

MINUTES OF THE REGULAR MEETING  
OF THE BRAHAM CITY COUNCIL  
TUESDAY, JANUARY 5, 2016  
7:00 P.M.

The meeting was called to order with the following present: Mayor Patricia Carlson; Council Members Wayne Seiberlich, Jeremy Kunshier, and Traci Leaf; and City Administrator Sally Hoy. Council Member Vicky Ethen was absent.

Ashley Haynes was present from the Isanti County News, and Lori Zabel from the Cambridge Star.

Also present were: Dan Porter, Kanabec Friends of the NRA; Bob As, and Police Chief Robert Knowles.

Leaf moved, and Seiberlich seconded to approve the minutes from the December 1, 2015 Truth in Taxation Meeting and Regular Council Meeting. Motion carried 4-0.

Seiberlich moved, and Leaf seconded to accept the agenda as printed. Motion carried 4-0.

Kunshier moved, and Leaf seconded to approve payment of the December 2015 bills and payrolls. Motion carried 4-0.

Chief Knowles gave the police report. He reported 359 calls for service in December 2015, compared to 433 in December 2014. He reported 4,618 total calls in 2015. Chief Knowles introduced part-time officer Kevin Stahl to the council.

BANKING TRANSACTIONS

Carlson moved, and Seiberlich seconded to approve the following banking transactions:

12/10/15 Transferred \$5,900 from General Checking to SCDP Grant Account for Rehab Project.

12/21/15 Transferred \$6,211 from Lottery Checking to General Checking to reimburse for November Lottery payouts

12/21/15 Transferred \$100 from Lottery Checking to General Checking to cover the expense of a \$100 donation for Minnesota Safe Ride.

12/23/15 Transferred \$73,303 from General Checking to SCDP Grant Account. This is the last of the DEED Grant Rehab funds. This project is closed out 12/31/15.

12/29/15 Transferred \$6,000 from General Checking to Park Board Savings. This is a Knife River Grant to help cover costs for correcting the sinking skate board park equipment. Knife River generously allowed the grant funds to be reallocated from pouring a new slab in another park to putting concrete

footings beneath the equipment in its current location. Thank you, Rosemary Brabec, for applying for this grant on behalf of the Braham Park Board and to Knife River for awarding the grant and allowing it to be reallocated to help make the skateboard park equipment safe and usable for the Braham area youth!!! ☺

Motion carried 4-0.

## ENGINEERING

Administrator Hoy noted that to get the Street Improvement Project moving again, the City would repeat the required public hearings, the first being Resolution No. 16-1, calling for the Improvement Hearing. Carlson moved, and Kunshier seconded to adopt Resolution No. 16-1 calling for the Public Improvement Hearing for the 2016 Street Improvement Project to be held at 7:00 p.m. on Tuesday, February 2, 2016. Motion carried 4-0.

## PLEDGE OF ALLEGIANCE

The council discussed beginning council meetings with The Pledge of Allegiance. Seiberlich moved, and Leaf seconded to begin future council meetings with The Pledge of Allegiance. Motion carried 4-0.

## HWY 65 COALITION – ISANTI COUNTY COMMISSIONER TERRY TURNQUIST

Isanti County Commissioner Terry Turnquist addressed the council on behalf of the T.H. 65 Corridor Coalition. He informed the council that the Coalition is reorganizing, amending their bylaws with regard to members present for a quorum, and seems to have some new enthusiasm. He said the purpose behind the Coalition meetings is to promote business and safety along Hwy 65. He said any governmental agency on Hwy 65, Hwy 10 North, or adjacent to it can join. He said the fee for the cities was \$250. He said they would like to have as many members possible because they use it to lobby the Dept of Transportation and Legislators, and the more members they have, the stronger voice they have. He said pretty much all the cities up and down the line are members except Braham. He invited the council to send a Braham representative to the next meeting to check it out and see if Braham would consider joining the Coalition membership again. He noted the meeting is January 27 at 7 p.m., held at the Isanti County Government Center.

## GAMBLING PERMIT APPLICATION KANABEC AREA FRIENDS OF NRA – DAN PORTER

The council reviewed a request from Dan Porter, the CEO and Chairman of the Kanabec Area Friends of NRA, for a state gambling permit to conduct a raffle for a fundraising event at the Braham Event Center on February 25, 2016. The Friends of NRA, also called the NRA Foundation, is a 501 C-3 that serves Chisago, Isanti, Kanabec, Mille Lacs and Pine County.

Porter told the council their previous meeting site closed their doors so they want to come to Braham, to the community center that can hold the number of attendees.

He noted that the Minnesota Friends of NRA committees have between 9 to 17 events each year throughout Minnesota, depending on the number of active committees each year. A full one half of the monies raised in Minnesota STAY in Minnesota, available to groups that support the Shooting Sports in our local communities; 4H Shooting Sports/Wildlife Programs, High School Trap Teams, Scouting Programs, Gun Clubs, Women on Target, etc. Any group that would like to receive a grant needs to meet the criteria set forth by the NRA Foundation and complete a grant application. The other half of the monies goes to the Foundation at the national level, also funding Youth Shooting Sports Programs, etc. He noted as an example as to where the monies go locally, the Kanabec County 4H Shooting Sports program has received over \$11,000.00 in shooting sports grants/merchandise in the last four years. The Mora and Ogilvie High School Trap teams have received approximately \$4,500.00 in grants in the last three years. He added they do have several Braham Athletes that participate in the Kanabec County 4H SS/W Program.

Seiberlich moved, and Leaf seconded to approve the gambling application to be submitted to the State, waiving the 30-day waiting period. Motion carried 4-0.

#### ROSEMARY BRABEC RESIGNATION FROM THE BRAHAM PARK BOARD

The council received Rosemary Brabec's resignation from her position on the Braham Park Board. Mayor Carlson noted that Brabec has served on the Braham Park Board since spring of 2001, and is responsible for securing several grants for the Park Board and should be commended for all her dedication and hard work in developing Braham parks over the past 15 years. She added that Braham is a better place for families because of Brabec's service.

#### 2016 APPOINTMENTS & DELAGATIONS

Mayor Carlson presented the 2016 appointments and delegations for council approval.

Seiberlich moved, and Leaf seconded to approve the following 2016 appointments & delegations:

Acting Mayor: **Jeremy Kunshier**

Check Signers: **Tish Carlson, Sally Hoy, Traci Leaf**

Authority of Safety Deposit Box: **Tish Carlson, Sally Hoy, Traci Leaf**

Custodian of Petty Cash: **Sue Hasser**

Cable Commission: **Tish Carlson**

Joint Powers Bldg. Official: **Tish Carlson, Sally Hoy**

Planning Commission Ex-Officio: **Vicky Ethen, Alternate – Jeremy Kunshier**

Isanti County EDA: **Wayne Seiberlich, Alt: Tish Carlson**

ICICLE Rep: **Tish Carlson**  
(Isanti County Initiative on Collaboration, Leadership and Efficiency)

NTI/GPS 45:93 Representative: **Wayne Seiberlich, Alt: Tish Carlson**  
(Northern Technology Initiative)

Weed Inspector: **Tish Carlson (Must be mayor)**

Assist. Weed Inspector: **Marshall Lind**

Streets Committee: **Jeremy Kunshier, Lowell Jaques (public)**

Emergency Management Director: **Robert Knowles**

Firefighter's Relief Assn.: **Tish Carlson (Must be mayor), Traci Leaf**

AWAIR Safety Management: **Jeremy Kunshier, Alt. - Vicky Ethen**

Braham Park Board Ex-Officio: **Vicky Ethen, Alt. - Jeremy Kunshier, Tish Carlson**

Personnel Committee & Union Negotiations: **Tish Carlson, Jeremy Kunshier**

Budget Committee: **Tish Carlson, Traci Leaf**

Management Discussion and Analysis (MD&A) Committee: **Tish Carlson**

Chamber Representative: **Tish Carlson**

NLX High Speed Rail Representative: **Wayne Seiberlich, Alt: Tish Carlson**

T.H. 65 Corridor Coalition Representative: **Wayne Seiberlich, Alt. Traci Leaf**

Motion carried 4-0.

-----

Kunshier moved, and Leaf seconded to appoint the **Isanti County News** as the 2016 Official Newspaper. Motion carried 4-0.

Leaf moved, and Kunshier seconded to designate **Frandsen Bank and Trust** as the 2016 Official City Depository. Motion carried 4-0.

Seiberlich moved, and Leaf seconded to appoint **Joel Jannik/ Campbell, Knutson** for the 2016 City Attorney. Motion carried 4-0.

Leaf moved, and Kunshier seconded to appoint **MSA Professional Services** as the 2016 City Engineering Firm. Motion carried 4-0.

E.D.A. (6 years):

(Per State Statute, 2 members must be from council)

The council

Mayor Carlson noted there is a vacancy in the EDA.

Kunshier moved, and Seiberlich seconded to reappoint Loren Nelson to the EDA. Motion carried 4-0.

Existing Terms: Wayne Seiberlich (Exp. 12/31/19) Motion Leaf, Second Kunshier, Motion carried 4-0.  
Tish Carlson (Exp. 12/31/17) Motion Seiberlich, Second Leaf, Motion carried 4-0.  
Seth Zeltinger (Exp. 12/31/16) Motion Seiberlich, Second Leaf, Motion carried 4-0.

Planning Comm. (3 yr.):

Kunshier moved, and Leaf seconded to reappoint Art Kaunonen to the Braham Planning Commission. Motion carried 4-0.

Leaf moved, and Seiberlich seconded to reappoint Stan Nelson to the Braham Planning Commission. Motion carried 4-0.

Existing Terms: Becki Marshall (Exp. 12/31/17) Motion Leaf, Second Kunshier, Motion carried 4-0.  
Lowell Jaques (Exp. 12/31/16) Motion Kunshier, Second Carlson, Motion carried 4-0.  
Eric Wentworth (Exp. 12/31/16) Motion Leaf, Second Seiberlich, Motion carried 4-0.

Braham Park Board (2 years):

Rosemary Brabec, Bob Aas, and Alice Studt all resigned in 2015, leaving 3 vacancies.

Existing Terms: Dave Kotaska (Exp. 12/31/16) Motion Seiberlich, Second Leaf, Motion carried 4-0.  
Rachael Brundy (Exp. 12/31/16) Motion Leaf, Second Kunshier, Motion carried 4-0.

## HIRING OF OCCASIONAL ON-CALL MAINTENANCE WORKERS

Administrator Hoy reported that with the street department being short-staffed through mid-2016 due to an upcoming surgery for an injury to one of the employees, vacations, and Dan Eklund's farming schedule, the City advertised for Occasional On-Call Street Maintenance Workers who hold a Class B driver's license with Air-brake Endorsement to be added to a pool for Street Supt Dan Eklund to call, as needed. She noted it was difficult to find people with the license requirements who are not already working FT elsewhere. Hoy said the City received only 6 applications, and only 2 of those held the license required for the position.

Leaf moved, and Seiberlich seconded to hire the following Occasional On-Call Maintenance Workers at Step II of the 2016 Salary Schedule, \$17.63/hr:

William (Will) Mangan, Brian Gudilias, Jeremy Kunshier

Motion carried 3-0. Council Member Kunshier abstained from voting.

## NORTHERN TECHNOLOGIES INITIATIVE RENEWAL

Leaf moved, and Kunshier seconded to approve the City's 2016 membership renewal and \$850 dues for Northern Technologies Initiative. Motion carried 4-0.

## TENTATIVE SCHEDULE FOR BOARD OF REVIEW

Administrator Hoy informed the council that the tentative schedule for the Isanti County Board of Review for Braham falls under the "Open Book" period of April 25-29 held at the Isanti County Courthouse.

## COPIER, PRINTER, FAX MACHINE REPLACEMENT

Hoy informed the council that over the last year, the staff has had continuing problems with the copier with paper jams and skipping pages, noting it is wearing out. She reported that the City pays for usage over the contract amount, which on this printer for 2015 was \$730. She added that the ink for the smaller printer is costly, running the City \$1,300-\$1,400/yr. The ink & drums for the FAX machine, which is *very* old, is \$73 toner, \$145 for a drum. This is a total estimated annual cost of \$2,350.

Hoy reported she'd like to replace all 3 machines--the copier, small printer, and FAX machine with a Konica Minolta C308 Copier/Printer/FAX from Marco for an estimated annual cost of \$2,530 (government pricing). This will be a 5-year contract, which she noted she was comfortable with because Marco has over 75 devices in Braham and currently has its Konica copiers at ECE and Braham Area Schools. The monthly contract includes the usage numbers exceeded on the current copier, and that Maintenance and ink is included in the price. She reported the Konica will do everything the current copier, small printer, and FAX machine do, plus staple packets as it collates, saving staff time for reports.

Seiberlich moved, and Kunshier seconded to approve the lease of the Konica Minolta C308 from Marco. Motion carried 4-0.

At the close of the meeting, the council heard a concern from Jason Vanderport on N. Elmhurst regarding East Central Energy's plan to fence and add lighting to its property. Discussion took place, but no council action was taken because this had not been on the council meeting agenda.

Respectfully Submitted,

Sally A. Hoy  
City Administrator

