

ADMINISTRATOR'S REPORT
JUNE 2019

6:30 P.M. ANNUAL AUDIT PRESENTATION

City Auditor Greg Burkhardt will present the 2018 Annual Audit Report to the council.

7:00 P.M REGULAR COUNCIL MEETING

BANKING TRANSACTIONS:

5/9/19 Transferred \$5,681 from Lottery Checking to General Checking for reimbursement of Lottery payouts.

ENGINEERING:

City Engineer Brian Miller will update the council on the 2018 Streets & Utility Project and any other engineering items.

T-21:

This item was held over from the May council meeting in order to see if any State legislative action would be taken enacting a T-21 law. The State did not enact T-21; Isanti County passed an Ordinance enacting T-21 which will govern tobacco sales for the City of Isanti; and we have not heard if Cambridge has moved forward with T-21 yet. Is the council in favor of moving forward with the process of adopting a T-21 ordinance?

HIRING PROCESS FOR NEW CITY ADMINISTRATOR:

The Personnel Committee interviewed the top 4 applicants on Weds, May 29. They have selected two top candidates for final interviews. The council will need to set two special meetings—

- 1) Monday June 10 at 3:00 p.m. for council interviews on top two finalists.
- 2) Authorize the Personnel Committee to move forward with the next steps that will include background and reference checks on the top two finalists.
- 3) Monday June 17 for council action to hire the new administrator.

CONFIRM DATE FOR JULY COUCIL MEETING:

We've had some discussion about the July council meeting, which we needed confirmed for the bid award date of the Capital Improvements project when we placed the ad. With my being on vacation the week of July 8, it has been the consensus of the majority of the council members that we move the meeting back to the regular 1st Tuesday of the month, which is July 2. We will need council action on this.

INTERIM USE PERMIT - ECE POLLINATOR GARDEN:

City Planner Marshall Lind, Mayor Carlson and I met with Mark Nelson and Alicia Kroll from East Central Energy back in December to discuss their request to have a Pollinator Garden on the ECE property located on the north side of the pond along Hwy 107. As they explained, Pollinator Gardens are spreading across the Country, and with the right conditions, can be an asset to a community and the environment as well. Over the past few months they have addressed the City's concerns with being able to restrict the establishment of Pollinator Gardens so they would not be an excuse for people or businesses to stop mowing their lawns. ECE has come back with conditions that could be set to regulate these gardens. Mayor Carlson, Marshall Lind, and I met again and finalized the conditions we felt were necessary in order to grant the Pollinator Garden within the City limits. Marshall sent the draft Interim Use Permit to ECE for review. Marshall is off this week, so he won't be at the meeting.

HAZARDOUS PROPERTY CONCERN:

Last year, City Planner/Building Official Marshall Lind made several attempts to get the owners of 310 West Central Drive to bring their property into compliance. This has proved unsuccessful so the next step would be to move forward with enforcement proceedings through the court system. Upon council direction, Lind will start the legal process by first issuing them a certified letter informing them of the City's intent. If no action is taken, the matter will be turned over to the City Attorney to process.

ORD. 286 REGULATING PUBLIC NUISANCES WITHIN THE CITY OF BRAHAM:

After working under Ord. 283 regulating public nuisances with the City, Police Chief Eric Baumgart has found a few areas of the ordinance that were either conflicting or simply didn't meet the Police Department's practices. He has updated the nuisance ordinance to Ord. 286 to be presented to the council for adoption. As with all ordinances, if the council is in support of it, we will post it for the remainder of June, and it will be on the July agenda for adoption.

RATIFY APPROVAL OF INTERIM USE PERMIT FOR TIKI TIM'S FOOD TRUCK:

The City received an Interim Use Permit application from Tiki Tim's to have a food truck at the KBK Event on May 24. Due to the timeline, this could not wait for the June council meeting,

so an Interim Use Permit was granted with stipulations that covered any City concerns. The council will need to ratify approval for the record.

BRAHAM'S SANITATION CONTRACT:

The current sanitation contract with Waste Management terminates Dec. 31, 2019. If it is the council's intention to go out for bid, we should start the process early, allowing time for a potential future contractor to prepare for servicing the City of Braham effective Jan. 1, 2020.

RESCHEDULE AUGUST COUNCIL MEETING DUE TO NATIONAL NIGHT OUT:

Tuesday, August 6 is National Night Out. In the past, the council has rescheduled the August meeting for another date. Would the council want to move the council meeting to the following week, Aug. 13?

Respectfully Submitted,

Sally A. Hoy
City Administrator