



**BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday June 23, 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: Amber Doschadis-Upper Minnesota River Watershed District Review of Public Meeting on Thursday June 26th.

Union Negotiations: Eric Austin

Approval of Agenda:

Consent Agenda

- June 09, 2025 Regular Meeting Minutes
- June 16, 2025 Special Meeting Minutes
- For a grand total of \$30,983.84
 - Wages: June 16th = \$7,162.00
 - Claims: June 23rd=\$23,821.84

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

Unfinished Business:

New Business:

- 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 to acquire parcel at 538 2nd Ave NW
- Approval of Building Permit 525 3rd St N. (Jeff Fox)
- Review TIF Agreement

Other Business: Union Negotiations Eric Austin

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

Dates:

June 26th Watershed Public Meeting

Next scheduled meeting Monday July 14 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.

UPPER MINNESOTA RIVER WATERSHED DISTRICT BOARD OF MANAGERS

NOTICE OF HEARING

Please Take Notice: The Upper Minnesota River Watershed District Board of Managers will hold a hearing on the manager-initiated benefits determination for the Browns Valley Flood Diversion Project at **5:30 p.m. on June 26, 2025, at American Legion Post 58** located at 518 Broadway, Browns Valley, Minnesota.

At the hearing, the Board of Managers will consider establishment of benefits for the Project. The engineer's proposed benefits recommendation and report have been filed with the Board. All reports are available for inspection at the Upper Minnesota River Watershed District Office located at 211 2nd Street SE, Ortonville, Minnesota, or by contacting the Watershed District Director, Amber Doschadis, at (320) 839-3411 or amber@umrwd.org.

At the hearing, the Board will accept public comment regarding the proposed benefits determination and engineer's report. Any party having an interest in the proceedings may appear and provide comment. Written comments will be accepted at the hearing and by mail, through the date of the hearing, directed to the Watershed District's Director, Amber Doschadis, at 211 2nd Street SE, Ortonville, MN 56278 or amber@umrwd.org. Please reference Browns Valley Flood Diversion Project in your comments.

The following property areas are benefitted by the project:

Traverse County, *T125N-R49W, Sections: 19, 27, 28, 29, 32, 33, and 34*

The following are owners of property affected by the proposed benefits determination:

City of Browns Valley; Minnesota Department of Transportation, District 4; Traverse County, MN; Appel/ Laurie Janecky; Bartz, Brenda M; Duffield/David & Candace; Duffield/David C; Haanen Et Al/Jeffery; Haanen/Jeffrey J; HURLBUT TRUST; Lamers Et Al/Edward J; MEDBERY/LON & SHARON/TRUST

The following governmental entities are affected by the proposed benefits determination:

CITY OF BROWNS VALLEY; TRAVERSE COUNTY; MINNESOTA DOT DISTRICT 4;

Following the public hearing UMRWD will provide updates on Toelle Coulee Phase 2 Analysis and fish passage improvements on the Diversion Project.

Upper Minnesota River Watershed District Board of Managers
C/O Amber Doschadis, Executive Director
(320) 839-3411



Browns Valley Regular City Council Meeting Approved Minutes June 09, 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, Jan Biewer, Tony Miller, Michael Backer, and Devan Dobbs. Also in attendance were City Maintenance Supervisor Tony Serocki, City Administrator Jodi Hook-Hansen, Code Enforcement Officer Terry Biewer, Library Director Bernice Piechowski, and City Attorney Matt Franzese.

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: Tina Bartz, Edith Foren, Alpha Nybo, Kenny Hansen, and Traverse County Sheriff's Deputy Aaron Tesch.

Absent:

Agenda:

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

- Alpha Nybo Chicken Permit
- Heather Adair Garbage dispute
- Approval for Mayor to sign letter in concerns regarding proposed elimination of Community Development Block Grant Program.

Consent Agenda:

- Upon a motion by Backer, seconded by Miller, the Council unanimously approved the May 27, 2025, Regular Meeting Minutes.
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved the claims totaling \$153,088.79, including wages (June 1st = \$12,493.92) and claims (June 9th = \$140,594.87).
- 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.
Side-by-Side Utility Vehicle
 - Replaced worn bushings and a faulty fuel pump to restore proper operation.



**Browns Valley Special City Council Meeting Approved Minutes
June 16, 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, Jan Biewer, Tony Miller, and Michael Backer. Also in attendance were City Maintenance Supervisor Tony Serocki, City Administrator Jodi Hook-Hansen, and City Attorney Matt Franzese.

The meeting was called to order at 3:30 p.m. by Mayor Heck

Others Present: Shannon Sweeney of David Drown and Associates

Absent: Devan Dobbs

Purpose of Meeting:

To provide direction regarding the term of Tax Increment Financing (TIF) assistance for the proposed TIF district project.

Discussion – TIF District Term:

Shannon Sweeney of David Drown and Associates was present to receive direction from the Council regarding the proposed term of tax increment assistance. This guidance will be used to prepare a draft agreement to be brought back to the Council for formal approval.

Council Action:

Upon a motion by Biewer, seconded by Backer, the City Council approved a 24-year term for inclusion in the draft tax increment financing agreement.

Dates:

June 16th EDA Meeting

June 19th Office Closed

June 26th Watershed Public Meeting

Next scheduled meeting Monday June 23 at 5:30 PM

The meeting adjourned at 4:15 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: Claims062325

	Name	Check Date	Check Amt	
10100	PRAIRIE SUN BANK			
13582e	IRS	6/17/2025	\$2,450.38	Federal
13583e	MN DEPT OF REVENUE	6/17/2025	\$352.08	
13584e	MN DEPT OF REVENUE	6/17/2025	\$243.85	levy payments
13585e	PUBLIC EMPLOYEES RETIREME	6/17/2025	\$1,421.22	
21893	# 2 Welding & Repair	6/23/2025	\$425.77	welding on hydrant
21894	Creatively Ewe Web Design	6/23/2025	\$396.82	website maintenance
21895	DAKOTA SUPPLY GROUP	6/23/2025	\$6,937.57	3 - 6" Hymax RW gate valves and couplings
21896	FRANZESE, MATTHEW P.	6/23/2025	\$1,050.00	June services
21897	MAYNARDS FOOD CENTER	6/23/2025	\$48.43	fire hydrant grease
21898	MN VALLEY TESTING LABS, INC	6/23/2025	\$67.75	wastewater testing
21899	SEROCKI EXCAVATING, INC.	6/23/2025	\$10,367.97	replace gate valve on 4th Ave 050425
21900	VALLEY SOFT WATER, INC.	6/23/2025	\$60.00	softener rental 6/1/25 to 9/1/25
	Total Checks		\$23,821.84	

FILTER: (([Act Year]='2025' and [period] in (6))) and (Source in ('Claims062325'))

CITY OF BROWNS VALLEY

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Payments

Current Period: June 2025

Payment Batch Claims062325		\$23,821.84	
Refer	2551 VALLEY SOFT WATER, INC.	Ck# 021900 6/23/2025	
Cash Payment	E 101-42260-410 Rentals (GENERAL)	softener rental 6/1/25 to 9/1/25	\$60.00
Invoice	16956 5/29/2025		
Transaction Date	6/12/2025	PRAIRIE SUN BANK 10100	Total \$60.00
Refer	2552 #2 WELDING & REPAIR	Ck# 021893 6/23/2025	
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	welding on hydrant	\$80.00
Invoice	13319 5/7/2025		
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	Ranger parts	\$345.77
Invoice	13381 5/31/2025		
Transaction Date	6/12/2025	PRAIRIE SUN BANK 10100	Total \$425.77
Refer	2553 DAKOTA SUPPLY GROUP	Ck# 021895 6/23/2025	
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	3 - 6" Hymax RW gate valves and couplings	\$6,937.57
Invoice	S104685081.001 5/27/2025		
Transaction Date	6/12/2025	PRAIRIE SUN BANK 10100	Total \$6,937.57
Refer	2554 SEROCKI EXCAVATING, INC.	Ck# 021899 6/23/2025	
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	replace gate valve on 4th Ave 050425	\$4,644.63
Invoice	16243 6/12/2025		
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	replace gate valve by school 052925	\$3,360.84
Invoice	16243 6/12/2025		
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	replace gate by on Church Str by river 061025	\$2,362.50
Invoice	16243 6/12/2025		
Transaction Date	6/12/2025	PRAIRIE SUN BANK 10100	Total \$10,367.97
Refer	2555 MVTL	Ck# 021898 6/23/2025	
Cash Payment	E 602-49450-306 Testing	wastewater testing	\$67.75
Invoice	1309823 6/12/2025		
Transaction Date	6/12/2025	PRAIRIE SUN BANK 10100	Total \$67.75
Refer	2556 MAYNARDS FOOD CENTER	Ck# 021897 6/23/2025	
Cash Payment	E 601-49400-210 Operating Supplies (GE	fire hydrant grease	\$17.97
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop supplies	\$12.18
Invoice			
Cash Payment	E 101-45000-210 Operating Supplies (GE	shop supplies	\$3.05
Invoice			
Cash Payment	E 601-49400-210 Operating Supplies (GE	shop supplies	\$7.61
Invoice			
Cash Payment	E 602-49450-210 Operating Supplies (GE	shop supplies	\$7.62
Invoice			
Transaction Date	6/16/2025	PRAIRIE SUN BANK 10100	Total \$48.43
Refer	2557 Creatively Ewe Web Design	Ck# 021894 6/23/2025	
Cash Payment	E 101-41000-309 Software & Design	website maintenance	\$396.82
Invoice			
Transaction Date	6/16/2025	PRAIRIE SUN BANK 10100	Total \$396.82
Refer	2558 IRS	Ck# 013582E 6/17/2025	
Cash Payment	G 101-21701 Federal Withholding	Federal	\$864.54
Invoice			

Payments

Current Period: June 2025

Cash Payment Invoice	G 101-21703 FICA Tax Withholding	SS & Medicare		\$1,585.84
Transaction Date	6/17/2025	PRAIRIE SUN BANK	10100	Total \$2,450.38
Refer	2559 MN DEPT OF REVENUE SW	<u>Ck# 013583E 6/17/2025</u>		
Cash Payment Invoice	G 101-21702 State Withholding			\$352.08
Transaction Date	6/17/2025	PRAIRIE SUN BANK	10100	Total \$352.08
Refer	2560 MN DEPT OF REVENUE SW	<u>Ck# 013584E 6/17/2025</u>		
Cash Payment Invoice	G 101-21702 State Withholding	levy payments		\$243.85
Transaction Date	6/17/2025	PRAIRIE SUN BANK	10100	Total \$243.85
Refer	2561 FRANZESE, MATTHEW P.	<u>Ck# 021896 6/23/2025</u>		
Cash Payment Invoice	E 101-41610-304 Legal Fees	June services		\$1,050.00
Transaction Date	6/17/2025	PRAIRIE SUN BANK	10100	Total \$1,050.00
Refer	2562 PUBLIC EMPLOYEES RETIREMEN	<u>Ck# 013585E 6/17/2025</u>		
Cash Payment Invoice	G 101-21704 PERA			\$1,421.22
Transaction Date	6/17/2025	PRAIRIE SUN BANK	10100	Total \$1,421.22

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$6,335.35
601 WATER FUND		\$17,411.12
602 SEWER FUND		\$75.37
		<u>\$23,821.84</u>

Pre-Written Checks	\$23,821.84
Checks to be Generated by the Computer	\$0.00
Total	\$23,821.84

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 6-16-25

Date Council Approved _____

Residential (Based on Valuation – Compute on Reverse)

Maintenance – Residential

Box 3

___ House \$ _____

___ Mechanical

___ Remodel (Applicant Valuation) \$ _____

___ Re-roof (\$25.00)

___ Attached Garage \$ _____

___ Siding (\$25.00)

___ Deck/Porch \$ _____

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

Detached Garage/Shed \$ _____

___ Miscellaneous Repair

Put shed on slab
 ___ Modular/Manufactured Home \$ _____

Demolition (Asbestos inspection and lab fees not include)

Commercial (Based on state valuation)

___ Residential

___ Architect – Required \$ _____

___ Commercial

___ Non-Architect (includes Maint. Permits) \$ _____

Work being done: _____

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

Please print:

Parcel ID _____

Box 4

Job Site Address 525 3rd street North

Owner's Name Jeff Fox

Owner's Address 1133 Greenhill Drive Thief River Falls Mn 56701

Owner's Telephone Number 218-686-0398

Contractor's Name _____ License No. _____

Contractor's Address _____ Phone No. _____

This permit becomes null and void if work or construction authorized is not commenced 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: Jeff Fox

Signature of Applicant: [Signature]

CALCULATED VALUATION \$ 600⁰⁰

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 \$ _____

Approved for Issuance by: _____

Box 6

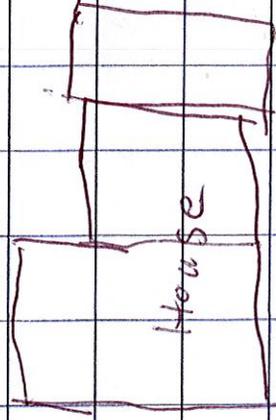
Signature of Building Official

Date _____

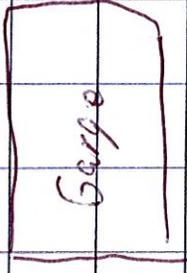
Building Official Notes/Special Conditions: _____

← N

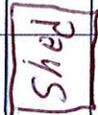
3rd street



House



Garage



Shed

Alley

⊙ Cotton wood

waiting on
trimming of cotton wood