

Pursuant to due call and notice thereof, the Joint Meeting of the Brainerd City Council and Brainerd Public Utilities Commission was called to order at 6:33 P.M. by Council President Pritschet.

The following members were noted as present: Hilgart, Lambert, Stunek, Bevans, Badeaux, Johnson, Pritschet and Mayor Menk. City Staff present included: City Administrator Torstenson, Finance Director Hillman, HR Coordinator Schubert, BPU Superintendent Magnuson, BPU Finance Director Wicklund, and BPU Commissioners Dolly Matten, Mike Angland, and Mark O' Day.

HR Coordinator Schubert introduced Ms. Tessia Melvin, DDA Compensation Study Consultant who will be explaining the basics of pay philosophy, merit pay and pay equity.

Ms. Melvin indicated the job descriptions are now up to date, they have been approved and are classified based on points. The beginning of budget implementation discussions is under way.

Ms. Melvin explained the definition of pay philosophy is an organization's commitment to how we value employees. The goal is to attract, retain and motivate employees. She reviewed the City and BPU's current pay philosophy that is being used and shared an example of a pay philosophy using a step system. The advantages of current pay philosophy are the quick base pay for recruiting a new employee and the quick base pay for retaining them. However, there are challenges such as the quick base may affect long tenure and it is not always consistent for all employees. A step system can eliminate the need for longevity pay and would be consistent for all employees.

Ms. Melvin gave examples of positions and options to the steps for advancement. She explained the details of merit pay, which is based on an employee's job performance and not the length of employment. Each job description is assigned points based on the following classification categories:

- Training and Abilities
- Experience Needed for the Job
- Work Conditions and Hazards
- Level of Work
- Human Relation Skills
- Physical Demands
- Independence of Actions
- Impact of End Results
- Supervision Exercised

Ms. Melvin reviewed pay equity which is required by state law. The City must file a report with the state every three years regarding pay equity to receive Local Government Aid (LGA). The report looks at pay between men and women and ensures that similar classes are paid the same.

Council and commission discussion took place and questions answered.

Ms. Melvin thanked the Council and Commission for the opportunity to present tonight.

Adjourn

The Chair adjourned the meeting at 7:18 P.M.

Cassandra Torstenson
City Administrator

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 HILGART AND BEVANS, DULY CARRIED, TO APPROVE THE AGENDA.

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

A. Approval of the Minutes of the Regular Meeting held on July 16, 2018 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 4 – New; 7 – Renewals

C. Department Activity Reports – Approved

1. Fire Chief
2. Parks Director

D. Extension of Premises – Submitted by Sage on Laurel, 606 Laurel St., Brainerd for an Event to be Held on August 10, 2018 in the Adjacent City Parking Lot – Approved

E. Temporary Beer License – Submitted by The Brainerd Eagles Club for an Event to be Held on August 8, 2018 at Memorial Park, 1700 Mill Ave., Brainerd - 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

Brainerd History Week Presentation

The Chair welcomed Mr. Dave Borash, Committee Chair and Ms. Julie Jo Larson, Student Support Services at CLC who thanked the council for the opportunity to present tonight. Mr. Borash reviewed the calendar of events that are planned for Brainerd History Week, August 9 – 12, 2018. The schedule is posted on the Brainerd History website as well as the City website. Ms. Larson explained this is also the 80th Anniversary for Central Lakes College. There will be tours, a reception and slideshow at the college. Everyone is invited and encouraged to attend the festivities.

The Chair thanked them for the presentation.

Facility Study – Optional Plan – Mr. Mike Angland, WSN

The Chair welcomed Mr. Mike Angland, Architect for Widseth Smith Nolting who explained the three goals and objectives for the discussion tonight.

- o Emphasis on improving customer service
- o Increase Efficiency
- o Potential for co-location of outside community partners in the City Hall building – will address deficiencies identified in the facility study and to potentially eliminate some of the deficient costs through these consolidations.

Mr. Angland reviewed the following possible options and floor plans for the areas below:

- o Street Department: Consolidation of the Parks and Recreation and street maintenance staff.
- o Fire Department: Adding a designated public entrance and connecting the sidewalk to the parking lot.
- o Police Department: Renovating current office spaces into interview rooms, creating a secured waiting area, and relocation of the city computer server with a dedicated HVAC system.
- o City Hall: Considering current number of staff with potential addition of staff from other departments and rented office space would entail an expansion. Two site plan options were shown.

Mr. Kevin Currie, from the Contegrity Group gave a breakdown on cost estimates at the different levels for both plan options.

The Chair thanked them for the presentation.

Council Committee Reports

Safety and Public Works Committee Report

Street and Sewer Assessment Policy - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION TO ADOPT THE ASSESSMENT POLICY AS PRESENTED ADDING THE FOLLOWING TO #2 DEVELOPER OF NEW CONSTRUCTION - UTILITIES AND ROADWAYS MUST BE APPROVED BY CITY STAFF.

414 N 10th Street Petition for Improvement and Assessment - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION TO APPROVE THE REQUEST FOR IMPROVEMENT AND ASSESSMENT BY THE PETITIONER AT 414 N 10TH STREET.

Event/Street Closure Application – 21st Bataan Memorial Death March – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE THE EVENT/STREET CLOSURE APPLICATION FOR THE 21ST BATAAN MEMORIAL DEATH MARCH ON SEPTEMBER 8, 2018.

Ground Lease with Productive Alternatives - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION TO APPROVE THE LEASE AGREEMENT AS PRESENTED ADDING A SIX-MONTH END DATE TO THE AGREEMENT BETWEEN PRODUCTIVE ALTERNATIVES AND THE CITY OF BRAINERD, AND THAT THE AGREEMENT IS ON A MONTH TO MONTH BASIS IN THE AMOUNT OF \$1,200 PER MONTH UNTIL SUCH TIME PRODUCTIVE ALTERNATIVES SECURES LEASED SPACE.

Improvement 18-11 – Joint City of Brainerd and Crow Wing County Storm Manhole Rehabilitation Project - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION TO AUTHORIZE SOLICITATION OF QUOTES TO PERFORM THE WORK FROM QUALIFIED MANHOLE REHABILITATION CONTRACTORS AS OUTLINED IN THE SPECIAL PROVISIONS.

Improvement 17-13 – Change Order 1 - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION TO APPROVE THE CHANGE ORDER AS PRESENTED AND DIRECT STAFF TO INVOICE FOR THE TIME AND MATERIALS SPENT ON ASSISTING IN THE REPAIR TO TDS TELECOM.

Improvement 18-02 – Final Pay Estimate 1 - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO APPROVE THE IMPROVEMENT 18-02 FINAL PAY ESTIMATE 1 IN THE TOTAL SUM OF \$131,997.

Improvement 18-04 – 2018 Patching Project Approval of Quote - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION TO APPROVE THE QUOTE FROM ANDERSON BROTHERS FOR A CITY OF BRAINERD TOTAL COST OF \$9,733 AND A BRAINERD PUBLIC UTILITIES TOTAL COST OF \$5,460.

Personnel and Finance Committee Report

Approval of Bills & Payments to Contractors - Approved

<u>Contractor</u>	<u>Imp.#</u>	<u>Project</u>	<u>Amount Paid</u>	<u>Amount Retained</u>
Asphalt Preservation Co.	IMP 18-02	Chip Seal – FINAL	\$131,997	\$0

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART TO APPROVE THE PAYMENT OF BILLS & PAYMENTS TO CONTRACTORS 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.

Fire Department Relief Association Annual Report - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE INCREASE IN FUNDING LEVEL TO \$10,000 PER YEAR OF SERVICE AND AUTHORIZE STAFF TO SIGN THE ANNUAL REPORTS AS PRESENTED.

Leave of Absence from Fire Department - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO ACCEPT FIREFIGHTER TECKEMEYER'S LEAVE OF ABSENCE REQUEST FOR UP TO ONE YEAR, EFFECTIVE AUGUST 1, 2018.

Police Department FY 2019 Towards Zero Deaths (TZD) Grant – Adopted by Resolution No. 43:18

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO APPROVE THE RESOLUTION AUTHORIZING THE POLICE DEPARTMENT TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE STATE OF MINNESOTA OFFICE OF TRAFFIC SAFETY FOR THE FEDERAL FISCAL YEAR 2019 TOWARD ZERO DEATHS (TZD) TRAFFIC SAFETY ENFORCEMENT GRANT.

RESOLUTION NO. 43:18

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

Police Department Out-of-State Travel/Training Request – Tim Friis - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE OUT OF STATE TRAVEL FOR POLICE OFFICER TIM FRIIS TO ATTEND THE EXPLOSIVES TRAINING IN TULSA, OK FROM AUGUST 13TH – AUGUST 18TH, 2018.

Police Department Out-of-State Travel/Training Request – Julie McCullough - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE OUT OF STATE TRAVEL FOR POLICE ADMINISTRATIVE SUPERVISOR JULIE MCCULLOUGH TO ATTEND THE ZUERCHER ONE CONFERENCE IN SIOUX FALLS, SD SEPTEMBER 12TH AND 13TH, 2018 WITH THE COSTS OF TRAVEL, LODGING AND SOME MEALS TO BE COVERED UNDER THE POLICE DEPARTMENT’S PROFESSIONAL DEVELOPMENT FUND.

Police Request to Sell Retired Squad Cars - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE THE SALE OF RETIRED POLICE VEHICLES UNITS #924, 415 AND #418, UTILIZING MID-STATE AUTO AUCTION IN NEW YORK MILLS, MN.

Gregory Park Archway - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE UP TO \$7,000 OF CAPITAL IMPROVEMENT FUNDS TO REPAIR THE STONE ARCHWAY IN GREGORY PARK.

Parks and Recreation Facility Priority – Informational

Committee Chair Johnson indicated the Park Board has reviewed the facility study. The priority will be to replace the warming house and restrooms in Gregory Park, which will be budgeted in the department’s 2019 Capital Improvement request.

Council Member Badeaux clarified the agenda request indicated the Mill Avenue Park warming house as a priority as well, however, this is on leased property and should not be part of the consideration.

Temporary Trainee Building Inspector – Request Authorization to Hire - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE STAFF TO HIRE A TEMPORARY TRAINEE BUILDING INSPECTOR AS PROPOSED; FURTHER, THAT THE POSITION ONLY BE POSTED INTERNALLY.

Community Development Director Position – Review Job Description, 2019 Wage for Job Posting, and DDA Recruitment Proposal - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE COMMUNITY DEVELOPMENT DIRECTOR JOB DESCRIPTION, APPROVE THE RECOMMENDED 2019 WAGE RANGE OF \$33.51-\$44.52 PER HOUR FOR THE JOB POSTING AND UTILIZE THE SERVICES OF MR. GARY WEIERS, DDA HUMAN RESOURCES FOR THE RECRUITMENT.

2017 Tax Increment Financing (TIF) Report Summary – Informational

Committee Chair Johnson indicated the reports were filed on time and published in the Brainerd Dispatch as required.

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)

Library Board – 1 term (Expire 2021)

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

Public Hearing - Final Reading of Proposed Ordinance No. 1485 – Amending City Code Section 900 Animals and 1010 Licensing Fees to Permit Miniature Pigs Within the City of Brainerd - Denied

The Chair opened the Public Hearing at 8:53 p.m.

The Chair recognized Ms. Kathy Deuel, 1717 Norwood St., who spoke against the ordinance. She submitted and read a letter of opposition to the proposed ordinance.

The Chair recognized Mr. Daniel Wahl who is the resident that desires to have a pet miniature pig. Mr. Wahl has had a miniature pig in the past and it did not exceed 66 lbs. He stated that the weight can be determined based on the parents of the pig. If the ordinance is passed, Mr. Wahl would like the requirement of neighboring residents' approval be removed from the ordinance, as a neighbor currently does not need to approve the purchase of a large dog.

The Chair closed the Public Hearing at 9:01 p.m.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN STUNEK AND BADEAUX TO DENY PROPOSED ORDINANCE NO. 1485 TO AMEND CITY CODE SECTION 900 ANIMALS AND 1010 LICENSING FEES TO PERMIT MINIATURE PIGS WITHIN THE CITY OF BRAINERD.

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

Historic Water Tower Discussion

City Engineer Sandy explained the actions that were taken after the last council meeting regarding the immediate concerns for public safety. An 8-foot high chain link fence was installed by Hy-Tec Construction to protect the public from falling debris. A covered entrance into the Breen and Person building will be constructed to allow safe passage to the business. These actions address the immediate concerns and insurance requirements while plans are being made about the future of the water tower. It was also determined the piece that fell from the structure was part of a previous repair, and there did not appear to be any additional loose pieces. The condition of the face of the tower bowl is in major disrepair and once scaping or chipping away is started, there would be no appropriate stopping point.

August 6, 2018

City Engineer Sandy reviewed the options and cost factors that were discussed at the last council meeting.

Finance Director Hillman discussed the funding options and due to the water tower being a non-functioning structure, it is deemed a non-essential part of the city infrastructure's cost. This limits the financing that is available to rehabilitate the tower. A sample ballot with questions was drafted if the Council determines this should go to a referendum.

City Planner Ostgarden had contacted the City of Pipestone, who has a similar water tower in the same condition with a cost estimate of approximately \$2M to repair. The City of Pipestone is currently unsure of the future decisions for their tower. An idea discussed could be the possible cost savings if one chosen contractor was retained to do both projects.

City Planner Ostgarden mentioned that if demolition is the determined outcome, there are some requirements and costs involved to remove a structure from the historical registry listing.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPOINT A CITIZEN'S COMMITTEE; ALLOW CITIZEN'S TWO YEARS (8/6/20) TO FUNDRAISE TOWARD THE RESTORATION OF THE WATER TOWER; COMMIT \$300,000 OVER THE NEXT THREE YEARS TOWARDS THE WATER TOWER PROJECT, AND DIRECT STAFF TO APPLY FOR HISTORICAL SOCIETY FUNDING AND GRANTS.

Finance Director Hillman added that Brainerd Community Action is the fiscal agent handling the funds donated towards the restoration of the water tower.

Ms. Holly Holm, Director of Brainerd Community Action requested that Council determine what is done with the funds collected if the goal is not met. It was decided to assign the task to the members of the Citizen's Committee once established.

New Business

Public Hearing for Discussion on the Implementation and Progress of the Small Cities Development Program (SCDP) Grant CDAP-15-0038-O-FY16 (Downtown Grant) - Held

The Chair opened the Public Hearing at 9:42 p.m.

No one came forward.

The Chair closed the Public Hearing at 9:42 p.m.

Planning Commission

First Reading – Proposed Ordinance No. 1486 – Rezone 1110 Pine Street and All Other Properties on Block 9, 2nd Addition to Brainerd as Listed Below from an R-1 (Single Family Residential) District to an R-2 (Medium Density Residential) District - Approved

City Planner Ostgarden explained all three of the proposed zoning changes on the agenda involve property owners who collaborated with their neighbors to request the change for the entire block or area. He explained this property was purchased with the desire to return it to a duplex from it's current use as a single-family home.

- John Groenwold – 1110 Pine Street, applicant

August 6, 2018

- Donna Pearson – 1106 Pine Street
- Dianna Lorimor – 1114 Pine Street; 1107 and 1109 Quince Street
- B.A. Doer – 1120 Pine Street
- Jeffrey Kollars – 1124 Pine Street
- Jan Walters – 1103 Quince Street
- HRA – 1113 and 1115 Quince Street; 714 and 716 – 12th Street SE

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO HOLD THE FIRST READING OF PROPOSED ORDINANCE NO. 1486 TO REZONE 1110 PINE STREET AND ALL OTHER PROPERTIES ON BLOCK 9, 2ND ADDITION TO BRAINERD AS LISTED FROM AN R-1 (SINGLE FAMILY RESIDENTIAL) DISTRICT TO AN R-2 (MEDIUM DENSITY RESIDENTIAL) DISTRICT.

First Reading – Proposed Ordinance No. 1487 – Rezone 1202 and 1210 – 13th Street SE from an R-3 (High Density Residential) District to an R-2 (Medium Density Residential) District – Approved

City Planner Ostgarden explained Mr. Chase Vreeland purchased the property at 1210 13th Street SE with the intentions of remodeling the current structure into a single-family home. Due to the R-3 zoning, a single-family home is not allowed. Mr. Vreeland contacted the property owner of 1202 13th Street SE with the request to be a part of the application to rezone both properties to an R-2 district.

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO HOLD THE FIRST READING OF PROPOSED ORDINANCE NO. 1487 TO REZONE 1202 AND 1210 13TH AVE SE FROM AN R-3 (HIGH DENSITY RESIDENTIAL) DISTRICT TO AN R-2 (MEDIUM DENSITY RESIDENTIAL) DISTRICT.

First Reading – Proposed Ordinance No. 1488 – Rezone 1015 Walnut Street and Three Other Properties on Walnut Street as Listed Below from an R-3 (High Density Residential) District to an R-1 (Single Family Residential) District - Approved

City Planner Ostgarden explained the applicant owns a parcel at the south end of Walnut Street on which he would like to build a single-family home. The current R-3 zoning does not permit the construction of single-family homes. The applicant contacted the neighboring property owners to collaborate on the application to rezone the area to an R-1 district.

- Bruce Isebrand – 1015 Walnut Street, applicant
- Annamarie Denti – 1014 Walnut Street
- Michael and Lynn Jannetta – 1016 Walnut Street
- Cyris and Kathleen Poorwell – 1018 Walnut Street

MOVED AND SECONDED BY ALDERMEN JOHNSON AND BADEAUX, DULY CARRIED, TO HOLD THE FIRST READING OF PROPOSED ORDINANCE NO. 1488 TO REZONE 1015 WALNUT STREET AND THREE OTHER PROPERTIES ON WALNUT STREET LISTED FROM AN R-3 (HIGH DENSITY RESIDENTIAL) DISTRICT TO AN R-1 (SINGLE FAMILY RESIDENTIAL) DISTRICT.

Public Forum

The Chair opened the Public Forum at 9:55 p.m.

No one came forward.

The Chair closed the Public Forum at 9:56 p.m.

Staff Reports

Finance Director Hillman stated the Primary Election will be held Tuesday, August 14, 2018 and reminded everyone that four of the polling locations have changed. The changes are:

- Ward 2 Precinct 1 - Essentia Health Sports Center (was Riverside School)
- Ward 3 Precinct 1 – NE Fire Station (was Lowell School)
- Ward 3 Precinct 2 – Bethlehem Evangelical Lutheran Church (was Garfield School)
- Ward 4 Precinct 1 – Carefree Living (was Harrison School)

City Administrator Torstenson stated there is an economic interest in the city and hope to bring information within the next two weeks. She also announced there will be a music festival taking place on Friday, August 10th in the Laurel Street city parking lot starting at 6:30 p.m. The Farmer's Market takes place every Tuesday from 3:00 – 7:00 p.m. in the city parking lot; some are accompanied with live music from local talent.

Mayor Menk indicated he will be speaking at the Roundhouse Brewery on Thursday evening, August 9, 2018 at 5:30 p.m. for the start of Brainerd History Week.

Council Member Reports

Council Member Bevans reminded everyone of the National Night Out event taking place on the northside at Gregory Park on Tuesday, August 7, 2018.

Council Member Badeaux thanked everyone for participating, volunteering and attending another successful Brainerd Jaycees Street Fest last weekend.

Adjourn To Closed Session Pursuant to MN Statutes 13D.05, Subd. 3(A) To Conduct the City Administrator Performance Review – 10:00 p.m.

The Chair reconvened into open session at adjourned the meeting at 10:22 p.m.

The Chair adjourned the meeting at 10:22 p.m.

Cassandra Torstenson
City Administrator