

CITY COUNCIL AGENDA

Brainerd, Minnesota

April 15, 2013

7:30 P.M.

Brainerd City Hall

Council Chambers

_____ Mayor Wallin
_____ K. Bevans
_____ G. Scheeler
_____ D. Parks
_____ C. Borkenhagen
_____ M. Koep
_____ D. Pritschet
_____ B. Cumberland

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Approval of Agenda

5. Consent Calendar (NOTICE TO PUBLIC) – All matters listed are considered routine by the Council and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion to adopt by roll call.

A. Approval of the Minutes of the Regular Meeting held on April 1, 2013, as distributed

B. Approval of Licenses – (See Attachment)

1. Contractor's Licenses – 4 – Renewals.

C. Department Reports

1. Mayor's report of activities distributed to Council.
2. Police Chief's report of activities distributed to Mayor and Council.
3. Finance Director's report distributed to Mayor and Council.

D. Extension of Premises – Submitted by Shep's on 6th for Annual Event to be held on August 23rd and 24th, 2013 – Approval of – (See Attachment)

- E. Application for Temporary 3.2 Percent Malt Beverage (Beer) On Sale Permit – Submitted by the Brainerd Jaycees for an event to be held on April 27th and 28th, 2013 at Memorial Field, 1700 Mill Avenue, Brainerd – Approval of

- F. Application for Temporary 3.2 Percent Malt Beverage (Beer) On Sale Permit – Submitted by the Brainerd Jaycees for an event to be held on May 4, 2013 at the Brainerd Area Civic Center – Approval of

- G. Application for Temporary On-Sale Liquor License – Submitted by American Legion Post 255 for an event to be held on May 18, 2013 at the Brainerd Armory – Approval of

- H. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by the Brainerd Jaycees for a Raffle to be held on August 3, 2013 at Kiwanis Perk, 1101 East River Road, Brainerd – Approval of

- I. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by the Brainerd Rotary Foundation for a Raffle to be held on May 6, 2013 at Jack’s House, 300 Hwy 25 S, Brainerd – Approval of

- J. Administration Department – Finance Director Connie Hillman – Completion of 6-Month Probation – Change Employment Status to “Regular” and Advance to Step “C” of the Salary Administration Plan (\$6,719.85/month) – Effective 4/1/13 – Approval of – (See Personnel and Finance Committee Agenda)

- K. Call for Applicants:
 - 1. Cable TV Advisory Committee – One Term to Expire 12/31/2015
 - 2. Charter Commission – One Term to Expire 12/31/2015
 - 3. Library Board – One Term to Expire 12/31/2017
 - 4. Rental Dwelling Board of Appeals:
 - a. One “Tenant Representative Position” – Term Expires 12/31/2014
 - b. One “General Public Representative” – Term Expires 12/31/2014
 - 5. Transportation Committee – Two Terms to Expire 12/31/2014

- 6. Approval of Bills and Transfer of Funds – Recommended by the Personnel and Finance Committee

General Fund to Public Safety Fund	\$178,000
General Fund to Park Fund	\$43,000
General Fund to Street & Sewer Fund	\$155,000
Airport Fund	\$ 12,960
	\$388,960

- 7. Presentation – Brainerd Lakes Regional Airport Update – Commission Chair Andy Larson and Manager Jeff Wig

8. Presentation/Proclamation – Brainerd Bicycle Advisory Committee Report & Proclamation for National Bike Month (May) and Bike to Work Week (May 12-17) – (See Attachment)

9. Unfinished Business

A. Mobile Food Unit Public Sales Trial Period – Discussion of – Finalize Trial Period Document – Approval of – (See Attachment)

B. Sex Offender Living Location Concentration Concerns – Draft Letter to MN Department of Corrections – Discussion of

C. Public Hearing – Final Reading of Proposed Ordinance No. 1403 - An Ordinance Amending Section 1200.03 of the Brainerd City Code to Permit Issuance of On-Sale Brewer, Taproom and Off-Sale Growler Liquor Licenses – City Administrator Goble Recommends Dispensing with the Actual Reading – (See Attachment)

D. First Reading – Proposed Ordinance No. 1404 – Setting Fees for Permit Issuance of On-Sale Brewer Taproom and Off-Sale Growler Liquor Licenses – City Administrator Goble Recommends Dispensing with the Actual Reading – (See Attachment)

10. Planning Commission

A. First Reading – Proposed Ordinance No. 1405 – Rezoning of Property South of Brook Street and West 13th Street SE from MH (Manufactured Housing) District to an R-1 (Single Family Residential) District – City Administrator Goble Recommends Dispensing with the Actual Reading – (See Attachment)

11. Public Forum: Time allocated for citizens to bring matters not on the agenda to the attention of the Council – Time limits may be imposed

12. Reports

A – Mayor
B – City Attorney
C – City Administrator
D – City Engineer
E – City Planner
F – Police Chief
G – Finance Director
H – Council President

13. Council Committee Reports – (See Attached Agendas)

A – Safety and Public Works Committee
B – Personnel and Finance Committee
C – Other Committees

- 14. Adjourn – To Council Strategic Planning Session IV to be held on Monday, April 22, 2013 at 6:00 P.M. in the Brainerd Police Department Training Room and To Meeting with Charles Marohn regarding his Otto Bremer Grant to be held on Wednesday, April 24, 2013 at 4:00 P.M. in the City Hall Conference Room**

NOTE: Safety and Public Works Committee will meet at 6:00 P.M.
Personnel and Finance Committee will meet at 7:00 P.M.

**ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS,
PLEASE CALL 828-2307.**

Visit the City's website at www.ci.brainerd.mn.us

**CITY OF BRAINERD
SAFETY AND PUBLIC WORKS COMMITTEE
AGENDA**

Monday, April 15, 2013
6:00 p.m.
City Council Chambers

1. Fire Department Medical Runs
2. Braun Intertec Proposals for Material Testing – (see attachment)
 - a. Improvements 13-01, 13-02, & 13-03
 - b. Improvements 13-04, 13-05, & 13-08
3. Building Permit Rebate Program – (see attachment)
4. Alley Block 24, West Brainerd – (see attachment)
5. Adoption of a Resolution Approving Plans and Specifications and Authorizing Advertisement of Bids for Projects 13-04, 13-05, & 13-08 – Bids returnable by 11:00am, Wednesday, May 15, 2013 – (see attachment)
6. Town 180 Application Submittal – (see attachment)

**CITY OF BRAINERD
PERSONNEL AND FINANCE COMMITTEE**

AGENDA

April 15, 2013
City Hall Conference Room
7:00 P.M.

1. Approval of Bills and Transfer of Funds:

General Fund to Public Safety Fund	\$178,000
General Fund to Park Fund	\$43,000
General Fund to Street & Sewer Fund	\$155,000
Airport Fund	<u>\$ 12,960</u>
	\$388,960

2. IAFF Local 4725 – Fire Equipment Operators – Approval of Wage Resolution and Contract Settlement – (See Attachment)

3. IBEW Local 31 – Administrative Support – Approval of Wage Resolution and Contract Settlement – (See Attachment)

4. Police Department Resignations – Accept with Regret and Authorize Process for Replacement – (See Attachment):

- Police Officer Garrett Lee – Effective 4/19/13
- Records Management Tech Tanya Knopik – Effective 6/17/13

5. Fire Department – Authorize Extension of Leave of Absence – Effective April 1 – May 31, 2013 as Requested by Troy Rushmeyer – (See Attachment)

6. Administration Department – Finance Director Connie Hillman – Completion of 6 Month Probation – Change Employment Status to “Regular” and Advance to Step “C” of the Salary Administration Plan (\$6,719.85/month) – Effective 4/1/13 – Approval of – (See Attachment and Consent Calendar)

7. Other.