

**Brainerd, MN**  
**September 3, 2019**

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: Lambert, Stunek, Pritschet, Bevans, Badeaux, Hilgart 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 HILGART AND BEVANS, DULY CARRIED, TO AMEND THE AGENDA BY REMOVING COMMUNITY MEMBER OF THE MONTH.

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

**A. Approval of the Minutes of the Regular Meeting held on August 19, 2019, the Special Meeting held on August 23, 2019 and the Budget Workshop held on August 26, 2019 - Approved**

**B. Approval of Licenses - Approved**

Contractor Licenses – 2 – New

**C. Department Activity Reports - Approved**

1. Fire Chief
2. Parks Director

**D. Adoption of Fair Housing Policy- Approved**

**E. Extension of Premises – Submitted by the Pit Stop for an Event to be Held on September 7, 2019 at 723 Laurel Street, Brainerd - Approved**

**F. South Water Tower Design - Approved**

**G. Temporary On-Sale Liquor License Application – Submitted by The Crossing Arts Alliance, 711 Laurel Street for a Community Fundraising Festival to be Held on September 6, 2019 - Approved**

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

### **Presentations**

Mayor Menk presented the Tower Award to departing Council Member Sue Hilgart. Council and staff applauded her service to the City and wished her well on her future endeavors.

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The Chair welcomed Mr. Tyler Glynn, economic development officer with Brainerd Lakes Area Economic Development Corporation (BLAEDC), who wished Council Member Hilgart the best of luck on behalf of BLAEDC. He gave Council an update on some of the projects BLAEDC has been involved in, including the Junior Achievement and YMCA entrepreneurship program. He reviewed the highlights of the first two quarters of the year, as well as the current Destination Downtown event. He stated the Brainerd Lakes Unified Fund has been very successful and total loaned amount is approximately \$900,000 in the two years the program has been in operation. He thanked the Council for the opportunity to present.

The Chair welcomed Mr. Mike Angland, WSN and Kevin Currie, from the Contegrity Group who gave a brief update of the current status of the City Hall reconstruction project. They reviewed the scope of work, tentative schedule and phasing plan for the construction to take place with staff able to work on site. Mr. Currie indicated if Council approves to go out for bid this evening, the tentative milestone dates would be: 1) Bid opening on October 3<sup>rd</sup> 2) Mobilization on November 11<sup>th</sup> 3) Interior project completion May 1<sup>st</sup> 4) Exterior completion August 17<sup>th</sup>. Council had the opportunity to ask questions and the Chair thanked them for their presentation.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND HILGART, DULY CARRIED, FOR AUTHORIZATION TO GO OUT FOR BID FOR THE CITY HALL RENOVATIONS.

### **Council Committee Reports**

#### **Personnel and Finance Committee Report**

##### **Approval of Bills - Approved**

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

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

##### **Authorization to Transfer and Dispose of Retired Police Vehicles - Approved**

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO AUTHORIZE THE SALE OF RETIRED POLICE VEHICLE UNIT #419 UTILIZING CENTRAL MINNESOTA DEALER AUCTION AND THE TRANSFER OF RETIRED POLICE VEHICLE UNIT #415 TO BRAINERD PARKS AND RECREATION DEPARTMENT.

Park Director Sailer indicated the Parks Department will sell their current vehicle, which is a Tahoe that had previously been used by the Police Department.

##### **Resolution for Toward Zero Deaths (TZD) Traffic Safety Enforcement – Adopted by Resolution No. 47:19**

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK TO APPROVE A RESOLUTION AUTHORIZING THE POLICE DEPARTMENT TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE STATE OF MINNESOTA OFFICE OF TRAFFIC

SAFETY FOR FISCAL YEAR 2020 TOWARD ZERO DEATHS (TZD) TRAFFIC SAFETY ENFORCEMENT GRANT.

**RESOLUTION NO, 47:19**

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

**Tower Award Funding – Informational No Action**

Council has directed Staff to research other award options at a lower cost.

**Street and Sewer Department Staffing - Approved**

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO APPROVE THE PROMOTION OF DARIN CAUGHEY TO STREET MAINTENANCE III, EFFECTIVE SEPTEMBER 4, 2019; FURTHER, THAT MR. CAUGHEY BE PLACED AT STEP 1 OF THE STREET MAINTENANCE III WAGE GRID (\$24.65 PER HOUR).

Committee Chair Hilgart stated a new hiring took place in July resulting in several quality applicants from that pool. She indicated the position may not need to be advertised if this pool is utilized, which may expedite the hiring process.

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO AUTHORIZE BACKFILLING THE STREET MAINTENANCE I POSITION; FURTHER ALLOW STAFF TO UTILIZE ITS DISCRETION WHEN ADVERTISING FOR THE VACANT POSITION.

**Criteria to Consider for Initial Step Placement During Hiring Process - Approved**

Committee Chair Hilgart provided the following guidance for Staff as criteria to consider for step placement at initial hiring as follows:

- All job offers are at Step 1.
- The hiring range step can advance to Step 2 - 4 in the following situations:
  - The individual's most recent work experience includes three (3) consecutive years in an exact position.
  - The individual's most recent work experience includes six (6) consecutive years in a similar position.
    - NOTE: The above is the maximum timeframe for consideration i.e. 12 years of similar experience should not advance two steps.
  - Additional education level if applicable for the position.
  - Additional step recommendations may also be considered on a case-by-case basis for:
    - Difficultly attracting/retaining employees in the classification.
    - To match or offer an acceptable wage for the top candidate (we want to hire the best fit when possible); etc.
- Placement above Step 4 requires Council approval.

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, TO APPROVE THE GUIDANCE FOR INITIAL HIRING WITHIN THE FRAMEWORK OF THE

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COMPENSATION SYSTEM WITH THE INITIAL OFFER AT STEP 1 AND THAT ADDITIONAL STEPS MAY BE CONSIDERED BASED ON THE ITEMS NOTED ABOVE.

### **Employee Policy Manual Update - Approved**

Human Resources Coordinator Schubert gave a brief review of the items in which feedback is requested from Council. She stated one of the areas to discuss is to clarify catastrophe, which is defined as “*momentous, tragic event ranging from extreme misfortune or utter overthrow or ruin*”. She said some questions were raised as to what would be a considered a catastrophe.

Committee Chair Hilgart indicated another concern was Item J on Page 35 regarding the length of the absence from work before requiring an employee to apply for long-term and PERA disability. Committee recommends utilizing a 90-day timeframe.

Human Resource Coordinator Schubert stated the 90-day timeframe follows the Family Medical Leave Act (FMLA). She also added there is a 180-day elimination period for our long-term disability policy.

Committee Chair Hilgart stated the frequency of donation would be twice per year and that the donor is to maintain 80 hours of leave after donation.

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO USE THE DICTIONARY DEFINITION OF CATASTROPHE, REQUIRE A 90-DAY ABSENSE FROM WORK PRIOR TO REQUIRING APPLICATION FOR LONG-TERM AND PERA DISABILITY, ALLOW FOR FREQUENCY OF DONATION UP TO TWICE PER YEAR AND DONOR MAINTAIN 80 HOURS OF LEAVE AFTER DONATION.

MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK, DULY CARRIED, THAT AN EMPLOYEE REQUESTING EDUCATION COURSE REIMBURSEMENT MUST EARN A “B” GRADE OR HIGHER AS INDICATED ON PAGE 39 OF THE MANUAL; EDUCATION, TRAINING AND DEVELOPMENT.

The next item was the Health Care Savings Plan contributions for the City Administrator and Department Heads noted in Exhibit C. Human Resource Coordinator Schubert explained the IRS has a provision that allows for a pre-taxed Health Care Savings Plan, which can be offered to employees as long as it is included in a union contract or the Employee Policy Manual. She stated the department heads are non-union employees, thus the plan must be explained in the Employee Policy Manual. She said the current language is identified on pages 82 and 83 as a strikethrough and highlighted. She stated the department heads have submitted language they would like to see instead, which must be in effect for two (2) years.

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX, DULY CARRIED, TO ADOPT THE CHANGES AS PRESENTED IN THE DEPARTMENT HEAD HCSP CONTRIBUTION SECTION IN THE EMPLOYEE POLICY MANUAL.

Committee Chair Hilgart read a passage from the manual, which states “*Employees should become thoroughly familiar with the provisions of this manual within ten (10) business days of their receipt of this manual*”. She stated Staff plans to conduct training and discuss with Department Heads the areas to focus on; however, may return to Council as follow up if training from the attorney is needed.

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MOVED AND SECONDED BY ALDERMEN HILGART AND STUNEK TO APPROVE THE REVISED EMPLOYEE POLICY MANUAL AS PRESENTED.

Members Lambert, Stunek, Pritschet, Bevans, Badeaux and Hilgart voted “aye”. Member Johnson voted “nay”. The Chair declared the motion carried.

### **Safety and Public Works Committee Report**

#### **Event/Sidewalk Closure Application – Pit Stop 20<sup>th</sup> Anniversary - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT STAFF’S RECOMMENDATION AND APPROVE THE APPLICATION FOR THE PIT STOP 20<sup>TH</sup> ANNIVERSARY ON SEPTEMBER 7, 2019, UNDER THE CONDITION THAT THE APPLICANT SUPPLY A BOUNCER FOR THE EVENT OR REMOVE THE OUTDOOR ACTIVITIES AFTER 10 PM WHEN THE NOISE ORDINANCES TAKE EFFECT.

Police Chief McQuiston noted the applicant has been contacted regarding the events that will take place on the sidewalk, and the intentions are for the outside activities to end by 8 pm.

#### **Event/Street Closure Application – Annual Fire Department Open House - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF’S RECOMMENDATION AND APPROVE THE APPLICATION FOR THE FIRE DEPARTMENT OPEN HOUSE ON OCTOBER 10, 2019 UNDER THE CONDITION THAT THE APPLICANT REQUEST TRAFFIC CONTROL ONE WEEK PRIOR TO THE EVENT.

#### **Event/Street Closure Application – Brainerd ECFE and City of Brainerd Touch a Truck Community Event - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO ACCEPT STAFF’S RECOMMENDATION AND APPROVE THE APPLICATION FOR THE BRAINERD ECFE AND CITY OF BRAINERD TOUCH A TRUCK EVENT ON OCTOBER 5, 2019 UNDER THE CONDITION THAT REQUESTS FOR TRAFFIC CONTROL BE SUBMITTED ONE WEEK PRIOR TO THE EVENT.

#### **Gregory Park Utility Pole - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO AUTHORIZE THE REMOVAL OF THE UTILITY POLE, INSTALL A FLUSH MOUNTED ELECTRICAL HAND HOLE AND MOUNT PHOTO LIGHT CELLS ON PARK AND HOLLY STREET LIGHT POLES AT THE COST OF \$1,500 TO BE PROPOSED TO THE PARK BOARD TO BE PAID FROM THE PARK MAINTENANCE FUND.

#### **Improvement 119-13 – SE Interceptor Replacement Project Authorization to Quote - Approved**

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO AUTHORIZE STAFF TO PURSUE QUOTES FOR THE WORK; TO BE PAID OUT OF THE SAC FUND AT AN ESTIMATED COST OF \$120,000.

**Resolution – Declaring Sufficiency of Petition and Setting a Public Hearing – Vacation of Northern Pacific Road and Blacksmith Circle – Northern Pacific Center Property – Adopted by Resolution No. 48:19**

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT A RESOLUTION WHICH DECLARES THE SUFFICIENCY OF THE ATTACHED PETITION AND SETS THE PUBLIC HEARING FOR MONDAY, OCTOBER 7, 2019 AT 7:30 PM DURING THE REGULARLY SCHEDULED CITY COUNCIL MEETING.

**RESOLUTION NO. 48:19**

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

**Unfinished Business**

**Final Reading – Proposed Ordinance No. 1499 – An Ordinance Enacting Local Sales and Use Tax - Approved**

The Chair opened the public hearing at 8:28 p.m.

No one came forward.

The Chair closed the public hearing at 8:29 p.m.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO DISPENSE WITH THE ACTUAL READING OF ORDINANCE NO. 1499 – AN ORDINANCE ENACTING LOCAL SALES AND USE TAX.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO HOLD THE FINAL READING OF ORDINANCE NO. 1499 – AN ORDINANCE ENACTING LOCAL SALES AND USE TAX.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT ORDINANCE NO. 1499 ENACTING CHAPTER 259 OF MN LAWS LOCAL SALES AND USE TAX.

**ORDINANCE NO. 1499**

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

**Reorganization of Management Team - Approved**

Council Member Hilgart explained due to the importance of these two positions’ and the organizational impact they provide to the City, they should be at the Department Head level. She indicated she has not had any communication with anyone opposed to the restructure.

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MOVED AND SECONDED BY ALDERMEN HILGART AND LAMBERT TO AUTHORIZE THE RESTRUCTURE OF THE HUMAN RESOURCES AND INFORMATION TECHNOLOGY COORDINATOR POSITIONS TO DEPARTMENT HEAD LEVEL POSITIONS AND WILL NOT AFFECT ELIGIBILITY FOR STEP INCREASES ON JANUARY 1, 2020 AS THE TWO INDIVIDUALS WERE PREVIOUSLY PERFORMING THE SAME DUTIES. ONCE THE REORGANIZATION BECOMES EFFECTIVE, THE HUMAN RESOURCES DIRECTOR AND INFORMATION TECHNOLOGY DIRECTOR WILL RECEIVE HEALTH CARE BENEFITS AND ALL OTHER BENEFITS ON THE SAME TERMS AS OTHER DEPARTMENT HEADS.

Committee Chair Hilgart indicated this is cost neutral as the points are not going to change under the compensation system. She stated there may be a different schedule of vacation accruals, which may impact the Information Technology position.

Council discussion took place.

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

#### **Committee Resignations – Accepted With Regret**

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO ACCEPT WITH REGRET THE RESIGNATION OF THE FOLLOWING COMMITTEE MEMBERS:

- BILL DIAN FROM THE CHARTER COMMISSION, EFFECTIVE JULY 23, 2019.
- ROBERT BRADY FROM THE CABLE TV ADVISORY COMMISSION, EFFECTIVE AUGUST 20, 2019.
- RICK FARGO FROM THE CHARTER COMMISSION, EFFECTIVE AUGUST 31, 2019.

#### **Call for Applicants – Informational:**

**(Application Information at [www.ci.brainerd.mn.us/boards/](http://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)

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

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

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

#### **New Business**

##### **City Meeting Relocation Options and Streaming Update - Approved**

IT/GIS Director Strong stated with the City Hall renovations taking place, the council chambers will temporarily become the staff work area. He indicated relocating the council meetings to the Crow Wing County boardroom would be a good option as the room is already equipped with audio and visual resources except broadcasting live to the cable channels. He said live hosting of video meetings through YouTube could be done.

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MOVED AND SECONDED BY ALDERMEN PRITSCHET AND LAMBERT, DULY CARRIED, TO PROGRAM THE COUNTY A/V SYSTEM TO LIVE STREAM TO THE INTERNET AND TO PAY TO HAVE THEIR VENDOR SET UP FUNCTIONALITY AT THE COST OF \$1,500, TO BE FUNDED FROM THE IT PROFESSIONAL SERVICES BUDGET.

Council Member Johnson stated that the City of Fargo has a Roku channel they use for their City meetings and asked if IT/GIS Coordinator Strong would research this option.

**Drivers License Testing Facility Lease Renewal – Denied**

City Administrator Torstenson stated the lease for the Drivers License Testing Facility located in the annex will expire October 31, 2019 and due to the HVAC issues in the roof of the annex, it is recommended to decline the renewal of the lease at this time.

Council Member Johnson suggested communicating with the testing office for possible options in the timeframe of the lease.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO DECLINE THE THREE-YEAR RENEWAL OF THE DRIVERS LICENSE TESTING FACILITY LEASE AS PRESENTED.

Council Member Bevans withdrew his previous motion.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO DECLINE THE RENEWAL OF THE DRIVERS LICENSE TESTING FACILITY LEASE AS PRESENTED AND DIRECT STAFF TO NEGOTIATE OTHER LEASE OPTIONS WITH THE DEPARTMENT OF PUBLIC SAFETY; DRIVER AND VEHICLE SERVICES.

City Engineer Sandy stated the Crow Wing County maintenance staff and Thelen's Heating & Roofing further examined the roof since receiving the facility study. He said they were concerned that the roof material is coming off in several places and there is evidence of water intrusion into the building.

Council discussion took place regarding the condition and severity of the roof concerns.

MOVED AND SECONDED BY ALDERMEN BADEAUX AND BEVANS, DULY CARRIED, TO DIRECT STAFF TO OBTAIN WSN AND/OR CONTEGRITY GROUP TO SHARE INFORMATION AND CONSOLIDATE THEIR OPINION REGARDING THE CONDITION OF THE ROOF.

**Truck Highway 210 Corridor Study City Project Management Team (PMT) - Approved**

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND HILGART, DULY CARRIED, TO APPOINT COUNCIL MEMBERS BADEAUX, JOHNSON AND LAMBERT TO THE HIGHWAY 210 CITY PROJECT MANAGEMENT TEAM WITH MEMBERS PRITSCHET AND STUNNEK AS ALTERNATES.

City Engineer Sandy anticipates the City PMT would consist of the Assistance City Engineer, Community Development Director, Transit and Riverfront Coordinators, City



Administrator, Finance Director and three Council Members as needed for the meetings. He stated the first Professional PMT meeting will be held at the MnDOT Office in Baxter on September 11, 2019 at 1:00 p.m. He stated he would provide the Council the agenda and scope of work at the September 9, 2019 Special Council meeting.

### **2020 Preliminary Levy – Adopted by Resolution 49:19**

Finance Director Hillman stated the LGA increase will assist in the increase in salaries for 2020. She said she created a preliminary budget for 2021 showing wage increases and they appear to be increasing by \$213,000, and suggested the Council keep that in mind when discussing the preliminary levy.

City Administrator Torstenson said with the new information regarding the potential concern with the roof in the annex, that could be a significant amount to repair. She stated it may be beneficial to set the preliminary levy higher, because the final levy can always be lowered but not increased.

Council discussion took place.

MOVED AND SECONDED BY ALDERMEN HILGART AND BADEAUX TO ADOPT A RESOLUTION SETTING THE 2020 PRELIMINARY LEVY AT 2% (\$6,013,483) FOR THE CITY AND THE REQUESTED MAXIMUM ALLOWED AMOUNT FOR THE HRA.

Members Badeaux and Hilgart voted “aye”. Members Lambert, Stunek, Pritschet Bevans and Johnson voted “nay”. The Chair declared the motion failed.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND LAMBERT TO ADOPT A RESOLUTION SETTING THE 2020 PRELIMINARY LEVY AT 3% (\$6,072,439) FOR THE CITY AND THE REQUESTED MAXIMUM ALLOWED AMOUNT FOR THE HRA.

Members Lambert and Pritschet voted “aye”. Members Stunek, Bevans, Badeaux, Hilgart and Johnson voted “nay”. The Chair declared the motion failed.

MOVED AND SECONDED BY ALDERMEN STUNEK AND BEVANS TO ADOPT A RESOLUTION SETTING THE 2020 PRELIMINARY LEVY AT 4% (\$6,131,395) FOR THE CITY AND THE REQUESTED MAXIMUM ALLOWED AMOUNT FOR THE HRA AT \$235,823.

### **RESOLUTION NO. 49:19**

Upon roll call, members Lambert, Stunek, Pritschet, and Bevans voted “aye”. Members Badeaux, Hilgart and Johnson voted “nay”. The Chair declared the motion carried.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET, DULY CARRIED, TO SET THE DATE AND TIME FOR THE BUDGET PUBLIC HEARING FOR DECEMBER 9, 2019 AT 6:00 PM.

Parks Director Sailer gave a brief update to the 2020 Memorial Park project and requested direction from the Council on funding options. He indicated the Parks Department will lose the use of an adult softball field, two hockey rinks, a pleasure rink and a warming house at the end of the 2021 winter season as a result of the expiration of the lease for Mill Avenue Park.

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He stated the Park Board has been meeting to determine scope of work and project phasing options.

City Engineer Sandy stated the \$2.5 million is based on the design that was provided in the Request for Proposals (RFP). He indicated the amount is preliminary and not an estimate.

City Administrator Torstenson said the main concern that needs to be resolved is the parking lot in Memorial Park, which involves negotiating the purchase of the lot or a new lot needs to be constructed.

Council discussion took place and voiced support of the Memorial Park project.

Parks Director Sailer will update the Council as details are discussed with the Park Board.

### **Planning Commission**

#### **First Reading – Proposed Ordinance No. 1500 – An Ordinance Amend Section 515-18 Outdoor Lighting Standards - Approved**

MOVED AND SECONDED BY ALDERMEN LAMBERT AND HILGART, DULY CARRIED, TO DISPENSE WITH THE ACTUAL READING OF PROPOSED ORDINANCE NO. 1500 – AN ORDINANCE TO AMEND SECTION 515-18: OUTDOOR LIGHTING STANDARDS.

#### **Roundhouse Brewery Conditional Use Permit Amendment - Approved**

Community Development Director Chanski explained the Roundhouse Brewery was issued a Conditional Use Permit in 2016 for a patio to be constructed at 1551 Northern Pacific Road. He stated the owner would like to increase the size of the patio from 12' x 50' to 18.6' x 75.7' and would like an amendment to the Conditional Use Permit.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND HILGART, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT AMENDMENT FOR ROUNDHOUSE BREWERY TO INCREASE ITS PATIO SIZE FROM 12' X 50' TO 18.6' X 75.7' AND FOR THE CITY TO CONSIDER THE NP CENTER PROPERTY AS A WHOLE FOR FUTURE PROPERTY REQUESTS.

### **Public Forum**

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

No one came forward.

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

### **Staff Reports**

City Engineer Sandy stated seal coating will be taking place at various areas of the City on Friday, September 6<sup>th</sup> and parking restrictions will be enforced during that time.

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Community Development Director Chanski made a reminder that public comment period for the Comprehensive Plan is open until September 7<sup>th</sup>. He stated the Planning Commission is holding a workshop on September 11<sup>th</sup> to discuss the plan.

Fire Chief Holmes stated the State Hazard Management Team that he is a member of was activated for the hurricanes in Florida on Friday, August 30<sup>th</sup> and deactivated this morning. He said equipment preparations were made in the event the team was called. He thanked the City for the flexibility and support to be responsive to the needs in the event of an emergency deployment.

City Administrator Torstenson announced she will be receiving an award for her years of service with the ICMA (International City/County Management Association) and provided the press release letter at the meeting.

### **Council Member Reports**

Council Member Badeaux announced his grandmother passed away earlier this afternoon. He said she was a volunteer in the community and the reason he ran for City Council.

Council Member Hilgart thanked the Council for the enjoyable experience she had being a part of the City Council.

Council Member Bevans stated the frame for the Gregory Park warming house is up, construction continues and will be completed prior to the Great Pumpkin Festival in October.

Council Member Pritschet said the first day of school went very well.

Council Members all wished Sue the best on her future endeavors in Arizona.

### **Adjourn Into Closed Session Pursuant to MN Statutes 13D.05, Subd. 3(A), To Conduct the City Administrator Performance Review – 9:50 p.m.**

The Council reconvened into open session at 10:09 p.m.

MOVED AND SECONDED BY ALDERMEN BADEAUX AND LAMBERT, DULY CARRIED, TO ACCEPT CITY ADMINISTRATOR CASSANDRA TORSTENSON'S RESIGNATION WITH REGRET.

HR Coordinator Schubert informed the Council that she will be contacting Gary Weiers from DDA regarding the 24-month Assurance clause included in their 2017 City Administrator Search Proposal.

### **Adjourn to Special City Council Meeting – September 9<sup>th</sup> at 6:00 P.M. – 10:12 p.m.**

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Cassandra Torstenson

City Administrator

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