



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

Monday October 23, 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 Oct 9, 2023 Regular Meeting Minutes
- Approval of grand total of \$45,516.08 claims
 - Wages: October 16th = \$6,710.05
 - Claims: October 23rd = \$38,806.03

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

Communications:

Unfinished Business:

New Business:

- Approval of new Ambulance members Ally Lindahl and Kelly Larson
- Approval of Establishment of Ordinance Section 130.06 an Ordinance Dealing with Prohibiting Loitering
- Approval of Resolution 23- a Resolution Authorizing the City of Browns Valley To Acquire by Tax Forfeiture Land PID 20-0399000
- Approval of Resolution 23- a Resolution Setting the Monthly Water and Sewer Rates for 2024
- Approval of quote for cement sidewalk/flatwork and curb for \$4,180.00 Logan Iverson
- Approval to change of Office hours to M-F 7am-4pm
- 6:00 PM October 23rd Sealed bids for Granary, Boat and Kawaski Mule

Other Business:

- Aquastore maintenance Tank Inspection Proposal
- Widseth -Test Well
- Sheriffs Contract

Public Comment:

Dates:

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

Items for council to consider for future: Building permit expiration Date

Next scheduled meeting Monday November 13th - 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, and Code Enforcement Officer Terry Biewer.

Absent: City Maintenance Supervisor Tony Serocki

Others Present: Edith Foren, and Arlene Reinart

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 Biewer with a second by Dobbs, the Council unanimously approved the agenda.

Consent Agenda:

- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved the September 25, 2023, Regular Meeting Minutes.
- Upon a motion by Dobbs with a second by Madison, the Council unanimously approved the claims for a grand total of \$44,509.28, including Wages (October 1st = \$11,257.85) and the Claims (October 9th = \$33,251.43).
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the Treasurer's Report.
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the Delinquency Report.

Department Reports:

- Library Director Piechowski reported on activities at the library.
- Code Enforcement Officer Biewer reported on actions done to enforce City ordinances and items completed in the office.
- City Administrator Hook-Hansen reported on administrative items completed in the office.

Unfinished Business:

None at this time.

New Business:

- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved for the Historical Society to write a grant for the conditions assessment for the Sam Brown Cabin.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved of Resolution 23-25 a Resolution Authorizing the City of Browns Valley To Acquire by Tax Forfeiture Land PID 20-0421000.

**Browns Valley Regular City Council Meeting Approved Minutes
October 09, 2023**

- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved to Establishment of Ordinance Section 130.06 an Ordinance Dealing with Prohibiting Loitering

Public Comment: None at this time

Other Business:

- Hook-Hansen informed the Council of the updated report from Widseth that they are still waiting quotes for the test well.
- Mayor Heck and Council member Madison will meet with Commissions to discuss Sheriffs Contract.
- The Council suggested a .50 increase on water usage and \$1.25 increase on water base rate with further discussion at next council meeting.

Dates:

October 9th the office is open and will be closed on November 10th, 23rd and 24th.
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:

Next scheduled meeting: Monday October 23rd at 5:30 p.m.

The meeting adjourned at 6:55 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

BROWNS VALLEY, MN

10/19/23 1:47 PM

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***Check Summary Register©**

Batch: Claims102323

Name	Check Date	Check Amt	
10100 PRAIRIE SUN BANK			
13269e	IRS	10/18/2023	\$1,808.45 Federal
13270e	MN DEPT OF REVENUE	10/18/2023	\$362.02
13271e	PUBLIC EMPLOYEES RETIREME	10/18/2023	\$1,177.26
20223	AFSCME #65	10/17/2023	\$75.88 Darrell Dobbs
20224	WEGWORTH, LAURA	10/17/2023	\$128.25 9/29 to 10/15 9 hrs
20225	ANDERSON LAW OFFICE	10/23/2023	\$175.00 legal review for labor union
20226	BAKER & TAYLOR	10/23/2023	\$218.39 11- books
20227	CENGAGE LEARNING	10/23/2023	\$55.28 2- large print books
20228	CENTER POINT LARGE PRINT	10/23/2023	\$111.88 4-large print books
20229	CONSOLIDATED READY MIX, IN	10/23/2023	\$477.90 5- block barriers for new shop 2x2x6
20230	FRANZESE, MATTHEW P.	10/23/2023	\$1,025.00 October services
20231	JOHNSON JET-LINE, INC	10/23/2023	\$7,403.89 Sanitary Sewer Maint Program jetting and vacu
20232	MIDAMERICA BOOKS	10/23/2023	\$206.55 Library Books - 9
20233	OFFICE PEEPS	10/23/2023	\$256.98 contract copier ink
20234	TRAVERSE COUNTY RECORDE	10/23/2023	\$233.30 QCD Timothy Michlitsch
20235	TRAVERSE COUNTY SHERIFF O	10/23/2023	\$25,000.00 contracted services 3rd quarter 2023
20236	VALLEY SOFT WATER, INC.	10/23/2023	\$90.00 10 bags softener salt 9/14/23
		Total Checks	\$38,806.03

FILTER: (([Act Year]='2023' and [period] in (10))) and (Source in ('Claims102323'))

Payments

Current Period: October 2023

Payment Batch Claims102323		\$38,806.03	
Refer	1170 <u>FRANZESE, MATTHEW P.</u>	<u>Ck# 020230 10/23/2023</u>	
Cash Payment	E 101-41610-304 Legal Fees	October services	\$1,025.00
Invoice			
Transaction Date	10/16/2023	PRAIRIE SUN BANK 10100	Total \$1,025.00
Refer	1171 <u>ANDERSON LAW OFFICE</u>	<u>Ck# 020225 10/23/2023</u>	
Cash Payment	E 101-41600-304 Legal Fees	legal review for labor union	\$175.00
Invoice 5915 10/11/2023			
Transaction Date	10/16/2023	PRAIRIE SUN BANK 10100	Total \$175.00
Refer	1172 <u>VALLEY SOFT WATER, INC.</u>	<u>Ck# 020236 10/23/2023</u>	
Cash Payment	E 101-42260-210 Operating Supplies (GE	10 bags softener salt 9/14/23	\$90.00
Invoice 13948 9/19/2023			
Transaction Date	10/16/2023	PRAIRIE SUN BANK 10100	Total \$90.00
Refer	1173 <u>TRAVERSE COUNTY RECORDER</u>	<u>Ck# 020234 10/23/2023</u>	
Cash Payment	E 101-41000-304 Legal Fees	QCD Timothy Michlitsch	\$47.65
Invoice 154988 9/25/2023			
Cash Payment	E 101-41000-304 Legal Fees	QCD Lauren LeBeau	\$47.65
Invoice 154990 9/25/2023			
Cash Payment	E 101-41000-304 Legal Fees	recording fee Lauren LeBeau	\$46.00
Invoice 154989 9/25/2023			
Cash Payment	E 101-41000-304 Legal Fees	recording fee Timothy Michlitsch	\$46.00
Invoice 154986 9/25/2023			
Cash Payment	E 101-41000-304 Legal Fees	recording fee Timothy Michlitsch	\$46.00
Invoice 154987 9/25/2023			
Transaction Date	10/16/2023	PRAIRIE SUN BANK 10100	Total \$233.30
Refer	1174 <u>CONSOLIDATED READY MIX, INC</u>	<u>Ck# 020229 10/23/2023</u>	
Cash Payment	E 101-43000-500 Capital Outlay (GENERA	5- block barriers for new shop 2x2x6	\$477.90
Invoice 8331429 10/4/2023			
Transaction Date	10/16/2023	PRAIRIE SUN BANK 10100	Total \$477.90
Refer	1175 <u>OFFICE PEEPS</u>	<u>Ck# 020233 10/23/2023</u>	
Cash Payment	E 101-41000-210 Operating Supplies (GE	contract copier ink	\$256.98
Invoice 1041793-0 10/9/2023			
Transaction Date	10/16/2023	PRAIRIE SUN BANK 10100	Total \$256.98
Refer	1176 <u>TRAVERSE COUNTY SHERIFF OFF</u>	<u>Ck# 020235 10/23/2023</u>	
Cash Payment	E 101-42000-300 Professional Srvs (GENE	contracted services 3rd quarter 2023	\$25,000.00
Invoice July-Oct			
Transaction Date	10/16/2023	PRAIRIE SUN BANK 10100	Total \$25,000.00
Refer	1177 <u>AFSCME #65</u>	<u>Ck# 020223 10/17/2023</u>	
Cash Payment	G 101-21707 Union Dues	Darrell Dobbs	\$37.68
Invoice			
Cash Payment	G 101-21707 Union Dues	Arlene Reinart	\$38.20
Invoice			
Transaction Date	10/17/2023	PRAIRIE SUN BANK 10100	Total \$75.88
Refer	1178 <u>WEGWORTH, LAURA</u>	<u>Ck# 020224 10/17/2023</u>	
Cash Payment	E 101-41000-300 Professional Srvs (GENE	9/29 to 10/15 9 hrs	\$128.25
Invoice 10/15/2023			

Payments

Current Period: October 2023

Transaction Date	10/17/2023	PRAIRIE SUN BANK 10100	Total	\$128.25
Refer	1180 <i>IRS</i>	<u>Ck# 013269E 10/18/2023</u>		
Cash Payment	G 101-21701 Federal Withholding	Federal		\$426.13
Invoice				
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare		\$1,382.32
Invoice				
Transaction Date	10/18/2023	PRAIRIE SUN BANK 10100	Total	\$1,808.45
Refer	1181 <i>MN DEPT OF REVENUE SW</i>	<u>Ck# 013270E 10/18/2023</u>		
Cash Payment	G 101-21702 State Withholding			\$362.02
Invoice				
Transaction Date	10/18/2023	PRAIRIE SUN BANK 10100	Total	\$362.02
Refer	1182 <i>PUBLIC EMPLOYEES RETIREMEN</i>	<u>Ck# 013271E 10/18/2023</u>		
Cash Payment	G 101-21704 PERA			\$1,177.26
Invoice				
Transaction Date	10/18/2023	PRAIRIE SUN BANK 10100	Total	\$1,177.26
Refer	1183 <i>JOHNSON JET-LINE, INC</i>	<u>Ck# 020231 10/23/2023</u>		
Cash Payment	E 602-49450-300 Professional Srvs (GENE	Sanitary Sewer Maint Program jetting and vacuum and televisse storm sewer		\$7,403.89
Invoice	3672 10/14/2023			
Transaction Date	10/18/2023	PRAIRIE SUN BANK 10100	Total	\$7,403.89
Refer	1184 <i>CENTER POINT LARGE PRINT</i>	<u>Ck# 020228 10/23/2023</u>		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	4-large print books		\$111.88
Invoice	2048479 10/3/2023			
Transaction Date	10/18/2023	PRAIRIE SUN BANK 10100	Total	\$111.88
Refer	1185 <i>CENGAGE LEARNING</i>	<u>Ck# 020227 10/23/2023</u>		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	2- large print books		\$55.28
Invoice	82810765 10/11/2023			
Transaction Date	10/18/2023	PRAIRIE SUN BANK 10100	Total	\$55.28
Refer	1186 <i>BAKER & TAYLOR</i>	<u>Ck# 020226 10/23/2023</u>		
Cash Payment	E 211-45500-435 Books and Pamphlets	11- books		\$216.23
Invoice	2037847493 10/5/2023			
Cash Payment	E 211-45500-333 Freight and Express	books		\$2.16
Invoice	2037847493 10/5/2023			
Transaction Date	10/18/2023	PRAIRIE SUN BANK 10100	Total	\$218.39
Refer	1187 <i>MIDAMERICA BOOKS</i>	<u>Ck# 020232 10/23/2023</u>		
Cash Payment	E 211-45500-435 Books and Pamphlets	Library Books - 9		\$206.55
Invoice	12328 10/16/2023			
Transaction Date	10/19/2023	PRAIRIE SUN BANK 10100	Total	\$206.55

**ESTABLISHMENT OF ORDINANCE SECTION 130.06
AN ORDINANCE DEALING WITH PROHIBITING LOITERING**

Findings.

1. The Browns Valley City Council has adopted the Minnesota Basic Code as it has been amended and supplemented to be its city code; and
2. That there have been recent incidents regarding residents loitering around the City of Browns Valley, causing disruption to the general public.
3. The Browns Valley City Council believes it is in the best interests of the residents of the City of Browns Valley to modify its Ordinance to enact a provision prohibiting people from engaging in loitering in public areas with the City of Browns Valley.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BROWNS VALLEY ORDAINS
AS FOLLOWS:**

1. That Browns Valley City Ordinance Section 130.06 is hereby enacted to read as follows:

“§130.06 LOITERING

- (A) *Prohibited Conduct.* It shall be unlawful for any person to loiter, loaf, wander, stand, or remain idle, either along or with others, in a public place in such manner so as to violate any provision of the following:
- (1) No person shall obstruct any public street, public highway, public sidewalk, or any other public place or building by hindering or impeding, or do any act tending to hinder or impede, the free and uninterrupted passage of vehicles, traffic, or pedestrians.
 - (2) No person shall commit, in or upon any public street, public highway, public sidewalk, or any other public place or building, any act or thing which is an obstruction or interference to the free and uninterrupted use of property, or with any business lawfully conducted by anyone in or upon or facing or fronting on such public street, public highway, public sidewalk, or any other public place or building, all of which prevents the free and uninterrupted ingress, egress, and regress therein, thereon, and thereto.
 - (3) No person shall loiter, stand, sit, or lie in or upon any public property, sidewalk, street, curb, crosswalk, walkway area, parking lot, or other portion of private property open for public use so as to unreasonably block, obstruct, or hinder free passage of the public.
 - (4) No person shall, without the consent of the owner or occupant, unreasonably block, obstruct, or hinder free access to the entrance of any building or part of a building open to the public.
 - (5) No person shall loiter, stand, sit, or lie in any area where a sign prohibiting loitering has been posted.
 - (6) No person shall lurk, loiter, prowl, lie in wait, or be concealed with intent to

commit any act prohibited by law.

- (B) *Exemptions.* Acts authorized as an exercise of a person's constitutional right to freedom of speech, freedom of assembly, and the right to petition their government.
- (C) *Violations.* It is a violation of this ordinance when any person causes or commits any of the acts enumerated in Paragraph A above and is ordered by the owner, agent, manager, or person in charge of the premises, or by any law enforcement officer, to stop causing or committing such acts and to move or disperse, and fails or refuses to obey such an order or later returns to the premises within 24 hours after the order.

Penalty, see §10.99.

PASSED AND ADOPTED this 23rd day of October, 2023.

BROWNS VALLEY CITY COUNCIL

Mike Heck, Mayor

ATTEST:

Jodi Hook-Hansen, City Administrator

RESOLUTION NO. 23-

**A RESOLUTION SETTING THE MONTHLY
WATER AND SEWER RATES FOR 2024**

WHEREAS, Browns Valley City Code Section 30.11 allows for the establishment of water and sewer system fees by resolution of the City Council; and

WHEREAS, Browns Valley City Code Section 30.11 allows for changes in the user fees; and

WHEREAS, the Browns Valley City Council has determined that there is a need for an increase in the City's water and sewer rates, which would take place January 1st 2024 to cover operating expenses and outstanding debt associated with the water and sewer systems; and

WHEREAS, the following are the established new 2024 rates:

2023 Rates		2024 Rates	
Water Base	\$20.00	Water Base	\$21.25
Water Usage	\$ 3.50	Water Usage	\$ 4.00
Sewer Base	\$35.00	Sewer Base	\$35.00
Sewer Usage	\$ 3.50	Sewer Usage	\$ 3.50

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Browns Valley, Minnesota, County of Traverse, State of Minnesota, hereby adjusts the base and usage fees for water and sewer as listed above to take place beginning with the January 2024 billing period.

Passed by the City Council of Browns Valley, Minnesota this 23rd day of October, 2023.

Mike Heck, Mayor

Attested:

Jodi Hook-Hansen, City Administrator

Logan Iverson
12659 Lohre Rd.
Sisseton, South Dakota 57262
United States
6052680060

Estimate: 3
Amount Due: \$4,180.00
Valid Until: November 16, 2023
Bill To: **City of Browns Valley**



ITEMS

AMOUNT

Sidewalk/flatwork

\$3,480.00

1 x \$3,480.00



Curb

\$700.00

1 x \$700.00



Total (USD):

\$4,180.00

GREAT PLAINS STRUCTURES
3301 LABORE ROAD
VADNAIS HEIGHTS, MN 55110



CUSTOMER: CITY OF BROWNS VALLEY MN

PROJECT: Existing Aquastore Tank Inspection

DATE: October 10, 2023

SCOPE OF WORK

GREAT PLAINS STRUCTURES IS PLEASED TO PROVIDE THE ATTACHED QUOTE FOR SERVICE OF THE EXISTING AQUASTORE TANK:

VISUAL INSPECTION (INTERIOR)

****TANK MUST BE CLEANED AND DRAINED PRIOR TO GPS ARRIVAL ONSITE****

- ✓ INSPECT TANK FLOOR AND SIDEWALL
- ✓ INSPECT CATHODIC PROTECTION SYSTEM
- ✓ INSPECT VERTICAL AND HORIZONTAL BOLT SEAMS
- ✓ INSPECT INTEGRITY OF PANEL SEALANT
- ✓ INSPECT INTEGRITY OF MANWAY ASSEMBLY
- ✓ INCLUDES INSPECTION REPORT WITH RECOMMENDATIONS FOR FUTURE SERVICE WORK

VISUAL INSPECTION (EXTERIOR)

- ✓ INSPECT OVERALL TANK SITE & CONDITION OF EXPOSED CONCRETE FOUNDATION CURB
- ✓ INSPECT OVERALL CONDITION OF GLASS COATING
- ✓ INSPECT BOLTS, NUTS, & WASHERS
- ✓ INSPECT SEALER AND SHEET EDGES
- ✓ INSPECT CONDITION OF OVERFLOW PIPE/SCREEN & FLAPPER
- ✓ INSPECT CONDITION OF LADDER & SAFETY CAGE SYSTEM
- ✓ INSPECT ROOF CONDITION, ACCESS HATCH, GUARDRAIL & VENT
- ✓ INCLUDES INSPECTION REPORT WITH RECOMMENDATIONS FOR FUTURE SERVICE WORK

PRICING: \$ 3,500.00

CATHODIC PROTECTION ANODE REPLACEMENT

- ✓ GREAT PLAINS STRUCTURES TO PROVIDE MAG ANODES AND NECESSARY HARDWARE

PRICING: \$ 650.00 PER BAR

TERMS & DELIVERABLES

- ❖ **TERMS:** BALANCE DUE UPON RECEIPT
- ❖ **VAIDITY:** PRICE IS FIRM FOR A PERIOD OF THIRTY (30) DAYS

After you have had an opportunity to review the above proposal and should you have questions, feel free to call me at 605-881-8194.

SINCERELY,

GREAT PLAINS STRUCTURES

MARCUS GRAVATT
Service Manager

IN WITNESS WHEREOF, the parties hereto have caused this proposal to be effective as of the day, month and year first written above.

CITY OF BROWNS VALLEY MN

GREAT PLAINS STRUCTURES

By: _____
Name:
Title:

By: _____
Name: MARCUS GRAVATT
Title: SERVICE MANAGER