



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

Monday February 27, 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: None

Approval of Agenda:

Consent Agenda

➤ February 13, 2023 Regular Meeting Minutes

➤ For a grand total of \$

 Wages: February 16th = \$6,990.39

 Claims: February 27th = \$19,538.99

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

Communications:

Unfinished Business:

New Business:

➤ Devan Dobbs

➤ Resolution for account signatures of savings account.

➤ For recommendations/review of Amendment to Ordinances Sec 92.21 and 92.23 and Establishment of Ordinance Sec 92.25.

➤ Discussion of Water Accountability, Inactive Accounts and Rate Study

Other Business:

Public Forum:

Dates: February 20th Office Closed – February 23rd EDA Committee

April 10th 2:30 - Board of Appeals and Equalization in Library Meeting Room

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

Next scheduled meeting Monday March 13 - 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, Code Enforcement Officer Terry Biewer and City Attorney Matt Franzese.

Absent: None

Others present: Edith Foren and Richard Johnson (Historical Society)

The meeting was called to order at 5:30 p.m. by Mayor Heck.
The Pledge of Allegiance was recited by those in attendance.

Agenda

Upon a motion by Biewer with a second by Miller, the Council unanimously approved the agenda with the additions of Richard Johnson – Historical Society Furnace replacement and Kurt Haakinson Minnesota Rural Water – Rate Study.

Public Hearing: None at this time.

Consent Agenda

- Upon a motion by Biewer with a second by Madison, the Council unanimously approved the January 23, 2023, Regular Meeting Minutes.
- Upon a motion by Madison with a second by Miller, the Council unanimously approved the claims for a grand total of \$76,763.02 to include Wages February 1st = \$14,266.04 and the Claims: January 23rd = \$62,496.98
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the Delinquency Report.
- Upon a motion by Madison with a second by Biewer, the Council unanimously approved the Treasurer's Report.

Department Reports:

- City Administrator Hook-Hansen gave a verbal report on administrative items completed in the office and asked council to consult with Attorney Laura Schmidt about city boundary since there could be conflict of interest with County Attorney.
 - Upon a motion by Miller with a second by Madison, the Council on 4-1 vote approved to consult Attorney Laura Schmidt about City Boundary. Dobbs dissented.
- Library Director Piechowski gave a verbal report about activities at the library.

- Code Enforcement Officer Biewer gave a verbal report on actions done to enforce City ordinances and items completed in the office.
- City Maintenance Serocki gave a verbal report on public works items completed.

Communications: Neil Madison with Kurt Haakinson MN Rural Water Rate Study.

Kurt Haakinson spoke to the council about the current rates of the city's water and sewer rates and inactive water accounts with meter connections in them not being charged. The council had lengthy discussion regarding current budget and comparing with current rates. Hook-Hansen informed council the current structure will leave water account -\$26,614.72 and sewer -\$34,434.72 balance. If we charge inactive accounts a water and sewer base charge of \$55.00 it would still leave a -\$14,614.72 and -\$13,434.72. Hook-Hansen informed the Council that all users should share the cost of running and maintaining City water and sewer and not on just the active users. To break even the base charge will need to go from \$55 to \$63 if all active and inactive users pay their fair share. Otherwise, the rate for active users will need to increase from \$55 to \$75.50 just to break even. Haakinson informed council that the entities should be self-sustaining and shouldn't be paid from city taxes for the burden. The Council did not take any formal action at this time.

Unfinished Business: None at this time.

New Business:

- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved of the estimate received for 20' container in the amount of \$4350 from Tki Tom Kraemer Inc. to be used as storage container for the well generator.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of the kennel permits from Aaron Fattore 309 1st St N and Angela/Patrick Beacom 114 1st Ave SE.
- Upon a motion by Dobbs with a second by Biewer, the Council on 4 to 1 approved of the Amendment to Ordinance Sec 52.54 (B) To change penalty from 10% to \$25 or 10% whichever is greater. Miller dissented.
- For recommendations/review of Amendment to Ordinances Sec 92.21 and 92.23 and Establishment of Ordinance Sec 92.25 to be approved at February 27th meeting

Discussion of Water Accountability, Inactive Accounts, and Vacant Lots was discussed during the communications.

Other Business:

- Richard Johnson Historical Society asked the council if they could swap out the fuel furnace for the propane furnace.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved of changing out the fuel furnace for the propane furnace. Biewer abstained.

➤ **Public Forum:** None at this time.

Upcoming Dates:

Dates: February 20th Office Closed – February 23rd EDA Committee
April 10th 2:30 - Board of Appeals and Equalization in Library Meeting Room

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

Next scheduled meeting: Monday February 27th at 5:30 p.m.

The meeting adjourned at 7:42 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor / Acting Mayor

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Payments

Current Period: February 2023

Payments Batch Claims022723		\$16,104.91	
Refer	627 WEGWORTH, LAURA	Ck# 019563	2/17/2023
Cash Payment	E 101-41000-300 Professional Svcs (GEN	9.25 hours	\$131.81
Invoice			
Transaction Date	2/17/2023	PRAIRIE SUN BANK 10100	Total \$131.81
Refer	628 SWEENEY CONTROLS COMPANY	Ck# 019564	2/17/2023
Cash Payment	E 601-49400-220 Repair/Maint Supply (G	pump house maint	\$445.42
Invoice STDINV17477 12/30/2022			
Transaction Date	2/17/2023	PRAIRIE SUN BANK 10100	Total \$445.42
Refer	629 TKI TOM KRAEMER INC	Ck# 019565	2/17/2023
Cash Payment	E 601-49400-500 Capital Outlay (GENER	20 ft container housing for generator	\$4,150.00
Invoice 5327 2/14/2023			
Transaction Date	2/17/2023	PRAIRIE SUN BANK 10100	Total \$4,150.00
Refer	633 OTTERTAIL POWER COMPANY	-	
Cash Payment	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr	\$101.49
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-065992 W Brdwy Grind	\$198.68
Invoice			
Cash Payment	E 101-43000-381 Electric Utilities	14-061130 Bulk Station	\$13.05
Invoice			
Cash Payment	E 101-45000-381 Electric Utilities	14-061130 Bulk Station	\$6.53
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-061130 Bulk Station	\$3.91
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-061130 Bulk Station	\$2.61
Invoice			
Cash Payment	E 101-43160-381 Electric Utilities	14-004837 Street lights	\$1,182.26
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-004838 Well #3	\$441.57
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift	\$608.37
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-004840 Well #1	\$117.48
Invoice			
Cash Payment	E 101-42260-381 Electric Utilities	14-004841 Fire Siren	\$7.53
Invoice			
Cash Payment	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall	\$119.77
Invoice			
Cash Payment	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall	\$25.66
Invoice			
Cash Payment	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall	\$25.66
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-004844 321 Lift Sation	\$73.50
Invoice			
Cash Payment	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum	\$129.29
Invoice			
Cash Payment	E 101-43000-381 Electric Utilities	14-005159 Shop	\$193.11
Invoice			

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Payments

Current Period: February 2023

Cash Payment Invoice	E 101-45000-381	Electric Utilities	14-005159 Shop	\$96.55
Cash Payment Invoice	E 601-49400-381	Electric Utilities	14-005159 Shop	\$57.93
Cash Payment Invoice	E 602-49450-381	Electric Utilities	14-005159 Shop	\$38.62
Cash Payment Invoice	E 101-45000-381	Electric Utilities	14-010558 796 W Bdwy SB Cabin	\$26.10
Cash Payment Invoice	E 101-42260-381	Electric Utilities	14-020839 Fire Hall	\$120.78
Cash Payment Invoice	E 211-45500-381	Electric Utilities	14-023343 Library	\$610.71
Cash Payment Invoice	E 101-45000-381	Electric Utilities	14-034884 Backus Field	\$26.10
Cash Payment Invoice	E 101-45000-381	Electric Utilities	14-036446 Backus Field	\$26.10
Cash Payment Invoice	E 101-45000-381	Electric Utilities	14-040532 Hwy 28 Shelter	\$30.10
Transaction Date	2/21/2023		PRAIRIE SUN BANK 10100	Total \$4,283.46
Refer	634	FRANZESE LAW FIRM	-	
Cash Payment Invoice	E 101-41600-810	Refunds & Reimburse	Isaacson Decree of Descent filing fee and certified copies	\$314.00
Cash Payment Invoice	E 101-41600-810	Refunds & Reimburse	Goodhart certified letters and mailings	\$23.20
Transaction Date	2/21/2023		PRAIRIE SUN BANK 10100	Total \$337.20
Refer	635	MINNESOTA DEPT OF HEALTH	-	
Cash Payment Invoice	E 601-49400-438	Regulated permits/fees	Community Water Supply Service Connection Fee	\$493.00
Transaction Date	2/21/2023		PRAIRIE SUN BANK 10100	Total \$493.00
Refer	636	VALLEY OFFICE PRODUCTS INC	-	
Cash Payment Invoice	E 101-41000-200	Office Supplies (GENER	office supplies	\$136.22
Invoice	INV9686	2/13/2023		
Cash Payment Invoice	E 101-41000-200	Office Supplies (GENER	endorsement stamp	\$26.00
Invoice	INV9635	2/13/2023		
Transaction Date	2/21/2023		PRAIRIE SUN BANK 10100	Total \$162.22
Refer	637	HEIMAN FIRE EQUIPMENT	-	
Cash Payment Invoice	E 101-42260-500	Capital Outlay (GENER	FEMA grant reimb 2-coats and pants	\$5,076.80
Invoice	0917669-IN	2/8/2023		
Transaction Date	2/21/2023		PRAIRIE SUN BANK 10100	Total \$5,076.80
Refer	638	FRANZESE, MATTHEW P.	-	
Cash Payment Invoice	E 101-41610-304	Legal Fees	February services	\$1,025.00
Transaction Date	2/21/2023		PRAIRIE SUN BANK 10100	Total \$1,025.00

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Payments

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Current Period: February 2023

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$8,863.11
211 LIBRARY		\$610.71
601 WATER FUND		\$5,709.31
602 SEWER FUND		\$921.78
		<hr/>
		\$16,104.91

Pre-Written Checks	\$4,727.23
Checks to be Generated by the Computer	\$11,377.68
Total	<hr/>
	\$16,104.91

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***Check Summary Register©**

Batch: Payroll Lib 021623

	Name	Check Date	Check Amt	
10100	PRAIRIE SUN BANK			
13158e	MN DEPT OF REVENUE	2/17/2023	\$419.17	Feb1-15
13159e	IRS	2/17/2023	\$1,781.08	Federal
13160e	PUBLIC EMPLOYEES RETIREME	2/17/2023	\$1,233.83	Feb 1-15
	Total Checks		\$3,434.08	

FILTER: ((([Act Year]='2023' and [period] in (2))) and (Source in ('Payroll Lib 021623')))