Brainerd, MN
January 2, 2018

7:15 P.M. – Presentation: Brainerd Fire Chief – Hurricane Deployment Presentation

The Chair welcomed Mr. Tim Holmes, Brainerd Fire Chief, who was recently deployed to Florida to assist in the Hurricane Irma recovery efforts. Chief Holmes thanked the Council for the opportunity to represent the State of Minnesota as well as the City of Brainerd in assisting with the tragedy and for being able to present tonight. Chief Holmes spoke about the devastation and the relief efforts that the team worked on, as well as photos and lessons learned of the experience.

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

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO MOVE ITEM #D “ON-SALE / SUNDAY LIQUOR LICENSE SUBMITTED BY THOMAS L. MURRAY,OWNER OF THE PARLOR, 714 LAUREL AND PORTION OF 718 LAUREL STREET, BRAINERD” FROM THE CONSENT CALENDAR TO NEW BUSINESS.

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 18, 2017 - Approved**

B. **Approval of Licenses - Approved**

Contractor Licenses – 3 – New, 32 – Renewals

C. **Department Activity Reports - Approved**

1. Fire Chief
2. Parks Director

D. **Adoption of a Resolution Approving Signature Authorization for 2018 Capital Projects for the Brainerd Lakes Regional Airport – (See Attached) – Adopted by Resolution No. 01:18**

E. Designation of Brainerd Dispatch as Official Newspaper for Calendar Year 2018 Pursuant to City Charter; And Authorize Signature on Contract with Dispatch – Approved

F. Designation of Financial Institutions as Depositories for 2018 Pursuant to City Charter - Approved

Upon roll call, members Bevans, Badeaux, Johnson, Hilgart, Lambert, Stunek 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, Transfer of Funds & Payments to Contractors - Approved

General Fund to Airport Fund per Budget	$155,500
General Fund to Mayor Contingency Fund per Budget	$2,500
General Fund to IT Capital Fund per Budget	$20,000
Public Safety Fund to Fire Capital Fund per Budget	$57,000
Public Safety Fund to Debt Service Fund per Budget	$51,946

Contractor	Imp. #	Project	Amount Paid	Amount Retained
S.E.H.	14-15	Airport Util Ext thru 11/30	$4,906	$0
S.E.H.	17-08	2019 SRTS Sidewalks thru 11/30	$9,886	$0

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.

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

Fire Department Grant Applications - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE THE FIRE DEPARTMENT TO APPLY FOR THE FEMA ASSISTANCE TO FIREFIGHTERS GRANT AND THE WALMART COMMUNITY GRANT.

Committee Chair Johnson indicated the FEMA grant program has a 10% local match and would be used for an upgrade to the current back-up generator at Station 1 and for the purchase of a new generator at Station 2. The Walmart Community grant would be used to support public safety programs through education or equipment.

Parks and Recreation – 2018 Seasonal Employee Pay Rates - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE 2018 SEASONAL EMPLOYEE PAY RATES AS PROVIDED.

Resolution & Joint Powers Agreement (JPA) with BCA for National Incident-Based Reporting System (NIBRS) Project – Adopted by Resolution No. 02:18

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART TO ADOPT RESOLUTION NO. 02:18 AUTHORIZING THE POLICE CHIEF TO SIGN AND EXECUTE THE INCLUDED JOINT POWERS ALLIANCE (JPA) WITH THE BCA TO COMMENCE THE NATIONAL INCIDENT-BASED REPORTING SYSTEM (NIBRS) PROJECT UPGRADE TO THE POLICE RECORDS MANAGEMENT SYSTEM.

RESOLUTION NO. 02:18

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

Safety and Public Works Committee Report

Tax Forfeit Non-Conservation Parcel – 601 S 10th St - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE THE NON-CONSERVATION STATUS AS CLASSIFIED BY CROW WING COUNTY AND ALLOWING THE COUNTY TO PROCEED WITH AN ALTERNATE SALE PROCEDURE WITH THE BRAINERD HRA.

Multi-Use Trail Snow Removal - Informational

Committee Chair Bevans indicated the topic was generated by citizens complaining about snow removal on multi-use trails, sidewalks and along highways in the City limits. Staff is gathering information regarding current ordinances from other cities for snow removal and discussion will take place on whether change is needed.

(Added Item) **5 Year Capital Improvement Plan – Informational**

Committee Chair Bevans stated the 5 year capital improvement plan for streets and sewers will be discussed at the next Safety and Public Works Committee meeting.

Unfinished Business

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

PLEASE NOTE: *THIS INCLUDES ANY EXPIRING TERMS UP FOR REAPPOINTMENT* ***– ALL CURRENT MEMBERS ARE REQUIRED TO REAPPLY***

Mayor Recommended: (all terms expire on 12/31 of said year)
Cable TV Advisory Committee – 1 term (Expire 2020)
Charter Commission – 1 term (Expire 2020) – 1 term (Expire 2021)
Housing & Redevelopment Authority – 1 term (Expire 2022)
Library Board Representative – 1 term (Expire 2023)
Library Board – 2 terms (Expire 2023)
Parks and Recreation – 1 term (Expire 2022)
Public Utility Commission – 1 term (Expire 2022)
Transportation Advisory Committee – 2 terms (Expire 2018) – 3 terms (Expire 2019)

Council President Recommended: (all terms expire on 12/31 of said year)
Police & Fire Civil Service Commission – 1 term (Expire 2020)

New Business

City Hall Annex Remodel - Approved

Building Official Caughey briefly explained the background of the annex remodeling project that is currently occupied by the State of Minnesota Drivers License Agency. The remodel is part of the agreement for the extension of the lease. There were three bids submitted for the project.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF RECOMMENDATION AWARDING THE CONTRACT TO APPARENT LOW BIDDER, BARATTO BROTHERS CONSTRUCTION INC.

Transportation Alternative Project Funding Resolutions – Adopted by Resolution No. 03:18 and No. 04:18

City Engineer Sandy indicated Ms. Heidi Peper from SEH addressed the Council at the December 11, 2017 special council meeting regarding the funding opportunities for the Three Bridges Trail project which include the Federal Transportation Alternative grant. This grant application is due January 12, 2018 and requires two approved resolutions – Sponsoring Agency and Agreeing to Maintain the Facility.

Council Member Lambert questioned the estimated cost of the project. Finance Director Hillman explained the Federal Transportation Alternative grant will fund for 80% of the construction cost. Ms. Peper had indicated there are other funding sources available; we started with the larger funding sources first and will proceed onto the smaller sources. Council Member Hilgart questioned what the cost of the project is estimated at so we know how much our 20% will be. Finance Director Hillman indicated that we do not know the amount yet and there is currently no planning grant. Mayor Menk explained this is only stating that we will match it at the 20% level if we choose to proceed with the project. If the project entails more than what the Council or community wants to do, the grant can be turned down. This is basically one step towards approval and proceeding.

City Planner Ostgarden stated there have not been any detailed cost estimations done. There was no available financing to complete the in depth engineering and design work to be able to estimate a total project or phases of the project. These resolutions needed to be completed initially in order to complete the application for the grant funding.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX TO ADOPT RESOLUTION NO.03:18 AGREEING TO ACT AS A SPONSORING AGENCY FOR A TRANSPORTATION ALTERNATIVES PROJECT IDENTIFIED AS MISSISSIPPI RIVER THREE BRIDGES TRAIL AND HAS REVIEWED AND APPROVED THE PROJECT AS PROPOSED.

RESOLUTION NO. 03:18

Upon roll call, members Bevans, Badeaux, Johnson, Stunek and Pritschet voted "aye." Members Hilgart and Lambert voted "nay." The Chair declared the motion carried.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON TO ADOPT RESOLUTION NO.04:18 AGREEING TO MAINTAIN THE FACILITY CONSTRUCTED FOR A TRANSPORTATION ALTERNATIVES PROJECT IDENTIFIED AS MISSISSIPPI RIVER THREE BRIDGES TRAIL AND HAS REVIEWED AND APPROVED THE PROJECT AS PROPOSED.

RESOLUTION NO. 04:18

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

On-Sale / Sunday Liquor License – Submitted by Thomas L. Murray, owner of The Parlor, 714 Laurel and Portion of 718 Laurel Street, Brainerd – Contingent Upon City Code and Licensing Requirements - Approved

Finance Director Hillman briefly explained the background of the license and clarified the property situation.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE LIQUOR LICENSE FOR THE PARLOR WITH THE CONDITIONS OF MEETING ALL CITY CODE AND LICENSING REQUIREMENTS AND THE PREVIOUS LICENSE IS THEN MADE VOID.

Committee Member Johnson stated currently the City of Brainerd mandates a code stating if a business chooses to open a liquor establishment, it must be in the designated liquor zones. It is suggested to amend that requirement to allow a business to operate in other areas.

Mayor Menk asked City Attorney Langel if this would pose a problem in expanding or limiting the number of licenses within the downtown general business district. City Attorney Langel indicated the size and/or location of the zone is entirely up to the Council. There is no state law mandating a liquor zone, only the City code which set the number of licenses to twelve.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO DIRECT STAFF TO INITIATE THE ACTION NECESSARY TO AMEND THE ORDINANCE REGARDING THE LIQUOR ZONE.

Planning Commission

First Reading of Proposed Ordinance No. 1476 – An Ordinance Amending Section 22-8 – Off-Street Parking Requirement for Schools - Approved

City Planner Ostgarden explained the history of off-street parking and the minimum requirements in the City. Due to the recent discussions regarding the school district referendum and the potential for reuse of the school facilities, the Planning Commission looked at the issue of off-street parking requirements for schools. It was the Planning Commission's recommendation to eliminate the requirement. The decision whether or not additional off-street parking spaces should be provided and the number of spaces should be a school district decision and not a city requirement.

City Planner Ostgarden indicated a Planning Commission member is attending the meeting tonight and has some insight on the topic if the Council is interested.

The Chair welcomed Mr. Charles Marohn, 616 N. 4th Street who took the opportunity to present a PowerPoint regarding parking and the drawbacks of having parking requirements.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND BEVANS TO APPROVE THE FIRST READING OF ORDINANCE NO. 1476 AMENDING ZONING ORDINANCE SECTION 22-8 OFF STREET PARKING NUMBER OF SPACES REQUIRED; REMOVING THE OFF STREET PARKING REQUIREMENTS FOR SCHOOLS.

Members Bevans, Badeaux, Johnson, Hilgart and Stunek voted "aye". Members Lambert and Pritschet voted "nay". The Chair declared the motion carried.

Public Forum

The Chair opened the Public Forum at 8:45 p.m.

No one came forward.

The Chair closed the Public Forum at 8:45 p.m.

Staff Reports

City Planner Ostgarden recognized Ms. Ashley Kaisershot from National Joint Powers Alliance (NJPA), who is attending the meeting tonight. Ms. Kaisershot started today serving as the Riverfront Coordinator and will also be working on the Comprehensive Plan.

Council Member Reports

Council Member Johnson announced a follow-up to the housing voucher application for homeless veterans. The VA denied the application due to there being no homeless veterans in Crow Wing County.

Council Member Bevans stated the Charter Commission met on December 26, 2017. The Commission requests the Council inform them on areas and topics they would like the Charter to address in the coming year and discussion was held regarding the primary election system. The Economic Development Authority (EDA) will be meeting on Thursday, January 4, 2018 at 7:30 a.m.

Mayor Menk announced the City of Brainerd will be hosting a group from Deluxe Corporation with the Small Business Revolution Main Street Program on January 10th and 11th, 2018. Brainerd is one of ten finalists in the program to be eligible to win $500,000 to enhance our downtown business district. There will be a reception at Roundhouse Brewery on January

10th at 5:30 p.m. Walking tours will take place on January 11th with introductions and group consultations with the program representatives.

Adjourn To Roundhouse Brewery for the Small Business Revolution Main Street Reception on January 10, 2018 at 5:30 p.m.

The Chair adjourned the meeting at 8:45 p.m.

Cassandra Torstenson
City Administrator