Brainerd, MN
February 3, 2014

7:15 P.M. – Showcasing Brainerd: Gary Kinney, "The Barn"

The Chair welcomed Mr. Gary Kinney, owner of "The Barn" restaurant in Brainerd. He stated that he is proud to be a part of the Brainerd area for many years and is proud to have two employees that have been working at the restaurant for over 20 years. He shared his gratitude for the many people from the community that bring in their children and grandchildren to see where they "used to eat" and discussed the beginning of the "Maid-Rite" sandwich as well as their homemade pies. He answered questions of the Council and the Chair thanked him for his presentation.

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 Vice-President Parks.

Upon roll call, the following members were noted present: Koep, Pritschet, Parks, and Borkenhagen. The following members were noted absent: Bevans, Scheeler, and Cumberland. Mayor Wallin was also noted as present.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND KEOP, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND KOEP TO ADOPT THE CONSENT CALENDAR AS PRESENTED.

A. **Approval of the Minutes of the Regular Meeting held on January 21, 2014, as distributed – Approved**

B. **Approval of Licenses – Approved**

1. Contractor's Licenses – 2 – Renewals

C. **Department Activity Reports – Approved**

1. Council President
2. Mayor
3. Fire Chief
3. Park Director

D. **Minnesota Lawful Gambling Application for Exempt Permit – Submitted by the Brainerd Jaycees for a Raffle to be held on August 2, 2014 at Kiwanis Park – Approved**

E. **Off-Sale Liquor License Transfer – NE Liquor/Scott Fisher to Baxter Liquor Mart/Paul Koering for the Period of February 24, 2014 through June 30, 2014 – Contingent on Submittal and Approval of Final Documents – Approved**

F. **Police Department – Officer Brady Prince – Complete 1-Year Probation – Change Employment Status from "Probationary" to "Regular" – Adjust Pay to the "2nd Year Officer" Rate – $4,708.72/month – Effective 01/21/2014 – Approved**

G. **Call for Applicants:**

Cable TV Advisory Committee – 2 Terms to Expire on 12/31/2016
Library Board – 2 Terms to Expire on 12/31/2019
Transportation Advisory Committee – 3 Terms to Expire on 12/31/2015

Upon roll call, members Pritschet, Borkenhagen, Koep and Parks voted, "aye." No Member voted "nay." The Chair declared the motion carried.

Approval of Bills – Recommended by the Personnel and Finance Committee

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BORKENHAGEN TO APPROVE PAYMENT OF THE BILLS AS RECOMMENDED BY THE PERSONNEL AND FINANCE COMMITTEE.

Upon roll call, members Pritschet, Borkenhagen, Koep and Parks voted, "aye." No Member voted "nay." The Chair declared the motion carried.

Council Committee Reports:

Personnel and Finance Committee

Transit Department – Resolution No. 09:14 Adopted – Authorizing Transit Department ITS (Intelligent Transportation System) Purchase

Per a memo included in the Packet from City Transit Coordinator Jay, the Council passed Resolution No. 33:13 last summer authorizing the transit department to purchase Intelligent Transportation System (ITS) software and related services for the dispatching and driver communication of all transit vehicles. The MN/DOT Office of Transit is requesting an updated resolution that reflects a change which authorizes approval of a proposal from RouteMatch whose program provides a single point of contact for support, ongoing maintenance and training for this system.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BORKENHAGEN TO ADOPT RESOLUTION NO. 09:14

RESOLUTION NO. 09:14

Upon roll call, members Pritschet, Borkenhagen, Koep and Parks voted, "aye." No Member voted "nay." The Chair declared the motion carried and the resolution adopted.

Renewal of City Prosecution Agreement – Effective January 1, 2015 through December 31, 2017 – Approved

Per a memo included in the Packet from City Administrator Goble, the City Misdemeanor Prosecutor is requesting the renewal of his contract to be effective January 1, 2015 through December 31, 2017. A copy of the agreement was also included in the Packet.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND KOEP, DULY CARRIED, TO APPROVE THE PROSECUTION AGREEMENT BETWEEN THE CITY OF BRAINERD AND MALLIE LAW OFFICE P.A. FOR THE PERIOD OF JANUARY 1, 2015 THROUGH DECEMBER 31, 2017, AS PRESENTED.

Resignation of City Administrator Goble – Effective February 21, 2014 with Last Working Day to be February 7, 2014 – Accept with Regret and Authorize Severance Pay – Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND KOEP, DULY CARRIED, TO ACCEPT, WITH REGRET, THE RESIGNATION OF CITY ADMINISTRATOR GOBLE EFFECTIVE FEBRUARY 21, 2014 WITH LAST WORKING DAY BEING FEBRUARY 7, 2014, AND TO AUTHORIZE SEVERANCE PAY PER CITY POLICY.

Police Department – Promotion of Julie McCullough to Police Administrative Supervisor Effective February 4, 2014 at a Starting and Base Wage of $4,753.31 – Approved

On January 21, 2014, Council authorized the creation of a Police Administrative Supervisor Position. The internal posting process has been completed with one application submitted; staff recommends the promotion of Julie McCullough to this position.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BORKENHAGEN, DULY CARRIED, TO AUTHORIZE THE PROMOTION OF MS. JULIE MCCOLLOUGH TO POLICE ADMINISTRATIVE SUPERVISOR EFFECTIVE FEBRUARY 4, 2014 AT A STARTING AND BASE WAGE OF $4,753.31 PER MONTH.

Unfinished Business

Mississippi River Partnership – Authorize Planning Department to Seek Applicants for Steering Committee – Approved

Per a memo from City Planner Ostgarden that was included in the Packet, at its December 16, 2013 meeting, the City Council authorized the contract with the University of MN Center for Rural Design (CRD) for the Mississippi River Partnership Plan. One of the 1st steps in the plan is to assemble a Riverfront Steering Committee.

MOVED AND SECONDED BY ALDERMEN BORKENHAGEN AND KOEP, DULY CARRIED, TO AUTHORIZE THE PLANNING DEPARTMENT TO SEEK APPLICATIONS FOR THE MISSISSIPPI RIVER PARTNERSHIP PLAN STEERING COMMITTEE.

New Business

Whittier School Building – Brainerd Public Schools Ownership Offer – Discussion of – Held Over

A letter was included in the Packet from Brainerd Public Schools inquiring with the City of Brainerd as to its interest in assuming ownership of this property and, if so, under what terms the City should consider securing this ownership.

MOVED AND SECONDED BY ALDERMEN BORKENHAGEN AND PRITSCHET, DULY CARRIED, TO HOLD THE ITEM OVER TO THE FEBRUARY 18, 2014 MEETING BASED ON THE LACK OF COUNCIL MEMBERS PRESENT.

MNDOT Grant for Sidewalk Construction – Resolution No. 10:14 Adopted Agreeing to Assume Full Responsibility for Operation and Maintenance and Resolution No. 11:14 Authorizing the City of Brainerd to Act as Transportation Alternative Project (TAP) Sponsoring Agency

A memo from City Planner Ostgarden included in the Packet requested the submission of a MNDOT Transportation Alternatives Program (TAP) grant application for the B371 corridor improvements from HWY 210 to Joseph Street which is planned for 2017 by MNDOT. The grant application requires resolutions of project support and for maintenance commitment; upon adoption of the resolutions, City Planner Ostgarden will contact local businesses and organizations in the community and/or that have property along the corridor seeking a letter of support.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BORKENHAGEN TO ADOPT RESOLUTION NO. 10:14 – AGREEING THAT THE CITY OF BRAINERD, AS SPONSORING AGENCY OF THE B371 JOSEPH STREET TO BUFFALO HILLS LANE PROJECT TAP PROJECT, AGREE TO ASSUME FULL RESPONSIBILITY FOR OPERATION AND MAINTENANCE OF PROPERTY AND FACILITIES WITHIN.

RESOLUTION NO. 10:14

Upon roll call, members Pritschet, Borkenhagen, Koep and Parks voted, “aye.” No Member voted “nay.” The Chair declared the motion carried and the resolution adopted.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND KOEP TO ADOPT RESOLUTION NO. 11:14 – AUTHORIZING THE CITY OF BRAINERD TO ACT AS TRANSPORTATION ALTERNATIVE PROJECT (TAP) SPONSORING AGENCY

RESOLUTION NO. 11:14

Upon roll call, members Pritschet, Borkenhagen, Koep and Parks voted, “aye.” No Member voted “nay.” The Chair declared the motion carried and the resolution adopted.

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO BEGIN ADDRESSING HOW THE CITY MIGHT WORK WITH AFFECTED RESIDENTS DURING THE PROJECT.

Public Forum.

None.

Reports

Mayor's Report

Mayor Wallin asked for a moment of silence for Officer Mike Lambert who unexpectantly passed away last weekend. He congratulated City Administrator Goble and Finance Director Hillman for receiving the City's 20th annual Certificate of Financial Excellence award. In closing, he asked for recognition of his dear friend, Andy Thomas, who passed away this week at the age of 101.

City Attorney's Report

City Attorney Quiring stated that he has nothing to report.

City Administrator's Report

City Administrator Goble stated that there is no movement on the Fire Department SAFETY grant. She thanked all staff and council members for the years she's worked here as this was her last City Council meeting. She stated that she looks forward to hearing of the City's future successes.

City Engineer's Report

City Engineer Hulsether stated that last Wednesday at the City Engineer conference, a plaque was presented to the City for the College Drive project as Project of the Year and that an honorable mention plaque was also received from ACEC. He requested that the next Council meeting include a presentation of the plaque to Anderson Brothers.

City Planner's Report

City Planner Ostgarden stated that the 1st Quarter 2014 newsletter is at the printer and should be in the mail this week.

Fire Chief's Report

Fire Chief Stunek was absent.

Park Director's Report

Park Director Sailer stated that he had nothing to add to his report.

Council Other Committee Reports

Council Member Koep discussed the LMC Elected Officials conference she had attended. She stated that a recommendation for Cities to develop a policy regarding emails between elected officials was discussed at the conference because of how it relates to the open meeting law and that the program from the conference is in the City Administrator's office.

Mayor Wallin stated that DVD's of the many slides he has accumulated over the years have been created by his daughter-in-law and include the remodeling of City Hall; he would like to have this shared during History Week.

Committee Recommendations – Recommended by Mayor Wallin

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE THE FOLLOWING COMMITTEE RECOMMENDATIONS, RECOMMENDED BY MAYOR WALLIN:

A. Charter Commission – Reappoint Kevin Stumpf – 4-Year Term to Expire 12/31/2017

B. Library Board – Reappoint Nicole Wolff and Chris Grossman – 6-Year Term to Expire 12/31/2019

C. Park Board – Reappoint Jackie Burkey – 5-Year Term to Expire 12/31/18

D. Public Utilities Commission – Reappoint Don Samuelson – 5-Year Term to Expire 12/31/2018

E. Transportation Advisory Committee – Reappoint Cori Wrobel, Sue Hilgart and Jeff Czeczok – 2-Year Term to Expire 12/31/2015

Committee Recommendations – Recommended by Council President Cumberland

MOVED AND SECONDED BY ALDERMEN BORKENHAGEN AND KOEP, DULY CARRIED, TO APPROVE THE COMMITTEE RECOMMENDATIONS AS RECOMMENDED BY COUNCIL PRESIDENT CUMBERLAND:

A. Airport Commission – Reappoint Andy Larson – 3-Year Term to Expire 12/31/2016

B. Planning Commission – Reappoint Angie Plantenberg and Appoint New Members Dolly Matten and Matthew Straw – 3-Year Term to Expire 12/31/2016

C. Police & Fire Civil Service Commission – Reappoint Bill Matthies, 3-Year Term to Expire 12/31/2016

Adjourn – To Closed Session Pursuant to M.S. 13D.05, Subd. 1(b) to Discuss Union Negotiation Strategies – 8:40 P.M.

The Council reconvened into open session at 8:56 P.M.

Approval of LELS Wage Adjustments – Resolution No. 12:14 Adopted

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BORKENHAGEN TO ADOPT RESOLUTION NO. 12:14 – APPROVING LELS WAGE ADJUSTMENTS AS PRESENTED EFFECTIVE 1/1/2014.

RESOLUTION NO. 12:14

Upon roll call, members Pritschet, Borkenhagen, Koep and Parks voted, “aye.” No Member voted “nay.” The Chair declared the motion carried and the resolution adopted.

Approval of BPU Wage Adjustments – Resolution No. 13:14 Adopted

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BORKENHAGEN TO ADOPT RESOLUTION NO. 13:14 – APPROVING BPU EMPLOYEE WAGES AS PRESENTED EFFECTIVE 1/1/2014.

RESOLUTION NO. 13:14

Upon roll call, members Pritschet, Borkenhagen, Koep and Parks voted, “aye.” No Member voted “nay.” The Chair declared the motion carried and the resolution adopted.

Adjourn – To the Oak Lawn Township Meeting to be held on Thursday, February 6, 2014 at P.M.

The Chair adjourned the meeting at 9:00 P.M.

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Theresa A. Goble
City Administrator