



## Browns Valley Regular City Council Meeting Approved Minutes February 13, 2023

The regular council meeting of the City of Browns Valley, MN was held in the meeting room of the Public Library. Council members present were Mayor Mike Heck, Neil Madison, Tony Miller, Devan Dobbs, Jan Biewer. Also, in attendance were City Maintenance Tony Serocki, City Administrator Jodi Hook-Hansen, Library Director Bernice Piechowski, Code Enforcement Officer Terry Biewer and City Attorney Matt Franzese.

**Absent:** None

Others present: Edith Foren and Richard Johnson (Historical Society)

The meeting was called to order at 5:30 p.m. by Mayor Heck.

The Pledge of Allegiance was recited by those in attendance.

### **Agenda**

Upon a motion by Biewer with a second by Miller, the Council unanimously approved the agenda with the additions of Richard Johnson – Historical Society Furnace replacement, and Kurt Haakinson Minnesota Rural Water – Rate Study.

**Public Hearing:** None at this time.

### **Consent Agenda**

- Upon a motion by Biewer with a second by Madison, the Council unanimously approved the January 23, 2023, Regular Meeting Minutes.
- Upon a motion by Madison with a second by Miller, the Council unanimously approved the claims for a grand total of \$76,763.02 to include Wages February 1<sup>st</sup> = \$14,266.04 and the Claims: January 23<sup>rd</sup> = \$62,496.98
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the Delinquency Report.
- Upon a motion by Madison with a second by Biewer, the Council unanimously approved the Treasurer's Report.

### **Department Reports:**

- City Administrator Hook-Hansen gave a verbal report on administrative items completed in the office and asked council to consult with Attorney Laura Schmidt about city boundary since there could be conflict of interest with County Attorney.
- Upon a motion by Miller with a second by Madison, the Council on 4-1 vote approved to consult Attorney Laura Schmidt about City Boundary. Dobbs dissented.
- Library Director Piechowski gave a verbal report about activities at the library.

- Code Enforcement Officer Biewer gave a verbal report on actions done to enforce City ordinances and items completed in the office.
- City Maintenance Serocki gave a verbal report on public works items completed.

**Communications:** Neil Madison with Kurt Haakinson MN Rural Water Rate Study. Haakinson spoke to the Council about the current rates of the city's water and sewer rates and inactive water accounts with meter connections in them that are not being charged. The council had lengthy discussion regarding the current budget and comparing with current rates. Hook-Hansen informed the Council that the current rate structure will leave the water account with a -\$26,614.72 balance and the sewer account with a -\$34,434.72 balance. If we charge inactive accounts a water and sewer base charge of \$55.00 it would still leave negative balances of -\$14,614.72 and -\$13,434.72, respectively. Hook-Hansen informed the Council that all users should share the cost of running and maintaining City water and sewer, and not just on just the active users. To break even, the base charge will need to go from \$55 to \$63 if all active and inactive users pay their fair share. Otherwise, the rate for active users will need to increase from \$55 to \$75.50 just to break even. Haakinson informed the Council that the entities should be self-sustaining and shouldn't be paid from city taxes for the burden. The Council did not take any formal action at this time.

**Unfinished Business:** None at this time.

**New Business:**

- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved of the estimate received for 20' container in the amount of \$4350 from Tki Tom Kraemer Inc. to be used as storage container for the well generator.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of the kennel permits for Aaron Fattore 309 1<sup>st</sup> St N and Angela/Patrick Beacom 114 1<sup>st</sup> Ave SE.
- Upon a motion by Dobbs with a second by Biewer, the Council approved by a 4 to 1 vote of the Amendment to Ordinance Sec 52.54 (B), changing the penalty for late payment of water fees from 10% of the bill to \$25 or 10%, whichever is greater. Miller dissented.
- For recommendations/review of Amendment to Ordinances Sec 92.21 and 92.23 and Establishment of Ordinance Sec 92.25 to be approved at February 27<sup>th</sup> meeting

Discussion of Water Accountability, Inactive Accounts, and Vacant Lots was discussed during the communications.

**Other Business:**

- Richard Johnson Historical Society asked the council if they could swap out the fuel furnace for the propane furnace.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved of changing out the fuel furnace for the propane furnace. Biewer abstained.
- **Public Forum:** None at this time.

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**Upcoming Dates:**

**Dates:** February 20<sup>th</sup> Office Closed – February 23<sup>rd</sup> EDA Committee  
April 10<sup>th</sup> 2:30 - Board of Appeals and Equalization in Library Meeting Room


**Items for council to consider for future:** Committees to review Personnel Handbook and Ordinance Book & EDA Committee.

**Next scheduled meeting: Monday February 27<sup>th</sup> at 5:30 p.m.**

The meeting adjourned at 7:42 p.m.

Minutes submitted by:

Approved by:

  
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Jodi Hook-Hansen, City Administrator

  
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Mike Heck, Mayor / Acting Mayor



**AMENDMENT TO ORDINANCE SECTION 52.54(B)**

**AN ORDINANCE DEALING WITH LATE FEES FOR WATER SERVICES  
WITHIN THE CITY OF BROWNS VALLEY**

Findings.

1. The Browns Valley City Council has adopted the Minnesota Basic Code as it has been amended and supplemented to be its city code.
2. That code permits the City of Browns Valley to impose late fees for failure to timely pay water services.
3. The Browns Valley City Council believes it is in the best interests of the residents of the City of Browns Valley to modify its Ordinance regulating late fees and increase the penalty for late payment of water services.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BROWNS VALLEY  
ORDAINS AS FOLLOWS:**

1. That Browns Valley City Ordinance Section 52.54(B) is hereby amended to read as follows:  
  
“(B) If a service charge is not paid when due, then a penalty of \$25, or 10%, whichever is greater, shall be added thereto.”

PASSED AND ADOPTED this 13th day of February, 2023.

BROWNS VALLEY CITY COUNCIL

  
\_\_\_\_\_  
Mike Heck, Mayor

ATTEST:

  
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Jodi Hook-Hansen, City Administrator