Brainerd, MN
February 1, 2016

7:15 P.M. – Showcasing Brainerd: Brainerd Restoration, Amy Gray

The Chair welcomed Ms. Amy Gray from Brainerd Restoration who discussed the goals of the Brainerd Restoration group as well as upcoming events and projects. She stated that Brainerd Restoration is an autonomous organization that will only support policies and ordinances that foster the growth and the redevelopment of historic Downtown Brainerd and will oppose those that do not. She reported that Brainerd Restoration is in the process of creating a website, a membership program, hiring a director and purchasing a building Downtown for restoration. Another project being worked on is "Bike Rack Art" wherein local artists and the CLC welding group will design and install custom designed bicycle racks at several locations throughout the City and trail systems. She shared that Brainerd Restoration will be the keynote speaker at the Crow Wing County Historical Society's annual dinner on April 26th and that anyone interested in membership or Brainerd Restoration's advocacy should contact brainerdrestoration@gmail.com.

The Chair recognized State Senator Carrie Ruud who stopped by to introduce herself to Council members and the public and stated that the Legislature will go into session in March. She reported that she welcomes communications from the City on items to be brought to the Capitol.

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

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

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

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET TO ADOPT THE CONSENT CALENDAR AS PRESENTED.

A. Approval of the Minutes of the Regular Meeting held on January 19, 2016, as distributed – Approved

B. Approval of Licenses – Approved

1. Contractor's Licenses – 6 – Renewals

C. Department Activity Reports – Acknowledged

1. Mayor
2. Fire Chief
2. Park Director

D. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by Brainerd Area Amateur Radio Club for a Raffle to be held on April 16, 2016 at the Brainerd Armory – Approved

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

Presentation:

Official Swearing in of Mr. David Cox as Fire Marshal/Deputy Chief

Mayor Menk administered the Oath of Office to the City's new Fire Marshal/Deputy Chief, Mr. David Cox. He presented him with a Fire Marshal/Deputy pin. Pictures were taken as the Council and staff applauded, welcoming Mr. Cox to the city of Brainerd.

Council Committee Reports:

Personnel and Finance Committee Report

Approval of Bills & Payments to Contractors – Approved

Contractor	IMP #	Project	Amount	Total Retained
SEH	14-15	Airport Util. Ext. Preliminary thru 12/31	$37,908.03	$0
CWC SWCD		15-08 Little Buffalo Creek Restoration	$15,000	$0

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

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

Fire Department:

Charges for False Alarm; Mutual Aid – Refer False Alarm Policy, Fee Schedule and Mutual Aid Policy to the Fire Advisory Board and Request a Report to Council within Six Months – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO REQUEST THAT THE FIRE ADVISORY BOARD REVIEW THE CITY'S FALSE ALARM POLICY INCLUDING THE FEE SCHEDULE.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO REQUEST THAT THE FIRE ADVISORY BOARD REVIEW THE MUTUAL AID POLICY AND SUGGEST THAT CHARGES FOR EQUIPMENT ONLY BE CONSIDERED AND TO REPORT FINDINGS TO COUNCIL WITHIN SIX MONTHS.

Authorization to Purchase Fire Engine – Authorize Fire Chief to Move Forward with the Purchase of a New Fire Truck through the H-GAC Process – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO AUTHORIZE THE FIRE CHIEF TO MOVE FORWARD WITH THE PURCHASE OF NEW FIRE TRUCK THROUGH THE H-GAC PROCESS.

Committee Chair Koep reported that of the estimated cost of $530,000, $100,000 will be paid from the Fire Capital Fund and $430,000 will be bonded through the equipment certificate process.

Fire Chief Holmes – Advance to Step "B" Retroactive to January 13, 2016; Wage Change from 85% to 90% of the Base Wage or $6,560.05 per Month – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE THE ADVANCEMENT TO STEP "B" RETROACTIVE TO JANUARY 13, 2016, RESULTING IN A WAGE CHANGE FROM 85% TO 90% OF THE BASE WAGE OR $6,560.05 PER MONTH.

Emergency Replacement of Furnace in City Annex Building – Authorize the Purchase of a New Furnace for the City Hall Annex from Horizon Plumbing – Heating – A/C at the Cost of $1,510 to be paid from the General Fund – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE THE PURCHASE OF A NEW FURNACE FOR THE CITY HALL ANNEX FROM HORIZON PLUMBING – HEATING- A/C AT A COST OF $1,510 TO BE PAID FROM THE GENERAL FUND.

HVAC Repairs for City Hall – Authorize Contract with Johnson Controls of St. Cloud for the Purchase of Materials and Services to Install Said Replacement Items in the City Hall Heating/Cooling System per the Quotation Provided in January from Johnson Controls in the amount of $51,820 to be paid from the Capital Fund – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE A CONTRACT WITH JOHNSON CONTROLS, ST. CLOUD OFFICE, FOR THE PURCHASE OF MATERIALS AND SERVICES TO INSTALL SAID REPLACEMENT ITEMS IN THE CITY HALL HEATING/COOLING SYSTEM PER THE QUOTATION PROVIDED TO THE CITY IN JANUARY 2016 AT THE BID AMOUNT OF $51,820 TO BE PAID FROM THE CAPITAL FUND.

Parking Lot Fund Update – Discussion Item – No Action Taken

Committee Chair Koep reported that a great deal of discussion had been held at Committee and asked the City Attorney if proceeds from an assessment for the shortfall, if the City should proceed with that, can be rolled into the assessment district policy.

City Attorney Quiring stated that the current assessment district policy would have to be amended.

Telecom Service Analysis Results – Discussion Item – Informational

Committee Chair Koep reported that very little options had been found to save on telecom costs and referred to the results included in the Packet.

Loan Subordination Agreement – 2913 Blair Street – Authorize Proper Execution – Approved

Per the Agenda Request which was included in the Packet, upon a request for the refinancing of an SCDG loan, the City needs to issue the requestor's mortgage company a subordination agreement showing that the City agrees to stay in second lien position. The City Attorney has reviewed the agreement and has no concerns.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO AUTHORIZE PROPER EXECUTION OF THE LOAN SUBORDINATION AGREEMENT FOR THE PROPERTY LOCATED AT 2913 BLAIR STREET, BRAINERD.

Airport Utility Extension Update – Informational

Committee Chair Koep reported that the City will look at bonding for the Airport Utility Extension project in future and that the goal is to pay costs with L.O.S.T. proceeds

Annual Review of Investment Policy – Accept Review with Recommended Change to Allocate Interest on the Semi-Annual Average Cash Balance – Approved

Per the Agenda Request which was included in the Packet, the one recommendation is to allocate interest on the "semi-annual" average cash balance.

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE THE ANNUAL REVIEW OF THE CITY'S INVESTMENT POLICY WITH THE RECOMMENDED CHANGE TO ALLOCATE INTEREST ON THE SEMI-ANNUAL AVERAGE CASH BALANCE.

Safety and Public Works Committee Report

Improvement 14-08 – CSAH 45 (13th St SE) and Improvement 14-09 – Dellwood Drive – Discussion Item Only

Committee Chair Bevans reported that discussion was held at Committee level with the necessary resolutions to be adopted at the Unfinished Business portion of the meeting.

Event/Street Closure/Parade Permits – Authorize Two St. Patrick Day Parades to be held on March 12, 2016 by Community Action and Shep's on Routes as Identified and with No Conditions of Approval – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATIONS AS SUBMITTED BY COMMUNITY ACTION AND SHEP'S TO HOLD THEIR ANNUAL ST. PATRICK'S DAY PARADES ON MARCH 12TH ON ROUTES IDENTIFIED AND WITH NO CONDITIONS OF APPROVAL.

Set Annual MS4 (Municipal Separate Storm Sewer System) Annual Public Hearing – To be held at 7:30 P.M. on March 7, 2016 at the City Hall Council Chambers – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO SET THE DATE FOR THE ANNUAL MS4 HEARING FOR MARCH 7, 2016 AT 7:30 P.M.

Disposal of Transit Bus #116 – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO AUTHORIZE THE DISPOSAL OF TRANSIT BUS #116.

Transit Vehicle Maintenance Policy – Adopt Class 500 Maintenance Schedule as Addendum to City Vehicle Maintenance Policy – Approved

Per Agenda Request there is a need to amend the City's vehicle maintenance policy to include a schedule for the new 500 class busses.

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO ADOPT THE CLASS 500 BUS MAINTENANCE SCHEDULE AS AN ADDENDUM TO THE CITY'S VEHICLE MAINTENANCE POLICY.

28th Street/State Highway 25 Safety Concerns – Informational

Committee Chair Bevans reported that safety concerns have been received relating to the intersection of HWY 25 and 28th Street and that staff is working on ways to improve this area in terms of safety.

Improvement 14-08 – SE 13th Street:

Public Hearing Held to discuss Preliminary Assessment:

The Chair opened the Public Hearing at 8:04 P.M. No one came forward.

The Chair closed the Public Hearing at 8:05 P.M.

Resolution No. 05:16 Adopted – Ordering Improvement and Preparation of Plans and Specifications for Improvement 14-08 – SE 13th Street, and Acknowledging that the County will advertise and Accept Bids for this Project

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN TO ADOPT RESOLUTION NO. 05:16 – ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR IMPROVEMENT 14-08 – SE 13TH STREET, AND ACKNOWLEDGING THAT THE COUNTY WILL ADVERTISE AND ACCEPT BIDS FOR THIS PROJECT.

RESOLUTION NO. 05:16

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

Improvement 14-09 – Dellwood Drive:

Public Hearing Held to discuss Preliminary Assessment:

The Chair opened the Public Hearing at 8:09 P.M.

The following citizen addressed the Council:

Mr. Spenser Bickett, Brainerd Dispatch; relating to clarification on map

The Chair closed the Public Hearing at 8:11 P.M.

Resolution No. 06:16 Adopted – Ordering Improvement and Preparation of Plans and Specifications for Improvement 14-09 – Dellwood Drive, and Acknowledging that the County will advertise and Accept Bids for this Project as well as Administer the Contract to Perform the Work

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN TO ADOPT RESOLUTION NO. 06:16 – ORDERING IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR IMPROVEMENT 14-09 – DELLWOOD DRIVE, AND ACKNOWLEDGING THAT THE COUNTY WILL ADVERTISE AND ACCEPT BIDS FOR THIS PROJECT AS WELL AS ADMINISTER THE CONTRACT TO PERFORM THE WORK.

RESOLUTION NO. 06:16

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

Extension of Annexation Agreement with the City of Baxter – Held Over pending Response from City of Baxter

A summary of the issue was included in the Packet per Agenda Request. Staff is recommending extending the July 14, 2000 agreement for an additional 10 years.

Council Member Bevans reported that a formal response has not been received from the City of Baxter. He stated that the item will appear on the agenda again once this is received.

Airport Security Update – Informational – To be Continued at February 16, 2016 Meeting

Council President Scheeler stated that he requested this item be on the agenda to update the Council on the ongoing discussion with the County and to update the Council on the status of the TSA contract.

City Administrator Thoreen reported that, per telephone conversations with County Administrator Houle, Mr. Houle does not have formal action by the Crow Wing County Board but has become aware through in-house conversations that the County will be able to extend $12,000 per year toward Airport Security Costs for up to a 5-year period. The County expects that the City would furnish to the County a report of all costs annually associated with the division of cost of police services and that the City will also seek to negotiate with the appropriate bargaining unit a reduction in the amount of call-out or overtime pay. Mr. Thoreen went on to say that Mr. Houle shared that it is the belief of the County's committee that, should there be annexation of the Airport into the City of Brainerd, that the County would see the appropriate cessation of payment to the City.

City Administrator Thoreen read from the current agreement and stated that the County would be meeting Tuesday so hopefully the City will get further information from them on this issue.

Council discussion was held.

This item will appear on the February 16, 2016 City Council Meeting.

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

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

New Business

Public Hearing – HRA Housing and Rehabilitation Grant Application for Downtown Brainerd Commercial Grant Program – Resolution 07:16 Adopted (Local Government Application), Resolution No. 08:16 Adopted (Identifying "Slum and Blighting" Conditions) and Authorization for Proper Execution on Citizen Participation Plan Approved in order to complete Grant Application Submission

The Chair recognized Jennifer Bergman, Executive Director of the Brainerd HRA. She reported that upon authorization from Council, HRA submitted a Small Cities Development Program (SCDP) 2016 Preliminary Proposal to DEED for a Downtown Brainerd Commercial Rental Grant Program. The request for $650,105, if funded, would be structured as 80% grant, 20% owner contribution for the commercial portion, and a 70% grant, 30% owner match for the rental portion. Based on their preliminary proposal, the HRA was invited to submit a full application to DEED which is due February 25, 2016. She requested the Council's approval of the attached resolutions and Citizen Participation Plan following the required public hearing.

The Chair opened the Public Hearing at 8:33 P.M. No one came forward.

The Chair closed the Public Hearing at 8:34 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART TO ADOPT RESOLUTION NO. 07:16 – AUTHORIZING THE LOCAL GOVERNMENT APPLICATION FOR HRA HOUSING AND REHABILITATION GRANT.

RESOLUTION NO. 07:16

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT RESOLUTION NO. 08:16 – IDENTIFYING "SLUM AND BLIGHTING" CONDITIONS IN THE

"TARGET AREA" FOR COMMERCIAL REVITALIZATION AND REDEVELOPMENT FOR THE HRA HOUSING AND REHABILITATION GRANT

RESOLUTION NO. 08:16

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO AUTHORIZE APPROPRIATE SIGNATURE ON THE CITIZEN PARTICIPATION PLAN FOR HRA HOUSING AND REHABILITATION GRANT.

Fiscal Reports for Community Action, Senior Center and Arboretum – Request Financial Statements from all three Entities and Request that the Charter Commission Review the Sections of the City Charter pertaining to these Three Levies – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO REQUEST FINANCIAL STATEMENTS FROM COMMUNITY ACTION, THE SENIOR CENTER AND THE NORTHLAND ARBORETUM AND TO REQUEST THAT THE CHARTER COMMISSION REVIEW THE SECTIONS OF THE CITY CHARTER PERTAINING TO THESE THREE LEVIES.

Council President Scheeler requested a future discussion on the amount of funding that the City of Brainerd provides to the Northland Arboretum vs. what the City of Baxter provides.

Public Forum – No one came forward

Staff Reports

City Administrator Thoreen reported that a great deal of paper goes into preparing the City Council Packets and requested input on whether electronic transmittal would be something the Council would like to consider in the future.

Council Member Reports

Mayor Menk reported that he submitted an application for the improvement grant from Deluxe Corporation. He stated that Mayor Olson of Baxter is doing well after a recent surgery.

Parks Liaison Johnson reported that the Park Board met recently and that preliminary financial statements show that the program revenue was up about $35,000 last year.

Animal Control Committee Liaison Koep reported that meetings have been taking place at City Hall and that many changes are likely to come forth including increases in the cost of licensing and more assurance of all dogs being licensed and vaccinated.

Mayor Menk stated that he had been approached by a local artist who would like to donate historic art featuring the City of Brainerd for the Council Chambers.

Council President Scheeler congratulated Council Member Pritschet on his recent title of 2016 Coach of the Year from the Minnesota Debate Teachers Association.

Adjourn – To the following Ribbon-Cutting Ceremonies:

- Greenforest Recycling Center – New Business @ Brainerd Industrial Center: To be held on Tuesday, February 2, 2016 from 2:00 P.M. to 3:00 P.M. http://greenforestrecycle.com/

- Royal Tire – Remodeled Building at 615 Washington Street: To be held on February 8, 2016 from 10:00 A.M. to 11:00 A.M. http://www.royaltire.com/brainerd.htm

The Chair adjourned the meeting at 8:50 P.M.

James M. Thoreen
City Administrator