



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

Monday June 26, 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:

Approval of Agenda:

Consent Agenda

- June 12, 2023 Regular Meeting Minutes
- June 15, 2023 Emergency Meeting Minutes
- For a grand total of \$48,332.63

Wages: June 1st = \$12,335.83

Claims: June 12th = 24,032.71+11,964.09=\$35,996.80

- Resolution 23-11 a Resolution accepting a donation to the City of Browns Valley
 - Ag Country \$1,000.00
 - Kibble Equipment \$200.00
- **Department Reports: Sheriff's Dept-Ambulance-Fire Department-Public Works-Library-Admin/Code Officer**
 -

Communications: EDA

Unfinished Business:

New Business:

- Contract for Purchase with Lasuh Properties
- Demo permit parcel ID 20-0462002

Other Business:

Public Comment:

Dates:

Items for council to consider for future:

Next scheduled meeting Monday July 10 - 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.



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 St N. (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 motioned in May 22nd minutes.
- 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 approved to have the staff assess property taxes of the delinquent amount of \$499.45 located at 103 Jefferson St.
- 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 to zero out as of January 1, 2023 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.



Browns Valley Emergency City Council Meeting Approved Minutes
June 15, 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, and Code Enforcement Officer Terry Biewer.

Absent:

The meeting was called to order at 7:30 a.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.

New Business:

- Upon a motion by Biewer with a second by Madison, the Council unanimously approved the Resolution Providing for the Execution of a Primary Lease and Lease-Purchase Agreement.

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 7:40 a.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

**Browns Valley Regular City Council Meeting Approved Minutes
June 12, 2023**

- 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 6 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 St. N-Peltier.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved the building permit located at 515 2nd St N.-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

BROWNS VALLEY, MN

06/22/23 11:55 AM

Page 1

*Check Summary Register©

Batch: Claims062623

	Name	Check Date	Check Amt	
10100	PRAIRIE SUN BANK			
13210e	VALLEY TELEPHONE CO	6/13/2023	\$589.55	2871,2872,2243,lift stations
13211e	IRS	6/16/2023	\$1,952.95	Federal
13212e	MN DEPT OF REVENUE	6/16/2023	\$392.70	
13213e	PUBLIC EMPLOYEES RETIREME	6/16/2023	\$1,226.29	
19905	AFSCME #65	6/16/2023	\$80.77	Darrell Dobbs
19906	WEGWORTH, LAURA	6/22/2023	\$160.31	11.25 hours
19907	4TH STREET AUTO	6/26/2023	\$20.00	patch lawn mower tire
19908	BAKER & TAYLOR	6/26/2023	\$91.06	books
19909	CENGAGE LEARNING	6/26/2023	\$83.27	large print books
19910	CS DIESEL, INC.	6/26/2023	\$216.35	DOT inspection and replace bad light
19911	DAKOTA WASTE SOLUTIONS	6/26/2023	\$4,000.00	July garbage service
19912	FRANZESE, MATTHEW P.	6/26/2023	\$1,025.00	June services
19913	HAWKINS, INC.	6/26/2023	\$1,640.88	Azone 15
19914	HENRY SCHEIN, INC	6/26/2023	\$29.99	ambulance supplies
19915	OTTERTAIL POWER COMPANY	6/26/2023	\$4,823.38	14-060262 Comm Ctr
19916	TRAVERSE COUNTY AUDITOR	6/26/2023	\$227.15	Ewald property
19917	VISA	6/26/2023	\$1,600.28	postage
	Total Checks		\$18,159.93	

FILTER: (([Act Year]='2023' and [period] in (6))) and (Source in ('Claims062623'))

BROWNS VALLEY, MN

06/22/23 11:55 AM

Page 1

Payments

Current Period: June 2023

Payment Batch Claims062623		\$18,159.93	
Refer	907 VALLEY TELEPHONE	Ck# 013210E 6/13/2023	
Cash Payment	E 602-49450-321 Telephone Invoice	2871,2872,2243, lift stations	\$111.14
Cash Payment	E 101-41000-321 Telephone Invoice	2127, Fax Village Hall	\$38.38
Cash Payment	E 101-41000-321 Telephone Invoice	2110, Phone, Village Hall	\$301.60
Cash Payment	E 211-45500-321 Telephone Invoice	2318, 2125, Library	\$50.38
Cash Payment	E 101-43000-321 Telephone Invoice	2846, Maintenance Dept.	\$44.03
Cash Payment	E 101-45000-321 Telephone Invoice	2846, Maintenance Dept.	\$22.01
Cash Payment	E 601-49400-321 Telephone Invoice	2846, Maintenance Dept.	\$13.21
Cash Payment	E 602-49450-321 Telephone Invoice	2846, Maintenance Dept.	\$8.80
Transaction Date	6/13/2023	PRAIRIE SUN BANK 10100	Total \$589.55
Refer	908 AFSCME #65	Ck# 019905 6/16/2023	
Cash Payment	G 101-21707 Union Dues Invoice	Darrell Dobbs	\$42.57
Cash Payment	G 101-21707 Union Dues Invoice	Arlene Reinart	\$38.20
Transaction Date	6/15/2023	PRAIRIE SUN BANK 10100	Total \$80.77
Refer	909 4TH STREET AUTO	Ck# 019907 6/26/2023	
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE PS-11 6/13/2023)	patch lawn mower tire	\$10.00
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE PS-11 6/13/2023)	patch lawn mower tire	\$10.00
Transaction Date	6/16/2023	PRAIRIE SUN BANK 10100	Total \$20.00
Refer	910 MN DEPT OF REVENUE SW	Ck# 013212E 6/16/2023	
Cash Payment	G 101-21702 State Withholding Invoice		\$392.70
Transaction Date	6/16/2023	PRAIRIE SUN BANK 10100	Total \$392.70
Refer	911 IRS	Ck# 013211E 6/16/2023	
Cash Payment	G 101-21701 Federal Withholding Invoice	Federal	\$458.17
Cash Payment	G 101-21703 FICA Tax Withholding Invoice	SS & Medicare	\$1,494.78
Transaction Date	6/16/2023	PRAIRIE SUN BANK 10100	Total \$1,952.95
Refer	912 CS DIESEL	Ck# 019910 6/26/2023	
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE Wi008789 6/9/2023)	DOT inspection and replace bad light	\$129.81
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE Wi008789 6/9/2023)	DOT inspection and replace bad light	\$64.91
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE Wi008789 6/9/2023)	DOT inspection and replace bad light	\$21.63

BROWNS VALLEY, MN

06/22/23 11:55 AM

Page 2

Payments

Current Period: June 2023

Transaction Date	6/16/2023	PRAIRIE SUN BANK 10100	Total	\$216.35
Refer	913 <u>PUBLIC EMPLOYEES RETIREMEN</u>	<u>Ck# 013213E 6/16/2023</u>		
Cash Payment	G 101-21704 PERA			\$1,226.29
Invoice				
Transaction Date	6/16/2023	PRAIRIE SUN BANK 10100	Total	\$1,226.29
Refer	914 <u>FRANZESE, MATTHEW P.</u>	<u>Ck# 019912 6/26/2023</u>		
Cash Payment	E 101-41610-304 Legal Fees	June services		\$1,025.00
Invoice				
Transaction Date	6/16/2023	PRAIRIE SUN BANK 10100	Total	\$1,025.00
Refer	915 <u>DAKOTA WASTE SOLUTIONS</u>	<u>Ck# 019911 6/26/2023</u>		
Cash Payment	E 603-49500-300 Professional Srvs (GENE	July garbage service		\$4,000.00
Invoice	123141 6/15/2023			
Transaction Date	6/20/2023	PRAIRIE SUN BANK 10100	Total	\$4,000.00
Refer	916 <u>HAWKINS, INC.</u>	<u>Ck# 019913 6/26/2023</u>		
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Azone 15		\$330.05
Invoice	6501110 6/15/2023			
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Hydrofluosilicic Acid		\$658.33
Invoice	6501110 6/15/2023			
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Sodium Tripoly Phosphate		\$595.00
Invoice	6501110 6/15/2023			
Cash Payment	E 601-49400-333 Freight and Express	chemicals freight		\$57.50
Invoice	6501110 6/15/2023			
Transaction Date	6/20/2023	PRAIRIE SUN BANK 10100	Total	\$1,640.88
Refer	917 <u>HENRY SCHEIN, INC</u>	<u>Ck# 019914 6/26/2023</u>		
Cash Payment	E 101-42153-210 Operating Supplies (GEN	ambulance supplies		\$29.99
Invoice	41989329 6/9/2023			
Transaction Date	6/20/2023	PRAIRIE SUN BANK 10100	Total	\$29.99
Refer	918 <u>OTTERTAIL POWER COMPANY</u>	<u>Ck# 019915 6/26/2023</u>		
Cash Payment	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr		\$77.94
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-065992 W Brdwy Grind		\$116.10
Invoice				
Cash Payment	E 101-43000-381 Electric Utilities	14-061130 Bulk Station		\$13.41
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-061130 Bulk Station		\$6.71
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-061130 Bulk Station		\$4.02
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-061130 Bulk Station		\$2.68
Invoice				
Cash Payment	E 101-43160-381 Electric Utilities	14-004837 Street lights		\$1,317.75
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004838 Well #3		\$282.42
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift		\$1,887.23
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004840 Well #1		\$36.70
Invoice				

BROWNS VALLEY, MN

06/22/23 11:55 AM

Page 3

Payments

Current Period: June 2023

Cash Payment Invoice	E 101-41000-381 Electric Utilities	14-004841 Fire Siren	\$8.57
Cash Payment Invoice	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall	\$48.62
Cash Payment Invoice	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall	\$10.42
Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall	\$10.42
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-004844 321 Lift Station	\$276.27
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum	\$29.07
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-005051 City Park	\$0.00
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-005159 Shop	\$93.02
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-005159 Shop	\$46.51
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-005159 Shop	\$27.90
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-005159 Shop	\$18.60
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-010558 796 W Bdwy SB Cabin	\$29.39
Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-020839 Fire Hall	\$130.02
Cash Payment Invoice	E 211-45500-381 Electric Utilities	14-023343 Library	\$225.40
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-034884 Backus Field	\$26.82
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-036446 Backus Field	\$26.82
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-040532 Hwy 28 Shelter	\$40.82
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-086156 New City Shop	\$14.88
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-086156 New City Shop	\$7.44
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-086156 New City Shop	\$4.46
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-086156 New City Shop	\$2.97
Transaction Date	6/21/2023	PRAIRIE SUN BANK 10100	Total \$4,823.38
Refer	919 CENGAGE LEARNING	Ck# 019909 6/26/2023	
Cash Payment Invoice	E 211-45500-435 Books and Pamphlets	large print books	\$83.27
	81357882 6/8/2023		
Transaction Date	6/22/2023	PRAIRIE SUN BANK 10100	Total \$83.27
Refer	920 BAKER & TAYLOR	Ck# 019908 6/26/2023	
Cash Payment Invoice	E 211-45500-435 Books and Pamphlets	books	\$90.16
	2037611723 6/20/2023		

BROWNS VALLEY, MN

06/22/23 11:55 AM

Page 4

Payments

Current Period: June 2023

Cash Payment	E 211-45500-333 Freight and Express	books		\$0.90
Invoice	2037611723	6/20/2023		
Transaction Date	6/22/2023	PRAIRIE SUN BANK	10100	Total \$91.06
Refer	921 WEGWORTH, LAURA	Ck# 019906	6/22/2023	
Cash Payment	E 101-41000-300 Professional Svcs (GENE	11.25 hours		\$160.31
Invoice				
Transaction Date	6/22/2023	PRAIRIE SUN BANK	10100	Total \$160.31
Refer	922 TRAVERSE COUNTY AUDITOR	Ck# 019916	6/26/2023	
Cash Payment	E 101-41600-304 Legal Fees	Ewald property		\$227.15
Invoice				
Transaction Date	6/22/2023	PRAIRIE SUN BANK	10100	Total \$227.15
Refer	923 VISA	Ck# 019917	6/26/2023	
Cash Payment	E 101-41000-322 Postage	postage		\$222.00
Invoice				
Cash Payment	E 101-41000-322 Postage	stamped utility envelopes (1500)		\$1,152.85
Invoice				
Cash Payment	E 101-41000-309 Software & Design	Wix website fee		\$4.99
Invoice				
Cash Payment	E 101-43000-210 Operating Supplies (GEN	orange traffic cones		\$73.48
Invoice				
Cash Payment	E 601-49400-210 Operating Supplies (GEN	orange traffic cones		\$73.48
Invoice				
Cash Payment	E 602-49450-210 Operating Supplies (GEN	orange traffic cones		\$73.48
Invoice				
Transaction Date	6/22/2023	PRAIRIE SUN BANK	10100	Total \$1,600.28

Fund Summary

	10100 PRAIRIE SUN BANK
101 GENERAL FUND	\$9,107.85
211 LIBRARY	\$450.11
601 WATER FUND	\$2,083.07
602 SEWER FUND	\$2,497.27
603 REFUSE (GARBAGE) FUND	\$4,021.63
	<u>\$18,159.93</u>

Pre-Written Checks	\$18,159.93
Checks to be Generated by the Computer	\$0.00
Total	<u>\$18,159.93</u>

RESOLUTION NO. 23-10

A RESOLUTION ACCEPTING A DONATION TO THE CITY OF BROWNS VALLEY

WHEREAS, the City of Browns Valley is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amount(s) set forth below to the city:

Donated by	Purpose	Amount donated
Ag Country	Fire Dept. Operating	\$1000.00
Kibble Equipment	Fire Dept. Operating	\$200.00

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donation(s) offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNS VALLEY, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Browns Valley, Minnesota this 26th day of June, 2023.

Mayor / Acting Mayor

Attested:

City Administrator

As of : **6/13/2023**

Parcel Number: **20-0222000**
Payable Year: **2024 Rec# 1 of 1**

General Information | Value Information | Special Asmts | Ditch | Sales | History

Taxpayer/Owner Information

Taxpayer #7189
LASUH PROPERTIES, LLC
2209 FAIRBANKS STREET
SIOUX CITY IA 51109

General

MP #20-0221000 Re/Mh: REAL ESTATE

Twp/City School
20 801

Twp/City 20 - BROWNS VALLEY
School Dist 801 - BROWNS VALLEY

Owner #9020

BROWNS VALLEY/CITY OF
PO BOX 334
BROWNS VALLEY MN 56219-0334

Description

Sect	Twp	Range	Lot	Block
0	0	0	15	32

PLATEAU ADDITION

Falco # 4

C.D.

Property Address

Escrow

0

Deeded Acres: 0.00

[Another Search](#) | [Back to ParcelList](#) |









City of Browns Valley

DEMOLITION APPLICATION

	For Office Use Only
	PERMIT FEE \$0.00
	DATE RCVD.
	TOTAL PAID \$

APPLICANT INFORMATION:

NAME: Wheaton - Dumont Coop Elevator

ADDRESS: 6587 U.S. Highway 75 Wheaton MN 56296

PHONE: 320 563 8152 CELL PHONE: 320 760 6697

LOCATION OF BUILDING TO BE DEMOLISHED: Hansen Chevrolet Garage

PARCEL # 20-0462002 LOT _____ BLK _____ PLAT _____

BUILDING OWNER: WDCE

TYPE OF BUILDING: Concrete Block / Wood

ESTIMATED COST OF DEMOLITION: _____ Undetermined

DEMOLITION CONTRACTOR: _____ Undetermined

ADDRESS: _____

PHONE: _____ CELL PHONE: _____

UTILITY NOTIFICATION

Water/Sewer: _____ (Date Notified) * All Disconnected

Electric: _____ (Date Notified) ←

Gas: _____ (Date Notified)

Phone Company: _____ (Date Notified)

It shall be the owner/contractor's responsibility to notify all utilities prior to the issuance of this permit. All potentially affected adjoining property owners must be notified prior to the beginning of demolition. During the proposed demolition, it shall be the contractor/owner's responsibility to maintain the site in a safe and sanitary condition. All demolition debris must be removed from the site, disposed of in an approved demolition landfill, and be in compliance with all Federal, State and County regulations. Upon completion of demolition, it shall be the contractor/owner's responsibility to fill and grade the lot to conform with established street grades, and adjoining property. Provision shall be made to avoid the accumulation of water, rubbish, and all other unsafe and hazardous conditions.

I, (owner), hereby certify that the information contained in this application is correct and that I will abide by all applicable laws of the City.

Signature: [Signature] WDCE Approved By: _____

Property Owner

City Clerk