



**BROWNS VALLEY CITY COUNCIL MEETING  
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM  
Monday April 22, 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: West Central Initiative – Rebecca Petersen

**Additions or Corrections to the Meeting Agenda:**

**Consent Agenda**

- April 8, 2024 Regular Meeting Minutes
- April 8<sup>th</sup> Board of Appeal and Equalization Meeting Minutes
- April 8<sup>th</sup> Special Meeting Minutes
- For a grand total of \$50,770.28  
Wages: April 16<sup>th</sup> = \$6,319.70  
Claims: April 22 = \$44,450.58

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

**Unfinished Business:**

**New Business:**

- Resolution 24-11 a Resolution Accepting Donation to the City from Larry Hall in the amount of \$100.00.
- Approval of Building Permit
  - Garrick Stahl 320 Church St.
- To pursue legal action against Ryan Mahoney to obtain judgment on Fire Call for accident in the amount of \$573.50.
- Approval of Ambulance to purchase and installation of Stryker Power load cot and to reimburse the city from fundraiser fund.

**Public Hearing for Intoxicating Sale of Liquor License**

- Approval for Intoxicating Sale of Liquor License
  - American Legion
  - Browns Valley Liquor Store

**Public Comment:** (Consideration of Items not on Agenda)

**Other Business:**

**Dates: Monday May 27<sup>th</sup> Closed- Holiday Reschedule meeting**

**Items for council to consider for future:**

**Next scheduled meeting Monday May 13<sup>th</sup>- 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.**

6:00 PM



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, Building Inspector Mike Jacobson, and Angus McEachern.

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:**

Angus McEachern was present to request the council to reconsider a modification of the designation of his dog from being a Dangerous Dog to a Potentially Dangerous. This is primarily based upon his inability to afford the insurance required by the Ordinance if he intended on keeping the dog. He stated that his dog is normally not an aggressive animal, had never attacked another animal or person before, and that this was an isolated incident. Traverse County Sheriff's Deputy Tammy Borgheiinck and Code Enforcement Officer Terry Biewer stated that they had visited the dog today and did not show any signs of aggression, and noted that there had never been any previous reports of aggressive behavior from the dog. It is also noted that Section 91.11(C)(2) allows the City to modify a dangerous/potentially designation, including complete rescission of the designation.

- Upon a motion by Miller with a second by Biewer, the Council unanimously approved to modify Angus McEachern's Dangerous Dog citation to a Potentially Dangerous with conditions that all other requirements of the regulations be completed in 14 days.

Building Inspector Mike Jacobson was present to inform the Council of the Hazardous buildings. The properties have the following conditions at:

326 W Broadway

- The roof has collapsed into the building, allowing the elements and animals to get into the building.
- Main Street structures have common walls with framing from both adjoining buildings attached to the common wall. This building is in danger of further collapse, which could compromise the buildings on either side of the shared walls.

538 2<sup>nd</sup> Ave N

- There is a sag in the roof, indicating rot.
- The chimney is in very poor condition.

- The foundation shows signs of rot and failure.
- Floor framing that has been exposed shows significant rot.

Abatement notices have previously been sent to the owners of each property. The City Council considered all the relevant evidence it has received.

- Upon a motion by Miller with a second by Madison, the Council unanimously approved of declaring the buildings at 326 W Broadway, and 538 2<sup>nd</sup> Ave N as Hazardous Building and to be removed or repaired with a reasonable amount of time to repair or remove the hazardous conditions. Failure to make repairs or remove hazardous conditions may be grounds to allow the city to demolish the building.

**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 Dobbs, the Council unanimously approved the March 25, 2024, Regular Meeting Minutes.
- Upon a motion by Madison with a second by Dobbs, the Council unanimously approved the claims for a grand total of \$63,038.40, including Wages (April 1<sup>st</sup> = \$23,688.03) and Claims (April 8<sup>th</sup> = \$39,350.37).

**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 Attorney Franzese gave a verbal report on actions performed for the City.
- Deputy Borgheiinck reported on recent law enforcement activity within the City.
- City Administrator Hook-Hansen reported on administrative items completed in the office. Hook-Hansen wished well for Darrell Dobbs on his retirement on March 29<sup>th</sup> with almost 26 years of service for the City of Browns Valley. City Wide Clean Up will be May 13-14<sup>th</sup>.

**Unfinished Business:** None at this time

**New Business:**

- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved Resolution 24-10, a Resolution Accepting Donation to the City from Foster Township in the amount of \$222.00.

- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved the Rental Licenses for:
  - Garrick Stahl 14 4<sup>th</sup> St. No.
  - Todd Johnson Four Seasons Apt.
  - John Tchida 314 2<sup>nd</sup> St. No.
  
- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved the employment application for new hire Jon Fryer, contingent on his agreeing to have his probation period extend until June 1, 2025, for the sole purpose of obtaining his CDL, which is required for employment with the City.

**Public Comment:** None at this time

**Dates:** April 22<sup>nd</sup> Public Hearing for Intoxicating Club On-Sale Liquor License

**Items for Council to consider for future:**

**Next scheduled meeting: Monday April 22<sup>nd</sup> at 5:30 p.m.**

The meeting adjourned at 7:15 p.m.

Minutes submitted by:

Approved by:

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

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



The Local Board of Appeals and Equalization 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, Tony Miller, Devan Dobbs, and Jan Biewer. Also, in attendance was City Administrator Jodi Hook-Hansen.

**Absent:**

**Others present:** Traverse County Assessor Dianne Reinart, Deputy Assessor Kayla Kleindl, Norm Fryer

**Call to Order:**

The April 08, 2024, City Council Local Board of Appeals and Equalization meeting was called to order by Mayor Heck at 2:30 p.m.

The Pledge of Allegiance was recited by those in attendance.

**Assessor’s Report**

Reinart and Kleindl welcomed Board Members and residents to the 2024 Board of Appeals and Equalization Meeting. Reinart stated that the purpose of the meeting is to hear evaluation appeals for 2025 Assessments, which is the starting point for determining property taxes payable in 2024.

Reinart distributed a packet with information pertaining to sales of real property within the City in 2023 and 2024. There was general discussion on these sales. Traverse County’s land sales increased in price by 15%. The land sales from 2023 is what our 2024 values are based on.

Madison and Miller confirmed that they have taken the Board of Appeal Training and are trained through July 2025. Reinart explained the process to get certified to the other Commissioners.

**Board of Equalization Hearing**

Mayor Heck opened the Board of Equalization Hearing portion of the meeting.

Fryer questioned as to why the value of his property had increased. Reinart explained that it was due to added improvements that had been made to the property.

The meeting adjourned at 2:45 p.m.

Minutes submitted by:

Approved by:

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

\_\_\_\_\_  
Mike Heck, Mayor / Acting Mayor



The special 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, Jan Biewer and Tony Miller. Also, in attendance was City Administrator Jodi Hook-Hansen.

**Absent:** None

**Visitors:** Paul Frisch-LMC Insurance appeared to discuss the Auto and Property Schedule for 2024.

The meeting was called to order at 3:00 p.m. by Mayor Mike Heck

Discussion was had with Paul Frisch regarding the insurance coverage and changes to make concerning replacement value rates.

No formal action was taken by the City Council.

**Next scheduled meeting Monday April 22 at 5:30 p.m.**

The meeting adjourned at 4:15 p.m.

Minutes submitted by:

Approved by:

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

\_\_\_\_\_  
Mike Heck, Mayor/ Acting Mayor

Browns Valley Public Library  
Board of Trustees Meeting  
Tuesday, January 16, 2023 4:30 p.m.

The meeting was called to order at 4:29 with the following persons in attendance: Lois Hutmacher, Karen Nelson, Diane Johnson, Julie Metz, library director Bernice Piechowski, and City Council Representative Jan Biewer.

Motion by Diane, seconded by Karen to approve the minutes of October 16, 2023, with correction. MC

Motion by Diane, seconded by Lois to approve the treasurer's report and bills list. MC

#### Old Business

No reading program today due to weather; Adult program has started (Jan. -Apr.); Kids program pk-4 March 9. Hoopla \$117; grant for \$700 Northern Lights; overdrive usage reviewed. Long range plans for 2023-2027 to copy and complete.

#### New Business

Motion by Diane, seconded by Lois to approve the following officers: Karen-President, Julie-Vice President, and Carmen-Secretary. MC.

Motion by Julie, seconded by Diane to approve closed days for 2024. MC

Motion by Karen, seconded by Diane to approve the following memorials, donations, and grants: Ed Lamers by Ben's Service & Eleanor Falkingham \$50, Bob Beumer by Ben's Service \$25, Browns Valley Community Drive \$480, and Northern Lights Library Network grant for Hoopla \$700. MC

National Library Week is April 7-April 13.

Back room rental policy was reviewed.

Lockdown policy was reviewed.

Summer library plans were shared: Zoo first week in June (collaborative), Kevin Lovgreen, 2<sup>nd</sup> week of June, James Wedgewood last week of June, Phil Baker 3<sup>rd</sup> week of July, and crafting in August (collaborative).

Delegate to Viking Library Board – Doris Krane, Wheaton

Training on World Share/cataloging was discussed.

Upcoming regular meeting dates: Monday, April 15 @ 4:30; Monday, July 15 @ 4:30; Monday, October 21 @ 4:30.

Motion by Karen, seconded by Diane to approve the following Director's meetings and Ace meetings: Thursday, February 8; Thursday, May 9; Thursday, August 8; Thursday, November 14; Thursday, March 14; Thursday, April 11; Thursday, September 12; and Thursday, October 10. MC

Motion by Karen, seconded by Diane to approve the Youth Services specialists meeting (date TBD). MC

Motion by Karen, seconded by Diane to adjourn at 5:15. MC

Respectfully submitted by Carmen Hills, secretary.



Payments

Current Period: April 2024

Payment Batch Claims042224		\$44,450.58	
<u>Refer</u>	1594 LEAGUE OF MN CITIES INS TRUST	<u>Ck# 020761 4/22/2024</u>	
Cash Payment	E 101-42260-364 Dram Shop	Liquor Liability -fire department	\$200.00
Invoice	4/9/2024		
Transaction Date	4/10/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$200.00
<u>Refer</u>	1595 TRAVERSE COUNTY ASSESSOR	<u>Ck# 020769 4/22/2024</u>	
Cash Payment	E 101-41000-300 Professional Srvs (GENE 2024 assessment 535 parcels @ \$14		\$7,490.00
Invoice	4/3/2024		
Transaction Date	4/10/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$7,490.00
<u>Refer</u>	1596 MACQUEEN EQUIPMENT	<u>Ck# 020763 4/22/2024</u>	
Cash Payment	E 101-43220-220 Repair/Maint Supply (GE street sweeper strip broom		\$608.01
Invoice P56895	4/8/2024		
Transaction Date	4/10/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$608.01
<u>Refer</u>	1597 BIG STONE COUNTY TREASURER	<u>Ck# 020752 4/22/2024</u>	
Cash Payment	E 602-49450-442 Property taxes	170.0 acres	\$6,324.00
Invoice			
Cash Payment	E 602-49450-442 Property taxes	129.81 acres	\$3,788.00
Invoice			
Transaction Date	4/10/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$10,112.00
<u>Refer</u>	1598 TRAVERSE COUNTY AUDITOR	<u>Ck# 020770 4/22/2024</u>	
Cash Payment	E 101-41000-442 Property taxes	Property 20-0321000	\$172.00
Invoice			
Cash Payment	E 101-41000-442 Property taxes	Property 20-0064000	\$58.00
Invoice			
Cash Payment	E 101-41000-442 Property taxes	Property 20-0290000	\$96.00
Invoice			
Cash Payment	E 101-41000-442 Property taxes	Property 20-0449000	\$342.00
Invoice			
Cash Payment	E 101-41000-442 Property taxes	Property 20-0124000	\$130.00
Invoice			
Cash Payment	E 101-41000-442 Property taxes	Property 20-0319000	\$68.00
Invoice			
Cash Payment	E 101-41000-442 Property taxes	Property 20-0318000	\$562.00
Invoice			
Cash Payment	E 101-41000-442 Property taxes	Property 20-0263001	\$216.00
Invoice			
Cash Payment	E 101-41000-442 Property taxes	Property 20-0252000	\$154.00
Invoice			
Cash Payment	E 101-41000-442 Property taxes	Property 20-0076000	\$150.00
Invoice			
Cash Payment	E 101-41000-442 Property taxes	Property 20-0151000	\$86.00
Invoice			
Cash Payment	E 101-41000-442 Property taxes	Property 20-0077000	\$206.00
Invoice			
Cash Payment	E 101-41000-442 Property taxes	Property 20-0366000	\$266.00
Invoice			
Cash Payment	E 101-41000-442 Property taxes	Property 20-0370000	\$56.00
Invoice			

Payments

Current Period: April 2024

Transaction Date	4/10/2024	PRAIRIE SUN BANK 10100	Total	\$2,562.00
Refer	1599 <u>FRANZESE, MATTHEW P.</u>	<u>Ck# 020759 4/22/2024</u>		
Cash Payment	E 101-41610-304 Legal Fees	April services		\$1,050.00
Invoice				
Transaction Date	4/10/2024	PRAIRIE SUN BANK 10100	Total	\$1,050.00
Refer	1600 <u>OFFICE PEEPS</u>	<u>Ck# 020767 4/22/2024</u>		
Cash Payment	E 101-41000-210 Operating Supplies (GE	contract copier ink		\$411.28
Invoice	1060848-0 4/9/2024			
Transaction Date	4/12/2024	PRAIRIE SUN BANK 10100	Total	\$411.28
Refer	1601 <u>AVEL ECARE MEDICAL GROUP PC</u>	<u>Ck# 020748 4/16/2024</u>		
Cash Payment	E 101-42153-300 Professional Svcs (GENE	Emergency Service fee		\$826.67
Invoice	9606 3/31/2024			
Cash Payment	E 101-42153-100 Wages and Salaries (GE	Implementation fee		\$2,700.00
Invoice	9605 3/31/2024			
Transaction Date	4/12/2024	PRAIRIE SUN BANK 10100	Total	\$3,526.67
Refer	1602 <u>LILLEHAUG, KRISTI</u>	<u>Ck# 020762 4/22/2024</u>		
Cash Payment	E 101-41000-300 Professional Svcs (GENE	Website master Jan-Dec 2023		\$600.00
Invoice	235 1/25/2024			
Cash Payment	E 101-41000-300 Professional Svcs (GENE	December credit as agreed upon		-\$25.00
Invoice	235 1/25/2024			
Transaction Date	4/12/2024	PRAIRIE SUN BANK 10100	Total	\$575.00
Refer	1603 <u>PEIP</u>	<u>Ck# 013359E 4/12/2024</u>		
Cash Payment	G 101-21706 Health Insurance	Arlene, Jodi, Jon		\$3,390.06
Invoice	1385293 4/10/2024			
Transaction Date	4/12/2024	PRAIRIE SUN BANK 10100	Total	\$3,390.06
Refer	1604 <u>OTTERTAIL POWER COMPANY</u>	<u>Ck# 020768 4/22/2024</u>		
Cash Payment	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr		\$84.83
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-065992 W Brdwy Grind		\$111.36
Invoice				
Cash Payment	E 101-43160-381 Electric Utilities	14-004837 Street lights		\$1,193.15
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004838 Well #3		\$328.46
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift		\$396.69
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004840 Well #1		\$102.93
Invoice				
Cash Payment	E 101-41000-381 Electric Utilities	14-004841 Fire Siren		\$7.79
Invoice				
Cash Payment	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall		\$89.74
Invoice				
Cash Payment	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall		\$19.23
Invoice				
Cash Payment	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall		\$19.23
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-004844 321 Lift Sation		\$139.17
Invoice				

Payments

Current Period: April 2024

Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum	\$26.06
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-010558 796 W Bdwy SB Cabin	\$23.10
Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-020839 Fire Hall	\$63.94
Cash Payment Invoice	E 211-45500-381 Electric Utilities	14-023343 Library	\$348.07
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-034884 Backus Field	\$22.99
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-036446 Backus Field	\$22.99
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-086156 New City Shop	\$95.93
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-086156 New City Shop	\$19.19
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-086156 New City Shop	\$38.36
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-086156 New City Shop	\$38.37
Cash Payment Invoice	E 101-43160-381 Electric Utilities	14-010655 Christmas Lights	\$117.58
Transaction Date	4/12/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$3,309.16
Refer	1605 SWEENEY CONTROLS COMPANY	Ck# 020749 4/16/2024	
Cash Payment Invoice	E 601-49400-433 Dues and Subscriptions	Insight annual charge	\$1,080.00
Transaction Date	18400 2/28/2024		
Transaction Date	4/15/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,080.00
Refer	1606 MILBANK WINWATER WORKS	Ck# 020766 4/22/2024	
Cash Payment Invoice	E 602-49450-220 Repair/Maint Supply (GE	ponds repair	\$100.87
Transaction Date	190548 01 4/10/2024		
Transaction Date	4/15/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$100.87
Refer	1607 JODI HOOK-HANSEN	Ck# 020760 4/22/2024	
Cash Payment Invoice	E 101-43000-210 Operating Supplies (GE	ink cartridges for shop printer	\$45.98
Transaction Date	4/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$45.98
Refer	1608 AFSCME #65	Ck# 020747 4/16/2024	
Cash Payment Invoice	G 101-21707 Union Dues	Arlene Reinart	\$44.71
Transaction Date	4/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$44.71
Refer	1609 MN DEPT OF REVENUE SW	Ck# 013360E 4/16/2024	
Cash Payment Invoice	G 101-21702 State Withholding	April 16 payroll	\$390.41
Transaction Date	4/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$390.41
Refer	1610 IRS	Ck# 013361E 4/16/2024	
Cash Payment Invoice	G 101-21701 Federal Withholding	Federal	\$879.92
Cash Payment Invoice	G 101-21703 FICA Tax Withholding	SS & Medicare	\$1,397.88

Payments

Current Period: April 2024

Transaction Date	4/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$2,277.80
Refer	1611 PUBLIC EMPLOYEES RETIREMEN	Ck# 013362E 4/16/2024		
Cash Payment	G 101-21704 PERA	April 16		\$1,229.99
Invoice				
Transaction Date	4/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$1,229.99
Refer	1612 WEGWERTH, LAURA	Ck# 020750 4/17/2024		
Cash Payment	E 101-41000-300 Professional Srvs (GENE	March 24-April 14 9.5 hrs		\$137.75
Invoice				
Transaction Date	4/16/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$137.75
Refer	1613 BAKER & TAYLOR	Ck# 020751 4/22/2024		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$47.86
Invoice	2038232845	4/16/2024		
Cash Payment	E 211-45500-333 Freight and Express	books		\$0.48
Invoice	2038232845	4/16/2024		
Transaction Date	4/17/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$48.34
Refer	1614 EAST WEST BOOKS	Ck# 020758 4/22/2024		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$65.97
Invoice	ARU0370808	4/17/2024		
Cash Payment	E 211-45500-333 Freight and Express	books		\$10.00
Invoice	ARU0370808	4/17/2024		
Transaction Date	4/17/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$75.97
Refer	1615 MIDAMERICA BOOKS	Ck# 020765 4/22/2024		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$151.75
Invoice	35980	4/19/2024		
Transaction Date	4/17/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$151.75
Refer	1616 CENTER POINT LARGE PRINT	Ck# 020753 4/22/2024		
Cash Payment	E 211-45500-435 Books and Pamphlets	large print books		\$27.27
Invoice	2083905	4/8/2024		
Transaction Date	4/17/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$27.27
Refer	1617 DEMCO	Ck# 020757 4/22/2024		
Cash Payment	E 211-45500-210 Operating Supplies (GE	library supplies		\$54.27
Invoice	7463803	4/4/2024		
Cash Payment	E 211-45500-333 Freight and Express	library supplies		\$10.95
Invoice	7463803	4/4/2024		
Transaction Date	4/17/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$65.22
Refer	1618 Creatively Ewe Web Design	Ck# 020754 4/22/2024		
Cash Payment	E 101-41000-309 Software & Design	website expenses		\$1,275.68
Invoice				
Transaction Date	4/17/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$1,275.68
Refer	1619 DAKOTA WASTE SOLUTIONS	Ck# 020756 4/22/2024		
Cash Payment	E 603-49500-300 Professional Srvs (GENE	May garbage service		\$4,000.00
Invoice	129106	4/15/2024		
Transaction Date	4/18/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$4,000.00
Refer	1620 CS DIESEL	Ck# 020755 4/22/2024		
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	DOT inspection 2000 Sterling plow truck		\$150.00
Invoice	WI009277	4/10/2024		

Payments

Current Period: April 2024

Transaction Date	4/18/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$150.00
Refer	1621 BLUE CROSS BLUE SHIELD OF MN	Ck# 013363E 4/16/2024		
Cash Payment	G 101-21710 Other Deductions	Final for contract.		\$12.82
Invoice	4/16/2024			
Transaction Date	4/18/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$12.82
Refer	1622 MADISON, NEIL G.	Ck# 020764 4/22/2024		
Cash Payment	E 101-41110-331 Travel Expenses	EDA Fergus Falls		\$101.84
Invoice				
Transaction Date	4/18/2024	PRAIRIE SUN BANK 10100	<b>Total</b>	\$101.84

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$27,285.75
211 LIBRARY		\$716.62
601 WATER FUND		\$1,549.75
602 SEWER FUND		\$10,898.46
603 REFUSE (GARBAGE) FUND		\$4,000.00
		<u>\$44,450.58</u>

Pre-Written Checks	\$44,450.58
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$44,450.58</u>

**RESOLUTION NO. 24-11**

**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:

<b>Donated by</b>	<b>Purpose</b>	<b>Amount donated</b>
<b>Larry Hall</b>	<b>Fire Department Operating</b>	<b>\$100.00</b>

**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 22<sup>nd</sup> day of April, 2024.

\_\_\_\_\_  
Mayor / Acting Mayor

Attested:

\_\_\_\_\_  
City Administrator

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

Box 1

For City Use Only

Box 2

Building Permit No. \_\_\_\_\_

Date Received/Paid \_\_\_\_\_

Date Council Approved \_\_\_\_\_

**Residential (Based on Valuation - Compute on Reverse)**

**Maintenance - Residential**

Box 3

\_\_\_ House \$ \_\_\_\_\_

\_\_\_ Mechanical

\_\_\_ Remodel (Applicant Valuation) \$ \_\_\_\_\_

\_\_\_ Re-roof (\$25.00)

\_\_\_ Attached Garage \$ \_\_\_\_\_

\_\_\_ Siding (\$25.00)

\_\_\_ Deck/Porch \$ \_\_\_\_\_

\_\_\_ Windows/Doors - Enlarged Size - (\$25.00)

\_\_\_ Detached Garage/Shed \$ \_\_\_\_\_

Miscellaneous Repair <sup>4</sup> Anchors, <sup>4</sup> Anchored  
Walers

\_\_\_ Modular/Manufactured Home \$ \_\_\_\_\_

**Demolition (Asbestos Inspection and lab fees not include)**

**Commercial (Based on state valuation)**

\_\_\_ Residential

\_\_\_ Architect - Required \$ \_\_\_\_\_

\_\_\_ Commercial

\_\_\_ Non-Architect (Includes Maint. Permits) \$ \_\_\_\_\_

Work being done: \_\_\_\_\_

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

**Please print:**

Parcel ID \_\_\_\_\_

Box 4

Job Site Address 320 Church St

Owner's Name Garrick Steh

Owner's Address 320 Church St Browns Valley Mn 56219

Owner's Telephone Number 605-924-1413

Contractor's Name Subbasements License No. BC 466489

Contractor's Address 6335 US Hwy 12 Litchfield 55355 Phone No. 320-693-8729

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: Heather Roering

Signature of Applicant: Heather Roering

**CALCULATED VALUATION**

\$6700.00

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 \$ \_\_\_\_\_

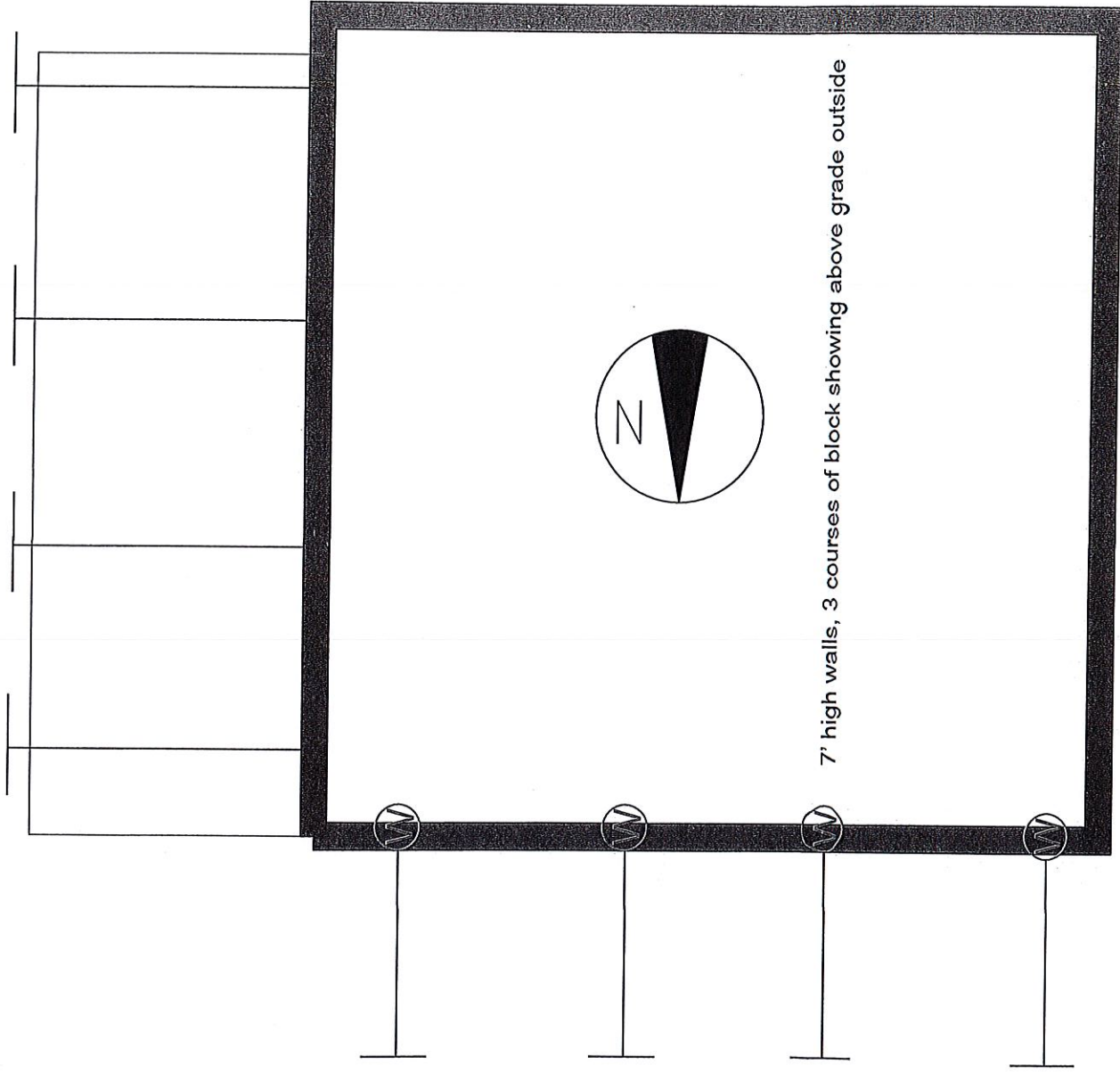
Box 6

Approved for Issuance by: \_\_\_\_\_

Signature of Building Official

Date \_\_\_\_\_

Building Official Notes/Special Conditions: \_\_\_\_\_



9'

24'

7' high walls, 3 courses of block showing above grade outside

24'