

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.

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

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

Council Member Bevans requested the addition of, "Application to Conduct Excluded Bingo" to the end of the Personnel and Finance Committee Agenda and noted the deletion of the Presentation from Crow Wing County Sheriff Dahl which was per Sheriff Dahl's request.

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

Alderman Koep requested a change to her statement on page 5 of the March 2, 2015 City Council minutes. She asked that it be changed to, "Council Member Koep stated her opposition because it does not require that the cost of the project to the property owner be based on the benefit to the owner."

MOVED AND SECONDED BY ALDERMEN KOEP AND BEVANS TO ADOPT THE CONSENT CALENDAR WITH THE AMENDMENT TO THE MARCH 2, 2015 MINUTES AS REQUESTED.

A. Approval of the Minutes of the Regular Meeting held on March 2, 2015, and as Amended and the Personnel and Finance Committee Workshop held on March 4, 2015, as distributed – Approved

B. Approval of Licenses – Approved

1. Contractor's Licenses – 2 – New
2. Contractor's Licenses – 4 – Renewals
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 – Approved

1. Mayor
2. Police Chief
3. Finance Director

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 – Approved

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

Presentation – Crow Wing County Sheriff Dahl – (Removed per Sheriff Dahl’s request)

Council Committee Reports

Safety and Public Works Committee Report

Improvement 14-15 – Airport Utility Extension – Project Management Team Meeting Dates – Informational

City Engineer Hulsether requested the following tentative meeting dates for the Project Management Team (PMT) for the Airport Utility Extension Project be announced. All meetings will take place at 10:00 A.M. in the City Hall Conference Room:

April 3, 2015
April 17, 2015
May 1, 2015
May 15, 2015
May 22, 2015

Minutes for these meetings will be prepared and distributed by SEH.

Set Public Hearing to Consider Vacation of Century Court – To be held on Monday, April 20, 2015 at 7:30 P.M. – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO HOLD A PUBLIC HEARING ON MONDAY, APRIL 20, 2015 AT 7:30 P.M. TO CONSIDER THE VACATION OF CENTURY COURT.

Spring Street Tour – Informational

The Committee will have a tour earlier in the year than it has been in the past. A date is yet to be determined.

Safe Routes to School Update – Informational

City Engineer Hulsether updated the Council, stating that the City's project was the top project for Region 5 and that there is a good chance that Federal Funding will be received for the 2019 project.

Personnel and Finance Committee Report

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

Ratification of the Approval of Bills from the March 2, 2015 Council Meeting – Approved

Official Council action was not taken at the March 2, 2015 meeting to adopt the bills.

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET TO AUTHORIZE THE PAYMENT OF BILLS PRESENTED AT THE MARCH 2, 2015 MEETING AS RECOMMENDED BY THE PERSONNEL AND FINANCE COMMITTEE.

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

Approval of March 16, 2015 Bills, Transfers & Payments to Contractors – Approved

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

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

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Retained</u>
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

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

City's Salary Administration Plan – Informational

Personnel and Finance Committee Chair Koep reported that Human Resource Coordinator Schubert had presented information on the City's Hiring and Wage Progression Step process. The presentation was distributed to Council Members at the meeting.

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 plus an additional 1/3 for benefits) – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO RATIFY THE 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 PLUS AN ADDITIONAL 1/3 FOR BENEFITS).

Fire Department:

Resignation of Paid On-Call Firefighter Clinton Headley, Effective 3/9/2015 – Accepted with Regret

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF PAID ON-CALL FIREFIGHTER CLINTON HEADLEY, EFFECTIVE 3/9/2015.

Purchase of Equipment – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE THE FIRE DEPARTMENT'S USE OF \$22,515 OF THE FIRE OPERATING BUDGET FOR THE PURCHASE OF THE FOLLOWING ITEMS:

- SEVEN (7) SETS OF PERSONNEL PROTECTIVE EQUIPMENT (PPE) (\$15,500)
- EIGHTEEN (19-8) PAIRS OF RUBBER BOOTS (\$2,575)
- SIX (6) SECTIONS OF HEIMAN SUPREME 1 ¾ 50 FOOT SECTIONS OF HOSE (\$780)
- SIX SECTIONS OF LARGER DIAMETER HOSE (\$3,660)

Authorize the Hiring of Up To Seven (7) Paid On Call Firefighters – Approved

Committee Chair Koep added the following item to the agenda.

Per Personnel and Finance Committee Chair Koep, the Brainerd Fire Department Relief Association bylaws allow for up to 40 Paid On Call Firefighters to be employed by the City and that there are currently 30 on staff.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO AUTHORIZE THE HIRING OF UP TO SEVEN (7) PAID ON CALL FIREFIGHTERS.

Police Department:

Authorize Sale of Decommissioned 1997 Ford Ranger Police Department CSO Truck – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO AUTHORIZE THE SALE OF THE POLICE DEPARTMENT'S DECOMMISSIONED 1997 FORD RANGER COMMUNITY SERVICE OFFICER (CSO) TRUCK.

Authorize Hiring of One Community Service Officer (CSO) – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE THE HIRING OF ONE COMMUNITY SERVICE OFFICER (CSO) AS RECOMMENDED BY THE POLICE CHIEF; THIS WILL MAINTAIN THE CSO LEVEL AT FOUR.

Parking Lot Fund Discussion – Authorize Staff to Negotiate Lower Lease Rate – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE STAFF TO NEGOTIATE A LOWER LEASE RATE WITH BNSF FOR THEIR PARKING LOT ALONG FRONT STREET FOR WHICH THE CITY MANAGES RENTALS.

Airport Security Update – Informational

It was noted that there is a meeting of the Crow Wing County Committee of the Whole to be held on Tuesday, March 17, 2015 at 9:00 A.M. at the Crow Wing County Historic Courthouse County Board Room. The item, "Airport Security – Mary Koep" is included on the agenda.

Council will adjourn to this meeting.

Approval of Financial Note – Require Submittal of Proposed Form by Department Heads Placing Items on City Council Agendas – Approved

At the February 17, 2015 Council meeting a policy was established requiring a financial note for all projects. Staff prepared a proposed form to comply with this request which was attached to the Packet for review and approval.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO REQUIRE THE USE OF THE "BRAINERD CITY COUNCIL AGENDA REQUEST" FORM BY DEPARTMENT HEADS PLACING ITEMS ON COUNCIL AGENDAS IN ORDER TO COMPLY WITH THE FISCAL NOTE REQUIREMENT.

Personnel & Finance Committee Workshop Recap – Informational

Personnel and Finance Committee Chair Koep summarized the meeting which had taken place on March 4, 2015, stating that two hours of discussion on governmental accounting, City of Brainerd's funds, debt levy calculation and the budget process had taken place.

Set Date for Next Personnel & Finance Committee Workshop – May 12, 2015 at 4:00 P.M.

The topic will be a more in-depth review of the City's salary administration plan and the consideration of any changes to steps and longevity.

Authorize Hiring of Summer Interns for Engineering Department – Two Street and Sewer Department Temporary Laborers, One GIS/IT Summer Intern, One Inspections Department Code Enforcement Intern and One Engineering Aid Intern – Approved

This item was added to the agenda. A memo was distributed at the meeting.

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE THE FILLING OF THE FOLLOWING TEMPORARY SUMMER POSITIONS AS REQUESTED BY CITY ENGINEER HULSETH:

- Two (2) Street and Sewer Department Temporary Laborers (\$10/hour)
- One (1) GIS/IT Summer Intern (\$10-\$12/hour)
- One (1) Inspections Department Code Enforcement Intern (\$10-\$12/hour)
- One (1) Engineering Aid Intern (\$10/hour)

Minnesota Lawful Gambling – Application to Conduct Excluded Bingo – Submitted by the LumberJacks and Jills Club for Bingo Events to be held on April 15, 2015 and November 18, 2015 at the American Legion Post 255, 708 Front Street, Brainerd – Approved

This item was added to the agenda.

MOVED AND SECONDED BY ALDERMEN KOEP AND HILGART, DULY CARRIED, TO APPROVE THE GAMBLING APPLICATION AS SUBMITTED BY THE LUMBERJACKS AND JILLS CLUB FOR BINGO EVENTS TO BE HELD ON APRIL 15, 2015 AND NOVEMBER 18, 2015 AT THE AMERICAN LEGION POST 255, 708 FRONT STREET, BRAINERD.

Unfinished Business

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 – Approved

The Chair opened the Public Hearing at 8:00. No one came forward. The Chair closed the Public Hearing at 8:01 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1429 – AN ORDINANCE AMENDING SECTION 1015 OF THE BRAINERD CITY CODE – ZONING AND SUBDIVISION FEES: SPECIAL PROVISIONS; FURTHER TO DISPENSE WITH THE ACTUAL READING.

Members Bevans, Hilgart, Koep, Pritschet and Scheeler voted “aye.” Member Johnson voted “nay.” The Chair declared the motion carried.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT ORDINANCE NO. 1429 – AN ORDINANCE AMENDING SECTION 1015 OF THE BRAINERD CITY CODE – ZONING AND SUBDIVISION FEES: SPECIAL PROVISIONS.

ORDINANCE NO. 1429

Upon roll call, members Bevans, Pritschet and Scheeler voted “aye.” Members Johnson Hilgart and Koep voted “nay.” The Mayor broke the tie with an “aye” vote. The Chair declared the motion carried and the ordinance adopted.

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 – Approved

The Chair opened the Public Hearing at 8:03 P.M. No one came forward. The Chair closed the Public Hearing at 8:04 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1430 – AN ORDINANCE AMENDING BRAINERD CITY CODE SECTION 421 – UNIFORM FIRE CODE; FURTHER TO DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT ORDINANCE NO. 1430 – AN ORDINANCE AMENDING BRAINERD CITY CODE SECTION 421 – UNIFORM FIRE CODE.

ORDINANCE NO 1430

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

Resolution No. 12:15 Adopted – Establishing Fees Relating to City Code Sections 421.05 and 425.06 – Uniform Fire Code

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT RESOLUTION NO. 12:15 – ESTABLISHING FEES RELATING TO CITY CODE SECTIONS 421.05 AND 425.06 – UNIFORM FIRE CODE.

RESOLUTION NO. 12:15

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

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 – Approved

The Chair opened the Public Hearing at 8:05 P.M. No one came forward. The Chair closed the Public Hearing at 8:06 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1431 – AN

ORDINANCE AMENDING SECTION 1015 OF THE BRAINERD CITY CODE – BUILDING PERMIT FEES; FURTHER TO DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT ORDINANCE NO. 1430 – AN ORDINANCE AMENDING BRAINERD CITY CODE SECTION 421 – UNIFORM FIRE CODE.

ORDINANCE NO 1431

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

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:

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

Public Forum: No one came forward to speak.

Council President, Mayor and Council Other Committee Reports

Mayor Wallin talked about the event that was held on March 15th at First Baptist Church recognizing Community Service.

Alderman Koep updated the Council on Brainerd’s History Week planned for the summer of 2015 which will include a tour of historic homes, a pie social and many other events.

Alderman Pritschet handed out a summary of the Region 5 meeting to Council Members. He congratulated the Brainerd High School Adapted Floor Hockey team for their 3rd place finish at the State tournament.

Alderman Scheeler recognized that Brainerd Dispatch reporter Jessie Perrine will be taking on a new position at CLC. He gave an update that mediation continues on the Dam project. He reported that he contacted Bahr Engineering on getting funding from DNR and was told that BPU’s Todd Wicklund and Scott Magnuson would be his source. He also reported that the new owner of his former business, Brainerd Country Power, is M&M Express Sales and Service.

Adjourn:

- **To the Crow Wing County Committee of the Whole to be held on Tuesday, March 17, 2015 at 9:00 A.M. at the Crow Wing County Historic Courthouse.**
- **To the Paper Task Force Meeting to be held on Wednesday, 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 Friday, 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 Monday, 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.

The Chair adjourned the meeting at 8:20 P.M.

Patrick Wussow
City Administrator