

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 Pritschet.

Upon roll call, the following members were noted as present: Bevens, Badeaux, Johnson, Hilgart, Lambert, Stunek and Pritschet. Mayor Menk was noted as absent.

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO AMEND THE AGENDA TO ADD COUNCIL PRESIDENT COMMITTEE AND COUNCIL LIAISON APPOINTMENT RECOMMENDATIONS AS PROVIDED TO THE COUNCIL TO THE END OF THE AGENDA.

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO CORRECT THE MOTION UNDER COMMITTEE RECOMMENDATIONS BY MAYOR ON THE JANUARY 3, 2017 MINUTES BY REMOVING THE WORDS, "WITH REGRET."

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART TO ADOPT THE CONSENT CALENDAR WITH CORRECTED JANUARY 3, 2017 MINUTES.

A. Approval of the Minutes of the Regular Meeting held on January 3, 2017, as Corrected – Approved

B. Approval of Licenses – Approved

1. Contractor's Licenses – 21 – Renewals

C. Department Activity Reports – Approved

1. Police Chief
2. Finance Director

D. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by the Brainerd Lakes Chapter of Muskies, Inc. for a Raffle to be held on March 18, 2017 at the Brainerd Armory, 1115 Wright Street, Brainerd – Approved

Upon roll call, members Bevens, Badeaux, Johnson, Hilgart, Lambert, Stunek and Pritschet voted "aye." No member voted "nay." The Chair declared the motion carried.

Presentations

The Center – Annual Update

The Chair recognized Ms. DeAnn Barry, executive director of The Center, 803 Kingwood Street, who distributed brochures on events happening at the facility. She introduced Ms. Sherrie Christensen, 2017 Board President and Mr. Dale Parks who was the 2016 Board President. They discussed their new vision, “E to the 4th” which includes the following direction: “Encourage, Engage, Enrich and Educate,” and invited anyone over the age of 45 to stop in for a coffee and donut, which The Center makes fresh weekly and needs volunteers for, and consider joining The Center. The Chair thanked them for their presentation.

Close-Converse – Authorize One-Year Listing Extension for Brainerd Industrial Park Lots – Approved

The Chair recognized Mr. Nate Grotzke of Close-Converse, the City’s listing agent for the Industrial Park lots, who updated the Council on current commercial real estate trends. He reported that there are interested parties; however, the “cost of existing” vs. “cost to build” options are creating a large price gap for buyers with “existing” buildings being more popular for starting a business. He stated that the labor force is being examined to determine how to fill the needs with current graduating programs. The Chair thanked him for his presentation.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND LAMBERT, DULY CARRIED, TO APPROVE THE LISTING EXTENSION FOR BRAINERD INDUSTRIAL PARK LOTS FOR ONE YEAR.

Council Committee Reports

Personnel and Finance Committee Report

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

General Fund to Airport Fund	\$12,960
Mayor Contingency Fund #250 per Budget	\$2,500
IT Capital #403 per Budget	\$29,600
Fire Capital #404 per Budget	\$57,000
Debt Service #310 per Budget	<u>\$57,120</u>
	\$159,180

Contractor	IMP #	Project	Amount	Total Retained
S.E.H	14-15	Arpt Util Ext thru 12/31	\$2,241.75	\$0
Tom’s Backhoe	14-15	Arpt Util Ext thru 12/31	\$282,275.14	\$8,730.16
Tom’s Backhoe	14-15	Arpt Util Ext thru 12/31	\$154,855.45	\$0
WSN	16-11	Bridge Inspection/Audit	\$3,606.13	\$0

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

Committee Chair Johnson reported that a Federal bridge inspection audit required WSN's attendance which was unexpected and resulted in an overage of \$1,369; however, that project is now complete.

Upon roll call, members Bevans, Badeaux, Johnson, Hilgart, Lambert, Stunek and Pritschet voted "aye." No member voted "nay." The Chair declared the motion carried.

P & F Committee Organizational Overview – Informational

Committee Chair Johnson reported that discussion was held at Committee level relating to setting Committee priorities, agenda preparation and time allocation for meetings.

Pay Equity Report Approval – Authorize Submittal of the City's Pay Equity Report for Wages as of December 31, 2016, as Presented – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE SUBMITTAL OF THE CITY'S PAY EQUITY REPORT FOR WAGES AS OF DECEMBER 31, 2016, AS PRESENTED.

Discussion of Process and Timetable: PTO; Compensation Plan – Informational

Committee Chair Johnson stated that discussion was held and direction given to staff. During negotiations, unions were informed that a new compensation plan would be looked at and all unions were invited to participate in discussion of the possibility of going to a PTO system. The committee appointed Committee Member Hilgart as the council lead for the PTO project.

Review of Existing Purchasing Policy – Informational

Committee Chair Johnson asked the Council to submit any suggested changes to the City's "Financial Management/Procurement Policy" so that the Committee might consider them while updating the Policy with recent Federal changes.

Credit Card Update for Parks Department – Informational

Committee Chair Johnson reported that the Parks Department is unable to use RevTrak, which is the current card processor other City Departments use. The Parks Department will be using "ActiveNet" and will be passing the fees along to the users just like we are with RevTrak. He stated that the convenience fee is somewhat higher for this program; therefore, council members should be aware of this to answer any constituent questions on the transaction rate differences between the Parks Department and other departments.

January Monthly Operating Transfers – Informational

Committee Chair Johnson stated that each month the City makes transfers from the General fund to other operating funds, such as the Public Safety, Parks, and Street and Sewer fund. Staff's recommendation is to explore other alternatives, such as doing the transfers annually rather than monthly and to do so via journal entries, rather than our current process.

Finance Director Hillman stated that doing the transfers annually will make the monthly financial reports look different and to please let her know if there are any questions.

Added Item: City Server Emails – Informational

City Administrator Thoreen stated that IT/GIS Coordinator Strong was in the audience to answer questions relating to the transition of Council Members to a City email address. He stated that the transition is important to provide a level of security for our system and Mr. Strong is available to provide any assistance to Council Members with the set up.

Safety and Public Works Committee Report

Snow Removal Parking Restrictions – Direct Staff to Draft an Ordinance to Amend the City Code to Regulate Parking During Snow Emergencies – To be Effective in the Fall of 2017 – Approved

Per a memo included in the Packet from City Engineer Hulsether, staff has concluded that section 1315.03 of the City Code relating to Snow Emergencies is obsolete and no longer provides for the parking restrictions that best facilitate an orderly and effective snow plowing operation.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO DIRECT STAFF TO DRAFT AN ORDINANCE TO AMEND THE CITY CODE TO REGULATE PARKING DURING SNOW EMERGENGIES TO BE EFFECTIVE IN THE FALL OF 2017.

Committee Chair Bevans reported the reason for changing the ordinance is not to ticket more cars but to have more efficient plowing. It would be effective the fall of 2017 to be able educate and notify the public of the ordinance.

Street Improvement Project List – Request Preparation of a Feasibility Report for the 2017 Assessment Projects being Initiated by Council – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO REQUEST PREPARATION OF A FEASIBILITY REPORT FOR THE 2017 ASSESSMENT PROJECTS BEING INITIATED BY COUNCIL.

Committee Workshop/Presentations – Informational

Per a memo from City Engineer Hulsether, staff would like to schedule some time to present background information to new Committee/Council Members related to the City's infrastructure and sewer collection system age, pavement preservation, project funding, etc.

Committee Chair Bevans reported that informational workshops relating to Safety and Public Works items will take place prior to Committee meetings as time permits over the next six months. These workshops will be open to the public.

Street Closure/Special Event Application for the St. Patrick's Day Parade to be held between 11:30 A.M. and 2:00 P.M. on March 11, 2017 in Downtown Brainerd – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE THE STREET CLOSURE/SPECIAL EVENT APPLICATION AS SUBMITTED BY STEVE SHEPHERD/HOLLY HOLM FOR THE ST. PATRICK'S DAY PARADE TO BE HELD BETWEEN 11:30 A.M. TO 2:00 P.M. ON MARCH 11, 2017 IN DOWNTOWN BRAINERD.

Fire Protection Contract – Approve and Authorize City Signatures on Contract with Revisions as presented – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE AND AUTHORIZE CITY SIGNATURES ON THE FIRE PROTECTION CONTRACT WITH REVISIONS AS PRESENTED.

Added Item: Snow Removal Complaint

Committee Chair Bevans reported that a complaint was received from a citizen on a neighbor that is not keeping their sidewalk cleared of snow. He reminded citizens the City Code requires a property owner to clear their sidewalk of snow within 48 hours of a snow event and if not done, residents may be cited for the offense.

Unfinished Business

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 – 1 term (Expire 2020)
- Transportation Advisory Committee – 2 terms (Expire 2018)
- Rental Dwelling Board of Appeals – 4 terms (see below) ((Expire 2018)
 1. *Residential Property Manager Representative (1)*
 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)

- Police & Fire Civil Service Commission – 1 term (Expires 2018)

Planning Commission

City of Brainerd Community Report Card – Citizen Survey Panel Report

City Planner Ostgarden reported that a Survey is being done to solicit community feedback in real-time form and discussed the demographics of the 300 participants that have signed up. He then presented the “City of Brainerd Report Card” which illustrated survey results on satisfaction of the City's Government Performance, Overall Satisfaction, Quality of Life, Maintenance, Communication, City Characteristics, and Sources of Information. He shared

some of the comments by survey participants and answered questions of the Council. The Chair thanked him for his presentation.

For results of survey, visit: <http://www.ci.brainerd.mn.us/documentcenter/view/4307>

Public Forum – No one appeared for Public Forum.

Staff Reports – Written

(Verbal: Any Updates since Packet)

City Administrator Thoreen reported that there was a collision involving a City bus last week and there was another collision which occurred today. The bus from last week is inoperable, the one from today is usable but will need to be fixed. Staff is working to keep the disruptions to services at a minimum being down a couple of buses.

City Planner Ostgarden referred to information he had provided to the new Council Members on the Zoning Code and let them know he welcomed any questions they might have.

Council Member Reports

Council President Pritschet reported on a successful State tournament for the Brainerd Debate Team.

City Administrator Thoreen distributed a large map of the City to Council Members.

Committee Recommendations – Recommended by Mayor Menk – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO CONFIRM THE APPOINTMENT OF MS. KRISTA BRODAHL TO THE HRA AS THEIR RESIDENT APPOINTMENT FOR A TERM TO EXPIRE 12/31/2021.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE FOLLOWING COUNCIL LIAISON APPOINTMENTS AS RECOMMENDED BY MAYOR MENK:

Arboretum: Council Member Hilgart

BLAEDC: Mayor Menk

Cable TV: Council Member Badeaux

Community Action: Council Member Stunek

EDA: Council Members Bevans and Johnson

HRA: Council Member Johnson

Library: Council Member Pritschet

Park Board: Council Member Badeaux

BPU: Mayor Menk

Rental Dwelling Board of Appeals: Council Member Badeaux

The Center: Council Member Stunek

Transportation: Council Members Lambert and Hilgart

Added Item: Committee Recommendations – Recommended by Council President Pritschet – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE FOLLOWING COMMITTEE APPOINTMENTS AND COUNCIL LIAISON APPOINTMENTS AS RECOMMENDED BY COUNCIL PRESIDENT PRITSCHET:

- A.** Airport Commission – Mr. Andy Larson, Term to Expire 06/30/2017
- B.** Planning Commission – Mr. Donald Gorham, Term to Expire 12/31/2019
- C.** Planning Commission – Mr. Justin Burslie, Term to Expire 12/31/2019
- D.** Planning Commission – Mr. Charles Marohn, Term to Expire 12/31/2019

COUNCIL LIAISON RECOMMENDATIONS:

Airport: Council Member Stunek

Fire Advisory Board: Council Member Hilgart

Planning Commission: Council Member Lambert

WBCC: Council Member Badeaux

Adjourn

The Chair adjourned the meeting at 8:49 P.M.

James M. Thoreen
City Administrator