



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

Monday February 12, 2024 - 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, Matt Franzese

Absent:

Visitors: Widseth Engineering

Townships for Fire & Ambulance Contracts

Approval of Agenda:

Consent Agenda

- January 22, 2024 Regular Meeting Minutes
- For a grand total of \$42,040.41
 - Wages: February 1st = \$12,998.62
 - Claims: February 12th = \$22,837.59+\$6,204.20=\$29,041.79
- Treasurer report
- Delinquency report

Department Reports: Ambulance-Fire Department-Public Works-Library-Admin/Code Officer

Unfinished Business:

New Business:

- Approval of hiring Justin Stallman for Fire and Ambulance Department
- Resolution 24-04 a Resolution Removing a Parcel from Tax Increment Financing District No 1-1
- Resolution 24-05 a Resolution Accepting a Donation to the City of Browns Valley from Eugene Anderson in the amount of \$20.00.
- Resolution 24-06 a Resolution Accepting a Grant to the City of Browns Valley from MN Historical and Cultural Heritage Grant in the amount of \$269,681.00
- Approval of Pressure Washer

Public Hearing: To Consider Potential Ambulance Department Equipment Funding Sources for purchase of Stryker Power Load System and Tempus Monitor

- Approval to apply for USDA Grant

Other Business:

Dates: February 19th Office Closed

Items for council to consider for future:

Next scheduled meeting Monday February 26th - 5:30 PM

Adjournment: Time _____

6:00 PM



Browns Valley Regular City Council Meeting Approved Minutes January 22, 2024

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, City Maintenance Supervisor Tony Serocki, Library Director Bernice Piechowski, Code Enforcement Officer Terry Biewer, and City Attorney Matt Franzese.

Absent:

Others Present: Traverse County Sheriff's Deputy Tammy Borgheiinck.

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 Madison, the Council unanimously approved the agenda, with the additions of Resolution 24-02, a Resolution to Adopt an Electronic Funds Wire Transfer Policy for the City of Browns Valley.

Consent Agenda:

- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the January 8, 2024, Regular Meeting Minutes.
- Upon a motion by Biewer with a second by Dobbs, the Council unanimously approved the claims for a grand total of \$54,559.98 including Wages (January 16th = \$7,911.37) and Claims (January 22nd = \$42,272.27).

Department Reports:

- Library Director Piechowski reported on activities at the library.
- City Maintenance Supervisor Serocki gave a report on public works items completed. Serocki informed the Council about the wood that is piled up from the area that was cleaned up for the flood. Serocki asked the Council for direction on how to remove it.
- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved for the Fire Department to burn the wood pile and haul out remaining debris.
- Deputy Borgheiinck reported on recent law enforcement activity within the City.
- 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.

**Browns Valley Regular City Council Meeting Approved Minutes
January 22, 2024**

Unfinished Business: None at this time

New Business:

- Upon a motion by Dobbs with a second by Miller, the Council unanimously denied the quote from Widseth in the amount of \$14,200.00 to apply for DNR Outdoor Recreation Grant.
- Upon a motion by Biewer with a second by Madison, the Council on a 4 to 1 vote approved the quote from Federal Signal Corporation for an Emergency Siren in the amount of \$3,098.00. Dobbs Dissented.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved to have Serocki test the sirens the first Wednesday of the month at 1:00 PM.
- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved to purchase two Wall Exhaust Fans in the amount of \$1,268.98.
- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved Resolution 24-03, a Resolution Accepting a Donation to the City of Browns Valley from West Central Initiative in the amount of \$1,000.00 and Beardsley Area United Fund Drive in the amount of \$752.00.
- Upon a motion by Miller with a second by Biewer, the Council unanimously declared the following items to be surplus: Christmas Decorations and Algae Harvester. Staff was directed to advertise 14 Christmas decorations for \$100.00 each and to take the Algae Harvester to the consignment auction to Sisseton, South Dakota.
- The council reviewed of Fee Schedule and made changes to approve at February 22 City Council Meeting.

Public Comment: None at this time

Other Business: The Council instructed Hook-Hansen to contact townships to attend our next meeting to discuss the Ambulance and Fire Contracts due to increasing rates.

Dates: February 12th Public Hearing for Potential Ambulance Department Equipment Funding Sources.

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

Next scheduled meeting: Monday February 12th at 5:30 p.m.

The meeting adjourned at 7:05 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

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*Check Summary Register©

Batch: Claims021224,AddlClaims021224

Name	Check Date	Check Amt	
10100 PRAIRIE SUN BANK			
13318e	VISA	2/12/2024	\$3,120.25 postage
13319e	VISA	2/12/2024	\$172.23 postcards
13320e	VERIZON WIRELESS	2/16/2024	\$70.51 ambulance cell
13321e	MN DEPT OF REVENUE	2/2/2024	\$710.00 Comm Water
13322e	MN DEPT OF REVENUE	2/2/2024	\$596.65
13323e	IRS	2/2/2024	\$3,403.64 Federal
13324e	PUBLIC EMPLOYEES RETIREME	2/2/2024	\$1,558.21
13325e	BLUE CROSS BLUE SHIELD OF	2/2/2024	\$12.82 Jan employee vision ins
13326e	AFLAC	2/2/2024	\$637.21 January
13327e	TRAVERSE ELECTRIC COOP, IN	2/15/2024	\$170.87 monthly statement (water)
13328e	VALLEY TELEPHONE CO	2/6/2024	\$675.55 2871,2872,2243,lift stations
13329e	MN PEIP - C/O MMB FISCAL SVC	2/8/2024	\$2,260.04 Arlene, Jodi
20506	MADISON NATIONAL LIFE	1/23/2024	\$23.90 February premium
20507	Gazette Publishing Company	1/23/2024	\$88.00 Notice: Potential amb equip funding source
20508	VIG LUMBER CO.	1/24/2024	\$334.93 grandstand
20528	4TH STREET AUTO	2/2/2024	\$1,399.64 Freightliner Tanker 4 batteries and installation
20529	BANYON DATA SYSTEMS, INC.	2/2/2024	\$1,680.00 Fund Support
20530	BRIAN D KOEHN, CPA, PLLC	2/2/2024	\$2,000.00 audit of financial statements year end 2023
20531	BROWNS VALLEY HARDWAREH	2/2/2024	\$695.47 plow truck supplies
20532	BW INC.	2/2/2024	\$115.35 MVTL wastewater testing
20533	CENEX FLEET FUELING	2/2/2024	\$38.73 #3 Ambulance
20534	DAKOTA SUPPLY GROUP	2/2/2024	\$456.66 hydrant anti-freeze solution
20535	GOPHER STATE ONE-CALL	2/2/2024	\$52.70 2024 Annual Facility Operator Fee
20536	JOHN DEERE FINANCIAL	2/2/2024	\$721.85 hydraulic oil
20537	MIKE JACOBSON	2/2/2024	\$400.00 February
20538	Roberts County Landfill	2/2/2024	\$16.00 tire disposal
20539	SAFETY-KLEEN SYSTEMS, INC.	2/2/2024	\$249.23 parts washer solvent
20540	SCHMIDT LEGAL, PLLC	2/2/2024	\$2,100.00 law enforcement contract
20541	SEROCKI EXCAVATING, INC.	2/2/2024	\$2,079.50 water hydrant repair for fire at 408 1st Ave N
20542	VALLEY OFFICE PRODUCTS INC	2/2/2024	\$11.48 office supplies
20543	WEGWORTH, LAURA	2/2/2024	\$92.63 1/21/to 1/29 6.5 hrs
20544	4TH STREET AUTO	2/12/2024	\$169.99 Lift station generator battery
20545	AMBULANCE CLAIMS PROCESSI	2/12/2024	\$230.00 January 2024
20546	BAKER & TAYLOR	2/12/2024	\$149.97 books
20547	TNT-BV ENTERPRISES LLC	2/12/2024	\$32.65 fire dept engine #2
20548	BUSINESS CARD	2/12/2024	\$30.00 MN Library Assn
20549	CARQUEST OF ORTONVILLE	2/12/2024	\$84.03 lift station generators maint
20550	CHS Inc.	2/12/2024	\$945.16 LP City Hall/Amb/Fire 1/8/24
20551	CS DIESEL, INC.	2/12/2024	\$23.11 Lift station #1 fuel filter
20552	DOBBS, DEVAN	2/12/2024	\$605.76 Ranger tires to be reimbursed by BV Fire Relie
20553	DUFFIELD, DAVID	2/12/2024	\$125.00 straw bales to burn tree pile
20554	Gazette Publishing Company	2/12/2024	\$88.00 Notice: Potential amb equip funding source
20555	MIDWEST TAPE LLC	2/12/2024	\$73.77 digital books
20556	MN RIVER VALLEY SCENIC BY	2/12/2024	\$100.00 2024 Funding Request
20557	QUARNSTROM & DOERING PA A	2/12/2024	\$402.60 General Operations
20558	TRI STATE WATER, INC.	2/12/2024	\$37.70 Acct# 1029106
		Total Checks	\$29,041.79

FILTER: ((([Act Year]='2024' and [period] in (2)))) and (Source in ('Claims021224','AddlClaims021224'))

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Payments

Current Period: February 2024

Payment Batch Claims021224		\$22,837.59	
Refer	1405 MADISON NATIONAL LIFE	Ck# 020506	1/23/2024
Cash Payment	E 101-41000-130 Employer Paid Ins (GEN	February premium	\$23.90
Invoice			
Transaction Date	1/22/2024	PRAIRIE SUN BANK 10100	Total \$23.90
Refer	1406 GAZETTE PUBLISHING COMPANY	Ck# 020507	1/23/2024
Cash Payment	E 101-41000-340 Advertising	Notice: Potential amb equip funding source	\$88.00
Invoice			
Transaction Date	1/22/2024	PRAIRIE SUN BANK 10100	Total \$88.00
Refer	1407 VISA	Ck# 013318E	2/12/2024
Cash Payment	E 101-41000-322 Postage	postage	\$8.56
Invoice			
Cash Payment	E 101-41000-322 Postage	stamps	\$132.00
Invoice			
Cash Payment	E 101-41000-322 Postage	utility billing stamped envelopes	\$2,412.50
Invoice			
Cash Payment	E 101-41000-210 Operating Supplies (GE	City Hall supplies	\$212.18
Invoice			
Cash Payment	E 101-41000-200 Office Supplies (GENER	City Hall office supplies	\$129.37
Invoice			
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	waste water generator fluid extractor	\$114.33
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies (GE	lumber for street sign rack	\$111.31
Invoice			
Transaction Date	1/22/2024	PRAIRIE SUN BANK 10100	Total \$3,120.25
Refer	1408 VISA	Ck# 013319E	2/12/2024
Cash Payment	E 101-42153-210 Operating Supplies (GE	postcards	\$140.00
Invoice			
Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies	\$32.23
Invoice			
Transaction Date	1/22/2024	PRAIRIE SUN BANK 10100	Total \$172.23
Refer	1409 VIG LUMBER	Ck# 020508	1/24/2024
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	grandstand	\$334.93
Invoice 04900			
Transaction Date	1/24/2024	PRAIRIE SUN BANK 10100	Total \$334.93
Refer	1410 BANYON DATA SYSTEMS, INC.	Ck# 020529	2/2/2024
Cash Payment	E 101-41000-309 Software & Design	Fund Support	\$840.00
Invoice 00164895 2/1/2024			
Cash Payment	E 101-41000-309 Software & Design	Payroll Support	\$840.00
Invoice 00164895 2/1/2024			
Transaction Date	1/31/2024	PRAIRIE SUN BANK 10100	Total \$1,680.00
Refer	1411 VALLEY OFFICE PRODUCTS INC	Ck# 020542	2/2/2024
Cash Payment	E 101-41000-200 Office Supplies (GENER	office supplies	\$11.48
Invoice INV13552 1/15/2024			
Transaction Date	1/31/2024	PRAIRIE SUN BANK 10100	Total \$11.48
Refer	1412 SEROCKI EXCAVATING, INC.	Ck# 020541	2/2/2024

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Payments

Current Period: February 2024

Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	water hydrant repair for fire at 408 1st Ave N	\$2,079.50
Invoice 15353	1/22/2024		
Transaction Date	1/31/2024	PRAIRIE SUN BANK 10100	Total \$2,079.50
Refer	1413 <u>BRIAN D KOEHN, CPA, PLLC</u>	<u>Ck# 020530 2/2/2024</u>	
Cash Payment	E 101-41000-301 Audit & Acct Services	audit of financial statements year end 2023	\$2,000.00
Invoice 1154	1/31/2024		
Transaction Date	2/1/2024	PRAIRIE SUN BANK 10100	Total \$2,000.00
Refer	1414 <u>DAKOTA SUPPLY GROUP</u>	<u>Ck# 020534 2/2/2024</u>	
Cash Payment	E 601-49400-210 Operating Supplies (GE	hydrant anti-freeze solution	\$456.66
Invoice S103432871.001	1/23/2024		
Transaction Date	2/1/2024	PRAIRIE SUN BANK 10100	Total \$456.66
Refer	1415 <u>JOHN DEERE FINANCIAL</u>	<u>Ck# 020536 2/2/2024</u>	
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	hydraulic oil	\$288.74
Invoice 4110904	1/10/2024		
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	hydraulic oil	\$180.46
Invoice 4110904	1/10/2024		
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	hydraulic oil	\$180.46
Invoice 4110904	1/10/2024		
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	hydraulic oil	\$72.19
Invoice 4110904	1/10/2024		
Transaction Date	2/1/2024	PRAIRIE SUN BANK 10100	Total \$721.85
Refer	1416 <u>SAFETY-KLEEN</u>	<u>Ck# 020539 2/2/2024</u>	
Cash Payment	E 101-43000-210 Operating Supplies (GE	parts washer solvent	\$83.07
Invoice 93555913	1/25/2024		
Cash Payment	E 601-49400-210 Operating Supplies (GE	parts washer solvent	\$83.08
Invoice 93555913	1/25/2024		
Cash Payment	E 602-49450-210 Operating Supplies (GE	parts washer solvent	\$83.08
Invoice 93555913	1/25/2024		
Transaction Date	2/1/2024	PRAIRIE SUN BANK 10100	Total \$249.23
Refer	1417 <u>4TH STREET AUTO</u>	<u>Ck# 020528 2/2/2024</u>	
Cash Payment	E 101-42260-220 Repair/Maint Supply (GE	Freightliner Tanker 4 batteries and installation	\$1,215.96
Invoice 1653	1/23/2024		
Cash Payment	E 101-42153-220 Repair/Maint Supply (GE	2007 Ford Ambulance oil change/maint	\$183.68
Invoice 1649	1/23/2024		
Transaction Date	2/1/2024	PRAIRIE SUN BANK 10100	Total \$1,399.64
Refer	1418 <u>BROWNS VALLEY HARDWARE HA</u>	<u>Ck# 020531 2/2/2024</u>	
Cash Payment	E 101-43000-210 Operating Supplies (GE	plow truck supplies	\$8.49
Invoice			
Cash Payment	E 601-49400-210 Operating Supplies (GE	water supplies	\$59.86
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies (GE	streets supplies	\$70.30
Invoice			
Cash Payment	E 101-42260-210 Operating Supplies (GE	fire dept supplies	\$14.67
Invoice			
Cash Payment	E 101-45000-210 Operating Supplies (GE	parks supplies	\$7.99
Invoice			
Cash Payment	E 602-49450-210 Operating Supplies (GE	sewer supplies	\$29.39
Invoice			

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Payments

Current Period: February 2024

Cash Payment Invoice	E 101-41000-210 Operating Supplies (GE	city hall supplies		\$56.41
Cash Payment Invoice	E 101-42153-220 Repair/Maint Supply (GE	2 - ambulance batteries		\$407.90
Cash Payment Invoice	E 101-43000-210 Operating Supplies (GE	shop supplies		\$30.23
Cash Payment Invoice	E 601-49400-210 Operating Supplies (GE	shop supplies		\$15.11
Cash Payment Invoice	E 602-49450-210 Operating Supplies (GE	shop supplies		\$15.12
Cash Payment Invoice	E 101-42153-220 Repair/Maint Supply (GE	battery core charge		-\$20.00
Transaction Date	2/1/2024	PRAIRIE SUN BANK	10100	Total \$695.47
Refer	1419	<u>ROBERTS COUNTY LANDFILL</u>	<u>Ck# 020538 2/2/2024</u>	
Cash Payment Invoice	E 603-49500-384 Refuse/Garbage Disposa	tire disposal		\$16.00
Transaction Date	2/1/2024	PRAIRIE SUN BANK	10100	Total \$16.00
Refer	1420	<u>MIKE JACOBSON</u>	<u>Ck# 020537 2/2/2024</u>	
Cash Payment Invoice	E 101-42400-300 Professional Srvs (GENE	February		\$400.00
Transaction Date	2/1/2024	PRAIRIE SUN BANK	10100	Total \$400.00
Refer	1421	<u>WEGWORTH, LAURA</u>	<u>Ck# 020543 2/2/2024</u>	
Cash Payment Invoice	E 101-41000-300 Professional Srvs (GENE	1/21/to 1/29 6.5 hrs		\$92.63
Transaction Date	2/1/2024	PRAIRIE SUN BANK	10100	Total \$92.63
Refer	1422	<u>CENEX FLEET CARD</u>	<u>Ck# 020533 2/2/2024</u>	
Cash Payment Invoice	E 101-42153-212 Motor Fuels	#3 Ambulance		\$38.73
Transaction Date	2/1/2024	PRAIRIE SUN BANK	10100	Total \$38.73
Refer	1423	<u>SCHMIDT LAW + CONSULTING</u>	<u>Ck# 020540 2/2/2024</u>	
Cash Payment Invoice	E 101-41610-304 Legal Fees	law enforcement contract		\$2,100.00
Transaction Date	2/2/2024	PRAIRIE SUN BANK	10100	Total \$2,100.00
Refer	1424	<u>VERIZON WIRELESS</u>	<u>Ck# 013320E 2/16/2024</u>	
Cash Payment Invoice	E 101-42153-321 Telephone	ambulance cell		\$70.51
Transaction Date	2/2/2024	PRAIRIE SUN BANK	10100	Total \$70.51
Refer	1425	<u>GOPHER STATE ONE-CALL</u>	<u>Ck# 020535 2/2/2024</u>	
Cash Payment Invoice	E 601-49400-300 Professional Srvs (GENE	2024 Annual Facility Operator Fee		\$25.00
Cash Payment Invoice	E 602-49450-300 Professional Srvs (GENE	2024 Annual Facility Operator Fee		\$25.00
Cash Payment Invoice	E 601-49400-300 Professional Srvs (GENE	January billing		\$1.35
Cash Payment Invoice	E 602-49450-300 Professional Srvs (GENE	January billing		\$1.35
Transaction Date	2/2/2024	PRAIRIE SUN BANK	10100	Total \$52.70
Refer	1426	<u>BW INC.</u>	<u>Ck# 020532 2/2/2024</u>	

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Payments

Current Period: February 2024

Cash Payment	E 601-49400-306 Testing	MVTL wastewater testing	\$57.68
Invoice			
Cash Payment	E 602-49450-306 Testing	MVTL water testing	\$57.67
Invoice			
Transaction Date	2/2/2024	PRAIRIE SUN BANK 10100	Total \$115.35
Refer	1427 MN DEPT OF REVENUE ST	Ck# 013321E 2/2/2024	
Cash Payment	E 601-49400-441 Sales tax	Comm Water	\$62.00
Invoice			
Cash Payment	E 603-49500-441 Sales tax	Comm Garbage	\$301.00
Invoice			
Cash Payment	E 603-49500-441 Sales tax	Res Garbage	\$347.00
Invoice			
Transaction Date	2/2/2024	PRAIRIE SUN BANK 10100	Total \$710.00
Refer	1428 MN DEPT OF REVENUE SW	Ck# 013322E 2/2/2024	
Cash Payment	G 101-21702 State Withholding		\$596.65
Invoice			
Transaction Date	2/2/2024	PRAIRIE SUN BANK 10100	Total \$596.65
Refer	1429 IRS	Ck# 013323E 2/2/2024	
Cash Payment	G 101-21701 Federal Withholding	Federal	\$827.58
Invoice			
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare	\$2,576.06
Invoice			
Transaction Date	2/2/2024	PRAIRIE SUN BANK 10100	Total \$3,403.64
Refer	1430 PUBLIC EMPLOYEES RETIREMEN	Ck# 013324E 2/2/2024	
Cash Payment	G 101-21704 PERA		\$1,558.21
Invoice			
Transaction Date	2/2/2024	PRAIRIE SUN BANK 10100	Total \$1,558.21
Refer	1431 BLUE CROSS BLUE SHIELD OF MN	Ck# 013325E 2/2/2024	
Cash Payment	G 101-21710 Other Deductions	Jan employee vision ins	\$12.82
Invoice			
Transaction Date	2/2/2024	PRAIRIE SUN BANK 10100	Total \$12.82
Refer	1432 AFLAC	Ck# 013326E 2/2/2024	
Cash Payment	G 101-21708 AFLAC	January	\$637.21
Invoice			
Transaction Date	2/2/2024	PRAIRIE SUN BANK 10100	Total \$637.21

Fund Summary

	10100 PRAIRIE SUN BANK
101 GENERAL FUND	\$18,646.49
601 WATER FUND	\$3,020.70
602 SEWER FUND	\$506.40
603 REFUSE (GARBAGE) FUND	\$664.00
	<u>\$22,837.59</u>

Pre-Written Checks	\$22,837.59
Checks to be Generated by the Computer	\$0.00
Total	\$22,837.59

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Payments

Current Period: February 2024

Payment Batch AddiClaims021224		\$6,204.20	
Refer	1433 4TH STREET AUTO	Ck# 020544	2/12/2024
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE Lift station generator battery		\$169.99
Invoice	39 1/19/2024		
Transaction Date	2/5/2024	PRAIRIE SUN BANK 10100	Total \$169.99
Refer	1434 AMBULANCE CLAIMS PROCESSIN	Ck# 020545	2/12/2024
Cash Payment	E 101-42153-300 Professional Svcs (GENE January 2024		\$230.00
Invoice	18020 1/31/2024		
Transaction Date	2/5/2024	PRAIRIE SUN BANK 10100	Total \$230.00
Refer	1435 CARQUEST OF ORTONVILLE	Ck# 020549	2/12/2024
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE lift station generators maint		\$84.03
Invoice	8923-198546 1/18/2024		
Transaction Date	2/5/2024	PRAIRIE SUN BANK 10100	Total \$84.03
Refer	1436 MN RIVER VALLEY SCENIC BYWA	Ck# 020556	2/12/2024
Cash Payment	E 101-41000-340 Advertising 2024 Funding Request		\$100.00
Invoice	1/31/2024		
Transaction Date	2/6/2024	PRAIRIE SUN BANK 10100	Total \$100.00
Refer	1437 DUFFIELD, DAVID	Ck# 020553	2/12/2024
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE straw bales to burn tree pile		\$125.00
Invoice			
Transaction Date	2/6/2024	PRAIRIE SUN BANK 10100	Total \$125.00
Refer	1438 TRAVERSE ELECTRIC COOP, INC	Ck# 013327E	2/15/2024
Cash Payment	E 601-49400-381 Electric Utilities monthly statement (water)		\$50.86
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities monthly statement (wastewater)		\$120.01
Invoice			
Transaction Date	2/6/2024	PRAIRIE SUN BANK 10100	Total \$170.87
Refer	1439 QUARNSTROM & DOERING PA AT	Ck# 020557	2/12/2024
Cash Payment	E 101-41610-304 Legal Fees General Operations		\$402.60
Invoice	86081 1/31/2024		
Transaction Date	2/6/2024	PRAIRIE SUN BANK 10100	Total \$402.60
Refer	1440 BROWNS VALLEY CENEX INC.	Ck# 020547	2/12/2024
Cash Payment	E 101-42260-212 Motor Fuels fire dept engine #2		\$32.65
Invoice	10985 1/21/2024		
Transaction Date	2/6/2024	PRAIRIE SUN BANK 10100	Total \$32.65
Refer	1441 GAZETTE PUBLISHING COMPANY	Ck# 020554	2/12/2024
Cash Payment	E 101-41000-340 Advertising Notice: Potential amb equip funding source		\$88.00
Invoice	1/31/2024		
Transaction Date	2/6/2024	PRAIRIE SUN BANK 10100	Total \$88.00
Refer	1442 BUSINESS CARD	Ck# 020548	2/12/2024
Cash Payment	E 211-45500-433 Dues and Subscriptions MN Library Assn		\$30.00
Invoice			
Transaction Date	2/6/2024	PRAIRIE SUN BANK 10100	Total \$30.00
Refer	1443 MIDWEST TAPE LLC	Ck# 020555	2/12/2024
Cash Payment	E 211-45500-429 Misc Grant Items for Rei digital books		\$73.77
Invoice	504994542 1/31/2024		

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Payments

Current Period: February 2024

Transaction Date	2/6/2024	PRAIRIE SUN BANK 10100	Total	\$73.77
Refer	1444 BAKER & TAYLOR	Ck# 020546 2/12/2024		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$148.49
Invoice	2038058361 1/25/2024			
Cash Payment	E 211-45500-333 Freight and Express	books		\$1.48
Invoice	2038058361 1/25/2024			
Transaction Date	2/6/2024	PRAIRIE SUN BANK 10100	Total	\$149.97
Refer	1445 VALLEY TELEPHONE	Ck# 013328E 2/6/2024		
Cash Payment	E 602-49450-321 Telephone	2871,2872,2243,lift stations		\$112.60
Invoice				
Cash Payment	E 101-41000-321 Telephone	2127, Fax Village Hall		\$40.31
Invoice				
Cash Payment	E 101-41000-321 Telephone	2110, Phone, Village Hall		\$302.50
Invoice				
Cash Payment	E 211-45500-321 Telephone	2318, 2125, Library		\$51.34
Invoice				
Cash Payment	E 101-43000-321 Telephone	2846, Maintenance Dept.		\$87.90
Invoice				
Cash Payment	E 101-41000-321 Telephone	wifi Community Center		\$80.90
Invoice				
Transaction Date	2/6/2024	PRAIRIE SUN BANK 10100	Total	\$675.55
Refer	1446 CHS INC.	Ck# 020550 2/12/2024		
Cash Payment	E 101-42260-383 Gas Utilities	LP City Hall/Amb/Fire 1/8/24		\$146.84
Invoice				
Cash Payment	E 101-42153-383 Gas Utilities	LP City Hall/Amb/Fire 1/8/24		\$146.84
Invoice				
Cash Payment	E 101-41000-383 Gas Utilities	LP City Hall/Amb/Fire 1/8/24		\$146.84
Invoice				
Cash Payment	E 101-42260-383 Gas Utilities	LP City Hall/Amb/Fire 1/19/24		\$168.22
Invoice				
Cash Payment	E 101-42153-383 Gas Utilities	LP City Hall/Amb/Fire 1/19/24		\$168.21
Invoice				
Cash Payment	E 101-41000-383 Gas Utilities	LP City Hall/Amb/Fire 1/19/24		\$168.21
Invoice				
Transaction Date	2/7/2024	PRAIRIE SUN BANK 10100	Total	\$945.16
Refer	1447 DOBBS, DEVAN	Ck# 020552 2/12/2024		
Cash Payment	E 101-42260-220 Repair/Maint Supply (GE	Ranger tires to be reimbursed by BV Fire Relief		\$605.76
Invoice				
Transaction Date	2/7/2024	PRAIRIE SUN BANK 10100	Total	\$605.76
Refer	1448 TRI STATE WATER, INC.	Ck# 020558 2/12/2024		
Cash Payment	E 101-41000-200 Office Supplies (GENER	Acct# 1029106		\$37.70
Invoice				
Transaction Date	2/8/2024	PRAIRIE SUN BANK 10100	Total	\$37.70
Refer	1449 CS DIESEL	Ck# 020551 2/12/2024		
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	Lift station #1 fuel filter		\$12.42
Invoice	CI020306 2/2/2024			
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	Lift station #1 fuel filter		\$10.69
Invoice	CI020312 2/5/2024			

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Payments

Current Period: February 2024

Transaction Date	2/8/2024	PRAIRIE SUN BANK 10100	Total	\$23.11
Refer	1450 PEIP	Ck# 013329E 2/8/2024		
Cash Payment Invoice	G 101-21706 Health Insurance	Arlene, Jodi		\$2,260.04
Transaction Date	2/8/2024	PRAIRIE SUN BANK 10100	Total	\$2,260.04

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$5,213.52
211 LIBRARY		\$305.08
601 WATER FUND		\$50.86
602 SEWER FUND		\$509.74
603 REFUSE (GARBAGE) FUND		\$125.00
		<u>\$6,204.20</u>

Pre-Written Checks	\$6,204.20
Checks to be Generated by the Computer	\$0.00
Total	\$6,204.20

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY
OF BROWNS VALLEY, MINNESOTA

HELD: February 12, 2024

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Browns Valley, Traverse County, Minnesota, was duly called and held on the 12th day of February, 2024, at 5:30 p.m.

The following members of the Council were present:

and the following were absent;

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION REMOVING A PARCEL FROM
TAX INCREMENT FINANCING DISTRICT NO. 1-1

WHEREAS:

A. The City of Browns Valley, Minnesota (the "City") created Tax Increment Financing District No. 1-1 which included tax parcels scattered throughout the City; and

B. The City now proposes to remove one platted parcel included in TIF District No. 1-1 as ownership has been transferred to a private individual and combined with another parcel located outside of TIF District No. 1-1; and

C. Minnesota Statutes Chapter 469.175 subdivision 4(a) permits removal of parcels to occur without notification or a public hearing if the current net tax capacity of the parcels to be removed equals or exceeds the original net tax capacity of the parcels, or the authority agrees that the original net tax capacity of the TIF District will be reduced by no more than the current net tax capacity of the parcels removed.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Browns Valley:

1. Removal of parcel from TIF District No. 1-1. The City hereby removes the following parcel from TIF District No. 1-1: Lot 7, Block 12 of the Original Plat of the City of Browns Valley. This platted parcel was previously identified as a portion of parcel I.D.#:20-0058000.
2. Agreement to limit tax capacity removed. The City agrees that the original net tax capacity of the TIF District will be reduced by no more than the current net tax capacity of the parcels removed.
3. Filing. The City Administrator/Clerk/Treasurer is authorized and directed to file a copy of this resolution with the County Auditor.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
COUNTY OF TRAVERSE)
CITY OF BROWNS VALLEY)

I, the undersigned, being the duly qualified and acting City Administrator/Clerk/Treasurer of the City of Browns Valley, Minnesota, DO HEREBY CERTIFY that, I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on February 12, 2024, insofar as such minutes relate to Tax Increment Financing District No. 1-1 in the City.

WITNESS my hand this _____ day of February, 2024.

City Administrator/Clerk/Treasurer

RESOLUTION NO. 24-05

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
Eugene Anderson	Ambulance Operating	\$20.00

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 12th day of February, 2024.

Mayor / Acting Mayor

Attested:

City Administrator

RESOLUTION NO. 24-06

A RESOLUTION ACCEPTING A GRANT TO THE CITY OF BROWNS VALLEY

WHEREAS, pursuant to M.S.A. §465.03, the City of Browns Valley is generally authorized to accept donations of real and personal property 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:

<u>Donated by</u>	<u>Purpose</u>	<u>Amount Granted</u>
MN Historical and Cultural Heritage Grant	Preservation of Carnegie Public Library	\$259,681.00
MN Historical and Cultural Heritage Grant	Condition Assessment	\$10,000.00

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 gift of \$269681.00 from MN Historical and Cultural Heritage is hereby accepted.
2. The gift shall be used to establish the activity summary stated in the grant agreement.
3. The city clerk is 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 12th day of February, 2024.

Mayor / Acting Mayor

Attested:

City Administrator

**NOTICE OF PUBLIC HEARING TO CONSIDER
POTENTIAL AMBUULANCE DEPARTMENT EQUIPMENT FUNDING SOURCES**

NOTICE IS HEREBY GIVEN that the City of Browns Valley will conduct a public hearing to obtain public comment on (1) to discuss potential funding sources for the Browns Valley Ambulance Department to purchase equipment, including from USDA Rural Development. The hearing will be held on Monday, February 12, 2024, at approximately 6:00 p.m. at the Browns Valley Public Library Meeting Room, 15 3rd Street South in the City of Browns Valley.

The purpose of the public hearing is to determine what source of funding the City should utilize in order to obtain funding for ambulance equipment for the Browns Valley Ambulance Department.

The public is invited to submit written comments or present testimony at the hearing. Written comments must be submitted to the Browns Valley City Administrator at Browns Valley City Hall by no later than 4:00 p.m. on Thursday, February 8th, 2024. Said written testimony may be delivered in person during regular business hours, by electronic mail to cityadminbv@prtcl.com, by mail to P.O. Box 334, Browns Valley, MN 56219. Please include your full name and complete mailing address with all correspondences. If you have any questions, please contact Jodi Hook-Hansen at (320) 695-2110.