

**Minutes**  
**Braham City Council**  
Tuesday, June 2, 2020  
7:00 P.M.

Mayor Carlson called the meeting to order at 7:00 pm. Members present: Mayor Carlson, Shawn Sullivan, and Jeremy Kunshier, and Robert Knowles.

Absent: Vicki Ethen

Other people present: Administrator Angela Grafstrom, Police Chief Eric Baumgart, Utility Superintendent Dan Eklund, Liquor Store Manager Jacque Nordby, Les Mateffy of Moore Engineering, Vern Fix, Laura Martin of the Braham Journal, Tiffany Kafer of the County New Review and Nicole Peltz.

**Approval of Minutes**

***Councilor Kunshier motioned to approve the regular council minutes of 5/5/20 as written.*** Motion seconded by Councilor Knowles and carried unanimously.

**Accepting the Agenda**

***Councilor Sullivan motioned to accept the agenda with the addition of Parks/Trail Plan under Engineer Report, Old Business C: Hazardous Building and New Business F: Industrial Park Lot.*** Motion seconded by Councilor Knowles and carried unanimously.

**Approval of Bills and Payroll**

Council reviewed the bills totaling \$ 460,634.71 which includes check # 41000 to 41135, electronic transfers 32101e to 32116e, and payroll transfers #501683e to 501733e totaling \$70680.42.

***Councilor Sullivan motioned to approve the bills and Payroll as presented.*** Motion seconded by Councilor Knowles and carried unanimously.

**Engineering Report**

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

The city has 3 water leaks/breaks on 2<sup>nd</sup> Street from 107 to Broadway. This is not the city's first choice in streets to repair but the water leaks have made it a priority. To repair, we would be digging up 3 to fix 3 spots. The city can apply the \$100,000 we have at the county to the project. Mateffy said the cost of the street and sidewalk items is approximately \$264,000 and the \$100,000 could be applied towards this. The watermain items total \$110,000. The total cost the city would have to bond is approximately \$274,000. Grafstrom and Mateffy have been in touch with David Drown Associates Jason Murray to work on financing. Murray is looking at Rural Water for the funds. The current interest rate is approximately 2.25%. Mateffy noted that when MnDOT does the work on 107 they will bump out the curbs 2 feet. They are considering a mill and overlay, but we need to replace water main and storm sewer, so it may become a total reconstruction.

***Motion made by Councilor Sullivan to move forward with the 2<sup>nd</sup> Street project and seek funding.***

Motion seconded by Councilor Knowles and carried unanimously.

**North Elmhurst**

Mateffy turned the floor over to the Utility Superintendent, Dan Eklund. Eklund report North Elmhurst had a broken pipe under the road. They noticed there was a dip in the road, televised and called Jones out of Pine City. When they dug, they found a cracked pipe and a 4 to 5-foot diameter hole under the blacktop. The service line and the main were almost gone. It was about 5 hours of work, but it has been repaired. This was an emergency repair and we do not yet know the cost.

IUP

Mateffy just wanted to update the city that the letters have been sent to get on the project list.

Wetlands Ordinance

The city has had issues on Horseshoe Lane with houses filling in the Wetland area. We have been working with the county to rectify this, but both the county and Mateffy have suggested the city pass a wetlands ordinance and provide public education on the importance of maintaining our wetlands. Grafstrom included a draft in the packet, but Inspector Lind, Engineer Mateffy and Grafstrom are still working on it. Council pointed out we had the same issue with the property on Beechwood after people were allowed to fill in wetlands. They also want it reviewed by the County Wetland Specialist and the DNR. Council set a public hearing on the Wetlands Ordinance 290 for July 7<sup>th</sup>, 2020 at 6:45 pm

***Mayor Carlson moved to approve setting a public hearing for Wetlands Ordinance 290 on July 7<sup>th</sup>, 2020 at 6:45 pm.*** Motion seconded by Knowles and carried unanimously.

Parks/Trail Plan

Engineer Mateffy told council Amy Denz in his office has been working on a City-wide park and trail plan. If we can get the plan approved by October, we can apply for TAP funding and get it into the MnDOT plans for construction on 107. Denz just helped another community get over \$200,000 in grant funds.

***Motion made by Councilor Sullivan to use \$6500 from designated reserves to have Moore Engineering develop a Parks/Trail plan and apply for TAP funding.*** Motion seconded by Mayor Carlson and carried unanimously.

## **POLICE REPORT**

Chief Baumgart reported the department had an average call load. Lt. Stahl has been working on 2 or 3 unique fraud cases. Baumgart reported regarding last week's emergency that there were still plans in place if any issues spark in town, but we need to look at updating city hall security and maybe adding new equipment to handle protestors and rioters. He said at city hall we should consider adding sally ports and ballistic glass. Grafstrom added the City did just replace the window at the office with bullet resistant glass when they had to upgrade for the COVID-19 pandemic. In his career, this was the first statewide request to send officers to help in Minneapolis, but they have no gear. Currently with health issues, he is understaffed to send help, but if SRT is called Officer Lease will go to Minneapolis to help.

Baumgart said the mandatory biannual camera audit is due this year. The auditor reviewed the system and must submit to the state. Baumgart likes the camera auditor and said he is also cheaper than the last one the city used. He added Lance Olson is in charge of the internal audit and reiterated the camera audit occurs every 2 years.

### **FIRE DEPARTMENT REPORT**

The fire department has updated their Standard Operating Procedure to be more in keeping with current best practices. They are looking for council approval of the procedure.

***Motion made by Councilor Kunshier to approve the updated Standard Operating Procedure for the Fire Department.*** Motion seconded by Councilor Sullivan and carried unanimously.

### **Utility Report**

Eklund asked for quotes on Freedom Park regrade and reseed. Currently, the City received only one quote from Peterson for \$22,325.00. Eklund said this would be a good time to do this with the cancellation of pie day. Sullivan is concerned that if we are going to make a park and trail plan would it be a waste of funds to spend them on this project now. Eklund feels it is a safety concern as there are so many low, uneven spots. Mayor Carlson asked if we could use any of the designated reserves for this. Grafstrom was unsure as the funds are designated from the developments for park and trail development. Mateffy stated he thought the funds could be used for maintenance. Grafstrom will check on the language. No action was taken at this time.

### **Liquor Store**

Nordby reported the liquor store has sold more in the last two months than her entire last year's profits. Busier than ever. Lots of new faces and compliments on selection, etc. No issues from the customers. They are very respectful of other people's space. Things have been busy. Staffing continues to be an issue and she is still struggling to fill shifts. Sullivan asked if she considered Seasonal. Nordby and Grafstrom reported it was discussed, but at this time she will try to fill shifts with the staff she has. Nordby thought it might be nice to hire a college student to work summers and holidays.

Grafstrom added they have set up paying most orders online now. Nordby said she mostly orders that way as well as her salesmen have not been able to come out. She is currently experiencing shortages due to the protests in Minneapolis. Grafstrom clarified that the liquor store has sold a lot and after expenses the dollar amounts are still good. In March and April, the liquor store cleared about \$45,000. Grafstrom also noted the new billboard is up on 65 northbound from Cambridge.

Manager Nordby has taken Greg Mason off the schedule and would like council to approve his termination. The reasons for his termination have been noted in his personnel file.

***Motion made by Councilor Knowles to terminate Greg Mason's employment with the city.*** Motion seconded by Mayor Carlson and carried unanimously.

## Old Business

### Personnel Manual

Council reviewed the updated Personnel Manual. It has been updated to include modern language on leave policies, harassment policies, and to incorporate changes previously made by council and not added to the manual. It has been reformatted, so when changes are made, they can be noted on the front cover to better track the manual changes/updates. Grafstrom requested council to approve the updated manual before contract negotiations begin with the police union. Council received an email copy to save paper, council meeting for your review.

***Motion made by Councilor Sullivan to approve the updated employee manual with the addition of Required Leave.*** Motion seconded by Mayor Carlson and carried unanimously.

### FYI Wellhead Amendment

The Planning Commission met on May 26, 2020 to hold a public hearing and review the updated Wellhead Amendment we received from the MN Dept of Health. This is just a council FYI, no action needed. Grafstrom gave Mateffy a copy of the updated Wellhead Amendment.

### Hazardous Building

Grafstrom reported Lind received the conclusion of law stating Mr. Laurent has not complied or made a good faith effort to comply with the Order of Default Judgement, so the City of Braham is permitted to proceed with the enforcement of the order. This includes the right to tear down the building and assess the charges to the property taxes. Grafstrom had already instructed Eklund to get cost estimates.

***Motion made by Councilor Kunshier to remove the house and assess to property taxes.*** Motion seconded by Councilor Knowles and carried unanimously.

## New Business

Resolution 20-18. The City was given 2 yearbooks from the high school for use by the police department and the liquor store.

***Motion made by Councilor Sullivan to approve Resolution 20-18 Accepting Donations.*** Motion seconded by Councilor Knowles and carried unanimously.

### Investment Policy:

Grafstrom met with Seth Zeltlinger and Sarah Smith at Frandsen regarding investing the \$360,000 council approved to invest for better interest. They feel the City's best option would be a brokerage account through which the funds would be invested in money markets and other low risk investment opportunities. This would also allow the City to have funds available, if needed. Before proceeding, the City needs an investment policy which dictates how the city may invest their funds and a resolution

authorizing the signatories. The signatories on the account cannot be the same as those who sign the documents. Administrator Grafstrom and Mayor Carlson are listed as the authorized signers on the account, so Councilor Sullivan and Councilor Kunshier will sign the documents.

***Motion made by Councilor Sullivan to approve the Investment Policy and Resolution 20-19 Authorizing Signatories for Brokerage Account.*** Motion seconded by Councilor Knowles and carried unanimously.

Peltz Conditional Use Permit

At the May 26, 2020 meeting the planning commission held the public hearing and recommended that council approve the conditional use permit for Peltz to operate a hair salon from her home.

***Motion made by Councilor Sullivan to approve Peltz Conditional Use Permit as long as she meets the standards of the board of Cosmetology.*** Motion seconded by Councilor Kunshier and carried unanimously.

Prorate Liquor Licenses

Due to COVID-19 our liquor and beer license holders have been unable to operate. They paid the city for the license for a year. As away to alleviate some of the suffering to their business, council discussed the city prorating the licenses for the amount of the year they were used and applying the funds paid for the months they had to be closed towards their next year's fees. The businesses affected are Braham Brewing, Rysdam's Pizza Pub, and Braham Lanes. Together the 3 licenses total a revenue of \$2300 to the city.

***Motion made by Councilor Carlson to approve prorating liquor licenses for 2020 and applying the funds for the time they were forced to be closed due to COVID-19 to next year's license applications.*** Motion seconded by Councilor Kunshier and carried unanimously with Councilor Sullivan abstaining.

Information Release Policy

Grafstrom reported that during the events of last Thursday, we found that we had city staff spreading rumors and information before the Police Chief was able to confirm the threat and brief administration. The city was still trying to verify the threat and formulate a response to avoid panic when they began receiving phone calls as the information had already been leaked to the public. As a result, we have developed a Release of Information Policy so that the proper message flows through the proper channels and we are not dealing so much with rumor and innuendo. We drafted this Policy from a similar media policy in Lexipol.

***Motion made by Councilor Knowles to approve the Information Release Policy.*** Motion seconded by Mayor Carlson and carried unanimously.

The sign at the Industrial Park lot was damaged and needs to be replaced. Grafstrom will order a sign for the ERCOA lot at the same time. EDA recommends the lots are free if they break ground within one year and have an operational business within two years. Purchaser will pay the closing costs. If these terms are not met, then the purchaser will pay the \$30,000 lot price. The City will work out the details

with the purchaser and the City's Attorney. We want this approved so we can add "free with conditions" to the signs as the EDA feels it will add interest.

***Motion made by Councilor Kunshier to approve selling the lots for free with conditions and closing costs and installing new signs at the Industrial Park.*** Motion seconded by Councilor Knowles and carried unanimously.

Grafstrom and Carlson reported the city has also distributed seven EDA Emergency COVID-19 loans to RNK, DEMCO, Park Café, Pizza Pub, Bridal Emporium, Braham Floral and Braham Barber Stylist. We have one left, but no applicants currently. All the applicants thanked the city for what they were doing when they came in to sign the documents and pick up checks.

Before the city adjourned, Mateffy asked what the City's assessment percentage is. Grafstrom said it has been 30%. He asked council to think about if the city planned to assess or not assess the second street project. He also mentioned Tonka did come and do the media testing at the water plant and we should get results soon.

### **Adjourn**

***There being no further business of the Braham City Council on June 2, 2020, motion made by Councilor Sullivan to adjourn.*** Motion seconded by Councilor Knowles and carried unanimously. Meeting adjourned at 8:08 pm.