



Browns Valley Regular City Council Meeting Approved Minutes May 13, 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: City's Auditor, Brian D. Koehn, CPA, Traverse County Sheriff's Deputy Tammy Borgheiinck, Brian Hanson, Nicole Mahoney, and Jerry Johnson,

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: The City's Auditor, Brian D. Koehn, CPA, presented the Council with a summary of his audit of the City for 2023. Capital Outlay in General Government down in 2023 due to completion of projects in 2022. Police protection is down in 2023 due to contract changes. Ambulance Capital Outlay is down in the 2023 due to ambulance purchase in 2022. Fire Capital Outlay is up in 2023 due to increased equipment needs including vehicle, air compressor, and some SCBA's in 2023. Street Capital Outlay is up in 2023 due to the progress of construction of city shop building. Library Capital Outlay is down in 2023 due to less improvements made in 2023. Parks Capital Outlay is down in 2023 due to less improvements made in 2023. Economic Development is up in 2023 due to progress on major Economic Development project.

Agenda:

Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved the agenda, with the addition from Tony Miller to discuss using the racetrack on the evening of June 28th for Enduro Race.

Consent Agenda:

- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the April 22, 2024, Regular Meeting Minutes.
- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved the claims for a grand total of \$157,196.68, including Wages (May 1st = \$1,939.00) and Claims (May 13th = \$145,257.68).
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the Treasurer's Report.
- Upon a motion by Miller with a second by Dobbs, 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.
- Deputy Borgheiinck reported on recent law enforcement activity within the City.
- City Administrator Hook-Hansen reported on administrative items completed in the office.

Unfinished Business:

New Business:

- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved of the 2023 City Audit presented by Brian D. Koehn, CPA.
- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved of the Building Permit for Garrick Stahl at 303 Jefferson Street.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of the Rental Licenses for:
 - Garrick Stahl at 103 4th Street South; 408 1st Avenue NW; 20 4th Street North (duplex); and 516 Washington Street South.
 - Lee Hansen at 321 Church Street South and 208 Blaine Avenue NW.
 - Karen Hovey at 307 Church Street South.
 - Valley View Apartments at 317 2nd Avenue SW.
 - John Tchida at 334 4th St. S. and 22 3rd Street South.
- Upon a motion by Dobbs with a second by Biewer, the Council unanimously agreed to allow Tony Miller to use the racetrack on the evening of June 28th for the Enduro Race upon providing proof of insurance. Miller Abstained.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved to allow Hardware Hank to use Backus Field during Sam Brown Days on June 29th to sponsor a tractor pull from 12:00 p.m. to 4:00 p.m. upon proof of insurance provided by user.
- Upon a motion by Biewer with a second by Miller, the Council agreed, on a 4 to 1 vote, to allow Hardware Hank to use the area where coliseum was located to do product demos on June 29th from 10:30 a.m. to 1:00 p.m. Heck dissented due to needing parking space during the tractor pull.
- Dobbs made a motion to sell real property located at 434 East Broadway to Jerry Johnson, which was seconded by Miller. The motion failed, with Heck, Biewer, and Madison voting against the motion.

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- Upon a motion by Dobbs with a second by Biewer, the Council unanimously declined to modify the Browns Valley Personnel Policy to include annual leave conversion.
- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved an amendment to Ordinance 92.42 dealing with public nuisances.
- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved of the summary of the amendment to Ordinance 92.42. This will be published in the Traverse County Gazette.

Public Comment: None at this time

Dates: Monday May 13-14 City Wide Clean Up May 14th Electronics drop off at Recycling Center

May 15th – BV Celebrate Meeting 7:30 Library

May 27th Closed


Items for Council to consider for future:


Next scheduled meeting: Monday May 28th at 5:30 p.m.

The meeting adjourned at 7:03 p.m.

Minutes submitted by:

Approved by:


Jodi Hook-Hansen, City Administrator


Mike Heck, Mayor