

CITY COUNCIL AGENDA

Brainerd, Minnesota

March 16, 2015

7:30 P.M.

Brainerd City Hall

Council Chambers

_____ Mayor Wallin
_____ K. Bevans
_____ G. Johnson
_____ C. Borkenhagen
_____ S. Hilgart
_____ M. Koep
_____ D. Pritschet
_____ G. Scheeler

1. Call to Order

2. Roll Call

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 – ADOPTED BY ROLL CALL VOTE

A. Approval of the Minutes of the Regular Meeting held on March 2, 2015, and the Personnel and Finance Committee Workshop held on March 4, 2015, as distributed – (see draft minutes)

B. Approval of Licenses

1. Contractor's Licenses – 2 – New – (see list)
2. Contractor's Licenses – 4 – Renewals – (see list)
3. Second Hand Goods Dealer:
Sean Patrick Johnson dba The Gold Spot, LLC
415 Washington Street NE
Brainerd, MN 56401
4. Retail License to Sell 3.2 % Malt Beverage (Beer) and Wine "On Sale"
Nicholas Ryan O'Reilly dba Brick House Pizza, Bread & Bagel
302 Washington Street
Brainerd, MN 56401

C. Department Activity Reports

1. Mayor – (see report)
2. Police Chief – (see report)
3. Finance Director – (distributed to Mayor and Council)

D. Minnesota Lawful Gambling – Application for Exempt Permit – Submitted by Brainerd Area Amateur Radio Club for a Raffle to be held on April 18, 2015 at the Minnesota Army National Guard Armory, 1115 Wright Street, Brainerd – Approval of

6. Presentation – Crow Wing County Sheriff Dahl

7. Council Committee Reports

A. Safety and Public Works Committee Report
(Meets 3/16/15 at 7:15 P.M. in City Hall Council Chambers)

- 1. Improvement 14-15 – Airport Utility Extension – Project Management Team Meeting Dates – (see memo and supporting documents) – Voice Vote**
- 2. Set Public Hearing to Consider Vacation of Century Court – (see memo and supporting documents) – Voice Vote**
- 3. Spring Street Tour – (discussion of)**

B. Personnel and Finance Committee Report
(Meets 3/16/2015 at 6:15 P.M. in City Hall 2nd Floor Conference Room)

- 1. Approval of Bills, Transfer of Funds & Payments to Contractors:**
 - a. Ratification of the Approval of Bills from the March 2, 2015 Council Meeting – (see memo) – ROLL CALL VOTE**
 - b. Approval of March 16, 2015 Bills, Transfers & Payments to Contractors – ROLL CALL VOTE**

General Fund to Public Safety Fund	\$250,000
General Fund to Park Fund	\$20,000
General Fund to Street & Sewer Fund	\$55,000
General Fund to Airport Fund	<u>\$12,960</u>
	\$337,960

Contractor	IMP #	Project	Amount	Retained
MnDot	13-16	SRTS Garfield	\$103.17	\$0
SEH	14-81	Historic Water Tower	\$438.58	\$0
WSB & Assoc.	05-01	College Drive	\$351.00	\$0

2. City's Salary Administration Plan – Informational

3. Parks Department – Ratification of Hiring Panel Recommendation to Authorize a Conditional Job offer to Mr. Joseph Koering for the Park Maintenance Position – Contingent on Successful Completion of all Pre-Employment Exams with a Tentative Start Date of March 30, 2015 at \$21.35 per hour (\$20 less per hour than base during the six-month probationary period) – Approval of – (see memo) – Voice Vote
4. Fire Department
 - a. Resignation of Paid On-Call Firefighter Clinton Headley, Effective 3/9/2015 – Accept with Regret – (see memo) – Voice Vote
 - b. Purchase of Equipment – (see memo) – Voice Vote
5. Police Department:
 - a. Authorize Sale of CSO Truck – (see memo) – Voice Vote
 - b. Authorize Hiring of CSO – (see memo) – Voice Vote
6. Parking Lot Fund Discussion – (see memo)
7. Airport Security Update – (see memo)
8. Approval of Financial Plan Form – (see memo) – Voice Vote
9. Personnel & Finance Committee Workshop Recap – Informational
10. Set Date for Next Personnel & Finance Committee Workshop – (see memo) – Voice Vote
11. Other

8. Unfinished Business

- A. Public Hearing – Final Reading/Adoption of Proposed Ordinance No. 1429 – An Ordinance Amending Section 1015 of the Brainerd City Code – Zoning and Subdivision Fees: Special Provisions – City Administrator Wussow Recommends Dispensing with the Actual Reading – (See Proposed Ordinance) – Voice Vote for Final Reading and ROLL CALL VOTE for Adoption
- B. Public Hearing – Final Reading/Adoption of Proposed Ordinance No. 1430 – An Ordinance Amending Brainerd City Code Section 421 – Uniform Fire Code – City Administrator Wussow Recommends Dispensing with the Actual Reading – (See Proposed Ordinance) – Voice Vote for Final Reading and ROLL CALL VOTE for Adoption
- C. Adopt Resolution Establishing Fees Relating to City Code Sections 421.05 and 425.06 – Uniform Fire Code – (See Proposed Resolution) – ROLL CALL VOTE

D. Public Hearing – Final Reading/Adoption of Proposed Ordinance No. 1431 – An Ordinance Amending Section 1015 of the Brainerd City Code – Building Permit Fees – City Administrator Wussow Recommends Dispensing with the Actual Reading – (See Proposed Ordinance) – Voice Vote for Final Reading and ROLL CALL VOTE for Adoption

E. Call for Applicants – Informational:
(Application Information at www.ci.brainerd.mn.us/boards/)

Cable TV Advisory Committee – 2 Terms to Expire on 12/31/2016 & 12/31/2017

Charter Commission – 2 Terms to Expire on 12/31/2018

EDA – 1 Term to Expire on 9/7/2020

Rental Dwelling Board of Appeals:

9. Public Forum: Time allocated for citizens to bring matters not on the agenda to the attention of the Council – Time limits may be imposed.

10. Staff Reports – Written
(Verbal: Any Updates since Packet)

11. Council President, Mayor and Council Other Committee Reports

12. Adjourn:

- **To the Paper Task Force Meeting to be held on March 18, 2015 at 7:30 A.M. at B.I.C.**
- **To the Community Meeting on South 6th Street Renovation to be held on March 20, 2015 from 7:30 A.M. to 9:30 A.M. at the CTC Room at Brainerd Lakes Chamber, 224 West Washington Street**
- **To the City Council Workshop to be held on March 23, 2015 from 6:00 P.M. to 9:00 P.M. in the City Hall Council Chambers**
- **To the Fire Department Open House to be held at the Brainerd Fire Department on Wednesday, March 25, 2015 from 4:00 P.M. to 7:00 P.M.**

NOTE: Safety and Public Works Committee will meet at 7:15 P.M.
Personnel and Finance Committee will meet at 6:15 P.M.

**ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS,
PLEASE CALL 828-2307.**

Visit the City's website at www.ci.brainerd.mn.us

MISSION

“Provide high quality, cost effective public services and leadership in creating a sustainable city”

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

Monday, March 16, 2015
7:15 p.m.
City Council Chambers

1. Improvement 14-15 – Airport Utility Extension – Project Management Team Meeting Dates – (see attachment)

2. Set Public Hearing to Consider Vacation of Century Court – (see attachment)

3. Spring Street Tour – discussion of

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

March 16, 2015
City Hall Conference Room
6:15 P.M.

1. Approval of Bills, Transfer of Funds & Payments to Contractors:

- a. Ratification of the Approval of Bills from the March 2, 2015 Council Meeting – (see memo)
- b. General Fund to Public Safety Fund \$250,000
General Fund to Park Fund \$20,000
General Fund to Street & Sewer Fund \$55,000
General Fund to Airport Fund \$12,960
\$337,960

Contractor	IMP #	Project	Amount	Retained
MnDot	13-16	SRTS Garfield	\$103.17	\$0
SEH	14-81	Historic Water Tower	\$438.58	\$0
WSB & Assoc.	05-01	College Drive	\$351.00	\$0

2. City's Salary Administration Plan – Informational

3. Parks Department – Ratification of Hiring Panel Recommendation to Authorize a Conditional Job offer to Mr. Joseph Koering for the Park Maintenance Position – Contingent on Successful Completion of all Pre-Employment Exams with a Tentative Start Date of March 30, 2015 at \$21.35 per hour (\$.20 less per hour than base during the six-month probationary period) – Approval of – (see memo)

4. Fire Department

- a. Resignation of Paid On-Call Firefighter Clinton Headley, Effective 3/9/2015 – Accept with Regret – (see memo)
- b. Purchase of Equipment – (see memo)

5. Police Department:

- a. Authorize Sale of CSO Truck – (see memo)
- b. Authorize Hiring of CSO – (see memo)

6. Parking Lot Fund Discussion – (see memo)

7. Airport Security Update – (see memo)

8. Approval of Financial Plan Form – (see memo)

9. Personnel & Finance Committee Workshop Recap – Informational

10. Set Date for Next Personnel & Finance Committee Workshop – (see memo)

11. Other