

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: Johnson, Hilgart, Lambert, Stunek, Bevans, Badeaux and Pritschet. Mayor Menk was also noted as present.

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

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

City Administrator Thoreen welcomed the new Administrative Specialist, Stephanie Bestul to her first City Council meeting.

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

A. Approval of the Minutes of the Regular Meeting held on May 1, 2017 and the Recruitment and Retention Workshop held on May 8, 2017 – Approved

B. Approval of Licenses – Approved

Contractor's Licenses – 3 – New and 6- Renewals

C. Department Activity Reports –Approved

1. Police Chief
2. Finance Director

D. Temporary On-Sale Liquor License Application – Submitted by The Crossing Arts Alliance for an Event to be held on June 2, 2017 at the Franklin Arts Center, 1001 Kingwood Street, Brainerd – Approved

E. Extension of Premises – Submitted by Brainerd American Legion for an Event to be held on May 29, 2017 at 708 Front Street, Brainerd – Approved

F. Extension of Premises – Submitted by Steven Shepherd for an Event to be held on August 25th and August 26th, 2017 at Shep's on 6th, 315 S 6th Street, Brainerd – Approved

G. Minnesota Lawful Gambling – Adopt Resolution No. 31:17 Authorizing the American Legion Post 255 to Conduct Off-Site Gambling on July 4th, 2017 at the Brainerd High School Sports Field, 702 S 5th Street, Brainerd – Approved

H. Minnesota Lawful Gambling – Adopt Resolution No. 30:17 Authorizing the American Legion Post 255 to Conduct Off-Site Gambling on June 8th

**through June 10th, 2017 at the NP Event Center 210 Blacksmith Circle,
Brainerd – Approved**

Upon roll call, members Johnson, Hilgart, Lambert, Stunek, Bevans, Badeaux and Pritschet 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</u>
Tom's Backhoe	14-15	Airport Util. Ext	\$46,971	\$1,453

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

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

Out of State Travel Request for Training for Police Officer Tim Friis and Police Administrative Supervisor Julie McCullogh – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE OUT OF STATE TRAVEL REQUEST OF POLICE OFFICER TIM FRIIS TO ATTEND THE ATF CERTIFIED EXPLOSIVES SPECIALIST PROGRAM (CES) JULY 10TH – JULY 28TH IN ALABAMA.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE OUT OF STATE TRAVEL REQUEST OF POLICE ADMINISTRATIVE SUPERVISOR JULIE MCCULLOGH TO ATTEND TRAINING FOR THE FBI NATIONAL CRIME STATISTICS EXCHANGE (NCS-X) SEPTEMBER 19TH – 21ST IN MISSOURI.

Council Chambers Audio Enhancements - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE QUOTE FROM DIGITAL HORIZONS IN THE AMOUNT OF \$6,905.34 FOR AUDIO ENHANCEMENTS IN THE COUNCIL CHAMBERS AND TO TRANSFER FUNDS FROM THE GENERAL FUND (COUNCIL SPECIAL PROJECTS) TO CAPITAL EQUIPMENT FUND.

City Administrator Thoreen explained the best option for our situation was to accept the quote from Digital Horizons. They were the only vendor to offer digital mixers to replace our 12 year old analog mixers. We have determined that this should alleviate the issues we are having as the microphones are operating properly. Tom's TV had basically the same plan that Digital Horizons proposed, but they did not include the digital mixers in our quote due to the cost. IT Coordinator, Shawn Strong met with all three vendors and suggested the quote from Digital

Horizons. He was satisfied with the technology offered. City Administrator Thoreen suggested moving the microphones closer for the next meeting. The speakers we currently have are also operating properly and do not need replacement at this time. This however will not solve the problems in the TV control room. The audio and video equipment we are using have no parts available to upgrade. We approached the issue as we will work on audio first and address the video at a later date.

Revised Technology Use Policy With Attorney Revisions - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE TECHNOLOGY USE POLICY AS REVISED BY OUR CITY ATTORNEY.

Committee Chair Johnson added that all staff members will be participating in training on Thursday, May 18th, 2017. The session will be recorded and City Council members will be required to watch the video. City Administrator Thoreen stated all employees will need to sign off in acknowledgment of receiving and understanding this information.

Settlement Agreement for IBEW Grievance 2017-1 – Held Over

Committee Chair Johnson stated this topic will be held over and discussed at a future council meeting.

Discussion of Workforce Potential Changes (per 5/8/17 workshop) - Informational

Committee Chair Johnson shared the discussion at committee was to give staff direction for them to determine what their department needs may be going forward.

(Added Item) To Approve Conditional Job Offers – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE CONDITIONAL JOB OFFERS FOR THE ASSISTANT CITY ENGINEER AND STREET MAINTENANCE I AT STEP A OF SALARY ADMINISTRATION PLAN.

Committee Chair Johnson stated interviews are being conducted this week. We would like to speed up the process by having approval in advance. Names will be presented at the next council meeting. Council Member Hilgart commented this is a trial for future consideration to adding this as part of our hiring process.

PTO Study Committee Update - Informational

Council Member Hilgart will be attending the upcoming meetings. Committee Chair Johnson volunteered to be a second point of contact if Council Member Hilgart is unable to attend.

Safety and Public Works Committee Report

Crack Sealing Quotes - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE CRACK SEALING QUOTE PROVIDED BY ANDERSON BROTHERS CONSTRUCTION OF BRAINERD IN THE AMOUNT OF \$13,824 AND TO AUTHORIZE PROPER SIGNATURES ON THE AGREEMENTS WITH THEM.

Event/Street Closure Application – Brainerd High School Triathlon – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE THE EVENT APPLICATION FOR THE BRAINERD HIGH SCHOOL TRIATHLON ON MAY 20, 2017 BEGINNING AT 11:00 A.M. ALONG EAST RIVER ROAD, TO LAUREL STREET CONNECTING TO THE PAUL BUNYAN TRAIL.

Committee Chair Bevans added that the route is slightly different from previous years.

Event/Street Closure Application – American Celebration 4th of July – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION FOR THE 4TH OF JULY CELEBRATION BEGINNING 8:00 A.M. UNTIL 11:00 P.M. ALONG EAST RIVER ROAD, LAUREL STREET, 5TH STREET, AND COLLEGE DRIVE.

Snow Plow Parking Restriction – Held Over

Committee Chair Bevans advocated for the discussion to be held over to the next council meeting on Monday, June 5th, 2017.

2017 Transit Bus Purchase - Adopted by Resolution No. 32:17

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, TO ADOPT RESOLUTION NO. 32:17 TO PURCHASE A 2017 TRANSIT BUS FROM NORTH CENTRAL BUS COMPANY IN THE AMOUNT OF \$79,099.

RESOLUTION NO. 32:17

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

Improvement 14-15 Change Order 6 and 7 – Change in Contract Final Completion Date and Tree Planting - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE CHANGE IN COMPLETION DATE FROM DECEMBER 14TH, 2016 TO JUNE 2ND, 2017.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE REPLACING TREES IN THE AMOUNT OF \$6,401.

Committee Chair Bevans added these are to replace the trees that were previously removed along the alignment of the sewer and water mains. This is not a request to plant trees in a new area.

(Added Item) Regarding the Leftover Debris from the Tree Cutting on Property in Buffalo Hills Park - Informational

Committee Chair Bevans stated that we have received calls from residents in that area about cleaning up the debris. We are aware of the issue and are grateful for the calls. Brainerd Parks and Rec Department are currently very busy arranging summer activities but will address the concern as soon as they are able.

Unfinished Business

Legislative Update – Informational

City Administrator Thoreen highlighted various bills and activity of the legislature.

Call for Applicants – Informational:
(Application Information at www.ci.brainerd.mn.us/boards/)

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

Charter Commission – 1 term (Expire 2020)
Transportation Advisory Committee – 1 term (Expire 2018)

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

Airport Commission – 1 term (Expire 2019)
Planning Commission – 1 term (Expire 2018)

New Business

1st Reading of Request to Extend Hours of Operation at the Northern Pacific Center for Transient Food Unit District - Approved

City Planner Ostgarden briefly explained the history and the request to expand the hours of operation.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART TO APPROVE THE FIRST READING OF THE CHANGE OF HOURS OF OPERATION FOR TRANSIENT FOOD UNITS AT THE NORTHERN PACIFIC CENTER FROM 11 A.M. – 7 P.M. TO 11 A.M. – 2 A.M.

Council discussion was held if we should hold the first reading extending the hours to 2 a.m. since this was not a request of the petitioner.

Members Johnson and Hilgart voted “aye”. Members Lambert, Stunek, Bevans, Badeaux and Pritschet voted “nay”. The Chair declared the motion failed.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE FIRST READING OF THE CHANGE OF HOURS OF OPERATION FOR TRANSIENT FOOD UNITS AT THE NORTHERN PACIFIC CENTER FROM 11 A.M. – 7 P.M. TO 11 A.M. – 10 P.M.

MOVED AND SECONDED BY ALDERMAN BEVANS AND LAMBERT, DULY CARRIED, TO DIRECT STAFF TO ASK THE PETITIONERS OF THE REQUEST IF THEY WOULD PREFER A 2 A.M. CLOSE RATHER THAN 10 P.M.

Joint Meeting with the City of Baxter – Discuss potential meeting date Informational

City Administrator Thoreen discussed the date of Monday, June 12th or Tuesday, June 13th to meet with the City of Baxter to discuss the demographics of southern Crow Wing County along with other mutual beneficial topics. A complete agenda with a precise date will follow.

Council discussion was held on dates and agenda items.

Discussion of Notification to Citizens- Informational

Council Member Johnson brought up the May 7th, 2017 water boil alert from Brainerd Public Utilities due to the lack of water pressure. BPU did post this on their Facebook page, but there was no communication from the City of Brainerd to the residents. It was ISD #181 that alerted most residents through the school alert system. We need to identify a means of notification to alert residents of water issues, snow concerns, etc. Our website does offer the email notification system and it has been suggested to update our website with the alerts.

Council discussion was held regarding additional technology and what other entities use. City Administrator Thoreen shared that staff will work through how we notify the public in a timely manner.

Planning Commission

Sober House Report – Recommendation to not Regulate Sober Houses – Approved

City Planner Ostgarden shared the Planning Commissions' recommendation and the reasons for the recommendation.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO REJECT THE REGULATION OF SOBER HOUSES AT THIS TIME BECAUSE SUFFICIENT OVERSIGHT OF THE USE CAN OCCUR UNDER CITY CODE.

Public Forum

The Chair Opened the public forum at 8:36 P.M.

No one came forward.

The Chair Closed the public forum at 8:36 P.M.

Staff Reports

City Planner Mark Ostgarden mentioned the Brainerd Dispatch had an article regarding City Zoning Regulations. Everyone was encouraged to share this post on Facebook.

City Planner Mark Ostgarden announced Friday, May 19th is the Crow Wing County Energized Health & Wellness Summit. This is an opportunity to learn about the organization and the wonderful things this program does.

City Administrator Thoreen reminded everyone that at 5:00 p.m. Wednesday, May 17th, we will resume our hearing regarding the rental dwelling appeals board issue regarding 217 S 7th St, Brainerd.

Mayor Menk has been asked to welcome the MN HRA group that will be meeting at Madden's Resort on Friday, May 26th.

Council Member Reports

Committee Chair Johnson attended the meeting at Harrison School in an attempt to save our neighborhood schools. All residents are very passionate about saving the school in their neighborhood.

Council President Pritschet hoped residents enjoyed the fishing opener last weekend. He also congratulated the 2017 graduates from CLC and area colleges along with the upcoming high school graduation. The high school had a production of "Guys & Dolls" which was a great event.

Council member Badeaux accompanied 6th graders today on a field trip to the State Capitol. The kids were very enthusiastic to see the capitol.

City Administrator Thoreen mentioned there is going to be Emergency Management Training (EMT) at the Fire Hall on May 24th at 5:00 p.m. This is an invitation to any and all council members who would like to attend.

Committee Recommendations – Recommended by Mayor Menk

Cable TV Advisory Committee – Mr. Vladimir Zivkovic - Approved

MOVED AND SECONDED BY ALDERMEN LAMBERT AND JOHNSON TO APPROVE THE APPOINTMENT OF MR. VLADIMIR ZIVKOVIC TO THE CABLE TV ADVISORY BOARD.

Adjourned to Emergency Management Training at 5:00 p.m. on May 24th, 2017.

The Chair adjourned the meeting at 8:43 P.M.

James M. Thoreen
City Administrator