Brainerd, MN
August 3, 2015

7:15 P.M. – Showcasing Brainerd: Northern Pines Mental Health Center

The Chair welcomed Mr. Mark Bublitz from Northern Pines Mental Health Center, 520 5th Street NW, Brainerd. He stated that the center was founded in 1964 as a result of the Community Mental Health Act of 1963 which shifted resources away from large institutions and toward community-based mental health programs. He reported that the center is private, non-profit with a Board of Directors representative of the communities served, and that services provided include availability of therapists and psychologists, job-placement assistance, partnerships with the County and school districts and a crisis team. He discussed the difference between mental illness and serious mental illness including the national costs for treating each of these as well as treatment for drug and alcohol treatment. He answered questions of the Council and the Chair thanked him for his 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, Borkenhagen, Hilgart, Koep, Pritschet, Bevans, Johnson and Scheeler.

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

Council President Scheeler welcomed new City Administrator Jim Thoreen.

City Administrator Thoreen thanked the Council President and reported that he is looking forward to serving the City of Brainerd and working with all staff and Council Members.

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

The following corrections were made to the Consent Calendar: Change item “D” of the Consent Calendar to read “Malt Beverage” and item “A” of the Consent Calendar to read “July 20, 2015.”

MOVED AND SECONDED BY BEVANS AND PRITSCHET TO ADOPT THE CORRECTED CONSENT CALENDAR.

A. Approval of the Minutes of the Regular Meeting held on July 20, 2015 – Approved

B. Approval of Licenses – Approved

1. Contractor’s Licenses – 1 – New

2. Contractor’s Licenses – 2 – Renewals

C. Department Activity Reports – Approved

1. Mayor

2. Fire Chief
3. Park Director

D. Temporary 3.2% Malt Beverage (Beer) On Sale License – Submitted by the Brainerd Jaycees for an Event to be held on August 14-16, 2015 at 1700 Mill Avenue, Brainerd – Approved

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

Presentations:

National Night Out – Northside Neighborhood Group

The Chair recognized Ms. Krista Soukup, 606 Bluff Avenue, Brainerd, who discussed the history of "National Night Out", held each year on the 2nd Tuesday of August. She reported that this will be the 14th year of a National Night Out in her NE Brainerd neighborhood, organized by the Northside Neighborhood Association and that their event is being held from 5:00-7:00 P.M. on Tuesday, August 4th at Gregory Park.

Council President Scheeler announced that the following events are also being held tomorrow evening and thanked Ms. Soukup for her presentation:

Downtown Neighborhood Group: 5:30-7:30 P.M. on the 400 block of Laurel Street, between the Historic Courthouse and the Post Office

Marsh Run Townhomes: 5:30-8:00 P.M. in the parking lot cul de sac

Council Committee Reports

Safety and Public Works Committee Report

Sewer Backup Information – Informational

Committee Chair Bevans reported that Committee discussed the process that should be followed when experiencing a sewer backup, including calling the Street and Sewer Department at 828-2309 and/or the after-hours Public Utilities number 829-2193. He stated that the City is always working on ways to make information more easily available to the public, and referred to the City's website www.ci.brainerd.mn.us.

Resolution No. 39:15 Adopted – Public Transit Grant Application

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART TO ADOPT RESOLUTION NO. 39:15 – AUTHORIZING AN AGREEMENT WITH THE STATE OF MINNESOTA TO PROVIDE PUBLIC TRANSPORTATION SERVICES IN THE YEAR 2016.

RESOLUTION NO. 39:15

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

Chip Seal Project Notifications – Informational

Committee Chair Bevans reported that many issues were reported relating to citizen and business-owner notifications for the Chip Seal Project and that further confusion resulted from the project beginning a day later than originally scheduled. He stated that staff is working on improving the notification process and asked that anyone with further issues to report should call the City Engineering office at 828-2309.

Project Turf Establishment – Informational

Committee Chair Bevans reported that after several years of unfavorable results using sod for turf restoration after City projects, staff has gone back to using seeding; however, any re-establishment of turf creates a variety of issues. He stated that staff is continuously working on this issue and that and specific area complaints should be directed to the Engineering office at 828-2309.

Sign Definitions – Hazardous and Disrepair – No Action Taken

Committee Chair Bevans reported that Committee recommends leaving the City Code "as is" in relation to clarification of the terms "hazardous" and "disrepair" when referring to the conditions of signs hanging on buildings within the City limits.

Chapter 800 Code Amendments – Direction Requested – No Action Taken

Committee Chair Bevans reported that several suggestions have been discussed relating to the enforcement of City Code regulating signs placed in the right-of-way. He stated that a first reading of an ordinance clarifying this is expected to be held at the August 17, 2015 City Council meeting.

Water Tower Repair – Send Out RFP for "Improvement 14-19 – Brainerd Historic Water Tower Historic Structure Report and Roof Design" as Presented – Approved

Committee Chair Bevans directed staff and Council's attention to the Request for Proposals relating to the Historic Water Tower repair which had been distributed prior to tonight's meeting. He reported that Committee recommends following staff recommendation to send out the RFP with the strikethroughs in the "Schedule" and "Evaluation of Proposals" sections removed:

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO FOLLOW STAFF RECOMMENDATION TO SEND OUT THE REQUEST FOR PROPOSALS FOR CITY IMPROVEMENT 14-19 – BRAINERD HISTORIC WATER TOWER HISTORIC STRUCTURE REPORT AND ROOF DESIGN – AS PRESENTED.

Council Member Concerns – To be Held Over to a Future Safety and Public Works Meeting:

Streetfest Notification:

Council Member Koep reported that she had received calls from citizens relating to street closure notification.

Code Enforcement Policy:

Council Member Koep reported that she had received calls from citizens who received violation notifications on what they felt were very “minor” infractions such as paint chipping. She recommends establishment of a “step process” where a warning would be sent first, etc.

Personnel and Finance Committee Report

Approval of Bills & Payments to Contractors – Approved

Contractor	IMP #	Project	Amount	Retained
Braun Intertec	13-06	28th St Construction	$941.25	$0
S.E.H.	14-15	Airport Utility Extension	$23,943.60	$0
Northwoods Landscaping	10-03	Downtown Maintenance	$10,850	$0

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

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

LMCIT Premium Renewal for 2015 – 2016 – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND BEVANS, DULY CARRIED, TO APPROVE THE INSURANCE RENEWAL FROM THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST (LMCIT) FOR JULY 1, 2015 – JUNE 30, 2016 AS RECOMMENDED BY STAFF.

Authorization to Use Budgeted Strategic Initiative Funds – Denied

MOVED AND SECONDED BY ALDERMEN JOHNSON AND PRITSCHET TO FOLLOW THE PLANNING COMMISSION RECOMMENDATION TO AUTHORIZE UP TO $1,500 OF BUDGETED STRATEGIC INITIATIVE FUNDS TO ADVERTISE FOR THE “WALK AND WHEEL” EVENT BEING HELD BY THE WALKABLE BIKEABLE CITY COMMITTEE ON SEPTEMBER 12, 2015.

Council discussion was held relating to how to pay for the advertisement.

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

Approval of Memorandum of Understanding between the City of Brainerd and IBEW (BPU) Creating the Maintenance Electrician Position; Position to be Non-Supervisory and starting at $31.35 per Hour – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO APPROVE AND AUTHORIZE SIGNATURES ON THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BRAINERD AND IBEW (BPU) CREATING THE MAINTENANCE ELECTRICIAN POSITION; THIS POSITION IS TO BE NON-SUPERVISORY AND START AT $31.35 PER HOUR.

Committee Chair Koep stated that the State will be doing electrical inspections now.

Parks Department

Gregory Park Warming House Roof Repair – Authorize Use of the $24,000 Left Over in the Park Department Capital Budget to Pay for Repair – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE THE GREGORY PARK WARMING HOUSE ROOF REPAIR TO BE PAID FOR WITH THE $24,000 LEFT OVER IN THE PARK DEPARTMENT CAPITAL BUDGET.

Gregory Park Fountain – Informational

Committee Chair Koep reported that there is a water pipe issue under the fountain at Gregory Park. She stated that staff is looking into options for repair and will report back to Council.

Review of Revised Data Practices Policy – Discussion/Future Action – Informational

Committee Chair Koep asked Council Members, staff and public to review the proposed Data Practices Policy. She stated that this item will appear on a future agenda for discussion.

Request to Submit RFP for Audit Services – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE SUBMITTAL OF THE REQUEST FOR PROPOSALS FOR AUDIT SERVICES FOR THE YEAR 2015 AS PRESENTED.

Unfinished Business

Budget Meeting Location Conflict – No Changes Made to Meeting Date and Time – Council will meet in Conference Room if Necessary – Approved

The Chair announced that the meeting scheduled for Wednesday, August 19, 2015 between City Council and Department Heads will conflict with the already scheduled regular Planning Commission being already scheduled for that time and date in the Council Chambers.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO CONTINUE WITH THE WEDNESDAY, AUGUST 19, 2015 BUDGET WORKSHOP AT 6:00 P.M. TO BE HELD IN THE CITY HALL CONFERENCE ROOM IF NECESSARY BASED ON A PLANNING COMMISSION MEETING BEING HELD IN THE CHAMBERS AT THE SAME TIME.

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 – 1 Term to Expire on 6/6/2020
Rental Dwelling Board of Appeals:
1 Tenant & 1 General Public Representative – Terms to Expire 12/31/2016
Walkable Bikeable City Committee – Ad Hoc

Public Forum: No one came forward

Council President, Mayor and Council Other Committee Reports

Council President Scheeler requested that a person be assigned to work with the Mayor and Council to set up “ribbon cutting” events for new businesses. He announced that Minnesota Power is hosting a get together on August 5th from 2-4 P.M. at Nisswa City Park to thank everyone for their help during the recent storm. He requested an update on the Committee working on the Fire Department restructuring process.

Council Member Koep stated that the Committee consists of herself, the City Administrator and Human Resource Coordinator Schubert.

Council Member Borkenhagen suggested that a Council Liaison also be on the Committee to represent the Fire Advisory Board.

MOVED AND SECONDED BY ALDERMEN BORKENHAGEN AND BEVANS, DULY CARRIED, TO ADD COUNCIL MEMBER HILGART TO THE FIRE DEPARTMENT RESTRUCTURING COMMITTEE AS COUNCIL LIAISON.

Committee Recommendations – Recommended by Mayor Wallin

MOVED AND SECONDED BY ALDERMEN KOEP AND BEVANS TO APPOINT MS. ANNE FISHER TO THE AD HOC WALKABLE BIKEABLE CITY COMMITTEE.

Adjourn – To Closed Session Pursuant to M.S. 13D.03 to Discuss IAFF Negotiations Update regarding Restructuring of Fire Department – 8:35 P.M.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BEVANS, DULY CARRIED, TO ADJOURN INTO CLOSED SESSION PURSUANT TO M.S. 13D.03 TO DISCUSS IAFF NEGOTIATIONS UPDATE REGARDING RESTRUCTURING OF FIRE DEPARTMENT.

Break

The Council took a break from 8:35-8:40 P.M.

The Council reconvened into open session at 8:59 P.M.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND JOHNSON, DULY CARRIED, TO ADD CITY ATTORNEY QUIRING TO THE UNION NEGOTIATIONS COMMITTEE.

Adjourn

The Chair adjourned the meeting at 9:02 P.M.

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Jim Thoreen
City Administrator