

**Brainerd, MN
December 4, 2017**

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:37 P.M. by Council President Pritschet.

Upon roll call, the following members were noted as present: Stunek, Bevans, Badeaux, Johnson, Hilgart, Lambert 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 JOHNSON AND BEVANS, 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 November 20, 2017 and the 2018 Budget Workshop held November 27, 2017 – Approved**
- B. Department Activity Reports – Approved**
 - 1. Fire Chief
 - 2. Parks Director
- C. Transfer Tobacco, Fill Station and Off-Sale Beer License from Holiday Stationstores, LLC to Holiday Stationstores, Inc. at 424 South 6th Street - Approved**

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

Presentations

Brainerd Public Utilities (BPU) 2018 Operating & Capital Budget – Approved

Brainerd Public Utilities Superintendent Scott Magnuson and Finance Director Todd Wicklund reviewed keys 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 STUNEK, DULY CARRIED, TO APPROVE BRAINERD PUBLIC UTILITIES 2018 OPERATING AND CAPITAL BUDGET AS ADOPTED BY THE PUBLIC UTILITIES COMMISSION AT THE NOVEMBER 28, 2017 MEETING.

Council Committee Reports

Safety and Public Works Committee Report

2017 and 2018 Capital Improvement Program Review – Informational

City Engineer Sandy described the 2017 year in review for the capital projects. The street and sewer construction and maintenance activities consisted of just under \$2,000,000. Mr. Sandy explained the Capital Improvement Plan and the maintenance projects planned for 2018 and answered questions.

911 Kingwood Street Nuisance Assessment - Informational

Committee Chair Bevans indicated the owner of this property spoke at the November 20, 2017 meeting to ask the Council to reconsider his unlicensed vehicle assessment of \$2,375. This is the second time the property owner has been assessed for unlicensed vehicles. The property owner had ample time to discuss the situation with staff which was not done prior to the assessment letter mailed in November. The assessment has already been certified to the County. It is the committee's conclusion to uphold the assessment.

The Chair recognized Mr. Tim Voss, 911 Kingwood Street. Mr. Voss stated the amount of the assessment is extreme for having an unlicensed vehicle parked on his property.

Improvements 14-03, 16-13 and 14-01 Final Estimates - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE ALL OF THE FINAL ESTIMATES AS PROVIDED AND THE OVERRUN OF THE CONSTRUCTION COSTS ON BUFFALO HILLS LANE. STAFF WILL SUBMIT THE FINAL REIMBURSEMENT REQUEST TO STATE AID FINANCE FOR THE BALANCE OF CONSTRUCTION AND ENGINEERING COSTS ON THESE THREE PROJECTS DUE DECEMBER 14, 2017.

SEH Fee Amendment Proposal – 2019 Garfield Safe Routes to School Phase II and Phase III - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT THE FEE AMENDMENT PROPOSED BY SEH FOR THE GARFIELD SAFE ROUTES TO SCHOOL PHASE II AND PHASE III PROJECTS.

Personnel and Finance Committee Report

Approval of Bills & Payments to Contractors - Approved

<u>Contractor</u>	<u>Imp. #</u>	<u>Project</u>	<u>Amount Paid</u>	<u>Amount Retained</u>
Braun Intertec	15-12	S 6 th Street Frontage Testing thru 11/4	\$761	\$0
Tri-City Paving	14-01	Oak Street thru 11/20 – FINAL	\$23,940	\$0
Tri-City Paving	14-03	Jackson Street thru 11/20 – FINAL	\$11,112	\$0
Tri-City Paving	16-13	Buffalo Hills thru 11/20 – FINAL	\$20,338	\$0

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

Fire Department One Year Probation Period Complete; Steve Isle - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE THE CHANGE IN EMPLOYMENT STATUS FROM “PROBATIONARY” TO “REGULAR” FOR PAID ON-CALL FIREFIGHTER STEVE ISLE FOLLOWING THE SUCCESSFUL COMPLETION OF HIS ONE-YEAR PROBATION, EFFECTIVE NOVEMBER 1, 2017.

Police Request to Hire Community Service Officers - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATIONS OF COMMUNITY SERVICE OFFICERS ALEX STOVALL AND TRAVIS HANSON AND AUTHORIZE FILLING BOTH VACANCIES.

Office Out of State Travel & Training Request - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE UTILIZING APPROXIMATELY \$1,300 OF DRUG FORFEITURE FUNDING AND OUT OF STATE TRAVEL FOR OFFICER PRINCE TO ATTEND THE GANG UNDERCOVER NARCOTICS INVESTIGATOR CONFERENCE IN LAS VEGAS, NEVADA IN FEBRUARY 2018.

Intergovernmental Agreement for Superbowl 2018 – Adopted by Resolution No. 72:17

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO ADOPT RESOLUTION NO. 72:17 AUTHORIZING THE CITY ADMINISTRATOR AND MAYOR TO SIGN AND EXECUTE THE INTERGOVERNMENTAL COOPERATIVE AGREEMENT WITH THE CITY OF MINNEAPOLIS FOR ADDITIONAL LAW ENFORCEMENT PERSONNEL.

RESOLUTION NO. 72:17

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

Lighting Request for Memorial Park Field 3 - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE STAFF TO PURCHASE LIGHTS FOR THE MEMORIAL PARK FIELD 3 AS REQUESTED BY THE PARK BOARD.

Discussion of The City’s State Minnesota Investment Funds (MIF) - Informational

Committee Chair Johnson explained the City has a current cash balance of \$158,537 in State Minnesota Investment Funds (MIF). Staff is confirming details and the topic will be on the Economic Development Authority’s (EDA) next agenda.

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 – 2 term (Expire 2018)

New Business

Joining The Chamber of Commerce - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE A ONE YEAR MEMBERSHIP TO THE CHAMBER OF COMMERCE PAID FROM THE MAYOR'S CONTINGENCY FUND.

Planning Commission

Special Meetings / Fees and Fees for Services – Direction Requested

City Planner Ostgarden explained the Planning Commission has asked for direction regarding special meetings and special meeting fees. Historically, the City Council has approached special meeting requests as an informal process. There is currently no fee for the service if the situation deems appropriate. The Planning Commission's recommendation is the process become more formal with a possible fee attached.

Council discussion took place and it was unanimously decided that the current process does not need to be changed nor is a special meeting fee needed.

City Planner Ostgarden indicated the Planning Commission also requested the application fee schedule be revisited to charges for a fee for services associated with an application.

Council discussed the issue and unanimously concurred to make no changes to the current procedures.

Public Forum

The Chair Opened the public forum at 8:35 P.M.

No one came forward.

The Chair Closed the public forum at 8:35 P.M.

Staff Reports

City Planner Ostgarden announced the first Comprehensive Plan Steering Committee meeting is Thursday, December 7th at 4:00 p.m. at the Fire Department conference room. The invitation is open to anyone who would like to attend.

City Planner Ostgarden indicated there is a public hearing scheduled on December 20, 2017 at 6:00 p.m. during the Planning Commission meeting regarding input on removing the off-street parking requirements from the city code for all schools in the City.

City Administrator Thoreen met with Ms. Cassandra Torstenson, the incoming City Administrator last week to familiarize her with the City of Brainerd.

Council Member Reports

Council Member Johnson reported the Housing and Redevelopment Authority (HRA) is applying to the Veteran's Administration (VA) and Housing and Urban Development (HUD) for vouchers to house homeless veterans. The VA has informed us there are no homeless veterans in Crow Wing County.

Council Member Hilgart reminded of the Homeless Heroes 5K taking place on Saturday, December 9, 2017 at 10:00 a.m.

Council Member Stunek was part of a group of police officers from Brainerd and Baxter and the Fire Department that delivered over 350 meals on Thanksgiving to many area families. The Legion served approximately 400 meals at their location. Thank you to everyone who participated.

Council Member Bevans announced Sage on Laurel opened last Thursday. They are the newest restaurant in downtown Brainerd and encourage everyone to check it out.

Mayor Menk reported the downtown construction projects continue. The Last Turn hopes to open in March 2018 after their remodel and expansion and the Purple Fern is finalizing the lease for their new business located downtown.

Adjourn to the Budget and Levy Hearing and Mississippi Riverfront Committee Workshop on December 11, 2017 at 6:00 p.m.

The Chair adjourned the meeting at 8:44 p.m.

James M. Thoreen
City Administrator