



Browns Valley Regular City Council Meeting Approved Minutes April 14, 2025

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, Michael Backer, Devan Dobbs, and Jan Biewer. Also in attendance were City Maintenance Supervisor Tony Serocki, City Administrator Jodi Hook-Hansen, Library Director Bernice Piechowski, and Code Enforcement Officer Terry Biewer.

Absent:

Others Present: Bryan Bye (Widseth), and Paul Frisch (LMCIT) 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: Bryan Bye (Widseth) was present and informed the Council that one of the requirements for PFA funding is the completion of an environmental review. This review involves soliciting comments from environmental agencies in the project area. Comments were solicited from the State Historic Preservation Office (SHPO) on February 14.

The most significant item requested by SHPO is a Phase I Archaeological Survey. Widseth contacted two firms for scheduling the survey. Both firms indicated they would not be able to complete the survey and submit a report in time to meet the June 30 deadline for the environmental review, which is required for fiscal year 2025 funding. They cited frozen ground conditions, a permitting backlog at the Office of the State Archaeologist, and internal workload as reasons for the delay. Widseth recently hired an archaeologist who can complete the Phase I Archaeological Survey but still cannot meet the June 30 deadline due to the permitting backlog at the Office of the State Archaeologist.

Widseth contacted Todd Johnson at the Minnesota Department of Health (MDH) to discuss the implications for the project and recommendations for next steps. The email correspondence with Todd is included below. In summary, MDH expects this project to be listed in the fundable range on the fiscal year 2026 Intended Use Plan (IUP), regardless of whether a bonding bill passes in the current legislative session. The 2026 IUP is expected to be released this fall. MDH recommends that Widseth continue submitting plans and specifications and complete the environmental report to position the project for bidding once the 2026 IUP is finalized.

- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved Widseth proceeding with the Phase I Archaeological Reconnaissance Survey for the project area. The estimated fee for the Archaeological Survey is \$16,900.00

A test well and soil borings are needed at the proposed Browns Valley/Beardsley water treatment plant and well site as soon as possible in order for design to proceed. An option agreement between the City of Browns Valley and the property owner is needed to allow the property owner to commit to selling the property to the City, contingent on the test well and borings showing that the site is suitable. The PFA funding being used for the project requires compliance with the Uniform Act for property acquisition.

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- Upon a motion by Dobbs, seconded by Biewer, the Council unanimously approved Their Well's quote in the amount of \$58,550.00.

Agenda:

- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved the agenda.

Consent Agenda:

- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved the March 25, 2025, Regular Meeting Minutes.
- Upon a motion by Backer, seconded by Biewer, the Council unanimously approved the April 7th, 2025, Board of Appeal and Equalization Meeting Minutes.
- Upon a motion by Biewer, seconded by Backer, the Council unanimously approved the claims totaling \$161,781.22, including wages (April 1st = \$12,341.12) and claims (April 14th = \$149,440.10).
- Upon a motion by Miller, seconded by Backer, the Council unanimously approved the Resolution 25-07 a Resolution Accepting Donation to the City in the amount totaling \$262.00 from Township of Foster United Way Fund.
- Upon a motion by Backer, seconded by Miller, the Council unanimously approved the March's Treasurer's Report.
- Upon a motion by Dobbs, seconded by Biewer, the Council unanimously approved the March's Delinquency Report.

Department Reports:

- Library Director Piechowski reported on activities at the library.
- City Maintenance Supervisor Serocki reported on public works items completed and items.
- Code Enforcement Officer Biewer reported on actions taken to enforce City ordinances and items completed in the office.
- City Administrator Hook-Hansen reported on administrative items completed in the office.

Unfinished Business:

New Business:

- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved the appointment of Virginia Westbrook to the Library Board.
- Upon a motion by Miller, seconded by Backer, the Council unanimously approved of Building Permit 13 4th St. S (Park Region).

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- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved the renewal of the contract with Traverse County for property assessments for the years 2026–2028, at a rate of \$16.00 per parcel, covering 536 parcels.
- Upon a motion by Dobbs, seconded by Biewer, the Council unanimously approved the hiring of Tammy Borgheiinck as Ambulance EMR.
- The Council tabled the request to hire a contractor to repair Community Center roof damage and interior water damage.

Other Business:

- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved a \$0.50 per hour wage increase for Jon Fryer for fulfilling the requirements to obtain his CDL, raising his hourly wage from \$17.47 to \$17.97.

Public Comment: None at this time

Dates:

Next scheduled meeting Monday May 12th, at 5:30 p.m.

Items for Council to consider for future:

The meeting adjourned at 7:00 p.m.

Minutes submitted by:

Approved by:


Jodi Hook-Hansen, City Administrator


Mike Heck, Mayor