



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

Monday June 24, 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:

Additions or Corrections to the Meeting Agenda:

Consent Agenda

- June 10, 2024 Regular Meeting Minutes
- For a grand total of \$115,386.53 Revenue/Deposits \$8,594.07 June 11-24
Wages: June 16th \$8,125.70
Claims: June 24th = \$107,260.83

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

Unfinished Business:

- Jayshaun Renville-Potentially Dangerous Dog
- Lease Agreement with Brian Hanson parcel id 20-0409000
- Resolution 24-13 a Resolution for Detachment of Certain Land pursuant to Minnesota Statutes 414.06

New Business:

- Property to sell Todd Beamish
- 511 2nd St N & 502 2nd St N. Property to demo and sell

Other Business:

Public Comment: (Consideration of Items not on Agenda)

Dates: June 19th Closed

Items for council to consider for future:

City Personnel Policy-Budget meeting

Next scheduled meeting Monday July 8th- 5:30 PM

Adjournment: Time _____

NOTE: The agenda is produced in advance of the council meeting. The actual meeting may consist of additional items, as may come before the council after the agenda is posted, or during the meeting itself.

Draft

**Browns Valley Regular City Council Meeting Unapproved Minutes
June 10, 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, Code Enforcement Officer Terry Biewer and City Attorney Franzese.

Absent: None

Others Present: Traverse County Sherrif's Deputy Tammy Borgheijnck, Brian Hanson, Edith Foren and Craig Zeimer.

The meeting was called to order at 5:30 p.m. by Mayor Heck.

The Pledge of Allegiance was recited by those in attendance.

Agenda:

Upon a motion by Biewer with a second by Madison, the Council unanimously approved the agenda, with the additions of Resolution 24-14 a Resolution for State Appropriations for City of Browns Valley and the Toelle Coulee Phase 2 Project and pending litigation strategy for small claims lawsuit.

Consent Agenda:

- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved the May 27, 2024, Regular Meeting Minutes.
- Upon a motion by Biewer with a second by Miller, the Council unanimously approved the claims for a grand total of \$176,550.93, including Wages (June 1st = \$13,334.17) and Claims (June 10th = \$163,216.76).
- Upon a motion by Miller with a second by Madison, the Council unanimously approved the Treasurer's Report.
- Upon a motion by Dobbs with a second by Miller, the Council unanimously approved the Delinquency Report.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the Resolution 24-12 a Resolution Accepting Donation to the City in Memory of Jim Madison from several donators in the amount of \$210.00.

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. Biewer informed council of 502 3rd St N that has had water paid in full and water is off because of broken pipes since January.
 - Upon a motion by Biewer with a second by Miller, the Council voted on a 4 to 1 approved to have City Attorney Franzese process eviction. Dobbs Dissenting.
- Deputy Borgheiinck reported on recent law enforcement activity within the City.
- City Administrator Hook-Hansen reported on administrative items completed in the office.
- City Attorney Franzese gave a verbal report on actions performed for the City.

Unfinished Business:

New Business:

- Jayshaun Renville-Potentially Dangerous Dog no action taken.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved to have City Attorney Franzese to draw up Lease Agreement with Brian Hanson on parcel id 20-0409000 and to have Mayor Heck and City Administrator to make authority to make changes to lease.
- Resolution 24-13 a Resolution for Detachment of Certain Land pursuant to Minnesota Statutes 414.06 was tabled for final revisions of the Resolution.
- Upon a motion by Biewer with a second by Madison, the Council unanimously approved the acceptance of the 2023 Population estimate of 526 and household estimate of 217.
- The City Maintenance Supervisor Tony Serocki informed the City Council of the broken force main. On May 30th Serocki discovered that the wastewater lagoons were not receiving wastewater. Serocki made a call the duty officer at MPCA and reported the spill. Serocki proceeded to find where the brake was in the force main going to the ponds. Serocki was talking with the MPCA Enforcement officer and he recommended putting in place plans to stop the release of wastewater into the ground. Serocki with approval from Mayor due to Emergency had to hire a company to set up frack tanks to pump from the lift station into the tanks and hire semis and tanker trucks to pump out of the frack tanks, they then trucked the waste water to the ponds. Doing this destroyed the wet road from all of the rain that we've had had to reinforce the road was able to keep up for a day. But then the following day we were not able to keep up and had to do another release. Serocki called the duty officer at MPCA that Saturday and reported the release and then talked to the MPCA enforcement officer, and he requested that the City should hire a company to come in and set up a line that runs from the lift station to the ponds and to pump it that way until the force main break could be fixed. Serocki also activated MN WARN Saturday June 1st. No one had the 3 1/2 miles of hose to reach the wastewater ponds.
The City Council instructed Hook-Hansen to seek loan with Traverse County SWCD. If approved it would be 10 year loan at 3% interest.

Other Business:

- Upon a motion by Miller with a second by Madison, the Council voted unanimously to approve Resolution 24-14 a Resolution for State Appropriations for City of Browns Valley and the Toelle Coulee Phase 2 Project.
- Upon a motion by Biewer with a second by Madison, the Council voted unanimously to close the meeting. The meeting was closed pursuant to M.S.A. §13D.03. The purpose of the meeting as permitted by the attorney-client privilege.

The City Council went into a closed session. The time is 6:26 p.m. 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, Code Enforcement Officer Terry Biewer and City Attorney Franzese.

- Upon a motion by Dobbs with a seconded by Madison, the council unanimously approved to re-open the meeting. The time is 6:56 p.m. The result of the closed meeting was that the City Council decided to accept or counter offer a settlement.
- Upon a motion by Heck with a second by Madison, the Council voted on a 4 to 1 to not accept Ms. Bartz's proposal of \$455.00 and to counter offer at \$10,000.00 plus parcels 20-0056000 and 20-0055000. Dobbs dissenting.

Public Comment: None at this time

Dates: Dates: June 19th CLOSED

Items for Council to consider for future:

Next scheduled meeting: Monday June 27 at 5:30 p.m.

The meeting adjourned at 7:07 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

CITY OF BROWNS VALLEY

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Payments

Current Period: June 2024

Payment Batch Claims062424		\$107,260.83	
<u>Refer</u>	<u>1743 GOODHART EXCAVATING, INC</u>	<u>Ck# 020912 6/10/2024</u>	
Cash Payment	E 602-49450-224 Street Maint Materials	110.95 ton of gravel at lift station	\$1,608.78
Invoice	11172 5/3/2024		
Cash Payment	E 101-43100-224 Street Maint Materials	18.48 ton of gravel on road by elevator	\$267.96
Invoice	11196 5/29/2024		
Cash Payment	E 101-43100-224 Street Maint Materials	19.15 ton of C-5 gravel at Dave Appel	\$277.68
Invoice	11180 5/6/2024		
Transaction Date	6/10/2024	PRAIRIE SUN BANK 10100	Total \$2,154.42
<u>Refer</u>	<u>1744 MAYNARDS FOOD CENTER</u>	<u>Ck# 020913 6/10/2024</u>	
Cash Payment	E 602-49450-210 Operating Supplies (GE	sewer break supplies	\$4.77
Invoice	5653 5/31/2024		
Transaction Date	6/10/2024	PRAIRIE SUN BANK 10100	Total \$4.77
<u>Refer</u>	<u>1745 MN ASSOCIATION OF SMALL CITI</u>	<u>Ck# 020928 6/24/2024</u>	
Cash Payment	E 101-41110-433 Dues and Subscriptions	2024-2025 membership dues	\$398.50
Invoice			
Transaction Date	6/11/2024	PRAIRIE SUN BANK 10100	Total \$398.50
<u>Refer</u>	<u>1746 FRANZESE, MATTHEW P.</u>	<u>Ck# 020925 6/24/2024</u>	
Cash Payment	E 101-41610-304 Legal Fees	June services	\$1,050.00
Invoice			
Transaction Date	6/11/2024	PRAIRIE SUN BANK 10100	Total \$1,050.00
<u>Refer</u>	<u>1747 HAWKINS, INC.</u>	<u>Ck# 020926 6/24/2024</u>	
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Sodium Tripoly Phosphate	\$892.50
Invoice	6780608 6/12/2024		
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Azone 15	\$603.75
Invoice	6780608 6/12/2024		
Cash Payment	E 601-49400-333 Freight and Express	chemicals freight	\$56.00
Invoice	6780608 6/12/2024		
Transaction Date	6/14/2024	PRAIRIE SUN BANK 10100	Total \$1,552.25
<u>Refer</u>	<u>1748 THEIN WELL</u>	<u>Ck# 020932 6/24/2024</u>	
Cash Payment	E 601-49400-300 Professional Svcs (GENE	annual inspection of pumps and wells	\$315.00
Invoice	8996 6/7/2024		
Transaction Date	6/14/2024	PRAIRIE SUN BANK 10100	Total \$315.00
<u>Refer</u>	<u>1749 AFSCME #65</u>	<u>Ck# 020914 6/17/2024</u>	
Cash Payment	G 101-21707 Union Dues	Arlene Reinart	\$44.94
Invoice	June		
Transaction Date	6/17/2024	PRAIRIE SUN BANK 10100	Total \$44.94
<u>Refer</u>	<u>1750 MNUI</u>	<u>Ck# 013389E 6/13/2024</u>	
Cash Payment	E 101-41000-140 Unemployment Comp (G	MN unemployment insurance	\$59.58
Invoice			
Transaction Date	6/17/2024	PRAIRIE SUN BANK 10100	Total \$59.58
<u>Refer</u>	<u>1751 Creatively Ewe Web Design</u>	<u>Ck# 020922 6/24/2024</u>	
Cash Payment	E 101-41000-309 Software & Design	website expenses 1263.25-discount 37.89	\$1,225.36
Invoice	6/14/2024		
Cash Payment	E 101-41000-309 Software & Design	website expenses	\$26.17
Invoice	6/14/2024		

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Payments

Current Period: June 2024

Transaction Date	6/17/2024	PRAIRIE SUN BANK 10100	Total	\$1,251.53
Refer	1752 PUBLIC EMPLOYEES RETIREMEN	Ck# 013390E 6/17/2024		
Cash Payment	G 101-21704 PERA			\$1,540.51
Invoice				
Transaction Date	6/17/2024	PRAIRIE SUN BANK 10100	Total	\$1,540.51
Refer	1753 IRS	Ck# 013391E 6/17/2024		
Cash Payment	G 101-21701 Federal Withholding	Federal		\$1,186.93
Invoice				
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare		\$1,795.86
Invoice				
Transaction Date	6/17/2024	PRAIRIE SUN BANK 10100	Total	\$2,982.79
Refer	1754 DAKOTA WASTE SOLUTIONS	Ck# 020924 6/24/2024		
Cash Payment	E 603-49500-300 Professional Svcs (GENE July garbage service			\$4,000.00
Invoice 130319	6/13/2024			
Transaction Date	6/17/2024	PRAIRIE SUN BANK 10100	Total	\$4,000.00
Refer	1755 OFFICE PEEPS	Ck# 020931 6/24/2024		
Cash Payment	E 101-41000-210 Operating Supplies (GE contact copier ink			\$475.33
Invoice 1066370-0	6/10/2024			
Transaction Date	6/17/2024	PRAIRIE SUN BANK 10100	Total	\$475.33
Refer	1756 MN DEPT OF REVENUE SW	Ck# 013392E 6/17/2024		
Cash Payment	G 101-21702 State Withholding	061724 payroll		\$522.53
Invoice				
Transaction Date	6/17/2024	PRAIRIE SUN BANK 10100	Total	\$522.53
Refer	1757 MN FIRE SERVICE CERTIFICATIO	Ck# 020929 6/24/2024		
Cash Payment	E 101-42260-208 Training and Instruction	Fire Fighter I retest J Toelle		\$50.00
Invoice 12779	6/5/2024			
Transaction Date	6/17/2024	PRAIRIE SUN BANK 10100	Total	\$50.00
Refer	1758 MVTL	Ck# 020930 6/24/2024		
Cash Payment	E 602-49450-306 Testing	wastewater testing		\$97.75
Invoice 1256759	6/13/2024			
Cash Payment	E 602-49450-306 Testing	wastewater testing		\$110.75
Invoice 1256758	6/13/2024			
Cash Payment	E 602-49450-306 Testing	wastewater testing		\$97.75
Invoice 1256757	6/13/2024			
Transaction Date	6/17/2024	PRAIRIE SUN BANK 10100	Total	\$306.25
Refer	1759 DAKOTA SUPPLY GROUP	Ck# 020923 6/24/2024		
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE hydrant repairs			\$1,677.43
Invoice S103795262.001	6/8/2024			
Transaction Date	6/17/2024	PRAIRIE SUN BANK 10100	Total	\$1,677.43
Refer	1760 MALECHA ENTERPRISES	Ck# 020927 6/24/2024		
Cash Payment	E 602-49450-300 Professional Svcs (GENE Mobilization fee			\$7,500.00
Invoice 24-0619	6/18/2024			
Cash Payment	E 602-49450-300 Professional Svcs (GENE 2,031,693 gal from June 1-June 11			\$81,375.00
Invoice 24-0619	6/18/2024			
Transaction Date	6/18/2024	PRAIRIE SUN BANK 10100	Total	\$88,875.00

Payments

Current Period: June 2024

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$8,921.35
601 WATER FUND		\$3,544.68
602 SEWER FUND		\$90,794.80
603 REFUSE (GARBAGE) FUND		\$4,000.00
		<u>\$107,260.83</u>

Pre-Written Checks	\$107,260.83
Checks to be Generated by the Computer	\$0.00
Total	<u>\$107,260.83</u>

CITY OF BROWNS VALLEY

*Batch Summary

Batch Name	Amount
Act Year 2024	
Period 6 June	
Batch Type Name Receipt	
ACH061124	\$109.21
AmbRev061824	\$902.63
CityD061824	\$555.00
Hormann061424	\$1,207.50
MMBprimary061824	\$534.37
Paya061124	\$80.10
Paya061124	\$43.38
Paya061424	\$97.24
Paya061424	\$150.00
Paya061424	\$100.00
Paya061624	\$219.89
Paya061824	\$219.37
Paya061824_2	\$85.05
Paya061824	\$82.53
UB061124	\$1,557.27
UB0611241	\$274.78
UB061424	\$1,614.78
UB061824	\$760.97
Batch Type Name Receipt	\$8,594.07
Period 6 June	\$8,594.07
Act Year 2024	\$8,594.07
	\$8,594.07

FILTER: (([Tran Date] between #6/11/2024# and #6/18/2024#) and ([Tran Nbr] like '[1]*'))