**Brainerd, MN**
**January 5, 2015**

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 City Administrator Wussow.

**Administer Oath of Office**

City Administrator Wussow administered Oath of Office to the following:

James E. Wallin - Mayor
Kelly Bevans – Alderman, Ward 2
Sue Hilgart – Alderman-at-Large
*Gabe Johnson – Administered Oath of Office on January 2, 2015

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

City Administrator Wussow opened the meeting with the Pledge of Allegiance to the Flag.

**Election of President of the Council for 2015-2016 – Alderman Scheeler Nominated as Council President – Approved**

City Administrator Wussow asked for nominations for Council President for the calendar years of 2015 and 2016.

Alderman Scheeler nominated himself.
Alderman Koep seconded Alderman Scheeler.
Alderman Bevans nominated Alderman Pritschet.
Alderman Pritschet seconded himself.

MOVED AND SECONDED BY ALDERMEN SCHEELER AND KOEP, DULY CARRIED, TO CLOSE NOMINATIONS.

Upon ballot vote, Alderman Pritschet and Alderman Bevans voted for Alderman Pritschet, and Aldermen Scheeler, Borkenhagen, Hilgart and Koep voted for Alderman Scheeler.

Alderman Gary Scheeler was declared Council President for the years of 2015 and 2016 and the meeting was turned over to him as Chair.

**Election of Vice-President of the Council for 2015-2016 – Alderman Pritschet Nominated as Council Vice-President – Approved**

Council President Scheeler asked for nominations for Council Vice-President for the calendar years of 2015 and 2016.

Alderman Koep nominated Alderman Pritschet.

MOVED AND SECONDED BY ALDERMEN KOEP AND HILGART, DULY CARRIED, THAT NOMINATIONS CEASE IN FAVOR OF A UNANIMOUS BALLOT ELECTING ALDERMAN DAVID PRITSCHET AS COUNCIL VICE PRESIDENT FOR THE YEARS 2015 AND 2016.

**Appointment of Council Committees – Council President**

Council President Scheeler assigned the following members to the Personnel and Finance Committee and the Safety and Public Works Committee:

Personnel and Finance Committee
Gabe Johnson, Dave Pritschet and Mary Koep as Chair

Safety and Public Works Committee
Sue Hilgart, Chip Borkenhagen and Kelly Bevans as Chair

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO APPROVE THE CONSENT CALENDAR AS PRESENTED.

**A. Approval of the Minutes of the Regular Meeting held on December 15, 2014, and the Special Meeting held on December 22, 2014, as distributed – Approved**

**B. Approval of 2015 Licenses – Recommended by City Administrator Wussow – Approved**

1. Contractor's Licenses – 1 – New
2. Contractor's Licenses – 23 – Renewals

**C. Department Reports – Approved**

1. Mayor's report of activities distributed to Council
2. Fire Chief's report of activities distributed to Mayor and Council
3. Park Director's report of activities distributed to Mayor and Council

**D. On Sale Liquor License Transfer – Shanna Gondringer dba Iron Rail Saloon to Jeanyne Alderson dba The Iron Rail – Approved**

**E. Safe Routes to School (SRTS) Application Resolutions**

- **Resolution No. 02:15 Adopted – Sponsoring Agency Resolution**
- **Resolution No. 03:15 Adopted – Agreeing to Maintain Facility**

**F. Designation of Brainerd Dispatch as Official Newspaper for Calendar Year 2015 – Required by Charter – Approved**

**G.** **Designation of Financial Institutions as Depositories for 2015: Bremer Bank, Wells Fargo, Lakewood Bank, US Bancorp, First National Bank of Deerwood, People's National Bank, Frandsen Bank & Trust, Riverwood Bank, RBC Wealth Management, 4M Money Market, PMA Financial Network, Inc. and Morgan Stanley – Approved**

**H.** **Resolution No. 01:15 Adopted – Signature Authorization for 2015 Capital Projects for the Brainerd Lakes Regional Airport**

**I.** **Reappointment of City Officials – Pursuant to Charter – Approved**

**A.** **City Engineer – Jeffrey M. Hulsether, P.E.**
**B.** **City Building Official – Timothy Caughey**
**C.** **City Attorney – Eric Quiring**

**J.** **Call for Applicants:**
**(Application Information at www.ci.brainerd.mn.us/boards/)**

Cable TV Advisory Committee – 1 Term to Expire on 12/31/2016
EDA – 1 Terms to Expire on 9/7/2020
Park Board – 1 Term to Expire on 12/31/2019

Upon roll call, members Pritschet, Bevans, Borkenhagen, Hilgart, Koep and Scheeler voted "aye." No member voted "nay." The Chair declared the motion carried.

**Approval of Bills (2014 Year End and January 5, 2015) and Transfer of Funds per Budget:**

1. **General Fund to Mayor's Contingency Fund #245 - $2,500**
2. **General Fund to IT Capital Fund #402 - $20,000**
3. **General Fund to Capital Fun #400 - $65,000**

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE THE PAYMENT OF BILLS AND TRANSFER OF FUNDS AS PRESENTED.

Upon roll call, members Pritschet, Bevans, Borkenhagen, Hilgart, Koep and Scheeler voted "aye." No member voted "nay." The Chair declared the motion carried.

**Payments to Contractors – (Approval of)**

| *Contractor/Entity* | *Project* | *Amount* | *Retained* |
|---|---|---|---|
| S.E.H. | Historic Water Tower | $2,589.56 | $0 |
| MN Dept of Transportation | Laurel Street Bridge | $2,611.87 | $0 |

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE THE PAYMENTS TO CONTRACTORS AS PRESENTED.

Upon roll call, members Pritschet, Bevans, Borkenhagen, Hilgart, Koep and Scheeler voted "aye." No member voted "nay." The Chair declared the motion carried.

**Unfinished Business**

**Public Hearing and Final Reading of Proposed Ordinance No. 1425 – Rezoning 705 South 6th Street – City Administrator Wussow Recommends Dispensing with the Actual Reading – Approved**

The Chair opened the Public Hearing at 7:42 P.M. No one came forward.

The Chair closed the Public Hearing at 7:43 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1425 – REZONING 705 SOUTH 6TH STREET, FURTHER TO DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT ORDINANCE NO. 1425 – REZONING 705 SOUTH 6TH STREET, AS PRESENTED.

**ORDINANCE NO. 1425**

Upon roll call, members Pritschet, Bevans, Borkenhagen, Hilgart, Koep and Scheeler voted "aye." No member voted "nay." The Chair declared the motion carried and the ordinance adopted.

**Public Hearing and Final Reading of Proposed Ordinance No. 1426 – Rezoning 2424 Business 371 South – City Administrator Wussow Recommends Dispensing with the Actual Reading – Approved**

The Chair opened the Public Hearing at 7:43 P.M.

The following citizen spoke to the item:

Mr. Sam Anderson, 2424 Business 371, Brainerd

The Chair closed the Public Hearing at 7:45 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1426 – REZONING 2424 BUSINESS 371 SOUTH; FURTHER TO DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT ORDINANCE NO. 1426 – REZONING 2424 BUSINESS 371 SOUTH, AS PRESENTED.

**ORDINANCE NO. 1426**

Upon roll call, members Pritschet, Bevans, Borkenhagen, Hilgart, Koep and Scheeler voted "aye." No member voted "nay." The Chair declared the motion carried and the ordinance adopted.

**Replacing Rental/Building Inspector Position – Held Over to January 20, 2015 with Alternatives to be Presented – Approved**

A number of documents illustrating the Department of Building Safety's functions and day-to-day operations were included in the Packet along with a memo from City Administrator Wussow relating to replacing the resigning Building/Rental Inspector.

Following Council discussion, the item was held over to the January 20, 2015 meeting to be presented with alternatives

**Insurance Coverage for City Volunteers – Refer to Personnel & Finance Committee – Approved**

At the December 15, 2014 Council meeting staff was directed to request a quote for accident coverage for volunteers from LMC. Per a memo included in the Packet from Finance Director Hillman, a quote has been received and further clarifications must be made before deciding on coverage.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO REFER THE OPTIONS FOR INSURANCE COVERAGE FOR CITY VOLUNTEERS TO THE PERSONNEL AND FINANCE COMMITTEE.

**Airport Utility Extension Consultant Selection Committee – Appoint Committee – Approved**

Per a memo from City Engineer Hulsether which was included in the Packet, qualifications from consulting firms are due Friday, January 16th with interviews to take place around January 21st. He requests that Council identify a selection committee to interview the consultants and make a recommendation to Council:

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO APPOINT THE FOLLOWING INDIVIDUALS TO THE AIRPORT UTILITY EXTENSION CONSULTANT SELECTION COMMITTEE:

*City Administrator Wussow*
*City Engineer Hulsether*
*Assistant City Engineer Freihammer*
*BPU Superintendent Magnuson*
*Council Member Scheeler*
*Council Member Hilgart*
*Council Member Borkenhagen*

**New Business**

**Crow Wing Soil and Water Conservation District Community-Centered Runoff Mini-Grant Application Submittal – Refer to the Personnel and Finance Committee – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO REFER THE CROW WING SOIL AND WATER CONSERVATION DISTRICT COMMUNITY-CENTERED RUNOFF MINI-GRANT APPLICATION SUBMITTAL TO THE PERSONNEL AND FINANCE COMMITTEE FOR CONSIDERATION AND RECOMMENDATION TO THE CITY COUNCIL.

**Council Work Session – Suggestion from Council Members Borkenhagen and Koep – Scheduled for Monday, January 12, 2015 at 6:00 P.M. in the City Hall 2nd Floor Conference Room – Approved**

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND HILGART, DULY CARRIED, TO SCHEDULE A COUNCIL WORK SESSION FOR 6:00 P.M. ON MONDAY, JANUARY 12, 2015 IN THE 2ND FLOOR CONFERENCE ROOM OF CITY HALL.

**Public Forum – None**

**Staff Reports – None**

**Council President, Mayor and Council Other Committee Reports – None**

**Committee Resignations – Accept with Regret – Effective 12/31/2014 – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF PARK BOARD MEMBER J.D. BERNS EFFECTIVE DECEMBER 31, 2014.

**Committee Recommendations – Recommended by Mayor Wallin**

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO RE-APPOINT THE FOLLOWING MEMBERS TO THE CHARTER COMMISSION FOR TERMS TO EXPIRE ON 12/31/2018: MR. DON SAMUELSON, MS. DOLLY MATTEN AND MS. CARLA STAFFON.

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO APPOINT MR. DALE PARKS TO THE EDA FOR A TERM TO EXPIRE ON 9/7/2020.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BEVANS TO APPOINT MS. DOLLY MATTEN TO THE BRAINERD PUBLIC UTILITIES COMMISSION FOR A TERM TO EXPIRE ON 12/31/2019.

Discussion was held by Council on the Mayor's recommendation for appointment.

MOVED AND SECONDED BY ALDERMEN KOEP AND HILGART, DULY CARRIED, TO TABLE THE MOTION TO APPOINT MS. MATTEN TO THE BPU TO THE JANUARY 20, 2015 CITY COUNCIL MEETING.

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO RE-APPOINT THE FOLLOWING MEMBERS TO THE RENTAL DWELLING BOARD OF APPEALS FOR TERMS TO EXPIRE ON 12/31/2016: MR. RICK FARGO, MR. TODD BARNETT, AND MS. TERESA HETTVER.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO APPOINT MR. DALE PARKS AND MS. KIMBERLY STRICKLAND TO THE TRANSPORTATION ADVISORY COMMITTEE FOR TERMS TO EXPIRE ON 12/31/2016.

**Council Liaison Appointments – Recommended by Mayor Wallin**

MOVED AND SECONDED BY ALDERMEN KOEP AND BEVANS TO APPOINT THE FOLLOWING LIAISON POSITIONS AS LISTED:

*Arboretum – Re-Appoint Mayor Wallin – Term Expires 12/31/2015*
*BLAEDC – Appoint Council Member Hilgart – Term to Expire 12/31/2015*
*Cable TV Advisory Committee – Re-Appoint Mary Koep – Term to Expire 12/31/2016*
*Charter Commission – Re-Appoint Kelly Bevans – Term to Expire 12/31/2018*
*Community Action – Re-Appoint Chip Borkenhagen – Term to Expire 12/31/2016*
*EDA – Re-Appoint Kelly Bevans – Term to Expire 12/31/2018*
*Park Board – Appoint Gabe Johnson – Term to Expire 12/31/2016*
*Transportation Advisory Committee – Appoint Sue Hilgart – Term to Expire 12/31/2016*
*Senior Center – Re-Appoint Chip Borkenhagen – Term to Expire 12/31/2016*

**Adjourn – 8:55 P.M. – To Closed Session Pursuant to M.S. 13D.05, Subd. 1(b) to Discuss Union Negotiation Strategies – Approved**

The Council reconvened into open session at 9:10 P.M.

The following motions were made:

MOVED AND SECONDED BY ALDERMEN BEVANS AND KOEP, DULY CARRIED, TO APPROVE THE 2015-2016 UNION CONTRACT BETWEEN THE CITY OF BRAINERD AND IUOE, LOCAL NO. 49 (STREET DEPARTMENT).

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO APPROVE THE MOU BETWEEN THE CITY OF BRAINERD AND UNITED STEELWORKERS, LOCAL NO. 11-0022 ON BEHALF OF THE BRAINERD PUBLIC UTILITIES BARGAINING UNIT RELATING TO HYDRO OPERATOR AND MECHANIC/HYDRO RELIEF BASE WAGES, HEALTH INSURANCE AND UNION CONTRACT EXTENSION TO 12/31/2016.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BRAINERD AND IBEW LOCAL #31 REPRESENTING BPU EMPLOYEES ADDRESSING EMPLOYMENT BENEFITS FOR UTILITIES ENGINEERING TECHNICIAN WHILE ATTENDING COLLEGE.

**Adjourn**

The Chair adjourned the meeting at 9:13 P.M.

Patrick Wussow
City Administrator