



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

Monday March 11, 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:

Approval of Agenda:

Consent Agenda

- February 26, 2024 Regular Meeting Minutes
- For a grand total of \$42,153.14
 - Wages: March 1st = \$11,666.48
 - Claims: March 11th = \$30,486.66
- Treasurer report
- Delinquency report

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

Unfinished Business:

New Business:

- Approve building Permit 515 2nd St N-Richard Albright
- Canvass the Presidential Nomination Primary approve Resolution
- Fire Dept Temporary Liquor License
- Fire Dept Gambling License Permit
- Approve Credit Card Policy
- Review employment applications

Public Comment:

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 _____

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 26, 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, 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: Tony Miller

Others Present: Traverse County Sheriff's Deputy Tammy Borgheinck and Tina Bartz.

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 Madison, the Council unanimously approved the agenda, with the additions of Sam Brown Cabin request for proposal.

Consent Agenda:

- Upon a motion by Biewer with a second by Dobbs, the Council unanimously approved the February 12, 2024, Regular Meeting Minutes.
- Upon a motion by Dobbs with a second by Madison, the Council unanimously approved the claims for a grand total of \$46,407.06 including Wages (February 16th = \$7,911.37) and Claims (February 22nd = \$38,386.96).

Department Reports:

- Library Director Piechowski reported on activities at the library.
- City Maintenance Supervisor Serocki gave a report on public works items completed. He also informed the Council he will be getting quotes to have rain spouts cut into sidewalk cement with grates to walk over. Serocki also informed the council about applying for water license.
- Deputy Borgheinck 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.

Unfinished Business: None at this time

**Browns Valley Regular City Council Meeting Approved Minutes
February 26, 2024**

New Business:

- Upon a motion by Biewer with a second by Madison, the Council on a 3to 1 voted approved the Agreement for Law Enforcement Services subject to any minor corrective changes. Dobbs Dissented.
- The council tabled the decision to allocate the Public Aid Money in the amount of \$24,112.00.
- Upon a motion by Dobbs with a second by Madison, the Council unanimously approved for Serocki to order the repair cement slab at the ponds.

Public Hearing- Liquor Fees February 26, 2024

The meeting was called to order at 6:00 p.m. by Mayor Heck.

Council members present were Mayor Mike Heck, 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: Tony Miller

Others Present: Traverse County Sherrif's Deputy Tammy Borgheinck and Tina Bartz.

The purpose of the hearing was to hear public comments according to law by giving license holders notice regarding the proposed increase in the liquor license fee.

On Sale - Liquor Annual	\$700.00	\$1,000.00
On Sale Liquor Sunday	\$100.00	\$200.00
Off Sale - Liquor Annual	\$100.00	\$200.00
On Sale -Club License Annual (Legion)		\$100.00
On Sale Liquor- temporary Off Premises (Street Dance)		\$25.00
On Sale Liquor- temporary Off Premises (Bingo)		\$25.00
Liquor investigating fee		\$150.00
Background checks		\$500.00

Public Comments:

Members of the audience had no comments.

Close Public Comment Portion of the Hearing

Upon a motion by Dobbs with a second by Madison, the Council unanimously approved to close the public comment portion of the hearing.

- Upon a motion by Dobbs with a second by Madison, the Council unanimously approved Resolution 24-07 a Resolution Approving Master Fee Schedule for 2024 effective March 1, 2024

Close Hearing:

Upon a motion by Dobbs with a second by Madison, the Council unanimously approved to close the public hearing. 6:10 PM

Attest:

Jodi Hook-Hansen, City Administrator

Regular Council Meeting Convened

Other Business:

- Upon a motion by Biewer with a second by Dobbs, the Council unanimously approved the Request for Proposal to fund hiring a professional engineer / architect team to complete a historic building conditions assessment identifying repair needs of the Sam Brown's Cabin Fort Wadsworth Agency and Scout Headquarters Building in the amount of \$10,000.00 awarded to Engan Associates.

Dates: Primary Election March 5th 7am – 8pm

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

Next scheduled meeting: Monday March 11th at 5:30 p.m.

The meeting adjourned at 6:18 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

***Check Summary Register©**

Batch: Claims031124

Name	Check Date	Check Amt	
10100 PRAIRIE SUN BANK			
13334e	BLUE CROSS BLUE SHIELD OF	3/15/2024	\$12.82 Feb employee vision ins
13335e	MN DEPT OF REVENUE	2/29/2024	\$735.00 Comm Water
13336e	MN DEPT OF REVENUE	3/3/2024	\$498.95
13337e	IRS	3/4/2024	\$3,071.18 Federal
13338e	AFLAC	3/4/2024	\$637.21
13339e	PUBLIC EMPLOYEES RETIREME	3/4/2024	\$1,343.71
13340e	VERIZON WIRELESS	3/12/2024	\$70.51 Ambulance cell
13341e	VALLEY TELEPHONE CO	3/15/2024	\$688.27 2871,2872,2243,lift stations
13342e	VISA	3/13/2024	\$3,852.21 Ranger light bar and roof top
13343e	VISA	3/13/2024	\$412.01 Sanford Learning
13344e	TRAVERSE ELECTRIC COOP, IN	3/7/2024	\$170.71 monthly statement (water)
20614	WEGWORTH, LAURA	3/4/2024	\$184.88 2/4 to 3/3 2024
20615	# 2 Welding & Repair	3/11/2024	\$15.45 Christmas decoration hangers
20616	ALEX POWER EQUIPMENT	3/11/2024	\$126.73 mower maint
20617	AMBULANCE CLAIMS PROCESSI	3/11/2024	\$253.00 February
20618	BENS SERVICE	3/11/2024	\$5.00 1.1 gal gas
20619	BIEL, JOSHUA	3/11/2024	\$138.06 reimbursement of FD supplies for Ranger lights
20620	BRIAN D KOEHN, CPA, PLLC	3/11/2024	\$6,000.00 audit of financial statements year end 2023
20621	TNT-BV ENTERPRISES LLC	3/11/2024	\$75.44 fire dept
20622	BROWNS VALLEY HARDWAREH	3/11/2024	\$467.85 water supplies
20623	BROWNS VALLEY HARDWAREH	3/11/2024	\$17.99 library supplies
20624	BUSINESS CARD	3/11/2024	\$111.94 subscriptions
20625	CARQUEST OF ORTONVILLE	3/11/2024	\$304.30 sweeper oil filter
20626	CHS Inc.	3/11/2024	\$2,130.91 LP City Hall/Amb/Fire 2/5/24
20627	FEDERAL SIGNAL CORP SSG	3/11/2024	\$3,098.00 emergency siren replacement
20628	Gazette Publishing Company	3/11/2024	\$109.50 help wanted maintenance
20629	GOPHER STATE ONE-CALL	3/11/2024	\$1.35 February billing
20630	JODI HOOK-HANSEN	3/11/2024	\$38.86 mileage to Wheaton for election 58 miles x.67
20631	MIDLAND PUBLISHING & PRINTI	3/11/2024	\$57.65 help wanted maint worker
20632	MIDWEST TAPE LLC	3/11/2024	\$89.75 digital books
20633	MIKE JACOBSON	3/11/2024	\$400.00 March
20634	MINNESOTA DEPT OF HEALTH	3/11/2024	\$493.00 Community Water Supply Service Connection
20635	MN FIRE SERVICE CERTIFICATI	3/11/2024	\$252.00 certification exam M Hansen J Toelle
20636	MN PEIP - C/O MMB FISCAL SVC	3/11/2024	\$2,260.04 Arlene, Jodi
20637	QUARNSTROM & DOERING PA A	3/11/2024	\$656.70 general operations
20638	SCHMIDT LEGAL, PLLC	3/11/2024	\$1,150.00 law enforcement/city boundary
20639	STOLL, TIMOTHY M.	3/11/2024	\$500.00 307 W Broadway inspection and sampling
20640	TRI STATE WATER, INC.	3/11/2024	\$37.70 Acct# 1029106
20641	VALLEY OFFICE PRODUCTS INC	3/11/2024	\$17.98 colored paper
Total Checks			\$30,486.66

FILTER: (([Act Year]='2024' and [period] in (3))) and (Source in ('Claims031124'))

Payments

Current Period: March 2024

Payment Batch Claims031124		\$30,486.66	
Refer	1480 WEGWORTH, LAURA	Ck# 020614	3/4/2024
Cash Payment	E 101-41000-300 Professional Svcs (GENE 2/4 to 3/3 2024		\$184.88
Invoice			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$184.88
Refer	1481 GAZETTE PUBLISHING COMPANY	Ck# 020628	3/11/2024
Cash Payment	E 101-41000-340 Advertising	help wanted maintenance	\$47.50
Invoice			
Cash Payment	E 101-41000-433 Dues and Subscriptions	City Hall 1 yr subscription	\$62.00
Invoice			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$109.50
Refer	1482 MIDLAND PUBLISHING & PRINTIN	Ck# 020631	3/11/2024
Cash Payment	E 101-41000-340 Advertising	help wanted maint worker	\$57.65
Invoice 86705 2/29/2024			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$57.65
Refer	1483 AMBULANCE CLAIMS PROCESSIN	Ck# 020617	3/11/2024
Cash Payment	E 101-42153-300 Professional Svcs (GENE February		\$253.00
Invoice 18042 2/29/2024			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$253.00
Refer	1484 BLUE CROSS BLUE SHIELD OF MN	Ck# 013334E	3/15/2024
Cash Payment	G 101-21710 Other Deductions	Feb employee vision ins	\$12.82
Invoice 240301468556 3/1/2024			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$12.82
Refer	1485 MN DEPT OF REVENUE ST	Ck# 013335E	2/29/2024
Cash Payment	E 601-49400-441 Sales tax	Comm Water	\$59.00
Invoice			
Cash Payment	E 603-49500-441 Sales tax	Comm Garbage	\$303.00
Invoice			
Cash Payment	E 603-49500-441 Sales tax	Res Garbage	\$373.00
Invoice			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$735.00
Refer	1486 MN DEPT OF REVENUE SW	Ck# 013336E	3/3/2024
Cash Payment	G 101-21702 State Withholding		\$498.95
Invoice			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$498.95
Refer	1487 IRS	Ck# 013337E	3/4/2024
Cash Payment	G 101-21701 Federal Withholding	Federal	\$759.70
Invoice			
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare	\$2,311.48
Invoice			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$3,071.18
Refer	1488 AFLAC	Ck# 013338E	3/4/2024
Cash Payment	G 101-21708 AFLAC		\$637.21
Invoice			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$637.21
Refer	1489 PUBLIC EMPLOYEES RETIREMEN	Ck# 013339E	3/4/2024

Payments

Current Period: March 2024

Cash Payment	G 101-21704 PERA		\$1,343.71
Invoice 740098			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$1,343.71
Refer	1490 GOPHER STATE ONE-CALL	Ck# 020629 3/11/2024	
Cash Payment	E 601-49400-300 Professional Svcs (GENE	February billing	\$1.35
Invoice 4020255 2/29/2024			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$1.35
Refer	1491 BRIAN D KOEHN, CPA, PLLC	Ck# 020620 3/11/2024	
Cash Payment	E 101-41000-301 Audit & Acct Services	audit of financial statements year end 2023	\$6,000.00
Invoice 1160 2/29/2024			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$6,000.00
Refer	1492 VERIZON WIRELESS	Ck# 013340E 3/12/2024	
Cash Payment	E 101-42153-321 Telephone	Ambulance cell	\$70.51
Invoice			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$70.51
Refer	1493 SCHMIDT LAW + CONSULTING	Ck# 020638 3/11/2024	
Cash Payment	E 101-41610-304 Legal Fees	law enforcement/city boundary	\$1,150.00
Invoice 704 3/1/2024			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$1,150.00
Refer	1494 ALEX POWER EQUIPMENT	Ck# 020616 3/11/2024	
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	mower maint	\$126.73
Invoice P21544 2/27/2024			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$126.73
Refer	1495 MN FIRE SERVICE CERTIFICATIO	Ck# 020635 3/11/2024	
Cash Payment	E 101-42260-208 Training and Instruction	certification exam M Hansen J Toelle	\$252.00
Invoice 12277 2/28/2024			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$252.00
Refer	1496 BENS SERVICE	Ck# 020618 3/11/2024	
Cash Payment	E 101-43000-212 Motor Fuels	1.1 gal gas	\$5.00
Invoice			
Transaction Date	3/4/2024	PRAIRIE SUN BANK 10100	Total \$5.00
Refer	1497 BROWNS VALLEY HARDWARE HA	Ck# 020622 3/11/2024	
Cash Payment	E 601-49400-210 Operating Supplies (GE	water supplies	\$65.43
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop supplies	\$9.49
Invoice			
Cash Payment	E 601-49400-210 Operating Supplies (GE	shop supplies	\$4.75
Invoice			
Cash Payment	E 602-49450-210 Operating Supplies (GE	shop supplies	\$4.74
Invoice			
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	plow truck supplies	\$48.99
Invoice			
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	sewer supplies	\$20.98
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies (GE	streets supplies	\$13.48
Invoice			
Cash Payment	E 101-43000-240 Small Tools and Minor E	Milwaukee impact driver	\$100.00
Invoice			

Payments

Current Period: March 2024

Cash Payment Invoice	E 601-49400-240 Small Tools and Minor E	Milwaukee impact driver		\$100.00
Cash Payment Invoice	E 602-49450-240 Small Tools and Minor E	Milwaukee impact driver		\$99.99
Transaction Date	3/5/2024	PRAIRIE SUN BANK 10100	Total	\$467.85
Refer	1498 QUARNSTROM & DOERING PA AT	Ck# 020637 3/11/2024		
Cash Payment Invoice 86329	E 101-41610-304 Legal Fees	general operations		\$656.70
Transaction Date	2/29/2024			
Transaction Date	3/5/2024	PRAIRIE SUN BANK 10100	Total	\$656.70
Refer	1499 VALLEY TELEPHONE	Ck# 013341E 3/15/2024		
Cash Payment Invoice	E 602-49450-321 Telephone	2871,2872,2243, lift stations		\$111.56
Cash Payment Invoice	E 101-41000-321 Telephone	2127, Fax Village Hall		\$41.57
Cash Payment Invoice	E 101-41000-321 Telephone	2110, Phone, Village Hall		\$313.05
Cash Payment Invoice	E 211-45500-321 Telephone	2318, 2125, Library		\$51.22
Cash Payment Invoice	E 101-43000-321 Telephone	2846, Maintenance Dept.		\$89.97
Cash Payment Invoice	E 101-41000-321 Telephone	wifi Community Center		\$80.90
Transaction Date	3/5/2024	PRAIRIE SUN BANK 10100	Total	\$688.27
Refer	1500 BIEL, JOSHUA	Ck# 020619 3/11/2024		
Cash Payment Invoice 53149	E 101-42260-210 Operating Supplies (GE	reimbursement of FD supplies for Ranger lights Midwest Power Sports receipt		\$138.06
Transaction Date	3/4/2024			
Transaction Date	3/5/2024	PRAIRIE SUN BANK 10100	Total	\$138.06
Refer	1501 VALLEY OFFICE PRODUCTS INC	Ck# 020641 3/11/2024		
Cash Payment Invoice 14094	E 101-41000-200 Office Supplies (GENER	colored paper		\$17.98
Transaction Date	3/4/2024			
Transaction Date	3/5/2024	PRAIRIE SUN BANK 10100	Total	\$17.98
Refer	1502 MINNESOTA DEPT OF HEALTH	Ck# 020634 3/11/2024		
Cash Payment Invoice	E 601-49400-438 Regulated permits/fees	Community Water Supply Servoce Connection Fee		\$493.00
Transaction Date	3/5/2024	PRAIRIE SUN BANK 10100	Total	\$493.00
Refer	1503 FEDERAL SIGNAL CORPORATION	Ck# 020627 3/11/2024		
Cash Payment Invoice 8537700	E 101-41000-220 Repair/Maint Supply (GE	emergency siren replacement		\$3,098.00
Transaction Date	2/26/2024			
Transaction Date	3/5/2024	PRAIRIE SUN BANK 10100	Total	\$3,098.00
Refer	1504 VISA	Ck# 013342E 3/13/2024		
Cash Payment Invoice	E 101-42260-240 Small Tools and Minor E	Ranger light bar and roof top		\$419.12
Cash Payment Invoice	E 101-42260-240 Small Tools and Minor E	Ranger winch		\$364.65
Cash Payment Invoice	E 101-43000-240 Small Tools and Minor E	new shop ventilation exhaust fan and damper		\$1,834.31

Payments

Current Period: March 2024

Cash Payment Invoice	E 101-41000-322 Postage	postage		\$26.19
Cash Payment Invoice	E 101-41000-430 Miscellaneous (GENERA	reimbursed by Jodi		\$101.52
Cash Payment Invoice	E 101-43000-220 Repair/Maint Supply (GE	RDO wheel loader work		\$629.20
Cash Payment Invoice	E 603-49500-220 Repair/Maint Supply (GE	RDO wheel loader work		\$286.00
Cash Payment Invoice	E 602-49450-220 Repair/Maint Supply (GE	RDO wheel loader work		\$114.40
Cash Payment Invoice	E 601-49400-220 Repair/Maint Supply (GE	RDO wheel loader work		\$114.40
Cash Payment Invoice	E 101-41000-200 Office Supplies (GENER	paper folder		\$298.16
Cash Payment Invoice	E 101-43000-240 Small Tools and Minor E	exhaust fan returned		-\$335.74
Transaction Date	3/5/2024	PRAIRIE SUN BANK 10100	Total	\$3,852.21
Refer	1505 VISA	Ck# 013343E 3/13/2024		
Cash Payment Invoice	E 101-42153-208 Training and Instruction	Sanford Learning		\$165.00
Cash Payment Invoice	E 101-42153-210 Operating Supplies (GE	ambulance supplies		\$247.01
Transaction Date	3/5/2024	PRAIRIE SUN BANK 10100	Total	\$412.01
Refer	1506 JODI HOOK-HANSEN	Ck# 020630 3/11/2024		
Cash Payment Invoice	E 101-41410-331 Travel Expenses	mileage to Wheaton for election 58 miles x.67		\$38.86
Transaction Date	3/6/2024	PRAIRIE SUN BANK 10100	Total	\$38.86
Refer	1507 #2 WELDING & REPAIR	Ck# 020615 3/11/2024		
Cash Payment Invoice	E 101-41000-340 Advertising	Christmas decoration hangers		\$15.45
	12027 2/20/2024			
Transaction Date	3/6/2024	PRAIRIE SUN BANK 10100	Total	\$15.45
Refer	1508 MIKE JACOBSON	Ck# 020633 3/11/2024		
Cash Payment Invoice	E 101-42400-300 Professional Srvs (GENE	March		\$400.00
Transaction Date	3/6/2024	PRAIRIE SUN BANK 10100	Total	\$400.00
Refer	1509 STOLL, TIMOTHY M.	Ck# 020639 3/11/2024		
Cash Payment Invoice	E 101-42400-300 Professional Srvs (GENE	307 W Broadway inspection and sampling		\$500.00
	019 3/5/2024			
Transaction Date	3/6/2024	PRAIRIE SUN BANK 10100	Total	\$500.00
Refer	1510 TRAVERSE ELECTRIC COOP, INC	Ck# 013344E 3/7/2024		
Cash Payment Invoice	E 601-49400-381 Electric Utilities	monthly statement (water)		\$50.86
Cash Payment Invoice	E 602-49450-381 Electric Utilities	monthly statement (wastewater)		\$119.85
Transaction Date	3/7/2024	PRAIRIE SUN BANK 10100	Total	\$170.71
Refer	1511 CARQUEST OF ORTONVILLE	Ck# 020625 3/11/2024		
Cash Payment Invoice	E 101-43000-220 Repair/Maint Supply (GE	sweeper oil filter		\$21.35
	8923-199360 2/8/2024			

Payments

Current Period: March 2024

Cash Payment	E 101-43000-210 Operating Supplies (GE	Bobcat supplies		\$1.99
Invoice	8923-199279	2/7/2024		
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop supplies		\$13.68
Invoice	8923-199398	2/9/2024		
Cash Payment	E 601-49400-210 Operating Supplies (GE	shop supplies		\$6.84
Invoice	8923-199398	2/9/2024		
Cash Payment	E 602-49450-210 Operating Supplies (GE	shop supplies		\$6.84
Invoice	8923-199398	2/9/2024		
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop oil		\$88.61
Invoice	8923-200107	2/27/2024		
Cash Payment	E 601-49400-210 Operating Supplies (GE	shop oil		\$44.30
Invoice	8923-200107	2/27/2024		
Cash Payment	E 602-49450-210 Operating Supplies (GE	shop oil		\$44.31
Invoice	8923-200107	2/27/2024		
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	valve exerciser oil filter		\$11.18
Invoice	8923-199382	2/8/2024		
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	mowers filters		\$26.28
Invoice	8923-200106	2/27/2024		
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	mowers filters		\$26.28
Invoice	8923-200106	2/27/2024		
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	GMC dump truck oil filter		\$7.58
Invoice	8923-199960	2/23/2024		
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	GMC dump truck oil filter		\$3.79
Invoice	8923-199960	2/23/2024		
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE	GMC dump truck oil filter		\$1.27
Invoice				
Transaction Date	3/7/2024	PRAIRIE SUN BANK	10100	Total \$304.30
Refer	1512 BROWNS VALLEY CENEX INC.	Ck# 020621	3/11/2024	
Cash Payment	E 101-42260-212 Motor Fuels	fire dept		\$75.44
Invoice				
Transaction Date	3/7/2024	PRAIRIE SUN BANK	10100	Total \$75.44
Refer	1513 BROWNS VALLEY HARDWARE HA	Ck# 020623	3/11/2024	
Cash Payment	E 211-45500-210 Operating Supplies (GE	library supplies		\$17.99
Invoice				
Transaction Date	3/7/2024	PRAIRIE SUN BANK	10100	Total \$17.99
Refer	1514 MIDWEST TAPE LLC	Ck# 020632	3/11/2024	
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	digital books		\$89.75
Invoice	505122390	2/29/2024		
Transaction Date	3/7/2024	PRAIRIE SUN BANK	10100	Total \$89.75
Refer	1515 BUSINESS CARD	Ck# 020624	3/11/2024	
Cash Payment	E 211-45500-433 Dues and Subscriptions	subscriptions		\$52.06
Invoice				
Cash Payment	E 211-45500-437 Tapes/CD s/Movies	DVD's		\$59.88
Invoice				
Transaction Date	3/7/2024	PRAIRIE SUN BANK	10100	Total \$111.94
Refer	1516 TRI STATE WATER, INC.	Ck# 020640	3/11/2024	
Cash Payment	E 101-41000-200 Office Supplies (GENER	Acct# 1029106		\$37.70
Invoice		3/1/2024		
Transaction Date	3/8/2024	PRAIRIE SUN BANK	10100	Total \$37.70

Payments

Current Period: March 2024

Refer	1517 CHS INC.	Ck# 020626 3/11/2024	
Cash Payment	E 101-41000-383 Gas Utilities	LP City Hall/Amb/Fire 2/5/24	\$152.44
Invoice	FR7 IB6514 2/5/2024		
Cash Payment	E 101-42260-383 Gas Utilities	LP City Hall/Amb/Fire 2/5/24	\$152.44
Invoice	FR7 IB6514 2/5/2024		
Cash Payment	E 101-42153-383 Gas Utilities	LP City Hall/Amb/Fire 2/5/24	\$152.43
Invoice	FR7 IB6514 2/5/2024		
Cash Payment	E 101-43000-383 Gas Utilities	LP Comm Center	\$438.77
Invoice	FR7 IB6515 2/5/2024		
Cash Payment	E 101-43000-383 Gas Utilities	LP new shop	\$386.44
Invoice	FR7 IB6651 2/20/2024		
Cash Payment	E 601-49400-383 Gas Utilities	LP new shop	\$193.22
Invoice	FR7 IB6651 2/20/2024		
Cash Payment	E 602-49450-383 Gas Utilities	LP new shop	\$193.22
Invoice	FR7 IB6651 2/20/2024		
Cash Payment	E 101-41000-383 Gas Utilities	LP City Hall/Amb/Fire 2/23/24	\$153.99
Invoice	FR7 IB6675 2/23/2024		
Cash Payment	E 101-42260-383 Gas Utilities	LP City Hall/Amb/Fire 2/23/24	\$153.98
Invoice	FR7 IB6675 2/23/2024		
Cash Payment	E 101-42153-383 Gas Utilities	LP City Hall/Amb/Fire 2/23/24	\$153.98
Invoice	FR7 IB6675 2/23/2024		
Transaction Date	3/8/2024	PRAIRIE SUN BANK 10100	Total \$2,130.91
Refer	1518 PEIP	Ck# 020636 3/11/2024	
Cash Payment	G 101-21706 Health Insurance	Arlene, Jodi	\$2,260.04
Invoice	1371647 3/10/2024		
Transaction Date	3/8/2024	PRAIRIE SUN BANK 10100	Total \$2,260.04

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$27,392.27
211 LIBRARY		\$270.90
601 WATER FUND		\$1,144.33
602 SEWER FUND		\$715.89
603 REFUSE (GARBAGE) FUND		\$963.27
		<u>\$30,486.66</u>

Pre-Written Checks	\$30,486.66
Checks to be Generated by the Computer	\$0.00
Total	<u>\$30,486.66</u>

Browns Valley, City of

Top 10 Accounts by Consumption Detail

**Indicates the original meter UOM differs from the report UOM

Account Name	Account Number	Address	MIU ID	Meter Number	Meter Size	Consumption UOM	Conv
BROWNS VALLEY HEALTH CENTRE	040000035000002	114 Jefferson St S	1572725996	61226987	2	87,840.000 Gallons	
BROWNS VALLEY SCHOOL	040000003900002	118 Church St S	1572727188	61226985	2	44,832.000 Gallons	
VALLEY VIEW APARTMENTS	010000037900001	317 2nd Ave SW	1572727192	61226984	2	23,336.000 Gallons	
MAYNARDS FOOD CENTER	020000008500002	409 W Broadway	1572040614	12720422	5/8	22,633.600 Gallons	
RODRIGUEZ, SUMMER	010000008700001	112 6th St S	1572045214	12720542	5/8	13,931.600 Gallons	
GOODHART, HANNAH	010000009900001	761 W Broadway	1572053896	12720420	5/8	13,051.800 Gallons	
FOUR SEASONS APARTMENTS	010000001100001	313 1st Ave SW	1572725184	61226986	2	12,439.000 Gallons	
. CITY SHOP	050000003100002	PARK STR S	1572053022	12720520	3	10,153.000 Gallons	
SAHNOW, MITCH	010000002100001	123 3rd St S	1572053612	12720588	5/8	9,072.400 Gallons	
BROWNS VALLEY CENEX	0200000040100002	521 W Broadway	1572047234	12718106	1	8,176.400 Gallons	

BROWNS VALLEY, MN
Delinquency1

03/08/24 3:48 PM

Page 1

Balance	Undist Rec	Cur Charges	1 Per Overdue	2 Per Overdue	3 Per Overdue	Full Property Address	Full Owners Name	Acct Status
\$243.32	\$0.00	\$99.58	\$143.74	\$0.00	\$0.00	310 4th St N	KAMPESKA, TONYA	Turned off
\$246.17	\$0.00	\$134.72	\$111.45	\$0.00	\$0.00	226 Church St S	KLOECKNER, RITA	Turned off
\$274.82	\$0.00	\$74.35	\$99.73	\$100.74	\$0.00	502 3rd St N	CLOUD, COLLEEN	Turned off
\$529.81	\$0.00	\$74.35	\$126.16	\$120.75	\$208.55	37 6th St N	LUFKINS, TERRANCE L	Turned off
\$1,294.12	\$0.00	\$383.00	\$481.08	\$221.49	\$208.55			

((([Balance]<>0))) AND ([*Account].[1 Per Overdue] In (99.73,111.45,126.16,143.74))

APPLICATION FOR BUILDING PERMIT
CITY OF BROWNS VALLEY
P.O. BOX 334, BROWNS VALLEY, MN 56219
320-695-2110 or cityadminbv@prtel.com

Box 1

For City Use Only

Box 2

Building Permit No. 2024-3-7-01

Date Received/Paid 3/5/24

Date Council Approved _____

Residential (Based on Valuation – Compute on Reverse)

Maintenance – Residential

Box 3

House \$ _____
 Remodel (Applicant Valuation) \$ _____
 ___ Attached Garage \$ _____
 ___ Deck/Porch \$ _____
 ___ Detached Garage/Shed \$ _____
 ___ Modular/Manufactured Home \$ _____

___ Mechanical
 ___ Re-roof (\$25.00)
 ___ Siding (\$25.00)
 ___ Windows/Doors – Enlarged Size – (\$25.00)
 ___ Miscellaneous Repair

Demolition (Asbestos inspection and lab fees not include)

Commercial (Based on state valuation)

___ Architect – Required \$ _____
 ___ Non-Architect (includes Maint. Permits) \$ _____

___ Residential
 ___ Commercial

Work being done: _____

Remember to call Gopher State One Call before you dig... 1-800-252-1166

Please print:

Parcel ID 20-0317000

Box 4

Job Site Address 515 2nd St N Lot 1, 2+3
 Owner's Name RICHARD ALBRIGHT Block 3
 Owner's Address 515 2nd St N
 Owner's Telephone Number 605-469-9659
 Contractor's Name SAME License No. _____
 Contractor's Address _____ Phone No. _____

This permit becomes null and void if work or construction authorized is not commenced within six (6) months. Applications for permit shall be accompanied by a description of work being done, site plan, and materials being used. Building permit card shall be posted conspicuously at job site during construction. No part of any building area authorized by this permit may be occupied until final inspection and issuance of a Certificate of Occupancy (if applicable) by the Building Official.

DO NOT BEGIN CONSTRUCTION UNTIL THIS PERMIT HAS BEEN VALIDATED AND BUILDING SETBACK LINES HAVE BEEN APPROVED BY THE BUILDING OFFICIAL.

Printed Name of Applicant: Richard Albright
 Signature of Applicant: [Signature]

CALCULATED VALUATION \$ _____

Box 5

BUILDING PERMIT CHARGES

Permit Fee \$5.00 or by value \$ _____
 Comm. Plan Review + Surcharge \$ _____
 Surcharge \$ _____
(A) PERMIT FEE \$ _____

CITY CHARGES

Water Connect \$ _____
 Sewer Connect \$ _____
(B) TOTAL CITY FEE \$ _____
(C) TOTAL SUM OF CHARGES \$ _____

Approved for Issuance by: _____
 Signature of Building Official _____ Date _____

Box 6

Building Official Notes/Special Conditions: _____

(N)

20'

Chaset

Bed Room

12'

20'

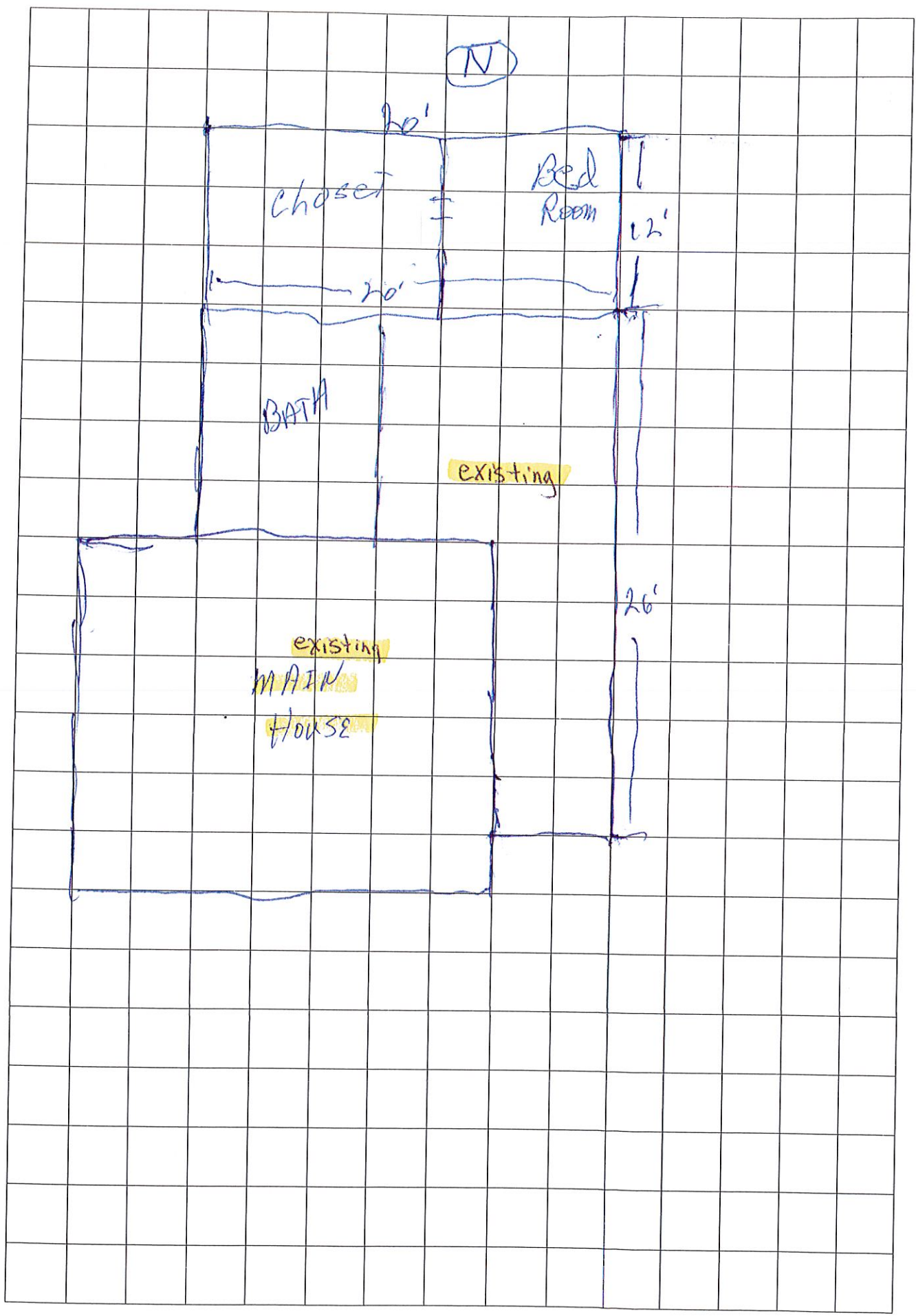
BATH

existing

26'

existing

MAIN HOUSE



20-0322000

20-0321000

20-0317000

20-0318000

These data are provided on an "AS-IS" basis, without warranty of any kind.

Tax Parcel Viewer

**RESOLUTION
RESOLUTION CERTIFYING ELECTION RESULTS**

WHEREAS, the Presidential Nomination Primary City Election was held at the Browns Valley Public Library Meeting Room on Tuesday, March 5, 2024, to vote on U.S Presidential Nominee. The official returns of the judges of election were presented: Karen Goodhart, Terry Biewer, Jennifer Dobbs, Kathy Charette, Alpha Nybo, Jim Madison and Laurie Wegwerth.

WHEREAS, said returns were duly examined, approved and placed on file in the Office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Browns Valley that it is hereby found, determined and declared that the Presidential Nomination Primary City Election held in and for the City of Browns Valley on Tuesday, March 5, 2024 was in all respects duly held and the returns thereof have been duly canvassed, the votes cast at said election were:

REPUBLICAN PRESIDENT	DEMOCRATIC-FARMER- LABOR PRESIDENT	LEGAL MARIJUANA NOW PRESIDENT
Ron DeSantis 1	Uncommitted 1	Vermin Supreme 2
Nikki Haley 6	Dean Phillips 2	
Donald Trump 8	Joe Biden 13	
TOTAL: 15	TOTAL: 16	TOTAL: 2

IT IS HEREBY FOUND AND DECLARED that the following candidates for the office of elected at the, March 5, 2024 Presidential Nomination Primary City Election:

Passed and adopted by the Council of the City of Browns Valley, Traverse County, State of Minnesota this 11th day of March, 2024.

Mike Heck, Mayor

ATTEST:

Jodi Hook-Hansen, City Administrator/Clerk-Treasurer

CREDIT CARD POLICY

CITY OF BROWNS VALLEY

As stated in MN Statute 471.382, the City of Browns Valley Council may authorize the use of a credit card by any City employee otherwise authorized to make a purchase on behalf of the City. All purchases by credit card must otherwise comply with all statutes, rules and policies applicable to City purchases. A City employee who makes or directs a purchase by credit card that is not in compliance with statutes, rules and policies, is personally liable for the amount of the purchase.

Bills from credit card companies do not contain the detail necessary to satisfy the requirement that claims presented to the City for payment must be in writing and itemized. Therefore, invoices and receipts for all items charged must be retained. A list of all credit cards charges will be included with monthly expenditures for Council review and approval. (MN Stat 412.271 subd. 2, MN Stat 471.38 subd 1)

Credit card use must also comply with laws concerning borrowing. Credit cards will not be used for carrying debt. The entire card balance shall be paid in full each month. (MN Stat Ch 475)

1. City Clerk is authorized to use the City of Browns Valley credit card.
2. Credit cards will carry a card limit of no more than \$2,000.00
3. City credit cards will be issued through the Clerks' office. All cards must be returned to the City Clerk when renewed or upon leaving the employment of the City. A lost or stolen credit card must be reported immediately.
4. No employee will intentionally use a City of Browns Valley credit card for personal purchases. Unauthorized use or abuse of a city credit card will result in disciplinary action, up to and including termination of employment.
5. Supporting documents and/or invoices will be submitted to the Clerks' office immediately after purchasing an item(s). The purchaser must stipulate on the documents and/or invoices a description of what the purchase is for. For example: Supplies for Community Center; repair parts for fire truck; office supplies etc. Documents/invoices will be coded by the City Clerk upon receipt.
6. The City Clerk's Office shall keep a record of all persons issued a credit card or having authorization to use a City credit card. Authorized persons will receive, sign and file an acknowledgment form regarding credit card use. See attached.

Adopted by the City Council of the City of Browns Valley, County of Traverse, State of Minnesota this day March 11, 2024

CREDIT CARD POLICY ACKNOWLEDGMENT

CITY OF Browns Valley

The City of Browns Valley is authorizing you to use one of its credit cards on its behalf. It is important that you understand the rules regarding its use. If the rules are not followed the City may cancel the card and you may be personally liable for any misuse.

- Credit cards may only be used for appropriate City business. Personal use may be grounds for discipline.
- The credit card shall not be used to obtain a cash advance.
- The credit card must be protected from theft or unauthorized use.
- The City Clerk's Office must be notified immediately if the card is lost, stolen or if you suspect unauthorized use.
- The credit card must be returned to the City Clerk's Office immediately upon request or upon leaving employment with the City.
- Receipts or invoices for each credit card use must be signed and submitted in a timely manner to the City Clerk's Office for processing. Failure to submit original itemized receipts for your purchase can result in you being held personally responsible for the charges.
- The City will not be responsible for interest charges accrued due to delayed submission of receipts and payment requests.
- I have read the above statements and the attached Credit Card Use Policy and agree to abide by same.

Date

Signature