

7:15 P.M. – Presentation: Facility Study Update from Widseth Smith Nolting (WSN) and the Contegrity Group

The Chair welcomed Mr. Mike Angland, Ms. Darcy French, Architects with WSN and Mr. Justin Thorn, from the Contegrity Group. Mr. Angland explained they are the team that will be working on the Facility Study for the City of Brainerd and thanked the Council for the opportunity to handle the project. The most important aspect of the project is how the team will communicate the findings and what steps will be taken in this process. Mr. Angland indicated they have visited the buildings in the City which include City Hall, Fire Department, Police Department, Parks and Street and Sewer. The exteriors of the facilities have been inspected by WSN and Contegrity Group, including architects, mechanical engineers, electrical, structural and civil data collected and photos taken. Mr. Angland explained the process of the study and answered questions from the Council. The Council thanked them for the presentation.

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:34 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 BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE AGENDA.

Council Member Johnson requested item #D “Approval of Agreement for Professional Services between the City of Brainerd and Brainerd Lakes Area Economic Development Corporation (BLAEDC) for 2018” be moved from the Consent Calendar to directly following the Consent Calendar.

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

A. Approval of the Minutes of the Regular Meeting held on December 4, 2017 and the 2018 Budget Public Hearing held December 11, 2017 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 62 – 4 – New, 58 – Renewals
Garbage Licenses – 3 – Renewals
Tobacco Licenses – 22 – Renewals
Taxi Cab Licenses – 2 – Renewals
Second Hand Auto Licenses – 8 – Renewals
Pawnbrokers Licenses – 2 – Renewals
Second Hand Goods Licenses – 2 – Renewals
Tobacco Licenses – 1 – Renewal (Contingent Upon Fire Dept Inspection)

C. Department Activity Reports - Approved

1. City Administrator
2. Police Chief
3. Finance Director

D. Approval of Shared Services Agreement – National Joint Powers Alliance (NJPA) - Approved

E. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by Brainerd Lakes Chapter Muskies Inc., 9143 Lone Pine Rd., Brainerd for an Event to be Held February 17, 2018 at the Brainerd Armory, 1115 Wright St., Brainerd - 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.

Approval of Agreement for Professional Services Between the City of Brainerd and Brainerd Lakes Area Economic Development Corporation (BLAEDC) for 2018 – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE 2018 AGREEMENTS FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF BRAINERD AND BRAINERD LAKES AREA ECONOMIC DEVELOPMENT CORPORATION (BLAEDC) INCLUDING THE ADDENDUM AS DISTRIBUTED.

Council Committee Reports

Safety and Public Works Committee Report

Presentation – Tim Houle (Widseth Smith Nolting) – Brainerd High School Area Traffic Study Update – Informational

Committee Chair Bevans explained Mr. Tim Houle from Widseth Smith Nolting spoke at the Safety and Public Works Committee meeting regarding the Brainerd High School area traffic study. Mr. Houle updated staff on the process being taken and what the school district is interested in regarding the traffic study. Data has been collected for the study and City Engineer Sandy and City Planner Ostgarden will be following the progress.

Council President Pritschet questioned if this is dependent on the school referendum passing. City Engineer Sandy and City Planner Ostgarden will contact the school district and follow up.

Improvement 14-15 Airport Utility Extension Change Order 8 - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE CHANGE ORDER #8 WITH THE PAY ESTIMATE FOR THE PROJECT INCLUDING SEEDING/EROSION CONTROL ITEMS AND MISCELLANEOUS

PAVING AT THE JORDAN ROAD LIFT STATION AND IN FRONT OF THE BOOSTER STATION.

Agency Agreement for Federal Participation in Construction – Adopted by Resolution No. 73:17

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT RESOLUTION NO. 73:17 TO ALLOW THE COMMISSIONER OF TRANSPORTATION TO RECEIVE FEDERAL FUNDS ON BEHALF OF THE CITY OF BRAINERD AND AUTHORIZES THE MAYOR AND CITY ADMINISTRATOR TO EXECUTE AND ENTER INTO THE AGREEMENT PROVIDED WITH MNDOT PRESCRIBING THE TERMS AND CONDITIONS FOR FEDERAL AID PARTICIPATION CONTAINED IN MINNESOTA DEPARTMENT OF TRANSPORTATION AGENCY AGREEMENT NO. 1029923.

RESOLUTION NO. 73:17

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

Improvement 17-05 Brainerd Foundry Limited Site Investigation Contract Extensions - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE THE TWO CONTRACT EXTENSIONS AS PROVIDED FOR THE ADDITIONAL WORK PERFORMED AND TO BE PERFORMED BY MILLSOP AND ASSOCIATES TO BE REIMBURSED BY THE MINNESOTA POLLUTION CONTROL AGENCY (MPCA) PETRO-FUND ONCE FINAL REPORTING IS COMPLETED AND APPROVED AT THE COST OF \$10,530.

Transit Operations and Transit Advisory Committee Membership - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO CONCUR WITH THE TRANSIT ADVISORY COMMITTEES’ RECOMMENDATION DIRECTING STAFF TO DEVELOP A PLAN FOR PROVIDING COUNTY SERVICE AT NO FINANCIAL IMPACT TO THE CITY AND THE SAME VICE VERSA PERTAINING TO THE COST IMPACTS TO CROW WING COUNTY.

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX TO DIRECT STAFF TO WORK WITH THE CITY ATTORNEY AND CROW WING COUNTY ATTORNEY TO DRAFT A DELEGATION AGREEMENT DELEGATING THE AUTHORITY TO PROVIDE TRANSIT IN CROW WING COUNTY TO THE CITY OF BRAINERD.

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT THE CHANGE TO THE TRANSIT ADVISORY COMMITTEE MEMBERSHIP AS PROVIDED IN THE REVISED COMMITTEE MEMBERSHIP QUALIFICATIONS WITH THE ADDITION OF THE

REQUIREMENT THAT THE CHAIR AND THE VICE-CHAIR OF THE COMMITTEE ARE RESIDENTS OF THE CITY OF BRAINERD.

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

Walkable Bikeable City Committee (WBCC) Tier 1 Recommendations FY 2018 – 2020 - Informational

Committee Chair Bevans explained staff has reviewed the Tier 1 and 1B recommendations by the WBCC from the Non-Motorized Transportation plan. They have reviewed alignment to street projects and other funding opportunities available. Council discussion took place and it was requested of City Engineer Sandy to provide a comparison between activated and non-activated flashers in price and in advocacy.

Personnel and Finance Committee Report

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

Fire to Fire Capital Fund per FAB Agreement \$89,793

Contractor	Imp. #	Project	Amount Paid	Amount Retained
Bolten & Menk	16-14	Traffic Study – FINAL	\$9,311	\$0
Tom's Backhoe	14-15	Airport Util Ext thru 12/12	\$71,761	\$2,219

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO APPROVE THE PAYMENT OF BILLS, TRANSFER OF FUNDS AND PAYMENTS TO CONTRACTORS AS RECOMMENDED BY PERSONNEL AND FINANCE COMMITTEE CONTINGENT UPON SAFETY AND PUBLIC WORKS APPROVING CHANGE ORDER #8.

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

Memorial Park Field 3 Lighting - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO ACCEPT THE QUOTE FROM MUSCO LIGHTING IN THE AMOUNT OF \$126,467 AND USE THE SALE OF BONDS AND ADVERTISING BANNER SALES TO FUND THE PROJECT.

Committee Member Hilgart clarified the repair of the lights will be funded through the banner sales and the bonding will be used for the new lighting.

Police Department Community Service Officer Resignation - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF COMMUNITY SERVICE OFFICER DEVAN LIEBEG EFFECTIVE DECEMBER 22, 2017 AND TO APPROVE HIRING TWO COMMUNITY SERVICE OFFICERS EFFECTIVE DECEMBER 19, 2017 OR AS SOON AS POSSIBLE.

Committee Chair Johnson stated the two new Community Service Officer position offers will go to Mr. Tyler Lenz and Mr. Zach Gowens.

2018 Brainerd Area Taxi License Renewal - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE 2018 TAXICAB LICENSE FOR BRAINERD AREA TAXI CONTINGENT UPON SUCCESSFUL COMPLETION OF ALL REQUIREMENTS.

Resignation of Paid On Call Firefighter Anderson - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF BOB ANDERSON FROM THE BRAINERD FIRE DEPARTMENT EFFECTIVE DECEMBER 19, 2017.

Full-time Employees Hired as Paid On-Call Firefighters - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE A CONDITIONAL JOB OFFER TO BRAINERD POLICE OFFICER PAUL ROSIER, SUBJECT TO APPROVAL OF A PROPOSED POLICY BY THE CITY COUNCIL IN A MEMORANDUM OF AGREEMENT (MOA) WITH THE EMPLOYEE AND THEIR UNION.

Compensation Study Update - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE UTILIZING DAVID DOWNS ASSOCIATES (DDA) TO UPDATE JOB DESCRIPTIONS AS NEEDED UP TO \$7,500.

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 2022)

Transportation Advisory Committee – 2 term (Expire 2019)

New Business

Willow Street Signal Warrant Analysis Discussion – Direction Given

City Engineer Sandy explained it was requested of him to provide more information regarding the process that MnDOT follows to come to a conclusion for installing a signal light at an intersection on a trunk highway. The City Council adopted a resolution requesting the installation of a signal light system at the intersection of Business 371 and Willow Street when the original warrant analysis took place in April 2015. MnDOT strictly follows the Federal guidelines of eight Warrants (requirements) in order to install a signal light system. Warrant number 8, Roadway Network, remains unsatisfied as the peak hour volume of 1,000 vehicles per hour was not met. This fell short due to 92% of the vehicles traveling eastbound off of

Willow Street turn right. This is referred to as a free right movement and is eliminated from all analysis due to the non-conflicting nature of the movements.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND HILGART, DULY CARRIED, TO DIRECT STAFF TO DRAFT A PROPOSAL TO MNDOT TO RECONSIDER THE SIGNAL LIGHT SYSTEM INSTALLATION AT THE INTERSECTION OF WILLOW STREET AND SOUTH 6TH STREET AND TO USE LIGHTS TAKEN OUT OF OTHER AREAS TO AVOID PURCHASING BRAND NEW.

2018 Budget and Levy – Adopted by Resolution No. 74:17

MOVED AND SECONDED BY ALDERMEN JOHNSON AND BEVANS TO ADOPT RESOLUTION NO. 74:17 TO SET THE CITY AND HRA LEVIES FOR 2018 WITH A 3.5% INCREASE FOR THE CITY.

RESOLUTION NO. 74:17

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

MOVED AND SECONDED BY ALDERMEN LAMBERT AND JOHNSON TO ADOPT THE 2018 BUDGET AS PRESENTED.

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

Public Forum

The Chair opened the Public Forum at 8:04 p.m.

No one came forward.

The Chair closed the Public Forum at 8:04 p.m.

Staff Reports

City Engineer Sandy explained discussions were held with MnDOT regarding the development of a process to sign up for updates to the South 6th Street project as it progresses. Downtown businesses and the public are urged to go to the website and sign up for these updates. They can locate the link on the City website or go to www.dot.state.mn.us/d3/brd/.

City Planner Ostgarden added to City Engineer Sandy’s comments regarding the project updates. We want to try to do the best job that we can to obtain involvement by the business and property owners in our downtown area regarding other aspects of the project; for example grant funding for public artwork. Mr. Ostgarden wishes everyone a Merry Christmas and Happy New Year.

Council Member Reports

Council Member Hilgart stated there is celebrity gift wrapping taking place at the Westgate Mall through December 23, 2017. This is a fundraiser that benefits the 4th of July fireworks display through Brainerd Community Action.

City Administrator Thoreen announced he has appreciated serving the City of Brainerd as Administrator and thanked everyone for the opportunity to do so as this is his last meeting with the City Council. Mr. Thoreen stated he has great confidence in his successor, Ms. Cassandra Torstenson.

Mayor Menk introduced Ms. Torstenson as she is in the audience for tonight's meeting and welcomed her to our community. Mr. Menk asks the Council and staff to assist her in whatever way possible as we move forward as well as helping our current administrator move on. There will be a small gathering to celebrate City Administrator Thoreen on Wednesday afternoon at City Hall.

Mayor Menk announced we received a notice from the Coalition of Greater Minnesota Cities (CGMC) that MnDOT is considering diverting funds from greater Minnesota highways to the metro area under a program named Corridors of Commerce. A letter will be sent on behalf of Mayor Menk and City Administrator Thoreen protesting the possibility of this occurring as this would make it difficult to locate funding for our roadways.

Mayor Menk announced the Small Business Revolution, which is a program by Deluxe Corporation, has selected the City of Brainerd as one of ten finalists throughout the United States to receive a \$500,000 prize to use to enhance the main center (business district) of the city. They will be in Brainerd on January 10th and 11th, 2018 to interview several businesses along with taping some video.

Adjourn

The Chair adjourned the meeting at 8:15 p.m.

James M. Thoreen
City Administrator