

MINUTES OF THE REGULAR MEETING
OF THE BRAHAM CITY COUNCIL
TUESDAY, APRIL 2, 2019
7:06 P.M.

The meeting was called to order at 7:06 p.m. with the following present: Mayor Patricia Carlson; Council Members Robert Knowles, Jeremy Kunshier, and Vicky Ethen; 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, Jason Murray from David Drown Associates, Police Chief Eric Baumgart, State Representative Brian Johnson, Cynthia Motzko, Kathy Nielson, and Loren Davis.

The meeting opened with The Pledge of Allegiance.

Knowles moved, and Kunshier seconded to approve the minutes of the March 5, 2019 regular meeting and March 25 workshop. Motion carried 4-0.

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

Kunshier moved, and Ethen seconded to approve the March 2019 bills and payrolls as presented. Motion carried 4-0.

Police Chief Eric Baumgart presented the police report to the council. He reported 748 ICRs. He updated the council on the body-cam audit. He reported there were 2,601 events on the server, which he said averages to about 140 events per month. He said the server is still 95% free after one year with Watchguard. Baumgart reported that there were zero undocumented failures in March. He said there were two incidents where the BWCs weren't on—one was the officer forgetting to turn it on and one battery went dead, so they were documented per policy requirements. He reported a motor vehicle pursuit with a gentleman with felony warrants and a sawed-off shotgun in the car, and the case went up for forfeiture on the vehicle because of a conversation captured on the BWC. Baumgart reported that by June there should be a presentation at the Chief's meeting from a person who does external BWC audits for \$750/year.

Baumgart told the council that he and Administrator Hoy had been talked about preparing for long-term police department needs. He reported he's nearly completed the plan, broken down to 1, 5, and 10 years while maintaining what the department currently has acquired.

He reported that Officer Kevin Lease has completed his one year with the department and will be off probation. He noted that Lease will be on the SRT Team, and will be attending training the following week for the SWAT Team participation. He reported Detective Stahl has also completed his one year as Detective.

Baumgart told the council that the upcoming Chief's Conference will cover releasing data and body cam footage. He said a lot of the programs are geared toward officer wellness, and that he and Chief Shuster will be attending a conference that relates to developing protocol when there's a serious injury or death in Isanti County, and how each other's departments can assist one another. He noted that he and Chief Shuster were spearheading this project based on information they had gained at the CLEO Academy in 2018. Lastly, he told the council he'd be attending training that centered around disciplining employees and heading off problems before they become serious.

ACCEPTANCE OF DONATIONS

Ethen moved, and Knowles seconded to adopt Res. 19D-2 accepting donations for March 2019. Motion carried 4-0.

BANKING TRANSACTIONS

Kunshier moved, and Knowles seconded to approve the following banking transactions:

3/6/19 Transferred \$3,000 from General Checking to Fire Turnout Gear Reserve in Designated Reserves Savings. This was the donation from the Grandy Lions in 2018 to assist replacement head gear. The purchase of the head gear all came out of this reserve, so the \$3,000 can go back into the reserve.

3/7/19 Transferred \$7,500 from Fire Turnout Gear in Des. Reserve Savings to General Checking to go toward the purchase of Turnout Gear coats and pants.

3/12/19 Transferred \$5,005 from Lottery Checking to General Checking for reimbursement of Lottery payouts.

3/26/19 Transferred \$9,606 from Designated Reserve Savings to General Checking to cover the 2019 Property Taxes on the Ind. Park lots paid to Kanabec County. Motion carried 4-0.

ENGINEERING

There were no engineering items.

RES. 19-7 ADOPTING CAPITAL IMPROVEMENT PLAN

The council reviewed the Capital Improvement Plan that consists of the following three building improvements:

City Shop Cold Storage Building Improvements

The City Shop is not large enough to hold all the equipment that needs to stay in moderate temperatures during winter months. Space is crowded inside the current shop building, creating a safety issue for personnel. By LMCIT Standards, there should be a 3 point contact when climbing into the equipment. This is not possible in the confined space of the City Shop. The intent is to have the Cold Storage Building upgraded to a functioning shop building by adding insulation, tin, concrete floor, heat, lighting, water, and sewer.

Police Garage Repair

The back area of the Police Garage is caving in, and mold is present in the building. This building was built in the 1930's as the jail and well house for the first City well. Asbestos tests on the Police Garage were negative. The roof is being replaced through insurance due to the August 2018 hail damage, but the inside of the building needs restoring.

Fire Hall Roof Replacement

The Fire Hall was purchased from East Central Energy back in 1992. The flat, rubber roof has been patched over the years, but it is only a matter of time before more leaks appear. The Fire Hall houses firefighting vehicles and is the central Emergency Operations Center for the City. As part of the EOC, there is equipment in the Fire Hall that cannot get damaged from water leaks. The Fire Hall roof was inspected by Roof Tech from Stillwater, and it was recommended for full replacement.

The council reviewed Res. 19-7 adopting the Capital Improvement Plan. Carlson moved, and Ethen seconded to adopt Res. 19-7 adopting the Capital Improvement Plan. Motion carried 4-0.

HIRING PROCESS FOR CITY ADMINISTRATOR

Following the council workshop held on March 25 for the purpose of discussing the hiring process for the City Administrator, the next step, Administrator Hoy noted the next step was to authorize the advertisement for the position and set a deadline for applications to be submitted. Ethen moved, and Knowles seconded to authorize advertisement for the City Administrator position with an application deadline of Friday, May 10, 2019 at 4:30 p.m.

TEST RESULTS ON WATER QUALITY COMPLAINT

Administrator Hoy provided the council with the water test results as follow-up from the February 19 council meeting where the council heard a complaint from Jake and Sara King about the rate increase and the poor water quality in their home. Hoy told the council that a work order was issued to PeopleService Operator Gary Giltner to follow up on the water quality concern. Giltner's report stated the water was tested on 3/8/19 where he reported the water was sampled at the kitchen sink and was very clear at the time. The water was then tested at the Water Treatment Plant, reporting that the test results came back excellent. The council was provided with the

3/12/19 letter Giltner sent to Kings with the test results. Hoy told the council this was information only and required no council action.

HIRING OF P.T. LIQUOR STORE CLERK(S)

This item was held over to the May meeting.

HIRING OF P.T. POLICE OFFICER

Chief Baumgart told the council the City received 10 applications for part-time police officers, and interviewed three. He reported that one applicant pulled out, leaving two for potential hires. He noted that each are currently working police officers for the City of Cambridge, one a sergeant and one a patrol officer. He recommended hiring Shawn Machin and Michael Longbehn as part-time police officers contingent upon a successful completion of their background and psych evals. Knowles moved, and Kunshier seconded to hire both officers contingent upon successful completion of their background and psych evals. Motion carried 4-0.

INTERIM USE PERMIT BRAHAM AREA CHAMBER OF COMMERCE FARMER'S MARKET

Ethen moved, and Kunshier seconded to approve the Interim Use Permit for the Braham Area Chamber of Commerce for their annual Farmer's Market in Freedom Park from June 6-Oct. 31, 2019. Motion carried 4-0.

GAMBLING PERMIT APPLICATION – BRAHAM AREA CHAMBER OF COMMERCE

Ethen moved, and Knowles seconded to approve the Charitable Gambling Permit from the Braham Area Chamber of Commerce to conduct Bingo and a Raffle in the Braham Fire Hall in combination with June 1 Appreciation Day. Motion carried 4-0.

PURCHASE OF CONCRETE BARRIERS

Chief Baumgart reported that the concrete barricades are industry standard, and there is a patent on them that Warning Lights owns, so the City cannot buy them outright from Braham Monument. He told the council these are pylons that are designed to capture the vehicle to stop in from becoming a missile in the crowd. He said the City would cut out shipping costs by having Braham Monument make them. Last year Warning Lites donated 13 slightly damaged barriers to the City. Baumgart told the council that he and Street Supt. Dan Eklund had been researching these and mapped out how many were needed for Pie Day. He reported another 50 concrete barriers were needed at \$225 each for a total of \$11,250, which will allow a few extra if

any break or if they decide to expand the area of use. Per the Administrator's Report, Administrator Hoy recommended purchasing the barriers from reserves.

Ethen moved, and Knowles seconded to approve the purchase of 50 concrete barriers from Warning Lights as recommended. Motion carried 4-0.

PEOPLESERVICE CONTRACT RENEWAL

The council reviewed the 5-year contract renewal with PeopleService, Inc. for operations of the City's Water and Wastewater facilities and lift stations. Administrator Hoy reported the contract increased the monthly price and maintenance fund by 3% to cover the increase in compensation over the last 10 years. She reported that over the past 4 years, the average increase was 1.425%. She noted that with the increased costs for personnel, it warranted the 3% increase. Hoy told the council she was a strong supporter of the contract, noting that PeopleService has qualified, licensed personnel who have checks and balances on all the operations, and they have the resource of other operators in the area they can call in when there's a problem. Hoy also had noted that PSI works with the farmers for land applications, and they take care of the reporting to MPCA as well. She reported that PSI overall does a great service for Braham.

Ethen moved, and Kunshier seconded to approve the 5-year contract renewal with PeopleService as presented. Motion carried 4-0.

RAFFLE PERMIT APPLICATION – SEVEN COUNTY SENIOR FEDERATION

Kunshier moved, and Knowles seconded to approve the City raffle permit from the Seven County Senior Federation to hold a raffle in conjunction with their annual meeting on Thursday, May 16, 2019. Motion carried 4-0.

SPECIAL EVENT PERMIT – FRIENDSHIP ASSEMBLY OF GOD CHURCH

Ethen moved, and Kunshier seconded to approve the Special Event Permit for Friendship Assembly of God to host the Teen Challenge Choir in Freedom Park on Sunday, July 14, 2019 from 9a-3p. Motion carried 4-0.

NORTH TRUNK HIGHWAY 65 CORRIDOR COALITION MEMBERSHIP DUES

The council discussed the membership of the North Trunk Hwy 65 Corridor Coalition. Council Member Knowles expressed his concern with their communications for their quarterly meeting, telling the council he had attended the last quarter meeting only to find that one other representative attended, and there was no meeting. He said he'd received an email after that with a date they'd rescheduled the meeting for but by then he'd already had another commitment. He told the council he felt the membership was a worthy cause, but that they needed to do a better

job in organizing and communicating their quarterly meetings. Administrator Hoy agreed to send a note with the payment.

Knowles moved, and Kunshier seconded to approve payment of the \$250 for the 2019 membership dues. Motion carried 4-0.

2019 CLEAN UP DAY CHARGES

The council reviewed the fees for the 2019 Cleanup Day. Carlson moved, and Ethen seconded to approve the 2019 Clean Up Day Charges as presented. Motion carried 4-0.

SET DATE FOR 2018 ANNUAL AUDIT PRESENTATION

Administrator Hoy reported that she'd spoken with City Auditor Greg Burkhardt, and the City's end of the Financial Statements were completed, but the Braham HRA financials part was not done yet. She'd noted this happened last year too, which delays the annual City audit presentation to the council. She said that Burkhardt told her the City's end of the audit came back clean and they are only waiting for the HRA, which should be done by mid-May and he believed he could be ready for a June audit presentation.

Carlson moved, and Kunshier seconded to set the Annual Audit Presentation for 6:30 pm. on June 4, 2019. Motion carried 4-0.

ANNOUNCE APRIL 25 OPEN HOUSE FOR 2019 MNDOT HWY 65/107 INTERSECTION IMPROVEMENT PROJECT

Ethen moved, and Knowles seconded to set a Special Meeting for the MNDOT Open House at the Braham City Hall on Thursday, April 25 from 4-6 p.m. to provide information and answer questions on the Hwys 107 & 65 intersection project planned for this year. Motion carried 4-0.

NPDES 2018 ANNUAL COMPLIANCE SUMMARY REPORT

The council reviewed the Wastewater Annual Compliance Summary for 2018 under the NPDES Permit (National Pollutant Discharge Elimination System). Hoy reported that everything was good on it with the exception of one DMR (Discharge Monitoring Report) parameter shown missing, which was for chlorine, which the City does not use chlorine because it uses ultraviolet disinfection in place of it. Hoy said that PeopleService Operator Gary Giltner told her he'd spoken to MPCA and they would be sending a corrected report showing zero parameters missing. Ethen moved, and Kunshier seconded to accept the 2018 Compliance Report. Motion carried 4-0.

APPOINT COMMITTEE TO WORK ON NEW PHOSPHORUS LIMITS
ON NPDES PERMIT RENEWAL

Administrator Hoy reported that she'd received a call from Robin Novatny at MPCA last week, who was working on renewing the City's NPDES Permit. Hoy said the permit renewal had actually begun in 2015, but MPCA began a statewide watershed study at the time to see the potential impact all the Wastewater Treatment Facilities have on Minnesota watersheds, and held off on renewing any permits until that study was completed. Hoy reported that Braham's WWTF discharges into the Rum River Watershed (major) and Lower Stanchfield Lake (minor). She said that Novatny told her that according to their study, the City does not exceed the new phosphorus limits for the Rum River Watershed and does not currently exceed the Lower Stanchfield Lake either, but they believe that as Braham grows and gets closer to full capacity, it will exceed those limits for the Lower Stanchfield Lake. Hoy reported that the WWTF was upgraded to 400,000 gpd capacity in 2012 and the City, on an average, has been operating at half capacity for years. She told the council that MPCA would be willing to meet with the City to discuss the new phosphorus limits in the City's permit and asked if the council would appoint a council committee to this project.

Ethen moved, and Kunshier seconded to appoint Mayor Carlson and Council Member Knowles to the Phosphorus Limits Project. Motion carried 4-0.

SPECIAL EVENT PERMIT APPLICATION
BRAHAM GIRL SCOUTS COLOR RUN

The council reviewed the Special Event Permit from the Braham Girl Scouts that was added to the agenda. Ethen moved, and Knowles seconded to approve the Special Event Permit for a Color Run to be held on May 18, 2019, contingent upon all the City departments signing off on the permit application. Motion carried 4-0.

SPECIAL EVENT PERMIT APPLICATION
BRAHAM PIE DAY

The council reviewed the Special Event Permit from the Pie Day Committee that was added to the agenda. Kunshier moved, and Knowles seconded to approve the Special Event Permit for Braham Pie Day to be held on August 2, 2019, contingent upon all the City departments signing off on the permit application. Motion carried 4-0.

LEGISLATIVE UPDATE
STATE REPRESENTATIVE BRIAN JOHNSON

Before the meeting closed, State Representative Brian Johnson gave the council an update on the legislative activity at the Capitol. He noted that the Teen Challenge Choir coming to Braham was exciting to hear, and that Teen Challenge is one of the greatest programs, is partially funded

by the State, and has over an 80% success rate. He referenced the City's NPDES Permit renewal and noted the legislation has been trying to work with MPCA regarding their program that delayed renewing NPDES permits for wastewater treatment plants in Minnesota. Lastly he told Administrator Hoy it had been a pleasure working with her over the years and wished her well in her retirement.

COMPLAINTS

After Representative Johnson finished, Cynthia Motzko addressed the council on a few complaints she had with a neighboring property and the feral cats running loose. The council informed her that the City does not do animal control for cats, and Mayor Carlson noted that City Zoning Administrator Marshall Lind would be asked about enforcement of her other complaints. No council action was taken.

Ethen moved, and Knowles seconded to adjourn. Motion carried 4-0. Meeting adjourned at 8:13 p.m.

Respectfully Submitted,

Sally A. Hoy
City Administrator