

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 Scheeler as Chair.

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

The Chair opened the meeting with the Pledge of Allegiance to the Flag.

The following changes were requested by Council members:

- Move the "Call for Applicants" off the Consent Calendar to the last item of Unfinished Business for this and all upcoming meetings.

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

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BEVANS TO ADOPT THE CONSENT CALENDAR AS AMENDED.

A. Approval of the Minutes of the Regular Meeting held on January 5, 2015 and the Special Meeting held on January 12, 2015, as distributed – Approved

B. Approval of Licenses – Approved

1. Contractor's Licenses – 2 – New
2. Contractor's Licenses – 22 – Renewals
3. Second Hand Goods Dealer – 1 – New:
Johnathan Michael Frink dba Central Coin
109 Washington St, Brainerd

C. Department Activity Reports – Approved

1. Mayor
2. Police Chief
3. Finance Director – Distributed to Council

D. Application for Temporary On-Sale 3.2% Malt Beverage (Beer) – Submitted by the Brainerd Jaycees for an Event to be held on January 24, 2015 at 11511 Northern Pacific Road, Brainerd – Approved

E. Resolution No. 05:14 Adopted – Accepting Donations & Contributions for 4th Quarter 2014

F. Fire Department – Paid On-Call Firefighter Successful Completion of Probation – Mr. Darin White – Advance from "Probationary" to "Regular" Status as Recommended by Fire Chief Stunek – Effective January 15, 2015 – Approved

G. Fire Department – Resignation of Paid On-Call Firefighter Matt Cordes – Effective January 13, 2015 – Accepted with Regret

H. Designation of Financial Institutions as Depositories for 2015: Blackridge Bank, Deerwood Bank, Neighborhood National Bank – Approved

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

Approval of Bills, Transfer of Funds and Payments to Contractors – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON TO APPROVE THE PAYMENT OF BILLS, TRANSFER OF FUNDS AND PAYMENTS TO CONTRACTORS AS RECOMMENDED BY THE PERSONNEL AND FINANCE COMMITTEE.

Presentation – St. Francis Church – Informational

Citizens of the St. Francis Church and School neighborhood as well as several representatives and concerned parents addressed the Council relating to safety concerns about the home across from the school (property address 812 Juniper Street).

Council Members discussed their concerns and committed to working with the community to resolve safety issues in this area of the City as well as the City as a whole.

Council Committee Reports

Personnel and Finance Committee Report

Crow Wing Soil and Water Conservation District Community-Centered Runoff Mini-Grant Application Submittal – (Referred to Committee at January 5, 2015 Meeting for Recommendation) – Authorize Application Submittal – Approved

Information provided in the Packet summarized estimated project costs for improving storm water and meeting current and future MS4 requirements including two rain garden projects. Staff recommends approval of the grant application to help fund these items.

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE APPLYING FOR THE SWCD RUNOFF MINI-GRANT AS PROPOSED.

Fire Department – Paid On-Call Officer Pay and Mileage Reimbursement – Approved

A recommendation for Paid On-Call officer pay and mileage reimbursement based on the federal mileage rates was included in the Packet from Fire Chief Stunek.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO APPROVE THE PAID ON-CALL OFFICER PAY AND MILEAGE REIMBURSEMENT AS RECOMMENDED BY FIRE CHIEF STUNEK.

Replacement of Rental/Building Inspector Position (Carried over from the January 5, 2015 Council Meeting) – Authorize to immediately begin the Process to Hire a Building Inspector – Approved

Per a memo from City Building Official Caughey which was included in the Packet staff requests approval to advertise for the Building Inspector to avoid a backlog in code enforcement, rental registration processes or inspections. Several documents were attached which summarized the history of this position.

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET TO REFER THIS ITEM BACK TO COMMITTEE TO DEVELOP A LIST OF PROS AND CONS OF HAVING A CONTRACTED VS. FULL-TIME EMPLOYEE AS THE CITY'S RENTAL/BUILDING INSPECTOR.

Upon roll call, member Koep voted "aye." Members Pritschet, Bevans, Johnson, Borkenhagen, Hilgart and Scheeler voted "nay." The Chair declared the motion failed.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BEVANS, DULY CARRIED, TO AUTHORIZE STAFF TO IMMEDIATELY BEGIN THE PROCESS OF HIRING A BUILDING INSPECTOR THAT ALSO OVERSEES THE RENTAL HOUSING PROGRAM.

Coverage for City Volunteers – Referred to Committee at January 5, 2015 Meeting for Recommendation – Authorize \$986 Annual Premium to be paid from the Unallocated Fund for Basic Accident Coverage for Volunteers as Proposed by the LMCIT – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO APPROVE THE "BASIC AND MEDICAL OPTIONS" ACCIDENT COVERAGE FOR VOLUNTEERS AS PROPOSED BY LMCIT FOR THE \$986 ANNUAL PREMIUM TO BE PAID FROM THE UNALLOCATED FUND.

Conflict of Interest Waiver for Airport Utility Project – Approve Contract and Authorize Signatures – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE AND AUTHORIZE PROPER SIGNATURES ON THE CONFLICT OF INTEREST WAIVER BETWEEN THE CITY OF BRAINERD, THE CITY OF BAXTER AND KENNEDY & GRAVEN RELATING TO THE AIRPORT UTILITY EXTENSION.

Law Enforcement at Airport – Contact Crow Wing County relating to Law Enforcement Concerns and Request a Meeting for Discussion – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO SEND A LETTER TO THE COUNTY TO MAKE THEM AWARE OF LAW ENFORCEMENT CONCERNS AT AIRPORT AND REQUESTING A MEETING FOR DISCUSSION WITH COMMITTEE OR COUNCIL AND FOR CONGRESSIONAL REPRESENTATIVES.

K-9 – Share with Crow Wing County and Baxter – No Action Taken

Council Discussion was held and it was determined that based on the many shared staffing and equipment situations which benefit Brainerd, Baxter and Crow Wing County, no action would be recommended at this time.

Date Set for Personnel and Finance Committee Workshop – March 4, 2015 4PM

Safety and Public Works Committee Report

Authorization to Advertise for Bids – Improvements 14-01 - 2015 Microsurfacing, Imp 14-10 - Sanitary Sewer Block 160, Improvement 15-02 - 2015 Seal Coat, and Improvement 15-04 - 2015 Crack Sealing – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO AUTHORIZE ADVERTISEMENT FOR BIDS/REQUEST QUOTES FOR THE FOLLOWING PROJECTS:

*IMPROVEMENT 14-01 – 2015 MICROSURFACING
IMPROVEMENT 14-10 – SANITARY BLOCK 160
IMPROVEMENT 15-02 – 2015 SEAL COAT
IMPROVEMENT 15-04 – 2015 CRACK SEALING*

Street Striping Agreement with Crow Wing County – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO APPROVE THE CONSTRUCTION COST SHARE AGREEMENT BETWEEN THE CITY OF BRAINERD AND CROW WING COUNTY ON PROJECT NO. CP 18-200-56 FOR ROADWAY PAVEMENT MARKINGS ON VARIOUS CITY OF BRAINERD STREETS.

MS4 Annual Public Hearing – Scheduled for Monday, March 2, 2015 at 7:30 pm – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO SET THE MS4 ANNUAL PUBLIC HEARING FOR MONDAY, MARCH 2, 2015 AT 7:30 P.M.

Petition for Street Vacation – Public Hearing Scheduled for Tuesday, February 17, 2015 at 7:30pm – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO SET A PUBLIC HEARING FOR TUESDAY, FEBRUARY 17, 2015 AT 7:30 P.M. FOR THE VACATION OF ROSEWOOD STREET.

Airport Utility Extension – Schedule Consultant Interviews – Set for Wednesday, January 21st and Thursday, January 22nd in the City Hall Conference Room – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO SCHEDULE THE INTERVIEWS FOR AIRPORT UTILITY EXTENSION CONSULTANTS FOR JANUARY 21ST AND JANUARY 22ND IN THE CITY HALL CONFERENCE ROOM.

Resolution No. 04:15 Adopted – Adjusting Connection Charges

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN TO ADOPT RESOLUTION NO. 04:15 – ESTABLISHING CONNECTION CHARGES.

RESOLUTION NO. 04:15

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

Right-of-Way Encroachments – No Action Taken

Unfinished Business

Public Hearing – Final Reading and Adoption of Proposed Ordinance No. 1424 – An Ordinance Amending Section 715 of the Brainerd City Code re Storm Sewer Utility – City Administrator Wussow Recommends Dispensing with the Actual Reading – Approved

The Chair opened the Public Hearing at 9:15 P.M. No one came forward.

The Chair closed the Public Hearing at 9:16 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1424 – AN ORDINANCE AMENDING SECTION 715 OF THE BRAINERD CITY CODE RE STORM SEWER UTILITY; FURTHER TO DISPENSE WITH THE ACTUAL READING.

ORDINANCE NO. 1424

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART TO ADOPT ORDINANCE NO. 1424 – AN ORDINANCE AMENDING SECTION 715 OF THE BRAINERD CITY CODE RE STORM SEWER UTILITY.

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

Brainerd Public Utilities Commission Appointment – Tabled from January 5, 2015 Meeting – Appointed Ms. Dolly Matten to the Brainerd Public Utilities Commission for a Term to Expire on December 31, 2019 and Accepted Ms. Matten’s Resignation from the Planning Commission and Charter Commission based on Brainerd City Charter Section 6 Requirements

Mayor Wallin stated that he stands behind his original recommendation of Ms. Dolly Matten to fill the vacant spot on the Brainerd Public Utilities Commission.

Discussion was held by Council.

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 DECEMBER 31, 2019.

Upon roll call, members Pritschet, Bevans, Johnson and Borkenhagen voted “aye.” Members Hilgart, Koep and Scheeler voted “nay.” The Chair declared the motion carried.

Discussion was held by Council relating to Brainerd City Charter Section 6 which states, *“Provided, however, that no elective or appointive person holding office in the City of Brainerd may be appointed to the Public Utilities Commission”* and how this affects not only Ms. Matten and the boards she currently serves on but two other members of the Brainerd Public Utilities Commission who serve on other boards.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO ACCEPT THE RESIGNATION OF MS. DOLLY MATTEN FROM THE PLANNING COMMISSION AND CHARTER COMMISSION IMMEDIATELY IN ORDER TO SERVE ON THE BRAINERD PUBLIC UTILITIES COMMISSION IN ACCORDANCE WITH BRAINERD CITY CHARTER SECTION 6.

2015 Boards and Commissions:

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO APPROVE THE FOLLOWING APPOINTMENTS:

Mayor Recommended

- *Carla Staffon – Reappointment to Charter Commission for a term to expire 12/31/2018*
- *Dale Parks – Appointment to the Economic Development Authority for a term to expire on 9/7/2020*
- *Dale Parks – Appointment to the Park Board for a term to expire on 12/31/2019*

Council President Recommended

- *Ray Charpentier – Reappointment to the Police & Fire Civil Service Commission for a term to expire 12/31/2017*
- *Dale Parks – Appointment to the Police & Fire Civil Service Commission for a term to expire 12/31/2015*

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND JOHNSON, DULY CARRIED, TO APPROVE THE FOLLOWING COUNCIL LIAISON APPOINTMENTS:

Mayor Recommended

- *Alderman Johnson to the HRA*
- *Alderman Pritschet to Region 5*
- *Alderman Scheeler to the Senior Center*

Council President Recommended

- *Alderman Scheeler to the Airport Commission*
- *Alderman Hilgart to the Fire Advisory Board*
- *Alderman Pritschet to the Planning Commission*

Call for Applicants – Informational (See www.ci.brainerd.mn.us to apply)

Cable TV Advisory Committee – 1 Term to Expire on 12/31/2016

Charter Commission – Two Terms to Expire on 12/31/2018

EDA – 1 Term to Expire on 9/7/2020

HRA – 1 Term to Expire on 6/6/2017

Planning Commission – 1 Term to Expire on 12/31/2016

Rental Dwelling Board of Appeals:

1 Tenant & 1 General Public Representative – Terms to Expire 12/31/2016

Public Forum

None.

Staff Reports – Written

Council President, Mayor and Council Other Committee Reports

Mayor Wallin – Present GFOA Certificate of Achievement for Excellence in Financial Reporting to Finance Director Hillman.

Adjourn – To Year in Review Event to be held at 6:00 P.M. on Monday, January 26, 2015 at Yesterday's Gone.

The Chair adjourned the meeting at 9:55P.M.

Patrick Wussow
City Administrator