

7:15 P.M. – Showcasing Brainerd: Life Link III Air Medical Transport

The Chair welcomed Mr. Kolby Kolbet, VP of Clinical Services with Life Link III Air Medical Transport, who announced that Life Link III has established a new base of operations in Brainerd. He stated that company is expected to operate 24/7 from the Brainerd Lakes Regional Airport starting mid-2017 and will be employing 5 nurses, 5 paramedics, 5 pilots and 2 mechanics. Through its “One Call” system, Life Link III will continue to work collaboratively with other air medical transport services to dispatch the most appropriate helicopter, whether it is Life Link III’s or another service. For further information, he recommended visiting their website at www.lifelinkiii.com. 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 noticed present: Hilgart, Koep, Pritschet, Bevans, Johnson, Borkenhagen 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 HILGART, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

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

A. Approval of the Minutes of the Regular Meeting held on August 15, 2016, as distributed – Approved

B. Approval of Licenses – Approved

1. Contractor’s Licenses – 2 – New
2. Contractor’s Licenses – 5 – Renewals

C. Department Activity Reports – Approved

1. Fire Chief
2. Park Director
3. City Administrator

D. Resolution No. 34:16 Adopted – FY 2017 TZD Resolution – Authorizing Police Chief McQuiston to be Fiscal Agent and Administer the 2016-2017 Traffic Safety Enforcement Grant

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

Council Committee Reports

Personnel and Finance Committee Report

Approval of Bills & Payments to Contractors – Approved

<u>Contractor</u>	<u>IMP #</u>	<u>Project</u>	<u>Amount</u>	<u>Total Retained On Project</u>
Northwoods Landscaping	10-03	Downtown Maintenance	\$2,700.00	0
Anderson Brothers	16-04	2016 Street Patching – Final	\$22,065.38	0
Braun Intertec	16-03	2016 Seal Coat thru 7/29	\$687.50	0
Braun Intertec	14-15	Airport Utility Ext – Testing thru 8/5	\$6,296.75	0
S.E.H.	14-15	Airport Utility Ext thru 7/31	\$74,698.44	0
WSN	16-06	San Sewer – Block 46 thru 8/6	\$2,430.00	0
WSN	16-11	Bridge Inspection thru 8/6	\$1,938.08	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 Hilgart, Koep, Pritschet, Bevans, Johnson, Borkenhagen and Scheeler voted “aye.” No member voted “nay.” The Chair declared the motion carried.

LMCIT Renewal for 2016-2017 – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO APPROVE THE CITY’S LIABILITY INSURANCE POLICY WITH THE LEAGUE OF MINNESOTA CITIES INSURANCE TRUST (LMCIT) FOR THE PERIOD OF JUNE 1, 2016 THROUGH MAY 31, 2017.

Computer Security/End Point Protection – No Action Taken

Committee Chair Koep reported that at the Information Technology (IT) meeting held last week it was determined that an additional layer of security against network threats is necessary; however, further information is needed before a decision or purchase will be made.

Subordination Agreement – Moving the City to 3rd Lien Position in SCDG Loan for 2818 Clara Street, Brainerd – Approve Agreement and Authorize Signatures following City Attorney Review – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE THE CITY TO ISSUE THE LENDER FOR THE 2818 CLARA STREET, BRAINERD SCDG LOAN A SUBORDINATION AGREEMENT IN WHICH THE CITY WILL BE

IN THIRD LIEN POSITION AND TO AUTHORIZE SIGNATURES OF SUBORDINATION AGREEMENT FOLLOWING CITY ATTORNEY REVIEW.

Trainee Election Judge Wage – Amend Resolution No. 39:14 to Set the Trainee Judge Wage at \$9.50 per Hour – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AMEND RESOLUTION NO. 39:14 TO SET THE TRAINEE ELECTION JUDGE WAGE AT \$9.50 PER HOUR.

Election Emergency Plan – Adopt the Crow Wing County Election Emergency Plan as the City of Brainerd’s Election Emergency Plan for the 2016 General Election and Beyond – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO ADOPT THE CROW WING COUNTY ELECTION EMERGENCY PLAN AS THE CITY OF BRAINERD’S ELECTION EMERGENCY PLAN FOR THE 2016 GENERAL ELECTION AND BEYOND.

City Administrator Thoreen stated that the plan will be available at the front counter at City Hall and on the City’s website: www.ci.brainerd.mn.us

Clarify Date for City Administrator Future General Wage Adjustment – Wage Adjustment to Occur at the Same Time as other Department Head and Supervisor Wage Adjustments – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO CLARIFY THAT THE EFFECTIVE DATE FOR THE CITY ADMINISTRATOR’S WAGE ADJUSTMENT SHALL OCCUR AT THE SAME TIME AS THE OTHER DEPARTMENT HEAD AND SUPERVISOR WAGE ADJUSTMENTS.

Police Department – Employee Out of State Travel – Authorize Investigator Craig Katzenberger to Travel to Virginia for NDCAC Training – Expenses to be covered by Federal Funding from FBI – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE BRAINERD POLICE DEPARTMENT INVESTIGATOR CRAIG KATZENBERGER TO TRAVEL OUT OF STATE TO ATTEND THE DEPARTMENT OF JUSTICE “NDCAC” SPONSORED TRAINING IN VIRGINIA FROM SEPTEMBER 13-16, 2016 WITH ALL COSTS TO BE COVERED BY FEDERAL FUNDING FROM THE FBI.

Fire Department – State Turnout Gear Washer Grant Program – Authorize Letter Indicating Intent and Approval to Utilize Grant Funds for Turnout Gear Washer/Extractor Purchase if Funds are Awarded – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO AUTHORIZE A LETTER FROM THE CITY INDICATING THE INTENT AND APPROVAL TO PURCHASE A TURNOUT GEAR WASHER/EXTRACTOR IF FUNDS ARE AWARDED TO THE BRAINERD FIRE DEPARTMENT THROUGH THE MN FIRE MARSHAL’S GRANT PROGRAM.

Fire Department – DNR Grant Award – Accept Grant in the amount of \$2,500 and Authorize Appropriate Signatures – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO ACCEPT THE DNR FIRE ASSISTANCE GRANT IN THE AMOUNT OF \$2,500 AND AUTHORIZE APPROPRIATE SIGNATURES.

2017 Budget Workshop – To be held from 5:30 P.M. to 7:00 P.M. on Monday, September 12, 2016 in the Brainerd City Hall Council Chambers – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO HOLD A BUDGET WORKSHOP ON MONDAY, SEPTEMBER 12, 2016 FROM 5:30 P.M. TO 7:00 P.M. IN THE BRAINERD CITY HALL COUNCIL CHAMBERS.

Safety and Public Works Committee Report

Transit Bus #115 Property Damage Release – Authorize City Administrator to Execute on City's Behalf – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO AUTHORIZE THE CITY ADMINISTRATOR TO EXECUTE THE PROPERTY DAMAGE RELEASE FOR DAMAGE TO TRANSIT BUS #115 ON THE CITY'S BEHALF.

Resolution No. 35:16 Adopted – Authorizing the Purchase of a Transit Bus for \$80,093 with a Local Match of 20% through the City's 2016 MnDOT Capital Contract – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART TO ADOPT RESOLUTION NO. 35:16 – AUTHORIZING THE PURCHASE OF A TRANSIT BUS FOR \$80,093 WITH A 20% LOCAL SHARE THROUGH THE CITY'S 2016 MNDOT CAPITAL CONTRACT.

RESOLUTION NO. 35:16

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

Event/Street Closure Application submitted by Community Action for Homecoming Events being held on October 8, 2016 – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION AS SUBMITTED BY COMMUNITY ACTION FOR THE ANNUAL HOMECOMING EVENTS TO BE HELD ON SATURDAY, OCTOBER 8, 2016 IN THE AREAS OF FRONT STREET, LAUREL STREET, EAST RIVER ROAD AND COLLEGE DRIVE.

Event/Street Closure Application Submitted by the Brainerd Fire Department for their Annual Open House – October 13, 2016 - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION AS SUBMITTED BY THE BRAINERD FIRE DEPARTMENT FOR THEIR ANNUAL OPEN HOUSE TO BE HELD ON THURSDAY, OCTOBER 13, 2016 AT THE FIRE STATION LOCATED ON EAST RIVER ROAD AND LAUREL STREET.

Improvement 16-04 – 2016 Street Patching Project Overage – Paid – Informational

Committee Chair Bevans reported that this payment was taken care of through the approved payments to contractors.

Resolution No. 37:16 Adopted – Ordering Improvement 16-06 (Block 46 Sanitary Sewer) with the intent to Reimburse through Bonding and Awarding the Bid to Anderson Brother's Construction

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN TO ADOPT RESOLUTION NO. 37:16 – ORDERING IMPROVEMENT 16-06 (BLOCK 46 SANITARY SEWER) WITH THE INTENT TO REIMBURSE THROUGH BONDING AND AWARDING THE BID TO ANDERSON BROTHERS CONSTRUCTION.

The Chair recognized City Engineer Hulsether who discussed funding of the bond and reimbursement options.

Finance Director Hillman requested that the resolution be sent to the City's Bond Counsel prior to signatures.

RESOLUTION NO. 37:16

Upon roll call, members Hilgart, Koep, Pritschet, Bevans, Johnson, Borkenhagen 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 ACCEPT THE QUOTE FROM TIM THOMPSON PLUMBING TO REDIRECT THE SANITARY SEWER SERVICES ON BLOCKS 46 AND 48 FOR IMPROVEMENT 16-06.

Resolution No. 38:16 Adopted – Ordering Improvement 15-11 (Sanitary Sewer Interceptor on BIC Property) with the intent to Reimburse through Utility Revenue Bonds and Authorizing the Advertisement of Bids to be Returnable by Monday, September 19, 2016

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN TO ADOPT RESOLUTION NO. 38:16 – ORDERING IMPROVEMENT 15-11 – SANITARY SEWER INTERCEPTOR ON BIC PROPERTY – WITH THE INTENT TO REIMBURSE THROUGH UTILITY REVENUE BONDS AND AUTHORIZING THE ADVERTISEMENT OF BIDS TO BE RETURNABLE BY MONDAY, SEPTEMBER 19, 2016.

RESOLUTION NO. 38:16

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

Added Item: Event/Street Closure Application submitted by Rob Hall for the Brainerd Crop Walk to be held on October 9, 2016 – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION AS SUBMITTED BY ROB HALL FOR THE CROP WALK EVENT TO BE HELD ON OCTOBER 9, 2016 IN NORTHEAST BRAINERD BETWEEN BETHLEHEM CHURCH AND LUM PARK AND ADJACENT TO TH 210.

Added Item: Petition to Vacate a Portion of Lakeview Lane – Public Hearing Scheduled for 7:30 P.M. on Monday, October 3, 2016 in the City Hall Council Chambers – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO ACCEPT A PETITION TO VACATE A PORTION OF LAKEVIEW LANE AND TO HOLD A PUBLIC HEARING AT 7:30 P.M. ON MONDAY, OCTOBER 3, 2016 IN THE CITY HALL COUNCIL CHAMBERS TO HEAR COMMENTS ON THE VACATION.

City Engineer Hulsether clarified that the vacated portion will be assigned to the adjacent lots.

Unfinished Business

CWC HRA Chair Mike Kneeland – Presentation Relating to Process and History of Redevelopment Project No. 1 – Public Hearing Called for – Approved

The Chair recognized Crow Wing County Housing and Redevelopment Authority Chair Mr. Mike Kneeland who appeared before the Council to clarify the history of their Redevelopment Project No. 1. This plan outlines the redevelopment of the Brainerd Oaks, Serene Pines and DalMar Estates properties in Brainerd. The Chair thanked him for his presentation.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND JOHNSON, DULY CARRIED, TO IMMEDIATELY HOLD THE PUBLIC HEARING TO CONSIDER THE REDEVELOPMENT PLAN FOR REDEVELOPMENT PROJECT NO. 1 PROPOSED BY THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE COUNTY OF CROW WING.

Public Hearing – Redevelopment Plan for Redevelopment Project No. 1 Proposed by the Housing and Redevelopment Authority in and for the County of Crow Wing – Adoption of a Resolution

The Chair opened the Public Hearing at 8:05 P.M. No one came forward.

The Chair closed the Public Hearing at 8:06 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON TO ADOPT RESOLUTION NO. 36:16 – ACCEPTING THE REDEVELOPMENT PLAN FOR REDEVELOPMENT PROJECT NO. 1 PROPOSED BY THE HOUSING AND REDEVELOPMENT AUTHORITY IN AND FOR THE COUNTY OF CROW WING.

RESOLUTION NO. 36:16

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

Correction to Ordinance No. 1457 – Robert and Andrea Marohn Annexation, 11427 Easy Street – Approved

Per Agenda Request, City Planner Ostgarden reported that Ordinance No. 1457 which was approved at the August 15, 2016 City Council meeting requires amending to specify the property annexed into the City is exempt from property taxes at the time of annexation due to the property owners Disabled American Veteran status.

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO CORRECT ORDINANCE NO. 1457, ROBERT AND ANDREA MAROHN ANNEXATION OF 11427 EASY STREET, BRAINERD, BY DELETING SECTION 6 IN ITS ENTIRETY AND REPLACING IT WITH, “SECTION SIX: THE PROPERTY IS EXEMPT FROM PROPERTY TAXES DUE TO THE PROPERTY OWNER’S STATUS AS A DISABLED AMERICAN VETERAN.”

Call for Applicants – Informational:

(Application Information at www.ci.brainerd.mn.us/boards/)

Cable TV Advisory Committee – 1 Term to expire 12/31/2016

Rental Dwelling Board of Appeals – 1 “Tenant Representative” Term to expire 12/31/2016

Ad Hoc Walkable Bikeable City Committee

New Business

Police Department – NJPA Drug Task Force Funding – Authorize Signature of Brainerd Police Chief McQuiston – Approved

The Chair recognized Police Chief McQuiston, who discussed the history of the Lakes Area Drug Investigative Division (**LADID**), made up of staff from the Crow Wing County Sheriff’s Department, the Brainerd Police Department and the Baxter Police Department.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO AUTHORIZE BRAINERD POLICE CHIEF MCQUISTON TO SIGN THE NJPA FUNDING AGREEMENT TO ACCEPT DRUG TASK FORCE FUNDING.

Public Forum: No one appeared for Public Forum.

Staff Reports: No staff reports were given.

Council Member Reports

Council Member Hilgart reported that she had attended the Fire Service Advisory Committee meeting at which she felt Finance Director Hillman provided a good explanation of the effects of the 2015 budget shortfall.

Council President Scheeler asked the Council to adjourn to the MN Adult and Teen Challenge ribbon cutting event from 1:30 to 4:00 P.M. on Friday, September 9, 2016 and to "Business After Hours" being held at the Airport from 4:30 to 6:00 P.M. on Tuesday, September 13, 2016. He stated that the Airport event requests RSVP's based on food service.

Mayor Menk read a proclamation setting September 9 – 10 – 11, 2016 as Streetrod and Custom Weekend in the City of Brainerd. He stated that events at Gregory Park and the Fairgrounds will host over 800 participants.

Committee Recommendations – Recommended by Mayor Menk

MOVED AND SECONDED BY ALDERMEN KOEP AND BEVANS, DULY CARRIED, TO APPOINT MR. WAYNE ERICKSON TO THE ECONOMIC DEVELOPMENT AUTHORITY FOR A TERM TO EXPIRE ON SEPTEMBER 7, 2022.

Adjourn:

- To the Ribbon Cutting Ceremony to be held from 1:30 to 4:00 P.M. on Friday, September 9, 2016 at Minnesota Adult and Teen Challenge, 2424 MN-371 Business
- To the Council Budget Workshop to be held from 5:30 to 7:00 P.M. on Monday, September 12, 2016 in the Brainerd City Hall Council Chambers
- To "Business After Hours" to be held from 4:30 to 6:00 P.M. on Tuesday, September 13, 2016 at the Brainerd Lakes Regional Airport, 16384 Airport Road

The Chair adjourned the meeting at 8:36 P.M.

James M. Thoreen
City Administrator