



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

**Monday August 28, 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:**

**Public Hearing:**

5:30 PM Public Hearing to determine whether public nuisance exists at 330 2nd Street North, Browns Valley, MN  
Legal Description: Lots 13 & 14, Block 10, Smith's Addition to the City of Browns Valley

- Does a public nuisance exist on the above-named real property based on whether there exists on the property a junk vehicle, as defined by Browns Valley Ordinance?

- Rita Kloeckner-This Abatement Order is hereby stayed until August 28, 2023, in order to afford the Owner one last opportunity to abate the public nuisance conditions on the Subject Property. Failure to do so by that date shall result in the immediate removal of the junk vehicles on the Subject Property.

**Consent Agenda**

- Approval of August 14, 2023 Regular Meeting Minutes
- Approval of grand total of \$40,044.99 claims
  - Wages: August 16<sup>th</sup> = \$6,953.35
  - Claims: August 28<sup>th</sup> = \$33,091.64
- Approval of Resolution 23-18 a Resolution Accepting a donation to the City of Browns Valley in the amount of \$200.00 from Larry Hall

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

**Communications:** Sub Committees met for Budget Meeting-Personnel/Labor and Sheriff meeting.

**Unfinished Business:**

**New Business:**

- Approval for Contract for purchase 414 W Broadway
- Approval for Building Permit 769 2<sup>nd</sup> Ave NW (Hanson)
- Approval to sell 20-0005000 & 20-0006000

**Other Business:**

**Public Comment:**

**Dates:**

September 9<sup>th</sup> Welcoming Week Ambulance/Fire Dept Appreciation Day  
December 4<sup>th</sup> & 18<sup>th</sup> Council Meetings / Truth in Taxation hearings

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

**Next scheduled meeting Monday September 11 - 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.**

**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 28th day of August, 2023, at 6:00 p.m., the City Council of Browns Valley at the Browns Valley Library Meeting Room, 15 Third Street South, Browns Valley, MN, will hold a public hearing to determine proposed abatement by the City of Browns Valley of proposed nuisance conditions of junk vehicle(s) in the open on private property, and special assessment for costs of abatement of said nuisance conditions against the following property:

Located at: 330 2<sup>nd</sup> Street North, Browns Valley, MN

Legal Description: Lots 13 & 14, Block 10, Smith's Addition to the City of Browns Valley

The Council shall first determine whether a public nuisance exists on the above-named real property based on whether there exists on the property a junk vehicle, as defined by Browns Valley 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 maximum amount for the above-described property: \$5,000.00.

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 OWNER WHO IS NOT PRECLUDED BY FAILURE TO OBJECT PRIOR TO OR AT THE SPECIAL ASSESSMENTS HEARING MAY APPEAL TO THE DISTRICT COURT BY SERVING NOTICE UPON THE MAYOR OF BROWNS VALLEY OR BROWNS VALLEY CITY ADMINISTRATOR, AND BY FILING SAID NOTICE WITH THE COURT ADMINISTRATOR OF THE DISTRICT COURT WITHIN TEN (10) DAYS OF SERVING NOTICE UPON THE MAYOR OF BROWNS VALLEY OR THE BROWNS VALLEY CITY ADMINISTRATOR.

Pursuant to Minnesota Statutes Sections 435.193 to 435.195, any county, statutory or home rule charter city, or town making special assessments may in its discretion defer the payment of that special assessment for any homestead property owned by a person sixty-five (65) years of age or older, or retired



by virtue of a permanent and total disability, or owned by person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service, for whom it would be a hardship to make the payments, and homeowner shall make application for deferred payment of special assessments on forms prescribed by the county auditor of the county in which the homestead is located.

Adoption by the Council of the proposed special assessments may be taken at the hearing, and the property owners have the right to prepay the entire special assessments to the City of Browns Valley, and partial prepayment has not been authorized by ordinance. Prepayment of the entire special assessments may be made no later than 14 days after the date the resolution is passed without the accrual of interest, and interest shall accrue at the rate of 8 percent per annum if the entire special assessments are not prepaid.

Dated this 11th day of August, 2023.

SIGNED BY:

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Jodi Hook-Hansen  
City Administrator

**RESOLUTION NO. 23-17**

**A RESOLUTION ORDERING THE ABATEMENT OF CONDITIONS CREATING A PUBLIC NUISANCE AT 118 WASHINGTON STREET SOUTH AND 221 CHURCH STREET SOUTH IN THE CITY OF BROWNS VALLEY**

**WHEREAS**, the property located at 118 Washington Street South, legally described as Lot 7 and the North 40 Feet of Lot 9, Block 6, Plateau Addition to the City of Browns Valley; and 221 Church Street South, legally described as Lot 11, Block 32, Plateau Addition to the City of Browns Valley, both of which are contain single-family dwellings (the “Subject Property”), and are both owned by Rita Kloeckner (“Owner”);

**WHEREAS**, a physical inspection by the City’s Code Enforcement Officer of the Subject Property on found that the yard area contained motor vehicles which are inoperable or otherwise fall under the definition of being “junk vehicles,” in that the Subject Property contains motor vehicles that are older than three years and do not have valid, current registration plates on them, and therefore constitute a public nuisance;

**WHEREAS**, more specifically, the motor vehicles alleged to be junk vehicles are a 1990 half-ton red GMC pickup at the 118 Washington Street South property, and a green Jeep Cherokee Sport and a white Mercury Capri convertible located at the 221 Church Street South property;

**WHEREAS**, the City has communicated its intent to the Owner of the Subject Property, through an abatement process for the junk vehicles located at 118 Washing Street South in 2022, and through the mailing of abatement letters for both properties sent on June 13, 2023, that if the Owner failed to comply with the applicable City codes, the City would institute an action to have the vehicles at issue removed from the Subject Property;

**WHEREAS**, by notice dated July 18, 2022, that was published in the Wheaton Gazette on July 19, 2023, and mailed to the owner via certified mail on July 19, 2023 (because the Owner could not be found for personal service), the Owner was notified of a public hearing to take place on August 14, 2023, dealing with the need to remove the vehicles from the Subject Property;

**WHEREAS**, the Owner did not remove the vehicles prior to the public hearing; and

**WHEREAS**, Browns Valley City Ordinance Section 92.23(C) allows the City of Browns Valley to enter the Subject Property to remove the vehicles found there in violation of Browns Valley City Ordinance after public hearing and the time for appeal to District Court has passed.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Browns Valley as follows:

1. The motor vehicles located on the Subject Property, being at least three years old and not having valid, current registration plates, fall under the definition of “junk vehicles” found in Browns Valley City Ordinance Section 90.16, and therefore constitute public nuisances.
2. The City of Browns Valley is hereby authorized to take all necessary steps to remove and abate the public nuisance conditions on the Subject Property as soon as possible.

3. The costs associated with said abatement shall be assessed against the Subject Property.
4. This Abatement Order is hereby stayed until August 28, 2023, in order to afford the Owner one last opportunity to abate the public nuisance conditions on the Subject Property. Failure to do so by that date shall result in the immediate removal of the junk vehicles on the Subject Property.

Adopted by the City Council of the City of Browns Valley on August 14, 2023.

BROWNS VALLEY CITY COUNCIL

  
Mike Heck, Mayor

ATTEST:

  
Jodi Hook-Hansen, City Administrator





## Browns Valley Regular City Council Meeting Approved Minutes August 14, 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, Neil Madison, Devan Dobbs, and Jan Biewer. Also, in attendance were City Administrator Jodi Hook-Hansen, Library Director Bernice Piechowski, Code Enforcement Officer Terry Biewer, City Maintenance Tony Serocki, and City Attorney Matt Franzese.

**Absent:** None

**Others Present:** 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 Madison, the Council unanimously approved the agenda with the additions of building permits for 503 4<sup>th</sup> St N- Norm Fryer and 332 W Broadway-Nanette Tunheim

### **Public Hearing:**

City of Browns Valley will conduct a public hearing to determine whether public nuisance exists at 118 S Washington and 221 Church. Ms. Kloeckner was not present.

A physical inspection by the City's Code Enforcement Officer of the Subject Property on found that the yard area contained motor vehicles which are inoperable or otherwise fall under the definition of being "junk vehicles," in that the Subject Property contains motor vehicles that are older than three years and do not have valid, current registration plates on them, and therefore constitute a public nuisance; the motor vehicles alleged to be junk vehicles are a 1990 half-ton red GMC pickup at the 118 Washington Street South property, and a green Jeep Cherokee Sport and a white Mercury Capri convertible located at the 221 Church Street South property.

- Upon a motion by Madison with a second by Miller, the Council on 4 to 1 approved for public nuisance. Dobbs dissented.
- Upon a motion by Miller with a second by Biewer, the Council on 4 to 1 authorized to move for public nuisance. Dobbs dissented.
- Upon a motion by Miller with a second by Madison, the Council on 4 to 1 for costs to be assessed. Dobbs dissented.
- Upon a motion by Miller with a second by Biewer, the Council on 4 to 1 approved of Resolution 23-17 a Resolution ordering the Abatement of Conditions Creating a Public Nuisance at 118 Washington Street South and 221 Church Street South in the City of Browns Valley. Dobbs dissented.

### **Consent Agenda:**

- Upon a motion by Biewer with a second by Dobbs, the Council unanimously approved the July 24, 2023, Regular Meeting Minutes.

**Browns Valley Regular City Council Meeting Approved Minutes**  
**August 14, 2023**

- Upon a motion by Biewer with a second by Madison, the Council unanimously approved the claims for a grand total of \$43,263.28, including Wages (August 1<sup>st</sup> = \$11,872.92) and the Claims (August 14 = \$31,390.36).
- Upon a motion by Biewer with a second by Madison, the Council unanimously approved the Delinquency Report.
- Upon a motion by Dobbs with a second by Madison, the Council unanimously approved the Treasurer's 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 and informed the council of surplus items.
  - Upon a motion by Dobbs with a second by Miller, the Council unanimously approved to put surplus items on the HRF auction in Sisseton to be held on September 16<sup>th</sup>. Items to send are a mower, garage doors and items left behind at parcel id 20-0077000.
- Hook-Hansen informed the Council of the extra work load the maintenance department has acquired and she asked the Council if Terry Biewer Code Enforcement Office could assist if there is a need.
  - Upon a motion by Miller with a second by Madison, the Council unanimously authorized Terry Biewer to assist other departments if there's a need.
- City Attorney Franzese, gave a verbal report on the deeds that he has performed for the City of Browns Valley.

**Unfinished Business:**

None at this time.

**New Business:**

- Upon a motion by Biewer with a second by Heck, the Council on 4 to 1 approved the quote from Schmidt Spray Foam in the amount of \$2060.00 for concrete jacking on the city property located at the well house and in front of the library. Miller dissented.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved Great Plains Fire for repairs on the 2001 Freightliner in the amount of \$6,252.24
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the building permits at 111 E Broadway (Nigg), 301 4<sup>th</sup> St. S. (Backer), and 413 Washington St. (Hoffman).
- Upon a motion by Madison with a second by Biewer, the Council unanimously approved for the City Administrator to sign the Browns Valle Fire Relief Association. Pension Certificate on Office of the State Auditor Website.

**Browns Valley Regular City Council Meeting Approved Minutes  
August 14, 2023**

- The Council tabled the decision for Darrell Dobbs to reduce his work week to 20 hours a week starting January 1<sup>st</sup>

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

**Other Business:**

**Dates:**

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

August 22<sup>nd</sup> 6 PM- Budget Subcommittee Jan/Devan

September 9<sup>th</sup> Welcoming Week Ambulance/Fire Dept Appreciation Day

December 4<sup>th</sup> & 18<sup>th</sup> Council Meetings / Truth in Taxation hearings

**Items for Council to consider for future:** Ordinance concerning the public use of Hemp and Cannabis Products

**Items for Staff:** List of Properties to sell

**Next scheduled meeting:** Monday August 28<sup>th</sup> at 5:30 p.m.

The meeting adjourned at 7:42 p.m.

Minutes submitted by:

Approved by:

\_\_\_\_\_  
Jodi Hook-Hansen, City Administrator

\_\_\_\_\_  
Mike Heck, Mayor



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\*Check Summary Register©

Batch: Claims082823

Name	Check Date	Check Amt
<b>10100 PRAIRIE SUN BANK</b>		
13238e	MN DEPT OF REVENUE	8/17/2023 \$402.14
13239e	IRS	8/17/2023 \$1,985.62 Federal
13240e	PUBLIC EMPLOYEES RETIREME	8/17/2023 \$1,250.92
13241e	BLUE CROSS BLUE SHIELD OF	8/24/2023 \$12.82 July employee vision ins
13242e	OTTERTAIL POWER COMPANY	8/25/2023 \$2,859.30 14-060262 Comm Ctr
20071	WEGWORTH, LAURA	8/16/2023 \$99.75 Cleaning services 14.25 hrs 7/23-08/14
20072	4TH STREET AUTO	8/28/2023 \$39.80 patch Chevy pickup tire
20073	BAKER & TAYLOR	8/28/2023 \$89.91 books
20074	CENEX FLEET FUELING	8/28/2023 \$578.45 #6 Fire Department
20075	CENGAGE LEARNING	8/28/2023 \$83.97 large print books
20076	CUSTOMIZED FIRE RESCUE TR	8/28/2023 \$12,000.00 NFPA 1001 x 6 students
20077	DAKOTA WASTE SOLUTIONS	8/28/2023 \$5,487.20 Sept garbage service
20078	FERGUSON WATERWORKS #25	8/28/2023 \$1,155.44 2 spare water meters 5/8 inch
20079	FRANZESE, MATTHEW P.	8/28/2023 \$1,025.00 Aug services
20080	Gazette Publishing Company	8/28/2023 \$288.75 Notice: Nuisance on private property C Simon
20081	MADISON NATIONAL LIFE	8/28/2023 \$24.33 September premium
20082	MATHESON TRI-GAS INC	8/28/2023 \$99.32 oxygen medical
20083	MINNESOTA DEPT OF HEALTH	8/28/2023 \$493.00 Community Water Supply Service Connection
20084	MINNESOTA RURAL WATER	8/28/2023 \$420.00 membership Oct 2023-Sept 2024
20085	OFFICE PEEPS	8/28/2023 \$174.99 contract copier ink
20086	OFFICE PEEPS	8/28/2023 \$5.99 desk calendar
20087	PIECHOWSKI, BERNICE	8/28/2023 \$106.11 directors meeting exp
20088	Roberts County Landfill	8/28/2023 \$65.00 tire disposal
20089	SOUTH DAKOTA MAGAZINE	8/28/2023 \$50.00 2 yr subscription
20090	SWANSTON EQUIPMENT	8/28/2023 \$318.17 Bobcat skid steer
20091	VISA	8/28/2023 \$3,975.66 Wix website fee
<b>Total Checks</b>		<b>\$33,091.64</b>

FILTER: (([Act Year]='2023' and [period] in (8))) and (Source in ('Claims082823'))

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## Payments

Current Period: August 2023

Payment Batch Claims082823		\$33,091.64	
Refer	1040 WEGWORTH, LAURA	Ck# 020071	8/16/2023
Cash Payment	E 101-41000-300 Professional Svcs (GENE Cleaning services 14.25 hrs 7/23-08/14		\$99.75
Invoice			
Transaction Date	8/16/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$99.75
Refer	1041 DAKOTA WASTE SOLUTIONS	Ck# 020077	8/28/2023
Cash Payment	E 603-49500-300 Professional Svcs (GENE Sept garbage service		\$4,000.00
Invoice 124522	8/14/2023		
Cash Payment	E 603-49500-300 Professional Svcs (GENE Sept fuel charge		\$50.00
Invoice 124522	8/14/2023		
Cash Payment	E 603-49500-384 Refuse/Garbage Disposa cleanup of 313 3rd St N		\$1,437.20
Invoice 124647	8/16/2023		
Transaction Date	8/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$5,487.20
Refer	1042 FERGUSON WATERWORKS #2516	Ck# 020078	8/28/2023
Cash Payment	E 601-49400-210 Operating Supplies (GEN 2 spare water meters 5/8 inch		\$740.00
Invoice 0470795	8/14/2023		
Cash Payment	E 601-49400-210 Operating Supplies (GEN spare water meter 5/8 inch		\$370.00
Invoice 0470795-1	8/16/2023		
Cash Payment	E 601-49400-210 Operating Supplies (GEN 6 ft mtr antenna		\$45.44
Invoice 0472117	8/23/2023		
Transaction Date	8/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,155.44
Refer	1043 OFFICE PEEPS	Ck# 020085	8/28/2023
Cash Payment	E 101-41000-210 Operating Supplies (GEN contract copier ink		\$174.99
Invoice 1035280-0	8/9/2023		
Transaction Date	8/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$174.99
Refer	1044 MN DEPT OF REVENUE SW	Ck# 013238E	8/17/2023
Cash Payment	G 101-21702 State Withholding		\$402.14
Invoice			
Transaction Date	8/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$402.14
Refer	1045 IRS	Ck# 013239E	8/17/2023
Cash Payment	G 101-21701 Federal Withholding	Federal	\$478.62
Invoice			
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare	\$1,507.00
Invoice			
Transaction Date	8/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,985.62
Refer	1046 PUBLIC EMPLOYEES RETIREMEN	Ck# 013240E	8/17/2023
Cash Payment	G 101-21704 PERA		\$1,250.92
Invoice			
Transaction Date	8/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,250.92
Refer	1047 ROBERTS COUNTY LANDFILL	Ck# 020088	8/28/2023
Cash Payment	E 603-49500-384 Refuse/Garbage Disposa tire disposal		\$65.00
Invoice 83250	8/4/2023		
Transaction Date	8/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$65.00
Refer	1048 FRANZESE, MATTHEW P.	Ck# 020079	8/28/2023

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## Payments

Current Period: August 2023

Cash Payment	E 101-41610-304 Legal Fees	Aug services	\$1,025.00
Invoice			
Transaction Date	8/17/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,025.00
Refer	1049 CUSTOMIZED FIRE RESCUE TRAI	<u>Ck# 020076 8/28/2023</u>	
Cash Payment	E 101-42260-208 Training and Instruction	NFPA 1001 x 6 students	\$12,000.00
Invoice 2298 4/28/2023			
Transaction Date	8/18/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$12,000.00
Refer	1050 OTTERTAIL POWER COMPANY	<u>Ck# 013242E 8/25/2023</u>	
Cash Payment	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr	\$313.49
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-065992 W Brdwy Grind	\$0.00
Invoice			
Cash Payment	E 101-43000-381 Electric Utilities	14-061130 Bulk Station	\$10.15
Invoice			
Cash Payment	E 101-45000-381 Electric Utilities	14-061130 Bulk Station	\$5.08
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-061130 Bulk Station	\$3.04
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-061130 Bulk Station	\$2.03
Invoice			
Cash Payment	E 101-43160-381 Electric Utilities	14-004837 Street lights	\$1,169.15
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-004838 Well #3	\$286.36
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift	\$0.00
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-004840 Well #1	\$0.00
Invoice			
Cash Payment	E 101-41000-381 Electric Utilities	14-004841 Fire Siren	\$7.53
Invoice			
Cash Payment	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall	\$103.36
Invoice			
Cash Payment	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall	\$22.15
Invoice			
Cash Payment	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall	\$22.14
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-004844 321 Lift Sation	\$0.00
Invoice			
Cash Payment	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum	\$199.28
Invoice			
Cash Payment	E 101-43000-381 Electric Utilities	14-005159 Shop	\$77.70
Invoice			
Cash Payment	E 101-45000-381 Electric Utilities	14-005159 Shop	\$38.85
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-005159 Shop	\$23.31
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-005159 Shop	\$15.54
Invoice			



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## Payments

Current Period: August 2023

Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-010558 796 W Bdwy SB Cabin	\$55.67
Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-020839 Fire Hall	\$127.91
Cash Payment Invoice	E 211-45500-381 Electric Utilities	14-023343 Library	\$255.49
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-034884 Backus Field	\$24.17
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-036446 Backus Field	\$16.68
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-040532 Hwy 28 Shelter	\$49.54
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-086156 New City Shop	\$15.34
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-086156 New City Shop	\$7.67
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-086156 New City Shop	\$4.60
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-086156 New City Shop	\$3.07
Transaction Date	8/18/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$2,859.30
Refer	1051 SWANSTON EQUIPMENT	Ck# 020090 8/28/2023	
Cash Payment Invoice	E 101-43000-220 Repair/Maint Supply (GE P94242	Bobcat skid steer 8/18/2023	\$318.17
Transaction Date	8/18/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$318.17
Refer	1052 MINNESOTA RURAL WATER	Ck# 020084 8/28/2023	
Cash Payment Invoice	E 601-49400-433 Dues and Subscriptions	membership Oct 2023-Sept 2024	\$420.00
Transaction Date	8/18/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$420.00
Refer	1053 CENGAGE LEARNING	Ck# 020075 8/28/2023	
Cash Payment Invoice	E 211-45500-429 Misc Grant Items for Rei	large print books 8/9/2023	\$83.97
Transaction Date	8/21/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$83.97
Refer	1054 PIECHOWSKI, BERNICE	Ck# 020087 8/28/2023	
Cash Payment Invoice	E 211-45500-331 Travel Expenses	directors meeting exp	\$106.11
Transaction Date	8/21/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$106.11
Refer	1055 BAKER & TAYLOR	Ck# 020073 8/28/2023	
Cash Payment Invoice	E 211-45500-435 Books and Pamphlets	books 8/8/2023	\$89.02
Cash Payment Invoice	E 211-45500-333 Freight and Express	books 8/8/2023	\$0.89
Transaction Date	8/21/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$89.91
Refer	1056 MINNESOTA DEPT OF HEALTH	Ck# 020083 8/28/2023	
Cash Payment Invoice	E 601-49400-438 Regulated permits/fees	Community Water Supply Service Connection Fee	\$493.00

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## Payments

Current Period: August 2023

Transaction Date	8/21/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$493.00
Refer	1057 GAZETTE PUBLISHING COMPANY		<u>Ck# 020080 8/28/2023</u>	
Cash Payment	E 101-41000-340 Advertising	Notice: Nuisance on private property C Simon 8/16		\$288.75
Invoice	8/17/2023			
Transaction Date	8/21/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$288.75
Refer	1058 4TH STREET AUTO		<u>Ck# 020072 8/28/2023</u>	
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE patch Chevy pickup tire			\$15.92
Invoice	1356 8/21/2023			
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE patch Chevy pickup tire			\$7.96
Invoice	1356 8/21/2023			
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE patch Chevy pickup tire			\$7.96
Invoice	1356 8/21/2023			
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE patch Chevy pickup tire			\$7.96
Invoice	1356 8/21/2023			
Transaction Date	8/23/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$39.80
Refer	1059 MATHESON TRI-GAS INC		<u>Ck# 020082 8/28/2023</u>	
Cash Payment	E 101-42153-210 Operating Supplies (GEN oxygen medical			\$99.32
Invoice	28292901 8/23/2023			
Transaction Date	8/24/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$99.32
Refer	1060 OFFICE PEEPS		<u>Ck# 020086 8/28/2023</u>	
Cash Payment	E 211-45500-210 Operating Supplies (GEN desk calendar			\$5.99
Invoice	1036126-0 8/16/2023			
Transaction Date	8/24/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$5.99
Refer	1061 BLUE CROSS BLUE SHIELD OF MN		<u>Ck# 013241E 8/24/2023</u>	
Cash Payment	G 101-21710 Other Deductions	July employee vision ins		\$12.82
Invoice	230801357408 8/1/2023			
Transaction Date	8/24/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$12.82
Refer	1062 MADISON NATIONAL LIFE		<u>Ck# 020081 8/28/2023</u>	
Cash Payment	E 101-41000-130 Employer Paid Ins (GEN September premium			\$24.33
Invoice	1576792 9/1/2023			
Transaction Date	8/24/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$24.33
Refer	1063 SOUTH DAKOTA MAGAZINE		<u>Ck# 020089 8/28/2023</u>	
Cash Payment	E 211-45500-433 Dues and Subscriptions	2 yr subscription		\$50.00
Invoice				
Transaction Date	8/24/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$50.00
Refer	1064 VISA		<u>Ck# 020091 8/28/2023</u>	
Cash Payment	E 101-41000-309 Software & Design	Wix website fee		\$4.99
Invoice				
Cash Payment	E 101-43000-500 Capital Outlay (GENERA Menards shelving			\$233.60
Invoice				
Cash Payment	E 101-43000-500 Capital Outlay (GENERA Menards wood/misc			\$2,168.44
Invoice				
Cash Payment	E 101-43000-500 Capital Outlay (GENERA Menards shelving, fans			\$1,087.87
Invoice				

Payments

Current Period: August 2023

Cash Payment Invoice	E 101-41000-200 Office Supplies (GENERAL)	check blanks		\$176.29
Cash Payment Invoice	E 101-43000-500 Capital Outlay (GENERAL)	new shop		\$304.47
Transaction Date	8/24/2023	PRAIRIE SUN BANK	10100	<b>Total</b> \$3,975.66
Refer	1065 CENEX FLEET CARD	Ck# 020074	8/28/2023	
Cash Payment Invoice	E 101-42260-212 Motor Fuels	#6 Fire Department		\$138.67
Cash Payment Invoice	E 101-42153-212 Motor Fuels	#3 Ambulance		\$136.99
Cash Payment Invoice	E 101-43000-212 Motor Fuels	#4 Maintenance		\$143.12
Cash Payment Invoice	E 601-49400-212 Motor Fuels	#4 Maintenance		\$71.55
Cash Payment Invoice	E 602-49450-212 Motor Fuels	#4 Maintenance		\$71.56
Cash Payment Invoice	E 101-45000-212 Motor Fuels	#4 Maintenance		\$16.56
Transaction Date	8/25/2023	PRAIRIE SUN BANK	10100	<b>Total</b> \$578.45

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$24,382.55
211 LIBRARY		\$591.47
601 WATER FUND		\$2,465.26
602 SEWER FUND		\$100.16
603 REFUSE (GARBAGE) FUND		\$5,552.20
		<u>\$33,091.64</u>

Pre-Written Checks	\$33,091.64
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<b>\$33,091.64</b>



**RESOLUTION NO. 23-18**

**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:

<b>Donated by</b>	<b>Purpose</b>	<b>Amount donated</b>
<b>Larry Hall</b>	<b>Fire Dept. Operating</b>	<b>\$200.00</b>

**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 28<sup>th</sup> day of August, 2023.

\_\_\_\_\_  
Mayor / Acting Mayor

Attested:

\_\_\_\_\_  
City Administrator

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 8/16/23

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

Residential (Based on Valuation - Compute on Reverse)

Maintenance - Residential

Box 3

\_\_\_ House \$ \_\_\_\_\_

\_\_\_ Mechanical

\_\_\_ Remodel (Applicant Valuation) \$ \_\_\_\_\_

Re-roof (\$25.00)

\_\_\_ Attached Garage \$ \_\_\_\_\_

\_\_\_ Siding (\$25.00)

\_\_\_ Deck/Porch \$ \_\_\_\_\_

\_\_\_ Windows/Doors - Enlarged Size - (\$25.00)

\_\_\_ Detached Garage/Shed \$ \_\_\_\_\_

\_\_\_ Miscellaneous Repair

\_\_\_ Modular/Manufactured Home \$ \_\_\_\_\_

Demolition (Asbestos inspection and lab fees not include)

Commercial (Based on state valuation)

\_\_\_ Residential

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

\_\_\_ Commercial

\_\_\_ Non-Architect (includes Maint. Permits) \$ \_\_\_\_\_

Work being done: \_\_\_\_\_

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

Please print:

Parcel ID \_\_\_\_\_

Box 4

Job Site Address

769 2nd Ave NW

Owner's Name

Brian Hanson

Owner's Address

Owner's Telephone Number

712-530-9002

Contractor's Name

Self

License No. \_\_\_\_\_

Contractor's Address

Phone No. \_\_\_\_\_

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:

Brian Hanson

Signature of Applicant:

[Signature]

CALCULATED VALUATION

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

Box 5

BUILDING PERMIT CHARGES

CITY CHARGES

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

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

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

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

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

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

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

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

Box 6

Approved for Issuance by:

Signature of Building Official

Date

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



