



BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday April 28, 2025 - 5:30 P.M.

AGENDA

Call to order

Pledge of Allegiance

Roll Call: Mike Heck Tony Miller Jan Biewer Devan Dobbs Michael Backer

Others in attendance: Jodi Hook-Hansen, Tony Serocki, Bernice Piechowski, Terry Biewer

Absent:

Visitors:

Approval of Agenda:

Consent Agenda

- April 14th, 2025 Regular Meeting Minutes
- For a grand total of \$56,688.46
 - Wages: April 16th = \$7,428.59
 - Claims: April 28th = \$49,259.87
- Resolution 25-08 a Resolution Accepting Donation to the City in the amount totaling \$400.00 from Township of Browns Valley

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

Unfinished Business:

- Request approval to hire contractor to repair the Community Center roof damage.

New Business:

- Request for Approval of Maintenance and Upgrades

Request approval for the following work to be completed by Great Plains Structures:

- Interior Resealing – Re-seal the interior structure with an estimated cost of \$62,130.00.
- Cathodic Protection – Install magnesium anodes for cathodic protection to help prevent corrosion, with an estimated cost of \$2,800.00.
- GS-9 Mixer Installation – Install a GS-9 Mixer to mitigate ice formation and protect the newly applied sealer from damage, with an estimated cost of \$15,600.00.

Total estimated cost: \$80,530.00.

- Approval of Building Permit 714 W Broadway (Aaron Hickman)
- Land Lease agreement with Aaron Hickman
- City joining a joint building committee with the County and Wheaton pertaining to joint cost sharing on tearing down properties.

Other Business:

Items for council to consider for future:

Dates:

- Monday & Tuesday May 5th -6th Hydrant Flushing
- Monday & Tuesday May 12th - 13th City Wide Clean-up Days
- Tuesday May 27th Council Meeting

Next scheduled meeting Monday May 12th at 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.



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)

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.

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

- 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).

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

- 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 wage increase of \$0.50 for Jon Fryer, 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

CITY OF BROWNS VALLEY

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***Check Summary Register©**

Batch: Claims 042825

	Name	Check Date	Check Amt	
10100	PRAIRIE SUN BANK			
13547e	PUBLIC EMPLOYEES RETIREME	4/18/2025	\$1,517.79	
13548e	IRS	4/18/2025	\$2,756.61	Federal
13549e	MN DEPT OF REVENUE	4/18/2025	\$477.06	
13550e	MN DEPT OF REVENUE	4/18/2025	\$243.85	wage levy
21723	AFSCME #65	4/16/2025	\$46.18	Arlene Reinart
21730	4TH STREET AUTO	4/28/2025	\$505.26	ambulance hit turkey with mirror
21731	BAKER & TAYLOR	4/28/2025	\$28.06	books
21732	CENEX FLEET FUELING	4/28/2025	\$641.46	#6 Fire Department
21733	Creatively Ewe Web Design	4/28/2025	\$399.75	website maintenance
21734	DAKOTA WASTE SOLUTIONS	4/28/2025	\$4,000.00	May garbage service
21735	ENGAN ASSOCIATES	4/28/2025	\$2,176.77	Carnegie Library Procurement- Construction A
21736	FRANZESE, MATTHEW P.	4/28/2025	\$1,050.00	April services
21737	HAUKOS ELECTRICAL SERVICE	4/28/2025	\$16,064.70	replacement of existing LED street lights
21738	MADISON NATIONAL LIFE	4/28/2025	\$15.69	May premium
21739	MIDAMERICA BOOKS	4/28/2025	\$287.50	books
21740	MINN-DAK FIRE AND SAFETY	4/28/2025	\$264.75	annual fire extinguisher maintenance
21741	OTTERTAIL POWER COMPANY	4/28/2025	\$2,802.44	14-060262 Comm Ctr
21742	TEAM LABORATORY CHEMICAL	4/28/2025	\$982.00	Mega Bugs Plus
21743	TRAVERSE COUNTY SHERIFF O	4/28/2025	\$15,000.00	1st quarter contracted services
	Total Checks		\$49,259.87	

FILTER: (([Act Year]='2025' and [period] in (4))) and (Source in ('Claims 042825'))

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Payments

Current Period: April 2025

Payment Batch Claims 042825

\$49,259.87

Refer	2408 AFSCME #65	Ck# 021723 4/16/2025		
Cash Payment	G 101-21707 Union Dues	Arlene Reinart		\$46.18
Invoice				
Transaction Date	4/16/2025	PRAIRIE SUN BANK 10100	Total	\$46.18
Refer	2409 Creatively Ewe Web Design	Ck# 021733 4/28/2025		
Cash Payment	E 101-41000-309 Software & Design	website maintenance		\$399.75
Invoice				
Transaction Date	4/16/2025	PRAIRIE SUN BANK 10100	Total	\$399.75
Refer	2410 TRAVERSE COUNTY SHERIFF OFF	Ck# 021743 4/28/2025		
Cash Payment	E 101-42000-300 Professional Srvs (GENE 1st quarter contracted services			\$15,000.00
Invoice	202500330			
Transaction Date	4/16/2025	PRAIRIE SUN BANK 10100	Total	\$15,000.00
Refer	2411 OTTERTAIL POWER COMPANY	Ck# 021741 4/28/2025		
Cash Payment	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr		\$88.84
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-065992 W Brdwy Grind		\$60.75
Invoice				
Cash Payment	E 101-43000-381 Electric Utilities	14-061130 Bulk Station		\$11.36
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-061130 Bulk Station		\$5.67
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-061130 Bulk Station		\$3.41
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-061130 Bulk Station		\$2.27
Invoice				
Cash Payment	E 101-43160-381 Electric Utilities	14-004837 Street lights		\$1,146.78
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004838 Well #3		\$270.77
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift		\$303.13
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004840 Well #1		\$92.54
Invoice				
Cash Payment	E 101-41000-381 Electric Utilities	14-004841 Fire Siren		\$7.79
Invoice				
Cash Payment	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall		\$86.80
Invoice				
Cash Payment	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall		\$18.60
Invoice				
Cash Payment	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall		\$18.60
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-004844 321 Lift Sation		\$105.53
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum		\$23.87
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-010558 796 W Bdwy SB Cabin		\$22.88
Invoice				

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Payments

Current Period: April 2025

Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-020839 Fire Hall		\$55.85
Cash Payment Invoice	E 211-45500-381 Electric Utilities	14-023343 Library		\$256.67
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-034884 Backus Field		\$22.71
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-036446 Backus Field		\$22.71
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-040532 Hwy 28 Shelter		\$23.79
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-086156 New City Shop		\$75.56
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-086156 New City Shop		\$15.11
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-086156 New City Shop		\$30.22
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-086156 New City Shop		\$30.23
Transaction Date	4/18/2025	PRAIRIE SUN BANK 10100	Total	\$2,802.44
Refer	2412 <u>FRANZESE, MATTHEW P.</u>	<u>Ck# 021736 4/28/2025</u>		
Cash Payment Invoice	E 101-41610-304 Legal Fees	April services		\$1,050.00
Transaction Date	4/18/2025	PRAIRIE SUN BANK 10100	Total	\$1,050.00
Refer	2413 <u>PUBLIC EMPLOYEES RETIREMEN</u>	<u>Ck# 013547E 4/18/2025</u>		
Cash Payment Invoice	G 101-21704 PERA 796186			\$1,517.79
Transaction Date	4/18/2025	PRAIRIE SUN BANK 10100	Total	\$1,517.79
Refer	2414 <u>IRS</u>	<u>Ck# 013548E 4/18/2025</u>		
Cash Payment Invoice	G 101-21701 Federal Withholding	Federal		\$1,065.23
Cash Payment Invoice	G 101-21703 FICA Tax Withholding	SS & Medicare		\$1,691.38
Transaction Date	4/18/2025	PRAIRIE SUN BANK 10100	Total	\$2,756.61
Refer	2415 <u>MN DEPT OF REVENUE SW</u>	<u>Ck# 013549E 4/18/2025</u>		
Cash Payment Invoice	G 101-21702 State Withholding			\$477.06
Transaction Date	4/18/2025	PRAIRIE SUN BANK 10100	Total	\$477.06
Refer	2416 <u>MN DEPT OF REVENUE SW</u>	<u>Ck# 013550E 4/18/2025</u>		
Cash Payment Invoice	G 101-21702 State Withholding	wage levy		\$243.85
Transaction Date	4/18/2025	PRAIRIE SUN BANK 10100	Total	\$243.85
Refer	2417 <u>4TH STREET AUTO</u>	<u>Ck# 021730 4/28/2025</u>		
Cash Payment Invoice	E 101-42153-220 Repair/Maint Supply (GE PS-71 4/17/2025	ambulance hit turkey with mirror		\$505.26
Transaction Date	4/18/2025	PRAIRIE SUN BANK 10100	Total	\$505.26
Refer	2418 <u>DAKOTA WASTE SOLUTIONS</u>	<u>Ck# 021734 4/28/2025</u>		
Cash Payment Invoice	E 603-49500-300 Professional Srvs (GENE 136630 4/14/2025	May garbage service		\$4,000.00

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Payments

Current Period: April 2025

Transaction Date	4/23/2025	PRAIRIE SUN BANK 10100	Total	\$4,000.00
Refer	2419	TEAM LABORATORY CHEMICAL,LL Ck# 021742 4/28/2025		
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	Mega Bugs Plus		\$982.00
Invoice	45941	4/15/2025		
Transaction Date	4/23/2025	PRAIRIE SUN BANK 10100	Total	\$982.00
Refer	2420	HAUKOS ELECTRICAL SERVICE LL Ck# 021737 4/28/2025		
Cash Payment	E 101-43160-500 Capital Outlay (GENERA	replacement of existing LED street lights		\$16,064.70
Invoice	2800	4/16/2025		
Transaction Date	4/23/2025	PRAIRIE SUN BANK 10100	Total	\$16,064.70
Refer	2421	MINN-DAK FIRE AND SAFETY Ck# 021740 4/28/2025		
Cash Payment	E 101-41000-300 Professional Srvs (GENE	annual fire extinguisher maintenance		\$264.75
Invoice	843987	4/23/2025		
Transaction Date	4/23/2025	PRAIRIE SUN BANK 10100	Total	\$264.75
Refer	2422	MADISON NATIONAL LIFE Ck# 021738 4/28/2025		
Cash Payment	E 101-41000-130 Employer Paid Ins (GEN	May premium		\$15.69
Invoice	1691640			
Transaction Date	4/24/2025	PRAIRIE SUN BANK 10100	Total	\$15.69
Refer	2423	BAKER & TAYLOR Ck# 021731 4/28/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$27.79
Invoice	2038991451			
Cash Payment	E 211-45500-333 Freight and Express	books		\$0.27
Invoice	2038991451			
Transaction Date	4/24/2025	PRAIRIE SUN BANK 10100	Total	\$28.06
Refer	2424	MIDAMERICA BOOKS Ck# 021739 4/28/2025		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	books		\$131.80
Invoice	62863	4/21/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$155.70
Invoice	62863	4/21/2025		
Transaction Date	4/24/2025	PRAIRIE SUN BANK 10100	Total	\$287.50
Refer	2425	CENEX FLEET CARD Ck# 021732 4/28/2025		
Cash Payment	E 101-42260-212 Motor Fuels	#6 Fire Department		\$26.84
Invoice				
Cash Payment	E 101-42153-212 Motor Fuels	#3 Ambulance		\$148.61
Invoice				
Cash Payment	E 101-43000-212 Motor Fuels	#4 Maintenance		\$125.18
Invoice				
Cash Payment	E 601-49400-212 Motor Fuels	#4 Maintenance		\$62.59
Invoice				
Cash Payment	E 602-49450-212 Motor Fuels	#4 Maintenance		\$62.59
Invoice				
Cash Payment	E 101-45000-212 Motor Fuels	#4 Maintenance		\$14.50
Invoice				
Cash Payment	E 101-43000-212 Motor Fuels	Plow Truck fuel		\$88.81
Invoice				
Cash Payment	E 101-43000-212 Motor Fuels	2003 dump truck		\$67.40
Invoice				
Cash Payment	E 101-45000-212 Motor Fuels	2003 dump truck		\$33.70
Invoice				

Payments

Current Period: April 2025

Cash Payment	E 603-49500-212 Motor Fuels	2003 dump truck		\$11.24
Invoice				
Transaction Date	4/24/2025	PRAIRIE SUN BANK 10100	Total	\$641.46
Refer	2426 <i>ENGAN ASSOCIATES</i>	Ck# 021735 4/28/2025		
Cash Payment	E 101-41940-300 Professional Svcs (GENE	Carnegie Library Procurement- Construction		\$2,176.77
		Administration		
Invoice	842.01-09	4/22/2025	Project Lib 25	
Transaction Date	4/25/2025	PRAIRIE SUN BANK 10100	Total	\$2,176.77

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$42,670.37
211 LIBRARY		\$572.23
601 WATER FUND		\$459.53
602 SEWER FUND		\$1,546.50
603 REFUSE (GARBAGE) FUND		\$4,011.24
		<u>\$49,259.87</u>

Pre-Written Checks	\$49,259.87
Checks to be Generated by the Computer	\$0.00
Total	<u>\$49,259.87</u>

RESOLUTION NO. 25-08

A RESOLUTION ACCEPTING A DONATION TO THE CITY OF BROWNS VALLEY

WHEREAS, the City of Browns Valley is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the cash amount(s) set forth below to the city:

Donated by	Purpose	Amount donated
Township of Browns Valley	Ambulance Operating	\$400.00

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donation(s) offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNS VALLEY, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Browns Valley, Minnesota this 28th day of April, 2025.

Mayor / Acting Mayor

Attested:

City Administrator