

Brainerd, MN
March 12, 2018

Due to adverse weather conditions, the March 5, 2018 City Council Meeting was cancelled. Pursuant to due call and notice thereof, the special 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: Badeaux, Johnson, Hilgart, Lambert, Bevans and Pritschet. Mayor Menk was also noted as present. Member Stunek was noted as absent.

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.

Mayor Menk announced the Crow Wing County Farm Family of the Year was awarded to Kris Schubert, HR Coordinator and her family for excellence in farming. Congratulations was expressed to Kris and her family.

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

- A. Approval of the Minutes of the Regular Meeting held on February 20, 2018 - Approved**
- B. Approval of Licenses – Approved**

Contractor Licenses – 3 - New; 4 - Renewals
- C. Department Activity Reports - Approved**

1. Fire Chief
2. Parks Director
- D. Minnesota Lawful Gambling Premises Permit Application – Adopt Resolution to Allow Lawful Gambling by Baxter Snowmobile Club at SE’z LLC, 707 Laurel Street Basement, Brainerd, MN – Adopted by Resolution No. 13:18**
- E. Approval of Memorandum of Agreement Between City of Brainerd, LELS Union, and Paul Rosier to Establish Overtime Rate of Pay for Rosier’s Paid On-Call Firefighter Duties - Approved**

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

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Presentations

The Center Annual Report

The Chair welcomed Ms. DeAnn Barry, executive director of The Center, 803 Kingwood Street, who distributed a brochure about The Center. She introduced Mr. Dale Parks, who is the president of the board for 2018. Ms. Barry gave a brief overview of some of the new events taking place at The Center, which include a theater group, choir and bluegrass band and encouraged everyone to visit. The Center will also be hosting a Job Fair for the first time this month.

Brainerd High School Traffic Study Final Presentation

The Chair welcomed Mr. Tim Houle, civil engineer at Widseth Smith Nolting who presented information regarding the Brainerd High School Traffic Study. Mr. Houle explained the top three options from the study and the possible impacts on traffic flow with each scenario. The presentation was based on a traffic study and no planning details have yet been determined as proceeding will depend on the result of the referendum in April.

Council Committee Reports

Safety and Public Works Committee Report

Improvement 18-02 – 2018 Seal Coat Project Authorization to Bid – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO AUTHORIZE ADVERTISEMENTS FOR BIDS FOR IMPROVEMENT 18-02 – 2018 SEAL COAT PROJECT WITH THE BID OPENING DATE OF APRIL 11, 2018 AT 10:00 AM CDT.

Improvement 18-03 – 2018 Crack Seal Project Authorization to Bid - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO AUTHORIZE SOLICITATION OF QUOTES FOR IMPROVEMENT 18-03 – 2018 CRACK SEAL PROJECT WITH THE BID OPENING DATE OF APRIL 11, 2018 AT 2:00 PM CDT.

Resolution of Support – Corridors of Commerce Trunk Highway 210 Expansion – Adopted by Resolution No. 14:18

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT RESOLUTION NO. 14:18 IN SUPPORT OF THE HIGHWAY 210 TWO-LANE TO FOUR-LANE EXPANSION PROJECT AS PART OF THE CORRIDORS OF COMMERCE PROGRAM THROUGH MNDOT.

RESOLUTION NO. 14:18

Upon roll call, members Johnson, Hilgart, Lambert, Bevans and Pritschet voted “aye.” Member Badeaux voted “nay.” The Chair declared the motion carried.

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Discussion of River to Rail Initiative Trail Connection - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO AUTHORIZE STAFF TO CONTINUE TO SUPPORT THE COMPLETION OF THE CONNECTION OF THE CUYUNA TRAIL WITHIN BRAINERD TRAVELING EAST.

Council Member Badeaux explained one of the concepts he supports is the connection of the Northern Pacific Center and Downtown. The main objective is to start the discussion with the appropriate people in order to move forward with the Cuyuna Trail.

Mississippi Riverfront Committee – Steamboat Plaza Property Ownership Research Request for Proposals - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO AUTHORIZE STAFF TO PROCEED WITH SEEKING PLAZA SITE EVALUATION PROPOSALS.

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>
Baratto Brothers		City Hall Annex Remodel – FINAL	\$22,980	\$0
Patnodes		City Hall Annex Desk – FINAL	\$2,500	\$0
S.E.H.	14-15	Airport Util Ext thru 01/31	\$1,380	\$0
S.E.H.	17-08	2019 SRTS Sidewalks thru 01/31	\$1,840	\$0
Tom's Backhoe		DT Snow Removal 02/23 & 02/25	\$24,423	\$0
WSN		Brainerd Facility Study thru 02/17	\$305	\$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 Badeaux, Johnson, Hilgart, Lambert, Bevans and Pritschet voted "aye." No member voted "nay." The Chair declared the motion carried.

Authorization to Submit Grant Applications to Department of Natural Resources (DNR) - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE STAFF TO SUBMIT THE GRANT APPLICATION TO THE OUTDOOR RECREATION GRANT PROGRAM FOR 2018 FOR A KAYAK AND CANOE LANDING AND TO START WORKING ON POSSIBLE GRANT IDEAS FOR 2019.

Committee Chair Johnson explained that it is the preliminary estimate the grant application for the landing will be approximately \$30K - \$40K.

Council Member Hilgart stated we will be exploring match opportunities with organizations such as Kiwanis and Rotary as well.

Leave of Absence for Fire Department - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO ACCEPT JOSHUA MAILHOT'S LEAVE OF ABSENCE REQUEST FOR UP TO ONE YEAR EFFECTIVE MARCH 5, 2018.

Paid On-Call Firefighter Hiring - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE TO ESTABLISH A PAID ON-CALL FIREFIGHTER HIRING LIST AND APPROVED HIRING FOUR PAID ON CALL FIREFIGHTERS.

Identification Badge Policy - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE IDENTIFICATION BADGE POLICY AS PRESENTED.

Request Authorization for Out-of-State Travel for Human Resource Coordinator Kris Schubert to Attend National Conference - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE HUMAN RESOURCE COORDINATOR KRIS SCHUBERT TO ATTEND THE 2018 NATIONAL PELRA CONFERENCE WITH THE CITY PAYING FOR THE APPROPRIATE HOTEL, FLIGHT AND MEAL EXPENSES.

Fire Contract Formula for 2019 - Informational

Finance Director Hillman explained the calculation was presented to the Fire Advisory Board at their meeting on February 26, 2018. The Townships that contract with Brainerd for fire services need this information for their annual meeting in March to set their levies for 2019.

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) – 1 term (Expire 2021)

Housing & Redevelopment Authority – 1 term (Expire 2022)

New Business

Legislative Authorization

City Administrator Torstenson stated throughout legislative sessions, bills are introduced that may positively or negatively affect our City. Often a response of support or opposition is needed quickly and there may not be the time to present to council. A Legislative Agenda would allow city staff to write letters of support or opposition for legislation that would best protect our residents. A draft legislative agenda is being created and will be presented at the next council meeting for discussion.

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Planning Commission

Conditional Use Permit Request – 303 West Washington Street – To Allow an Automobile Repair and Service Business - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT FOR AUTOMOTIVE REPAIR AND SERVICES AT 303 WEST WASHINGTON STREET BASED ON THE FINDINGS OF FACT AND WITH THE CONDITIONS OF 1) DUMPSTER SCREENING IN PLACE BY MAY 1ST, 2018 2) VEHICLES CANNOT BE PARKED WITHIN THE TRAFFIC VISIBILITY SETBACK AREA AT THE CORNER OF WASHINGTON STREET AND NW 3RD STREET.

First Reading – Proposed Ordinance No. 1479 to Rezone Property at 15947 Beaver Dam Road, Brainerd – From an R-A (Rural Agriculture) to an R-1A (Single Family Residential) - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE THE FIRST READING OF PROPOSED ORDINANCE NO. 1479 TO REZONE PROPERTY AT 15947 BEAVER DAM ROAD, BRAINERD FROM AN R-A (RURAL AGRICULTURE) TO AN R-1A (SINGLE FAMILY RESIDENTIAL) DISTRICT ZONING.

First Reading – Proposed Ordinance No. 1478 – Amending Brainerd Zoning Ordinance to Consider Adding Parking Lots as a Conditional Use in B-1 Districts - Approved

MOVED AND SECONDED BY ALDERMEN LAMBERT AND HILGART TO APPROVE THE FIRST READING OF PROPOSED ORDINANCE NO. 1478 TO AMEND ZONING ORDINANCE SECTION 515-60-6 G. CONDITIONAL USES TO PERMIT OFF STREET PARKING LOTS IN B-1 (RESIDENTIAL OFFICE) DISTRICTS.

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

Public Forum

The Chair opened the Public Forum at 8:39 p.m.

No one came forward.

The Chair closed the Public Forum at 8:39 p.m.

Staff Reports

City Engineer Sandy and Assistant City Engineer Fladung attended the Bridges Career Day at Central Lakes College March 9, 2018. There were approximately 2,400 students who visited the booth promoting the engineering field.

City Engineer Sandy announced the public open house for the South 6th Street Construction will be held at 5:00 p.m. on Tuesday, March 20, 2018 at Trinity Lutheran Church.

City Planner Ostgarden stated the dates have been scheduled for the four Ward meetings to discuss the Comprehensive Plan update, which are as follows: March 27th, March 29th, April 3rd and April 5th, 2018. The times and locations have not yet been finalized but should be this week.

City Planner Ostgarden indicated Matt Kallroos, Planning Intern completed the evaluation of the vacancy rate in rentals in our community. According to the calculations, there currently is a 2.4% vacancy rate.

City Planner Ostgarden stated tonight was the Artist's Design Party for the deTOUR Downtown project at the Koop Building with approximately 50 different artists attending. Region Five is doing a good job with the progression of the project.

City Administrator Torstenson has drafted an adverse weather policy which will be presented for consideration at the next council meeting.

City Administrator Torstenson attended the Bridges Career Day at Central Lakes College last week as well, was very impressed with the college and is thankful to be a part of this community.

Council Member Reports

Council Member Johnson indicated the HRA meeting agreed to manage the revolving loan fund for the City. The next step is for the recommendation to go to the Economic Development Authority (EDA).

Council Member Johnson announced the Governor has designated two zones in the City of Brainerd as Opportunity Zones; one in northeast Brainerd and the other is Downtown. This fund allows investors to pool their resources in projects located in Opportunity Zones, which will be invested in rebuilding low-income areas.

Council Member Hilgart was also present at the Bridges Career Day and appreciate the enthusiasm from all who attended. She attended the MnDOT meeting tonight at the Chamber of Commerce and encouraged anyone affected by the road construction to attend the next open house.

Council Member Pritschet attended the March 1st meeting that took place with the downtown business owners for the deTOUR Downtown project. The project is well received and there was a lot of interest and enthusiasm for this project.

Mayor Menk stated the St. Patrick's Day parade downtown will be on Saturday, March 17th at 11:30 a.m. Mayor Menk will be handing out candy if anyone would like to volunteer to participate with him.

Adjourn

The Chair adjourned the meeting at 8:46 p.m.

Cassandra Torstenson
City Administrator