  
1/2" = 1'-0"



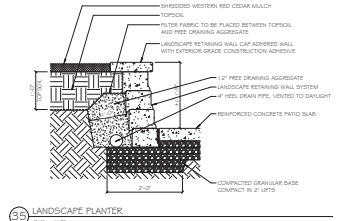
33 ACCESSIBLE PARKING  
1/2" = 1'-0"



34 PEDESTRIAN CURB CUT DETAIL  
1/2" = 1'-0"



SECTION A-A



36 LANDSCAPE PLANTER  
1/2" = 1'-0"

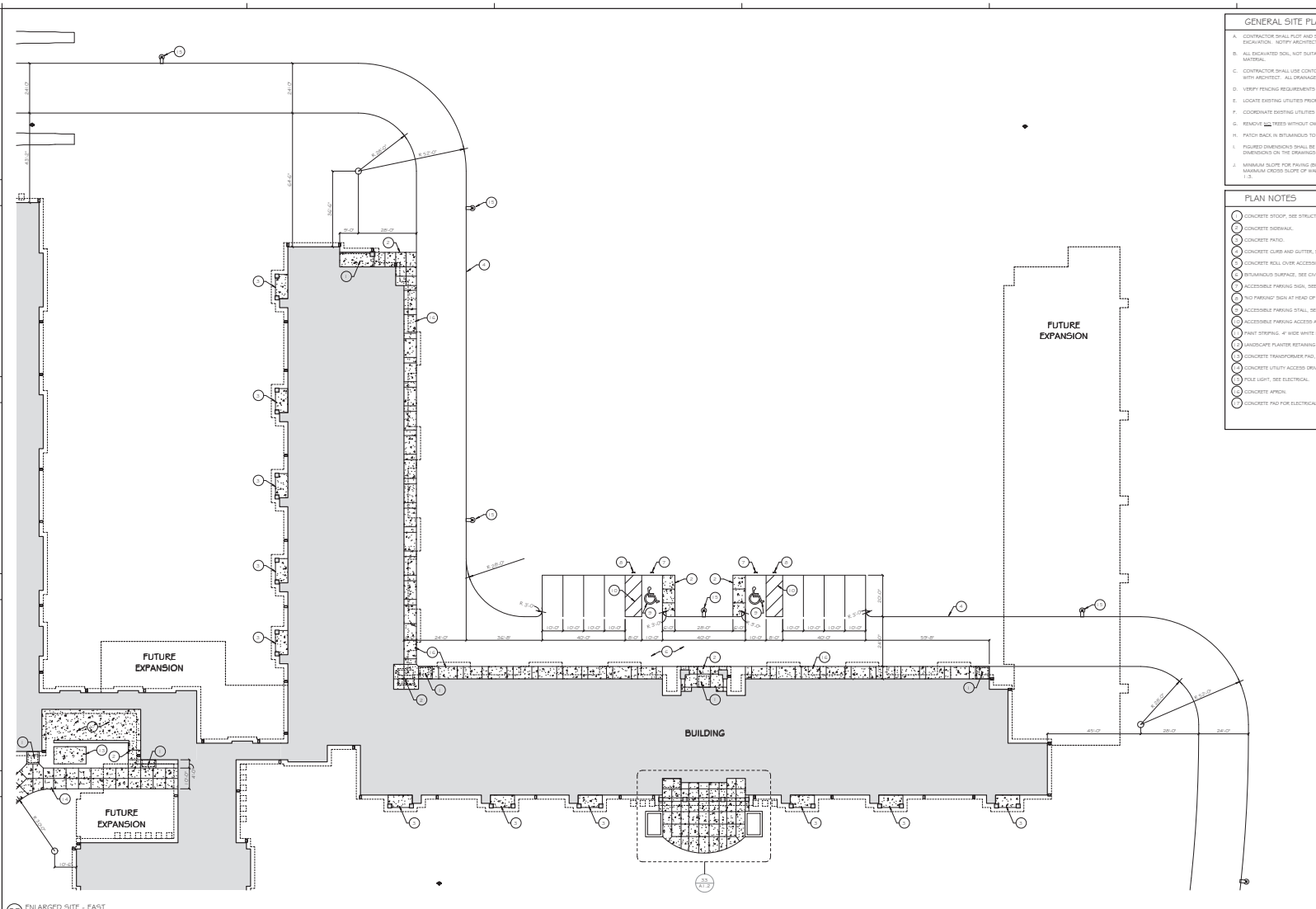
COUNTRY MANOR

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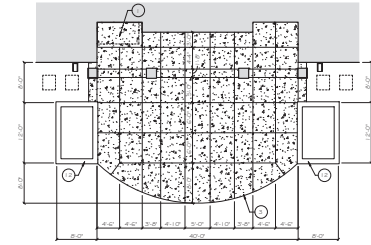
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|       |         |             |
|-------|---------|-------------|
| NORTH | DATE    | 10 MAY 2021 |
|       | PROJECT | 1839        |

A1.1



25 ENLARGED SITE - EAST  
1" = 20'-0"



33 ENLARGED PATIO PLAN  
1" = 10'-0"

| GENERAL SITE PLAN NOTES |                                                                                                                                                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A.                      | CONTRACTOR SHALL PLOT AND STAKE OUT BEFORE NEW BUILDING PRIOR TO THE START OF EXCAVATION. NOTIFY ARCHITECT OF ANY DISCREPANCY BETWEEN SITE PLAN AND IN-FIELD WORK.        |
| B.                      | ALL EXCAVATED SOIL, NOT SUITABLE FOR ENGINEERED FILL, MAY BE SAVED FOR USE AS SITE GRADING MATERIAL.                                                                      |
| C.                      | CONTRACTOR SHALL LIME CONTAMINATED SOIL AS A GUIDE. EXACT DRAINAGE SHALL BE DETERMINED IN FIELD WITH ARCHITECT. ALL DRAINAGE SHALL BE AWAY FROM BUILDING TO NATURAL FLOW. |
| D.                      | VERIFY FENCING REQUIREMENTS WITH GENERAL CONTRACTOR.                                                                                                                      |
| E.                      | LOCATE EXISTING UTILITIES PRIOR TO ANY WORK.                                                                                                                              |
| F.                      | COORDINATE BORING UTILITIES WITH MECHANICAL AND ELECTRICAL.                                                                                                               |
| G.                      | REMOVE ALL TREES WITHOUT OWNER'S WRITTEN PERMISSION.                                                                                                                      |
| H.                      | PATCH BACK IN BITUMINOUS TO MATCH EXISTING AS REQUIRED.                                                                                                                   |
| I.                      | FIGURED DIMENSIONS SHALL BE FOLLOWED IN PREFERENCE TO SCALED MEASUREMENTS. DIMENSIONS ON THE DRAWINGS ARE SUBJECT TO FIELD VERIFICATION TO ADJACENT ELEMENTS.             |
| J.                      | MINIMUM SLOPE FOR PAVING (BITUMINOUS) = 1%. CONCRETE PAVEMENT AND CONCRETE = 2%.                                                                                          |
| K.                      | MINIMUM CROSS SLOPE OF SIDEWAYS = 2%. MINIMUM GRADE FOR SOODED OR SEEDED AREAS 1.5%.                                                                                      |

| PLAN NOTES |                                                                  |
|------------|------------------------------------------------------------------|
| 1.         | CONCRETE DRIVEWAY, SEE STRUCTURAL.                               |
| 2.         | CONCRETE SIDEWALK.                                               |
| 3.         | CONCRETE PATIO.                                                  |
| 4.         | CONCRETE CURBS AND GUTTERS, SEE CIVIL.                           |
| 5.         | CONCRETE ROLL OVER ACCESSIBLE CURBS, SEE CIVIL.                  |
| 6.         | BITUMINOUS SURFACE, SEE CIVIL.                                   |
| 7.         | ACCESSIBLE PARKING SPOTS, SEE DETAIL 31 (A) 1.                   |
| 8.         | NO PARKING SIGN AT HEAD OF ACCESS DRIVE.                         |
| 9.         | ACCESSIBLE PARKING SPOT, SEE DETAIL 33 (A) 1 FOR PAINT MARKINGS. |
| 10.        | ACCESSIBLE PARKING ACCESS AISLE, PAINT STRIPING AT 4' ON C.      |
| 11.        | PAINT STRIPING, 4" WIDE WHITE LINES AT PARKING SPACES, TYPICAL.  |
| 12.        | LANDSCAPE PLANTER RETAINING WALL SYSTEM, SEE 30 (A) 1.           |
| 13.        | CONCRETE TRANSFORMER PAD, SEE ELECTRICAL.                        |
| 14.        | CONCRETE UTILITY ACCESS DRIVE, SEE CIVIL.                        |
| 15.        | POLE LIGHT, SEE ELECTRICAL.                                      |
| 16.        | CONCRETE APRON.                                                  |
| 17.        | CONCRETE PAD FOR ELECTRICAL GENERATOR, SEE CIVIL.                |

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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.

EVAN LARSON  
DATE 30 APRIL 2021 REG. NO. 42552

| Revision Schedule |                      |               |
|-------------------|----------------------|---------------|
| Revision Number   | Revision Description | Revision Date |
| review set        |                      |               |

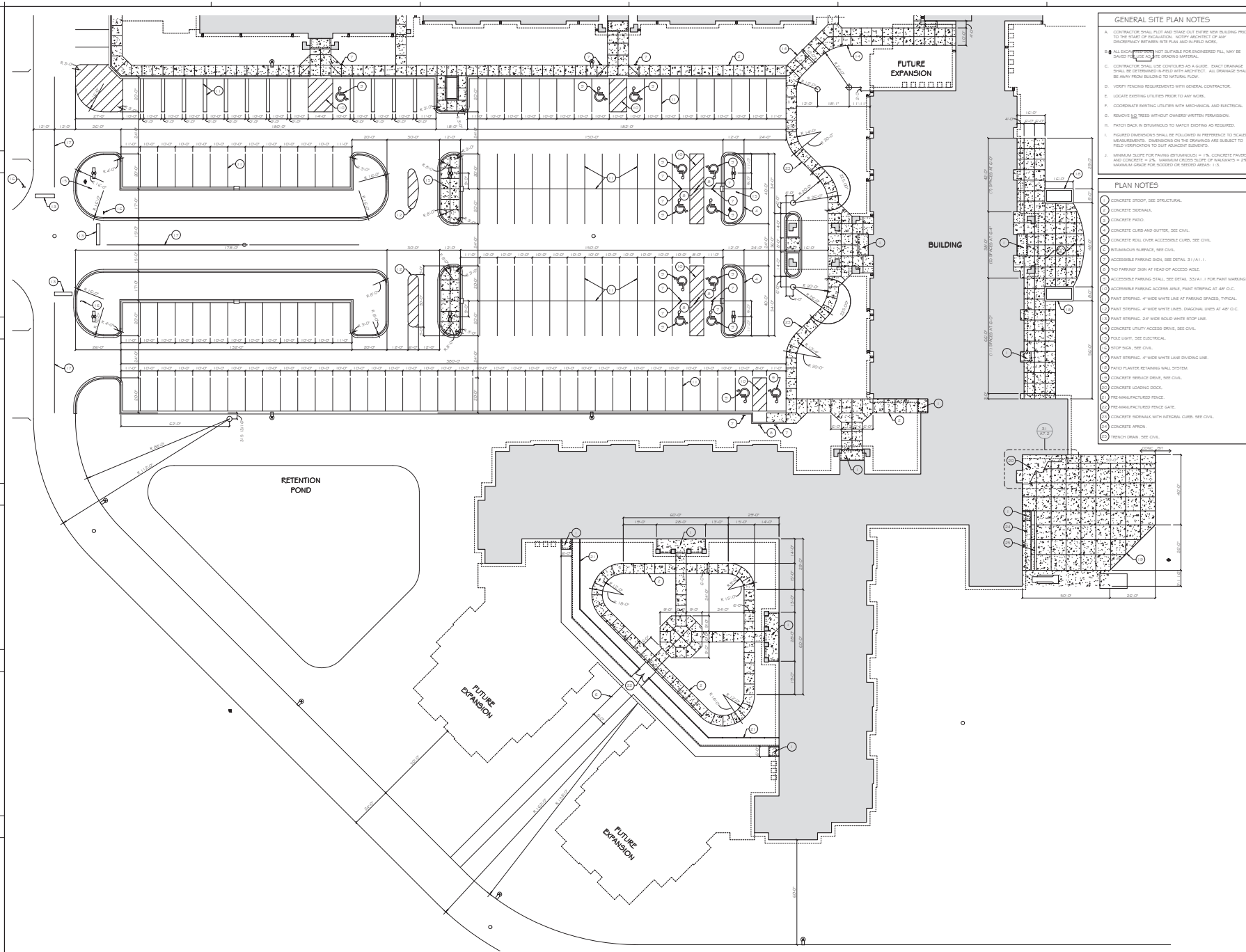
COUNTRY MANOR

NEW FACILITY

BRAINERD, MINNESOTA

DATE 10 MAY 2021  
PROJECT 1839

A1.2



**GENERAL SITE PLAN NOTES**

- CONTRACTOR SHALL PLOT AND STAKE OUT ENTIRE NEW BUILDING PRIOR TO THE START OF CONSTRUCTION. VERIFY ACCURACY OF ANY DISCREPANCY BETWEEN THIS PLAN AND IN-FIELD WORK.
- ALL EXISTING UTILITIES NOT SHOWN ON THIS PLAN SHALL BE SHOWN ON THE GRADING MATERIAL.
- CONTRACTOR SHALL USE CONTOURS AS A GUIDE. EXISTING DRAINAGE SHALL BE DETERMINED IN-FIELD WITH A HYDROTEST. ALL DRAINAGE SHALL BE AWAY FROM BUILDING TO NATURAL FLOW.
- VERIFY FENCING REQUIREMENTS WITH GENERAL CONTRACTOR.
- LOCATE EXISTING UTILITIES PRIOR TO ANY WORK.
- COORDINATE EXISTING UTILITIES WITH MECHANICAL AND ELECTRICAL.
- ADJUST ALL TIEED VEHICLES CHAINED WITHIN PERMANENT.
- PAVED BACK IN BRIDGEMAN TO MATCH EXISTING AS REQUIRED.
- PAVED DIMENSIONS SHALL BE FOLLOWED IN PREFERENCE TO SCALES MEASUREMENTS. DIMENSIONS ON THE DRAWINGS ARE SUBJECT TO FIELD VERIFICATION TO SUIT ADJACENT SURFACES.
- MINIMUM SLOPE FOR PAVING (BRIDGEMAN) = 1%. CONCRETE PAVES AND CONCRETE = 2%. MINIMUM GRADE FOR SLOPED OR SLOPED AREAS = 1.5%.

**PLAN NOTES**

- CONCRETE STOODY, SEE STRUCTURAL.
- CONCRETE SIDEWALK.
- CONCRETE PAVES.
- CONCRETE CURBS AND GUTTER, SEE CIVIL.
- CONCRETE ROLL OVER ACCESSIBLE CURBS, SEE CIVIL.
- BRIDGEMAN SURFACE, SEE CIVIL.
- ACCESSIBLE PARKING SIGN, SEE DETAIL 3.1(A) 1.
- NO PARKING SIGN AT HEAD OF ACCESS AISLE.
- ACCESSIBLE PARKING STALL, SEE DETAIL 3.1(A) 1 FOR PAINT MARKINGS.
- ACCESSIBLE PARKING ACCESS AISLE, PAINT STRIPING AT 4' 0" O.C.
- PAINT STRIPING, 4" WIDE WHITE LINE AT PARKING SPACES, TYPICAL.
- PAINT STRIPING, 4" WIDE WHITE LINE, DIAGONAL LINES AT 4' 0" O.C.
- PAINT STRIPING, 2" WIDE WHITE STOP LINE.
- CONCRETE PAVES ACCESS DRIVE, SEE CIVIL.
- PAVING LIGHT, SEE ELECTRICAL.
- STOP SIGN, SEE CIVIL.
- PAINT STRIPING, 4" WIDE WHITE LINE DRIVING LINE.
- PAINT PLASTER RETAINING WALL SYSTEM.
- CONCRETE SERVICE DRIVE, SEE CIVIL.
- CONCRETE LOADING DOCK.
- PRE MANUFACTURED FENCE.
- PRE MANUFACTURED FENCE GATE.
- CONCRETE SIDEWALK WITH INTERIOR CURBS, SEE CIVIL.
- CONCRETE ASPHALT.
- TRENCH DRAIN, SEE CIVIL.

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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.

EVAN LARSON  
DATE 30 APRIL 2021 REG. NO. 42552

| Revision Schedule |                      |               |
|-------------------|----------------------|---------------|
| Revision          | Revision Description | Revision Date |
| review set        |                      |               |

COUNTRY MANOR

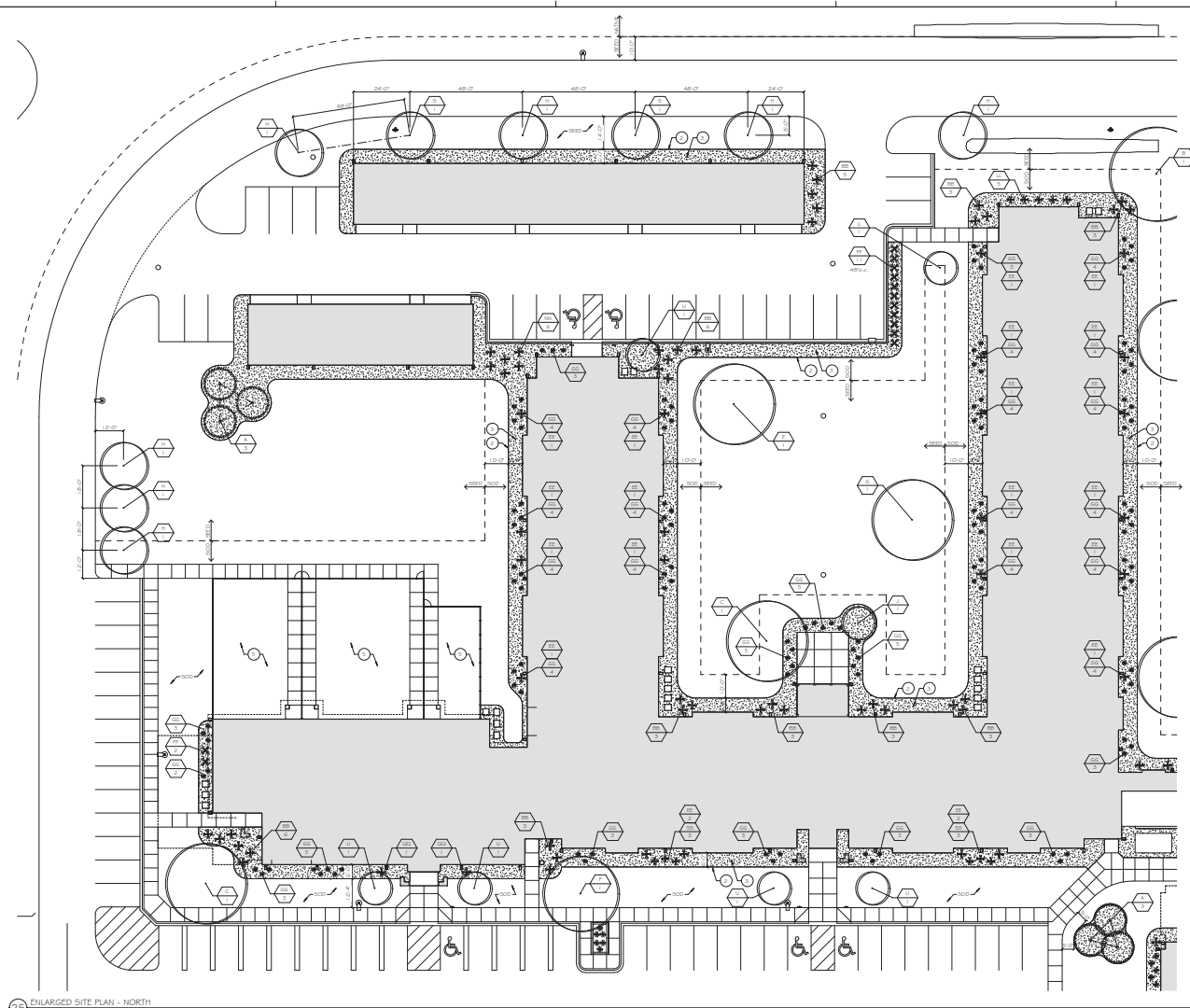
NEW FACILITY

BRainerd, MINNESOTA

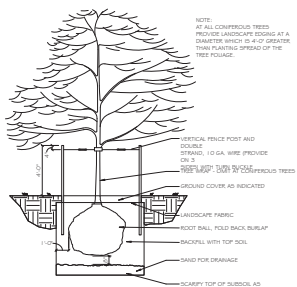
10 MAY 2021

PROJECT 1839

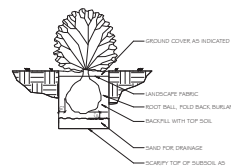
A1.3



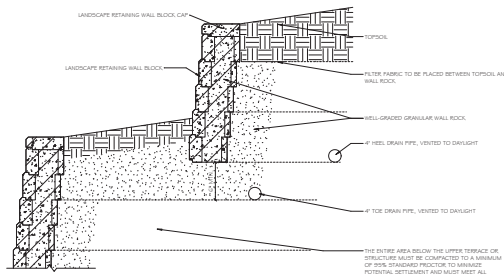
25 ENLARGED SITE PLAN - NORTH  
1" = 20'-0"



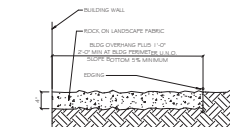
51 TYPICAL TREE PLANTING  
1.0" = 1'-0"



52 TYPICAL SHRUB PLANTING  
1.0" = 1'-0"



53 LANDSCAPE RETAINING WALL  
1.0" = 1'-0"



55 ROCK BORDER  
1.0" = 1'-0"

#### GENERAL SITE PLAN NOTES

- CONTRACTOR SHALL PLOT AND STAKE OUT ENTIRE NEW BUILDING PRIOR TO THE START OF EXCAVATION. NORTH ARROW OF ANY DISCREPANCY BETWEEN SITE PLAN AND IN-FIELD WORK.
- ALL EXCAVATED SOIL, NOT SUITABLE FOR ENGINEERED FILL, MAY BE SAVED FOR USE AS SITE DRAINAGE MATERIAL.
- CONTRACTOR SHALL USE CONTOURS AS A GUIDE. EXACT DRAINAGE SHALL BE DETERMINED IN-FIELD WITH RESPECT. ALL DRAINAGE SHALL BE AWAY FROM BUILDING TO NATURAL FLOW.
- VERIFY FENCING REQUIREMENTS WITH GENERAL CONTRACTOR.
- LOCATE EXISTING UTILITIES PRIOR TO ANY WORK.
- COORDINATE EXISTING UTILITIES WITH MECHANICAL AND ELECTRICAL.
- REMOVE ALL TREES WITHOUT OWNER'S WRITTEN PERMISSION.
- PATCH BACK IN REFERENCE TO MATCH EXISTING AS REQUIRED.
- REQUIRED DIMENSIONS SHALL BE FOLLOWED IN PREFERENCE TO SCALED MEASUREMENTS. DIMENSIONS ON THE DRAWINGS ARE SUBJECT TO FIELD VERIFICATION TO SUIT ADJACENT SUBMITTALS.
- MINIMUM SLOPE FOR PAVING (STANDARD) = 1%. CONCRETE PAVING AND CONCRETE = 2%. MINIMUM DRAIN SLOPE OF FINISHED = 2%. MINIMUM GRADE FOR SUCCESS OF SEEDS SEED: 1:3.

#### PLAN NOTES

- PERENNIAL PLANTING BED
- HEDGEROW BOUNDARY
- LANDSCAPE ROCK OR LANDSCAPE FABRIC
- CONCRETE SURFACE, SEE SITE PLAN
- PLAYGROUND SAND
- GRAVE RESTORATION

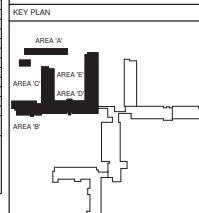
| LANDSCAPE SCHEDULE |                          |                             |      |           |           |       |  |  |  |
|--------------------|--------------------------|-----------------------------|------|-----------|-----------|-------|--|--|--|
| MARK               | COMMON NAME              | BOTANICAL NAME              | ROOT | SIZE      | SPACING   | NOTES |  |  |  |
| 1                  | BLACK HOLE SPRUCE        | PICEA GLAUCA VIRE. DESSAULT | DB   | 12-18"    | 12' x 12' | ...   |  |  |  |
| 2                  | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 3                  | ALTERNATIVE PLANTING BED | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 4                  | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 5                  | ALTERNATIVE PLANTING BED | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 6                  | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 7                  | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 8                  | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 9                  | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 10                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 11                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 12                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 13                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 14                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 15                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 16                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 17                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 18                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 19                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 20                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 21                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 22                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 23                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 24                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 25                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 26                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 27                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 28                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 29                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 30                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 31                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 32                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 33                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 34                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 35                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 36                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 37                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 38                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 39                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 40                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 41                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 42                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 43                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 44                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 45                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 46                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 47                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 48                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 49                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 50                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 51                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 52                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 53                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 54                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 55                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 56                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 57                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 58                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 59                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 60                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 61                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 62                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 63                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 64                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 65                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 66                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 67                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 68                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 69                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 70                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 71                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 72                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 73                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 74                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 75                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 76                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 77                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 78                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 79                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 80                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 81                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 82                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 83                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 84                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 85                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 86                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 87                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 88                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 89                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 90                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 91                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 92                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 93                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 94                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 95                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 96                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 97                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 98                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 99                 | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |
| 100                | PERENNIAL PLANTING BED   | ...                         | DB   | 12' x 12' | ...       | ...   |  |  |  |

#### LANDSCAPE SCHEDULE KEY

1.0" = 1'-0"

| Revision Schedule |                      |               |
|-------------------|----------------------|---------------|
| Revision          | Revision Description | Revision Date |

review set

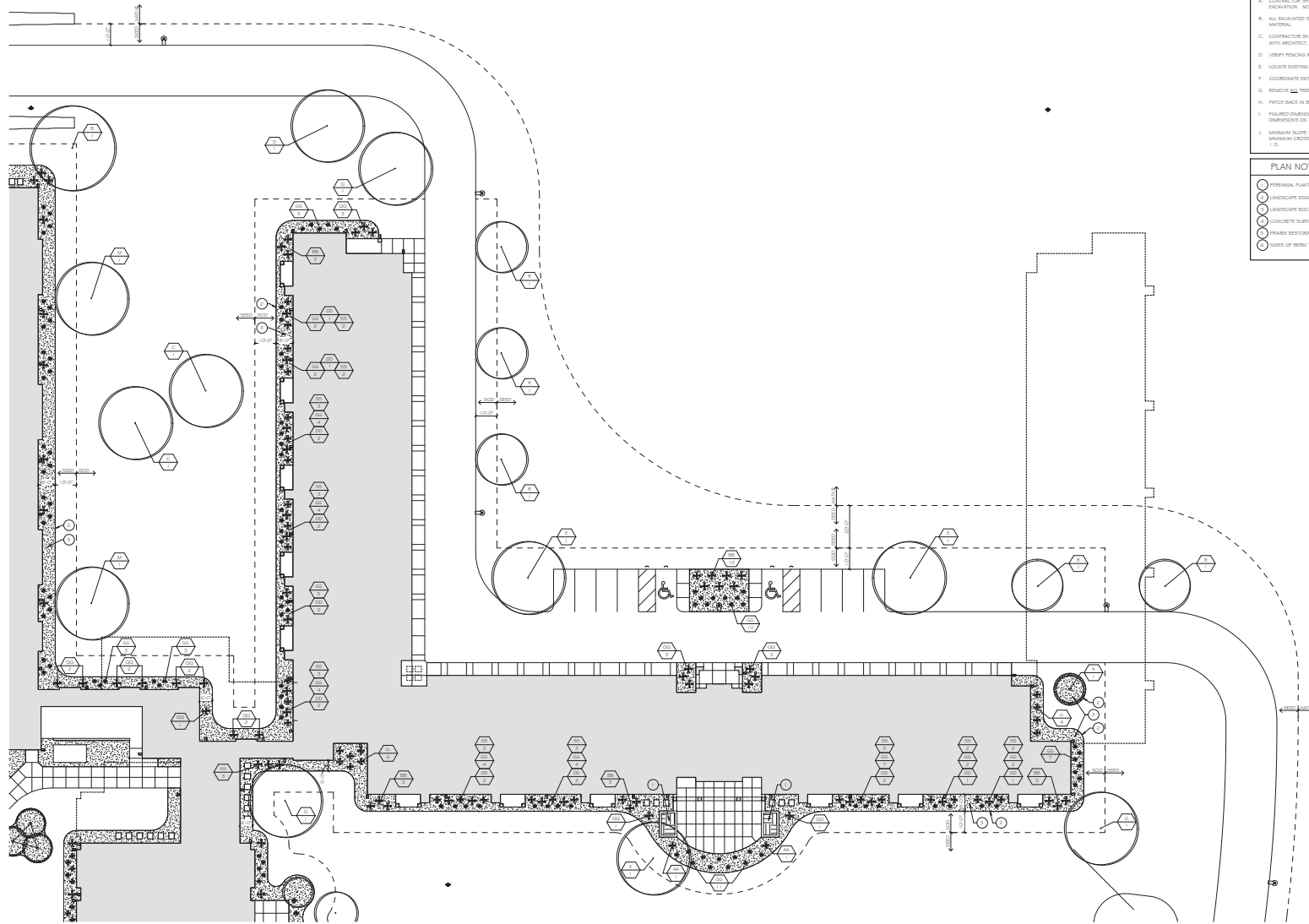


COUNTRY MANOR  
NEW FACILITY

BRainerd, MINNESOTA

|       |                  |
|-------|------------------|
| NORTH | DATE 10 MAY 2021 |
|       | PROJECT 1839     |
| A1.4  |                  |





#### GENERAL SITE PLAN NOTES

- CONTRACTOR SHALL PLOT AND STAKE OUT BEFORE NEW BUILDING PRIOR TO THE START OF EXCAVATION. NOTIFY ARCHITECT OF ANY DISCREPANCY BETWEEN SITE PLAN AND IN-FIELD WORK.
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- CONTRACTOR SHALL USE CONTOURS AS A GUIDE. EXACT DRAINAGE SHALL BE DETERMINED IN-FIELD WITH ARCHITECT. ALL DRAINAGE SHALL BE AWAY FROM BUILDING TO NATURAL FLOW.
- VERIFY FENCING REQUIREMENTS WITH GENERAL CONTRACTOR.
- LOCATE EXISTING UTILITIES PRIOR TO ANY WORK.
- COORDINATE EXISTING UTILITIES WITH MECHANICAL AND ELECTRICAL.
- REWORK ALL TREES WITHOUT DAMAGING EXISTING PROVISIONS.
- PATCH GRASS IN PROPORTION TO MATCH EXISTING AS REQUIRED.
- FIGURED DIMENSIONS SHALL BE FOLLOWED IN PREFERENCE TO SCALED MEASUREMENTS. DIMENSIONS ON THE DRAWINGS ARE SUBJECT TO FIELD VERIFICATION TO ADJACENT ELEMENTS.
- MINIMUM SLOPE FOR PAVING SUBSURFACES = 1%. CONCRETE PAVED AND CONCRETE = 2%. MINIMUM CROSS SLOPE OF PAVERIES = 2%. MINIMUM GRADE FOR SLOTTED OR SEEDED AREAS: 1:5.

#### PLAN NOTES

- PERENNIAL PLANTING (SEE 201(A) 1.)
- LANDSCAPE BEDDING
- LANDSCAPE ROCK ON LANDSCAPE FABRIC
- CONCRETE SURFACE. SEE SITE PLAN.
- PAVEMENT RESTORATION
- SIDES OF DRIVE TO BE SODD

**GLTArchitects**  
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I Herby 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.

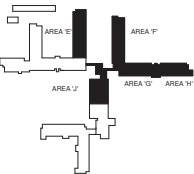
EVAN LARSON  
DATE 30 APRIL 2021 PROJECT NO. 42552

#### Revision Schedule

| Revision | Revision Description | Revision Date |
|----------|----------------------|---------------|
| 1        | review set           |               |

review set

#### KEY PLAN



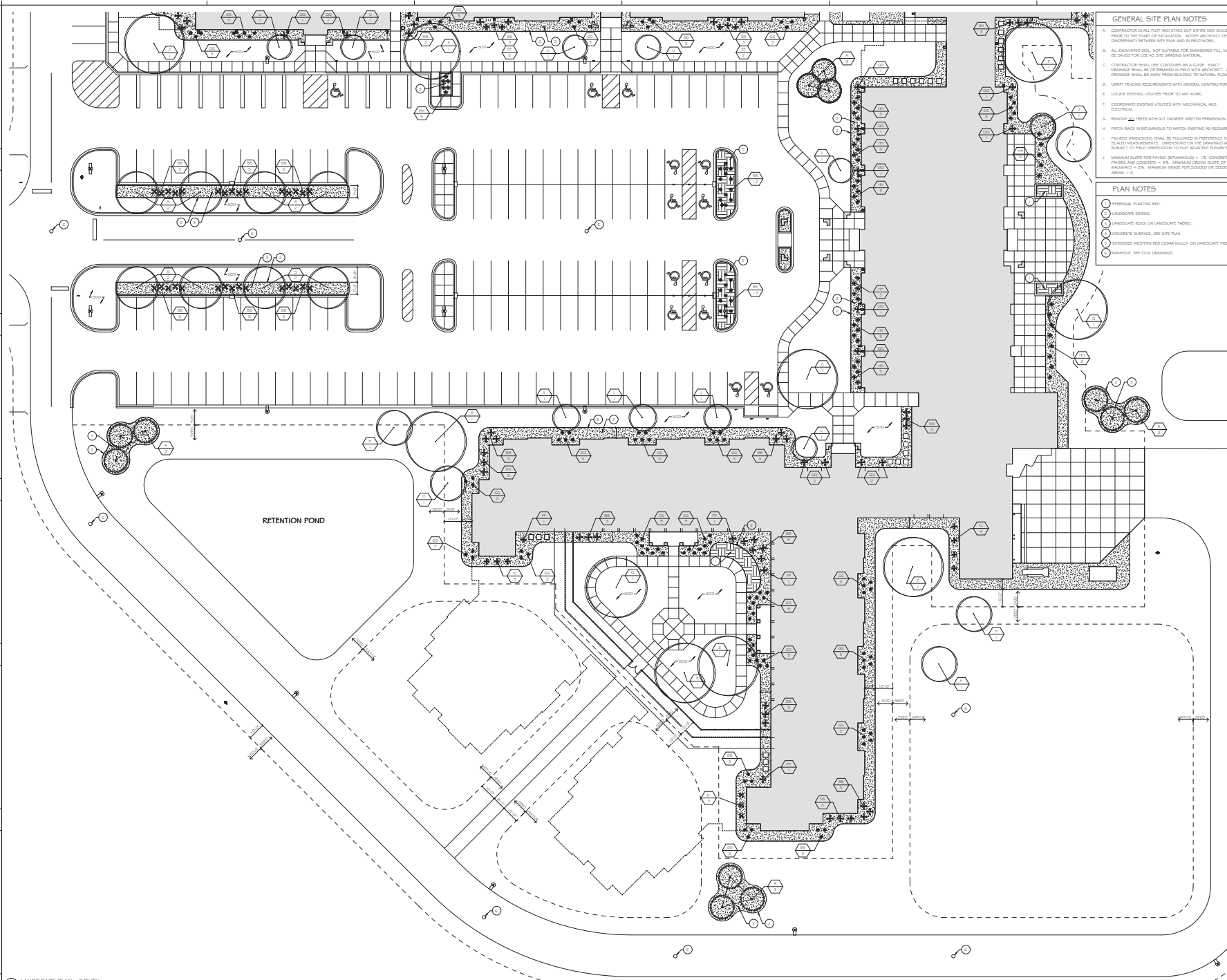
COUNTRY MANOR

NEW FACILITY

BRAINERD, MINNESOTA

| DATE    | 10 MAY 2021 |
|---------|-------------|
| PROJECT | 1839        |
| A1.5    |             |

LANDSCAPE PLAN - EAST



**GENERAL SITE PLAN NOTES**

- CONTRACTOR SHALL PLOT AND STAKE OUT ENTIRE NEW BUILDING FROM THE START OF EXCAVATION. NOTIFY ARCHITECT OF ANY DISCREPANCY BETWEEN SITE PLAN AND IN FIELD WORK.
- ALL EXCAVATED SOIL, NOT SUITABLE FOR ENGINEERED FILL, MAY BE SHAVED FOR USE AS SITE GRADING MATERIAL.
- CONTRACTOR SHALL USE CONTIGUOUS AS A GUIDE. EXACT DRAINAGE SHALL BE DETERMINED IN FIELD WITH ARCHITECT. ALL DRAINAGE SHALL BE AWAY FROM BUILDING TO NATURAL FLOW.
- VERIFY FENCING REQUIREMENTS WITH GENERAL CONTRACTOR.
- LOCATE EXISTING UTILITIES PRIOR TO ANY WORK.
- COORDINATE EXISTING UTILITIES WITH MECHANICAL AND ELECTRICAL.
- REMOVE ALL TREES WITHOUT OWNER'S WRITTEN PERMISSION.
- PATCH BACK IN RETAINMENT TO MATCH EXISTING AS REQUIRED.
- POURED DIMENSIONS SHALL BE FOLLOWED IN PREFERENCE TO BULKHEAD DIMENSIONS. DIMENSIONS ON THE DRAWINGS ARE SUBJECT TO FIELD VERIFICATION TO SUIT ADJUSTED CONDITIONS.
- MINIMUM SLOPE FOR PAVING RETAINMENT: 1% CONCRETE, PAVED AND CONCRETE 1% MIN. MAXIMUM CROSS SLOPE OF SIDEWALKS 1% MIN. MAXIMUM GRADE FOR SLOPED OR BESEED AREAS 1.5%.

**PLAN NOTES**

- POTENTIAL PLANTING BED:
- LANDSCAPE GRASS:
- LANDSCAPE ROCK ON LANDSCAPE FABRIC:
- CONCRETE SURFACE, SEE SITE PLAN.
- SHADESCREEN WESTERN RED CEDAR MULCH ON LANDSCAPE FABRIC:
- MANHOLE, SEE CIVIL DRAWINGS.

**GLTArchitects**  
 808 Courthouse Square, St. Cloud, MN 56303  
 (218) 233-0740  
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 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.

EVAN LARSON  
 DATE 30 APRIL 2021 REG. NO. 42552

| Revision Schedule |                      |              |
|-------------------|----------------------|--------------|
| Revision          | Revision Description | Revised Date |
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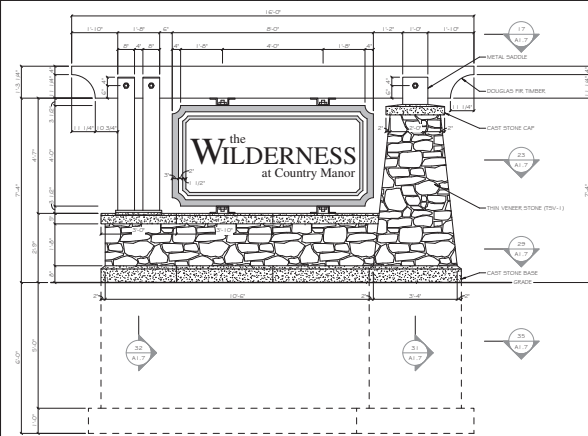
**KEY PLAN**

**COUNTRY MANOR**  
**NEW FACILITY**

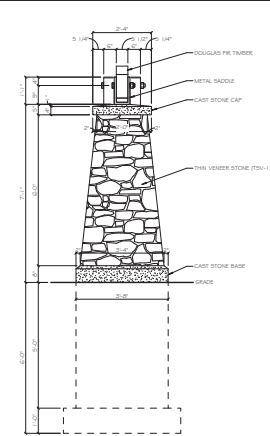
**BRAINERD, MINNESOTA**

| NORTH | DATE        | PROJECT |
|-------|-------------|---------|
|       | 10 MAY 2021 | 1839    |

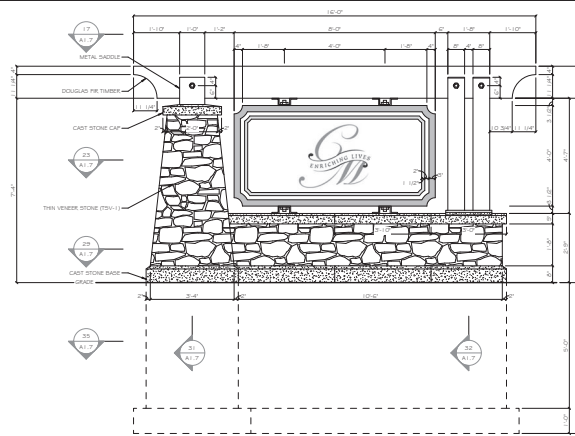
**A1.6**



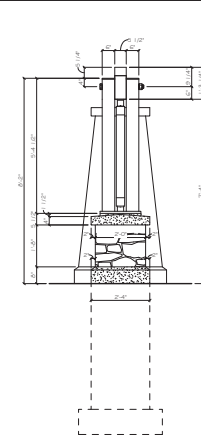
7 MONUMENT SIGN - FRONT ELEVATION  
1/8" = 1'-0"



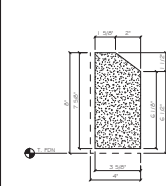
9 MONUMENT SIGN - SIDE ELEVATION  
1/8" = 1'-0"



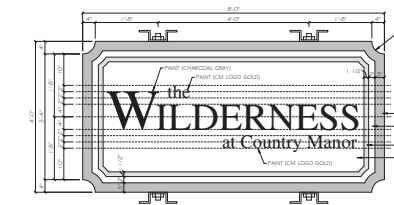
10 MONUMENT SIGN - BACK ELEVATION  
1/8" = 1'-0"



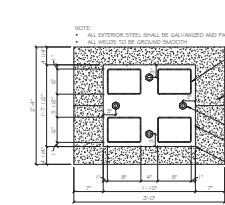
12 MONUMENT SIGN - SIDE ELEVATION  
1/8" = 1'-0"



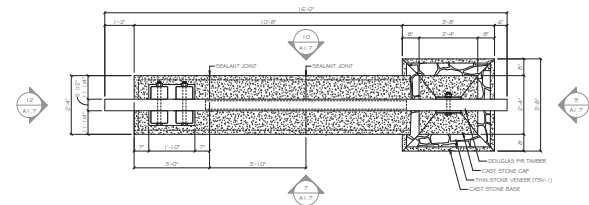
13 CAST STONE BASE PROFILE  
3/4" = 1'-0"



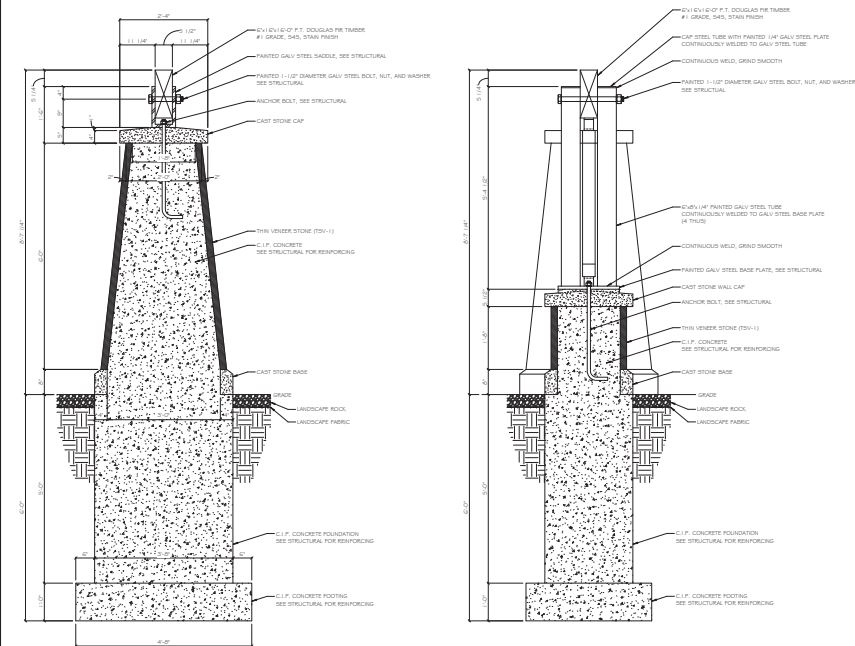
14 MONUMENT SIGN - SIGNAGE PANEL  
3/4" = 1'-0"



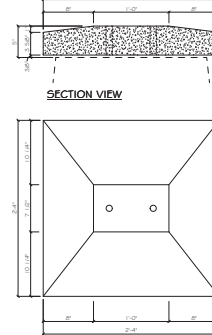
15 MONUMENT SIGN - PLAN DETAIL  
1" = 1'-0"



17 MONUMENT SIGN - PLAN (ABOVE)  
1/2" = 1'-0"

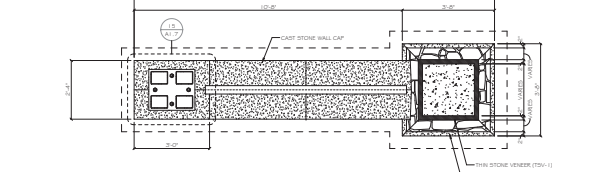


21 SECTION  
3/4" = 1'-0"

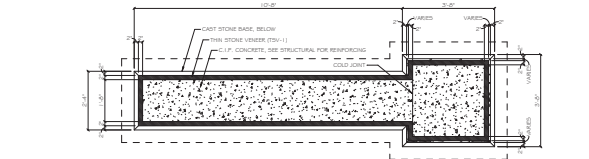


TOP VIEW

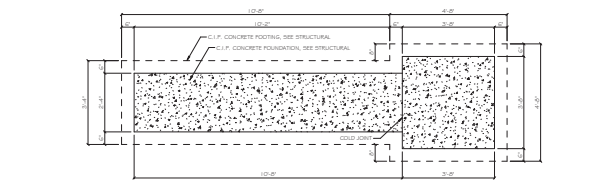
23 CAST STONE CAP DETAIL  
1/8" = 1'-0"



20 MONUMENT SIGN - PLAN  
1/2" = 1'-0"



22 MONUMENT SIGN - BASE PLAN  
1/2" = 1'-0"



25 MONUMENT SIGN - FOUNDATION PLAN  
1/2" = 1'-0"

SITE MONUMENT SIGN

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|-------------------|----------------------|--------------|
| Revision          | Revision Description | Typical Date |

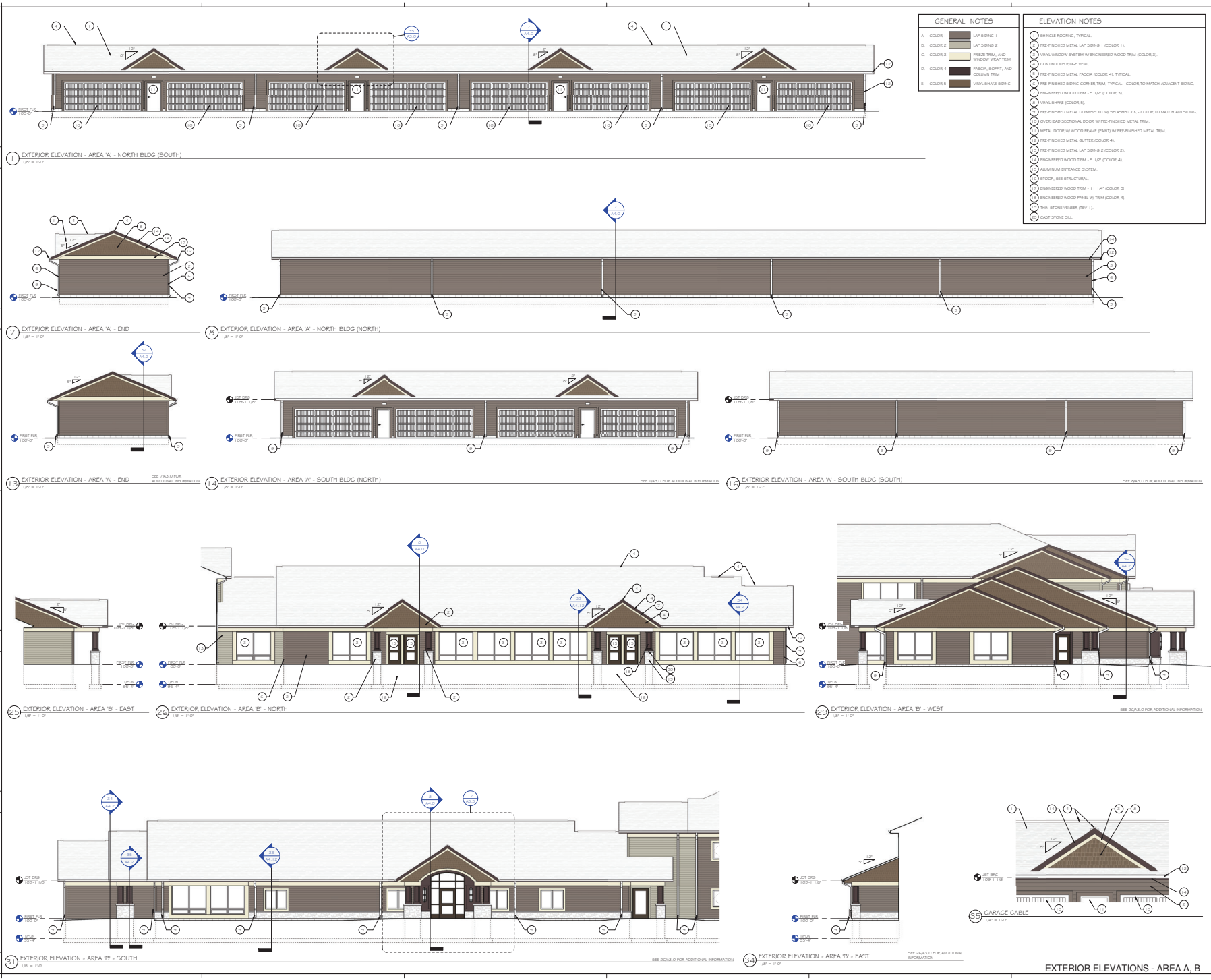
review set

COUNTRY MANOR

NEW FACILITY

BRAINERD, MINNESOTA

|         |             |
|---------|-------------|
| DATE    | 10 MAY 2021 |
| PROJECT | 1839        |
| A1.7    |             |



| GENERAL NOTES |                                     |
|---------------|-------------------------------------|
| A. COLOR      | 1. VINYL SIDING 1                   |
| B. COLOR      | 2. VINYL SIDING 2                   |
| C. COLOR      | 3. BRICK TRIM, AND WINDOW/DOOR TRIM |
| D. COLOR      | 4. BRICK TRIM, AND COLUMN TRIM      |
| E. COLOR      | 5. VINYL SHED SIDING                |

| ELEVATION NOTES |                                                                          |
|-----------------|--------------------------------------------------------------------------|
| 1.              | SHINGLE ROOFING, TYPICAL                                                 |
| 2.              | PREFINISHED METAL LAP SIDING 1 (COLOR 1)                                 |
| 3.              | VINYL WINDOW SYSTEM W/ ENGINEERED WOOD TRIM (COLOR 3)                    |
| 4.              | CONTINUOUS RIDGE VENT                                                    |
| 5.              | PREFINISHED METAL PANEL (COLOR 4), TYPICAL                               |
| 6.              | PREFINISHED SIDING CORNER TRIM, TYPICAL - COLOR TO MATCH ADJACENT SIDING |
| 7.              | ENGINEERED WOOD TRIM - 5 (1" x 12" COLOR 3)                              |
| 8.              | VINYL SHED (COLOR 5)                                                     |
| 9.              | PREFINISHED METAL DOWNPOUT W/ DRAINAGE - COLOR TO MATCH ADJ. SIDING      |
| 10.             | COLORBOND SECTIONAL DOOR W/ PREFINISHED METAL TRIM                       |
| 11.             | METAL DOOR W/ WOOD PRIME (PANT) W/ PREFINISHED METAL TRIM                |
| 12.             | PREFINISHED METAL SLUTTER (COLOR 4)                                      |
| 13.             | PREFINISHED METAL LAP SIDING 2 (COLOR 2)                                 |
| 14.             | ENGINEERED WOOD TRIM - 5 (1" x 12" COLOR 4)                              |
| 15.             | ALUMINUM ENTRANCE SYSTEM                                                 |
| 16.             | STUCCO, SEE STRUCTURAL                                                   |
| 17.             | ENGINEERED WOOD TRIM - 1 (1" x 12" COLOR 3)                              |
| 18.             | ENGINEERED WOOD PANEL W/ TRIM (COLOR 4)                                  |
| 19.             | TRIM STONE VENEER (TSV-1)                                                |
| 20.             | CAST STONE SILL                                                          |

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EVAN LARSON  
DATE 30 APRIL 2021  
PROJECT NO. 42532

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|-------------------|----------------------|---------------|
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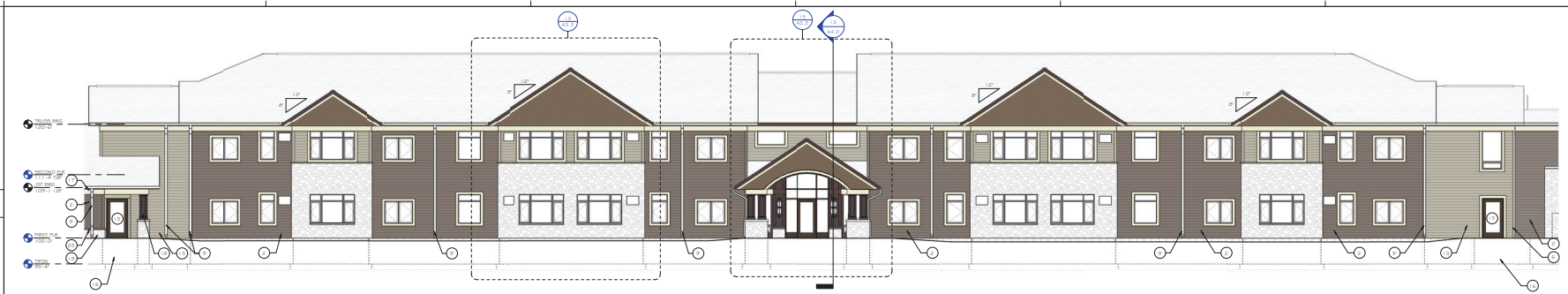
KEY PLAN

COUNTRY MANOR  
NEW FACILITY

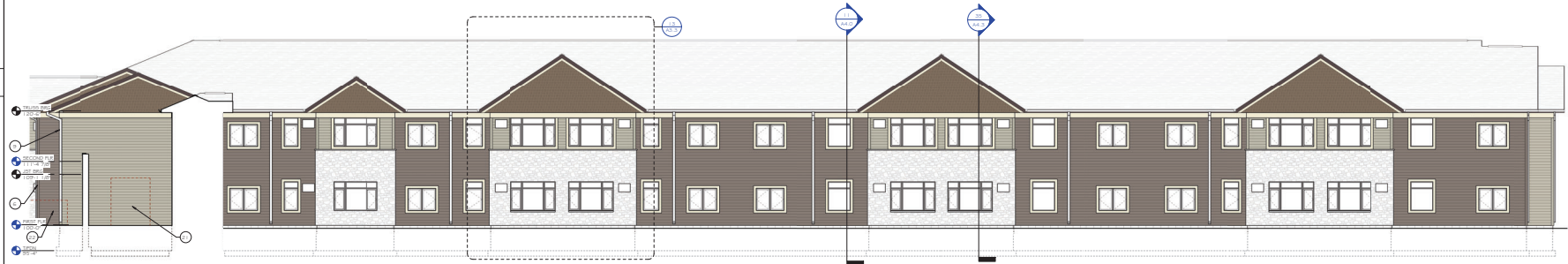
BRainerd, MINNESOTA

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|---------|-------------|
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| A3.0    |             |





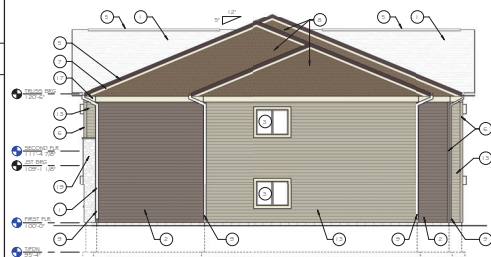
7 EXTERIOR ELEVATION - AREA D - SOUTH  
 1/8" = 1'-0"



13 EXTERIOR ELEVATION - AREA E - EAST  
 1/8" = 1'-0"



25 EXTERIOR ELEVATION  
 1/8" = 1'-0"



31 EXTERIOR ELEVATION - AREA E - NORTH  
 1/8" = 1'-0"

SEE 23043.1 FOR ADDITIONAL INFORMATION

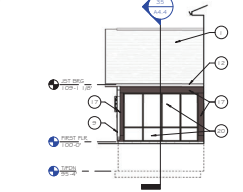


37 EXTERIOR ELEVATION - AREA D - NORTH  
 1/8" = 1'-0"

SEE 23043.1 FOR ADDITIONAL INFORMATION

| GENERAL NOTES |                     |
|---------------|---------------------|
| A. COLOR 1    | LAP SIDING 1        |
| B. COLOR 2    | LAP SIDING 2        |
| C. COLOR 3    | TRIM                |
| D. COLOR 4    | PASCO, SHIPIT, TRIM |
| E. COLOR 5    | VINYL SHAKE SIDING  |

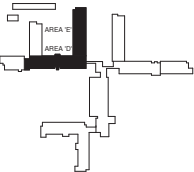
| ELEVATION NOTES |                                                                             |
|-----------------|-----------------------------------------------------------------------------|
| 1               | SHINGLE ROOFING, TYPICAL                                                    |
| 2               | PRE-FINISHED METAL LAP SIDING 1 (COLOR 1)                                   |
| 3               | VINYL WINDOW SYSTEM W/ ENGINEERED WOOD TRIM (COLOR 3)                       |
| 4               | CONTINUOUS EDGE VENT                                                        |
| 5               | PRE-FINISHED METAL PASCO (COLOR 4), TYPICAL                                 |
| 6               | PRE-FINISHED SIDING CORNER TRIM, TYPICAL - COLOR TO MATCH ADJACENT SIDING   |
| 7               | ENGINEERED WOOD TRIM - 5 1/2" (COLOR 3)                                     |
| 8               | VINYL SHAKE SIDING (COLOR 5)                                                |
| 9               | PRE-FINISHED METAL DOWNPOUT W/ SPLASHBLOCK - COLOR TO MATCH ADJACENT SIDING |
| 10              | A/C UNIT, SEE MECHANICAL                                                    |
| 11              | VINYL WINDOW SYSTEM W/ MANUFACTURED TRIM STONE VENER (STN-1)                |
| 12              | PRE-FINISHED METAL SLITTER (COLOR 4)                                        |
| 13              | ENGINEERED WOOD TRIM - 5 1/2" (COLOR 4)                                     |
| 14              | ALUMINUM ENTRANCE SYSTEM                                                    |
| 15              | ROOF, SEE STRUCTURAL                                                        |
| 16              | ENGINEERED WOOD TRIM - 1 1/4" (COLOR 3)                                     |
| 17              | ENGINEERED WOOD PANEL W/ TRIM (COLOR 4)                                     |
| 18              | TRIM STONE VENER (STN-1)                                                    |
| 19              | SCREEN SYSTEM W/ ALUMINUM FRAME AND SCREEN DOOR                             |
| 20              | GENERATOR, SEE ELECTRICAL                                                   |
| 21              | PAVING, SEE ELECTRICAL                                                      |
| 22              | LAZY STONE WALL                                                             |



36 EXTERIOR ELEVATION - AREA D - WEST  
 1/8" = 1'-0"  
 EXTERIOR ELEVATIONS - AREA D, E

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#### KEY PLAN



#### COUNTRY MANOR

#### NEW FACILITY

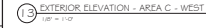
#### BRAINERD, MINNESOTA

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---



|            |                                                                                     |                                   |
|------------|-------------------------------------------------------------------------------------|-----------------------------------|
| A. COLOR 1 |  | LAF SIDING 1                      |
| B. COLOR 2 |  | LAF SIDING 2                      |
| C. COLOR 3 |  | FREEZE TRIM, AND WINDOW WRAP TRIM |
| D. COLOR 4 |  | FACIA, SOFFIT, AND COLUMN TRIM    |
| E. COLOR 5 |  | VINYL SHAKE SIDING                |

- SINGLE ROOFING, TYPICAL
- PRE-FABRICATED METAL SIDING 1 (COLOR 1)
- VINYL WINDOW SYSTEM W/ENGINEERED WOOD TRIM (COLOR 3)
- CONTINUOUS ROOF VENT
- PRE-FABRICATED METAL CORNER 4X1 TYPICAL
- PRE-FABRICATED SIDING CORNER TRIM, TYPICAL - COLOR TO MATCH ADJACENT SIDING
- ENGINEERED WOOD TRIM - 5" (UP) (COLOR 3)
- 1/2"X4 SHAKE SIDING (COLOR 3)
- PRE-FABRICATED METAL DOWNSPOUT W/SPACERBOL - COLOR TO MATCH ADJ. SIDING
- ALL EXTERIOR WALLS, ROOF, SIDING AND TRIM, PAINT
- AIR CONDITIONER HANG - SEE MECHANICAL
- PRE-FABRICATED METAL GUTTER (COLOR 4)
- PRE-FABRICATED METAL LAP SIDING 2 (COLOR 2)
- NOT USED
- ALUMINUM ENTRANCE SYSTEM
- STUCCO, SEE STRUCTURAL
- ENGINEERED WOOD TRIM - 1" (UP) (COLOR 3)

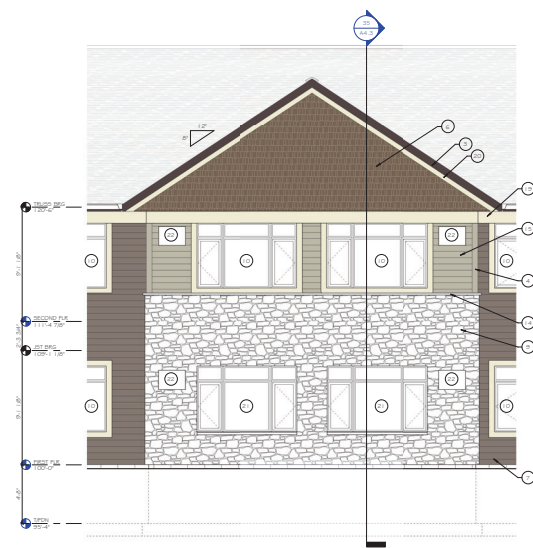
review set

The diagram shows a participant sitting at a table, looking at a screen. On the screen, there is a visual feedback system with a target area labeled 'AREA C'. The participant's hand is positioned near the target area. The setup is used for studying the effects of visual feedback on movement control.

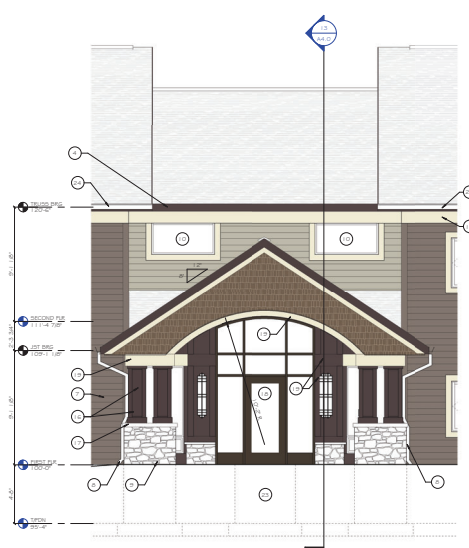
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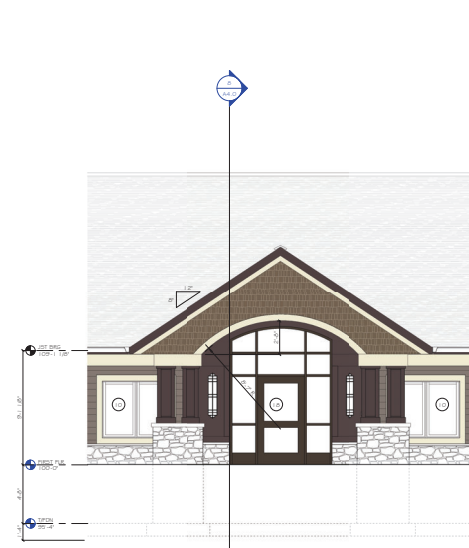
EXTERIOR ELEVATIONS - AREA C



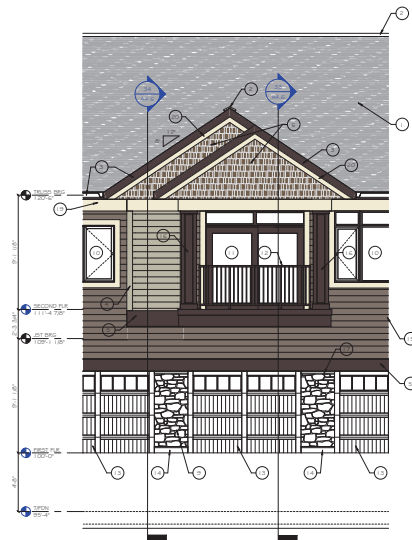
15 ENLARGED ELEVATION  
 1/8" = 1'-0"



16 ENLARGED ELEVATION  
 1/8" = 1'-0"



17 ENLARGED ELEVATION  
 1/8" = 1'-0"



20 ENLARGED ELEVATION  
 1/8" = 1'-0"



20 ENLARGED ELEVATION  
 1/8" = 1'-0"

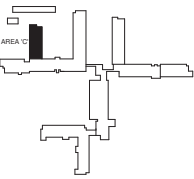
| GENERAL NOTES |                                     |
|---------------|-------------------------------------|
| A. COLOR 1    | LAP SIDING 1                        |
| B. COLOR 2    | LAP SIDING 2                        |
| C. COLOR 3    | PIECED TRIM AND WINDOW WRAP TRIM    |
| D. COLOR 4    | PANICOLA, DOPPEL, AND COLUMBIA TRIM |
| E. COLOR 5    | SHED SHAKE SIDING                   |

| ELEVATION NOTES |                                                                                                                                                                              |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ○               | STRIPLED ROOFING, TYPICAL                                                                                                                                                    |
| ○               | CONTRASTING ROOF VENT                                                                                                                                                        |
| ○               | PREFINISHED METAL PANICOLA (COLOR 4)                                                                                                                                         |
| ○               | PREFINISHED SIDING CORNER TRIM - 5 1/2" (COLOR 2), TYPICAL - COLOR TO MATCH ADJACENT SIDING                                                                                  |
| ○               | PREFINISHED WOOD TRIM - 1 1/2" LAP (COLOR 4)                                                                                                                                 |
| ○               | SHED SHAKE SIDING (COLOR 5)                                                                                                                                                  |
| ○               | PREFINISHED METAL LAP SIDING 1 (COLOR 1)                                                                                                                                     |
| ○               | PREFINISHED METAL SCUPPER AND DOWNSPOUT                                                                                                                                      |
| ○               | TRIM STONE VENEER (TSV-1)                                                                                                                                                    |
| ○               | SHED WINDOW SYSTEM W/ ENGINEERED WOOD TRIM - 5 1/2" (COLOR 3)                                                                                                                |
| ○               | TRIM PANELED DOOR W/ PANICOLA AND ENGINEERED WOOD TRIM - 5 1/2" (COLOR 3)                                                                                                    |
| ○               | MANHATTAN PAULING SYSTEM - 100' 10M4.2                                                                                                                                       |
| ○               | SHEDWARD SECTIONAL DOOR, SEE DOOR SCHEDULE                                                                                                                                   |
| ○               | CAST STONE WALL BASE                                                                                                                                                         |
| ○               | PREFINISHED METAL LAP SIDING 2 (COLOR 2)                                                                                                                                     |
| ○               | COLUMBIA COLUMNS, SEE DETAILS 3414-B AND 3114-A.4, ENGINEERED WOOD TRIM AT BASE AND CAP TO BE PREFINISHED COLOR - PAINT ENGINEERED WOOD TRIM WHITE AND CORNER TRIM (COLOR 4) |
| ○               | CAST STONE SILL                                                                                                                                                              |
| ○               | COLUMBIA ENTRANCE SYSTEM                                                                                                                                                     |
| ○               | PREFINISHED WOOD TRIM - 1 1/2" LAP (COLOR 3)                                                                                                                                 |
| ○               | PREFINISHED WOOD TRIM - 5 1/2" (COLOR 3)                                                                                                                                     |
| ○               | SHED WINDOW SYSTEM W/ MANUFACTURED TRIM STONE VENEER (TSV-1) AND CAST STONE SILL                                                                                             |
| ○               | ALL UNIT, SEE MECHANICAL                                                                                                                                                     |
| ○               | SCUPPER, SEE STRUCTURAL                                                                                                                                                      |
| ○               | PREFINISHED METAL GUTTER (COLOR 4)                                                                                                                                           |

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KEY PLAN



COUNTRY MANOR

NEW FACILITY

BRAINERD, MINNESOTA

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| DATE    | 10 MAY 2021 |
| PROJECT | 1839        |
| A3.3    |             |





- GENERAL NOTES**
- A. COLOR 1: LIFT SIDING 1
  - B. COLOR 2: LIFT SIDING 2
  - C. COLOR 3: SIDING TRIM, AND WINDOW WRAP TRIM
  - D. COLOR 4: SIDING TRIM, AND WINDOW WRAP TRIM
  - E. COLOR 5: VINYL SHAKE SIDING
- ELEVATION NOTES**
- 1. SHINGLE ROOFING, TYPICAL.
  - 2. PRE-FINISHED METAL LAP SIDING (COLOR 1).
  - 3. VINYL WINDOW SYSTEM.
  - 4. CONTINUOUS RIDGE VENT.
  - 5. PRE-FINISHED METAL SIDING (COLOR 4), TYPICAL.
  - 6. PRE-FINISHED METAL CORNER TRIM, TYPICAL - COLOR TO MATCH ADJACENT SIDING.
  - 7. ENGINEERED WOOD TRIM - 5" (LIFT) (COLOR 3).
  - 8. VINYL SHAKE SIDING (COLOR 5).
  - 9. PRE-FINISHED METAL SKYLINE/SPOTLIGHT BY SPLASHBLOCK - COLOR TO MATCH ADJ. SIDING.
  - 10. INSULATED HW DOOR AND FRAME - PAINT.
  - 11. METAL DOOR W/ WOOD PRIME (PAINT) W/ PRE-FINISHED METAL TRIM.
  - 12. PRE-FINISHED METAL SIDING (COLOR 4).
  - 13. PRE-FINISHED METAL LAP SIDING (COLOR 2).
  - 14. METAL DOOR W/ WOOD PRIME (PAINT) W/ PRE-FINISHED METAL TRIM.
  - 15. ALUMINUM ENTRANCE SYSTEM.
  - 16. STUCCO, SEE STRUCTURAL.
  - 17. ENGINEERED WOOD TRIM - 1" (LIFT) (COLOR 3).
  - 18. ENGINEERED WOOD PANEL W/ TRIM (COLOR 4).
  - 19. TRIM STONE - GRAY (TRIM-1).
  - 20. CAST STONE WALL BASE.
  - 21. CAST STONE TRAIL.
  - 22. ENGINEERED WOOD TRIM - 1" (LIFT) (COLOR 4).

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EYAN LARSON  
DATE 30 APRIL 2021 REG. NO. 42532

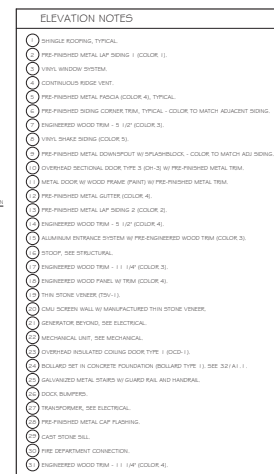
| Revision Schedule |                      |               |
|-------------------|----------------------|---------------|
| Revision Number   | Revision Description | Revision Date |
| review set        |                      |               |

KEY PLAN

COUNTRY MANOR  
NEW FACILITY

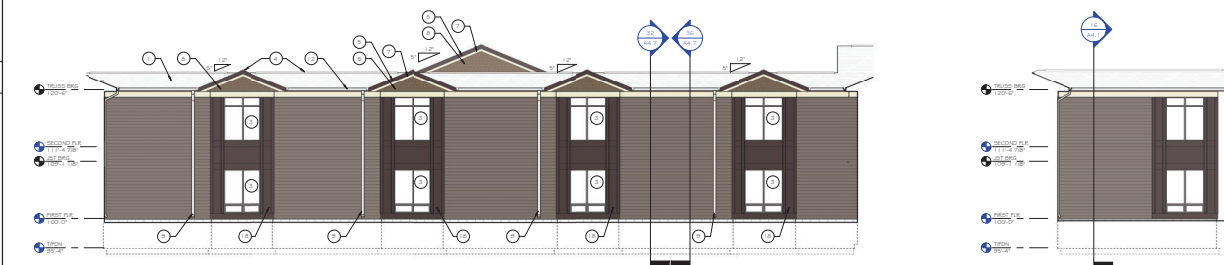
BRAINERD, MINNESOTA

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| PROJECT | 1839        |
| A3.4    |             |



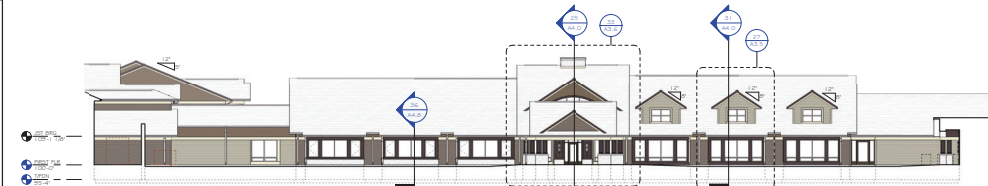
7 EXTERIOR ELEVATION - AREA D, G, J - SOUTH  
1/8" = 1'-0"

11 EXTERIOR ELEVATION - AREA G - EAST  
1/8" = 1'-0"



13 EXTERIOR ELEVATION - AREA J - NORTH  
1/8" = 1'-0"

16 EXTERIOR ELEVATION - AREA J - EAST  
1/8" = 1'-0"

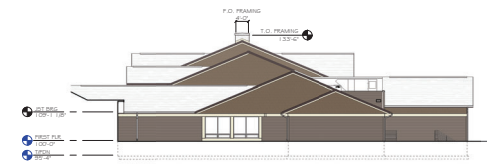


21 EXTERIOR ELEVATION - AREA J, K - WEST  
1/16" = 1'-0"

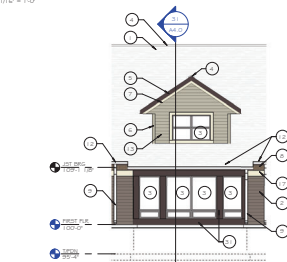
19 EXTERIOR ELEVATION - AREA J - NORTH  
1/16" = 1'-0"



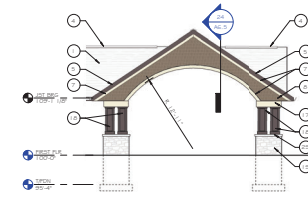
25 EXTERIOR ELEVATION - AREA K - SOUTH  
1/16" = 1'-0"



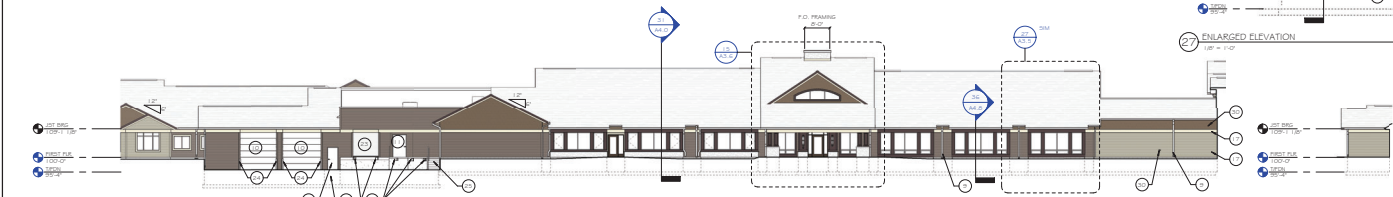
26 EXTERIOR ELEVATION - AREA K - SOUTH  
1/16" = 1'-0"



27 ENLARGED ELEVATION  
1/8" = 1'-0"



29 EXTERIOR ELEVATION - AREA J CANOPY - NORTH  
1/8" = 1'-0"



31 EXTERIOR ELEVATION - AREA J, K - EAST  
1/16" = 1'-0"

35 EXTERIOR ELEVATION - AREA 'K' - EAST  
1/16" = 1'-0"

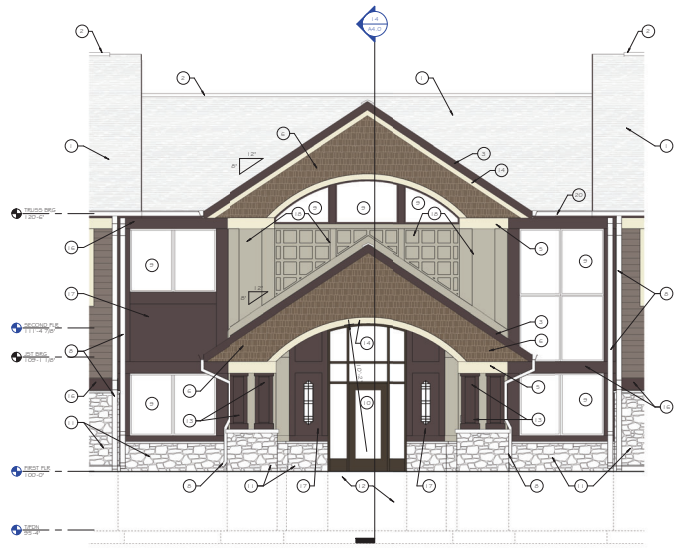
36 EXTERIOR ELEVATION - AREA K - NORTH  
1/16" = 1'-0"

EXTERIOR ELEVATIONS - AREAS J, K

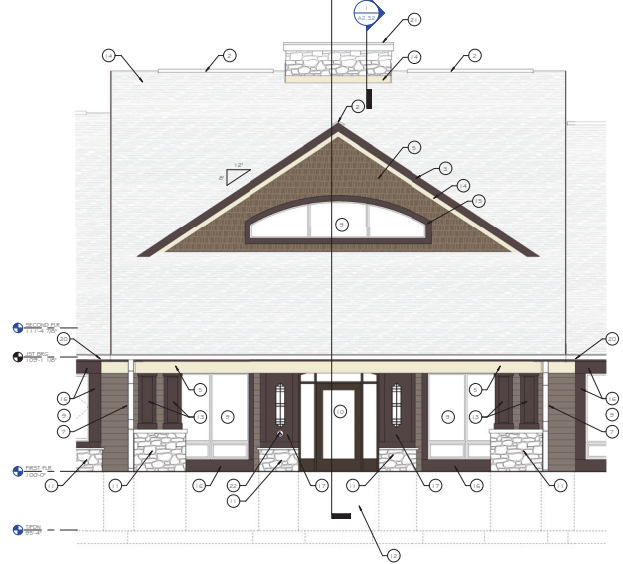
| GENERAL NOTES |                                  |
|---------------|----------------------------------|
| A. COLOR 1    | LAP SIDING 1                     |
| B. COLOR 2    | LAP SIDING 2                     |
| C. COLOR 3    | PIECE TRIM, AND WINDOW WRAP TRIM |
| D. COLOR 4    | PHOENIX, DOOR, AND COLUMN TRIM   |
| E. COLOR 5    | VINYL SHAKE SIDING               |

| ELEVATION NOTES |                                                                                        |
|-----------------|----------------------------------------------------------------------------------------|
| 1               | SHINGLE ROOFING, TYPICAL.                                                              |
| 2               | CONTINUOUS ROOF VENT.                                                                  |
| 3               | PRE-FABRICATED METAL FLASHING (COLOR 4), TYPICAL.                                      |
| 4               | PRE-FABRICATED SIDING CORNER TRIM, TYPICAL. - COLOR TO MATCH ADJACENT SIDING.          |
| 5               | ENGINEERED WOOD TRIM - 1" LAP (COLOR 3).                                               |
| 6               | VINYL SHAKE SIDING (COLOR 5).                                                          |
| 7               | PRE-FABRICATED METAL LAP SIDING 1 (COLOR 1).                                           |
| 8               | PRE-FABRICATED METAL DOWNPOUT AND SPLASHBLOCK - COLOR TO MATCH ADJ. SIDING.            |
| 9               | VINYL WINDOW SYSTEM W/ ENGINEERED WOOD TRIM (COLOR 3). - SEE WINDOW SCHEDULE FOR SIZE. |
| 10              | VINYL WINDOW SYSTEM W/ ENGINEERED WOOD TRIM (COLOR 3). - SEE WINDOW SCHEDULE FOR SIZE. |
| 11              | ALUMINUM ENTRANCE SYSTEM.                                                              |
| 12              | THIN STONE VENEER (25% - 1) W/ CAST STONE CAP.                                         |
| 13              | STOOP, SEE STRUCTURAL.                                                                 |
| 14              | SQUARE COLUMN - ENGINEERED WOOD TRIM W/ WOOD PANEL (COLOR 4).                          |
| 15              | ENGINEERED WOOD TRIM - 3" (1/2" COLOR 3).                                              |
| 16              | ENGINEERED WOOD TRIM - 5" (1/2" COLOR 4).                                              |
| 17              | ENGINEERED WOOD TRIM - 1" LAP (COLOR 4).                                               |
| 18              | ENGINEERED WOOD PANEL W/ TRIM (COLOR 4).                                               |
| 19              | ENGINEERED WOOD PANEL W/ TRIM (COLOR 2).                                               |
| 20              | PRE-FABRICATED METAL GUTTER (COLOR 4).                                                 |
| 21              | PRE-FABRICATED METAL FLASHING.                                                         |
| 22              | ACCESSIBLE DOOR BUTTON, SEE ELECTRICAL.                                                |
| 23              | CORRUGATED ROOF VENT AT VERTICAL AND ROOF.                                             |

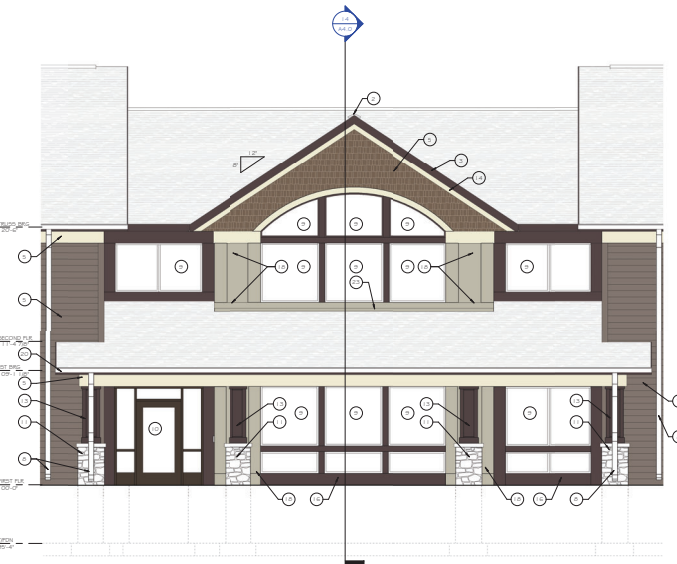


1.9 ENLARGED ELEVATION AREA G - NORTH  
(1/4" = 1'-0")

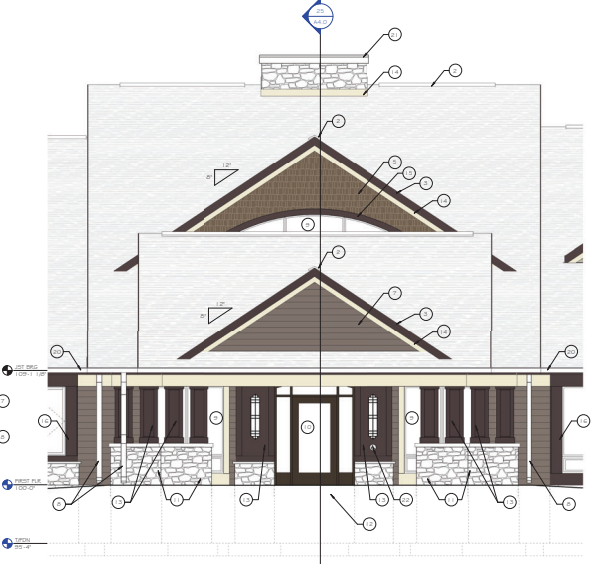


1.9 ENLARGED ELEVATION AREA J - EAST  
(1/4" = 1'-0")

SEE 3.3A.3 & 3.3A.4 FOR ADDITIONAL INFORMATION

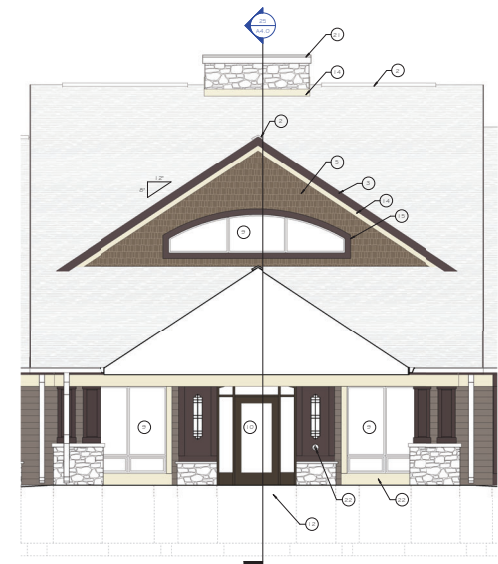


3.3 ENLARGED ELEVATION AREA G - SOUTH  
(1/4" = 1'-0")



3.3 ENLARGED ELEVATION AREA J - WEST  
(1/4" = 1'-0")

SEE 3.3A.3 & 3.3A.4 FOR ADDITIONAL INFORMATION



3.3 ENLARGED ELEVATION AREA J - WEST  
(1/4" = 1'-0")

SEE 3.3A.3 & 3.3A.4 FOR ADDITIONAL INFORMATION

EXTERIOR ELEVATIONS - ENLARGED ELEVATIONS

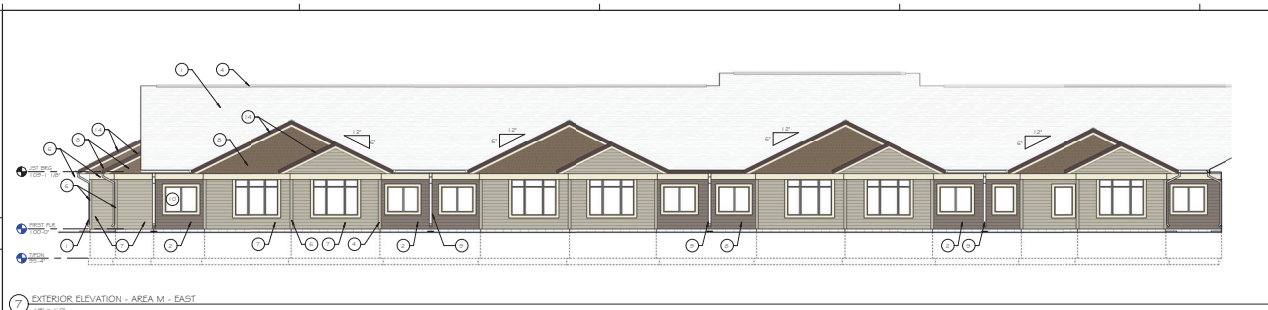
| Revision Schedule |                      |               |
|-------------------|----------------------|---------------|
| Revision Number   | Revision Description | Revision Date |

review set

COUNTRY MANOR  
NEW FACILITY

|                     |             |
|---------------------|-------------|
| BRainerd, MINNESOTA |             |
| DATE                | 10 MAY 2021 |
| PROJECT             | 1839        |
| A3.6                |             |





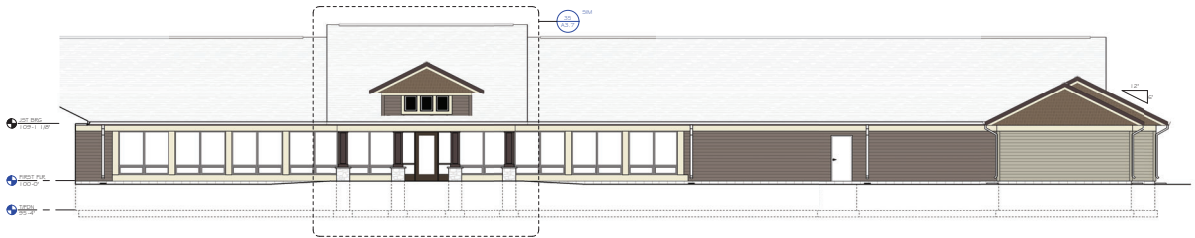
7 EXTERIOR ELEVATION - AREA M - EAST  
1/8" = 1'-0"

| GENERAL NOTES |                                        |
|---------------|----------------------------------------|
| A. COLOR 1    | LAP SIDING 1                           |
| B. COLOR 2    | LAP SIDING 2                           |
| C. COLOR 3    | RESIDUAL, SORTED, AND WINDOW WRAP TRIM |
| D. COLOR 4    | PAVING, SORTED, AND COLUMN TRIM        |
| E. COLOR 5    | VINYL SHED SIDING                      |

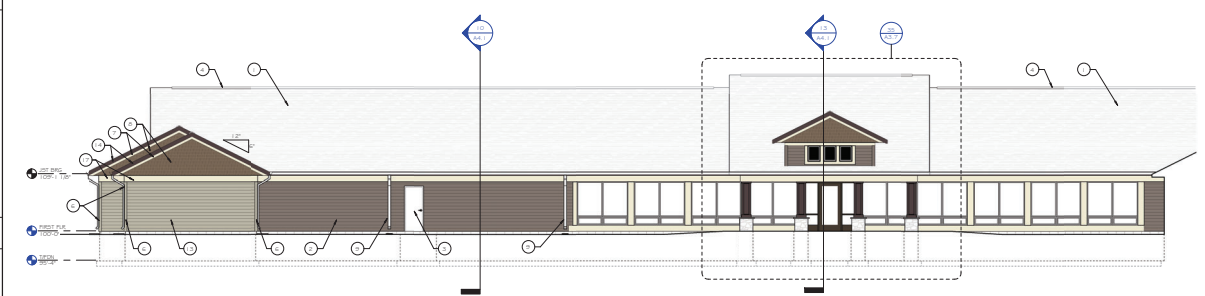
| ELEVATION NOTES |                                                                              |
|-----------------|------------------------------------------------------------------------------|
| 1               | SHINGLE ROOFING, TYPICAL                                                     |
| 2               | PRE-FINISHED METAL LAP SIDING 1 (COLOR 1)                                    |
| 3               | VINYL WINDOW SYSTEM                                                          |
| 4               | CONTINUOUS EDGE VENT                                                         |
| 5               | PRE-FINISHED METAL PAVING (COLOR 4), TYPICAL                                 |
| 6               | PRE-FINISHED SIDING CORNER TRIM, TYPICAL - COLOR TO MATCH ADJACENT SIDING    |
| 7               | ENGINEERED WOOD TRIM - 5" (1/2" COLOR 3)                                     |
| 8               | VINYL SHED SIDING (COLOR 5)                                                  |
| 9               | PRE-FINISHED METAL DOWNSPOUT BY SPLASHBLOCK - COLOR TO MATCH ADJACENT SIDING |
| 10              | NOT USED                                                                     |
| 11              | PRE-FINISHED METAL PAVING (COLOR 4)                                          |
| 12              | PRE-FINISHED METAL LAP SIDING (COLOR 2)                                      |
| 13              | ENGINEERED WOOD TRIM - 5" (1/2" COLOR 4)                                     |
| 14              | ALUMINUM ENTRANCE SYSTEM                                                     |
| 15              | STOOP, SEE STRUCTURAL                                                        |
| 16              | ENGINEERED WOOD TRIM - 1" (1/4" COLOR 3)                                     |
| 17              | ENGINEERED WOOD PAVING 1/4" TRIM (COLOR 4)                                   |
| 18              | TRIM STONE UNDER (STN-1)                                                     |
| 19              | CHART STONE CAP                                                              |
| 20              | NOT USED                                                                     |
| 21              | PRE-MANUFACTURED CABLE RAIL LOUVER, 24" x 30"                                |



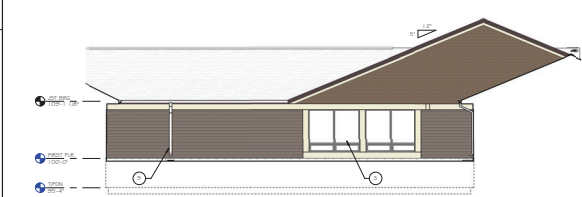
17 EXTERIOR ELEVATION - AREA M - SOUTH  
1/8" = 1'-0"



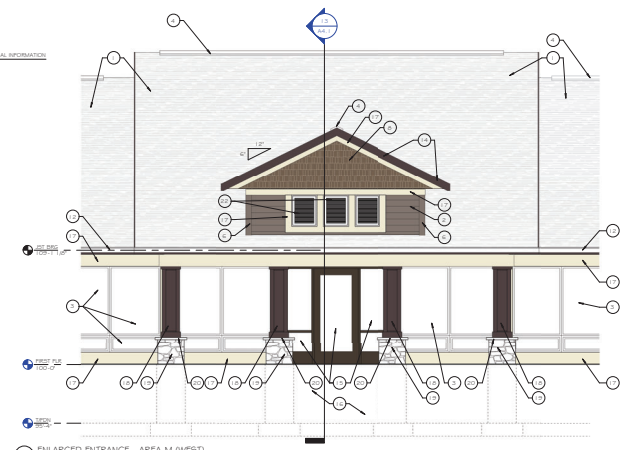
13 EXTERIOR ELEVATION - AREA M - WEST  
1/8" = 1'-0"



25 EXTERIOR ELEVATION - AREA L - SOUTH  
1/8" = 1'-0"



9 EXTERIOR ELEVATION - AREA K - SOUTH  
1/8" = 1'-0"



35 ENLARGED ENTRANCE - AREA M (WEST)  
1/4" = 1'-0"

EXTERIOR ELEVATIONS - AREAS L, M

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EVAN LARSON  
DATE 30 APRIL 2021 REG. NO. 42552

| Revision Schedule |                      |               |
|-------------------|----------------------|---------------|
| Revision Number   | Revision Description | Revision Date |
| review set        |                      |               |

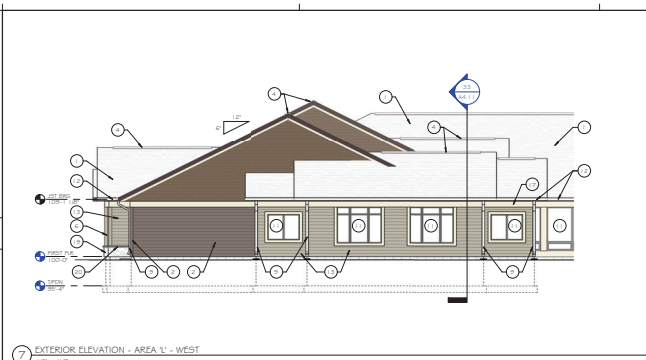
KEY PLAN

AREA 1W

COUNTRY MANOR  
NEW FACILITY

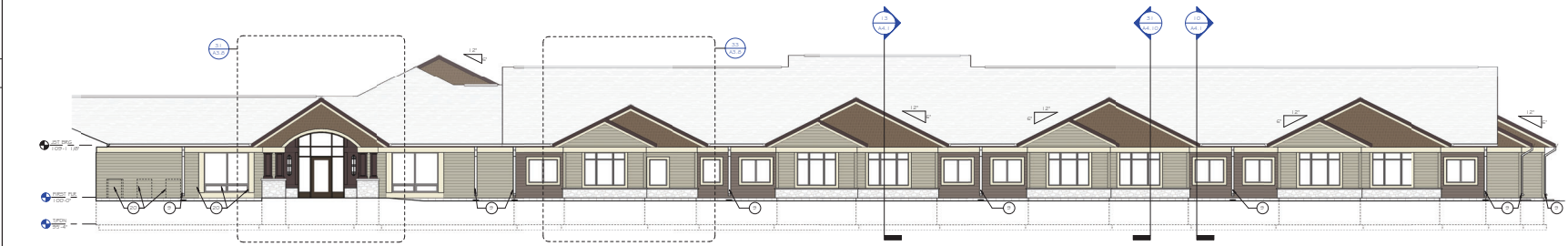
BRainerd, MINNESOTA

|         |             |
|---------|-------------|
| DATE    | 10 MAY 2021 |
| PROJECT | 1839        |
| A3.7    |             |

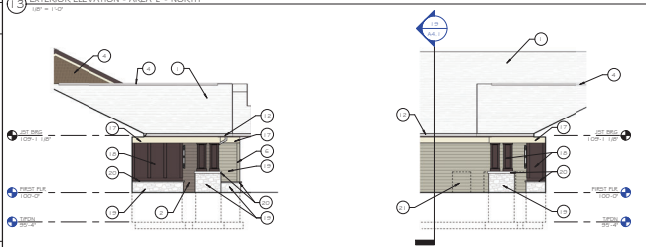


| GENERAL NOTES |                                   |
|---------------|-----------------------------------|
| A. COLOR 1    | LAP SIDING 1                      |
| B. COLOR 2    | LAP SIDING 2                      |
| C. COLOR 3    | FREEZE TRIM, AND WINDOW WRAP TRIM |
| D. COLOR 4    | PANCA, DOOR, AND COLUMN TRIM      |
| E. COLOR 5    | VINYL SHAKE SIDING                |

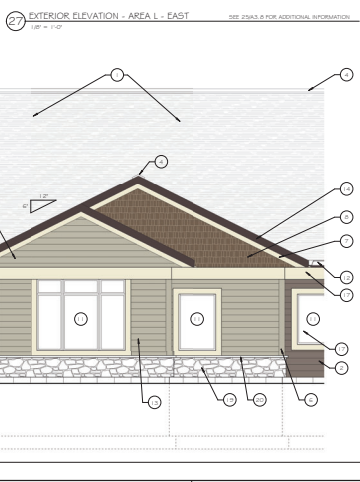
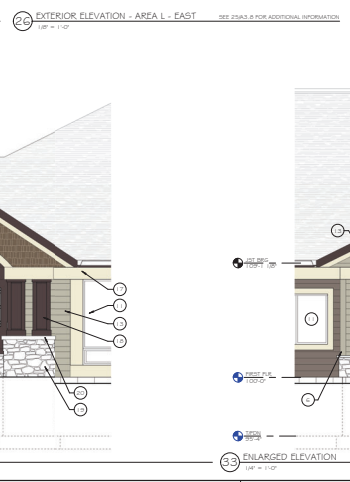
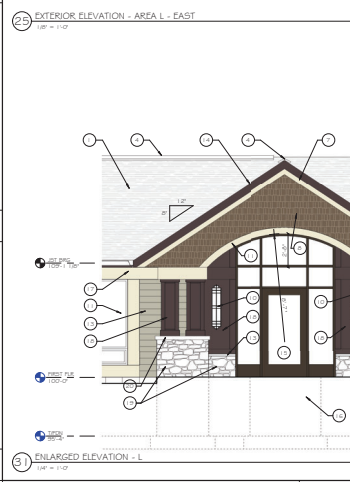
| ELEVATION NOTES |                                                                            |
|-----------------|----------------------------------------------------------------------------|
| 1               | TRIANGLE ROOFING, TYPICAL.                                                 |
| 2               | PRE-FINISHED METAL LAP SIDING 1 (COLOR 1).                                 |
| 3               | VINYL WINDOW SYSTEM W/ ENGINEERED WOOD TRIM - 5 1/2" (COLOR 5).            |
| 4               | CONTINUOUS RIDGE VENT.                                                     |
| 5               | PRE-FINISHED METAL PANCA (COLOR 4), TYPICAL.                               |
| 6               | PRE-FINISHED SIDING CORNER TRIM, TYPICAL - COLOR TO MATCH ADJACENT SIDING. |
| 7               | ENGINEERED WOOD TRIM - 5 1/2" (COLOR 5).                                   |
| 8               | VINYL SHAKE SIDING (COLOR 5).                                              |
| 9               | PRE-FINISHED METAL DOWNSPOUT W/ SPLASHBLOCK - COLOR TO MATCH ADJ. SIDING.  |
| 10              | LIGHT FIXTURE, SEE ELECTRICAL.                                             |
| 11              | VINYL WINDOW SYSTEM W/ ENGINEERED WOOD TRIM - 5 1/2" (COLOR 5).            |
| 12              | PRE-FINISHED METAL GUTTER (COLOR 4).                                       |
| 13              | PRE-FINISHED METAL LAP SIDING (COLOR 2).                                   |
| 14              | ENGINEERED WOOD TRIM - 5 1/2" (COLOR 4).                                   |
| 15              | ALUMINUM ENTRANCE SYSTEM.                                                  |
| 16              | STOOP, SEE STRUCTURAL.                                                     |
| 17              | ENGINEERED WOOD TRIM - 1 1/4" (COLOR 5).                                   |
| 18              | ENGINEERED WOOD PANEL W/ TRIM (COLOR 4).                                   |
| 19              | TRIM STONE (VENDOR, JEN-1)                                                 |
| 20              | CHART STONE DALL.                                                          |
| 21              | UNIT, SEE MECHANICAL.                                                      |
| 22              | VINYL WINDOW SYSTEM W/ ENGINEERED WOOD TRIM - 1 1/4" (COLOR 5).            |



SEE TAB. 8 FOR ADDITIONAL INFORMATION.



SEE TAB. 8 FOR ADDITIONAL INFORMATION.



SEE TAB. 8 FOR ADDITIONAL INFORMATION.

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EVAN LARSON  
DATE 30 APRIL 2021  
PROJECT NO. 42552

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|-------------------|----------------------|---------------|
| Revision Number   | Revision Description | Revision Date |
| review set        |                      |               |

KEY PLAN

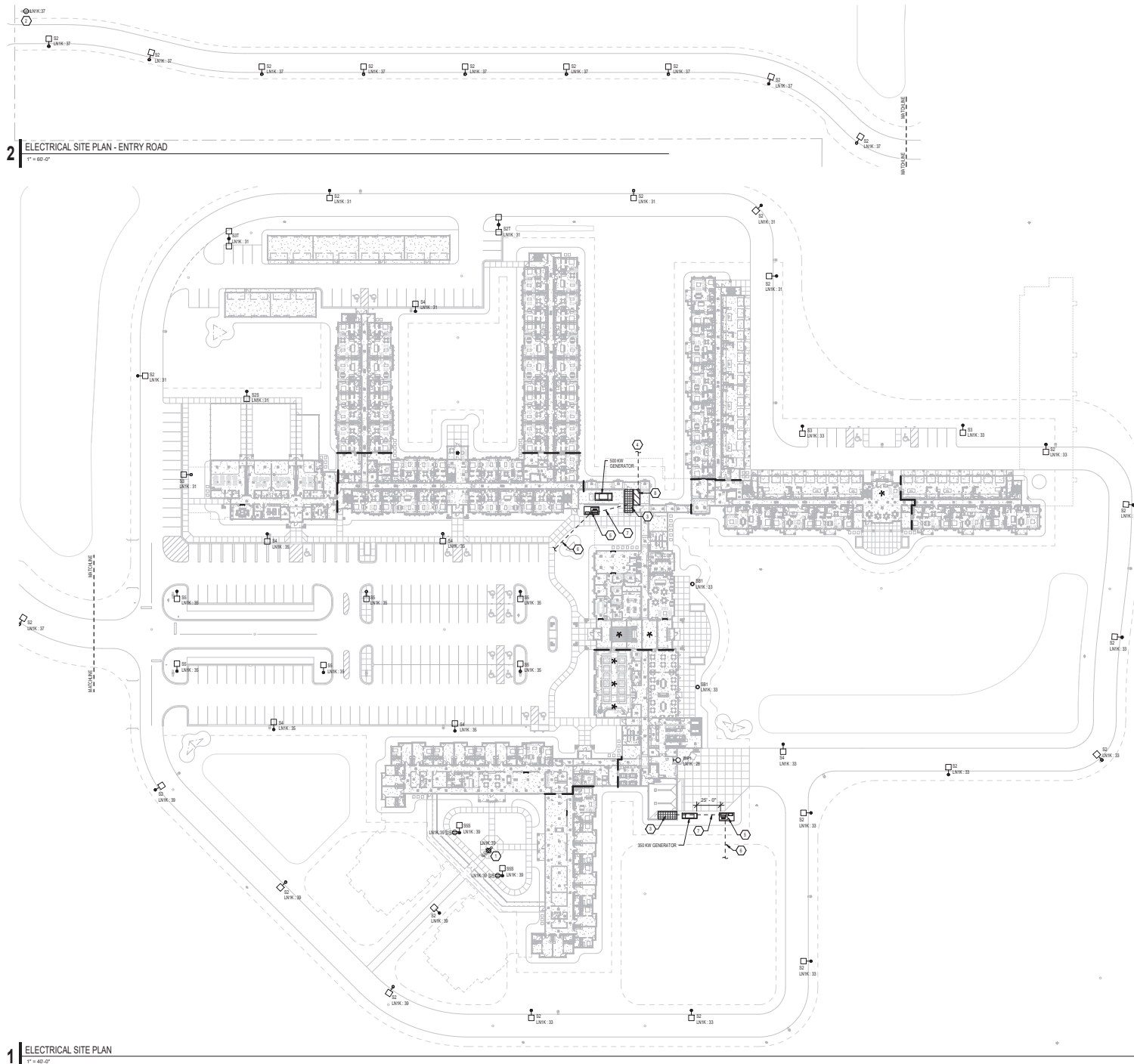
AREA 1

COUNTRY MANOR

NEW FACILITY

BRAINERD, MINNESOTA

|         |             |
|---------|-------------|
| DATE    | 10 MAY 2021 |
| PROJECT | 1839        |
| A3.8    |             |



- KEY NOTES**
- 1 PROVIDE WEATHER-PROOF, 6\"/>

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DATE: -- REG. NO.: --

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MAIL: 651-426-8449 | FAX: 651-426-5648 | www.CTAMEP.com  
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| Revision Schedule                                                             |                      |              |
|-------------------------------------------------------------------------------|----------------------|--------------|
| Revision Number                                                               | Revision Description | Typical Date |
| <p>preliminary -<br/>not a<br/>construction<br/>document -<br/>80% status</p> |                      |              |
| <p><b>KEY PLAN</b></p>                                                        |                      |              |
| <p><b>COUNTRY MANOR -<br/>BRainerd</b></p> <p>NEW FACILITY</p>                |                      |              |
| <p>BRainerd, MINNESOTA</p>                                                    |                      |              |
|                                                                               | DATE                 | 06/22/20     |
|                                                                               | PROJECT              | 1839         |
| <p><b>E0.2</b></p>                                                            |                      |              |

ELECTRICAL SITE PLAN

**LIGHTING FEATURE SCHEDULE NOTES**

1. PROVIDE WITH INTEGRAL BATTERY BACKUP FOR EMERGENCY EXIT AND/OR ESCAPE LIGHTING FUNCTION.
2. LUMINAIRES / ASSEMBLIES SHALL BE PROVIDED WITH INTEGRAL OCCUPANCY SENSOR CONTROLS TO REDUCE LIGHTING TO 30% WHEN SPACE IS UNOCCUPIED.
3. LUMINAIRES / ASSEMBLIES SHALL BE PROVIDED WITH INTEGRAL OCCUPANCY SENSOR CONTROLS TO REDUCE LIGHTING TO 10% WHEN SPACE IS UNOCCUPIED.
4. LUMINAIRES SHALL BE PROVIDED WITH DUAL LIGHT ENGINES EACH POWERED FROM 70% OWLED DRIVER RESULTING IN MINIMUM OF TWO ENGINES AND TWO POWER SUPPLIES PER LUMINAIRE / ASSEMBLY. PROVIDE WITH INTEGRAL OCCUPANCY SENSOR CONTROLS FOR A LOCAL AND REMOTE SYSTEM.
5. SEE ARCHITECTURAL DETAILS FOR EXACT LENGTH, MOUNTING REQUIREMENTS, ADDITIONAL INFORMATION, AND DETAILING.
6. LIGHTING FIXTURES SHALL BE LABELLED TO REFLECT LED LAMPING INDICATED.
7. LUMINAIRES / ASSEMBLIES SHALL BE PROVIDED WITH INTEGRAL OCCUPANCY SENSOR CONTROLS FOR OFFNOY OPERATION.
8. LUMINAIRES / ASSEMBLIES SHALL BE PROVIDED WITH INTEGRAL OCCUPANCY SENSOR CONTROLS TO REDUCE LIGHTING TO 30% WHEN SPACE IS UNOCCUPIED.

**GLTA**architects  
 808 Courthouse Square, St. Cloud, MN 56303  
 (320) 252-3740  
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 MAIN: (651-426-5640 | FAX: (651-426-5042) | [www.CTaMEP.com](http://www.CTaMEP.com)  
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|-------------------|--------------------------------------------------------------|---------------|
| Revision Number   | Revision Description                                         | Revision Date |
|                   | preliminary -<br>not a construction document -<br>80% status |               |

**KEY PLAN**

**COUNTRY MANOR - BRAINERD NEW FACILITY**

BRAINERD, MINNESOTA

|  |         |          |
|--|---------|----------|
|  | DATE    | 06/22/20 |
|  | PROJECT | 1839     |

**E8.0**





# Brainerd City Council Agenda Request

**MEETING DATE:** July 17, 2023

**TITLE OF ITEM:** Set Date for Flaherty & Hood Classification and Compensation Study Presentation

**AGENDA:** Main Agenda

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Kris Schubert

**DEPARTMENT:** Human Resources

**PRESENTER:** Kris Schubert

**ESTIMATED TIME (MIN):** 2 minutes

**SUMMARY OF ISSUE:**

We are getting closer to finalizing our Classification and Compensation Study. At this time, we would like to tentatively set the date for Flaherty & Hood's Classification and Compensation Study presentation for July 31, 2023, immediately following the Joint Meeting with the Brainerd Public Utilities Commission. By setting this date, we will comply with the Open Meeting Law Requirements that would allow us to adjourn the July 17<sup>th</sup> meeting to this presentation.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

If the presentation is not ready by July 31<sup>st</sup>, we will ask to reschedule the presentation to the August 7<sup>th</sup> Council meeting.

**RECOMMENDED ACTION/MOTION:**

Motion to set the date for the Flaherty & Hood Classification and Compensation Study presentation for July 17, 2023, immediately following the Joint Meeting with Brainerd Public Utilities Commission.

**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