**Brainerd, MN**
**December 5, 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.

It was noted that Royal Tire had not been available for the Showcasing Brainerd presentation which was scheduled to occur prior to tonight's meeting.

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.

Council Member Pritschet requested the adjournment to closed session at the end of the meeting to discuss labor negotiations. Council concurred.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND KOEP, DULY CARRIED, TO ADOPT THE AMENDED AGENDA.

Council Member Johnson noted a correction to the first line of the November 21, 2016 City Council minutes which lists Council President Scheeler calling the meeting to order when it should have been Vice President Pritschet.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON TO APPROVE THE CONSENT CALENDAR WITH THE CORRECTED MINUTES TO THE NOVEMBER 21, 2016 CITY COUNCIL MEETING.

**A. Approval of the Corrected Minutes of the Regular Meeting held on November 21, 2016 – Approved**

**B. Approval of Licenses – Approved**

1. Garbage Licenses – 4 – Renewals
2. Tobacco Licenses – 17 – Renewals
3. Taxicab Licenses – 1 – Renewal
4. Second Hand Licenses – 1 – Renewal
5. Second Hand Auto Licenses – 7 – Renewals

**C. Department Activity Reports – Approved**

1. Fire Chief
2. Park Director

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

**Presentations**

**BPU 2017 Operating & Capital Budget – Approved**

Brainerd Public Utilities Superintendent Scott Magnuson and Secretary Todd Wicklund reviewed key points of the budget which had been provided to the Council prior to the meeting. They answered questions of the Council and the Chair thanked them for their presentation.

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO APPROVE THE 2017 BPU OPERATING AND CAPITAL BUDGET AS PRESENTED.

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

**Walkable Bikeable City Committee (WBCC) – Conceptual Non-Motorized Transportation Plan – Approved**

1) *Council Direction on Acceptance of All or Part of Plan or Alternative Action*
2) *Council Direction to WBCC on Any Specific Requested Action*

The Chair recognized Ms. Ellie Burkett from the Walkable Bikeable City Committee who reported that several members of the WBCC Committee were seated in the audience. She reviewed the “Non-Motorized Transportation Plan” developed by the Committee to make City neighborhoods more walkable and bikeable. She stated that the plan includes the development of citywide sidewalks, trails and bike lanes as well as a possible skatepark and went over some of the specific proposals. In closing she shared that the plan is available at www.ci.brainerd.mn.us and reported that public input has been ongoing. She answered questions of the Council and the Chair thanked her for her presentation.

Council Member Koep expressed a great deal of concern with property owners’ required responsibility to maintain the sidewalks around their own homes. She also requested more bicycle education as well as the re-implementation of bicycle licenses to increase safety.

Council discussion was held. Key points included funding, communication between all parties involved and confirmation that this is a conceptual plan which will be worked on over several years.

MOVED AND SECONDED BY ALDERMEN BORKENHAGEN AND JOHNSON TO ACCEPT THE CONCEPTUAL NON-MOTORIZED TRANSPORTATION PLAN AS PROPOSED BY THE WALKABLE BIKEABLE CITY COMMITTEE.

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

Council Member Bevans asked Ms. Burkett what the future plans of the WBCC include based on the 10-year plan just accepted.

Ms. Burkett stated that the Committee plans to continue to work with the community and the Council including bicycle and vehicle education and to work on funding goals.

Council Member Bevans asked why there continues to be a focus on setting up the busiest traffic areas to accommodate bicycle and foot traffic; he stated that he, being an avid bicyclist, would choose to instead use a route that would not be as busy based on safety concerns.

Ms. Burkett stated that these questions are being addressed by the WBCC and asked that a Council liaison be established after the first of the year.

**Council Committee Reports**

**Safety and Public Works Committee Report**

**RtVision One Office Software – Authorize Acquisition of Software at Estimated Cost of $16,140 to be paid from the Construction Fund and Reimbursed as an Engineering Expense from the City's State Aid Funds – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO AUTHORIZE THE ACQUISITION OF RTVISION ONE OFFICE SOFTWARE AT THE ESTIMATED COST OF $16,140 TO BE PAID FROM THE CONSTRUCTION FUND AND REIMBURSED AS AN ENGINEERING EXPENSE FROM THE CITY'S STATE AID FUNDS.

**Traffic Concerns on SW 4th Street – Authorize City Staff to Conduct Informal Traffic Study to Increase Speed and Crosswalk Compliance Enforcement – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO AUTHORIZE STAFF TO PROCEED WITH A STUDY OF THE SPEEDS TRAVELED ON SW 4TH STREET AND TO TAKE APPROPRIATE ACTION INCLUDING OCCASIONAL DRIVER FEEDBACK SPEED DISPLAYS COMBINED WITH ATTEMPTS BY POLICE AS STAFFING ALLOWS TO INCREASE SPEED AND CROSSWALK COMPLIANCE ENFORCEMENT.

**Drainage Issues on Pine Shores Road – Refer to Oak Lawn Township – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO DIRECT STAFF TO NOTIFY OAK LAWN TOWNSHIP OF A COMPLAINT RECEIVED ON DRAINAGE ISSUES ON PINE SHORES ROAD.

**Organized Collection – Garbage/Recycling – Staff to Notify all Potentially Interested Parties that Discussion will be Held at the December 19, 2016 Safety and Public Works Committee Meeting – Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO DIRECT STAFF TO NOTIFY ALL POTENTIALLY INTERESTED PARTIES THAT DISCUSSION RELATING TO ORGANIZED GARBAGE COLLECTION IN THE CITY OF BRAINERD WILL BE HELD AT THE DECEMBER 19, 2016 SAFETY AND PUBLIC WORKS COMMITTEE MEETING.

**Personnel and Finance Committee Report**

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

| Contractor | IMP # | Project | Amount | Total Retained |
|---|---|---|---|---|
| North Star Well Drilling | 14-15 | Arpt Util Ext – 11284 Hwy 210 | $8,734 | $0 |
| North Star Well Drilling | 14-15 | Arpt Util Ext – 11284 Hwy 210 | $7,498 | $0 |
| S.E.H. | 14-15 | Arpt Util Ext thru 10/29 | $62,326 | $0 |
| MNDot | 16-11 | Bridge Inspection Svc | $1,925 | $0 |

Committee Chair Koep clarified the amount proposed for the two wells on the Airport Utility Extension Project wells.

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

**Fire Department – Approve and Authorize Signatures on "The Compliance Engine"(the "Solution") Contract with Brycer, LLC – Effective December 1, 2016 – Approved**

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO APPROVE AND AUTHORIZE SIGNATURES ON "THE COMPLIANCE ENGINE"(THE "SOLUTION") CONTRACT BETWEEN BRYCER, LLC AND THE CITY OF BRAINERD FIRE DEPARTMENT WITH EFFECTIVE STARTING DATE OF DECEMBER 1, 2016.

**Fire Department – Paid On Call Firefighter Richard Johnson Resignation – Effective November 3, 2016 – Approved**

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF PAID ON-CALL FIREFIGHTER RICHARD JOHNSON EFFECTIVE NOVEMBER 3, 2016.

**Telephone System Follow Up – Establish Protocol that IT Department Utilize a Recording Alerting Callers of City Hall's Inability to Receive Phone Calls if at any time Power is Lost for 15 Minutes or More – Approved**

MOVED AND SECONDED BY ALDERMEN KOEP AND HILGART, DULY CARRIED, TO ESTABLISH PROTOCOL THAT THE IT DEPARTMENT UTILIZE A RECORDING ALERTING CALLERS OF CITY HALL'S INABILITY TO RECEIVE PHONE CALLS IF AT ANY TIME POWER IS LOST FOR 15 MINUTES OR MORE.

**Unfinished Business**

**Sanitary and Storm Sewer Rate Study and Design Results – Set Presentation Date – To be held at the December 19, 2016 Safety and Public Works Committee Meeting – Approved**

Finance Director Hillman reported that UFS, LLC will be in Brainerd on December 19th to present a rate study and design to Brainerd Public Utilities on December 20th. She requested Council direction on having the company present the City's rate study and design results at the December 19, 2016 City Council Meeting or to schedule a special Council meeting on December 20th.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND BEVANS, DULY CARRIED, TO INVITE UFS, LLC TO PRESENT THE CITY'S SANITARY AND STORM SEWER RATE STUDY AND DESIGN RESULTS DURING THE DECEMBER 19, 2016 COUNCIL MEETING.

**Call for Applicants – Informational**

**Mayor Recommended: (all terms expire on 12/31 of said year)**

Cable TV Advisory Committee – 2 terms (Expire 2019)
Charter Commission – 2 terms (Expire 2020)
Public Utilities Commission – 1 term (Expires 2021)
Transportation Advisory Committee – 2 terms (Expire 2018)
Rental Dwelling Board of Appeals – 5 terms (see below) – (Expire 2018)

1. *Residential Property Manager Representatives (2)*
2. *Residential Rental Housing Advocate Representative (1)*
3. *Tenant Representative (1)*
4. *General Public Representative (1)*

**Council President Recommended: (all terms expire on 12/31 of said year)**

Airport Commission – 1 term (Expires 2019)
Planning Commission – 3 terms (Expire 2019)
Police & Fire Civil Service Commission – 1 term (Expires 2019)

**Public Forum**

**Staff Reports**

City Administrator Thoreen announced that at a reception will be held prior to the December 19, 2016 City Council Meeting with coffee and cookies to recognize both departing and new Council Members.

**Council Member Reports**

Mayor Menk reported that he had addressed the new Lions Club at Central Lakes College on December 4th and had attended a meeting relating to Downtown Organization this afternoon with City Planner Ostgarden and Mr. Todd Streeter.

**Break**

9:06 P.M. **–** The Council took a 10 minute break prior to adjourning into closed session.

**Adjourn – To Closed Session Pursuant to M.S. 13D.03 for Labor Negotiation Strategy and to the Canvass of General Election Results – 9:16 P.M.**

The Council reconvened into open session at 9:40 P.M.

**Adjourn – To Budget Public Hearing to be held on Monday, December 12, 2016 at 6:00 P.M.**

The Chair adjourned the meeting at 9:42 P.M.

James M. Thoreen
City Administrator