



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

**Monday July 24, 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**

➤ July 10, 2023 Regular Meeting Minutes

➤ For a grand total of \$17,413.77

Wages: July 16<sup>th</sup> = \$6,816.78

Claims: July 24 = \$10,596.99

**Department Reports: Sheriff's Dept-Ambulance-Fire Department-Public Works-Library-Admin/Code Officer**

**Communications: EDA**

**Unfinished Business:**

- Budget review items of discussion

**New Business:**

- Change Order Mezzanine
- Sidewalk on northside of shop
- Building Permit 521 W Broadway- Cenex
- Resolution 23-15 a Resolution Approving Minnesota Historical and Heritage Grant Application by the City of Browns Valley to the Minnesota Historical Society.
- Approval to apply for FEMA grant for Fire Dept items: new truck-siren-jaws of life-extra batteries- Polaris ranger-radios for ambulance/fire dept-wildland fire gear.
- Sheriff negotiations

**Other Business:**

**Public Comment:**

**Dates:**

August 1<sup>st</sup> 1:30-2:30 Wheaton-Traverse County Opioid Settlement Initiative

August 3<sup>rd</sup> 11:00-12:00 Introduction to Paid Family and Medical Leave Law and Earned Sick and Safe Time

August 14<sup>th</sup> 5:30 Public Hearing to determine whether public nuisance exists

August 15<sup>th</sup> 4 PM - EDA meeting

**Items for council to consider for future:**

**Next scheduled meeting Monday July 24 - 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, Tony Miller, 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:** Devan Dobbs

**Others Present:** 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 Miller with a second by Biewer, the Council unanimously approved the agenda with the addition of Resolution 23-15 a Resolution Selling Real Property.

**Consent Agenda:**

- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the June 26, 2023, Regular Meeting Minutes.
- Upon a motion by Madison with a second by Biewer, the Council 4 to 1 approved the claims for a grand total of \$173,803.47, including Wages (July 1<sup>st</sup> = \$12,396.23) and the Claims (July 10<sup>th</sup> = \$161,407.24).
- Upon a motion by Miller with a second Madison, the Council unanimously approved Resolution 23-14 a Resolution accepting a Grant to the City of Browns Valley from West Central Initiative of \$500.00
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the Treasurer's Report.
- Upon a motion by Biewer with a second by Madison, the Council unanimously approved the Delinquency Report.

**Department Reports:**

- 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.
- City Maintenance Serocki gave a verbal report on public works items completed.
- City Administrator Hook-Hansen reported on administrative items completed in the office.

**New Business:**

- Upon a motion by Biewer with a second Miller, the Council unanimously approved to table to sell the Tax Forfeited property (Ewalds).
- The council reviewed the Budget and had discussion on the lease purchase agreement with the first payment due on December 1<sup>st</sup> of 2023.
- Upon a motion by Biewer with a second Miller, the Council unanimously approved to apply for the Grant for Safe Walks to School.
- Upon a motion by Miller with a second Biewer, the Council unanimously approved Resolution 23-15 a Resolution Selling Real Property Parcel No.: 20-0222000 for the sum of \$750.00

**Public Comment:** None at this time.

**Other Business:**

**Dates:**

- Aug 15<sup>th</sup> - EDA meeting at 4:00 pm

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

The meeting adjourned at 6:30 p.m.

Minutes submitted by:

Approved by:

---

Jodi Hook-Hansen, City Administrator

---

Mike Heck, Mayor

Payments

Current Period: July 2023

Payment Batch Claims072423		\$10,596.99	
Refer	964 AFSCME #65	Ck# 019978 7/17/2023	
Cash Payment	G 101-21707 Union Dues	Darrell Dobbs	\$37.68
Invoice			
Cash Payment	G 101-21707 Union Dues	Arlene Reinart	\$38.20
Invoice			
Transaction Date	7/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$75.88
Refer	965 WEGWORTH, LAURA	Ck# 019979 7/17/2023	
Cash Payment	E 101-41000-300 Professional Srvs (GENE 11.25 hrs for food shelf and city cleaning		\$160.31
Invoice	June24-July15		
Transaction Date	7/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$160.31
Refer	966 WEST BEND MUTUAL INS COMPA	Ck# 019979 7/24/2023	
Cash Payment	E 101-43000-312 License	Utility permit 0864939 Lic & Per Bond	\$100.00
Invoice			
Transaction Date	7/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$100.00
Refer	967 BW INC.	Ck# 019984 7/24/2023	
Cash Payment	E 601-49400-306 Testing	MVTL water testing	\$117.33
Invoice			
Cash Payment	E 602-49450-306 Testing	MVTL wastewater testing	\$117.34
Invoice			
Transaction Date	7/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$234.67
Refer	968 OFFICE PEEPS	Ck# 019992 7/24/2023	
Cash Payment	E 101-41000-210 Operating Supplies (GEN contract copier ink		\$228.41
Invoice	1031772-0 7/10/2023		
Transaction Date	7/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$228.41
Refer	969 MN UI	Ck# 013223E 7/12/2023	
Cash Payment	E 101-41000-140 Unemployment Comp (G unemployment insurance		\$37.14
Invoice	12942981 7/12/2023		
Transaction Date	7/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$37.14
Refer	970 ULINE	Ck# 019996 7/24/2023	
Cash Payment	E 601-49400-208 Training and Instruction	material safety data sheet for new shop	\$52.20
Invoice	165492419 6/30/2023		
Cash Payment	E 602-49450-208 Training and Instruction	material safety data sheet for new shop	\$52.21
Invoice	165492419 6/30/2023		
Transaction Date	7/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$104.41
Refer	971 IRS	Ck# 013224E 7/17/2023	
Cash Payment	G 101-21701 Federal Withholding	Federal	\$441.56
Invoice			
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare	\$1,405.34
Invoice			
Transaction Date	7/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,846.90
Refer	972 MN DEPT OF REVENUE SW	Ck# 013225E 7/17/2023	
Cash Payment	G 101-21702 State Withholding		\$371.12
Invoice			
Transaction Date	7/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$371.12
Refer	973 PUBLIC EMPLOYEES RETIREMEN	Ck# 013226E 7/17/2023	

## Payments

Current Period: July 2023

Cash Payment	G 101-21704 PERA			\$1,204.00
Invoice				
Transaction Date	7/17/2023	PRAIRIE SUN BANK	10100	<b>Total</b> \$1,204.00
Refer	974 BITUMINOUS PAVING, INC.	<u>Ck# 019982 7/24/2023</u>		
Cash Payment	E 101-43100-224 Street Maint Materials	1.56 tons hot mix		\$129.48
Invoice 23-736.1 6/13/2023				
Transaction Date	7/17/2023	PRAIRIE SUN BANK	10100	<b>Total</b> \$129.48
Refer	975 BOUND TREE MEDICAL	<u>Ck# 019983 7/24/2023</u>		
Cash Payment	E 101-42153-210 Operating Supplies (GEN	ambulance supplies		\$167.96
Invoice 39759877 7/1/2023				
Transaction Date	7/17/2023	PRAIRIE SUN BANK	10100	<b>Total</b> \$167.96
Refer	976 HENRY SCHEIN, INC	<u>Ck# 019991 7/24/2023</u>		
Cash Payment	E 101-42153-210 Operating Supplies (GEN	ambulance supplies		\$174.45
Invoice 44264620 6/27/2023				
Transaction Date	7/17/2023	PRAIRIE SUN BANK	10100	<b>Total</b> \$174.45
Refer	977 #2 WELDING & REPAIR	<u>Ck# 019980 7/24/2023</u>		
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	cutting & welding on mower		\$15.00
Invoice 11337 6/28/2023				
Transaction Date	7/17/2023	PRAIRIE SUN BANK	10100	<b>Total</b> \$15.00
Refer	978 TEAM LABORATORY CHEMICAL,LL	<u>Ck# 019995 7/24/2023</u>		
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	mega bugs plus one		\$900.00
Invoice 36752 7/7/2023				
Cash Payment	E 602-49450-333 Freight and Express	mega bugs plus one		\$31.50
Invoice 36752 7/7/2023				
Transaction Date	7/17/2023	PRAIRIE SUN BANK	10100	<b>Total</b> \$931.50
Refer	979 CHS INC.	<u>Ck# 019986 7/24/2023</u>		
Cash Payment	E 602-49450-306 Testing	soil testing at ponds		\$720.00
Invoice 2294 6/12/2023				
Cash Payment	E 101-43000-216 Chemicals and Chem Pr	LO-VOL 6		\$46.42
Invoice 2367 6/20/2023				
Cash Payment	E 101-45000-216 Chemicals and Chem Pr	LO-VOL 6		\$46.41
Invoice 2367 6/20/2023				
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	Buccaneer Plus		\$37.89
Invoice 2435 6/28/2023				
Cash Payment	E 101-45000-216 Chemicals and Chem Pr	Buccaneer Plus		\$37.88
Invoice 2435 6/28/2023				
Transaction Date	7/17/2023	PRAIRIE SUN BANK	10100	<b>Total</b> \$888.60
Refer	980 GOODHART EXCAVATING, INC	<u>Ck# 019990 7/24/2023</u>		
Cash Payment	E 101-43000-500 Capital Outlay (GENERA	10 tons pit run for new shop		\$82.00
Invoice 10654 6/9/2023				
Transaction Date	7/17/2023	PRAIRIE SUN BANK	10100	<b>Total</b> \$82.00
Refer	981 SEROCKI EXCAVATING, INC.	<u>Ck# 019994 7/24/2023</u>		
Cash Payment	E 101-43000-500 Capital Outlay (GENERA	move barriers for shop		\$337.50
Invoice 14999 7/13/2023				
Cash Payment	E 101-43100-224 Street Maint Materials	culvert repair on Main and 2nd		\$1,880.75
Invoice 14996 7/10/2023				
Transaction Date	7/18/2023	PRAIRIE SUN BANK	10100	<b>Total</b> \$2,218.25

Payments

Current Period: July 2023

<b>Refer</b>	982 <u>FRANZESE, MATTHEW P.</u>	<u>Ck# 019989 7/24/2023</u>	
Cash Payment	E 101-41610-304 Legal Fees	July services	\$1,025.00
Invoice			
Transaction Date	7/18/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,025.00
<b>Refer</b>	983 <u>CS DIESEL</u>	<u>Ck# 019987 7/24/2023</u>	
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE 2003 Sterling dump truck parts		\$51.98
Invoice	CS020629 7/10/2023		
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE 2003 Sterling dump truck parts		\$25.99
Invoice	CS020629 7/10/2023		
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE 2003 Sterling dump truck parts		\$8.66
Invoice	CS020629 7/10/2023		
Transaction Date	7/18/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$86.63
<b>Refer</b>	984 <u>DEMCO</u>	<u>Ck# 019988 7/24/2023</u>	
Cash Payment	E 211-45500-210 Operating Supplies (GEN library supplies		\$120.22
Invoice	7330312 7/6/2023		
Cash Payment	E 211-45500-333 Freight and Express library supplies		\$13.22
Invoice	7330312 7/6/2023		
Transaction Date	7/18/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$133.44
<b>Refer</b>	985 <u>BAKER &amp; TAYLOR</u>	<u>Ck# 019981 7/24/2023</u>	
Cash Payment	E 211-45500-435 Books and Pamphlets books		\$141.57
Invoice	2037638520 7/5/2023		
Cash Payment	E 211-45500-333 Freight and Express books		\$1.42
Invoice	2037638520 7/5/2023		
Transaction Date	7/18/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$142.99
<b>Refer</b>	986 <u>CENGAGE LEARNING</u>	<u>Ck# 019985 7/24/2023</u>	
Cash Payment	E 211-45500-429 Misc Grant Items for Rei large print books		\$83.27
Invoice	81539151 7/10/2023		
Transaction Date	7/18/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$83.27
<b>Refer</b>	987 <u>QUILL CORPORATION</u>	<u>Ck# 019993 7/24/2023</u>	
Cash Payment	E 211-45500-210 Operating Supplies (GEN library supplies		\$155.58
Invoice	33306816 7/3/2023		
Transaction Date	7/18/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$155.58

Fund Summary

	10100 PRAIRIE SUN BANK
101 GENERAL FUND	\$8,044.58
211 LIBRARY	\$515.28
601 WATER FUND	\$169.53
602 SEWER FUND	\$1,858.94
603 REFUSE (GARBAGE) FUND	\$8.66
	<hr/>
	\$10,596.99

Pre-Written Checks	\$10,596.99
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<hr/> \$10,596.99

**APPLICATION FOR BUILDING PERMIT  
CITY OF BROWNS VALLEY  
P.O. BOX 334, BROWNS VALLEY, MN 56219  
320-695-2110 or cityadminbv@prtcl.com**

Box 1

For City Use Only

Box 2

Building Permit No. \_\_\_\_\_

Date Received/Paid \_\_\_\_\_

Date Council Approved \_\_\_\_\_

**Residential (Based on Valuation - Compute on Reverse)**

\_\_\_ House \$ \_\_\_\_\_  
 \_\_\_ Remodel (Applicant Valuation) \$ \_\_\_\_\_  
 \_\_\_ Attached Garage \$ \_\_\_\_\_  
 \_\_\_ Deck/Porch \$ \_\_\_\_\_  
 \_\_\_ Detached Garage/Shed \$ \_\_\_\_\_  
 \_\_\_ Modular/Manufactured Home \$ \_\_\_\_\_

**Maintenance - Residential**

Box 3

\_\_\_ Mechanical  
 \_\_\_ Re-roof (\$25.00)  
 \_\_\_ Siding (\$25.00)  
 \_\_\_ Windows/Doors - Enlarged Size - (\$25.00)  
 \_\_\_ Miscellaneous Repair

**Demolition (Asbestos inspection and lab fees not include**

**Commercial (Based on state valuation)**

\_\_\_ Architect - Required \$ \_\_\_\_\_

\_\_\_ Residential

\_\_\_ Commercial

Non-Architect (includes Maint. Permits) \$ 53,446.00

Work being done: Sign reface, new cabinet

Remember to call Gopher State One Call before you dig... 1-800-252-1166 Canopy reface

**Please print:**

Job Site Address

521 W. Broadway

Parcel ID 20-0075000

Box 4

Owner's Name

Huntingtons Holdings, LLC

Owner's Address

1230 2nd St. NE Watertown, SD 57201

Owner's Telephone Number

Contractor's Name

Rose City Canopy & Sign

License No. 7431201

Contractor's Address

31208 Ctn 71  
Eagle Bend, MN 56446

Phone No. 218-738-3188

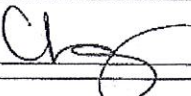
This permit becomes null and void if work or construction authorized is not commenced within six (6) months. Applications for permit shall be accompanied by a description of work being done, site plan, and materials being used. Building permit card shall be posted conspicuously at job site during construction. No part of any building area authorized by this permit may be occupied until final inspection and issuance of a Certificate of Occupancy (if applicable) by the Building Official.

**DO NOT BEGIN CONSTRUCTION UNTIL THIS PERMIT HAS BEEN VALIDATED AND BUILDING SETBACK LINES HAVE BEEN APPROVED BY THE BUILDING OFFICIAL.**

Printed Name of Applicant:

Nikki Chapman

Signature of Applicant:



**CALCULATED VALUATION**

\$ \_\_\_\_\_

Box 5

**BUILDING PERMIT CHARGES**

Permit Fee \$5.00 or by value \$ \_\_\_\_\_

Comm. Plan Review + Surcharge \$ \_\_\_\_\_

Surcharge \$ \_\_\_\_\_

(A) PERMIT FEE \$ \_\_\_\_\_

**CITY CHARGES**

Water Connect \$ \_\_\_\_\_

Sewer Connect \$ \_\_\_\_\_

(B) TOTAL CITY FEE \$ \_\_\_\_\_

(C) TOTAL SUM OF CHARGES \$ \_\_\_\_\_

Approved for Issuance by:

Box 6

Signature of Building Official \_\_\_\_\_

Date \_\_\_\_\_

Building Official Notes/Special Conditions: \_\_\_\_\_

# Resolution 23-15

## Resolution approving Minnesota Historical and Heritage Grant application by the City of Browns Valley to the Minnesota Historical Society.

1. WHEREAS, the City of Browns Valley is the owner of the Browns Valley Carnegie Library, which is an historic building originally built in 1916, located in the city of Browns Valley and was entered onto the National Registry of Historic Places in 1985.
2. WHEREAS, the City of Browns Valley, in coordination with Browns Valley Historical Society, have identified preservation and restoration work needed at the Carnegie Library that staff believe would be appropriate for the Legacy Grant program.
3. WHEREAS the Minnesota Historical and Cultural Heritage Grants program also known as Legacy Grants – is a competitive process created to provide financial support for projects focused on preserving Minnesota's history and culture through historic preservation and other means.
4. WHEREAS the City of Browns Valley received Minnesota Historical and Heritage Grant grants in 2020, and 2022 to assess the condition of and develop plans for the preservation and restoration of the Carnegie Library.
5. WHEREAS, the City of Browns Valley has a right and authority to act as Legal Sponsor for the State Grant Application (the "Application") and will work with the Minnesota Historical Society in developing a Grant Agreement relating to the funding which may be awarded to the City of Browns Valley.
6. NOW THEREFORE BE IT RESOLVED that the City Council authorizes submission of an Arts and Cultural Heritage grant application to the Minnesota Historical Society for the purpose of assisting with the costs associated with preservation and restoration of the Browns Valley Carnegie Library
7. BE IT FURTHER RESOLVED that if the City of Browns Valley is awarded a grant, the City is authorized to accept the grant award and may enter into a grant contract with the Minnesota Historical Society for the above referenced project(s), which will require the City's compliance with all applicable laws, environmental regulations, historic preservation guidelines, and other requirements as stated in the grant agreement.

IN WITNESS WHEREOF, the foregoing executed as of \_\_\_\_\_, 2023.

### APPLICANT

City of Browns Valley

By: \_\_\_\_\_  
*Print Name:* \_\_\_\_\_  
Its: Authorized Representative

\_\_\_\_\_



**NOTICE OF PUBLIC HEARING TO DETERMINE WHETHER A PUBLIC NUISANCE EXISTS ON PRIVATE PROPERTY, WHETHER ABATEMENT OF A PUBLIC NUISANCE ON PRIVATE PROPERTY BY CITY OF BROWNS VALLEY IS REASONABLE AND NECESSARY, AND DETERMINATION OF SPECIAL ASSESSMENT AGAINST THE PROPERTY**

**PLEASE TAKE NOTICE** that on the 14th day of August, 2023, at 6:00 p.m., the City Council of Browns Valley at Browns Valley Public Library Meeting Room, 15 Third Street South in the City of Browns Valley, will hold a public hearing to determine proposed abatement by the City of Browns Valley of proposed nuisance conditions of inoperable or junk motor vehicles and/or property, and special assessment for costs of abatement of said nuisance conditions against the following property:

<b>Property Owner</b>	<b>Address/Parcel/Legal Description</b>	<b>Reasons for Abatement</b>
Rita Kloeckner	118 South Washington 20-0187-000 Lot 7 and North 40 Feet of Lot 9, Block 6, Plateau Addition to the City of Browns Valley	Violation of Junk Vehicle Ordinance
Rita Kloeckner	221 Church Street South 22-0220-000 Lot 11, Block 32, Plateau Addition to the City of Browns Valley	Violation of Junk Vehicle Ordinance

The Council shall first determine whether a public nuisance exists on the above-named real property, based upon whether conditions exist on the above-described real property that are in violation of the City of Browns Valley’s Public Nuisance Ordinance and/or Junk Vehicle Ordinance.

Second the Council shall determine whether abatement/removal of the public nuisance by the City of Browns Valley is reasonable and necessary and the time limit in which the property owner/occupant has to remove the public nuisance prior to the City of Browns Valley entering premises and removing the offending item or items and cleaning up the nuisance. If a condition is determined to be a public nuisance and must be abated by the City of Browns Valley, the special assessment is estimated to be the following minimum amount for the above-described property: \$4,500.00.

A reasonable estimate of the impact of the special assessment will be available at the hearing for review. Also, the proposed special assessment roll is on file with the Browns Valley City Administrator. Written and oral objections regarding the proposed special assessment against the above-named property will be considered at the public hearing.

**NO APPEAL MAY BE TAKEN AS TO THE AMOUNT OF THE SPECIAL ASSESSMENTS UNLESS A WRITTEN OBJECTION SIGNED BY THE AFFECTED PROPERTY OWNER IS FILED WITH THE BROWNS VALLEY CITY ADMINISTRATOR PRIOR TO THIS PUBLIC HEARING OR PRESENTED TO THE PRESIDING OFFICER AT THE PUBLIC HEARING.**

**PURSUANT TO MINNESOTA STATUTE SECTION 429.081, WITHIN THIRTY (30) DAYS AFTER THE ADOPTION OF THE SPECIAL ASSESSMENTS, ANY AFFECTED PROPERTY**