

MINUTES OF THE REGULAR MEETING
OF THE BRAHAM CITY COUNCIL
TUESDAY, MARCH 7, 2017
7:00 P.M.

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

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

The meeting began with The Pledge of Allegiance.

Kunshier moved, and Seiberlich seconded to approve the minutes from the February 7, 2017 meeting. Motion carried 5-0.

Kunshier moved, and Leaf seconded to accept the agenda as amended. Motion carried 5-0.

Leaf moved, and Kunshier seconded approve payment of the February 2017 bills and payrolls. Motion carried 5-0. Council Member Shawn Sullivan abstained on the KBEK invoice because he is an employee for KBEK.

Chief Knowles gave the police report. He reported 648 ICRs for February, compared to 377 in February 2016.

BANKING TRANSACTIONS

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

2/2/17 Transferred \$2,836 from Lottery Checking to General Checking for reimbursement of January lottery payouts.

2/23/17 Transferred \$5,178.25 from General Checking to Designated Reserve Savings. We had transferred \$17,102 to pay off the One-Ton in 2016, and this \$5,178.25 came in from tax settlements afterwards, so it can be transferred back into the reserves.

2/28/17 Transferred \$8,400 from General Checking to Des. Res. Savings to put sales of vehicles in Equipment Reserves

Motion carried 5-0.

ENGINEERING

There were no engineering items for the agenda.

RESIGNATION OF KEVIN GROSS

Chief Knowles explained that both Kevin Gross and Mark Schafer work full-time at other jobs and were employed part-time for the Braham Police Department. Due to full-time work elsewhere and family commitments, part-time officer Kevin Gross has not worked any shifts in Braham since August 2016, and therefore resigned from the Braham Police Department, effective 3/3/17. Kunshier moved, and Leaf seconded to accept Kevin Gross's resignation. Motion carried 5-0.

RESIGNATION OF MARK SCHAFER

Due to full-time work elsewhere and family commitments, part-time officer Mark Schafer has not worked any shifts in Braham since November 2015, and therefore resigned from the Braham Police Department, his letter dated 2/22/17.

Seiberlich moved, and Sullivan seconded to accept Mark Schafer's resignation. Motion carried 5-0.

APPOINTMENTS TO THE BRAHAM HRA BOARD

Discussion took place regarding the history of the Braham Housing and Redevelopment Authority. Mayor Carlson noted that with changeover of directors, there were gaps in some of the appointments to the board, and that Administrator Hoy had traced the seats to the current members and drafted a spreadsheet that will help the board and the City keep track of the upcoming term renewals.

Sullivan moved, and Leaf seconded to appoint and ratify appointment of the following HRA board members:

	<u>Current Term:</u>
Tish Carlson –Appointed 2/7/17-Ratify	6/7/2016 - 6/6/2021
Seth Zeltinger – New appointment	6/7/2015 - 6/6/2020
Sharon Jaques - Ratify	6/7/2014 - 6/6/2019
Betty Keenan - Ratify	6/7/2013 - 6/6/2018
Judy Olson - Ratify	6/7/2012 - 6/6/2017 Renewal 6/7/2017 - 6/6/2022

Motion carried 5-0.

APPROVAL OF BRAHAM HRA FINANCIAL REPORTS

Mayor Carlson noted that the City received copies of the Annual Financial Statements from the Braham HRA for 2013, 2014 and 2015. Sullivan moved, and Seiberlich seconded to accept receipt of the reports. Motion carried 5-0.

SPECIAL EVENT PERMIT APPLICATION – APPRECIATION FOR LIFE

Seiberlich moved, and Leaf seconded to approve the Special Event Permit for The Brain Aneurysm Foundation to hold their Appreciation for Life 5K on Saturday, Aug. 5, 2017 from 9 a.m. – 11 a.m., with *annual automatic renewal* for the 1st Saturday in August, contingent upon them following all the requirements in their application. Motion carried 5-0.

SPECIAL EVENT PERMIT APPLICATION – BRAHAM GIRL SCOUTS

Seiberlich moved, and Kunshier seconded to approve the Special Event Permit for the Braham Girl Scouts to hold their 5K Color Run/Walk on Saturday, May 20, 2017 from 8 a.m. – 1 p.m., with *annual automatic renewal* for the 3rd Saturday in May, contingent upon them following all the requirements in their application. Motion carried 5-0.

INTERIM USE PERMIT APPLICATION – RYSDAMS PIZZA PUB OF BRAHAM

Sullivan moved, and Seiberlich seconded to approve the Interim Use Permit for Rysdams Pizza Pub to use their outside patio again in 2017. Motion carried 5-0. (Note: Their Liquor License covers the patio area.)

REQUEST FOR FUNDING – ISANTI COUNTY TRAIL & BIKEWAY MASTER PLAN

Mayor Carlson noted that she'd attended one of the meetings held by the Isanti County Parks Department regarding a comprehensive trail and bikeway master plan that will provide a clear guide to trail and bikeway policies, development, funding options and implementation. She said that Cambridge and Isanti already have a bike path, and that the discussion in the past has been to continue the bike path, and then adding more bike paths and trails in the County. The cost to contract for the master plan development is \$35,000, and the Parks department is requesting Braham to participate with \$1,000 to assist with the planning efforts. Lengthy discussion took place on this item, with the council expressing concern that they want the bike path from Isanti to Cambridge to continue to Braham. The council held this item over for the April meeting, requesting someone from the Isanti County Parks Department to come and present their concept of this master plan to the council for more information.

REQUEST FOR FUNDING – KANABEC HISTORICAL SOCIETY

This item was held over until the April meeting.

CHANGES TO PART-TIME LIQUOR STORE CLERKS

Kunshier moved, and Seiberlich seconded to approve the following changes in the part-time liquor store clerks: Curtis Petschl's employment terminating, effective 2/3/17; and hiring Steve Horbul and Phil Virkus at Step 1 of the 2017 Salary Schedule, \$11.18/hr. Motion carried 5-0.

RES. 17-3 APPOINTING NEW WELLHEAD PROTECTION MANAGER:

Seiberlich moved, and Leaf seconded adopt Res. 17-3 appointing new Wellhead Protection managers for the City of Braham. Motion carried 5-0.

MPCA AWARD

Mayor Carlson noted the City received notice from MPCA that it is a recipient of a Certificate of Commendation for outstanding operations, maintenance, and management of the City's Wastewater Treatment Facility. Congratulations go to Gary Giltner and the rest of the PeopleService operators, along with Regional Manager Paul Christenson for the work they do on a daily basis to earn this commendation.

AUTHORIZE ADVERTISEMENT TO SELL VEHICLES & EQUIPMENT

Seiberlich moved, and Leaf seconded to approve advertisement of the following vehicles and equipment:

Fire

1978 Ford Slough Pumper
1966 Ford Pumper
2000 Ford Crown Vic
1995 Ford Ambulance

Police

2000 Ford Crown Vic
2000 Chevy Cavalier
2003 Ford Crown Vic
2005 Ford Crown Vic

Other

2011 E-Studio 355 SE Toshiba Copier with doc feeder & stand
2007 Brother Fax-2820 Machine
Set of 12 Christmas Decorations for Street Poles

Motion carried 5-0.

ECONOMIC DEVELOPMENT TRAINING OPPORTUNITY – GPS 45:93

Mayor Carlson reported that GPS 45:93 will be holding an Economic Development Overview Training for Economic Development Organizations and Elected Officials on Thursday, March 30, starting at 5 p.m., with a Buffet Dinner at 5:15 and training from 5:30-8:30. Cost of the meal and training is \$15 for City staff and council, as the City is a GPS member.

QUESTIONS FROM THE PRESS REGARDING THE MEETING ITEMS

Mayor Carlson asked if the press has any questions regarding. A question was asked about the increase in police ICRs from 377 in February 2016 to 648 in February 2017. Chief Knowles replied that it was due to better recordkeeping and the added full-time officer.

A question was also asked to clarify what the GPS 45:93 was, and Mayor Carlson said it was the coordinates and the name of the regional economic development organization.

A question was asked about the HRA Board and how it operates. Mayor Carlson noted that the board operates independently and does all their own financial reporting.

Also present in the audience were a couple Braham Area Boy Scouts looking to do a project in Braham. The council suggested ideas of checking with the Braham Area Girl Scouts on their trail project behind the school, checking with Street Supt Dan Eklund to see if there was any City project they could do, and that they also come back and propose an idea to the council.

Council Member Shawn Sullivan asked about the Initiative Foundation, which Mayor Carlson answered was a regional development agency that helps fund projects of economic development, with the City having received an award from the IF.

Seiberlich moved, and Kunshier seconded to adjourn. Motion carried 5-0.

Respectfully Submitted,

Sally A. Hoy
Clerk/Administrator