

Administrator's Report
December 3, 2019

TNT

Just a reminder, we will begin with this. Tish will be reading a statement from Chad Struss, Isanti County Treasurer-Auditor.

POLICE REPORT

Clarify Detective's Use of Car (Action Item)

This was discussed as part of the 2020 budget and was considered part of the agreement to Retain Kevin Stahl as a Detective, but the city has been questioned on it. I discussed with Mayor Carlson and she said the council should clearly vote on this, so we have no question going forward.

Letters of Recognition (No Action)

Chief Baumgart and the Braham Police Department hosted K9 training. We received 3 letters of thanks/appreciation which I have included in the packet.

Street Parking Ordinance (No Action)

To address the complaints from the public, we put out the following public statement: "The City of Braham has parking restrictions on city streets which are enforced at the discretion of the Braham Police Dept during a snow event (2" or more). "

OLD BUSINESS

Resolution 19-27 Adopting Final 2020 Budget and Salary Schedule (Action Item)

Resolution 19-28 Adopting the Final General Fund Levy (Action Item)

These are self-explanatory. The final steps we need to take for the year on approving the budget and levy. The actual levy amount verified with the county is approximately \$5000 less than the preliminary levy due to the bond payment amounts.

Fee Schedule Changes (No formal Action)

I would like you to make any final fee schedule adjustments so I can complete the document for approval at the January meeting. I have made some fee adjustments like for Data Practice requests. Fees should be a flat, even amount. See Data Practice Request. The city does not need to build in a 3 % annual increase as fee schedules should be reviewed and approved annually in January. I have consolidated fees when they were the same for all categories or deleted them if the city does not have a fee at this time. I also removed duplications. Yellow and orange are the fees I am questioning as to whether they are needed, are too high or too low. I put categories where fees are being considered on a separate sheet for future consideration so we can establish a solid fee schedule for 2020. Fees can be added or adjusted as needed going forward. If you want to set any of those fees now, I will add them to January's final schedule.

Main Street Revitalization Network Membership (No action)

At the last council meeting, council took the recommendation of the EDA and approved the fee of \$250 to join Main Street Revitalization as a network member. Since I had applied for the arts grant, and we did not receive it, the waived our membership fee for one year. They also plan to send a representative to address the next meeting of the EDA.

NEW BUSINESS

Resolution 19-26 Decertify TIF 2-5 (Action item)

Resolution 19-29 Gaming Permit Kanabec Area Friends (Action Item)

Resolution 19-30 Accepting Donations (Action Item)

Self-explanatory

Approve Licenses: Liquor, Cigarette, Amusements (Action Item)

All entities in town have completed the proper paperwork and submitted proof of insurance. Chief Baumgart has reviewed and signed off. I will sign off upon council approval and forward to the state.

Review Ordinance # 285 Amending 119 Est and Fix Duties of PC (No formal Action)

We have people who are no longer interested in Planning Commission. The idea here is that if people own property in town, they have a vested interest in how it develops and should have some say in the development. This would allow property *owners*, not renters, to participate in the process. See Attorney Jamnik's note in the packet.

Review Ordinance # 287 Restricting Use of the City's Name (No formal Action)

This was at council request at the last meeting.

If you are satisfied with the review draft of both ordinances, we can set them for adoption in January.

Liquor Store Hours (Action?)

Jacque would like to reduce the liquor store hours for the winter. See her note.

Respectfully Submitted,

Angela M. Grafstrom

PS: Financial Documents will be completed on Monday and on the desk for the meeting. The liquor store report is in the packet.