

Braham City Council
Meeting Minutes
April 6, 2021
6 pm

Mayor Carlson called the meeting to order at 6:00 pm. Members present Ryan Davis, Seth Zeltinger, Vicky Ethen, and Robert Knowles.

Staff present: Administrator Angela Grafstrom, Police Chief Eric Baumgart, and Street Superintendent Dan Eklund

Also, present: Sarv Mithaqiyani of the County News Review, Andrew Fontanille of WCMP Radio, Marcy and Jeffery Peterson, Greg Burkhardt of Burkhardt and Burkhardt via Teams

ACCEPTING THE AGENDA

Councilor Ethen motioned to accept the agenda with item A Audit Report under new business being moved to the beginning of the meeting. Motion seconded by Councilor Davis and carried unanimously.

APPROVAL OF CONSENT AGENDA

The consent agenda contains only 2 items: Approval of the minutes from the Special Meeting of 3-23-21 and the payment of bills and payroll totaling \$265,036.49 which includes check #41959 to 42041, electronic checks #32497e to 32572e, and payroll transfers #502238e to 502279e totaling \$53,833.69.

Councilor Knowles motioned to approve the consent agenda items including the minutes from 3-23-21 and the payment of bills and payroll totaling \$265,036.49. Motion seconded by Councilor Ethen and carried unanimously.

Annual Audit Report

Greg Burkhardt presented the audit report via Microsoft Teams. Burkhardt stated the city had a “clean” audit report with adjustments. There were items of concern that he has already discussed with Administrator Grafstrom. The first item, in a random sampling, the City had 3 bills paid beyond the statutorily allowed 35 days. He felt COVID played a part in this as he saw this in other cities as well this year. The second compliance issue was that the city did not get the Brokerage Compliance form back in 2020. Grafstrom reported she has already forwarded it to the broker for the 2021 signature. The third concern is getting interfund transfers completed before year end. As a small city, Braham has the usual internal control weaknesses. The auditors at year end also had to do many adjusting entries in the financial reports. The city was over budget, but Burkhardt pointed out it is always hard to work from someone else’s

budget and the city had some major equipment and infrastructure issues to address in 2020. The previous Administrator had set this budget before she left in October of 2020. When Grafstrom certified the final in December, she could not adjust it except to decrease it. The previous administration had budgeted revenues high and expenses low. In the last five years, she had been over budget as much as \$250,000. Burkhardt feels Grafstrom has a handle on budgeting and understands it is better to realistically budget for what you know you will spend instead of trying to keep the numbers low and going over budget by the year's end. Additionally, the general fund looks significantly lower than previous years as the former administrator kept all the funds in the general fund, while Grafstrom has moved funds into reserve accounts so it is clearer how much money we have saved toward capital projects and transferred about \$150,000 into investments. Burkhardt offered a mid-year audit to help prep for the year end audit. It will make our year end go faster. He can send pricing if the city is interested. Grafstrom stated she believed it was a good idea and would like him to send the pricing for council to review. Overall, the city is in good shape and will continue to improve its financial situation.

Councilor Ethen motioned to approve the annual audited financial report as presented. Motion seconded by Councilor Zeltinger and carried unanimously.

Engineering Report

No report

Police Report

Written Report in the packet

Utility Reports

Written water/wastewater and streets reports in the packet.

Superintendent Eklund attended the meeting. He would like to sell the City grader as it is old and in disrepair, then hire the grading of the city streets that are gravel. Eklund informed council the grader is a 1966 model. Eklund reported the city has 8/10ths of a mile of gravel road to grade. A used grader about 10 years old is still around \$70,000 and a new one is over \$200,000. The dirt roads would likely need to be graded about once per month over the summer, but Eklund will discuss with Hass. Council discussed options and reviewed the bids for gravel and grading. Eklund recommended going with Hass even though he was slightly higher than one other bid for \$115/hour. Eklund stated he has the equipment to not just grade it, but to pack it down. Eklund will take care of the city alleys himself with a different piece of equipment.

Councilor Knowles motioned to approve the sale of the 1966 Cat 112F road grader on Public Surplus with a minimum bid of \$2500. Motion seconded by Councilor Zeltinger and carried unanimously.

Councilor Davis motioned to accept the bid from Hass for 550 tons of gravel at \$4922.50 and grading at \$125/hour. Motion seconded by Councilor Zeltinger and carried unanimously.

Eklund also requested to sell the deuce and a half trailer as the city has no use for it. He originally planned to ask for the approval of the purchase of a new patch trailer, but after discussions with Grafstrom and the Mayor, feels he can limp along another year with the patch trailer he has and put it in the budget for 2022.

Councilor Knowles motioned to approve the sale of the deuce and a half trailer on the Public Surplus. Motion seconded by Councilor Davis and carried unanimously.

Fire Department

Written report included in the packet.

Liquor Store

Candy Hart has resigned as a liquor store clerk effective May 8, 2021 as she would like to spend more time with her family.

Councilor Ethen motioned to accept Candy Hart's resignation as of May 8, 2021. Motion seconded by Councilor Davis and carried unanimously.

New Business

Approve New Hire

Grafstrom, Deputy Clerk/Treasurer White and W/WW Superintendent Victor Fanth reviewed the approximately 80 applications received for the position and interviewed 5. These were the only 5 both White and Grafstrom had chosen the same. Interviewed were Ashley Elvine, Becky Gestson, Kim Hazelip, Marcy Peterson, and Denise Woodiwiss. Grafstrom is recommending the City hire Marcy Peterson at a Step 3 (20.90/hr.), to begin on April 13, 2021. Marcy Peterson attended the meeting and Grafstrom introduced her to council. Marcy was accompanied by her husband, Jeffery. She introduced him to the council as well and told them a little about herself. They are a military family, and her husband is retiring from active duty. The council thanked her husband, and Marcy, for their service.

Councilor Ethen motioned to approve hiring Marcy Peterson as the new Receptionist/Billing clerk at Step 3 with a start date of April 13, 2021. Motion seconded by Mayor Carlson and carried unanimously.

Pizza Pub Interim Use Permit

The Pizza Pub has expanded their back patio. Lind has recommended leaving the permit open ended if he maintains the space and abides by the requirements for outdoor seating.

Councilor Zeltinger motioned to approve the Interim Use Permit for a Patio for the Pizza Pub. Motion seconded by Councilor Knowles and carried unanimously.

Amend the Liquor Ordinance

We just need to update our liquor ordinance to cover existing businesses to whom licenses have previously been issued.

Councilor Zeltinger motioned to approve the amendment to Ordinance 110.30 to read as follows: *On-sale intoxicating liquor licenses and on-sale Sunday will be issued to hotels, restaurants, and entertainment establishments including but not limited to live music venues who sell tickets to performances and bowling alleys who comply with state liquor laws.* Motion seconded by Councilor Ethen and carried unanimously.

Approve On-Sale/Sunday Liquor License for Braham Lanes/Wayne's Pro Shop

It is becoming increasingly difficult for Davis to buy 3.2 beer, so he just wants to upgrade his license to sell strong beer. He has no intentions of stocking anything but beer.

Mayor Carlson motioned to approve the on-sale/Sunday liquor license for Braham Lanes/Wayne's Pro Shop. Motion seconded by Councilor Davis and carried unanimously.

Clean Up Day Charges

Clean up day will be offered curbside on May 22, 2021. The fees schedule is attached and included as part of the minutes.

Councilor Zeltinger motioned to accept the 2021 Clean Up Day Charges as listed in the attached fee schedule. Motion seconded by Councilor Davis and carried unanimously.

Personnel Policy on Education and Training

As we have more employees doing training to stay current and update their skills, we need to develop a policy on it. If the city is going to pay in full for training, we need to protect our investment. The policy requires them to work for the city for at least 24 months to be fully reimbursed and they must pass the class.

Mayor Carlson motioned to approve adopting the Personnel Policy on Education and Training. Motion seconded by Councilor Davis and carried unanimously.

ADJOURN

There being no further business of the Braham City Council, **Councilor Ethen moved to adjourn the council meeting of April 6, 2021.** Motion seconded by Councilor Knowles and carried unanimously. Meeting adjourned at 7:30 pm.

The next regular council meeting will be held May 4, 2021 at 6 pm.

Respectfully submitted, Angela M. Grafstrom