

Minutes  
Braham City Council Meeting  
December 5, 2023

Members present: Nate George, Bob Knowles, Jeremy Kunshier, Nicole Peltz, and Seth Zeltinger

Members absent: None

Staff present: Tyler Treichel, City Administrator; Kevin Stahl, Police Chief; Ryan Davis, Assistant Fire Chief

**Call to Order**

George called the meeting to order at 6:00 pm and led the Council in the pledge of allegiance.

**Public Forum**

No one signed in to speak.

**Employee Recognition**

Chief Stahl, on behalf of himself and the 2 previous Police Chief's, presented Lance Olson with a plaque for his 26 years of service to the City of Braham. Mayor George presented a Certificate of Appreciation for Olson's 26 years of dedicated service to the City of Braham.

**Approval of Agenda**

George noted that there was an amendment to the agenda to include a public forum for the adoption of the final Budget and Levy.

Knowles moved, seconded by Zeltinger, to approve the agenda as amended. The motion carried unanimously.

**Consent Agenda Approvals**

Zeltinger asked to have item B be removed and talked about.

Peltz moved, seconded by Kunshier to approve items A, C, and D of the consent agenda, with item B removed for further discussion, as follows:

- A. Approve City Council Minutes – November 7, 2023.
- C. Accept resignation of Lance Olson effective November 10, 2023 from the Braham Police Department.
- D. Noxious Weed Control Report

The motion carried unanimously.

Zeltinger asked about a large payment made to LMCIT. Treichel explained that this was the city's payment for workers compensation and that there will be another large payment to LMCIT for Property Casualty. George asked about the large difference between the budgeted amount and amount spent on Inspector. Treichel stated that the city outsources the building inspector work to Rum River Construction Consultants. Treichel also mentioned that he is doing the Zoning and that should help save money in the future. George asked city staff to investigate this further.

After discussion Zeltinger moved, Kunshier seconded to approve item B:

- B. Approve bills (Check #44150, #44329 to #44411, 34217e – 34228e, 503995e & 504018e bi-weekly ACH) totaling \$280,123.64.

The motion carried unanimously.

**Unfinished Business**

*2024-2026 Fire Contracts*

Treichel said we previously have approved the signing of 2 fire contracts. He said that the city has received 2 more Fire Contracts that will need to be signed. Davis said there will be 2 more contracts coming in to be signed.

*LELS Labor Agreement*

Treichel said the Law Enforcement Labor Services sent the final draft of the 2024-2026 Collective Bargaining Agreement that was approved in prior meetings pending inclusion of the MOU. To take effect the agreement will need to be signed.

Peltz moved, seconded by Zeltinger, to sign the fire contracts and LELS Labor Agreement. The motion passed unanimously.

**New Business**

*Adopting Final 2023 Budget and Levy*

Mayor George opened the Public Forum at 6:11 pm. He asked if anyone was there to speak during the TNT session. No one signed in to speak.

Treichel said that the council and city staff have work hard on the 2024 budget and levy. The preliminary tax levy and budget was presented initially in September to the public. It was again presented in November during discussions off laying off a Streets Department employee.

Final 2024 Budget presented was:

<b>Revenues</b>	\$2,417,309.00
<b>Expenditures</b>	
General Government	\$181,192.00
City Council	\$18,632.00
Administration	\$233,144.00
Elections	\$6,175.00
Land/Buildings	\$82,830.00
Legal	\$34,250.00
Police	\$831,456.00
Emergency Management	\$4,600.00

Fire	\$243,477.00
Streets	\$492,484.00
Building Inspection	\$6,600.00
Parks/Recreation	\$35,741.00
EDA	\$7,700.00
Debt Service*	\$238,933.00
<b>Totals</b>	<b>\$2,417,214.00</b>

Final 2024 Levy presented was:

<u>FUND - DESCRIPTION</u>		<u>LEVY AMT</u>
<b>GENERAL FUND OPERATIONS</b>	101- GENERAL OPERATIONS	\$1,294,539
<b>DEBT SERVICE LEVY</b>		
\$960,000 GO Refunding Note Series 2011A	Refunding Bond	\$48,651
\$228,000 GO Equipment Certificate Series 2016A*	2016 Fire Tender	\$27,298
\$125,723 GO Tax Abatement Bond Series 2019A (ERCOA)	2019 DEED Loan	\$11,606
\$2,013,000 GO Refunding Note Series 2021A	Refunding Bond	\$151,378
	<b>Total Debt service special levies</b>	<b>\$238,933</b>
<b>TOTAL LEVIES</b>		<b>\$1,533,472</b>

Zeltinger motioned, seconded by Knowles, to approve the 2024 Budget and 2024 Levy. Motion carried unanimously.

*Extended Sick Leave Policy*

Treichel said the State of Minnesota has passed Minn. Stat. §§ 181.9445-9448 a law that takes effect on January 1, 2024. This will have employers give employees Earned Sick and Safe Time at the rate of 1 hour for every 30 hours worked. The language provided will need to be added to the end of the current sick leave section of the personnel policy.

Treichel explained that the city will utilize the current sick time employees earn towards the ESST balance and remaining time, if any, will go towards their earned sick leave balance. The employees affected will be part-time employees who don't earn sick time prior to this. Examples are:

***Example 1:*** A full-time employee who works 40 hours per week accrues 3.69 hours of sick leave per 80-hour pay period pursuant to Section 12.01. The rate of earning ESST is 1 hour for every 30 hours worked, or 2.67 hours per 80-hour pay period. In a two-week pay period, the employee will have earned 2.67 hours of ESST and 1.02 hours of sick leave.

**Example 2:** A part-time employee who works 20 hours per week accrues 1.85 hours of sick leave per 40-hour pay period pursuant to Section 12.01. The rate of earning ESST is 1 hour for every 30 hours worked, or 1.33 hours per 40-hour pay period. In a two-week pay period, the employee will have earned 1.33 hours of ESST and .52 hours of sick leave.

**Example 3:** A Full-Time employee who works 120 hours in a pay period accrues 4 hours of ESST (1 for every 30 hours worked) and as a result of accruing ESST in excess of the typical sick leave accrual would earn 0 sick hours in that pay period.

**Example 4:** An employee who works 20 hours per week is not eligible for sick leave. They earn .67 hours of ESST per 20-hour pay period.

Peltz motioned, seconded by Zeltinger, to approve adding the Earned Sick and Safety Time to the Personnel Policy. The motion carried unanimously.

### *Comprehensive Plan Proposals*

Treichel stated that the city received 3 bids for the Comprehensive Plan. The 3 companies were Ayres Associates, Inc.; MSA Professional Services, Inc.; and WSB. Treichel indicated that 2 of the companies were within the budget set aside for the comprehensive plan and he had called some of the referenced cities on their proposals. The references gave favorable reviews of the companies.

Treichel suggested that the Mayor and a Council Member should interview the 2 companies that are within the set budget. George suggested having 2 council members so that they can it approved and moving forward. George, Zeltinger, and Peltz were assigned to attend the meeting.

Kunshier motioned, seconded by Knowles, to have city staff set up an open meeting to interview MSA and WSB. The motion carried unanimously.

### *Original Lease agreement for 724 8<sup>th</sup> Street Southwest, Braham MN, 55006*

Treichel presented the lease options that Crown Castle proposed.

#### OPTION A: Lease Extension

- \$874.51 per month
- 15% Term escalation
- 30-year lease extension (new expiration June 14, 2062)
- Option to lease additional 300sf of land at then current rent per square feet

#### OPTION B: Perpetual Easement Purchase: Lump Sum

- Purchase price of \$149,563.00
- Crown Castle will pay all normal closing costs

#### OPTION C: Perpetual Easement Purchase: Installments paid over 5 Years

- Total payments equal \$182,541.00
- Purchase price of \$182,541.00 – 5 consecutive annual payments of \$36,508.20
- Crown Castle will pay all normal closing costs

Treichel recommended the council choose Option A. In the long run this option is best when considering the the monthly payments go up by 15% every 5 years. The term of the lease is 30 years. If you take the perpetual

easement purchase you would only get the amount in Option B or C.

Zeltinger motioned, seconded by Kunshier, to approve option A of the proposed terms. The motion carried unanimously.

**Department Reports**

All reports were received as written.

**Council Concerns**

Topic of the EV charging station was brought up and George asked how often it was used, if it could be relocated, and could it be changed to a user pay station? Treichel was asked to investigate this further.

Peltz shared her thoughts on the past year's budget talks. She wishes there was better communication during the process because of the effects it had having to let go a long-time employee of over 20 years.

Peltz Motioned, seconded by Zeltinger, to direct city staff to Recognize George Rowe for his dedication to the City of Braham. The motion carried unanimously.

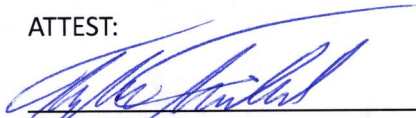
**Adjournment**

Peltz Motioned, seconded by Zeltinger, to adjourn at 7:15 pm. The motion carried unanimously.



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Nathaniel W. George, Mayor

ATTEST:



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Tyler W. Treichel, City Administrator