



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

**Monday February 26, 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:**

**Approval of Agenda:**

**Consent Agenda**

- February 12, 2024 Regular Meeting Minutes
- For a grand total of \$30,552.09
  - Wages: February 16<sup>th</sup> = \$8,020.10
  - Claims: February 26<sup>th</sup> = \$22,531.99

**Department Reports: Ambulance-Fire Department-Public Works-Library-Admin/Code Officer  
\*Duffield Property-City Boundary**

**Unfinished Business:**

**New Business:**

- Approval Agreement for Law Enforcement Services
- Public Aid Money to allocate in the amount of \$24,112.00
- Approval to repair cement slab at the ponds

6:00 PM **Public Hearing:** To Consider increasing liquor fees  
➤ Approval of Schedule of Fees

**Other Business:**

**Dates:** Primary Election March 5<sup>th</sup> 7am – 8pm

**Items for council to consider for future:** Ordinance: Authority To Issue Administrative Citations

**Next scheduled meeting Monday March 11 - 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.**



## Browns Valley Regular City Council Meeting Approved Minutes February 12, 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, and Code Enforcement Officer Terry Biewer.

**Absent:** None

**Others Present:** Chad Metz, Arlene Reinart, Bryan Bye and Matt DeLaHunt (Widseth)

The meeting was called to order at 5:30 p.m. by Mayor Heck.

The Pledge of Allegiance was recited by those in attendance.

**Visitors:** Widseth-Bryan Bye and Matt DeLaHunt were present to inform the council that Their Well was hired to drill a test well for the City of Browns Valley. Preliminary test pumping was completed, and the well was found to only produce 10 gpm. This is not adequate for the City of Browns Valley. A sample of the water was tested prior to sealing the well. The water has low iron and manganese, some arsenic, but high concentrations of ammonia and total dissolved solids. Chlorination of the water will be a challenge due to the ammonia. In our opinion, the following alternatives should be considered for Browns Valley:

1. Construct wells and a joint water treatment plant with the City of Beardsley. The wells and water treatment plant will be constructed in Beardsley.
2. Construct wells near or in Beardsley in the deep aquifer and construct watermain to a water treatment plant in Browns Valley.
3. Connect to a Rural Water System if available.

### **Agenda:**

Upon a motion by Dobbs with a second by Miller, the Council unanimously approved the agenda.

### **Consent Agenda:**

- Upon a motion by Biewer with a second by Madison, the Council unanimously approved the January 22, 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 \$42,040.41 including Wages (February 1<sup>st</sup> = \$12,998.62) and Claims (February 12<sup>th</sup> = \$29,041.79).
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved the Treasurer's Report.
- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved the Delinquency Report.

### **Department Reports:**

- Library Director Piechowski and Library Aide Arlene Reinart reported on activities at the library.



- City Maintenance Supervisor Serocki gave a 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.
- Fire Chief Dave Kuschel asked the council for permission to sign the BIA Fire Contract as written.
  - Upon a motion by Dobbs with a second by Miller, the Council unanimously agreed Fire Chief Kuschel to sign the United States of America, acting by and through the Secretary of the Interior and the Bureau of Indian Affairs (BIA) under authority delegated by the latter by Section 463 of the Revised Statutes of the United States BIA Fire Contract and to remain in force for 5 years unless cancelled to assist in the suppression of fires on Indian lands

**Unfinished Business:** None at this time

**New Business:**

- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved of hiring Justin Stallman for Fire and Ambulance Department.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved Resolution 24-04 a Resolution Removing a Parcel from Tax Increment Financing District No 1-1.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved Resolution 24-05 a Resolution Accepting a Donation to the City of Browns Valley from Eugene Anderson in the amount of \$20.00.
- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved 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.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved of Serocki to purchase the used Proline Pressure Washer in the amount of \$4,028.34

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

- Upon a motion by Miller with a second by Biewer, the Council unanimously approved to apply for USDA Grant for the purchase of Stryker Power Load System and Tempus Monitor.

**Public Meeting with Townships:** Folsom, Windsor and Becker townships were present to discuss the potential increase of fire and ambulance contracts. It was mutually agreed to increase the fire contracts from \$150.00 to \$175.00 per section starting in 2025. The ambulance contracts were not increased at this time.

**Browns Valley Regular City Council Meeting Approved Minutes  
February 12, 2024**

**Public Comment:** None at this time

**Other Business:**

- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved of Serocki to have 18 2nd St N curb stop replaced.
- Council instructed staff to post maintenance job opening. Application deadline to apply is March 8<sup>th</sup>.

**Dates:** March 5<sup>th</sup> Primary Election

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

**Next scheduled meeting:** Monday February 26 at 5:30 p.m.

The meeting adjourned at 7:53 p.m.

Minutes submitted by:

Approved by:

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

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

Payments

Current Period: February 2024

Payment Batch Claims022624		\$22,531.99	
Refer	1451 <u>PIECHOWSKI, BERNICE</u>	Ck# 020559	2/13/2024
Cash Payment	E 211-45500-331 Travel Expenses	director mtg Fergus Falls	2/8/24
Invoice			\$108.54
Transaction Date	2/12/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$108.54
Refer	1452 <u>BAKER &amp; TAYLOR</u>	Ck# 020560	2/13/2024
Cash Payment	E 211-45500-435 Books and Pamphlets	books	\$345.57
Invoice	2038087144 2/7/2024		
Cash Payment	E 211-45500-333 Freight and Express	books	\$3.46
Invoice	2038087144 2/7/2024		
Transaction Date	2/12/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$349.03
Refer	1453 <u>FRANZESE, MATTHEW P.</u>	Ck# 020578	2/26/2024
Cash Payment	E 101-41610-304 Legal Fees	February services	\$1,050.00
Invoice			
Transaction Date	2/14/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,050.00
Refer	1454 <u>OFFICE PEEPS</u>	Ck# 020584	2/26/2024
Cash Payment	E 101-41000-210 Operating Supplies (GE	contract copier ink	\$272.15
Invoice	1055222-0 2/9/2024		
Transaction Date	2/14/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$272.15
Refer	1455 <u>AFSCME #65</u>	Ck# 020568	2/16/2024
Cash Payment	G 101-21707 Union Dues	Darrell Dobbs	\$40.50
Invoice			
Cash Payment	G 101-21707 Union Dues	Arlene Reinart	\$44.93
Invoice			
Transaction Date	2/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$85.43
Refer	1456 <u>PROLINE</u>	Ck# 020569	2/20/2024
Cash Payment	E 101-43000-240 Small Tools and Minor E	Pressure washer	\$1,342.78
Invoice	152461 2/13/2024		
Cash Payment	E 601-49400-240 Small Tools and Minor E	Pressure washer	\$1,342.78
Invoice	152461 2/13/2024		
Cash Payment	E 602-49450-240 Small Tools and Minor E	Pressure washer	\$1,342.78
Invoice	152461 2/13/2024		
Transaction Date	2/20/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$4,028.34
Refer	1457 <u>THE SHOCK SHOP</u>	Ck# 020570	2/21/2024
Cash Payment	E 101-42260-220 Repair/Maint Supply (GE	Ranger upgrades on shocks	\$304.86
Invoice	5375 2/19/2024		
Transaction Date	2/21/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$304.86
Refer	1458 <u>BAKER &amp; TAYLOR</u>	Ck# 020573	2/26/2024
Cash Payment	E 211-45500-435 Books and Pamphlets	books	\$32.45
Invoice	2038110173 2/16/2024		
Cash Payment	E 211-45500-333 Freight and Express	books	\$0.32
Invoice	2038110173 2/16/2024		
Transaction Date	2/21/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$32.77
Refer	1459 <u>CENTER POINT LARGE PRINT</u>	Ck# 020575	2/26/2024
Cash Payment	E 211-45500-435 Books and Pamphlets	large print books	\$57.34
Invoice	2075769 1/31/2024		



Payments

Current Period: February 2024

Transaction Date	2/21/2024	PRAIRIE SUN BANK 10100	Total	\$57.34
Refer	1460 CENGAGE LEARNING	Ck# 020574 2/26/2024		
Cash Payment	E 211-45500-435 Books and Pamphlets	large print books		\$111.96
Invoice	83843757 2/8/2024			
Transaction Date	2/21/2024	PRAIRIE SUN BANK 10100	Total	\$111.96
Refer	1461 HENRY SCHEIN, INC	Ck# 020580 2/26/2024		
Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies		\$47.62
Invoice	72568056 2/6/2024			
Transaction Date	2/21/2024	PRAIRIE SUN BANK 10100	Total	\$47.62
Refer	1462 DAKOTA WASTE SOLUTIONS	Ck# 020577 2/26/2024		
Cash Payment	E 603-49500-300 Professional Srvs (GENE	March 2024 garbage service		\$4,000.00
Invoice	128286 2/14/2024			
Transaction Date	2/21/2024	PRAIRIE SUN BANK 10100	Total	\$4,000.00
Refer	1463 MAYNARDS FOOD CENTER	Ck# 020583 2/26/2024		
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop supplies		\$11.99
Invoice	1408 1/8/2024			
Transaction Date	2/21/2024	PRAIRIE SUN BANK 10100	Total	\$11.99
Refer	1464 MN DEPT OF REVENUE SW	Ck# 013330E 2/21/2024		
Cash Payment	G 101-21702 State Withholding			\$483.48
Invoice				
Transaction Date	2/21/2024	PRAIRIE SUN BANK 10100	Total	\$483.48
Refer	1465 IRS	Ck# 013331E 2/21/2024		
Cash Payment	G 101-21701 Federal Withholding	Federal		\$801.09
Invoice				
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare		\$1,708.82
Invoice				
Transaction Date	2/21/2024	PRAIRIE SUN BANK 10100	Total	\$2,509.91
Refer	1466 PUBLIC EMPLOYEES RETIREMEN	Ck# 013332E 2/21/2024		
Cash Payment	G 101-21704 PERA			\$1,458.40
Invoice				
Transaction Date	2/21/2024	PRAIRIE SUN BANK 10100	Total	\$1,458.40
Refer	1467 Creatively Ewe Web Design	Ck# 020576 2/26/2024		
Cash Payment	E 101-41000-309 Software & Design	website expenses		\$2,940.26
Invoice	2/15/2024			
Transaction Date	2/21/2024	PRAIRIE SUN BANK 10100	Total	\$2,940.26
Refer	1468 4TH STREET AUTO	Ck# 020572 2/26/2024		
Cash Payment	E 101-42153-220 Repair/Maint Supply (GE	2022 Ford Ambulance oil change		\$152.77
Invoice	1704 2/15/2024			
Transaction Date	2/21/2024	PRAIRIE SUN BANK 10100	Total	\$152.77
Refer	1469 HACH COMPANY	Ck# 020579 2/26/2024		
Cash Payment	E 601-49400-306 Testing	water testing supplies		\$136.40
Invoice	13916609 2/9/2024			
Transaction Date	2/21/2024	PRAIRIE SUN BANK 10100	Total	\$136.40
Refer	1470 OTTERTAIL POWER COMPANY	Ck# 020585 2/26/2024		
Cash Payment	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr		\$102.81
Invoice				

Payments

Current Period: February 2024

Cash Payment	E 101-41410-331 Travel Expenses	Training in Wheaton 58 miles x .67		\$38.86
Invoice	2/20/2024			
Transaction Date	2/22/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$38.86

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$12,563.11
211 LIBRARY		\$1,029.48
601 WATER FUND		\$2,094.88
602 SEWER FUND		\$2,844.52
603 REFUSE (GARBAGE) FUND		\$4,000.00
		<u>\$22,531.99</u>

Pre-Written Checks	\$22,531.99
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$22,531.99</u>

# 2024 City of Browns Valley Fee Schedule

<b>ADMINISTRATION</b>	<b>Fees</b>	<b>Notes &amp; Ordinances</b>
Special Assesment Search per property search	\$25.00	
Notary Fee per signature	\$6.00	
Return Check Fee	\$30.00	
Copies - each page	\$0.25	
Fax 1st page	\$3.00	
Fax additional pages	\$1.00	
Copy of City Code - paper	\$25.00	
Copy of City Code - CD	\$10.00	
City Plat Map	\$5.00	
<b>Administrative Fines</b>		
Abandoned vehicle	\$50.00	
Animal complaint	\$30.00	91.05
Failure to shovel public sidewalk	\$50.00	
Impoundment /release per day	\$50.00	Admin fee
<b>Dog Licenses</b>		
Dog spayed/neutered	\$5.00	91.02 & 91.99
Dog unaltered	\$15.00	91.92 & 91.99
Dog Kennel	\$150.00	91.02 & 91.99, three or more dogs that are licensed
Duplicate dog tags	\$5.00	
Dangerous dog/per dog	\$500.00	91.11D6, 91.99, 30.11
Potentially dangerous dog	\$300.00	91.99
Failure to restrain dog at large	<b>\$100.00</b>	91.10
Failure to restrain dog second offense in 12 months	<b>\$150.00</b>	91.10
Failure to restrain dog third offense in 12 months	<b>\$200.00</b>	91.10
Obligation to prevent nuisance	\$50.00	91.07, 91.99
Appeal hearing fee	\$100.00	91.05C1, 30.11, 91.99
If not licensed immediately or by renewal	\$25.00	91.02
Additional fine if not licensed by Feb 1st	\$25.00	91.02
Additional fine if not licensed by Mar 1st	\$50.00	91.02
April 1st dog gets impounded, boarding per day	\$75.00	91.02B2



# 2024 City of Browns Valley Fee Schedule

Rental Licenses	Fees	Notes & Ordinances
Rental Inspection/Reinspection of single family home or Duplex	\$100.00	120.04
Apartments	\$100.00 base charge then \$25.00 per unit	
Failure to pay fee	\$25.00	120.10(A)
per day to a maximum of	\$750.00	
Rental License Application (Initial)	\$65.00	120.04
Renew Rental License Application (every year)	\$50.00	120.04
Fail to file fee	\$100.00	120.10
License transfer fee	\$25.00	120.04
License reinstatement fee	\$1,000.00	120.04
Penalty fee per day, 20 day max	\$100.00 per day	120.99(B),120.04
Delinquency fee 5% of the license fee each day of operation without valid license	5% of \$65.00 per day	120.04
Failure to correct fee	\$100.00 /day up to 20 days	120.08(B)
Filing fee for appeal	\$300.00	120.13(B)
No show for rental inspection	\$100.00 per unit	
<b>Liquor</b>		
On Sale - Liquor Annual	<b>\$1,000.00</b>	112.22(E)
On Sale Liquor Sunday	<b>\$200.00</b>	112.22 (F)
Off Sale - Liquor Annual	<b>\$200.00</b>	112.22 (D)
On Sale -Club License Annual (Legion)	\$100.00	112.22(E)
On Sale Liquor- temporary Off Premises (Street Dance)	\$25.00	112.22 (H)
On Sale Liquor- temporary Off Premises (Bingo)	\$25.00	
Liquor investigating fee	\$150.00	
Background checks	\$500.00	112.29 (A)

# 2024 City of Browns Valley Fee Schedule

Tobacco	Fees	Notes & Ordinances
Retail	<b>\$200.00</b>	115.04
Retail - first offense selling to minors	<b>\$250.00</b>	115.13 (A)
Retail - second offense selling to minors (24 month period)	<b>\$600.00</b>	115.13 (A)
Retail - third offense selling to minors (24 month period)	<b>\$1,000.00</b>	115.13 (A)
Upon third offense license shall be suspended for not less than seven days. Fourth violation license will be revoked.		115.13 (A)
Other individuals selling to minors admin fee	\$50.00	
If citation is upheld by hearing officer max cost to person requesting hearing	\$1,000.00	115.12 (G)
<b>Facility Fees</b>		
<b>City Park Camp Ground</b>		
Sites with sewer, water & electricity	\$35.00	
Sites with water & electricity	\$25.00	
Sites without services	\$10.00	
<b>Community Center</b>	\$25.00	
<b>Race Track- Backus Field</b> (Proof of insurance & release of liability to sign)		
Library meeting room	\$25.00	
<b>Permits</b>		
Special events (Street dance)	\$25.00	
Parades- Submit permit to State		
<b>Transient Merchant (FoodTruck)</b> Food License, Certificate of Liability Insurance & MN sales tax permit	<b>\$15.00 per day or \$300.00 per year</b>	
<b>Fire Department</b>		
Fire Call	\$750.00	30.11 Revised Jan 23
plus per fireman per hour	\$200.00 flat rate per hour	30.11 Revised Jan 23
<b>Foam</b>	<b>\$100.00 per gallon</b>	

# 2024 City of Browns Valley Fee Schedule

<b>Ambulance</b>	<b>Fees</b>	<b>Notes &amp; Ordinances</b>
Non Transport	\$252.00	30.11 Revised Jan 23
plus \$15.00 per loaded mile (transport services)	\$1,000.00	30.11 Revised Jan 23
<b>Water</b>		
Residential base	<b>\$25.00</b>	52.51, Revised Nov 22
Non Resident	<b>\$30.00</b>	
Commercial bse up to 1000 gallons Usage: per 1000 gallons used	<b>\$4.25</b>	52.51, Revised Nov 22
Water salesman/75 gallons, Bulk water	.25 per 75 gallons	
Re-connection	\$50.00	54.03
After hours connection	<b>\$200.00</b>	54.03
New installation	\$2,000.00	
Late fee not paid by the 20th of each month	10% or \$25.00 whichever is greater	52.54, Revised 1-23-23
<b>Sewer</b>		
Residential/Commercial base	\$35.00	51.113(D), Revised Nov 22
Commercial usage: per 1000 gallons of water used	\$3.50	51.113(D), Revised Nov 22
Sewer license applicaton, we need to provide application permit		51.064(D)
Sewer connection fee		51.113(G)
Sewer availability		51.113(H)
Late fee, whichever is greater at 20th of each month	10% or \$25.00	52.54, Revised 1-23-23
<b>Mosquito control (special request)</b>	<b>\$100.00</b>	
<b>Refuse</b>		
Residential	\$15.75	
Commercial, 1000	\$15.75	
Per cubic yard, 2000-999,999,999	\$7.80	



# 2024 City of Browns Valley Fee Schedule

Public Works	Fees	Notes & Ordinances
Mowing	\$125.00 minimum per hour	
<b>Land Use Permits</b>	Base \$25.00	
Total Valuation		
\$1.00-\$25,000.00	\$25.00	
\$25,000.00 - \$50,000.00	\$50.00	
More than \$50,000.00	\$100.00	
<b>Building Permits</b>		
Commercial/residential plan review	\$35.00 per hour	
Fence Permit	\$25.00	151.45, 151.46, 151.47 & 151.54
All others	\$25.00	151.54
State Surcharge (based on project cost-commercial)	0.0005 Ex. \$10,000 x .0005 = \$5.00	
Base surcharge	\$5.00	
Bins considered Ag		