Brainerd, MN
June 1, 2015

7:15 P.M. – Showcasing Brainerd: Brainerd History Week

The Chair welcomed Coralee Fox and Nancy Williams from the History Week Group who discussed the events taking place throughout the week of June 14-21 to celebrate the history of the Brainerd Lakes area. Events during the week include: Railroad Day, Veteran's Day, History Walks, Children's Day, Community Day, and several tours with refreshments. A Community Festival will be held in Gregory Park on Saturday, June 20th and a Battle of the Bands will be held that evening at First Lutheran Church parking lot. The week will close with an Ecumenical church service in Gregory Park on Sunday at 1:00 P.M. Information can be found on the City's website (www.ci.brainerd.mn.us)

Following Council comments and questions the Chair thanked the members of the History Week committee for their presentation.

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.

The following changes were made to the agenda:

- *Postpone item 6A – Airport Update – to the June 15, 2015 Meeting*
- *Postpone item 6C – Business 371 Construction Project Layout – to the June 15, 2015 Meeting*
- *Move Item 5E – Acceptance of Mississippi River Partnership Plan – to 6A*
- *Add New Item – Mayor Wallin Guest Speaker – as Item 6C with introduction by Mayor*

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, 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 18, 2015, and the Special Meeting held on May 27, 2015, as distributed – Approved

B. Approval of Licenses – Approved

1. Contractor's Licenses – 8 – New
2. Contractor's Licenses – 4 – Renewals
3. Bulk Plant – 1 – Renewal
4. Filling Station – 9 – Renewals

5. Off-Sale Beer – 6 – Renewals
6. On-Sale Beer – 3 – Renewal
7. On-Sale Wine – 2 – Renewal
8. On-Sale Liquor – 10 – Renewals
9. Club On-Sale – 3 – Renewals
10. Off-Sale Liquor – 6 – Renewals

C. Department Activity Reports – Approved

1. Mayor
2. Fire Chief
3. Park Director

D. Resolution No. 23:15 Adopted – Authorizing Minnesota Lawful Gambling Premises Permit as Submitted by H.A.R.T. to Establish Lease for Lawful Gambling Activity at Sud'z, 1107 Oak Street, Brainerd

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

Presentations:

Acceptance of Mississippi River Partnership Plan – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND BEVANS TO ACCEPT THE MISSISSIPPI RIVER PARTNERSHIP PLAN.

Alderman Koep spoke against the motion based on not wanting to urbanize the river and with concerns of the associated costs.

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

Airport Utility Extension Project – Basics of Design – Scott Hedlund, SEH – Accept Basis of Design Report, Approve Cost Proposal of $450,000 for Design Phase and Authorize Detailed Design based on Design Report – Approved

The Chair recognized Mr. Scott Hedlund of SEH, who stated the purpose of the Airport Utility Extension is to construct sewer and water infrastructure sufficient to meet current and future needs of the Northeast Brainerd utility planning area and the Regional Airport, thereby fulfilling the goals identified by community and regional facility planning. He reviewed the information included in the Packet and directed the Council's attention to the Executive Summary provided. He answered questions of the Council.

Following questions from the Council and discussion, the following motions were made:

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO FOLLOW STAFF RECOMMENDATION TO ACCEPT THE BASIS OF DESIGN REPORT FOR IMPROVEMENT 14-15 – AIRPORT UTILITY EXTENSION.

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO APPROVE THE COST PROPOSAL FOR IMPROVEMENT 14-15 – AIRPORT UTILITY EXTENSION – OF $450,000 FOR THE DESIGN PHASE AND AUTHORIZE DETAILED DESIGN BASED ON THE DESIGN REPORT.

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

Representative Josh Heintzeman – Introduction and Update

Mayor Wallin introduced Representative Josh Heintzeman, who introduced himself to the Council. He thanked Mayor Wallin for the invitation this evening and gave a brief Legislative update and his contact information.

Council Committee Reports

Personnel and Finance Committee

Approval of Bills & Payments to Contractors – Approved

Contractor	IMP #	Project	Amount	Retained
S.E.H	14-15	Airport Utilities Ext.	$52,522.71	$0.00

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON TO APPROVE THE PAYMENT OF BILLS AS RECOMMEND 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.

City Phone System Update/Purchase – Accept Quote from Marco for the Cisco Phone System in the amount of $47,660.36 – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET TO ACCEPT THE QUOTE FOR THE CITY PHONE SYSTEM FROM MARCO FOR THE CISCO PHONE SYSTEM IN THE AMOUNT OF $47,660.

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

Process for Refunding the 2002A Debt Issue to CIP Bonds – Informational

Personnel and Finance Committee Chair Koep reported that the refunding will result in a savings of approximately $75,000 and that there will be no additional expense.

2014 Contractor Overpayment – Informational

Personnel and Finance Committee Chair Koep reported that staff has been asked to continue tracking payments to contractors.

City Administrator Search Update – Council Meeting Set for June 8, 2015 at 3:00 P.M. to Interview Candidate – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO HOLD A CITY COUNCIL MEETING ON JUNE 8, 2015 AT 3:00 P.M. TO INTERVIEW A CANDIDATE FOR THE CITY ADMINISTRATOR POSITON.

Parks Department – Authorize Sale of 1993 Ford Taurus – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO AUTHORIZE THE SALE OF THE PARKS DEPARTMENT'S 1993 FORD TAURUS.

Personnel and Finance Committee Chair Koep stated that if the car does not sell it will be scrapped.

Police Department:

Officer Daniel Lasher Resignation, Effective May 27, 2015 – Accept Resignation with Regret, Request Civil Service Commission to Meet and Certify Next Three Candidates and Authorize Conditional Job Offer to Next Available Candidate contingent on Successful Pre-Employment Testing – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF POLICE OFFICER DANIEL LASHER EFFECTIVE MAY 27, 2015, TO REQUEST THE CIVIL SERVICE COMMISSION TO MEET AND CERTIFY NEXT THREE CANDIDATES AND TO AUTHORIZE A CONDITIONAL JOB OFFER TO NEXT AVAILABLE CANDIDATE CONTINGENT ON SUCCESSFUL PRE-EMPLOYMENT TESTING.

TIF Map – Informational

Personnel and Finance Committee Chair Koep reported that the map was developed for the Council to be more familiar with the TIF districts and that some of the districts will be decertified soon which will fund the debt service account.

2016 Budget Discussion – Mary Koep – Informational

Chair Koep asked Department Heads and Council Members to have budget suggestions to the Personnel and Finance Committee by June 30th.

Safety and Public Works Committee

Public Transit Service Proposals – Accept Bid from Brainerd Bus Lines Subject to an Amendment to Identify 1.25 FTE'S in the Dispatcher Calculations and Identification of "Manager" as Recommended by the Transportation Advisory Committee – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO ACCEPT THE BID FROM BRAINERD BUS LINES FOR PUBLIC TRANSIT SERVICE SUBJECT TO AN AMENDMENT TO IDENTIFY 1.25 FTE'S IN THE DISPATCHER CALCULATIONS AND IDENTIFICATION OF "MANAGER" AS RECOMMENDED BY THE TRANSPORTATION ADVISORY 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.

Rental Registration Ordinance Options – Direct Staff to Amend Ordinance to Provide for a Transferable License – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO DIRECT STAFF TO AMEND THE RENTAL HOUSING ORDINANCE TO PROVIDE FOR A TRANSFERABLE LICENSE.

Council discussed fees and assessments relating to transferable rental licenses.

Stop Sign Request at South 9th Street and Maple Street – Denied

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO ACCEPT STAFF RECOMMENDATION TO DENY THE STOP SIGN REQUEST FOR THE INTERSECTION OF SOUTH 9TH STREET AND MAPLE STREET.

Event Application – 4th of July – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO APPROVE THE "AMERICAN CELEBRATION" 4TH OF JULY EVENT APPLICATION AS SUBMITTED BY NANCY CROSS, COMMUNITY ACTION.

2015 Construction Fund Projections – Include $230,000 in the Refinancing Bond Issue for This Year's Projects – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO FOLLOW STAFF RECOMMENDATION AND INCLUDE $230,000 IN THE REFINANCING BOND ISSUE FOR THIS YEAR'S PROJECTS.

Finance Director Hillman answered questions of the Council and Council discussion was held relating to the need for bonding.

Utility Poles – "H" Street North to Old Paper Mill – Informational

This is an added item per Safety and Public Works Committee Chair Bevans.

Committee Chair Bevans reported that the utility poles in NE Brainerd have been discussed several times in the past few years based on citizen requests for their removal. He stated that research by staff and the City Attorney has shown that after 30 days of removing the City's power lines from these poles they no longer belong to the City.

Land for Sale Abutting City Park – Informational

This is an added item per Safety and Public Works Committee Chair Bevans.

Committee Chair Bevans reported that he received a call from a citizen relating to a piece of property for sale which is abutting a City park. He stated that at this time the City will not pursue the sale but thanks the citizen for the information.

8th and Juniper – Direct Staff to Follow Up on Property Status relating to Nuisance Complaints and Police Reports and Report Back to Council – Approved

This is an added item per Safety and Public Works Committee Chair Bevans.

Committee Chair Bevans reported that there have been a number of police reports and nuisance reports on the property at 8th and Juniper which had a record of those same types of issues over the past few years.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO DIRECT STAFF TO FOLLOW UP ON THE STATUS OF THE PROPERTY AT 8TH AND JUNIPER RELATING TO NUISANCE COMPLAINTS AND POLICE REPORTS AND TO REPORT BACK TO COUNCIL.

Southview Court Project – Informational

Alderman Koep asked City Engineer Hulsether the status of the Southview Court Project.

City Engineer Hulsether reported that a City crew did clean up in the area this spring.

Unfinished Business

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

Public Forum:

The Chair recognized Mr. Mike Higgins, owner of Brainerd Industrial Center (BIC), 1801 Mill Avenue, who addressed the Council with concerns about the three people who have withdrawn their application for the City Administrator position. He stated that he has put a great deal of time and funding into the development of BIC and plans to do keep moving forward with that as well as other projects; however, the way the City and especially the Council is being presented to the public based on recent actions and activity is a concern.

Staff Reports:

City Administrator Wussow and Mr. Mike Higgins presented Mary Koep with a banner for History Week which takes place June 14-21, 2015. The banner will be hung across the front pillars of City Hall each year prior to History Week. Council Member Koep thanked Mr. Mike Higgins enthusiastically.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND JOHNSON, DULY CARRIED, TO ACCEPT THE DONATION OF A HISTORY WEEK BANNER FROM MR. MIKE HIGGINS.

Council President, Mayor and Council Other Committee Reports:

Mayor Wallin reported that several positive comments were made at the MN Teen Challenge groundbreaking ceremony on how much support they have received from the City of Brainerd.

Council President Scheeler called a special meeting requesting direction for himself as Council President on: City administrator hiring, where to go with Baxter and the continuation of the Hydrodam.

MOVED AND SECONDED BY ALDERMEN BORKENHAGEN AND JOHNSON, DULY CARRIED, TO HOLD A SPECIAL MEETING ON JUNE 8TH AT 6:00 P.M. IN THE CONFERENCE ROOM TO ADDRESS COUNCIL PRESIDENT CONCERNS.

Boards and Commissions – *Voice Votes*:

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE THE FOLLOWING COMMITTEE RECOMMENDATIONS:

A. Accept with Regret the Resignation of Mr. Ed Shaw from the Walkable Bikeable Committee, Effective May 18, 2015

B. Request and Possibly Appoint Council Liaison for Rental Dwelling Board of Appeals – Term to Coincide with Council Term

C. Officially Appoint Council Member Borkenhagen as Council Liaison to the Rental Property Owners and Managers Committee – Term to Expire on 12/31/2016

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BEVANS, DULY CARRIED, TO APPOINT COUNCIL MEMBER HILGART TO THE PAPER TASK FORCE FOR A TERM TO EXPIRE ON 12/31/2016.

Adjourn – To the City Administrator Interview to be held on June 8, 2015 at 3:00 P.M. in the City Hall Conference Room and to the Council Special Meeting to be held on June 8, 2015 at 6:00 P.M. in the City Hall Conference Room

The Chair adjourned the meeting at 8:25 P.M.

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Patrick Wussow
City Administrator