

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, Johnson, Borkenhagen, Hilgart, Koep, Pritschet, Bevans and Scheeler.

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

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

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

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 – Approved

B. Approval of Licenses – Approved

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 – Approved

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 – Approved

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 – Approved

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

Presentation – Wellness Committee Update – City of Brainerd Human Resource Coordinator Kris Schubert and Recreation Coordinator Katie Kaufman – Informational

The Chair welcomed Human Resource Coordinator Schubert and Recreation Coordinator Kaufman, who thanked Council President Scheeler, also a Wellness Committee member, for the invitation to appear before Council with an update. They went over the mission

statement and goals of the City's Employee Wellness Committee Program which is being kicked off on Wednesday, May 20th with an Employee Health Fair. The program is part of the benefits offered by the City's NJPA membership, providing \$7,500 per year to be used for incentives such as online health assessment, employee lunch-n-learns, kickball team membership dues, etc. In closing, Human Resource Coordinator Schubert requested authorization to offer a paid vacation day as a prize for the current year-long Wellness Program.

MOVED AND SECONDED BY ALDERMEN HILGART AND JOHNSON TO APPROVE THE REQUEST FROM THE CITY EMPLOYEE WELLNESS COMMITTEE TO OFFER A PAID VACATION DAY AS A PRIZE FOR THE EMPLOYEE WELLNESS PROGRAM.

Alderman Koep raised concerns about covering additional employee wages with taxpayer money and wondered if there might be any union issues involved.

MOVED AND SECONDED BY ALDERMEN HILGART AND JOHNSON, DULY CARRIED, TO AMEND THE MOTION TO INCLUDE A REQUEST TO NJPA TO AUTHORIZE COVERAGE OF COSTS OF ONE EMPLOYEE VACATION DAY USING WELLNESS FUNDS AS A WELLNESS PROGRAM INCENTIVE.

Human Resource Coordinator Schubert also updated the Council on the recent seasonal positions hired and the Fire Chief Hiring.

Council Committee Reports

Personnel and Finance Committee Report

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

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

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

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

Discussion of Debt Refunding – Refund 2002A and 2007B Debt Issues as Recommended by City's Bond Counsel – Approved

After review of the City's outstanding debt issues, the City's bond counsel, Springsted, Inc., has recommended the refunding of the following two issues: 2002A (EDA Lease Purchase Bonds to construct the Street & Sewer Garage) and 2007B (Infrastructure in the industrial lots, Bluff Avenue and Serene Pines/Dal-Mar projects).

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO APPROVE THE REFUNDING OF THE 2002A DEBT ISSUE AND THE 2007B DEBT ISSUE, AS RECOMMENDED BY THE CITY'S BOND COUNSEL.

Request Authorization for Out of State Travel for Police Officer Athman to Attend Drug Court Training in Sycamore, Illinois – Approved

Per Agenda Request, the only cost to the City would include Officer Athman's regular wages on the days he attends the training.

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE POLICE OFFICER ATHMAN'S OUT-OF-STATE TRAVEL TO ATTEND DRUG COURT TRAINING IN SYCAMORE, ILLINOIS.

Leave of Absence Request – Paid On-Call Firefighter – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO ACCEPT THE LEAVE OF ABSENCE REQUEST FROM PAID ON-CALL FIREFIGHTER DENNIS LOGELIN, EFFECTIVE MAY 14, 2015.

Council President Scheeler stated that he would prefer to see a two week notice whenever possible.

Creation of Procurement Policy – Held Over

Update on Current TIF Districts – Informational

Since 1987, the City/HRA/EDA has created 27 TIF Districts. There are currently 11 active districts and 16 decertified districts; of the 16 decertified TIF Districts, 12 have been decertified before the maximum duration of the district. Further, of the 11 active districts, up to 3 may be decertifying this year.

2013 CIP Update:

Phone System – Informational

Analysis of phone system is still taking place as quotes are coming in higher than expected.

Generator Purchase – Accept Quote from Midwest Generators for \$51,989 for a Generator for the Police Department – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO ACCEPT THE QUOTE FROM MIDWEST GENERATORS FOR \$51,989 FOR A GENERATOR FOR THE POLICE DEPARTMENT.

Council Member Koep reported that the \$124,000 plus in the Capital Improvement Project fund should cover the phone system and generator purchase.

Update on City Administrator Search (Moved to End of Committee Report)

Riverwalk Sub Agreement with HRA – Accept “Proposal to Manage the BLACF Difference Maker Grant for the Mississippi Riverwalk Coordinator” Agreement with Two Changes as Identified by Council – Approved

Personnel and Finance Committee Chair Koep reported that HRA Director Jennifer Bergman and HRA Board Member Rick Fargo attended the Personnel and Finance Committee meeting to present a proposal from Brainerd HRA to administer the Riverwalk Grant.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO ACCEPT THE “PROPOSAL TO MANAGE THE BLACF DIFFERENCE MAKER GRANT FOR MISSISSIPPI RIVER RIVERWALK COORDINATOR” AGREEMENT WITH THE FOLLOWING TWO CHANGES:

IN #3 OF THE INITIAL STEPS FOR THE BRAINERD HRA, IT SHALL BE NOTED THAT THE PUBLIC WILL BE MADE AWARE OF COMMITTEE AND OF VACANCIES AND THAT ANY MEMBER OF THE PUBLIC IS ALLOWED TO APPLY.

ADD THE STATEMENT: “ENVIRONMENTAL ISSUES WILL BE IDENTIFIED WITH OPTIONS AND ALTERNATIVES TO BE PRESENTED” TO THE EXPECTATIONS OF THE RIVERWALK COORDINATOR.

Summary of the 5/12/15 Special Personnel and Finance Committee Workshop – Informational

Chair Koep reported that the workshop was very informative.

Set Date for Next Personnel and Finance Committee Workshop – Informational

Chair Koep reported that a date for the next workshop has not been set; however, the expected date will be sometime in September, 2015.

Update on City Administrator Search – Begin Contract Discussion with City Administrator Candidate Patrick Christopherson for City Administrator Position – Approved

(This item was moved to the end of Committee report to be discussed by the Council President)

Council President Scheeler requested input from the Council Members on what the next step should be after one of the final two candidates withdrew his application for the City Administrator position.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND JOHNSON TO BEGIN CONTRACT DISCUSSION WITH CITY ADMINISTRATOR CANDIDATE PATRICK CHRISTOPHERSON.

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

Council was asked to contact Ms. Sharon Klumpp of Springsted, Inc. with any questions, concerns or suggestions related to the employment contract with the pending city administrator hiring.

Safety and Public Works Committee Report

Resolution No. 21:15 Adopted – Authorizing the Purchase of a Transit Bus from North Central Bus for the approximate amount of \$138,046

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART TO ADOPT RESOLUTION NO. 21:15 – AUTHORIZING THE PURCHASE OF A CLASS 500 TRANSIT BUS FROM NORTH CENTRAL BUS FOR THE APPROXIMATE AMOUNT OF \$138,046.

RESOLUTION NO. 21:15

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

Transit Bus Disposal – Authorize Disposal of 2004 Class 300 Transit Bus by Sealed Bid and Inform Council of the Winning Bid Amount at the June 1, 2015 Meeting – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO AUTHORIZE THE DISPOSAL OF THE 2004 CLASS 300 TRANSIT BUS BY SEALED BIDS WITH BIDS BEING RETURNABLE BY 12:00 P.M. ON FRIDAY, MAY 29, 2015 AND TO NOTIFY COUNCIL OF WINNING BID AMOUNT AT THE NEXT MEETING.

Safe Route to School TAP Funding – Informational

Staff will present funding options as the project progresses.

Resolution No. 22:15 Adopted – Accepting Low Bid from Borden Excavating in the amount of \$487,704 for Improvement 13-06 – 28th Street Reconstruction

Safety and Public Works Committee Chair Bevans reported that 4 bids were received and the winning bid came in below the Engineer’s estimate.

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART TO ADOPT RESOLUTION NO. 22:15 – ACCEPTING THE LOW BID FROM BORDEN EXCAVATING IN THE AMOUNT OF \$487,704 FOR IMPROVEMENT 13-06 – 28TH STREET CONSTRUCTION.

RESOLUTION NO. 22:15

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

Improvement 13-06 – 28th Street Reconstruction – Material Testing Proposal – Accept Proposal from Braun Intertec in the estimated amount of \$6,204 – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO ACCEPT THE PROPOSAL FROM BRAUN INTERTEC IN THE ESTIMATED AMOUNT OF \$6,204 FOR 28TH STREET MATERIAL TESTING.

Improvement 05-01 – College Drive Reconstruction – Change Order #4 relating to Landscaping/Fencing Material – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO FOLLOW STAFF RECOMMENDATION TO APPROVE CHANGE ORDER #4 OF IMPROVEMENT 05-01, COLLEGE DRIVE RECONSTRUCTION, RELATING TO FENCING MATERIAL.

Improvement 15-02 – 2016 Seal Coat – Fairview Road – Brainerd to Participate in the City of Baxter's Share of Crow Wing County's Chip Seal Contract for Brainerd's Share of Fairview Road – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO PARTICIPATE IN THE CITY OF BAXTER'S SHARE OF THE CROW WING COUNTY'S CHIP SEAL CONTRACT IN ORDER TO CHIP SEAL THE CITY OF BRAINERD'S PORTION OF FAIRVIEW ROAD.

Improvement 14-09 – Dellwood Drive – Assessment Methodology – Assess per Front Footage as Recommended by Staff – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO APPROVE STAFF RECOMMENDATION TO ASSESS PROPERTY OWNERS PER FRONT FOOTAGE ON IMPROVEMENT 14-09 – DELLWOOD DRIVE.

Safety and Public Works Committee Chair Bevans reported that after deducting approximately \$75,000 of LRIP Funding and adding engineering fees, the City's total for the project is roughly \$30,000. Based on the City's policy to assess one-half of project costs, the amount to be assessed to property owners will be approximately \$12 per foot.

Improvement 14-08 – 13th Street SE – Bike Lanes – Proceed as Originally Proposed with No Bike Lanes as Recommended by Staff – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO FOLLOW STAFF RECOMMENDATION TO PROCEED WITH SE 13TH STREET (CSAH 45) PROJECT DEVELOPMENT AS ORIGINALLY PROPOSED WITH 2 DRIVING LANES, 2 PARKING LANES AND NO BICYCLE LANES.

Garage Sale Signs – Informational

City Planner Ostgarden reviewed garage sale sign regulations as included in the Packet, and reported that garage sale signs will be removed and destroyed at City Hall if they are placed illegally. He stated that he will work with the Brainerd Dispatch to publish an article or press release with the guidelines for sign placement.

Unfinished Business

Public Hearing – Final Reading of Proposed Ordinance No. 1437 – An Ordinance Amending City Code Section 1010.01 regarding License Fees for Transient Food Units – Approved

The Chair opened the Public Hearing at 8:17 P.M. No one came forward.

The Chair closed the Public Hearing at 8:18 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND KOEP, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1437 – AN ORDINANCE AMENDING CITY CODE SECTION 1010.01 REGARDING LICENSE FEES FOR TRANSIENT FOOD UNITS, FURTHER TO DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON TO ADOPT ORDINANCE NO. 1437 – AN ORDINANCE AMENDING CITY CODE SECTION 1010.01 REGARDING LICENSE FEES FOR TRANSIENT FOOD UNITS.

ORDINANCE NO. 1437

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

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

New Business

First Reading – Proposed Ordinance No. 1438 – Requirements for Residential Composting – Approved

City Planner Ostgarden reviewed the information he'd included in the Packet.

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO HOLD THE FIRST READING OF PROPOSED ORDINANCE NO. 1438 – REQUIREMENTS FOR RESIDENTIAL COMPOSTING, FURTHER TO DISPENSE WITH THE ACTUAL READING.

Public Forum: No one came forward to speak.

Staff Reports:

City Administrator Wussow presented information on a \$10,000 DNR grant being applied for by the Fire Department to purchase equipment.

City Planner Ostgarden introduced Mr. Philip Haugen who started today as a Planning Department Intern with the City.

Council President, Mayor and Council Other Committee Reports:

Mayor Wallin asked the public to remember the reason for Memorial Day and reported that the Memorial Day Parade will be held on Monday, May 25, 2015 starting at 10:00 A.M. on "B" Street and ending at Evergreen Cemetery with a program.

Council President Scheeler reported that a LOST Committee meeting had been held in Baxter last week and that the process seems to be at a standstill. He stated that the MN House of Representatives staff will be reviewing the law language.

Council Member Koep reported that the IT Committee met last week and that she and Council Member Hilgart feel the challenges for the IT program need to be prioritized and included in the Budget. More meetings will be held with updates to be presented to Council.

Council Member Koep also reported that next month's Showcase Brainerd will feature presenters from the History Week Committee. She stated that History Week takes place June 14th – June 21st and discussed new events taking place this year, including a cemetery tour, car show and Paul Bunyan event.

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 and to City Administrator Wussow's Retirement Party to be held on Thursday, May 28, 2015 in the City Hall Council Chambers

The Chair adjourned the meeting at 8:45 P.M.

Patrick Wussow
City Administrator