

**Minutes
Braham City Council
Tuesday, October 1, 2019
7:00 P.M.**

Mayor Carlson called the meeting to order at 7:01 pm with the following members
Present: Mayor Carlson, Councilor Ethen, Councilor Kunshier, Councilor Sullivan and Councilor Knowles.

Absent: None

Also present: City Administrator Angela Grafstrom, Officer Kevin Lease, Utility Superintendent Dan Eklund and MSA Engineer Brian Miller

APPROVAL OF MINUTES

Council reviewed the minutes from the 9/3/19 regular council meeting and the 9/23/19 special meeting.

Councilor Sullivan moved to approve the minutes of the 9/3/19 regular meeting and the minutes of the 9/23/19 special meeting as written. Motion seconded by Councilor Knowles and carried unanimously.

ACCEPTING THE AGENDA

Councilor Ethen moved to accept the agenda as presented. Motion seconded by Councilor Sullivan and carried unanimously.

PAYMENT OF BILLS & PAYROLLS

Council reviewed the bills totaling \$329,397.12 which includes checks #39231 to #40104 and electronic payments #990040 to #990044 and payroll totaling \$45,745.16. Ethen questioned a payment to Jacque Nordby in the amount of \$1637.14. Grafstrom believed this was a reimbursement for something Nordby had personally purchased for the city. Grafstrom said she would look into it and let Ethen know.

Councilor Kunshier motioned to approve the payment of bills and payroll as presented. Motion seconded by Councilor Sullivan and carried unanimously.

Ethen asked if they all need to initial the payment registers as that is what the previous administrator had them do. Grafstrom said if they want to, they can continue to do so, but it is not necessary as the approval is in the minutes and a copy of the entire packet is on record in the city.

BANKING TRANSACTIONS

There were no banking transactions for the month, but Grafstrom reported, in an effort to get more interest off the city's money, we would like to combine the city's accounts into one account with a money market attached. Grafstrom does think there should be a

motion authorizing the combination of the accounts. We would keep a minimum amount in the “checking” portion of the account, and the bulk of the money in the money market (interest bearing) portion. When we pay the bills, we do not have to worry about being overdrawn as the money is “swept” into the account automatically. When big checks come in through SWIFT, like LGA, the bulk of it would be swept out to get interest. All of that occurs behind the scenes at the bank. The city practices fund accounting, so the money is coded in the city office and it does not matter if it is all in one Bank Account. Ethen asked if we would still have like a water account. Grafstrom explained, yes, it would all be in one bank account, but fund (601) would have its own funds, as would 602 (sewer), 609 (liquor store), etc. Ethen asked if there were any fees, Grafstrom stated no and she believes we can get at least 1% interest. . In the meantime, until we get this done, the bank will double our current interest rate from .02% to .04%. Seth at the Frandsen said they will work with us on it as we have such a large amount of funds in the bank.

Sullivan motioned that the council authorize Grafstrom to work with Seth at Frandsen and move forward with combining the money into one account. Motion was seconded by Ethen and carried unanimously.

POLICE REPORT

No report

OLD BUSINESS

Engineering - Lyons Drainage Plan

Miller reported Hardrives has not taken care of their punch list yet.

He explained another option for handling the Lyon’s Drainage issue. This would involve a larger sump pump with a catch basin operated by the city. The cost to the city would be approximately \$11,596 including estimated electric utility payments for 10 years. Miller also added a 35% overhead charge, as small projects can run over budget quickly, bringing the total estimate up to \$15,655.13. Sullivan asked if this is just their back yard. Miller explained they filled the yard at some point in the past and we don’t want it to drain into other properties. The other option is the gravity system he previously suggested to drain to the north. This would require easements and to make sure it won’t adversely affect other properties. The way the property owner has it set up now is not the best system as sediment gets into the pump. A catch basin would help with this. Ethen stated there has always been water back there and it is private property. She does not understand why the city is addressing this at all. Council continued to discuss. They asked Grafstrom’ s opinion and she stated it is private property and she has wondered since she started why the are addressing this. It sets a precedent. Other people have wet yards and properties. Council decided they would not continue working on the Lyon’s drainage issue. They will allow the Lyon’s to keep the pump the city just purchased, but they will no longer be involved in addressing the drainage. Miller stated the water has never reached the house. Sullivan asked Grafstrom to notify the Lyons of council’s decision and Grafstrom confirmed she would.

Ord. #288 Setting Mayor/Council Salaries for adoption (Effective 1/1/2021)

Ordinance #288 was reviewed and discussed at the 9-3-19 meeting so it is ready for adoption. The ordinance will increase the Mayor's salary to \$2787 from \$1716 per year and the Council's salaries to \$2145 from \$1304 per year beginning January 1, 2021. It would also increase per diems for council from \$25 to \$30.

Councilor Kunshier moved to adopt Ordinance 288 setting the Mayor's salary at \$2787, Council Salaries at \$2145, and Mayor/Council Per Diems at \$30 beginning 1/1/2021. Motion seconded by Councilor Ethen and carried unanimously.

Res 19-19 2020 Fee Schedule

Grafstrom included the update fee schedule for council to continue to review and update. No action needs to be take on the fee schedule until the January 2020 meeting when the fee schedule will be adopted.

Approve Hiring of Part-time Liquor Store Clerk

Sullivan stated that he would accept Liquor Store Manager Nordby's recommendation.

Councilor Sullivan moved to approve hiring Diane Clemmer as a part-time clerk at Home Town Liquor. Motion seconded by Councilor Knowles and carried unanimously.

Rebid CIP Projects – St. Florian unable to obtain Bond

Grafstrom reported St. Florian is unable to obtain bond and will not be able to do the project for the city. Grafstrom spoke with City Attorney Jamnik who advised the city could proceed with the second bidder as they have documentation of St. Florian's declining the project due to no performance bond. Grafstrom and Eklund reported that the second best bidder, NHH Roofing Plus, would be interested in doing the job. There is concern that rebidding next year would yield higher bids and/or the first place bidder would bid again and we would be in the same situation next year. NHH Roofing Plus's bid was \$163,500 including electrical work. St. Florian's bid, with the approved change order for moving the electrical, which they had not included, was \$149956.13.

Grafstrom noted that the city has reserve funds that could be used to cover the difference. Due to the time of year and Eklund's request for the addition of a cement apron, NHH Roofing Plus would need approval of a change order for an additional \$6,850. They would try to complete the inside cement work by November 1, but Eklund agreed, if the weather does not cooperate, they could do the work in the spring of 2020.

Councilor Kunshier motioned to accept NHH Roofing Plus's bid and change order of \$170,350 and their proposed time frame to convert the cold storage to a heated shop. Motion seconded by Councilor Knowles and carried unanimously.

NEW BUSINESS

Resolution 19-22 Certifying Delinquent Bills to Taxes

Councilor Ethen motioned to approve Resolution 19-22 Certifying Delinquent Bills to Taxes. Motion Seconded by Councilor Sullivan and carried unanimously.

Resolution 19-23 Approve Gambling Event Permit

The Pine City Blue Star Moms – Chapter 16 are hosting a comedian and holding a silent auction and raffle to provide care packages for deployed soldiers.

Councilor Sullivan motioned to approve Resolution 19-23 Authorizing the Gambling Event Permit for the Pine City Blue Star Moms –Chapter 16. Motion seconded by Knowles and passed with Mayor Carlson abstaining.

Resolution 19-24 Designating Polling Place for 2020

Councilor Knowles motioned to approve Resolution 19-24 Designating the City's polling place as City Hall located at 201 Broadway Ave S. in Braham, MN. Motion seconded by Councilor Ethen and carried unanimously.

Change November Meeting Date

Council agreed to change the meeting date to November 12 as the first Tuesday of the month is reserved for elections. They traditionally have changed the November meeting date.

MnDOT Reimbursement

This was an FYI to let the council know the city is putting in a vendor bid with the State to get reimbursed for the snow removal the city crew does on Hwy 107.

Resolution 19-D7 Accepting Donations

The city received 2 donations for the fire department totaling \$350.00.

Councilor Ethen motioned to approve Resolution 19-D7 Acceptance of Gifts and Donations. Motion seconded by Councilor Knowles and carried unanimously.

ADJOURN

There being no further business, **Councilor Sullivan motioned to adjourn the Regular Council Meeting of October 1, 2019.** Motion seconded by Councilor Knowles and carried unanimously. Meeting adjourned at 7:49 pm.

Prepared by Angela Grafstrom, approved by council 11/12/19