

ADMINISTRATOR'S REPORT
BRAHAM CITY COUNCIL
Regular Meeting
Tuesday February 2, 2021
6:00 P.M.

Engineering

Resolution 21-11: Mateffy has asked us to redo the LRIP Resolution as the original street we asked on does not qualify.

Hiring a Lobbyist: On January 20th, Fanth, Mateffy, Eklund and I met with Representative Brian Johnson to discuss the city's needs and concerns. As a result of this discussion, both Representative Johnson and Engineer Mateffy suggested the city hire a lobbyist to get the city a bonding bill. At the time of typing this report, I do not have the estimate from the lobbyist, but should have it for the meeting. Mateffy stated that Royalton paid a lobbyist approximately \$2800 and got \$900,000 in a bonding bill.

MnDOT Demonstration Project: No charge to cities. MnDOT has a demonstration program where they like to stripe and put delineators up in areas where they plan to pull in curb or add bump outs. This way the communities can see how the future project will change the current street conditions. With the plan of pulling in the curb several feet through Braham, MnDOT would like to propose striping and placing delineators for one block through town, on TH 107 between Central Drive and 2nd Street SW. The plan would be to have this demonstration project this summer. I have included a photo in the packet. This is what they did in Sauk Centre this summer. I think this is a good idea, especially since it is free. This does not require a council motion, but Mateffy would like a motion to show MnDOT strong support for this project.

Note: I have asked all departments to submit a monthly written report for council. I did not ask for a report from the liquor store this month as we have not hired a new manager yet.

POLICE DEPT

Chief Baumgart will be at the meeting to present his items.

UTILITY REPORT

Written report is in the packet.

FIRE DEPT

Chief Jones has included a report listing the new officers and new probationary firefighters. We will need to approve the officers and probationary firefighters. Additionally, he would like to start replacing pagers, they are \$468.00 each. He would

like to do 1 or 2 a year. This falls in the guidelines of what he can approve as a department head.

New Business

Resolution 21-9: Loren Davis would like to purchase the industrial park lot 8 from the city outright, with no subsidy for the established price of \$30,000. He does have plans to build on it. It is the lot right next to him.

Resolution 21-10: As so much of our meetings are consent items, to streamline the meeting process and get one motion and second, I would like to establish the use of a consent agenda beginning with the March 2, 2021 meeting. I have included a note from LMC about the use of a consent agenda.

Resolution 21-12: We received a donation from Tusen Tack for the police dept in the amount of \$100.

Renew Assignment of Board Review Duties to County: The agreement is in the packet; it is a simple renewal which requires council approval.

Unlicensed Contractor Fee to Verify: This was a fee suggested by Marshall. We would charge \$5.00 for him to verify contractor licenses. See the page from the DLI in your packet.

Personnel Committee Recommendations: The personnel committee met with Baumgart and Hasser. Baumgart is asking the council to honor the raise he was promised by the former City Administrator and personnel committee. Additionally, Hasser has asked for a raise based on her number of years with the city. When I looked back for the personnel committee, Hasser is the only person in the city, aside from Baumgart, with over 15 years of service who is not being paid at step 8. Hasser would like to go from step 6 to step 8. Baumgart and Hasser were not at step 8 because they are the only 2 who changed positions and received a pay raise to the new position. Hasser has been in her current position for 5 years. The minutes of this meeting are included in the packet.

Note: At the time of this report, we have received approximately 40 applications for the liquor store manager position. Applications close on January 31, 2021. The personnel committee will meet to review the top applicants and set up interviews for the end of February, and hopefully we will have a candidate for council approval at the March meeting.

Approve the Codified Ordinances: I emailed these to you ahead of the meeting. Attorney Jamnik said we can do them all at once without a public hearing as there are no substantial changes. He suggested we make a motion to adopt the City Code as prepared by American Legal Publishing.

Annexation of properties who get city water/sewer, 60/40 annexations: Your original plan was to continue the annexation process. I am only revisiting to get your approval to proceed as some councilors seemed a little hesitant after the first annexations were completed last fall. Most of these properties are on 8th street across from Aurelius and have city water and/or sewer already. There are different steps for this annexation than the previous annexation because it is a different type of annexation. I am just looking for authorization to contact the attorney to proceed with the annexation process.

Approve Pie Day Lease: The Pie Day committee will pay the \$600 as listed on the fee schedule and we are signing a 3-year lease for their office space. As Mayor Carlson is on that committee, she will abstain from voting on this item.

Respectfully submitted, Angela M. Grafstrom