

MINUTES OF THE REGULAR MEETING
OF THE BRAHAM CITY COUNCIL
TUESDAY, FEBRUARY 7, 2017
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 Shawn Sullivan was absent.

Present in the audience were Delwayne Hahn from the Isanti County News, Scott McKinney from the Braham Journal, and Police Chief Robert Knowles.

The meeting opened with The Pledge of Allegiance.

Seiberlich moved, and Leaf seconded to approve the minutes from the January 3, 2017 regular meeting and January 23, 2017 special meeting. Motion carried 4-0.

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

Kunshier moved, and Seiberlich seconded to approve payment of the January 2017 bills and payrolls as presented. Motion carried 4-0.

Chief Knowles gave the police report. He reported 493 ICRs for January 2017, compared to 442 in January 2016.

Seiberlich moved, and Leaf seconded to adopt Res. 17D-1 accepting the January 2017 donations that included a 2012 ambulance from Allina Health Systems for the Braham Fire Department and a \$200 fireworks donation from Subway. Motion carried 4-0.

BANKING TRANSACTIONS

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

12/1/16 transferred \$400 from Lottery Checking to General Checking to cover costs for Liquor employees to attend Liquor Show.

1/9/17 transferred \$3,140 from Lottery Checking to General Checking for reimbursement of December 2016 Lottery payouts.

1/12/17 transferred \$358 from Lottery Checking to General Checking for 5/28/16 lottery payouts that was missed in the May 2016 transfer amount.

Motion carried 4-0.

ENGINEERING

City Engineer Brian Miller presented Change Order #3 and Pay Estimate #4 to the council on the 2016 Street Improvement Project. He reported that he worked with Knife River on final quantities for the project, and CO #3 included those adjustments, along with additional work that had been added to the project which included moving a hydrant, replacing a manhole cone for the Elmhurst Commons sidewalk, reinstalling signs moved during the project, and furnishing and installing a culvert and piping to fill in the ditch along S. Elmhurst. He recommended approval of Change Order #3 for \$27,267.98.

Seiberlich moved, and Leaf seconded to approve Change Order #3 in the amount of \$27,267.98. Motion carried 4-0.

Miller then presented and recommended payment of Pay Estimate #4 in the amount of \$75,806.42 that will leave a retainage of \$16,393.39 for spring restoration work.

Leaf moved, and Seiberlich seconded to approve payment of Pay Estimate #4 in the amount of \$75,806.42. Motion carried 4-0.

NORTH STAR FAMILY ADVOCACY CENTER – JEREMIE REINHART & JEFF EDBLAD

Jeremie Reinhart, CEO, and Isanti County Attorney Jeff Edblad, President of the Board of Directors, of the North Star Family Advocacy Center gave the council information on the new center's program located in the former Braham Clinic. Mr. Reinhart said they received the building on December 1, 2016 and are taking bids on some renovations for remodeling the building. He said some of the services they will provide are forensic examinations, forensic interviews, services especially for children that were only provided in Duluth and the Metro area. Reinhart noted that this will serve area counties, as well as having representation from the Mille Lacs Band on their Board of Directors, partnering with their population as well.

Mr. Edblad noted this is a true collaborative effort of local law enforcement of all the cities, sheriff's departments, Isanti County Family Services, the Isanti County Attorney's Office, State Representative Brian Johnson for working this through the legislation, and Allina's donation of the building to the Center. He noted there are potential services from Allina down the road for children who have been sexually and physically abused where the cases are going through the criminal justice system. He said it was a great setting and long-term initiative to the community.

The council thanked them and welcomed them to the Braham community.

INTERIM USE PERMIT APPLICATION – PICK'M FARMERS MARKET

The council reviewed the Interim Use Permit application from Pick'm Farmers Market to hold their Farmer's Market in Freedom Park in 2017, with Zoning Administrator Marshall Lind's recommendation of approval with conditions stated in the permit.

Leaf moved, and Kunshier seconded to approve the Interim Use Permit for Pick'm Farmers Market. Motion carried 4-0.

APPOINTMENT OF MAYOR CARLSON TO PARK MANOR BOARD

Seiberlich moved, and Kunshier seconded to appoint Mayor Carlson to the Park Manor Board. Motion carried 4-0.

CONSENT TO ASSIGNMENT OF AGREEMENT FROM M & M SANITATION (DBA EAST CENTRAL SANITATION) TO WASTE MANAGEMENT

Administrator Hoy noted that as part of the changeover from East Central Sanitation to Waste Management, the City would need to sign a Consent to Assignment. She said City Attorney Joel Jamnik had reviewed the consent form and said it is fine. Leaf moved, and Seiberlich seconded to approve the Consent to Assignment. Motion carried 4-0.

PROMOTE P.T. POLICE OFFICER KEVIN STAHL TO FULL-TIME STATUS

The council reviewed the following excerpt of the Administrator's Report:

At the 2016 Employee Evaluations, we received information that our new part-time officer, Kevin Stahl, was a finalist for a full-time position with Cambridge. We are very pleased with Kevin's performance and see a lot of potential in him. This led us to consider the option to offering him a full-time position in Braham. Kevin enjoys working in Braham, and wants to be more invested in the City, something that is difficult to do in a part-time status. We had not budgeted for this, and it will mean using the squad replacement line item for both covering extra police salaries from Chief Knowles' retirement and extra benefits and hours for a full-time position that could fill hours of coverage not currently being filled. This will mean redrafting a squad replacement plan that will be stretched out from 3 years, to 4-5 years, in order to get these wages covered in future years without a big impact on the levy. Reserves can be used wisely for one-time expenses because it does not set the City back for levy increases. Therefore we could use some reserves for the double chief wages during the transition between chiefs if need be, which will help.

Seiberlich moved, and Carlson seconded promote Officer Kevin Stahl to full-time status. Motion carried 4-0.

RATIFY APPROVAL OF TRUCK PURCHASE

Administrator Hoy reported that in the 2017 budget adoption, it was noted that a bucket truck would be purchased from a \$40,000 General Fund reserve. She said Larson Implement in Cambridge had a 2005 F-550 Diesel Bucket Truck they were selling for \$7,500, and that Street Supt. Dan Eklund looked at the truck and felt it was a very good deal. She said the bucket is in excellent condition, and the motor has been upgraded, as the Diesel F-550's have a history of some problems. She reported that Eklund has this same engine at his home, so he is familiar with them. She reported that the City entered into a purchase agreement for the truck while it

was available, and therefore, would need council to ratify the purchase at this meeting. Hoy said that with the motor vehicle tax, the amount came to \$8,021.

Seiberlich moved, and Kunshier seconded to ratify approval of the truck purchase for \$8,021. Motion carried 4-0.

APPOINTMENT OF 2017 FIRE DEPARTMENT OFFICERS

Seiberlich moved, and Leaf seconded to appoint the following 2017 Fire Department Officers, with no changes from 2016. They are as follows:

Line Officers:

Jeff Jones – Chief
Dean Bondeson – Asst Chief
Ross Benzen, Captain
Shawn Fisher, Asst Captain

Business Officers:

Dean Bondeson – President
Amanda Swenson – Vice President
Peter Hesselroth – Secretary
Ross Benzen – Treasurer

Motion carried 3-0. Council Member Jeremy Kunshier abstained.

LETTER OF SUPPORT FOR SCHOOL APPLICATION FOR SAFE ROUTE TO SCHOOL GRANT

Mayor Carlson briefed the council on this item. She said the Community Center started this, asking about Safe Routes to School. She said they talked to the School, ECRDC, and City about starting this process. She said the initial part of the application for the safe walking route is completely free and done by the ECRDC. She said if that gets approved, it goes into the next step.

Chief Knowles asked if there will be a financial obligation on the City's part for this.

Administrator Hoy said that had not been determined yet. She said the grant is a 20% matching funds grant, and that she thought it would depend on what path they would use, whether they would develop the back trail from the School to the Community Center, or include more City sidewalks in Braham. She said if that's part of it, the City would need to come up with its share.

Mayor Carlson, who had attended the meeting, said they talked about adding sidewalk coming from Hwy 107 and up 8th Street SW to the School. She said what they (the ECRDC) didn't want to do was sidewalks to nowhere. Administrator Hoy reported that, from her understanding, the City's letter of support was not obligating the City. Mayor Carlson concurred. She said this (part) is completely free, with no obligation, and they just need the letter to submit this part of the application. She said they needed one from the School and one from the City. Council

Member Leaf asked if it would be the School or City who would cover the 20%. Hoy replied one or the other, depending on whether it was the back trail they would be working on. Hoy told her the City and School had looked into this grant back before the sidewalk was put in along S. Elmhurst with the 2016 Street improvement. She said they had met with the ECRDC. She said the preliminary is free and done by the ECRDC, but the full application was a lengthy process covering a wide span of time, and the 20% matching funds was the deal breaker at the time because neither the School nor the City could afford the 20%.

Mayor Carlson noted this was just the application, and the School had to be the applicant because of how it is worded that it is a Safe Routes to School.

Leaf moved, and Carlson seconded to provide the Letter of Support for the preliminary application. Motion carried 4-0.

CPI INCREASE FOR PEOPLESERVICE CONTRACT

Seiberlich moved, and Leaf seconded to approve a CPI increase of 1.7% for 2017, as provided for in the PeopleService contract. Motion carried 4-0.

RES. 17-2 APPROVING UPDATE TO WELLHEAD PROTECTION TEAM

Kunshier moved, and Seiberlich seconded to adopt Res. 17-2 updating the members of the Wellhead Protection Team. Motion carried 4-0.

APPROVAL OF 2016 WELLHEAD PROTECTION IMPLEMENTATION PROGRESS REPORT

Seiberlich moved, and Leaf seconded to approve the 2016 Wellhead Protection Implementation Progress Report. Administrator Hoy noted that Zoning Administrator Marshall Lind is the WHP Plan manager for the City. Seiberlich moved, and Leaf seconded to approve the 2016 WHP Implementation Report as presented. Motion carried 4-0.

APPROVAL OF 2017 W/S CONTRACTOR'S LICENSE – MUDDY GAP HOLLOW INC.

Leaf moved, and Kunshier seconded to approve the license for John Sutcliffe, Muddy Gap Hollow Inc. to do work in the City of Braham. Motion carried 4-0.

RAFFLE PERMIT APPLICATION – QUALITY DEER MANAGEMENT ASSN

Seiberlich moved, and Leaf seconded to approve the raffle permit application from Quality Deer Management Assn for a March 11, 2017 event at the Braham Area Community Event Center. Motion carried 4-0.

BOARD OF REVIEW SCHEDULE

Administrator Hoy announced that the Open Book period of the Board of Appeals and Equalization for Braham properties will be held at the Isanti County Assessor's Office during daytime office hours from April 17-21, 2017. She noted the purpose of the meeting is to determine whether property in the City of Braham has been properly valued and classified for Pay 2018 by the assessor. No council action was required on this item.

SET TIME/DATE FOR ANNUAL AUDIT PRESENTATION

Leaf moved, and Carlson seconded to set the Annual Audit Presentation for March 7, 2017 at 6:30 p.m. Motion carried 4-0.

MEDICA RENEWAL CONTRACT

The council reviewed the Medica health insurance contract renewal for 2017. Hoy noted that the City's increase was 7.8%, compared to an average 8.8% the City's agent was seeing in group plans.

Carlson moved, and Leaf seconded to approve signing the Medica Renewal Contract. Motion carried 4-0.

OLD ERCOA BUILDING

Administrator Hoy told the council that Zoning Administrator Marshall Lind had been working with the Cambridge State Bank on the old ERCOA property. She said that the City had met with Kim Erickson, President of the bank, where the bank offered to donate the property to the City, if the City would pay to have the property appraised for the bank's tax write-off, and pay for the costs to transfer title.

Leaf moved, and Seiberlich seconded to accept the offer of the property donation, agreeing to pay the costs of the appraisal and costs to transfer the title. Motion carried 4-0.

Seiberlich moved, and Kunshier seconded to adjourn. Motion carried 4-0. Meeting adjourned at 7:28 p.m.

Respectfully Submitted,

Sally A. Hoy
City Administrator