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

BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday August 11, 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
- July 28, 2025 Regular Meeting Minutes
- For a grand total of $198,525.05
  Wages: August 1st = $14,172.10
  Claims: August 11th =$184,352.95
- Treasurer report Checks Cashed $289,741.17 July Revenue/Deposits $192,315.47
- Delinquency report

Department Reports:
Unfinished Business:
New Business:
- Approval of Building Permit for re-roof at 118 E Broadway. (Burton Gonsoir)
- Approval of Building Permit for re-roof at 511 2nd St. N. (Garrick Stahl)
- Approval to reimburse Arlene Reinart for her Medicare health insurance premium and to remove her from the City's group health insurance plan.
- Approval of cashing out the Ambulance CD at Prairie Sun Bank maturing on August 13, 2025.
- Approval of Ordinance NO. 30.16 An Ordinance Dealing with the filling a vacancy on the Browns Valley City Council.
- Approval of Labor Committee recommendation

Other Business:
Items for council to consider for future: Budgeting and Future Projects-Fall Clean up days

Dates:
August 11th Labor Committee at 4:30

Next scheduled meeting Monday August 25th at 5:30 PM & Monday September 8th 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 28, 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. Also in attendance were Library Director Bernice Piechowski, City Administrator Jodi Hook-Hansen, Code Enforcement Officer Terry Biewer, and City Attorney Matt Franzese.

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

Others Present: Edith Foren, Bryan Bye and Dasani Miller

Absent: Devan Dobbs and City Maintenance Supervisor Tony Serocki

Visitors: Bryan Bye, engineer from Widseth, provided an update on the Well Project.

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

- Building Permit 809 2nd Ave NW (Robert and Lori Goodhart)

Consent Agenda:

- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved the July 14, 2025, Regular Meeting Minutes.

- Upon a motion Backer, seconded by Biewer, the Council unanimously approved the claims totaling $129,865.77, including wages (July 16th = $8,501.47) and claims (July 28th =$121,364.30).

Department Reports:

- Library Director Piechowski reported on activities at the library.

- 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:

- Upon a motion by Biewer, seconded by Backer, the Council unanimously voted to decline the purchase of a vacuum trailer from Jeff Haanen.

- Upon a motion by Miller, seconded by Backer, the Council unanimously approved of Building Permit for re-roof at 339 Renville St. (Mike Raw).

- Upon a motion by Biewer, seconded by Miller, the Council unanimously of approved of Building Permit for interior drain tile 101 1st Ave N (Tim Michlitsch).

- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved of Building Permit for re-roof at 809 2nd Ave NW (Robert and Lori Goodhart).
- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved 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.
- Upon a motion by Miller, seconded by Backer, the Council unanimously approved of Resolution 25-12 a Resolution Accepting a Grant to the City in the amount totaling $95,000.00 from the Traverse County.
- Upon a motion by Backer, seconded by Biewer, the Council unanimously approved to move forward on Ordinance 92.21 for five said residents that has had its water and/ or electricity shut off for longer than seven days is hereby declared to be a public health nuisance and deemed unlivable. Any and all residents must immediately move out until water and/or electricity as been re-established. If all residents have failed to move out after receiving written notice from the City, The City Council shall proceed in accordance with the procedures contained in M.S.A. 463.15 to 463.261 and seek judicial order evicting the residents from said home.

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

Dates:
July 29th EDA Committee at 5:00
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

The meeting adjourned at 6:25 p.m.

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

CITY OF BROWNS VALLEY

*Check Summary Register©

Batch: Claims081114

	Name	Check Date	Check Amt	
10100	**PRAIRIE SUN BANK**			
13610e	VERIZON WIRELESS	8/14/2025	$98.27	ambulance cell
13611e	VISA	8/13/2025	$1,658.04	ipads
13612e	CHS Inc.-AUTOPAY	8/20/2025	$1,914.43	Ruby Fieldmaster
13613e	VALLEY TELEPHONE CO	8/15/2025	$736.91	2871,2872,2243,lift stations
13614e	MN DEPT OF REVENUE	8/4/2025	$772.00	Comm Water
13615e	MN DEPT OF REVENUE	8/4/2025	$618.23	
13616e	IRS	8/5/2025	$4,221.43	Federal
13617e	PUBLIC EMPLOYEES RETIREME	8/5/2025	$1,593.39	
13618e	AFLAC	8/4/2025	$591.01	July billing
13619e	VISA	8/12/2025	$3,025.53	postage
13620e	TRAVERSE ELECTRIC COOP, IN	8/15/2025	$362.35	monthly statement (water)
13621e	UIMN	8/11/2025	$188.43	unemployment benefits
13622e	MN PEIP - C/O MMB FISCAL SVC	8/10/2025	$2,407.96	Jodi, Jon-Sept 2025
21993	WEGWERTH, LAURA	8/1/2025	$278.25	july12-19/20 26/27
22014	BRANDON COMMUNICATIONS I	8/11/2025	$15,259.70	30 - Minitor pagers, battery and charger
22015	BRANDON COMMUNICATIONS I	8/11/2025	$46,018.50	22 - portable radios to be reimbursed by grant f
22016	AFSCME #65	8/11/2025	$46.18	Arlene Reinart
22017	AMBULANCE CLAIMS PROCESSI	8/11/2025	$198.00	July
22018	AVEL ECARE LLC OPERATING	8/11/2025	$1,694.67	
22019	BAKER & TAYLOR	8/11/2025	$84.92	books
22020	BENS SERVICE	8/11/2025	$16.00	3.9 gal gas
22021	TNT-BV ENTERPRISES LLC	8/11/2025	$25.10	ambulance gas
22022	BROWNS VALLEY HARDWAREH	8/11/2025	$676.07	plow truck supplies
22023	BUSINESS CARD	8/11/2025	$162.95	
22024	CARQUEST OF ORTONVILLE	8/11/2025	$244.50	John Deere 744 mower
22025	DAKOTA PUMP & CONTROL INC	8/11/2025	$1,056.00	Main lift pump #3 parts and labor
22026	ELLINGSON PLUMBING HEATIN	8/11/2025	$452.50	water salesman and park repair
22027	ENGAN ASSOCIATES	8/11/2025	$6,266.00	Carnegie Library restoration project
22028	FRANZESE, MATTHEW P.	8/11/2025	$1,050.00	
22029	GOPHER STATE ONE-CALL	8/11/2025	$9.45	July billing
22030	HOMAN, KELLY	8/11/2025	$4,800.00	Material and labor for Coummunity Building ins
22031	MIDWEST TAPE LLC	8/11/2025	$108.63	digital books and videos
22032	MIKE JACOBSON	8/11/2025	$400.00	August
22033	MILBANK WINWATER WORKS	8/11/2025	$226.65	park plumbing repair
22034	M-R SIGN INC	8/11/2025	$67.82	street sign
22035	SEROCKI, ANTHONY	8/11/2025	$72.80	mileage to Elbow Lake water training class
22036	TRAVERSE COUNTY SHERIFF O	8/11/2025	$15,000.00	2nd Quarter Contracted Services
22037	WIDSETH SMITH NOLTING & AS	8/11/2025	$71,950.28	BV Water Supply System Phase 1 Arch Survey
		Total Checks	$184,352.95	

FILTER: ((([Act Year]='2025' and [period] in (8))) and (Source in ('Claims081114'))

CITY OF BROWNS VALLEY

Payments

Current Period: August 2025

Payment Batch Claims081114 $184,352.95

Refer	2654 *WEGWERTH, LAURA*	Ck# 021993 8/1/2025		
Cash Payment	E 101-41000-300 Professional Srvs (GENE	july12-19/20 26/27		$278.25
Invoice				
Transaction Date	8/1/2025	PRAIRIE SUN BANK 10100	Total	$278.25
Refer	2655 *BROWNS VALLEY HARDWARE HA*	Ck# 022022 8/11/2025		
Cash Payment	E 101-43000-210 Operating Supplies (GE	plow truck supplies		$20.98
Invoice				
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	sewer repair		$16.85
Invoice				
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	x744 repairs		$4.99
Invoice				
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	x744 repairs		$5.00
Invoice				
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	payloader repair		$5.99
Invoice				
Cash Payment	E 601-49400-210 Operating Supplies (GE	wate supplies		$57.26
Invoice				
Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies		$19.98
Invoice				
Cash Payment	E 101-41000-210 Operating Supplies (GE	city hall supplies		$3.79
Invoice				
Cash Payment	E 101-41000-220 Repair/Maint Supply (GE	community center toilet repair		$24.47
Invoice				
Cash Payment	E 101-43000-240 Small Tools and Minor E	polesaw drive tube assembly and labor		$491.99
Invoice				
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop supplies		$9.91
Invoice				
Cash Payment	E 101-45000-210 Operating Supplies (GE	shop supplies		$2.48
Invoice				
Cash Payment	E 601-49400-210 Operating Supplies (GE	shop supplies		$6.19
Invoice				
Cash Payment	E 602-49450-210 Operating Supplies (GE	shop supplies		$6.19
Invoice				
Transaction Date	8/1/2025	PRAIRIE SUN BANK 10100	Total	$676.07
Refer	2656 *ENGAN ASSOCIATES*	Ck# 022027 8/11/2025		
Cash Payment	E 101-41940-300 Professional Srvs (GENE	Carnegie Library restoration project		$6,266.00
Invoice 842.01-11	7/28/2025			
Transaction Date	8/4/2025	PRAIRIE SUN BANK 10100	Total	$6,266.00
Refer	2657 *AMBULANCE CLAIMS PROCESSIN*	Ck# 022017 8/11/2025		
Cash Payment	E 101-42153-300 Professional Srvs (GENE	July		$198.00
Invoice 18381	8/1/2025			
Transaction Date	8/4/2025	PRAIRIE SUN BANK 10100	Total	$198.00
Refer	2658 *M-R SIGN INC*	Ck# 022034 8/11/2025		
Cash Payment	E 101-43000-210 Operating Supplies (GE	street sign		$54.67
Invoice 228695	7/29/2025			
Cash Payment	E 101-43000-333 Freight and Express	street sign		$13.15
Invoice 228695	7/29/2025			

Current Period: August 2025

Transaction Date	8/4/2025	PRAIRIE SUN BANK 10100	**Total**	$67.82
Refer	2659 *GOPHER STATE ONE-CALL*	Ck# 022029 8/11/2025		
Cash Payment	E 601-49400-300 Professional Srvs (GENE	July billing		$4.72
Invoice 5070252	7/31/2025			
Cash Payment	E 602-49450-300 Professional Srvs (GENE	July billing		$4.73
Invoice 5070252	7/31/2025			
Transaction Date	8/4/2025	PRAIRIE SUN BANK 10100	**Total**	$9.45
Refer	2660 *MILBANK WINWATER WORKS*	Ck# 022033 8/11/2025		
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	park plumbing repair		$162.68
Invoice 198533 01	7/22/2025			
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	water salesman plumbing		$63.97
Invoice 198537 01	7/22/2025			
Transaction Date	8/4/2025	PRAIRIE SUN BANK 10100	**Total**	$226.65
Refer	2661 *CARQUEST OF ORTONVILLE*	Ck# 022024 8/11/2025		
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	John Deere 744 mower		$6.28
Invoice 8923-220484	7/15/2025			
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	John Deere 744 mower		$6.28
Invoice 8923-220484	7/15/2025			
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	John Deere 644		$127.57
Invoice 8923-220088	7/7/2025			
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	John Deere 644		$23.19
Invoice 8923-220088	7/7/2025			
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE	John Deere 644		$57.99
Invoice 8923-220088	7/7/2025			
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	John Deere 644		$11.60
Invoice 8923-220088	7/7/2025			
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	John Deere 644		$11.59
Invoice 8923-220088	7/7/2025			
Transaction Date	8/4/2025	PRAIRIE SUN BANK 10100	**Total**	$244.50
Refer	2662 *DAKOTA PUMP & CONTROL*	Ck# 022025 8/11/2025		
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	Main lift pump #3 parts and labor		$1,056.00
Invoice 50655	7/28/2025			
Transaction Date	8/4/2025	PRAIRIE SUN BANK 10100	**Total**	$1,056.00
Refer	2663 *VERIZON WIRELESS*	Ck# 013610E 8/14/2025		
Cash Payment	E 101-42153-321 Telephone	ambulance cell		$98.27
Invoice 4831154229				
Transaction Date	8/4/2025	PRAIRIE SUN BANK 10100	**Total**	$98.27
Refer	2664 *BENS SERVICE*	Ck# 022020 8/11/2025		
Cash Payment	E 101-43000-212 Motor Fuels	3.9 gal gas		$16.00
Invoice				
Transaction Date	8/4/2025	PRAIRIE SUN BANK 10100	**Total**	$16.00
Refer	2665 *WIDSETH SMITH NOLTING & ASS*	Ck# 022037 8/11/2025		
Cash Payment	E 414-43000-302 ENGINEERING	BV Water Supply System Phase 1 Arch Survey		$7,738.28
Invoice 239082	7/21/2025		Project 2025-1	
Cash Payment	E 414-43000-302 ENGINEERING	BV Water Supply & Treatment System Impovements		$64,212.00
Invoice 239100	7/21/2025		Project 2025-1	
Transaction Date	8/4/2025	PRAIRIE SUN BANK 10100	**Total**	$71,950.28

CITY OF BROWNS VALLEY

Payments

Current Period: August 2025

Refer 2666 *VISA*		Ck# 013611E 8/13/2025		
Cash Payment	E 101-42153-210 Operating Supplies (GE	ipads		$1,623.85
Invoice				
Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies		$34.19
Invoice				
Transaction Date	8/4/2025	PRAIRIE SUN BANK 10100	**Total**	$1,658.04
Refer 2667 *BUSINESS CARD*		Ck# 022023 8/11/2025		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei			$85.08
Invoice				
Cash Payment	E 211-45500-433 Dues and Subscriptions			$22.99
Invoice				
Cash Payment	E 211-45500-437 Tapes/CD s/Movies			$54.88
Invoice				
Transaction Date	8/6/2025	PRAIRIE SUN BANK 10100	**Total**	$162.95
Refer 2668 *BAKER & TAYLOR*		Ck# 022019 8/11/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		$84.08
Invoice 2039205019	7/25/2025			
Cash Payment	E 211-45500-333 Freight and Express	books		$0.84
Invoice 2039205019	7/25/2025			
Transaction Date	8/6/2025	PRAIRIE SUN BANK 10100	**Total**	$84.92
Refer 2669 *MIDWEST TAPE LLC*		Ck# 022031 8/11/2025		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	digital books and videos		$108.63
Invoice 507530458	7/31/2025			
Transaction Date	8/6/2025	PRAIRIE SUN BANK 10100	**Total**	$108.63
Refer 2670 *CHS INC.*		Ck# 013612E 8/20/2025		
Cash Payment	E 101-43000-212 Motor Fuels	Ruby Fieldmaster		$559.22
Invoice 6663	7/11/2025			
Cash Payment	E 101-45000-212 Motor Fuels	Ruby Fieldmaster		$124.27
Invoice 6663	7/11/2025			
Cash Payment	E 602-49450-212 Motor Fuels	Ruby Fieldmaster		$434.95
Invoice 6663	7/11/2025			
Cash Payment	E 601-49400-212 Motor Fuels	Ruby Fieldmaster		$124.27
Invoice 6663	7/11/2025			
Cash Payment	E 602-49450-216 Chemicals and Chem Pr	weed killer		$63.01
Invoice 4374	7/23/2025			
Cash Payment	E 101-45000-216 Chemicals and Chem Pr	weed killer		$63.01
Invoice 4374	7/23/2025			
Cash Payment	E 101-43000-216 Chemicals and Chem Pr	weed killer		$63.02
Invoice 4374	7/23/2025			
Cash Payment	E 101-41000-383 Gas Utilities	LP City Hall/Amb/Fire 072325		$66.66
Invoice 827	7/23/2025			
Cash Payment	E 101-42153-383 Gas Utilities	LP City Hall/Amb/Fire 072325		$66.65
Invoice 827	7/23/2025			
Cash Payment	E 101-42260-383 Gas Utilities	LP City Hall/Amb/Fire 072325		$66.66
Invoice 827	7/23/2025			
Cash Payment	E 101-41000-383 Gas Utilities	LP Comm Center 072325		$282.71
Invoice 827	7/23/2025			
Transaction Date	8/6/2025	PRAIRIE SUN BANK 10100	**Total**	$1,914.43
Refer 2671 *SEROCKI, ANTHONY*		Ck# 022035 8/11/2025		

Current Period: August 2025

Cash Payment	E 601-49400-208 Training and Instruction	mileage to Elbow Lake water training class		$72.80
Invoice				
Transaction Date	8/6/2025	PRAIRIE SUN BANK 10100	Total	$72.80
Refer	2672 *VALLEY TELEPHONE*	Ck# 013613E 8/15/2025		
Cash Payment	E 602-49450-321 Telephone	2871,2872,2243,lift stations		$173.07
Invoice				
Cash Payment	E 101-41000-321 Telephone	2127, Fax Village Hall		$39.83
Invoice				
Cash Payment	E 101-41000-321 Telephone	2110, Phone, Village Hall		$319.86
Invoice				
Cash Payment	E 211-45500-321 Telephone	2318, 2125, Library		$47.56
Invoice				
Cash Payment	E 101-43000-321 Telephone	2846, Maintenance Dept.		$75.69
Invoice				
Cash Payment	E 101-41000-321 Telephone	wifi Community Center		$80.90
Invoice				
Transaction Date	8/6/2025	PRAIRIE SUN BANK 10100	Total	$736.91
Refer	2673 *MN DEPT OF REVENUE ST*	Ck# 013614E 8/4/2025		
Cash Payment	E 601-49400-441 Sales tax	Comm Water		$62.00
Invoice				
Cash Payment	E 603-49500-441 Sales tax	Comm Garbage		$315.00
Invoice				
Cash Payment	E 603-49500-441 Sales tax	Res Garbage		$395.00
Invoice				
Transaction Date	8/6/2025	PRAIRIE SUN BANK 10100	Total	$772.00
Refer	2674 *MN DEPT OF REVENUE SW*	Ck# 013615E 8/4/2025		
Cash Payment	G 101-21702 State Withholding			$618.23
Invoice				
Transaction Date	8/6/2025	PRAIRIE SUN BANK 10100	Total	$618.23
Refer	2675 *IRS*	Ck# 013616E 8/5/2025		
Cash Payment	G 101-21701 Federal Withholding	Federal		$1,353.17
Invoice				
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare		$2,868.26
Invoice				
Transaction Date	8/6/2025	PRAIRIE SUN BANK 10100	Total	$4,221.43
Refer	2676 *PUBLIC EMPLOYEES RETIREMEN*	Ck# 013617E 8/5/2025		
Cash Payment	G 101-21704 PERA			$1,593.39
Invoice				
Transaction Date	8/6/2025	PRAIRIE SUN BANK 10100	Total	$1,593.39
Refer	2677 *AVEL ECARE MEDICAL GROUP PC*	Ck# 022018 8/11/2025		
Cash Payment	E 410-42153-300 Professional Srvs (GENE			$868.00
Invoice 14218	7/31/2025			
Transaction Date	8/6/2025	PRAIRIE SUN BANK 10100	Total	$868.00
Refer	2678 *AFLAC*	Ck# 013618E 8/4/2025		
Cash Payment	G 101-21708 AFLAC	July billing		$591.01
Invoice				
Transaction Date	8/7/2025	PRAIRIE SUN BANK 10100	Total	$591.01
Refer	2679 *VISA*	Ck# 013619E 8/12/2025		

Current Period: August 2025

Cash Payment	E 101-41000-322 Postage	postage		$202.28
Invoice				
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	JD 644 RDO		$1,206.89
Invoice				
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	JD 644 RDO		$219.43
Invoice				
Cash Payment	E 603-49500-220 Repair/Maint Supply (GE	JD 644 RDO		$548.59
Invoice				
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	JD 644 RDO		$109.72
Invoice				
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	JD 644 RDO		$109.71
Invoice				
Cash Payment	E 101-41000-200 Office Supplies (GENER	check blanks		$225.22
Invoice				
Cash Payment	E 101-41000-210 Operating Supplies (GE	city hall supplies		$200.35
Invoice				
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	Grainger lift station #1 repair		$107.51
Invoice				
Cash Payment	E 101-41000-200 Office Supplies (GENER	city hall office supplies		$95.83
Invoice				
Transaction Date	8/7/2025	PRAIRIE SUN BANK 10100	Total	$3,025.53
Refer	2680 *ELLINGSON PLUMBING HEATING*	Ck# 022026 8/11/2025		
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	water salesman and park repair		$226.25
Invoice 283430	7/16/2025			
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	water salesman and park repair		$226.25
Invoice 283430	7/16/2025			
Transaction Date	8/7/2025	PRAIRIE SUN BANK 10100	Total	$452.50
Refer	2681 *BROWNS VALLEY CENEX INC.*	Ck# 022021 8/11/2025		
Cash Payment	E 101-42153-212 Motor Fuels	ambulance gas		$25.10
Invoice 35715	7/20/2025			
Transaction Date	8/7/2025	PRAIRIE SUN BANK 10100	Total	$25.10
Refer	2682 *AVEL ECARE MEDICAL GROUP PC*	Ck# 022018 8/11/2025		
Cash Payment	E 410-42153-300 Professional Srvs (GENE			$826.67
Invoice				
Transaction Date	8/7/2025	PRAIRIE SUN BANK 10100	Total	$826.67
Refer	2683 *TRAVERSE ELECTRIC COOP, INC*	Ck# 013620E 8/15/2025		
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)		$301.40
Invoice				
Transaction Date	8/7/2025	PRAIRIE SUN BANK 10100	Total	$362.35
Refer	2684 *MIKE JACOBSON*	Ck# 022032 8/11/2025		
Cash Payment	E 101-42400-300 Professional Srvs (GENE	August		$400.00
Invoice				
Transaction Date	8/7/2025	PRAIRIE SUN BANK 10100	Total	$400.00
Refer	2685 *MNUI*	Ck# 013621E 8/11/2025		
Cash Payment	E 101-41000-140 Unemployment Comp (G	unemployment benefits		$188.43
Invoice 18170947				

Current Period: August 2025

Transaction Date	8/7/2025	PRAIRIE SUN BANK 10100	Total	$188.43
Refer	2686 *AFSCME #65*	Ck# 022016 8/11/2025		
Cash Payment	G 101-21707 Union Dues	Arlene Reinart		$46.18
Invoice				
Transaction Date	8/7/2025	PRAIRIE SUN BANK 10100	Total	$46.18
Refer	2687 *HOMAN, KELLY*	Ck# 022030 8/11/2025		
Cash Payment	E 101-41000-300 Professional Srvs (GENE	Material and labor for Coummunity Building insurance paid 4200		$4,800.00
Invoice				
Transaction Date	8/7/2025	PRAIRIE SUN BANK 10100	Total	$4,800.00
Refer	2688 *TRAVERSE COUNTY SHERIFF OFF*	Ck# 022036 8/11/2025		
Cash Payment	E 101-42000-300 Professional Srvs (GENE	2nd Quarter Contracted Services		$15,000.00
Invoice 202500331	8/1/2025			
Transaction Date	8/7/2025	PRAIRIE SUN BANK 10100	Total	$15,000.00
Refer	2689 *PEIP*	Ck# 013622E 8/10/2025		
Cash Payment	G 101-21706 Health Insurance	Jodi, Jon-Sept 2025		$2,407.96
Invoice 1540998				
Transaction Date	8/7/2025	PRAIRIE SUN BANK 10100	Total	$2,407.96
Refer	2690 *BRANDON COMMUNICATIONS*	Ck# 022014 8/11/2025		
Cash Payment	E 101-42260-240 Small Tools and Minor E	30 - Minitor pagers, battery and charger		$15,259.70
Invoice 40430	7/30/2025			
Transaction Date	8/8/2025	PRAIRIE SUN BANK 10100	Total	$15,259.70
Refer	2691 *BRANDON COMMUNICATIONS*	Ck# 022015 8/11/2025		
Cash Payment	E 101-42260-240 Small Tools and Minor E	22 - portable radios to be reimbursed by grant funds		$46,018.50
Invoice 40190	6/18/2025			
Transaction Date	8/8/2025	PRAIRIE SUN BANK 10100	Total	$46,018.50
Refer	2692 *FRANZESE, MATTHEW P.*	Ck# 022028 8/11/2025		
Cash Payment	E 101-41610-304 Legal Fees			$1,050.00
Invoice				
Transaction Date	8/8/2025	PRAIRIE SUN BANK 10100	Total	$1,050.00

Fund Summary

	10100 PRAIRIE SUN BANK
101 GENERAL FUND	$105,902.62
211 LIBRARY	$404.06
410 AMBULANCE CAPITAL FUND	$1,694.67
414 BVB WATER PROJECT	$71,950.28
601 WATER FUND	$799.71
602 SEWER FUND	$2,285.03
603 REFUSE (GARBAGE) FUND	$1,316.58
	$184,352.95

Pre-Written Checks	$184,352.95
Checks to be Generated by the Computer	$0.00
Total	$184,352.95

ORDINANCE NO. 30.16

AN ORDINANCE DEALING WITH FILLING A VACANCY ON THE BROWNS VALLEY CITY COUNCIL

Purpose.
The purpose and intent of this section is to establish a procedure for filling a vacancy on the Browns Valley City Council.

THE CITY COUNCIL OF THE CITY OF BROWNS VALLEY ORDAINS:

That Ordinance No. 30.16 of the Code of Ordinance for the City of Browns Valley is hereby enacted to read as follows:

"30.16. VACANCIES IN OFFICE

(A) *Statutory Authority.*

(1) Under M.S.A. §205.10, Subd. 2, statutory cities may hold special elections in conjunction with the municipal general election to fill vacancies in elective City offices. M.S.A. §412.02, Subd. 2a, provides for the procedure in filling these vacancies.

(2) If the vacancy occurs before the first day to file affidavits of candidacy for the next regular City election and more than two years remain in the unexpired term, a special election may be held at the next regular City election and the appointed person shall serve until the qualification of a successor elected at a special election to fill the unexpired portion of the term. (M.S.A. §412.02, Subd. 2a).

(3) If the vacancy occurs on or after the first day to file affidavits of candidacy for the regular City election or when less than two years remain in the unexpired term, there need not be a special election to fill the vacancy and the appointed person shall serve until the qualification of a successor. (M.S.A. §412.02, Subd. 2a).

(4) The Council must specify by ordinance under what circumstances it will hold a special election to fill a vacancy other than a special election held at the same time as the regular City election. (M.S.A. §412.02, Subd. 2a).

(B) *Vacancies in Council.*

(1) When a vacancy should occur in the City Council or office of the Mayor, the City Council must publicly declare such vacancy and specify the date of occurrence of the vacancy within 14 days of its occurrence, unless the vacancy results from the death of the Mayor or Council member, whereupon the City Administrator shall make the public declaration.

(2) The Mayor or Council member shall forfeit the office for:

(a) Lack at any time during the term of office of any qualification for the office prescribed by law.

(b) Conviction of a crime involving moral turpitude.

(c) Failure to attend regular meetings of the Council for a ninety-day period without being excused by the Council.

(d) Departure of residence from the City.

(3) Regardless of the remaining length of the unexpired term, the Council by a majority vote of all its remaining members shall appoint a qualified person to fill the vacancy and the appointed person shall serve until the qualification of a successor at the next general election.

(C) *Procedures to Fill Council Vacancies.* When there is a vacancy on the Council, the Council by majority vote of all its remaining members may appoint a qualified person to fill the vacancy. Notice of the vacancy, with a description setting forth the minimum set of legal qualifications to hold the subject public office shall be posted at City Hall and sent to the official City newspaper on the next business day and shall include the following description of the application and appointment process, which shall be followed by the City Council:

(1) Uniform applications in a form approved by the City Council must be received by the City Administrator not later than 14 days from the date of the declared vacancy. Application forms submitted by the applicants are public documents. Applications shall request, at a minimum, all information required by Minnesota Statutes of candidates filing for the office. Additional information forms may be adopted by the City Council and shall be required of each applicant uniformly. The applicant may submit a resume, in addition to the uniform application forms.

(2) Tentative interview scheduling shall be completed and posted at City Hall not later than 18 days from the declared vacancy. Applicants shall be responsible for requesting schedule changes.

(3) The interview process shall not start earlier than 21 days from the declared vacancy.

(a) Applicants shall be interviewed by the Council, in accordance with the State of Minnesota open meeting laws.

(b) A uniform list of questions shall be developed to be asked of all applicants during the interviews.

(4) Upon completion of the interview process, the Council may call for a vote to appoint an applicant. Each Council member may cast only one vote for a preferred applicant on each called-for vote to appoint. No vote which does not result in a majority vote for one candidate shall result in elimination from consideration of any candidate. Written ballots listing the applicant(s) shall be used. Each Council member's vote shall be recorded. A simple majority of the Council votes shall appoint that applicant to the City Council. In the event of a tie vote of the Council, the Mayor (or Vice-Mayor if the vacancy is in the office of Mayor) shall make the appointment.

(5) If the Council pursues the appointment process but then fails to fill a vacancy within 45 days from the occurrence of the vacancy, the City Administrator shall call a special election to fill the vacancy.

(a) The City Council must by resolution order a special election and provide all means for holding it.

(b) The special election will be held at the earliest date deemed reasonably practicable by the City Council. The date designated by the City Council for special election shall comply with all applicable time frames under state law.

(c) If more than two candidates file for the unexpired term, a primary election shall be held.

(d) At least two weeks of weekly published notice of a special election shall be given in the official newspaper.

(e) The procedure at such election shall conform as nearly as possible to that prescribed for regular municipal elections.

(f) Candidates must file with payment of the required filing fee to the City Administrator, who shall place the name of the candidate upon the special primary election ballot without partisan designation."

PASSED AND ADOPTED this 11th day of August, 2025.

BROWNS VALLEY CITY COUNCIL

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Mike Heck, Mayor

ATTEST:

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Jodi Hook-Hansen, City Administrator