



Browns Valley Regular City Council Meeting Approved Minutes April 10, 2023

The regular council meeting of the City of Browns Valley, MN was held in the meeting room of the Public Library. Council members present were Mayor Mike Heck, Neil Madison, Tony Miller, Devan Dobbs, and Jan Biewer. Also, in attendance were City Administrator Jodi Hook-Hansen, Library Director Bernice Piechowski, Code Enforcement Officer Terry Biewer, and City Maintenance Tony Serocki

Absent:

Others present: Edith Foren and Brian D. Koehn, CPA-Auditor

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 Miller with a second by Dobbs, the Council unanimously approved the agenda.

Visitor: The City's Auditor, Brian D. Koehn, CPA, presented the Council with a summary of his audit of the City for 2022. Included in his summary was a recommendation that the City close out its ambulance capital projects fund (Fund Account No. 410) because there is no longer any activity for this account, and that the remaining funds should be moved back to the general fund (Fund Account No. 101). He further recommended that the City also close out its wastewater replacement fund (Fund Account No. 402) because of the same reason, and that its remaining funds be moved to the sewer account (Fund Account No. 602). He recommended these moves for external reporting purposes effective December 31, 2022.

Consent Agenda:

- Upon a motion by Biewer with a second by Madison, the Council unanimously approved the March 27, 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 \$65,736.66, including Wages (April 1st = \$11,790.89) and the Claims (April 10th = \$53,945.77)
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the Delinquency Report.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the Treasurer's Report.

Department Reports:

- City Administrator Hook-Hansen gave reported on administrative items completed in the office.
- Library Director Piechowski reported on activities at the library.
- Code Enforcement Officer Biewer reported on actions done to enforce City ordinances and items completed in the office.

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- City Maintenance Serocki gave a verbal report on public works items completed

Communications: None at this time.

Unfinished Business: None at this time.

New Business:

- Upon a motion by Miller with a second by Biewer, the Council unanimously approved to close ambulance capital projects fund (410) to the general fund (101), and close wastewater replacement fund (402) to Sewer (602), for external reporting purposes, effective December 31, 2022.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved the 2022 Audit.
- The Council had discussions with Fire Department Chief Brad Bartz and Mike Piechowski about the FEMA Grant and applying for USDA grant for matching funds to assist in purchasing turn out gear. The Council reviewed the quotes from several companies that the Fire Department presented. Hook-Hansen inquired with the USDA to purchase 6 turnout gear prior to grant approval in order for new employees to obtain certification.
- Upon a motion by Miller with a second by Dobbs, the Council unanimously agreed to allow the Fire Department to purchase 6 turnout gear using monies from the FEMA Grant.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the Eastmans quote to spray foam the generator storage container in the amount of \$1,938.00.

Public Comment:

Other Business:

- The discussion of Water Accountability, Inactive Accounts and Rate Study were tabled since Hook-Hansen has not received further information.

Dates: April 24 Public Hearing

- USDA Rural Development potential funding sources for Fire Department equipment items.
- Moratorium on THC/CBD products sold in Browns Valley

May 15-16 City Wide Clean up days Located at Traverse County Recycling Center 215 Park St.


Items for Council to consider for future: Forming committees to review our Personnel Handbook, Fire Department policy, Ordinance Book, and setting up an EDA Committee.

Next scheduled meeting: Monday April 24 at 5:30 p.m.

The meeting adjourned at 7:05 p.m.

Minutes submitted by:

Approved by:


Jodi Hook-Hansen, City Administrator


Mike Heck, Mayor / Acting Mayor