

MINUTES
BRAHAM CITY COUNCIL
Tuesday September 22, 2020
Meeting 5:00 P.M.

Mayor Carlson called the meeting to order at 5:02 pm. Members present: Mayor Carlson, Vicky Ethen, and Jeremy Kunshier, and Robert Knowles.

Absent: Shawn Sullivan

Staff present: Administrator Angela Grafstrom

Others present: Jason Murray of David Drown Associates, Rachel Kytonen of the County News Review, Sarv Mithaquiyan of the County News Review

Approval of Minutes

Councilor Ethen motioned to approve the regular council minutes of 9-1-20 with changes to wording. Motion seconded by Councilor Knowles and carried unanimously.

Accepting the Agenda

Councilor Ethen motioned to accept the agenda with the correction of the time from 7 pm to 5 pm. Motion seconded by Councilor Knowles and carried unanimously.

LIQUOR STORE

I emailed with the City Attorney who said Council should accept Deb Barrett's resignation from the day she quit, which is September 11, 2020. She quit without notice. Council expressed concern about the turnover at the liquor store.

Councilor Knowles motioned to accept the resignation of Deb Barrett effective September 11, 2020. Motion seconded by Councilor Kunshier and carried unanimously.

The city advertised and took applications for part-time help until September 11, 2020. The City received 2 applications. Grafstrom and Nordby conducted interviews with both. Background checks have been completed so we are recommending Patrick Baker and Candy Hart be hired as part-time Liquor Store Clerks at the starting pay of \$11.77/hour.

Councilor Kunshier motioned to approve hiring Patrick Baker and Candy Hart as part-time Liquor Store Clerks at the rate of \$11.77 per hour. Motion seconded by Mayor Carlson and carried unanimously.

UTILITY DEPARTMENT

As stated in the Administrator's Report, we have had so many issues on the weekend we need to firm up our on-call pay. The Personnel Committee is recommending an addendum to the Personnel Policy Manual which states:

Public Works employees shall be subject to a rotating “on-call” week status. The employee will take the on-call phone that week. They will answer all after hours calls during the week. If they work over their 40 hours Monday-Friday, the employee will receive overtime, pay at time and a half the employee’s current rate of pay for the actual hours called in, or may take comp time in lieu of the overtime pay not to exceed the maximum allowed comp time. For the scheduled on-call weekend (Saturday and Sunday), the employee will be paid \$100 for up to 4 hours of work. Any work performed over the 4 hours will be paid at time and a half the employee’s current rate of pay. On-call on the holiday will be paid at \$75.00 for 2 hours and the employee will still receive their holiday pay. Any work performed over the 2 hours on a holiday will be paid at time and a half.

Councilor Kunshier motioned to approve the on call pay addendum to the Personnel Handbook as written and attached to these minutes as Exhibit A. Motion seconded by Councilor Ethen and carried unanimously.

OLD BUSINESS

Budget and Levy

Council reviewed the proposed budget, salary schedule, and proposed levy.

Councilor Ethen motioned to approve Resolution 20-32 adopting the preliminary budget and salary schedule. Motion seconded by Councilor Knowles and carried unanimously.

Councilor Kunshier motioned to approve Resolution 20-33 adopting the preliminary levy of \$706,626. Motion seconded by Councilor Knowles and carried unanimously.

Council set the Truth-in-Taxation meeting for December 1, 2020 at 7 pm.

Capital Financial Planning

Jason Murray with David Drown Associates gave a presentation on Capital Financial Planning and how it can help the City with planning for budgets, levies, fees, etc. Grafstrom noted it was also a recommendation by the City’s auditors to consider doing Capital Financial Planning.

Councilor Knowles motioned to approve hiring David Drown Associates to do Capital Financial Planning for the City. Motion seconded by Councilor Ethen and carried unanimously.

ADJOURN

There being no further business of the Braham City Council, ***Councilor Ethen moved to adjourn the meeting of September 22, 2020.*** Motion seconded by Councilor Knowles and carried unanimously. Meeting adjourned at 6:14 pm.

Minutes Prepared by Angela M. Grafstrom