

**Brainerd, MN
March 2, 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: Bevans, Badeaux, Erickson, Lambert, Stunek, Pritschet 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 LAMBERT AND BEVANS, DULY CARRIED, TO APPROVE THE AGENDA.

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

A. Approval of the Minutes of the Regular Meeting held on February 18, 2020 - Approved

B. Approval of Licenses - Approved

Contractor Licenses – 7– Renewals; 1 - New

C. Department Activity Reports - Approved

1. Fire Chief
2. Parks Director

D. Minnesota Lawful Gambling – Adopt Resolution Authorizing Brainerd Aeries at 07:20 Eagles #287 to Conduct Off-Site Gambling on April 24 and 25, 2020 Memorial Park, 1700 Mill Ave., Brainerd – Adopted by Resolution No.

E. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by 708 the Mule Deer Foundation, 1939 S. 4130 W Suite H, Salt Lake City, UT 84104 for an Event to be Held March 20, 2020 at the Brainerd American Legion, Front St., Brainerd - Approved

F. Temporary Beer License – Submitted by Brainerd Aeries Eagles #287, 124 Front St., Brainerd for an Event to be Held April 25, 2020 at Memorial Park, 1700 Mill Ave., Brainerd - Approved

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

Council Committee Reports

Safety and Public Works Committee Report

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Event/Street Closure Application – Lakes Area Music Festival Block Party - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO APPROVE THE EVENT APPLICATION FOR THE LAKES AREA MUSIC FESTIVAL BLOCK PARTY ON AUGUST 6, 2020 UNDER THE CONDITION THAT THE APPLICANT COORDINATE PARKING LOT CLOSURE WITH APPROPRIATE CITY STAFF AND FURTHER TO PROVIDE CONTACT INFORMATION FOR THE RESPONSIBLE PERSON IN CHARGE DURING THE EVENT.

Resolution – Consolidating Improvement Projects – Improvements 13-21, 19-09 and 19-16 – B Street Reconstruction, 5th Avenue NE Reconstruction and B, C, and D Street Reconstruction Projects – Adopted by Resolution No. 08:20

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT A RESOLUTION APPROVING THE CONSOLIDATION OF PROJECTS 13-21, 19-09 AND 19-16 AS PRESENTED.

Committee Chair Bevans indicated project 13-21 is for B Street from Gillis Avenue to 5th Avenue NE, 19-09 is 5th Avenue NE from Washington Street to D Street and 19-16 is B, C, and D Streets from 5th Avenue NE to the East Brainerd Mall property.

RESOLUTION NO. 08:20

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

Personnel and Finance Committee Report

Approval of Bills - Approved

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

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

Request to Purchase Squad Car - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO AUTHORIZE THE PURCHASE OF ONE (1) 2020 FORD POLICE INTERCEPTOR UTILITY FOR APPROXIMATELY \$33,383 AND APPROVE THE COST FOR THE VEHICLE AND BUILD-UP, MINUS THE INSURANCE SETTLEMENT, TO BE TRANSFERRED FROM THE PUBLIC SAFETY FUND TO THE CAPITAL FUND.

Police Chief McQuiston stated Enterprise only had the Durango model police vehicles available at this time to lease. He explained the totaled vehicle is a 2016 Ford and that some of the current components will transfer to another Ford model vehicle but would not be compatible

for a Durango model. He said the only available unit in the state was located at the Hibbing Ford.

Paid On Call Firefighting Hiring 2020 - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO APPROVE THE FIRE DEPARTMENT ESTABLISH A PAID ON CALL FIREFIGHTER HIRING LIST AND TO HIRE UP TO FOUR (4) PAID ON CALL FIREFIGHTERS.

Fire Contract Formula for 2021 - Informational

Committee Chair Badeaux stated this information is the proposed fire contract calculation for the following year. He said the overall difference had an increase of 0.95%, however the City of Brainerd's portion from 2020 – 2021 has decreased by -0.02%.

Memorandum of Agreement for Deseth to Serve as Interim Building Official - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO APPROVE THE MEMORANDUM OF AGREEMENT (MOA) AS PRESENTED BETWEEN THE CITY OF BRAINERD, DARRIN DESETH AND THE IBEW LOCAL #31 UNION FOR MR. DESETH TO SERVE AS INTERIM BUILDING OFFICIAL AND TO AUTHORIZE SIGNATURES OF CITY OFFICIALS ON THE SAID MOA.

Committee Chair Badeaux indicated Mr. Deseth will be starting on Step 1 of the wage grid during the temporary appointment, effective March 3, 2020.

Review of Budget Policy - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND STUNEK, DULY CARRIED, TO APPROVE THE POLICY AS PROPOSED.

Committee Chair Badeaux explained the policy was updated using the current language and terminology.

Review of Debt Management Policy - Approved

MOVED AND SECONDED BY ALDERMEN BADEAUX AND ERICKSON, DULY CARRIED, TO APPROVE THE POLICY AS PROPOSED.

Unfinished Business

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

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

Cable TV Advisory Committee – 2 terms (Expire 2021) - 2 terms (Expire 2022)

Charter Commission – 2 terms (Expire 2020) - 1 term (Expire 2021) – 1 term (Expire 2022) – 1 term (Expire 2023)

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)
Planning Commission – 1 term (Expire 2022)

Other
Water Tower Fundraising Committee – Applicants Needed

New Business

Resignation of Mayor Menk and Discussion of Appointment Process

City Administrator Bergman indicated Mayor Menk submitted his letter of resignation, effective March 31, 2020. She stated the Council will need to officially adopt the Mayor's resignation and determine a process to follow for an appointment. She explained the appointment term will be from the date of Council appointment to January 1, 2021, as the position will be listed on a Special Election ballot in November 2020 to complete the remaining two years of the term.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF MAYOR MENK, EFFECTIVE MARCH 31, 2020 AND DECLARE A VACANCY.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO OPEN APPLICATIONS FOR MAYOR FROM MARCH 3 – MARCH 18, 2020 ENDING AT 4:30 PM AND SCHEDULE A SPECIAL COUNCIL MEETING FOR MARCH 23, 2020 AT 6:00 PM TO INTERVIEW AND APPOINT A MAYOR, EFFECTIVE APRIL 1, 2020.

Resolution – Receiving Feasibility Report and Calling Hearing on Improvement – Improvement 19-10 – NE Brainerd Resurfacing Project – Adopted by Resolution No. 09:20

City Engineer Sandy stated the first step of an assessment proceeding is to set a public hearing to consider testimony for or against a proposed improvement project. He reviewed the details of the project and the streets that would be affected by this improvement.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND BEVANS TO ADOPT A RESOLUTION RECEIVING THE FEASIBILITY REPORT AND SETTING THE PUBLIC HEARING ON THE IMPROVEMENT TO TAKE PLACE ON APRIL 6, 2020 DURING THE REGULARLY SCHEDULED COUNCIL MEETING.

RESOLUTION NO. 09:20

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

Resolution – Receiving Feasibility Report and Calling Hearing on Improvement – Improvements 13-21, 19-09 and 19-16 – B Street Reconstruction, 5th Avenue NE Reconstruction and B, C and D Street Projects – Adopted by Resolution No. 10:20

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City Engineer Sandy reviewed the details of the projects and the streets that would be affected by these improvements.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT A RESOLUTION RECEIVING THE FEASIBILITY REPORT AND SETTING THE PUBLIC HEARING ON THE IMPROVEMENT TO TAKE PLACE ON APRIL 6, 2020 DURING THE REGULARLY SCHEDULED COUNCIL MEETING.

RESOLUTION NO. 10:20

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

Public Forum

The Chair opened the public forum at 8:00 p.m.

No one came forward.

The Chair closed the public forum at 8:00 p.m.

Staff Reports

City Administrator Bergman is working with City Attorney Langel to draft a letter of intent between the Children's Museum and the City of Brainerd. She announced she will be attending the League of MN Cities Community Resilience Roundtable event this week at Sourcewell and extended the invitation to the Council.

Council Member Pritschet had asked City Administrator Bergman about the process the City is taking towards the Coronavirus. Fire Chief Holmes as well as the League of MN Cities have been working on some guidelines should this become an issue in Minnesota.

Finance Director Hillman stated the Presidential Nomination Primary election takes place on Tuesday, March 3, 2020 with polling locations open from 7:00 am – 8:00 pm. She announced implementation has started at City Hall with the new BS&A computer software.

Council Member Reports

Mayor Menk announced a meeting took place recently regarding the Destination Downtown contest.

Council Member Erickson stated he attended the Fire Advisory Board meeting on February 25, 2020.

Closed Session Pursuant to Minnesota Statute 13D.05 Subd. 3(c)(3) to Consider Counteroffers for the Purchase of Memorial Park Parking Lot – 8:06 p.m.

The Council reconvened at 8:35 pm.

Adjourn

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The Chair adjourned at 8:35 p.m.

Jennifer Bergman
City Administrator

March 2, 2020