

**Braham City Council  
Special Meeting Minutes  
March 23, 2021  
5 pm**

Acting Mayor Knowles called the meeting to order at 5:00 pm. Members present Ryan Davis, Seth Zeltinger, and Robert Knowles.

Members absent: Mayor Carlson and Councilor Ethen

Staff present: Administrator Angela Grafstrom

Also, present: Sarv Mithaqiyani of the County News Review and Jon Pauna of Moore Engineering

**ACCEPTING THE AGENDA**

***Councilor Davis motioned to accept the agenda as presented.*** Motion seconded by Councilor Zeltinger and carried unanimously.

**APPROVAL OF MINUTES**

***Councilor Zeltinger motioned to approve the council minutes from 3-2-21 as written.*** Motion seconded by Councilor Knowles and carried unanimously.

Resolution 21-14 Approve Sale of Lot 10

***Councilor Davis motioned to pass Resolution 21-14 Approving a Contract for Private Development with Universal Apparel for Lot 10 in the Industrial Park.*** Motion seconded by Councilor Zeltinger and carried unanimously.

Resolution 21-15 Approving Plans, Specs, and Ordering Ad for Bids: 2<sup>nd</sup> Street Project

***Councilor Knowles motioned to pass Resolution 21-15 Approving Plans, Specs, and Ordering Ad for Bids: 2<sup>nd</sup> Street Project.*** Motion seconded by Councilor Davis and carried unanimously.

Approve Task Orders

Moore Engineering presented Task Order #5 regarding the 2<sup>nd</sup> Street Project and Task Order #7 regarding the Industrial Park Project for council approval.

***Councilor Davis motioned to approve Task Order #5 for the reconstruction of 2<sup>nd</sup> Street.*** Motion seconded by Councilor Knowles and carried unanimously.

**Councilor Knowles motioned to approve Task Order #7 for the Industrial Park street and utility extension.** Motion seconded by Councilor Zeltinger and carried unanimously.

Resolution 21-16 Accepting Donations from Grandy Lions

The Grandy Lions donated \$1772 toward the purchase of 2 park benches and 2 garbage cans and \$1000 toward the purchase of pagers for the fire department.

**Councilor Knowles motioned to approve Resolution 21-16 Accepting Donations from Grandy Lions in the amount of \$1772 for City Parks and \$1000 for the Fire Department.** Motion seconded by Councilor Davis and carried unanimously.

Accept resignation of Sue Hasser

**Councilor Knowles motioned to accept the resignation of Sue Hasser effective 3-12-21.** Motion seconded by Councilor Davis and carried unanimously.

Make Stephanie White Deputy Clerk/Treasurer

White has been assisting the account clerk in addition to performing the duties of billing clerk. White received a pay raise in 2019 to equal the account clerk's pay and a new job title, Office Specialist, because she was helping the account clerk perform her duties. The proper title for the account clerk position is Deputy Clerk/Treasurer. Grafstrom would like council to promote White to Deputy Clerk/Treasurer. The City is advertising and plans to hire for White's original position of Receptionist/Billing Clerk.

**Councilor Davis motioned to promote Stephanie White to Deputy Clerk/Treasurer effective 3-24-21 at her current rate of pay.** Motion seconded by Councilor Knowles and carried unanimously.

ADJOURN

There being no further business of the Braham City Council, **Councilor Davis moved to adjourn the special meeting of March 23, 2021.** Motion seconded by Councilor Knowles and carried unanimously. Meeting adjourned at 5:19 pm.

The next regular council meeting will be held April 6, 2021 at 6 pm.

Respectfully submitted, Angela M. Grafstrom