

**Brainerd, MN
August 20, 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 BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE AGENDA.

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

A. Approval of the Minutes of the Joint Meeting with BPU and the Regular Meeting held on August 6, 2018 - Approved

B. Approval of Licenses -Approved

Contractor Licenses – 11 – New; 5 – Renewals

C. Department Activity Reports - Approved

1. Police Chief
2. Finance Director

D. Accept Performance Review Summary for City Administrator Cassandra Torstenson – Successful Completion of Six-Month Probationary Period & Proceed to Step C (95%) of Salary Administration Plan or \$9,488.14 per Month Retroactive to July 1, 2018 - Approved

E. Agreement for Election Equipment Utilization and Storage with Crow Wing County - Approved

F. Resolution Approving the Issuance of Health Care Facilities Revenue Bonds by the Duluth Economic Development Authority to Refinance Projects Located in the City – Adopted by Resolution No. 44:18

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

Council Committee Reports

Safety and Public Works Committee Report

Overview of 2018 Street and Sewer Capital Improvement Projects and Anticipated Public Informational Meetings - Approved

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MOVED AND SECONDED BY ALDERMEN BEVANS AND BADEAUX, DULY CARRIED, TO ACCEPT STAFF'S RECOMMENDATION TO APPROVE THE DATES OF TUESDAY, OCTOBER 16, 2018 AND TUESDAY, JANUARY 8, 2019 AT 6:00 P.M. TO HOLD THE PUBLIC INFORMATIONAL MEETINGS FOR THE BUFFALO HILLS LANE RECONSTRUCTION PROJECT WITH THE LOCATION YET TO BE DETERMINED; AND TUESDAY, SEPTEMBER 25, 2018 AT 6:00 P.M. AT THE NORTHEAST FIRE STATION FOR A SECOND PUBLIC OPEN HOUSE FOR THE GARFIELD SAFE ROUTES TO SCHOOL PROJECT.

Personnel and Finance Committee Report

Approval of Bills – Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK 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.

Resignation of Accounts Payable/Administrative Specialist Darla Johnson Effective August 20, 2018 - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO ACCEPT THE RESIGNATION OF ACCOUNTS PAYABLE/ADMINISTRATIVE SPECIALIST DARLA JOHNSON EFFECTIVE AUGUST 20, 2018 AND AUTHORIZE STAFF TO BACKFILL THE POSITION.

Unfinished Business

Committee Recommendations – Recommended by Mayor Menk - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPOINT THE FOLLOWING MEMBERS TO THE COMMITTEES AS PRESENTED:

- A. Charter Commission - Richard Fargo – Term to Expire 12/31/2020
- B. Transportation Advisory Committee – Rachel Zetah – Term to Expire 12/31/2018
- C. Transportation Advisory Committee – Melanie Ellstrom – Term to Expire 12/31/2019

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 2021)

Library Board – 1 term (Expire 2021)

Mayor Menk announced a committee is being assembled to organize fundraising efforts for the Water Tower. There is a committee application available for anyone interested in the group that will be formed on September 4, 2018. The expectations of the committee will be to

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fundraise for the Water Tower and to make recommendations to the Council on what would happen with the funds if enough funding is not raised. Additionally, the committee would create a formal set of by-laws outlining committee members responsibilities, and methods to finance fund raising costs that will arise along with a formal mission statement. Council Member Badeaux has volunteered to be the committee representative. Any interested persons should contact City Hall for the application or visit the City website.

New Business

Downtown Parking - Approved

City Administrator Torstenson has received a few requests to extend the downtown parking from a two-hour limit to three hours. Currently, the City Hall parking lot is a three-hour lot, but it is not centrally located to the downtown businesses. The proposal is to move the three-hour parking limit from the City Hall lot to the Front and 7th Street parking lot. The Laurel Street lot and on-street parking would remain at two-hours.

Council discussion took place.

The Chair recognized Mr. Jerry Steinke, Crossings Arts Alliance board member, along with fellow board member, Ms. Jill Neumann. Mr. Steinke indicated the Crossing Arts Alliance initiated the request as they would like to have events and art classes that last longer than the two hours allowed for parking.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE CITY HALL PARKING LOT AS TWO HOUR PARKING AND THE FRONT STREET PARKING LOT AS THREE HOUR PARKING.

Planning Commission

Final 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 – Adopted by Ordinance No. 1486

- John Groenwold – 1110 Pine Street, applicant
- 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 FINAL 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.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND LAMBERT TO ADOPT 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.

ORDINANCE NO. 1486

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

Final 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 – Adopted by Ordinance No. 1487

MOVED AND SECONDED BY ALDERMEN HILGART AND JOHNSON, DULY CARRIED, TO HOLD THE FINAL 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.

MOVED AND SECONDED BY ALDERMEN HILGART AND JOHNSON TO ADOPT 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.

ORDINANCE NO. 1487

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

Final 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 – Adopted by Ordinance No. 1488

- 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 LAMBERT AND JOHNSON, DULY CARRIED, TO HOLD THE FINAL 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.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND JOHNSON TO ADOPT 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.

ORDINANCE NO. 1488

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

First Reading – Proposed Ordinance No. 1489 – An Ordinance to Rezone Property at 15770 Dellwood Drive from a B-1 (Residential Office) District to an I-1 (Light Industrial) District - Approved

City Planner Ostgarden indicated the applicant desires to construct a self-storage building on the property. The property is located on Dellwood Drive, which is a unique area of the city as it is part of the joint city limits of Brainerd and Baxter for approximately ½ mile south of Wise Road. In 2015, it was rezoned to a B-1 district as the previous owner had plans for development. It is also an area where there is currently no city sewer or water, which makes it an ideal location for this type of business. If the rezoning is granted, there will be the potential for other possible businesses such as warehouses, light office use, auto shops, bulk liquid storage or an outdoor sales lot by Conditional Use Permit.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND HILGART, DULY CARRIED, TO HOLD THE FIRST READING OF PROPOSED ORDINANCE NO. 1489 TO REZONE 15770 DELLWOOD DRIVE FROM A B-1 (RESIDENTIAL OFFICE) DISTRICT TO AN I-1 (LIGHT OFFICE) DISTRICT.

Public Forum

The Chair opened the Public Forum at 7:56 p.m.

The Chair recognized Mr. Pat Pickar, Baxter resident and candidate for Crow Wing County Sheriff. Mr. Pickar stated he is very proud of the relationships he and the Pickar For Sheriff team have formed during the years as serving the community. Mr. Pickar plans to collaborate with many community resources to achieve the goals he has as Sheriff of Crow Wing County, which include lobbying for more awareness and resources for mental health, sex trafficking, safety measures for our children and increasing policing efforts. The Pickar For Sheriff Team looks forward to continuing to build the relationships with the City of Brainerd and the Brainerd Police Department by working together for the community.

The Chair closed the Public Forum at 7:58 p.m.

Staff Reports

Finance Director Hillman thanked the election judges for all their hard work to serve in the primary election on August 14, 2018.

Council Member Reports

Member Bevans stated he attended the northside neighborhood picnic last week, which had a great turnout this year.

Member Hilgart attended the northside picnic as well. She attended the Fire Advisory Committee meeting and she also had the opportunity to be a part of the Make It Ok ambassador training that was sponsored by Crow Wing Energized. This is an initiative that was adopted to reduce the stigma of mental illness in our community.

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Member Stunek stated the northside picnic is always a good opportunity to meet and greet the residents of the City.

Member Pritschet indicated there is interest to revive Showcasing Brainerd at our City Council meetings. This would be an opportunity for area businesses and organizations to bring information about them to the community.

Member Lambert stated the city employee picnic was very nice and thanked everyone involved with the planning of that event.

Mayor Menk announced he distributed years of service awards at the city staff picnic to many employees. He thanked everyone for their dedication.

Adjourn To:

- **Closed Session Pursuant to MN Statutes 13D.05, Subd. 3(B) for Attorney-Client Privilege to Discuss the IAFF v. City of Brainerd lawsuit – 8:04 p.m.**

The Chair reconvened into open session at 8:18 p.m.

- **Budget Workshop on August 27, 2018 at 6:00 p.m.**

The Chair adjourned the meeting at 8:18 p.m.

Cassandra Torstenson
City Administrator