



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

**Monday November 13, 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:**

**Visitors:** David and Candy Duffield- City Limit Boundary

**Consent Agenda**

➤ Approval of Oct 23, 2023 Regular Meeting Minutes

➤ Approval of grand total of \$149,905.58 claims

Wages: November 1<sup>st</sup> = \$11,742.74

Claims: November 13<sup>th</sup> = \$97,144.73 + \$41,018.11=\$138,162.84

➤ Delinquency report

➤ Treasurers report

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

**Communications:**

**Unfinished Business:**

➤ Approval of Resolution 23-26 a Resolution Setting the Monthly Water and Sewer Rates for 2024

**New Business:**

➤ Approval of Resolution 23-27 a Resolution Accepting a donation to the City of Browns Valley in the amount of \$20.00 from Jerry and Diane Johnson.

➤ Approval of Resolution 23-28 a Resolution Authorizing the City of Browns Valley To Acquire by Tax Forfeiture Land PID 20-0399000

➤ Approval of the quote from Dakota Pump and Control for Replacement of Soft Start of \$5,600.00 and repair Hydromatic Pump for \$5,060.00 for a total of \$10,660.00

➤ The meeting will be closed pursuant to Minn. Stat. 13D.05, Subd. 3(d)(1): to determine the asking price for real or personal property to be sold by the government entity. The real property to be disclosed is the City's property located at 106 4th Street - the Browns Valley Community Center

**Other Business:**

**Public Comment:**

**Dates:** November 20<sup>th</sup> Sheriff Meeting 9:00 AM- EDA Meeting 4:00 PM

December 4<sup>th</sup> Notice of Hearing on Proposed Assessments 5:30 PM

December 4<sup>th</sup> Truth and Taxation Hearing 6:00 PM

December 18<sup>th</sup> Final Tax Levy to County Auditor

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

**Next scheduled meeting Monday November 27<sup>th</sup> - 5:30 PM**

**Adjournment: Time \_\_\_\_\_**



## Browns Valley Regular City Council Meeting Approved Minutes October 23, 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, Code Enforcement Officer Terry Biewer, and City Attorney Matt Franzese.

### **Absent:**

**Others Present:** Edith Foren, Tina Bartz, and Arlene Reinart. Bidders-Jim Krueger, Beau Cunningham, Dick Serocki,

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 Miller, the Council unanimously approved the agenda.

### **Consent Agenda:**

- Upon a motion by Madison with a second by Miller, the Council unanimously approved the October 9<sup>th</sup>, 2023, Regular Meeting Minutes.
- Upon a motion by Biewer with a second by Dobbs, the Council unanimously approved the claims for a grand total of \$55,470.10 including Wages (October 16<sup>th</sup>= \$6,710.05) and the Claims (October 9<sup>th</sup>= \$48,760.05).

### **Department Reports:**

- Library Director Piechowski reported on activities at the library.
- City Maintenance 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.
- City Attorney Franzese gave a verbal report on actions performed for the City of Browns Valley.

### **Unfinished Business:**

None at this time.

**New Business:**

- Upon a motion by Biewer with a second by Miller, the Council unanimously approved of the new Ambulance members Ally Lindahl and Kelly Larson.
- Upon a motion by Biewer with a second by Dobbs, the Council unanimously approved of the Establishment of Ordinance Section 130.06 an Ordinance Dealing with Prohibiting Loitering.
- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved the Summary of Ordinance Section 130.06 for publication.
- The Council tabled the Resolution 23-26 a Resolution Authorizing the City of Browns Valley To Acquire by Tax Forfeiture Land PID 20-0399000 (714 W Broadway).
- The Council tabled the Resolution 23-27 a Resolution Setting the Monthly Water and Sewer Rates for 2024.
- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved of the quote for cement sidewalk/flatwork and curb for \$4,180.00 from Logan Iverson.
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved to leave the office hours as Tuesday 8:30-5:00 Wednesday 8:30-5:00 Thursday 8:30-5:00 Closed Monday and Friday.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved of the \$40.00 bid for the Lund boat from Jim Krueger.
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved of the \$75.00 bid for the granary from Jerry Johnson.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of the \$600.00 bid for the Kawaski Mule from Dick Serocki.

**Public Comment:** None at this time

**Other Business:**

- Upon a motion by Miller with a second by Madison, the Council unanimously approved of City Maintenance Supervisor Tony Serocki to contact Aquastore for the maintenance Tank Inspection Proposal.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved the Engineer Widseth quote from Thein Well for the drilling costs to search for a new water source for the City by installing, developing, and conducting a pump test of 6-inch diameter test well.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of a meter pit for a property out of city limits.

**Browns Valley Regular City Council Meeting Approved Minutes  
October 23, 2023**

- Mayor Heck and Council member Madison will have further discussion with county on the Sheriff's Contract.

**Dates:**

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 November 13<sup>th</sup> at 5:30 p.m.**

The meeting adjourned at 6:26 p.m.

Minutes submitted by:

Approved by:

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

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

BROWNS VALLEY, MN

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\*Check Summary Register©

Batch: EOM Oct pymnts,Claims111323

Name	Check Date	Check Amt	
<b>10100 PRAIRIE SUN BANK</b>			
13272e VERIZON WIRELESS	10/27/2023	\$70.50	Ambulance cell
13273e AFLAC	11/2/2023	\$579.57	
13274e MN DEPT OF REVENUE	11/2/2023	\$545.22	
13275e MN DEPT OF REVENUE	11/2/2023	\$738.00	Comm Water
13276e IRS	11/2/2023	\$2,894.39	Federal
13277e PUBLIC EMPLOYEES RETIREME	11/3/2023	\$1,343.37	
13278e BLUE CROSS BLUE SHIELD OF	11/7/2023	\$12.82	Oct employee vision ins
13279e VALLEY TELEPHONE CO	11/7/2023	\$718.45	2871,2872,2243,lift stations
13280e TRAVERSE ELECTRIC COOP, IN	11/7/2023	\$153.25	monthly statement (water)
13281e MN PEIP - C/O MMB FISCAL SVC	11/8/2023	\$3,454.62	Dec Insurance Arlene, Jodi, Tony
20244 First Lease LLC	10/24/2023	\$74,185.90	City Shop
20245 KIBBLE EQUIPMENT LLC	10/24/2023	\$5,940.00	Rotary mower
20265 BARBARA CARL	10/31/2023	(\$2,500.00)	EMT Class Initial x 2
20265 BARBARA CARL	10/31/2023	\$2,500.00	EMT Class Initial x 2
20266 BRANDON COMMUNICATIONS I	10/31/2023	\$1,040.76	check radio specs and test operations
20267 CENEX FLEET FUELING	10/31/2023	\$507.67	#6 Fire Department
20268 GREAT PLAINS FIRE	10/31/2023	\$885.00	ISO Pump test and repair
20269 HENRY SCHEIN, INC	10/31/2023	\$382.76	ambulance supplies
20270 JODI HOOK-HANSEN	10/31/2023	\$235.14	office supplies
20271 MIDWEST POWERSPORTS, INC.	10/31/2023	\$13,897.00	2024 Ranger
20272 WEGWORTH, LAURA	11/6/2023	\$71.25	10/22 to 10/28 5 hrs
20273 # 2 Welding & Repair	11/13/2023	\$1,205.49	weld up railing for shop
20274 AMBULANCE CLAIMS PROCESSI	11/13/2023	\$138.00	October
20275 BAKER & TAYLOR	11/13/2023	\$176.79	10 - books
20276 BRANDON COMMUNICATIONS I	11/13/2023	\$1,360.32	8-EFJ batteries and charger
20277 BROWNS VALLEY HARDWAREH	11/13/2023	\$590.97	shop supplies
20278 BROWNS VALLEY HARDWAREH	11/13/2023	\$19.99	library toilet repairs
20279 BUSINESS CARD	11/13/2023	\$160.08	DVD's
20280 CARQUEST OF ORTONVILLE	11/13/2023	\$57.27	oil absorb etc..shop supplies
20281 CENTER POINT LARGE PRINT	11/13/2023	\$54.54	2-large print books
20282 CHS Inc.	11/13/2023	\$2,907.53	Ruby Fieldmaster equipment fuel
20283 DAKOTA PUMP & CONTROL INC	11/13/2023	\$976.00	main lift float repairs
20284 DISPLAY SALES	11/13/2023	\$249.00	Christmas decoration bulbs
20285 DUFFIELD, DAVID	11/13/2023	\$75.00	straw bales for control structures at ponds
20286 Gazette Publishing Company	11/13/2023	\$202.25	Surplus Equipment for Sale
20287 GOPHER STATE ONE-CALL	11/13/2023	\$9.45	October billing
20288 LAKES COUNTRY SERVICE CO-	11/13/2023	\$115.00	2024 LCSC Membership
20289 MACQUEEN EQUIPMENT	11/13/2023	\$18,456.08	6 coats pants and gear
20290 MAYNARDS FOOD CENTER	11/13/2023	\$8.58	library supplies
20291 MIDWEST TAPE LLC	11/13/2023	\$88.80	35 digital books
20292 MIKE JACOBSON	11/13/2023	\$400.00	November
20293 MILBANK WINWATER WORKS	11/13/2023	\$546.46	watemain repairs
20294 M-R SIGN INC	11/13/2023	\$232.62	street signs and bracket assembly
20295 SCHMIDT LAW + CONSULTING	11/13/2023	\$600.00	City Limit Boundary
20296 TRI STATE WATER, INC.	11/13/2023	\$29.35	Acct# 1029106
20297 VIG LUMBER CO.	11/13/2023	\$102.60	lumber new shop
20298 VIKING LIBRARY SYSTEM	11/13/2023	\$1,745.00	Overdrive subscription 2023
<b>Total Checks</b>		<b>\$138,162.84</b>	

FILTER: (([Act Year]='2023' and [period] in (10,11))) and (Source in ('EOM Oct pymnts','Claims111323'))

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## Payments

Current Period: October 2023

Payment Batch EOM Oct pymnts		\$99,644.73	
Refer	1195 <u>First Lease LLC</u>	Ck# 020244	10/24/2023
Cash Payment	E 101-43000-500 Capital Outlay (GENERA	City Shop	\$74,185.90
Invoice Structural			
Transaction Date	10/24/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$74,185.90
Refer	1197 <u>KIBBLE EQUIPMENT LLC</u>	Ck# 020245	10/24/2023
Cash Payment	E 601-49400-500 Capital Outlay (GENERA	Rotary mower	\$1,980.00
Invoice			
Cash Payment	E 602-49450-500 Capital Outlay (GENERA	Hydraulic offset	\$1,980.00
Invoice			
Cash Payment	E 101-43000-500 Capital Outlay (GENERA	540 RPM PTO	\$1,980.00
Invoice			
Transaction Date	10/24/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$5,940.00
Refer	1199 <u>GENEX FLEET CARD</u>	Ck# 020267	10/31/2023
Cash Payment	E 101-42260-212 Motor Fuels	#6 Fire Department	\$65.75
Invoice			
Cash Payment	E 101-42153-212 Motor Fuels	#3 Ambulance	\$167.01
Invoice			
Cash Payment	E 101-43000-212 Motor Fuels	#4 Maintenance	\$127.92
Invoice			
Cash Payment	E 601-49400-212 Motor Fuels	#4 Maintenance	\$63.96
Invoice			
Cash Payment	E 602-49450-212 Motor Fuels	#4 Maintenance	\$63.97
Invoice			
Cash Payment	E 101-45000-212 Motor Fuels	#4 Maintenance	\$19.06
Invoice			
Transaction Date	10/26/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$507.67
Refer	1200 <u>BRANDON COMMUNICATIONS</u>	Ck# 020266	10/31/2023
Cash Payment	E 101-42153-220 Repair/Maint Supply (GE	check radio specs and test operations	\$265.70
Invoice INV 36408 10/13/2023			
Cash Payment	E 101-42260-220 Repair/Maint Supply (GE	check radio specs and test operations	\$775.06
Invoice INV 36419 10/13/2023			
Transaction Date	10/26/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,040.76
Refer	1201 <u>BARBARA CARL</u>	Ck# 020265	10/31/2023
Cash Payment	E 101-42153-208 Training and Instruction	EMT Class Initial x 2	\$2,500.00
Invoice 10212023.1 10/21/2023			
Transaction Date	10/27/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$2,500.00
Refer	1202 <u>JODI HOOK-HANSEN</u>	Ck# 020270	10/31/2023
Cash Payment	E 101-41000-200 Office Supplies (GENER	office supplies	\$235.14
Invoice			
Transaction Date	10/27/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$235.14
Refer	1203 <u>GREAT PLAINS FIRE</u>	Ck# 020268	10/31/2023
Cash Payment	E 101-42260-220 Repair/Maint Supply (GE	ISO Pump test and repair	\$885.00
Invoice 7794 10/4/2023			
Transaction Date	10/27/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$885.00
Refer	1204 <u>HENRY SCHEIN, INC</u>	Ck# 020269	10/31/2023

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Payments

Current Period: October 2023

Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies		\$382.76
Invoice	59240545	10/12/2023		
Transaction Date	10/27/2023	PRAIRIE SUN BANK	10100	<b>Total</b> \$382.76
Refer	1205 VERIZON WIRELESS	<u>Ck# 013272E 10/27/2023</u>		
Cash Payment	E 101-42153-321 Telephone	Ambulance cell		\$70.50
Invoice				
Transaction Date	10/27/2023	PRAIRIE SUN BANK	10100	<b>Total</b> \$70.50
Refer	1207 MIDWEST POWERSPORTS, INC.	<u>Ck# 020271 10/31/2023</u>		
Cash Payment	E 101-42260-550 Motor Vehicles	2024 Ranger		\$13,897.00
Invoice	62603	10/30/2023		
Transaction Date	10/31/2023	PRAIRIE SUN BANK	10100	<b>Total</b> \$13,897.00

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$95,556.80
601 WATER FUND		\$2,043.96
602 SEWER FUND		\$2,043.97
		<u>\$99,644.73</u>

Pre-Written Checks	\$99,644.73
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$99,644.73</u>

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\*Check Summary Register©

Batch: EOM Oct pymnts

Name	Check Date	Check Amt	
<b>10100 PRAIRIE SUN BANK</b>			
13272e VERIZON WIRELESS	10/27/2023	\$70.50	Ambulance cell
20244 First Lease LLC	10/24/2023	\$74,185.90	City Shop
20245 KIBBLE EQUIPMENT LLC	10/24/2023	\$5,940.00	Rotary mower
20265 BARBARA CARL	10/31/2023	(\$2,500.00)	EMT Class Initial x 2
20265 BARBARA CARL	10/31/2023	\$2,500.00	EMT Class Initial x 2
20266 BRANDON COMMUNICATIONS I	10/31/2023	\$1,040.76	check radio specs and test operations
20267 CENEX FLEET FUELING	10/31/2023	\$507.67	#6 Fire Department
20268 GREAT PLAINS FIRE	10/31/2023	\$885.00	ISO Pump test and repair
20269 HENRY SCHEIN, INC	10/31/2023	\$382.76	ambulance supplies
20270 JODI HOOK-HANSEN	10/31/2023	\$235.14	office supplies
20271 MIDWEST POWERSPORTS, INC.	10/31/2023	\$13,897.00	2024 Ranger
	<b>Total Checks</b>	<b>\$97,144.73</b>	

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FILTER: (([Act Year]='2023' and [period] in (10,11))) and (Source in ('EOM Oct pymnts'))



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## Payments

Current Period: November 2023

Payment Batch Claims111323		\$41,018.11	
<b>Refer</b>	<u>1208 M-R SIGN INC</u>	<u>Ck# 020294 11/13/2023</u>	
Cash Payment	E 101-43000-210 Operating Supplies (GE street signs and bracket assembly		\$208.02
Invoice	222066 10/26/2023		
Cash Payment	E 101-43000-333 Freight and Express street signs and bracket assembly		\$24.60
Invoice	222066 10/26/2023		
Transaction Date	11/2/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$232.62
<b>Refer</b>	<u>1209 GAZETTE PUBLISHING COMPANY</u>	<u>Ck# 020286 11/13/2023</u>	
Cash Payment	E 101-41000-340 Advertising Surplus Equipment for Sale		\$95.00
Invoice	10/26/2023		
Cash Payment	E 101-41000-340 Advertising Notice: Loitering within the city		\$107.25
Invoice	10/26/2023		
Transaction Date	11/2/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$202.25
<b>Refer</b>	<u>1210 GOPHER STATE ONE-CALL</u>	<u>Ck# 020287 11/13/2023</u>	
Cash Payment	E 601-49400-300 Professional Svcs (GENE October billing		\$4.72
Invoice	3100255 10/31/2023		
Cash Payment	E 602-49450-300 Professional Svcs (GENE October billing		\$4.73
Invoice	3100255 10/31/2023		
Transaction Date	11/2/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$9.45
<b>Refer</b>	<u>1211 MACQUEEN EQUIPMENT</u>	<u>Ck# 020289 11/13/2023</u>	
Cash Payment	E 101-42260-429 Misc Grant Items for Rei 6 coats pants and gear		\$18,456.08
Invoice	P21487 10/30/2023		
Transaction Date	11/2/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$18,456.08
<b>Refer</b>	<u>1212 DUFFIELD, DAVID</u>	<u>Ck# 020285 11/13/2023</u>	
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE straw bales for control structures at ponds		\$75.00
Invoice			
Transaction Date	11/2/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$75.00
<b>Refer</b>	<u>1213 DISPLAY SALES</u>	<u>Ck# 020284 11/13/2023</u>	
Cash Payment	E 101-41000-210 Operating Supplies (GE Christmas decoration bulbs		\$249.00
Invoice	INV0912 10/30/2023		
Transaction Date	11/2/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$249.00
<b>Refer</b>	<u>1214 CHS INC.</u>	<u>Ck# 020282 11/13/2023</u>	
Cash Payment	E 101-43000-212 Motor Fuels 621.4 gals Ruby Fieldmaster equipment fuel		\$1,599.14
Invoice	FS5-IG5122 10/31/2023		
Cash Payment	E 602-49450-212 Motor Fuels Ruby Fieldmaster equipment fuel		\$1,017.64
Invoice	FS5-IG5122 10/31/2023		
Cash Payment	E 601-49400-212 Motor Fuels Ruby Fieldmaster equipment fuel		\$290.75
Invoice	FS5-IG5122 10/31/2023		
Transaction Date	11/2/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$2,907.53
<b>Refer</b>	<u>1215 WEGWORTH, LAURA</u>	<u>Ck# 020272 11/6/2023</u>	
Cash Payment	E 101-41000-300 Professional Svcs (GENE 10/22 to 10/28 5 hrs		\$71.25
Invoice			
Transaction Date	11/2/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$71.25
<b>Refer</b>	<u>1216 AFLAC</u>	<u>Ck# 013273E 11/2/2023</u>	

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## Payments

Current Period: November 2023

Cash Payment	G 101-21708 AFLAC		\$579.57
Invoice			
Transaction Date	11/2/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$579.57
Refer	<u>1217 MN DEPT OF REVENUE SW</u>	<u>Ck# 013274E 11/2/2023</u>	
Cash Payment	G 101-21702 State Withholding		\$545.22
Invoice			
Transaction Date	11/2/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$545.22
Refer	<u>1218 MN DEPT OF REVENUE ST</u>	<u>Ck# 013275E 11/2/2023</u>	
Cash Payment	E 601-49400-441 Sales tax	Comm Water	\$56.00
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	11/2/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$738.00
Refer	<u>1219 IRS</u>	<u>Ck# 013276E 11/2/2023</u>	
Cash Payment	G 101-21701 Federal Withholding	Federal	\$603.69
Invoice			
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare	\$2,290.70
Invoice			
Transaction Date	11/2/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$2,894.39
Refer	<u>1220 PUBLIC EMPLOYEES RETIREMEN</u>	<u>Ck# 013277E 11/3/2023</u>	
Cash Payment	G 101-21704 PERA		\$1,343.37
Invoice			
Transaction Date	11/3/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,343.37
Refer	<u>1221 BRANDON COMMUNICATIONS</u>	<u>Ck# 020276 11/13/2023</u>	
Cash Payment	E 101-42260-210 Operating Supplies (GE	8-EFJ batteries and charger	\$1,325.00
Invoice INV-36436 10/24/2023			
Cash Payment	E 101-42260-333 Freight and Express	8-EFJ batteries and charger	\$35.32
Invoice INV-36436 10/24/2023			
Transaction Date	11/3/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,360.32
Refer	<u>1222 DAKOTA PUMP &amp; CONTROL</u>	<u>Ck# 020283 11/13/2023</u>	
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	main lift float repairs	\$976.00
Invoice 29464 10/25/2023			
Transaction Date	11/3/2023	PRAIRIE SUN BANK 10100	<b>Total</b> \$976.00
Refer	<u>1223 BROWNS VALLEY HARDWARE HA</u>	<u>Ck# 020277 11/13/2023</u>	
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop supplies	\$94.50
Invoice			
Cash Payment	E 601-49400-210 Operating Supplies (GE	shop supplies	\$94.49
Invoice			
Cash Payment	E 602-49450-210 Operating Supplies (GE	shop supplies	\$94.50
Invoice			
Cash Payment	E 101-42260-210 Operating Supplies (GE	fire dept supplies	\$171.34
Invoice			
Cash Payment	E 601-49400-210 Operating Supplies (GE	water supplies	\$26.60
Invoice			

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## Payments

Current Period: November 2023

Cash Payment Invoice	E 101-41000-220 Repair/Maint Supply (GE	community center repairs		\$8.18
Cash Payment Invoice	E 101-43000-210 Operating Supplies (GE	plow truck		\$7.49
Cash Payment Invoice	E 101-45000-210 Operating Supplies (GE	parks antifreeze		\$29.94
Cash Payment Invoice	E 101-41000-210 Operating Supplies (GE	city hall supplies		\$9.96
Cash Payment Invoice	E 101-41000-210 Operating Supplies (GE	city hall furnace filter		\$17.99
Cash Payment Invoice	E 101-42153-210 Operating Supplies (GE	ambulance furnace filter		\$17.99
Cash Payment Invoice	E 101-42260-210 Operating Supplies (GE	fire dept furnace filter		\$17.99
Transaction Date	11/3/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$590.97
Refer	1224 BLUE CROSS BLUE SHIELD OF MN	<u>Ck# 013278E 11/7/2023</u>		
Cash Payment Invoice	G 101-21710 Other Deductions	Oct employee vision ins		\$12.82
Transaction Date	11/1/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$12.82
Refer	1225 AMBULANCE CLAIMS PROCESSIN	<u>Ck# 020274 11/13/2023</u>		
Cash Payment Invoice	E 101-42153-300 Professional Svcs (GENE	October		\$138.00
Transaction Date	11/1/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$138.00
Refer	1226 SCHMIDT LAW + CONSULTING	<u>Ck# 020295 11/13/2023</u>		
Cash Payment Invoice	E 101-41610-304 Legal Fees	City Limit Boundary		\$600.00
Transaction Date	11/3/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$600.00
Refer	1227 VIG LUMBER	<u>Ck# 020297 11/13/2023</u>		
Cash Payment Invoice	E 101-43000-210 Operating Supplies (GE	lumber new shop		\$102.60
Transaction Date	10/26/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$102.60
Refer	1228 VALLEY TELEPHONE	<u>Ck# 013279E 11/7/2023</u>		
Cash Payment Invoice	E 602-49450-321 Telephone	2871,2872,2243,lift stations		\$111.53
Cash Payment Invoice	E 101-41000-321 Telephone	2127, Fax Village Hall		\$40.19
Cash Payment Invoice	E 101-41000-321 Telephone	2110, Phone, Village Hall		\$306.71
Cash Payment Invoice	E 211-45500-321 Telephone	2318, 2125, Library		\$46.70
Cash Payment Invoice	E 101-43000-321 Telephone	2846, Maintenance Dept.		\$133.17
Cash Payment Invoice	E 101-41000-321 Telephone	wifi Community Center		\$80.15
Transaction Date	11/7/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$718.45
Refer	1229 #2 WELDING & REPAIR	<u>Ck# 020273 11/13/2023</u>		

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## Payments

Current Period: November 2023

Cash Payment	E 101-43000-210 Operating Supplies (GE	weld up railing for shop		\$1,198.67
Invoice 11697	10/12/2023			
Cash Payment	E 101-43000-210 Operating Supplies (GE	steel		\$6.82
Invoice 11734	10/30/2023			
Transaction Date	11/7/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$1,205.49
Refer	1230 TRAVERSE ELECTRIC COOP, INC	<u>Ck# 013280E 11/7/2023</u>		
Cash Payment	E 601-49400-381 Electric Utilities	monthly statement (water)		\$40.97
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	monthly statement (wastewater)		\$112.28
Invoice				
Transaction Date	11/7/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$153.25
Refer	1231 MILBANK WINWATER WORKS	<u>Ck# 020293 11/13/2023</u>		
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	watermain repairs		\$267.42
Invoice 187382 03	10/4/2023			
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	watermain repairs		\$70.00
Invoice 187845 01	10/19/2023			
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	watermain repairs		\$209.04
Invoice 187382 05	10/19/2023			
Transaction Date	11/7/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$546.46
Refer	1232 CARQUEST OF ORTONVILLE	<u>Ck# 020280 11/13/2023</u>		
Cash Payment	E 101-43000-210 Operating Supplies (GE	oil absorb etc..shop supplies		\$57.27
Invoice 8923-194795	10/11/2023			
Transaction Date	11/7/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$57.27
Refer	1233 TRI STATE WATER, INC.	<u>Ck# 020296 11/13/2023</u>		
Cash Payment	E 101-41000-200 Office Supplies (GENER	Acct# 1029106		\$29.35
Invoice	11/1/2023			
Transaction Date	11/7/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$29.35
Refer	1234 MIKE JACOBSON	<u>Ck# 020292 11/13/2023</u>		
Cash Payment	E 101-42400-300 Professional Svcs (GENE	November		\$400.00
Invoice				
Transaction Date	11/8/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$400.00
Refer	1235 VIKING LIBRARY SYSTEM	<u>Ck# 020298 11/13/2023</u>		
Cash Payment	E 211-45500-435 Books and Pamphlets	Overdrive subscription 2023		\$818.00
Invoice 1675	11/2/2023			
Cash Payment	E 211-45500-210 Operating Supplies (GE	IT Support for computers and peripherals 2023		\$900.00
Invoice 1675	11/2/2023			
Cash Payment	E 211-45500-410 Rentals (GENERAL)	CD/DVD cleaning 2023		\$27.00
Invoice 1675	11/2/2023			
Transaction Date	11/8/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$1,745.00
Refer	1236 CENTER POINT LARGE PRINT	<u>Ck# 020281 11/13/2023</u>		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	2-large print books		\$54.54
Invoice 2054582	11/3/2023			
Transaction Date	11/8/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$54.54
Refer	1237 BUSINESS CARD	<u>Ck# 020279 11/13/2023</u>		
Cash Payment	E 211-45500-437 Tapes/CD s/Movies	DVD's		\$54.15
Invoice				

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## Payments

Current Period: November 2023

Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$85.93
<b>Invoice</b>				
Cash Payment	E 211-45500-433 Dues and Subscriptions	Good Housekeeping 2 yr magazine		\$20.00
<b>Invoice</b>				
Transaction Date	11/8/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$160.08
Refer	1238 BAKER & TAYLOR	<u>Ck# 020275 11/13/2023</u>		
Cash Payment	E 211-45500-435 Books and Pamphlets	10 - books		\$175.04
Invoice	2037911230	10/31/2023		
Cash Payment	E 211-45500-333 Freight and Express	books		\$1.75
Invoice	2037911230	10/31/2023		
Transaction Date	11/8/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$176.79
Refer	1239 BROWNS VALLEY HARDWARE HA	<u>Ck# 020278 11/13/2023</u>		
Cash Payment	E 211-45500-220 Repair/Maint Supply (GE	library toilet repairs		\$19.99
Invoice	23308/1	10/25/2023		
Transaction Date	11/8/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$19.99
Refer	1240 MIDWEST TAPE LLC	<u>Ck# 020291 11/13/2023</u>		
Cash Payment	E 211-45500-435 Books and Pamphlets	35 digital books		\$77.61
Invoice	504558615			
Cash Payment	E 211-45500-437 Tapes/CD s/Movies	5-digital videos		\$11.19
Invoice	504558615			
Transaction Date	11/8/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$88.80
Refer	1241 MAYNARDS FOOD CENTER	<u>Ck# 020290 11/13/2023</u>		
Cash Payment	E 211-45500-220 Repair/Maint Supply (GE	library supplies		\$8.58
Invoice	8664	10/21/2023		
Transaction Date	11/8/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$8.58
Refer	1242 LAKES COUNTRY SERVICE CO-OP	<u>Ck# 020288 11/13/2023</u>		
Cash Payment	E 101-41000-433 Dues and Subscriptions	2024 LCSC Membership		\$115.00
<b>Invoice</b>				
Transaction Date	11/8/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$115.00
Refer	1243 PEIP	<u>Ck# 013281E 11/8/2023</u>		
Cash Payment	G 101-21706 Health Insurance	Dec Insurance Arlene, Jodi, Tony		\$3,454.62
Invoice	1326392			
Transaction Date	11/8/2023	PRAIRIE SUN BANK 10100	<b>Total</b>	\$3,454.62

### Fund Summary

	10100 PRAIRIE SUN BANK
101 GENERAL FUND	\$34,583.96
211 LIBRARY	\$2,300.48
601 WATER FUND	\$1,059.99
602 SEWER FUND	\$2,391.68
603 REFUSE (GARBAGE) FUND	\$682.00
	<u>\$41,018.11</u>

Pre-Written Checks	\$41,018.11
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$41,018.11</u>

BROWNS VALLEY, MN

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\*Check Summary Register©

Batch: Claims111323

Name	Check Date	Check Amt	
<b>10100 PRAIRIE SUN BANK</b>			
13273e	AFLAC	11/2/2023	\$579.57
13274e	MN DEPT OF REVENUE	11/2/2023	\$545.22
13275e	MN DEPT OF REVENUE	11/2/2023	\$738.00 Comm Water
13276e	IRS	11/2/2023	\$2,894.39 Federal
13277e	PUBLIC EMPLOYEES RETIREME	11/3/2023	\$1,343.37
13278e	BLUE CROSS BLUE SHIELD OF	11/7/2023	\$12.82 Oct employee vision ins
13279e	VALLEY TELEPHONE CO	11/7/2023	\$718.45 2871,2872,2243,lift stations
13280e	TRAVERSE ELECTRIC COOP, IN	11/7/2023	\$153.25 monthly statement (water)
13281e	MN PEIP - C/O MMB FISCAL SVC	11/8/2023	\$3,454.62 Dec Insurance Arlene, Jodi, Tony
20272	WEGWORTH, LAURA	11/6/2023	\$71.25 10/22 to 10/28 5 hrs
20273	# 2 Welding & Repair	11/13/2023	\$1,205.49 weld up railing for shop
20274	AMBULANCE CLAIMS PROCESSI	11/13/2023	\$138.00 October
20275	BAKER & TAYLOR	11/13/2023	\$176.79 10 - books
20276	BRANDON COMMUNICATIONS I	11/13/2023	\$1,360.32 8-EFJ batteries and charger
20277	BROWNS VALLEY HARDWAREH	11/13/2023	\$590.97 shop supplies
20278	BROWNS VALLEY HARDWAREH	11/13/2023	\$19.99 library toilet repairs
20279	BUSINESS CARD	11/13/2023	\$160.08 DVD's
20280	CARQUEST OF ORTONVILLE	11/13/2023	\$57.27 oil absorb etc..shop supplies
20281	CENTER POINT LARGE PRINT	11/13/2023	\$54.54 2-large print books
20282	CHS Inc.	11/13/2023	\$2,907.53 Ruby Fieldmaster equipment fuel
20283	DAKOTA PUMP & CONTROL INC	11/13/2023	\$976.00 main lift float repairs
20284	DISPLAY SALES	11/13/2023	\$249.00 Christmas decoration bulbs
20285	DUFFIELD, DAVID	11/13/2023	\$75.00 straw bales for control structures at ponds
20286	Gazette Publishing Company	11/13/2023	\$202.25 Surplus Equipment for Sale
20287	GOPHER STATE ONE-CALL	11/13/2023	\$9.45 October billing
20288	LAKES COUNTRY SERVICE CO-	11/13/2023	\$115.00 2024 LCSC Membership
20289	MACQUEEN EQUIPMENT	11/13/2023	\$18,456.08 6 coats pants and gear
20290	MAYNARDS FOOD CENTER	11/13/2023	\$8.58 library supplies
20291	MIDWEST TAPE LLC	11/13/2023	\$88.80 35 digital books
20292	MIKE JACOBSON	11/13/2023	\$400.00 November
20293	MILBANK WINWATER WORKS	11/13/2023	\$546.46 watemain repairs
20294	M-R SIGN INC	11/13/2023	\$232.62 street signs and bracket assembly
20295	SCHMIDT LAW + CONSULTING	11/13/2023	\$600.00 City Limit Boundary
20296	TRI STATE WATER, INC.	11/13/2023	\$29.35 Acct# 1029106
20297	VIG LUMBER CO.	11/13/2023	\$102.60 lumber new shop
20298	VIKING LIBRARY SYSTEM	11/13/2023	\$1,745.00 Overdrive subscription 2023
<b>Total Checks</b>			<b>\$41,018.11</b>

FILTER: (([Act Year]='2023' and [period] in (11))) and (Source in ('Claims111323'))

**RESOLUTION NO. 23-26**

**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 1<sup>st</sup> 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:

<b>2023 Rates</b>		<b>2024 Rates</b>	
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 13<sup>th</sup> day of November, 2023.

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

Attested:

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

**RESOLUTION NO. 23-27**

**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>Jerry/Diane Johnson</b>	<b>Ambulance Operating</b>	<b>\$40.00</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 13<sup>th</sup> day of November, 2023.

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

Attested:

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





**DAKOTA PUMP & CONTROL**

705 QUADDEE 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 #
11/7/2023	9200

Customer Phone	Customer Fax
320-695-2110 office	320-695-2127

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

Project	Rep
Lift Station Repairs	Dave

Description	Qty	U/M	Cost	Total
Elevator Lift: Hydromatic S4MXP1000 Pump S/N 10272480 Repair to Include: Motor Stator Rewind, Upper/Lower Bearings, Upper/Lower Mechanical Seals, Terminal Block, Seal Fail Assembly, O-rings, Pipe Plugs, Mineral Oil, Shop Labor	1	ea	5,060.00	5,060.00
Option #2: New Pump Hydromatic S4MXP1000 Pump, 10hp, 230v, 3ph, 50' cords, Sst Impeller Wear Ring, Powdercoated Impeller	1	ea	15,290.00	15,290.00
Main Lift: Allen Bradley Soft Start ALB-150	1	ea	5,600.00	5,600.00
*Prices exclude freight, taxes, installation and travel expenses. *Prices valid for 1 week. *Delivery is approximately 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.

<b>Subtotal</b>
<b>Sales Tax</b>
<b>Total</b>

Customer Signature \_\_\_\_\_

## Jodi Hook-Hansen

---

**From:** tserocki <tserocki@prtel.com>  
**Sent:** Tuesday, November 7, 2023 1:09 PM  
**To:** Jodi Hook-Hansen  
**Subject:** FW: Browns Valley MN - Pump Station Repairs  
**Attachments:** Estimate 9200.pdf

Sent from my Galaxy

----- Original message -----

**From:** Dave Redlin <Dave@dpc.us.com>  
**Date:** 11/7/23 12:37 PM (GMT-06:00)  
**To:** "'tserocki@prtel.com'" <tserocki@prtel.com>  
**Cc:** Cody Miles <Cody@dpc.us.com>, Wyatt Johnson <wyatt@dpc.us.com>, Darin Waldner <Darin@dpc.us.com>  
**Subject:** Browns Valley MN - Pump Station Repairs

Tony,

Attached is the estimate for the pump repair at the elevator lift and the option for new. Since the impellers were just replaced and the repair cost is 1/3 of new, I would lean toward the repair.

The quote also includes the cost for the new soft start at the Main Lift.

Let me know if this is approved. Call with any questions.

Thanks,



**Dave Redlin**

PRESIDENT  
Main 605-886-4672

Cell 605-881-5268

## Notice of Hearing on Proposed Assessments City of Browns Valley

Notice is hereby given that the council will meet at 5:30 p.m. on December 4, 2023, at the Browns Valley Public Library Meeting Room at 15 3<sup>rd</sup> St. S to consider the following assessments:

Certification Listing	Parcel Description	Service	Amount
502 3rd St N Colleen Cloud	20-0320000	Utility Bill	\$332.97
103 Jefferson St S Jason Zeleniak	20-0189000	Utility Bill	\$423.00
221 Church St S Rita Kloeckner	20-0230000	Rental License	\$215.00
Gary Olsen/Tamara Wilson 123 1 <sup>st</sup> Ave SE	20-0184000	Junk Removal/Utilities	\$422.98
Randy Richter 201 West Broadway	20-0048000	Mowing	\$200.00
Martin Nerison 108 Logan Ave NW	20-0316000	Mowing	\$500.00
Loren Bowen 416 5 <sup>th</sup> Str N	20-0383001	Mowing	\$400.00
Bridget Vandeputte 511 1 <sup>st</sup> Ave SW	20-0176000	Mowing	\$100.00
Brenda Bartz 26 2 <sup>nd</sup> Str N	20-0134000	Mowing	\$300.00
Cheryl Szarke 217 Forest Street Beardsley, MN	16-0071-000	Fire Department Call	\$599.00
Gene McGaa 329 2 <sup>nd</sup> Str N	20-0360000	Utility Bill	\$282.64

Adoption by the council of the proposed assessment may occur at the hearing.

You may at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City of Browns Valley. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at anytime thereafter, pay to the City of Browns Valley the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 5 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 5 percent per year.

**Written or oral objections will be considered at the meeting. No appeal to district court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.**

**Under Minn. Stat. §§ 435.193 to 435.195, the council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older, one retired by virtue of a permanent and total disability, or a member of the National Guard or other reserves ordered to active military service for whom it would be a hardship to make payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law, all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirements of this law, may, within 30 days of the confirmation of the assessment, apply to the city clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.**

An owner may appeal an assessment to district court pursuant to Minn. Stat. § 429.081 by serving notice of the appeal upon the mayor or clerk of the city within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or clerk.

Jodi Hook-Hansen  
City Clerk-Admin-Treasurer