



**BROWNS VALLEY CITY COUNCIL MEETING  
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM  
Monday January 22, 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:**

**Approval of Agenda:**

**Consent Agenda**

- January 8, 2024 Regular Meeting Minutes
- For a grand total of \$54,559.98
  - Wages: January 16<sup>th</sup> = \$12,287.71
  - Claims: January 22<sup>nd</sup> = \$ 42,272.27

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

**Unfinished Business:**

**New Business:**

- Approval of quote from Widseth to apply for DNR Outdoor Recreation Grant in the amount of \$14,200. (See attached for description)
- Approval of quote for Emergency Siren in the amount of \$3,098.00 from Federal Signal Corporation.
- Approval of quote for Wall Exhaust Fans in the amount of \$1,268.98.
- Approval of Resolution 24-03 a Resolution Accepting a Donation to the City of Browns Valley from West Central Initiative in the amount of \$1,000.00.
- Declare Surplus of items: Christmas Decorations and LG Harvester.
- Review of Fee Schedule

**Other Business:**

**Dates:** February 12<sup>th</sup> 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 February 12<sup>th</sup> - 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 January 08, 2024

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, Jerry Metz, 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 2<sup>nd</sup> = \$12,287.71) and Claims (January 8<sup>th</sup> = \$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 22<sup>nd</sup> 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

BROWNS VALLEY, MN

01/19/24 1:33 PM

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**\*Check Summary Register©**

Batch: Claims012223

Name	Check Date	Check Amt	
<b>10100 PRAIRIE SUN BANK</b>			
13312e	MN PEIP - C/O MMB FISCAL SVC	1/11/2024	\$2,260.04 Arlene, Jodi
13314e	MN DEPT OF REVENUE	1/18/2024	\$470.85
13315e	IRS	1/18/2024	\$2,375.23 Federal
13316e	PUBLIC EMPLOYEES RETIREME	1/18/2024	\$1,458.02
13317e	MN DEPARTMENT OF LABOR	1/18/2024	\$1.73 building permit surcharge
20474	TRI STATE WATER, INC.	1/8/2024	\$69.75 Acct# 1029106
20475	TNT-BV ENTERPRISES LLC	1/8/2024	\$341.17 maint
20483	AFSCME #65	1/16/2024	\$85.73 Darrell Dobbs
20484	WEGWORTH, LAURA	1/19/2024	\$85.50 1/7 to 1/14 6 hrs
20485	BAKER & TAYLOR	1/22/2024	\$28.53 books
20486	CENGAGE LEARNING	1/22/2024	\$27.99 large print books
20487	CHS Inc.	1/22/2024	\$1,010.89 LP City Hall/Amb/Fire 12/21/23
20488	COAST TO COAST COMPUTER P	1/22/2024	\$199.98 printer ink
20489	Creatively Ewe Web Design	1/22/2024	\$5,404.78 website setup
20490	DAKOTA PUMP & CONTROL INC	1/22/2024	\$11,935.07 Lift Station Repairs service call
20491	DAKOTA WASTE SOLUTIONS	1/22/2024	\$4,000.00 Feb 2024 garbage service
20492	DISPLAY SALES	1/22/2024	\$3,777.00 Christmas decorations
20493	DVS Renewal	1/22/2024	\$141.75 Fire Dept vehicles license plates
20494	FRANZESE, MATTHEW P.	1/22/2024	\$1,050.00 January services
20495	FRIENDS OF THE LIB. ELBOW L	1/22/2024	\$180.00 winter reading program prizes
20496	FRISCH RENTAL INSPECTIONS	1/22/2024	\$1,100.00 rental inspections 2022-2023
20497	JOHN GRIMM	1/22/2024	\$85.00 city hall mens restroom sink repair
20498	MILES CITY PUBLIC LIBRARY	1/22/2024	\$5.85 postage
20499	MN DNR ECO-WATERS	1/22/2024	\$146.25 Water Permit 1958-0647
20500	Northern Safety Co., Inc.	1/22/2024	\$185.45 nitrile gloves
20501	OFFICE PEEPS	1/22/2024	\$274.83 contract copier ink
20502	OTTERTAIL POWER COMPANY	1/22/2024	\$4,507.18 14-060262 Comm Ctr
20503	TEAM LABORATORY CHEMICAL	1/22/2024	\$1,036.00 Mega Bugs Plus winter blend
20504	VALLEY OFFICE PRODUCTS INC	1/22/2024	\$3.75 office supplies
20505	VIKING LIBRARY SYSTEM	1/22/2024	\$23.95 SRP resource guide
		<b>Total Checks</b>	<b>\$42,272.27</b>

FILTER: (([Act Year]='2024' and [period] in (1))) and (Source in ('Claims012223'))

Payments

Current Period: January 2024

Payment Batch Claims012223		\$42,272.27	
Refer	1373 TRI STATE WATER, INC.	Ck# 020474	1/8/2024
Cash Payment	E 101-41000-200 Office Supplies (GENER	Acct# 1029106	\$69.75
Invoice			
Transaction Date	1/8/2024	PRAIRIE SUN BANK 10100	Total \$69.75
Refer	1374 BROWNS VALLEY CENEX INC.	Ck# 020475	1/8/2024
Cash Payment	E 101-43000-212 Motor Fuels	maint	\$76.76
Invoice			
Cash Payment	E 601-49400-212 Motor Fuels	maint	\$38.38
Invoice			
Cash Payment	E 602-49450-212 Motor Fuels	maint	\$38.38
Invoice			
Cash Payment	E 101-43000-212 Motor Fuels	dump truck	\$187.65
Invoice			
Transaction Date	1/8/2024	PRAIRIE SUN BANK 10100	Total \$341.17
Refer	1375 PEIP	Ck# 013312E	1/11/2024
Cash Payment	G 101-21706 Health Insurance	Arlene, Jodi	\$2,260.04
Invoice			
Transaction Date	1/11/2024	PRAIRIE SUN BANK 10100	Total \$2,260.04
Refer	1376 DISPLAY SALES	Ck# 020492	1/22/2024
Cash Payment	E 101-41000-340 Advertising	Christmas decorations	\$3,777.00
Invoice			
Transaction Date	1/11/2024	PRAIRIE SUN BANK 10100	Total \$3,777.00
Refer	1377 DAKOTA PUMP & CONTROL	Ck# 020490	1/22/2024
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	elevator lift station repairs	\$11,835.07
Invoice 29644 1/3/2024			
Transaction Date	1/11/2024	PRAIRIE SUN BANK 10100	Total \$11,835.07
Refer	1378 CHS INC.	Ck# 020487	1/22/2024
Cash Payment	E 101-42260-383 Gas Utilities	LP City Hall/Amb/Fire 12/21/23	\$183.03
Invoice FR7 IB5968 12/21/2023			
Cash Payment	E 101-42153-383 Gas Utilities	LP City Hall/Amb/Fire 12/21/23	\$183.03
Invoice FR7 IB5968 12/21/2023			
Cash Payment	E 101-41000-383 Gas Utilities	LP City Hall/Amb/Fire 12/21/23	\$183.04
Invoice FR7 IB5968 12/21/2023			
Cash Payment	E 101-41000-383 Gas Utilities	LP Comm Center 12/22/23	\$461.79
Invoice FR7 IB5977 12/22/2023			
Transaction Date	1/11/2024	PRAIRIE SUN BANK 10100	Total \$1,010.89
Refer	1379 TEAM LABORATORY CHEMICAL,LL	Ck# 020503	1/22/2024
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	Mega Bugs Plus winter blend	\$1,036.00
Invoice INV0039293 1/3/2024			
Transaction Date	1/11/2024	PRAIRIE SUN BANK 10100	Total \$1,036.00
Refer	1380 OFFICE PEEPS	Ck# 020501	1/22/2024
Cash Payment	E 101-41000-210 Operating Supplies (GE	contract copier ink	\$274.83
Invoice 1051697-0 1/9/2024			
Transaction Date	1/16/2024	PRAIRIE SUN BANK 10100	Total \$274.83
Refer	1381 DVS Renewal	Ck# 020493	1/22/2024

Payments

Current Period: January 2024

Cash Payment	E 101-42260-312 License	Fire Dept vehicles license plates	\$20.25
Invoice			
Cash Payment	E 101-42260-312 License	Fire Dept vehicles license plates	\$20.25
Invoice			
Cash Payment	E 101-43000-312 License	Shop vehicles license plates	\$101.25
Invoice			
Transaction Date	1/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$141.75
Refer	1382 VALLEY OFFICE PRODUCTS INC	Ck# 020504 1/22/2024	
Cash Payment	E 101-41000-200 Office Supplies (GENER	office supplies	\$3.75
Invoice	INV13482 1/8/2024		
Transaction Date	1/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$3.75
Refer	1383 DAKOTA PUMP & CONTROL	Ck# 020490 1/22/2024	
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	Lift Station Repairs service call	\$100.00
Invoice	29654 1/17/2024		
Transaction Date	1/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$100.00
Refer	1384 Creatively Ewe Web Design	Ck# 020489 1/22/2024	
Cash Payment	E 101-41000-309 Software & Design	website setup	\$4,928.96
Invoice			
Cash Payment	E 101-41000-309 Software & Design	website setup expenses	\$475.82
Invoice			
Transaction Date	1/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$5,404.78
Refer	1385 FRISCH RENTAL INSPECTIONS	Ck# 020496 1/22/2024	
Cash Payment	E 101-42400-300 Professional Srvs (GENE	rental inspections 2022-2023	\$1,100.00
Invoice	01-2022-2023 1/5/2024		
Transaction Date	1/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,100.00
Refer	1386 NORTHERN SAFETY CO., INC.	Ck# 020500 1/22/2024	
Cash Payment	E 101-43000-210 Operating Supplies (GE	nitrile gloves	\$185.45
Invoice	905952795 1/5/2024		
Transaction Date	1/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$185.45
Refer	1387 MN DNR ECO-WATERS	Ck# 020499 1/22/2024	
Cash Payment	E 601-49400-438 Regulated permits/fees	Water Permit 1958-0647	\$146.25
Invoice	1/12/2024		
Transaction Date	1/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$146.25
Refer	1388 AFSCME #65	Ck# 020483 1/16/2024	
Cash Payment	G 101-21707 Union Dues	Darrell Dobbs	\$40.80
Invoice			
Cash Payment	G 101-21707 Union Dues	Arlene Reinart	\$44.93
Invoice			
Transaction Date	1/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$85.73
Refer	1390 MILES CITY PUBLIC LIBRARY	Ck# 020498 1/22/2024	
Cash Payment	E 211-45500-333 Freight and Express	postage	\$5.85
Invoice			
Transaction Date	1/17/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$5.85
Refer	1391 CENGAGE LEARNING	Ck# 020486 1/22/2024	
Cash Payment	E 211-45500-435 Books and Pamphlets	large print books	\$27.99
Invoice	83185957 1/9/2024		
Transaction Date	1/17/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$27.99

Payments

Current Period: January 2024

<u>Refer</u>	<u>1392 VIKING LIBRARY SYSTEM</u>	<u>Ck# 020505 1/22/2024</u>	
Cash Payment	E 211-45510-210 Operating Supplies (GE	SRP resource guide	\$21.25
Invoice	1693	1/8/2024	
Cash Payment	E 211-45500-333 Freight and Express	SRP resource guide	\$2.70
Invoice	1693	1/8/2024	
Transaction Date	1/17/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$23.95
<u>Refer</u>	<u>1393 BAKER &amp; TAYLOR</u>	<u>Ck# 020485 1/22/2024</u>	
Cash Payment	E 211-45500-435 Books and Pamphlets	books	\$28.25
Invoice	2038037023	1/10/2024	
Cash Payment	E 211-45500-333 Freight and Express	books	\$0.28
Invoice	2038037023	1/10/2024	
Transaction Date	1/17/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$28.53
<u>Refer</u>	<u>1394 MN DEPT OF REVENUE SW</u>	<u>Ck# 013314E 1/18/2024</u>	
Cash Payment	G 101-21702 State Withholding		\$470.85
Invoice			
Transaction Date	1/17/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$470.85
<u>Refer</u>	<u>1395 COAST TO COAST COMPUTER PR</u>	<u>Ck# 020488 1/22/2024</u>	
Cash Payment	E 211-45500-210 Operating Supplies (GE	printer ink	\$199.98
Invoice	A2624607	1/9/2024	
Transaction Date	1/17/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$199.98
<u>Refer</u>	<u>1396 FRIENDS OF THE LIB. ELBOW LAK</u>	<u>Ck# 020495 1/22/2024</u>	
Cash Payment	E 211-45500-210 Operating Supplies (GE	winter reading program prizes	\$180.00
Invoice			
Transaction Date	1/17/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$180.00
<u>Refer</u>	<u>1397 WEGWORTH, LAURA</u>	<u>Ck# 020484 1/19/2024</u>	
Cash Payment	E 101-41000-300 Professional Svcs (GENE	1/7 to 1/14 6 hrs	\$85.50
Invoice			
Transaction Date	1/18/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$85.50
<u>Refer</u>	<u>1398 IRS</u>	<u>Ck# 013315E 1/18/2024</u>	
Cash Payment	G 101-21701 Federal Withholding	Federal	\$694.61
Invoice			
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare	\$1,660.62
Invoice			
Transaction Date	1/18/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$2,375.23
<u>Refer</u>	<u>1399 PUBLIC EMPLOYEES RETIREMEN</u>	<u>Ck# 013316E 1/18/2024</u>	
Cash Payment	G 101-21704 PERA		\$1,458.02
Invoice			
Transaction Date	1/18/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,458.02
<u>Refer</u>	<u>1400 MN DEPARTMENT OF LABOR</u>	<u>Ck# 013317E 1/18/2024</u>	
Cash Payment	E 101-41000-312 License	building permit surcharge	\$1.73
Invoice			
Transaction Date	1/18/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$1.73
<u>Refer</u>	<u>1401 FRANZESE, MATTHEW P.</u>	<u>Ck# 020494 1/22/2024</u>	
Cash Payment	E 101-41610-304 Legal Fees	January services	\$1,050.00
Invoice			
Transaction Date	1/18/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,050.00
<u>Refer</u>	<u>1402 DAKOTA WASTE SOLUTIONS</u>	<u>Ck# 020491 1/22/2024</u>	



Payments

Current Period: January 2024

Cash Payment Invoice	E 603-49500-300 Professional Srvs (GENE Feb 2024 garbage service			\$4,000.00
Transaction Date	1/18/2024	PRAIRIE SUN BANK 10100	Total	\$4,000.00
Refer	1403 OTTERTAIL POWER COMPANY	Ck# 020502 1/22/2024		
Cash Payment Invoice	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr		\$88.33
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-065992 W Brdwy Grind		\$146.23
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-061130 Bulk Station		\$14.50
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-061130 Bulk Station		\$7.25
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-061130 Bulk Station		\$7.25
Cash Payment Invoice	E 101-43160-381 Electric Utilities	14-004837 Street lights		\$1,374.88
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-004838 Well #3		\$561.45
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift		\$425.15
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-004840 Well #1		\$180.92
Cash Payment Invoice	E 101-41000-381 Electric Utilities	14-004841 Fire Siren		\$8.83
Cash Payment Invoice	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall		\$105.11
Cash Payment Invoice	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall		\$22.52
Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall		\$22.52
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-004844 321 Lift Sation		\$138.57
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum		\$40.00
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-005159 Shop		\$186.84
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-005159 Shop		\$93.42
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-005159 Shop		\$93.42
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-010558 796 W Bdwy SB Cabin		\$29.00
Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-020839 Fire Hall		\$128.26
Cash Payment Invoice	E 211-45500-381 Electric Utilities	14-023343 Library		\$577.15
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-034884 Backus Field		\$29.00
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-036446 Backus Field		\$29.00

Payments

Current Period: January 2024

Cash Payment	E 101-43000-381 Electric Utilities	14-086156 New City Shop		\$98.79
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-086156 New City Shop		\$49.40
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-086156 New City Shop		\$49.39
Invoice				
Transaction Date	1/19/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$4,507.18
Refer	1404 JOHN GRIMM	Ck# 020497 1/22/2024		
Cash Payment	E 101-41000-220 Repair/Maint Supply (GE	city hall mens restroom sink repair		\$85.00
Invoice				
Transaction Date	1/19/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$85.00

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$22,282.29
211 LIBRARY		\$1,043.45
601 WATER FUND		\$1,077.07
602 SEWER FUND		\$13,869.46
603 REFUSE (GARBAGE) FUND		\$4,000.00
		<u>\$42,272.27</u>

Pre-Written Checks	\$42,272.27
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$42,272.27</u>

## CONFIRMATION OF REQUEST FOR FUNDING SERVICES

**Alexandria**  
610 Fillmore Street  
Alexandria MN 56308

320.762.8149  
Alexandria@Widseth.com  
Widseth.com

**CLIENT:** City of Browns Valley

**LOCATION:** Browns Valley, MN

**SERVICE REQUESTED BY:** Jodi Hook-Hansen, City Administrator Clerk/Treasurer

**DATE:** January 10, 2024

**PROJECT:** DNR Outdoor Recreation Grant Application

**DESCRIPTION OF WORK INVOLVED:** Assist in the preparation of a DNR Outdoor Recreation Grant application for the improvement of Backus Field. Assistance with the following tasks will be provided by Widseth civil engineering, architecture, and funding professionals:

Tasks to include:

- Kickoff meeting to determine grandstand rehab
- Prepare design sketch of possible grand stand rehab ideas
- Change and revise to final design
- Provide cost opinion of grand stand rehab
- Provide cost estimate for basketball court rehab
- Provide cost estimate for ADA connecting trails
- Prepare three or more required maps including location map, accessibility map, and recreational site plan with park elements, consistent with requirements
- Research supporting data for application
- Prepare narrative for application
- Prepare project budget
- Prepare desktop environmental site evaluation
- Assemble required photos and dates of park facilities
- Submit application on behalf of city

**TIME SCHEDULE FOR SERVICES:** Immediate through submission by April 1, 2024, at 11:59 PM.

**ESTIMATED COSTS FOR WIDSETH LABOR & EXPENSES:**

Estimated costs are estimated to be \$14,200 plus expenses, such as report fee, mileage, and meals, as needed.

Architecture estimate - \$4,200

Civil estimate - \$1,500

Funding estimate - \$8,500

**BILLING METHOD:**

- Hourly + Expenses
- Percentage
- Lump Sum
- Other

**BILLING SCHEDULE:**

- Monthly
- Phased
- Upon Completion

**REMARKS:** Billing will be on an hourly + expenses basis with monthly invoices. Widseth will not exceed the combined estimated cost above by more than 10% without authorization from the City of Browns Valley. See attached general provisions attached.

**WIDSETH SMITH NOLTING** agrees to perform the described work as set forth above. The **CLIENT** agrees to make payment for work performed within thirty (30) days after receipt of billing.

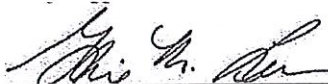
**SUBMITTED:**

**WIDSETH SMITH NOLTING**

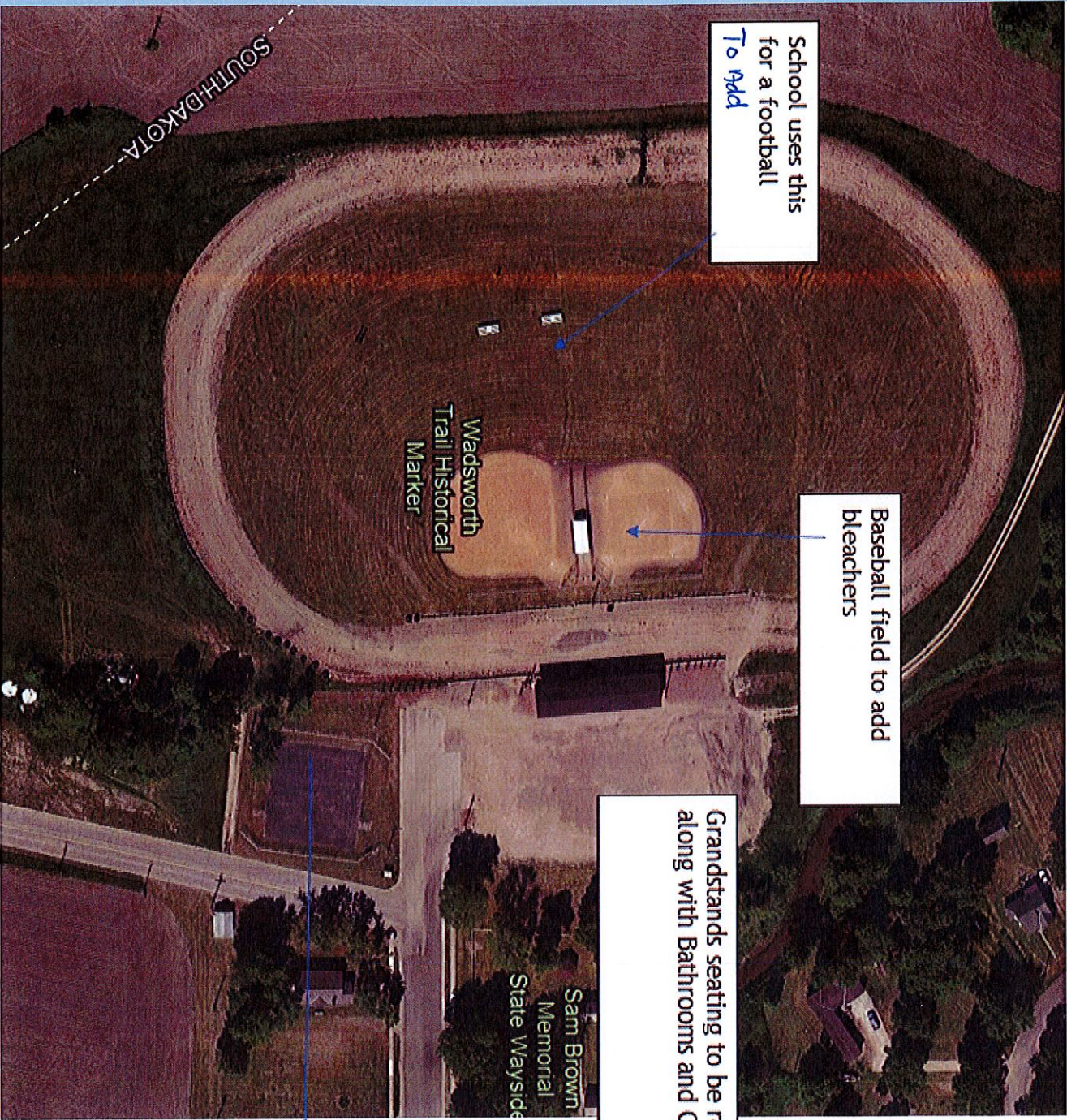
**APPROVED:**

BY: \_\_\_\_\_  
Bryan Bye, P. E., Vice President

BY: \_\_\_\_\_  
Jodi Hook-Hansen, City Administrator

BY:  \_\_\_\_\_  
Gail M. Levenson, Sr. Funding Specialist

DATE: \_\_\_\_\_



School uses this for a football  
To Add

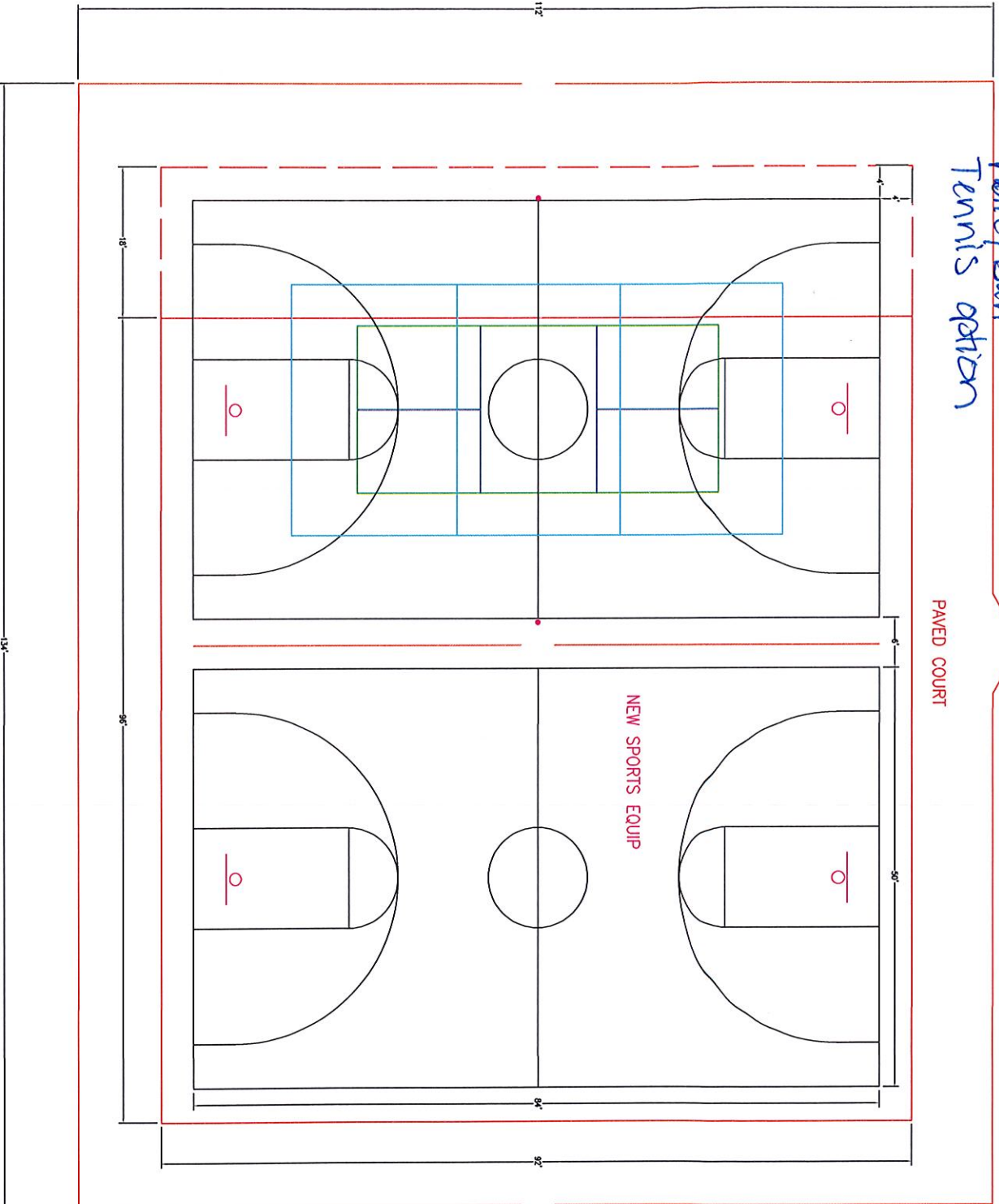
Baseball field to add bleachers

Grandstands seating to be renovated- along with Bathrooms and Concession area

This is to be renovated

Pickle Ball  
Volleyball  
Tennis option

2 full size court  
NEW FENCE





**QUOTATION**  
**FEDERAL SIGNAL CORPORATION**  
**Federal Warning Systems**

Quotation No.: FWS **426231030**  
 Reference on your order

Name City of Browns Valley  
 Co. Name Jodi Hook-Hansen  
 Address PO Box 334  
 City, State, Zip Browns Valley, MN 56219  
 Phone # 320-695-2110  
 Email cityadminbv@prtcl.com



Date 4/26/2023  
 Reference AC Siren

CUSTOMER COPY  
 SALESPERSON COPY  
 OFFICE COPY

Item No.	Qty.	Federal Model/Part No.	Description	Net Cost Each	Total Cost
1	1	2-240	102 db Omnidirectional Siren – 240VAC		\$2,950.00
2	1	MISC.	Shipping from Factory		148.00
3					\$3,098.00
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Prices are firm for 30 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for 90 (days / months). This quotation is expressly subject to acceptance by Buyer of all Terms stated on the reverse side hereof, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms on this and the reverse side hereof. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds \$50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Signal Division, Federal Signal Corporation.

F.O.B. University Park, IL  
 EST. DEL. WT. \_\_\_\_\_  
 DELIVERY 8 – 10 Weeks (ARO)  
 TERMS Equipment: Net 30 Days Upon Shipment  
 FREIGHT TERMS See Line Item Above

BY: *Jodi Hook-Hansen*  
FWS Sales Representative  
 ADDRESS: Federal Warning Systems, Inc.  
2070 Hart Drive SW  
Rochester, MN 55902  
 BY: \_\_\_\_\_  
Federal Signal / Countersigned  
 TITLE: \_\_\_\_\_

Purchase order MUST be made out to:  
 Federal Signal Corporation, Federal Warning Systems, 2645 Federal Signal Drive, University Park, IL 60484

Product Experts Available Now: 1-800-221-0516



Cart 2



intake shutters X Q

## Cart (2 Items)



**Canarm Wall Exhaust Fan, 36in., Single Speed, 1/2 HP, 10,000 CFM, Model# SD36-G1D**

Item # 13774

**\$1079.98**

Reg. \$539.99 ea.

Qty: 2

[Save for Later](#)

[Remove](#)

Shipping: **Factory shipped**

Store Pickup: Not available - online only



**Repair Plan — 1 Year \$69.99**

[Add to Cart](#) [See Plan Benefits](#)

*+ 189.00 shipping*

**Complete Your Solution**

**Promo Code**



**RESOLUTION NO. 24-03**

**A RESOLUTION ACCEPTING A DONATION TO THE CITY OF BROWNS VALLEY**

**WHEREAS**, the City of Browns Valley is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

**WHEREAS**, the following persons and entities have offered to contribute the cash amount(s) set forth below to the city:

<b>Donated by</b>	<b>Purpose</b>	<b>Amount donated</b>
<b>West Central Initiative</b>	<b>Fire Dept Operating</b>	<b>\$1,000.00</b>

**WHEREAS**, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donation(s) offered.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNS VALLEY, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Browns Valley, Minnesota this 22<sup>nd</sup> day of January, 2024.

\_\_\_\_\_  
Mayor / Acting Mayor

Attested:

\_\_\_\_\_  
City Administrator