

**Minutes**  
**Braham City Council**  
Tuesday, July 7, 2020  
6:45 P.M. Public Hearing  
7:00 P.M.

Mayor Carlson called the meeting to order at 6:47 pm. Members present: Mayor Carlson, Shawn Sullivan, Vicki Ethen, and Jeremy Kunshier, and Robert Knowles.

Staff present: Administrator Angela Grafstrom, Police Chief Eric Baumgart, and Utility Superintendent Dan Eklund, City Engineer Les Mateffy of Moore Engineering

Others Present: Loren Davis of Diversified Bronze and Planning Commission Chair, Trevor White, Kim Santomango and Lee Servatz of Royal Treatment Auto Detailing, Terry Peitron of Jones Construction Services, community members Adam Zeit, Cory Schlotthauer, and Ben Maki. VFW Members Present: Bob Ciszewski, Douglas Eklund, Tom Colby, Helen Swenson, and Rod Leick

Mayor Carlson opened the public hearing for the Wetlands Ordinance #290 and the updated Business Subsidy Policy.

No public discussion.

**Councilor Knowles motioned to close the Public Hearing and Open the regular meeting.** Motion seconded by Councilor Kunshier and carried unanimously. Public hearing closed and regular meeting opened at 7:00 pm.

#### **Approval of Minutes**

**Councilor Sullivan motioned to approve the regular council minutes of 6/2/20 and the special meeting of 6/23/20 as written.** Motion seconded by Councilor Kunshier and carried unanimously.

#### **Accepting the Agenda**

**Councilor Ethen motioned to accept the agenda with the removal of New Business Item F: Peter and Paul Church Fall Festival Temporary Liquor Application and Addition of F: Grafstrom Review.** Motion seconded by Councilor Sullivan and carried unanimously.

#### **Approval of Bills and Payroll**

Council reviewed the bills totaling \$268,047.14 which includes check # 41136 to 41230, electronic transfers 32117e to 32141e, and payroll transfers #501757e to 501790e totaling \$52078.58.

Councilor Sullivan wanted to discuss the overtime sheet which was included in the packet. Councilors Ethen and Sullivan were concerned about why employees are still getting overtime. Grafstrom said it is less than we had before. Mayor Carlson noted we had extra hours with the remodel of city hall and Chief Baumgart noted he was short staffed with one part-time officer and one full-time officer out. Council requested the department heads work harder on reducing this as they do not want to see any overtime.

**Councilor Kunshier 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 plan is now to do the construction next year due to the lateness of the season. We will have to repair and patch the 2 leaky spots this year and repair the hydrant.

Wellhead Phase II: We are required to do the Phase II planning for the city's Wellhead Protection. Moore has provided the city with a proposal of \$9000 to do the planning.

**Councilor Ethen motioned to accept the Wellhead Protection Plan Phase 2 Proposal for \$9000 as presented by Moore Engineering.** Motion seconded by Councilor Sullivan and carried unanimously.

#### Wastewater Treatment Energy Assessment

Paul Hoschien from Minnesota Rural Water conducted an energy efficiency study on the wastewater treatment facility. Mateffy reviewed the study and agrees the efficiencies will save the city money.

**Councilor Sullivan motioned to proceed with the recommended efficiency improvements except for the lights and the collection system. Lights will be replaced as they go out and the collection system is part of the City's PPL.** Motion seconded by Councilor Ethen and carried unanimously.

#### Culvert Project Bids

Mateffy reported that sealed bids were opened on June 23, 2020 at 2 pm for the Central Drive Culvert and Utility and Improvements Project. The City received a total of 8 bids ranging from \$175,014.00 to \$339,391.25. All bids had adding errors when received.

Company	Total Base Bid	Total Alternate A
Jensen Backhoe	176,743.49	20,930.27
Jones Construction Services	187,484.00	24,675.00
Douglas-Kerr Underground	217,914.59	29,526.90
Meyer Contracting, Inc	240,515.32	35,883.26
Dresel Contracting, Inc	256,373.68	37,389.76
RL Larson Excavating, Inc	288,251.51	35,969.00
Land Pride Construction	295,572.00	37,6668.00
Kuechle Underground Inc	339,391.25	54,188.45

Moore Engineering reviewed the bids and determined the lowest responsible bid was from Jones Construction Services in the amount of \$175,014.00 for the base bid. If Alternate A is also awarded, Jenson Backhoe, LLC is the low bid with a total of \$197,426.44 as Jones Construction Services came in at \$199,689.00 with the base bid and Alternate A.

Mateffy also received a quote for Alternate A from Visu-Sewer to line the sewer instead of replacing. Their quote for lining is \$15,141.00.

**Mayor Carlson motioned to accept the bid from Jones Construction Services in the amount of \$199,689.00 for the Central Drive Culvert and Utility and Improvements Project.** Motion seconded by Councilor Ethen and carried unanimously.

#### Police Report

Chief Baumgart explained as of July 1, 2020 they have switched to NIBRS crime reporting. This is a mandatory switch from the old MOC reporting system. Currently the reporting is in Chief Baumgart's lap as they have no clerical staff and it has added significantly to his workload. His 50 test cases required 82

hours. He knows his time will improve as he becomes more proficient and be able to get back to doing more patrolling.

Baumgart reported we had damage to property in Hidden Park.

## Utility Report

### City Wide Cleanup

With concerns over COVID-19 contact and overtime for our utility department, Grafstrom spoke with Quality Disposal and Mike's Lawn Service, to do cleanup day as a curbside pickup with both companies on Saturday, September 26. People will schedule through the City office; we will bill their water bills like we have in the past, and we will not have to pay the utility dept overtime to be in on Saturday collecting clean-up items. The price list is included in the council packet. We need approval of the fees as presented and the date of cleanup.

**Mayor Carlson motioned to set cleanup day for Saturday, September 26, 2020.** Motion seconded by Councilor Sullivan and carried unanimously.

**Councilor Sullivan motioned to adopt the cleanup day fee schedule as presented.** Motion seconded by Councilor Kunshier and carried unanimously. A copy of the approved fee schedule is attached to and becomes part of these minutes.

### Vietnam Veteran's Memorial

Council approve the memorial in Freedom Park in August of 2019. Tonight, they need to approve the location in the park. VFW members attended the meeting. Bob Ciszewski gave a brief presentation to council on what the memorial will look like, the planned installation and the planned location in Freedom Park south of the picnic shelter. Mayor Carlson mentioned alternative locations to consider, nearer the Gazebo or in the park next to the post office.

**Councilor Sullivan motioned to approve placing the Vietnam Memorial south of the picnic shelter and north of the Braham sign.** Motion seconded by Councilor Knowles and carried unanimously.

### Freedom Park Regrade and Reseed

Council discussed and with the additional infrastructure repairs, coming road work to 107 and the park/trail plan in the works, council decided not to proceed with this at this time. No action was taken.

## Liquor Store

Mirinda Johnson turned in her resignation effective July 24, 2020.

**Motion made by Councilor Ethen to accept Mirinda Johnson's resignation as liquor store clerk effective 7/24/20.** Motion seconded by Councilor Carlson and carried unanimously.

## Old Business

### Laurent Property Demolition

Grafstrom reported, 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 would

have to pay for asbestos testing and removal on top of the demolition and they will still own the property. Council decided to not move forward with the demolition, but to monitor the progress on the property.

Wetlands Ordinance #290

**Motion made by Councilor Ethen to approve the Wetlands Ordinance #290 as written.** Motion seconded by Councilor Sullivan and carried unanimously.

Set Public Hearing for Annexation Ordinance #291

**Motion made by Councilor Sullivan to set the public hearing for Annexation Ordinance #291 for August 13, 2020 at 6:30 pm.** Motion seconded by Councilor Ethen and carried unanimously.

Compost Site

Grafstrom had Baumgart prepare slides of the compost site as it exists now. We are having so much trouble keeping this cleaned up. Plus, it is currently located at the opening of 40 acres of park land. It is also too small to meet the city's needs. Grafstrom and Eklund are suggesting council move the park to Lot 6 in the industrial park with access from Quail Street. This would allow the city to develop the park in our new park/trail plan, and better monitor and separate items in the compost. Additionally, if the compost site is move to Industrial Park Lot 6, the city can file for tax exempt status on that parcel as it would no longer be for sale, but for public purpose.

**Motion made by Councilor Sullivan to approve moving the compost site from its current location on County Road 4, to the Industrial Park Lot #6.** Motion seconded by Councilor Ethen and carried unanimously.

**New Business**

Resolution 20-20 Business Subsidy Policy

**Motion made by Councilor Sullivan to approve Resolution 20-20 Business Subsidy Policy to replace the existing Business Assistance Policy.** Motion seconded by Councilor Kunshier and carried unanimously.

Resolution 20-21 Drone Policy

Grafstrom had the drone policy reviewed by MnDOT Aeronautics and the city attorney's office.

**Motion made by Councilor Ethen to approve the Drone Policy.** Motion seconded by Councilor Knowles and carried unanimously.

Resolution 20-22 and Resolution 20-23

**Motion made by Councilor Knowles to approve Resolution 20-22 accepting the Administration of the Minnesota Wetland Conservation Act.** Motion seconded by Councilor Ethen and carried unanimously.

**Motion made by Councilor Kunshier to approve Resolution 20-23 Resolution Regarding the Administration of the Wetlands Conservation Act and the Enforcement of Official Controls Implementing the Isanti County Water Plan.** Motion seconded by Councilor Knowles and carried unanimously.

## Resolution 20-24 Donations for Fireworks

**Motion made by Councilor Sullivan to accept \$1400 in donations from the donors listed on the resolution.** Motion seconded by Councilor Ethen and carried unanimously.

Council expressed thanks to the donors who donated to the fireworks.

## Leadership Training Dept Heads

As a way of improving the overall atmosphere and functionality of the city Grafstrom would like to hold a mandatory leadership in-service for all department heads. This would be put on by Hue Life, they are recommended by the League. The cost for the in-service is under the \$5000 threshold Grafstrom can approve, but she is wondering if we should include the additional staff training which would put the cost at approximately \$5138. If we want to include the staff, the purchase will require council approval.

**Motion made by Councilor Sullivan to approve the Leadership Training and the employee training offered by Hue Life.** Motion seconded by Councilor Knowles and carried unanimously with Councilor Sullivan abstaining.

## Move Council Meetings for August and November

Due to the primary and need for a 30-day notice on the annexation public hearing in August, and general election in November, we need to move the council meetings from the 1<sup>st</sup> Tuesday in August and November.

**Motion made by Councilor Knowles to move the August meeting from August 4 to Thursday August 13, 2020 and the November meeting from November 3 to Tuesday November 10, 2020.** Motion seconded by Councilor Kunshier and carried unanimously.

## Conditional Use Permit for Cross Pine Holdings

Cross Pine Holding wishes to operate an auto detailing shop out of the back of their building. Council asked about parking. Lee Servatz, representing Gary Klingner stated all vehicles will be parked inside. Planning Commission Chair Loren Davis said she checked before coming to the meeting and first half county taxes and the water bill back to February remain unpaid. Planning Commission and the City Administrator recommend issuing the Conditional Use Permit to Cross Pine Holdings contingent on their bringing taxes and water bill up-to-date and their following all MN state building, plumbing and mechanical codes. Council directed Grafstrom to ask the attorney if they could withdraw the permit if the taxes and water bill get behind.

**Motion made by Councilor Ethen to approve the conditional use permit for Cross Pine Holding contingent on them paying their property taxes and City utility bill up-to-date and their following all MN state building, plumbing and mechanical codes.** Motion seconded by Councilor Sullivan and carried unanimously.

## Administrator Review

Councilor Ethen would like the personnel committee to set up a date to review Angela Grafstrom and consider her for a raise as per her hiring contract. The contract says she will be reviewed quarterly, she has been with the city for 9 months, and considered for a raise based on performance. The personnel

committee members, Mayor Carlson, and Councilor Kunshier will set this up and try to have it completed for the council meeting in August.

**Adjourn**

***There being no further business of the Braham City Council on July 7, 2020, motion made by Councilor Ethen to adjourn.*** Motion seconded by Councilor Kunshier and carried unanimously. Meeting adjourned at 8:26 pm.

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