



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

Monday March 25, 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:

Angus McEachern

Mike Jacobson

Approval of Agenda:

Consent Agenda

- March 11, 2024 Regular Meeting Minutes
- For a grand total of \$71,648.76
 - Wages: March 18th = \$8,179.80
 - Claims: March 25th = \$63,468.96

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

Unfinished Business:

New Business:

- Resolution 24-09 a Resolution Accepting Donation to the City from Township of Windsor in the amount of \$500.00
- Parcel ID 05-0163002 City of Browns Valley Property 4 acres to lease for hunting purposes

Public Comment:

Other Business:

Dates:

- April 4th, Thursday at 5:30 pm at the American Legion- Upper Minnesota River Watershed District Board of Managers will hold a public informational meeting.
- April 8th, Monday at 2:30 pm at the Browns Valley Public Meeting Room Board of Appeals and Equalization Meeting.

Items for council to consider for future:

Next scheduled meeting Monday April 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 Administrator Jodi Hook-Hansen, City Maintenance Supervisor Tony Serocki, Library Director Bernice Piechowski, and Code Enforcement Officer Terry Biewer.

Absent: None

Others Present: None

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 Miller with a second by Dobbs, the Council unanimously approved the agenda with addition of building permit at 506 W Broadway (Aksamit Transportation).

Consent Agenda:

- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved the February 26, 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 \$42,153.14, including Wages (March 1st = \$11,666.48) and Claims (March 11th = \$30,486.66).
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved the Treasurer's Report.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the Delinquency Report.

Department Reports:

- Library Director Piechowski 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.

Unfinished Business: None at this time

New Business:

- Upon a motion by Heck with a second by Dobbs, the Council unanimously denied the building Permit 515 2nd St N-Richard Albright until the abatement that was sent to him is completed.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved of the Resolution 24-08 a Resolution of the Canvass the Presidential Nomination Primary.
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved of the Fire Department Temporary Liquor License for Saturday April 20th Annual Fish Fry.
- Fire Dept Gambling License Permit-Removed from Agenda.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of the Credit Card Policy. The vote was 3 to 2 with Dobbs and Heck dissenting.
- The Council reviewed the employment applications that were submitted and instructed staff to contact candidates for interviewing.

Public Comment: None at this time

Other Business:

- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of the building permit at 506 W Broadway (Aksamit Transportation).

Dates:

- April 4th, Thursday at 5:30 pm at the American Legion- Upper Minnesota River Watershed District Board of Managers will hold a public informational meeting.
- April 8th, Monday at 2:30 pm at the Browns Valley Public Meeting Room Board of Appeals and Equalization Meeting.

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

Next scheduled meeting: Monday March 25th at 5:30 p.m.

The meeting adjourned at 6:57 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

Payments

Current Period: March 2024

Payment Batch Claims032524		\$63,468.96	
Refer	1519 MVTL	Ck# 020675	3/25/2024
Cash Payment	E 602-49450-306 Testing	wastewater testing	\$65.25
Invoice	1242995	3/12/2024	
Cash Payment	E 602-49450-306 Testing	wastewater testing	\$65.25
Invoice	1244223	3/20/2024	
Transaction Date	3/13/2024	PRAIRIE SUN BANK 10100	Total \$130.50
Refer	1520 DAKOTA SUPPLY GROUP	Ck# 020664	3/25/2024
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	Zurn 2" backflow preventer	\$1,026.74
Invoice	S103491409.001	3/1/2024	
Transaction Date	3/13/2024	PRAIRIE SUN BANK 10100	Total \$1,026.74
Refer	1521 GOODHART EXCAVATING , INC	Ck# 020668	3/25/2024
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	Sterling dump truck box cover	\$240.00
Invoice	11078	2/23/2024	
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	Sterling dump truck box cover	\$120.00
Invoice	11078	2/23/2024	
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE	Sterling dump truck box cover	\$40.00
Invoice	11078	2/23/2024	
Transaction Date	3/13/2024	PRAIRIE SUN BANK 10100	Total \$400.00
Refer	1522 LEAGUE OF MN CITIES INS TRUST	Ck# 020672	3/25/2024
Cash Payment	E 101-41000-360 Insurance (GENERAL)	Property/Casualty Coverage Premium	\$40,377.00
Invoice		3/8/2024	
Transaction Date	3/13/2024	PRAIRIE SUN BANK 10100	Total \$40,377.00
Refer	1523 INTERNAL REVENUE SERVICE	Ck# 013345E	3/26/2024
Cash Payment	E 101-41000-430 Miscellaneous (GENERA	incorrect filing date fee-June 2020	\$897.35
Invoice	CP171		
Transaction Date	3/13/2024	PRAIRIE SUN BANK 10100	Total \$897.35
Refer	1524 MAYNARDS FOOD CENTER	Ck# 020674	3/25/2024
Cash Payment	E 101-43000-210 Operating Supplies (GEN	shop supplies	\$9.49
Invoice	7019	2/21/2024	
Cash Payment	E 601-49400-210 Operating Supplies (GEN	shop supplies	\$4.74
Invoice	7019	2/21/2024	
Cash Payment	E 602-49450-210 Operating Supplies (GEN	shop supplies	\$4.75
Invoice	7019	2/21/2024	
Transaction Date	3/14/2024	PRAIRIE SUN BANK 10100	Total \$18.98
Refer	1525 OFFICE PEEPS	Ck# 020676	3/25/2024
Cash Payment	E 101-41000-210 Operating Supplies (GEN	contract copier ink	\$316.35
Invoice	1058094-0	3/11/2024	
Transaction Date	3/14/2024	PRAIRIE SUN BANK 10100	Total \$316.35
Refer	1526 WEGWERTH, LAURA	Ck# 020655	3/18/2024
Cash Payment	E 101-41000-300 Professional Srvs (GENE	March 10-17 6.25hrs	\$90.63
Invoice			
Transaction Date	3/18/2024	PRAIRIE SUN BANK 10100	Total \$90.63
Refer	1527 AFSCME #65	Ck# 020656	3/18/2024
Cash Payment	G 101-21707 Union Dues	Darrell Dobbs	\$47.46
Invoice			

Payments

Current Period: March 2024

Cash Payment	G 101-21707 Union Dues	Arlene Reinart		\$38.20
Invoice				
Transaction Date	3/18/2024	PRAIRIE SUN BANK 10100	Total	\$85.66
Refer	1528 WIDSETH SMITH NOLTING & ASS	Ck# 020657	3/18/2024	
Cash Payment	E 101-42260-300 Professional Svcs (GENE	FY23 Grant App Assistance for Operations and		\$1,350.00
Safety Equipment				
Invoice	229340	3/11/2024		
Transaction Date	3/18/2024	PRAIRIE SUN BANK 10100	Total	\$1,350.00
Refer	1529 WIDSETH SMITH NOLTING & ASS	Ck# 020658	3/18/2024	
Cash Payment	E 101-42260-300 Professional Svcs (GENE	FY23 Grant App Assistance for Vehicle		\$1,350.00
Acquisition				
Invoice	229341	3/11/2024		
Transaction Date	3/18/2024	PRAIRIE SUN BANK 10100	Total	\$1,350.00
Refer	1530 DOBBS, DARRELL	Ck# 020666	3/25/2024	
Cash Payment	E 101-41000-810 Refunds & Reimburseme	reimbursement for boots per union contract		\$170.00
Invoice				
Transaction Date	3/18/2024	PRAIRIE SUN BANK 10100	Total	\$170.00
Refer	1531 Creatively Ewe Web Design	Ck# 020663	3/25/2024	
Cash Payment	E 101-41000-309 Software & Design	website expenses		\$419.85
Invoice				
Transaction Date	3/14/2024			
Transaction Date	3/18/2024	PRAIRIE SUN BANK 10100	Total	\$419.85
Refer	1532 OTTERTAIL POWER COMPANY	Ck# 020677	3/25/2024	
Cash Payment	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr		\$87.41
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-065992 W Brdwy Grind		\$121.30
Invoice				
Cash Payment	E 101-43000-381 Electric Utilities	14-061130 Bulk Station		\$10.15
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-061130 Bulk Station		\$2.03
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-061130 Bulk Station		\$4.06
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-061130 Bulk Station		\$4.06
Invoice				
Cash Payment	E 101-43160-381 Electric Utilities	14-004837 Street lights		\$1,252.31
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004838 Well #3		\$366.96
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift		\$575.40
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004840 Well #1		\$120.82
Invoice				
Cash Payment	E 101-41000-381 Electric Utilities	14-004841 Fire Siren		\$8.05
Invoice				
Cash Payment	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall		\$102.14
Invoice				
Cash Payment	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall		\$21.88
Invoice				
Cash Payment	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall		\$21.89
Invoice				

Payments

Current Period: March 2024

Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-004844 321 Lift Sation	\$131.38
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum	\$25.01
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-010558 796 W Bdwy SB Cabin	\$20.50
Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-020839 Fire Hall	\$52.18
Cash Payment Invoice	E 211-45500-381 Electric Utilities	14-023343 Library	\$364.59
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-034884 Backus Field	\$20.30
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-036446 Backus Field	\$20.30
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-086156 New City Shop	\$95.82
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-086156 New City Shop	\$19.16
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-086156 New City Shop	\$38.32
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-086156 New City Shop	\$38.33
Transaction Date	3/19/2024	PRAIRIE SUN BANK 10100	Total \$3,524.35
Refer	1533 MN DEPT OF REVENUE SW	Ck# 013346E 3/19/2024	
Cash Payment Invoice	G 101-21702 State Withholding		\$467.20
Transaction Date	3/19/2024	PRAIRIE SUN BANK 10100	Total \$467.20
Refer	1534 IRS	Ck# 013347E 3/19/2024	
Cash Payment Invoice	G 101-21701 Federal Withholding	Federal	\$868.52
Cash Payment Invoice	G 101-21703 FICA Tax Withholding	SS & Medicare	\$1,742.80
Transaction Date	3/19/2024	PRAIRIE SUN BANK 10100	Total \$2,611.32
Refer	1535 PUBLIC EMPLOYEES RETIREMEN	Ck# 013348E 3/19/2024	
Cash Payment Invoice	G 101-21704 PERA		\$1,445.86
Transaction Date	3/19/2024	PRAIRIE SUN BANK 10100	Total \$1,445.86
Refer	1536 HAWKINS, INC.	Ck# 020669 3/25/2024	
Cash Payment Invoice	E 601-49400-216 Chemicals and Chem Pr	Azone 15	\$426.65
Cash Payment Invoice	E 601-49400-333 Freight and Express	Azone 15	\$59.00
Transaction Date	3/20/2024	PRAIRIE SUN BANK 10100	Total \$485.65
Refer	1537 ROBERTS COUNTY LANDFILL	Ck# 020678 3/25/2024	
Cash Payment Invoice	E 603-49500-384 Refuse/Garbage Disposa	City property (Rodey Ewald)	\$48.00
Cash Payment Invoice	E 603-49500-384 Refuse/Garbage Disposa	City property (Rodey Ewald)	\$26.52
Transaction Date	3/20/2024	PRAIRIE SUN BANK 10100	Total \$74.52

Payments

Current Period: March 2024

Refer	1538	CENGAGE LEARNING	Ck# 020660	3/25/2024		
Cash Payment	E 211-45500-435	Books and Pamphlets	large print books		\$55.98	
Invoice	84016023	3/7/2024				
Transaction Date	3/20/2024		PRAIRIE SUN BANK	10100	Total	\$55.98
Refer	1539	BAKER & TAYLOR	Ck# 020659	3/25/2024		
Cash Payment	E 211-45500-435	Books and Pamphlets	books		\$331.11	
Invoice	2038131011	2/28/2024				
Cash Payment	E 211-45500-333	Freight and Express	books		\$3.31	
Invoice	2038131011	2/28/2024				
Transaction Date	3/20/2024		PRAIRIE SUN BANK	10100	Total	\$334.42
Refer	1540	CENTER POINT LARGE PRINT	Ck# 020661	3/25/2024		
Cash Payment	E 211-45500-435	Books and Pamphlets	large print books		\$188.32	
Invoice	2080738	3/3/2024				
Transaction Date	3/20/2024		PRAIRIE SUN BANK	10100	Total	\$188.32
Refer	1541	COAST TO COAST COMPUTER PR	Ck# 020662	3/25/2024		
Cash Payment	E 211-45500-210	Operating Supplies (GEN	printer ink		\$229.96	
Invoice	A2646328	3/7/2024				
Transaction Date	3/20/2024		PRAIRIE SUN BANK	10100	Total	\$229.96
Refer	1542	PAYA	Ck# 013349E	3/4/2024		
Cash Payment	E 101-41000-430	Miscellaneous (GENERA	nsf electronic fee Tunheim		\$7.00	
Invoice						
Transaction Date	3/20/2024		PRAIRIE SUN BANK	10100	Total	\$7.00
Refer	1543	HENRY SCHEIN, INC	Ck# 020670	3/25/2024		
Cash Payment	E 101-42153-210	Operating Supplies (GEN	ambulance supplies		\$322.97	
Invoice	76884620	3/7/2024				
Transaction Date	3/20/2024		PRAIRIE SUN BANK	10100	Total	\$322.97
Refer	1544	FRANZESE, MATTHEW P.	Ck# 020667	3/25/2024		
Cash Payment	E 101-41610-304	Legal Fees	March services		\$1,050.00	
Invoice						
Transaction Date	3/21/2024		PRAIRIE SUN BANK	10100	Total	\$1,050.00
Refer	1545	MADISON NATIONAL LIFE	Ck# 020673	3/25/2024		
Cash Payment	E 101-41000-130	Employer Paid Ins (GEN	April premium		\$23.90	
Invoice	1615263					
Transaction Date	3/21/2024		PRAIRIE SUN BANK	10100	Total	\$23.90
Refer	1546	DAKOTA WASTE SOLUTIONS	Ck# 020665	3/25/2024		
Cash Payment	E 603-49500-300	Professional Svcs (GENE	April garbage service		\$4,000.00	
Invoice	128289	3/18/2024				
Transaction Date	3/21/2024		PRAIRIE SUN BANK	10100	Total	\$4,000.00
Refer	1547	IRON VALLEY EQUIPMENT & MFG	Ck# 020671	3/25/2024		
Cash Payment	E 101-43000-220	Repair/Maint Supply (GE	Tiger side mower parts on 2555		\$1,007.23	
Invoice	2162	2/29/2024				
Cash Payment	E 101-45000-220	Repair/Maint Supply (GE	Tiger side mower parts on 2555		\$201.44	
Invoice	2162	2/29/2024				
Cash Payment	E 602-49450-220	Repair/Maint Supply (GE	Tiger side mower parts on 2555		\$805.78	
Invoice	2162	2/29/2024				
Transaction Date	3/21/2024		PRAIRIE SUN BANK	10100	Total	\$2,014.45

Payments

Current Period: March 2024

Fund Summary

	10100 PRAIRIE SUN BANK
101 GENERAL FUND	\$54,322.38
211 LIBRARY	\$1,173.27
601 WATER FUND	\$2,047.29
602 SEWER FUND	\$1,811.50
603 REFUSE (GARBAGE) FUND	\$4,114.52
	<hr/>
	\$63,468.96

Pre-Written Checks	\$63,468.96
Checks to be Generated by the Computer	\$0.00
Total	<hr/>
	\$63,468.96

RESOLUTION NO. 24-09

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
Township of Windsor	Ambulance Operating	\$250.00
Township of Windsor	Fire Department Operating	\$250.00

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 25th day of March, 2024.

Mayor / Acting Mayor

Attested:

City Administrator



Parcel Number: 05-0163002

General Information

Township/City: FOLSOM

Taxpayer Name: BROWNS VALLEY/CITY OF

Taxpayer Address: PO BOX 334
BROWNS VALLEY MN 56219-0334

Property Address:

Township: 125

Range: 49

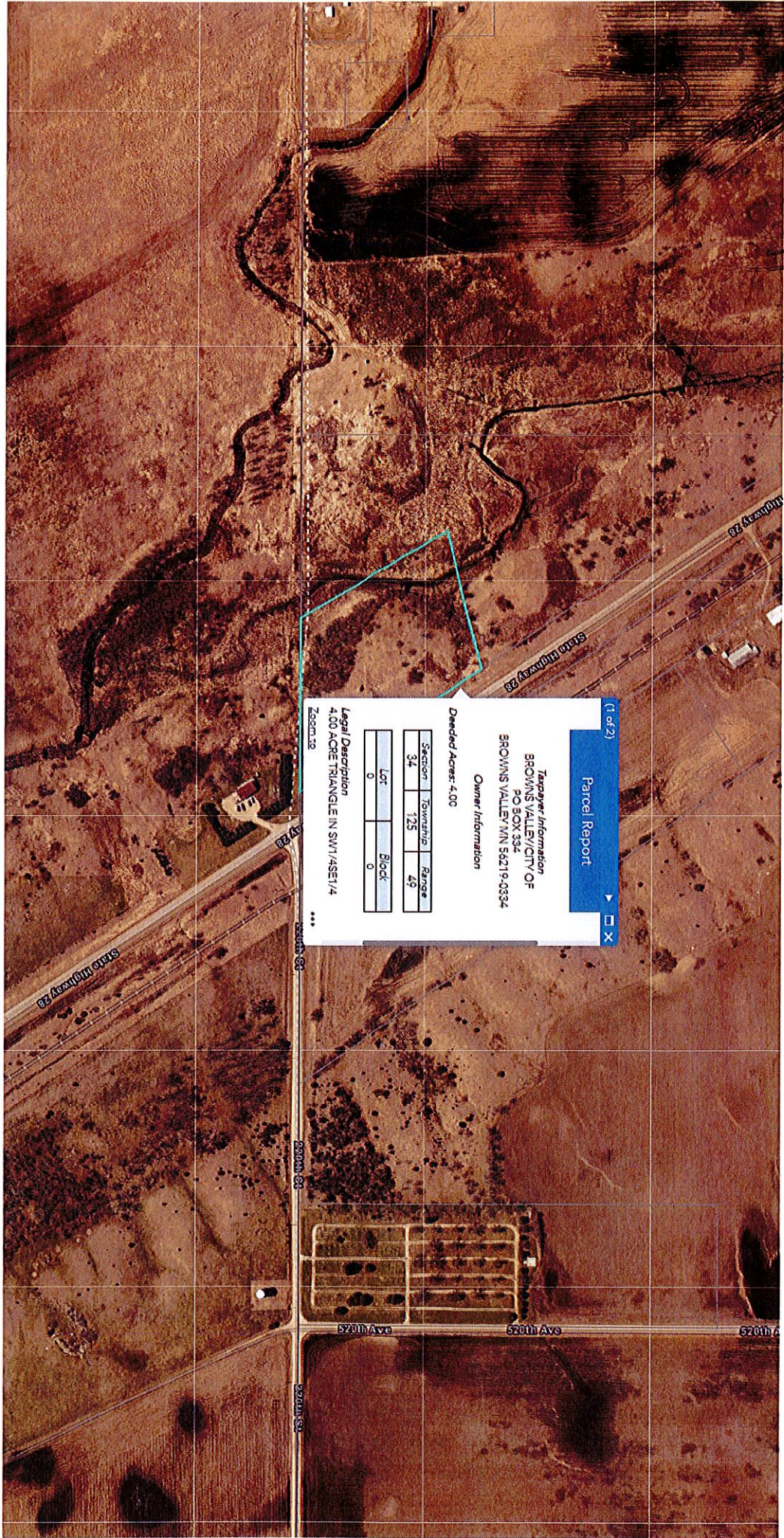
Section: 34

Plat:

Acres: 4

School District: 801 - BROWNS VALLEY

Tax Description: 4.00 ACRE TRIANGLE IN SW1/4SE1/4



(1 of 2)

Parcel Report

Trapper Information
BROWN'S VALLEY/CITY OF
PO BOX 332
BROWN'S VALLEY MN 56219-0332

Owner Information

Deeded Acres: 4.00

Section	Township	Range
34	125	49
Lot	Block	
0	0	

Legal Description
4.00 ACRE TRIANGLE IN SW1/4SE1/4

Zoning: Z00012