

**Brainerd, MN
August 21, 2017**

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: Hilgart, Lambert, Stunek, Bevans, Badeaux, Johnson 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 HILGART, DULY CARRIED, TO APPROVE THE AGENDA.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT THE CONSENT CALENDAR.

A. Approval of the Minutes of the Regular Meeting held on August 7, 2017 - Approved

B. Approval of Licenses – Approved

Contractor's Licenses – 2 - New

C. Department Activity Reports - Approved

1. Police Chief
2. Finance Director

D. Temporary On-Sale Liquor License Application – Submitted by Brainerd American Legion Post 255 for an Event to be held August 26, 2017 at the NP Event Center, 210 Blacksmith Cir., Brainerd - Approved

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

City Administrator Search

Approval of Profile, Job Description, Salary Range and Hiring Process - Informational

The Chair welcomes Mr. Gary Weiers, Consultant with DDA Human Resources Inc. that has been hired to assist in the hiring of the new City Administrator. Mr. Weiers has requested feedback from the Council on the profile draft, review the salary range and timeline of the process. Corrections and modifications will be made in portions of the profile.

Council discussion took place and questions were answered about the profile and salary range.

The timeline that was approved is as follows:

- The position will be posted on Wednesday August 23rd, 2017 through September 20th, 2017.
- The selection of finalists will be reviewed on October 16th, 2017.
- Interviews will take place November 15th and 16th, 2017.

Mr. Weiers commented that he has had a very positive experience working with the City of Brainerd and is impressed with how the City operates and how the staff works together. All of these things are incredibly important with the hiring process as candidates are going to study the City and see how the staff functions.

Council Committee Reports

Safety and Public Works Committee Report

College Drive Maintenance Discussion – Add to August 28th, 2017 Budget Meeting Agenda - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND BADEAUX, DULY CARRIED, TO DISCUSS THE NEED FOR A SEASONAL STAFF MEMBER TO MAINTAIN COLLEGE DRIVE NEXT YEAR.

Council Member Johnson indicated this should be a topic the Park Board should be discussing and to submit a budget request to the City Council by September 1, 2017.

Event/Street Closure Application – Brainerd Homecoming Parade and 5K/10K - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION SUBMITTED BY BRAINERD COMMUNITY ACTION AND THE BRAINERD JAYCEES FOR A PARADE AND 5K/10K TAKING PLACE ON SEPTEMBER 30, 2017 WITH THE CONDITIONS THE EVENT STAFF ORGANIZE WITH THE STREET DEPARTMENT FOR TRAFFIC CONTROL ALONG THE PARADE ROUTE AND WITH THE POLICE DEPARTMENT FOR TEMPORARY CLOSURES ALONG THE 5K/10K ROUTE.

Greenwood Street Restoration – Change Order Request of Improvement 16-13 - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT THE CHANGE ORDER IN THE AMOUNT OF \$5,880 TO COMPLETE THE RESTORATION WORK ON GREENWOOD STREET.

Committee Chair Bevans indicated this adds to the cost of the project, but is reimbursable through our State Aid account.

Large Patch Quotes – Improvement 17-04 - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO AUTHORIZE QUOTES BUDGETED TO STAY UNDER \$10,000 FOR THE PATCHING WORK ON VARIOUS CITY STREETS.

South 6th Street Update - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT THE PROPOSAL FROM MNDOT WITH THE SINGLE SOUTHBOUND LANE BETWEEN WASHINGTON STREET AND FRONT STREET AS SUBMITTED.

Transit Bus Purchase Resolution – Adopted by Resolution No. 44:17

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX TO ADOPT RESOLUTION NO. 44:17 TO PURCHASE A 2017 TRANSIT BUS FROM NORTH CENTRAL BUS COMPANY IN THE APPROXIMATE CITY SHARE AMOUNT OF \$4,736.

RESOLUTION NO. 44:17

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

Transportation Alliance Membership - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE MEMBERSHIP IN THE TRANSPORTATION ALLIANCE AS PRESENTED IN THE COST OF \$540.

(Added Item) South 6th Street Sidewalk Extension – Informational

Committee Chair Bevans explained a committee consisting of City Administrator Thoreen, City Engineer Sandy, City Planner Ostgarden, Finance Director Hillman and SPW Committee Member Lambert will meet to discuss the project.

Personnel and Finance Committee Report

Approval of Bills & Payments to Contractors

<u>Contractor</u>	<u>Imp. #</u>	<u>Project</u>	<u>Amount Paid</u>	<u>Amount Retained</u>
Tom's Backhoe	14-15	Airport Util Ext thru 8/1	\$97,648	\$3,020

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

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

2018 Life Insurance Renewal - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE 2018 LIFE INSURANCE RATE RENEWAL AS SUBMITTED BY SUN LIFE AS PART OF THE NJPA LIFE INSURANCE POOL.

Committee Chair Johnson explained Sun Life rates increased this year and quotes have been received for other companies. Sun Life had the best rates with the increase being \$1,695 for the year.

Compensation Study Update - Informational

Committee Chair Johnson stated a Request For Proposal (RFP) has been submitted for a Compensation Study. The proposals will be reviewed on Thursday, August 24th, 2017. If any Council Member is interested in attending the review process, contact HR Coordinator Schubert.

Discussion of Interim Period Between City Administrators - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT THE PROPOSAL FROM CITY ADMINISTRATOR THOREN TO SERVE AT .6 FULL TIME EQUIVALENCY (FTE) FROM OCTOBER THROUGH DECEMBER 31, 2017.

Letter of Credit Option for Collateral - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO ALLOW THE APPROPRIATE REPRESENTATIVES TO ENTER INTO A LETTER OF CREDIT ON BEHALF OF THE CITY WITH BREMER BANK AND FEDERAL HOME LOAN BANK OF DES MOINES. FURTHER APPROPRIATE REPRESENTATIVES WOULD BE ALLOWED TO MODIFY THE LETTER OF CREDIT IF AND WHEN NEEDED.

Committee Chair Johnson explained instead of moving our money market funds daily into several accounts, they will be held with Bremer Bank. This option could reduce our bank fees and increase our interest earnings.

PTO Committee Report - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO ACCEPT THE PTO COMMITTEE REPORT AS PRESENTED WITH NO FURTHER COUNCIL ACTION NEEDED.

Driver's License Office Lease Amendment - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE AND AUTHORIZE SIGNATURES ON THE PROPOSED LEASE AMENDMENT AND FOR STAFF TO BE AUTHORIZED TO MAKE THE REQUIRED IMPROVEMENTS AS DESCRIBED IN THE AMENDMENT AS WELL AS LOOKING INTO ESTABLISHING A MAINTENANCE FUND FROM 20% OF THE PROCEEDS FROM RENTAL INCOME.

Committee Chair Johnson stated there are several repairs that will be made in the annex. We receive rent from three tenants each year and it currently is deposited into the general fund. Currently, there is not a fund established for repairs or maintenance to any of our rental buildings. Finance Director Hillman indicated the funds being used for the repairs to the Driver's License Office had originally been set aside for conducting a Facility Study that did not take place this year.

(Added Item) Facility Study – Informational

Committee Chair Johnson said staff was directed to issue the RFP that was reviewed earlier in the year to obtain a facility study. Once this is received, we will know the amount and be able to budget appropriately.

Unfinished Business

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)

New Business

Additional Agenda Item for August 28, 2017 Workshop – Approved

City Administrator Thoreen was approached by Mr. Bruce Buxton on a project he is involved with in our community from River to Rails. Mr. Buxton would like to address the City Council prior to pursuing these opportunities further.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE THE PRESENTATION REQUEST BY MR. BRUCE BUXTON ABOUT THE RIVER TO RAIL INITIATIVE.

Planning Commission

Proposed Ordinance No. 1471 – Rezoning 15073 Riverside Drive – Held Over

City Planner Ostgarden turned this over to Council Liaison Lambert for a motion being proposed.

Council Liaison Lambert requests the postponement of the 1st Ordinance Reading for consideration extended for the 60 day review period. This period is set to expire on or about September 17, 2017 with an additional 60 days as permitted by the state statute due to the need for legal advice regarding the expansion clause versus improvement.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND BEVANS, DULY CARRIED, TO POSTPONE THE REZONING REQUEST 60 DAYS PAST THE EXPIRATION

DATE OF SEPTEMBER 17, 2017 TO ALLOW STAFF TO SEEK LEGAL COUNSEL REGARDING THE ZONING EXPANSION CLAUSE.

Public Forum

The Chair Opened the public forum at 8:24 P.M.

No one came forward.

The Chair Closed the public forum at 8:25 P.M.

Staff Reports

City Planner Ostgarden announced the City of Brainerd received a \$5,000 grant from the Crow Wing County Energized Program towards the Comprehensive Plan update. These funds will be used for public outreach, Qualtrics surveys and ward meetings.

Council Member Reports

Council Member Johnson invited everyone to take part in the 9th Annual DWI Pig Roast at the Judicial Center on Wednesday, August 23rd, 2017 from 11:00 a.m. to 2:00 p.m. The lunch includes a pork sandwich, chips, beverage and a side for \$6.00 per person.

Council Member Stunek announced The Senior Center is hosting a rib-fest on Friday, August 25th, 2017.

Adjourn to the 2018 Budget Workshop Monday, August 28, 2017 at 5:30 p.m.

The Chair adjourned the meeting at 8:30 P.M.

James M. Thoreen
City Administrator