

**City Council Workshop Agenda**

**Brainerd, Minnesota  
Tuesday, October 11<sup>th</sup>, 2022  
6:00 P.M.**

**City Hall Council Chambers**

\_\_\_ K. Stunek  
\_\_\_ G. Johnson  
\_\_\_ W. Bieser  
\_\_\_ T. Stenglein  
\_\_\_ T. Erickson  
\_\_\_ M. O'Day  
\_\_\_ K. Bevans  
\_\_\_ D. Badeaux

**1. Call to Order**

**2. Roll Call**

**3. Discussion of Coronavirus State and Local Fiscal Recovery Funds (SLFRF)-  
Part of the American Rescue Plan Act of 2021 (ARPA)**

**4. Adjourn**

**Any individual needing special accommodations, please call 828-2307**



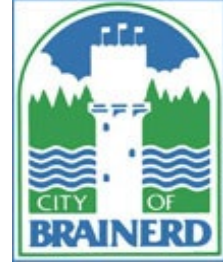
# Brainerd City Council Agenda Request

**Requested Meeting Date:**

**Title of Item:**

<input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> P&F COMMITTEE <input type="checkbox"/> SPW COMMITTEE <input type="checkbox"/> MAIN AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of published hearing notice</i> <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading
<b>Submitted by:</b>	<b>Department:</b>
<b>Presenter (Name &amp; Title):</b>	<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>	
<b>Alternatives, Options, Effects on Others/Comments:</b>	
<b>Recommended Action/Motion:</b>	
<b>Financial Impact:</b> Is there a cost associated with this request: <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping \$ _____ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Please Explain:</u>	

# MEMO



**TO:** Mayor and Council

**FROM:** City Administrator Jennifer Bergman  
Finance Director Connie Hillman

**DATE:** October 6, 2022

**RE:** Use of Coronavirus State & Local Fiscal Recovery Funds (SLFRF) – Part of American Rescue Plan Act (ARPA) of 2021

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## **Background:**

As discussed at the February 28, 2022 workshop, the City received \$1,468,097.57 in State and Local Fiscal Recovery Funds (SLFRF) which were issued as part of the American Rescue Plan Act (ARPA) of 2021. The funds must be used for costs incurred on or after March 3, 2021, be obligated by December 31, 2024, and expended by December 31, 2026. The following lists are items that SLFRF dollars **cannot** be used for:

- To directly or indirectly offset a reduction in net tax revenue
- Deposits into pension funds
- Debt service or replenishing financial reserves
- Satisfaction of settlements and judgements
- Any project that conflicts with ARPA statute, including laws around procurement

At the workshop, staff presented ideas in three broad categories: Core Infrastructure, Future Capital, and But for FRF. The Council generally agreed we should focus on capital and core infrastructure. Staff recalls discussion of using the funds in larger increments, such as in \$200,000 increments rather than a couple hundred here and there. Discussion at the workshop also was to allocate a sum of FRF dollars to parks. Minutes from the workshop are attached.

At the April 18, 2022 Council meeting, the Council passed Resolution 17:22 to elect the standard allowance available under the revenue loss provision of the Coronavirus SLFRF, under the ARPA. The standard allowance allowed the City to take the entire SLFRF award to be used under the revenue loss eligibility category. This allowed for the greatest flexibility in the use of the funds and assists in streamlining the reporting and compliance requirements. In general, the city can use the SLFRF on general government services and/or any other category allowed under the SLFRF.

At the June 20, 2022 Council meeting, the Council authorized the allocation of \$80,000 in ARPA Funds to the EDA to be used as a matching grant funds to eligible organizations or

businesses for the DEED Main Street Revitalization program. Therefore **\$1,388,097.57** in FRF funds remains to be allocated.

**Funding Recommendations:**

• ***Funding for Parks:*** Attached you will find:

- 2023 Capital budget from Park Board – Total net estimated cost - \$947,500.
- ARPA Fund Requests of the Park Board – Total estimated projects - \$1,005,000.

Total 2023 Park Board Capital Request \$1,952,500

• ***Core Infrastructure Projects:***

- **River Crossing Project** – Total estimated project cost \$1,212,975. This project is to replace the water pipe that goes across the Mississippi River.
- **Gully Remediation Project** – Total estimated project Cost \$835,428. At the July 18, 2022 Council meeting, the Council authorized Staff to apply for the Clean Water Funds Fiscal Year 2023 in the amount of \$630,000. 75% of the project costs would be funded with this grant and requires a 25% match. Estimated ARPA funds needed is \$208,857.

• ***Future Capital:***

- **2023 Capital** – Total estimated costs \$1,858,100. The current detailed listing of 2023 proposed capital is attached. Capital is an eligible use of ARPA funds. Since the 2023 capital budget hasn't been adopted, Staff thought Council could apply a dollar amount to the 2023 capital and Staff would adjust proposed capital budget accordingly.
- **Annex Repair & Maintenance** – Total estimated project cost \$478,344. The 2022 Budget included \$160,000 for the annex that will not be spent, therefore the ARPA funds needed is \$318,344.
- **Police Department HVAC** – 2 options:
  - Option 1 - Total estimated project cost \$140,000. This price is to replace the rooftop unit with a like unit that we currently have but it is gas fired. Staff was told that there is a 40 to 50-week lead time on receiving the unit.
  - Option 2 - Total estimated project cost \$330,000. This is the estimated cost to replace the current unit with 2 gas fired rooftop units. The benefit of having two units is that we are not relying on one unit

for the entire building, and it provides protection should one of the units fail. It is common practice to have a back-up unit for a building of this size, per contractor.

- **Rehab for Parks/Streets Facility** – Total estimated project cost \$175,000. This cost is from the facility study report and includes items that are not part of the current remodel project.

**Conclusion:**

At the workshop, Department Heads will be available to provide additional information on the projects mentioned above, and Staff is looking for recommendations from Council on how to spend the ARPA funds. Staff will then present an ARPA budget for the Council to adopt at an upcoming meeting.

Please complete the attached worksheet with your recommendation on how to allocate the ARPA funds based on the above projects.

Brainerd, MN  
February 28, 2022

Pursuant to due call and notice thereof, the State and Local Relief Funds Discussion 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 present: Pritschet, Stenglein, Erickson, O'Day, Johnson, and Bevans. Mayor Badeaux was noted as present. Council Member Stunek was noted as absent.

**Presentation and Discussion of Coronavirus State and Local Fiscal Recovery Funds (CLFRF)- Part of the American Rescue Plan Act of 2021 (ARPA)**

Finance Director Hillman gave a brief overview of the \$1,468,098 in funds that will be received from the State and Local Fiscal Recovery Funds and the eligible uses. She presented Staff's brainstorming session of possible uses in 3 categories: Core Infrastructure, Future Capital, and "But for" Fiscal Relief Funds. None of the presented projects have been vetted for eligibility.

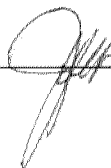
City Administrator Bergman requested guidance from the Council on the categories and how the Council would like to start determining how to allocate funding.

Council Discussion took place. All members had the chance to comment. Generally, all members agreed that capital and core infrastructure should be the focus as they are expenses that the City is already going to incur. However, members were interested in the possibility of funding childcare as well. All also agreed that there should be parks projects to consider that help to get youth outside, active, and encourage healthy habits.

Council directed staff to put a more specific list of projects with estimates and vetting through CliftonLarsonAllen to confirm the eligibility of use.

**Adjourn**

The Chair adjourned the workshop at 6:30 P.M.

  
Jennifer Bergman  
City Administrator

**Park Board Capital Budget:  
As of September 21, 2022**

	<b>Current Plan</b>
<b>Equipment</b>	
Snow Blower	\$ 4,000
Mower	22,000
Sod Cutter	5,000
Tress Replacement	25,000
Picnic Table/Grilling Station/Trash Can Replacement Program	15,000
Park Weed and Feed Program	25,000
Bench Installation Program	5,000
Park ADA Upgrades	25,000
Park Sign Replacements	5,000
Parks Security Cameras	6,500
<b>Bane Park</b>	
<b>Buffalo Hills Lions Park</b>	
<b>Buster Park</b>	
<b>Gregory Park</b>	
<b>Gustafson Park</b>	
<b>Jaycees Park</b>	
Concession/Warming House/Restroom	150,000
<b>Kiwanis Park</b>	
<b>Lum Park</b>	
Warehouse/Office Demo	15,000
Pavilion 1	30,000
Pavilion 2	30,000
<b>Meadows Park</b>	
<b>Memorial Park</b>	
Concession/Lockers/Restroom	150,000
Shelter	30,000
Lights	400,000
<b>Mills Field</b>	
<b>O'Brien Park</b>	
<b>Triangle Park</b>	
Shade Structure	10,000
<b>Rotary Park</b>	
	<b>\$ 952,500</b>
<b>Sale of Assets</b>	<b>\$ 5,000</b>
<b>Net Capital</b>	<b>\$ 947,500</b>

**September 6, 2022, Special Park Board Meeting**  
**Discussion of ARPA Fund Requests**

The Park Board respectfully requests the City Council's consideration of the following projects for ARPA funds. Board members discussed and chose projects that have community health and wellness in mind, projects that align with the Park Board's master park plans, and projects that would have the biggest impact on the community for residents and visitors alike to get more people into the parks on a year-round basis.

**Lum Park Campground**                      **\$150,000**

- Expand and improve the campground with additional RV sites and possible tent camping sites for bike trail users and river paddlers
- Generate additional revenue; the 2021 net campground revenue was \$47,000

**Jaycees Park\***                                      **\$200,000**

- Upgrade soccer field and parking area to accommodate growing YMCA youth programs
- Establish outdoor pleasure and hockey rinks and upgrade warming house for winter usage
- Develop park trail for year-round use and install horseshoe pits
- Plant trees to establish shady seating areas and replace trees lost in 2022 storms
- \*New playground was installed in 2022

**Memorial Park**                                      **\$125,000**

- Complete Phases 2 and 3 of the Master Plan that includes trails for year-round use, a disc golf course, and moving the Mills Field fence to provide more usable park space
- Plant trees to establish shady seating areas

**Lum Park Beach**                                      **\$150,000**

- Expand and improve the only swimming beach in the city park system for the enjoyment of residents, campground guests, and other visitors
- Add outdoor shower and additional picnic tables
- Add connecting pathways, beautification of transition from beach to grass areas, keep historic stone wall

**Kiwanis Park Clearing**                              **\$80,000**

- Clear brush and invasive species along Boom Lake and the Mississippi River
- Provide tables and benches for waterfront seating

**Skate Park**    **\$300,000**

- Contribute to fundraising efforts
- The Lakes Area Skate Park Association has raised less than \$100,000 towards this as well

**Total of Proposal: \$1,005,000**



## 2023 Proposed Capital

		<u>Subtotals</u>
<b>City Facilities</b>		
Annex	\$ 40,000	} \$ <b>150,000</b>
Office Furniture	10,000	
Generator	100,000	
<b>Administration</b>		
Scanner	3,600	} \$ <b>48,600</b>
Wage Study	45,000	
<b>Engineering</b>		
Leased 1/2 ton lease buildup	2,500	} \$ <b>5,000</b>
Leased 1/2 ton lease buildup	2,500	
<b>IT</b>		
Server Replacement	15,000	} \$ <b>115,000</b>
UPS (Battery Backup)	5,000	
Phone System	60,000	
Security Cameras	15,000	
Door Control Access	20,000	
<b>Police</b>		
Leased Squads Build Up	86,000	} \$ <b>89,000</b>
Office Furniture	3,000	
<b>Community Development</b>		
<b>Parks</b>		
Demo of Lum Park Offices	15,000	} \$ <b>952,500</b>
Lum Park - Pavilions	60,000	
Jaycees - Concession/Warming House/Restroom	150,000	
Memorial - Concession/Lockers/Restrooms	150,000	
Memorial - Shelter	30,000	
Walk behind snow blower	4,000	
Mower	22,000	
Sod Cutter	5,000	
Tree Replacement	25,000	
Picnic Table/Grilling Station/Trash Can Replacement	15,000	
Park Weed and Feed Program	25,000	
Bench Installation Program	5,000	
Park ADA Upgrades	25,000	
Park Sign Replacement	5,000	
Security Cameras	6,500	
Memorial Park Lights	400,000	
Triangle - Shade Structure	10,000	
<b>Fire</b>		
Purchase of Squad 1	35,000	} \$ <b>63,000</b>
Build up of leased Car 1	10,000	
Apparatus iPad Replacement	3,000	
Radios and Pagers	15,000	
<b>Streets</b>		
Tree Replacement	25,000	} \$ <b>435,000</b>
Motor Grader	385,000	
Garage Gate Opener	10,000	
Garage Cameras	15,000	
<b>Total</b>	<b>\$ 1,858,100</b>	