

**Brainerd, MN
July 2, 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 President Pritschet.

Upon roll call, the following members were noted as present: Hilgart, Lambert, Stunek, Bevans, Badeaux, Johnson 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 AS AMENDED BY ADDING A RIVER TO RAIL PRESENTATION DIRECTLY AFTER THE CONSENT CALENDAR AND ADDING A RESOLUTION TO CANCEL THE CONTRACT FOR ANIMAL CONTROL SERVICES UNDER NEW BUSINESS.

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

A. Approval of the Minutes of the Special Meeting held on June 11, 2018 and the Regular Meeting held on June 18, 2018 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 2 – New; 2 – Renewals

C. Department Activity Reports - Approved

1. Mayor's Report
2. Fire Chief
3. Parks Director

D. Extension of Premises – Submitted by Brainerd Eagles 287 for an Event to be held July 4th, 2018 at 124 Front Street, Brainerd - Approved

E. Accept City Planner Mark Ostgarden's Retirement with Regret Effective January 4, 2019 and Authorize Severance Payment per City Policy - Approved

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

Presentations

(Added Item) River To Rail Initiative Update - Informational

The Chair welcomed Mr. Bruce Buxton to give an update on the progress of the events with the River to Rail Initiative. He stated the initiative is compiled of the strong collaborative efforts of many people which is greatly appreciated. Mr. Buxton displayed a map of what

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projects have been completed, what is currently in process and what projects are proposed in areas along the River to Rail corridor. Since the last update in August 2017, there have been several meetings and presentations in the community. Mr. Buxton indicated there were six subcommittees that formed to handle each area of expertise. Mr. Buxton showed a short video of the ideas and possibilities for the River to Rail revitalization, which will be shown periodically on public television. Mr. Buxton thanked the Council for their support in the initiative and will be continuing to update them on the progress as it continues.

Council Committee Reports

Safety and Public Works Committee Report

ASH Properties Inc. Fence Easement - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION TO APPROVE THE ASH PROPERTIES INC. FENCE EASEMENT AND AUTHORIZE PROPER SIGNATURES ON THE DOCUMENT AS PRESENTED.

Large Patch Quotes - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION AND APPROVE AUTHORIZATION TO QUOTE THE LARGE PATCH IMPROVEMENT PROJECT AND WILL RETURN TO THE COUNCIL WITH QUOTES FOR REVIEW.

First Reading – Proposed Ordinance No. 1485 – Amending City Code Section 900 Animals and 1010 Licensing Fees to Permit Miniature Pigs within The City of Brainerd – Held Over

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO REFER TO THE CITY ATTORNEY TO REVIEW AND WILL RETURN TO COUNCIL AT A FUTURE MEETING.

Personnel and Finance Committee Report

Approval of Bills - Approved

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

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

2017 Year-End Transfers Between Funds - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE TRANSFERS BETWEEN FUNDS AS PRESENTED.

Committee Chair Johnson indicated the transfers occur once per year from each of the specific fund accounts. He explained the parks department and the streets department shared maintenance labor between them, thus resulting in the street department being under budget and parks being over budget.

League of Minnesota Cities Membership Dues Follow Up - Informational

Committee Chair Johnson stated the League of Minnesota Cities sent a memo outlining the value they have to the City and it was agreed at committee level to continue with the membership.

Unfinished Business

Committee Dismissal Recommendation - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND STUNEK, DULY CARRIED, TO APPROVE THE DISMISSAL OF MR. ROBERT BRADY FROM THE TRANSPORTATION ADVISORY COMMITTEE (TAC) AND TO OPEN THE VACANCY TO APPLICANTS.

Committee Resignations – Accept with Regret - Approved

MOVED AND SECONDED BY ALDERMEN LAMBERT AND HILGART, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF MR. KEVIN LARSON FROM THE TRANSPORTATION ADVISORY COMMITTEE (TAC) AND OPEN THE POSITION TO NEW APPLICANTS TO FILL THE VACANCY.

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)

Transportation Advisory Committee – 1 term (Expire 2018) – 1 term (Expire 2019)

New Business

Condition of Brainerd Streets – 2018 Pavement Management - Informational

City Engineer Sandy indicated Comprehensive Payment Management scoring takes place every three years. Assistant Engineer Fladung and the summer engineering interns have completed the ratings of all the streets in the City. City Engineer Sandy explained the program rates each segment of street on a scale of 0-4 (0=Poor Condition, 4=Perfect Condition) using equations that measure different deficiencies found in pavements. The average score of our streets is rated at 3.35/4.0 which is an increase of +0.13 from 2015.

2018 Minnesota Small Cities Development Program (SCDP) Grant Award Letter - Informational

Mayor Menk announced the application for a Small Cities Development Program Grant (SCDP) was approved for funding in the amount of \$638,338, pending the expected payment to the Department of Employment and Economic Development (DEED) from the Department of

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Housing and Urban Development (HUD). This grant will target owner occupied and rental housing in northeast Brainerd and the Koop Building downtown. The application was completed and submitted by the Brainerd Housing and Redevelopment Authority staff.

The Chair welcomed Mr. John Schommer, HRA Rehabilitation Coordinator who indicated what is included in the grant. There will be approximately ten owner occupied rehabs for people that meet the income requirements, a total of 23 units of rental rehabs and one unit of commercial rehab. The total benefit is approximately \$900,000 with the owner matches and other program income. He explained there must be enough residents interested in participating and the economic need be demonstrated to DEED in order to receive the rehab dollars. Once that is completed, the applications will go out to the residents. Mr. Schommer thanked the Council for the support.

(Added Item) Resolution to Cancel Animal Control Officer Contract – Adopted by Resolution No. 40:18

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART TO APPROVE RESOLUTION NO. 40:18 CANCELING THE CONTRACT WITH ANIMAL CONTROL AND DIRECT STAFF TO INITIATE A REQUEST FOR PROPOSALS (RFP) TO SEEK A NEW ANIMAL CONTROL SERVICE PROVIDER.

City Attorney Langel explained the contract was initiated in September 2017 for animal control in the City. The contract specifies the contractor must be available 24 hours a day; six days a week and response times must be prompt. The services need to be provided in a timely basis and the contractor needs to be responsive to City staff. These requirements are not being followed and many of the animal control issues are falling on the responsibility of the police department.

RESOLUTION NO. 40:18

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

Planning Commission

First Reading – Proposed Ordinance No. 1484 – Amending Brainerd Zoning Ordinance Sections 515-63-2 (B-4 District) and 515-65-2 (B-6 District) to Add Funeral Homes/Mortuaries and Crematoriums as Permitted Uses - Approved

City Planner Ostgarden reviewed the cremation process and the improvements to the process that have been made over time with technology. The Planning Department has contacted four cities in Minnesota which have a crematorium near residential areas and each one has not received any complaints. The State of Minnesota requires a license to operate a crematorium in which they regulate and inspect the facility. The Nelson Doran Funeral Home has had a crematorium for several years and has not received any complaints from a surrounding property.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND BADEAUX, DULY CARRIED, TO HOLD THE FIRST READING OF PROPOSED ORDINANCE CO. 1484 – AMENDING BRAINERD ZONING ORDINANCE SECTIONS 515-63-2 AND 515-65-2 TO ADD FUNERAL HOMES/MORTUARIES AND CREMATORIIUMS AS PERMITTED USES IN THE B-4 AND B-6 DISTRICTS.

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Public Forum

The Chair opened the Public Forum at 8:31 p.m.

The Chair acknowledged Ms. Jennifer Bergman, Executive Director of the Brainerd and Crow Wing County HRA. She stated a fire had occurred at the NorthStar Apartments on June 22, 2018. The Brainerd Fire Department did an excellent job in response time and managed to contain the fire and extinguish it promptly with only one unit being uninhabitable. Ms. Bergman stated the City is extremely fortunate to have an exceptional team of fire protection, police protection and medical personnel and thanked all the personnel for the hard work and service.

The Chair acknowledged Mr. Mike Angland, representing Brainerd Restoration who thanked the Council and City Administration for the donation towards the de'TOUR Downtown Initiative. The crowd funding concluded the end of June and all five artists will proceed in the initiative with the first one scheduled July 14, 2018 in the Laurel Street event parking lot.

The Chair closed the Public Forum at 8:36 p.m.

Staff Reports

City Engineer Sandy spoke with Parks Director Sailer regarding the stone arch in Gregory Park that needs repairing. Mr. Sailer is in the process of obtaining quotes which will be presented to Council at a future meeting.

City Engineer Sandy contacted Independent School District 181 regarding the Riverfront Plaza area survey, and they are willing to commit to a 50% share for the survey.

Fire Chief Holmes thanked Ms. Jennifer Bergman and the staff at the HRA who were extremely helpful in assisting with the fire. Along with the police department, this shows a great working relationship between all city departments.

Finance Director Hillman stated there is a need for election judges this year and welcomes anyone interested to contact City Hall for more information. The general requirement to be an election judge is to be a resident of Minnesota over the age of 18. The primary will be held August 14, 2018 and the general election is November 6, 2018.

City Administrator Torstenson announced the Farmers Market held last week was extremely successful with a lot of positive comments from the public and the six vendors who participated. The market will be held every Tuesday from 3:00 p.m. – 7:00 p.m. in the downtown Laurel Street parking lot with more vendors being added each week.

City Administrator Torstenson stated the placemaking events downtown are going well with five scheduled events so far which are posted on our website. City Administrator Torstenson also announced there has been an increase in interest in economic development in the city via several phone calls she has received.

Mayor Menk indicated the Destination Downtown gathering on Thursday, June 28th brought in about 120 people to the Koop Building, which is now named Rumbly Hall Event Center. Arts in the Park on Sunday, July 1st was successful despite the rain. Mayor Menk

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recently spoke with Mr. Scott Lykins from the Lakes Area Music Festival who is looking forward to the music events scheduled downtown.

Mayor Menk announced that City Administrator Torstenson has completed six months as the City Administrator of Brainerd and it is now time to complete her six-month review. Staff has been directed to send out the review paperwork to the Council.

Council Member Reports

Council Member Johnson stated the Destination Downtown information is available at www.downtownbrainerd.org and encouraged any interested party to reach out to enter the competition. There will be a \$50,000 prize package to be awarded to a new entrepreneur that would like to locate in downtown Brainerd.

Council Member Johnson announced the home at 601 South 10th Street that was condemned has been torn down and the lot has been purchased by a private party. He thanked the Brainerd HRA for their work on that project. Council Member Johnson also stated the National Association of Housing and Redevelopment Officers selected the Crow Wing County HRA for a National Merit Award for the work on Brainerd Oaks and they were also nominated for the National Reward of Excellence on the revival of tax forfeited sub-divisions.

Council Member Stunek wished all city staff and families a safe and happy 4th of July.

Council Member Badeaux attended the Walkable Bikeable Committee meeting on June 27th. They are working on a road map towards the future with a collaborative effort to connect parks and engineering as well as planning to work together on how to make the city functionable for non-motorists.

Mayor Menk added the billboard at the corner of 8th and Washington Streets now displays the Destination Downtown contest website.

Adjourn

The Chair adjourned the meeting at 8.46 p.m.

Cassandra Torstenson
City Administrator