



Browns Valley Regular City Council Meeting Approved Minutes May 27, 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, and Devan Dobbs. Also in attendance were City Maintenance Supervisor Tony Serocki, City Administrator Jodi Hook-Hansen, and Library Director Bernice Piechowski.

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

Absent: Code Enforcement Officer Terry Biewer and Jan Biewer.

Agenda:

Upon a motion by Backer, seconded by Dobbs, the Council unanimously approved the agenda with the following additions:

- Transient License Application (Ken's Bacon Wagon).
- Building Permit for 117 Jefferson Street (Lawrence Little).
- Approve of Contractor to repair interior due to roof damage.

Consent Agenda:

- Upon a motion by Miller, seconded by Backer, the Council unanimously approved the May 12, 2025, Regular Meeting Minutes.
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved the claims totaling \$126,279.83, including wages (May 16th = \$7,374.67) and claims (May 27th = \$118,905.16).
- Upon a motion by Miller, seconded by Backer, the Council unanimously approved Resolution 25-09, a resolution accepting a \$650.00 donation to the City (\$600.00 from Haanen and \$50.00 from Lee). The Council expressed their appreciation for the donation.

Department Reports:

- Library Director Piechowski reported on activities at the library.
- City Administrator Hook-Hansen reported on administrative items completed in the office.
- City Maintenance Supervisor Serocki reported on completed and ongoing public works projects.

99 Sterling Plow Truck

The plow on the 99 Sterling plow truck has been repaired at Burt's Truck in Moorhead. The truck now needs to be transported to Interstate Power in Fargo for further inspection and potential repair of the transmission.

Broken Fire Hydrants and Gate Valves

During routine flushing, two fire hydrants were found to be broken. While attempting to isolate and shut off water to these hydrants, three 6-inch gate valves also failed.

To address this, we are ordering:

Three (3) 6-inch gate valves

Three (3) Hymax couplers

These replacement parts will be sourced from DSG.

Pit less Well Issue

A siphon was discovered in the pit less well upon pump shutdown, indicating a possible hole in the drop pipe or a malfunctioning check valve. This is causing water from the functioning pump to flow back down the other well rather than being directed to the water tower and distribution system.

Thien Well has been scheduled to pull the pump and perform the necessary inspection and repairs to restore proper system function.

Unfinished Business: None

New Business:

- Amber Metz, Ambulance Manager, was present to request Council approval to use designated ambulance funds to purchase a Transcend Chair with kit headrest in the amount of \$10,652.40. Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved the use of designated ambulance funds for the purchase.
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved the resignation of Dawn Gibson from the Ambulance Department.
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved of Building Permit 16 3rd Street North (Tough Ag LLC).
- A request was presented for a Chicken Permit at 203 4th Street, submitted by Alpha Nybo. The council discussed the application. A motion was made Miller to approve the Chicken Permit. However, the motion did not receive a second.
- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved the issuance of a Temporary Liquor License to the Browns Valley Fire Relief Association.
- Upon a motion by Dobbs, seconded by Backer, the Council unanimously approved the repair charges submitted by Great Plains Fire for major repairs to the pump shaft.
- Upon a motion by Dobbs, seconded by Backer, the Council unanimously approved to purchase new Gate Valves from DSG to repair the broken ones.
- The Council reviewed the proposed ordinance enacting Section 92.03 regarding the Tree Ordinance. Action was tabled for further discussion at a future meeting.
- Upon a motion by Backer, seconded by Dobbs, the Council unanimously approved the Transient License Application for Ken's Bacon Wagon, contingent upon submission of a valid food license.

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- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved of Building Permit 117 Jefferson Street. (Lawrence Little).
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved Kelly Homan to perform interior repairs at the Community Center due to roof damage.

Public Comment: None at this time

Dates:

Next scheduled meeting Monday June 9th, at 5:30 p.m.

Items for Council to consider for future:

The meeting adjourned at 7:03 p.m.

Minutes submitted by:

Jodi Hook-Hansen, City Administrator

Approved by:



Mike Heck, Mayor