

Minutes
Braham City Council
Tuesday, May 5, 2020
6:30 Audit Workshop
7:00 P.M.

Mayor Carlson called the meeting to order at 6:34 pm. Members present: Mayor Carlson, Vicki Ethen, Shawn Sullivan, and Jeremy Kunshier. Robert Knowles arrived at 6:49 pm.

Other people present: Administrator Angela Grafstrom, Police Chief Eric Baumgart, Utility Superintendent Dan Eklund, Les Mateffy of Moore Engineering, Loren Davis owner of Diversified Bronze, and Rachel Kytönen of the *County News Review*.

Council conducted an audit workshop at 6:30 pm with Greg Burkhardt of Burkhardt and Burkhardt, Ltd to discuss the City's 2019 audit. Greg Burkhardt attended the meeting via Zoom.

Approval of Minutes

Councilor Sullivan motioned to approve the regular council minutes of 3/5/20 and the special meeting minutes of 3/19/20 as written. Motion seconded by Councilor Knowles and carried unanimously.

Accepting the Agenda

Councilor Ethen motioned to accept the agenda as presented. Motion seconded by Councilor Kunshier and carried unanimously.

Payment of Bills and Payrolls

Council reviewed the bills totaling \$ 649,474.55 which includes check # 40772 to 40999, electronic transfers 31999e to 32099e, and payroll transfers #50165e to 501610e, totaling \$90,805.92.

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

Public Notices

Mayor Carlson announced that Appreciation Day was cancelled. The Girl Scout Color Run was postponed until October 3, Pie Day is still planned but we are watching what the county fairs and the Governor are doing. The City-wide garage sale and the Fire Dept Smelt fire are cancelled. The Fire Dept Chili feed is still pending. Mayor Carlson suggested moving things to Oct 3 and make a big day of events.

ENGINEERING REPORT

Culvert: Judicial Ditch, Central near Elmhurst

Superintendent Eklund had pictures to show the council revealing the existing culvert is almost completely rusted away on both sides. He showed the sunken spots in the street which have added to the driving hazard. Mateffy reviewed the culvert replacement with council. This area also has a bad manhole and may require water and sewer line replacement. The area is blocked off as it is too dangerous to drive on right now. When they jetted and filmed the water/sewer lines the camera broke. Mateffy provided the city a

preliminary cost estimate to replace the culvert, watermain items, sanitary sewer items with an estimated total of \$166,000.00.

Motion made by Councilor Sullivan to approve replacing the culvert over the judicial ditch on Central Drive for an estimated cost of \$166,000. Motion seconded by Councilor Knowles and carried unanimously.

POLICE REPORT

Chief Baumgart reported the city is experiencing an uptick in thefts. We have warrants to issue, but the county issuing the warrants is not taking them right now. Drug cases have also increased in the last few weeks. Officer Stahl has been slammed with cases. The body cameras have been working well but are do for an external audit in 2020.

Approve Resignation of Christopher Bulera

Chris Bulera gave his notice from the police dept effective 3/9/20, but council still needed to approve the resignation. Baumgart reports he left in good standing and still works full time in St. Francis.

Motion made by Councilor Knowles to approve resignation of Chris Bulera. Motion seconded by Councilor Ethen and carried unanimously.

UTILITY REPORT

4th Person

Superintendent Eklund has been in touch with a local person familiar with our water and wastewater plants who would be interested in working for the City of Braham. The job description is complete, the personnel committee has reviewed it, so we are looking for council to approve going ahead with advertising for the job.

Motion made by Councilor Sullivan to approve advertising for the 4th Utility person. Motion seconded by Councilor Knowles and carried unanimously.

Compost/Yard Waste Collection

Superintendent Eklund brought pictures of some of the problems we are having at the compost site. It is a mess, full of stumps etc. The council discussed options including gating, cameras, and curbside pickup. Eklund noted we pay D/M Contracting to clean it. He is concerned about the number of non-residents using the site and dumping everything from tree stumps to appliances. Grafstrom stated she has been working with the City's garbage hauler, Quality Disposal, who is willing to try curb side composting. They came up with a plan. Grafstrom suggested we try a combination. Council will also review again in October/November and consider whether we should gate the site and have someone monitor it.

Motion made by Councilor Sullivan to install a light pole and camera at the compost site, improve the signage and offer curbside composting. Motion seconded by Councilor Knowles and carried unanimously.

Clean-up Day

Due to the COVID-19 Pandemic, Superintendent Eklund feels we need to move clean-up day. He would like to see it moved to September. Council discussed and decided to move it to September. Dates will

be announced later. We will post on Facebook/Website. Ethen suggested we discuss with Quality Disposal and see if they have any input or are willing to handle this for us.

Mosquito Drone

Administrator Grafstrom has researched and priced a mosquito drone for the City. This is cutting edge in MN. Grafstrom provided the council with the research and costs. Ethen asked how the city would pay for this drone and Grafstrom said this could be paid for with the savings from switching employee health insurance from a private carrier to Public Employee's Insurance Plan (PEIP).

Motion made by Councilor Ethen to approve the purchase of the AGRAS T16 for \$21,493.18 which includes delivery, set up, batteries and training. Motion seconded by Councilor Sullivan and carried unanimously.

OLD BUSINESS:

Hazardous Building

Administrator Grafstrom included the Judgement regarding Hazardous Building with a note from Building Inspector Marshall Lind as an FYI to the council. Council discussed and Mayor Carlson stated they have not secured the foundation. There is a hole to the basement and the windows are not covered. Council wants to move forward with the next steps. Grafstrom will have Marshall Lind follow-up with the attorney.

Employee Time Donation Policy

Employees have been asking for the council to pass this policy. Council reviewed the policy as presented. Councilor Ethen would like to see them only able to donate vacation time as she is concerned someone who is retiring could donate their sick time since they are not paid out for sick time. As written, it could only be given for a life-threatening disease, but council decided to add or debilitating disease. Ethen thought that was vague. Grafstrom said that gives leeway in what could be considering debilitating, like unable to perform the duties of your job.

Motion made by Councilor Carlson to approve the Donated Medical Leave Policy with the addition of using it for a "Debilitating" condition as well. Motion seconded by Councilor Sullivan and carried unanimously.

NEW BUSINESS:

2019 Audit

Motion made by Councilor Knowles to accept the 2019 Audit as presented. Motion seconded by Councilor Kunshier and carried unanimously.

Resolution 20-12 Accepting a Donation from New Hope Church

Motion made by Councilor Sullivan to approve Resolution 20-12 Accepting a Donation of \$660.35 from New Hope Church to the Fire Dept. Motion seconded by Councilor Knowles and carried unanimously.

Resolution 20-13 Accepting a Donation from Sam's Club

Motion made by Councilor Kunshier to approve Resolution 20-13 Accepting a Donation of sanitizing wipes from Sam's Club in St. Cloud for the Police Dept to use during the COVID-19 outbreak. Motion seconded by Councilor Carlson and carried unanimously.

Resolution 20-14 Allocating Reserve Funds

Motion made by Councilor Sullivan to approve Resolution 20-14 Allocating Reserve Funds.

Motion seconded by Councilor Knowles and carried unanimously.

Resolution 20-15 Forgiveness of the TIF 2-8 loan payable to General Fund

Motion made by Councilor Kunshier to approve Resolution 20-15 Forgiving the TIF 2-8 loan of \$334,590.52 payable to the General Fund. Motion seconded by Councilor Knowles and carried unanimously.

Resolution 20-16 Transferring Funds from Liquor to General Fund

Motion made by Councilor Kunshier to approve Resolution 20-16 Transferring \$35,000 from the Liquor Fund to the General Fund. Motion seconded by Councilor Ethen and carried unanimously.

Resolution 20-17 Authorizing EDA to use EDA funds for operating expenses/loans

Motion made by Councilor Sullivan to approve Resolution 20-17 Authorizing the EDA to use EDA Account Funds for operating expenses and revolving loans. Motion seconded by Councilor Kunshier and carried unanimously.

Renewal: Mutual Aid Agreement with Cambridge

Motion made by Councilor Knowles to approve the Mutual Aid Agreement with the City of Cambridge. Motion seconded by Councilor Kunshier and carried unanimously.

Employee Health Insurance

Grafstrom reported that if the City switches employee health insurance from a private carrier to the Public Employees Insurance Plan (PEIP), they can offer comprehensive dental and still save \$26030.76 per year. Additionally, the City's current insurance as a rate increase of about 10% per year and the PEIP insurance has an average rate increase of 2.5% per year.

Motion made by Mayor Carlson to approve switching the city's health insurance to PEIP and adding Delta Dental beginning December 1, 2020. Motion seconded by Councilor Knowles and carried unanimously.

New Probationary Fireman: Nate George

Motion made by Mayor Carlson to approve Nate George as a Probationary Fireman. Motion seconded by Councilor Knowles and carried unanimously.

Adjourn

There being no further business of the Braham City Council on May 5, 2020, motion made by Councilor Knowles to adjourn. Motion seconded by Councilor Kunshier and carried unanimously. Meeting adjourned at 8:36 pm.

Prepared by Angela Grafstrom