

*7:15 P.M. – Showcasing Brainerd: Brainerd Veterans Outpatient Clinic*

The Chair welcomed Ms. Nicole Finnegan from the Brainerd Veterans Outpatient Clinic, who discussed the many services offered by the facility including general healthcare, podiatry, x-ray, laboratory, mental health, audiology and nutritional therapy. She stated that there are two pharmacists on hand to provide medication information and dispense pharmacy packs and that tele-health and “video health” devices make home health monitoring possible. Ms. Finnegan stated that the clinic uses a Patient Aligned Care Team (PACT) model to determine what works best for each patient and that various classes and support groups are available. In closing, she stated that the facility feels honored to be providing all of these services to the area Veterans. She answered questions of the Council and the Chair thanked her for her 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 as present: Koep, Pritschet, Bevans, Johnson, Borkenhagen, Hilgart and Scheeler. Mayor Menk was also noted as present.

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

City Administrator Thoreen stated that if there is anyone in the audience for a Public Hearing relating to the proposed liquor zone amendment to allow a brewery in the Franklin Arts Center they will be allowed to speak; however, the Public Hearing required for the final reading and adoption proposed Ordinance No. 1462 has been postponed to the November 21, 2016 City Council meeting. The Planning Commission will hold a continued Public Hearing at their November 16, 2016 meeting which starts at 6:00 P.M. It appeared that no one was in attendance to address this issue.

*NOTE: The request for a liquor zone amendment was later withdrawn negating the need for the aforementioned Public Hearings.*

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART TO ADOPT THE CONSENT CALENDAR AS PRESENTED.

**A. Approval of the Minutes of the Regular Meeting held on October 17, 2016 and the Special Meeting held on October 25, 2016, as distributed – Approved**

**B. Approval of Licenses – Approved**

1. Contractor’s Licenses – 2 – New
2. Contractor’s Licenses – 4 – Renewals
3. Taxicab Certificate – 1 – New:  
Ronnie Schnichels dba Grab-A-Cab, LLC  
421 ½ S 9<sup>th</sup> Street, Brainerd MN 56401

**C. Department Activity Reports – Approved**

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

**D. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by the Brainerd Amateur Hockey Association for a Raffle to be held on February 9, 2017 at Essentia Health Sports Center, 502 Jackson Street, Brainerd – Approved**

**E. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by Knights of Columbus Council 1491 for Bingo Events to be held on February 2, 9, 16, and 23 of 2017 at St. Francis Church, 404 9<sup>th</sup> Street N, Brainerd – Approved**

**F. Minnesota Lawful Gambling Application to Conduct Excluded Bingo – Submitted by St. Andrew’s Council of Catholic Women for a Bingo Event to be held on November 19, 2016 at St. Andrew’s Catholic Church, 1108 Willow Street, Brainerd – Approved**

**G. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by Central Lakes College Foundation for a Raffle to be held on February 22, 2017 at 501 West College Drive, Brainerd – Approved**

**H. Fire Department – Authorize Application for a Vehicle Acquisition Grant through AFG Program – Approved**

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

**Council Committee Reports**

**Safety and Public Works Committee**

**Tax Forfeit Parcels – Proceed with Staff Recommendation for Tract Numbers 82-16, 83-16, 84-16 and 85-16 – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO PROCEED WITH THE FOLLOWING ACTIONS BASED ON STAFF RECOMMENDATION:

- TRACT #82-16 – 808 QUINCE – CONCUR WITH NON-CONSERVATION CLASSIFICATION – RECERTIFY ASSESSMENT OF \$2,685.73
- TRACT #83-16 – I STREET R/W – HOLD IN CONSERVATION STATUS
- TRACT #84-16 – NORWOOD POND – HOLD IN CONSERVATION STATUS
- TRACT #85-16 – MARY STREET – CONCUR WITH NON-CONSERVATION CLASSIFICATION AND OFFER FOR SALE

**Improvement 16-06 – Sewer Redirects on Blocks 46 and 48 – Authorize Additional \$2,830 Payment to Tim Thompson Plumbing – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO APPROVE AN ADDITIONAL \$2,830 PAYMENT TO TIM THOMPSON PLUMBING FOR REDIRECTING THE ADDITIONAL SEWER SERVICE FROM THE WASHINGTON STREET SANITARY SEWER TO THE SEWERS LOCATED IN THE ALLEYS NORTH OF WASHINGTON STREET.

**Improvement 13-04 – Dead Tree at 1414 13<sup>th</sup> Avenue NE – Authorize Staff to Solicit Quotes and Proceed with Lowest Bidder for Removal – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO AUTHORIZE STAFF TO SOLICIT QUOTES AND PROCEED WITH THE LOWEST BIDDER TO REMOVE THE DEAD TREE AT 1414 13<sup>TH</sup> AVENUE NE.

**Street Closure/Special Event Application – Authorize the “Gnome for the Holiday” Event to be held on Saturday, November 26, 2016 from 12:00 P.M. to 6:00 P.M. in Downtown Brainerd Subject to Staff Requirements for Fire and Parks Department Coordination and Approval – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO APPROVE THE STREET CLOSURE/SPECIAL EVENT APPLICATION FOR THE “GNOME FOR THE HOLIDAY” EVENT TO BE HELD ON SATURDAY, NOVEMBER 26, 2016 FROM 12:00 P.M. TO 6:00 P.M. IN DOWNTOWN BRAINERD SUBJECT TO THE SANTA ARRIVAL AND BONFIRE BEING COORDINATED WITH AND APPROVED BY THE FIRE CHIEF AND THE CHRISTMAS TREE LIGHTING BEING COORDINATED WITH THE PARKS DEPARTMENT.

**2016-2017 Downtown Snow Removal Bids – Accept Bid from Tom’s Backhoe – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO ACCEPT THE BID FROM TOM’S BACKHOE FOR THE 2016-2017 DOWNTOWN SNOW REMOVAL BIDS.

**Improvement 15-11 – ‘O’ Street Sanitary Sewer Interceptor Replacement Project – Accept Overrun of Total Project Cost of \$7,145.65 and Authorize Final Payment to DeChantal Excavating for a Total Project Cost of \$56,067.15 for Improvement 15-11 – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO ACCEPT THE OVERRUN OF TOTAL PROJECT COST OF \$7,145.65 AND AUTHORIZE THE FINAL PAYMENT TO DECHANTAL EXCAVATING FOR A TOTAL PROJECT COST OF \$56,067.15 FOR IMPROVEMENT 15-11 – ‘O’ STREET SANITARY SEWER INTERCEPTOR REPLACEMENT PROJECT.

**Resolution No. 53:16 Adopted – A Resolution for the Advancement of State Aid Street Funds for 2017 Municipal Projects in the City of Brainerd**

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART TO ADOPT RESOLUTION NO. 53:16 – ADVANCEMENT OF STATE AID STREET FUNDS FOR 2017 MUNICIPAL PROJECTS IN THE CITY OF BRAINERD.

### **RESOLUTION NO. 53:16**

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

### **Walkable Bikeable Committee Non-Motorized Transportation Plan – Informational**

Committee Chair Bevans called the Council’s attention to the City of Brainerd Non-Motorized Transportation Plan which was distributed to them prior to tonight’s meeting. He asked that the Council Members please read through the plan which includes some funding options in order to be prepared for the Walkable Bikeable City Committee’s presentation at the December 5, 2016 City Council Meeting.

### **Signs in the Right-of-Way – Informational**

Committee Chair Bevans reported that the issue of signs being placed in and removed from the City Right-of-Way will not be discussed at Committee level until after January based on there not being enough time to make any changes prior to tomorrow’s election.

### **Tree Removal Concern – 407 N 1<sup>st</sup> Street, Brainerd – Informational**

Committee Chair Bevans reported that the City Engineer has assured Committee that a citizen complaint and concern over responsibility for the removal of a distressed tree has been handled. He stated that the tree is located in the Right-of-Way at 407 N 1<sup>st</sup> Street and that the adjacent property owner is responsible for removal and all costs associated with the removal.

### **Personnel and Finance Committee**

### **Approval of Bills & Payments to Contractors – Approved**

| Contractor           | IMP # | Project                | Amount   | Total Retained |
|----------------------|-------|------------------------|----------|----------------|
| CWC Hwy Dept         | 16-02 | College Drive Striping | \$5,769  | \$0            |
| Tim Thompson Plmbg   | 16-06 | San Sewer Block 46     | \$21,330 | \$0            |
| Anderson Brothers    | 16-06 | San Sewer Block 46     | \$95,054 | \$960          |
| DeChantel Excavating | 15-11 | O Street Interceptor   | \$56,067 | \$0            |

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

Discussion was held on the overage on the amount budgeted for Improvement 16-06.

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

**Fire Department – Muriel West Fire Review – Send Letter to Insurance Company Requesting Payment for the Extrication Service on August 17, 2015; Further, Request that Staff Complete a Cost Comparison with Other Cities for the Extrication Service Cost – Approved**

Committee Chair Koep reported that the policy relating to extrication fees has been amended following this situation to allow for addressing appeals to the charges for the service. She stated that the “appropriateness” of the fee for this service was discussed at Committee level as well as setting precedence.

Committee Member Pritschet stated that if the City receives a letter from the insurance company stating they refuse to pay the fee the City can then consider a payment plan.

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO SEND A LETTER TO MS. MURIEL WEST’S INSURANCE COMPANY TO REQUEST PAYMENT FOR THE EXTRICATION SERVICES PERFORMED BY THE CITY OF BRAINERD ON AUGUST 17, 2016; FURTHER, TO REQUEST THAT STAFF COMPLETE A COST COMPARISON WITH OTHER CITIES FOR THE EXTRICATION SERVICE COST.

**Deferred Assessment Criteria Review – Held Over**

**Meal Reimbursement Rates – Direct Staff to Prepare an Employee Policy Allowing Up To \$47 “Per Day” for Full Day Events and Separate “Per Meal” Amounts of \$10/\$14/\$23 for Breakfast, Lunch and Dinner, Respectively, for Partial Day Events – Approved**

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO DIRECT STAFF TO PREPARE A MEAL REIMBURSEMENT RATE EMPLOYEE POLICY IDENTIFYING THE FOLLOWING LIMITS: UP TO \$47 “PER DAY” FOR FULL DAY EVENTS AND UP TO \$10/\$14/\$23 FOR BREAKFAST, LUNCH AND DINNER, RESPECTIVELY, FOR PARTIAL DAY EVENTS.

**Estimated Market Value Update – Informational**

An “Estimated Market Values Less Personal Property” report showing an increase in Residential values and a decrease in Commercial values was included in the Packet.

**Unfinished Business**

**Call for Applicants – Informational:**

**(Application Information at [www.ci.brainerd.mn.us/boards/](http://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 12/31/16

Ad Hoc Walkable Bikeable City Committee

**New Business**

**NJPA Annual Board Election; Opportunity to Nominate**

City Administrator Thoreen directed the Council's attention to the NJPA Board of Directors Nomination form and information in the Packet.

**Canvass of 2016 General Election Results – Special Meeting set for Tuesday, November 15, 2016 at 12:00 P.M. in the City Hall Council Chambers**

**Public Forum**

Ms. Nancy Williams, 704 Laurel Street, Brainerd, passed out "Gnome for the Holiday" flyers.

**Staff Reports** – None.

**Council Member Reports**

Alderman Koep requested information on a letter sent to the Brainerd Dispatch by Brainerd Public Utilities relating to the annexation of their property.

Council President Scheeler stated that this item will most likely be on the next Council meeting.

Council Member Pritschet wished the deer hunters good luck and safe hunting.

Mayor Menk stated that he was honored to attend and distribute awards to honorees at the Distinguished Service Awards. He also thanked Council Members, staff and citizens for their help with re-lamping downtown Christmas decorations.

**Adjourn – To Closed Session Pursuant to M.S. 13D.03 for Labor Negotiation Strategy and to the Canvass of General Election Results – 8:06 P.M.**

The Council reconvened into open session at 9:00 P.M.

**Adjourn – To Special Meeting to be held on Tuesday, November 15, 2016 at 12:00 P.M. for the purpose of Canvassing the 2016 General Election Results.**

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

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James M. Thoreen  
City Administrator

**Brainerd, MN  
November 15, 2016**

Pursuant to due call and notice thereof, the Special Meeting of the Brainerd City Council was called to order at 12:10 P.M. by City Administrator Thoreen.

Upon roll call, the following members were noted present: Koep, Bevans, Johnson and Borkenhagen. Members Pritschet, Hilgart, Scheeler and Mayor Menk were noted as absent. Also present were City Administrator Thoreen and Finance Director Hillman.

City Administrator Thoreen provided a recap of the number of voters and the results of the election.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO ACCEPT THE RESULTS OF THE 2016 GENERAL ELECTION IN THE CITY OF BRAINERD AS PRESENTED.

**Adjourn**

The Chair adjourned the meeting at 12:14 P.M.

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James M. Thoreen  
City Administrator