

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, Scheeler and Mayor Menk.

Council President Scheeler opened the meeting with the Pledge of Allegiance to the Flag.

Council Member Koep requested that item "5D – Congressman Nolan Office Lease" be moved from the Consent Calendar to the end of the Personnel and Finance Committee agenda.

Mayor Menk requested that the item "committee reappointment recommendations" be added to the Staff Reports section.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BEVANS, DULY CARRIED, TO APPROVE THE AGENDA AS AMENDED.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND PRITSCHET TO ADOPT THE CONSENT CALENDAR AS AMENDED.

A. Approval of the Minutes of the Regular Meeting held on December 5, 2016, the Budget Workshop held on December 1, 2016 and the Budget Public Hearing held on December 12, 2016, as distributed – Approved

B. Approval of Licenses – Approved

1. Contractor's Licenses – 60 – Renewals
2. Contractor's Licenses – 2 – New
3. Tobacco Licenses – 5 – Renewals
4. Pawnbrokers Licenses – 2 – Renewals
5. Second Hand Goods Licenses – 1 – Renewal
6. Second Hand Auto Licenses – 1 – Renewal (Contingent Upon Fire Dept Inspection)
7. Taxi Cab Licenses – 1 – Renewal
8. **DATE CHANGE:** Brainerd American Legion Temporary Liquor License Approved at 12/7/16 meeting for a December 10, 2016 Event – Event Postponed to January 7, 2017

C. Department Activity Reports – Approved

1. Police Chief
2. Finance 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.

Presentation of Tower Awards to Departing Council Members

Mayor Menk presented Tower Awards to departing Council Members Mary Koep, Gary Scheeler and Chip Borkenhagen. Council and staff applauded their years of service and pictures were taken.

Welcome to New Council Members

Mayor Menk and City Administrator Thoreen welcomed Council Elects Dave Badeaux, Janice M. Lambert and Kevin H. Stunek who begin their terms on January 1, 2016. Pictures were taken following congratulatory applause.

Presentation – Sanitary and Storm Sewer Rate Study – UFS, LLC – Informational

The Chair welcomed Mr. Dan Kasbohm, Rate Analyst with Utility Financial Solutions, LLC, who presented a Sewer and Storm Water Cost of Service Analysis for the City of Brainerd. He provided a Financial Projection for 2017 through 2021, Cost of Service Results, 2017 Proposed Rates and Impacts and discussed UFS' recommendations. He answered questions of the Council and the Chair thanked him for his presentation. This item will appear on a future agenda for further discussion.

Council Committee Reports

Safety and Public Works Committee Report

Jackson Street Parking – Resolution No. 57:16 Adopted – Restricting Parking on Jackson Street from the West City Limits to NW 4th Street

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART TO ADOPT RESOLUTION NO 57:16 – RESTRICTING PARKING FOR SAP 108-129-002 – JACKSON STREET – FROM NW 4TH STREET TO BRAINERD CITY LIMITS.

RESOLUTION NO. 57:16

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.

Street Light Request – Intersection of Business Highway 371 and Greenwood Street – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO AUTHORIZE THE INSTALLATION OF A STREET LIGHT AT THE INTERSECTION ON GREENWOOD STREET AND BUSINESS 371.

Tax Forfeit Parcel – PID #080334400A00009 – Hold Parcel in Conservation and Express an Interest to the County to Acquire the Parcel – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO HOLD PARCEL #080334400A00009 IN CONSERVATION AND EXPRESS AN INTEREST TO THE COUNTY TO ACQUIRE THE PARCEL.

Organized Collection – Referred to Safety and Public Works Committee for Discussion after January 3, 2017 – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO RECOMMEND TO THE FUTURE SAFETY AND PUBLIC WORKS COMMITTEE THAT THEY TAKE UP THE DISCUSSION OF STREAMLINING THE CITY'S GARBAGE COLLECTION.

Personnel and Finance Committee Report

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

General Fund to Public Safety Fund	\$450,000
General Fund to Park Fund	\$ 75,000
General Fund to Street & Sewer Fund	\$ 75,000
General Fund to Airport Fund	<u>\$ 12,940</u>
	\$612,940
Fire to Fire Capital Fund per FAB Agreement	\$ 85,517
SAC Fund to Sanitary Sewer Fund – O St Project	<u>\$ 61,000</u>
	\$146,517

Contractor	IMP #	Project	Amount	Total Retained
Braun Intertec	14-15	Soil Testing thru 11/30	\$3,327	\$0
Tom's Backhoe	11/18-11/19	DT Snow Removal	\$19,393	\$0
Tom's Backhoe	14-15	Arpt Util Ext thru 11/30	\$672,167	\$0

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET TO ADOPT THE APPROVAL OF BILLS, TRANSFER OF FUNDS AND PAYMENTS 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.

Proposed Technology Use Policy – Adopt Policy included in Packet with Effective Date to be Immediately upon City Attorney's Review and Approval – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO ADOPT THE TECHNOLOGY USE POLICY INCLUDED IN THE PACKET – EFFECTIVE IMMEDIATELY FOLLOWING THE REVIEW AND APPROVAL OF THE CITY ATTORNEY.

Request to Establish a New Police Officer Eligibility List – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE THE POLICE & FIRE CIVIL SERVICE COMMISSION TO ESTABLISH A NEW POLICE OFFICER ELIGIBILITY LIST.

Casualty/Property Insurance Dividend – No Action Taken

Committee Chair Koep reported that further information is necessary to make a decision; therefore, there is no action to be taken this evening.

ADDED ITEM – Accept the Resignation of Engineering Technician James Reed Effective December 30, 2016 and Authorize the Backfilling of Position as Soon as Possible and Authorize Funds Necessary to Complete the Hiring Process – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF ENGINEERING TECHNICIAN JAMES REED, EFFECTIVE DECEMBER 30, 2016 AND TO AUTHORIZE BACKFILLING THE POSITION AS SOON AS POSSIBLE AND TO AUTHORIZE THE FUNDS NECESSARY TO COMPLETE THE HIRING PROCESS.

Congressman Elect Rick Nolan's District Office Lease for \$200 per month Effective January 3, 2017 – January 2, 2019 – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND PRITSCHET, DULY CARRIED, TO AUTHORIZE THE CONTINUED LEASE BETWEEN THE CITY OF BRAINERD AND CONGRESSMAN RICK NOLAN'S OFFICE FOR THE USE OF A ROOM WITHIN CITY HALL AT THE RATE OF \$200 PER MONTH.

Unfinished Business

2017 Budget and Levy – Adopted per Resolution No. 58:16 – Setting the Final Levy at \$5,373,778 plus \$121,408 for the HRA and Adopting the 2017 Budget as Presented

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON TO ADOPT RESOLUTION NO 58:16 – SETTING THE 2017 FINAL LEVY AT \$5,373,778 PLUS \$121,408 FOR THE HRA.

RESOLUTION NO. 58:16

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.

MOVED AND SECONDED BY ALDERMEN KOEP AND JOHNSON, DULY CARRIED, TO ADOPT THE 2017 BUDGET AS PRESENTED.

Call for Applicants – Informational – Applications available at City Hall or Apply online: <http://www.ci.brainerd.mn.us/279/Boards-Commissions>

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)
- Transportation Advisory Committee – 2 full 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 – 2 terms (Expire 2019)

Committee Recommendations – Recommended by Mayor Menk – Approved

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BEVANS, DULY CARRIED, TO ACCEPT THE RECOMMENDATION TO RE-APPOINT MR. WILLIAM WROOLIE TO THE BRAINERD PUBLIC UTILITIES COMMISSION FOR A TERM TO EXPIRE ON DECEMBER 31, 2021.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO RE-APPOINT MS. MARY KOEP AS KITCHIGAMI REGIONAL LIBRARY SYSTEM (KRLS) REPRESENTATIVE TO THE BRAINERD PUBLIC LIBRARY.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND JOHNSON, DULY CARRIED, TO APPOINT MS. MARY KOEP TO THE TRANSPORTATION ADVISORY COMMITTEE FOR A TERM TO EXPIRE ON 12/31/2017.

Public Forum: No one appeared at Public Forum.

Staff Reports: No staff reports were given.

Council Member Reports

Council Member Koep reported that there have already been meetings held for the next History Week and that the issues surrounding the consideration to add the Crosby Library to the KRLS System have been very difficult for all parties involved.

Council Member Borkenhagen stated that he is very thankful for having served the City and has truly had a great learning experience.

Adjourn – To Closed Session Pursuant to M.S. 13D.03 to discuss Labor Negotiation Strategy – 8:55 P.M.

The Council reconvened into open session at 9:26 P.M.

L.E.L.S. Local #69 Union Contract and MOU's for 2017/2018 – Approved

MOVED AND SECONDED BY ALDERMEN KOEP AND HILGART, DULY CARRIED, TO ACCEPT THE SETTLEMENT TERMS, UNION CONTRACT, AND APPLICABLE MOU'S BETWEEN THE CITY OF BRAINERD AND THE L.E.L.S. LOCAL #65 (POLICE OFFICERS) UNION FOR THE YEARS OF 2017 AND 2018.

Adjourn – To a Closed Meeting to be held at 5:45 P.M. on Tuesday, December 27, 2016 at City Hall Pursuant to M.S. 13D.03 to discuss Labor Negotiation Strategy

The Chair adjourned the meeting at 9:32 P.M.

James M. Thoreen
City Administrator