



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

**Monday May 13, 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: City Auditor -Brian Koehn CPA

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

**Consent Agenda**

- April 22, 2024 Regular Meeting Minutes
- For a grand total of \$157,196.68
  - Wages: May 1<sup>st</sup> = \$11,939.00
  - Claims: May 13<sup>th</sup> = \$8,871.54 + 136,386.14=\$145,257.68
- Treasurer report
- Delinquency report

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

**Unfinished Business:**

**New Business:**

- Approval of Audit
- Approval of Building Permit - Garrick Stahl 303 Jefferson St.
- Approval of Rental Licenses

**Garrick Stahl**

103 4<sup>th</sup> St. S  
408 1<sup>st</sup> Ave NW  
20 4<sup>th</sup> St. N  
516 Washington St. S

**Lee Hansen**

321 Church St. S  
208 Blaine Ave NW

**Karen Hovey**

307 Church St. S

**John Tchida**

334 4<sup>th</sup> St. S  
22 3<sup>rd</sup> St. S

**Valley View Apartments**

317 2<sup>nd</sup> Ave SW

- Give approval to Hardware Hank to use Backus Field during Sam Brown Days June 29<sup>th</sup> to sponsor Tractor Pull from 12pm to 4pm. Insurance will be provided by user.
- Give approval to Hardware Hank to use area where coliseum was located to do product demos on June 29<sup>th</sup> from 10:30am to 1pm.
- Jerry Johnson requests to purchase property at 434 E Broadway
- Review of Browns Valley Personnel Policy - 457 (b) plan page 32 for annual leave conversion
- Approval of Amendment to Ordinance 92.42
- Approval of Summary of Amendment to Ordinance 92.42. This will be published in the Traverse County Gazette.

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

**Other Business:**

**Dates: Monday May 13-14 City Wide Clean Up May 14<sup>th</sup> Electronics drop off at Recycling Center**

**May 15<sup>th</sup> – BV Celebrate Meeting 7:30 Library**

**May 27<sup>th</sup> Closed**

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

**Next scheduled meeting Tuesday May 28<sup>th</sup>- 5:30 PM**

**Adjournment: Time \_\_\_\_\_**

1. Please identify in which of the following areas your city used the Public Safety Aid.

- Firefighter personnel
- Firefighter equipment
- Law enforcement personnel
- Law enforcement equipment
- Emergency medical personnel
- Emergency medical equipment
- Community violence prevention and intervention programs
- Community engagement
- Mental health crises responses
- Victim services
- Training programs
- First responder wellness
- Other personnel costs for public safety
- Other equipment costs for public safety
- Other (please specify)



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:** Rebecca Petersen, Mallory Jarvi, and Shelly Stabler from West Central Initiative; Chad Metz; 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.

**Visitors:**

Rebecca Petersen - West Central Initiative. Ms. Petersen thanked the City Council for its continued support of, and involvement in, WCI. She provided some information on WCI community involvement initiatives and discussed upcoming opportunities. Mallory Jarvi informed the Council of the most recent grant approved through MN DOT for the Safe Walks to School, and will be granted \$15,000 to do an overall assessment of Browns Valley. We will then apply for another grant to be completed the recommended work. Shelly Stabler introduced herself and announced that she is on the WCI EDA board and would assist in any projects we need help with.

**Agenda:**

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

**Consent Agenda:**

- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the April 8, 2024, Regular Meeting Minutes.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved the April 8, 2024, Board of Appeal and Equalization Meeting Minutes.
- Upon a motion by Biewer with a second by Madison, the Council unanimously approved the April 8, 2024, Special Meeting Minutes.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved the claims for a grand total of \$50,770.28, including Wages (April 16<sup>th</sup> = \$6,319.70) and Claims (April 22<sup>nd</sup> = \$44,450.58).

**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.

**Unfinished Business:**

- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved an Interim Ordinance Extending the Moratorium on the sale of Hemp Derived Tetrahydrocannabinols (THC) Food and Beverages within the City of Browns Valley.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved the Summary of an Interim Ordinance Extending the Moratorium on the sale of Hemp Derived Tetrahydrocannabinols (THC) Food and Beverages within the City of Browns Valley. This will be published in the Traverse County Gazette.

**New Business:**

- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved Resolution 24-11, a Resolution Accepting Donation to the City from Larry Hall in the amount of \$100.00.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of the Building Permit to Garrick Stahl at 320 Church Street.
- Upon a motion by Heck with a second by Biewer, the Council unanimously approved to pursue legal action against Ryan Mahoney for failure to pay his bill in the amount of \$573 for a fire call.
- Upon a motion by Dobbs with a second by Miller, the Council gave unanimous approval to the Ambulance to purchase and install a Stryker Power load cot in the amount of \$32,711.00 and to reimburse the city from the 410 account Ambulance fundraising fund.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the issuance of a license to the American Legion at 518 West Broadway for the sale of intoxicating liquor.
- Upon a motion by Miller with a second by Biewer, the Council on a 4 to 1 vote to approved the issuance of a license to the Browns Valley Liquor Store at 324 West Broadway for the sale of intoxicating liquor. Madison dissented.

**Public Comment:** None at this time

**Dates:** May 27<sup>th</sup> Closed- Holiday Reschedule meeting to Tuesday May 28<sup>th</sup>.

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

**Next scheduled meeting:** Monday May 13<sup>th</sup> at 5:30 p.m.

The meeting adjourned at 6:22 p.m.

Minutes submitted by:

Approved by:

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

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

CITY OF BROWNS VALLEY

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\*Check Summary Register©

Batch: ClaimsAprilEOM,Claims51324

Name	Check Date	Check Amt	
<b>10100 PRAIRIE SUN BANK</b>			
13364e	VISA	5/13/2024	\$161.61 ambulance supplies
13365e	VERIZON WIRELESS	5/16/2024	\$70.48 ambulance cell
13366e	VISA	4/30/2024	\$2,363.14 watersalesman repairs
13367e	AFLAC	5/1/2024	\$591.01 April's billing
13368e	MN DEPT OF REVENUE	5/1/2024	\$743.00 Comm Water
13369e	MN DEPT OF REVENUE	5/1/2024	\$549.82 May 1st
13370e	PUBLIC EMPLOYEES RETIREME	5/1/2024	\$1,457.59
13371e	IRS	5/1/2024	\$4,038.18 Federal
13372e	VALLEY TELEPHONE CO	5/6/2024	\$677.17 2871,2872,2243,lift stations
13373e	TRAVERSE ELECTRIC COOP, IN	5/7/2024	\$163.51 monthly statement (water)
13374e	MN PEIP - C/O MMB FISCAL SVC	5/10/2024	\$3,390.06 Arlene, Jodi, Jon
20771	MADISON NATIONAL LIFE	4/22/2024	\$20.16 May premium
20772	CENGAGE LEARNING	4/22/2024	\$57.38 large print books
20773	PELZEL, HEIDI	4/22/2024	\$35.41 CPR training and mileage
20774	TECHNICOLOR SCREEN PRINTI	4/25/2024	\$563.75 Ranger Wrap
20775	WEGWERTH, LAURA	4/30/2024	\$112.38 April 18-28th 7.75 hrs
20797	CENEX FLEET FUELING	5/1/2024	\$563.86 #3 Ambulance
20798	MIKES ALIGNMENT & BRAKE LL	5/1/2024	\$139.00 95 Chevy rear brake repair
20799	MACQUEEN EQUIPMENT	5/6/2024	\$43,862.67 SD Grant to be reimbursed upto \$33k Fire Reli
20800	# 2 Welding & Repair	5/13/2024	\$54.84 oxygen
20801	AMBULANCE CLAIMS PROCESSI	5/13/2024	\$345.00 April
20802	BAKER & TAYLOR	5/13/2024	\$17.88 books
20803	BENS SERVICE	5/13/2024	\$43.00 9.0 gal gas generator gas
20804	BRIAN D KOEHN, CPA, PLLC	5/13/2024	\$500.00 audit of financial statements year end 2023
20805	TNT-BV ENTERPRISES LLC	5/13/2024	\$54.02 fire dept gas
20806	BROWNS VALLEY HARDWAREH	5/13/2024	\$473.54 sewer supplies
20807	BUSINESS CARD	5/13/2024	\$52.39 DVD's
20808	BV LIBRARY PETTY CASH	5/13/2024	\$42.57 library supplies
20809	CARQUEST OF ORTONVILLE	5/13/2024	\$62.42 streets supplies
20810	CENTER POINT LARGE PRINT	5/13/2024	\$55.94 large print books
20811	CHS Inc.	5/13/2024	\$862.34 LP City Hall/Amb/Fire 4/9/24
20812	CS DIESEL, INC.	5/13/2024	\$360.78 2003 DOT inspection and mudflap reflectors
20813	ENGAN ASSOCIATES	5/13/2024	\$1,200.00 Sam Brown Cabin Assessment 12% of 10k
20814	Gazette Publishing Company	5/13/2024	\$95.00 Notice: Liquor License
20815	GOPHER STATE ONE-CALL	5/13/2024	\$8.10 April billing
20816	HANCOCK CONCRETE PRODUC	5/13/2024	\$900.00 ponds manhole base slab
20817	HAWKINS, INC.	5/13/2024	\$892.50 Sodium Tripoly Phosphate
20818	IVERSON, LOGAN	5/13/2024	\$2,500.00 move rain gutter under sidewalk at shop
20819	JODI HOOK-HANSEN	5/13/2024	\$38.98 reimburse for office supplies
20820	MAYNARDS FOOD CENTER	5/13/2024	\$93.26 City Park supplies
20821	MAYNARDS FOOD CENTER	5/13/2024	\$9.49 library supplies
20822	MIDWEST TAPE LLC	5/13/2024	\$56.31 digital books
20823	MIKE JACOBSON	5/13/2024	\$400.00 May
20824	MIKES ALIGNMENT & BRAKE LL	5/13/2024	\$449.20 05 Chevy freon charge
20825	MINN-DAK FIRE AND SAFETY	5/13/2024	\$1,402.35 new fire extinguishers and annual maintenance
20826	MN FIRE SERVICE CERTIFICATI	5/13/2024	\$630.00 Firefighter II Certification Exam x 5 to be reimb
20827	M-R SIGN INC	5/13/2024	\$390.44 water valve signs
20828	QUARNSTROM & DOERING PA A	5/13/2024	\$285.45 general operations
20829	SCHMIDT SPRAY FOAM INSULA	5/13/2024	\$1,260.00 concrete jacking sidewalk at library
20830	TRI STATE WATER, INC.	5/13/2024	\$37.70 Acct# 1029106
20831	VALLEY OFFICE PRODUCTS INC	5/13/2024	\$40.00 office supplies
20832	WIDSETH SMITH NOLTING & AS	5/13/2024	\$72,084.00 Thein Well test well project
<b>Total Checks</b>			<b>\$145,257.68</b>

CITY OF BROWNS VALLEY

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Payments

Current Period: May 2024

Payment Batch ClaimsAprIEOM		\$8,871.54	
Refer	1623 <u>MADISON NATIONAL LIFE</u>	Ck# 020771	4/22/2024
Cash Payment	E 101-41000-130 Employer Paid Ins (GEN	May premium	\$20.16
Invoice	1621048	5/1/2024	
Transaction Date	4/22/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$20.16
Refer	1624 <u>CENGAGE LEARNING</u>	Ck# 020772	4/22/2024
Cash Payment	E 211-45500-435 Books and Pamphlets	large print books	\$57.38
Invoice	84181170	4/11/2024	
Transaction Date	4/22/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$57.38
Refer	1625 <u>PELZEL, HEIDI</u>	Ck# 020773	4/22/2024
Cash Payment	E 101-42153-208 Training and Instruction	CPR training and mileage	\$35.41
Invoice			
Transaction Date	4/22/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$35.41
Refer	1626 <u>TECHNICOLOR SCREEN PRINTIN</u>	Ck# 020774	4/25/2024
Cash Payment	E 101-42260-300 Professional Srvs (GENE	Ranger Wrap	\$563.75
Invoice	13188	4/25/2024	
Transaction Date	4/25/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$563.75
Refer	1627 <u>CENEX FLEET CARD</u>	Ck# 020797	5/1/2024
Cash Payment	E 101-42153-212 Motor Fuels	#3 Ambulance	\$249.74
Invoice			
Cash Payment	E 101-43000-212 Motor Fuels	#4 Maintenance	\$149.11
Invoice			
Cash Payment	E 601-49400-212 Motor Fuels	#4 Maintenance	\$74.55
Invoice			
Cash Payment	E 602-49450-212 Motor Fuels	#4 Maintenance	\$74.56
Invoice			
Cash Payment	E 101-45000-212 Motor Fuels	#4 Maintenance	\$15.90
Invoice			
Transaction Date	4/26/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$563.86
Refer	1628 <u>MIKES ALIGNMENT &amp; BRAKE</u>	Ck# 020798	5/1/2024
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	95 Chevy rear brake repair	\$55.60
Invoice	1733	4/22/2024	
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	95 Chevy rear brake repair	\$27.80
Invoice	1733	4/22/2024	
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	95 Chevy rear brake repair	\$27.80
Invoice	1733	4/22/2024	
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	95 Chevy rear brake repair	\$27.80
Invoice	1733	4/22/2024	
Transaction Date	4/26/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$139.00
Refer	1630 <u>WEGWERTH, LAURA</u>	Ck# 020775	4/30/2024
Cash Payment	E 101-41000-300 Professional Srvs (GENE	April 18-28th 7.75 hrs	\$112.38
Invoice	4/18-28		
Transaction Date	4/30/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$112.38
Refer	1638 <u>AFLAC</u>	Ck# 013367E	5/1/2024
Cash Payment	G 101-21708 AFLAC	April's billing	\$591.01
Invoice			
Transaction Date	5/1/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$591.01

Payments

Current Period: May 2024

<u>Refer</u>	<u>1639 MN DEPT OF REVENUE ST</u>	<u>Ck# 013368E 5/1/2024</u>	
Cash Payment	E 601-49400-441 Sales tax	Comm Water	\$58.00
Invoice			
Cash Payment	E 603-49500-441 Sales tax	Comm Garbage	\$303.00
Invoice			
Cash Payment	E 603-49500-441 Sales tax	Res Garbage	\$382.00
Invoice			
Transaction Date	5/1/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$743.00
<u>Refer</u>	<u>1640 MN DEPT OF REVENUE SW</u>	<u>Ck# 013369E 5/1/2024</u>	
Cash Payment	G 101-21702 State Withholding	May 1st	\$549.82
Invoice			
Transaction Date	5/1/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$549.82
<u>Refer</u>	<u>1641 PUBLIC EMPLOYEES RETIREMEN</u>	<u>Ck# 013370E 5/1/2024</u>	
Cash Payment	G 101-21704 PERA		\$1,457.59
Invoice			
Transaction Date	5/1/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,457.59
<u>Refer</u>	<u>1642 IRS</u>	<u>Ck# 013371E 5/1/2024</u>	
Cash Payment	G 101-21701 Federal Withholding	Federal	\$1,542.00
Invoice			
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare	\$2,496.18
Invoice			
Transaction Date	5/1/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$4,038.18

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$7,866.45
211 LIBRARY		\$57.38
601 WATER FUND		\$160.35
602 SEWER FUND		\$102.36
603 REFUSE (GARBAGE) FUND		\$685.00
		<u>\$8,871.54</u>

Pre-Written Checks	\$8,871.54
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$8,871.54</u>



CITY OF BROWNS VALLEY

Payments

Current Period: May 2024

Payment Batch Claims51324		\$136,386.14	
Refer	1629 VISA	Ck# 013364E 5/13/2024	
Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies	\$149.61
Invoice			
Cash Payment	E 101-42153-438 Regulated permits/fees	SD DOH license renewal	\$12.00
Invoice			
Transaction Date	4/26/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$161.61
Refer	1631 VERIZON WIRELESS	Ck# 013365E 5/16/2024	
Cash Payment	E 101-42153-321 Telephone	ambulance cell	\$70.48
Invoice	9962176371		
Transaction Date	4/30/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$70.48
Refer	1632 JODI HOOK-HANSEN	Ck# 020819 5/13/2024	
Cash Payment	E 101-41000-200 Office Supplies (GENER	reimburse for office supplies	\$38.98
Invoice			
Transaction Date	4/30/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$38.98
Refer	1633 M-R SIGN INC	Ck# 020827 5/13/2024	
Cash Payment	E 601-49400-210 Operating Supplies (GE	water valve signs	\$390.44
Invoice	223707 4/23/2024		
Transaction Date	4/30/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$390.44
Refer	1634 VISA	Ck# 013366E 4/30/2024	
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	watersalesman repairs	\$118.04
Invoice			
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	sewer repairs	\$556.95
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies (GE	streets supplies	\$279.50
Invoice			
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	dump truck backup camera	\$384.73
Invoice			
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	dump truck backup camera	\$192.37
Invoice			
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE	dump truck backup camera	\$64.12
Invoice			
Cash Payment	E 101-41000-322 Postage	postage	\$184.00
Invoice			
Cash Payment	E 101-41000-433 Dues and Subscriptions	LogMeIn annual subscription	\$374.05
Invoice			
Cash Payment	E 101-41000-433 Dues and Subscriptions	Microsoft 365 annual subscription	\$74.80
Invoice			
Cash Payment	E 101-41000-433 Dues and Subscriptions	drug and alcohol clearinghouse annual subscription	\$3.75
Invoice			
Cash Payment	E 101-41000-210 Operating Supplies (GE	city hall supplies	\$108.51
Invoice			
Cash Payment	E 101-41000-220 Repair/Maint Supply (GE	vacuum repairs	\$22.32
Invoice			
Transaction Date	4/30/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$2,363.14
Refer	1635 BROWNS VALLEY HARDWARE HA	Ck# 020806 5/13/2024	
Cash Payment	E 602-49450-210 Operating Supplies (GE	sewer supplies	\$42.46
Invoice			

Payments

Current Period: May 2024

Cash Payment Invoice	E 101-42153-210 Operating Supplies (GE	ambulance supplies	\$45.47
Cash Payment Invoice	E 101-41000-210 Operating Supplies (GE	city hall supplies	\$62.53
Cash Payment Invoice	E 101-42260-210 Operating Supplies (GE	fire dept supplies	\$29.46
Cash Payment Invoice	E 101-45000-210 Operating Supplies (GE	grandstand wood screws	\$48.99
Cash Payment Invoice	E 101-45000-210 Operating Supplies (GE	parks supplies	\$118.04
Cash Payment Invoice	E 101-43000-210 Operating Supplies (GE	shop supplies	\$37.14
Cash Payment Invoice	E 101-45000-210 Operating Supplies (GE	shop supplies	\$9.28
Cash Payment Invoice	E 601-49400-210 Operating Supplies (GE	shop supplies	\$23.21
Cash Payment Invoice	E 602-49450-210 Operating Supplies (GE	shop supplies	\$23.22
Cash Payment Invoice	E 101-43000-210 Operating Supplies (GE	street supplies	\$33.74
Transaction Date	5/1/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$473.54
Refer	1636 <u>GOPHER STATE ONE-CALL</u>	<u>Ck# 020815 5/13/2024</u>	
Cash Payment Invoice	E 601-49400-300 Professional Svcs (GENE	April billing	\$4.05
	4040255 4/30/2024		
Cash Payment Invoice	E 602-49450-300 Professional Svcs (GENE	April billing	\$4.05
	4040255 4/30/2024		
Transaction Date	5/1/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$8.10
Refer	1643 <u>MINN-DAK FIRE AND SAFETY</u>	<u>Ck# 020825 5/13/2024</u>	
Cash Payment Invoice	E 101-41000-300 Professional Svcs (GENE	new fire extinguishers and annual maintenance	\$1,402.35
	386848 5/2/2024		
Transaction Date	5/2/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,402.35
Refer	1644 <u>HAWKINS, INC.</u>	<u>Ck# 020817 5/13/2024</u>	
Cash Payment Invoice	E 601-49400-216 Chemicals and Chem Pr	Sodium Tripoly Phosphate	\$892.50
	6737927 4/19/2024		
Transaction Date	5/2/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$892.50
Refer	1645 <u>GAZETTE PUBLISHING COMPANY</u>	<u>Ck# 020814 5/13/2024</u>	
Cash Payment Invoice	E 101-41000-340 Advertising	Notice: Liquor License	\$95.00
Transaction Date	5/3/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$95.00
Refer	1646 <u>BENS SERVICE</u>	<u>Ck# 020803 5/13/2024</u>	
Cash Payment Invoice	E 101-43000-212 Motor Fuels	9.0 gal gas generator gas	\$43.00
	4/15/2024		
Transaction Date	5/3/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$43.00
Refer	1647 <u>BRIAN D KOEHN, CPA, PLLC</u>	<u>Ck# 020804 5/13/2024</u>	
Cash Payment Invoice	E 101-41000-301 Audit & Acct Services	audit of financial statements year end 2023	\$500.00
	1198 5/1/2024		
Transaction Date	5/3/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$500.00
Refer	1648 <u>CS DIESEL</u>	<u>Ck# 020812 5/13/2024</u>	

Payments

Current Period: May 2024

Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	2003 DOT inspection and mudflap reflectors	\$216.47
Invoice	WI009302	4/29/2024	
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	2003 DOT inspection and mudflap reflectors	\$108.23
Invoice	WI009302	4/29/2024	
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE	2003 DOT inspection and mudflap reflectors	\$36.08
Invoice	WI009302	4/29/2024	
Transaction Date	5/3/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$360.78
Refer	1649 #2 WELDING & REPAIR	Ck# 020800 5/13/2024	
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	oxygen	\$40.00
Invoice	12161	4/5/2024	
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	steel	\$14.84
Invoice	12177	4/11/2024	
Transaction Date	5/3/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$54.84
Refer	1650 MIKE JACOBSON	Ck# 020823 5/13/2024	
Cash Payment	E 101-42400-300 Professional Svcs (GENE	May	\$400.00
Invoice			
Transaction Date	5/3/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$400.00
Refer	1651 MACQUEEN EQUIPMENT	Ck# 020799 5/6/2024	
Cash Payment	E 101-42260-240 Small Tools and Minor E	SD Grant to be reimbursed upto \$33k Fire Relief to pay balance	\$43,862.67
Invoice	26310	2/26/2024	
Transaction Date	5/6/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$43,862.67
Refer	1652 TRI STATE WATER, INC.	Ck# 020830 5/13/2024	
Cash Payment	E 101-41000-200 Office Supplies (GENER	Acct# 1029106	\$37.70
Invoice			
Transaction Date	5/6/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$37.70
Refer	1653 VALLEY TELEPHONE	Ck# 013372E 5/6/2024	
Cash Payment	E 602-49450-321 Telephone	2871,2872,2243,lift stations	\$110.90
Invoice			
Cash Payment	E 101-41000-321 Telephone	2127, Fax Village Hall	\$40.28
Invoice			
Cash Payment	E 101-41000-321 Telephone	2110, Phone, Village Hall	\$307.01
Invoice			
Cash Payment	E 211-45500-321 Telephone	2318, 2125, Library	\$47.76
Invoice			
Cash Payment	E 101-43000-321 Telephone	2846, Maintenance Dept.	\$90.32
Invoice			
Cash Payment	E 101-41000-321 Telephone	wifi Community Center	\$80.90
Invoice			
Transaction Date	5/6/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$677.17
Refer	1654 BROWNS VALLEY GENEX INC.	Ck# 020805 5/13/2024	
Cash Payment	E 101-42260-212 Motor Fuels	fire dept gas	\$54.02
Invoice	15050	4/18/2024	
Transaction Date	5/6/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$54.02
Refer	1655 CHS INC.	Ck# 020811 5/13/2024	
Cash Payment	E 101-41000-383 Gas Utilities	LP City Hall/Amb/Fire 4/9/24	\$156.76
Invoice			

CITY OF BROWNS VALLEY

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Cash Payment	E 101-42153-383 Gas Utilities	LP City Hall/Amb/Fire 4/9/24	\$156.76
Invoice			
Cash Payment	E 101-42260-383 Gas Utilities	LP City Hall/Amb/Fire Hall 4/9/24	\$156.75
Invoice			
Cash Payment	E 101-41000-383 Gas Utilities	LP Comm Center 4/18/24	\$392.07
Invoice			
Transaction Date	5/6/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$862.34
Refer	1656 VALLEY OFFICE PRODUCTS INC	Ck# 020831 5/13/2024	
Cash Payment	E 101-41000-200 Office Supplies (GENER	office supplies	\$40.00
Invoice 14768	5/6/2024		
Transaction Date	5/7/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$40.00
Refer	1657 TRAVERSE ELECTRIC COOP, INC	Ck# 013373E 5/7/2024	
Cash Payment	E 601-49400-381 Electric Utilities	monthly statement (water)	\$50.86
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	monthly statement (wastewater)	\$112.65
Invoice			
Transaction Date	5/7/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$163.51
Refer	1658 CARQUEST OF ORTONVILLE	Ck# 020809 5/13/2024	
Cash Payment	E 101-43000-210 Operating Supplies (GE	streets supplies	\$5.42
Invoice 8923-201970	4/11/2024		
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop grease	\$22.80
Invoice 8923-202238	4/17/2024		
Cash Payment	E 101-45000-210 Operating Supplies (GE	shop grease	\$5.70
Invoice 8923-202238	4/17/2024		
Cash Payment	E 601-49400-210 Operating Supplies (GE	shop grease	\$14.25
Invoice 8923-202238	4/17/2024		
Cash Payment	E 602-49450-210 Operating Supplies (GE	shop grease	\$14.25
Invoice 8923-202238	4/17/2024		
Transaction Date	5/7/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$62.42
Refer	1659 WIDSETH SMITH NOLTING & ASS	Ck# 020832 5/13/2024	
Cash Payment	E 601-49400-300 Professional Srvs (GENE	Thein Well test well project	\$72,084.00
Invoice			
Transaction Date	5/7/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$72,084.00
Refer	1660 IVERSON, LOGAN	Ck# 020818 5/13/2024	
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	move rain gutter under sidewalk at shop	\$2,500.00
Invoice 5			
Transaction Date	5/7/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$2,500.00
Refer	1661 AMBULANCE CLAIMS PROCESSIN	Ck# 020801 5/13/2024	
Cash Payment	E 101-42153-300 Professional Srvs (GENE	April	\$345.00
Invoice 18092	4/30/2024		
Transaction Date	5/8/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$345.00
Refer	1662 MAYNARDS FOOD CENTER	Ck# 020820 5/13/2024	
Cash Payment	E 101-45000-210 Operating Supplies (GE	City Park supplies	\$35.32
Invoice 1797	4/22/2024		
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop supplies	\$23.98
Invoice 186	4/5/2024		
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE	batteries for landfill game cameras	\$33.96
Invoice 2528	4/29/2024		

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Transaction Date	5/8/2024	PRAIRIE SUN BANK 10100	Total	\$93.26
Refer	1663 <u>ENGAN ASSOCIATES</u>	<u>Ck# 020813 5/13/2024</u>		
Cash Payment	E 101-41940-300 Professional Svcs (GENE Sam Brown Cabin Assessment 12% of 10k			\$1,200.00
Invoice	902.01-01 4/30/2024			
Transaction Date	5/8/2024	PRAIRIE SUN BANK 10100	Total	\$1,200.00
Refer	1664 <u>BV LIBRARY PETTY CASH</u>	<u>Ck# 020808 5/13/2024</u>		
Cash Payment	E 211-45500-210 Operating Supplies (GE library supplies			\$28.46
Invoice				
Cash Payment	E 211-45500-322 Postage postage			\$14.11
Invoice				
Transaction Date	5/8/2024	PRAIRIE SUN BANK 10100	Total	\$42.57
Refer	1665 <u>MAYNARDS FOOD CENTER</u>	<u>Ck# 020821 5/13/2024</u>		
Cash Payment	E 211-45500-210 Operating Supplies (GE library supplies			\$9.49
Invoice	293 4/6/2024			
Transaction Date	5/8/2024	PRAIRIE SUN BANK 10100	Total	\$9.49
Refer	1666 <u>CENTER POINT LARGE PRINT</u>	<u>Ck# 020810 5/13/2024</u>		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei large print books			\$55.94
Invoice	2093526 5/3/2024			
Transaction Date	5/8/2024	PRAIRIE SUN BANK 10100	Total	\$55.94
Refer	1667 <u>BAKER &amp; TAYLOR</u>	<u>Ck# 020802 5/13/2024</u>		
Cash Payment	E 211-45500-435 Books and Pamphlets books			\$17.70
Invoice	2038263463 4/30/2024			
Cash Payment	E 211-45500-333 Freight and Express books			\$0.18
Invoice	2038263463 4/30/2024			
Transaction Date	5/8/2024	PRAIRIE SUN BANK 10100	Total	\$17.88
Refer	1668 <u>MIDWEST TAPE LLC</u>	<u>Ck# 020822 5/13/2024</u>		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei digital books			\$56.31
Invoice	505406609 4/30/2024			
Transaction Date	5/8/2024	PRAIRIE SUN BANK 10100	Total	\$56.31
Refer	1669 <u>BUSINESS CARD</u>	<u>Ck# 020807 5/13/2024</u>		
Cash Payment	E 211-45500-437 Tapes/CD s/Movies DVD's			\$10.00
Invoice				
Cash Payment	E 211-45500-435 Books and Pamphlets books			\$35.44
Invoice				
Cash Payment	E 211-45500-210 Operating Supplies (GE library supplies			\$6.95
Invoice				
Transaction Date	5/8/2024	PRAIRIE SUN BANK 10100	Total	\$52.39
Refer	1670 <u>PEIP</u>	<u>Ck# 013374E 5/10/2024</u>		
Cash Payment	G 101-21706 Health Insurance Arlene, Jodi, Jon			\$3,390.06
Invoice	June			
Transaction Date	5/10/2024	PRAIRIE SUN BANK 10100	Total	\$3,390.06
Refer	1671 <u>MN FIRE SERVICE CERTIFICATIO</u>	<u>Ck# 020826 5/13/2024</u>		
Cash Payment	E 101-42260-208 Training and Instruction Firefighter II Certification Exam x 5 to be reimbursed			\$630.00
Invoice	12549 5/6/2024			
Transaction Date	5/9/2024	PRAIRIE SUN BANK 10100	Total	\$630.00
Refer	1672 <u>MIKES ALIGNMENT &amp; BRAKE</u>	<u>Ck# 020824 5/13/2024</u>		

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Current Period: May 2024

Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	05 Chevy freon charge	\$96.10
Invoice 1821	5/3/2024		
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	05 Chevy freon charge	\$48.05
Invoice 1821	5/3/2024		
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	05 Chevy freon charge	\$48.05
Invoice 1821	5/3/2024		
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	street sweeper freon charge	\$257.00
Invoice 1822	5/3/2024		
Transaction Date	5/9/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$449.20
Refer	1673 QUARNSTROM & DOERING PA AT	Ck# 020828 5/13/2024	
Cash Payment	E 101-41610-304 Legal Fees	general operations	\$285.45
Invoice 86868	4/30/2024		
Transaction Date	5/9/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$285.45
Refer	1674 SCHMIDT SPRAY FOAM INSULATI	Ck# 020829 5/13/2024	
Cash Payment	E 101-43124-220 Repair/Maint Supply (GE	concrete jacking sidewalk at library	\$1,260.00
Invoice 4163	5/9/2024		
Transaction Date	5/9/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,260.00
Refer	1675 HANCOCK CONCRETE PRODUCTS	Ck# 020816 5/13/2024	
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	ponds manhole base slab	\$900.00
Invoice 1820229	5/3/2024		
Transaction Date	5/9/2024	PRAIRIE SUN BANK 10100	<b>Total</b> \$900.00

Fund Summary

	10100 PRAIRIE SUN BANK
101 GENERAL FUND	\$60,516.87
211 LIBRARY	\$282.34
601 WATER FUND	\$73,625.40
602 SEWER FUND	\$1,827.37
603 REFUSE (GARBAGE) FUND	\$134.16
	<u>\$136,386.14</u>

Pre-Written Checks	\$136,386.14
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<u>\$136,386.14</u>

**AMENDMENT TO ORDINANCE SECTION 92.42**

**AN ORDINANCE DEALING WITH THE ABATEMENT OF PUBLIC NUISANCES  
WITHIN THE CITY OF BROWNS VALLEY**

Findings.

1. The Browns Valley City Ordinance has a provision dealing with abatement of public nuisances and weeds.
2. The existing Ordinance contains a provision that restricts the City's ability to properly abate public nuisances.
3. The Browns Valley City Council believes it is in the best interests of the residents of the City of Browns Valley to modify the City Ordinance dealing with the abatement of public nuisances in order to make it easier for said abatements to occur.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BROWNS VALLEY  
ORDAINS AS FOLLOWS:**

1. That Browns Valley City Ordinance Section 92.42 is hereby amended to read as follows:

“In the event that the property owner shall fail to comply with the Destruction Order within seven regular business days and has not filed a notice within 48 hours to the City Administrator of an intent to appeal, the City Council may employ the services of city employees or outside contractors and remove the weeds and public nuisances by all lawful means. All charges associated with the costs of said abatement incurred by the City shall be submitted to the County Auditor and shall thereupon become and be a lien upon the property on which such weeds, grass, brush and other vegetation were located and shall be added to and become and form part of the taxes next to be assessed and levied upon such lot or land, and such charge shall be collected in the same manner as other real estate taxes”

PASSED AND ADOPTED this 13th day of May, 2024.

BROWNS VALLEY CITY COUNCIL

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Mike Heck, Mayor

ATTEST:

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Jodi Hook-Hansen, City Administrator