



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

Monday December 18, 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:

Consent Agenda

- Approval of December 4th, 2023 Regular Meeting Minutes
- Approval of grand total of \$_____ in claims
 - Wages: December 18th = \$
 - Claims: December 18th = \$43,411.02
- Approval of Resolution 23-33 a Resolution Accepting a donation to the City of Browns Valley in the amount of \$1,000 from Prairie Sun Bank, \$8,000 from Riverview Fund, and \$26,350.15 from Beardsley Fireman's Relief.

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

Communications:

Unfinished Business:

- Approval of Security Cameras through Park Region
- Approval of the budget as presented Resolution 23-31

New Business:

- Tobacco License renewal
 - Browns Valley-Cenex
 - Dollar General
- Christmas Decoration Surplus items

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 January 8th- 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 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: Arlene Reinart, Ken Warren, and Edith Foren.

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 with the addition of Resolution 23-32.

Public Hearing: A Hearing for Tax Assessments

- Upon a motion by Biewer with a second by Miller, the Council unanimously approved to deny the written objection received from Martin Nerison in regards to PID 20-031600 to defer the \$500.00 payment of the special assessment. Resolution 23-33
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved the Resolution 22-30, a Resolution Certifying Unpaid Charges.

Visitors: Park Region – Scott Toso and Justin Bicket presented to the Council security cameras for installation.

Consent Agenda:

- Upon a motion by Biewer with a second by Dobbs, the Council unanimously approved the November 27, 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 \$56,981.83 including Wages (December 1st= \$23,554.49) and Claims (December 4th = \$33,427.34).
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the Treasurer's Report.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved the Delinquency Report.

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:

- Approval of Security Cameras
- Discussion of the budget

New Business:

- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved of Resolution 23-32 a Resolution Accepting a donation to the City of Browns Valley in the amount of \$20.00 from Dianne and Jerry Johnson.
- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved of a 5 dog Kennel Permit for Beacom-114 1st Ave S.E.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of not waiving the monetary limits on municipal tort liability established by MN Stat 466.04.

Mayor closed regular session for public meeting at 6:00 pm.

Public Meeting: Truth in Taxation Public Meeting

Mayor opened the public meeting at 6:00 pm

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.

Others present: Ken Warren Edith Foren, and Arlene Reinart.

- Hook-Hansen presented the proposed 2024 budget summary including the tax levy of \$370,000.00
- Public Comment Period
 - Warren spoke about the increase of taxes due to property
- At 6:32 p.m., Mayor Heck closed the Truth in taxation hearing meeting.
- At 6:32 p.m., Mayor Heck re-opened the regular session.
- Resolution Approval of the budget
- Resolution Approval of the levy at \$370,000.00

**Browns Valley Regular City Council Meeting Approved Minutes
December 4, 2023**

- 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

Public Comment: None at this time

Other Business: None at this time

Dates:

December 25th & 26th Closed for Christmas

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

Next scheduled meeting: Monday December 18th at 5:30 p.m.

The meeting adjourned at 7:15 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

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Payments

Current Period: December 2023

Payments Batch Claims121823		\$43,411.02	
Refer	1301 CHS INC.	-	
Cash Payment	E 601-49400-210 Operating Supplies (GE	new shop set up for LP tank	\$532.74
Invoice	FR7 IB5620 11/15/2023		
Cash Payment	E 602-49450-210 Operating Supplies (GE	new shop set up for LP tank	\$532.74
Invoice	FR7 IB5620 11/15/2023		
Cash Payment	E 101-43000-210 Operating Supplies (GE	new shop set up for LP tank	\$266.37
Invoice	FR7 IB5620 11/15/2023		
Cash Payment	E 601-49400-383 Gas Utilities	LP new shop	\$470.74
Invoice	FR7 IB5624 11/13/2023		
Cash Payment	E 602-49450-383 Gas Utilities	LP new shop	\$470.75
Invoice	FR7 IB5624 11/13/2023		
Cash Payment	E 101-43000-383 Gas Utilities	LP new shop	\$235.37
Invoice	FR7 IB5624 11/13/2023		
Cash Payment	E 601-49400-240 Small Tools and Minor E	1000 gal skid tank	\$1,009.20
Invoice	FS5 IG5161 11/6/2023		
Cash Payment	E 602-49450-240 Small Tools and Minor E	1000 gal skid tank	\$1,009.20
Invoice	FS5 IG5161 11/6/2023		
Cash Payment	E 101-43000-240 Small Tools and Minor E	1000 gal skid tank	\$504.60
Invoice	FS5 IG5161 11/6/2023		
Cash Payment	E 101-41000-383 Gas Utilities	LP City Hall/Amb/Fire 11/27/23	\$167.15
Invoice	FR7 IB5723 11/27/2023		
Cash Payment	E 101-42153-383 Gas Utilities	LP City Hall/Amb/Fire 11/27/23	\$167.15
Invoice	FR7 IB5723 11/27/2023		
Cash Payment	E 101-42260-383 Gas Utilities	LP City Hall/Amb?Fire 11/27/23	\$167.15
Invoice	FR7 IB5723 11/27/2023		
Transaction Date	12/6/2023	PRAIRIE SUN BANK 10100	Total \$5,533.16
Refer	1302 GREATER MN PARTNERSHIP	-	
Cash Payment	E 101-46500-433 Dues and Subscriptions	Local Government	\$500.00
Invoice	1369 12/5/2023		
Transaction Date	12/6/2023	PRAIRIE SUN BANK 10100	Total \$500.00
Refer	1303 TRI STATE WATER, INC.	-	
Cash Payment	E 101-41000-200 Office Supplies (GENER	Acct# 1029106	\$29.35
Invoice			
Transaction Date	12/6/2023	PRAIRIE SUN BANK 10100	Total \$29.35
Refer	1304 GOPHER STATE ONE-CALL	-	
Cash Payment	E 601-49400-300 Professional Srvs (GEN	November billing	\$14.17
Invoice	3110255 11/30/2023		
Cash Payment	E 602-49450-300 Professional Srvs (GEN	November billing	\$14.18
Invoice	3110255 11/30/2023		
Transaction Date	12/6/2023	PRAIRIE SUN BANK 10100	Total \$28.35
Refer	1305 FRANZESE, MATTHEW P.	-	
Cash Payment	E 101-41610-304 Legal Fees	December services	\$1,025.00
Invoice			
Transaction Date	12/6/2023	PRAIRIE SUN BANK 10100	Total \$1,025.00
Refer	1306 DAKOTA SUPPLY GROUP	-	

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Payments

Current Period: December 2023

Cash Payment	E 101-43000-220	Repair/Maint Supply (G	street repairs	\$103.52
Invoice	S103277186.001	11/21/2023		
Cash Payment	E 601-49400-220	Repair/Maint Supply (G	hyrant repair parts	\$497.34
Invoice	S103278180.001	11/22/2023		
Transaction Date	12/7/2023	PRAIRIE SUN BANK	10100	Total \$600.86
Refer	1307	BROWNS VALLEY CENEX INC.		-
Cash Payment	E 101-43000-212	Motor Fuels	maint	\$39.32
Invoice	9376	11/16/2023		
Cash Payment	E 601-49400-212	Motor Fuels	maint	\$19.65
Invoice	9376	11/16/2023		
Cash Payment	E 602-49450-212	Motor Fuels	maint	\$19.66
Invoice	9376	11/16/2023		
Transaction Date	12/7/2023	PRAIRIE SUN BANK	10100	Total \$78.63
Refer	1308	#2 WELDING & REPAIR		-
Cash Payment	E 101-43000-240	Small Tools and Minor E	make oil drain pan	\$130.00
Invoice	11813	11/20/2023		
Cash Payment	E 101-41000-340	Advertising	Christmas light hanger for shop	\$32.67
Invoice	11819	11/22/2023		
Transaction Date	12/7/2023	PRAIRIE SUN BANK	10100	Total \$162.67
Refer	1309	TRAVERSE ELECTRIC COOP, INC		Ck# 013296E 12/13/2023
Cash Payment	E 602-49450-381	Electric Utilities	monthly statement (wastewater)	\$112.28
Invoice				
Cash Payment	E 601-49400-381	Electric Utilities	monthly statement (water)	\$40.86
Invoice				
Transaction Date	12/8/2023	PRAIRIE SUN BANK	10100	Total \$153.14
Refer	1310	WEST CENTRAL COMMUNICATIO		-
Cash Payment	E 101-42153-333	Freight and Express	shipping	\$18.00
Invoice	96110S	12/5/2023		
Transaction Date	12/8/2023	PRAIRIE SUN BANK	10100	Total \$18.00
Refer	1311	HAWKINS, INC.		-
Cash Payment	E 601-49400-333	Freight and Express	chemicals freight	\$61.00
Invoice	6642295	12/8/2023		
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	Azone 15	\$450.80
Invoice	6642295	12/8/2023		
Transaction Date	12/11/2023	PRAIRIE SUN BANK	10100	Total \$511.80
Refer	1312	DSI		-
Cash Payment	E 101-46500-300	Professional Svcs (GEN	Econ Dev Services November 11.25 hrs	\$1,406.25
Invoice	14021	12/6/2023		
Transaction Date	12/11/2023	PRAIRIE SUN BANK	10100	Total \$1,406.25
Refer	1313	PEIP		Ck# 013295E 12/12/2023
Cash Payment	G 101-21706	Health Insurance	Arlene, Jodi	\$2,260.04
Invoice				
Transaction Date	12/12/2023	PRAIRIE SUN BANK	10100	Total \$2,260.04
Refer	1314	THE PENWORTHY COMPANY LLC		-
Cash Payment	E 211-45500-429	Misc Grant Items for Rei	books	\$213.93
Invoice	595838			

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Payments

Current Period: December 2023

Cash Payment	E 211-45500-435	Books and Pamphlets	books		\$115.36
Invoice 595838					
Transaction Date	12/13/2023		PRAIRIE SUN BANK	10100	Total \$329.29
Refer	1315	BAKER & TAYLOR			
Cash Payment	E 211-45500-435	Books and Pamphlets	books		\$12.34
Invoice 2037962972 11/28/2023					
Cash Payment	E 211-45500-333	Freight and Express	books		\$0.12
Invoice 2037962972 11/28/2023					
Transaction Date	12/13/2023		PRAIRIE SUN BANK	10100	Total \$12.46
Refer	1316	CENTER POINT LARGE PRINT			
Cash Payment	E 211-45500-435	Books and Pamphlets	large print books		\$83.21
Invoice 2061602 12/3/2023					
Transaction Date	12/13/2023		PRAIRIE SUN BANK	10100	Total \$83.21
Refer	1317	CENGAGE LEARNING			
Cash Payment	E 211-45500-435	Books and Pamphlets	large print books		\$111.26
Invoice 83043353 12/7/2023					
Transaction Date	12/13/2023		PRAIRIE SUN BANK	10100	Total \$111.26
Refer	1318	LAKEVIEW BOOKS			
Cash Payment	E 211-45500-435	Books and Pamphlets	books		\$86.21
Invoice ARU0364504 12/7/2023					
Cash Payment	E 211-45500-333	Freight and Express	books		\$10.00
Invoice ARU0364504 12/7/2023					
Transaction Date	12/13/2023		PRAIRIE SUN BANK	10100	Total \$96.21
Refer	1319	EAST WEST BOOKS			
Cash Payment	E 211-45500-435	Books and Pamphlets	books		\$83.21
Invoice ARU0364238 12/5/2023					
Cash Payment	E 211-45500-333	Freight and Express	books		\$10.00
Invoice ARU0364238 12/5/2023					
Transaction Date	12/13/2023		PRAIRIE SUN BANK	10100	Total \$93.21
Refer	1320	TWIN VALLEY TIRE			
Cash Payment	E 101-43000-220	Repair/Maint Supply (G	2001 Sterling Dump truck tire service		\$33.60
Invoice 328950 12/8/2023					
Cash Payment	E 603-49500-220	Repair/Maint Supply (G	2001 Sterling Dump truck tire service		\$22.40
Invoice 328950 12/8/2023					
Transaction Date	12/13/2023		PRAIRIE SUN BANK	10100	Total \$56.00
Refer	1321	4TH STREET AUTO			
Cash Payment	E 101-43000-220	Repair/Maint Supply (G	94 Chev pickup 2 tires		\$85.34
Invoice 1538 11/28/2023					
Cash Payment	E 601-49400-220	Repair/Maint Supply (G	94 Chev pickup 2 tires		\$85.33
Invoice 1538 11/28/2023					
Cash Payment	E 602-49450-220	Repair/Maint Supply (G	94 Chev pickup 2 tires		\$85.33
Invoice 1538 11/28/2023					
Transaction Date	12/14/2023		PRAIRIE SUN BANK	10100	Total \$256.00
Refer	1322	OFFICE PEEPS			
Cash Payment	E 101-41000-210	Operating Supplies (GE	contract copier ink		\$234.95
Invoice 1048485-0 12/11/2023					

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Payments

Current Period: December 2023

Transaction Date	12/14/2023	PRAIRIE SUN BANK 10100	Total	\$234.95
Refer	1323	TRVERSE COUNTY SHERIFF OFF		
Cash Payment	E 101-42000-300	Professional Svcs (GEN contracted services 4th quarter 2023		\$25,000.00
Invoice	202202281	10/1/2023		
Transaction Date	12/14/2023	PRAIRIE SUN BANK 10100	Total	\$25,000.00
Refer	1325	Creatively Ewe Web Design		
Cash Payment	E 101-41000-309	Software & Design Recreate website		\$4,831.18
Invoice				
Transaction Date	12/14/2023	PRAIRIE SUN BANK 10100	Total	\$4,831.18

Fund Summary

	10100 PRAIRIE SUN BANK
101 GENERAL FUND	\$37,237.01
211 LIBRARY	\$725.64
601 WATER FUND	\$3,181.83
602 SEWER FUND	\$2,244.14
603 REFUSE (GARBAGE) FUND	\$22.40
	<u>\$43,411.02</u>

Pre-Written Checks	\$2,413.18
Checks to be Generated by the Computer	\$40,997.84
Total	<u>\$43,411.02</u>

RESOLUTION NO. 23-33

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:

Donated by	Purpose	Amount donated
Prairie Sun Bank	Purchase Ambulance Equipment	\$1,000.00
Riverview Fund	Purchase Ambulance Equipment	\$8,000.00
Beardsley Fireman’s Relief	Purchase Ambulance Equipment	\$26,350.15

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 18th day of December, 2023.

Mayor / Acting Mayor

Attested:

City Administrator

**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 \$ **\$1,417,250**. 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 18th 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 18th 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 18th day of December, 2023.

SEAL

Jodi J Hook-Hansen Clerk/Administrator/Treasurer