

ADMINISTRATOR'S REPORT
November 12, 2019

PAYMENT OF BILLS AND PAYROLL

Review of Invoices

It came to my attention that council has not been offered the opportunity to review the actual invoices, only the bills paid. Then administration addresses questions as they arise. I want to let council know they are welcome to come early and look at the invoices before the meeting. I have brought them with tonight in case we have any questions or concerns. In my previous cities, 2 councilors were appointed at each meeting to review the bill/invoices and make a recommendation to council to pay the bills. Let me know if this is something you would like to do.

POLICE REPORT

Vogel Resignation (Action Item)

Officer Vogel has resigned from his position effective November 20, 2019. Council needs to approve the resignation.

Citizen's Concerned about Police Coverage (Action Item?)

During the week of November 4, some criminal activity occurred in the hours of a night that did not have police coverage. Some citizens are concerned and would like to address council regarding police coverage.

OLD BUSINESS

Roof Tech Change Order (Action Item)

The roof on the fire hall has been done, but as you know from the email, we had to add in the sides of the upper level because they were cracked and leaking as well. It would not have done us any good to put on the new roof without fixing those cracks as well. Your packet contains the pictures and details of the existing cost. Council just needs to approve the change order.

Hazardous Building Update

The paperwork has been file to initiate the hazardous building with the courthouse on October 31, 2019. Hank Laurent, the owner had applied for a building permit with the city, but never picked it up. He did not file an Answer, so the attorney prepared the paperwork to proceed as a default judgement. We had a time frame for the process, or we would have had to start all over. Mr. Laurent was aware of the time frame.

NEW BUSINESS

Close City all Day on Christmas Eve (Action Item)

Staff has asked if they could take the whole day instead of half if they use their own vacation or personal time for the additional half a day. This has been done in the past. Christmas Eve is a Tuesday.

Codifying the Ordinance Book(s) (Action Item)

This was a request from Marshall Lind, and I agree. I have included a letter of support from Marshall Lind. The ordinances are the laws of the city, so they should be accessible and understandable. Currently the city ordinances are stored in 6 books dating back to the early 1900s, plus an additional book for the zoning ordinances. The ordinances in some cases are handwritten, but the bulk of them exist only on the newspaper clipping from their publication. These are deteriorating.

I contacted American Legal Publishing and received a quote. American Legal Publishing has been used by many cities throughout Minnesota and they are recommended by the League of Minnesota Cities.

- They will examine all ordinances or resolutions provided and determine which materials are to be codified.
 - They will properly classify all materials into titles, chapters, and sections according to subject matter.
 - They will update all provisions to reflect current statutory and case law requirements.
 - Simply language and provide uniformity and gender-neutral language whenever possible.
 - Suggest new provisions which the city should consider including in the new code and delete old provisions which are no longer necessary or might be improper or unlawful.
 - Organize the code in an easy to use manual which utilizes a numbering system that allows for the easy insertion of future ordinances.
 - Prepares title, chapter and section headings
 - Draft for review submitted to the city within 6 months with questions and comments
 - Within 3 months after approval by the council,
 - We will have print copies, and a digital copy, we can have ongoing updating service.
- This is just a summary; the complete document is in my office for review.

Total cost is \$8395 payable as follows: we have designated reserves to cover this.

10% down payment

60% upon receipt of first draft (approx. 6 months later)

Remaining balance upon receipt of printed code books (approx. 3 to 6 months after that)

City Engineering: Moore Engineering (Action Item)

The city should be getting the most value they can out of an engineering firm. In the last 2 months, the city has experienced issues with water and sewer lines under 3 of the streets that have been resurfaced in the past few years: Elmhurst, Cypress and Beechwood. Administration has been made aware of multiple projects that have had to

be redone, or the work left undone, because engineering failed to fully address the scope of the problem. City hall gets calls/complaints about water quality almost daily.

It costs the city extra money to have to dig up and dewater new streets to fix the piping underneath. Plus, it costs again to resurface. To avoid these issues going forward, we are looking at engineering firms that will work with the city from Funding to Finish; help identify the order in which we should be doing projects; and only charge us for projects. (MSA Currently charges us for council meetings, \$435 each for the last 2, and mileage.) We want to see the city doing projects that are complete, addressing all the issues and not just putting on bandages we will have to redress in a few months or a few years. In the long term, this will save the city money. If the engineer can help us secure funding for a larger project, it may not cost the city anymore up front than what we have bonded for in the past.

Lind, Eklund and Grafstrom have met with different engineering firms, including MSA; Widseth Smith Nolting; Bolton-Menk and Moore Engineering. We did not request proposals because we were shopping for a company that fits with the culture of Braham and could work with staff. In each case, we discussed the needs of the city and asked what their company brings to the table. We explained the city is looking for a long-term relationship with a company that is with us from funding through finish. We want an engineering firm with a funding component and connections to state agencies that can help the city find the money to pay for larger projects. The city has many larger projects, and probably some rework, as street surfaces were done without the underlying infrastructure being addressed. We want an engineering firm that cares about what Braham wants and needs.

Lind, Eklund, and Grafstrom all recommend the council approve using Moore Engineering for projects going forward from today. I have attached 2 pages of recommendations from other cities as well. Every single city I spoke to, gave Moore a glowing review!

Moore will be at the council meeting to do a brief presentation as they are the staff recommendation. I have included literature from three firms in the packets. The only thing from MSA is a proposal for the project on Elmhurst and Central. I have also included a recommendation signed by Lind, Eklund and Grafstrom.

To accomplish the change, we will need a motion discontinuing our use of BDM/MSA and another motion to approve Moore.

Resolution 19-25 Join the Regional RSG (Action Item)

Joining the regional safety group is a good value as LMCIT covers half and the presenter will update our safety and AWAIR manuals, track our training online, and advocate on our behalf with OSHA if needed. 6 meetings a year and the manual updates covers the city for state and OSHA safety training requirements.

Pine County RSG will have 5 members with us (Pine City, Rush City, Hinkley and Sandstone). They have already approved Braham to join. They host 6 trainings per

year and FirstNet is included in the cost, as many times as we want to use it, at no additional charge. LMCIT will pay ½ of the training costs for RSGs. The member cities will divide the remaining cost among the participating cities. I suggest we join as of 1/1/2020.

Total Cost for 6 sessions of training is \$7950

LMCIT will pay \$4350 of those costs

Member costs for all 5 cities for 6 sessions is approx. \$3600

Braham's fee per year is \$720.00 billed in one lump at the end of the year.

EDA Recommendation – MN Main Street (Action Item)

The EDA met on 10/14/19, minutes are included in the packets. Grafstrom is working on the EDA Revolving Loan Fund Grant. These are not open until February. The EDA does recommend that council join MN Main Street. There is information in the packet on the program. The cost to be a Network Member is \$250.00/year. When I emailed for information, they also sent out a grant opportunity that was closing on October 25, 2019. The grant is for using art to enhance the downtown business community. It is a 2-year grant for \$25,000: \$15K in year one and \$10K in year 2. I applied for the grant and will bring it to council for approval if we are chosen.

Ordinance Restricting Use of City Name

This arose out of the Animal Control Contract. The contract the city signed with the Russell's allows them to identify themselves as Animal Control for the City of Braham, so restricting the use of the city name would not apply in this case unless a new contract is drafted. The City of Cambridge restricted the use of the city name by ordinance to include the Name, the seal and the logo. The city's tagline: "Minnesota Opportunity Community" was copyrighted (NOT the city name or logo, just the tagline). I have attached a copy of Cambridge's ordinance for you review. You can let me know if we should draft something similar, and go through the ordinance process, for the City of Braham.

Subordination of Aurelius Small Cities Loan (Action Item)

I received a call from Seth Zeltinger at the bank. Aurelius is expanding and the bank would like the city to subordinate (take a later position) the Small Cities Loan so they can get loan approval from Frandsen. As the Small Cities loans are an economic development tool, cities typically have no issue with taking the second position. I recommend the city approve the subordination.

PeopleServices, Inc.

The Management Discussion and Analysis Committee, along with Superintendent Eklund, met with Paul Christiansen and Gary Giltner of PSI to discuss the ongoing issues with water quality, Giltner's hours, and the recent water main break. As a result, the city staff will write up work orders on every complaint received and map where the complaints are coming from for the month of November. Giltner will return the work order with the actions taken. The committee requested the GPS from Giltner's truck

(which has not been provided), a breakdown of the monthly fees to identify what the \$14,133/month the city pays PSI is spent on (staff, chemicals, maint, etc), and to let them know the City of Braham does not want passable water, we want good water. Christiansen got very upset when asked for the breakdown of the fees and as of 11/4/19 it has not been received. Grafstrom will maintain documentation of issues and results received.

Respectfully Submitted,

Angela M. Grafstrom
City Administrator