



**BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday June 9, 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 27th, 2025 Regular Meeting Minutes
- For a grand total of \$
 - Wages: June 1st=\$12,493.92
 - Claims: June 9th=\$56,429.84 + Final total on Monday
- Treasurer report
- Delinquency report

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

Unfinished Business:

New Business:

- Approve the Opioid Settlement Grant Application for the City of Browns Valley to be the fiscal host.
- Approve extension request from Kenny Hansen for building repairs at 313 W Broadway.
- Approve sale of properties to Matt Matthew and Cynthia Zinniel at
 - 434 E Broadway (20-0290000)
 - No Address (20-0449000) Lot 200x125
 - 24 4th St S (20-0064000)
- Approve the hiring of Laura Wegwerth as staff for the Sam Brown Cabin Historical Site.
- Approve the use of Backus Field Track by Tough Ag and Tony Miller, contingent upon proof of liability insurance.
- Approve 2024 Population and Household Estimates from the Minnesota State Demographer
 - April 1st 2024 Population 527
 - April 1st 2024 Household estimate 217
- Approve resolution outlining procedures for counting write-in votes in municipal elections
 - Option 1:** No change – continue to tally all write-ins.
 - Option 2:** Pass a resolution requiring the city/township candidate to fill out a form for their write-ins to count. The deadline is roughly a week before the election day for the form. The deadline for this resolution is before the date of filing opens.
 - Option 3:** Pass a resolution to count write-ins, but only when the total number of write-in votes are equal to or greater than the fewest number of non-write-in votes for a ballot candidate.



**BROWNS VALLEY CITY COUNCIL MEETING
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- Discuss and decide whether to claim the remaining parcel at 329 2nd St N or approve it for public auction, noting the possibility of a further reduced minimum bid at the next sale.

Other Business:

Items for council to consider for future: Union Negotiations, TIF District, RFP for Garbage Contract, Budgeting and Future Projects

Dates:

June 16th EDA Meeting

June 19th Office Closed

June 26th Watershed Public Meeting

Next scheduled meeting Tuesday June 23 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 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, Devan Dobbs, and Jan Biewer. 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.

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 117 Jefferson St. (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.
- Code Enforcement Officer Biewer reported on actions taken to enforce City ordinances and 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.
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved of Building Permit 16 3rd St. N (Tough Ag LLC).
- A request was presented for a Chick Permit at 203 4th St., submitted by Alpha Nybo. The council discussed the application.
A motion was made to approve the Chick Permit; however, the motion did not receive a second. Due to the lack of a second, the motion failed. The Chick Permit request was denied.
- 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 from Gate Valves From DSG to repair the broken Gate Valves.
- The Council reviewed the proposed ordinance enacting Section 92.03 regarding the Tree Ordinance. Action was tabled for further discussion at a future meeting.

**Browns Valley Regular City Council Meeting Approved Minutes
May 27, 2025**

- 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.
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved of Building Permit 117 Jefferson St. (Lawerence Little)
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved Kelly Homan to perform interior repairs 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:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

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Payments

Current Period: May 2025

Payments Batch Claims060925

\$56,429.84

Refer	2509	VERIZON WIRELESS	Ck# 013571E 6/16/2025		
Cash Payment	E 101-42153-321	Telephone	Ambulance cell		\$76.44
Invoice					
Transaction Date	5/30/2025	PRAIRIE SUN BANK	10100	Total	\$76.44
Refer	2510	MINNESOTA DEPT OF HEALTH	-		
Cash Payment	E 601-49400-438	Regulated permits/fees	Drinking Water Supply Service Connection Fee		\$493.00
Invoice					
Transaction Date	5/30/2025	PRAIRIE SUN BANK	10100	Total	\$493.00
Refer	2511	MIKE JACOBSON	-		
Cash Payment	E 101-42400-300	Professional Srvs (GEN	June		\$400.00
Invoice					
Transaction Date	5/30/2025	PRAIRIE SUN BANK	10100	Total	\$400.00
Refer	2513	WEGWERTH, LAURA	Ck# 021853 6/2/2025		
Cash Payment	E 101-41000-300	Professional Srvs (GEN	Cabin 24&25 31&1		\$222.60
Invoice					
Transaction Date	6/2/2025	PRAIRIE SUN BANK	10100	Total	\$222.60
Refer	2514	BRIAN D KOEHN, CPA, PLLC	-		
Cash Payment	E 101-41000-301	Audit & Acct Services	audit of financial services year end 2024		\$2,500.00
Invoice 1363		5/31/2025			
Transaction Date	6/3/2025	PRAIRIE SUN BANK	10100	Total	\$2,500.00
Refer	2515	ENGAN ASSOCIATES	-		
Cash Payment	E 101-41940-300	Professional Srvs (GEN	Procurement-Construction Administration		\$2,000.00
Invoice 842.01-10		5/28/2025			
Transaction Date	6/3/2025	PRAIRIE SUN BANK	10100	Total	\$2,000.00
Refer	2516	VALLEY TELEPHONE	-		
Cash Payment	E 602-49450-321	Telephone	2871,2872,2243, lift stations		\$171.32
Invoice					
Cash Payment	E 101-41000-321	Telephone	2127, Fax Village Hall		\$38.44
Invoice					
Cash Payment	E 101-41000-321	Telephone	2110, Phone, Village Hall		\$320.52
Invoice					
Cash Payment	E 211-45500-321	Telephone	2318, 2125, Library		\$49.61
Invoice					
Cash Payment	E 101-43000-321	Telephone	2846, Maintenance Dept.		\$74.15
Invoice					
Cash Payment	E 101-41000-321	Telephone	wifi Community Center		\$80.90
Invoice					
Transaction Date	6/3/2025	PRAIRIE SUN BANK	10100	Total	\$734.94
Refer	2517	MILBANK WINWATER WORKS	-		
Cash Payment	E 601-49400-220	Repair/Maint Supply (G	park water repairs		\$128.22
Invoice 197025 01		5/1/2025			
Cash Payment	E 601-49400-220	Repair/Maint Supply (G	water leak repairs		\$311.07
Invoice 197046 01		5/2/2025			
Cash Payment	E 601-49400-220	Repair/Maint Supply (G	water repairs		\$1,639.83
Invoice 197055 01		5/5/2025			

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Cash Payment	E 601-49400-220	Repair/Maint Supply (G	water repairs		\$85.70
Invoice	197087 01	5/6/2025			
Cash Payment	E 601-49400-220	Repair/Maint Supply (G	water repairs		\$82.88
Invoice	197213 01	5/13/2025			
Cash Payment	E 601-49400-220	Repair/Maint Supply (G	water repairs		\$562.91
Invoice	197170 01	5/13/2025			
Transaction Date	6/3/2025	PRAIRIE SUN BANK	10100	Total	\$2,810.61
Refer	2518	THEIN WELL	-		
Cash Payment	E 601-49400-300	Professional Srvs (GEN	annual inspection of pumps and wells 5/20/25		\$315.00
Invoice	9497	5/29/2025			
Transaction Date	6/3/2025	PRAIRIE SUN BANK	10100	Total	\$315.00
Refer	2519	FERNO	-		
Cash Payment	E 410-42153-210	Operating Supplies (GE	transcend chair/ headrest		\$10,652.40
Invoice	955650	5/30/2025			
Transaction Date	6/3/2025	PRAIRIE SUN BANK	10100	Total	\$10,652.40
Refer	2520	BROWNS VALLEY HARDWARE HA	-		
Cash Payment	E 601-49400-220	Repair/Maint Supply (G	water supplies		\$21.27
Invoice					
Cash Payment	E 601-49400-210	Operating Supplies (GE	hydrant supplies		\$14.08
Invoice					
Cash Payment	E 101-43000-210	Operating Supplies (GE	streets supplies		\$16.42
Invoice					
Cash Payment	E 101-45000-210	Operating Supplies (GE	Sam Brown Cabin supplies		\$107.28
Invoice					
Transaction Date	6/3/2025	PRAIRIE SUN BANK	10100	Total	\$159.05
Refer	2521	MCFOA	-		
Cash Payment	E 101-41000-208	Training and Instruction	yearly membership renewal - renew to 7/1/26		\$50.00
Invoice					
Transaction Date	6/3/2025	PRAIRIE SUN BANK	10100	Total	\$50.00
Refer	2522	PIECHOWSKI, MIKE	-		
Cash Payment	E 101-42260-331	Travel Expenses	pick up Engine I in Fergus Falls		\$122.39
Invoice					
Transaction Date	6/3/2025	PRAIRIE SUN BANK	10100	Total	\$122.39
Refer	2523	GREAT PLAINS FIRE	-		
Cash Payment	E 101-42260-220	Repair/Maint Supply (G	replace hose reel motor and labor		\$1,635.71
Invoice	8920	5/29/2025			
Transaction Date	6/3/2025	PRAIRIE SUN BANK	10100	Total	\$1,635.71
Refer	2524	FOLSOM TOWNSHIP	-		
Cash Payment	E 101-41000-442	Property taxes	agreement of 10% of Dollar General Taxes		\$2,727.60
Invoice					
Transaction Date	6/3/2025	PRAIRIE SUN BANK	10100	Total	\$2,727.60
Refer	2525	First Lease LLC	Ck# 021854 6/4/2025		
Cash Payment	E 101-43000-600	Debt Srv Principal (GEN	Principal		\$8,566.67
Invoice					
Cash Payment	E 101-43000-610	Interest	Interest		\$10,084.09
Invoice					

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Current Period: May 2025

Transaction Date	6/4/2025	PRAIRIE SUN BANK 10100	Total	\$18,650.76
Refer	2526 BAKER & TAYLOR	-		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$70.88
Invoice	2039098518			
Cash Payment	E 211-45500-333 Freight and Express	books		\$0.71
Invoice	2039098518			
Transaction Date	6/4/2025	PRAIRIE SUN BANK 10100	Total	\$71.59
Refer	2527 JUNIOR LIBRARY GUILD	-		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$245.73
Invoice	719149			
Transaction Date	6/4/2025	PRAIRIE SUN BANK 10100	Total	\$245.73
Refer	2528 CENTER POINT LARGE PRINT	-		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	large print books		\$141.25
Invoice	2172905			
Transaction Date	6/4/2025	PRAIRIE SUN BANK 10100	Total	\$141.25
Refer	2529 MIDWEST TAPE LLC	-		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	digital books and videos		\$87.88
Invoice	507257762			
Transaction Date	6/4/2025	PRAIRIE SUN BANK 10100	Total	\$87.88
Refer	2530 PEIP	Ck# 013573E 6/4/2025		
Cash Payment	G 101-21706 Health Insurance	Arlene, Jodi, Jon		\$3,611.94
Invoice				
Transaction Date	6/4/2025	PRAIRIE SUN BANK 10100	Total	\$3,611.94
Refer	2531 AVEL ECARE MEDICAL GROUP PC	-		
Cash Payment	E 410-42153-300 Professional Srvs (GEN			\$868.00
Invoice				
Transaction Date	6/4/2025	PRAIRIE SUN BANK 10100	Total	\$868.00
Refer	2532 AFSCME #65	-		
Cash Payment	G 101-21707 Union Dues	Arlene Reinart		\$46.18
Invoice				
Transaction Date	6/4/2025	PRAIRIE SUN BANK 10100	Total	\$46.18
Refer	2533 PUBLIC EMPLOYEES RETIREMEN	Ck# 013574E 6/5/2025		
Cash Payment	G 101-21704 PERA			\$1,526.40
Invoice				
Transaction Date	6/4/2025	PRAIRIE SUN BANK 10100	Total	\$1,526.40
Refer	2534 AFLAC	Ck# 013575E 6/4/2025		
Cash Payment	G 101-21708 AFLAC	May billing		\$591.01
Invoice				
Transaction Date	6/4/2025	PRAIRIE SUN BANK 10100	Total	\$591.01
Refer	2535 IRS	Ck# 013576E 6/4/2025		
Cash Payment	G 101-21701 Federal Withholding	Federal		\$1,241.20
Invoice				
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare		\$2,587.60
Invoice				
Transaction Date	6/4/2025	PRAIRIE SUN BANK 10100	Total	\$3,828.80

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Refer	2536	MN DEPT OF REVENUE SW	Ck# 013577E 6/4/2025		
Cash Payment	G 101-21702	State Withholding			\$583.56
Invoice					
Transaction Date	6/4/2025	PRAIRIE SUN BANK	10100	Total	\$583.56
Refer	2537	MN DEPT OF REVENUE SW	Ck# 013578E 6/4/2025		
Cash Payment	G 101-21702	State Withholding	levy payments		\$243.85
Invoice					
Transaction Date	6/4/2025	PRAIRIE SUN BANK	10100	Total	\$243.85
Refer	2538	MN DEPT OF REVENUE ST	Ck# 013579E 6/4/2025		
Cash Payment	E 601-49400-441	Sales tax	Comm Water		\$66.00
Invoice					
Cash Payment	E 603-49500-441	Sales tax	Comm Garbage		\$315.00
Invoice					
Cash Payment	E 603-49500-441	Sales tax	Res Garbage		\$382.00
Invoice					
Transaction Date	6/4/2025	PRAIRIE SUN BANK	10100	Total	\$763.00
Refer	2539	TRAVERSE ELECTRIC COOP, INC	Ck# 013580E 6/15/2025		
Cash Payment	E 601-49400-381	Electric Utilities	monthly statement (water)		\$60.95
Invoice					
Cash Payment	E 602-49450-381	Electric Utilities	monthly statement (wastewater)		\$209.20
Invoice					
Transaction Date	6/4/2025	PRAIRIE SUN BANK	10100	Total	\$270.15

Fund Summary

10100 PRAIRIE SUN BANK

101 GENERAL FUND	\$39,454.95
211 LIBRARY	\$596.06
410 AMBULANCE CAPITAL FUND	\$11,520.40
601 WATER FUND	\$3,780.91
602 SEWER FUND	\$380.52
603 REFUSE (GARBAGE) FUND	\$697.00
	\$56,429.84

Pre-Written Checks	\$30,368.51
Checks to be Generated by the Computer	\$26,061.33
Total	
	\$56,429.84

DATE: June 1, 2025
TO: Jodi Hook-Hansen, Administrator-C
City of Browns Valley
FROM: **Susan Brower**
Minnesota State Demographer
SUBJECT: 2024 Population and Household Estimates

Your April 1, 2024 population estimate is 527.

Your April 1, 2024 household estimate is 217.

If you have any questions or comments about these estimates, please contact the State Demographic Center, 200 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, phone (651) 201-2473 or send an e-mail to local.estimated@state.mn.us. All challenges must be submitted in writing. Please refer to the enclosed sheet for details.