**Brainerd, MN**
**August 17, 2015**

*7:15 P.M. – Showcasing Brainerd: Round House Brewery*

The Chair welcomed Mr. Mark Lelwica and Mr. Dan Meyer, who reported that they have begun the process of opening a brewery and tap house in approximately March of 2016 in the Northern Pacific Center. They are hoping for a social gathering place offering brewing technique education as well.

Questions of the Council were answered and the Chair thanked them 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: Borkenhagen, Hilgart, Koep, Pritschet, Bevans, Johnson and Scheeler. Mayor Wallin was noted as absent

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

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

The Chair announced that two corrections had been made to the minutes of the August 3, 2015 City Council meeting which had been distributed to Council prior to tonight's meeting.

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

**A. Approval of the Corrected Minutes of the Regular Meeting held on August 3, 2015 – Approved**

**B. Approval of Licenses – Approved**

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

**C. Department Activity Reports – Approved**

1. Mayor
2. Police Chief
3. Finance Director

**D. Resolution No. 40:15 Adopted – Ratifying the Sale of General Obligation Improvement Plan Bonds, Series 2015B, in the Original Aggregate Principal Amount of $880,000; and Amending the Resolution Awarding the Sale Thereof**

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

**Council Committee Reports**

**Safety and Public Works Committee Report**

**Improvement 13-06 – 28th Street Reconstruction – Change Order 1 for Additional Material Costs of $1.25 per foot of Curb and Gutter – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO APPROVE CHANGE ORDER FOR ADDITIONAL MATERIAL COSTS OF $1.25 PER FOOT OF CURB AND GUTTER FOR IMPROVEMENT 13-06, 28TH STREET.

**Improvement 14-12 – Airport Utility Project – Easement Appraisal Quotes – Accept Proposal from Bill Ludenia Appraisals, Inc. in the amount of $1,000 per Parcel for a Maximum Cost of $17,000 – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO ACCEPT THE PROPOSAL FOR APPRAISAL SERVICES FROM BILL LUDENIA APPRAISALS INC IN THE AMOUNT OF $1,000 PER PARCEL FOR MAX OF $17,000 FOR IMPROVEMENT 14-12 – AIRPORT UTILITY PROJECT; FEES TO BE PAID INITIALLY FROM THE CONSTRUCTION FUND WITH REIMBURSEMENT EXPECTED THROUGH BAXTER L.O.S.T. DISTRIBUTION.

**Class 5 Quotes – Accept Quote from Roscoe Trucking in the amount of $6.75 per Yard for up to 1,000 Yards – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO ACCEPT THE QUOTE FROM ROSCOE TRUCKING IN THE AMOUNT OF $6.75 PER YARD FOR UP TO 1,000 YARDS OF MATERIAL FOR CITY PROJECTS.

**Event/Street Closure Application Notifications – Informational**

Committee Chair Bevans reported that the notification form and list of recipients will be added to the application for Event/Street Closure to ensure proper notification takes place.

**Code Enforcement Standards – Informational**

The Chair recognized Building Official Caughey, who reported that over 1,000 nuisance complaint letters are sent out each summer by the summer intern and that he signs these notices after reviewing a picture provided to him by the intern. He stated the most common citizen concern he receives is with a citizen not being able to complete the task in the time required; however, there is a bit of inconsistency in the determination of what needs to be fixed, etc., based on annual staff changes and working from pictures.

Concerns were brought up by Council Members about the content of the “form” letter sent out, stating that it might be worded better.

Mr. Caughey stated that he will revise the letter and provide a copy to the City Council for review.

**Personnel and Finance Committee Report**

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

| | |
|---|---|
| General Fund to Public Safety Fund | $ 310,000 |
| General Fund to Park Fund | $ 85,000 |
| General Fund to Street & Sewer Fund | $ 55,000 |
| General Fund to Airport Fund | $ 12,960 |
| | $ 462,960 |

| Contractor | IMP # | Project | Amount | Total Retained |
|---|---|---|---|---|
| Borden Excavating | 13-06 | $28^{th}$ St Reconstruction | $346,233.40 | $20,616.90 |

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

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

**2015-2016, 2016-2017 School Resource Officer Agreement – Approve and Authorize Signatures – Approved**

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO APPROVE AND AUTHORIZE SIGNATURES ON THE 2015-2016 AND 2016-2017 SCHOOL RESOURCE OFFICER AGREEMENT BETWEEN THE CITY AND ISD 181.

**2014 TIF Summary Report – Informational**

The TIF disclosure published in the Brainerd Dispatch on August 5, 2015 was included in the Packet.

**Approval of NJPA Revised Joint Powers Agreement – Approve Agreement and Authorize Proper Signatures – Approved**

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE AND AUTHORIZE SIGNATURES ON THE JOINT POWERS AGREEMENT REVISION 7.2 BETWEEN THE CITY OF BRAINERD AND NJPA.

**Approval of LTD Rates and Contract – Accept Quote from Madison National and Authorize Proper Signatures – Approved**

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO ACCEPT THE QUOTE FOR LONG-TERM DISABILITY (LTD) INSURANCE FROM MADISON NATIONAL, EFFECTIVE 1/1/2016, AND TO AUTHORIZE SIGNATURES ON REQUIRED CONTRACT DOCUMENTS.

**Approval of Contract with Chip Lohmiller – Approved**

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE THE CONTRACT FOR CONSULTANT SERVICES BETWEEN THE CITY OF BRAINERD AND JOHN M. (CHIP) LOHMILLER.

**Use of Budgeted Funds for Strategic Initiatives for Website Redesign – Authorize Utilization of $9,949 for the Initial Purchase of the Core Package from Civic Plus – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE USE OF STRATEGIC INITIATIVE FUNDS IN THE AMOUNT OF $9,949 FOR THE INITIAL PURCHASE OF THE CORE PACKAGE FROM CIVIC PLUS FOR WEBSITE REDESIGN.

Per Agenda Request, the annual $2,500 fee would be figured into the 2016 IT/GIS Budget for renewal at the beginning of the second year.

**Approval of Engineering and Administration Copier Lease Agreements – Accept Quote from Marco for Konica/Minolta Copy Machines for the Administration Department at $443.65 per month and the Engineering/Building/Planning Department at $258.41 per month – Approved**

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE THE QUOTE FROM MARCO FOR THE KONICA/MINOLTA COPY MACHINES FOR A COST OF $443.65 PER MONTH FOR THE ADMINISTRATION DEPARTMENT AND $258.41 PER MONTH FOR THE ENGINEERING/BUILDING/PLANNING DEPARTMENT.

**Resolution No. 41:15 Adopted – Approving Sales Tax Distribution Agreement with the City of Baxter and Authorizing Signatures on Agreement**

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND JOHNSON, DULY CARRIED, TO ADOPT RESOLUTION NO. 41:15 – APPROVING SALES TAX DISTRIBUTION AGREEMENT WITH THE CITY OF BAXTER IN CONNECTION WITH AIRPORT UTILITY AGREEMENTS; FURTHER, TO AUTHORIZE SIGNATURES ON AGREEMENT SUBJECT TO BAXTER'S APPROVAL OF THE AGREEMENT AT THEIR AUGUST 18, 2015 CITY COUNCIL MEETING.

**RESOLUTION NO. 41:15**

Council discussion was held.

Upon roll call, members Borkenhagen, Hilgart, Pritschet, Bevans, Johnson and Scheeler voted "aye." Member Koep voted "nay." The chair declared the motion carried and the resolution adopted.

**2016 Budget Workshop Schedule for August 18-20th – Informational**

Budget Workshops will be held as follows:

August 18, 2015 at 6:00 P.M. in the City Hall Council Chambers
August 19, 2015 at 6:00 P.M. in the City Hall Conference Room
August 20, 2015 at 6:00 P.M. in the City Hall Council Chambers
August 24, 2015 at 6:00 P.M. in the City Hall Council Chambers

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

## New Business

### Splash Pad – Memorial – Mary Koep to Discuss

Alderman Koep reported that interest has been generated to construct a Splash Pad as a memorial in honor of former Mayor and Council Member Olson. Mr. Olson's family has offered to start out a fund for the Splash Pad, which they would prefer to be built at Gregory Park, with a $1,000 donation at US Bank.

The Chair recognized Ms. Emily Noble, 13760 Five Mile Road, Brainerd and Mr. Joshua Moore, 423 SW 5th St. Brainerd, who expressed their support of the Splash Pad.

### Planning Commission

### Proposed Mission and Bylaws for the Planning Commission – Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND HILGART, DULY CARRIED, TO ADOPT THE "CITY OF BRAINERD PLANNING COMMISSION MISSION STATEMENT" AND THE "PLANNING COMMISSION BYLAWS" AS PRESENTED.

### Public Forum:

The Chair recognized Mr. Doug Mitchell, 602 ½ Laurel Street, Brainerd, who stated that he would like to see a homeless shelter in Brainerd. He reported that there is a great deal of homeless adults and children in Brainerd and having shelters and resources would most likely result in less crime.

### Council President, Mayor and Council Other Committee Reports

HRA Council Liaison Johnson reported that the HRA recently formed a subcommittee to begin development ideas for the Riverwalk; he is a non-voting HRA liaison on that Committee.

Council President Scheeler reported that the Fire Advisory Board is going to meet monthly and has recently discussed the Shared Services Agreement and the Fire Department Restructuring. He also announced several events taking place around the Brainerd area, including a Groundbreaking/Ribbon Cutting ceremony taking place Friday morning for Royal Tire at 9:00 A.M. which the entire Council is invited to.

Council President Scheeler also reported that there was a meeting held on Friday, August 14, 2015, relating to the Airport Utility Project. Alderman Koep requested information on how costs for that project will be paid.

**Committee Recommendations – Recommended by Mayor Wallin**

MOVED AND SECONDED BY ALDERMEN JOHNSON AND PRITSCHET TO APPOINT MR. PATRICK WUSSOW TO THE HRA FOR A TERM TO EXPIRE ON 6/6/2020.

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

**Adjourn – To the City Council/Department Head Budget Workshops to be held at 6:00 P.M. on August 18, 19 & 20, 2015 and to the City Council Budget Workshop to be held on August 24, 2015 at 6:00 P.M. and to the Ground Breaking/Ribbon Cutting Ceremony at Royal Tire to be held on Friday, August 21, 2015 at 9:00 A.M.**

The Chair adjourned the meeting at 8:52 P.M.

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Jim Thoreen
City Administrator