

**Minutes**  
**Braham City Council**  
Tuesday, Sept 1, 2020  
7:00 P.M.

Mayor Carlson called the meeting to order at 7:02 pm. Members present: Mayor Carlson, Shawn Sullivan, Vicky Ethen, and Jeremy Kunshier, and Robert Knowles.

Staff present: Administrator Angela Grafstrom, Police Chief Eric Baumgart, and Utility Superintendent Dan Eklund, and Water/Wastewater Specialist Victor Fanth.

Others Present: Rachel Kytonen of the County News Review

### **Approval of Minutes**

***Councilor Ethen motioned to approve the regular council minutes of 8-13-20 with the correction of the Ordinance number from 191 to 291 under Old Business and in the 2 motions.*** Motion seconded by Councilor Knowles and carried unanimously.

### **Accepting the Agenda**

***Councilor Sullivan motioned to accept the agenda with the correction under old business A and C from Ordinance 191 to 291 and the addition of Item B Asphalt and Item C Wastewater Valve under the Utility Report.*** Motion seconded by Councilor Kunshier and carried unanimously.

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

Council reviewed the checkbook balance through July 31, 2020 which shows a cash balance of \$1,891,696.39.

Council reviewed the bills totaling \$329,664.50 which includes check # 41323 to 41418, electronic transfers 32150e to 32166e, and payroll transfers #501859e to 501892e totaling \$49535.23.

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

### **Engineering Report**

#### **Appoint a Wellhead Protection Committee**

Grafstrom reported Moore Engineering was unable to attend but the council will need to establish a Wellhead Protection Committee. Grafstrom suggested this committee consist of the Mayor, the City Administrator, Dan Eklund, Marshall Lind, and Victor

Fanth. The council discussed and established the committee consisting of the City Administrator, the Mayor, the Building Official, the Utility Superintendent, and the Water/Wastewater Specialist.

**Mayor Carlson motioned to establish a Wellhead Protection Committee consisting of the Mayor, the City Administrator, the Utility Superintendent, the Building Official and the Water/Wastewater Specialist.** Motion seconded by Councilor Sullivan and carried unanimously.

## **Police Report**

Chief Baumgart reported in the last month the police department had 701 calls, 188 were NIBRS required submissions, 13 of these have not been submitted yet as they are cases for review, and 20 serious crimes.

### *Union Contract:*

The police contract expires in January of 2021. Grafstrom and Mayor Carlson met with Jim Roberts, the union rep and the Police Union Stewards Kevin Stahl and Jesse Zajac. Grafstrom reported Campbell-Knutson has already reviewed the contract as well. Council reviewed the contract in their packet.

**Councilor Sullivan motioned to approve the Union Contract effective January 1, 2021 to December 31, 2023 as presented.** Motion seconded by Councilor Kunshier and carried unanimously.

### *Nuisance Ordinances:*

Chief Baumgart reported after discussions with Building Inspector Lind and Administrator Grafstrom, the police will handle the nuisance ordinances. The police are already patrolling so they will dedicate a portion of patrol time to looking for nuisance ordinance violations and handle them going forward. They will ease into this because they have not been enforced in the past. We will need to use common sense on junk cars, etc. They may be licensed, but if there is a tree growing through it, it is obvious it has not moved. They will be taking pictures and documenting and the city ordinances may need some updates. Ethen added it will also be good for the public to see the police out patrolling more.

## Utility Report

### *Filter Media at the Water Treatment:*

Grafstrom and Mayor Carlson, Grafstrom, Eklund, Fanth, and Les Mateffy of Moore Engineering met with Gary Giltner and Paul Christiansen of People Service to make sure we are all in agreement on how to handle the media replacement. Fanth reported on the water plant. It was decided that the water the plant is putting out is good now, and the addition of anthracite will improve it. Due to the cost, the City will start putting money aside to replace all the media in 2 to 4 years and only replace the low anthracite for now. We currently need about 81 bags of anthracite to get the media to where it should be. Eklund said the 68 bags have already been added in at the water plant. No action needed.

### *Asphalt*

Eklund was planning to do some street repairs. The city has several areas in town that are in need street repairs, particularly Horseshoe Lane, Pondview, Broadway and Elmhurst. Horseshoe and Pondview have newer streets but they have bad holes. If they are filled in, the streets will last the city longer. The total cost for asphalt at these locations came in at \$17,810.00 which is more than staff can approve. Ethen asked why we only have one bid. Eklund stated it is under the requirement for multiple bids and this company has done asphalt for the city before. Council discussed and sees the need for the repairs.

***Councilor Knowles motioned to approve the bid for asphalt from SW Asphalt LLP in the amount of \$17,810.00.*** Motion seconded by Councilor Sullivan and carried unanimously.

### *Wastewater Valve*

Fanth brought pictures of the valve that has been giving them trouble and just broke. It is currently immoveable. They tried everything to get it to turn and it would not, it broke off. Fanth stated we need the valve to work to operate the facility properly. He got an estimate to replace it with the same valve for \$4611.00 and an estimate to replace it with a valve that has a handwheel to exercise it and keep it operational for \$5550.60. Both were from Vessco as they are the only Minnesota dealer for the DeZurik valves, which is what they are replacing. Fanth would like the valve with the handwheel. Ethen asked if there would be a checklist to make sure the valve was exercised on a regular basis and Fanth said there would be.

**Councilor Ethen motioned to approve the purchase of the valve from Vessco for \$5550.60.** Motion seconded by Councilor Sullivan and carried unanimously.

## **Liquor Store**

Grafstrom reported the liquor store is running an ad until September 11 looking to hire 2 more part-time people to fill shifts. Council asked what starting wage was at the liquor store. Grafstrom reported it is \$11.77/hour.

Grafstrom included a Google review of the liquor store in the packet. Ethen asked about the review. Grafstrom reported they had another complaint and it has been addressed with Manager Nordby. They will not be closing early; they will use their voices to tell customers they must complete their purchases before 10 pm. No action needed.

## **Fire Department**

The Relief association wants to join PERA. To do so, they had to pass Resolution 20-30 Fire Relief to join PERA and the Council must also pass the resolution.

**Councilor Kunshier motioned to adopt Resolution 20-30 enabling Fire Relief to join PERA.** Motion seconded by Councilor Ethen and carried unanimously.

## **Old Business**

*Summary Ordinance 291: Annexation of the Island to Publish*

This is just to publish the abbreviated Ordinance instead of the full ordinance. It will save the city over \$900.00.

**Councilor Sullivan motioned to approve Summary Ordinance 291 for publication.** Motion seconded by Councilor Knowles and carried unanimously.

*Legal Description Amendment:*

As noted in your packets, MnDOT corrected 1 word in Plageman's legal description and 1 word in Simons's legal description.

**Councilor Knowles motioned to approve the amendment to Ordinance 291.** Motion seconded by Mayor Carlson and carried by a vote of 4-1 with Councilor Kunshier voting against it.

*Summary Amendment to Ordinance 291: Annexation of the Island to Publish*

This is just to publish the abbreviated amended Ordinance instead of the full ordinance. It will again save the city over \$900.00 and we do have to publish the original and the amended.

**Councilor Ethen motioned to approve Summary Ordinance 291 for publication.** Motion seconded by Councilor Knowles and carried unanimously.

## **New Business**

### *EDA Recommendations:*

The EDA had Jon Wissler do a market analysis on the ERCOA lot. His recommended a list price of \$35,000-\$38,000. The EDA would like to see the council approve hiring Wissler to list the property at the recommended price. I verified with Campbell-Knutson the city can pay a realtor to sell the property. This will not work for the industrial park as we are currently giving the lots away for free (so no profit for the realtor), but it would work for the ERCOA lot. Ethen asked why Wissler. Grafstrom reported he did the market analysis for free and is the only realtor with an office in Braham. He is also the former Chair of the Chamber of Commerce. Ethen asked what is commission would be, Grafstrom reported she had not spoken with Wissler, this was an EDA recommendation. She also noted if the city sells it to someone who does not create jobs, the city will not have part of their DEED loan forgiven.

**Councilor Kunshier motioned to approve listing the ERCOA lot for sale with Jon Wissler at the recommended sale price of \$35,000 to 38,000.** Motion seconded by Councilor Knowles and carried unanimously.

### *Resolution 20-31 Appointing Additional Election Judges:*

**Councilor Knowles motioned to adopt Resolution 20-31 Appointing Additional Election Judges.** Motion seconded by Councilor Kunshier and carried unanimously.

### *Set a Budget Approval Meeting before September 30, 2020:*

**Mayor Carlson motioned to set a Budget Approval Meeting for September 22 at 5 pm.** Motion seconded by Councilor Ethen and carried unanimously.

### *Regarding Public Time:*

*Councilor Ethen stated she was the one who was concerned about this. She feels the council/mayor need to exercise more control over the meeting. No member of the public should have been able to be rude to the city's engineer when he is explaining something, and people should not be allowed to speak when someone else is talking. She also feels distracted by all the chatter from the audience when someone is talking. Sullivan suggested allowing some time for the public to speak. Carlson suggested*

*allowing them to speak after the meeting, but Ethen reminded her they cannot have a quorum of council and have someone speak after the meeting. Council agreed the best approach would be to continue to request people get on the agenda if they need to address council. No action was taken.*

There being no further business of the Braham City Council, **Councilor Ethen moved to adjourn the meeting of September 1, 2020.** Motion seconded by Councilor Knowles and carried unanimously. Meeting adjourned at 7:45 pm.

Prepared by Angela M. Grafstrom