



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, and Code Enforcement Officer Terry Biewer.

Absent:

Others Present: Edith Foren, Tina Bartz, and Folsom Township members

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

The Pledge of Allegiance was recited by those in attendance.

Visitors: Mike Smith, Dennis and Peggy Duffield from Folsom Township were present to discuss the Browns Valley Law Enforcement Contract, specifically page 4-part D, which called for Traverse County deputies to patrol Folsom Township as well as the City. Concern was expressed about whether the Township was being obligated to pay for law enforcement services. Mayor Heck stated that there was no separate obligation for Folsom Township being created.

Agenda:

Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved the agenda, with the additions of Resolution 24-02, a Resolution to Adopt an Electronic Funds Wire Transfer Policy for the City of Browns Valley.

Consent Agenda:

- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the December 18, 2023, Regular Meeting Minutes.
- Upon a motion by Dobbs with a second by Miller, the Council on 4 to 1 vote approved the claims for a grand total of \$130,851.71 including Wages (January 2nd = \$12,287.71) and Claims (January 8th = \$118,564.00). Heck Dissented.
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the Treasurer's Report.
- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved the Delinquency Report.

Department Reports:

- Library Director Piechowski reported on activities at the library.
- City Maintenance Supervisor Serocki gave a report on public works items completed.
- 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.

Unfinished Business:

- The Council tabled the decision on the security cameras.

New Business:

- Upon a motion by Miller with a second by Biewer, the Council on a 4 to 1 vote approved the quote for new Christmas Decorations from Display Sales in the amount of \$3,777.00. Dobbs Dissented.
- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved setting the IRS Standard Mileage rate at 67cents.
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved of Darrell Dobbs Retirement Resignation Letter, effective March 31, 2024.
- The Council tabled the decision on the Maintenance Job Description.
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved Resolution 24-01, a Resolution Stating Annual Designations.
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved Resolution 24-02, a Resolution to Adopt an Electronic Funds Wire Transfer Policy for the City of Browns Valley.
- The Council tabled the decision on the Resolution 24-03 a Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code.
- Upon a motion by Biewer with a second by Dobbs, the Council unanimously approved of applying for the Outdoor Recreation Grant.
- Upon a motion by Biewer with a second by Madison, the Council on a 3-2 vote approved to move forward with the establishment of a City Sales Tax. Dobbs and Miller Dissented.

Browns Valley Regular City Council Meeting Approved Minutes
January 08, 2024

Public Comment: None at this time

Other Business:

Dates:


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

Next scheduled meeting: Monday January 22nd at 5:30 p.m.

The meeting adjourned at 8:00 p.m.

Minutes submitted by:

Approved by:



Jodi Hook-Hansen, City Administrator



Mike Heck, Mayor

RESOLUTION 24-01
RESOLUTION STATING ANNUAL DESIGNATIONS

WHEREAS, at the first council meeting of 2024 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, Tony Miller

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

**CITY OF BROWNS VALLEY
STATE OF MINNESOTA
RESOLUTION 24-02
ELECTRONIC FUNDS WIRE TRANSFER POLICY**

**RESOLUTION TO ADOPT AN ELECTRONIC FUNDS WIRE
TRANSFER POLICY FOR THE CITY OF BROWNS VALLEY**

ADMINISTRATIVE PROCEDURE POLICY

WHEREAS, MN Statute 471.38, Subd. 3 allows a city to authorize and approve automatic transfers for payment of various expenses, notwithstanding any other law to the contrary;

WHEREAS, the City of Browns Valley recognizes that from time to time it may be beneficial and/or required to use electronic funds transfers for receipts and deposits instead of checks for payment for vendor claims, bond and debt obligation payments, purchases, investments (selling/purchasing), employee payroll, regular monthly expenses, and State and Federal payroll taxes;

WHEREAS, per MN Statute 471.381, the Browns Valley City Council hereby authorizes the use of electronic funds wire transfers for the following areas:

EFTPS Online –IRS for federal tax, FICA, Medicare withholding taxes
MN PERA – Employee Retirement Pension withholding and reporting
Minnesota Department of Revenue - Sales taxes, withholding taxes
MN Dept of Labor – Quarterly unemployment insurance payments
Aflac – Employee payroll deduction option for insurance coverage
USDA-RD – Automatic debit of account for debt obligation payment as per signed agreement
Prairie Sun Bank – Manually initiated funds transfers between accounts, and various authorized city vendors with Electronic Fund Transfer options for payment
VISA-Credit Card payments for City and Ambulance
Verizon Wireless- Phone bill for Ambulance
MN PEIP- Health Insurance
Traverse Electric- Electricity Bill
Otter Tail Electric- Electricity Bill
Valley Telephone
CHS Border States Coop-Fuel-Propane-Chemicals
Cenex Fleet Card-Fuel
Dakota Supply Group

WHEREAS, the City Council will annually review and authorize said electronic funds transfers from the official depository to the designated business issuing claim against the City of Browns Valley.

NOW, THEREFORE, BE IT RESOLVED, that the City of Browns Valley does hereby approve the foregoing resolution to authorize the policy for the use of Electronic Funds Wire Transfers.

WHEREUPON said resolution was duly adopted this 8th day of January, 2024



Michael J Heck, Mayor

ATTEST:


Jodi J Hook-Hansen, Clerk-Treasurer-Administrator