

Brainerd, MN
September 9, 2019

Pursuant to due call and notice thereof, the Special Meeting of the Brainerd City Council was called to order at 6:00 p.m. by Council President Johnson.

Upon roll call, the following members were noted present: Lambert, Stunek, Pritschet, Bevans, Badeaux, Johnson and Mayor Menk. Also present was City Administrator Torstenson, Finance Director Hillman, Community Development Director Chanski, Police Chief McQuiston, City Engineer Sandy, Fire Chief Holmes and HR Director Schubert.

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

(Added Item) Amendment and Approval of the Agenda - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO AMEND AND APPROVE THE AGENDA BY ADDING THE CITY ADMINISTRATOR PERFORMANCE EVALUATION SUMMARY AND COUNCIL STRUCTURE.

Election of At-Large Council Seat Replacement

Council President Johnson explained the procedure the Council will follow in the voting process to fill the At-Large Council vacant seat. He indicated the City received five (5) applications for the position, and each applicant will have the opportunity to speak to the Council on why they should be appointed.

The Chair welcomed each member to the podium with a time limit of five minutes to make a presentation.

Council President Johnson instructed each council member to vote anonymously on the ballots provided and directed them to vote for one applicant.

Mayor Menk gathered the ballots from the Council Members for City Administrator Torstenson to tally.

Council results were three (3) votes for Tad Erickson and three (3) votes for Michael O'Day, resulting in a tie.

Council President Johnson indicated the applicants receiving zero votes are eliminated from the candidate list, which are Wayne Erickson, Sulamita Furman and Donald Gorham.

Council President Johnson stated another vote will take place anonymously.

Mayor Menk gathered the ballots from the Council Members for City Administrator Torstenson to tally.

Council results were three (3) votes for Tad Erickson and three (3) votes for Michael O'Day, resulting in a second tie.

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Council President Johnson stated a third and final vote will take place anonymously. Mayor Menk gathered the ballots from the Council Members for City Administrator Torstenson to tally.

Council results were three (3) votes for Tad Erickson and three (3) votes for Michael O'Day, resulting in a third tie.

Council President Johnson indicated Mayor Menk will place his vote to break the tie between Tad Erickson and Michael O'Day.

Mayor Menk appointed Tad Erickson to the City Council, effective September 16, 2019.

The Council thanked all of the applicants for their interest in serving the City of Brainerd and reminded them the City is always looking for citizens to serve on various committees.

Trunk Highway 210 Goals and Priorities and City PMT (Project Management Team) Bylaws - Informational

City Engineer Sandy indicated he would like Council input on the goals and priorities from the City's perspective for the Trunk Highway 210 Reconstruction project. He stated the first Professional PMT meeting will take place on September 11, 2019 at 1:00 p.m. at the MnDOT office in Baxter. He said another issue to focus on with the discussion tonight are communication protocols within the City PMT and how the Council would like to see public involvement take place.

Council discussion took place regarding the objectives included in the packet.

City Engineer Sandy stated he would like Council to determine the level of decision making this PMT should have.

It was decided this PMT will provide recommendations and feedback to the full Council to review as a group.

Request to Hire Community Service Officers – Approved

MOVED AND SECONDED BY ALDERMEN LAMBERT AND PRITSCHET, DULY CARRIED, TO ACCEPT THE RESIGNATION OF CSO CARSON MOORE WITH REGRET AND AUTHORIZE THE POLICE DEPARTMENT TO HIRE TWO COMMUNITY SERVICE OFFICERS TO FILL THE EXISTING VACANCIES.

(Added Item) Appointment of Interim City Administrator

Council Member Bevans stated with the resignation of City Administrator Torstenson, there is a need to fill the vacancy in the interim. He stated there were two staff members that expressed interest but would like to seek applicants for the position to be voted on by Council on October 7th.

MOVED AND SECONDED BY ALDERMEN BEVANS AND STUNEK TO OPEN AN INTERIM CITY ADMINISTRATOR POSITION APPLICATION PROCESS TO CLOSE WEDNESDAY, OCTOBER 2ND AT 4:30 PM.

HR Director Schubert stated Gary Weiers from DDA will be meeting with staff on Wednesday, September 11th to discuss the application process and maybe he will have suggestions on how to proceed.

Council discussion took place.

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

(Added Item) Approval of City Administrator Performance Review Summary - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE PERFORMANCE SUMMARY OF CITY ADMINISTRATOR TORSTENSON.

(Added Item) City Council Restructure - Approved

Council President Johnson called for nominations for Council Vice-President for the remaining term vacated by Council Member Hilgart.

Council Member Badeaux nominated Council Member Bevans.
Council Member Lambert seconded the nomination.

As there were no other nominations, Council President Johnson closed nominations and asked for a motion to appoint Council Member Bevans as Vice-President.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND STUNEK, DULY CARRIED, TO APPOINT COUNCIL MEMBER BEVANS AS COUNCIL VICE-PRESIDENT.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPOINT COUNCIL MEMBER DAVE BADEAUX AS PERSONNEL AND FINANCE COMMITTEE CHAIR AND TAD ERICKSON TO THE PERSONNEL AND FINANCE COMMITTEE.

Adjourn

The Chair adjourned the meeting at 6:56 p.m.

Cassandra Torstenson
City Administrator