

MINUTES OF THE REGULAR MEETING  
OF THE BRAHAM CITY COUNCIL  
MONDAY, FEBRUARY 12, 2018  
7:30 P.M.

The meeting was called to order with the following present: Mayor Patricia Carlson; Council Members Lowell Jaques and Jeremy Kunshier; City Administrator Sally Hoy; and Police Chief Eric Baumgart. Council Members Shawn Sullivan and Vicky Ethen were absent.

Delwayne Hahn was present from the Isanti County News and Scott McKinney was present from the Braham Journal.

The meeting opened with The Pledge of Allegiance.

Chief Baumgart swore in newly hired Police Officers Jason Evans, Kevin Lease, and Jesse Zajac.

Kunshier moved, and Jaques seconded to approve the minutes from the January 2, 2018 Regular Meeting and Feb.1, 2018 Special Meeting. Motion carried 3-0.

Jaques moved, and Kunshier seconded to accept the agenda as amended. Motion carried 3-0.

Carlson moved, and Kunshier seconded to approve payment of the January bills and payrolls as presented. Motion carried 3-0.

Chief Baumgart gave the police report to the council. He reported 653 ICRs for the month of January, noting that part of the increase was due to training and a different approach on how the officers do their jobs. He reported that the training is moving along nicely. He informed the council that Tanner Hagan had accepted a position in Isanti and was requesting his status be changed from full-time to part-time so he could continue to work part-time for Braham. Baumgart said he was getting positive feedback on the community-oriented policing model through different events. He reported Lexipol and Online training are up and running, and the majority of officers have completed the Mental-Crisis training.

BANKING TRANSACTIONS

Kunshier moved, and Jaques seconded to approve the following banking transactions:

12/31/17 Transferred \$1,275.18 from Liquor Fund 609 to GF 101 for Lexipol expenses  
12/31/17 Transferred \$3,456 from Liquor Fund 609 to GF 101 for Lexipol annual charge  
12/31/17 Transferred \$4,101 from Liquor Fund 609 to Water 601 for 2017 Loan Pmt  
12/31/17 Transferred \$12,589 from Liquor Fund 609 to Sewer 602 for 2017 Loan Pmt  
12/31/17 Transferred \$14,812.52 from Abatement Fund 402 to GF 101 to close our Abatement Fund per budget

- 1/5/18 Transferred \$3,444 from Lottery Checking to General Checking for reimbursements of Lottery Payouts in December 2017
- 1/5/18 Transferred \$8,176 that came in from the State for Small Cities Street Maintenance Assistance from General Checking to Des. Reserve Savings to hold for Street Maintenance needs

Motion carried 3-0.

## ENGINEERING

There were no engineering items.

## ORD 279 ESTABLISHING FEES FOR FIRE SERVICE

The council first reviewed Ord. 279 Establishing Fees for Fire Service at the January meeting, where Administrator Hoy had explained that the Braham Fire Department runs an average of \$3,000 unpaid fire calls annually. Unpaid bills then go to a collection agency, who retains 40% of the amount they collect, and 50% if they have to collect it through an attorney. She noted that the ordinance was taken from the LMC's model ordinance that allows cities to certify delinquent fire call bills to the property owner's taxes, regardless of whether the call was on site or off site of that property, such as a vehicle fire or car accident. Hoy reported the draft ordinance had been posted in City Hall and on the City website for the month of January, and was ready for council adoption.

Carlson moved, and Jaques seconded to adopt Ord. 279 Establishing Fees for Fire Service. Motion carried 3-0.

## RESIGNATION OF KELLIE KELLING AS PART-TIME LIQUOR STORE CLERK

Jaques moved, and Kunshier seconded to accept the resignation of Kellie Kelling from her part-time position at Home Town Liquor. Motion carried 3-0.

## DETECTIVE JOB DESCRIPTION

Administrator Hoy reported that the Detective Job Description was taken from the Isanti Police Department's description, edited by City HR Attorney Andrea Poehler, and reviewed by the Personnel Committee. She said if the Committee was satisfied with it, it was ready for adoption.

Carlson moved, and Kunshier seconded to approve the Detective Job Description. Motion carried 3-0.

## AUTHORIZE THE PURCHASE OF BODY-WORN CAMERA/SQUAD CAMERA COMBOS

The council reviewed the quote from WatchGuard for the Body-Worn Camera/Squad Camera combos in the amount of \$35,706. Chief Baumgart addressed the council regarding the purchase. He said the purchase would be from the Liquor proceeds, and that he and Store Manager Jacque Nordby had a good radio interview about it for the public to understand where the liquor expenditures went.

Carlson moved, and Kunshier seconded to authorize the purchase of the Body-Worn Camera/Squad Camera combos as presented. Motion carried 3-0.

## RES. 18-5 ADOPTING A BODY-WORN CAMERA POLICY FOR THE BRAHAM POLICE DEPARTMENT

The council reviewed Res. 18-5 adopting a Body-Worn Camera Policy, which had been taken off of the LMC Model policy and reviewed by the City Attorney. Carlson moved, and Jaques seconded to adopt Res. 18-5 adopting a Body-Worn Camera Policy for the Braham Police Department. Motion carried 3-0.

## CITY POLICIES

### Business Assistance Policy Update for Adoption - Res. 18-4:

The council reviewed Res. 18-4 updating the City's Business Assistance Policy Update, which was taken off the most recent model policy (2009) from the League of MN Cities and reviewed by the City Attorney.

Kunshier moved, and Jaques seconded to adopt Res. 18-4 adopting the update to the City's Business Assistance Policy. Motion carried 3-0. (Administrator's Note—A public hearing will be called in March for the April meeting before Res. 18-4 can have final adoption.)

### Snowplowing Policy for Review - Ord. 280:

This item was held over.

## CPI INCREASE FOR PEOPLESERVICE CONTRACT

Administrator Hoy reported the City's 5-year contract with PeopleService allows for an annual CPI increase. She noted that PeopleService uses November to November, which was an increase of 2.2%. Jaques moved, and Kunshier seconded to approve the CPI increase in the contract of 2.2%. Motion carried 3-0.

## RENEWAL OF TRANSFER OF BOARD OF REVIEW DUTIES TO COUNTY

Administrator Hoy reported the City has received the renewal for the transfer of Board of Review duties to Isanti County, which can be for no less than 3 years. She noted the City originally transferred the duties to Isanti County back in February 2002. Hoy said the County states that it has worked extremely well, and asked that the transfer be continued in the future. Jaques moved, and Kunshier seconded to approve the renewal for the Transfer of Board of Review Duties to Isanti County. Motion carried 3-0.

#### APPOINTMENT OF FIRE DEPARTMENT OFFICERS

Jaques moved, and Carlson seconded to approve the Fire Department's appointment of officers as follows:

Line Officers:

Jeff Jones - Chief  
Dean Bondeson - Asst Chief  
Ross Benzen - Captain  
Shawn Fisher - Asst Captain

Business Officers:

Dean Bondeson - President  
Ryan Davis - Vice President  
Amanda Swenson - Secretary  
Ross Benzen - Treasurer

Jaques moved, and Carlson seconded to approve the appointments as presented.

Vote on the motion-- Ayes: Jaques, Carlson. Nay: Kunshier. Motion carried 2-1.

#### DECLARE VACANCY ON PLANNING COMMISSION

Administrator Hoy reported that with Vicky Ethen's appointment to fill the vacancy on the Braham City Council, she could no longer serve on the Braham Planning Commission. Carlson moved, and Kunshier seconded to declare a vacancy on the Braham Planning Commission. Motion carried 3-0.

#### INITIATIVE FOUNDATION PLEDGE PAYMENT REQUEST

Jaques moved, and Kunshier seconded to approve payment of the \$825 pledge to the Initiative Foundation for 2018. Motion carried 3-0.

TANNER HAGAN'S REQUEST TO CHANGE STATUS  
FROM FULL-TIME TO PART-TIME

Upon Chief Baumgart's recommendation, Carlson moved, and Kunshier seconded to approve the request from Police Officer Tanner Hagan to change his status from Full-time to Part-time. Motion carried 3-0.

CHANGE JASON EVANS' STATUS FROM PART-TIME TO FULL-TIME

Upon Chief Baumgart's recommendation, Carlson moved, and Kunshier seconded to change the status of Police Officer Jason Evans from Part-time to Full-time. Motion carried 3-0.

Kunshier moved, and Jaques seconded to adjourn. Motion carried 3-0. Meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Sally A. Hoy  
City Administrator