

## **ADMINISTRATOR'S REPORT**

Tuesday, July 7, 2020

6:45 P.M. Public Hearing on Wetlands Ordinance and Business Subsidy Policy

7:00 P.M.

### **PUBLIC HEARING**

*Wetlands Ordinance*

*Business Subsidy Policy*

Since council approved the new plans to give away the industrial park lots with conditions, the attorney said we need to update our Business Assistance Policy to a Business Subsidy Policy which also meets the requirements of current law. Campbell-Knutson said this is out of their wheelhouse and hand me contact Northland Securities for help drafting this policy. As this policy is directly related to public-purpose funds, it required a public hearing.

### **ENGINEERING REPORT**

*Culvert Project Bids*

When Moore checked the bids, all bids had errors. Accounting for errors, Jones has the lowest bid, not including the alternate bid for the sewer line. Les Mattefy will bring an estimate to slip line the sewer line.

*2<sup>nd</sup> Street Project*

Due to lateness of the year, we may have to hold off until 2021. Eklund is getting bids on the leaks to start this project, but the cost will dictate how we proceed.

### **POLICE REPORT**

### **UTILITY REPORT**

*City Wide Cleanup*

With concerns over COVID-19 contact and overtime for our utility department, I spoke with Quality Disposal and Mike's Lawn Service, and we are planning a curbside pick up with both on Saturday, September 26. People will schedule through the office; we will bill their water bills like we have in the past, and we will not have to pay the utility dept to be in on Saturday collecting clean-up items.

We need approval of the fees and the date of clean-up.

*Vietnam Veteran's Memorial – Freedom Park Location*

Council approved proceeding with this project in August of 2019 with the direction that the VFW comes back for approval of the final location. They are looking at south of the Picnic Shelter in the middle of the green space. Mayor Carlson has suggested behind the existing memorial near the gazebo. Bob Ciszewski from the VFW will be at the meeting.

*Freedom Park Regrade and Reseed*

Eklund and I were discussing. We feel the City should hold off because in 2023/25 the highway will be redone, and we are developing a new Park/Trail plan. Doing anything now seems premature and will need to be redone anyway.

### **LIQUOR STORE**

## *Johnson Resignation*

Mirinda Johnson has resigned effective July 24, 2020. Council needs to approve her resignation. I have already started advertising for the position. We will take applications until July 10, hopefully conduct interviews the week of July 13, hold a special meeting to approve a hire and get them started the week of July 20 so they are on the schedule before Mirinda leaves.

## **OLD BUSINESS:**

### *Demolition Laurent Property*

The neighbors have asked if we would hold off on this as Laurents have been over there working and making progress. Eklund has not been able to get estimates yet and if we can get Laurents to do the work, that is better than the city spending the money to have it demolished. We will have to pay for asbestos testing and removal on top of the demolition and they will still own the property.

### *Wetlands Ordinance 290*

On the recommendation of our city engineer and the County Wetland Specialist I have drafted a Wetlands Ordinance to protect our wetlands and drainage/utility easements. Since we will hold the public hearing prior to the meeting, we just need approval. We currently have 4 properties on Horseshoe that have filled in wetlands and are getting a letter from the county to restore the properties. We have been relying on the developer's agreement to be able to enforce the no fill policy on Horseshoe, but we need an ordinance and public education from the city will help to reduce property owners filling in wetlands. Attorney Jamnik reviewed as well.

### *Annexation Ordinance 291 – Set public hearing*

Annexation after the 2020 Census has been a discussion council and staff have had with me since my arrival last September. At council direction, I have proceeded with the process. There are different ways of annexing property and I have followed the direction of the city attorney, Campbell-Knutson on how we should proceed. They feel we should do the different kinds of annexations separately. The easiest and quickest annexation is what is called an island, and this is what Campbell-Knutson has started with for us. We have a pocket of properties along County Road 4 (5 parcels) that are surrounded by the City and therefore are really within the City. To annex these properties, the city only needs to pass an ordinance. We must notify Stanchfield Township, contiguous neighbors, and the property owners 30 days prior to the setting of a public hearing. Campbell-Knutson has written the ordinance, completed the steps necessary to this point and prepared the documents to be sent to the people we need to notify. Neither the homeowners nor the township must agree with the annexation to proceed. Once it is passed, I send a certified copy of the ordinance, all exhibits and \$100 filing fee for review by the Municipal Boundary Adjustment Unit for review and approval. Once we have the approval, Campbell-Knutson will provide more instructions about where to send the approval.

This is an important step in adjusting the boundaries of the City. The people living in this island of houses currently have no say in city government or decision making. The people in the island already benefit from city public safety, mosquito spraying, and the city compost yet do not have to pay taxes to maintain the city like their friends and neighbors.

Additional benefits they will receive when they are annexed: They can connect to city water and sewer if/when their well and septic fail, they can get garbage pick-up at the city rate and qualify for curbside composting, they can vote in city elections and have a say in the city changes made around them. They will be paying city taxes instead of Stanchfield Township taxes. Comparing the 5 properties in Beacon to similarly assessed properties within the city limits, taxes for the year on a property valued at \$166,000 will increase about \$500.00/year from township to city taxes for the homeowner. 3 of the properties are valued less than this and one is valued more. I have asked the county for a more accurate comparison which I will hope to have for July 7.

It does not matter that 4 is a county road as we have other county roads within the city limits, and 4 itself is within the city limits. It is also the right thing to do, for them to share the tax burden of maintaining the City of Braham.

**Public Hearing date** (Campbell-Knutson said MN law generally requires adding 3 days to mail a document) can be prior to the August 11, 2020 council meeting if I get the documents mailed out no later than July 9<sup>th</sup>, 2020. I think we should shoot for the August 11 date for the public hearing and ordinance approval because September we will start in on budget approvals, November Elections, etc. Usual busy end of the year stuff.

### *Compost Site*

More signage is not working, and the site is just way too small for the City's needs. Chief Baumgart has prepared slides to show you what it looked like on a Monday morning. It was cleaned up when Eklund checked it on a Friday and the following Monday it looked like this. Also, we met with the Moore team on the parks and trail plan. They agree the opening to the largest park area the city has (40 acres) is not an ideal location for our compost. The current location is attached to an existing park and could better serve the city as a park. We need to consider moving the compost site to a back lot in the industrial park, down Quail where we have more room and it is not an eye sore. If we can set it up properly to begin with, it should be easier to maintain and serve as an actual compost site. It could still be gated, and we can easily add a camera as there is fiber out there. we should post a sign with clear rules, etc. I have drafted a suggestion for council approval.

### **NEW BUSINESS:**

*Resolution 20-20 Business Subsidy Policy:* As per Campbell-Knutson this needed to be updated to better cover our COVID-19 loans. This will replace Business Assistance Policy updated April 3, 2018

See the note under the public hearing

### *Resolution 20-21 Drone Policy*

When I researched the drone, I focused on the law/rules around mosquito spraying. As we have looked more into the uses by police and fire, it gets a little trickier. We run issues into data privacy and the need for search warrants. At this time, and due to the type of drone, Campbell-Knutson suggested we leave our focus on mosquito spraying. We have also heard from citizens that they are concerned about the city using the drone to spy on them. The mosquito drone does not store data the police and fire dept would use anyway. We want to be clear, we are only killing mosquitos and not using the drone for surveillance. So, currently, I think we approve the policy with that in mind. I drafted a policy and had it reviewed and updated by Campbell-Knutson.

Jeff Jones and Victor Fanth have started training on the drone and are planning for testing.

### *Resolution 20-22 and 20-23 WCA Administration and Delegation*

Campbell-Knutson reviewed these documents as well. We approved (hopefully) the Wetlands Ordinance above. Resolution 20-22 says the City accepts the Wetland Conservation Act Administration, then Resolution 20-23 states the City delegates authority and administrative responsibility to the County. Once we have approved both, the County will approve the delegation agreement at the County Board on July 15, 2020.

### *Resolution 20-24 Donations for Fireworks*

We have received donation from various people for fireworks. I have included the resolution in the packet and will attach a list of donors and dollar amount for the meeting and final resolution on July 7. It may not yet be complete as I had to get the packet out early due to the holiday.

### *Leadership Training for Dept Heads*

As a way of improving the overall atmosphere and functionality of the city, I would like to hold a leadership training for all the department heads. Some of them have never had any leadership training and I think it would improve the overall operations of the City. I reached out to the League of Minnesota Cities who recommended the training offered by Hue Life. They are doing something similar in other communities as well. I have the information and cost in the council packet. I am asking for council approval as it could come in just over the \$5000, I am authorized to approve. I would like council input as well on whether we should include the additional 2-hour piece for all employees.

*Peter and Paul Church Fall Festival Temporary Liquor Application*

This is like every other year and just needs approval.

*Conditional Use Permit for Cross Pine Holdings (Detail Shop)*

The Planning Commission will meet on June 30 at 5:00 pm. They plan to recommend approval of the conditional use permit contingent on Cross Pine Holdings paying their utility bill up to date. Their current billing is \$2055.57 which includes a past due and penalties amount of \$1751.99.

*Move Council Meetings for August and November*

Due to the primary election and the election, we need to move our August and November Council meetings. I would recommend we move the August meeting from August 4 to August 11, 2020 (which gives us the required time for the Annexation Ordinance) and the November meeting from November 3 to November 10, 2020.

Respectfully submitted,

Angela M. Grafstrom