

**Brainerd, MN
July 22, 2019**

Pursuant to due call and notice thereof, the Workshop of the Brainerd City Council was called to order at 5:30 p.m. by Council President Johnson.

Upon roll call, the following members were noted present: Hilgart, Lambert, Stunek, Pritschet, Bevans, Badeaux, Johnson and Mayor Menk. Also present were City Administrator Torstenson, Finance Director Hillman, Community Development Director Chanski, City Engineer Sandy, Police Chief McQuiston, Fire Chief Holmes, Parks Director Sailer, HR Coordinator Schubert, Todd Wicklund, BPU Finance Director, Crow Wing County Administrator Tim Houle, Crow Wing County HR Director Meliène Fontaine-Laska and Dr. Robert Sicora from Sicora Consulting.

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

Community Member of the Month

Mayor Menk nominated and presented Mr. & Mrs. Bruce Buxton with the Community Members of the Month award for the month of August. Mayor Menk stated the Buxton's participate in annual cancer walks as well as Bruce initiating the River to Rail projects.

Welcoming Communities

City Administrator Torstenson indicated the Individual Intercultural Development Inventory (IDI) Assessments were completed by the Council to be a part of the welcoming community's effort as an economic development and workforce attraction strategy. She stated there are five other entities in the area that are interested in proceeding to the next step of the program.

Community Development Director Chanski stated the following entities are interested in forming a welcoming communities advocacy committee: Central Lakes College (CLC), Brainerd Restoration, Brainerd Lakes Area Community Foundation, City of Brainerd and Rural Minnesota Concentrated Employment Program (CEP). He said the advocacy committee will choose a select population that are underrepresented in the City and will work to promote inclusion of this chosen group. He explained the timeframe and details of the committee's purpose.

City Administrator Torstenson would like to gauge the interest from the Council to participate. It was explained that no City dollars will be needed to participate in the program. She stated the item will be on a future Council agenda for formal approval, but the consensus showed Council interest.

Performance Overview

City Administrator Torstenson gave a brief overview of the performance review process and the direction the Council would like to proceed with. She indicated the City went with the step system performance review program and it was described there would need to be additional performance review training for staff and department heads. She stated the documents were provided in the packet for review and discussion.

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Council discussion took place.

City Administrator Torstenson stated as a whole, the department heads are not yet ready to use the new form for the 2019 performance reviews without more support. She said to make sure the 2019 performance reviews are completed in October using the current form, and we will work towards alignment with the entire organization for the new format.

2020 Budget and Levy Discussion

Council Member Lambert indicated she would like to initiate a retreat for the beginning of 2020 to discuss staffing levels and projects the City could work on.

Council Member Johnson said he feels investing in our neighborhoods with neighborhood groups is one of the priorities the Council should address.

Council discussion took place regarding other potential topics for the retreat.

Finance Director Hillman explained the proposed timeline that was provided to Council and details of the known items for the 2020 budget.

Council Member Hilgart announced she accepted a position out of state and will be leaving the Council in September.

Adjourn

The Chair adjourned the meeting at 7:34 p.m.

Cassandra Torstenson
City Administrator