



BRAHAM CITY COUNCIL MEETING
Wednesday, November 12, 2024 – 6:00pm
CITY COUNCIL CHAMBERS, 201 BROADWAY AVENUE SOUTH

MINUTES

1. Pledge of Allegiance

The Canvassing Board Meeting was called to order by Mayor George at approximately 6:00pm, and all present stated the pledge of allegiance.

2. Roll Call:

Present was Mayor Nathaniel George, Council Members Seth Zeltinger, Jeremy Kunshier, Robert Knowles, and Nicole Peltz. Staff present was Kevin Stahl, Mike Vogel, Ross Bentzen, April White, and Dan Eklund.

3. Call to Order Canvassing Board Meeting, to Certify Local Election Results

a. Resolution 24-35 Certifying 2024 Local General Election Results

Mayor George Read the official election results provided to the City Administrator by the Isanti County Auditor. A motion was made by Councilmember Knowles and Seconded by Councilmember Peltz to approve the 2024 local election results, the Motion was carried unanimously. Mayor George, Councilmembers Zeltinger, and Kunshier all ran unopposed and were reelected in the 2024 General Election.

4. Close Canvassing Board Meeting

The Canvassing Board was closed at approximately 6:02pm

5. Call to Order of Regular Council Meeting

Mayor George called to order the regular council meeting at approximately 6:02 pm, and asked the audience attending if any would like to address the council in the public forum. There were no requests to speak by anyone present in the public forum.

6. Public Forum

The public forum is an opportunity for a City of Braham resident or property owner to present to the City Council on city government topics. Comments will be limited to three minutes unless voted upon. Councilmembers may respond to the issue at the meeting or may direct staff to research the issue and bring it back for future discussion at another meeting. Personnel issues or issues involving confidential or private data are not allowed.

7. Approval of Agenda

A motion was made by Councilmember Zeltinger and seconded by Councilmember Knowles to approve the agenda. The motion was approved unanimously.

8. Consent Agenda Approvals

- a. October 3, 2024, City Council Minutes
- b. Bills (Check 45159 to 45242; 34536e to 34560e & 504489e ACH) totaling \$(546,756.21)
- c. Year to Date Budget Report
- d. Promotion of Kevin Stahl from Interim City Administrator/ Chief of Police to Permanent City Administrator/Chief of Police
- e. Approval to Hire Nicholas Stinson as a Probationary Firefighter
- f. Resolution 24-33 Accepting Ballistic Vest Grant
- g. Resolution 24-34 Accepting ECE Operation Round Up Grant for Taser Purchase \$8,820
- h. Approve Gambling Premises Permit for Braham Warriors Wrestling club to conduct a raffle

A motion was made by councilmember Peltz and seconded by councilmember Knowles to approve the consent agenda. The motion was approved unanimously.

9. Unfinished Business

1. Update from Jonathan Pauna Moore Engineering

a. Update on Wastewater Treatment Facility

Jon told the council that the project is on schedule and that they are working on constructing the above ground portion of the building. Mayor George asked Jon if the dewatering activities caused any flooding in ditch 1. Jon explained that the county and DNR provided the contractor with the permit to dewater, and that the contractor did not go over the amount in the permit. Jon also stated that he did not hear of any issue with the project causing flooding.

b. Discuss Quotes for Water Treatment Plant overflow – continued from October meeting.

Jon presented another estimate from a contractor to complete the overflow project. That estimate was considerably higher than the quote submitted by Magney Construction. Jon explained that Magney was less because they do not have the mobilization costs because their equipment and labor force is already in Braham. A motion was made by councilmember Peltz and seconded by councilmember Zeltinger to accept the proposal from Magney Construction. The motion was approved unanimously.

c. Update on SCDP Grant that City has been Awarded-\$600,000

Jon described what these funds are allocated to take water from Well #2 and get that water to the Water treatment plant. He explained that the well #2 upgrades is coming from the PFA financing.

d. Contractors Pay Application for \$508,522.24

Jon explained the Contractors pay application. Stahl advised the council that the bridge loan funds have been completely used fulfilling prior Engineering and contractor pay applications and advised that any future payments will be made from the City's operating funds until we get access to the PFA grant or additional bridge loan funding. A motion was made by councilmember Peltz and seconded by council member Knowles to approve the contractor pay application for the total amount requested. The motion was approved unanimously.

e. Moore Engineering Invoice 40811 for \$2,077.50, and Invoice 40812 for \$23,025.00 for a total of \$25,102.50

Jon stated that he knew that the city was out of project funding and that Moore Engineering could wait on their payment if it would make a difference. Stahl stated that he did not believe the Moore Bills were great enough to negatively impact the cash reserves this month. But advised that next month the city would need access to additional funding. A motion was made

by councilmember Knowles and Seconded by Councilmember Zeltinger to approve paying the two invoices from Moore Engineering. The motion was approved unanimously.

f. Update on Lead Line Project

Jon stated that the project was complete on the city side of things. There are still many residential properties that need to be inventoried if the city has the opportunity to observe the supply lines. Stahl advised that all the required information had been mailed as well as the information is on the City's website.

g. Water Supply Well No 2 project

Jon stated that the project plan has been approved by the department of health and that the PFA has been supplied all the requested information so that they can release the project funds. Jon stated that Stahl and him would be meeting with PFA staff within a week to discuss the timing of the closing as well as any unmet requirements.

h. Discussion on painting parking stall lines on Central Drive W in business district to alleviate parking complaints.

Jon presented the council with a scaled drawing of the two-block area of Central Drive west complete with designated angled parking spaces as well as semitruck turn radius depicted on the drawing. Councilmember Peltz made a motion seconded by councilmember Zeltinger to table the painting project until after the central drive west infrastructure project is completed. The motion passed unanimously.

10. New Business

a. Presentation by Kadance Anderson on TextMyGov

Kadance Anderson presented a PowerPoint presentation to the council and members of the public presented via zoom. The power point presentation is attached to the council packet. A motion was made by councilmember Zeltinger and seconded by councilmember Kunshier to approve the purchase of the TextMyGov program. The motion was approved unanimously.

b. Resolution 24-32 Increase Benefit Level for Firefighters Retirement Plan

The Fire Department Relief Association secretary presented a packet of information provided to them by MNPERA. Which is the fund manager for the Fire Departments retirement benefits. The fire department personnel currently receive \$3000 per year of service and are partially vested after 5 years and fully vested after 10 years. The firefighters were asking the council to approve raising that annual amount to \$3500 a year of service. The PERA packet included financial projections that demonstrate that the fund can support the new retirement benefit with no additional expenditure of city funds. There was a motion by councilmember Kunshier and seconded by councilmember Knowles to approve the increase to \$3500 per year of service as requested. The motion was approved unanimously.

c. Discuss Appaloosa Ct Street Maintenance.

Stahl told the council that the owner of numerous duplex housing units located on Appaloosa requested the city to consider taking over the maintenance of the street. The street was privately built. Stahl stated that he consulted with the city attorney and was advised that it would not be a good idea to take responsibility for a road that we had no control over the as built specifications. The council decided to take no action.

d. Discussion on supplying Trash Cans on Downtown business district Sidewalks.

Stahl described that it was a citizen request to consider supplying waste cans and benches in the business district. Stahl provided the council with a book of options with pricing. There was a discussion about the limited space on our current sidewalks and the desire to have any

waste cans and benches to match the appearance and feel of the street once it is upgraded during the highway 107 project. A motion was made by Councilmember Peltz, and seconded by Councilmember Zeltinger to table the idea until after or during the 107 project. The motion passed unanimously.

e. **Discussion on supplying benches on Downtown business district Sidewalks.** (see above)

f. **Discussion on Broken Sewer Pipe caused by Storm sewer pipe settling. at 509 2nd St Se. Cost to repair \$3000.00**

Stahl updated the council on the sewer repair project that was approved during the previous meeting. The reason for the private sewer failure was determined to be caused by the settling of the city's large storm sewer. Stahl asked the council permission to have the city incur all the costs of the repair instead of assessing the homeowner as previously approved. A motion was made by councilmember Knowles and seconded by councilmember Zeltinger to approve the city paying the costs. The motion passed unanimously.

g. **Discussion on Muni-Link Utility Billing software**

Stahl presented information to the council about updating the current outdated utility billing software to a product known as Munilink. Stahl described the software's capabilities as well as the added benefits that it provides the city's customers through their ability to access more information about their water and sewer usage. It also provides paperless billing, and numerous additional payment options. A motion was made by councilmember Peltz and seconded by councilmember Kunshier to approve the purchase and implementation of the new software. The motion passed unanimously.

h. **Discussion on Laserfiche process improvements**

Stahl presented the need for Laserfiche process improvements. Stahl stated that the city has already invested significantly into the program, however, the program was not setup to complete the workflow efficiently. Stahl described the accounts payable process and the need for the deputy clerk to enter the same information on three separate parts of the process. Stahl then stated that after these improvements the deputy clerk will be able to scan the invoices, it will automatically route through the appropriate people for approval, and then transfer seamlessly into the accounting system for check creation, and then update the appropriate budget line items all while being filed safely away for future reference. A motion was made by councilmember Peltz and seconded by councilmember Knowles to purchase the process improvements. The motion passed unanimously.

i. **Discuss branded uniform shirts and apparel for liquor store staff and Administration Staff.**

Stahl requested that the council approve the purchase of city branded apparel for the staff to wear at work. Stahl described that currently a citizen may enter city hall, or the liquor store and not be able to identify who is actually a city employee. Stahl also stated he believes that it makes the employee to appear more professional as well. Mayor George commented that he also thought that it adds value and stated that he would like to provide the council with the ability to have branded apparel as well to wear when they are representing the city at training and events. Stahl stated he did not need council action but wanted the discussion. The council stated they were in agreement. Peltz stated that we may want to provide a name tag so an employee could have the option of wearing their own clothing.

j. **Discuss a possible ordinance requiring a rental property license.**

There was a lengthy discussion on the pros and cons of a rental license requirement in the city of Braham. Stahl stated that Rum River our current Building official provides these services in

many other jurisdictions. Councilmember Peltz made a motion seconded by Zeltinger to table the discussion until Rum River could present on the topic to council. The Motion passed unanimously.

k. Discuss a possible ordinance requiring Presale utility inspections.

Stahl described the Department of Health requirement for the city to give notice to all new owners or occupants of housing in Braham for the potential of lead lined pipes. Stahl also stated that the State requires houses that have lead lines to have those lines repaired. Stahl stated it would be beneficial to the city to research an ordinance requiring waterline and sewer line inspections by the seller prior to sale of residential property located within the City of Braham. A motion was made by councilmember Knowles and seconded by councilmember Zeltinger for staff to expend funds to research an ordinance. The motion passed unanimously.

l. Discuss 3612 8th street SW, owner requested to be added to city water and sewer. Parcel is out of city limits.

Stahl described to the council a non-resident homeowners desire to be connected to city water and sewer. He described the costs associated with the city's portion of the installation. A motion was made by councilmember Peltz and seconded by councilmember Zeltinger to not pay any costs for this hookup. This motion passed unanimously.

m. Discuss and approve Fletcher Electric Estimate to clean up electrical issues in the Fire hall.

Stahl described to council the need to have some old electrical wiring to be updated, electrical boxes covered correctly and the electrical to be deemed safe by a licensed electrical contractor. Stahl presented a written estimate. A motion was made by councilmember Peltz and seconded by councilmember Knowles to approve the proposal. The motion passed unanimously.

11. Department Reports

- a. Administration Written Report
- b. Liquor Written Report
- c. Police Written Report
- d. Public Works Written Report
- e. Fire Written Report

12. Notification to Council of Staff Actions and Approvals

- a. Staff Approved Domesticated Chicken Permit – 1006 Hilltop St
- b. Investment Portfolio Report, Invested \$88,000.00 into a 2-year CD yielding 3.85%
- c. Right of Way permit 2024-16 East Central Energy

13. Council Concerns

Councilmember Peltz
Councilmember Knowles
Councilmember Kunshier
Councilmember Zeltinger
Mayor George

14. Adjournment

A motion was made by councilmember Zeltinger and seconded by councilmember Knowles to adjourn the meeting. The motion Passed unanimously. The meeting adjourned at approximately 8:43pm