

**ADMINISTRATOR'S REPORT**  
**Braham City Council Regular Meeting**  
Tuesday August 3, 2021  
6:00 P.M.

**CONSENT AGENDA**

*Resolution 21-27 Approving the Termination of JPA with Milaca as of July 25*

Milaca has already approved the dissolution of the joint powers at their council meeting held on July 15, 2021, so this is just a formality.

*Resolution 21-28 Approving Initiative Foundation Grant*

The EDA wanted a feasibility study to address additional needs in the City beyond just the hotel study. The marketing firm will prepare for the City an Economic Overview and Preliminary Hotel Development Report to help guide the city in planning development of housing and commercial growth. The second part of the study will address whether Braham could attract a hotel. If the answer is yes, the study will be shared with the 3 potentially interested hotel developers. I wrote a grant to the Initiative Foundation which will cover \$5000 of the \$8000 cost for the study.

*Gambling Permit for October 8 Raffle*

Fire department will be holding their annual raffle.

**POLICE DEPT**

Baumgart will be doing the ceremonial swearing in of Brandon Thompson and presenting him a lifesaving award.

**UTILITY DEPT**

*50 Year Award*

The City of Braham has received the 2020 Community Water Fluoridation 50-year Award. It is given to water systems that have consistently adjusted the fluoride concentration in drinking water for the past 50 years. It is awarded jointly from the Assoc. of State and Territorial Dental Directors, The American Dental Association, the Center for Disease Control and the Minnesota Dept of Health.

**LIQUOR STORE**

The liquor store has continued to struggle with staffing. Approval of Vicky Berry as a fulltime hire at Step 2, \$12.50/hour. This will fill the open full time position and we will continue to search for additional parttime help.

**OLD BUSINESS**

*Ordinance 293: Annexation of Property (Hanson)*

There have been no objections lodged by Hanson or the township with the state. This annexation is ready for approval.

Second, I would like council approval to publish the summary ordinance to save on publication costs. This will require a 4/5ths vote to approve publishing of the shorter version. If it does not pass with a 4/5ths vote, we have to publish the longer version.

We are still not ready to proceed with the annexation of the other 10 properties. There are gaps in the property lines, so the attorneys are preparing a single description of the boundary for annexation. Once this is prepared, we will proceed.

#### *LED Sign in Freedom Park – Updated Estimate*

Last year Genesis gave us an estimate to put a digital sign in Freedom Park and at the Liquor Store. I did build the purchase of the 2 signs at a total cost of \$27,980, into the 2021 budget. In discussing with Liquor Manager Piper, he does not feel the liquor store needs a sign like this because the liquor store has a captive market here and this will not drive additional sales.

But the Digital Sign would be an enhancement for Freedom Park and enable us to better post community information. We would be able to change it from City Hall and have multiple community messages at one time. Right now, George Rowe must go out and put the letters on and we are limited by the number of things we can relay. It would be a quick way to notify the public of construction plans, water breaks, etc., as well as updating on community activities.

I have included the updated estimate. Manke figured it with a 5-year warranty and a 3-year warranty. Either one will fit into the budget under what was allotted. The sign would be 4 x 8 p10 LED, 2-sided, full color, outdoor. For the sign with a 5-year warranty, the cost is \$19,812.00. The sign with a 3-year warranty is \$17,499.00. It would be the same size as the sign we have now. Genesis is providing the sign at no additional cost and will include the fiber circuit to control the sign remotely (from City Hall).

## **NEW BUSINESS**

### *Schedule Budget Committee Meeting*

The budget committee (Tish, Angie, Seth) needs to meet in August to finalize the budget for council. I have been meeting with department heads and will have something completed for a meeting any time after August 9 but would like to have the meeting to finalize by August 20 so I can prep it for council packets. Then, council can either approve the budget at the September meeting, or we can review and set a special meeting before the end of September to approve the budget. The City must submit the preliminary budget to the state on or before Sept 30. After we have submitted the preliminary, we can reduce the budget, but we cannot increase it for the final budget submission in December. We could also set the date for the public input meeting aka Truth in Taxation.

### *Approve drafting Contracts with Chengwatana and Royalton Township to Provide Building Official Services*

Once I create the contracts, I will need your approval as well, but I wanted to get a pre-approval to enter into a contract for services with them. They have both indicated interest. My thoughts are to just do the same agreement we had with them through joint powers.

### *Building Official Vehicle Options*

We have 2 options for a vehicle for the building official. He would drive to Braham and take the vehicle for inspections.

Option 1: Reduce the police department fleet by one car. We have 6 officers: 2 have take home vehicles, 2 share a vehicle, and 2 have their "own" vehicles. I propose that the officers working opposite each other could share one vehicle. This would reduce our fleet from 5 to 4 and we could use the "extra" vehicle for the building official at no extra cost except to change the logo.

Option 2: Eric found a used squad from another department for \$4,700.00. It is a 2016 black Ford SUV with 87,000. Plus, insurance and changing the logo.

### **UPDATES**

The attorney reached out to Sky Blue Halal Meats. They have been out of the Country and just returned. They have now paid their taxes and will get a copy of the plans to Steve. They still plan to break ground this summer.

Iverson has paid the fee to have the ordinance regarding tarp structures reviewed. The planning commission will schedule a public hearing and meet to discuss, likely in August and make their recommendation to council. Paying the fee does not ensure the ordinance will change.

310 West Central Drive: The bid for demolition went to Dale Becklin who had a bid of \$14,800.00. The demolition will begin approximately August 3. The other bids received were from Jones Construction: \$16,400.00 and D & M: \$15,200.00.

Respectfully,

Angela M. Grafstrom