

## **ADMINISTRATOR'S REPORT**

Braham City Council Regular Meeting Tuesday April 6, 2021  
6:00 P.M.

### **Utilities**

Superintendent Eklund would like to sell the city grader and just hire our grading done yearly. We only have about an 1/8 of a mile of dirt and a few alley ways. We need to weigh the cost of contracting it done with the cost of using our grader and doing it ourselves. He is also going to be requesting to sell other city equipment. We did not budget for new equipment in his department this year, so if we are selling things we need to use, we may want to wait until we budget for the new equipment. If it is stuff we do not use, then we may as well sell it and get it cleared out of the shop.

### **Liquor**

Manager Piper started on March 22. I did not require a report for him for this meeting. We have one resignation to accept, Candy Hart.

### **New Business**

- A. The auditors are ready to present our annual audit report.
- B. At the time of this report, we have not selected a new hire for the Receptionist/Billing Clerk position, but we will have someone for the council to approve at this meeting. Interviews are being conducted on Thursday, April 1, 2021. We received approximately 80 applications.
- C. If I get it from Lind before the meeting, the Pizza Pub would like to have a permit approved to extend their patio. Lind and I discussed making it for as long as it is maintained properly, but I will get a recommendation from Lind before the meeting.
- D. Our current liquor ordinance does not allow us to issue the licenses we are actually already issuing. I emailed with the City Attorney. We need to update our ordinance to cover the licenses we already issue. As an amendment, this can be approved tonight without a public hearing and then published.
- E. Mike Davis of Braham Lanes is unable to continue to buy 3.2 beer, so he is requesting approval of a full liquor license with Sunday sales. His intention is still to only sell beer.
- F. Clean up day has been set for May 22. We will do it the same as last year. The fees are in your packet and we will need approval.
- G. As we have more employees interested in and attending continuing education classes that are related to their jobs, I feel the city needs a policy. This would be an entirely new policy added to our Personnel Manuals. It requires passing scores and a 2-year commitment to the city if we pay for the course. It would also put a cap on the dollar amount and require approval by dept head and/or administrator to take the class, so we are not just randomly paying for someone's college education.

Respectfully,

Angela M. Grafstrom