



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

Monday September 11, 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,

Absent:

Approval of Agenda:

Consent Agenda

- Approval of August 28, 2023 Regular Meeting Minutes
- Approval of grand total of \$59,388.87 claims
 - Wages: September 1st = \$11,558.28
 - Claims: September 11th = \$47,830.59
- Treasurer's Report
- Delinquency Report

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

Communications: Labor Union

Unfinished Business:

New Business:

- Building permit: 315 Ave West (Ward), 111 2nd St N (Lebeau), 421 3rd St N (Miller)
- Approval to sell parcel 20-0125000
- Approval for levy Resolution 23-21
- Rent out space in Community Center
- Approval of Labor Union Negotiations

Other Business:

Public Comment:

Dates:

EDA meeting September 12th at 4:00 PM

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

Items for council to consider for future:

Next scheduled meeting Monday September 25th - 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, Devan Dobbs, and Jan Biewer. Also, in attendance were City Administrator Jodi Hook-Hansen, Library Director Bernice Piechowski, Code Enforcement Officer Terry Biewer, and City Attorney Matt Franzese.

Absent: City Maintenance Tony Serocki

Others Present: Tina Bartz, Loren Lebeau, Edith Foren, Arlene Reinart and Deputy Miller of Traverse County Sheriff Office

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 Resolution 23-19 Accepting a Grant to the City of Browns Valley in the amount of two \$10,000.00 for grand total of \$20,000.00 from Minnesota Department of Health.

Public Hearing:

City of Browns Valley will conduct a public hearing to determine whether public nuisance exists at 330 2nd Street North, Browns Valley, MN.

- 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?
 - Code Enforcement Officer Terry Biewer received a call from the property owner and stated the nuisance was removed. Biewer did a physical inspection to verify junk vehicle has been removed.
- 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.
 - The public nuisances were not removed and council ordered Biewer to take action to have Fisher's Towing to remove the junk vehicles on the Subject Property.

Consent Agenda:

- Upon a motion by Biewer with a second by Dobbs, the Council unanimously approved the August 14, 2023, Regular Meeting Minutes.
- Upon a motion by Biewer with a second by Madison, the Council unanimously approved the claims for a grand total of \$48,856.74, including Wages (August 16th = \$6,953.35) and the Claims (August 28th = \$41,903.39).
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved of Resolution 23-18 a Resolution Accepting a donation to the City of Browns Valley in the amount of \$200.00 from Larry Hall

- Upon a motion by Miller with a second by Madison, the Council unanimously approved the Resolution 23-19 Accepting a Grant to the City of Browns Valley in the amount of two \$10,000.00 for grand total of \$20,000.00 from Minnesota Department of Health.

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 Administrator Hook-Hansen reported on administrative items completed in the office.
- 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 Miller with a second by Biewer, the Council unanimously approved to finalize the sale for purchase at 414 W Broadway to allow funding to abate the nuisance per Resolution 23-20 a Resolution Selling Real Property.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved for Building Permit 769 2nd Ave NW (Hanson)
- Hook-Hansen informed the council that she had a resident request to purchase parcel's 20-0005000 and 20-0006000.
- 6:31 P.M. Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved to close the meeting pursuant to Minn, Stat.13D.05 Subd. 3(c) (1) to determine the asking price for real or personal property to be sold by the government entity.
- 6:52 P.M. Upon a motion by Miller with a second by Dobbs, the Council unanimously approved to open the meeting.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved to sell the lots 20-0005000 & 20-0006000 at \$200.00 each plus legal fees.

Public Comment: None at this time.

Other Business:

- Upon a motion by Biewer with a second by Miller, the Council unanimously approved to sell lots 20-0129000 and 20-0128000 to Lauren Lebeau at the cost of legal fees due to the fact that she was currently maintaining the lots.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved to instruct Library Director Bernice Piechowski to turn off the WIFI during non-working hours.

Browns Valley Regular City Council Meeting Approved Minutes
August 28, 2023

Dates:

September 11th Labor Union Meeting 1:00 P.M.

September 9th Welcoming Week Ambulance/Fire Dept Appreciation Day 11:00 A.M. to 1:00 P.M.

December 4th & 18th Council Meetings / Truth in Taxation hearings 6:00 P.M.

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 September 11 at 5:30 p.m.

The meeting adjourned at 7:00 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

BROWNS VALLEY, MN

09/08/23 2:58 PM

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*Check Summary Register©

Batch: Claims091123

Name	Check Date	Check Amt	
10100 PRAIRIE SUN BANK			
13244e	BLUE CROSS BLUE SHIELD OF	9/15/2023	\$12.82 August employee vision ins
13245e	AFLAC	9/1/2023	\$521.93 August
13246e	MN DEPT OF REVENUE	9/6/2023	\$497.50
13247e	MN DEPT OF REVENUE	9/6/2023	\$735.00 Comm Water
13248e	IRS	9/6/2023	\$2,788.69 Federal
13249e	PUBLIC EMPLOYEES RETIREME	9/6/2023	\$1,313.18
13250e	TRAVERSE ELECTRIC COOP, IN	9/7/2023	\$1,471.44 monthly statement (water)
13251e	MN PEIP - C/O MMB FISCAL SVC	9/8/2023	\$3,454.62 Arlene, Jodi, Tony
20117	WEGWORTH, LAURA	9/8/2023	\$128.25 Cleaning services 9 hrs 8/14-9/3
20118	# 2 Welding & Repair	9/11/2023	\$215.80 make shelf brackets
20119	4TH STREET AUTO	9/11/2023	\$450.00 07 Ford Ambulance 2 front tires
20120	AMBULANCE CLAIMS PROCESSI	9/11/2023	\$46.00 August
20121	BAKER & TAYLOR	9/11/2023	\$61.17 books
20122	TNT-BV ENTERPRISES LLC	9/11/2023	\$27.93 fire dept gas
20123	BROWNS VALLEY HARDWAREH	9/11/2023	\$890.77 wells repair
20124	BUSINESS CARD	9/11/2023	\$201.33
20125	CHS Inc.	9/11/2023	\$1,460.26 weed killers
20126	DAKOTA PUMP & CONTROL INC	9/11/2023	\$1,563.50 2023 annual inspection
20127	GOPHER STATE ONE-CALL	9/11/2023	\$6.75 August billing
20128	LEAGUE OF MINNESOTA CITIES	9/11/2023	\$846.00 membership dues
20129	MIDWEST TAPE LLC	9/11/2023	\$70.23 digital books
20130	MIKE JACOBSON	9/11/2023	\$400.00 September
20131	MILBANK WINWATER WORKS	9/11/2023	\$120.00 pressure gauges
20132	MN VALLEY TESTING LABS, INC	9/11/2023	\$50.00 wastewater testing
20133	PIECHOWSKI, BERNICE	9/11/2023	\$32.75 Traverse Co Comm meeting 9/5
20134	PIVOT CENTRAL	9/11/2023	\$1,094.80 repair and inspection on irrigator
20135	SAFETY-KLEEN SYSTEMS, INC.	9/11/2023	\$244.01 parts washer solvent
20136	SEROCKI EXCAVATING, INC.	9/11/2023	\$27,847.05 paving around manhole Oak and Jackson 8/19/
20137	TRI STATE WATER, INC.	9/11/2023	\$55.90 Acct# 1029106
20138	VALLEY OFFICE PRODUCTS INC	9/11/2023	\$8.95 desk calendar
20139	VALLEY TELEPHONE CO	9/11/2023	\$599.50 2871,2872,2243,lift stations
20140	VIG LUMBER CO.	9/11/2023	\$614.46 Sam Brown restroom roofing
	Total Checks		\$47,830.59

FILTER: ((([Act Year]='2023' and [period] in (9))) and (Source in ('Claims091123')))

Payments

Current Period: September 2023

Payment Batch Claims091123		\$47,830.59	
Refer	1072 BROWNS VALLEY HARDWARE HA	Ck# 020123	9/11/2023
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE wells repair		\$6.59
Invoice			
Cash Payment	E 101-41000-210 Operating Supplies (GEN city hall supplies		\$23.97
Invoice			
Cash Payment	E 101-45000-210 Operating Supplies (GEN park supplies		\$21.95
Invoice			
Cash Payment	E 602-49450-210 Operating Supplies (GEN sewer supplies		\$7.88
Invoice			
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE mower blades		\$38.98
Invoice			
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE mower blades		\$38.99
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies (GEN shop supplies		\$26.96
Invoice			
Cash Payment	E 101-43000-240 Small Tools and Minor E jig saw, extension cords		\$95.46
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies (GEN new shop supplies		\$629.99
Invoice			
Transaction Date	9/1/2023	PRAIRIE SUN BANK 10100	Total \$890.77
Refer	1073 WEGWORTH, LAURA	Ck# 020117	9/8/2023
Cash Payment	E 101-41000-300 Professional Srvs (GENE Cleaning services 9 hrs 8/14-9/3		\$128.25
Invoice			
Transaction Date	9/6/2023	PRAIRIE SUN BANK 10100	Total \$128.25
Refer	1074 GOPHER STATE ONE-CALL	Ck# 020127	9/11/2023
Cash Payment	E 601-49400-300 Professional Srvs (GENE August billing		\$3.37
Invoice 3080255 8/31/2023			
Cash Payment	E 602-49450-300 Professional Srvs (GENE August billing		\$3.38
Invoice 3080255 8/31/2023			
Transaction Date	9/6/2023	PRAIRIE SUN BANK 10100	Total \$6.75
Refer	1075 PIECHOWSKI, BERNICE	Ck# 020133	9/11/2023
Cash Payment	E 211-45500-331 Travel Expenses Traverse Co Comm meeting 9/5		\$32.75
Invoice			
Transaction Date	9/6/2023	PRAIRIE SUN BANK 10100	Total \$32.75
Refer	1076 BUSINESS CARD	Ck# 020124	9/11/2023
Cash Payment	E 211-45500-437 Tapes/CD s/Movies		\$69.90
Invoice			
Cash Payment	E 211-45500-433 Dues and Subscriptions		\$49.97
Invoice			
Cash Payment	E 211-45500-435 Books and Pamphlets		\$44.47
Invoice			
Cash Payment	E 211-45500-210 Operating Supplies (GEN		\$36.99
Invoice			
Transaction Date	9/6/2023	PRAIRIE SUN BANK 10100	Total \$201.33
Refer	1077 BAKER & TAYLOR	Ck# 020121	9/11/2023
Cash Payment	E 211-45500-435 Books and Pamphlets books		\$60.56
Invoice 2037741809 8/22/2023			

Payments

Current Period: September 2023

Cash Payment	E 211-45500-333 Freight and Express	books		\$0.61
Invoice	2037741809	8/22/2023		
Transaction Date	9/6/2023	PRAIRIE SUN BANK	10100	Total \$61.17
Refer	1078 <u>MIDWEST TAPE LLC</u>	<u>Ck# 020129 9/11/2023</u>		
Cash Payment	E 211-45500-435 Books and Pamphlets	digital books		\$60.65
Invoice	504294451	8/31/2023		
Cash Payment	E 211-45500-437 Tapes/CD s/Movies	digital books		\$9.58
Invoice	504294451	8/31/2023		
Transaction Date	9/6/2023	PRAIRIE SUN BANK	10100	Total \$70.23
Refer	1079 <u>BLUE CROSS BLUE SHIELD OF MN</u>	<u>Ck# 013244E 9/15/2023</u>		
Cash Payment	G 101-21710 Other Deductions	August employee vision ins		\$12.82
Invoice	230901184974	9/1/2023		
Transaction Date	9/6/2023	PRAIRIE SUN BANK	10100	Total \$12.82
Refer	1080 <u>AFLAC</u>	<u>Ck# 013245E 9/1/2023</u>		
Cash Payment	G 101-21708 AFLAC	August		\$521.93
Invoice	069781	9/1/2023		
Transaction Date	9/6/2023	PRAIRIE SUN BANK	10100	Total \$521.93
Refer	1081 <u>MN DEPT OF REVENUE SW</u>	<u>Ck# 013246E 9/6/2023</u>		
Cash Payment	G 101-21702 State Withholding			\$497.50
Invoice				
Transaction Date	9/6/2023	PRAIRIE SUN BANK	10100	Total \$497.50
Refer	1082 <u>MN DEPT OF REVENUE ST</u>	<u>Ck# 013247E 9/6/2023</u>		
Cash Payment	E 601-49400-441 Sales tax	Comm Water		\$53.00
Invoice				
Cash Payment	E 603-49500-441 Sales tax	Comm Garbage		\$302.00
Invoice				
Cash Payment	E 603-49500-441 Sales tax	Res Garbage		\$380.00
Invoice				
Transaction Date	9/6/2023	PRAIRIE SUN BANK	10100	Total \$735.00
Refer	1083 <u>VALLEY TELEPHONE</u>	<u>Ck# 020139 9/11/2023</u>		
Cash Payment	E 602-49450-321 Telephone	2871,2872,2243, lift stations		\$109.58
Invoice				
Cash Payment	E 101-41000-321 Telephone	2127, Fax Village Hall		\$39.40
Invoice				
Cash Payment	E 101-41000-321 Telephone	2110, Phone, Village Hall		\$309.76
Invoice				
Cash Payment	E 211-45500-321 Telephone	2318, 2125, Library		\$49.06
Invoice				
Cash Payment	E 101-43000-321 Telephone	2846, Maintenance Dept.		\$45.85
Invoice				
Cash Payment	E 101-45000-321 Telephone	2846, Maintenance Dept.		\$22.93
Invoice				
Cash Payment	E 601-49400-321 Telephone	2846, Maintenance Dept.		\$13.75
Invoice				
Cash Payment	E 602-49450-321 Telephone	2846, Maintenance Dept.		\$9.17
Invoice				
Transaction Date	9/6/2023	PRAIRIE SUN BANK	10100	Total \$599.50
Refer	1084 <u>IRS</u>	<u>Ck# 013248E 9/6/2023</u>		

Payments

Current Period: September 2023

Cash Payment	G 101-21701 Federal Withholding	Federal		\$547.91
Invoice				
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare		\$2,240.78
Invoice				
Transaction Date	9/6/2023	PRAIRIE SUN BANK	10100	Total \$2,788.69
Refer	1085 PUBLIC EMPLOYEES RETIREMEN	Ck# 013249E	9/6/2023	
Cash Payment	G 101-21704 PERA			\$1,313.18
Invoice				
Transaction Date	9/6/2023	PRAIRIE SUN BANK	10100	Total \$1,313.18
Refer	1086 VALLEY OFFICE PRODUCTS INC	Ck# 020138	9/11/2023	
Cash Payment	E 101-41000-200 Office Supplies (GENER	desk calendar		\$8.95
Invoice INV11899 8/22/2023				
Transaction Date	9/6/2023	PRAIRIE SUN BANK	10100	Total \$8.95
Refer	1087 MVTL	Ck# 020132	9/11/2023	
Cash Payment	E 602-49450-306 Testing	wastewater testing		\$25.00
Invoice 1214577 8/30/2023				
Cash Payment	E 602-49450-306 Testing	wastewater testing		\$25.00
Invoice 1214934 8/31/2023				
Transaction Date	9/7/2023	PRAIRIE SUN BANK	10100	Total \$50.00
Refer	1088 AMBULANCE CLAIMS PROCESSIN	Ck# 020120	9/11/2023	
Cash Payment	E 101-42153-300 Professional Srvs (GENE	August		\$46.00
Invoice 17908 8/29/2023				
Transaction Date	9/7/2023	PRAIRIE SUN BANK	10100	Total \$46.00
Refer	1089 VIG LUMBER	Ck# 020140	9/11/2023	
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	Sam Brown restroom roofing		\$589.46
Invoice 4072 8/1/2023				
Cash Payment	E 101-43000-210 Operating Supplies (GEN	steel and wood screws for new shop		\$25.00
Invoice 4145 8/14/2023				
Transaction Date	9/7/2023	PRAIRIE SUN BANK	10100	Total \$614.46
Refer	1090 SAFETY-KLEEN	Ck# 020135	9/11/2023	
Cash Payment	E 101-43000-210 Operating Supplies (GEN	parts washer solvent		\$81.34
Invoice 92371512 8/21/2023				
Cash Payment	E 601-49400-210 Operating Supplies (GEN	parts washer solvent		\$81.33
Invoice 92371512 8/21/2023				
Cash Payment	E 602-49450-210 Operating Supplies (GEN	parts washer solvent		\$81.34
Invoice 92371512 8/21/2023				
Transaction Date	9/7/2023	PRAIRIE SUN BANK	10100	Total \$244.01
Refer	1091 TRAVERSE ELECTRIC COOP, INC	Ck# 013250E	9/7/2023	
Cash Payment	E 601-49400-381 Electric Utilities	monthly statement (water)		\$0.00
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	monthly statement (wastewater)		\$1,471.44
Invoice				
Transaction Date	9/7/2023	PRAIRIE SUN BANK	10100	Total \$1,471.44
Refer	1092 DAKOTA PUMP & CONTROL	Ck# 020126	9/11/2023	
Cash Payment	E 602-49450-300 Professional Srvs (GENE	2023 annual inspection		\$1,563.50
Invoice 29309 8/26/2023				
Transaction Date	9/7/2023	PRAIRIE SUN BANK	10100	Total \$1,563.50

Payments

Current Period: September 2023

Refer	1093	MILBANK WINWATER WORKS	Ck# 020131 9/11/2023	
Cash Payment	E 601-49400-240	Small Tools and Minor E	pressure gauges	\$60.00
Invoice	186810 01	8/23/2023		
Cash Payment	E 602-49450-240	Small Tools and Minor E	pressure gauges	\$60.00
Invoice	186810 01	8/23/2023		
Transaction Date	9/7/2023	PRAIRIE SUN BANK	10100	Total \$120.00
Refer	1094	LEAGUE OF MINNESOTA CITIES	Ck# 020128 9/11/2023	
Cash Payment	E 101-41110-433	Dues and Subscriptions	membership dues	\$816.00
Invoice	389213			
Cash Payment	E 101-41110-433	Dues and Subscriptions	MN Mayors Assn dues	\$30.00
Invoice	389213			
Transaction Date	9/7/2023	PRAIRIE SUN BANK	10100	Total \$846.00
Refer	1095	CHS INC.	Ck# 020125 9/11/2023	
Cash Payment	E 101-45000-216	Chemicals and Chem Pr	weed killers	\$185.31
Invoice	2508	8/8/2023		
Cash Payment	E 602-49450-216	Chemicals and Chem Pr	weed killers	\$185.32
Invoice	2508	8/8/2023		
Cash Payment	E 101-41000-383	Gas Utilities	LP Carnegie Library 368.9 gal	\$501.34
Invoice	4487	8/30/2023		
Cash Payment	E 101-41000-300	Professional Srvs (GENE	set up LP tank at Carnegie Library	\$588.29
Invoice	4522	8/31/2023		
Transaction Date	9/7/2023	PRAIRIE SUN BANK	10100	Total \$1,460.26
Refer	1096	PIVOT CENTRAL	Ck# 020134 9/11/2023	
Cash Payment	E 602-49450-220	Repair/Maint Supply (GE	repair and inspection on irrigator	\$1,094.80
Invoice	3137267			
Transaction Date	9/7/2023	PRAIRIE SUN BANK	10100	Total \$1,094.80
Refer	1097	SEROCKI EXCAVATING, INC.	Ck# 020136 9/11/2023	
Cash Payment	E 602-49450-224	Street Maint Materials	paving around manhole Oak and Jackson 8/19/23	\$10,695.30
Invoice	15098	9/6/2023		
Cash Payment	E 602-49450-224	Street Maint Materials	paving by new city shop 8/15/23	\$10,560.55
Invoice	15098	9/6/2023		
Cash Payment	E 601-49400-224	Street Maint Materials	paving by hair salon	\$4,142.60
Invoice	15098	9/6/2023		
Cash Payment	E 602-49450-224	Street Maint Materials	paving by old Call Center	\$2,448.60
Invoice	15098	9/6/2023		
Transaction Date	9/7/2023	PRAIRIE SUN BANK	10100	Total \$27,847.05
Refer	1098	MIKE JACOBSON	Ck# 020130 9/11/2023	
Cash Payment	E 101-42400-300	Professional Srvs (GENE	September	\$400.00
Invoice				
Transaction Date	9/7/2023	PRAIRIE SUN BANK	10100	Total \$400.00
Refer	1099	4TH STREET AUTO	Ck# 020119 9/11/2023	
Cash Payment	E 101-42153-222	Tires	07 Ford Ambulance 2 front tires	\$450.00
Invoice	1290	7/18/2023		
Transaction Date	9/7/2023	PRAIRIE SUN BANK	10100	Total \$450.00
Refer	1101	PEIP	Ck# 013251E 9/8/2023	
Cash Payment	G 101-21706	Health Insurance	Arlene, Jodi, Tony	\$3,454.62
Invoice	1313008	9/8/2023		

Payments

Current Period: September 2023

Transaction Date	9/8/2023	PRAIRIE SUN BANK 10100	Total	\$3,454.62
Refer	1102 TRI STATE WATER, INC.	Ck# 020137 9/11/2023		
Cash Payment	E 101-41000-200 Office Supplies (GENER	Acct# 1029106		\$55.90
Invoice				
Transaction Date	9/8/2023	PRAIRIE SUN BANK 10100	Total	\$55.90
Refer	1103 BROWNS VALLEY CENEX INC.	Ck# 020122 9/11/2023		
Cash Payment	E 101-42260-212 Motor Fuels	fire dept gas		\$27.93
Invoice 9041	8/7/2023			
Transaction Date	9/8/2023	PRAIRIE SUN BANK 10100	Total	\$27.93
Refer	1104 #2 WELDING & REPAIR	Ck# 020118 9/11/2023		
Cash Payment	E 101-43000-210 Operating Supplies (GEN	make shelf brackets		\$215.80
Invoice 11512	8/24/2023			
Transaction Date	9/8/2023	PRAIRIE SUN BANK 10100	Total	\$215.80

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$14,032.55
211 LIBRARY		\$414.54
601 WATER FUND		\$4,360.64
602 SEWER FUND		\$28,340.86
603 REFUSE (GARBAGE) FUND		\$682.00
		<u>\$47,830.59</u>

Pre-Written Checks	\$47,830.59
Checks to be Generated by the Computer	\$0.00
Total	<u>\$47,830.59</u>

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

Box 1

For City Use Only

Box 2

Building Permit No. _____

Date Received/Paid 9-1-23

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 \$ 2,000

___ 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

315 Ash Ave West

Owner's Name

Cole Ward

Owner's Address

P.O. Box 340 Browns Valley, MN 56219

Owner's Telephone Number

605-237-0233

Contractor's Name

JFR Tom Forner

License No. _____

Contractor's Address

Browns Valley

Phone No. 320-333-5361

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:

Cole Ward

Signature of Applicant:

Cole Ward

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 \$ _____

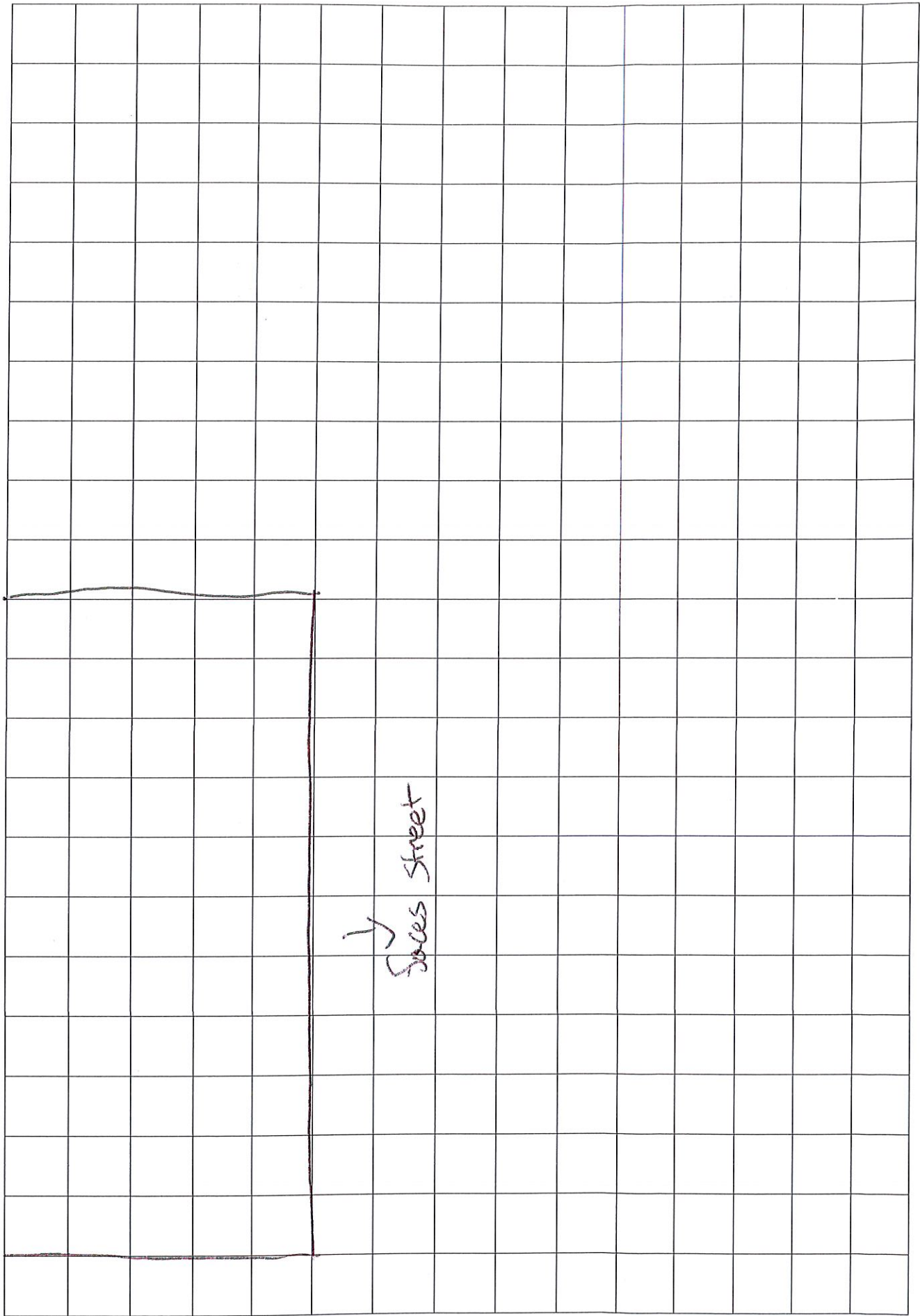
Approved for Issuance by: _____

Signature of Building Official

Date _____

Box 6

Building Official Notes/Special Conditions: _____



↓
Jones Street

**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 8/29/23

Date Council Approved _____

Residential (Based on Valuation – Compute on Reverse)

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

Commercial (Based on state valuation)

___ Architect – Required \$ _____
 ___ Non-Architect (includes Maint. Permits) \$ _____

Maintenance – Residential

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

Demolition (Asbestos inspection and lab fees not include)

___ Residential
 ___ Commercial

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 421 3rd St. N., Browns Valley MN 56219
 Owner's Name Tony & Lacey Miller
 Owner's Address same as above
 Owner's Telephone Number T: 605.881.7321
 Contractor's Name Issendorf Construction 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: Lacey Miller
 Signature of Applicant: Lacey Miller

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: _____
 Signature of Building Official _____ Date _____

Building Official Notes/Special Conditions: _____

Box 6

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)

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 20-0127000/2020 Box 4

Job Site Address 111 2nd St. N.

Owner's Name Lauren Estelle Owen

Owner's Address 111 2nd St. N.

Owner's Telephone Number 320-304-4908

Contractor's Name Bowker Construction License No. NM-2813

Contractor's Address 305 West Oak St. Sisseton, SD 57242 Phone No. 605-268-1037

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: Lauren Estelle Owen

Signature of Applicant: Lauren Estelle Owen

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	\$ _____

Approved for Issuance by: _____ Date _____
 Signature of Building Official

Building Official Notes/Special Conditions: _____

CITY OF BROWNS VALLEY, MINNESOTA
Resolution No. 23-21

**RESOLUTION RATIFYING THE ADOPTION OF THE
FISCAL YEAR 2024 PRELIMINARY BUDGET**

WHEREAS, the Browns Valley City Council established a preliminary certification of the City of Browns Valley's levy at its September 11, 2023, meeting; and

WHEREAS, the Browns Valley City Council will not be holding public hearings for the 2024 preliminary budget, as it is not required by law; and

WHEREAS, the Browns Valley City Council wishes to establish its preliminary 2024 budget, which must be certified to the Traverse County Auditor/Treasurer on or before Oct 02, 2023.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Browns Valley, Traverse County, Minnesota, to establish a proposed budget and levy in the following sums of monies for the current year, collectible in 2024, upon taxable property in said City for the following purposes:

General	\$266,665.00
Library	<u>\$80,000.00</u>
TOTAL	\$346,665.00

BE IF FURTHER RESOLVED that designation of 6:00 PM hearing time for the December 4, 2023 TNT Public hearing to consider the proposed budget and levy for 2024, December 18, 2023 as the continuation if necessary and December 28, 2023 for final budget and levy establishment.

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of Traverse County, Minnesota.

Adopted by the Browns Valley City Council on September 11, 2023.

Mayor / Acting Mayor

ATTEST:

Jodi Hook, Administrator

Motion:
Second:
Passed:



234 28th Street S
Fargo ND 58103
T. 701-232-3644
F. 701-232-3635
www.sweeneycontrols.com

August 24, 2023

Mr. Tony Serocki
19 3rd Street South
Browns Valley, MN 56219

Rev-1 Quote Number: QUO-04262-W1V6T3

RE: Lift Station Insight System Additions
Browns Valley, MN

2024 Budgetary Estimate

Tony,

We propose to supply the following equipment and services for the above referenced project

- Three (3) Modifications to existing lift station control panel each including:
 - One (1) Insight™ System with one (1) year cellular and web services
 - One (1) Lot power supplies, terminal blocks, and interfacing relays
 - One (1) Lot updates to drawings and training of Insight System

One (1) On-site trip for above control panel modifications.

Lift Stations shall be programmed to operate off transducer for continually wet well level with a two (2) float back up system. Re-use two (2) of the existing floats per lift station.

Supplied by SCC but installed by others

- Three (3) Antennas w/cable
- Three (3) Submersible Level Transducers

Total lump sum price.....\$ 19,350.00

After One (1) year Insight™ SCADA Web site and cellular service will be a re-occurring monthly fee of \$45.00 per site.

Pricing does not include inspections, installation of antenna and antenna cable, conduit, field wiring or applicable taxes.

Sweeney Controls Insight™ Web based SCADA system will allow you to receive real time control system Data, Alarms and Reports No Matter Where You Are!

Sweeney Controls Insight™, a password protected Cloud Based SCADA Web Site, provides operators with real time notification of any alarm condition in text, email and/or voice message per operator preference.

Operators can access the dynamic screen via any internet connected device such as smart phone, tablet or computer.

The **SCADA Web** site includes display of current levels, set points, pump run times and pump start counts. Historical levels and pump running information can be displayed as a graph and historical information is easily exportable into a spreadsheet format.

By accepting this quotation you agree to our terms and conditions. Pricing will be honored for 60 days from above quoted date.

If you have any questions or comments, please feel free to contact me at 1-800-743-6536.

Sincerely,

Mike Phillips

Mike Phillips | mphillips@sweeneycontrols.com

Contract Acceptance:

By signing below, or by returning your executed purchase order on these same terms, you have accepted the foregoing Scope Letter and the attached Terms and Conditions and this document becomes a legal and binding contract between the parties.

By: _____

Print name: _____

Its: (title) _____

Date: _____



DAKOTA PUMP & CONTROL

705 QUADEE DRIVE SW | PO BOX 725 | WATERTOWN, SD 57201
605.886.4672 TOLL FREE: 800.310.4672 FAX: 605.886.4674

www.dakotapumpandcontrol.com

Estimate

Quoted To:
Browns Valley (City of) PO Box 334 Browns Valley, MN 56219

Date	Estimate #
8/30/2023	9123

Customer Phone
320-695-2110 office

Customer Fax
320-695-2127

Project	Rep
Elevator Lift Station	Dave

Attn:	Tony Serocki
-------	--------------

Description	Qty	U/M	Cost	Total
Parts for Hydromatic S4MXP1000 Pump:				
7.38" Impeller	3	ea	1,560.00	4,680.00
Stainless Steel Impeller Wear Ring	3	ea	750.00	2,250.00
Impeller Protective Powdercoating	3	ea	300.00	900.00
Brass Volute Wear Rings	3	ea	350.00	1,050.00
4" PR Sealing Flanges	3	ea	1,720.00	5,160.00
*Prices exclude freight, tax, installation and travel expenses.				
*Price valid for 1 week.				
*Delivery is approximately 6-8 weeks. Delays can be expected.				
*Items not specifically listed or any unforeseen circumstances would be an additional cost.				

Please note: Shortages, costs, lead times and freight are increasing due to global challenges. As a result, products that are affected by this may need to have price and lead time confirmed at time of order placement. Unless otherwise noted, this quote does not include freight and/or applicable taxes. Credit card payments are subject to a 3.5% processing fee.
 If Accepted; Payment Terms: Net 30 days from time of shipment.
 2% Interest per month will be charged after 30 days.
 To purchase the equipment and/or services on this quote please sign and date in the space provided and return to DPC.

Subtotal	\$14,040.00
Sales Tax	
Total	

Customer Signature _____

Minimum wage rates

Effective: Jan. 1, 2023

2024

MINIMUM WAGE RATE

Large employer – Any enterprise with annual gross revenues of \$500,000 or more

~~\$10.59~~/hour

10.85/hr

26¢ increase

Small employer – Any enterprise with annual gross revenues of less than \$500,000

Training wage – May be paid to employees aged 18 and 19 the first 90 consecutive days of employment

\$8.63/hour

Youth wage – May be paid to employees aged 17 or younger

J-1 Visa – May be paid to employees of hotels, motels, lodging establishments and resorts working under the authority of a summer work, travel Exchange Visitor (J) non-immigrant visa

\$8.63/hour

OVERTIME

Time-and-one-half the employee's regular rate of pay

Small or state-covered employers

After **48** hours

Large and federally covered employers

After **40** hours

EMPLOYEE RIGHTS

An employer may not discharge, discipline, threaten, discriminate or penalize an employee regarding the employee's compensation, conditions, location or privileges of employment because the employee reports a violation of any law or refuses to participate in an activity the employee knows is a violation of law.

View complete wage-rate information at www.dli.mn.gov/business/employment-practices/minimum-wage-minnesota.

mn DEPARTMENT OF
LABOR AND INDUSTRY

651-284-5075 • 800 342 5354 • dli.laborstandards@state.mn.us • www.dli.mn.gov

Posting required by law in a location where employees can easily see this notice.

October 2022

The City of Browns Valley

PO Box 334
19 3rd Street South
Browns Valley, MN 56219
Phone: (320) 695-2110
Fax: (320) 695-2127

Water Assistance Program (LIHWAP) is ending

As you may know, federal funds for the Low Income Home Water Assistance Program (LIHWAP) are nearly expended and there are no current plans for additional federal funding to continue the program. Payments to Minnesota households will end within the next week.

Thank you!

The Water Assistance program provided much-needed relief to many Minnesota households by helping pay their past-due water and wastewater bills. Thank you for joining with the Minnesota Department of Commerce's Energy Assistance Program to administer this program.

Who we helped

With your help we were able to ease the burden for 19,370 households over the past two years. These households included 5,216 with young children, 6,511 with people with disabilities, 4,677 with seniors, and 833 with veterans. Many of the households are on fixed incomes and are vulnerable to rising costs of basic necessities including utilities. So, the help we provided together was essential.

eHEAT deactivation

For vendors who only supply water, eHEAT access will be deactivated later this year once all water payments and refunds are completed.

We sincerely thank you for your assistance,

Energy Assistance Program state and local staff

Sincerely,

*We had 23 utility customers
use this program for \$11,211.00*

Jodi Hook Hansen

City of Browns Valley

City of Stewart – Codification of Ordinances

TINY HOUSE. Some tiny houses are designed as trailers and referred to as park models or recreational park trailers that are on a chassis with wheels. Tiny houses range in size from about 100 to 400 square feet.

§ 151.029 RV Motor Home/Tiny House Campgrounds

- (A) *Purpose.* The purpose of the RV Motor Home/Tiny House Campground District is to provide for a recreational vehicle campground that is to be allowed as a service to the public, but only by conditional use permit in the R-1 Single-Family Residential District and the R-2 Multiple-Family Residential District
- (B) *Permitted uses and structures.*
- (1) A RV motor home/tiny house campground may be located adjacent to a residential district
 - (2) All RV motor home/tiny house campground sites must be serviced by city water, sewer and electric and all RV motor home/tiny house units must be hooked up to the services, no vehicles may use a self-contained holding tank, and garbage collection points shall be screened from public view
 - (3) An area of no more than a three foot diameter circle (measured from the inside of the fire ring or border); completely surrounded by non-combustible and non-smoke or odor producing material, either of natural rock, cement, brick, tile or blocks or ferrous metal only an which area is depressed below ground, on the ground or on a raised bed. Included are permanent outdoor wood burning fireplaces. Burning barrels are not a **RECREATION FIRE SITE**, as defined herein. Recreational fire sites shall not be located closer than 25 feet to any structure.
 - (4) An owner of an RV motor home/tiny house campground shall adopt and enforce rules and regulations for users of the campground, which shall include without limitation the following restrictions:
 - (a) A Tiny Home is allowed to stay in a campground year round and an RV Motor Home is allowed to stay in a campground on a seasonal basis from May 1 through October 31.
 - (b) No exterior repairs to motor homes, including washing, may be performed on site except tire repair.
 - (c) Sun-protection awnings may be used if attached to the vehicle
 - (d) One screened tent for insect protection maybe erected so long as the sides are screened
 - (e) Overnight sleeping outside of the RV motor home/tiny house is prohibited
 - (f) Generators, clotheslines and RV motor home/tiny house based selling are prohibited
 - (g) Use of fire pits is prohibited whenever open fires are prohibited by the DNR or McLeod County Emergency Management
 - (5) Owners of an RV motor home/tiny house campgrounds shall maintain records for each RV motor home/tiny house including the following information: name and home address, make, model, year and state license plate number of the vehicle; checks-in and check out dates
 - (6) Owners of an RV motor home/tiny house campgrounds shall follow all Minnesota Department of Health and Minnesota State Building Code requirements
 - (6) Proof of licensing and approval by the Minnesota Department of Health, or such state designated agency, must be furnished to the city prior to final approval, and proof of subsequent licensing furnished as issued

TINY HOUSES AND THE 2020 MINNESOTA RESIDENTIAL CODE

Minnesota Department of Labor and Industry

OVERVIEW

"Tiny houses" have received a lot of attention and interest in recent years. The following information is provided to clarify how these small structures are regulated by the Minnesota State Building Code. The Minnesota State Building Code is the standard of construction that applies statewide for the construction of buildings (MS 326B.121) including tiny houses.

Loosely defined, tiny houses range from about 100 to 400 square feet. The following describes how these houses are regulated by building codes, zoning codes and the Department of Housing and Urban Development (HUD).

ZONING REQUIREMENTS

Municipalities establish zoning ordinances to regulate land use, location, height, width, type of foundation, number of stories and size of buildings. These zoning ordinances vary by municipality.

Minimum building size varies from areas of 500 to 2,000 square feet. Jurisdictions may also require minimum lot sizes related to the house size. Sometimes there are minimum house size requirements such as 24 feet by 24 feet or a minimum dimension of 20 feet. Because of these varying requirements, the jurisdiction must be consulted for specifics

BUILDING CODES

The Minnesota Residential Code includes Appendix Q, Tiny Houses. The "code," for the purpose of constructing houses, means the 2020 Minnesota Residential Code. It is the standard that applies statewide.

The 2020 Minnesota Residential Code defines a dwelling as a single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation. Appendix Q defines a tiny house as a dwelling 400 square feet or less in floor area excluding lofts. The code includes requirements for light, ventilation, heating,



The trend of tiny houses has received a lot of attention in recent years. This handout is provided to clarify how these small structures are regulated by the Minnesota State Building code.

Other codes related to house construction include:

- Minnesota Energy Code
- Minnesota Mechanical Code
- Minnesota Electrical Code
- Minnesota Rules Chapter 1303
- Minnesota Plumbing Code

minimum room sizes, ceiling heights, sanitation, toilet, bath and shower spaces, emergency escape and rescue openings, means of egress, smoke alarms and carbon monoxide alarms.

PREFABRICATED BUILDINGS

Minnesota Rules, Chapter 1360

Tiny houses constructed as prefabricated buildings must comply with the requirements of Minnesota Rules Chapter 1360 and be designed and constructed in accordance with the Minnesota Residential Code. Review of building plans and inspections are performed by the Minnesota Department of Labor and Industry. The completed building requires a Minnesota prefabricated building label.



Example prefab construction label - located under kitchen sink.

Prefabricated building manufacturers are permitted to build three or fewer buildings per year. Construction of more than three buildings is regulated by Minnesota Rules Chapter 1361 for industrialized/modular buildings.

A data plate must be attached to the dwelling that includes the following minimum information:

- design loads
- codes
- IIBC label numbers
- serial numbers
- model designation
- date of manufacture
- name and address of manufacture
- occupancy and type of construction.

All on-site work is subject to local jurisdiction and inspections according to the Minnesota Residential Code.

INDUSTRIALIZED/MODULAR BUILDINGS

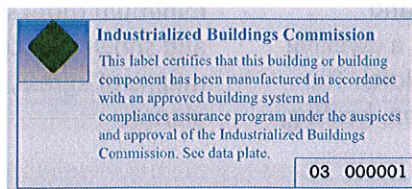
Minnesota Rules, Chapter 1361; Interstate Industrialized Buildings Commission (IIBC)

Tiny houses constructed as modular buildings must comply with Minnesota Rules Chapter 1361 and the Interstate Industrialized Buildings Commission (IIBC). These modular dwellings must be designed and constructed in accordance with the Minnesota Residential Code. Review of dwelling plans and in-plant inspections are performed by a certified IIBC third-party agency.

Modular buildings must have IIBC construction labels on each building section or every 600 square feet of closed panels.

A data plate must be attached to the dwelling that includes the following minimum information:

- design loads
- codes
- serial numbers
- IIBC label numbers
- model designation
- date of manufacture
- name and address of manufacture
- occupancy and type of construction.



Example IIBC label - located inside each home section.

All on-site work is subject to local jurisdiction and inspections according to the Minnesota Residential Code.

HUD MANUFACTURED HOMES

Tiny houses constructed as a manufactured home must comply with U.S. Department of Housing and Urban Development (HUD Code). "Manufactured home" means a single family dwelling in one or more sections, which in the traveling mode is 8 body feet or more in width or 40 body feet or more in length, or, when erected on site, is 320 or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities.

A data plate must be attached to the dwelling unit to include the following as a minimum:

- design loads
- codes
- label numbers
- serial numbers
- model designation,
- date of manufacture
- name and address of manufacturer



AS EVIDENCED BY THIS LABEL NO. [REDACTED]
THE MANUFACTURER CERTIFIES TO THE BEST OF THE
MANUFACTURER'S KNOWLEDGE AND BELIEF THAT
THIS MANUFACTURED HOME HAS BEEN INSPECTED IN
ACCORDANCE WITH THE REQUIREMENTS OF THE
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
AND IS CONSTRUCTED IN CONFORMANCE WITH THE
FEDERAL MANUFACTURED HOME CONSTRUCTION AND
SAFETY STANDARDS IN EFFECT ON THE DATE OF
MANUFACTURE. SEE DATA PLATE.

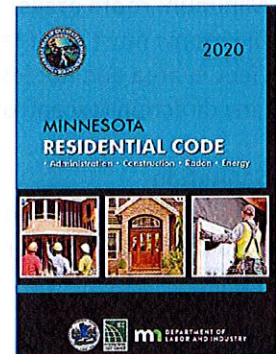
Example HUD construction label
- located on exterior of each
section.

Review of dwelling plans and in-plant inspections are performed by HUD-certified third-party agencies. All on-site work is subject to the local jurisdiction and inspections according to the Minnesota Residential Code.

SITE-BUILT STRUCTURES

Tiny houses constructed on site are regulated by the Minnesota State Building Code. The dwelling construction must comply with all the requirements of the Minnesota Residential Code.

The Minnesota Residential Code can be viewed at
<http://codes.iccsafe.org/app/book/toc/Minnesota/Residential/index.html>.



NOTE:

Recreational park trailers, or park models, are designed as **temporary** living quarters for recreational, camping or seasonal use but not as year-round dwellings. These trailers are often constructed to ANSI standard (A119.5) and are self-certified by the manufacturer.

MINNESOTA RESIDENTIAL CODE

The following code references provide general code requirements related to dwelling construction. The dwelling must comply with all applicable requirements of the Minnesota State Building Code.

General requirements

R202 – Definition of dwelling unit and habitable space.

Dwelling unit: A single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Habitable space: A space in a building

for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces and similar areas are not considered habitable spaces.

R301.1 Application.

Buildings and structures must be constructed to safely support all loads, including dead loads, live loads, roof

loads, flood loads, snow loads, wind loads and seismic loads prescribed in this code. The construction of buildings and structures in this code must result in a structure that transfers all loads from their point of origin to the foundation.

Continues on next page.

General requirements, continued.

R303 – Light, ventilation and heating

Habitable rooms must have 8 percent of the floor area as natural light and 4 percent of the floor area as natural ventilation (see exceptions).

Bathrooms must have 3 square feet of natural light and 1.5 square feet of natural ventilation (see exception).

Mechanical ventilation must comply with Minnesota Rules 1322.

Dwelling must be capable of maintaining a minimum room temperature of 68 degrees at three feet above the floor and two feet from the exterior walls (excludes use of portable heaters).

R304 – Minimum room areas

Habitable rooms must be at least 70 square feet in area and not less than 7 feet in any direction (except kitchens).

R306 – Sanitation

Every dwelling unit must have a water closet, lavatory tub or shower and kitchen sink.

All plumbing fixtures must be connected to a sanitary sewer or approved private sewage system and an approved water supply.

Kitchen sinks, lavatories, bathtubs, showers, bidets, laundry tubs and washing machines must have hot and cold water.

R307 – Toilet, bath and shower spaces

See the Minnesota Plumbing Code for required plumbing fixture clearances.

Bathtubs, shower floors, and walls must have a nonabsorbent surface a minimum of 6 feet above the floor.

R310 – Emergency escape and rescue openings

Basements, habitable attics and every sleeping room must have at least one operable emergency escape and rescue opening of 5.7 square feet. (See

code for minimum dimensions).

R311 – Means of egress

All dwellings must have a means of egress door with a clear width of 32 inches and a clear height of 78 inches.

A floor or landing is required on each side of exterior doors.

Exterior landings must be positively attached to the primary structure.

Hallways and stairways must have a minimum width of 36 inches.

Stair treads must be 10 inches minimum in depth, stair risers 7.75 inches in height, or as permitted in Appendix Q.

A floor or landing is required at the top and bottom of each stairway.

A handrail is required at stairs having four or more risers.

R314 – Smoke alarms

Smoke alarms are required in each sleeping room, immediate vicinity of the bedrooms, and on each additional story of the dwelling including basements and habitable attics.

R315 – Carbon monoxide alarms

Carbon monoxide alarms are required in every dwelling unit having fuel-fired appliances or attached garage.

MR 1322 – Residential Energy Code

Dwellings must comply with the Minnesota Energy Code.

MR 1346 – Mechanical Code

Dwellings must comply with the Minnesota Mechanical Code.

MR 1303 – Radon requirements

Dwellings must comply with Minnesota Rules Chapter 1303 for either passive or active radon control systems.

MR 1315 – Electrical Code

All electrical service, wiring and fixtures for the structure must comply with the National Electrical Code.

MR 4715 – Plumbing Code

Dwellings must comply with the Minnesota Plumbing code.

Appendix Q – Tiny Houses

AQ101 – Scope

Tiny houses used as dwelling units must comply with the Minnesota Residential Code unless otherwise stated in Appendix Q.

AQ102/R202 – Definitions

Tiny house: A dwelling that is 400 square feet or less in floor area measured from inside of wall to inside of wall and excludes lofts.

Loft: A floor level more than 30 inches above the main floor with a ceiling height less than 6 feet 8 inches and used as living or sleeping space.

AQ103 – Ceiling height

Habitable space and hallways must have a minimum ceiling height of 6 feet 8 inches. Bathrooms, toilet rooms and kitchen shall have a minimum ceiling height of at least 6 feet 4 inches.

AQ104 – Lofts (area and access)

Lofts used for living or sleeping require a floor area of 35 square feet minimum with a horizontal dimension not less than 5 feet. Loft ceiling heights less than 3 feet are not included in the minimum required loft floor area.

Lofts must have access by stairways, ladders, alternating tread devices, or ships ladders. (See section for specific compliance requirements).

Lofts guards are required on open side of lofts and cannot be less than 36 inches in height or one-half of the clear height to the ceiling, whichever is less.

AQ105 – Emergency escape and rescue openings (EERO)

Emergency escape and rescue openings must comply with Section R310. (See exception for loft roof access windows).