



## Browns Valley Regular City Council Meeting Approved Minutes September 25, 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 Maintenance Supervisor Tony Serocki, City Administrator Jodi Hook-Hansen, Library Director Bernice Piechowski, and Code Enforcement Officer Terry Biewer.

### **Absent:**

**Others Present:** Jodi Stotesbery Manager at Maynard's Grocery Store, Tina Bartz, Edith Foren, Arlene Reinart, Deputy Andy 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 Biewer, the Council unanimously approved the agenda.

### **Consent Agenda:**

- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved the September 11, 2023, Regular Meeting Minutes.
- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved the claims for a grand total of \$52,208.24, including Wages (September 16<sup>th</sup> = \$7,527.80) and the Claims (September 25<sup>th</sup> = \$44,680.44).
- Upon a motion by Dobbs with a second by Madison, the Council unanimously approved the Treasurer's Report.
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the Delinquency Report.

### **Department Reports:**

- Library Director Piechowski reported on activities at the library.
- Fire Chief Dave Kuschel reported on activities the Fire Department completed and informed the Council about purchasing a 2023 Ranger 1000 EPS Green from Midwest Powersports, Inc. for \$13,897.00.
- Deputy Miller reported on recent law enforcement activity within the City.
- City Maintenance Supervisor Serocki gave a verbal report on public works items completed.
- 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.

**Unfinished Business:**

None at this time.

**New Business:**

- Fire Chief Kushel informed the Council that he received an offer of \$3,000.00 for trade-in on the 6-Wheeler and said the Maintenance Department was interested in the equipment.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the Fire Department's request to purchase a 2023 Ranger from Midwest Powersports, Inc. for \$13,897.00. The Browns Valley Fire Relief will reimburse the City less the \$3,000.00 for the 6-wheeler for the maintenance department to use.
  
- The Council discussed the surplus on the maintenance department's Kawaski Mule and other items.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously agreed to advertise for sealed bids for the sale of surplus equipment: the mule, boat, and granary, with the ability to increase bid at the Council Meeting, on Monday, October 23<sup>rd</sup> at 6:00 p.m. The boat and granary shall be removed from the site behind Cenex C-store.
  
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved the Building Permit for Parcel 20-0006000 (Michlitsch)
  
- Upon a motion by Madison with a second by Biewer, the Council on a 4 to 1 vote approved to increase the non-union employees' wages – City Administrator to a salary of \$57,000, City Maintenance Supervisor to \$29.00 per hour, Librarian to \$16.92 per hour, Ambulance Manager to 16.50 per hour, Code Enforcement Officer to \$17.00 Volunteer Fire Dept to \$10.85 per hour Volunteer Ambulance weekday to \$2.75 per hour, weekend \$3.25 per hour and holiday \$2.50 per hour. Dobbs dissented.  
Union wages City Maintenance \$18.05 per hour, Deputy Clerk \$17.05 per hour and Assistant Librarian \$14.75 per hour.
  
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved of the health insurance rate for full-time employees and approved of Serocki to cancel health insurance in lieu of the amount of \$5.00 per hour, with the option of being able to obtain health insurance in the future.
  
- Upon a motion by Biewer with a second by Heck, the Council unanimously approved of Language of Earn Sick and Safe Time in Union Contract.
  
- Upon a motion by Miller with a second by Biewer, the Council 4 to 1 vote approved of the donation to the West Central Initiative annual fund \$750.00. Dobbs dissented.
  
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved of the Lease Agreement with Sarah Goodhart to rent out a room at the Community Center.
  
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved of the Preliminary Levy, Resolution 23-21, to increase the levy from \$346,665.00 to \$370,000.00.

**Public Comment:** Jodi Stotesbery Manager at Maynard's Grocery Store stated we would love to be a part of this community and be a part of the fun activities again.

**Browns Valley Regular City Council Meeting Approved Minutes  
September 25, 2023**

**Other Business:**

- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved the estimate of \$14,040.00 from Dakota Pump & Control for repair on the Hydromatic S4MXP1000 Pump.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved to add \$100.00 no show fee and/or missed appointment for rental inspection.

**Dates:**

October 9<sup>th</sup> the office is open and will be closed on November 10<sup>th</sup>, 23<sup>rd</sup> and 24<sup>th</sup>.  
December 4<sup>th</sup> & 18<sup>th</sup> 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:**

**Next scheduled meeting: Monday October 9<sup>th</sup> 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

**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 25, 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 | \$290,000.00       |
| Library | <u>\$80,000.00</u> |
| TOTAL   | \$370,000.00       |

**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 25, 2023.

  
Mayor / Acting Mayor

ATTEST:

  
Jodi Hook-Hansen, Administrator

Motion: Dobbs  
Second: Miller  
Passed: Yes