



BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday August 25, 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

➤ August 11, 2025 Regular Meeting Minutes

➤ For a grand total of \$62,105.74

Wages: August 16th = \$8,201.68

Claims: August 25th = \$53,904.06

Department Reports:

Unfinished Business:

New Business:

➤ Approval of Building Permit for Commercial Building at 302 W Broadway. (Jay & Jeff Backer)

➤ Review of Building Permit Charges

➤ Review of substandard buildings

➤ Review of Budget Committee recommendations

➤ Approval of Labor Committee recommendation

➤ Bid Opening of Solid Waste Collection Services

Other Business:

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

Dates:

Next scheduled meeting Monday September 8th at 5:30 PM & Monday September 22nd at 5:30

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.

6:00
PM



Browns Valley Regular City Council Meeting Approved Minutes August 11, 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, Devan Dobbs, and Michael Backer. Also in attendance were City Maintenance Supervisor Tony Serocki, 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: Arlene Reinart

Absent:

Visitors:

Agenda:

Upon a motion by Backer, seconded by Dobbs, the Council unanimously approved the agenda with the addition of consideration of proposed Ordinance 30.16, An Ordinance Dealing with Filling a Vacancy on the Browns Valley City Council.

Consent Agenda:

- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved the July 28th, 2025, Regular Meeting Minutes.
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved the claims totaling \$199,756.69, including wages (August 1st = \$14,172.10) and claims (August 11 = \$185,584.59).
- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved July's Treasurer's Report.
- Upon a motion by Dobbs, seconded by Biewer, the Council unanimously approved July'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.
- Upon motion by Heck, seconded by Miller, the Council unanimously approved the estimate from Dakota Pump and Control for a 4" cord assembly, 50' in length, for the old Reliance motor on the main lift pump.
- 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.

Browns Valley Regular City Council Meeting Approved Minutes
August 11, 2025

- 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 approved of Building Permit for re-roofing the building at 511 2nd Street North (Garrick Stahl).
- Upon a motion by Dobbs, seconded by Backer, the Council unanimously approved of Building Permit for re-roofing the building at 118 E Broadway (Burton Gonsoir).
- Upon a motion by Biewer, seconded by Dobbs, the Council unanimously approved to reimburse Arlene Reinart for her Medicare health insurance premium and to remove her from the City's group health insurance plan.
- Upon a motion by Dobbs, seconded by Miller, the Council approved on a 4-1 vote to cash out the Ambulance CD at Prairie Sun Bank maturing on August 13, 2025. Heck Dissented.
- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved to adopt Ordinance NO. 30.16, An Ordinance Dealing with Filling a Vacancy on the Browns Valley City Council.
- Upon a motion by Miller, seconded by Backer, the Council unanimously approved a summary of Ordinance 30.16, An Ordinance Dealing with Filling a Vacancy on the Browns Valley City Council, for publication in the newspaper.
- Approval of Labor Committee recommendation was tabled until the preliminary budget was developed.

Items for council to consider for future: Budgeting and Future Projects- Sheriff's Contract

Dates:

Next scheduled meeting Monday August 25th at 5:30 PM and September 8th at 5:30 PM

The meeting adjourned at 6:38 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

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***Check Summary Register©**

Batch: Claims082525

	Name	Check Date	Check Amt	
10100	PRAIRIE SUN BANK			
13623e	PUBLIC EMPLOYEES RETIREME	8/18/2025	\$1,520.82	
13624e	IRS	8/18/2025	\$2,570.49	Federal
13625e	MN DEPT OF REVENUE	8/18/2025	\$326.83	
22043	WEGWERTH, LAURA	8/14/2025	\$222.60	Sam Brown Cabin 08/2-3 08/9-10
22050	AMERICAN ENGINEERING TESTI	8/25/2025	\$7,050.00	Geotechnical Services
22051	BOUND TREE MEDICAL	8/25/2025	\$317.61	ambulance supplies
22052	BRAMBLE PARK ZOO	8/25/2025	\$238.50	library zoo program
22053	CALIBRATIONS AND CONTROLS	8/25/2025	\$675.00	calibration service advanced instrument
22054	CENGAGE LEARNING	8/25/2025	\$57.38	large print books
22055	Creatively Ewe Web Design	8/25/2025	\$670.30	website maintenance
22056	DAKOTA PUMP & CONTROL INC	8/25/2025	\$1,433.30	Main Lift pump parts on sealing flange
22057	DAKOTA WASTE SOLUTIONS	8/25/2025	\$4,000.00	September garbage service
22058	DSI Inc.	8/25/2025	\$67.50	Economic Dev Services July .5 hr
22059	FIRST NATIONAL BANK OF OMA	8/25/2025	\$18,991.67	Northland Bond Services interest
22060	HAWKINS, INC.	8/25/2025	\$557.15	Azone 15
22061	LAKES COUNTRY SERVICE CO-	8/25/2025	\$84.00	drug testing
22062	LARRYS REFRIG & HEATING, IN	8/25/2025	\$9,114.49	EDA Committee Lee Simon furnace
22063	MADISON NATIONAL LIFE	8/25/2025	\$34.03	September
22064	MINNESOTA RURAL WATER	8/25/2025	\$450.00	membership Oct 2025-Sept 2026
22065	MN VALLEY TESTING LABS, INC	8/25/2025	\$195.25	wastewater testing
22066	OTTERTAIL POWER COMPANY	8/25/2025	\$3,143.44	14-060262 Comm Ctr
22067	PIECHOWSKI, BERNICE	8/25/2025	\$168.70	directors meeting at Perham
22068	SOUTH DAKOTA MAGAZINE	8/25/2025	\$70.00	3 yr subscription
22069	VALLEY SOFT WATER, INC.	8/25/2025	\$1,945.00	EDA Committee Dale Dobbs water softener
	Total Checks		\$53,904.06	

FILTER: ((([Act Year]='2025' and [period] in (8))) and (Source in ('Claims082525')))

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Payments

Current Period: August 2025

Payment Batch Claims082525		\$53,904.06	
Refer	2698 WEGWERTH, LAURA	Ck# 022043 8/14/2025	
Cash Payment	E 101-41000-300 Professional Svcs (GENE Sam Brown Cabin 08/2-3 08/9-10		\$222.60
Invoice			
Transaction Date	8/14/2025	PRAIRIE SUN BANK 10100	Total \$222.60
Refer	2699 LAKES COUNTRY SERVICE CO-OP	Ck# 022061 8/25/2025	
Cash Payment	E 101-43000-306 Testing	drug testing	\$33.60
Invoice 101754	8/14/2025		
Cash Payment	E 101-45000-306 Testing	drug testing	\$8.40
Invoice 101754	8/14/2025		
Cash Payment	E 601-49400-306 Testing	drug testing	\$21.00
Invoice 101754	8/14/2025		
Cash Payment	E 602-49450-306 Testing	drug testing	\$21.00
Invoice 101754	8/14/2025		
Transaction Date	8/15/2025	PRAIRIE SUN BANK 10100	Total \$84.00
Refer	2700 MINNESOTA RURAL WATER	Ck# 022064 8/25/2025	
Cash Payment	E 601-49400-433 Dues and Subscriptions	membership Oct 2025-Sept 2026	\$450.00
Invoice			
Transaction Date	8/15/2025	PRAIRIE SUN BANK 10100	Total \$450.00
Refer	2701 DSI	Ck# 022058 8/25/2025	
Cash Payment	E 101-46500-300 Professional Svcs (GENE Economic Dev Services July .5 hr		\$67.50
Invoice 14640	8/11/2025		
Transaction Date	8/15/2025	PRAIRIE SUN BANK 10100	Total \$67.50
Refer	2702 AMERICAN ENGINEERING TESTIN	Ck# 022050 8/25/2025	
Cash Payment	E 414-43000-300 Professional Svcs (GENE Geotechnical Services		\$7,050.00
Invoice 275151	8/12/2025	Project 2025-1	
Transaction Date	8/15/2025	PRAIRIE SUN BANK 10100	Total \$7,050.00
Refer	2703 CALIBRATIONS AND CONTROLS I	Ck# 022053 8/25/2025	
Cash Payment	E 601-49400-300 Professional Svcs (GENE calibration service advanced instrument		\$675.00
Invoice 21710	8/15/2025		
Transaction Date	8/18/2025	PRAIRIE SUN BANK 10100	Total \$675.00
Refer	2704 PUBLIC EMPLOYEES RETIREMEN	Ck# 013623E 8/18/2025	
Cash Payment	G 101-21704 PERA		\$1,520.82
Invoice			
Transaction Date	8/18/2025	PRAIRIE SUN BANK 10100	Total \$1,520.82
Refer	2705 IRS	Ck# 013624E 8/18/2025	
Cash Payment	G 101-21701 Federal Withholding	Federal	\$839.81
Invoice			
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare	\$1,730.68
Invoice			
Transaction Date	8/18/2025	PRAIRIE SUN BANK 10100	Total \$2,570.49
Refer	2706 MN DEPT OF REVENUE SW	Ck# 013625E 8/18/2025	
Cash Payment	G 101-21702 State Withholding		\$326.83
Invoice			
Transaction Date	8/18/2025	PRAIRIE SUN BANK 10100	Total \$326.83
Refer	2707 DAKOTA PUMP & CONTROL	Ck# 022056 8/25/2025	

Payments

Current Period: August 2025

Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	Main Lift pump parts on sealing flange		\$1,433.30
Invoice	50711	8/8/2025		
Transaction Date	8/18/2025	PRAIRIE SUN BANK	10100	Total \$1,433.30
Refer	2708 DAKOTA WASTE SOLUTIONS	Ck# 022057	8/25/2025	
Cash Payment	E 603-49500-300 Professional Srvs (GENE	September garbage service		\$4,000.00
Invoice				
Transaction Date	8/18/2025	PRAIRIE SUN BANK	10100	Total \$4,000.00
Refer	2709 MADISON NATIONAL LIFE	Ck# 022063	8/25/2025	
Cash Payment	E 101-41000-130 Employer Paid Ins (GEN	September		\$34.03
Invoice				
Transaction Date	8/18/2025	PRAIRIE SUN BANK	10100	Total \$34.03
Refer	2710 OTTERTAIL POWER COMPANY	Ck# 022066	8/25/2025	
Cash Payment	E 101-41000-381 Electric Utilities	14-060262	Comm Ctr	\$260.45
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-065992	W Brdwy Grind	\$36.27
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	\$5.86
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-061130	Bulk Station	\$3.52
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	\$1,186.66
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004838	Well #3	\$226.07
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-004839	Renville Disp Lift	\$499.23
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004840	Well #1	\$24.72
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	\$109.72
Invoice				
Cash Payment	E 101-42153-381 Electric Utilities	14-004843	City/Fire Hall	\$23.51
Invoice				
Cash Payment	E 101-42260-381 Electric Utilities	14-004843	City/Fire Hall	\$23.51
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-004844	321 Lift Sation	\$98.71
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-005010	Bdwy Museum	\$33.02
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-010558	796 W Bdwy SB Cabin	\$28.14
Invoice				
Cash Payment	E 101-42260-381 Electric Utilities	14-020839	Fire Hall	\$50.95
Invoice				
Cash Payment	E 211-45500-381 Electric Utilities	14-023343	Library	\$231.69
Invoice				

Payments

Current Period: August 2025

Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-034884 Backus Field		\$23.46
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-036446 Backus Field		\$23.46
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-040532 Hwy 28 Shelter		\$55.11
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-086156 New City Shop		\$88.63
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-086156 New City Shop		\$17.72
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-086156 New City Shop		\$35.45
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-086156 New City Shop		\$35.45
Transaction Date	8/19/2025	PRAIRIE SUN BANK 10100	Total	\$3,143.44
Refer	2711 <u>PIECHOWSKI, BERNICE</u>	<u>Ck# 022067 8/25/2025</u>		
Cash Payment Invoice	E 211-45500-331 Travel Expenses	directors meeting at Perham		\$168.70
Transaction Date	8/20/2025	PRAIRIE SUN BANK 10100	Total	\$168.70
Refer	2712 <u>SOUTH DAKOTA MAGAZINE</u>	<u>Ck# 022068 8/25/2025</u>		
Cash Payment Invoice	E 211-45500-433 Dues and Subscriptions	3 yr subscription		\$70.00
Transaction Date	8/20/2025	PRAIRIE SUN BANK 10100	Total	\$70.00
Refer	2713 <u>BRAMBLE PARK ZOO</u>	<u>Ck# 022052 8/25/2025</u>		
Cash Payment Invoice	E 211-45500-429 Misc Grant Items for Rei	library zoo program		\$238.50
Transaction Date	8/20/2025	PRAIRIE SUN BANK 10100	Total	\$238.50
Refer	2714 <u>CENGAGE LEARNING</u>	<u>Ck# 022054 8/25/2025</u>		
Cash Payment Invoice	E 211-45500-435 Books and Pamphlets	large print books		\$57.38
Transaction Date	8/20/2025	PRAIRIE SUN BANK 10100	Total	\$57.38
Refer	2715 <u>LARRYS REFRIG & HEATING, INC</u>	<u>Ck# 022062 8/25/2025</u>		
Cash Payment Invoice	E 101-46500-429 Misc Grant Items for Rei	EDA Committee Lee Simon furnace		\$9,114.49
Transaction Date	8/20/2025	PRAIRIE SUN BANK 10100	Total	\$9,114.49
Refer	2716 <u>VALLEY SOFT WATER, INC.</u>	<u>Ck# 022069 8/25/2025</u>		
Cash Payment Invoice	E 101-46500-429 Misc Grant Items for Rei	EDA Committee Dale Dobbs water softener		\$1,945.00
Transaction Date	8/20/2025	PRAIRIE SUN BANK 10100	Total	\$1,945.00
Refer	2717 <u>MVTL</u>	<u>Ck# 022065 8/25/2025</u>		
Cash Payment Invoice	E 602-49450-306 Testing	wastewater testing		\$170.25
Cash Payment Invoice	E 602-49450-306 Testing	wastewater testing		\$25.00
Transaction Date	8/20/2025	PRAIRIE SUN BANK 10100	Total	\$195.25
Refer	2718 <u>Creatively Ewe Web Design</u>	<u>Ck# 022055 8/25/2025</u>		
Cash Payment Invoice	E 101-41000-309 Software & Design	website maintenance		\$670.30

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Payments

Current Period: August 2025

Transaction Date	8/20/2025	PRAIRIE SUN BANK 10100	Total	\$670.30
Refer	2719 FIRST NATIONAL BANK OF OMAH	Ck# 022059 8/25/2025		
Cash Payment	E 414-43000-610 Interest	Northland Bond Services interest		\$18,991.67
Invoice			Project 2025-1	
Transaction Date	8/20/2025	PRAIRIE SUN BANK 10100	Total	\$18,991.67
Refer	2720 BOUND TREE MEDICAL	Ck# 022051 8/25/2025		
Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies		\$317.61
Invoice	85883186 8/15/2025			
Transaction Date	8/22/2025	PRAIRIE SUN BANK 10100	Total	\$317.61
Refer	2721 HAWKINS, INC.	Ck# 022060 8/25/2025		
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Azone 15		\$507.15
Invoice	7174606 8/20/2025			
Cash Payment	E 601-49400-333 Freight and Express	Azone 15		\$50.00
Invoice	7174606 8/20/2025			
Transaction Date	8/22/2025	PRAIRIE SUN BANK 10100	Total	\$557.15

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$18,781.65
211 LIBRARY		\$766.27
414 BVB WATER PROJECT		\$26,041.67
601 WATER FUND		\$1,992.91
602 SEWER FUND		\$2,321.56
603 REFUSE (GARBAGE) FUND		\$4,000.00
		\$53,904.06

Pre-Written Checks	\$53,904.06
Checks to be Generated by the Computer	\$0.00
Total	\$53,904.06