



**BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM**

Monday January 08, 2024 - 5:30 P.M.

AGENDA

Call to order

Pledge of Allegiance

Roll Call: Mike Heck Tony Miller Neil Madison Jan Biewer Devan Dobbs

Others in attendance: Jodi Hook-Hansen, Tony Serocki, Bernice Piechowski, Terry Biewer, Matt Franzese

Absent:

Visitors: Folsom Township-Mike Smith

Approval of Agenda:

Consent Agenda

➤ December 18, 2023 Regular Meeting Minutes

➤ For a grand total of \$130,851.71

Wages: January 2nd = \$12,287.71

Claims: January 9th = \$109,167.77 + \$9,396.23 End of Dec Bills

➤ Treasurer report

➤ Delinquency report

Department Reports: Ambulance-Fire Department-Public Works-Library-Admin/Code Officer

Unfinished Business:

➤ Security Cameras

New Business:

➤ Approval of quote for new Christmas Decorations

➤ Approval of IRS Standard Mileage rate of 67cents

➤ Approval of Darrell Dobbs Retirement Resignation Letter

➤ Approval of Maintenance Job Description

➤ Resolution 24-01 a Resolution Stating Annual Designations

➤ Resolution 24-02 a Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code

➤ Approval of applying for Outdoor Recreation Grant

➤ Discussion on Sales Tax due by January 31st

Other Business:

Dates: Jan 22nd Public Hearing for Potential Ambulance Dept Equipment Funding Sources

Items for council to consider for future: Ordinance concerning the public use of Hemp and Cannabis Products

Next scheduled meeting Monday January 22nd - 5:30 PM

Adjournment: Time _____

NOTE: The agenda is produced in advance of the council meeting. The actual meeting may consist of additional items, as may come before the council after the agenda is posted, or during the meeting itself.



Browns Valley Regular City Council Meeting Approved Minutes December 18, 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, Tony Miller, Neil Madison, Devan Dobbs, and Jan Biewer. Also in attendance were City Administrator Jodi Hook-Hansen, City Maintenance Supervisor Tony Serocki, Library Director Bernice Piechowski, Code Enforcement Officer Terry Biewer, and City Attorney Matt Franzese.

Absent:

Others Present: Arlene Reinart, Edith Foren and Traverse County Sheriff's Deputy Tammy Borgheiinck.

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 Dobbs, the Council unanimously approved the agenda with the additions of Building Permit 210 Ash St- (Berg) and Ambulance quote for Avel.

Consent Agenda:

- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the December 4th, 2023, Regular Meeting Minutes.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved the claims for a grand total of \$60,970.97 including Wages (December 18th = \$7,000.40) and Claims (December 18th = \$53,970.57).
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved of Resolution 23-33 a Resolution Accepting a donation to the City of Browns Valley in the amount of \$1,335 from BV Charity Fund, \$8,000 from Riverview Fund, and \$26,350.15 from Beardsley Fireman's Relief.

Department Reports:

- Deputy Borgheiinck reported on recent law enforcement activity within the City.
- Library Director Piechowski reported on activities at the library.
- City Maintenance Supervisor Serocki gave a verbal report on public works items completed. Serocki informed the Council about a mower shield that is in need of replacing.
 - Upon a motion by Miller with a second by Dobbs, the Council unanimously agreed to have Serocki purchase a shield for mower.
- Code Enforcement Officer Biewer reported on actions done to enforce City ordinances and items completed in the office.
- City Administrator Hook-Hansen reported on administrative items completed in the office.

**Browns Valley Regular City Council Meeting Approved Minutes
December 18, 2023**

- City Attorney Franzese gave a verbal report on actions performed for the City of Browns Valley. Franzese questioned the Council if he needed to pursue small claims court in regards to fines against Brenda Bartz for non-compliance of the rental ordinance.
- Upon a motion by Biewer with a second by Heck, the Council voted 4 to 1 to authorize Franzese to pursue a small claims court action against Brenda Bartz for non-compliance of the rental ordinance. Dobbs dissented.

Unfinished Business:

- The Council had additional questions on the security cameras. The staff will inquire about another quote and what the total cost would be per month.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved Resolution 23-31, the City's budget for 2024.

New Business:

- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved of the Tobacco License renewal for Browns Valley-Cenex and Dollar General.
- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved Christmas Decoration Surplus items to sell for \$100.00 each.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved of the Sheriff's completed draft contract which included \$60,000: \$60.00 per hour with contracting 1000 hours for the 1 year.
- Upon a motion by Miller with a second by Dobbs, the Council unanimously agreed to have the Ambulance Department enter into a contract that is less than 3 years with Avel for telemedicine package that connects EMS personnel to Avel's hub via enhanced cellular networks.

Public Comment: None at this time

Other Business:

Dates:

December 25th & 26th Closed for Christmas

Items for Council to consider for future: Ordinance concerning the public use of Hemp and Cannabis Products

Next scheduled meeting: Monday January 8th at 5:30 p.m.

The meeting adjourned at 6:15 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

BROWNS VALLEY, MN

01/01/24 12:06 PM

Page 1

***Check Summary Register©**

Batch: Claims123123

Name	Check Date	Check Amt	
10100 PRAIRIE SUN BANK			
13300e	OTTERTAIL POWER COMPANY	12/22/2023	\$280.49 14-086156 New City Shop
13301e	VERIZON WIRELESS	1/16/2024	\$70.50 Ambulance cell
13302e	PAYA	12/4/2023	\$0.18 card brand fees to be credited
20428	BAKER & TAYLOR	12/31/2023	\$14.38 books
20429	BUSINESS CARD	12/31/2023	\$63.98 library
20430	CENEX FLEET FUELING	12/31/2023	\$294.00 #6 Fire Department
20431	FARM & HOME PUBLISHERS	12/31/2023	\$120.25 ad, printed 2024 FHP book
20432	KIBBLE EQUIPMENT LLC	12/31/2023	\$6,060.00 balance of JD Rotary Cutter
20433	MADISON NATIONAL LIFE	12/31/2023	\$23.90 January premium
20434	OFFICE PEEPS	12/31/2023	\$11.97 library time clock ribbon
20435	SEROCKI EXCAVATING, INC.	12/31/2023	\$915.00 replace curb stop by telephone building
20436	VISA	12/31/2023	\$1,078.44 snow blade
20437	VISA	12/31/2023	\$401.51 ambulance wearable gear
20438	WEGWORTH, LAURA	12/31/2023	\$61.63 Dec23-Jan1 4.25 hrs
Total Checks			\$9,396.23

FILTER: (([Act Year]='2023' and [period] in (12))) and (Source in ('Claims123123'))

Payments

Current Period: December 2023

Payment Batch Claims123123		\$9,396.23	
Refer	1334 OTTERTAIL POWER COMPANY	Ck# 013300E 12/22/2023	
Cash Payment	E 101-43000-381 Electric Utilities	14-086156 New City Shop	\$140.25
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-086156 New City Shop	\$70.12
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-086156 New City Shop	\$70.12
Invoice			
Transaction Date	12/20/2023	PRAIRIE SUN BANK 10100	Total \$280.49
Refer	1335 CENEX FLEET CARD	Ck# 020430 12/31/2023	
Cash Payment	E 101-42260-212 Motor Fuels	#6 Fire Department	\$22.87
Invoice			
Cash Payment	E 101-42153-212 Motor Fuels	#3 Ambulance	\$31.76
Invoice			
Cash Payment	E 101-43000-212 Motor Fuels	#4 Maintenance	\$36.96
Invoice			
Cash Payment	E 601-49400-212 Motor Fuels	#4 Maintenance	\$18.47
Invoice			
Cash Payment	E 602-49450-212 Motor Fuels	#4 Maintenance	\$18.48
Invoice			
Cash Payment	E 101-43000-212 Motor Fuels	#4 Maintenance plow truck	\$165.46
Invoice			
Transaction Date	12/27/2023	PRAIRIE SUN BANK 10100	Total \$294.00
Refer	1336 VERIZON WIRELESS	Ck# 013301E 1/16/2024	
Cash Payment	E 101-42153-321 Telephone	Ambulance cell	\$70.50
Invoice			
Transaction Date	12/28/2023	PRAIRIE SUN BANK 10100	Total \$70.50
Refer	1337 BUSINESS CARD	Ck# 020429 12/31/2023	
Cash Payment	E 211-45500-433 Dues and Subscriptions	library	\$63.98
Invoice			
Transaction Date	12/28/2023	PRAIRIE SUN BANK 10100	Total \$63.98
Refer	1338 BAKER & TAYLOR	Ck# 020428 12/31/2023	
Cash Payment	E 211-45500-435 Books and Pamphlets	books	\$14.24
Invoice 2037998437	12/15/2023		
Cash Payment	E 211-45500-333 Freight and Express	books	\$0.14
Invoice 2037998437	12/15/2023		
Transaction Date	12/28/2023	PRAIRIE SUN BANK 10100	Total \$14.38
Refer	1339 OFFICE PEEPS	Ck# 020434 12/31/2023	
Cash Payment	E 211-45500-210 Operating Supplies (GE	library time clock ribbon	\$11.97
Invoice 1048924-0	12/13/2023		
Transaction Date	12/28/2023	PRAIRIE SUN BANK 10100	Total \$11.97
Refer	1340 MADISON NATIONAL LIFE	Ck# 020433 12/31/2023	
Cash Payment	E 101-41000-130 Employer Paid Ins (GEN	January premium	\$23.90
Invoice 1597690			
Transaction Date	12/28/2023	PRAIRIE SUN BANK 10100	Total \$23.90
Refer	1341 SEROCKI EXCAVATING, INC.	Ck# 020435 12/31/2023	

Payments

Current Period: December 2023

Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	replace curb stop by telephone building		\$915.00
Invoice	15286	12/22/2023		
Transaction Date	12/28/2023	PRAIRIE SUN BANK	10100	Total \$915.00
Refer	1342	FARM & HOME PUBLISHERS	Ck# 020431	12/31/2023
Cash Payment	E 101-41000-340 Advertising	ad, printed 2024 FHP book		\$120.25
Invoice	M22295			
Transaction Date	12/28/2023	PRAIRIE SUN BANK	10100	Total \$120.25
Refer	1343	KIBBLE EQUIPMENT LLC	Ck# 020432	12/31/2023
Cash Payment	E 101-43000-500 Capital Outlay (GENERA	balance of JD Rotary Cutter		\$2,020.00
Invoice				
Cash Payment	E 601-49400-500 Capital Outlay (GENERA	balance of JD Rotary Cutter		\$2,020.00
Invoice				
Cash Payment	E 602-49450-500 Capital Outlay (GENERA	balance of JD Rotary Cutter		\$2,020.00
Invoice				
Transaction Date	12/28/2023	PRAIRIE SUN BANK	10100	Total \$6,060.00
Refer	1344	VISA	Ck# 020436	12/31/2023
Cash Payment	E 101-41000-210 Operating Supplies (GE	snow blade		\$85.99
Invoice				
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop supplies		\$102.73
Invoice				
Cash Payment	E 601-49400-210 Operating Supplies (GE	shop supplies		\$51.36
Invoice				
Cash Payment	E 602-49450-210 Operating Supplies (GE	shop supplies		\$51.36
Invoice				
Cash Payment	E 602-49450-500 Capital Outlay (GENERA	#2 lift station generator shed shutter		\$787.00
Invoice				
Transaction Date	12/28/2023	PRAIRIE SUN BANK	10100	Total \$1,078.44
Refer	1345	VISA	Ck# 020437	12/31/2023
Cash Payment	E 410-42153-210 Operating Supplies (GE	ambulance wearable gear		\$401.51
Invoice				
Transaction Date	12/28/2023	PRAIRIE SUN BANK	10100	Total \$401.51
Refer	1346	PAYA	Ck# 013302E	12/4/2023
Cash Payment	E 101-41000-309 Software & Design	card brand fees to be credited		\$0.18
Invoice		12/4/2023		
Transaction Date	1/1/2024	PRAIRIE SUN BANK	10100	Total \$0.18
Refer	1347	WEGWORTH, LAURA	Ck# 020438	12/31/2023
Cash Payment	E 101-41000-300 Professional Srvs (GENE	Dec23-Jan1 4.25 hrs		\$61.63
Invoice				
Transaction Date	1/1/2024	PRAIRIE SUN BANK	10100	Total \$61.63

Payments

Current Period: December 2023

Fund Summary

	10100 PRAIRIE SUN BANK
101 GENERAL FUND	\$2,882.48
211 LIBRARY	\$90.33
410 AMBULANCE CAPITAL FUND	\$401.51
601 WATER FUND	\$3,074.95
602 SEWER FUND	\$2,946.96
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	\$9,396.23

Pre-Written Checks	\$9,396.23
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$9,396.23

BROWNS VALLEY, MN

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Page 1

***Check Summary Register©**

Batch: Claims010824

Name	Check Date	Check Amt	
10100 PRAIRIE SUN BANK			
13303e	VALLEY TELEPHONE CO	1/3/2024	\$672.47 2871,2872,2243,lift stations
13304e	MN DEPT OF REVENUE	1/3/2024	\$572.94
13305e	IRS	1/3/2024	\$3,028.53 Federal
13306e	PUBLIC EMPLOYEES RETIREME	1/4/2024	\$1,380.53
13307e	USDA RURAL DEVELOPMENT	1/1/2024	\$79,340.00
13308e	MN DEPT OF REVENUE	1/4/2024	\$400.00 Comm Water
13309e	TRAVERSE ELECTRIC COOP, IN	1/5/2024	\$129.22 monthly statement (wastewater) retirement cre
13310e	AFLAC	1/5/2024	\$637.21
13311e	BLUE CROSS BLUE SHIELD OF	1/5/2024	\$12.82 Dec employee vision ins
20458	BIEWER, JANET	1/8/2024	\$32.16 mileage to Wheaton CC meeting 48x.67
20459	BORDER LAKES REPAIR LLC	1/8/2024	\$165.00 payloader hydraulic issue
20460	BRIAN D KOEHN, CPA, PLLC	1/8/2024	\$2,000.00 audit of financial statements year end 2023
20461	BROWNS VALLEY HARDWAREH	1/8/2024	\$312.35 plow truck
20462	CARQUEST OF ORTONVILLE	1/8/2024	\$1,838.38 shop supplies
20463	CENEX FLEET FUELING	1/8/2024	\$294.00 #6 Fire Department
20464	CHS Inc.	1/8/2024	\$51.73 superlube
20465	Gazette Publishing Company	1/8/2024	\$56.00 library subscription 1 yr
20466	GOPHER STATE ONE-CALL	1/8/2024	\$2.70 December billing
20467	LEAGUE OF MN CITIES INS TRU	1/8/2024	\$11,275.00 workers compensation coverage premium
20468	MAYNARDS FOOD CENTER	1/8/2024	\$23.78 shop supplies
20469	MIDWEST TAPE LLC	1/8/2024	\$117.95 digital books
20470	MIKE JACOBSON	1/8/2024	\$400.00 January
20471	SCHMIDT LAW + CONSULTING	1/8/2024	\$1,675.00 law enforcement contract
20472	SWANSTON EQUIPMENT	1/8/2024	\$4,000.00 2023 Bobcat skid steer loader
20473	WEST CENTRAL INITIATIVE	1/8/2024	\$750.00 WCI Annual Fund
Total Checks			\$109,167.77

FILTER: (([Act Year]='2024' and [period] in (1))) and (Source in ('Claims010824'))

BROWNS VALLEY, MN

01/05/24 3:33 PM

Page 1

Payments

Current Period: January 2024

Payment Batch Claims010824		\$109,167.77	
<u>Refer</u>	<u>1348 BIEWER, JANET</u>	<u>Ck# 020458 1/8/2024</u>	
Cash Payment	E 101-41110-331 Travel Expenses	mileage to Wheaton CC meeting 48x.67	\$32.16
Invoice			
Transaction Date	1/2/2024	PRAIRIE SUN BANK 10100	Total \$32.16
<u>Refer</u>	<u>1349 VALLEY TELEPHONE</u>	<u>Ck# 013303E 1/3/2024</u>	
Cash Payment	E 602-49450-321 Telephone	2871,2872,2243,lift stations	\$111.56
Invoice			
Cash Payment	E 101-41000-321 Telephone	2127, Fax Village Hall	\$37.52
Invoice			
Cash Payment	E 101-41000-321 Telephone	2110, Phone, Village Hall	\$301.28
Invoice			
Cash Payment	E 211-45500-321 Telephone	2318, 2125, Library	\$51.25
Invoice			
Cash Payment	E 101-43000-321 Telephone	2846, Maintenance Dept.	\$89.96
Invoice			
Cash Payment	E 101-41000-321 Telephone	wifi Community Center	\$80.90
Invoice			
Transaction Date	1/2/2024	PRAIRIE SUN BANK 10100	Total \$672.47
<u>Refer</u>	<u>1350 GOPHER STATE ONE-CALL</u>	<u>Ck# 020466 1/8/2024</u>	
Cash Payment	E 601-49400-300 Professional Srvs (GENE December billing		\$1.35
Invoice 3120255 12/31/2023			
Cash Payment	E 602-49450-300 Professional Srvs (GENE December billing		\$1.35
Invoice 3120255 12/31/2023			
Transaction Date	1/3/2024	PRAIRIE SUN BANK 10100	Total \$2.70
<u>Refer</u>	<u>1351 CHS INC.</u>	<u>Ck# 020464 1/8/2024</u>	
Cash Payment	E 101-43000-212 Motor Fuels	superlube	\$25.87
Invoice FR8 IA1227 12/13/2023			
Cash Payment	E 602-49450-212 Motor Fuels	superlube	\$12.93
Invoice FR8 IA1227 12/13/2023			
Cash Payment	E 601-49400-212 Motor Fuels	superlube	\$12.93
Invoice FR8 IA1227 12/13/2023			
Transaction Date	1/3/2024	PRAIRIE SUN BANK 10100	Total \$51.73
<u>Refer</u>	<u>1352 BROWNS VALLEY HARDWARE HA</u>	<u>Ck# 020461 1/8/2024</u>	
Cash Payment	E 101-43000-210 Operating Supplies (GE	plow truck	\$8.99
Invoice			
Cash Payment	E 101-41000-210 Operating Supplies (GE	Comm Center	\$32.99
Invoice			
Cash Payment	E 601-49400-210 Operating Supplies (GE	water supplies	\$70.77
Invoice			
Cash Payment	E 602-49450-210 Operating Supplies (GE	sewer supplies	\$41.80
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies (GE	streets	\$23.29
Invoice			
Cash Payment	E 101-41000-210 Operating Supplies (GE	City Hall supplies	\$6.99
Invoice			
Cash Payment	E 101-42260-210 Operating Supplies (GE	Fire Dept supplies	\$44.17
Invoice			

Payments

Current Period: January 2024

Cash Payment Invoice	E 101-43000-210 Operating Supplies (GE	shop supplies		\$41.68
Cash Payment Invoice	E 601-49400-210 Operating Supplies (GE	shop supplies		\$20.83
Cash Payment Invoice	E 602-49450-210 Operating Supplies (GE	shop supplies		\$20.84
Transaction Date	1/3/2024	PRAIRIE SUN BANK	10100	Total \$312.35
Refer	1353 GAZETTE PUBLISHING COMPANY	Ck# 020465	1/8/2024	
Cash Payment Invoice	E 211-45500-433 Dues and Subscriptions	library subscription 1 yr		\$56.00
Transaction Date	1/3/2024	PRAIRIE SUN BANK	10100	Total \$56.00
Refer	1354 MIDWEST TAPE LLC	Ck# 020469	1/8/2024	
Cash Payment Invoice 504859568	E 211-45500-435 Books and Pamphlets	digital books		\$96.57
Cash Payment Invoice 504859568	E 211-45500-437 Tapes/CD s/Movies	digital videos		\$21.38
Transaction Date	1/3/2024	PRAIRIE SUN BANK	10100	Total \$117.95
Refer	1355 SWANSTON EQUIPMENT	Ck# 020472	1/8/2024	
Cash Payment Invoice E09564	E 603-49500-540 Heavy Machinery	2023 Bobcat skid steer loader		\$200.00
Cash Payment Invoice E09564	E 101-45000-540 Heavy Machinery	2023 Bobcat skid steer loader		\$400.00
Cash Payment Invoice E09564	E 601-49400-540 Heavy Machinery	2023 Bobcat skid steer loader		\$800.00
Cash Payment Invoice E09564	E 602-49450-540 Heavy Machinery	2023 Bobcat skid steer loader		\$800.00
Cash Payment Invoice E09564	E 101-43000-540 Heavy Machinery	2023 Bobcat skid steer loader		\$1,800.00
Transaction Date	1/3/2024	PRAIRIE SUN BANK	10100	Total \$4,000.00
Refer	1356 WEST CENTRAL INITIATIVE	Ck# 020473	1/8/2024	
Cash Payment Invoice	E 101-41000-300 Professional Svcs (GENE	WCI Annual Fund		\$750.00
Transaction Date	1/3/2024	PRAIRIE SUN BANK	10100	Total \$750.00
Refer	1357 MN DEPT OF REVENUE SW	Ck# 013304E	1/3/2024	
Cash Payment Invoice	G 101-21702 State Withholding			\$572.94
Transaction Date	1/3/2024	PRAIRIE SUN BANK	10100	Total \$572.94
Refer	1358 IRS	Ck# 013305E	1/3/2024	
Cash Payment Invoice	G 101-21701 Federal Withholding	Federal		\$630.01
Cash Payment Invoice	G 101-21703 FICA Tax Withholding	SS & Medicare		\$2,398.52
Transaction Date	1/3/2024	PRAIRIE SUN BANK	10100	Total \$3,028.53
Refer	1359 PUBLIC EMPLOYEES RETIREMEN	Ck# 013306E	1/4/2024	
Cash Payment Invoice	G 101-21704 PERA			\$1,380.53
Transaction Date	1/3/2024	PRAIRIE SUN BANK	10100	Total \$1,380.53
Refer	1360 MIKE JACOBSON	Ck# 020470	1/8/2024	

Payments

Current Period: January 2024

Cash Payment	E 101-42400-300 Professional Svcs (GENE January			\$400.00
Invoice				
Transaction Date	1/3/2024	PRAIRIE SUN BANK 10100	Total	\$400.00
Refer	1361 <u>SCHMIDT LAW + CONSULTING</u>	<u>Ck# 020471 1/8/2024</u>		
Cash Payment	E 101-41610-304 Legal Fees	law enforcement contract		\$1,675.00
Invoice 583	1/2/2024			
Transaction Date	1/3/2024	PRAIRIE SUN BANK 10100	Total	\$1,675.00
Refer	1362 <u>USDA RURAL DEVELOPMENT</u>	<u>Ck# 013307E 1/1/2024</u>		
Cash Payment	E 602-41500-610 Interest			\$37,340.00
Invoice				
Cash Payment	E 602-41500-600 Debt Srv Principal (GEN			\$42,000.00
Invoice				
Transaction Date	1/4/2024	PRAIRIE SUN BANK 10100	Total	\$79,340.00
Refer	1363 <u>BRIAN D KOEHN, CPA, PLLC</u>	<u>Ck# 020460 1/8/2024</u>		
Cash Payment	E 101-41000-301 Audit & Acct Services	audit of financial statements year end 2023		\$2,000.00
Invoice 1124	1/1/2024			
Transaction Date	1/4/2024	PRAIRIE SUN BANK 10100	Total	\$2,000.00
Refer	1364 <u>MN DEPT OF REVENUE ST</u>	<u>Ck# 013308E 1/4/2024</u>		
Cash Payment	E 601-49400-441 Sales tax	Comm Water		\$57.00
Invoice				
Cash Payment	E 603-49500-441 Sales tax	Comm Garbage		\$306.00
Invoice				
Cash Payment	E 603-49500-441 Sales tax	Res Garbage		\$37.00
Invoice				
Transaction Date	1/4/2024	PRAIRIE SUN BANK 10100	Total	\$400.00
Refer	1365 <u>BORDER LAKES REPAIR LLC</u>	<u>Ck# 020459 1/8/2024</u>		
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	payloader hydraulic issue		\$107.25
Invoice				
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE	payloader hydraulic issue		\$41.25
Invoice				
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	payloader hydraulic issue		\$8.25
Invoice				
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	payloader hydraulic issue		\$8.25
Invoice				
Transaction Date	1/4/2024	PRAIRIE SUN BANK 10100	Total	\$165.00
Refer	1366 <u>MAYNARDS FOOD CENTER</u>	<u>Ck# 020468 1/8/2024</u>		
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop supplies		\$11.89
Invoice 3175	12/22/2023			
Cash Payment	E 601-49400-210 Operating Supplies (GE	shop supplies		\$5.94
Invoice 3175	12/22/2023			
Cash Payment	E 602-49450-210 Operating Supplies (GE	shop supplies		\$5.95
Invoice 3175	12/22/2023			
Transaction Date	1/4/2024	PRAIRIE SUN BANK 10100	Total	\$23.78
Refer	1367 <u>CENEX FLEET CARD</u>	<u>Ck# 020463 1/8/2024</u>		
Cash Payment	E 101-42260-212 Motor Fuels	#6 Fire Department		\$22.87
Invoice				
Cash Payment	E 101-42153-212 Motor Fuels	#3 Ambulance		\$31.76
Invoice				

Payments

Current Period: January 2024

Cash Payment Invoice	E 101-43000-212 Motor Fuels	#4 Maintenance		\$36.96
Cash Payment Invoice	E 601-49400-212 Motor Fuels	#4 Maintenance		\$18.47
Cash Payment Invoice	E 602-49450-212 Motor Fuels	#4 Maintenance		\$18.48
Cash Payment Invoice	E 101-43000-212 Motor Fuels	#4 Maintenance plow truck		\$165.46
Transaction Date	1/4/2024	PRAIRIE SUN BANK 10100	Total	\$294.00
Refer	1368 <u>CARQUEST OF ORTONVILLE</u>	<u>Ck# 020462 1/8/2024</u>		
Cash Payment Invoice	E 101-43000-210 Operating Supplies (GE)	shop supplies		\$682.38
Cash Payment Invoice	E 601-49400-210 Operating Supplies (GE)	shop supplies		\$341.19
Cash Payment Invoice	E 602-49450-210 Operating Supplies (GE)	shop supplies		\$341.19
Cash Payment Invoice	E 602-49450-220 Repair/Maint Supply (GE)	jetter maint		\$233.89
Cash Payment Invoice	E 101-43000-220 Repair/Maint Supply (GE)	plow truck light		\$45.72
	8923-197080 12/11/2023			
Cash Payment Invoice	E 101-43000-220 Repair/Maint Supply (GE)	JD 2555 hydraulic		\$33.47
	8923-197363 12/18/2023			
Cash Payment Invoice	E 101-45000-220 Repair/Maint Supply (GE)	JD 2555 hydraulic		\$6.69
	8923-197363 12/18/2023			
Cash Payment Invoice	E 602-49450-220 Repair/Maint Supply (GE)	JD 2555 hydraulic		\$26.77
	8923-197363 12/18/2023			
Cash Payment Invoice	E 101-43000-210 Operating Supplies (GE)	dumptrucks/loader fuel supplement		\$127.08
	8923-197083 12/11/2023			
Transaction Date	1/5/2024	PRAIRIE SUN BANK 10100	Total	\$1,838.38
Refer	1369 <u>TRAVERSE ELECTRIC COOP, INC</u>	<u>Ck# 013309E 1/5/2024</u>		
Cash Payment Invoice	E 602-49450-381 Electric Utilities	monthly statement (wastewater) retirement credit applied		\$44.18
Cash Payment Invoice	E 601-49400-381 Electric Utilities	monthly statement (water)		\$85.04
Transaction Date	1/5/2024	PRAIRIE SUN BANK 10100	Total	\$129.22
Refer	1370 <u>AFLAC</u>	<u>Ck# 013310E 1/5/2024</u>		
Cash Payment Invoice	G 101-21708 AFLAC			\$637.21
Transaction Date	1/5/2024	PRAIRIE SUN BANK 10100	Total	\$637.21
Refer	1371 <u>BLUE CROSS BLUE SHIELD OF MN</u>	<u>Ck# 013311E 1/5/2024</u>		
Cash Payment Invoice	G 101-21710 Other Deductions	Dec employee vision ins		\$12.82
Transaction Date	1/5/2024	PRAIRIE SUN BANK 10100	Total	\$12.82
Refer	1372 <u>LEAGUE OF MN CITIES INS TRUST</u>	<u>Ck# 020467 1/8/2024</u>		
Cash Payment Invoice	E 101-41000-360 Insurance (GENERAL)	workers compensation coverage premium		\$11,275.00
Transaction Date	1/5/2024	PRAIRIE SUN BANK 10100	Total	\$11,275.00

January 8, 2024

Mike Heck, Mayor
City of Browns Valley
PO Box 334
Browns Valley, MN

RE: Resignation of Employment

Dear Mike,

I am writing to notify that I am resigning my position as City Maintenance for the City of Browns Valley, Minnesota. My last day of employment will be March 31, 2024.

I have enjoyed working for the City of Browns Valley over the years as an employee. As the City and its residents have always been first and foremost in my life I still would like to offer my services in any way that I can.

Sincerely,



Darrell Dobbs



PUBLIC WORKS MAINTENANCE WORKER I

Department/Location:	Public Works
Immediate Supervisor:	Public Works Supervisor
Revision Date	January 2024
FLSA Status	Nonexempt 32-40 hrs

Position Summary

Perform entry level operation and maintenance responsibilities in all department areas, including operating equipment, manual work, general building, and grounds maintenance.

Essential Responsibilities

Essential duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, Ensure or logical to the position.

1. Maintain streets, including patching, repairing curb and gutter, cleaning and repairing storm sewers and catch basins, snow plowing and applying salt and sand.
2. Maintain municipal water and wastewater systems, including line breaks, lift station cleaning and line cleaning.
3. Inspect, clean and repair storm lines, catch basins and waterways using a variety of equipment.
4. Maintain parks, including mowing, sodding and seeding, tree trimming, play areas, trash and hazard removal and ice rinks.
5. Maintain equipment maintenance, including preventative maintenance, routine basic repair, garage and maintenance areas cleaning and routine record keeping.
6. Perform routine building maintenance, including basic carpentry, cleaning, and basic systems and equipment repair.
7. Read waters meters, repair water meters and install meter radios for electronic reading.

Supervisory Responsibilities

None

Education and Experience

- High School diploma or GED.
- Training/ education experience in maintenance, machinery, mechanics, landscaping, or related field is desirable.
- Any combination of education and/or experience that demonstrates possession of and competency in the requisite knowledge, skills, and abilities necessary for satisfactory job performance.

Other Requirements

- Ability to pass a criminal background check.
- Ability to maintain and obtain CDL within one year of employment.
- Ability to obtain Class D water license.

Knowledge, Skills and Abilities

- Basic knowledge of hand and power tools and heavy equipment.
- Basic math skills.
- Ability to understand and use equipment safely and to adhere to all safety practices and procedures.
- Customer service skills including the ability to maintain composure under pressure.
- Mechanical aptitude.
- Ability to handle a variety of typical assignments and problems under moderate supervision.
- Ability to handle stressful situations.
- Ability to use the following equipment: wheel loader, riding mower, bobcat, dump truck with plow, power tools and small equipment like weed whips and saws.

Competencies Common to All Positions

- Demonstrate by personal example the integrity and service standards expected from all employees.
- Ability to develop respectful and cooperative work relationships, including the interest and willingness to help newer employees build the skills, abilities and confidence required their positions as quickly as possible.
- Develop and maintain a thorough working knowledge of all applicable department and/or city policies and procedures to help ensure compliance with policies and procedures throughout the organization.
- Confer with and keep the immediate supervisor informed of all-important matters pertaining to those functions and responsibilities for which the employee is accountable.
- Ability to communicate effectively, both verbally and in writing, with a variety of people such as elected and appointed officials, staff, contractors, consultants and the general public.
- Ability to work with moderate details and deadlines.
- Represent the city in a professional manner in all contacts related to city business.
- Ability to be self-motivative to complete tasks with out supervision.

Work Environment and Physical Demands

Work is typically outside in all seasons of the year with exposure to extreme temperatures. All maintenance workers are regularly required to have on-call availability and may work overtime during peak seasons.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and listen. The employee is regularly required to stand, walk, use hands to finger, handle or feel and reach with hands and arms. The employee regularly operates a variety of equipment, from small motorized tools to large vehicles, exposing the employee to noise and dust. The employee is often required to lift up to 50 pounds.

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The City of Browns Valley is an equal opportunity employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

RESOLUTION 24-01
RESOLUTION STATING ANNUAL DESIGNATIONS

WHEREAS, at the first council meeting certain designations are required to be made by the City Council;

THEREFORE, BE IT RESOLVED, that the following designations shall be made for 2024:

1. The official newspaper of the City of Browns Valley shall be The Traverse County Gazette News.
2. The primary depository of the City of Browns Valley shall be Prairie Sun Bank.
3. The City Attorney for legal advising, litigation and prosecutions shall be Matt Franzese.
4. The Law Enforcement will be represented by the Traverse County Sheriff Department
5. The Acting Mayor who shall preside and perform duties in the absence of the Mayor shall be Neil Madison.
6. The Council shall have standing committees consisting of a minimum of two Council members. These sub committees and members for 2024 shall be as follows:

Administration: Mike Heck; Neil Madison

Budget and Finance: Jan Biewer, Devan Dobbs

Library: Jan Biewer, Devan Dobbs

Water, Sewer, Streets, Lighting, Parks, & Recreation: Tony Miller, Neil Madison

Personnel: Mike Heck, Neil Madison

Public Safety: The Whole Council

Building & Equipment: Tony Miller, Mike Heck

Board of Appeals & Equalization: All Council Members

Law Enforcement: Mike Heck, Neil Madison

Tree Inspector: Tony Serocki

Weed Inspector: Mike Heck

7. Mike Heck, Neil Madison, Jan Biewer and Jodi Hook-Hansen will be the co-signers for all checks.
8. Library Board: Lois Hutmacher, Carmen Hills Karen Nelson, Diane Johnson, and Julie Metz.
9. EDA Commission: Chairperson- Shane Raw; Co-Chairperson- Chad Metz; Mike Heck, Neil Madison, Jan Biewer, Dale Dobbs and Lindsey Duffield

10. Health Officer: Valley Veterinary Clinic- Paula Heinje

11. Fire Chief Dave Kuschel; Assistant Fire Chief Josh Biel

12. Animal Control Department: Terry Biewer, Maintenance Department & Sheriff Department.

13. West Central Initiative Economic Development Board: Neil Madison

NOW, THEREFORE BE IT RESOLVED that the Mayor, Acting Mayor of Browns Valley and the City Administrator/Clerk/Treasurer is hereby authorized to sign such agreements as are necessary to implement the project(s) on behalf of the City.

AND, BE IT ALSO RESOLVED, that the firm for auditing purposes for the year 2024 will be Brian D. Koehn, CPA, PLLC

Adopted by the City Council of the City of Browns Valley, County of Traverse, State of Minnesota, this the 8th day of January 2024.

Mayor Mike Heck

ATTEST: _____
City Administrator Jodi Hook-Hansen

RESOLUTION NO. 24-02

RESOLUTION ESTABLISHING PROCEDURES RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE

BE IT RESOLVED by the City Council (the "Council") of the City of Browns Valley, Minnesota (the "City"), as follows:

1. Recitals.
 - (a) The Internal Revenue Service has issued final Treasury Regulations Section 1.103-18 (the "Regulations") dealing with reimbursement bond proceeds, which would include those proceeds of the City's bonds to be used to reimburse the City for any project expenditure paid by the City prior to the time of the issuance of those bonds.
 - (b) The Regulations generally require that the City make a prior declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of subsequent borrowings, that such declaration generally be made on or before the date the expenditure is actually paid, that the bonding occur and the reimbursement allocation be made from the proceeds of such bonds within one year of the payment of the expenditure (or not later than one year after the project is placed in service, if that is a longer period), and that the expenditure be a capital expenditure.
 - (c) The City desires to comply with the Regulations and to establish certain procedures relating thereto.
 - (d) The City's bond counsel has advised the City that the Regulations do not apply, and hence the provisions of this Resolution are intended to have no application, to payments of City project costs first made by the City out of the proceeds of bonds issued prior to the date of such payments.
2. Official Intent Declaration. The Regulations, in the situations in which they apply, require the City to have made an official declaration of its reasonable intention (hereinafter referred to as the "Official Intent Declaration" or the "Declaration") to reimburse itself for previously paid project expenditures out of the proceeds of subsequent bonds or other borrowings. The Council hereby authorizes the City Clerk to make the City's Official Intent Declarations or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall comply with the requirements of the Regulations, including without limitation the following:
 - (a) Each Declaration shall be made on or before the date the City pays the applicable project cost and shall state that the City reasonably intends and expects to reimburse itself for the expenditure with proceeds of a borrowing. Each Declaration may be made substantially in the form of the "Declaration of Official Intent" which is attached to and made a part of this Resolution.
 - (b) Each Declaration shall specifically contain the following statement: "This Declaration is a declaration of official intent under Treasury Regulations Section 1.103-18.11
 - (c) Each Declaration shall and is hereby declared to be made and filed in the publicly available official books, records, or proceedings of the City, which shall be reasonably available for public inspection at City Hall during normal business hours of the City on every business day during the period beginning on the earlier of 10 days after the making of the Declaration or the date of issuance of the reimbursement bonds and ending on the day after the issuance of such bonds.
 - (d) Each Declaration shall, at a minimum, contain a general functional description of the property, project, or program for which the expenditure to be reimbursed is paid or, in the alternative, shall identify the

particular fund or account of the City from which the expenditure to be reimbursed is paid, including a description of the general functional purpose of that fund or account.

- (e) Each Declaration shall also contain a statement of the maximum principal amount of debt expected to be issued for the subject project.
- (f) Care shall be taken so that the City, or its authorized representatives under this Resolution, not make Declarations in cases where the City does not reasonably expect that it will ultimately issue reimbursement bonds to provide long-term financing for the subject project costs, and the City officials are hereby authorized to consult with bond counsel to the city concerning the requirements of the Regulations in general and their application in particular circumstances. It is the Council's intention that Declarations not be made (i) when available funds of the City have been or are reasonably expected to be dedicated or otherwise reserved to fund on a long-term basis the particular expenditures involved or (ii) when it is not reasonably expected that reimbursement bonding will occur.
- (g) The Council shall be advised from time to time on the desirability and timing of the issuance of reimbursement bonds relating to project expenditures for which the City has made Official Intent Declarations, including recommendations on the timing of the issuance of such bonds so that the "reimbursement allocation" described in the Regulations and in paragraph 3 below can be made within the 1 year time limits prescribed in the Regulations.
- (h) This Resolution shall supplement and amend all prior determinations and policies adopted by the City in regard to complying with the Regulations, as initially proposed, and in the event of any inconsistency between the terms provided in this Resolution and said prior determinations or policies, the provisions of this Resolution shall govern.

3. Reimbursement Allocations. The designated City officials shall also be responsible for making the "reimbursement allocations" described in the Regulations, being generally the transfer of the appropriate amount of reimbursement bond proceeds to reimburse the source of temporary financing used by the City to make payment of the prior expenditure. Each allocation shall be evidenced by an entry on the official books or records of the City maintained for such reimbursement bonds; shall specifically identify the actual prior expenditure being reimbursed or, in the case of the reimbursement of a particular fund or account, the fund or account from which the expenditure was paid; and shall be effective to relieve the bond proceeds involved from any restriction under the bond resolution or other relevant legal documents for those bonds and under any applicable state statute applicable to unspent proceeds of such bond issue.

Adopted this 8th day of January 2024, by the Browns Valley City Council.

Declaration of Official Intent

The undersigned, being the duly appointed and acting City Clerk of the City of Browns Valley, Minnesota (the "City"), pursuant to and for purposes of compliance with Treasury Regulations Section 1.103-18 (the "Regulations") under the Internal Revenue Code of 1986, as amended, hereby states and certifies as follows:

1. The undersigned has been and is on the date hereof duly authorized by the governing body of the City, the City Council, to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City. This Declaration is a declaration of official intent under Treasury Regulations Section 1.103-18.
- 2A. The property, project, or program to which this Declaration relates is generally and functionally described as follows:

2024 Test Well Projects

- 2B. The specific fund or account of the City from which the expenditure to be reimbursed will be paid, and the general functional purpose of that fund or account, are as follows:

General Fund

3. The maximum principal amount of the debt expected to be issued by the City for the purpose of reimbursing the expenditures to which this Declaration relates (the "Expenditures") is on the date hereof reasonably estimated to be **\$80,000**. Each of the Expenditures is (or would be with a proper election) a capital expenditure under federal tax law principles, as described in the Regulations.
4. The City intends and reasonably expects to reimburse itself for the payment of the Expenditures out of the proceeds of a borrowing (the "Bonds") to be made by the City after the date of payment of the Expenditures.
5. As of the date hereof, there are no sources of City funds which have been or are reasonably expected to be allocated or available on a long-term basis, reserved, or otherwise set aside to provide permanent financing for the Expenditures, other than pursuant to the subsequent issuance of the Bonds. On the basis on the foregoing, the statements and certifications contained in this Declaration are believed to be reasonable and accurate, and this Declaration is believed to be consistent with the City's budgetary and financial circumstances as they exist or are reasonably foreseeable on the date hereof, all within the meaning and content of the Regulations.
6. This Declaration is and shall remain a part of the publicly available official books, records, or proceedings of the City and shall be continuously available for inspection by the general public at City Hall during regular City hours for a period ending not earlier than the day after the issuance of the Bonds.

IN WITNESS WHEREOF, the undersigned has executed this Declaration and placed it on file in the official City records this 18th day of September 2023

City Clerk
City of Browns Valley, Minnesota

CERTIFICATION

The undersigned, being the duly qualified and acting City Clerk of the City of Browns Valley, Minnesota, hereby certifies the following:

The foregoing is a true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said Resolution was duly adopted by the governing body of the City (the "Council") at a regular or special meeting of the Council held on September 18, 2023. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Councilmember _____ moved the adoption of the Resolution, which motion was seconded by Councilmember _____. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect and no action has been taken by the Council which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the City Clerk of the City of Browns Valley, Minnesota, this ____th day of _____ 202____.

City Clerk
City of Browns Valley, Minnesota