



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

Monday December 04, 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:

Public Hearing:

Notice of Hearing on Proposed Assessments 5:30 PM

Truth and Taxation Hearing 6:00 PM

Visitors: Park Region Scott Toso and Justin Bickett

Consent Agenda

➤ Approval of November 27, 2023 Regular Meeting Minutes

➤ Approval of grand total of \$45,805.97 in claims

Wages: December 1st = \$23,554.49

Claims: December 4th = \$22,251.48

➤ Delinquency report

➤ Treasurers report

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

Communications:

Unfinished Business:

➤ Approval of Security Cameras

➤ Discussion of the budget

New Business:

➤ Approval of Kennel Permit for Beacom-114 1st Ave S.E.

➤ Approval of not waiving the monetary limits on municipal tort liability established by MN Stat 466.04.

6:00 PM **Public Meeting: Truth in Taxation Public Meeting** Final 2024 Budget and Levy

- Public comment and questions

➤ Resolution Approval of the budget

➤ Resolution Approval of the levy at \$370,000.00

Other Business:

Public Comment:

Dates:

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

Next scheduled meeting Monday December 18th - 5:30 PM

Adjournment: Time _____

NOTE: The agenda is produced in advance of the council meeting. The actual meeting may consist of additional items, as may come before the council after the agenda is posted, or during the meeting itself.

Notice of 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 3rd 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 st 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 th Str N	20-0383001	Mowing	\$400.00
Bridget Vandeputte 511 1 st Ave SW	20-0176000	Mowing	\$100.00
Brenda Bartz 26 2 nd 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 nd 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



Browns Valley Regular City Council Meeting Approved Minutes November 27, 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: None

Others Present: Deputy Andy Miller of Traverse County Sheriff Office, Amber Metz Ambulance Manager, 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 Biewer, the Council unanimously approved the November 13, 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 \$66,910.37 including Wages (November 16th = \$7,150.99) and Claims (November 23rd = \$59,759.38).
- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved of Resolution 23-29 a Resolution Accepting a donation to the City of Browns Valley in the amount of \$300.00 from Brenda Reed.

Department Reports:

- Deputy Miller reported on recent law enforcement activity within the City.
- 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.

**Browns Valley Regular City Council Meeting Approved Minutes
November 27, 2023**

- City Attorney Franzese gave a verbal report on actions performed for the City of Browns Valley. City Attorney Matt Franzese asked the Commissioners about the property tax in city limits going to Folsom Township and he requested a sub-committee to meet to further discuss. Biewer and Madison will meet to continue to resolve the topic.

- Amber Metz Ambulance Manager, spoke to the council about additional support for the Ambulance staff. Avel is telemedicine in motion designed to provide staff with doctors and nurses while in transit in the back of the ambulance. Metz received a quote for both ambulances and will inform the Council on quote for one ambulance to approve.
Metz also informed the council of new equipment needed to assist the staff with heaving lifting. It is called a power-load powered cot fastener that improves operator and patient safety by supporting the cot throughout the loading and unloading process. Quote received was \$28,000.00. Metz asked to approve the purchase and will use donation money to reimburse the city.
- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved Metz to purchase the Power-Load Cot from Stryker for the quote of \$28,000.00 and to be reimbursed from Ambulance donation money received.

Unfinished Business:

- Upon a motion by Biewer with a second by Madison, the Council unanimously approved to seek out website development with Creatively ewe by Susan Belanger from Morris, MN

New Business:

Discussion of Security Cameras: Park Region representatives Scott Toso and Justin Bickett will be present at next council meeting.

Discussion of Budget: Council discussed ways to decrease budget and to increase Ambulance and Fire Contracts.

City Attorney Franzese informed the council he will be meeting with a subcommittee to come up with a permanent THC ordinance.

Public Comment: None at this time

Other Business: None at this time

Dates:

Dates: November 20th Sheriff Meeting 9:00 AM- EDA Meeting 4:00 PM

December 4th Notice of Hearing on Proposed Assessments 5:30 PM

December 4th Truth and Taxation Hearing 6:00 PM

December 18th 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 December 4th at 5:30 p.m.

The meeting adjourned at 6:50 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

BROWNS VALLEY, MN

12/01/23 3:46 PM

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Payments

Current Period: November 2023

Payments Batch Claims120423		\$22,251.48	
<u>Refer</u>	<u>1272 AFSCME #65</u>	<u>Ck# 020330 11/29/2023</u>	
Cash Payment	G 101-21707 Union Dues	Darrell Dobbs	\$37.68
Invoice NOV			
Cash Payment	G 101-21707 Union Dues	Arlene Reinart	\$38.20
Invoice NOV			
Cash Payment	G 101-21707 Union Dues	Darrell Dobbs	\$37.68
Invoice DEC			
Cash Payment	G 101-21707 Union Dues	Arlene Reinart	\$38.20
Invoice DEC			
Transaction Date	11/29/2023	PRAIRIE SUN BANK 10100	Total \$151.76
<u>Refer</u>	<u>1273 VERIZON WIRELESS</u>	<u>Ck# 013285E 12/16/2023</u>	
Cash Payment	E 101-42153-321 Telephone	Ambulance cell	\$70.50
Invoice			
Transaction Date	11/29/2023	PRAIRIE SUN BANK 10100	Total \$70.50
<u>Refer</u>	<u>1274 VISA</u>	<u>Ck# 013286E 12/5/2023</u>	
Cash Payment	E 101-41000-200 Office Supplies (GENER	office time clock	\$203.29
Invoice			
Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies	\$53.43
Invoice			
Transaction Date	11/29/2023	PRAIRIE SUN BANK 10100	Total \$256.72
<u>Refer</u>	<u>1275 VISA</u>	<u>Ck# 013287E 12/5/2023</u>	
Cash Payment	E 101-41000-322 Postage	postage	\$132.00
Invoice			
Cash Payment	E 101-41000-200 Office Supplies (GENER	computer monitor for Terry	\$311.01
Invoice			
Cash Payment	E 101-41000-200 Office Supplies (GENER	office supplies	\$59.43
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies (GE	streets supplies	\$89.99
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies (GE	maint supplies	\$15.79
Invoice			
Cash Payment	E 601-49400-210 Operating Supplies (GE	maint supplies	\$9.87
Invoice			
Cash Payment	E 602-49450-210 Operating Supplies (GE	maint supplies	\$9.87
Invoice			
Cash Payment	E 101-45000-210 Operating Supplies (GE	maint supplies	\$3.94
Invoice			
Transaction Date	11/29/2023	PRAIRIE SUN BANK 10100	Total \$631.90
<u>Refer</u>	<u>1276 BROWNS VALLEY FIRE RELIEF</u>		
Cash Payment	E 101-42260-124 Fire Pension Contributio	Supp Fire Aid	\$2,162.98
Invoice			
Cash Payment	E 101-42260-124 Fire Pension Contributio	Fire Aid	\$11,894.78
Invoice			
Cash Payment	E 101-42260-124 Fire Pension Contributio	City Donation	\$3,000.00
Invoice			
Transaction Date	11/29/2023	PRAIRIE SUN BANK 10100	Total \$17,057.76

BROWNS VALLEY, MN

12/01/23 3:46 PM

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Payments

Current Period: November 2023

Refer	1277	CHS INC.	-		
Cash Payment	E 101-43000-210	Operating Supplies (GE	fuel filter		\$13.00
Invoice	FR7	IB5544			
Transaction Date	11/29/2023	PRAIRIE SUN BANK	10100	Total	\$13.00
Refer	1278	BV LIBRARY PETTY CASH	-		
Cash Payment	E 211-45500-322	Postage	postage		\$25.20
Invoice					
Cash Payment	E 211-45500-210	Operating Supplies (GE	library supplies		\$16.33
Invoice					
Transaction Date	11/29/2023	PRAIRIE SUN BANK	10100	Total	\$41.53
Refer	1279	MIKE JACOBSON	-		
Cash Payment	E 101-42400-300	Professional Srvs (GEN	December		\$400.00
Invoice					
Transaction Date	11/29/2023	PRAIRIE SUN BANK	10100	Total	\$400.00
Refer	1280	WEGWORTH, LAURA	Ck# 020331 12/1/2023		
Cash Payment	E 101-41000-300	Professional Srvs (GEN	11/5 to 11/27 10 hrs		\$142.50
Invoice					
Transaction Date	12/1/2023	PRAIRIE SUN BANK	10100	Total	\$142.50
Refer	1281	JOHN GRIMM	-		
Cash Payment	E 101-42260-220	Repair/Maint Supply (G	fire hall sewer repair		\$207.98
Invoice					
Transaction Date	12/1/2023	PRAIRIE SUN BANK	10100	Total	\$207.98
Refer	1282	MIKE HECK	-		
Cash Payment	E 101-41110-331	Travel Expenses	mileage to Ortonville 83 miles + meeting \$50		\$104.37
Invoice					
Transaction Date	12/1/2023	PRAIRIE SUN BANK	10100	Total	\$104.37
Refer	1283	MILBANK WINWATER WORKS	-		
Cash Payment	E 101-42260-220	Repair/Maint Supply (G	fire hall sewer repair		\$565.96
Invoice	188979	01	11/21/2023		
Cash Payment	E 601-49400-220	Repair/Maint Supply (G	water replacement		\$1,209.42
Invoice	188390	01	10/31/2023		
Cash Payment	E 601-49400-220	Repair/Maint Supply (G	water repair		\$5.50
Invoice	187845	04	11/8/2023		
Cash Payment	E 601-49400-220	Repair/Maint Supply (G	water repair		\$1.60
Invoice	187845	03	11/8/2023		
Transaction Date	12/1/2023	PRAIRIE SUN BANK	10100	Total	\$1,782.48
Refer	1284	BROWNS VALLEY HARDWARE HA	-		
Cash Payment	E 101-42260-220	Repair/Maint Supply (G	sewer repairs		\$55.54
Invoice					
Cash Payment	E 101-45000-210	Operating Supplies (GE	parks supplies		\$50.46
Invoice					
Cash Payment	E 101-42153-210	Operating Supplies (GE	ambulance supplies		\$13.43
Invoice					
Cash Payment	E 602-49450-220	Repair/Maint Supply (G	sewer supplies		\$128.40
Invoice					
Cash Payment	E 101-41000-210	Operating Supplies (GE	city hall supplies		\$41.95
Invoice					

Payments

Current Period: November 2023

Cash Payment	E 101-43000-210	Operating Supplies (GE	ultrasorb for diesel spill	\$815.52
Invoice				
Cash Payment	E 101-43000-210	Operating Supplies (GE	streets supplies	\$218.55
Invoice				
Cash Payment	E 101-43000-210	Operating Supplies (GE	shop supplies	\$33.57
Invoice				
Cash Payment	E 601-49400-210	Operating Supplies (GE	shop supplies	\$16.78
Invoice				
Cash Payment	E 602-49450-210	Operating Supplies (GE	shop supplies	\$16.78
Invoice				
Transaction Date	12/1/2023	PRAIRIE SUN BANK	10100	Total \$1,390.98

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$20,811.73
211 LIBRARY		\$41.53
601 WATER FUND		\$1,243.17
602 SEWER FUND		\$155.05
		<u>\$22,251.48</u>

Pre-Written Checks	\$1,253.38
Checks to be Generated by the Computer	\$20,998.10
Total	<u>\$22,251.48</u>

**CITY OF BROWNS VALLEY
RESIDENTIAL KENNEL LICENSE APPLICATION**

Owner: Angie & Patrick Beacom
Property Address: 114 1st Ave S.E.
Mailing Address (if different): P.O. Box 46
Phone: 605-419-2414 Email: _____

Residential Kennel License Fee: \$150.00 (payment must accompany application)

- Maximum # of dogs to be kept at one time: 5 (over 6 months in age)
- Maximum # of cats to be kept at one time: 0 (over 6 months in age)
- Principal Breed(s): Black Lab, German Shepherd, English Creme Golden Retrievers
- Purpose of 3 or more dogs: southern Black mouth Ker
Each animal senses an event or
helps alleviate symptoms of a disability. Some are
emotional support animals, Some are service dogs in
training AKC Breeding & showing events
- Dogs normally kept: inside _____ kennel structure
- Cats normally kept: _____ inside _____ kennel structure

A complete list of requirements is available in City Ordinance Chapter 91.06 (A&B). Applicant(s) understand that they are responsible for all requirements.

The undersigned hereby makes application to the City of Browns Valley for a Kennel License as specified on this form; the undersigned acknowledges that a kennel license is permissive only and does not grant any authority to violate any provision of any City Ordinance or other law or regulation; the undersigned hereby grants the City permission to inspect the premises prior to license approval and at any other reasonable time during the license duration; and the undersigned agrees to abide by the requirements of City Ordinance Chapter 91.06 (A & B); including any special conditions imposed by the City Council as part of any kennel license approval. This Kennel License needs to be approved by the Browns Valley City Council.

Angie Beacom Patrick Beacom
Applicant Signature

11-30-2023
Date

For Office Use Only:

Date Application Received: _____ Public Hearing Date: _____

Council Approval Date: _____ Date Pet Tags Issued: _____

Effective Date: _____ Expiration Date: _____

City Staff Signature

Date



LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Email completed form to your city's underwriter, to pstech@lmc.org, or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary. The decision has the following effects:

- If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: CITY OF BROWNS VALLEY

Check one:

[X] The member DOES NOT WAIVE the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

[] The member WAIVES the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting:

Signature:

Position:

PROPOSAL FORM

Otter Tail Telcom, LLC
230 W Lincoln Ave
Fergus Falls, MN
56537218.998.2000

Proposal Submitted To: City of Browns Valley

Date: 11/27/23

Phone: 320-695-2110

Address: 19 3rd St South PO Box 334

City, State, Zip: Browns Valley, MN 56219

RE: ATTN: Jodi

We hereby submit specifications and estimates for:

1- Ubiquiti UDM Pro SE Security Gateway W/8 POE Ports	\$29.00/mo.
1- Ubiquiti 4TB Internal Hard Drive	\$ 6.95/mo.
1- Ubiquiti G4 Bullet Camera Indoor	\$22.00/mo.
1- Ubiquiti G4 Pro Camera Outdoor	\$32.00/mo.

Misc. Materials: Wire/Connectors	\$150.00
Installation-Training-Programing	\$660.00

*Store Data
Camera Capabilities*

**RESOLUTION APPROVING THE FINAL 2024 OPERATIONAL BUDGET
FOR THE CITY OF BROWNS VALLEY, MINNESOTA**

RESOLUTION NO. 23-31

WHEREAS, Minnesota Statutes 275.065, subd 1(a) states that notwithstanding any law or charter to the contrary, on or before December 28, each taxing authority shall adopt a final budget and shall certify to the County Auditor the final property tax levy for taxes payable in the following year; and

WHEREAS, the City Council of the City of Browns Valley has prepared, EXHIBIT A, a final budget for the operations of the City for the 2024 calendar year;

WHEREAS, a resolution certifying the final levy was adopted on December 4th, 2023 for said budget;

NOW THEREFORE BE IT RESOLVED, by the Council of the City of Browns Valley, County of Traverse, State of Minnesota, that the operational budget for the General Fund and Library, is hereby adopted totaling \$ **\$1,462,550.00**. Said budget may be amended from time to time throughout the year, to conform to the needs of the City.

Adopted by the Browns Valley City Council this 4th day of December, 2023.

Michael J. Heck, Mayor

YES
BIEWER
MADISON
MILLER
DOBBS

NO
BIEWER
MADISON
MILLER
DOBBS

STATE OF MINNESOTA

COUNTY OF TRAVERSE

I, Jodi J Hook-Hansen, duly appointed, qualified, and acting Clerk to the Council for the City of Browns Valley, County of Traverse, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution or motion with the original minutes of proceedings of the Browns Valley City Council, at their session held on the 4th day of December, 2023, now on file in my office and have found the same to be true and correct copy thereof.

Witness my hand and official seal at Browns Valley, Minnesota, the 4th day of December, 2023.

SEAL

Jodi J Hook-Hansen Clerk/Administrator/Treasurer