

MINUTES OF THE MEETINGS
OF THE BRAHAM CITY COUNCIL
TUESDAY, APRIL 3, 2018
6:30 P.M. ANNUAL AUDIT PRESENTATION
7:00 P.M. PUBLIC HEARING
FOLLOWED BY THE 7:00 P.M. REGULAR MEETING

6:30 P.M. ANNUAL AUDIT PRESENTATION

The 6:30 p.m. Annual Audit Presentation was cancelled due to weather. Sullivan moved, and Kunshier seconded to reschedule the presentation for 6:30 p.m. on May 8, 2018. Motion carried 5-0.

7:00 P.M. PUBLIC HEARING

The public hearing was called to order with the following present: Mayor Patricia Carlson; Council Members Lowell Jaques, Shawn Sullivan, Jeremy Kunshier, and Vicky Ethen; and City Administrator Sally Hoy.

In the audience were Scott McKinney from the Braham Journal, Vern Fix, Lisa Lyon, James Moore, Police Chief Eric Baumgart, Street Supt Dan Eklund, City Engineer Brian Miller, Loren Davis, Detective Kevin Stahl, Officer Jillian Dewars, and many unnamed people present for the swearing in of officers at the regular meeting.

The public hearing was held for the purpose of public comment and questions on the draft Res. 18-4 updating the City's Business Assistance Policy. Administrator Hoy reported that the draft came from the League of MN Cities' model policy, so it included all the wording to meet statute requirements. She said the model policy included a \$10,000 deposit, which she included in the resolution because the City could easily reach that in costs for the City's financial advisor and attorney's work on TIF and Abatements Plans.

There were no comments or questions on Res. 18-4 updating the City's Business Assistance Policy.

Sullivan moved, and Kunshier seconded to adjourn the public hearing. Motion carried 5-0.

REGULAR COUNCIL MEETING

The regular meeting was called to order with the following present: Mayor Patricia Carlson; Council Members Lowell Jaques, Shawn Sullivan, Jeremy Kunshier, and Vicky Ethen; and City Administrator Sally Hoy.

In the audience were Scott McKinney from the Braham Journal, Vern Fix, Lisa Lyon, James Moore, Police Chief Eric Baumgart, Street Supt Dan Eklund, City Engineer Brian Miller, Loren

Davis, Detective Kevin Stahl, Officer Jillian Dewars, and many unnamed people present for the swearing in of officers on the agenda.

The meeting began with The Pledge of Allegiance.

Ethen moved, and Jaques seconded to approve the minutes from the March 6 and March 26 meetings. Motion carried 5-0.

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

Sullivan moved, and Jaques seconded to approve payment of the March bills and payrolls as presented. Motion carried 5-0.

Chief Baumgart gave the police report to the council. He reported 2,155 ICRS through the year. He updated the council on the work Detective Stahl was doing and current cases being worked on. He noted the asset of having Stahl in this position for better case resolution for prosecution.

Baumgart reported on Lieutenant Olson's recovery from surgery, an update on the Body-worn Cameras, squad cameras, the ID numbers in the ticket writer system for City Ordinance violations, and an April 10 Community Police Forum at the Community Center, where the public will have an opportunity to have some questions and answers about the changes in the police department and their vision forward. He said school safety will also be discussed. He noted the increase in attention to the Police Department's Facebook page, and positive postings. For community events, he reported continuing planning for "Bowling with Badges" and scheduling a Tug-of-War with the Braham Fire Department.

Baumgart presented his 1st quarter report on his squad car use. He said he's been monitoring the benefits of using the squad to and from his home for work, including the mileage, fuel consumption. He said as it relates to his estimate of miles, he is above the estimate by 700-800 miles over what he'd anticipated, but that there's been more use for officer training and call volume had increased. He said his use to drive home and back is about what he anticipated it to be, with the exception of a couple of trips to repair centers and one to the installer of the camera, and that he thought he would be within 200 miles of what he'd anticipated for miles.

Along with reporting miles, he shared the benefits of having his squad with him, both emergency and non-emergency. He reported a quicker response time to the recent School threat in March, which he noted the police department received a letter from the School with certificates for all the officers on site that day. He said the School and families he's talked to are very appreciative of the police department's efforts. He reported that he also came up and plowed snow on Saturday, March 1, and on his drive up to Braham he assisted a woman who had slid off the road, tipping her car on the side, and how glad she was to have the Braham Chief assisting her. He reported he'd also responded to a house fire, a couple medicals, and social events. He said that as it relates to the car being out of the City, he believes this is a benefit. He said he'd continue to report quarterly on the use throughout the 2018 year, and if the council had any questions, he'd be happy to answer them at that time.

Baumgart briefed the council about an email he'd received from a citizen with a parking complaint in their cul-de-sac. He noted the council had entered into a test of one cul-de-sac, and the same issue that neighborhood wanted to try was now becoming an issue for another neighborhood cul-de-sac, and this person did not like it. He said he wanted the council aware this may be a topic of issue if the council made a City-wide decision on cul-de-sac parking.

Council Member Sullivan suggested a public meeting for people living in cul-de-sacs before a decision is made on the matter.

Council Member Ethen asked about the police presence in the schools, and Baumgart answered that a plan wouldn't be in place until June because they were still in the process of officers' training, but that they are stopping in the schools more than they have in the past. He said 2019 will have a good focus on that.

BANKING TRANSACTIONS

Ethen moved, and Sullivan seconded to approve the following banking transactions:

3/8/18 Transferred \$199 from Admin Equipment Reserve in Designated Reserve Savings to General Checking to cover the cost of the software for the City Administrator's laptop.

3/8/18 Transferred \$4,345 from Lottery Checking to General Checking to reimburse for lottery payouts.

3/15/18 Transferred \$322.58 from Admin Equipment Reserve in Designated Reserve Savings to General Checking for the cost of an ergonomic Standing Desk frame for the account clerk.

Motion carried 5-0.

SWEARING IN OF OFFICERS

Detective Kevin Stahl and Officer Jillian Dewars were sworn into office by Chief Baumgart.

ENGINEERING

City Engineer Brian Miller presented the plans for the 2018 Street Improvement Project to the council. Lengthy discussion took place with Lisa Lyon regarding the drainage concern with her property at 4th & S. Cypress. She expressed her concern that the water issue had gotten worse since the City removed the south culvert at the intersection. She said that since the culvert was removed, she is now getting the water from the east and the south. She told the council she understood she'd get the water from the northeast when they bought the property, but now she is getting everyone's water. She said she was willing to provide and take care of the pump she'd put in, and pay the electricity costs for the pump, but asked that the City put the culvert back in

so they wouldn't be getting all the water from the east and south. Miller noted he would check into the drainage issue further and report back to the council at the May meeting.

James Moore and Vern Fix were present at the meeting, and had lengthy discussion with Miller on the plans for the S. Cypress street improvement, expressing their concerns as well with the drainage issue, and asked that whatever the City decided on the culvert, that the overall drainage be looked at so fixing it for one did not have a negative impact on others.

Miller presented Res. 18-6 approving the plans and specifications, and order the advertisement for bids on the project. He noted that in order to award the bid at the May meeting, the meeting would need to be moved from May 1 to May 8.

Jaques moved, and Ethen seconded to move the May council meeting to May 8 at 7:00 p.m. Motion carried 5-0.

Sullivan moved, and Ethen seconded to adopt Res. 18-6 approving the plans and specifications and ordering bids on the 2018 Street Improvement. Motion carried 5-0.

ADOPTION OF RES. 18-4 UPDATING THE CITY'S BUSINESS ASSISTANCE POLICY

The council reviewed Res. 18-4 updating to the City's Business Assistance Policy for final adoption. With no comment or questions from the public hearing, Sullivan moved, and Jaques seconded to adopt Res. 18-4 updating the City's Business Assistance Policy as drafted. Motion carried 5-0.

PROMOTION OF KEVIN LEASE TO FULL-TIME POLICE OFFICER

Chief Baumgart reported that with the resignation of Officer Erik Anderson, he recommended promoting Kevin Lease be promoted to full-time police officer, effective April 12, 2018. Jaques moved, and Ethen seconded to promote Kevin Lease to full-time status. Motion carried 5-0.

JOINT POWERS AGREEMENT WITH SHERBURNE COUNTY FOR LAW ENFORCEMENT INFORMATION SHARING

The council reviewed the Joint Powers Agreement with Sherburne County for law enforcement information sharing for the identification of patterns and modes of criminal activity through a Regional Criminal Tracking Analysis Group (RCTAG) website.

Chief Baumgart addressed the council regarding the Braham Police Department's opportunity to participate in an information sharing system through a Joint Powers Agreement with Sherburne County. He said the Detective would attend weekly or monthly meetings in Sherburne County, depending on how they balance this. He said Sherburne County has reached out to area agencies to participate in this with them, where Braham would be able to utilize their resources.

Ethen moved, and Carlson seconded to approve the Braham Police Department entering into the Joint Powers Agreement with Sherburne County. Motion carried 5-0.

CLEAN UP DAY CHARGES

Jaques moved, and Ethen seconded to approve the charges for Clean Up Days in Braham on May 11 & 12. Motion carried 5-0.

TEMPORARY 3.2 ON-SALE LICENSE APPLICATION FOR JUNE 2, 2018 APPRECIATION DAY – BRAHAM FIRE RELIEF ASSN:

Sullivan moved, and Ethen seconded to approve the Temporary On-Sale 3.2 Malt Liquor License for the Braham Firefighter's Relief Assn to hold their annual Beer Garden on Braham Appreciation Day, June 2, 2018, contingent upon them meeting and maintaining all licensing requirements. Motion carried 5-0.

REQUEST FOR DONATION – KANABEC COUNTY HISTORICAL SOCIETY

The council reviewed a donation request from Kanabec County Historical Society, but took no action on the request, due to cities not having the statutory authority to donate City funds to a historical society to spend at their own discretion.

SPECIAL EVENT PERMIT APPLICATION – STREET CLOSING – SHAWN SULLIVAN

The council discussed the Special Event application from Shawn Sullivan to close Douglas Ave South between 2nd St. SW and 3rd St SW for the purpose of hosting a Graduation Open House on June 2, 2018 from Noon to 10:00 p.m. Discussion took place regarding the street closing, setting precedence, safety concerns, and if parking was needed for Appreciation Day.

Kunshier moved, and Ethen seconded to approve the Special Event Permit as requested. Sullivan abstained. Motion carried 4-0.

PHONE REIMBURSEMENT FOR ADMIN AND STREETS FULL-TIME EMPLOYEES

The council reviewed a request for partial phone reimbursement to the full-time employees who use their personal phones extensively for City business. Lengthy discussion took place, and it was the consensus of the council that the phone communications were part of the employees doing their jobs, and they should not be reimbursed for it. Sullivan moved, and Ethen seconded to deny the request. Motion carried 5-0.

BRAHAM HRA 2017 FINANCIAL REPORT

Ethen moved, and Kunshier seconded to acknowledge receipt of the Braham HRA (Park Manor) Financial Report for 2017. Motion carried 5-0.

PLANNING COMMISSION POSITION

The council reviewed a letter of interest from Alan Taylor to serve on the Braham Planning Commission. Ethen moved, and Kunshier seconded to acknowledge receipt of the letter, and for Mayor Carlson and Marshall Lind to meet with Mr. Taylor before making an appointment to the Planning Commission. Motion carried 5-0.

GRANDY LION'S DONATION TO CITY FOR BRAHAM FIRE DEPARTMENT TURNOUT GEAR

Before the meeting closed, Loren Davis presented a \$3,000 check from the Grandy Lions to the City for the Braham Fire Department's Turnout Gear. The council thanked Davis and the Grandy Lions for the donation.

Ethen moved, and Sullivan seconded to adjourn. Motion carried 5-0. Meeting adjourned at 8:57 p.m.

Respectfully Submitted,

Sally A. Hoy
City Administrator