

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

CONSENT AGENDA

The consent agenda only contains 3 items this time: Approval of the February minutes, payment of bills and payroll, and Resolution 21-13 accepting the donation of an EV charging station from East Central Energy for placement in Pleasantview Park.

ENGINEERING

As far as I know, we have nothing currently.

POLICE DEPT

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

UTILITY REPORT

Written report is in the packet.

Victor will be giving a short presentation on the immediate needs, and some costs, of our wastewater facility. He will also be addressing the SCADA Vulnerability. Additionally, there is a report from the MN Fusion Center which also talks about cyber compromises in water and wastewater facilities.

FIRE DEPT

Chief Jones has included a report.

Chief Jones would like to have council approve a salary for the treasurer of \$400 for 2020. This has been paid in the past but was missed on last year's fee schedule and Benzen performed the duties of the treasurer by reviewing bills and getting the mail for the dept. Going forward, the department understands the City is really the treasurer of the fire department and Chief Jones signs off on the bills, so this role can be eliminated in 2021.

LIQUOR STORE

New Manager

The city received over 60 applicants for the job. The Personnel Committee conducted interviews with the top 8 candidates. The committee took an entire day to interview Cristina Pankonin, Cameron Williams, Holly Cedarblade, Amy Luark, Ashley Stodolka, Talon Zasada-Crew, Rebecca Hehn and Mark Piper. We had many good applications, but these 8 most closely matched the criteria we were looking for.

The committee recommends council hire Mark Piper as the new manager at Step 8, with a start date of March 22, 2021. Piper already has 7 years of liquor store management experience and the top of Braham's pay scale is still \$7,000 lower than his current salary. He can accept the position at that rate as he will no longer be paying union dues and our insurance is better. He understands being hired at Step 8 he will only get the cost-of-living raises going forward. Mark Piper will be at the March 2 meeting to meet the council and listen to the Internal Controls Audit presentation.

Internal Controls Audit

Representative(s) of EideBailly will be at the meeting to present the findings of the Internal Controls Audit conducted at the municipal liquor store. You received a copy of the written report via email. I was not planning to print it for the council meeting as it is over 80 pages and refers to staff members by name.

OLD BUSINESS

James Robins, the City's newly hired Lobbyist, will be at the meeting to introduce himself and talk a little bit about the process.

NEW BUSINESS

Annual Audit

At the time of this report, we still intend to have Burkhardt and Burkhardt give their preliminary annual audit report. This may be delayed as the account clerk has been on vacation for 3 weeks and we are unable to find some of the necessary documentation without her. Burkhardt and Burkhardt will assess what is missing and decide if they can proceed or if we should push the report back a month to April.

Industrial Park Lots

At this time, it looks like all the lots along the highway will be sold this year. Marshall Lind told me the city still has the back 4 lots listed at \$200k. The EDA met and discussed reducing the price of these lots to \$30k and offering the same deals we did for the front lots. It is the recommendation of the EDA and the City Administrator that council should reduce the price of these lots to \$30k and offer the deferred loan. Development equals tax dollars. Currently the city does pay property taxes on these lots as they have sat undeveloped for over 10 year. I am including the new compost site, because if we acquire more land and need this to be an industrial site in the future, we could relocate the compost site again.

Beautification Committee

Councilmember Zeltinger would like to discuss as a council the idea of a Beautification Committee. Consideration should be given to what is their role and the expectations of what they will do. If it is to work with businesses to upgrade their storefronts, put out flowers, etc. it may work better as a committee of the Chamber of Commerce.

Respectfully submitted, Angela M. Grafstrom