



Browns Valley Regular City Council Meeting Approved Minutes February 27, 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, Richard Johnson, Todd Johnson, and Andy Miller (Traverse County Sheriff's Office).

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 Dobbs with a second by Madison, the Council unanimously approved the agenda with the additions of 20-0222000 Garage near 232 Church; 20-0161000 at 414 W Broadway (BJ's), Bob Lee-Mowing, and Approval of Liquor License Resolution 23-08.

Public Hearing: None at this time.

Consent Agenda

- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the February 13, 2023, Regular Meeting Minutes.
- Upon a motion by Biewer with a second by Madison, the Council unanimously approved the claims for a grand total of \$34,136.68, including Wages (February 16th = \$6,990.39) and the Claims (February 27th = \$27,146.29).

Department Reports:

- Deputy Miller was present from the Sheriff's office and presented the Council with a completed 2022 yearly report for the Traverse County Sheriff's Office. The report indicated that Dispatch received 536 calls for service in Browns Valley last year, down from the 772 calls received in 2021.
- City Administrator Hook-Hansen gave a verbal report on administrative items completed in the office.
- 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.

- City Attorney Franzese gave a verbal report to the council on items he has completed, which include administrative search warrants, ordinance review, and informed the council about options of THC/CBD licensing or an ordinance moratorium on THC/CBD.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved to have City Attorney Franzese to move forward with an ordinance moratorium on THC/CBD.

Communications: Jan Biewer informed the Council that she had spoken with Dorothy Christensen regarding the Food Shelf utilizing the Community Center. Dorothy informed Biewer that last year they served 24 families and 77 people. Families are able to visit once a month unless an emergency occurs.

Unfinished Business: None at this time.

New Business:

- Hook-Hansen received a complaint from Councilmember Dobbs regarding Facebook postings during a snow emergency, and she informed the Council about them. Hook-Hansen also informed the Council about an inquiry to Brian D. Koehn, CPA, PLLC, about reconciliation issues.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved Resolution 23-07, a Resolution Affirming Corporate Authorized Signers for the City of Browns Valley for the Year of 2023.
- Mayor Heck appointed Madison and Biewer to meet with Attorney Franzese for recommendations/review of Amendments to Ordinances Sec 92.21 and 92.23 and Establishment of Ordinance Sec 92.25.
- The Council continued the discussion of water accountability, inactive accounts and rate study. Councilmember Dobbs asked staff to consider bracket rates for usage consumptions, which will increase usage rates for more gallons used. The increased usage rates will mostly affect the nursing home, school, apartments, and some residents.

Other Business:

- Upon a motion by Heck with a second by Biewer, the Council unanimously approved the contract to sell to Larry Hall parcel ID 20-0222000 Garage near 232 Church St in the amount of \$750.00 plus the transfer fee.
- Upon a motion by Madison with a second by Biewer, the Council denied requiring sealed bids with a minimum amount to sell the property located at 414 W Broadway parcel ID 20-0161000 & 20-0162000 (AKA BJ's). Aye's: Dobbs and Madison. Nay's: Miller, Heck and Biewer.
- Upon a motion by Miller with a second by Biewer, the Council voted 4 to 1 to approve the contract to sell to John Meyen and Curt Ritter parcel ID 20-0161000 & 0162000 (AKA BJ's), located at 414 W Broadway in the amount of \$6,500.00 plus transfer fee. Dobbs dissented.
- Bob Lee introduced himself and inquired if his company could contract for City mowing. Mr. Lee gave the Council a certificate of insurance. The Council informed Mr. Lee that they will call if needed.

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- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved Resolution 23-08, a Resolution Approving Beer and Liquor Licenses for Browns Valley Liquor Store and American Legion.

Public Forum: None at this time.

Dates April 10th 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 March 13th at 5:30 p.m.

The meeting adjourned at 7:42 p.m.

Minutes submitted by:

Approved by:



Jodi Hook-Hansen, City Administrator



Mike Heck, Mayor / Acting Mayor

**CITY COUNCIL OF THE
CITY OF BROWNS VALLEY, MINNESOTA**

RESOLUTION NO. 23-07

**A RESOLUTION AFFIRMING CORPORATE AUTHORIZED SIGNERS FOR THE
CITY OF BROWNS VALLEY FOR THE YEAR 2023**

WHEREAS, it is the policy of the Browns Valley City Council to make annual appointments to assign individuals as corporate authorized signers for the city government at the beginning of each year;

WHEREAS, these individuals are authorized to sign approved checks and drafts on behalf of the City of Browns Valley;

WHEREAS, in Resolution 23-03, the Browns Valley City Council appointed the following people to serve as the corporate authorized signors for all bank accounts to sign approved checks and drafts on the City of Browns Valley:

Mayor: Michael J. Heck
Vice Mayor: Neil Madison
Appointed Council Representative: Jan Biewer
City Clerk/Administrator/Treasurer: Jodi Hook-Hansen

WHEREAS, in years past Bernice Peichowski and Karen Nelson have been able to act as a signor for City of Browns Valley Library Savings Account, despite there being no known authorization allowing her to do so, which was pointed out by the City's Auditor;

WHEREAS, based upon the recommendation of the City's Auditor, only the four people named in Resolution 23-03 should be authorized signors for the Browns Valley Library Savings Account; and

WHEREAS, after the passage of Resolution 23-03, it was brought to the attention of the Browns Valley City Council that former councilmember Ken Warren was still listed as an authorized signor for the Ambulance Savings Account, instead of newly-appointed Jan Biewer.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Browns Valley establishes the following:

1. That only those four people listed in Resolution 23-03 are authorized signors on the City of Browns Valley's financial accounts for the Year 2023.
2. That despite having the past ability to access the City of Browns Valley's Library Savings Account, Bernice Piechowski and Karen Nelson are not authorized to be

a signor on said Library Savings Account, or any other financial account belonging to the City of Browns Valley.

3. That Jan Biewer is hereby substituted as an authorized signor for the City of Browns Valley's Ambulance Savings Account, and that Ken Warren no longer is an authorized signor.

Adopted by the City Council of the City of Browns Valley, this 27th day of February, 2023.


Michael J. Heck
Mayor

ATTEST:


Jodi J Hook-Hansen
City Clerk/Administrator/Treasurer

**CITY COUNCIL OF THE
CITY OF BROWNS VALLEY, MINNESOTA**

RESOLUTION NO. 23-08

**A RESOLUTION APPROVING BEER AND LIQUOR LICENSES
IN THE CITY OF Browns Valley, MINNESOTA**

BE IT RESOLVED, by the City Council of the City of Browns Valley that the following Liquor Licenses are granted effective May 1, 2023, through April 30, 2024, to the following Establishments and Licensees provided appropriate payment, application, and insurance documents are submitted and the Building Inspector approves permanent establishments to insure there are no safety hazards. Licenses are only effective for the premises specified in the approved license application.

<u>LICENSEE NAME & Address</u>	<u>TRADE NAME</u>	<u>LICENSES</u>
Cheetah Inc. John Tchida 324 W Broadway Browns Valley, MN 56219	Browns Valley Liquor	On-Sale Liquor Off-Sale Liquor On-Sale Sunday
American Legion 518 W Broadway Browns Valley, MN 56219	William Krensing Post	On-Sale Liquor

VOTING AYE

Michael Heck
 Neil Madison
 Tony Miller
 Devan Dobbs
 Jan Biewer

VOTING NAY

Michael Heck__
Neil Madion__
Tony Miller__
Devan Dobbs__
Jan Biewer__

Whereupon, said Resolution is hereby declared passed on this
27th Day of February, 2023.



Michael Heck, Mayor

ATTEST:



Jodi J Hook-Hansen, City Administrator