



Browns Valley Regular City Council Meeting Approved Minutes May 12, 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.

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.

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The remaining balance of \$5,978.00 for the pager purchase will be split evenly between the Browns Valley Fire Relief Association and the City of Browns Valley.

Public Comment: None at this time

Dates:

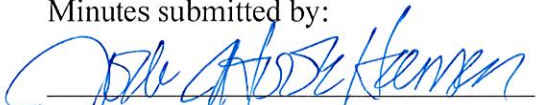
- **Monday & Tuesday May 12th - 13th City Wide Clean-up Days**
- **Monday May 26th Closed-Memorial Day**
- **Tuesday May 27th Council Meeting**

Next scheduled meeting Monday May 27th, at 5:30 p.m.

Items for Council to consider for future:

The meeting adjourned at 6:28 p.m.

Minutes submitted by:



Jodi Hook-Hansen, City Administrator

Approved by:



Mike Heck, Mayor