

**Brainerd, MN
June 18, 2018**

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 Vice-President Hilgart.

Upon roll call, the following members were noted as present: Johnson, Hilgart, Lambert, Stunek, Bevans, and Badeaux. Member Pritschet was noted as absent. Mayor Menk was also noted as present.

Council Vice-President Hilgart opened the meeting with the Pledge of Allegiance to the Flag.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO AMEND THE AGENDA BY ADDING TWO ADDITIONAL ITEMS TO THE SAFETY AND PUBLIC WORKS COMMITTEE AGENDA.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE AGENDA AS AMENDED.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO AMEND THE CONSENT CALENDAR BY ADDING; A MINNESOTA LAWFUL GAMBLING APPLICATION SUBMITTED BY THE AMERICAN LEGION POST 255 TO CONDUCT OFF-SITE GAMBLING ON JULY 4, 2018 AT DON ADAMSON FIELD; A MINNESOTA LAWFUL GAMBLING APPLICATION SUBMITTED BY THE AMERICAN LEGION POST 255 TO CONDUCT OFF-SITE GAMBLING ON JULY 13 & 14, 2018 AT MEMORIAL PARK; AND TO AMEND THE BRAINERD JAYCEES LICENSE APPLICATION FOR AN EVENT TO BE HELD JULY 13-15, 2018 AT MEMORIAL PARK FROM A TEMPORARY ON-SALE LIQUOR LICENSE TO A TEMPORARY BEER LICENSE.

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

A. Approval of the Minutes of the Regular Meeting held on June 4, 2018 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 1 – New; 2 – Renewals

C. Department Activity Reports - Approved

1. Police Chief
2. Finance Director

D. Adopt Resolution Accepting Donations & Contributions For The 1st Quarter 2018 – Adopted by Resolution No. 37:18

- E. Temporary On-Sale Liquor License Application – Submitted by The Brainerd Jaycees for an Event to be Held July 27th & 28th, 2018 in Downtown Brainerd on Front Street - Approved**
- F. (Amended Item) Temporary BEER License Application - Submitted by The Brainerd Jaycees for an Event to be Held July 13-15, 2018 at Memorial Park Near the Softball Fields - Approved**
- G. (Added Item) Minnesota Lawful Gambling – Adopt Resolution Authorizing the American Legion Post 255 to Conduct Off-Site Gambling on July 4, 2018 at Don Adamson Field, 702 S. 5th Street, Brainerd – Adopted by Resolution No. 38:18**
- H. (Added Item) Minnesota Lawful Gambling – Adopt Resolution Authorizing the American Legion Post 255 to Conduct Off-Site Gambling on July 13 & 14, 2018 at Memorial Park, 1700 Mill Ave., Brainerd – Adopted by Resolution No. 39:18**

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

Presentations

Airport Annual Report – Mr. Steve Wright

The Chair welcomed Mr. Steve Wright, Airport Director who thanked the council for the opportunity to present the 2017 Annual Report. Mr. Wright explained strategic, financial and operating highlights as well as enplanement information and the monthly fuel reports. The 20-year Airport Master Plan focuses on developments along the corridor along Highway 210 out to the newer Runway 16/34 and the construction of a new General Aviation Arrival/Departure Facility. Mr. Wright invited the Council to visit the airport for a tour of the facility.

Council Committee Reports

Personnel and Finance Committee Report

Approval of Bills & Transfer of Funds - Approved

Fire Capital to Equipment Capital per Budget	\$75,000
Park Dedication to Equipment Capital per Budget	\$3,400
State MIF Funds to City Economic Development Fund	\$173,572

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO APPROVE THE PAYMENT OF BILLS AND TRANSFER OF FUNDS AS RECOMMENDED BY PERSONNEL AND FINANCE COMMITTEE.

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

League of Minnesota Cities Membership Dues for Fiscal Year 2019 - Informational

Committee Chair Johnson explained the membership dues for fiscal year 2019 will have a zero percent increase for the second year in a row. The estimated dues will be approximately \$12,313 but may change due to an increase in population.

Monthly Financial Report Discussion - Informational

Committee Chair Johnson indicated Finance Director Hillman asked for feedback from the committee and council on the current layout. Any desired changes or additions to the report should be forwarded to Finance Director Hillman.

Safety and Public Works Committee Report

Event/Street Closure Application – Brainerd 4th of July Celebration - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE EVENT/STREET CLOSURE APPLICATION FOR THE BRAINERD 4TH OF JULY CELEBRATION WITH TRAFFIC CONTROL REQUESTED AND COORDINATED AND THE POLICE TO SCHEDULE OFFICERS FOR THE EVENT.

Event/Street Closure Application – Brainerd Eagles 287 Street Dance - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE THE EVENT/STREET CLOSURE APPLICATION FOR THE BRAINERD EAGLES 287 STREET DANCE WITH THE CONDITIONS THAT THE SPEAKER ORIENTATION BE DIRECTED AWAY FROM RESIDENTIAL PROPERTIES AND THEY COORDINATE ANY NECESSARY EXTRA ENFORCEMENT WITH THE POLICE DEPARTMENT. TRAFFIC CONTROL NEEDS SHOULD BE COORDINATED WITH THE ENGINEERING DEPARTMENT STAFF.

Transit Operating Services Proposals - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE THE RECOMMENDATION BY THE TRANSPORTATION ADVISORY COMMITTEE (TAC) AND ACCEPT THE PROPOSAL FROM PRODUCTIVE ALTERNATIVES.

Council Member Hilgart asked if this was a change in vendor. Committee Chair Bevans confirmed it is a change of vendor.

Committee Chair Bevans indicated the proposal from Productive Alternatives consists of 256 pages. The highlights of the proposal are a change in vendor which will hopefully give us a lower cost; roughly \$200,000 less over the course of three years with a higher potential for future growth to the service.

Alley Maintenance Discussion - Approved

Committee Chair Bevans stated this is a continuation of a past council meeting of discussing the alley maintenance on two un-platted alleys in south and southeast Brainerd.

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MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION TO DIRECT STAFF TO FORMULATE COST ESTIMATES WITH A PLAN TO DO A SMALL AMOUNT OF REPAIR WORK AND SEND THE ESTIMATES TO THE AFFECTED PROPERTY OWNERS FOR REVIEW AND MORE DISCUSSION ABOUT THE REPAIRS, POSSIBLE VACATION AND FINANCIAL PARTICIPATION.

City Engineer Sandy responded there are other alleys in the City that are not platted. The alleys being discussed tonight are two identified as receiving complaints regarding the condition and the need for improvements past our standard practices. There are approximately 40-50 other alleys in the City which would be affected.

Council Member Johnson suggests staff identify all alleyways in the City and develop a policy to treat all alleys in the same manner.

(Added Item) South 6th Street Amended Construction Agreement – Testing Services - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AUTHORIZING THE PROPER SIGNATURES ON THE AMENDED CONSTRUCTION AGREEMENT WITH MNDOT AS A TOTAL REVISED COST OF \$1,868,203 WHICH IS AN ADDITIONAL \$13,872 THAN WHAT HAS ALREADY BEEN PAID TO MNDOT, OR \$7,867 OVER WHAT WAS AUTHORIZED IN THE ORIGINAL AGREEMENT.

Committee Chair Bevans indicated the original contract did not include testing services of the water main and sewer main. Typically, the City hires Braun Intertec to perform these services, but it was found to be more beneficial to have MnDOT perform these tests which would assist with scheduling from both perspectives and would also allow for consistency in the testing results.

(Added Item) Stone Arch Repair – Gregory Park - Approved

Committee Chair Bevans explained the stone arch located on the north side of Gregory Park is deteriorating with large chunks of concrete falling out. It was decided out of committee to seek direction from council.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO DIRECT STAFF TO OBTAIN BIDS TO REPAIR THE ARCH AND CONSULT WITH THE PARK BOARD.

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)

Public Hearing – 5-Year Street and Sewer Capital Improvements – Approved

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City Engineer Sandy made a presentation explaining the purpose of the 5-year Capital Improvement Plan as well as the importance of adopting the plan. The plan serves as a road map for future improvements, includes cost estimates for budgeting purposes and identifies revenue sources for project costs. The plan was posted on the city website in May for the public to view.

The Chair opened the Public Hearing at 8:20 p.m.

No one came forward.

The Chair closed the Public Hearing at 8:21 p.m.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ADOPT THE PLAN AS PROVIDED IN FINAL DRAFT FORM WITH THE PACKET.

Consider City Code Amendment to Permit Miniature Pigs – Direction Provided

City Planner Ostgarden indicated a resident came forward with the request to allow miniature pigs in the City. The current City Code does not allow this type of animal as a pet in city limits. Council has directed City Planner Ostgarden to proceed with a draft ordinance and information about policies in other Minnesota cities to present to Council at the next meeting.

Facility Study Presentation – Mr. Mike Angland, Architect & VP Widseth Smith Nolting

The Chair welcomed Mr. Mike Angland, Architect/VP and Eric Jendro, Mechanical Engineer from Widseth Smith Nolting and Pete Filippi from the Contegrity Group to present the results of the facility study. Mr. Angland explained the process they have went through in inspecting, taking photos and estimating all the building projects in detail from low to high priority. The facility evaluations are a project review of site evaluations that are itemized reports by discipline; civil, architectural, mechanical, electrical and structural. The study also includes a facility operations analysis that includes input from staff regarding the layout of departments, staff levels and customer interactions which will provide suggested updates or changes to the existing functionality.

Mr. Eric Jendro indicated a high priority issue at City Hall is the HVAC System and building pressurization and humidity. The current heating and cooling system is 26 years old and has outlived its life expectancy. The suggested replacement is a VRF System, which integrates a fan coil system and a Dedicated Outdoor System to handle ventilation. Mr. Jendro presented photos of the buildings' current system to show the deterioration of the equipment.

Mr. Angland went over the spreadsheet that is compiled into groups by priority with totals and subtotals of each area of concern. In addition to the disciplines shown above, the report includes security for certain buildings proposed by Bayco Security. The report is structured with subtotals, a contingency, general contractors or construction managers and an architectural engineering firm to obtain drawings for bids. It is important that all the items in the report are reviewed holistically. Mr. Angland stressed the importance of having a Facilities Management Program to track work orders, maintenance on the equipment and asset management.

Council discussion took place and questions answered.

Public Forum

The Chair opened the Public Forum at 9:08 p.m.

No one came forward.

The Chair closed the Public Forum at 9:08 p.m.

Staff Reports

City Engineer Sandy announced south 6th Street survived the 4 ½" of rain that fell over the weekend. The construction progress has reached Rosewood Street with sanitary sewer and expected to be up to Quince Street by Friday.

Council Member Johnson asked for an estimated date of the intersection opening at south 6th Street and Willow Street to 4th Street. City Engineer Sandy indicated the tentative date is July 15th.

City Administrator Torstenson stated today was the first day of Customer Service Training held for city staff. The second day of training is taking place at 8:30 a.m. on Tuesday, June 19th and she invited council to attend if they would like.

City Administrator Torstenson reminded council of the Council Retreat to be held Monday, June 25th at 5:30 p.m. with the primary topic being the Facility Study.

Council Member Reports

No reports.

Adjourn To City Council Retreat June 25, 2018 at 5:30 p.m.

The Chair adjourned the meeting at 9:11 p.m.

Cassandra Torstenson
City Administrator