



**BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday January 23, 2023 - 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:

Public Hearing:

Approval of Agenda:

Consent Agenda

- January 9, 2023 Regular Meeting Minutes
- For a grand total of \$33,945.58
 - Wages: January 16th = \$7,889.35
 - Claims: January 23rd = \$26,056.23

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

Communications:

Dobbs & Biewer - Library Meeting

Biewer & Madison – Ordinance Meeting

Unfinished Business:

New Business:

- Approval of Wage Schedule for Non-Union Employees
- Approval of Dobbs Medicare monthly payment
- Resolution 23-04 Approval of a Resolution Authorizing City to Acquire by Purchase Tax Forfeiture Land Located Within the City
- THC/CBD Deciding what to do for regulation
- Resolution 23-05 Approval of Scheduled Fees/Charges
- Approval of Building permit-118 Church St (School)
- Approval of Ground Lease to Devin Tohm
- Approval of Purchase of Services Agreement Matt Franzese
- Approval of Estimate from Hoffman Electric for wiring generators

Other Business:

Public Forum:

Dates:

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

Next scheduled meeting Monday February 13th - 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.



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, and Code Enforcement Officer Terry Biewer,

Absent:

Others present:

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

The Pledge of Allegiance was recited by those in attendance.

Hook-Hansen administered the Oath of Office for newly elected members:

Mayor - Mike Heck term expires 2024

Council- Jan Biewer term expires 2026

Council- Devan Dobbs term expires 2026

Agenda

Upon a motion by Biewer with a second by Miller, the Council unanimously approved the agenda with the additions of Fire Dept sales quote from Hardware Hank and Resolution 23-03.

Public Hearing: None at this time.

Consent Agenda

- Upon a motion by Dobbs with a second by Madison, the Council unanimously approved the December 19, 2022, Regular Meeting Minutes.
- Upon a motion by Madison with a second by Dobbs, the Council unanimously approved the claims for a grand total of \$124,771.37 to include Wages January 3rd = \$11,971.80 and the Claims: January 9th = \$112,799.57.
- Upon a motion by Madison with a second by Biewer, the Council unanimously approved the Delinquency Report.
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the Treasurers Report.
- Upon a motion by Madison with a second by Dobbs, the Council unanimously approved the Resolution 23-01, a Resolution Accepting a Donation to the City in the amount of \$33,100.00 from the Beardsley Fire Relief Ambulance Fund Raiser and \$935.00 from the Beardsley United Fund Drive.
- Upon a motion by Biewer with a second by Miller, the Council on 4 to 1 vote approved the Resolution 23-02 a Resolution to Adopt an Electronic Funds Wire Transfer Policy for the City of

Browns Valley and to remove CHS Border States Coop-Fuel-Propane-Chemicals, Cenex Fleet Card-Fuel and Otter Tail Electric- Electricity Bill from the list. Dobbs Dissented.

Department Reports:

- 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 verbal report on public works items completed.

Communications: None at this time.

Unfinished Business: None at this time.

New Business:

- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved of the Appointments and Committees.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved to remove Ken Warren from the bank accounts and to approve the Resolution 23-03 a Resolution Making Appointments to Corporate Authorized Signers for the City of Browns Valley.
- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved of the Standard Mileage rate of 65.5 cents.
- Upon a motion by Miller with a second by Heck, the Council unanimously Approval of Wage Schedule for Union Members and Labor Union Agreement.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of Piechowski Medicare monthly payment to be added to paycheck.
- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved of the Kibble Equipment quote to purchase a John Deere RC 8M Semi-Mount Hydraulic Offset Drive, Rotary Cutter-540 RPM PTO in the amount of \$12,000.00 for the Maintenance Dept.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of the Tobacco Licenses for Cenex and Dollar General with an application fee of \$100.00

Other Business:

- Upon a motion by Biewer with a second by Miller, the Council unanimously approved of the Fire Dept sales quote from Hardware Hank to purchase M18 Sawzall 2821-21 (1 Battery), M18 Drill Kit 2904-22 (2 Battery) M18 Touch Flashlight (tool only) M18 Battery 5.0 for total of \$1,079.95

Public Forum: None at this time.

Upcoming Dates:

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

Next scheduled meeting: Monday January 23rd at 5:30 p.m.

The meeting adjourned at 6:37 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor / Acting Mayor

BROWNS VALLEY, MN

01/20/23 2:08 PM

Page 1

***Check Summary Register©**

Batch: Claims012323,Payroll Lib011723

	Name	Check Date	Check Amt	
10100	PRAIRIE SUN BANK			
13146e	MN DEPARTMENT OF LABOR	1/12/2023	\$327.00	building permit surcharge
13147e	MN DEPT OF REVENUE	1/18/2023	\$394.88	Jan1-15
13148e	PUBLIC EMPLOYEES RETIREME	1/18/2023	\$1,125.43	Jan 1-15
13149e	IRS	1/18/2023	\$2,134.24	Federal
19461	BIEL, JOSHUA	1/9/2023	\$101.94	Reimbursement of FD supplies to repair
19462	BARBARA CARL	1/10/2023	\$2,500.00	Tyler Schultz-Sara Johnson
19463	CHS Inc.	1/10/2023	\$1,610.65	Propane 12/12 & 12/27
19471	WEGWORTH, LAURA	1/19/2023	\$117.56	8.25 hrs
19472	BAKER & TAYLOR	1/23/2023	\$53.46	books
19473	CARQUEST OF ORTONVILLE	1/23/2023	\$418.04	battery core return
19474	CENGAGE LEARNING	1/23/2023	\$26.59	books
19475	CENTER POINT LARGE PRINT	1/23/2023	\$55.94	books
19476	DAKOTA WASTE SOLUTIONS	1/23/2023	\$4,200.00	February garbage service
19477	FRANZESE, MATTHEW P.	1/23/2023	\$1,025.00	January services
19478	FRIENDS OF THE LIB. ELBOW L	1/23/2023	\$216.00	Winter reading program prizes
19479	HENRY SCHEIN, INC	1/23/2023	\$681.41	ambulance supplies
19480	JODI HOOK-HANSEN	1/23/2023	\$71.17	office supplies
19481	Lillehaug, Kristi	1/23/2023	\$550.00	Website master Jan-Dec 2022
19482	MN DNR ECO-WATERS	1/23/2023	\$152.06	Water Permit 1958-0647
19483	MN RIVER VALLEY SCENIC BY	1/23/2023	\$100.00	2023 Funding Request
19484	OFFICE PEEPS	1/23/2023	\$163.26	contract copier ink
19485	OTTERTAIL POWER COMPANY	1/23/2023	\$4,150.78	14-060262 Comm Ctr
19486	PIECHOWSKI, BERNICE	1/23/2023	\$135.10	Director meeting Fergus Falls
19487	SEROCKI EXCAVATING, INC.	1/23/2023	\$4,646.65	Payloader rental for snow removal 1/12/23
19488	TEAM LABORATORY CHEMICAL	1/23/2023	\$1,007.00	Mega Bugs Plus winter blend
19489	TRI STATE WATER, INC.	1/23/2023	\$19.50	Cust# 1029106
19490	VIG LUMBER CO.	1/23/2023	\$72.57	ambulance garage door repair
	Total Checks		\$26,056.23	

FILTER: ((([Act Year]='2023' and [period] in (1))) and (Source in ('Claims012323','Payroll Lib011723')))

BROWNS VALLEY, MN

01/18/23 9:40 AM

Page 1

Payments

Current Period: January 2023

Payment Batch Payroll Lib011723		\$3,654.55	
Refer	<u>565 MN DEPT OF REVENUE SW</u>	<u>Ck# 013147E 1/18/2023</u>	
Cash Payment	G 101-21702 State Withholding	Jan1-15	\$394.88
Invoice			
Transaction Date	1/18/2023	PRAIRIE SUN BANK 10100	Total \$394.88
Refer	<u>567 PUBLIC EMPLOYEES RETIREMEN</u>	<u>Ck# 013148E 1/18/2023</u>	
Cash Payment	G 101-21704 PERA	Jan 1-15	\$1,125.43
Invoice			
Transaction Date	1/18/2023	PRAIRIE SUN BANK 10100	Total \$1,125.43
Refer	<u>569 IRS</u>	<u>Ck# 013149E 1/18/2023</u>	
Cash Payment	G 101-21701 Federal Withholding	Federal	\$528.84
Invoice			
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare	\$1,605.40
Invoice			
Transaction Date	1/18/2023	PRAIRIE SUN BANK 10100	Total \$2,134.24

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$3,654.55
		<u>\$3,654.55</u>

Pre-Written Checks	\$3,654.55
Checks to be Generated by the Computer	\$0.00
Total	\$3,654.55

BROWNS VALLEY, MN

01/20/23 2:07 PM

Page 1

Payments

Current Period: January 2023

Payment Batch Claims012323		\$22,401.68	
Refer	553 BIEL, JOSHUA	Ck# 019461	1/9/2023
Cash Payment	E 101-42260-220 Repair/Maint Supply (GE	Reimbursement of FD supplies to repair	\$101.94
Invoice	1/9/2023		
Transaction Date	1/9/2023	PRAIRIE SUN BANK 10100	Total \$101.94
Refer	554 BARBARA CARL	Ck# 019462	1/10/2023
Cash Payment	E 101-42153-208 Training and Instruction	Tyler Schultz-Sara Johnson	\$2,500.00
Invoice	11212022-2		
Transaction Date	1/10/2023	PRAIRIE SUN BANK 10100	Total \$2,500.00
Refer	555 CHS INC.	Ck# 019463	1/10/2023
Cash Payment	E 101-41000-383 Gas Utilities	Propane 12/12 & 12/27	\$373.85
Invoice		Project 0	
Cash Payment	E 101-42260-383 Gas Utilities	Propane 12/12 & 12/27	\$373.85
Invoice			
Cash Payment	E 101-42153-383 Gas Utilities	Propane 12/12 & 12/27	\$373.85
Invoice			
Cash Payment	E 101-43000-383 Gas Utilities	Shop Heat Ruby Fieldmaster	\$244.55
Invoice			
Cash Payment	E 101-45000-383 Gas Utilities	Shop Heat Ruby Fieldmaster	\$122.28
Invoice			
Cash Payment	E 601-49400-383 Gas Utilities	Shop Heat Ruby Fieldmaster	\$73.37
Invoice			
Cash Payment	E 602-49450-383 Gas Utilities	Shop Heat Ruby Fieldmaster	\$48.90
Invoice			
Transaction Date	1/10/2023	PRAIRIE SUN BANK 10100	Total \$1,610.65
Refer	556 TRI STATE WATER, INC.	Ck# 019489	1/23/2023
Cash Payment	E 101-41000-200 Office Supplies (GENER	Cust# 1029106	\$19.50
Invoice			
Transaction Date	1/12/2023	PRAIRIE SUN BANK 10100	Total \$19.50
Refer	557 MN DNR ECO-WATERS	Ck# 019482	1/23/2023
Cash Payment	E 601-49400-438 Regulated permits/fees	Water Permit 1958-0647	\$152.06
Invoice	1/10/2023		
Transaction Date	1/12/2023	PRAIRIE SUN BANK 10100	Total \$152.06
Refer	558 LILLEHAUG, KRISTI	Ck# 019481	1/23/2023
Cash Payment	E 101-41000-300 Professional Srvs (GENE	Website master Jan-Dec 2022	\$550.00
Invoice	228 1/2/2023		
Transaction Date	1/12/2023	PRAIRIE SUN BANK 10100	Total \$550.00
Refer	559 JODI HOOK-HANSEN	Ck# 019480	1/23/2023
Cash Payment	E 101-41000-200 Office Supplies (GENER	office supplies	\$71.17
Invoice			
Transaction Date	1/12/2023	PRAIRIE SUN BANK 10100	Total \$71.17
Refer	560 VIG LUMBER	Ck# 019490	1/23/2023
Cash Payment	E 101-42153-220 Repair/Maint Supply (GE	ambulance garage door repair	\$15.00
Invoice	3211		

BROWNS VALLEY, MN

01/20/23 2:07 PM

Page 2

Payments

Current Period: January 2023

Cash Payment	E 101-43000-220 Repair/Maint Supply (GE wood for dump truck sides			\$34.54
Invoice	3245			
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE wood for dump truck sides			\$17.27
Invoice	3245			
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE wood for dump truck sides			\$5.76
Invoice	3245			
Transaction Date	1/12/2023	PRAIRIE SUN BANK	10100	Total \$72.57
Refer	561 <u>CARQUEST OF ORTONVILLE</u>		<u>Ck# 019473 1/23/2023</u>	
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE battery core return			-\$32.40
Invoice	8923-182622 12/8/2022			
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE battery core return			-\$16.20
Invoice	8923-182622 12/8/2022			
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE battery core return			-\$5.40
Invoice	8923-182622 12/8/2022			
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE dump truck battery			\$221.88
Invoice	8923-182499 12/6/2022			
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE dump truck battery			\$110.94
Invoice	8923-182499 12/6/2022			
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE dump truck battery			\$36.98
Invoice	8923-182499 12/6/2022			
Cash Payment	E 101-43000-210 Operating Supplies (GEN shop supplies			\$51.12
Invoice	8923-183105 12/21/2022			
Cash Payment	E 101-45000-210 Operating Supplies (GEN shop supplies			\$25.56
Invoice	8923-183105 12/21/2022			
Cash Payment	E 601-49400-210 Operating Supplies (GEN shop supplies			\$15.34
Invoice	8923-183105 12/21/2022			
Cash Payment	E 602-49450-210 Operating Supplies (GEN shop supplies			\$10.22
Invoice	8923-183105 12/21/2022			
Transaction Date	1/12/2023	PRAIRIE SUN BANK	10100	Total \$418.04
Refer	562 <u>HENRY SCHEIN, INC</u>		<u>Ck# 019479 1/23/2023</u>	
Cash Payment	E 101-42153-210 Operating Supplies (GEN ambulance supplies			\$529.53
Invoice	92399672			
Cash Payment	E 101-42153-210 Operating Supplies (GEN ambulance supplies			\$151.88
Invoice	92481472			
Transaction Date	1/12/2023	PRAIRIE SUN BANK	10100	Total \$681.41
Refer	563 <u>FRANZESE, MATTHEW P.</u>		<u>Ck# 019477 1/23/2023</u>	
Cash Payment	E 101-41610-304 Legal Fees	January services		\$1,025.00
Invoice				
Transaction Date	1/12/2023	PRAIRIE SUN BANK	10100	Total \$1,025.00
Refer	564 <u>MN DEPARTMENT OF LABOR</u>		<u>Ck# 013146E 1/12/2023</u>	
Cash Payment	E 101-41000-312 License	building permit surcharge		\$327.00
Invoice				
Transaction Date	1/12/2023	PRAIRIE SUN BANK	10100	Total \$327.00
Refer	566 <u>TEAM LABORATORY CHEMICAL,LL</u>		<u>Ck# 019488 1/23/2023</u>	
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	Mega Bugs Plus winter blend		\$975.00
Invoice	33884 1/12/2023			

BROWNS VALLEY, MN

01/20/23 2:07 PM

Page 3

Payments

Current Period: January 2023

Cash Payment	E 602-49450-333 Freight and Express	Mega Bugs Plus winter blend		\$32.00
Invoice	33884	1/12/2023		
Transaction Date	1/18/2023	PRAIRIE SUN BANK 10100	Total	\$1,007.00
Refer	568 OFFICE PEEPS	<u>Ck# 019484 1/23/2023</u>		
Cash Payment	E 101-41000-210 Operating Supplies (GEN	contract copier ink		\$163.26
Invoice	1012152-0	1/9/2023		
Transaction Date	1/18/2023	PRAIRIE SUN BANK 10100	Total	\$163.26
Refer	570 DAKOTA WASTE SOLUTIONS	<u>Ck# 019476 1/23/2023</u>		
Cash Payment	E 603-49500-300 Professional Svcs (GENE	February garbage service		\$4,000.00
Invoice				
Cash Payment	E 603-49500-300 Professional Svcs (GENE	February fuel charge		\$200.00
Invoice				
Transaction Date	1/18/2023	PRAIRIE SUN BANK 10100	Total	\$4,200.00
Refer	571 SEROCKI EXCAVATING, INC.	<u>Ck# 019487 1/23/2023</u>		
Cash Payment	E 101-43000-410 Rentals (GENERAL)	Payloader rental for snow removal 1/12/23		\$1,710.00
Invoice	14625	1/16/2023		
Cash Payment	E 601-49400-300 Professional Svcs (GENE	water break by Valley Soft Water		\$2,936.65
Invoice	14624	1/10/2023		
Transaction Date	1/18/2023	PRAIRIE SUN BANK 10100	Total	\$4,646.65
Refer	572 WEGWORTH, LAURA	<u>Ck# 019471 1/19/2023</u>		
Cash Payment	E 101-41000-300 Professional Svcs (GENE	8.25 hrs		\$117.56
Invoice				
Transaction Date	1/18/2023	PRAIRIE SUN BANK 10100	Total	\$117.56
Refer	573 CENGAGE LEARNING	<u>Ck# 019474 1/23/2023</u>		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$26.59
Invoice	79961112	1/11/2023		
Transaction Date	1/18/2023	PRAIRIE SUN BANK 10100	Total	\$26.59
Refer	574 CENTER POINT LARGE PRINT	<u>Ck# 019475 1/23/2023</u>		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$55.94
Invoice	1982607	1/3/2023		
Transaction Date	1/18/2023	PRAIRIE SUN BANK 10100	Total	\$55.94
Refer	575 BAKER & TAYLOR	<u>Ck# 019472 1/23/2023</u>		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$52.93
Invoice	2037238850	1/3/2023		
Cash Payment	E 211-45500-333 Freight and Express	books		\$0.53
Invoice	2037238850	1/3/2023		
Transaction Date	1/18/2023	PRAIRIE SUN BANK 10100	Total	\$53.46
Refer	576 PIECHOWSKI, BERNICE	<u>Ck# 019486 1/23/2023</u>		
Cash Payment	E 211-45500-331 Travel Expenses	Director meeting Fergus Falls		\$116.11
Invoice				
Cash Payment	E 211-45500-437 Tapes/CD s/Movies	DVD		\$18.99
Invoice				
Transaction Date	1/18/2023	PRAIRIE SUN BANK 10100	Total	\$135.10
Refer	577 OTTERTAIL POWER COMPANY	<u>Ck# 019485 1/23/2023</u>		

BROWNS VALLEY, MN

01/20/23 2:07 PM

Page 4

Payments

Current Period: January 2023

Cash Payment Invoice	E 101-41000-381	Electric Utilities	14-060262	Comm Ctr	\$87.47
Cash Payment Invoice	E 602-49450-381	Electric Utilities	14-065992	W Brdwy Grind	\$145.24
Cash Payment Invoice	E 101-43000-381	Electric Utilities	14-061130	Bulk Station	\$11.60
Cash Payment Invoice	E 101-45000-381	Electric Utilities	14-061130	Bulk Station	\$5.80
Cash Payment Invoice	E 601-49400-381	Electric Utilities	14-061130	Bulk Station	\$3.47
Cash Payment Invoice	E 602-49450-381	Electric Utilities	14-061130	Bulk Station	\$2.32
Cash Payment Invoice	E 101-43160-381	Electric Utilities	14-004837	Street lights	\$1,337.56
Cash Payment Invoice	E 601-49400-381	Electric Utilities	14-004838	Well #3	\$550.73
Cash Payment Invoice	E 602-49450-381	Electric Utilities	14-004839	Renville Disp Lift	\$387.47
Cash Payment Invoice	E 601-49400-381	Electric Utilities	14-004840	Well #1	\$186.37
Cash Payment Invoice	E 101-42260-381	Electric Utilities	14-004841	Fire Siren	\$8.57
Cash Payment Invoice	E 101-41000-381	Electric Utilities	14-004843	City/Fire Hall	\$96.35
Cash Payment Invoice	E 101-42153-381	Electric Utilities	14-004843	City/Fire Hall	\$20.65
Cash Payment Invoice	E 101-42260-381	Electric Utilities	14-004843	City/Fire Hall	\$20.64
Cash Payment Invoice	E 602-49450-381	Electric Utilities	14-004844	321 Lift Sation	\$130.94
Cash Payment Invoice	E 101-45000-381	Electric Utilities	14-005010	Bdwy Museum	\$33.59
Cash Payment Invoice	E 101-43000-381	Electric Utilities	14-005159	Shop	\$185.98
Cash Payment Invoice	E 101-45000-381	Electric Utilities	14-005159	Shop	\$92.99
Cash Payment Invoice	E 601-49400-381	Electric Utilities	14-005159	Shop	\$55.79
Cash Payment Invoice	E 602-49450-381	Electric Utilities	14-005159	Shop	\$37.20
Cash Payment Invoice	E 101-45000-381	Electric Utilities	14-010558	796 W Bdwy SB Cabin	\$23.19
Cash Payment Invoice	E 101-42260-381	Electric Utilities	14-020839	Fire Hall	\$116.97
Cash Payment Invoice	E 211-45500-381	Electric Utilities	14-023343	Library	\$536.83
Cash Payment Invoice	E 101-45000-381	Electric Utilities	14-034884	Backus Field	\$23.19
Cash Payment Invoice	E 101-45000-381	Electric Utilities	14-036446	Backus Field	\$23.19

BROWNS VALLEY, MN

01/20/23 2:07 PM

Page 5

Payments

Current Period: January 2023

Cash Payment	E 101-45000-381 Electric Utilities	14-040532 Hwy 28 Shelter		\$26.68
Invoice				
Transaction Date	1/19/2023	PRAIRIE SUN BANK	10100	Total \$4,150.78
Refer	578 FRIENDS OF THE LIB. ELBOW LAK Ck# 019478 1/23/2023			
Cash Payment	E 211-45500-210 Operating Supplies (GEN Winter reading program prizes			\$216.00
Invoice				
Transaction Date	1/19/2023	PRAIRIE SUN BANK	10100	Total \$216.00
Refer	579 MN RIVER VALLEY SCENIC BYWA Ck# 019483 1/23/2023			
Cash Payment	E 101-41000-340 Advertising	2023 Funding Request		\$100.00
Invoice				
Transaction Date	1/20/2023	PRAIRIE SUN BANK	10100	Total \$100.00

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$11,397.35
211 LIBRARY		\$1,023.92
601 WATER FUND		\$3,973.78
602 SEWER FUND		\$1,769.29
603 REFUSE (GARBAGE) FUND		\$4,237.34
		<u>\$22,401.68</u>

Pre-Written Checks	\$22,401.68
Checks to be Generated by the Computer	\$0.00
Total	<u>\$22,401.68</u>

**CITY OF BROWNS VALLEY
RESOLUTION 23-04**

**A RESOLUTION AUTHORIZING THE CITY OF BROWNS VALLEY
TO ACQUIRE BY PURCHASE TAX FORFEITURE LAND
LOCATED WITHIN THE CITY OF BROWNS VALLEY, MINNESOTA**

WHEREAS, the County of Traverse has certified the following land within the City of Browns Valley as tax forfeited to the State of Minnesota for non-payment of taxes and is being prepared for public auction under MN State Statutes, Chapter 282:

PID 20-0161000, legally described as Lots 26, 27, 28, and the West 6 inches of Lot 29, Block 2, Dale & Roise Addition to the City of Browns Valley;

PID 20-0162000, legally described as all except the West 6 inches of Lot 29, Block 2, Dale & Roise Addition to the City of Browns Valley;

PID 20-0222000, legally described as Lot 15, Block 32, Plateau Addition to the City of Browns Valley; and

PID 20-0366000, legally described as Lots 3 and 4, Block 12, Smith's Addition to the City of Browns Valley.

WHEREAS, the City of Browns Valley has an interest acquiring the above-mentioned parcel of tax forfeited property for the following purpose:

To correct blighted conditions (substandard buildings) by the removal of all buildings on the real properties.

WHEREAS, M.S.A. §282.01, Subd. 1a(d) allows the State to sell real property to the city at less than fair market value provided (1) the county board determines that a sale at a reduced price is in the public interest because a reduced price is necessary to provide an incentive to correct the blighted conditions that make the land undesirable in the open market; and (2) the governmental subdivision has documented its specific plans for correcting the blighted conditions, and the specific law or laws that empower it to acquire real property in furtherance of the plans; and

WHEREAS, the Browns Valley desires to acquire the above-listed tax forfeited properties within the City of Browns Valley for the purposes stated above.

NOW THEREFORE BE IT RESOLVED BY THE BROWNS VALLEY CITY COUNCIL:

1. The City Administrator is hereby directed to notify Traverse County in writing that, pursuant to M.S.A. §282.01, Subd. 1a(d), the City of Browns Valley requests to purchase the following parcels of land at less than fair market value:

PID 20-0161000, legally described as Lots 26, 27, 28, and the West 6 inches of Lot 29, Block 2, Dale & Roise Addition to the City of Browns Valley;

PID 20-0162000, legally described as all except the West 6 inches of Lot 29, Block 2, Dale & Roise Addition to the City of Browns Valley;

PID 20-0222000, legally described as Lot 15, Block 32, Plateau Addition to the City of Browns Valley; and

PID 20-0366000, legally described as Lots 3 and 4, Block 12, Smith's Addition to the City of Browns Valley.

2. The City Administrator is hereby also authorized to submit an "Application for State Deed for Tax-Forfeited Land" to the County Auditor to purchase the above-described properties.
3. The purpose for purchasing parcels PID 20-0161000, 20-0162000, 20-0222000, and 20-0366000 at less than fair market value is in order to correct a blighted condition through the removal of all buildings located on the real property.
4. The City of Browns Valley has legal authority to correct the blighted conditions through the purchase of these real properties pursuant to M.S.A. §§412.211 and 463.152, Subd. 1.
5. The City of Browns Valley therefore respectfully requests the Traverse County Board of Commissioners to favorably recommend to the State of Minnesota that the above-described parcels be sold to the City of Browns Valley at less than fair market value, pursuant to M.S.A. §282.01, Subd. 1a(d), as blighted property that the City of Browns Valley will be able to correct through the removal of substandard buildings on the properties.
6. The City of Browns Valley certifies that PID 20-0161000, 20-0162000, 20-0222000, and 20-0366000 contain substandard buildings that create a blighted condition and will be removed by the City of Browns Valley or a subsequent purchaser.

Adopted by the City Council of the City of Browns Valley on January 23, 2023.

BROWNS VALLEY CITY COUNCIL

Mike Heck, Mayor

ATTEST:

Jodi Hook, City Administrator

Jodi Hook-Hansen

From: Minnesota Small Cities <cap@maosc.ccsend.com> on behalf of Minnesota Small Cities <cap@maosc.org>
Sent: Monday, November 7, 2022 9:05 AM
To: cityadminbv@prtcl.com
Subject: TODAY is the Day: Noon Lunch & Learn on MN's New CBD/THC Edibles Law

[View as Webpage](#)

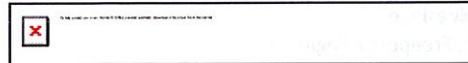


TODAY IS THE DAY!

Good Morning, Small City Members ~

Join us at **NOON** today to learn all about the new CBD / THC Edibles law the MN Legislature passed last session - and what it means for your city.

- "What if we impose a moratorium?"
- "What if we require a license?"
- "What if we choose to do nothing?"
- "Is it allowed in liquor stores?"
- "Might this be reversed next session?"
- "Might it be expanded next session?"



Cap O'Rourke has been at the forefront of this discussion and will break down what the new law does and does not do. He will also update you on what many other cities have and have not done, with regard to regulation.

We know that many of you are currently in the process of trying to decide what to do with this new law....So tune in on Monday to get some clarity, for you and your council!

REGISTER HERE!

https://maosc.clubexpress.com/content.aspx?page_id=4002&club_id=472859&item_id=1823131&event_date_id=255

Please contact Lynda Barry if you have questions or, if you have any trouble with registration.
612-701-9194 / lynda@maosc.org



Samples

ORDINANCE NO. 2022-007

AN ORDINANCE PROVIDING A MORATORIUM ON THE SALE OF HEMP DERIVED THC (TETRAHYDROCANNABINOLS) FOOD AND BEVERAGES IN THE CITY OF ST JOSEPH MINNESOTA.

1. Purpose: This Ordinance establishes a moratorium on the sale of hemp derived THC (tetrahydrocannabinols) food and beverages in order to allow the city time to study the issue and consider licensing, rules and regulations, and sale management controls for the sale of hemp derived THC food and beverages.
2. Restrictions: For a period of one year from the effective date of this Ordinance, no sale of hemp derived THC (tetrahydrocannabinols) food and beverages is allowed in the City of St. Joseph, Minnesota. The City Council reserves the right to extend this moratorium for such additional periods as are necessary to complete the study as allowed by state law.

This ordinance becomes effective upon publication.

Passed by the City Council of St. Joseph, Minnesota the 18th day of July, 2022.

Rick Schultz, Mayor

ATTEST

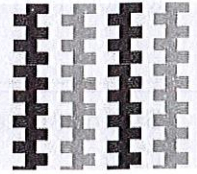
Therese Haffner, City Administrator

Published on _____, 2022.

[Contact Us](#) | [Terms of Use](#)



MemberLink



City ClerksAdministrators

Settings

Community Home

Discussion 11.2K

Library 1.4K

Members 756

Back to discussions

[Expand all](#) | [Collapse all](#)

sort by thread

THC/Cannabis Application fee



UPLOAD A PHOTO

Shannon Geier 12-14-2022 11:54 AM

Good morning, I am putting together our Fee Schedule and we do this once a year. We are working on ...

1. THC/Cannabis Application fee

0 Recommend

UPLOAD A PHOTO

Shannon Geier

Actions

Posted 12-14-2022 11:54 AM

Reply

Good morning,

I am putting together our Fee Schedule and we do this once a year. We are working on the

UPLOAD
A PHOTO



Peggy Aho

Actions ▾

Posted 12-14-2022 12:23 PM

Reply



Vadnais Heights set their fee for 2023 at \$300.00

Peggy Aho
Deputy Clerk
Vadnais Heights
Vadnais Heights MN
(651) 204-6000

➔ Original Message

4. RE: THC/Cannabis Application fee

0

Recommend

UPLOAD
A PHOTO



Melissa Sirovy

Actions ▾

Posted 12-14-2022 02:01 PM

Reply



Truman set the fee at \$400.

Melissa Sirovy
City Clerk/Treasurer

➔ Original Message

Actions ▼

Posted 28 days ago

Reply ▼

Oakdale's THC application fee is \$1,200.

Sara Ludwig
City Clerk
City of Oakdale
Oakdale, MN
651-730-2704

▶ Original Message

7. RE: THC/Cannabis Application fee

0 Recommend



Shannon Geier

Actions ▼

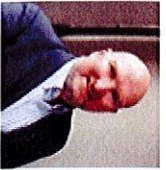
Posted 28 days ago

Reply ▼

Thank you so much for all you who replied! I appreciate it!

Shannon Geier
Clerk
Harris
Harris MN
(651) 674-7546

▶ Original Message



Kyle Hartnett

Actions ▾

Contact Request Pending

Posted 08-18-2022 02:57 PM

Reply ▾

Tina:

An on-sale liquor store may still be considered an exclusive liquor store under state statute and would still be prohibited from selling THC products under state law. Whether a particular establishment is a "exclusive liquor store" will depend on the specific license issued. The state Alcohol and Gambling Enforcement division of the Department of Public Safety has provided the following [guidance](#) regarding the sale of CBD or THC infused items:

As new laws get passed, Alcohol and Gambling Enforcement will share guidance on any implications for the liquor industry. Under state law, exclusive liquor stores are not allowed to sell products containing CBD, hemp and/or THC.

Minnesota statute 340A.412 subdivision 14 governs items that may be sold at an exclusive liquor store. Allowable items, and changes to allowable items, are vetted by the Minnesota Legislature.

For example, citrus fruit and glassware were items added via the 2022 Liquor Omnibus.

CBD, hemp, and/or THC infused beverages are not intended to be mixed with alcoholic beverages and are not classified as soft drinks.

The allowable items which may be sold at an exclusive liquor store can found in [Minnesota statute 340A.412 subdivision 14](#).

Most of the infused products will not include alcohol. Prior to licensing in Minnesota, alcoholic beverages must adhere to the federal requirements under the US Department of Treasury Alcohol, Tobacco, Tax and Trade Bureau (TTB) which require the submission and approval of the formulation and bran labels. Because the TTB consults with the FDA to determine if ingredients meet federal standards. The FDA has not authorized the use of CBD or THC for use in food or dietary supplements. Therefore, it is unlikely an alcoholic beverage containing THC would be approved by the TTB.

In addition, the Department of Health has informed us that any the newly legalized products could be sold at a food establishment but must meet the packaging requirements of the new law. Businesses, however, cannot add CBD/THC to food and beverages. Rather they can only make a hemp derived edible cannabinoid product under the requirements of Minnesota Statute, section 157.72.

Regards,

Kyle Hartnett | Assistant Research Manager

Phone: (651) 215-4084 | Mobile: (651) 247-8138

khartnett@lmnc.org

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103

www.lmnc.org | [Facebook](#) | [Twitter](#) | [Podcast](#)

This message is intended to convey confidential information and should not be taken as legal advice or a substitute for consultant legal services

Subd. 14. Exclusive liquor stores. (a) Except as otherwise provided in this subdivision, an exclusive liquor store may sell only the following items:

- (1) alcoholic beverages;
 - (2) tobacco products;
 - (3) ice;
 - (4) beverages, either liquid or powder, specifically designated for mixing with intoxicating liquor;
 - (5) soft drinks;
 - (6) liqueur-filled candies;
 - (7) food products that contain more than one-half of one percent alcohol by volume;
 - (8) cork extraction devices;
 - (9) books and videos on the use of alcoholic beverages;
 - (10) magazines and other publications published primarily for information and education on alcoholic beverages;
 - (11) multiple-use bags designed to carry purchased items;
 - (12) devices designed to ensure safe storage and monitoring of alcohol in the home, to prevent access by underage drinkers;
 - (13) home brewing equipment; and
 - (14) clothing marked with the specific name, brand, or identifying logo of the exclusive liquor store, and bearing no other name, brand, or identifying logo.
- (b) An exclusive liquor store that has an on-sale, or combination on-sale and off-sale license may sell food for on-premise consumption when authorized by the municipality issuing the license.
- (c) An exclusive liquor store may offer live or recorded entertainment.

CITY OF BROWNS VALLEY

RESOLUTION 23-05

RESOLUTION APPROVING MASTER FEE SCHEDULE FOR 2023

WHEREAS, The City of Browns Valley has adopted Ordinance 30.11 establishing certain fees and permits set from time to time by the City; and

WHEREAS, upon consideration of annual review of the current Master Fee Schedule changes and amendments can be recommended by resolution; and

AND WHEREAS, upon consideration and review by the City council the 2023 Master Fee Schedule will be available for inspection in the office of the City Clerk-Treasurer, after duly approved and adopted.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Browns Valley Minnesota, the 2023 Master Fee Schedule shall be approved and be effective February 1, 2023 and available for inspection and attached to this resolution.

BE IT FURTHER RESOLVED this resolution is hereby duly passed and adopted this 23rd day of January, 2023 by order of the BROWNS VALLEYCITY COUNCIL.

Michael J Heck, Mayor

ATTEST:

Jodi J Hook-Hansen, Clerk-Administrator

Seal

The attached Master Fee Schedule for 2023

30.11 FEES AND CHARGES

2023

The City Council may enact an ordinance establishing those fees and charges that are authorized by this code. All fees and charges established by the ordinance establishing fees and charges may be amended from time to time by amendment of that ordinance.

	2022 Fee	City Code Authority
ADMINISTRATION		
Special Assessment Search*per property search	\$ 25.00	
Notary Fee	\$ 6.00	
Return Check Fee	\$ 30.00	
Copies - each page	\$ 0.25	
Fax \$3.00 first page+\$1.00 for each additional page sent		
Fax \$1.00 for each page received		
Copy of City Code - paper	\$ 25.00	
Copy of City Code - CD	\$ 10.00	
City Plat Map	\$ 5.00	
LICENSES		
Dog		
spayed/neutered	\$ 5.00	91.02 91.99
unaltered	\$ 15.00	91.92 91.99
kennel (4 or more dogs each dog must also be licensed)	\$ 50.00	91.02 91.99
duplicate tags	\$ 5.00	
Impoundment/release	\$ 50.00	30.11 91.99
	Admin. fee per dog	
	\$ 500.00	91.11D6 91.99 30.11
	\$ 300.00	91.99
	\$ 50.00	91.1
	\$ 75.00	91.1
	\$ 100.00	91.1
	\$ 50.00	91.07 91.99
	\$ 100.00	91.05C1 30.11 91.99
	\$ 25.00	91.02
	\$ 25.00	91.02
	\$ 50.00	91.02
	\$ 75.00	91.02B2
Boarding / per day		
	\$ 100.00	112
	\$ 100.00	
	\$ 25.00	
	\$ 100.00	
	\$ 100.00	
	Annual	
	Annual	

Liquor-CBD/THC application \$800.00

Race Track-Backus Field

Rental (Proof of Insurance & Release of Liability to sign)
 Cost to provide ambulance on hand & fire dept.

PERMITS

Special Events							
Street Dance		Revised 04/13/15		\$	25.00		
Other		Revised 04/13/15		\$	500.00		

750 FIRE DEPARTMENT

			plus per fireman per hour	Fire Call	\$500.00		
				Non Transport	\$10.50		

252 AMBULANCE

			plus \$15 per loaded mile (transport services)		\$240.00		
					\$1,000.00		

WATER

Residential base up to 1000 gallons			Residential / Commercial Base		\$	20.00	52.51	Revised 12/20/21
Commercial base up to 1000 gallons			Usage: per 1,000 gallons used		\$	3.50	52.51	
Hydrant			Non-metered, Hydrant, garden		\$	40.00	52.08 4	Revised 12/20/21 Approved of meter pits.
Water Salesman/75 gallons					\$	0.25		
Connection					\$	50.00	52.33	
Re-Connection					\$	50.00	54.03	
After Hours Connection			60 days past due		\$	50.00	54.03	Revised 04/13/15
New installation					\$	100.00	54.03	

Seasonal
 Late Fee
 Non-Metered Hydrant Garden/Water w/no sewer
 10% or \$25.00 minimum whichever is greater of bill not paid by the 20th of each month
 \$25.00

SEWER

Residential			Residential / Commercial Base		\$	35.00	51.113D	
Commercial			Usage: per 1,000 gallons of water used		\$	3.50	51.113D	
Sewer License Application							51.064 (D)	We need to provide application permit
Sewer Connection Fee							51.113G	
Sewer Availability							51.113H	
Late Fee			10% or \$25.00 minimum whichever is greater of bill not paid by the 20th of each month		\$	10% or \$25.00	52.54	

Special request for MOSQUITO CONTROL

STORMWATER
 Residential
 Commercial

53.03
 53.03

**APPLICATION FOR BUILDING PERMIT
CITY OF BROWNS VALLEY
P.O. BOX 334, BROWNS VALLEY, MN 56219
320-695-2110 or cityadminbv@prtel.com**

Box 1

For City Use Only

Box 2

Building Permit No. _____

Date Received/Paid

1/20/23

Date Council Approved _____

Residential (Based on Valuation – Compute on Reverse)

Maintenance – Residential

Box 3

___ House \$ _____

___ Mechanical

___ Remodel (Applicant Valuation) \$ _____

___ Re-roof (\$25.00)

___ Attached Garage \$ _____

___ Siding (\$25.00)

___ Deck/Porch \$ _____

___ Windows/Doors – Enlarged Size – (\$25.00)

___ Detached Garage/Shed \$ _____

\$95,000 Miscellaneous ~~Repair~~ (Solar Project)

___ Modular/Manufactured Home \$ _____

Demolition (Asbestos inspection and lab fees not include)

Commercial (Based on state valuation)

___ Residential

___ Architect – Required \$ _____

___ Commercial

___ Non-Architect (includes Maint. Permits) \$ _____

Work being done: _____

Remember to call Gopher State One Call before you dig... 1-800-252-1166

Please print:

Parcel ID 20-0206000

Box 4

Job Site Address

118 Church St., BROWNS VALLEY MN 56219

Owner's Name

IND School District #801 - Browns Valley School

Owner's Address

PO BOX N, 118 Church St., BROWNS VALLEY MN 56219

Owner's Telephone Number

320-695-2103 / 320-695-2868

Contractor's Name

Blue Horizon Energy

License No.

EA688744

Contractor's Address

121 - Cheshire Lane, Ste 500,
Minnetonka MN 55305

Phone No.

9526981702 / 9529445900

This permit becomes null and void if work or construction authorized is not commenced within six (6) months. Applications for permit shall be accompanied by a description of work being done, site plan, and materials being used. Building permit card shall be posted conspicuously at job site during construction. No part of any building area authorized by this permit may be occupied until final inspection and issuance of a Certificate of Occupancy (if applicable) by the Building Official.

DO NOT BEGIN CONSTRUCTION UNTIL THIS PERMIT HAS BEEN VALIDATED AND BUILDING SETBACK LINES HAVE BEEN APPROVED BY THE BUILDING OFFICIAL.

Printed Name of Applicant:

by Jessica Antinozzi

Signature of Applicant:

Jessica Antinozzi

CALCULATED VALUATION

\$ 95,000

Box 5

BUILDING PERMIT CHARGES

Permit Fee \$5.00 or by value \$ _____

Comm. Plan Review + Surcharge \$ _____

Surcharge \$ _____

(A) **PERMIT FEE** \$ 147.50

CITY CHARGES

Water Connect \$ _____

Sewer Connect \$ _____

(B) **TOTAL CITY FEE** \$ _____

(C) **TOTAL SUM OF CHARGES** \$ _____

Approved for Issuance by:

Signature of Building Official

Date

Building Official Notes/Special Conditions: _____

Box 6

ACCOUNT NO. 14005295
METER NO. 56893247
PREMISE NO. 00000000
CLIENT: IND School District #801
 PO BOX N, 118 Church St.
 Browns Valley MN 56219 Ph:

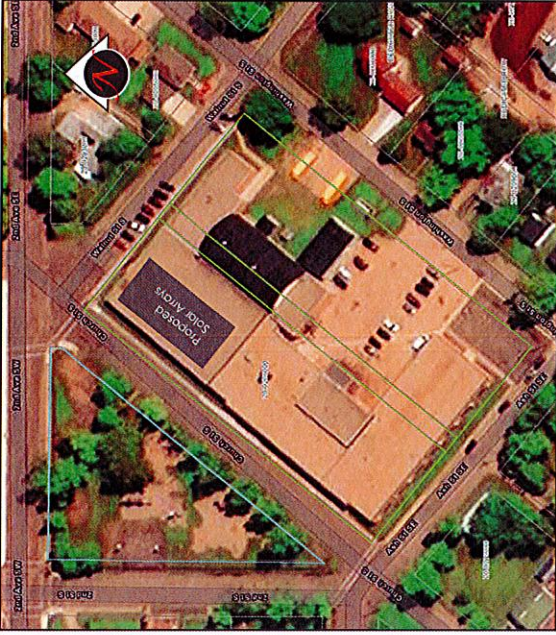
PROJECT TITLE: PROPOSED 48.23KW(DC) / 36KW(AC)
 BLASTED ROOF MOUNT SOLAR PV SYSTEM
 LOCATION: 118 Church St S Browns Valley MN 56219 Ph:

DRAWN BY: Jessica A.
DATE DRAWN: 05-25-2022
REVISION: 00000

CONTACT INFORMATION
Owner/ Contact Person : Carmen Hills
Project Location: 118 Church St. S Browns Valley, MN 56219
Phone Number: 320-695-2103 320-695-2868
Email: chills@brownsvalley.k12.mn.us
Utility Company: Otter Tail
Contact Name: Dean Pawlowski
Phone Number: 218-739-8947
State Inspector: Brandon Lemox
Contact Number: 320-808-5309
State Area Rep: Luke Nemeth
Contact Number: 320-894-5096
City: Browns Valley
County: Traverse
Township:
Contact Person:
Phone Number:



PV-01 LOCATION PLAN



PV-02 LOT PLAN

General Notes:

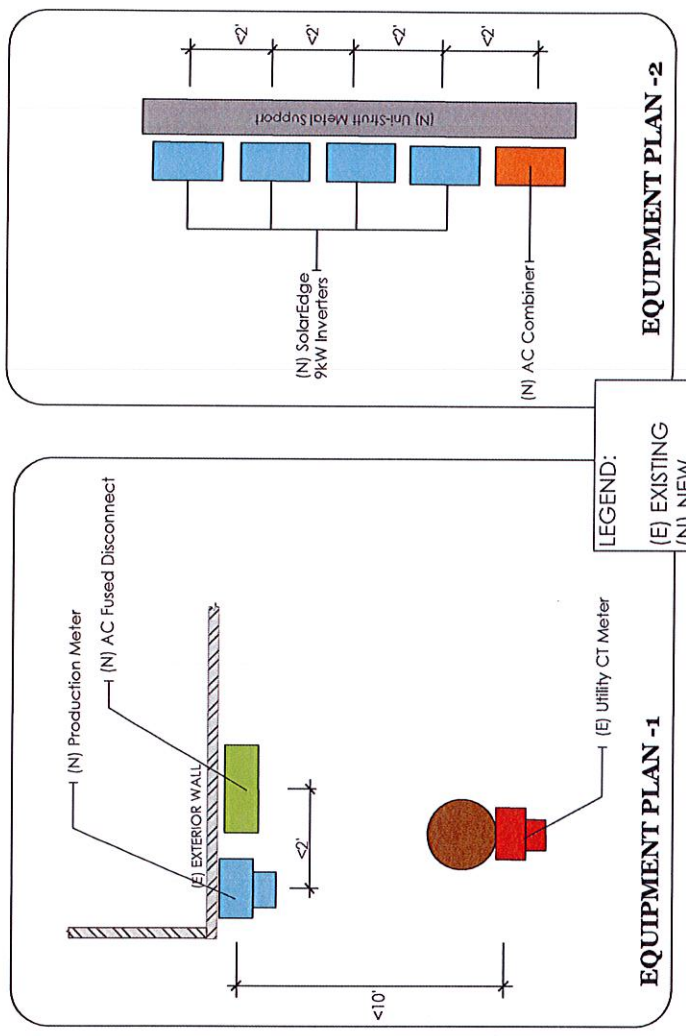
1. PID# 20-0206000
2. Acres : 2.8
3. Sect -0, Twp-0, Range-0
4. Description: LOTS 1,2, & 3 OF BLOCK 17 & ALL OF BLOCK 18
5. Lot: 0 Block: 18
6. Classification: School

DESCRIPTION:

(1) - FLUSH ROOF MOUNT SOLAR PV SYSTEM
(104) - VSUN 455W SOLAR PV MODULES
(4) - SOLAREDDGE 9KW,208V INVERTER



PV-01 SITE PLAN



LEGEND:
 (E) EXISTING
 (N) NEW

SYSTEM COMPONENTS ASSEMBLY

TECHNICAL SPECIFICATIONS:

Material Types: Mill finish aluminum for clamps and ballast bays (6063-T5, 6105-T52, 6063-T5, 6105-T5 or 6005A-T61)
 Hardware: Stainless Steel with Threadlock compound
 Bonding and Grounding: UL2703 Listed Continuous Bonding Path.

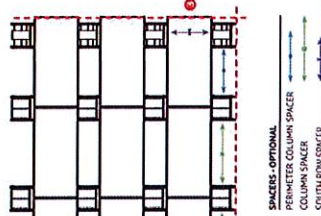
TOOLS REQUIRED OR RECOMMENDED FOR LAYOUT, ATTACHMENTS & INSTALLATION:

- Drill (See Note for Air Impact Driver)
- Torque Wrench
- Optional torque limiter (8FT-LS)
- Tape Measure
- Chalk Reel
- Optional Spacers (See Diagram - Page Right)

SAFETY:
 All applicable OSHA safety guidelines should be observed when working on a PV installation job site. The installation and handling of PV solar modules, electrical installation and PV racking systems involves handling components with potentially sharp metal edges. Rules regarding the use of gloves and other personal protective equipment should be observed.

LAYOUT ASSISTANCE TOOL:

Module Dimensions:	Module location:	Spacing Equations (in inches):
Module Length (ML) =	Perimeter Columns Spacing =	For 25" inter-row option: $ML - (1/2) \times 33.25"$
Module Width (MW) =	Interior Columns Spacing =	For 12" inter-row option: $ML - (1/2) \times 33.25"$
Preferred module gap? (1/4" - 1" is permissible)	Row Spacing =	Fully install one panel, set spacer to N/S distance
End/West Module Gap (EMG) =		



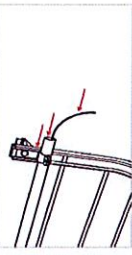
BALLAST BAY: The Ballast Bay frame is made of a mill finish aluminum. This roof mount is a modular design that allows for easily getting around roof obstructions and accommodating roof undulations. The Ballast Bays are created such that they nest within each other to optimize shipping logistics.



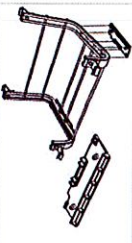
CLIP & BOLT: The Module Clip is made of a mill finish aluminum and engages the return flange underneath the panel to secure the module. This unique design takes advantage of the design of the module frame, attaching to the return flange of the frame creating a universal connection.



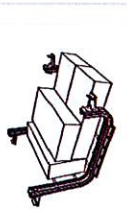
BALLAST BLOCK: The RM ballast bay can fit up to 4 standard 4'x8'-14" solid concrete or block (6 blocks on north row modules). See "Complete Ballast Placement" page of this document for more information. Block weight can range from 26 - 38 lbs. The RM ballast bay is designed to be a major impact on how many will be needed for a given application. Be sure to verify your block weights before using the U-builder online tool.



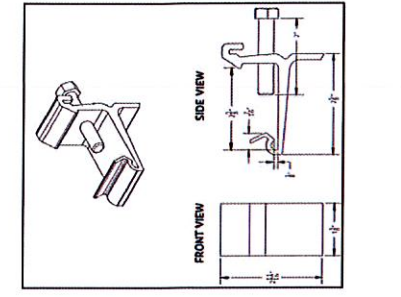
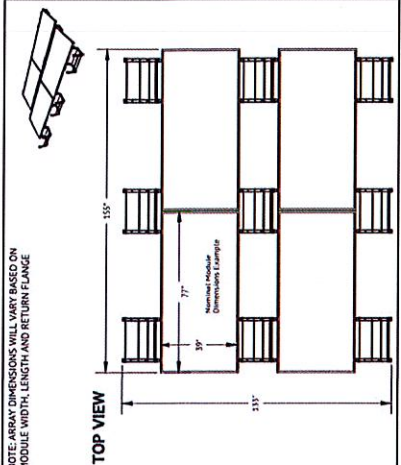
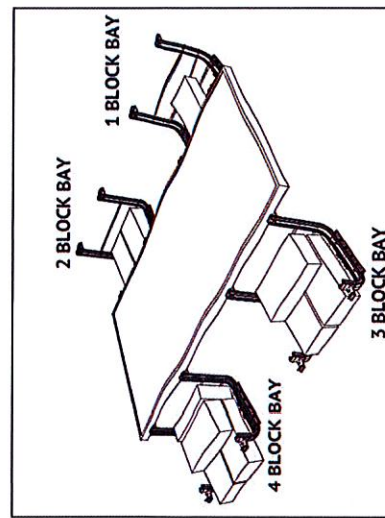
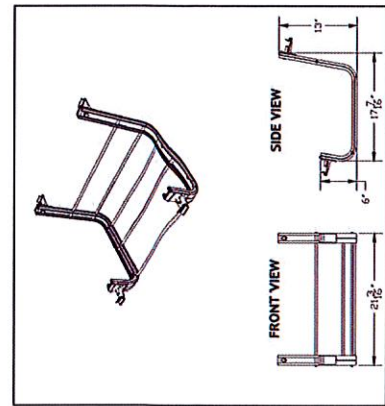
OPTIONAL WIRE MANAGEMENT: The Ballast Bay provides a wire management solution for your PV system. The wire management solution is available for purchase through your local electrical supply store.
NOTE: All conduit and wire sizes should be required and to verify compatibility.



OPTIONAL ROOF PAD: The Roof Pad provides a protective interface between the Ballast Bay and the roof. The Roof Pad is designed to be installed in certain seismic areas, or are included upon request. For more information about roof pad application, contact us at info@suninc.com or call 952.242.8411



ROOF PAD NOTE: Roof pads are required for unattached system installation in certain seismic areas, or are included upon request. For more information about roof pad application, contact us at info@suninc.com or call 952.242.8411



ACCOUNT NO. 14005295
 METER NO. 56893247
 PREMISE NO. 00000000
 Browns Valley MN 56219

CLIENT: IND School District #801
 PO BOX N, 118 Church St
 Browns Valley MN 56219 Ph:

PROJECT TITLE: PROPOSED 48.23kW(DC) / 36kW(AC) BLASTED ROOF MOUNT SOLAR PV SYSTEM
 LOCATION: 118 Church St. S Browns Valley MN 56219

DRAWN BY: Jessica A.
 DATE DRAWN: 05-25-2022
 REVISION: 00000

ACCOUNT NO.
 14005295
METER NO.
 56893247
PREMISE NO.
 00000000

CLIENT:
 IND School District #801
 PO BOX N, 118 Church St
 BROWNS VALLEY MN 56219
PROJECT TITLE:
 PROPOSED 48.23kW(DC) / 36kW(AC)
 BLASTED ROOF MOUNT SOLAR PV SYSTEM
 LOCATION: 118 Church St, S Browns Valley MN 56219 Ph:

DRAWN BY:
 Jessica A.
DATE DRAWN:
 05-25-2022
REVISION:
 00000
SCALE:
 PV-3
 SHEET #

VSUN 455W SOLAR MODULE

Electrical Characteristics - Standard Cell Configuration

Parameter	Value	Temperature Coefficient
Maximum Power (P _{max})	455	-0.40%
Open Circuit Voltage (V _{oc})	37.0	-0.23%
Short Circuit Current (I _{sc})	11.0	0.06%
Maximum Power Current (I _{mp})	10.5	0.04%
Maximum Power Voltage (V _{mp})	43.3	-0.34%
Standard Test Conditions (STC)	1000 W/m ² Irradiance, 25°C Cell Temp, AM1.5 Spectrum	

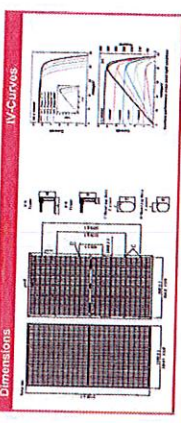
Electrical Characteristics with different rear side power quality reference to 455 front

Parameter	Value	Temperature Coefficient
Maximum Power (P _{max})	455	-0.40%
Open Circuit Voltage (V _{oc})	37.0	-0.23%
Short Circuit Current (I _{sc})	11.0	0.06%
Maximum Power Current (I _{mp})	10.5	0.04%
Maximum Power Voltage (V _{mp})	43.3	-0.34%

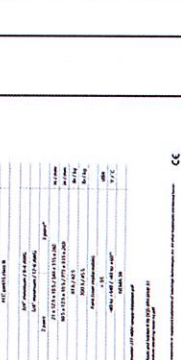
Temperature Characteristics

Parameter	Value	Temperature Coefficient
Maximum Power (P _{max})	-0.40%	
Open Circuit Voltage (V _{oc})	-0.23%	
Short Circuit Current (I _{sc})	0.06%	
Maximum Power Current (I _{mp})	0.04%	
Maximum Power Voltage (V _{mp})	-0.34%	

Dimensions



IV-Curves



VSUN 455W SOLAR MODULE

SOLAREDGE 9KW, 208V, 3PH

Three Phase Inverters for the 120/208V Grid[®] for North America
 SEIKUS / SE14-KUS

DESCRIPTION

SEIKUS / SE14-KUS is a three phase inverter for the 120/208V grid. It is designed for use in North America and is compliant with all applicable standards. The inverter is a full bridge, three phase, voltage source inverter (VSI) with a maximum DC input power of 9000W and a maximum AC output power of 9000W. It is designed for use in a three phase, 208V, 3PH system with a power factor of 0.95.

FEATURES

- Full bridge, three phase, voltage source inverter (VSI)
- Maximum DC input power: 9000W
- Maximum AC output power: 9000W
- Designed for use in a three phase, 208V, 3PH system
- Power factor: 0.95
- Compliant with all applicable standards

INSTALLATION SPECIFICATIONS

The inverter should be installed in a well-ventilated area. The ambient temperature should be between 0°C and 40°C. The inverter should be installed in a location that is accessible for maintenance. The inverter should be installed in a location that is protected from moisture and dust. The inverter should be installed in a location that is protected from direct sunlight. The inverter should be installed in a location that is protected from physical damage. The inverter should be installed in a location that is protected from fire. The inverter should be installed in a location that is protected from lightning. The inverter should be installed in a location that is protected from electromagnetic interference (EMI). The inverter should be installed in a location that is protected from radio frequency interference (RFI). The inverter should be installed in a location that is protected from magnetic interference (MI). The inverter should be installed in a location that is protected from acoustic interference (AI). The inverter should be installed in a location that is protected from vibration (VIB). The inverter should be installed in a location that is protected from shock (SHK). The inverter should be installed in a location that is protected from impact (IMP). The inverter should be installed in a location that is protected from fire (FIR). The inverter should be installed in a location that is protected from lightning (LIT). The inverter should be installed in a location that is protected from EMI (EMI). The inverter should be installed in a location that is protected from RFI (RFI). The inverter should be installed in a location that is protected from MI (MI). The inverter should be installed in a location that is protected from AI (AI). The inverter should be installed in a location that is protected from VIB (VIB). The inverter should be installed in a location that is protected from SHK (SHK). The inverter should be installed in a location that is protected from IMP (IMP). The inverter should be installed in a location that is protected from FIR (FIR). The inverter should be installed in a location that is protected from LIT (LIT).

SOLAREDGE 9KW, 208V, 3PH

Power Optimizer For North America
 P320 / P340 / P370 / P400 / P401 / P405 / P485 / P505

DESCRIPTION

The Power Optimizer is a DC-DC converter that is used to convert the DC output of a solar panel into a higher voltage DC output. It is designed for use in North America and is compliant with all applicable standards. The Power Optimizer is a full bridge, DC-DC converter with a maximum DC input power of 500W and a maximum DC output power of 500W. It is designed for use in a DC system with a voltage of 12V to 48V and a current of 0A to 40A. The Power Optimizer is designed for use in a system with a power factor of 0.95.

FEATURES

- Full bridge, DC-DC converter
- Maximum DC input power: 500W
- Maximum DC output power: 500W
- Designed for use in a DC system with a voltage of 12V to 48V
- Current: 0A to 40A
- Power factor: 0.95
- Compliant with all applicable standards

INSTALLATION SPECIFICATIONS

The Power Optimizer should be installed in a well-ventilated area. The ambient temperature should be between 0°C and 40°C. The Power Optimizer should be installed in a location that is accessible for maintenance. The Power Optimizer should be installed in a location that is protected from moisture and dust. The Power Optimizer should be installed in a location that is protected from direct sunlight. The Power Optimizer should be installed in a location that is protected from physical damage. The Power Optimizer should be installed in a location that is protected from fire. The Power Optimizer should be installed in a location that is protected from lightning. The Power Optimizer should be installed in a location that is protected from electromagnetic interference (EMI). The Power Optimizer should be installed in a location that is protected from radio frequency interference (RFI). The Power Optimizer should be installed in a location that is protected from magnetic interference (MI). The Power Optimizer should be installed in a location that is protected from acoustic interference (AI). The Power Optimizer should be installed in a location that is protected from vibration (VIB). The Power Optimizer should be installed in a location that is protected from shock (SHK). The Power Optimizer should be installed in a location that is protected from impact (IMP). The Power Optimizer should be installed in a location that is protected from fire (FIR). The Power Optimizer should be installed in a location that is protected from lightning (LIT). The Power Optimizer should be installed in a location that is protected from EMI (EMI). The Power Optimizer should be installed in a location that is protected from RFI (RFI). The Power Optimizer should be installed in a location that is protected from MI (MI). The Power Optimizer should be installed in a location that is protected from AI (AI). The Power Optimizer should be installed in a location that is protected from VIB (VIB). The Power Optimizer should be installed in a location that is protected from SHK (SHK). The Power Optimizer should be installed in a location that is protected from IMP (IMP). The Power Optimizer should be installed in a location that is protected from FIR (FIR). The Power Optimizer should be installed in a location that is protected from LIT (LIT).

SOLAREDGE Optimizer OP505, 208V, 3PH

TECHNICAL DATA SHEET

GROUND LEASE

THIS AGREEMENT made this ____ day of January, 2023, by and between the City of Browns Valley, a municipal corporation under the laws of the State of Minnesota (hereinafter "Lessor"), and Devin Tohm, a single person (hereinafter "Lessee").

WITNESSETH, that said Lessor, in consideration of the rents and covenants hereinafter mentioned, do hereby remise, lease and let to said Lessee, and the said Lessee to hereby hire and take from said Lessor, the following described premises situated in the County of Traverse, State of Minnesota, to-wit:

Lots 2, 3, 8, and 9, Auditor's Plat No. 10, of the City of Browns Valley

To have and to hold the above-rented premises unto said Lessee, his heirs and assigns, for a period of 10 years from and after the 1st day of September, 2022, and said Lessee agrees to and with said Lessor to pay as rent for the above-described premises the sum of One Hundred Dollars (\$100.00), with said payment due on the 1st February, 2023. The rent should be paid via check that is made payable to "City of Browns Valley" and delivered to the following address: 19 3rd Street South, P.O. Box 334, Browns Valley, Minnesota. The parties agrees to the following terms and conditions of Lease:

1. Lessee do hereby covenant and agree with Lessor that they will at all times during the term of this Lease keep insured any and all buildings or improvements which may be built or placed upon the demised premises and maintain public liability insurance with a bona fide insurance company, maintaining sufficient protection against any injuries or damages sustained by individuals while upon the premises for which the Lessor and Lessee may become liable. Lessee shall name the Lessor as an insured on its liability policy.
2. Lessee shall assume full responsibility for any harm, death, personal injury or damage to his person, co-workers, fellow employees, or any other person, as well as property, which may occur, directly or indirectly, during the term of this lease. He shall also:
 - a. Fully and forever release and discharge Lessor, its agents and employees from any and all claims, demands, damages, rights of action or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from, directly or indirectly, the performance of a duty or responsibility under this lease.
 - b. Indemnify and hold harmless Lessor, its agents and employees for any acts or conduct of the undersigned of whatever kind or nature whatsoever resulting from, directly or indirectly, the performance of a duty or responsibility under this lease.
 - c. Agree to defend and to pay any costs or attorney's fees as a result of any action brought by or against Lessor, its agents and employees for any acts or conduct of the undersigned of whatever kind or nature whatsoever resulting from, directly or indirectly, the performance of a duty or responsibility under this lease.
3. Lessee covenant and agree that during the term hereof they will conform to and observe all ordinances, rules and regulations of the City of Browns Valley, the County of Traverse, and the State of Minnesota.

4. Lessor and Lessee covenant and agree that Lessor not to assign the Lease or underlet the above-rented premises or any part thereof, without first obtaining the written consent of the said Lessor.
5. Either party may terminate this Lease by giving the other party 30 days' written notice of their intention to terminate.
6. The Lessee covenant, stipulate and agree that upon the termination of this Lease, whether by lapse of time or otherwise, they will at once peaceably and quietly deliver to Lessor all demised premises, including the buildings and improvements situated thereon, in as good a state and condition as reasonable use and wear thereof will have permitted, and that all buildings, improvements, fixtures and equipment then situated upon the described premises and belonging to the Lessor and that no compensation be allowed or paid to Lessee therefore.
7. If at any time the Lessee default in the payment of any rent when it is due and payable, or if the Lessee fail to perform any other covenant under this Lease, the Lessor may declare the lease term ended. In that event, the Lessor may re-enter upon any part of the premises and the building or buildings and improvements situated on it, either with or without process of law, the Lessee waiving any demand for possession of the premises and all buildings and improvements situated thereon. The Lessor shall have followed all other remedies provided by law and this instrument. Immediately upon termination of the demised term, at the Lessor' election or in any other way, the Lessee shall peaceably surrender and deliver up the demised premises and all real and personal property to the Lessor.
8. The Lessee agrees to keep the entire portion of the leased premises, to include any existing buildings and fixtures as well as the land, in good repair and maintenance. During the continuance of this Lease, the Lessee shall keep in good state of repair all buildings and fixtures which Lessee bring, construct or place on the demised premises. The Lessee shall not permit any strip, waste or neglect of any building on the property to be committed. The Lessee shall repair, replace and renovate the property as often as necessary to keep the buildings and other property subject to this Lease in good repair and condition.
9. Lessor reserve, and shall have the right, to enter the property and any structures located therein to inspect the property. Lessor shall provide Lessee with 72-hours notice of when they intend to inspect the property.
10. This premises shall be used for legal purposes only.
11. So long as Lessee keep and perform all of their covenants and conditions under this Lease, it shall have quiet, undisturbed and continued possession of the premises free from all claims against the Lessor and all persons claiming under, by or through the Lessor for the term aforesaid.
12. All covenants, conditions and obligations contained herein or implied by law or covenants running with the land and shall attach, bind and inure to the benefit of Lessor

and Lessee and their respective heirs, legal representatives, successors and assigns, except as otherwise provided herein.

13. No modification, release, discharge or waiver of any provision hereof shall be of any force, effect or value unless signed in writing by the parties.
14. It is mutually stipulated and agreed by and between the parties that this instrument contains the whole agreement between them as of this date.
15. Time is expressly declared to be of the essence of this Lease.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year hereinbefore above written.

LESSOR

LESSEE

By _____
Its Mayor

Devin Tohm

By _____
Its City Administrator

PURCHASE OF SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this 23rd day of January, 2023, by and between Matthew P. Franzese, attorney at law, 1308 Elm Avenue North, Wheaton, Minnesota (hereinafter "Franzese"), and the City of Browns Valley, Minnesota, a municipal corporation (hereinafter "City"). The parties agree as follows:

1. Franzese, from the date of January 1, 2023, until December 31, 2023, will furnish to the City the following legal services:
 - A. Drafting of ordinances, resolutions, legal documents, instruments of conveyance involving the municipal business of the City that may be required from time to time.
 - B. Prosecution of applicable gross misdemeanor, misdemeanor, petty misdemeanor and ordinance violations committed or occurring within the corporate limits of the City.
 - C. Defending the City in any lawsuits which may be filed against the City, except as to those matters wherein an insurer of the City provides defense counsel.
 - D. Providing general legal counsel concerning municipal matters to members of the City Council and City Staff.
 - E. Providing general legal counsel when the City is engaged in the undertaking of special projects such as Tax Increment Financing and Revenue Bond issues.
2. Franzese shall furnish said legal services referred to in Paragraph 1 in the following manner:
 - A. Attend at least one City Council meeting per month.
 - B. Respond to all telephone calls from any and all members of the City Council and City Staff within 24 hours of said telephone call being placed.
 - C. Respond to all legal questions from any and all members of the City Council and City Staff within 3 days of said legal question being placed.
 - D. Provide a time sheet documenting all work done for the City on a monthly basis.
3. City agrees to pay Franzese the sum of \$12,300.00 for said services for the year 2023. Payment shall be in twelve monthly installments each year of \$1025.00.
4. It is understood that neither Franzese or any of his staff shall be considered employees of the City for purposes of P.E.R.A., withholding, health, unemployment, and workers' compensation insurance, or other fringe benefits. Franzese, in performing this Agreement, shall be an independent contractor.

5. If the Agreement is not subsequently renewed, Franzese agrees, upon request of the City, to return to the City all documents, letters, and written materials received by the firm in performing services as City Attorney under this Agreement, it being understood that such material is and remains the property of the City.

IN WITNESS WHEREOF, Franzese has signed the Agreement and the undersigned governmental unit has caused the Agreement to be signed on its behalf.

CITY OF BROWNS VALLEY

Mayor

Matthew P. Franzese

City Clerk-Administrator-Treasurer

Hoffman Electric

206 1st Ave. S.

P.O. Box 218

Browns Valley, MN 56219

Estimate

Date	Estimate #
1/2/2023	197

Name / Address
City of Browns Valley PO Box 334 Browns Valley, MN 56219

			Project
Description	Qty	Rate	Total
Material and Labor estimate to install one automatic 100a 240/120v 3-phase ATC switch for sewer lift station on west Broadway site. Total estimated cost: \$5998.00			
Material and Labor estimate to install one automatic 200a 240/120 3-phase ATC switch for sewer lift station on 2nd street north site. Total estimated cost: \$8998.00			
Material and Labor estimate to install one automatic 400a 480v 3-phase ATC switch for large sewer transfer pump site on SE of town site. Total estimated cost: \$11575.00			
Note: This an estimated price, lead times for shipment is 17-20 weeks from date order is placed.			
Estimated state inspection fee for three sites would : \$190.00 total			
Sales Tax on material would be added to final material invoice, estimated Sales Tax: \$1598.00			
Material costs are constantly changing, price on material is good for 30 days.			
Total estimated cost for project: \$28359.00		28,359.00	28,359.00
Thank you for your business.		Total	\$28,359.00