THE CITY OF BROWNS VALLEY
19-Third Street South
PO Box 314
BROWNS VALLEY, MN 56219

BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday July 28, 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: Bryan Bye

Approval of Agenda:

Consent Agenda
- July 14, 2025 Regular Meeting Minutes

- For a grand total of $
  Wages: July 16th = $
  Claims: July 28th =$120,688.68

Department Reports: Ambulance-Fire Department-Public Works-Library-Admin/Code Officer-Historical Society
Unfinished Business:
New Business:
- Purchase Vacuum Trailer
- Approval of Building Permit for re-roof at 339 Renville St. (Mike Raw)
- Approval of Building Permit interior drain tile 101 1st Ave N (Tim Michlitsch)
- Approval of Resolution 25-11 a Resolution Accepting a Grant to the City in the amount totaling $9,800.00 from the Traverse County Opioid Task Force
- Approval of Resolution 25-12 a Resolution Accepting a Grant to the City in the amount totaling $95,000.00 from the Traverse County

Other Business:

Items for council to consider for future: Budgeting and Future Projects

Dates:
June 26th Watershed Public Meeting
August 4th Historical Society Meeting- Fire Department Meeting
August 11th Labor Committee at 4:30
August 18 EDA Committee at 5:00

Next scheduled meeting Monday August 11th at 5:30 PM & Monday August 25th 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
15 Third Street South
PO Box 334
BROWNS VALLEY, MN 56219

Browns Valley Regular City Council Meeting Approved Minutes
July 14, 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 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, and Code Enforcement Officer Terry Biewer

The meeting was called to order at 5:30 p.m. by Acting Mayor Jan Biewer
The Pledge of Allegiance was recited by those in attendance.
Others Present: Edith Foren, Will Fish and Matt Zinniel
Absent: Mayor Mike Heck, and Library Director Bernice Piechowski.

Visitors:

Agenda:

- Upon a motion by Miller, seconded by Biewer, the Council unanimously approved the agenda.

Consent Agenda:

- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved the June 23, 2025, Regular Meeting Minutes.

- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved the June 16, 2025, Special Meeting Minutes.

- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved the July 7, 2025, Special Meeting Minutes.

- Upon a motion by Dobbs, seconded by Biewer, the Council unanimously approved the claims totaling $72,419.14, including wages (July 1st = $12,306.30) and claims (July 14th =$60,112.84).

- Upon a motion by Miller, seconded by Backer, the Council unanimously approved June's Treasurer's Report.

- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved the June Delinquency Report and directed staff to enforce the ordinance effective immediately: No payment arrangements or extensions will be accepted after the 20th of the month due date. If an account is not brought current by this deadline:
    - Water service will be disconnected without further notice.
    - No further payment arrangements or extensions will be accepted.
    - Reconnection will only occur after the full balance and applicable reconnection fees have been paid.

Department Reports:

- 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.

New Business:

- Upon a motion by Biewer, seconded by Backer, the Council on a 4 to 1 voted to approve the sale of the following properties to Matthew and Cynthia Zinniel in the amount of $200.00 each for a total of $600.00. Dobbs Dissented
  - 434 E Broadway (20-0290000) 70x250
  - No Address (20-0449000) Lot 200x125
  - 24 4th Street South (20-0064000)

- The Council reviewed the RFP for garbage services and requested that all references to recycling be removed, as the City does not offer recycling services. Additionally, the Council directed the removal of Paragraph D regarding fuel price surcharges, which proposed additional monthly payments to the contractor based on increases in diesel fuel prices.

- The Council discussed the status of the repair work at the Community Center, specifically addressing the progress in the room that sustained damage due to a roof leak.

Items for council to consider for future: Budgeting and Future Projects

Dates:
Union Negotiations: Aug 11th at 4:30

Next scheduled meeting <u>Monday July 25 at 5:30 PM</u>

The meeting adjourned at 6:15 p.m.

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

CITY OF BROWNS VALLEY

Payments

Current Period: July 2025

Payment Batch Claims072825 $120,688.38

Refer	2632 *Creatively Ewe Web Design*	Ck# 021980 7/28/2025			
Cash Payment	E 101-41000-309 Software & Design	website maintenance			$293.55
Invoice					
Transaction Date	7/16/2025	PRAIRIE SUN BANK 10100		Total	$293.55
Refer	2633 *DAKOTA PUMP & CONTROL*	Ck# 021981 7/28/2025			
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	repair main lift no auto			$1,736.00
Invoice 50596	7/10/2025				
Transaction Date	7/16/2025	PRAIRIE SUN BANK 10100		Total	$1,736.00
Refer	2634 *FRANZESE, MATTHEW P.*	Ck# 021983 7/28/2025			
Cash Payment	E 101-41610-304 Legal Fees	July services			$1,050.00
Invoice					
Transaction Date	7/16/2025	PRAIRIE SUN BANK 10100		Total	$1,050.00
Refer	2635 *DAKOTA WASTE SOLUTIONS*	Ck# 021982 7/28/2025			
Cash Payment	E 603-49500-300 Professional Srvs (GENE	August garbage service			$4,000.00
Invoice 138663	7/15/2025				
Transaction Date	7/21/2025	PRAIRIE SUN BANK 10100		Total	$4,000.00
Refer	2636 *MAYNARDS FOOD CENTER*	Ck# 021986 7/28/2025			
Cash Payment	E 101-45000-210 Operating Supplies (GE	park supplies			$31.56
Invoice					
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop supplies			$7.99
Invoice					
Cash Payment	E 101-45000-210 Operating Supplies (GE	shop supplies			$2.00
Invoice					
Cash Payment	E 601-49400-210 Operating Supplies (GE	shop supplies			$4.99
Invoice					
Cash Payment	E 602-49450-210 Operating Supplies (GE	shop supplies			$4.99
Invoice					
Transaction Date	7/21/2025	PRAIRIE SUN BANK 10100		Total	$51.53
Refer	2637 *MILBANK WINWATER WORKS*	Ck# 021987 7/28/2025			
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	City Park pump house replacement parts			$76.65
Invoice 198172 01	7/1/2025				
Transaction Date	7/21/2025	PRAIRIE SUN BANK 10100		Total	$76.65
Refer	2638 *MVTL*	Ck# 021988 7/28/2025			
Cash Payment	E 602-49450-306 Testing	wastewater testing			$170.25
Invoice 1315031	7/17/2025				
Transaction Date	7/21/2025	PRAIRIE SUN BANK 10100		Total	$170.25
Refer	2639 *MN DEPT OF REVENUE SW*	Ck# 013606E 7/16/2025			
Cash Payment	G 101-21702 State Withholding				$454.61
Invoice					
Transaction Date	7/21/2025	PRAIRIE SUN BANK 10100		Total	$454.61
Refer	2640 *MN DEPT OF REVENUE SW*	Ck# 013607E 7/16/2025			
Cash Payment	G 101-21702 State Withholding	levy payments			$81.90
Invoice					
Transaction Date	7/21/2025	PRAIRIE SUN BANK 10100		Total	$81.90
Refer	2641 *IRS*	Ck# 013608E 7/17/2025			

CITY OF BROWNS VALLEY

Payments

Current Period: July 2025

Cash Payment	G 101-21701 Federal Withholding	Federal		$1,100.77
Invoice				
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare		$1,850.64
Invoice				
Transaction Date	7/21/2025	PRAIRIE SUN BANK 10100	**Total**	$2,951.41
Refer	2642 *PUBLIC EMPLOYEES RETIREMEN*	Ck# 013609E 7/17/2025		
Cash Payment	G 101-21704 PERA			$1,597.71
Invoice				
Transaction Date	7/21/2025	PRAIRIE SUN BANK 10100	**Total**	$1,597.71
Refer	2644 *BUILDING RESTORATION CORPO*	Ck# 021976 7/22/2025		
Cash Payment	E 101-41940-300 Professional Srvs (GENE	Carnegie Library		$95,953.00
Invoice 25419-002	6/30/2025		Project Lib 25	
Transaction Date	7/22/2025	PRAIRIE SUN BANK 10100	**Total**	$95,953.00
Refer	2645 *OTTERTAIL POWER COMPANY*	Ck# 021989 7/28/2025		
Cash Payment	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr		$203.14
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-065992 W Brdwy Grind		$57.77
Invoice				
Cash Payment	E 101-43000-381 Electric Utilities	14-061130 Bulk Station		$11.73
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-061130 Bulk Station		$5.87
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-061130 Bulk Station		$3.51
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-061130 Bulk Station		$2.35
Invoice				
Cash Payment	E 101-43160-381 Electric Utilities	14-004837 Street lights		$1,180.86
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004838 Well #3		$231.80
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift		$1,004.29
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004840 Well #1		$23.46
Invoice				
Cash Payment	E 101-41000-381 Electric Utilities	14-004841 Fire Siren		$8.05
Invoice				
Cash Payment	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall		$109.47
Invoice				
Cash Payment	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall		$23.46
Invoice				
Cash Payment	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall		$23.45
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-004844 321 Lift Sation		$163.71
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum		$27.25
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-010558 796 W Bdwy SB Cabin		$29.22
Invoice				
Cash Payment	E 101-42260-381 Electric Utilities	14-020839 Fire Hall		$77.35
Invoice				

Payments

Current Period: July 2025

Cash Payment	E 211-45500-381 Electric Utilities	14-023343 Library		$217.29
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-034884 Backus Field		$26.29
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-036446 Backus Field		$23.86
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-040532 Hwy 28 Shelter		$133.77
Invoice				
Cash Payment	E 101-43000-381 Electric Utilities	14-086156 New City Shop		$73.75
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-086156 New City Shop		$14.75
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-086156 New City Shop		$29.50
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-086156 New City Shop		$29.50
Invoice				
Transaction Date	7/22/2025	PRAIRIE SUN BANK 10100	**Total**	$3,735.45
Refer	2646 *CENGAGE LEARNING*	Ck# 021978 7/28/2025		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	large print books		$43.97
Invoice 999100701800	7/15/2025			
Cash Payment	E 211-45500-435 Books and Pamphlets	large print books		$42.10
Invoice 999100701800	7/15/2025			
Transaction Date	7/24/2025	PRAIRIE SUN BANK 10100	**Total**	$86.07
Refer	2647 *CENTER POINT LARGE PRINT*	Ck# 021979 7/28/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets	large print books		$57.34
Invoice 2184190	7/3/2025			
Transaction Date	7/24/2025	PRAIRIE SUN BANK 10100	**Total**	$57.34
Refer	2648 *BAKER & TAYLOR*	Ck# 021977 7/28/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		$18.60
Invoice 2039186245	7/14/2025			
Cash Payment	E 211-45500-333 Freight and Express	books		$0.19
Invoice 2039186245	7/14/2025			
Transaction Date	7/24/2025	PRAIRIE SUN BANK 10100	**Total**	$18.79
Refer	2649 *Fryberger Law Firm*	Ck# 021984 7/28/2025		
Cash Payment	E 101-41000-304 Legal Fees	Joint Powers Agreement		$7,358.09
Invoice 12810-12507	7/16/2025		Project 2025-1	
Transaction Date	7/24/2025	PRAIRIE SUN BANK 10100	**Total**	$7,358.09
Refer	2650 *TEAM LABORATORY CHEMICAL,LL*	Ck# 021990 7/28/2025		
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	Mega Bugs Plus		$982.00
Invoice 47712	7/17/2025			
Transaction Date	7/24/2025	PRAIRIE SUN BANK 10100	**Total**	$982.00
Refer	2651 *MADISON NATIONAL LIFE*	Ck# 021985 7/28/2025		
Cash Payment	E 101-41000-130 Employer Paid Ins (GEN	August		$34.03
Invoice				
Transaction Date	7/24/2025	PRAIRIE SUN BANK 10100	**Total**	$34.03

CITY OF BROWNS VALLEY

Payments

Current Period: July 2025

Fund Summary

	10100 PRAIRIE SUN BANK
101 GENERAL FUND	$111,864.77
211 LIBRARY	$379.49
601 WATER FUND	$293.26
602 SEWER FUND	$4,150.86
603 REFUSE (GARBAGE) FUND	$4,000.00
	$120,688.38

Pre-Written Checks	$120,688.38
Checks to be Generated by the Computer	$0.00
Total	$120,688.38

CITY OF BROWNS VALLEY

07/25/25 1:46 PM

*Check Summary Register©

Batch: Claims072825

	Name	Check Date	Check Amt	
10100 PRAIRIE SUN BANK				
13606e	MN DEPT OF REVENUE	7/16/2025	$454.61	
13607e	MN DEPT OF REVENUE	7/16/2025	$81.90	levy payments
13608e	IRS	7/17/2025	$2,951.41	Federal
13609e	PUBLIC EMPLOYEES RETIREME	7/17/2025	$1,597.71	
21976	Building Restoration Corporati	7/22/2025	$95,953.00	Carnegie Library
21977	BAKER & TAYLOR	7/28/2025	$18.79	books
21978	CENGAGE LEARNING	7/28/2025	$86.07	large print books
21979	CENTER POINT LARGE PRINT	7/28/2025	$57.34	large print books
21980	Creatively Ewe Web Design	7/28/2025	$293.55	website maintenance
21981	DAKOTA PUMP & CONTROL INC	7/28/2025	$1,736.00	repair main lift no auto
21982	DAKOTA WASTE SOLUTIONS	7/28/2025	$4,000.00	August garbage service
21983	FRANZESE, MATTHEW P.	7/28/2025	$1,050.00	July services
21984	Fryberger Law Firm	7/28/2025	$7,358.09	Joint Powers Agreement
21985	MADISON NATIONAL LIFE	7/28/2025	$34.03	August
21986	MAYNARDS FOOD CENTER	7/28/2025	$51.53	park supplies
21987	MILBANK WINWATER WORKS	7/28/2025	$76.65	City Park pump house replacement parts
21988	MN VALLEY TESTING LABS, INC	7/28/2025	$170.25	wastewater testing
21989	OTTERTAIL POWER COMPANY	7/28/2025	$3,735.45	14-060262 Comm Ctr
21990	TEAM LABORATORY CHEMICAL	7/28/2025	$982.00	Mega Bugs Plus
		Total Checks	$120,688.38	

FILTER: (([Act Year]='2025' and [period] in (7))) and (Source in ('Claims072825'))

RESOLUTION NO. 25-11

A RESOLUTION ACCEPTING A GRANT TO THE CITY OF BROWNS VALLEY

WHEREAS, pursuant to M.S.A. §465.03, the City of Browns Valley is generally authorized to accept donations of real and personal property for the benefit of its citizens, and is specifically authorized to accept gifts;

WHEREAS, the following persons and entities have offered to contribute the cash amount(s) set forth below to the city:

Donated by	Purpose	Amount Granted
Traverse County Opioid Task Task Force	**Library Outdoor Furniture**	**$9,800.00**

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donation(s) offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNS VALLEY, MINNESOTA AS FOLLOWS:

1. The gift of $9,800 from **Traverse County Opioid Task Force** is hereby accepted.
2. The gift shall be used to establish the activity summary stated in the grant agreement.
3. The city clerk is directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Browns Valley, Minnesota this 28th day of July, 2025.

____
Mayor / Acting Mayor

Attested:

____
City Administrator

RESOLUTION NO. 25-12

A RESOLUTION ACCEPTING A GRANT TO THE CITY OF BROWNS VALLEY

WHEREAS, pursuant to M.S.A. §465.03, the City of Browns Valley is generally authorized to accept donations of real and personal property for the benefit of its citizens, and is specifically authorized to accept gifts;

WHEREAS, the following persons and entities have offered to contribute the cash amount(s) set forth below to the city:

Donated by	Purpose	Amount Granted
Traverse County	**Housing Grant**	**$95,000.00**

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donation(s) offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNS VALLEY, MINNESOTA AS FOLLOWS:

1. The gift of $95,000 from **Traverse County** is hereby accepted.
2. The gift shall be used to establish the activity summary stated in the grant agreement.
3. The city clerk is directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed by the City Council of Browns Valley, Minnesota this 28th day of July, 2025.

____
Mayor / Acting Mayor

Attested:

____
City Administrator