THE CITY OF BROWNS VALLEY
19-Third Street South
PO Box 334
BROWNS VALLEY, MN 56219

BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday Tuesday 27, 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

- May 12th, 2025 Regular Meeting Minutes
- For a grand total of $26,606.95
  Wages: May 16th=$7,374.67
  Claims: May 27th = $19,232.28
- Approval of Resolution 25-09 a Resolution Accepting Donation to the City in the amount totaling $650.00. $600.00 from Haanen and $50.00 from Lee

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

- **Approval of Resolution 25-09** – A Resolution Accepting a Donation to the City Totaling $650.00 ($600.00 from Haanen and $50.00 from Lee)
- **Approval of Building Permit** – 16 3rd St. N (Tough Ag LLC)
- **Approval of Chick Permit** – 203 4th St. (Alpha Nybo)
- **Approval of Temporary Liquor License** – Browns Valley Fire Relief
- **Approval of Repair Charges** – Great Plains Fire: Major Repairs to Pump Shaft (Replacement or Rebuild)
- **Discussion** – Well Repair
- **Review and Approval** – Ordinance Enacting Section 92.03 Regarding Tree Ordinance

Other Business:
Items for council to consider for future: Budgeting and Future Projects
Dates: June 26th Watershed Public Meeting

Next scheduled meeting <u>Tuesday June 9th at 5:30 PM</u>

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, 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.

The meeting was called to order at 5:30 p.m. by Mayor Heck
The Pledge of Allegiance was recited by those in attendance.

Others Present: Brian Koehn Auditor, and Edith Foren.

Agenda:
Upon a motion by Biewer, seconded by Miller, the Council unanimously approved the agenda with the following additions:

- Building Permit for a detached shed located at 402 Ash St. SE (Ward Odom);
- Approval to hire Michael Backer as Emergency Medical Responder (EMR);
- Approval of the proposal from Midwest Natural Resources in the amount of $3,915.00 for completion of the required rare plant survey for the Water Treatment Plant project;
- Approval to purchase pagers.

Consent Agenda:

- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved the April 28, 2025, Regular Meeting Minutes.
- Upon a motion by Miller, seconded by Biewer, the Council unanimously approved the claims totaling $63,323.83, including wages (May 1st = $12,078.46) and claims (May 12th = $51,245.37).
- Upon a motion by Miller, seconded by Backer, the Council unanimously approved April's Treasurer's Report.
- Upon a motion by Biewer, seconded by Dobbs, the Council unanimously approved April's Delinquency Report.

Department Reports:

- Library Director Piechowski reported on activities at the library.
- City Maintenance Supervisor Serocki reported on completed and ongoing public works projects.
- 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: None

New Business:

- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved the audit report as presented by the City Auditor for the fiscal year 2024.
- Upon a motion by Miller, seconded by Backer, the Council unanimously approved to rescind its April 28, 2025, approval of the contract with Lapp Roof Restoration for partial spray fiberglass repair to the Community Center roof in the amount of $22,752.14. This action was taken due to the contractor's inability to provide a warranty for the partial repair.
- Upon a motion by Miller, seconded by Backer, the Council unanimously approved a new contract with Lapp Roof Restoration for a full spray fiberglass restoration of the Community Center roof. The total contract amount is $34,782.10 and includes a 10-year warranty.
- Upon a motion by Miller, seconded by Backer, the Council unanimously approved of Building Permit 427 Washington St So. (Richard Wallenstein)
- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved the Fence Permit 411 2nd St. N (Tyce Hansen)
- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved to hire staff at minimum wage to keep the Sam Brown Cabin open to the public on Fridays, Saturdays, and Sundays from May 23rd to September 8th, 2025.

Other Business:

- Upon a motion by Biewer, seconded by Dobbs, the Council unanimously approved Building Permit for Detached Shed located at 402 Ash St. SE (Ward Odom)
- Upon a motion by Councilmember Biewer, seconded by Councilmember Miller, the Council unanimously approved the hiring of Michael Backer as an Emergency Medical Responder (EMR).
- Upon a motion by Miller, seconded by Backer, the Council unanimously approved of the proposal from Midwest Natural Resources in the amount of $3,915.00 for completion of the required rare plant survey for the Water Treatment Plant project.
- Upon a motion by Miller, seconded by Backer, the Council unanimously approved the purchase of 30 pagers from Brandon Communications in the amount of $14,970.00.
  The Fire Department received a $5,000.00 grant to be applied toward the purchase. The remaining funds will be covered by the ambulance service using a portion of the $53,981.85 received from the State LGA Emergency Ambulance Aid in December 2024. Of that amount, $3,992.00 will be allocated toward the pager purchase, and the remaining $49,989.85 will be used for 2025 payroll expenses, including payroll taxes.

CITY OF BROWNS VALLEY

*Check Summary Register©

Batch: Claims052725

	Name	Check Date	Check Amt	
10100 PRAIRIE SUN BANK				
13565e	MN DEPT OF REVENUE	5/16/2025	$243.85	levy payments
13566e	MN DEPT OF REVENUE	5/16/2025	$472.62	
13567e	IRS	5/19/2025	$2,727.63	Federal
13568e	PUBLIC EMPLOYEES RETIREME	5/19/2025	$1,505.69	
13569e	VISA	5/22/2025	$690.00	Ambulance 501C4 Sec of State to be reimburs
13570e	VISA	5/22/2025	$1,369.45	office supplies
21800	TERRY BIEWER	5/22/2025	$70.00	mileage for code enforcement
21801	BAKER & TAYLOR	5/27/2025	$55.55	books
21802	TNT-BV ENTERPRISES LLC	5/27/2025	$103.93	fire dept gas
21803	CENGAGE LEARNING	5/27/2025	$57.38	large print books
21804	Creatively Ewe Web Design	5/27/2025	$376.50	website maintenance
21805	DAKOTA PUMP & CONTROL INC	5/27/2025	$179.00	lagoon turbine adjustment
21806	DAKOTA WASTE SOLUTIONS	5/27/2025	$4,000.00	June garbage service
21807	FRANZESE, MATTHEW P.	5/27/2025	$1,050.00	May services
21808	FTS TREE SERVICE	5/27/2025	$100.00	grind stumps in city park
21809	HAUKOS ELECTRICAL SERVICE	5/27/2025	$1,141.55	new panel and work done behind the bank for
21810	HAWKINS, INC.	5/27/2025	$1,200.10	Azone 15
21811	LAKEVIEW BOOKS	5/27/2025	$116.95	books
21812	LEAGUE OF MN CITIES INS TRU	5/27/2025	$200.00	insurance for fire dept for Sam Brown Days
21813	MAYNARDS FOOD CENTER	5/27/2025	$23.77	shop supplies
21814	MICROMARKETING LLC	5/27/2025	$61.00	books
21815	MIDAMERICA BOOKS	5/27/2025	$23.95	books
21816	MN VALLEY TESTING LABS, INC	5/27/2025	$170.25	wastewater testing
21817	OTTERTAIL POWER COMPANY	5/27/2025	$2,617.15	14-060262 Comm Ctr
21818	Roberts County Landfill	5/27/2025	$316.80	tires disposed of at landfill
21819	TEAM LABORATORY CHEMICAL	5/27/2025	$110.50	park supplies
21820	THE PENWORTHY COMPANY LL	5/27/2025	$216.61	books
21821	VIKING LIBRARY SYSTEM	5/27/2025	$32.05	Member Library Fees
		Total Checks	$19,232.28	

FILTER: (([Act Year]='2025' and [period] in (5))) and (Source in ('Claims052725'))

CITY OF BROWNS VALLEY

Payments

Current Period: May 2025

Payment Batch Claims052725 $19,232.28

Refer 2471 *ROBERTS COUNTY LANDFILL*	Ck# 021818 5/27/2025		
Cash Payment E 603-49500-384 Refuse/Garbage Disposa	tires disposed of at landfill		$316.80
Invoice 001-0000095324 5/15/2025			
Transaction Date 5/16/2025	PRAIRIE SUN BANK 10100	**Total**	$316.80
Refer 2472 *HAUKOS ELECTRICAL SERVICE LL*	Ck# 021809 5/27/2025		
Cash Payment E 101-43160-220 Repair/Maint Supply (GE	new panel and work done behind the bank for S side Main Str LED lights		$1,141.55
Invoice 2809 5/13/2025			
Transaction Date 5/16/2025	PRAIRIE SUN BANK 10100	**Total**	$1,141.55
Refer 2473 *FTS TREE SERVICE*	Ck# 021808 5/27/2025		
Cash Payment E 101-45000-300 Professional Srvs (GENE	grind stumps in city park		$100.00
Invoice			
Transaction Date 5/16/2025	PRAIRIE SUN BANK 10100	**Total**	$100.00
Refer 2474 *HAWKINS, INC.*	Ck# 021810 5/27/2025		
Cash Payment E 601-49400-216 Chemicals and Chem Pr	Azone 15		$257.60
Invoice 7070451 5/16/2025			
Cash Payment E 601-49400-216 Chemicals and Chem Pr	Sodium Tripoly Phosphate		$892.50
Invoice 7070451 5/16/2025			
Cash Payment E 601-49400-333 Freight and Express	freight		$50.00
Invoice 7070451 5/16/2025			
Transaction Date 5/19/2025	PRAIRIE SUN BANK 10100	**Total**	$1,200.10
Refer 2475 *DAKOTA WASTE SOLUTIONS*	Ck# 021806 5/27/2025		
Cash Payment E 603-49500-300 Professional Srvs (GENE	June garbage service		$4,000.00
Invoice 137375 5/15/2025			
Transaction Date 5/19/2025	PRAIRIE SUN BANK 10100	**Total**	$4,000.00
Refer 2476 *BIEWER, TERRY*	Ck# 021800 5/22/2025		
Cash Payment E 101-41000-331 Travel Expenses	mileage for code enforcement		$70.00
Invoice			
Transaction Date 5/19/2025	PRAIRIE SUN BANK 10100	**Total**	$70.00
Refer 2477 *DAKOTA PUMP & CONTROL*	Ck# 021805 5/27/2025		
Cash Payment E 602-49450-220 Repair/Maint Supply (GE	lagoon turbine adjustment		$179.00
Invoice 50373 5/7/2025			
Transaction Date 5/19/2025	PRAIRIE SUN BANK 10100	**Total**	$179.00
Refer 2478 *MN DEPT OF REVENUE SW*	Ck# 013565E 5/16/2025		
Cash Payment G 101-21702 State Withholding	levy payments		$243.85
Invoice			
Transaction Date 5/19/2025	PRAIRIE SUN BANK 10100	**Total**	$243.85
Refer 2479 *MN DEPT OF REVENUE SW*	Ck# 013566E 5/16/2025		
Cash Payment G 101-21702 State Withholding			$472.62
Invoice			
Transaction Date 5/19/2025	PRAIRIE SUN BANK 10100	**Total**	$472.62
Refer 2480 *IRS*	Ck# 013567E 5/19/2025		
Cash Payment G 101-21701 Federal Withholding	Federal		$1,049.45
Invoice			
Cash Payment G 101-21703 FICA Tax Withholding	SS & Medicare		$1,678.18
Invoice			

Current Period: May 2025

Transaction Date	5/19/2025	PRAIRIE SUN BANK 10100	Total	$2,727.63
Refer	2481 *PUBLIC EMPLOYEES RETIREMEN*	Ck# 013568E 5/19/2025		
Cash Payment	G 101-21704 PERA			$1,505.69
Invoice				
Transaction Date	5/19/2025	PRAIRIE SUN BANK 10100	Total	$1,505.69
Refer	2482 *Creatively Ewe Web Design*	Ck# 021804 5/27/2025		
Cash Payment	E 101-41000-309 Software & Design	website maintenance		$376.50
Invoice				
Transaction Date	5/19/2025	PRAIRIE SUN BANK 10100	Total	$376.50
Refer	2483 *TEAM LABORATORY CHEMICAL,LL*	Ck# 021819 5/27/2025		
Cash Payment	E 101-45000-210 Operating Supplies (GE	park supplies		$110.50
Invoice 46277	5/8/2025			
Transaction Date	5/19/2025	PRAIRIE SUN BANK 10100	Total	$110.50
Refer	2484 *BROWNS VALLEY CENEX INC.*	Ck# 021802 5/27/2025		
Cash Payment	E 101-42260-212 Motor Fuels	fire dept gas		$103.93
Invoice				
Transaction Date	5/19/2025	PRAIRIE SUN BANK 10100	Total	$103.93
Refer	2485 *OTTERTAIL POWER COMPANY*	Ck# 021817 5/27/2025		
Cash Payment	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr		$91.28
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-065992 W Brdwy Grind		$37.54
Invoice				
Cash Payment	E 101-43000-381 Electric Utilities	14-061130 Bulk Station		$11.01
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-061130 Bulk Station		$5.51
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-061130 Bulk Station		$3.30
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-061130 Bulk Station		$2.20
Invoice				
Cash Payment	E 101-43160-381 Electric Utilities	14-004837 Street lights		$1,108.68
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004838 Well #3		$230.56
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift		$322.18
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004840 Well #1		$64.13
Invoice				
Cash Payment	E 101-41000-381 Electric Utilities	14-004841 Fire Siren		$7.53
Invoice				
Cash Payment	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall		$86.58
Invoice				
Cash Payment	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall		$18.55
Invoice				
Cash Payment	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall		$18.55
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-004844 321 Lift Sation		$93.69
Invoice				

Current Period: May 2025

Cash Payment	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum	$22.44
Invoice			
Cash Payment	E 101-45000-381 Electric Utilities	14-010558 796 W Bdwy SB Cabin	$22.02
Invoice			
Cash Payment	E 101-42260-381 Electric Utilities	14-020839 Fire Hall	$71.59
Invoice			
Cash Payment	E 211-45500-381 Electric Utilities	14-023343 Library	$166.95
Invoice			
Cash Payment	E 101-45000-381 Electric Utilities	14-034884 Backus Field	$21.94
Invoice			
Cash Payment	E 101-45000-381 Electric Utilities	14-036446 Backus Field	$21.94
Invoice			
Cash Payment	E 101-45000-381 Electric Utilities	14-040532 Hwy 28 Shelter	$53.98
Invoice			
Cash Payment	E 101-43000-381 Electric Utilities	14-086156 New City Shop	$67.50
Invoice			
Cash Payment	E 101-45000-381 Electric Utilities	14-086156 New City Shop	$13.50
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-086156 New City Shop	$27.00
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-086156 New City Shop	$27.00
Invoice			
Transaction Date	5/19/2025	PRAIRIE SUN BANK 10100 **Total**	$2,617.15
Refer	2486 *FRANZESE, MATTHEW P.*	Ck# 021807 5/27/2025	
Cash Payment	E 101-41610-304 Legal Fees	May services	$1,050.00
Invoice			
Transaction Date	5/19/2025	PRAIRIE SUN BANK 10100 **Total**	$1,050.00
Refer	2487 *MAYNARDS FOOD CENTER*	Ck# 021813 5/27/2025	
Cash Payment	E 101-45000-210 Operating Supplies (GE	shop supplies	$1.78
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop supplies	$7.11
Invoice			
Cash Payment	E 601-49400-210 Operating Supplies (GE	shop supplies	$4.44
Invoice			
Cash Payment	E 602-49450-210 Operating Supplies (GE	shop supplies	$4.45
Invoice			
Cash Payment	E 101-45000-210 Operating Supplies (GE	park supplies	$5.99
Invoice			
Transaction Date	5/19/2025	PRAIRIE SUN BANK 10100 **Total**	$23.77
Refer	2488 *LEAGUE OF MN CITIES INS TRUST*	Ck# 021812 5/27/2025	
Cash Payment	E 101-42260-364 Dram Shop	insurance for fire dept for Sam Brown Days	$200.00
Invoice			
Transaction Date	5/20/2025	PRAIRIE SUN BANK 10100 **Total**	$200.00
Refer	2489 *VISA*	Ck# 013569E 5/22/2025	
Cash Payment	E 101-42153-300 Professional Srvs (GENE	Ambulance 501C4 Sec of State to be reimbursed	$90.00
Invoice			
Cash Payment	E 101-42153-300 Professional Srvs (GENE	Ambulance 501C4 nonprofit to be reimbursed	$600.00
Invoice			

CITY OF BROWNS VALLEY

Payments

Current Period: May 2025

Transaction Date	5/20/2025	PRAIRIE SUN BANK 10100	**Total**	$690.00
Refer 2490 *MICROMARKETING LLC*		Ck# 021814 5/27/2025		
Cash Payment	E 211-45500-333 Freight and Express	books		$9.80
Invoice 522446	5/6/2025			
Cash Payment	E 211-45500-435 Books and Pamphlets	books		$24.00
Invoice 522446	5/6/2025			
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	books		$27.20
Invoice 522446	5/6/2025			
Transaction Date	5/21/2025	PRAIRIE SUN BANK 10100	**Total**	$61.00
Refer 2491 *BAKER & TAYLOR*		Ck# 021801 5/27/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		$55.00
Invoice 2039074598	5/12/2025			
Cash Payment	E 211-45500-333 Freight and Express	books		$0.55
Invoice 2039074598	5/12/2025			
Transaction Date	5/21/2025	PRAIRIE SUN BANK 10100	**Total**	$55.55
Refer 2492 *THE PENWORTHY COMPANY LLC*		Ck# 021820 5/27/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		$216.61
Invoice 0112747	5/15/2025			
Transaction Date	5/21/2025	PRAIRIE SUN BANK 10100	**Total**	$216.61
Refer 2493 *LAKEVIEW BOOKS*		Ck# 021811 5/27/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		$106.95
Invoice 2500381	5/13/2025			
Cash Payment	E 211-45500-333 Freight and Express	books		$10.00
Invoice 2500381	5/13/2025			
Transaction Date	5/21/2025	PRAIRIE SUN BANK 10100	**Total**	$116.95
Refer 2494 *MIDAMERICA BOOKS*		Ck# 021815 5/27/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		$23.95
Invoice 66615	5/8/2025			
Transaction Date	5/21/2025	PRAIRIE SUN BANK 10100	**Total**	$23.95
Refer 2495 *CENGAGE LEARNING*		Ck# 021803 5/27/2025		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	large print books		$57.38
Invoice 999100417757	5/13/2025			
Transaction Date	5/21/2025	PRAIRIE SUN BANK 10100	**Total**	$57.38
Refer 2496 *VISA*		Ck# 013570E 5/22/2025		
Cash Payment	E 101-41000-200 Office Supplies (GENER	office supplies		$22.43
Invoice				
Cash Payment	E 101-41000-433 Dues and Subscriptions	Microsoft 365		$106.86
Invoice				
Cash Payment	E 601-49400-210 Operating Supplies (GE	water/shop supplies		$153.77
Invoice				
Cash Payment	E 101-41000-433 Dues and Subscriptions	GIS Online annual subscription		$544.00
Invoice				
Cash Payment	E 101-41000-200 Office Supplies (GENER	toner cartridges		$398.99
Invoice				
Cash Payment	E 101-41000-210 Operating Supplies (GE	office supplies		$25.94
Invoice				
Cash Payment	E 101-41000-210 Operating Supplies (GE	office supplies		$117.46
Invoice				

CITY OF BROWNS VALLEY

*Check Summary Register©

Batch: Claims052725

	Name	Check Date	Check Amt	
10100	**PRAIRIE SUN BANK**			
13565e	MN DEPT OF REVENUE	5/16/2025	$243.85	levy payments
13566e	MN DEPT OF REVENUE	5/16/2025	$472.62	
13567e	IRS	5/19/2025	$2,727.63	Federal
13568e	PUBLIC EMPLOYEES RETIREME	5/19/2025	$1,505.69	
13569e	VISA	5/22/2025	$690.00	Ambulance 501C4 Sec of State to be reimburs
13570e	VISA	5/22/2025	$1,369.45	office supplies
21800	TERRY BIEWER	5/22/2025	$70.00	mileage for code enforcement
21801	BAKER & TAYLOR	5/27/2025	$55.55	books
21802	TNT-BV ENTERPRISES LLC	5/27/2025	$103.93	fire dept gas
21803	CENGAGE LEARNING	5/27/2025	$57.38	large print books
21804	Creatively Ewe Web Design	5/27/2025	$376.50	website maintenance
21805	DAKOTA PUMP & CONTROL INC	5/27/2025	$179.00	lagoon turbine adjustment
21806	DAKOTA WASTE SOLUTIONS	5/27/2025	$4,000.00	June garbage service
21807	FRANZESE, MATTHEW P.	5/27/2025	$1,050.00	May services
21808	FTS TREE SERVICE	5/27/2025	$100.00	grind stumps in city park
21809	HAUKOS ELECTRICAL SERVICE	5/27/2025	$1,141.55	new panel and work done behind the bank for
21810	HAWKINS, INC.	5/27/2025	$1,200.10	Azone 15
21811	LAKEVIEW BOOKS	5/27/2025	$116.95	books
21812	LEAGUE OF MN CITIES INS TRU	5/27/2025	$200.00	insurance for fire dept for Sam Brown Days
21813	MAYNARDS FOOD CENTER	5/27/2025	$23.77	shop supplies
21814	MICROMARKETING LLC	5/27/2025	$61.00	books
21815	MIDAMERICA BOOKS	5/27/2025	$23.95	books
21816	MN VALLEY TESTING LABS, INC	5/27/2025	$170.25	wastewater testing
21817	OTTERTAIL POWER COMPANY	5/27/2025	$2,617.15	14-060262 Comm Ctr
21818	Roberts County Landfill	5/27/2025	$316.80	tires disposed of at landfill
21819	TEAM LABORATORY CHEMICAL	5/27/2025	$110.50	park supplies
21820	THE PENWORTHY COMPANY LL	5/27/2025	$216.61	books
21821	VIKING LIBRARY SYSTEM	5/27/2025	$32.05	Member Library Fees
		Total Checks	$19,232.28	

FILTER: (([Act Year]='2025' and [period] in (5))) and (Source in ('Claims052725'))

RESOLUTION NO. 25-09

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
Haanen, Greg/Cari	**Ambulance Operating**	**$300.00**
Haanen, Greg/Cari	**Fire Department Operating**	**$300.00**
Lee, Keith/Edna	**Fire Department Operating**	**$50.00**

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 27th day of May, 2025.

____
Mayor / Acting Mayor

Attested:

____
City Administrator

APPLICATION FOR BUILDING PERMIT
CITY OF BROWNS VALLEY
P.O. BOX 334, BROWNS VALLEY, MN 56219
320-695-2110 or cityadminbv@prtel.com

Box 1

For City Use Only — Box 2

Building Permit No. ____________

Date Received/Paid ____________

Date **Council** Approved ____________

Residential (Based on Valuation – Compute on Reverse)

___ House $ ____________

___ Remodel (Applicant Valuation) $ ____________

___ Attached Garage $ ____________

___ Deck/Porch $ ____________

___ Detached Garage/Portable Shed $ ____________

___ Modular/Manufactured Home $ ____________

Commercial (Based on state valuation)

___ Architect – Required $ ____________

_X_ Non-Architect (includes Maint. Permits) $ ____________

Maintenance – Residential — Box 3

___ Mechanical

___ Re-roof ($25.00)

___ Siding ($25.00)

___ Windows/Doors – Enlarged Size – ($25.00)

___ Miscellaneous Repair

Demolition (Asbestos inspection and lab fees not include

___ Residential

___ Commercial

Work being done: Tin AND insolation on Roof

Remember to call Gopher State One Call before you dig... 1-800-252-1166

Please print: — **Parcel ID** ____________ — Box 4

Job Site Address: 16 3RD St N

Owner's Name: Tough Ag LLC

Owner's Address: ____________

Owner's Telephone Number: 320-695-2351

Contractor's Name: Built Right Buildings — License No. ____________

Contractor's Address: 47495 SD Hwy 22 Clear Lake SD — Phone No. 605-874-5050

This permit becomes null and void if work or construction authorized is not completed within six (6) months. Applications for permit shall be accompanied by a description of work being done, site plan, and materials being used. Building permit card shall be posted conspicuously at job site during construction. No part of any building area authorized by this permit may be occupied until final inspection and issuance of a Certificate of Occupancy (if applicable) by the Building Official.

DO NOT BEGIN CONSTRUCTION UNTIL THIS PERMIT HAS BEEN VALIDATED AND BUILDING SETBACK LINES HAVE BEEN APPROVED BY THE BUILDING OFFICIAL.

Printed Name of Applicant: Jay Backer

Signature of Applicant: [signature]

CALCULATED VALUATION $ ____________ — Box 5

BUILDING PERMIT CHARGES

Permit Fee $5.00 or by value $ ____________

Comm. Plan Review + Surcharge $ ____________

Surcharge $ ____________

(A) PERMIT FEE $ ____________

CITY CHARGES

Water Connect $ ____________

Sewer Connect $ ____________

(B) TOTAL CITY FEE $ ____________

(C) TOTAL SUM OF CHARGES $ ____________

Box 6

Approved for Issuance by: ____________ (Signature of Building Official) ____________ (Date)

Building Official Notes/Special Conditions: ____________

City of Browns Valley
Poultry Permit Application

For additional guidance please refer to Browns Valley City Code Section 91.04

Applicant information:
Name(s): Alpha Nybo
Address: 203 S 4th St
City: Browns Valley State: Mn Zip: 56219
Home or cell number: 605-467-9078
E-Mail Address:

Property owner information: (If different than applicant)
Name of Property Owner: Alpha Nybo Phone:
Address: 203 S 4th St
City: Browns Valley State: Mn Zip: 56219
Home or cell number:
E-Mail Address:

Additional information requested:
Zoning District of the property where the chickens will be kept? 5

Number of chickens being raised? ______

In order for a permit to be considered you must submit:

- Provide a Scaled Diagram (Site Sketch Plan) for the location of coop and run, include size and measurements of coop, and the distance from adjoining structures and property lines (include information like ramps, doors, and windows.)
- If renting the property, written consent of the owner or manager.

As a condition of accepting this permit, We/I agree pursuant to section 91.04, to the following conditions and requirements:

- Up to 5 chickens are permitted in agricultural district of the city or on a residential lot of at least ten acres in size provided that no animal shelter shall be within 300 feet of an adjoining piece of property.
- Chickens shall be secured within a coop during non-daylight hours.
- Roosters are prohibited.
- Poultry shall not be kept or maintained upon a vacant lot or anywhere inside a residential structure, including basements, porches, garages, shed, or similar storage structure.

- Chickens shall not roam free outside of a coop or run/enclosure, or off of the permitted property.
- Slaughtering of poultry on the property is prohibited.

I further understand, that failure to comply with these conditions, or any other conditions in section 91.04 can result in this permit being suspended or revoked, and subject me to a criminal misdemeanor punishable under section 10.99.

Signature(s) of Applicant: Alpha Nygbo **Date:** 21 May 2025

Office Use Only:

Site Sketch Plan Submitted Yes/No

Location of Coop: Rear/Side Yard

Coop Sq. Foot. ________

Poultry Run: Yes/No

Approval by adjacent properties ________ Yes/No

No. of birds ________

Permit approved: _______ Y/N Approved by: ________________ Date approved: __________

Date permit is valid ___/___/_____ to ___/___/_____

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

APPLICATION AND PERMIT FOR A 1 DAY TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

Name of organization	Date of organization	Tax exempt number
Browns Valley Fire Relief	Jan 1, 1990	416036637

Organization Address (No PO Boxes)	City	State	Zip Code
19 3rd St So.	Browns Valley	Minnesota	56219

Name of person making application	Business phone	Home phone
Mike Piechowski	3206952110	7013889211

Date(s) of event: June 27-29,2025

Type of organization: ☐ Microdistillery ☐ Small Brewer ☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit

Organization officer's name	City	State	Zip Code
Mike Piechowski	Browns Valley	Minnesota	56219
		Minnesota	
		Minnesota	

Location where permit will be used. If an outdoor area, describe.
16 3rd St No

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
LMCIT

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Browns Valley
City or County approving the license

May 27, 2025
Date Approved

Fee Amount

6/27/25 to 6/29/25
Permit Date

Event in conjunction with a community festival ☒ Yes ☐ No

cityadminbv@prtel.com
City or County E-mail Address

538
Current population of city

Jodi J Hook Hansen
Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. ***E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US***

5:02 78

browns valley fire dept pump re... Done

Sheet1 Sheet2 Sheet3

GREAT PLAINS FIRE
...when quality of service counts

4/3/25

To: Brownsvalley fire dept

Terms

Price Quoted are F.O.B.

Tele: Fax:

Delivery

Quantity	Description	Price	Amount
1	5016102 impellar -shaft	1,240	1,240
1	3605205 cotter pin	7.97	7.97
1	5403447 castle nut	68	68
1	3601228 oring	11.95	11.95
1	3601244 oring	10.15	10.15
1	3601011 oring	5.81	5.81
1	3601220 oring	10.37	10.37
1	3600540 oring	19.28	19.28
1	3601227	19.21	19.21
30	hrs labor remove-repair-reinstall	150	4,500
1	misc ,shipping ,misc supplys	300	300
1	packing kit	180	180
			0
			6,372.74
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			0
			6,372.74

Estimate Prepared By: Brent Leitch

5:02

browns valley fire dept pump re... Done

Sheet1 Sheet2 Sheet3

GREAT PLAINS FIRE
...when quality of service counts

4/3/25

To: Brownsvalley fire dept

Terms

Price Quoted are F.O.B.

Tele: Fax:

Delivery

Quantity	Description	Price	Amount
	MECHANICAL SEAL UPDATE		
1	housing	314	314
1	mech seal	581	581
1	plug	23.96	23.96
1	plug	39	39
1	slinger	8.98	8.98
1	oil seal	34	34
1	oring	5.81	5.81
1	oring	11.95	11.95
1	oring	10.15	10.15
1	washer	29	29
1	pin	7.97	7.97
1	shaft	1,240	1,240
4	bolt	1.37	5.48
1	castle nut	68	68
1	key	6	6
1	bearing	189	189
1	bearing	103	103
1	oring	19.21	19.21
30	hrs labor remove-repair-reinstall	150	4,500
1	misc -shipping-supplys	300	300
			0
			0
			0
			0
			0
			0
			0
			0
			0
			7,496.61

Estimate Prepared By: Brent Leitch

Jodi Hook-Hansen

From: Tony Serocki <tserocki@prtel.com>
Sent: Wednesday, May 21, 2025 4:03 PM
To: mike heck; 'Jodi Hook-Hansen'
Subject: well

FYI and during the annual inspection of our wells yesterday it was discovered that we either have a leak in one of the pipes connecting well 3 to the pump house most unlikely, or there is a hole in the drop pipe in well three or the check valve is not holding in both cases the result could eventually be no water being pumped to the tower or town the water would just be pumped from one well to the other.

Tony Serocki
Public Works Director
City of Browns Valley
17 Park Street South
Browns Valley Mn 56219
Work Phone 320-695-2846
Cell Phone 320-808-1051

Jodi Hook-Hansen

From: Tony Serocki <tserocki@prtel.com>
Sent: Wednesday, May 21, 2025 3:59 PM
To: mike heck; 'Jodi Hook-Hansen'
Subject: valves

FYI when hydrons were flushed 2 hydrons broke. Trying to get the water shut off to these hydrons to repair, 3 gate valves have now broke and are leaking.

Tony Serocki
Public Works Director
City of Browns Valley
17 Park Street South
Browns Valley Mn 56219
Work Phone 320-695-2846
Cell Phone 320-808-1051

Quotation

EXPIRATION DATE	QUOTE NUMBER
06/06/2025	S104685081

WRITER	PAGE NO.
Riley Hovland riley.hovland@dsgsupply.com	1 of 1

DSG - MONTICELLO/OTSEGO
7505 KADLER AVE NE
OTSEGO, MN 55362
Phone 763-295-3588
Fax 763-295-3589

QUOTE TO:

CITY OF BROWNS VALLEY
PO BOX 334
BROWNS VALLEY, MN 56219-0334

SHIP TO:

CITY OF BROWNS VALLEY
19 3RD ST S
BROWNS VALLEY, MN 56219

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON
2480	Hymax Gate		Jeff Dale

ORDERED BY	SHIP VIA	TERMS	QUOTE DATE	FREIGHT ALLOWED
	CITY TRUCK	Net 25th Prx	05/07/2025	No

ORDER QTY	DESCRIPTION	PART NO	Unit Price	EXT PRICE
1ea	6" HYMAX RW GATE VALVE OL 2NT (MUELLER)	356765	1674.976/ea	1674.98
1ea	6" HYMAX GRIP COUPLING (6.50-7.20)	218342	531.290/ea	531.29
1ea	#6 VALVE BOX BASE	36185	77.184/ea	77.18
1ea	36B 6860 VALVE BOX BOTTOM(G)	36178	78.449/ea	78.45
1ea	#60 24" VALVE BOX EXT 6850/6860 (SCREW-TYPE)	36138	62.000/ea	62.00
1ea	26T 26" HD VALVE BOX TOP 6850/6860	36147	108.816/ea	108.82
1ea	5-1/4" DROP LID (WATER)	36122	23.406/ea	23.41
1ea	6" METAL VALVE BOX ADAPTOR F/#6 BASE (AFC-MUELLER)	24342	118.775/ea	118.77

TAX IS NOT INCLUDED IN PRICE ON BID/QUOTE
All quotations are made in accordance with our interpretation of the plans and specifications and include only the materials listed, subject to correction for errors. Deviations in quantities may modify prices quoted. Due to fluctuating market conditions,the prices listed in this quote may change at any time without prior notice. In the event of a price increase, any unfilled portion of any order will be billed at the price in effect at the time of shipment. DSG shall not be liable for failure to deliver or delivery performance due to causes beyond our reasonable control.
A Summary of DSG standard terms & conditions of sales can be found at www.dsgsupply.com/terms.

Subtotal	2674.90
S&H Charges	0.00
Amount Due	2674.90

Printed By: RILHOVL on 5/7/2025 11:58:22 AM CDT

MILBANK
Winwater™
COMPANY

102 E 22ND AVE/SOUTH HWY 15
PO BOX 350
MILBANK, SD 57252
PHONE (605) 432-4594
FAX (605) 432-5447

Job Name
BROWNS VALLEY-2025 GATE VALVE

Quote No.	Date	Page
0008195	5/07/25	1
Expiration Date		5/22/25
Revised Date		5/07/25
Bid Due Date		5/07/25

Quoted To Customer

CITY OF BROWNS VALLEY
PO BOX 334
BROWNS VALLEY, MN 56219-0334

Phone (320) 695-2846
Fax (320) 695-2127

Quoted By

Jim Urban
juwinwater@hotmail.com
(605) 432-4594

Customer	Payment Terms	Quoted To	Salesperson	FOB
001199	NET 10TH	JAMES URBAN	JIM	S

Line	Qty.	Description	Unit Price	UOM	Extended Price
		6" MJ GATE VALVE			
1.0	1	6 MJXMJ GATE VALVE	1164.5400	EA	1164.54
2.0	2	2008PV 8 PVC MEGALUG	63.1200	EA	126.24
3.0	2	8 DI MJXIPS TRANSITION GASKET	12.6000	EA	25.20
4.0	12	3/4X31/2 304 SS T-HEAD W/NUT	16.1500	EA	193.80
		SUBTOTAL-6" MJ GATE VALVE			**1509.78**
6.0	1	A-2361-70 6 HYMAX GRIP VALVE OL GATE VALVE GXG	1762.1600	EA	1762.16
		90 DAY LEAD TIME ON GRIP VALVE			
8.0	1	890560616516 6 HYMAX GRIP CPL RESTRAINED HYMAX	497.9800	EA	497.98

DUE TO SUPPLY CHAIN DISRUPTIONS AND ONGOING ECONOMIC UNCERTAINTY, WE CANNONT GUARANTEE PRICING OR AVAILABILITY OF MATERIALS LISTED. PLEASE VERIFY LEAD TIMES AND CURRENT PRICING AT TIME OF ORDERING.

Tax Area Id
241552642

Net Sales	3,769.92
Freight	.00
Tax	.00
Quotation Total	3,769.92

AN ORDINANCE ENACTING SECTION 92.03(I)(1) AND (2)

AN ORDINANCE PROVIDING FOR THE REGULATION OF TREES IN THE CITY OF BROWNS VALLEY

Findings.

1. The Browns Valley City Council has a provision defining certain diseased trees as public nuisances.
2. It has come to the attention of the Browns Valley City Council that there is an additional issue with trees overhanging onto city streets and city rights-of-way.
3. The Browns Valley City Council believes it is in the best interests of the residents of the City of Browns Valley to amend its Ordinance declaring certain trees a public nuisance to include those trees that are overhanging onto city streets and city rights-of-way.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BROWNS VALLEY ORDAINS AS FOLLOWS:

1. That Browns Valley City Ordinance Section 92.03(I)(1) and (2) is hereby amended to read as follows:

"(I) *Nuisance*

For Review

(1) *Defined.*

(a) Any living or standing tree or part thereof infected to any degree with an infectious disease or which harbors any insect, fungi, or virus known to contribute to the spread of such disease is hereby declared to be a public nuisance.

(b) Any dead tree or part thereof known to contribute to the spread of infectious diseases, including logs, branches, stumps, or firewood, is hereby declared to be a public nuisance.

(c) Any tree - living or standing or dead - which overhangs into the streets nearer than eight feet above the ground or fourteen feet above the improved street or alley.

(d) This provision shall not apply to those diseases already covered under Section 92.02

(2) *Nuisance Prohibited.* I

(a) It shall be unlawful for the owner of any parcel of land in the City to permit or maintain on any such parcel of land or upon abutting street right of way any tree or dead wood which is a public nuisance as defined in Section 92.15. It shall be the duty of any such owner to promptly abate the nuisance by removing and destroying such tree or dead wood in a manner authorized by the city manager or his duly authorized representative.

(b) Upon any complaint being made to the Public Works Director, any violation of section 1(c) above, of this ordinance, the Director shall visit the premises on which it is claimed such trees are untrimmed. If said complaint is well founded the trees, the Director shall cause a written notice to be issued to the property owner, giving the property owner fourteen (14) days to correct the nuisance. If after fourteen (14) days the nuisance has not been abated, the trees shall be trimmed in accordance with said Section 1(c) and report the cost of the labor performed in connection therewith to the City Council. The City Council shall cause the same to be included in the taxes against the lot or lots on which said trees are standing or if standing in the street, shall cause the same to be included in the taxes against the lot fronting on the side of the street where said trees stand.

PASSED AND ADOPTED this 12th day of May, 2025.

BROWNS VALLEY CITY COUNCIL

____
Michael Heck, Mayor

ATTEST:

____
Jodi Hook–Hansen, City Administrator