THE CITY OF BROWNS VALLEY
19-Third Street South
PO Box 324
BROWNS VALLEY, MN 56219

BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday July 14, 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
- June 23, 2025 Regular Meeting Minutes
- June 16, 2025 Special Meeting Minutes
- July 7, 2025 Special Meeting Minutes
- For a grand total of $
  Wages: July 1st = $12,306.30
  Claims: July 14 =$23,821.84
- Treasurer report Checks Cashed $233,107.90 June Revenue/Deposits $414,149.42
- Delinquency report

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)
- RFP for Garbage
- Community Center

Other Business:

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

Dates:
June 26th Watershed Public Meeting

Next scheduled meeting Monday July 28 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.

THE CITY OF BROWNS VALLEY

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 Acting Mayor 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: Edith Foren, Ben Schierer, and Amber Doschadis
Absent: Mayor Mike Heck

Visitor: Ben Schierer, representing West Central Initiative (WCI), attended the meeting to provide an update on the organization's recent work within our community and throughout the region over the past year. Mr. Schierer gave a brief presentation outlining WCI's current initiatives, accomplishments, and areas of focus. Following the presentation, the floor was opened for questions and discussion, allowing council members and attendees to engage in conversation about both current challenges and potential future opportunities for collaboration between WCI and our community.
He also explained the rationale behind WCI's requests for financial support from the nine counties and 82 communities they serve, highlighting the impact and value of regional investment in shared goals.

Amber Doschadis director from The Upper Minnesota River Watershed District (UMRWD) attended the meeting to provide an overview of the benefits establishment process for the Little Minnesota River Diversion project. The Upper Minnesota River Watershed District (UMRWD) will host a public hearing on Thursday, June 26th at 5:30 PM at the Browns Valley American Legion. During this hearing, UMRWD and its consultants will present the proposed benefits roll to the public and seek feedback. Additional discussion took place regarding Toelle Coulee Phases 1 and 2. These phases will also be addressed during the special meeting portion of the June 26th hearing. UMRWD has issued a request for bids to spray Toelle Coulee Phase 1 during the summer and will coordinate with landowners throughout the process.

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

- Christine Renville Chicken Permit

Consent Agenda:

- Upon a motion by Backer, seconded by Dobbs, the Council unanimously approved the June 09, 2025, Regular Meeting Minutes.
- June 16, 2025 Special Meeting Minutes were tabled for further clarification of the motion

- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved the claims totaling $57,684.19, including wages (June 16th = $7,162.00) and claims (June 23rd =$50,522.19).

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.
- City Attorney Franzese gave a verbal report on actions performed for the City of Browns Valley.

New Business:

- There was no motion for the 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)
- There was no motion to acquire the parcel at 538 2nd Ave NW.
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved the building permit for Jeff Fox to place a shed on a cement slab at 525 3rd Street North.
- The Council engaged in a thorough discussion regarding the TIF Agreement; however, no final decision was reached.
- Upon a motion by Miller, seconded by Backer, the Council unanimously approved a Chicken Permit for Christine Renville at 316 5th Street North, valid through December 31, 2025.

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

Dates:

Next scheduled meeting <u>Monday July 14 at 5:30 PM</u>

The meeting adjourned at 6:54 p.m.

Minutes submitted by:	Approved by:
______________________	______________________
Jodi Hook-Hansen, City Administrator	Mike Heck, Mayor

THE CITY OF BROWNS VALLEY
BROWNS VALLEY, MN 56219

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, Devan Dobbs, 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 7:30 p.m. by Mayor Heck

Others Present: Lisa Graphenteen, Gene Gibson, Jay Backer, and Jeff Backer
Absent:

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

Discussion – TIF District:
Lisa Graphenteen was present to provide information and guidance to the Council regarding the proposed term of Tax Increment Financing (TIF) assistance for the planned TIF district project. The purpose of the discussion was to provide the necessary direction for inclusion in the final TIF agreement and to assist in addressing additional questions related to the project prior to final approval. Following discussion, the Council considered the appropriate term length for the TIF assistance.

Council Action:
Motion by Council Member Biewer, seconded by Council Member Heck, approved a 24-year term for the final TIF agreement. The Development Agreement between The City of Browns Valley and Snirtstopper, Inc

Dates:
Next scheduled meeting <u>Monday July 14th at 5:30 PM</u>

The meeting adjourned at 9:00 p.m.

Minutes submitted by:	Approved by:
______________________	______________________
Jodi Hook-Hansen, City Administrator	Mike Heck, Mayor

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

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: ______________________ Jodi Hook-Hansen, City Administrator

Approved by: ______________________ Mike Heck, Mayor

CITY OF BROWNS VALLEY

*Check Summary Register©

Batch: 062525PAY

	Name	Check Date	Check Amt	
10100 PRAIRIE SUN BANK				
13586e	VISA	7/12/2025	$2,762.80	City Hall supplies
13588e	PUBLIC EMPLOYEES RETIREME	7/2/2025	$1,550.37	
13590e	CENEX FLEET FUELING	7/15/2025	$211.63	#3 Ambulance
13591e	VISA	7/12/2025	$730.00	Medicare license
13592e	VERIZON WIRELESS	7/16/2025	$76.44	Ambulance cell - last bill
13593e	TRAVERSE ELECTRIC COOP, IN	7/15/2025	$270.15	monthly statement (water)
13594e	MN DEPT OF REVENUE	7/3/2025	$243.85	levy payments
13595e	MN DEPT OF REVENUE	7/3/2025	$522.60	
13596e	MN DEPT OF REVENUE	7/3/2025	$772.00	Comm Water
13597e	AFLAC	7/3/2025	$591.01	June billing
13598e	IRS	7/3/2025	$3,792.03	Federal
13599e	PAYA	7/2/2025	$300.00	merch fees to be reimbursed
13601e	CHS Inc.-AUTOPAY	7/20/2025	$126.03	Weedmaster
13602e	SAFETY-KLEEN SYSTEMS, INC.	7/9/2025	$232.96	parts washer solvent
13603e	MN PEIP - C/O MMB FISCAL SVC	7/10/2025	$1,203.98	Jodi, Jon
21914	MADISON NATIONAL LIFE	6/25/2025	$68.06	July
21934	WEGWERTH, LAURA	7/1/2025	$217.04	19.5 hrs Sam Brown Cabin
21936	STENGEL REPAIR	7/2/2025	$339.65	Ranger repairs
21937	TERRY BIEWER	7/2/2025	$70.00	mileage to Wheaton for detour signs
21938	VERIZON WIRELESS	7/2/2025	$140.14	Ambulance cell
21939	# 2 Welding & Repair	7/14/2025	$60.31	Ranger parts
21940	AFSCME #65	7/14/2025	$46.18	Arlene Reinart
21941	AMBULANCE CLAIMS PROCESSI	7/14/2025	$66.00	June
21942	AVEL ECARE LLC OPERATING	7/14/2025	$868.00	June
21943	BAKER & TAYLOR	7/14/2025	$36.35	books
21944	BENS SERVICE	7/14/2025	$76.50	18.6 gal gas
21945	BOBCAT OF MORRIS INC	7/14/2025	$72.00	bobcat cab filter
21946	BRIAN D KOEHN, CPA, PLLC	7/14/2025	$500.00	audit of financial services year end 2024
21947	TNT-BV ENTERPRISES LLC	7/14/2025	$31.05	fire dept gas
21948	BROWNS VALLEY HARDWAREH	7/14/2025	$332.37	shop supplies
21949	BUSINESS CARD	7/14/2025	$230.83	Watertown Public Opinion 5/1/25 to 5/31/26
21950	CORE & MAIN	7/14/2025	$1,641.15	meter setters replacement parts
21951	DAKOTA PUMP & CONTROL INC	7/14/2025	$1,348.00	main lift pump #1 repairs and maint
21952	DSI Inc.	7/14/2025	$135.00	Economic Dev Services June 1 hr
21953	Gazette Publishing Company	7/14/2025	$59.40	library zoo ad
21954	GOPHER STATE ONE-CALL	7/14/2025	$10.80	June billing
21955	GREAT PLAINS FIRE	7/14/2025	$13,360.08	Engine I repairs
21956	HENRY SCHEIN, INC	7/14/2025	$496.83	ambulance supplies
21957	JOHN DEERE FINANCIAL	7/14/2025	$70.95	lawn mower repairs
21958	JOHNSON, STEVEN	7/14/2025	$166.95	15 hrs Sam Brown Cabin
21959	MIDWEST NATURAL RESOURCE	7/14/2025	$3,750.00	rare plant survey
21960	MIDWEST TAPE LLC	7/14/2025	$117.00	digital books and videos
21961	MIKE JACOBSON	7/14/2025	$400.00	July
21962	MILBANK WINWATER WORKS	7/14/2025	$2,566.36	water main valve repairs
21963	MORTON COUNTY SHERIFFS OF	7/14/2025	$45.00	Shannon Zueger administrative search warrant
21964	PIECHOWSKI FIRE COMPANY	7/14/2025	$4,514.00	6/16/25 advance auto extrication to be reimb b
21965	TRI STATE WATER, INC.	7/14/2025	$19.50	
21966	ES OPCO USA LLC	7/14/2025	$449.10	mosquito spray
21967	WIDSETH SMITH NOLTING & AS	7/14/2025	$12,470.00	BV Water Supply & Treatment System Improve
		Total Checks	$58,160.45	

FILTER: (([Act Year]='2025' and [period] in (7))) and (Source in ('062525PAY'))

CITY OF BROWNS VALLEY

Payments

Current Period: July 2025

Payment Batch 062525PAY $58,160.45

Refer 2577 *MADISON NATIONAL LIFE* Ck# 021914 6/25/2025

Cash Payment	E 101-41000-130 Employer Paid Ins (GEN	July	$34.03
Invoice 1703052			
Cash Payment	E 101-41000-130 Employer Paid Ins (GEN	Aug	$34.03
Invoice			
Transaction Date 6/25/2025		PRAIRIE SUN BANK 10100	Total $68.06

Refer 2578 *BROWNS VALLEY HARDWARE HA* Ck# 021948 7/14/2025

Cash Payment	E 101-43000-210 Operating Supplies (GE	street supplies	$29.99
Invoice			
Cash Payment	E 101-42260-220 Repair/Maint Supply (GE	fire dept repairs	$66.18
Invoice			
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	water repair	$15.48
Invoice			
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	Kubota repair	$0.89
Invoice			
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	Kubota repair	$0.90
Invoice			
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	park repairs	$29.98
Invoice			
Cash Payment	E 101-41000-210 Operating Supplies (GE	Comm Center supplies	$21.44
Invoice			
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	sweeper repair	$106.68
Invoice			
Cash Payment	E 101-41000-210 Operating Supplies (GE	City Hall supplies	$22.97
Invoice			
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	Ranger repair	$6.99
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop supplies	$12.35
Invoice			
Cash Payment	E 101-45000-210 Operating Supplies (GE	shop supplies	$3.09
Invoice			
Cash Payment	E 601-49400-210 Operating Supplies (GE	shop supplies	$7.72
Invoice			
Cash Payment	E 602-49450-210 Operating Supplies (GE	shop supplies	$7.71
Invoice			
Transaction Date 7/1/2025		PRAIRIE SUN BANK 10100	Total $332.37

Refer 2579 *BOBCAT OF MORRIS INC* Ck# 021945 7/14/2025

Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	bobcat cab filter	$32.40
Invoice 40350	6/23/2025		
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	bobcat cab filter	$7.20
Invoice 40350	6/23/2025		
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	bobcat cab filter	$14.40
Invoice 40350	6/23/2025		
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	bobcat cab filter	$14.40
Invoice 40350	6/23/2025		
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE	bobcat cab filter	$3.60
Invoice 40350	6/23/2025		
Transaction Date 7/1/2025		PRAIRIE SUN BANK 10100	Total $72.00

CITY OF BROWNS VALLEY

Payments

Current Period: July 2025

Refer 2580 *BIEWER, TERRY*	Ck# 021937 7/2/2025		
Cash Payment E 101-41000-331 Travel Expenses	mileage to Wheaton for detour signs		$70.00
Invoice			
Transaction Date 7/1/2025	PRAIRIE SUN BANK 10100	**Total**	$70.00
Refer 2581 *CORE & MAIN*	Ck# 021950 7/14/2025		
Cash Payment E 601-49400-220 Repair/Maint Supply (GE	meter setters replacement parts		$1,641.15
Invoice W332275 6/23/2025			
Transaction Date 7/1/2025	PRAIRIE SUN BANK 10100	**Total**	$1,641.15
Refer 2582 *CENEX FLEET CARD*	Ck# 013590E 7/15/2025		
Cash Payment E 101-42153-212 Motor Fuels	#3 Ambulance		$78.26
Invoice			
Cash Payment E 101-43000-212 Motor Fuels	#4 Maintenance		$66.68
Invoice			
Cash Payment E 601-49400-212 Motor Fuels	#4 Maintenance		$33.34
Invoice			
Cash Payment E 602-49450-212 Motor Fuels	#4 Maintenance		$33.35
Invoice			
Transaction Date 7/1/2025	PRAIRIE SUN BANK 10100	**Total**	$211.63
Refer 2583 *VISA*	Ck# 013586E 7/12/2025		
Cash Payment E 101-41000-210 Operating Supplies (GE	City Hall supplies		$150.50
Invoice			
Cash Payment E 601-49400-210 Operating Supplies (GE	Danger signs for pump house		$10.63
Invoice			
Cash Payment E 101-45000-220 Repair/Maint Supply (GE	Kubota repair		$64.51
Invoice			
Cash Payment E 101-43000-220 Repair/Maint Supply (GE	Kubora repair		$64.51
Invoice			
Cash Payment E 101-43000-220 Repair/Maint Supply (GE	plow truck repair		$752.49
Invoice			
Cash Payment E 101-43000-220 Repair/Maint Supply (GE	Polaris repair		$72.61
Invoice			
Cash Payment E 101-41000-200 Office Supplies (GENER	Tri State Water		$47.55
Invoice			
Cash Payment E 101-41000-208 Training and Instruction	MCFOA membership renewal		$50.00
Invoice			
Cash Payment E 101-43000-220 Repair/Maint Supply (GE	Berts Truck Equipment plow truck repair		$1,550.00
Invoice			
Transaction Date 7/1/2025	PRAIRIE SUN BANK 10100	**Total**	$2,762.80
Refer 2584 *VISA*	Ck# 013591E 7/12/2025		
Cash Payment E 101-42260-312 License	Medicare license		$730.00
Invoice			
Transaction Date 7/1/2025	PRAIRIE SUN BANK 10100	**Total**	$730.00
Refer 2585 *WEGWERTH, LAURA*	Ck# 021934 7/1/2025		
Cash Payment E 101-41000-300 Professional Srvs (GENE	19.5 hrs Sam Brown Cabin		$217.04
Invoice			
Transaction Date 7/1/2025	PRAIRIE SUN BANK 10100	**Total**	$217.04
Refer 2586 *AMBULANCE CLAIMS PROCESSIN*	Ck# 021941 7/14/2025		
Cash Payment E 101-42153-300 Professional Srvs (GENE	June		$66.00
Invoice 18356 6/26/2025			

CITY OF BROWNS VALLEY

Payments

Current Period: July 2025

Transaction Date 7/1/2025 PRAIRIE SUN BANK 10100 Total $66.00

Refer 2587 *GREAT PLAINS FIRE* Ck# 021955 7/14/2025

Cash Payment	E 101-42260-220 Repair/Maint Supply (GE	Engine I repairs	$13,360.08
Invoice 8945	6/24/2025		
Transaction Date 7/2/2025	PRAIRIE SUN BANK 10100	Total	$13,360.08

Refer 2589 *BENS SERVICE* Ck# 021944 7/14/2025

Cash Payment	E 101-43000-212 Motor Fuels	18.6 gal gas	$76.50
Invoice			
Transaction Date 7/2/2025	PRAIRIE SUN BANK 10100	Total	$76.50

Refer 2590 *PUBLIC EMPLOYEES RETIREMEN* Ck# 013588E 7/2/2025

Cash Payment	G 101-21704 PERA		$1,550.37
Invoice			
Transaction Date 7/2/2025	PRAIRIE SUN BANK 10100	Total	$1,550.37

Refer 2591 *VERIZON WIRELESS* Ck# 021938 7/2/2025

Cash Payment	E 101-42153-321 Telephone	Ambulance cell	$140.14
Invoice 4818881017			
Transaction Date 7/2/2025	PRAIRIE SUN BANK 10100	Total	$140.14

Refer 2592 *SAFETY-KLEEN* Ck# 013602E 7/9/2025

Cash Payment	E 101-43000-210 Operating Supplies (GE	parts washer solvent	$77.65
Invoice 97331873	6/14/2025		
Cash Payment	E 601-49400-210 Operating Supplies (GE	parts washer solvent	$77.65
Invoice 97331873	6/14/2025		
Cash Payment	E 602-49450-210 Operating Supplies (GE	parts washer solvent	$77.66
Invoice 97331873	6/14/2025		
Transaction Date 7/2/2025	PRAIRIE SUN BANK 10100	Total	$232.96

Refer 2593 *GOPHER STATE ONE-CALL* Ck# 021954 7/14/2025

Cash Payment	E 601-49400-300 Professional Srvs (GENE	June billing	$5.40
Invoice 5060252	6/30/2025		
Cash Payment	E 602-49450-300 Professional Srvs (GENE	June billing	$5.40
Invoice 5060252	6/30/2025		
Transaction Date 7/2/2025	PRAIRIE SUN BANK 10100	Total	$10.80

Refer 2594 *BRIAN D KOEHN, CPA, PLLC* Ck# 021946 7/14/2025

Cash Payment	E 101-41000-301 Audit & Acct Services	audit of financial services year end 2024	$500.00
Invoice 1365	7/1/2025		
Transaction Date 7/2/2025	PRAIRIE SUN BANK 10100	Total	$500.00

Refer 2595 *PIECHOWSKI FIRE COMPANY* Ck# 021964 7/14/2025

Cash Payment	E 101-42260-208 Training and Instruction	6/16/25 advance auto extrication to be reimb by state grant RI070825	$1,200.00
Invoice 2122			
Cash Payment	E 101-42260-208 Training and Instruction	6/2/25 fire behavior training and burn box to be reimb by state grant RI070825	$750.00
Invoice 2121			
Cash Payment	E 101-42260-208 Training and Instruction	5/5/25 fire ventilation training to be reimb by state grant RI070825	$1,100.00
Invoice 2120			
Cash Payment	E 101-42260-208 Training and Instruction	fire training to be reimb by state grant	$1,464.00
Invoice 2124			
Transaction Date 7/2/2025	PRAIRIE SUN BANK 10100	Total	$4,514.00

Current Period: July 2025

Refer	2596 *HENRY SCHEIN, INC*	Ck# 021956 7/14/2025		
Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies		$496.83
Invoice 42983157				
Transaction Date	7/2/2025	PRAIRIE SUN BANK 10100	Total	$496.83
Refer	2597 *VESERIS*	Ck# 021966 7/14/2025		
Cash Payment	E 101-43000-216 Chemicals and Chem Pr	mosquito spray		$224.55
Invoice CINV105182749 6/23/2025				
Cash Payment	E 101-45000-216 Chemicals and Chem Pr	mosquito spray		$224.55
Invoice CINV105182749 6/23/2025				
Transaction Date	7/2/2025	PRAIRIE SUN BANK 10100	Total	$449.10
Refer	2598 *VERIZON WIRELESS*	Ck# 013592E 7/16/2025		
Cash Payment	E 101-42153-321 Telephone	Ambulance cell - last bill		$76.44
Invoice				
Transaction Date	7/2/2025	PRAIRIE SUN BANK 10100	Total	$76.44
Refer	2599 *JOHN DEERE FINANCIAL*	Ck# 021957 7/14/2025		
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	lawn mower repairs		$35.48
Invoice 4813048				
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	lawn mower repairs		$35.47
Invoice 4813048				
Transaction Date	7/2/2025	PRAIRIE SUN BANK 10100	Total	$70.95
Refer	2600 *JOHNSON, STEVEN*	Ck# 021958 7/14/2025		
Cash Payment	E 101-41000-300 Professional Srvs (GENE	15 hrs Sam Brown Cabin		$166.95
Invoice				
Transaction Date	7/2/2025	PRAIRIE SUN BANK 10100	Total	$166.95
Refer	2601 *MIKE JACOBSON*	Ck# 021961 7/14/2025		
Cash Payment	E 101-42400-300 Professional Srvs (GENE	July		$400.00
Invoice				
Transaction Date	7/2/2025	PRAIRIE SUN BANK 10100	Total	$400.00
Refer	2602 *TRAVERSE ELECTRIC COOP, INC*	Ck# 013593E 7/15/2025		
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	7/3/2025	PRAIRIE SUN BANK 10100	Total	$270.15
Refer	2603 *MN DEPT OF REVENUE SW*	Ck# 013594E 7/3/2025		
Cash Payment	G 101-21702 State Withholding	levy payments		$243.85
Invoice				
Transaction Date	7/3/2025	PRAIRIE SUN BANK 10100	Total	$243.85
Refer	2604 *MN DEPT OF REVENUE SW*	Ck# 013595E 7/3/2025		
Cash Payment	G 101-21702 State Withholding			$522.60
Invoice				
Transaction Date	7/3/2025	PRAIRIE SUN BANK 10100	Total	$522.60
Refer	2605 *MN DEPT OF REVENUE ST*	Ck# 013596E 7/3/2025		
Cash Payment	E 601-49400-441 Sales tax	Comm Water		$63.00
Invoice				
Cash Payment	E 603-49500-441 Sales tax	Comm Garbage		$315.00
Invoice				

Current Period: July 2025

Cash Payment	E 603-49500-441 Sales tax	Res Garbage		$394.00
Invoice				
Transaction Date	7/3/2025	PRAIRIE SUN BANK 10100	Total	$772.00
Refer	2606 *AFLAC*	Ck# 013597E 7/3/2025		
Cash Payment	G 101-21708 AFLAC	June billing		$591.01
Invoice				
Transaction Date	7/3/2025	PRAIRIE SUN BANK 10100	Total	$591.01
Refer	2607 *IRS*	Ck# 013598E 7/3/2025		
Cash Payment	G 101-21701 Federal Withholding	Federal		$1,243.41
Invoice				
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare		$2,548.62
Invoice				
Transaction Date	7/3/2025	PRAIRIE SUN BANK 10100	Total	$3,792.03
Refer	2608 *PAYA*	Ck# 013599E 7/2/2025		
Cash Payment	E 101-41000-210 Operating Supplies (GE	merch fees to be reimbursed		$300.00
Invoice				
Transaction Date	7/3/2025	PRAIRIE SUN BANK 10100	Total	$300.00
Refer	2609 *STENGEL REPAIR*	Ck# 021936 7/2/2025		
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	Ranger repairs		$339.65
Invoice 476	6/26/2025			
Transaction Date	7/8/2025	PRAIRIE SUN BANK 10100	Total	$339.65
Refer	2610 *MORTON COUNTY SHERIFFS OFFI*	Ck# 021963 7/14/2025		
Cash Payment	E 101-41130-304 Legal Fees	Shannon Zueger administrative search warrant		$45.00
Invoice				
Transaction Date	7/8/2025	PRAIRIE SUN BANK 10100	Total	$45.00
Refer	2611 *MIDWEST NATURAL RESOURCES*	Ck# 021959 7/14/2025		
Cash Payment	E 101-41000-300 Professional Srvs (GENE	rare plant survey		$3,750.00
Invoice 2025-042-01	7/7/2025		Project 2025-1	
Transaction Date	7/8/2025	PRAIRIE SUN BANK 10100	Total	$3,750.00
Refer	2612 *CHS INC.*	Ck# 013601E 7/20/2025		
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	Weedmaster		$42.01
Invoice 4206	6/11/2025			
Cash Payment	E 101-45000-216 Chemicals and Chem Pr	Weedmaster		$42.01
Invoice 4206	6/11/2025			
Cash Payment	E 101-43000-216 Chemicals and Chem Pr	Weedmaster		$42.01
Invoice 4206	6/11/2025			
Transaction Date	7/8/2025	PRAIRIE SUN BANK 10100	Total	$126.03
Refer	2613 *AVEL ECARE MEDICAL GROUP PC*	Ck# 021942 7/14/2025		
Cash Payment	E 410-42153-300 Professional Srvs (GENE	June		$868.00
Invoice 13940	6/30/2025			
Transaction Date	7/8/2025	PRAIRIE SUN BANK 10100	Total	$868.00
Refer	2615 *GAZETTE PUBLISHING COMPANY*	Ck# 021953 7/14/2025		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	library zoo ad		$59.40
Invoice				
Transaction Date	7/9/2025	PRAIRIE SUN BANK 10100	Total	$59.40
Refer	2616 *MIDWEST TAPE LLC*	Ck# 021960 7/14/2025		

Payments

Current Period: July 2025

Cash Payment E 211-45500-429 Misc Grant Items for Rei digital books and videos $117.00
Invoice 507397842 7/1/2025
Transaction Date 7/9/2025 PRAIRIE SUN BANK 10100 **Total** $117.00

Refer 2617 *BAKER & TAYLOR* Ck# 021943 7/14/2025
Cash Payment E 211-45500-435 Books and Pamphlets books $35.99
Invoice
Cash Payment E 211-45500-333 Freight and Express books $0.36
Invoice
Transaction Date 7/9/2025 PRAIRIE SUN BANK 10100 **Total** $36.35

Refer 2618 *BUSINESS CARD* Ck# 021949 7/14/2025
Cash Payment E 211-45500-433 Dues and Subscriptions Watertown Public Opinion 5/1/25 to 5/31/26 $183.61
Invoice
Cash Payment E 211-45500-429 Misc Grant Items for Rei library supplies $12.68
Invoice
Cash Payment E 211-45500-437 Tapes/CD s/Movies videos $34.54
Invoice
Transaction Date 7/9/2025 PRAIRIE SUN BANK 10100 **Total** $230.83

Refer 2619 *DAKOTA PUMP & CONTROL* Ck# 021951 7/14/2025
Cash Payment E 602-49450-220 Repair/Maint Supply (GE main lift pump #1 repairs and maint $1,348.00
Invoice 50525 6/29/2025
Transaction Date 7/9/2025 PRAIRIE SUN BANK 10100 **Total** $1,348.00

Refer 2620 *DSI* Ck# 021952 7/14/2025
Cash Payment E 101-46500-300 Professional Srvs (GENE Economic Dev Services June 1 hr $135.00
Invoice 14606 7/3/2025
Transaction Date 7/9/2025 PRAIRIE SUN BANK 10100 **Total** $135.00

Refer 2621 *BROWNS VALLEY CENEX INC.* Ck# 021947 7/14/2025
Cash Payment E 101-42260-212 Motor Fuels fire dept gas $31.05
Invoice 22682
Transaction Date 7/9/2025 PRAIRIE SUN BANK 10100 **Total** $31.05

Refer 2622 *WIDSETH SMITH NOLTING & ASS* Ck# 021967 7/14/2025
Cash Payment E 414-43000-302 ENGINEERING BV Water Supply & Treatment System Improvements $12,470.00
Invoice 238479 6/23/2025 Project 2025-1
Transaction Date 7/9/2025 PRAIRIE SUN BANK 10100 **Total** $12,470.00

Refer 2623 *MILBANK WINWATER WORKS* Ck# 021962 7/14/2025
Cash Payment E 601-49400-220 Repair/Maint Supply (GE water main valve repairs $2,111.26
Invoice 197724 01 6/4/2025
Cash Payment E 601-49400-220 Repair/Maint Supply (GE water main valve repairs $213.00
Invoice 197586 01 6/3/2025
Cash Payment E 601-49400-220 Repair/Maint Supply (GE water main valve repairs $242.10
Invoice 197596 01 6/3/2025
Transaction Date 7/9/2025 PRAIRIE SUN BANK 10100 **Total** $2,566.36

Refer 2624 *#2 WELDING & REPAIR* Ck# 021939 7/14/2025
Cash Payment E 101-43000-220 Repair/Maint Supply (GE Ranger parts $60.31
Invoice 13446 6/17/2025
Transaction Date 7/9/2025 PRAIRIE SUN BANK 10100 **Total** $60.31

Refer 2625 *AFSCME #65* Ck# 021940 7/14/2025

CITY OF BROWNS VALLEY

Payments

Current Period: July 2025

Cash Payment	G 101-21707 Union Dues	Arlene Reinart		$46.18
Invoice				
Transaction Date	7/9/2025	PRAIRIE SUN BANK 10100	**Total**	$46.18
Refer	2626 *PEIP*	Ck# 013603E 7/10/2025		
Cash Payment	G 101-21706 Health Insurance	Jodi, Jon		$1,203.98
Invoice				
Transaction Date	7/10/2025	PRAIRIE SUN BANK 10100	**Total**	$1,203.98
Refer	2627 *TRI STATE WATER, INC.*	Ck# 021965 7/14/2025		
Cash Payment	E 101-43000-410 Rentals (GENERAL)			$19.50
Invoice				
Transaction Date	7/10/2025	PRAIRIE SUN BANK 10100	**Total**	$19.50

Fund Summary

	10100 PRAIRIE SUN BANK
101 GENERAL FUND	$37,432.46
211 LIBRARY	$443.58
410 AMBULANCE CAPITAL FUND	$868.00
414 BVB WATER PROJECT	$12,470.00
601 WATER FUND	$4,496.08
602 SEWER FUND	$1,737.73
603 REFUSE (GARBAGE) FUND	$712.60
	$58,160.45

Pre-Written Checks	$58,160.45
Checks to be Generated by the Computer	$0.00
Total	$58,160.45

CITY OF BROWNS VALLEY
RESOLUTION NO. 25-10

RESOLUTION SELLING REAL PROPERTY

WHEREAS, the City of Browns Valley owns certain real property, legally described as follows:

Part of Lot One (1) in Auditor's Plat No. 8, formerly known as Lots Ten (10), Twelve (12), Fourteen (14), and Sixteen (16), Block Twenty-nine (29), Plateau Addition to the City of Browns Valley

Parcel No.: 20-0449000

AND

The East Seventy (70) Feet of Block Eight (8), Elevator Addition to the City of Browns Valley

Parcel No.: 20-0290000

AND

The South Fifty-five (55) feet of Lots Thirteen (13), Fourteen (14), and Fifteen (15), excepting the East Forty-three (43) feet of Lot Fifteen (15), Block Twelve (12), Original Plat of the City of Browns Valley

Parcel No. 20-0064000

WHEREAS, the City of Browns Valley received said real property via property tax forfeitures on April 25, 2002; September 21, 2022; and November 22, 2019, respectively;

WHEREAS, it is desirable to sell said real property; and

WHEREAS, on July 14, 2025, the City of Browns Valley agreed to sell the property to Matthew Zinniel and Cynthia Zinniel for the sum of $200.00 per lot, for a total of $600, plus any fees associated with said transfer.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Browns Valley, Minnesota, that the Mayor and City Administrator are authorized to execute the necessary documents to complete the sale of said real property to Matthew Zinniel and Cynthia Zinniel.

Adopted by the City Council of the City of Browns Valley on July 14, 2025.

BROWNS VALLEY CITY COUNCIL

____

Mike Heck, Mayor

QUIT CLAIM DEED
Corporation, Partnership or Limited Liability Company
to Individual(s)

DEED TAX DUE: $1.65

Date: July 14, 2025

FOR VALUABLE CONSIDERATION, the **City of Browns Valley**, a public body organized under the laws of the State of Minnesota, Grantor, hereby conveys and quitclaims to **Matthew Zinniel and Cynthia Zinniel**, husband and wife, Grantee, real property in Traverse County, Minnesota, described as follows:

Part of Lot One (1) in Auditor's Plat No. 8, formerly known as Lots Ten (10), Twelve (12), Fourteen (14), and Sixteen (16), Block Twenty-nine (29), Plateau Addition to the City of Browns Valley

AND

The East Seventy (70) Feet of Block Eight (8), Elevator Addition to the City of Browns Valley

AND

The South Fifty-five (55) feet of Lots Thirteen (13), Fourteen (14), and Fifteen (15), excepting the East Forty-three (43) feet of Lot Fifteen (15), Block Twelve (12), Original Plat of the City of Browns Valley

together with all hereditaments and appurtenances. The total consideration for the transfer of this property is $3000.00 or less.

CITY OF BROWNS VALLEY

By________________________________
Its Mayor

Affix Deed Tax Stamp Here.

By________________________________
Its City Administrator

REQUEST FOR PROPOSAL TO PROVIDE RESIDENTIAL AND COMMERCIAL SOLID WASTE COLLECTION SERVICES TO THE CITY OF BROWNS VALLEY

PROPOSAL REQUIREMENTS

The City of Browns Valley is requesting proposals to provide solid waste collection to the City of Browns Valley. Contract is to run January 1, 2026 through December 31, 2028. Contract will be awarded at the City Council meeting on August 11, 2025. **Proposals are due in City Hall by 4:30pm on July 30th, 2025.**

General Conditions. The City of Browns Valley reserves the right to contract a solid waste hauler on conditions other than the lowest proposal.

Qualifications of Licensee. No contract will be issued to any applicant who cannot give satisfactory assurances as to its ability to carry out the items of the contract based on its financial condition and previous experience.

Insurance. No contract shall be issued until the applicant files with the City Administrator a current policy of public liability insurance covering all vehicles used in the applicant's sanitation operations. The minimum limits of coverage for such insurance shall be:

Commercial General Liability ($500,000 per individual; $1,000,000 per incident)
Automobile Coverage
Worker's Compensation with statutory limits on all employees

Any insurance policy required under this Section shall remain in full force and effect at all times that the collector is contracted by the City. All policies shall contain a provision requiring the City to be notified at least thirty (30) days prior to the expiration or cancellation of any insurance policy. Failure to carry the required insurance shall be grounds for cancellation of the contract with the City. The hauler agrees to indemnify and hold harmless the City of Browns Valley by naming the City of Browns Valley as an additional insured on all policies.

Pursuant to Minnesota Statute Chapter 13, the hauler agrees to maintain and protect data on individuals received, or to which the hauler has access, according to the statutory provision applicable to the data. No private or confidential data developed, maintained or reviewed by the hauler under this contract may be released to the public by the hauler or its employees or representatives. The hauler agrees to indemnify and save and hold the City, its agents and employees, harmless from any and all claims or causes of action arising from or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act by the hauler or its agents or employees, including legal fees and disbursements paid or incurred to enforce this provision of this contract agreement.

Contractor's Equipment. All waste collection trucks should be maintained in reasonably good condition and constructed to minimize the loss of liquid or solid waste during transit. Recycle trucks should be adequately covered to help prevent the loss of recyclable materials while in transit. Vehicles should be kept reasonably clean and free from strong or offensive odors to the extent practicable. Trucks should not remain parked on city streets longer than necessary to perform waste or recycling collection services in a safe and efficient manner.

EVALUATION CRITERIA

The City intends to award the contract to the hauler that the City believes to be the best for the City of Browns Valley, when considering the entire application submitted by the applicant. Rates alone will not be the sole determining factor.

TERM OF THE LICENSE

A. The term of this contract shall be for a period of three (3) years unless terminated earlier.

B. This agreement shall automatically renew for additional one-year periods unless cancelled by either of the parties upon written notice, at least 60 days prior to the anniversary date of the contract. Anniversary date of contract will be December 31st.

C. The hauler may not assign this Agreement without prior written consent of the City.

D. In the event that Diesel Fuel prices rise to between $4.00 and $5.00 per gallon, City agrees to pay the Contractor an additional $50 per month. In the event that Diesel Fuel prices rise to over $5.00 per gallon, City agrees to pay contractor an additional $200 per month.

E. In the event of the non-fulfillment or unsatisfactory execution of this Agreement by either the hauler or the City of Browns Valley, the aggrieved party may terminate this Agreement, by giving the other party sixty (60) days written notice of the intent to terminate. The party giving notice to terminate this Contract shall specify in writing the breaches it feels has occurred. If the alleged breach has not been corrected at the end of the sixty (60) days' notice period, the Contract shall automatically terminate. The waiver of any default by either party, or the failure to give notice of any default, shall not constitute a waiver of any subsequent default or be deemed to be a failure to give such notice with respect to any subsequent default. Waiver of breach of any provisions of this Agreement shall not be construed to be modification for the terms of this Agreement unless stated to be such in writing and signed by authorized representatives of the City and the hauler.

F. In the event there is a revision of Federal, State, or local statutes, rules or other law, which might make services provided under the terms of this Agreement or any portion thereof unlawful, all parties will review the Agreement and renegotiate those items necessary to bring the Agreement into compliance of the new law. Refusal to negotiate within seven (7) days of a request, so as to bring this Agreement into compliance with the new law immediately (or within a reasonable time if immediate compliance is not possible) shall cause for termination of this agreement as of the date when the Agreement is out of compliance.

G. Any violation of Federal, State, or local laws, statutes, ordinances, rules, or regulations, as well as loss of any applicable license or certification of the hauler shall constitute a material breach of this Agreement, whether or not intentional, and shall entitle the City to terminate this Agreement upon delivery of written notice of termination to the hauler. Notwithstanding any other provision of this Agreement, such termination shall be effective as of the date of such violation, failure or loss.

H. Any alternation, variations, modifications or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, and signed by authorized representatives of the City and the Hauler.

SOLID WASTE COLLECTION

A. The hauler will provide a <u>Monday</u> weekly pickup to approximately **220 active** residential customers, approximately **35 active** commercial customers, **3 active** outside users and potential for **7** inactive accounts to be added. Five of the commercial accounts require pickup twice per week on Monday's and Friday's. Cenex Gas Station, Browns Valley Nursing Center, Maynards Grocery, and all City owned dumpsters. **<u>The City will be billed on a monthly basis for the total cost of the contract. All revenue collected through utility accounts shall remain with the City. The City is solely responsible for calculating, reporting, and remitting any required taxes to the Minnesota Department of Revenue in accordance with applicable state tax laws.</u>** Solid waste collection shall not include toxic or hazardous waste.

B. The customer shall place refuse in containers at the curb on collection day in a location easily accessible to motor vehicle pickup.

D. The collection of construction or demolition materials, toxic or hazard waste materials, white goods including appliances and other large items must be arranged directly between the hauler and the customer.

PERFORMANCE STANDARDS AND OPERATONS

A. The hauler shall immediately clean up any solid waste or recyclables dumped or spilled in collection or transporting.

B. Haulers employees shall handle all containers with reasonable care to avoid damage, replace containers in an upright position on the boulevard and dispose of any contents which may have been spilled.

C. Whenever a customer notifies the hauler of a location which has not received scheduled service, the hauler is required to service such location no later than the following working day from the time of the complaint. All complaints shall be answered promptly and courteously. A record of all complaints and actions taken shall be kept by the hauler and provided to the City upon demand.

CITY'S RIGHT TO REVOKE

A. The contract between the City and the hauler may not be assigned or transferred in whole or in part by the hauler unless the City Council gives its approval prior to any proposed assignment or transfer.

B. The contract between the City and the hauler may be terminated by the City Council upon occurrence of any of the following:

1. The hauler fails to comply with the provisions of the contract, or is in violation of any other City Ordinances, Traverse County Ordinances, State or Federal laws or regulations.

2. The City Council determines that the licensee's performance of refuse collection is determined unsatisfactory by the City Council.

3. Any proposed increase in rates for refuse collection is determined unsatisfactory by the City Council.