Brainerd, MN
April 18, 2016

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: Bevans, Johnson, Borkenhagen, Hilgart, Koep, Pritschet and Scheeler. Mayor Menk was also noted as present.

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

Mayor Menk commended Council President Scheeler and his neighbor, Ms. Julie Kletscher, for their quick actions that saved two lives during a boating rescue this past week on Rice Lake.

Council President Scheeler stated that there would be a story on Lakeland Public News that evening at 10:00 P.M.

Council Member Bevans requested the addition of a liquor license transfer to the Consent Calendar as item 5B, #5.

MOVED AND SECONDED BY ALDERMEN BEVANS AND KOEP, 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 April 4, 2016, as distributed – Approved

B. Approval of Licenses – Approved

1. Contractor's Licenses – 3 – New

2. Contractor's Licenses – 5 – Renewals

3. Second Hand Auto – Contingent upon Fire Inspection:
   Patrick Beutz dba FCA Sales
   301 Washington Street, Brainerd

4. Tobacco License – Informational – Location Change Only:
   Electric Vapors, Inc. – Location Change from 711 Laurel Street to 717 Laurel Street, Brainerd – Contingent upon Fire Inspection

5. Liquor License – Transfer in Ownership
   Last Turn Saloon – From Mr. Tom Hofius to Mr. Edward Mattson,

C. Department Activity Reports – Approved

1. Mayor
2. Police Chief

3. Finance Director

D. Application and Permit for a 1 to 4 Day Temporary On-Sale Liquor License – Submitted by the Brainerd Jaycees for an Event to be held July 29 & 30, 2016, in Downtown Brainerd – Approved

E. American Auxiliary Request to hold "Poppy Day" on May 13, 2016 throughout the City of Brainerd – Approved

F. Resolution No. 20:16 Adopted – Accepting Donations & Contributions for 1st Quarter 2016

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

Presentation:

Benjamin and Matthew Soukup – Citizen of the Community Merit Badge

The Chair recognized Mr. Benjamin Soukup and Mr. Matthew Soukup, Brainerd youth citizens, who presented a slideshow on Brainerd History. The Boy Scout Troop #245 pair reported that as a requirement for earning their "Citizen of the Community" Merit Badge, they needed to prepare and present to a public body a video on the history of their community. Following questions of the Council, the Chair thanked them for their presentation.

Council Committee Reports

Personnel and Finance Committee Report

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

General Fund to Park Fund	$ 65,000
General Fund to Street & Sewer Fund	$ 40,000
General Fund to Airport Fund	$ 12,960
	$117,960

Contractor	IMP #	Project	Amount	Total Retained
Bill Ludenia Appraisals	14-15	Airport Utility Extension	$20,000.00	$0
S.E.H.	14-15	Airport Utility Extension	$ 7,285.24	$0

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

Council President Scheeler inquired about the numerous parcels under one property owner, which City Engineer Hulsether addressed.

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

Fire Department – Resignation of POC Firefighter Kurt Doree, Effective April 30, 2016 – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF POC FIREFIGHTER KURT DOREE, EFFECTIVE APRIL 30, 2016.

Update on Sale of Bonds – Discussion Item – No Action Taken

Committee Chair Koep reported that this item is being held off in the hope that the state bonding committee will approve grant funds. She stated that in the meantime the BPU and the City will be working together to make payments as needed. In addition, she reported that the City's AA- Bond Rating showed a stable outlook and that the Credit Enhancement program application may help with bond rates.

Downtown Parking – Establish Committee to Discuss Issues – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPOINT A COMMITTEE CONSISTING OF TWO PLANNING COMMISSIONERS, FOUR REPRESENTATIVES FROM THE DOWNTOWN AREA INCLUDING THE MAYOR AND COUNCIL MEMBER PRITSCHET AS PERSONNEL & FINANCE COMMITTEE REPRESENTATIVE TO BEGIN DISCUSSION ON THE MANY ISSUES ASSOCIATED WITH DOWNTOWN PARKING LOTS.

Update on Ordinance No. 1430 – Fire Fees – No Action Taken

Committee Chair Koep reported that staff is still looking into amending the ordinance to include an "appeal" option.

Discussion of Facilities – Temporary Citizen Committee to be Created to Address City Facility Needs and Submit Written Report to Council no later than August 1, 2016 – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO AUTHORIZE CREATION OF A TEMPORARY CITIZEN COMMITTEE TO CONSIST OF ONE PERSON SELECTED BY EACH OF THE COUNCIL MEMBERS AND THE MAYOR AND ONE REPRESENTATIVE FROM EACH COUNCIL COMMITTEE; THE COMMITTEE'S PRIMARY TASK IS TO EVALUATE FACTS AND MAKE PRELIMINARY DETERMINATION OF THE CONDITION OF CITY BUILDINGS; THE COMMITTEE WILL DETERMINE A MEETING SCHEDULE TO ACCOMMODATE THE COUNCIL'S DESIRE TO RECEIVE A WRITTEN REPORT CONTAINING BASIC RECOMMENDATIONS NO LATER THAN AUGUST 1, 2016; THE COMMITTEE MAY RECEIVE EXPENSES FOR MILEAGE AND/OR MEALS.

Committee Chair Koep reported on many of the items that she feels need to be addressed relating to city facility improvements.

Animal Control Issues and Plans – Discussion of – No Action Taken

Committee Chair Koep asked the Council members to read through the changes presented for the animal control ordinance for a possible vote at the May 2, 2016 City Council meeting.

Safety and Public Works Committee Report

Event/Street Closure Application – Lil' Rubber Duckie Race to be held on August 6, 2016 on South Side of Laurel Street Bridge – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION AS SUBMITTED BY THE BRAINERD JAYCEES TO CONDUCT THE ANNUAL LIL' RUBBER DUCKIE RACE FROM 12:45 P.M. TO 1:15 P.M. ON SATURDAY, AUGUST 6, 2016 ON THE SOUTH SIDE OF THE LAUREL STREET BRIDGE.

Improvement 14-15 – Appraisal Payment – Authorize Payment of Invoice from Ludenia Appraisals in the Amount of $20,000 for 20 Appraisals – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO APPROVE PAYMENT OF THE INVOICE FROM LUDENIA APPRAISALS IN THE AMOUNT OF $20,000 FOR 20 APPRAISALS PERFORMED TO DETERMINE THE VALUE OF THE PERMANENT UTILITY EASEMENTS BEING ACQUIRED FOR IMPROVEMENT 14-15, AIRPORT UTILITY EXTENSION PROJECT.

Improvement 16-03 – 2016 Chip Seal Project – Award Bid to Asphalt Preservation Company, Inc. at the Contract Price of $132,796.70 and Authorize Engineering to Enter into Contract for the Construction Project – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO AWARD THE BID FOR IMPROVEMENT 16-03, 2016 CHIP SEAL PROJECT, TO ASPHALT PRESERVATION COMPANY, INC., AT THE CONTRACT PRICE OF $132,796.70 AND TO APPROVE ENGINEERING TO ENTER INTO A CONTRACT FOR THE CONSTRUCTION PROJECT.

South 6th Street – Temporary Permit to Construct – Authorize Engineering Department to Sign Temporary Permits for the MNDot Right-of-Way – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO AUTHORIZE THE ENGINEERING DEPARTMENT TO SIGN THE TEMPORARY PERMITS TO CONSTRUCT ON CITY PROPERTY FOR THE MNDOT RIGHT-OF-WAY ON SOUTH SIXTH STREET.

Intersection of Beaver Dam/Wise Road – Discussion Item – Informational

Committee Chair Bevans reported that staff will be inspecting the intersection of Beaver Dam and Wise Roads relating to safety concerns as requested at the April 4, 2016 meeting.

Downtown Landscaping and Maintenance Quote – Accept Quote from Northwoods Landscaping in the amount of $11,875 – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO ACCEPT THE QUOTE FROM NORTHWOODS LANDSCAPING IN THE AMOUNT OF $11,875 FO DOWNTOWN LANDSCAPING AND MAINTENANCE.

Unfinished Business

Call for Applicants – Informational:
(Application Information at www.ci.brainerd.mn.us/boards/)

Cable TV Advisory Committee – 1 Term to expire 12/31/2016
Library Board – 1 Term to expire 12/31/2021
Rental Dwelling Board of Appeals – 1 "Tenant Representative" term to expire 12/31/2016
Ad Hoc Walkable Bikeable City Committee

(Apply for any Board or Commission at: www.ci.brainerd.mn.us/boards)

It was noted that a Library Board application had been received. This will be reviewed for possible inclusion at the May 2, 2016 meeting.

New Business

Annexation Request from Robert & Andrea Marohn for Property in Oak Lawn Township with Rice Lake Footage – P.I.N. #811080000030009 – Hold First Reading of Proposed Ordinance No. 1450 and Call for a Public Hearing to be held on June 6, 2016 at 7:30 P.M. – Approved

Per Agenda Request from City Planner Ostgarden, Robert and Andrea Marohn, 11427 Easy Street, Brainerd, MN, have submitted an annexation request for a .26 acre parcel located in Oak Lawn Township with Rice Lake Frontage.

A required Public Hearing will be held at June 6, 2016 City Council meeting.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO HOLD THE FIRST READING OF PROPOSED ORDINANCE NO. 1450 – AN ORDINANCE PROVIDING FOR THE ANNEXATION OF CERTAIN PROPERTIES LOCATED IN OAK LAWN TOWNSHIP, CROW WING COUNTY, TO THE CITY OF BRAINERD, CROW WING COUNTY MINNESOTA, PURSUANT TO MINNESOTA STATUTE 414.033.

Public Forum

No one appeared for Public Forum.

Council Member Reports

Council Member Johnson reported that there will be a joint meeting of the County and City HRA Boards at 5:00 P.M. on Tuesday, April 19, 2016 at the Chamber Building CTC Room and that the Brainerd Riverfront Subcommittee will meet at 3:00 P.M. on Thursday, April 21, 2016 at the HRA Building.

Council Member Hilgart reported that she was able to attend the project management team meeting for the Airport Utility Extension project and found it very interesting.

Council Member Bevans reported that he had attended the ad hoc meeting on off-street parking, stating that there will most likely be further discussion on the item on the Council agenda.

Council President Scheeler reported on recent school facility meetings, stating that the high school will be getting a major facelift and that Harrison and Lincoln schools will most likely be torn down with the former state hospital building being a possible future location for facilities.

Council Member Koep reported that the Volunteer Recognition dinner held at the First Baptist Church was a great event with wonderful food, entertainment and service.

Mayor Menk also spoke of the Volunteer Recognition Dinner. He congratulated the new owner of the Last Turn Saloon and stated that he had attended the Bataan March Recognition Event.

Adjourn – To Council Informal Session to be held on at 5:30 P.M. on Monday, April 25, 2016 at the Fire Department Training Room – Approved

The Chair adjourned the meeting at 8:08 P.M.

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James M. Thoreen
City Administrator