

**ADMINISTRATOR'S REPORT
BRAHAM CITY COUNCIL**

Thursday, August 13, 2020

6:30 P.M. Public Hearing on Ordinance 291: Annexation of Island
Regular Meeting 7:00 P.M.

Public Hearing on Ordinance 291

There is information in your packets listing the pros and cons to the city and to the property owner. Basically, there are no cons for the city and the only con for the taxpayer is that their taxes will increase from township rates to city rates. I have included a map showing the 5 properties are indeed surrounded by the city.

Taxes: I have checked with the city attorney and the county. We cannot give any tax breaks on this kind of annexation (A council member asked me to check). I also got a tax estimate from the county showing what the total taxes would be comparing the township rate to the city rate, and then showing a breakdown of what the City of Braham portion of the increase would be.

Water and Sewer: I also checked with the attorney to find out if we needed to ever provide hook-up to city water and sewer. We do not need to compel the properties to hook-up to city water and sewer and if they request to do so, the cost would be assessed to their properties.

Fire Dept:

- A. We need to approve the raise in fire relief retirement, then they will be able to apply that amount to PERA when they transition over. Chief Jones is still waiting for information, so I do not have it in the packet.

Utility Dept:

- A. Eklund is preparing for the snow season. We need to replace the dump body and sander on the 1 ton. Your packet includes an estimate from Crysteel for \$13,271.67. This is off the state bid.
- B. Our digester tanks are not being properly cleaned out and we currently have about 18 inches of debris, including a giant rag ball in the bottom of our largest tank. Because of this, our facility is operating at a reduced function. All 3 of the tanks are like this, but Fanth would like to get the largest one cleaned at this time. Once they are cleaned, Fanth plans to keep them properly maintained going forward. Fanth got 2 bids, one from Nelson Sanitation for \$6300 and one from Hassle Free Septic for \$6400. Fanth would like you to approve the Nelson Sanitation bid for \$6300 so he can get the tank cleaned and functioning.

- C. Fanth also feels we need to test our water supply more frequently. Currently our water is not tested daily, and it should be. It is also not tested with equipment that rules out human error. He would like to purchase a portable Colorimeter from Hach to test our water and eliminate human error. The cost is \$5435.70. He only got the one bid because he went right to the distributor and all testing meters are similar in price.

Liquor Store:

- A. Jason Wida has never returned to work after his surgery last winter. We never received a doctor's note, so Nordby pushed him to find out what he planned to do, and he has turned in his resignation. We just need to approve.

Old Business:

- A. Annexation Ordinance 291. Public hearing is held before the meeting and all that is required at this point is the vote.
- B. Mayor Carlson and Councilor Kunshier of the Personnel Committee met with Grafstrom on 7/23/20 to conduct her review as per her hiring contract and council request at the last meeting. Grafstrom has been with the city for nearly 10 months and her hiring contract stated she would be reviewed quarterly with the possibility of a raise. This is the first review conducted. The review was favorable, and the committee recommends giving Grafstrom a raise from Step 3 at \$36.40/hour to Step 4 at \$37.52/hour. Council will need to determine an effective date for the raise.

New Business:

- A. Resolution 20-25 Accepting Donations for Fireworks: These are the donations that came in for fireworks after the last council meeting. You will be approving the \$800 in donations today. The sheet also shows the total fireworks donations received this year were \$2200.
- B. Resolution 20-26 Data Practices Policy: The city is required to update this every year. We have made no changes, so we just need to approve the policy.
- C. Resolution 20-27 Expenditure Policy for Coronavirus Relief Funds: I met with the county and other cities to discuss how we could spend the funds. The guidance is somewhat vague, but basically expenses must be necessary due to the public health emergency, were not in the budget for March 1- December 30, 2020 and were incurred during the same period. The city received \$135,914 which MUST be spent ONLY on COVID-19 related expenses and cannot be used for general operating expenses. Any funds we do not spend before December 30, 2020, will have to be sent back to the county. After visiting with other cities, and our Auditor Greg Burkhardt, we are considering using the funds to upgrade technology for

work from home, update restrooms to touchless facilities and upgrade all doors to a touchless entry system to help protect our employees and the public. We are also looking at touchless temperature taking stations for city hall and the liquor store. We are discussing a speaker system to the hallway from council chambers, so we can socially distance at crowded council meetings. And, of course, we will count the protective glass installed at city hall and the liquor store and all COVID-19 related expenses already incurred for sanitizer, cleaning supplies and masks. I have already received estimates on upgrading the bathrooms and doors at city hall and the liquor store. We are waiting for the estimates on the keyless entry system and the technology estimate. The city can do all these projects with the \$135,914 and will still have funds to spare if you have any other COVID-19 related ideas.

- D. Peter and Paul need approval of a temporary gambling permit to conduct a raffle. They have not yet brought in the application so it is not in the packet.
- E. Isanti County Election Equipment Plan: the county needs Braham to approve and sign their plan for election equipment.
- F. Isanti County is also getting approximately \$32,000 CARES money strictly for election expenses. The County needs us to sign an agreement on how the money is spent for elections. At the time of this packet, I have not gotten the agreement from Chad Struss, but I will have it for the meeting.
- G. Council needs to approve the annual LMCIT Liability Waiver form for this year's insurance application.

I have included 2 FYIs in your packet.

- 1. One is an information sheet on Capital Financial Planning with David Drown Associates. Jason Murray will come to our budget workshop in September to discuss this with the council. It is a great tool for helping us to plan future projects, taxes and budgets.
- 2. The monthly water expenditures from People Service.

Respectfully Submitted,

Angela M. Grafstrom