

Minutes
BRAHAM CITY COUNCIL
Tuesday January 5, 2021
7:00 P.M.

Mayor Carlson called the meeting to order at 7:00PM. Members present: Mayor Carlson, Vicky Ethen, Ryan Davis, Seth Zeltinger, and Robert Knowles.

Staff present: Administrator Angela Grafstrom, Chief Baumgart, Superintendent Eklund, and Victor Fanth.

Also, present: Sarv Mithaquiyan of the County News Review, Joe Keypart of Q-Media and Milt Carlson.

Oath of Office

Grafstrom issued the Oath of Office to new Councilors Seth Zeltinger and Ryan Davis and Mayor Patricia Carlson.

Approval of Minutes

Councilor Knowles motioned to approve the council minutes of 12-1-20 as submitted. Motion seconded by Councilor Ethen and carried unanimously.

Accepting the Agenda

Councilor Ethen motioned to accept the agenda with the addition of New Business Item G: Interim Use Permit for Pizza Pub. Motion seconded by Councilor Knowles and carried unanimously.

Approval of Bills and Payroll

Council reviewed the bills totaling \$524,868.12 which includes check # 41699 to 41790, electronic transfers 32318e to 32376e, and payroll transfers #502041e to #502112e totaling \$51,923.37.

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

Engineering Report

Engineer Les Mateffy was unable to attend. Grafstrom stated we were applying for the Transportation Alternative Grant. It requires matching funds. The city has approximately \$70,000 towards parks and trails, but the city's share will be \$167,000.

Councilor Zeltinger motioned to approve Resolution 21-2 Support Application of MN Dept of Transportation TAP Grant Program. Motion seconded by Councilor Ethen and carried unanimously.

Councilor Ethen motioned to approve Resolution 21-3 Request for Sponsor for TAP Grant Program. Motion seconded by Councilor Davis and carried unanimously.

Councilor Davis motioned to approve Resolution 21-4 Local Road Improvement Program Funding. Motion seconded by Councilor Ethen and carried unanimously.

Councilor Knowles motioned to approve Resolution 21-5 Request for Sponsor of Local Road Improvement Plan. Motion seconded by Councilor Carlson and carried unanimously.

Police Report

Police Vehicle

Baumgart requested to purchase a Dodge Ram SSV Pickup. The city budgeted \$27,000 for this in the 2021 budget and the cost is approximately \$27500.

Councilor Ethen motioned to approve the purchase of a Dodge Ram SSV Pickup for the police department. Motion seconded by Councilor Davis and carried unanimously.

Councilor Ethen expressed concern about the city's spending. She feels we need to keep an eye on things as funding may be cut in 2022. Grafstrom concurred that she has concerns about the 2022 funding that is why the city is working on a capital financial plan and now has investment accounts.

Jill Verke Resignation

Councilor Knowles motioned to accept the resignation of Jill Verke as a full-time officer and move her to a part-time officer as requested. Motion seconded by Mayor Carlson and carried unanimously.

With Verke's resignation, Baumgart would like to move Keith Justen from $\frac{3}{4}$ time to full time and hire one additional full-time officer, instead of a $\frac{3}{4}$ time officer.

Councilor Zeltinger motioned to approve moving Officer Keith Justen from $\frac{3}{4}$ time to full-time effective immediately. Motion seconded by Councilor Davis and carried unanimously.

Councilor Zeltinger motioned to approve hiring an additional full-time officer. Motion seconded by Councilor Davis and carried unanimously

Baumgart will get this advertised with the Post Board to get candidates.

Utility Report

Eklund and Fanth discussed the need for additional workers in the utility department. They are not asking for help now, but Eklund is looking for a couple of kids to help in the summer with mowing and watering. Additionally, Eklund and Fanth reiterated the need for a second water/wastewater worker before PeopleService leaves. PeopleService worker Giltner will be retiring within a year and they do not have another operator in the area with the licenses Braham's plants require.

No action was taken by council.

Eklund gave a presentation on parking lot snow and the department's ongoing concerns about continuing to haul snow away for individual businesses. This goes against our ordinance and state law. Eklund will finish this for this season, but letters will go out to businesses to let them know as of

November 2021, they will be responsible for removing their own snow piles and they will be cited if it is pushed into the street.

Fanth reported on the needed repairs to the water and sewer systems. He is also very concerned about the city's backup well. Engineer Mateffy sent an email also attesting to the needs and concerns expressed by Fanth. Mateffy concluded his email by stating what a great job Fanth has been doing for the city.

Fanth stated there was no council action needed at this time. He just wanted to keep council informed.

Resolution 21-8

Grafstrom received this from the Mayor of Royalton. She is asking cities to approve this resolution and send it to their representatives. Small Cities have aging facilities with a smaller tax base and do not always have the needed resources to do the minimums required by MPCA and/or the Dept of Health. She wants us to send it to our representatives to encourage conversation.

Councilor Ethen motioned to approve passing Resolution 21-8 regarding Water and Wastewater Issues. Motion seconded by Councilor Zeltinger and carried unanimously.

Liquor Store

Councilor Knowles motioned to accept the resignation of Jacque Nordby effective 1/30/21. Motion seconded by Councilor Davis and carried unanimously.

Mayor Carlson wished to thank Jacque Nordby for her 27 years of service to the city.

Grafstrom will advertise for the Manager's position and regular staff to prepare in case we have others quit.

Grafstrom let council know we will upgrade our Total Registers Keystroke register system and go back to using it in February.

Old Business

Resolution 21-1 Designating Polling Place for 2021

Councilor Ethen motioned to approve Resolution 21-1 Designating Polling Place for 2021. Motion seconded by Councilor Knowles and carried unanimously.

New Business

2021 Appointments/Designations

Councilor Ethen motioned to approve the 2021 Appointments and Designations. Motion seconded by Councilor Zeltinger and carried unanimously.

2021 Fee Schedule

Councilor Davis motioned to approve the 2021 Fee Schedule. Motion seconded by Mayor Carlson and carried unanimously.

Kanabec County Prosecutor's Agreement

Councilor Ethen motioned to approve the Kanabec County Prosecutor Retainer Agreement. Motion seconded by Councilor Knowles and carried unanimously.

Resolution 21-6 Designating Polling Place for 2022

Councilor Knowles motioned to approve Resolution 21-6 Designating Polling Place for 2022. Motion seconded by Councilor Zeltinger and carried unanimously.

Resolution 21-7 Accepting Donations

Councilor Zeltinger motioned to approve Resolution 21-7 accepting a \$100 donation from Mid-Minnesota Mutual Insurance Company. Motion seconded by Councilor Knowles and carried unanimously.

Council Meeting Time

Council discussed changing the meeting time.

Councilor Knowles motioned to approve changing the regular council meeting time to 6 pm from 7 pm. Motion seconded by Councilor Davis and carried unanimously.

Sam Stigen is requesting an interim use permit to create a larger patio area with a snow fence and a couple heater due to the Governor's COVID guidelines.

Councilor Ethen motioned to approve the Interim Use Permit for SOS Pizza Pub. Motion seconded by Councilor Knowles and carried unanimously.

ADJOURN

There being no further business of the Braham City Council, **Councilor Ethen moved to adjourn the meeting of January 5, 2021.** Motion seconded by Councilor Knowles and carried unanimously. Meeting adjourned at 9:09 pm.

Next meeting of the council will be held on February 2, 2021 at 6 pm.

Submitted by Angela Grafstrom