

MINUTES OF THE REGULAR MEETING  
OF THE BRAHAM CITY COUNCIL  
TUESDAY, MARCH 6, 2018  
7:00 P.M.

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

Present in the audience were Police Chief Eric Baumgart, Liquor Store Manager Jacque Nordby, PeopleService Operator Gary Giltner, Delwayne Hahn from the Isanti County News, and Scott McKinney from the Braham Journal.

The meeting began with The Pledge of Allegiance.

**\*RECOGNITION OF PEOPLESERVICE FOR 2017 MPCA AWARD**

The council reviewed the notice from MPCA that announced the City of Braham was a recipient of the 2017 Wastewater Treatment Facility Operational Award which was given to permittees that ensured the facility was overseen by a properly certified operator, the facility did not exceed the effluent limits contained in the permit, the required monthly and annual reports were timely and complete, and the facility did not experience any unauthorized releases, enforcement actions or inspections identifying significant compliance concerns.

The council recognized PeopleService Operator Gary Giltner and the other PeopleService operators who work in Braham, along with Regional Manager Paul Christenson, for earning the City the award. The council extended its appreciation to Gary Giltner, who was present at the meeting.

Jaques moved, and Sullivan seconded to approve the minutes from the February 12, 2018 Public Hearings and Regular Council Meeting. Motion carried 5-0.

Ethen moved, and Kunshier seconded to accept the agenda as amended. Motion carried 5-0.

Carlson moved, and Sullivan seconded to approve payment of the February bills and payrolls as presented. Motion carried 5-0.

Chief Baumgart gave the police report to the council. He reported 711 ICRs for the month of February. He noted the Community-Oriented Policing initiative and training of new officers contributed to the increase. He reported that scheduling with new hires should be up and functioning by May 1. He also updated the council on the progress with the new part-time officers and the detective position, noting that in Stahl's first week as Detective, he wrote search warrants in Braham, Cambridge, and Lino Lakes that resulted in the arrest of four juveniles for a burglary that occurred in the City of Braham in January, and two Cambridge burglaries, as well.

Baumgart praised Detective Stahl's performance through the process, and the benefit of having him work on the Cross Reports from Family Services, which had been time consuming for the officers and taken time away from patrolling. He noted that the Advocacy Center has recently staffed a Interviewer that the police department will utilize because it doesn't have the caseload to afford its own Interviewer.

He reported the department implemented the use of a free desktop and phone application to put the schedules on so others can see who is working the shifts. He noted that all the full-time and most of the part-time officers have taken the Patrol On-line mental health training, stating this is a step ahead of the POST Board mandating mental health training for 2018.

The council thanked Baumgart for the work he was doing with the direction of the Braham Police Department.

#### ACCEPTANCE OF DONATIONS

Sullivan moved, and Ethen seconded to adopt Res. 18D-1 accepting donations to the Fire Department for February 2018. Motion carried 5-0.

#### 2017 LIQUOR STORE ACTIVITY REPORT

Liquor Store Manager Jacque Nordby presented an overview of the 2017 activity at Home Town Liquor, the City's Municipal Liquor Store. She reported 2017 was a great year for the store's sales, and she wanted to thank all the customers for supporting the store and community

She noted the trend for customers has been on a faster pace, and they are not sticking to one brand or one flavor, but instead are shopping for new things. She said they've done some rearranging for more product, put in one more warm shelving, and may add more.

Nordby reported repairs and improvements that included switching the lighting over to LED; replacing half of the sidewalk and the concrete behind the store, insulating and siliconing around the building where water was seeping beneath the building, purchase of two new computer tills, removing the tastings bar in order to display more product, and updating the outside sign.

She noted that in July 2017, the store began Sunday hours of 11 a.m. to 4 p.m. She said the summer was good for the store, but it was slowing down, noting it has taken some away from the Sunday sales. She noted that the Sunday sales were lower than the area munis, which she was not sure the reason for it.

Nordby reported that the store profits purchased the Lexipol Training System for the Braham Police Department, and is in the process of purchasing the Body-Worn Cameras and Squad Cameras for the Police Department. She noted that in September, they had a \$5,000 Lucky for Life winner.

She commended her employees for how they handled an emergency situation in the store parking lot the past weekend as they worked together until First Responders arrived.

She reported that in 2017, as well as every year, they took part in the MMBA training program.

She reported the store will be doing a food drive for the local food shelf, Veteran's Support programs that include Blue Star Moms and Beyond the Yellow Ribbon, and support of local animal shelters through the local Food Shelf.

Nordby again extended thanks to all the customers, noting that a lot of what the store does is only possible because of their support. She noted she's been with the Store for 25 years this month, and knows many of the people who have been customers for many years, noting how much she appreciates them.

The council thanked Nordby for her 25 years of service at the Liquor Store.

### LIQUOR STORE RECOMMENDATIONS

The council reviewed a memo from Nordby regarding staffing issues, the struggles of retaining part-time clerks, and finding an initiative for clerks to work weekends.

She reported there were staffing adjustment at the end of 2016 based on recommendations from the MMBA and other store managers, and that through 2017, they have been dealing with the changes, including her working by herself a lot. She said with all of the turnover and trying to cover shifts, it was overwhelming at times while trying to just do her management duties. She said things aren't flowing as she would like them to, and recommended the store go back to another full-time employee besides herself. She said they would work a few hours with her, but the majority of their hours would be opposite of her hours for better coverage. Nordby noted things would run smoother during the week when deliveries came in.

Nordby recommended Mirinda Johnson be promoted to full-time, noting that Johnson has been at the store for 4½ years and is a wonderful employee who is a great asset to her, and that Johnson can handle anything at the store.

Council Member Sullivan asked if this would replace the turnover part-time position, and Nordby replied that Johnson works 25 hours a week and would increase to 40 hours. She said that with another full-time person, it gives her as manager more flexibility to make sure shifts are covered.

Nordby said she'd done some research, and a lot of stores offer some kind of incentive for weekend shifts on Saturdays and Sundays. Nordby said weekend clerks also have more contact with customers so they are an important part of the store's operations.

She said for the full-time position, it would be an additional 14 hours per week plus healthcare benefits. She said this will be the majority of the effect on the bottom line for store profits, but feels it will be worth it because it will give more flexibility for the part-time clerks. She recommended an additional \$1.00/hr. pay on Saturdays and Sundays, noting that also was a worthwhile investment to resolve a lot of problems and retain clerks.

Mayor Carlson concurred it was a good incentive, and Council Member Sullivan praised Johnson's performance when Nordby was on vacation. Nordby commended Johnson's ability to multi-task and deal with anything, and Sullivan added her customer service skills were excellent, as well.

Sullivan moved, and Kunshier seconded to promote Mirinda Johnson to full-time with benefits, increasing her hours by 15 per week. Ayes: Jaques, Sullivan, Carlson, Kunshier. Nay: Ethen. Motion carried 4-1.

Sullivan moved, and Jaques seconded to pay weekend clerks an additional \$1.00/hr. for working Saturday and Sunday shifts. Motion carried 5-0.

### BANKING TRANSACTIONS

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

2/7/18 Transferred \$6,119 from Lottery Checking to General Checking to reimburse for Lottery payouts

2/20/18 Transferred \$4,882 from Des. Reserve Savings to General Checking to cover the purchase of 2 in-car radars from the Forfeitures Reserve

2/21/18 Transferred \$379.99 from Des. Reserve Savings to General Checking to cover purchase of Admin laptop from Admin Equipment Reserves

Motion carried 5-0.

### ENGINEERING

There were no engineering items.

### CALL FOR PUBLIC HEARING ON APRIL 3, 2018 FOR BUSINESS ASSISTANCE POLICY UPDATE

Administrator Hoy reported that a public hearing is required before Res. 18-4 can be officially adopted. Sullivan moved, and Carlson seconded to call for a public hearing to be held on April 3, 2018 at 7:00 p.m. on adoption of Res. 18-4 updating the City's Business Assistance Policy. Motion carried 5-0.

### MOU BETWEEN BRAHAM SCHOOLS AND CITY OF BRAHAM

Chief Baumgart reported he'd met with Braham School Superintendent Ken Gagner regarding their request for Braham PD to assist them with parking issues at the School by running license plates for parking permit violators. He reported he'd reached out to Chief Hill at Isanti and Dr. Queener from the Cambridge-Isanti School District, and received a copy of their Memorandum of Understanding (MOU) they use, and tailored it for Braham.

The council reviewed the 5-year MOU between the City of Braham and the Braham Area School District. Jaques moved, and Sullivan seconded to approve the MOU between the Braham Police Department and Braham Area School District. Motion carried 5-0.

### POLICE PRESENCE IN BRAHAM SCHOOLS

Chief Baumgart addressed the council regarding the recent Florida School shootings and the February 28 unconfirmed threat to the area schools. He laid out a proposal to provide periodic police presence in the Braham Schools at no cost to the School or the City. He proposed that until an actual School Resource Officer be staffed at the Braham Schools, that he and his officers could do some of their office work out of an office in the School. He clarified this in not an SRO position, and it would not be staffed regularly, but it would afford the opportunity to have a police presence in the schools periodically while they did case work or other office work.

Discussion covered the benefits of building rapport and trust with the students, the need for an actual SRO in schools and where the State legislature sat on the matter, security of police data in the School's police computer, and how the police would work out of the School office. Baumgart noted the School Board was in support of the idea, and he was now bringing it to council.

Sullivan made a motion to authorize Chief Baumgart to move forward and bring back a plan and have an agreement written up that can be signed by the School and the City.

Discussion took place regarding the guidelines of an agreement, and Baumgart noted he wasn't against a written agreement, but would like to be able to experiment with this somewhat to see if it will work. He noted this is not an SRO position and he does not want the School to have a false sense that that was what this is, so there are some minimum things he would want to establish with the School.

Baumgart noted that when he got back from his vacation, he'd like to hold a town hall meeting to get information for a baseline approach to this so he can start to build the parameters for the agreement

Kunshier seconded the motion made by Sullivan. Motion carried 5-0.

Baumgart briefed the council on the February 28 potential unsubstantiated shooting threat to the Cambridge-Isanti School, and potentially area schools. He told the council he took a proactive approach to the situation in making sure there was police coverage in the Braham Schools, and that would be his approach in the future, as well, to any threat, unless the council had a different direction for him. Baumgart noted almost all the feedback he received from the public was very supportive. The council concurred they would rather the Braham Police Department be proactive than reactive, and that he had made the right decision in covering Braham. Baumgart noted that the piece of training that came out of it was valuable, as well.

## 5-YEAR CAPITAL IMPROVEMENT PLAN

Administrator Hoy reported a meeting was held with City Engineer Brian Miller on February 21 to discuss options for addressing the mold and asbestos issues in the old lab/motor control building at the WWTF. She said the consensus of the meeting was to have the building demolished and a new, simple structure rebuilt over the basement that houses the raw pumps. She noted they discussed other buildings that need addressed as well, such as converting the cold storage shop to warm storage for expanded space for the City shop, repairing the interior back room of the Police Garage that is caving in with possible asbestos and roof issues, demolition of the old Ercoa Building, and checking the Fire Hall roof for replacement. She reported the engineer's office was sending an inspector to check for asbestos and hazardous material in the WWTF building and the Police Garage, which the engineer expected was in the range of \$1,500 to \$2,000 for inspection and testing.

Hoy stressed the need to get these City buildings dealt with for the future of the City, and noted that with limited funds and tight budgets, the only real option was to put them together in a Municipal Building Capital Improvement Bond, which requires a 5-Year Capital Improvement Plan to be adopted first. She noted she'd be working with Financial Advisor Dave Drown and City Engineer Brian Miller on the plan if council was in favor, and would be bringing it back to the council.

Sullivan moved, and Carlson seconded to move forward with drafting a 5-Year Capital Improvement Plan for the City. Motion carried 5-0.

### SPECIAL EVENT PERMIT – BRAHAM GIRL SCOUTS COLOR RUN/WALK

Jaques moved, and Sullivan seconded to approve the Special Event Permit for the Braham Girl Scouts to hold their annual Color Run/Walk on Saturday, May 19<sup>th</sup>. Motion carried 5-0.

### SPECIAL EVENT PERMIT – PIE DAY

Ethen moved, and Jaques seconded to approve the Special Event Permit for Braham Pie Day to hold the annual Pie Day celebration on Friday, August 3<sup>rd</sup>. Motion carried 5-0.

### CITY POLICIES – REVIEW ORD. 280 UPDATING THE SNOWPLOWING & SNOW REMOVAL POLICY

The council reviewed draft Ord. 280 updating the current Snowplowing and Snow Removal Policy under Ord. 252. Hoy reported that Ord. 280 was taken off the LMC model policy and tailored to Braham, reviewed by the Street Department and by the City Attorney. She said Street Supt Dan Eklund recommended extending the parking restriction to April 15, as it is common to have snow in Minnesota the first couple weeks in April.

Lengthy discussion took place regarding the Nov.-April parking restriction, with the suggestion the City look at adopting a "Snow Emergency" policy that allows parking on the City streets

unless there is a certain amount of snow on the roads. The council tabled draft Ordinance 280 for the time being, requesting it be worked on during the 2018 year for adoption before the next winter season.

#### FINAL DATES FOR BOARD OF REVIEW AT ISANTI COUNTY

The council reviewed the notice from the Isanti County Assessor's Office with the final schedule for the Board of Review at the Assessor's Office as Open Book on April 16-20 during business hours.

#### BRAHAM HONORS

Administrator Hoy reported to the Council that the City received a Braham Honors certificate from the Braham Area Schools for its communications with the School during the January 25 & 26<sup>th</sup> service line break at Braham Square Townhomes. She told the council the City had little reprieve from line breaks when a City water line broke on Hwy 107 just two weeks later, late at night on Friday, Feb. 9. Hoy recognized Stephanie White and Sue Hasser for getting notifications out on the January break, and an added thanks to Stephanie for her prompt response when Hoy called her in very early Saturday morning on February 10 to get notifications out again, and for keeping the website and businesses updated throughout the repairs. Hoy extended a special note of thanks to all who were involved in the repair work of one or both of the breaks-- Street Dept Superintendent Dan Eklund, Jeff Jones, George Rowe, and Steven (Benji) Leaf; PeopleService Operator Gary Giltner; and Mike, Kevin and Drake Held from D&M Excavating. She told the council these gentlemen put in some excruciatingly long hours in very cold temperatures to get the breaks repaired as soon as possible, and added appreciation to the Braham Police Department and Braham Fire Department for their support of the workers during these repairs, taking hot coffee and food to them. She told the council that the teamwork between everyone was phenomenal, and greatly appreciated.

#### CAMBRIDGE SURPLUS FOOD DISTRIBUTION

The council reviewed a letter from the Cambridge Surplus Food Distribution, reporting the total number of people served through the program in 2017 that included approximately 1,658 seniors, 4,616 adults, and 2,271 children served through the program, including 47 families in Braham.

#### FAMILY PATHWAYS

The City received a letter and brochure from Family Pathways as they celebrate 40 years of service through the many programs and volunteers of their organization. Their programs include Hunger Relief Services, Refuge Network, Youth Programs, Aging Services, and Thrift Stores. The City extends its appreciation to Family Pathways for their service to the East Central MN area, serving thousands of people in need.

## HIRING OF PART-TIME POLICE OFFICER JILLIAN DEWARS

Chief Baumgart reported to the council that candidate Jillian DeWars had passed all her testing, completed her shoot on February 25, and was ready to be hired as a part-time police officer. Sullivan moved, and Kunshier seconded to approve hiring of Jillian DeWars as a part-time police officer, effective February 25, 2018, when she completed her shoot, at Step 1, \$21.23/hr. Motion carried 5-0.

Ethen moved, and Kunshier seconded to adjourn. Motion carried 5-0. Meeting adjourned at 8:23 p.m.

Respectfully Submitted,

Sally A. Hoy  
City Administrator