



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

**Tuesday May 28, 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:**

Michael Roger-Lawn

Duffield and Folsom Township

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

**Consent Agenda**

- May 13, 2024 Regular Meeting Minutes
- For a grand total of \$65,877.27
  - Wages: May 16<sup>th</sup> = \$7,533.96
  - Claims: May 28<sup>th</sup> = \$58,343.31

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

**Unfinished Business:**

**New Business:**

- Approval of Temporary On-Sale Liquor License for Browns Valley Fire Relief June 28<sup>th</sup> and 29<sup>th</sup>
- Approval of Special Permit for Special Event Permit for BV Liquor Store Saturday June 29<sup>th</sup>
- Approval to apply for Statewide Public Safety Radio Communication System ARMER Equipment Grant. 5% Match. The grants must be used to purchase or upgrade portable radios, mobile radios, and related equipment that is interoperable with the ARMER system.
- Approval of asphalt quote
- Approval of irrigation quote

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

**Other Business:**

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

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

City Personnel Policy

**Next scheduled meeting Monday June 10<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.**



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 additions of Tony Miller to use the Race Track on Friday Night June 28<sup>th</sup> 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 1<sup>st</sup> = \$1 1,939.00) and Claims (May 13<sup>th</sup> = \$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 Borgheinck 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 St.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved of the Rental Licenses for:
  - Garrick Stahl at 103 4<sup>th</sup> St. S; 408 1<sup>st</sup> Ave NW; 20 4<sup>th</sup> St. N (duplex); and 516 Washington St. S.
  - Lee Hansen at 321 Church St. S. and 208 Blaine Ave NW.
  - Karen Hovey at 307 Church St. S.
  - Valley View Apartments at 317 2<sup>nd</sup> Ave SW.
  - John Tchida at 334 4<sup>th</sup> St. S. and 22 3<sup>rd</sup> St. S.
- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved Tony Miller to use the Race Track on Friday evening June 28<sup>th</sup> for the Enduro Race upon proof of Insurance provided by user. 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 June 29<sup>th</sup> to sponsor Tractor Pull from 12pm to 4pm upon proof of Insurance provided by user.
- Upon a motion by Biewer with a second by Miller, the Council on a 4 to 1 vote approved to allow Hardware Hank to use area where coliseum was located to do product demos on June 29<sup>th</sup> from 10:30am to 1pm. Heck Dissented due to needing parking space during tractor pull.
- Upon a motion by Miller with a second by Dobbs, the Council on 2 to 3 voted to not sell Jerry Johnson property at 434 E Broadway. Heck, Biewer, and Madison Dissented.
- Upon a motion by Dobbs with a second by Biewer, the Council unanimously denied to add in the Browns Valley Personnel Policy - 457 (b) plan page 32 for annual leave conversion.
- Upon a motion by Dobbs with a second by Biewer, the Council on 4 to 1 voted to approve of Amendment to Ordinance 92.42. Heck Dissented.

- Upon a motion by Miller with a second by Dobbs, the Council on 4 to 1 voted to approved of the Summary of Amendment to Ordinance 92.42. This will be published in the Traverse County Gazette. Heck Dissented.

**Public Comment:** None at this time

**Dates:** **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: Monday May 28<sup>th</sup> 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

CITY OF BROWNS VALLEY

05/23/24 2:48 PM

Page 1

\*Check Summary Register©

Batch: Claims052824

| Name                          | Check Date                 | Check Amt |   |
|-------------------------------|----------------------------|-----------|---|
| <b>10100 PRAIRIE SUN BANK</b> |                            |           |   |
| 13375e                        | MN DEPT OF REVENUE         | 5/20/2024 | \$483.12  |
| 13376e                        | IRS                        | 5/20/2024 | \$2,799.54 Federal                                      |
| 13377e                        | PUBLIC EMPLOYEES RETIREME  | 5/20/2024 | \$1,506.99  |
| 20839                         | AFSCME #65                 | 5/16/2024 | \$44.94 Arlene Reinart-May payroll                      |
| 20840                         | BAKER & TAYLOR             | 5/28/2024 | \$35.74 books   |
| 20841                         | BRIAN D KOEHN, CPA, PLLC   | 5/28/2024 | \$2,000.00 audit of financial statements year end 2023  |
| 20842                         | CENGAGE LEARNING           | 5/28/2024 | \$57.38 large print books                               |
| 20843                         | CENTER POINT LARGE PRINT   | 5/28/2024 | \$27.27 large print books                               |
| 20844                         | Creatively Ewe Web Design  | 5/28/2024 | \$994.60 website expenses                               |
| 20845                         | DAKOTA WASTE SOLUTIONS     | 5/28/2024 | \$6,133.40 June garbage service                         |
| 20846                         | First Lease LLC            | 5/28/2024 | \$18,650.76 Principal                                   |
| 20847                         | FRANZESE, MATTHEW P.       | 5/28/2024 | \$1,050.00 May services                                 |
| 20848                         | HAWKINS, INC.              | 5/28/2024 | \$58.99 check valve duckbill                            |
| 20849                         | MADISON NATIONAL LIFE      | 5/28/2024 | \$27.79 June premium                                    |
| 20850                         | MIDAMERICA BOOKS           | 5/28/2024 | \$113.75 books  |
| 20851                         | MIKES ALIGNMENT & BRAKE LL | 5/28/2024 | \$118.00 05 GMC A/C belt                                |
| 20852                         | MINNESOTA DEPT OF HEALTH   | 5/28/2024 | \$493.00 Community Water Supply Service Connection      |
| 20853                         | OFFICE PEEPS               | 5/28/2024 | \$542.11 contract copier ink                            |
| 20854                         | OTTERTAIL POWER COMPANY    | 5/28/2024 | \$3,187.31 14-060262 Comm Ctr                           |
| 20855                         | PIECHOWSKI, BERNICE        | 5/28/2024 | \$87.10 Director Mtg at Elbow Lake                      |
| 20856                         | PIVOT CENTRAL              | 5/28/2024 | \$1,671.26 preseason inspection and repair              |
| 20857                         | Roberts County Landfill    | 5/28/2024 | \$80.00 tire disposal from spring clean up-Charged resi |
| 20858                         | SEROCKI EXCAVATING, INC.   | 5/28/2024 | \$3,180.26 repair muskrat damage at sewer pond          |
| 20859                         | TRAVERSE COUNTY SHERIFF O  | 5/28/2024 | \$15,000.00 contracted services 2nd quarter2024         |
| <b>Total Checks</b>           |                            |           | <b>\$58,343.31</b>                                      |

FILTER: (([Act Year]='2024' and [period] in (5))) and (Source in ('Claims052824'))

CITY OF BROWNS VALLEY

05/23/24 1:48 PM

Page 1

Payments

Current Period: May 2024

| Payment Batch Claims052824 |   | \$58,343.31  |                          |
|----------------------------|---|--|--------------------------|
| Refer                      | 1676 OFFICE PEEPS                       | Ck# 020853 5/28/2024                                 |                          |
| Cash Payment               | E 101-41000-210 Operating Supplies (GE  | contract copier ink                                  | \$542.11                 |
| Invoice                    | 1063810-0 5/9/2024                      |  |                          |
| Transaction Date           | 5/14/2024                               | PRAIRIE SUN BANK 10100                               | <b>Total</b> \$542.11    |
| Refer                      | 1677 HAWKINS, INC.                      | Ck# 020848 5/28/2024                                 |                          |
| Cash Payment               | E 601-49400-220 Repair/Maint Supply (GE | check valve duckbill                                 | \$58.99                  |
| Invoice                    | 6754620 5/13/2024                       |  |                          |
| Transaction Date           | 5/14/2024                               | PRAIRIE SUN BANK 10100                               | <b>Total</b> \$58.99     |
| Refer                      | 1678 ROBERTS COUNTY LANDFILL            | Ck# 020857 5/28/2024                                 |                          |
| Cash Payment               | E 603-49500-384 Refuse/Garbage Dispos   | tire disposal from spring clean up-Charged residents | \$80.00                  |
| Invoice                    | 001-0000088109 5/15/2024                |  |                          |
| Transaction Date           | 5/15/2024                               | PRAIRIE SUN BANK 10100                               | <b>Total</b> \$80.00     |
| Refer                      | 1679 Creatively Ewe Web Design          | Ck# 020844 5/28/2024                                 |                          |
| Cash Payment               | E 101-41000-309 Software & Design       | website expenses                                     | \$994.60                 |
| Invoice                    | 5/14/2024                               |  |                          |
| Transaction Date           | 5/15/2024                               | PRAIRIE SUN BANK 10100                               | <b>Total</b> \$994.60    |
| Refer                      | 1680 First Lease LLC                    | Ck# 020846 5/28/2024                                 |                          |
| Cash Payment               | E 101-43000-500 Capital Outlay (GENERA  | Principal  | \$8,214.91               |
| Invoice                    |   |  |                          |
| Cash Payment               | E 101-43000-500 Capital Outlay (GENERA  | Interest   | \$10,435.85              |
| Invoice                    |   |  |                          |
| Transaction Date           | 5/15/2024                               | PRAIRIE SUN BANK 10100                               | <b>Total</b> \$18,650.76 |
| Refer                      | 1681 TRAVERSE COUNTY SHERIFF OFF        | Ck# 020859 5/28/2024                                 |                          |
| Cash Payment               | E 101-42000-300 Professional Svcs (GENE | contracted services 2nd quarter2024                  | \$15,000.00              |
| Invoice                    | 202400209 2/1/2024                      |  |                          |
| Transaction Date           | 5/15/2024                               | PRAIRIE SUN BANK 10100                               | <b>Total</b> \$15,000.00 |
| Refer                      | 1682 FRANZESE, MATTHEW P.               | Ck# 020847 5/28/2024                                 |                          |
| Cash Payment               | E 101-41610-304 Legal Fees              | May services   | \$1,050.00               |
| Invoice                    |   |  |                          |
| Transaction Date           | 5/15/2024                               | PRAIRIE SUN BANK 10100                               | <b>Total</b> \$1,050.00  |
| Refer                      | 1683 AFSCME #65                         | Ck# 020839 5/16/2024                                 |                          |
| Cash Payment               | G 101-21707 Union Dues                  | Arlene Reinart-May payroll                           | \$44.94                  |
| Invoice                    |   |  |                          |
| Transaction Date           | 5/16/2024                               | PRAIRIE SUN BANK 10100                               | <b>Total</b> \$44.94     |
| Refer                      | 1684 OTTERTAIL POWER COMPANY            | Ck# 020854 5/28/2024                                 |                          |
| Cash Payment               | E 101-41000-381 Electric Utilities      | 14-060262 Comm Ctr                                   | \$88.46                  |
| Invoice                    |   |  |                          |
| Cash Payment               | E 602-49450-381 Electric Utilities      | 14-065992 W Brdwy Grind                              | \$64.04                  |
| Invoice                    |   |  |                          |
| Cash Payment               | E 101-43000-381 Electric Utilities      | 14-061130 Bulk Station                               | \$20.77                  |
| Invoice                    |   |  |                          |
| Cash Payment               | E 101-45000-381 Electric Utilities      | 14-061130 Bulk Station                               | \$10.39                  |
| Invoice                    |   |  |                          |

CITY OF BROWNS VALLEY

05/23/24 1:48 PM

Page 2

Payments

Current Period: May 2024

|                             |   |                               |                         |
|-----------------------------|---|-------------------------------|-------------------------|
| Cash Payment Invoice        | E 601-49400-381 Electric Utilities                | 14-061130 Bulk Station        | \$6.23                  |
| Cash Payment Invoice        | E 602-49450-381 Electric Utilities                | 14-061130 Bulk Station        | \$4.15                  |
| Cash Payment Invoice        | E 101-43160-381 Electric Utilities                | 14-004837 Street lights       | \$1,185.47              |
| Cash Payment Invoice        | E 601-49400-381 Electric Utilities                | 14-004838 Well #3             | \$276.65                |
| Cash Payment Invoice        | E 602-49450-381 Electric Utilities                | 14-004839 Renville Disp Lift  | \$596.39                |
| Cash Payment Invoice        | E 601-49400-381 Electric Utilities                | 14-004840 Well #1             | \$38.14                 |
| Cash Payment Invoice        | E 101-41000-381 Electric Utilities                | 14-004841 Fire Siren          | \$7.79                  |
| Cash Payment Invoice        | E 101-41000-381 Electric Utilities                | 14-004843 City/Fire Hall      | \$95.43                 |
| Cash Payment Invoice        | E 101-42153-381 Electric Utilities                | 14-004843 City/Fire Hall      | \$20.45                 |
| Cash Payment Invoice        | E 101-42260-381 Electric Utilities                | 14-004843 City/Fire Hall      | \$20.45                 |
| Cash Payment Invoice        | E 602-49450-381 Electric Utilities                | 14-004844 321 Lift Sation     | \$138.18                |
| Cash Payment Invoice        | E 101-45000-381 Electric Utilities                | 14-005010 Bdwy Museum         | \$26.23                 |
| Cash Payment Invoice        | E 101-45000-381 Electric Utilities                | 14-010558 796 W Bdwy SB Cabin | \$25.59                 |
| Cash Payment Invoice        | E 101-42260-381 Electric Utilities                | 14-020839 Fire Hall           | \$191.18                |
| Cash Payment Invoice        | E 211-45500-381 Electric Utilities                | 14-023343 Library             | \$162.17                |
| Cash Payment Invoice        | E 101-45000-381 Electric Utilities                | 14-034884 Backus Field        | \$24.11                 |
| Cash Payment Invoice        | E 101-45000-381 Electric Utilities                | 14-036446 Backus Field        | \$28.87                 |
| Cash Payment Invoice        | E 101-43000-381 Electric Utilities                | 14-086156 New City Shop       | \$78.09                 |
| Cash Payment Invoice        | E 101-45000-381 Electric Utilities                | 14-086156 New City Shop       | \$15.62                 |
| Cash Payment Invoice        | E 601-49400-381 Electric Utilities                | 14-086156 New City Shop       | \$31.23                 |
| Cash Payment Invoice        | E 602-49450-381 Electric Utilities                | 14-086156 New City Shop       | \$31.23                 |
| Transaction Date            | 5/20/2024   | PRAIRIE SUN BANK 10100        | <b>Total</b> \$3,187.31 |
| Refer                       | 1685 DAKOTA WASTE SOLUTIONS                       | Ck# 020845 5/28/2024          |                         |
| Cash Payment Invoice 129694 | E 603-49500-300 Professional Srvs (GENE 5/14/2024 | June garbage service          | \$4,000.00              |
| Cash Payment Invoice 129877 | E 603-49500-384 Refuse/Garbage Disposa 5/16/2024  | spring city wide clean up     | \$2,133.40              |
| Transaction Date            | 5/20/2024   | PRAIRIE SUN BANK 10100        | <b>Total</b> \$6,133.40 |

# CITY OF BROWNS VALLEY

05/23/24 1:48 PM

Page 3

## Payments

Current Period: May 2024

|                  |  |   |                         |
|------------------|--|---|-------------------------|
| <b>Refer</b>     | <u>1686 MIKES ALIGNMENT &amp; BRAKE</u>                                  | <u>Ck# 020851 5/28/2024</u>                   |                         |
| Cash Payment     | E 101-43000-220 Repair/Maint Supply (GE 05 GMC A/C belt                  |   | \$59.00                 |
| Invoice          | 1829 5/15/2024   |   |                         |
| Cash Payment     | E 601-49400-220 Repair/Maint Supply (GE 05 GMC A/C belt                  |   | \$29.50                 |
| Invoice          | 1829 5/15/2024   |   |                         |
| Cash Payment     | E 602-49450-220 Repair/Maint Supply (GE 05 GMC A/C belt                  |   | \$29.50                 |
| Invoice          | 1829 5/15/2024   |   |                         |
| Transaction Date | 5/20/2024  | PRAIRIE SUN BANK 10100                        | <b>Total</b> \$118.00   |
| <b>Refer</b>     | <u>1687 MN DEPT OF REVENUE SW</u>  | <u>Ck# 013375E 5/20/2024</u>                  |                         |
| Cash Payment     | G 101-21702 State Withholding  |   | \$483.12                |
| Invoice          |  |   |                         |
| Transaction Date | 5/20/2024  | PRAIRIE SUN BANK 10100                        | <b>Total</b> \$483.12   |
| <b>Refer</b>     | <u>1688 IRS</u>  | <u>Ck# 013376E 5/20/2024</u>                  |                         |
| Cash Payment     | G 101-21701 Federal Withholding  | Federal                                       | \$1,121.64              |
| Invoice          |  |   |                         |
| Cash Payment     | G 101-21703 FICA Tax Withholding   | SS & Medicare                                 | \$1,677.90              |
| Invoice          |  |   |                         |
| Transaction Date | 5/20/2024  | PRAIRIE SUN BANK 10100                        | <b>Total</b> \$2,799.54 |
| <b>Refer</b>     | <u>1689 PUBLIC EMPLOYEES RETIREMEN</u>                                   | <u>Ck# 013377E 5/20/2024</u>                  |                         |
| Cash Payment     | G 101-21704 PERA   |   | \$1,506.99              |
| Invoice          |  |   |                         |
| Transaction Date | 5/20/2024  | PRAIRIE SUN BANK 10100                        | <b>Total</b> \$1,506.99 |
| <b>Refer</b>     | <u>1690 MINNESOTA DEPT OF HEALTH</u>                                     | <u>Ck# 020852 5/28/2024</u>                   |                         |
| Cash Payment     | E 601-49400-438 Regulated permits/fees                                   | Community Water Supply Service Connection Fee | \$493.00                |
| Invoice          |  |   |                         |
| Transaction Date | 5/20/2024  | PRAIRIE SUN BANK 10100                        | <b>Total</b> \$493.00   |
| <b>Refer</b>     | <u>1691 PIVOT CENTRAL</u>  | <u>Ck# 020856 5/28/2024</u>                   |                         |
| Cash Payment     | E 602-49450-220 Repair/Maint Supply (GE pre season inspection and repair |   | \$1,671.26              |
| Invoice          | 3137377 5/15/2024  |   |                         |
| Transaction Date | 5/20/2024  | PRAIRIE SUN BANK 10100                        | <b>Total</b> \$1,671.26 |
| <b>Refer</b>     | <u>1692 BRIAN D KOEHN, CPA, PLLC</u>                                     | <u>Ck# 020841 5/28/2024</u>                   |                         |
| Cash Payment     | E 101-41000-301 Audit & Acct Services                                    | audit of financial statements year end 2023   | \$2,000.00              |
| Invoice          | 1207 5/21/2024   |   |                         |
| Transaction Date | 5/23/2024  | PRAIRIE SUN BANK 10100                        | <b>Total</b> \$2,000.00 |
| <b>Refer</b>     | <u>1693 MADISON NATIONAL LIFE</u>  | <u>Ck# 020849 5/28/2024</u>                   |                         |
| Cash Payment     | E 101-41000-130 Employer Paid Ins (GEN June premium                      |   | \$27.79                 |
| Invoice          | 1626299 6/1/2024   |   |                         |
| Transaction Date | 5/23/2024  | PRAIRIE SUN BANK 10100                        | <b>Total</b> \$27.79    |
| <b>Refer</b>     | <u>1694 PIECHOWSKI, BERNICE</u>  | <u>Ck# 020855 5/28/2024</u>                   |                         |
| Cash Payment     | E 211-45500-331 Travel Expenses  | Director Mtg at Elbow Lake                    | \$87.10                 |
| Invoice          |  |   |                         |
| Transaction Date | 5/23/2024  | PRAIRIE SUN BANK 10100                        | <b>Total</b> \$87.10    |
| <b>Refer</b>     | <u>1695 CENTER POINT LARGE PRINT</u>                                     | <u>Ck# 020843 5/28/2024</u>                   |                         |



CITY OF BROWNS VALLEY

05/23/24 1:48 PM

Page 4

Payments

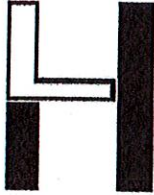
Current Period: May 2024

|                  |   |                                     |           |                         |
|------------------|---|-------------------------------------|-----------|-------------------------|
| Cash Payment     | E 211-45500-429 Misc Grant Items for Re | large print books                   |           | \$27.27                 |
| Invoice          | 2096552                                 | 5/8/2024                            |           |                         |
| Transaction Date | 5/23/2024                               | PRAIRIE SUN BANK                    | 10100     | <b>Total</b> \$27.27    |
| Refer            | 1696 CENGAGE LEARNING                   | Ck# 020842                          | 5/28/2024 |                         |
| Cash Payment     | E 211-45500-429 Misc Grant Items for Re | large print books                   |           | \$57.38                 |
| Invoice          | 84278722                                | 5/9/2024                            |           |                         |
| Transaction Date | 5/23/2024                               | PRAIRIE SUN BANK                    | 10100     | <b>Total</b> \$57.38    |
| Refer            | 1697 MIDAMERICA BOOKS                   | Ck# 020850                          | 5/28/2024 |                         |
| Cash Payment     | E 211-45500-435 Books and Pamphlets     | books                               |           | \$113.75                |
| Invoice          | 40177                                   | 5/16/2024                           |           |                         |
| Transaction Date | 5/23/2024                               | PRAIRIE SUN BANK                    | 10100     | <b>Total</b> \$113.75   |
| Refer            | 1698 BAKER & TAYLOR                     | Ck# 020840                          | 5/28/2024 |                         |
| Cash Payment     | E 211-45500-435 Books and Pamphlets     | books                               |           | \$35.39                 |
| Invoice          | 2038294349                              | 5/14/2024                           |           |                         |
| Cash Payment     | E 211-45500-333 Freight and Express     | books                               |           | \$0.35                  |
| Invoice          | 2038294349                              | 5/14/2024                           |           |                         |
| Transaction Date | 5/23/2024                               | PRAIRIE SUN BANK                    | 10100     | <b>Total</b> \$35.74    |
| Refer            | 1699 SEROCKI EXCAVATING, INC.           | Ck# 020858                          | 5/28/2024 |                         |
| Cash Payment     | E 602-49450-220 Repair/Maint Supply (GE | repair muskrat damage at sewer pond |           | \$1,759.25              |
| Invoice          | 15434                                   | 5/10/2024                           |           |                         |
| Cash Payment     | E 101-43000-410 Rentals (GENERAL)       | patch trailer rent 7/7/22           |           | \$454.86                |
| Invoice          | 15433                                   | 5/20/2024                           |           |                         |
| Cash Payment     | E 101-43000-410 Rentals (GENERAL)       | patch trailer rent 8/8/22           |           | \$355.68                |
| Invoice          | 15433                                   | 5/20/2024                           |           |                         |
| Cash Payment     | E 101-43000-410 Rentals (GENERAL)       | patch trailer rent 11/11/24         |           | \$343.71                |
| Invoice          | 15433                                   | 5/20/2024                           |           |                         |
| Cash Payment     | E 101-43000-410 Rentals (GENERAL)       | patch trailer rent 7/7/23           |           | \$266.76                |
| Invoice          | 15433                                   | 5/20/2024                           |           |                         |
| Transaction Date | 5/23/2024                               | PRAIRIE SUN BANK                    | 10100     | <b>Total</b> \$3,180.26 |

Fund Summary

|                           |                        |                    |
|---------------------------|------------------------|--------------------|
|                           | 10100 PRAIRIE SUN BANK |                    |
| 101 GENERAL FUND          |                        | \$46,418.76        |
| 211 LIBRARY               |                        | \$483.41           |
| 601 WATER FUND            |                        | \$933.74           |
| 602 SEWER FUND            |                        | \$4,294.00         |
| 603 REFUSE (GARBAGE) FUND |                        | \$6,213.40         |
|                           |                        | <b>\$58,343.31</b> |

|  |                    |
|--|--------------------|
| Pre-Written Checks                     | \$58,343.31        |
| Checks to be Generated by the Computer | \$0.00             |
| <b>Total</b>                           | <b>\$58,343.31</b> |



# Serocki Excavating, Inc.

Box 332 Browns Valley, MN 56219  
Lee Hansen (320) 695-2767  
(320) 695-2589  
FAX (320) 695-2585

**PROPOSAL  
AND ACCEPTANCE**

|  |  |
|--|--|
| PROPOSAL SUBMITTED TO<br><b>CITY OF BROWNS VALLEY</b>          | DATE<br><b>7-May-24</b>                                  |
| ADDRESS<br><b>BROWNS VALLEY, MN. 56219<br/>ATTENTION: TONY</b> | PHONE / FAX<br>Phone()<br>Fax: ( )<br>CELL (320)808-1051 |
| PROJECT NAME AND LOCATION<br><b>3RD STREET SOUTH PROJECT</b>   |  |

We will provide the labor, material and equipment necessary to perform the following

**3RD STREET SOUTH FROM MAIN STREET TO 1ST AVE. SOUTH**

REMOVE 4 INCHES OF EXISTING MATERIAL

SHAPE UP GRAVEL IN PREP FOR ASPHALT PAVING

INSTALL 4 INCHES OF ASPHALT IN 2 LIFTS OF 2 INCHES

TOTAL \$67,327.26

**THANK YOU, FOR LETTING US HAVE THE OPPORTUNITY TO SERVE YOU!**

**THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 45 DAYS**

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

### Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined.

Payment to be made as follows:

**UPON COMPLETION**

Signature

Date

Signature

Date

Estimate



**JOE RILEY**  
CONSTRUCTION

**Joe Riley Construction, Inc.**  
P.O. Box 379—Morris, MN 56267  
Ph. 320.589.5222—Morris  
Ph. 320.634.1965—Glenwood, MN 56334  
Fax. 320.334.2735

- Sand & Gravel Products
- Parking Lots
- Driveways
- Streets & Roads
- Overlays & Patching

|   |  |           |
|---|--|-----------|
| PROPOSAL SUBMITTED City of Browns Valley      | PHONE Tony 320 808 1051  | 5/14/2024 |
| STREET 19 3 <sup>rd</sup> Street South        | JOB NAME Asphalt Paving  |           |
| CITY, STATE, ZIP CODE Browns Valley, MN 56219 | JOB LOCATION   |           |
|   | On 3 <sup>rd</sup> Street South, just south of Hwy 28 in Browns Valley |           |

We hereby submit specifications & estimates for the following: Asphalt Paving

Option #1, mill 4 inches of existing asphalt & repave, items to be completed:  
 With the use of a mill, remove 4 inches of existing asphalt. The removed millings are to be hauled to a city location.  
 Shape and compact the existing gravel material in preparation of paving new asphalt or clean the existing asphalt if all of the asphalt did not get removed during the milling process.  
 Pave the entire area per the attached diagram with 4 inches of compacted bituminous asphalt.  
 The paving is to be completed in 2 lifts with a tack coat applied prior to paving the 2<sup>nd</sup> lift.

Total estimate to complete the above listed items contained in option #1 - \$51,280.00

Option #2, reclaim the existing asphalt & repave, items to be completed:  
 Reclaim the existing asphalt located in the area to be paved.  
 Place the reclaimed material to the side.  
 Remove 7 inches of undesirable material located under the reclaimed asphalt. The removed material is to be hauled to a city location.  
 Place & compact the reclaimed asphalt/gravel material.  
 Supply, place & compact 3 inches of class 5 gravel on top of the reclaimed asphalt. Shape the class 5 gravel in preparation of paving asphalt.  
 Pave the entire area per the attached diagram with 4 inches of compacted bituminous asphalt.  
 The paving is to be completed in 2 lifts with a tack coat applied prior to paving the 2<sup>nd</sup> lift.

Total estimate to complete the above listed items contained in option #2 - 58,690.00.

Option: Remove 140 linear feet of existing concrete curb per the attached diagram & reinstall 140 linear feet of drive over curb. This would be completed prior to paving the asphalt.  
 Total estimate to remove and reinstall the 140 linear feet of curb - \$8,600.00. This is not included in the above listed estimates.

Please let me know if there are any questions. Thank you.

Greg Graves  
Joe Riley Construction, Inc.  
320 287 1916

**We propose** hereby to furnish, material, and labor—complete it accordance with above specifications, for the sum of:

\_\_\_\_\_ Dollars  
 Payment to be made ON COMPLETION OF PROJECT  
 All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

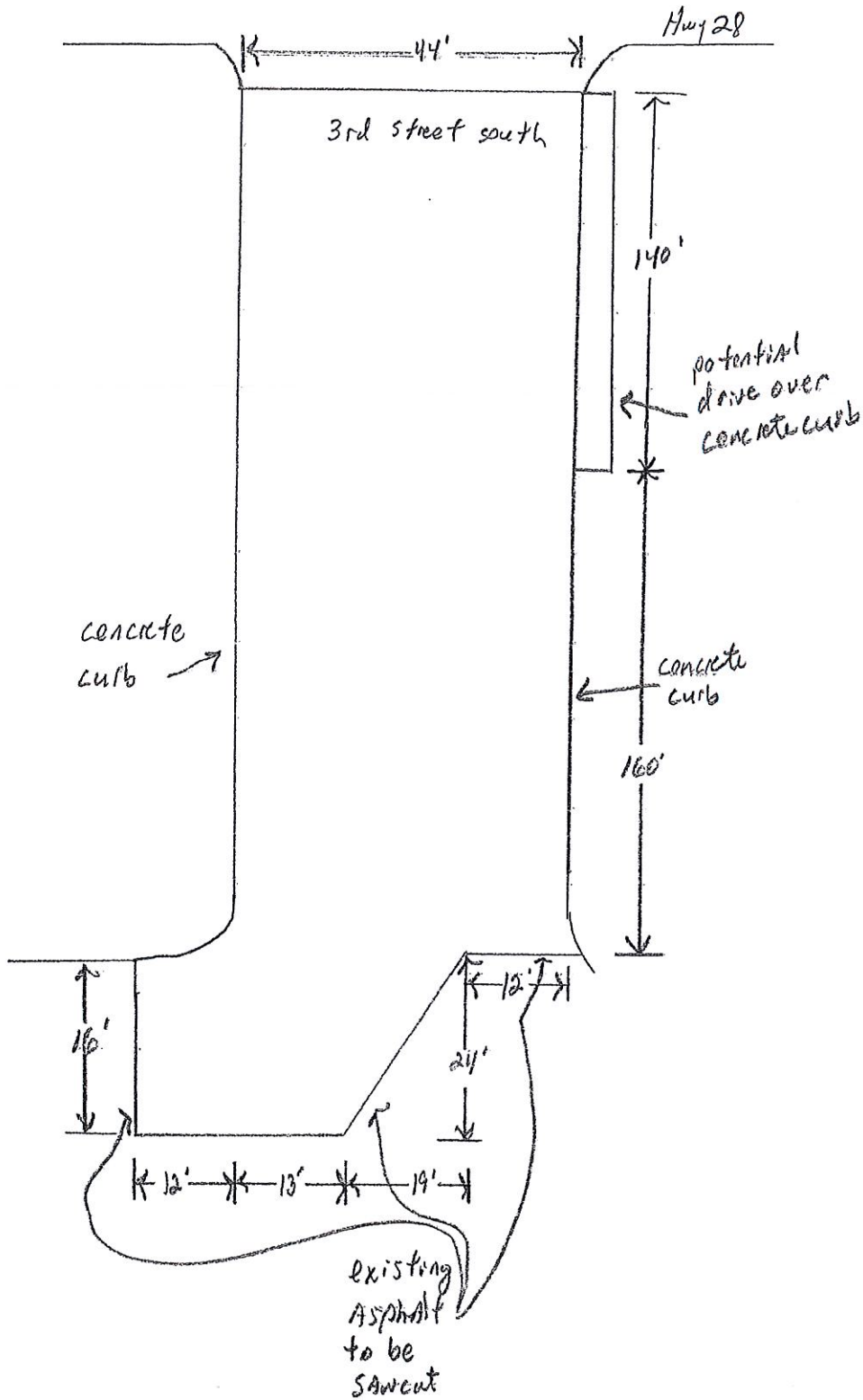
Authorized Greg Graves  
 Signature \_\_\_\_\_  
 Note: This proposal may be withdrawn if not accepted within \_\_\_\_\_ 30 \_\_\_\_\_ days.

**Acceptance of Proposal** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_  
 Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

City of BraunsVally  
19 3rd street south  
BraunsVally, MA 56219  
Tony 320-808-1051



# PIVOT CENTRAL

PROVIDING CENTER PIVOT SALES & SERVICE TO WEST CENTRAL MN

## Estimate to Remove Existing Sprinkler Package and Install a New Sprinkler Package

For The City of Browns Valley

|     |                               |               |               |
|-----|-------------------------------|---------------|---------------|
| 177 | 0185910 Nelson R3030 Rotaotrs | \$ 34.00      | \$ 6,018.00   |
| 1   | 0 Labor to remove and install | \$ 2,000.00   | \$ 2,000.00   |
| 1   | 0 Package Discount            | \$ (1,518.00) | \$ (1,518.00) |
|     | Total Estimate                |               | \$ 6,500.00   |

Labor is based on two days to remove and replace the sprinkler package. If the existing package comes off easy it will take less time, if the sprinklers are stuck and difficult to remove it will take longer.