



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

Monday July 8, 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 24, 2024 Regular Meeting Minutes
- For a grand total of \$138,797.19 June Revenue/Deposits \$360,150.70
Wages: July 1st \$ 11,703.05
Claims: July 8th = \$138,797.19
- June Treasurer report Checks Cashed \$320,004.73 June Revenue/Deposits \$360,150.70
- Delinquency report

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

Unfinished Business:

New Business:

Review of Budget

Review of Personnel Policy

Other Business:

Public Comment: (Consideration of Items not on Agenda)

Dates: August 13th State Primary Election

Items for council to consider for future:

City Personnel Policy-Budget meeting

Next scheduled meeting Monday July 22- 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, Code Enforcement Officer Terry Biewer and City Attorney Matt Franzese.

Absent: None

Others Present: Jayshaun Renville, Jordan Anderson, Tina Bartz, and Edith Foren.

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: Jayshaun Renville and Jordan Anderson was present to request the council to reconsider a modification of the designation of his dog from being a Potentially Dangerous Dog to a non-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, and that this was an isolated incident. 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 Dobbs, the Council unanimously approved to modify Jayshaun Renville's Potentially Dangerous Dog citation to a non-dangerous.

Agenda:

Upon a motion by Miller with a second by Biewer, the Council unanimously approved the agenda, with the additions of Resolution 24-14 Revised a Resolution for State Appropriations for City of Browns Valley and the Toelle Coulee Phase 2 Project, Resolution 24-15 a Resolution Accepting Donation to the City from Browns Valley Ambulance District in the amount of \$5,000.00 and a building permit at 516 Washington St. S. (Garrick Stahl).

Consent Agenda:

- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved the June 10, 2024, Regular Meeting Minutes.
- Upon a motion by Miller with a second by Madison, the Council unanimously approved the claims for a grand total of \$120,347.50, including Wages (June 16th = \$8,125.70) and Claims (June 24th = \$112,221.80).

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.
- City Attorney Franzese gave a verbal report on actions performed for the City.

Unfinished Business:

- Waiting on Attorney Franzese to draw up Lease Agreement for parcel id 20-0409000 to Brian Hanson.
- Upon a motion by Biewer with a second by Heck, the Council unanimously approved the Resolution 24-13 a Resolution for Detachment of Certain Land pursuant to Minnesota Statutes 414.06.

New Business:

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

Other Business:

- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved the Resolution 24-14 Revised a Resolution for State Appropriations for City of Browns Valley and the Toelle Coulee Phase 2 Project to include 29,436.34 from the BV Mitigation Project account at CenBank in Ortonville, MN.
- Upon a motion by Miller with a second by Dobbs, the Council unanimously approved the Resolution 24-15 a Resolution Accepting Donation to the City from Browns Valley Ambulance District in the amount of \$5,000.00.
- Upon a motion by Miller with a second by Biewer, the Council unanimously approved the building permit at 516 Washington St. S. for Garrick Stahl.
- Upon a motion by Dobbs with a second by Biewer, the Council unanimously approved the sale of parcel id 20-0085000 to Zach Serocki in the amount of \$200.00 plus legal fees. Resolution 24-16

Public Comment: None at this time.

Dates: Closed-July 4th.

Items for Council to consider for future:

Next scheduled meeting: Monday July 8th at 5:30 p.m.

The meeting adjourned at 6:40 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

Payments

Current Period: July 2024

Payment Batch Claims070824		\$138,797.19	
Refer	1769 CENEX FLEET CARD	Ck# 020966 7/8/2024	
Cash Payment	E 101-42153-212 Motor Fuels	#3 Ambulance	\$96.71
Invoice			
Cash Payment	E 101-43000-212 Motor Fuels	#4 Maintenance	\$291.70
Invoice			
Cash Payment	E 601-49400-212 Motor Fuels	#4 Maintenance	\$54.06
Invoice			
Cash Payment	E 602-49450-212 Motor Fuels	#4 Maintenance	\$54.07
Invoice			
Cash Payment	E 101-45000-212 Motor Fuels	#4 Maintenance	\$69.62
Invoice			
Cash Payment	E 603-49500-212 Motor Fuels	#4 Maintenance	\$18.04
Invoice			
Transaction Date	6/26/2024	PRAIRIE SUN BANK 10100	Total \$584.20
Refer	1770 SEROCKI EXCAVATING, INC.	Ck# 020977 7/8/2024	
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	water break by City Park fire hydrant	\$3,708.00
Invoice	15527 6/24/2024		
Transaction Date	6/26/2024	PRAIRIE SUN BANK 10100	Total \$3,708.00
Refer	1771 MINN-DAK FIRE AND SAFETY	Ck# 020975 7/8/2024	
Cash Payment	E 101-42153-300 Professional Srvs (GENE	Ambulance fire extinguisher, maint, brackets	\$272.95
Invoice	464 6/24/2024		
Transaction Date	6/26/2024	PRAIRIE SUN BANK 10100	Total \$272.95
Refer	1772 HAWKINS, INC.	Ck# 020969 7/8/2024	
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	tube housing, main shaft	\$88.98
Invoice	6791508 6/24/2024		
Transaction Date	6/26/2024	PRAIRIE SUN BANK 10100	Total \$88.98
Refer	1773 DAKOTA SUPPLY GROUP	Ck# 020967 7/8/2024	
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	hydrant repairs	\$65.38
Invoice	S103807763.001 6/12/2024		
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	hydrant repairs	\$3,410.25
Invoice	S103772114.001 6/1/2024		
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	hydrant repairs	\$30.20
Invoice	S103795262.002 6/17/2024		
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	6" Hymax RW gate valve	\$1,528.19
Invoice	S103794738.001 6/11/2024		
Cash Payment	E 601-49400-210 Operating Supplies (GE	meter setters	\$577.31
Invoice	S103836627.001 6/24/2024		
Transaction Date	6/26/2024	PRAIRIE SUN BANK 10100	Total \$5,611.33
Refer	1774 VISA	Ck# 013394E 6/26/2024	
Cash Payment	E 101-41000-322 Postage	postage	\$204.00
Invoice			
Cash Payment	E 101-41000-200 Office Supplies (GENER	check blanks	\$196.05
Invoice			
Cash Payment	E 101-42870-210 Operating Supplies (GE	safety tshirts	\$154.97
Invoice			
Transaction Date	6/26/2024	PRAIRIE SUN BANK 10100	Total \$555.02
Refer	1775 MIKE JACOBSON	Ck# 020974 7/8/2024	

Payments

Current Period: July 2024

Cash Payment	E 101-42400-300 Professional Srvs (GENE July		\$400.00
Invoice			
Transaction Date	6/27/2024	PRAIRIE SUN BANK 10100	Total \$400.00
Refer	1776 VERIZON WIRELESS	Ck# 013395E 6/28/2024	
Cash Payment	E 101-42153-321 Telephone	ambulance cell	\$70.48
Invoice 9967136368 7/16/2024			
Transaction Date	6/28/2024	PRAIRIE SUN BANK 10100	Total \$70.48
Refer	1777 JOE RILEY CONSTRUCTION INC	Ck# 020970 7/8/2024	
Cash Payment	E 101-43100-224 Street Maint Materials	paving one block of 3rd Str by City Hall	\$58,690.00
Invoice 24271 6/21/2024			
Transaction Date	7/2/2024	PRAIRIE SUN BANK 10100	Total \$58,690.00
Refer	1778 AFLAC	Ck# 013396E 7/2/2024	
Cash Payment	G 101-21708 AFLAC	June billing	\$591.01
Invoice			
Transaction Date	7/2/2024	PRAIRIE SUN BANK 10100	Total \$591.01
Refer	1779 MN DEPT OF REVENUE SW	Ck# 013397E 7/2/2024	
Cash Payment	G 101-21702 State Withholding	070124 payroll	\$550.39
Invoice			
Transaction Date	7/2/2024	PRAIRIE SUN BANK 10100	Total \$550.39
Refer	1780 PUBLIC EMPLOYEES RETIREMEN	Ck# 013398E 7/2/2024	
Cash Payment	G 101-21704 PERA	070124 payroll	\$1,381.60
Invoice			
Transaction Date	7/2/2024	PRAIRIE SUN BANK 10100	Total \$1,381.60
Refer	1781 IRS	Ck# 013399E 7/2/2024	
Cash Payment	G 101-21701 Federal Withholding	Federal	\$1,276.50
Invoice			
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare	\$2,407.44
Invoice			
Transaction Date	7/2/2024	PRAIRIE SUN BANK 10100	Total \$3,683.94
Refer	1782 MN DEPT OF REVENUE ST	Ck# 013400E 7/2/2024	
Cash Payment	E 601-49400-441 Sales tax	Comm Water	\$59.00
Invoice			
Cash Payment	E 603-49500-441 Sales tax	Comm Garbage	\$310.00
Invoice			
Cash Payment	E 603-49500-441 Sales tax	Res Garbage	\$382.00
Invoice			
Transaction Date	7/2/2024	PRAIRIE SUN BANK 10100	Total \$751.00
Refer	1783 AMBULANCE CLAIMS PROCESSIN	Ck# 020960 7/8/2024	
Cash Payment	E 101-42153-300 Professional Srvs (GENE June		\$115.00
Invoice 18138 6/27/2024			
Transaction Date	7/2/2024	PRAIRIE SUN BANK 10100	Total \$115.00
Refer	1784 VALLEY TELEPHONE	Ck# 013401E 7/15/2024	
Cash Payment	E 602-49450-321 Telephone	2871,2872,2243, lift stations	\$111.84
Invoice			
Cash Payment	E 101-41000-321 Telephone	2127, Fax Village Hall	\$40.67
Invoice			

Payments

Current Period: July 2024

Cash Payment Invoice	E 101-41000-321 Telephone	2110, Phone, Village Hall	\$331.85
Cash Payment Invoice	E 211-45500-321 Telephone	2318, 2125, Library	\$49.02
Cash Payment Invoice	E 101-43000-321 Telephone	2846, Maintenance Dept.	\$74.33
Cash Payment Invoice	E 101-41000-321 Telephone	wifi Community Center	\$80.90
Cash Payment Invoice	E 101-41000-321 Telephone	2110, Phone, Village Hall	-\$305.23
Cash Payment Invoice	E 101-41000-321 Telephone	2127, Fax Village Hall	-\$39.93
Cash Payment Invoice	E 211-45500-321 Telephone	2318, 2125, Library	-\$43.77
Cash Payment Invoice	E 101-43000-321 Telephone	2846, Maintenance Dept.	-\$88.75
Cash Payment Invoice	E 101-41000-321 Telephone	wifi Community Center	-\$80.90
Cash Payment Invoice	E 602-49450-321 Telephone	2871,2872,2243,lift stations	-\$111.48
Transaction Date	7/2/2024	PRAIRIE SUN BANK 10100	Total \$18.55
Refer	1785 MVTL	Ck# 020976 7/8/2024	
Cash Payment Invoice	E 601-49400-306 Testing	water testing coliform	\$27.75
	1258917 6/26/2024		
Transaction Date	7/2/2024	PRAIRIE SUN BANK 10100	Total \$27.75
Refer	1786 WIDSETH SMITH NOLTING & ASS	Ck# 020979 7/8/2024	
Cash Payment Invoice	E 602-49450-300 Professional Srvs (GENE	sewer break assistance and pipe repair observation	\$3,089.15
	231551 6/27/2024		
Transaction Date	7/2/2024	PRAIRIE SUN BANK 10100	Total \$3,089.15
Refer	1787 BUSINESS CARD	Ck# 020965 7/8/2024	
Cash Payment Invoice	E 211-45500-433 Dues and Subscriptions		\$19.97
Cash Payment Invoice	E 211-45500-429 Misc Grant Items for Rei		\$4.34
Cash Payment Invoice	E 211-45500-435 Books and Pamphlets		\$20.98
Cash Payment Invoice	E 211-45500-437 Tapes/CD s/Movies		\$44.92
Transaction Date	7/2/2024	PRAIRIE SUN BANK 10100	Total \$90.21
Refer	1788 MAYNARDS FOOD CENTER	Ck# 020972 7/8/2024	
Cash Payment Invoice	E 211-45500-429 Misc Grant Items for Rei	library supplies	\$9.98
Cash Payment Invoice	E 211-45500-210 Operating Supplies (GE	library supplies	\$24.04
Transaction Date	7/2/2024	PRAIRIE SUN BANK 10100	Total \$34.02
Refer	1789 MIDWEST TAPE LLC	Ck# 020973 7/8/2024	
Cash Payment Invoice	E 211-45500-429 Misc Grant Items for Rei	digital books	\$60.31
	505684380 6/26/2024		

CITY OF BROWNS VALLEY

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Payments

Current Period: July 2024

Transaction Date	7/2/2024	PRAIRIE SUN BANK	10100	Total	\$60.31
Refer	1790 BROWNS VALLEY HARDWARE HA	<u>Ck# 020963 7/8/2024</u>			
Cash Payment	E 211-45500-400 Repairs & Maint Cont (G	water heater and faucet replacement			\$709.54
Invoice					
Cash Payment	E 211-45500-210 Operating Supplies (GE	supplies			\$6.99
Invoice					
Transaction Date	7/2/2024	PRAIRIE SUN BANK	10100	Total	\$716.53
Refer	1791 ENGAN ASSOCIATES	<u>Ck# 020968 7/8/2024</u>			
Cash Payment	E 101-41940-300 Professional Srvs (GENE	Sam Brown Cabin assessment 35% complete			\$2,300.00
Invoice	902.01-02	6/28/2024			
Transaction Date	7/2/2024	PRAIRIE SUN BANK	10100	Total	\$2,300.00
Refer	1792 BROWNS VALLEY HARDWARE HA	<u>Ck# 020964 7/8/2024</u>			
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	sewer break supplies			\$524.77
Invoice					
Cash Payment	E 101-42260-210 Operating Supplies (GE	fire dept supplies			\$53.47
Invoice					
Cash Payment	E 101-41000-210 Operating Supplies (GE	city hall supplies			\$17.98
Invoice					
Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies			\$73.62
Invoice					
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE	landfill cable lock			\$29.99
Invoice					
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop supplies			\$12.79
Invoice					
Cash Payment	E 101-45000-210 Operating Supplies (GE	shop supplies			\$3.20
Invoice					
Cash Payment	E 601-49400-210 Operating Supplies (GE	shop supplies			\$7.99
Invoice					
Cash Payment	E 602-49450-210 Operating Supplies (GE	shop supplies			\$7.99
Invoice					
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	fogger repair			\$19.98
Invoice					
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	leaf blower repair			\$76.97
Invoice					
Cash Payment	E 101-45000-210 Operating Supplies (GE	park supplies			\$18.47
Invoice					
Transaction Date	7/2/2024	PRAIRIE SUN BANK	10100	Total	\$847.22
Refer	1793 VESERIS	<u>Ck# 020978 7/8/2024</u>			
Cash Payment	E 101-45000-216 Chemicals and Chem Pr	cleaning solution for fogger			\$184.56
Invoice					
Transaction Date	7/2/2024	PRAIRIE SUN BANK	10100	Total	\$184.56
Refer	1794 KUECHLE UNDERGROUND INC	<u>Ck# 020971 7/8/2024</u>			
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	sewer break repair and materials			\$50,682.44
Invoice	2024.BV.001	6/26/2024			
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	sewer break repair			\$2,736.57
Invoice	2024.BV.002	6/26/2024			
Transaction Date	7/2/2024	PRAIRIE SUN BANK	10100	Total	\$53,419.01
Refer	1795 BIEWER, TERRY	<u>Ck# 020962 7/8/2024</u>			

Payments

Current Period: July 2024

Cash Payment	E 101-41000-331 Travel Expenses	mileage 1/1/24 to 7/1/24		\$90.45
Invoice				
Cash Payment	E 101-41000-331 Travel Expenses	mileage to Wheaton for barricades from MNDOT		\$38.86
Invoice				
Transaction Date	7/2/2024	PRAIRIE SUN BANK 10100	Total	\$129.31
Refer	1796 AVEL ECARE MEDICAL GROUP PC Ck# 020961 7/8/2024			
Cash Payment	E 101-42153-300 Professional Srvs (GENE	Equipment and Technology fee		\$475.00
Invoice	INVGRPC10182	6/1/2024		
Cash Payment	E 101-42153-300 Professional Srvs (GENE	Service fee		\$351.67
Invoice	INVGRPC10182	6/1/2024		
Transaction Date	7/2/2024	PRAIRIE SUN BANK 10100	Total	\$826.67

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$70,498.38
211 LIBRARY		\$906.32
601 WATER FUND		\$9,557.11
602 SEWER FUND		\$57,095.35
603 REFUSE (GARBAGE) FUND		\$740.03
		<u>\$138,797.19</u>

Pre-Written Checks	\$138,797.19
Checks to be Generated by the Computer	\$0.00
Total	<u>\$138,797.19</u>