



Browns Valley Regular City Council Meeting Approved Minutes June 12, 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, Tony Miller, Devan Dobbs, Neil Madison, 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: Lori Goodhart, Ed Stallcop, Edith Foren, and Tina Bartz.

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 Dobbs with a second by Miller, the Council unanimously approved the agenda with the addition of building permit 515 2nd Street North (Albright), and approval of the concrete apron estimate.

Consent Agenda:

- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the May 22, 2023, Regular Meeting Minutes, with the correction that the purchase of ambulance radio was \$2,556.10, not \$5,738.36 as mentioned originally.
- Upon a motion by Biewer with a second by Dobbs, the Council unanimously approved the claims for a grand total of \$64,267.48, including Wages (June 1st = \$12,335.83) and the Claims (June 12th = \$51,931.65)
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved the Delinquency Report.
- Upon a motion by Heck with a second by Biewer, the Council unanimously agreed to city staff assess property taxes in the delinquent amount of \$499.45 against real property located at 103 Jefferson Street.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved the Treasurer's Report.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved to transfer \$75,258.94 of General Funds account 101 to 601 Water Funds in order to zero out, as of January 1, 2023, the balance on bank reconciliation.

Department Reports:

- City Administrator Hook-Hansen reported on administrative items completed in the office.
- Library Director Piechowski reported on activities at the library.

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- Code Enforcement Officer Biewer reported 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: The EDA Committee unanimously approved the EDA Structure of Shane Raw as President and Chad Metz as Vice President, as well as meeting every other month, or as needed. Wagner (WCI) discussed with the Committee the Main Street Grant Project, the program overview, the six applications received for Browns Valley, the project review process, and project ranking process/discussion. Wagner (WCI) informed the Committee's next steps to rank the projects and to set meeting to discuss with the grant applicants about their projects.

Unfinished Business: None at this time.

New Business:

- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the moving/building permit located at 422 East Broadway-Johnson
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the building permit located at 422 Logan Street North-Peltier.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved the building permit located at 515 2nd Street North-Albright.
- Upon a motion by Miller with a second by Biewer, the Council unanimously tabled the First Lease LLC on the shop building due to inaccurate information provided.
- Upon a motion by Miller with a second by Heck, the Council 4 to 1 approved the concrete apron quote from Structural Building in the amount of \$45,752.40. Dobbs opposed.

Public Comment: None at this time.

Other Business:

Dates:


- Closed June 19th

Next scheduled meeting: Monday June 26 at 5:30 p.m.


The meeting adjourned at 6:50 p.m.

Minutes submitted by:

Approved by:



Jodi Hook-Hansen, City Administrator



Mike Heck, Mayor