

**Brainerd, MN
January 6, 2020**

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 Johnson.

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

Council President Johnson opened the meeting with the Pledge of Allegiance to the Flag.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BEVANS, DULY CARRIED, TO APPROVE THE AGENDA.

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

A. Approval of the Minutes of the Regular Meeting held on December 16, 2019 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 32 – Renewals

C. Department Activity Reports - Approved

1. Fire Chief
2. Parks Director

D. Adoption of a Resolution Approving Signature Authorization for 2020 Capital Projects for the Brainerd Lakes Regional Airport – Adopted Resolution No. _____ 01:20

E. Designation of Brainerd Dispatch as Official Newspaper for Calendar Year 2020 Pursuant to City Charter; An Authorize Signature on Contract with Dispatch - Approved

F. Designation of Financial Institutions as Depositories for 2020 Pursuant to City Charter - Approved

G. Sourcewell Shared Service Agreement - Approved

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

Council Committee Reports

Personnel and Finance Committee Report

January 6, 2020

Approval of Bills (2019 Year End & January 6, 2020) and Transfer of Funds -

Approved

General Fund to Airport Fund per Budget	\$ 155,500
General Fund to Mayor Contingency Fund per Budget	2,500
General Fund to IT Capital Fund per Budget	20,000
Public Safety Fund to Fire Capital Fund per Budget	57,000
Public Safety Fund to Debt Service Fund per Budget	147,396

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK TO APPROVE THE PAYMENT OF BILLS FOR 2019 YEAR END, JANUARY 6, 2020 AND TRANSFER OF FUNDS AS RECOMMENDED BY PERSONNEL AND FINANCE COMMITTEE.

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

Parks and Recreation Seasonal Pay Rates - Approved

Committee Chair Badeaux explained the range of rates and incremental increases are intended to encourage past seasonal employees to return to the Parks and Recreation Department.

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO APPROVE THE PAY INCREASES FOR SEASONAL EMPLOYEES AS PRESENTED.

Police Officer Resignation - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF OFFICER NICHOLAS ANDRINGA, EFFECTIVE JANUARY 5, 2020.

Police Sergeant Retirement - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO ACCEPT WITH REGRET THE RETIREMENT OF SERGEANT TIMOTHY MELIN EFFECTIVE APRIL 26, 2020 AND AUTHORIZE THE POLICE & FIRE CIVIL SERVICE COMMISSION TO ESTABLISH A NEW SERGEANT ELIGIBILITY LIST.

2020 Pay Equity Report Update - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO ACCEPT THE PAY EQUITY REPORT AS PRESENTED.

Committee Chair Badeaux stated HR Director Schubert distributed the information to the Council at the meeting tonight, as the website was not operational prior to the packet submission. He indicated the results stated the City of Brainerd will meet compliance requirements, as state law requires a pay equity report be submitted every three years.

League of Minnesota Cities Insurance Trust (LMCIT) Liability Coverage Waiver Form - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO APPROVE AND SUBMIT THE LIABILITY COVERAGE WAIVER FORM WITH "DOES NOT WAIVE" THE MONETARY LIMITS ON MUNICIPAL TORT LIABILITY ESTABLISHED BY MINNESOTA STATUTES, SECTION 466.04 OPTION SELECTED.

Safety and Public Works Committee Report

Highway 210 Sidewalk Snow Shoveling - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO CONTINUE TO ENFORCE SECTION 825, SUBDIVISION 2 OF CITY ORDINANCES REQUIRING ALL PROPERTY OWNERS TO CLEAR THEIR SIDEWALKS WITHIN 48 HOURS OF EACH SNOWFALL INCLUDING ABATEMENT AT THE COST OF THE PROPERTY OWNER.

Committee Chair Bevans stated there are several property owners along the Washington Street corridor that do a great job in keeping their sidewalks shoveled. He indicated it is not an easy task since MnDOT may plow several times from one snow event, but that is a part of owning property along Washington Street. He said the purpose is not to fine residents for failing to comply; it is to ensure that pedestrians have safe and accessible mobility in the City.

Council Member Johnson suggested staff research the cost involved for the City to take over the sidewalk maintenance.

Community Development Director Chanski and City Engineer Sandy explained the City does not have the staffing or the equipment to take on that responsibility, nor could it be done in the timeframe needed.

Mayor Menk offered the option of possibly creating a special services district, similar to downtown for snow removal costs to be assessed to property owners.

Unfinished Business

Call for Applicants – Informational: (Application Information at www.ci.brainerd.mn.us/boards/)

PLEASE NOTE: THIS INCLUDES ANY EXPIRING TERMS UP FOR REAPPOINTMENT - ALL CURRENT MEMBERS ARE REQUIRED TO REAPPLY

Mayor Recommended: (terms to expire on 12/31 of said year)

Cable TV Advisory Committee – 2 terms (Expire 2019) - 2 terms (Expire 2021)
Charter Commission – 1 term (Expire 2019) - 2 terms (Expire 2020) - 1 term (Expire 2021) – 1 term (Expire 2022)
Housing & Redevelopment Authority (HRA) – 1 term (Expire 2019) (*pending*)
Library Board – 4 terms (Expire 2019) (*4 pending*)
Park Board – 1 term (Expire 2019) (*pending*)
Public Utilities Commission (PUC) – 1 term (Expire 2019) (*pending*)
Transportation Advisory Committee (TAC) – 3 terms (Expire 2019) (*pending*)

Mayor Recommended: (terms to expire 09/07 of said year)

Economic Development Authority (EDA) – 1 term (Expire 2020)

Council President Recommended: (terms to expire on 12/31 of said year)

Airport Commission – 1 term (Expire 2019) (*pending*)

Planning Commission – 3 terms (Expire 2019) (*2 pending*)

Police & Fire Civil Service Commission – 1 term (Expire 2019) (*pending*)

Other

Water Tower Fundraising Committee – Applicants Needed

Appointment of Council Liaisons for 2020 - Approved

Expiring Positions

- Airport Commission – Kevin Stunek

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPOINT KEVIN STUNEK AS COUNCIL LIAISON FOR THE AIRPORT COMMISSION FOR 2020.

Committee Recommendations – Recommended by Mayor Menk - Approved

A. Brainerd HRA – Marlee Larson – Term to Expire 12/31/2024

B. Library Board – John Mattson – Term to Expire 12/31/2025

C. Library Board – Lynda Hummel – Term to Expire 12/31/2025

D. Library Board – Brenda DeWitt – Term to Expire 12/31/2025

E. Library Board – Jennifer Simota – Term to Expire 12/31/2025

F. Park Board – Dale Parks – Term to Expire 12/31/2025

G. Public Utilities Commission – Dolly Matten – Term to Expire 12/31/2024

H. Transportation Advisory Committee – Jeff Czczok – Term to Expire

12/31/2021

I. Transportation Advisory Committee – Nathan Bertram – Term to Expire 12/31/2021

J. Transportation Advisory Committee – Mary Koep – Term to Expire 12/31/2021

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPOINT THE APPLICANTS TO THE RESPECTIVE COMMITTEES AS PRESENTED.

Committee Recommendations – Recommended by Council President Johnson - Approved

A. Airport Commission – Jeff Czczok – Term to Expire 12/31/2022

B. Planning Commission – Donald Gorham – Term to Expire 12/31/2022

C. Planning Commission – Mathew Kallroos – Term to Expire 12/31/2022

D. Police & Fire Civil Service Commission – Patrick Wussow – Term to Expire 12/31/2022

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND BEVANS, DULY CARRIED, TO APPOINT THE APPLICANTS TO THE RESPECTIVE COMMITTEES AS PRESENTED.

New Business

CM Brainerd Lot Split - Denied

Community Development Director Chanski explained the details of the property owner's request to conduct a split of an unplatted parcel. He said the parcel is located near Beaver Dam Road and Northtown Street. He stated City Ordinance does not allow a split of an R-A parcel less than 40 acres with a width of 500 feet, as this property is 7.94 acres with a width of 278.4 feet. Due to City Ordinance that prohibits conducting an administrative subdivision that results in the creation of new nonconforming lots, Mr. Chanski denied the request. He indicated the next option was to appeal to the Board of Zoning Appeals, which is the City Council.

Council Member Bevans inquired if there are deferred assessments on the property, which Community Development Director Chanski confirmed there is approximately \$102,000 that the property owner will maintain. Mr. Chanski explained the assessments on proposed tract A do not go into effect until the property is platted and/or developed.

Council Member Bevans stated he is against the lot split and said that property assessments should be paid upon a sale or subdivision split.

City Engineer Sandy explained when the assessments were adopted for Riverside Drive and Beaver Dam Road, the ruling was the assessments remained deferred until a subdivision or hookup to sewer and water took place. He feels this could be interpreted that a lot split is not a subdivision until it is platted and there is no connection to water and sewer at this time. He stated based on those two factors, the water and sewer assessments would remain deferred until the connection is made.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND PRITSCHET TO APPROVE THE PROPOSED LOT SPLIT OF PID 41330755 AS PRESENTED.

Upon roll call, members Pritschet and Lambert voted "aye". Members Badeaux, Bevans, Erickson, Stunek and Johnson voted "nay". The Chair declared the motion failed.

Public Forum

The Chair opened the public forum at 7:56 p.m.

No one came forward.

The Chair closed the public forum at 7:56 p.m.

Staff Reports

January 6, 2020

City Administrator Bergman thanked the Mayor and Council for selecting her for the position of city administrator and is looking forward to working on the great things taking place in the City of Brainerd.

Council Member Johnson stated there will be another Project Management Team (PMT) Meeting for the Trunk Highway 210 Reconstruction project taking place on January 10th at 1:00 pm at the MnDOT Office in Baxter.

Council Member Reports

Council Member Johnson welcomed City Administrator Bergman to her new position.

Council Member Badeaux announced the Water Tower Committee was able to secure a grant from the MN Historical Society for matching funds from the Council to obtain architectural drawings completed for cost estimates to replace the roof.

Mayor Menk thanked the street department for the great work on snow plowing and removal. He also indicated a young resident wrote him a letter regarding traffic lights that are needed on Highway 210 which he will forward on to the county, but he stated it is great to have young people involved.

Adjourn

The Chair adjourned at 8:05 p.m.

Jennifer Bergman
City Administrator