



Browns Valley Regular City Council Meeting Approved Minutes May 8, 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, Code Enforcement Officer Terry Biewer, and City Attorney Matt Franzese.

Absent: Library Director Bernice Piechowski, City Maintenance Tony Serocki

Other's present: Edith Foren, Chad Metz, Arlene Reinart

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

The Pledge of Allegiance was recited by those in attendance.

Public Hearing: None at this time.

Visitors: Greg Wagner and Rebecca Lynn Peterson from West Central Initiative were present to discuss the Browns Valley Main Street Economic Revitalization Grant, specifically the application process and having the Browns Valley EDA act as the local review committee. They also presented a packet to the Council of their 2022 Annual Review.

Agenda:

Upon a motion by Biewer with a second by Miller, the Council unanimously approved the agenda with the additions of accepting a lease with First Lease LLC, two additional building permits: 202 Washington St (Schultz) and 418 Ash St. SE (Odom), a gambling permit for the Firefighter's Relief Association on September 9th, a proposed amendment to the Browns Valley EDA's enabling resolution, and to discuss the letter of resignation received from Fire Chief Brad Bartz.

Consent Agenda:

- Upon a motion by Miller with a second by Madison, the Council unanimously approved the April 24, 2023, Regular Meeting Minutes.
- Upon a motion by Biewer with a second by Dobbs, the Council unanimously approved the claims for a grand total of \$36,903.18, including Wages (May 1st = \$7,575.53) and the Claims (May 8th = \$29,327.65).
- Upon a motion by Madison with a second by Biewer, the Council unanimously approved the Delinquency Report.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved the Treasurer's Report.

Department Reports:

- City Administrator Hook-Hansen reported on administrative items completed in the office.
- Librarian Reinart reported on activities at the library.

Browns Valley Regular City Council Meeting Approved Minutes
May 8, 2023

- Code Enforcement Officer Biewer reported on actions done to enforce City ordinances and items completed in the office.

New Business:

- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved of the building permit for 414 Broadway (Meyen/Ritter), 314 2nd Street North (Tchida), 202 Washington Street South (Schultz), and 418 Ash Street SE (Odom).
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of the amendment to Ordinance Section 92.01 (B)(1), an ordinance dealing with regulation of snow, ice, dirt and rubbish on public streets.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of the Summary of Ordinance Section 92.01 (B) (1) for publication.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of the amendment to Ordinance No 92.21, an ordinance dealing with public nuisances.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of the Summary of Ordinance Section 92.21 for publication.

Other Business:

- Upon a motion by Miller with a second by Biewer, the Council unanimously approved a \$500,000.00 lease with First Lease LLC for the City's shop, and granted authority to the Mayor and City Admin to approve and sign all documents necessary to execute the lease.
- Upon a motion by Miller with a second by Biewer, the Council voted 3-2 to accept the resignation of Brad Bartz as Fire Chief and ambulance ems. Nay- Madison and Heck. Aye-Miller, Dobbs and Biewer.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the Fire Relief Association's to be able to conduct lawful gambling on September 9th at the fire hall.
- Upon a motion by Madison with a second by Miller, the Council unanimously approved Resolution 23-11, a resolution amending the enabling resolution creating the Economic Development Authority in the City of Browns Valley by increasing the number of Commissioners from five to seven.
- The discussion of Water Accountability, Inactive Accounts and Rate Study were tabled since Hook-Hansen has not received further information.
- Hook-Hansen raised the issue of the City imposing a sales tax at local businesses in order to fund future capital projects.
- The Council discussed which streets are most in need of repair, and how to fit that into the budget.

Browns Valley Regular City Council Meeting Approved Minutes
May 8, 2023

- Hook-Hansen raised the issue about vacating Jackson Street going north between Heck and Odom properties. Serocki informed the Council that water and sewer are located there and that the City would need easement rights. No action was taken by the Council.
- Hook-Hansen asked about selling an additional lot to Odom. Council denied the request as our Emergency Siren is located on the property that he is interested in.

Dates:

- May 23rd EDA Meeting at 5:00
- 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, and Ordinance Book.

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

The meeting adjourned at 7:17 p.m.

Minutes submitted by:

Approved by:



Jodi Hook-Hansen, City Administrator



Mike Heck, Mayor