

CITY COUNCIL AGENDA

Brainerd, Minnesota

May 18, 2015

7:30 P.M.

Brainerd City Hall

Council Chambers

____ Mayor Wallin
____ G. Johnson
____ C. Borkenhagen
____ S. Hilgart
____ M. Koep
____ D. Pritschet
____ K. Bevans
____ 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 to adopt by ROLL CALL VOTE.

A. Approval of the Minutes of the Regular Meeting held on May 4, 2015 and the Personnel & Finance Committee Meeting held on May 12, 2015, as distributed

B. Approval of Licenses – (See Attachments)

1. Contractor's Licenses – 1 – New
2. Contractor's Licenses – 8 – Renewals
3. 2nd Hand Goods – 1 – New:
E.L. Menk Jewelers, 623 Laurel Street, Brainerd MN

C. Department Activity Reports – (See Attachment)

1. Mayor
2. Police Chief
3. Finance Director

- D. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by Ski Gull, Inc. for a Raffle to be held at the NP Event Space on September 24, 2015 – Approval of – (See Application)**
- E. Temporary On-Sale Liquor License – Submitted by the Brainerd American Legion for an Event to be held at the NP Event Space on June 20, 2015 – Approval of – (See Application)**
- 6. Presentation – Wellness Committee Update – City of Brainerd Human Resource Coordinator Kris Schubert and Recreation Coordinator Katie Kaufman**
- 7. Council Committee Reports**
- A. Personnel and Finance Committee Report**
- 1. Approval of Bills, Transfer of Funds & Payments to Contractors – ROLL CALL VOTE**
- | | |
|-------------------------------------|------------------|
| General Fund to Public Safety Fund | \$120,000 |
| General Fund to Park Fund | \$ 65,000 |
| General Fund to Street & Sewer Fund | \$ 40,000 |
| General Fund to Airport Fund | <u>\$ 12,960</u> |
| | \$237,960 |
- | Contractor | IMP # | Project | Amount | Retained |
|------------|-------|-------------------------|---------|----------|
| KLD | 15-14 | Survey Work – Wright St | \$1,300 | N/A |
- 2. Discussion of Debt Refunding – Voice Vote**
- 3. Request Authorization for Out of State Travel for Police Officer – Voice Vote**
- 4. Leave of Absence Request- Paid On-Call Firefighter – Voice Vote**
- 5. Creation of Procurement Policy – Voice Vote**
- 6. Update on Current TIF Districts – Discussion Item**
- 7. 2013 CIP Update**
- a) Phone System – Discussion Item**
- b) Generator Purchase – Voice Vote**
- 8. Riverwalk Sub Agreement with HRA – Voice Vote**
- 9. Update on City Administrator Search – Discussion Item**
- 10. Summary of the 5/12/15 Special Personnel and Finance Committee Workshop – Discussion Item**

11. Set Date for Next Personnel and Finance Committee Workshop – Discussion Item

B. Safety and Public Works Committee Report

- 1. Transit Bus Purchase – Adopt Resolution – ROLL CALL VOTE**
- 2. Transit Bus Disposal – Voice Vote**
- 3. Safe Route to School TAP Funding – Discussion Item**
- 4. Improvement 13-06 – 28th Street Reconstruction – Award of Bids – Adopt Resolution – ROLL CALL VOTE**
- 5. Improvement 13-06 – 28th Street Reconstruction – Material Testing Proposal – Voice Vote**
- 6. Improvement 05-01 – College Drive Reconstruction – Change Order #4 – Landscaping – Voice Vote**
- 7. Improvement 15-02 – 2016 Seal Coat – Fairview Road – Voice Vote**
- 8. Improvement 14-09 – Dellwood Drive – Assessment Methodology – Voice Vote**
- 9. Improvement 14-08 – 13th Street SE – Bike Lanes – Voice Vote**
- 10. Garage Sale Signs – Discussion Item**

8. Unfinished Business

A. Public Hearing – Final Reading of Proposed Ordinance No. 1437 – An Ordinance Amending City Code Section 1010.01 regarding License Fees for Transient Food Units – Approval of – (See Ordinance) – Voice Vote for Final Reading and ROLL CALL VOTE for Adoption

B. 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
HRA – 2 Terms to Expire on 6/6/2020
Rental Dwelling Board of Appeals:
 1 Tenant & 1 General Public Representative – Terms to Expire 12/31/2016

9. New Business

A. First Reading – Proposed Ordinance No. 1438 – Requirements for Residential Composting – Approval of – (See Ordinance) – Voice Vote

- 10. Public Forum: Time allocated for citizens to bring matters not on the agenda to the attention of the Council – Time limits may be imposed.**
- 11. Staff Reports – Written**
(Verbal: Any Updates since Packet)
- 12. Council President, Mayor and Council Other Committee Reports**
- 13. Adjourn – To Airport Utility Extension Open House to be held on Thursday, May 21, 2015 from 5:30 to 7:30 P.M. at the Brainerd Lakes Regional Airport**

NOTE: Safety and Public Works Committee will meet at 6:30 P.M.
Personnel and Finance Committee will meet at 6:30 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
PERSONNEL AND FINANCE COMMITTEE
AGENDA**

May 18, 2015
City Hall Conference Room
6:30 P.M.

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

General Fund to Public Safety Fund	\$120,000
General Fund to Park Fund	\$ 65,000
General Fund to Street & Sewer Fund	\$ 40,000
General Fund to Airport Fund	<u>\$ 12,960</u>
	\$237,960

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Retained</u>
KLD	15-14	Survey Work – Wright St	\$1,300	N/A

2. Discussion of Debt Refunding
3. Request Authorization for Out of State Travel for Police Officer
4. Leave of Absence Request- Paid On-Call Firefighter
5. Creation of Procurement Policy
6. Update on Current TIF Districts
7. 2013 CIP Update
 - a) Phone System
 - b) Generator Purchase
8. Riverwalk Sub Agreement with HRA
9. Update on City Administrator Search
10. Summary of the 5/12/15 Special Personnel and Finance Committee Workshop
11. Set Date for Next Personnel and Finance Committee Workshop

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

Monday, May 18, 2015
6:30 p.m.
City Council Chambers

1. Transit Bus Purchase
2. Transit Bus Disposal
3. Safe Route to School TAP Funding
4. Improvement 13-06 – 28th Street Reconstruction – Award of Bids
5. Improvement 13-06 – 28th Street Reconstruction – Material Testing Proposal
6. Improvement 05-01 – College Drive Reconstruction – Change Order #4 - Landscaping
7. Improvement 15-02 – 2016 Seal Coat – Fairview Road
8. Improvement 14-09 – Dellwood Drive – Assessment Methodology
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