



BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday September 08, 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, engineer from Widseth, to provide an update on the Well Project.

Approval of Agenda:

Consent Agenda

- August 25, 2025 Regular Meeting Minutes
- For a grand total of \$103,661.82
 - Wages: September 2nd = \$13,676.93
 - Claims: September 8th = \$89,984.89
- Treasurer report August Checks Cashed \$230,693.65 August Revenue/Deposits \$73,870.80
- Delinquency report

Department Reports:

Unfinished Business:

- Approval of Labor Committee recommendation

New Business:

- Approval of the estimate to asphalt for patching four areas for water repairs.
- Approve the resignation of Council Member Michael Backer, effective immediately, due to a change in residency, and to declare a vacancy on the City Council in accordance with state statute and city policy.
- Approval of Building Permit for siding at 17 Washington Street. (Mark Goehring)
- Approval of Fence Permit at 124 Walnut Street South. (Terrence Bennett)
- Approval to sell vacant property at 318 4th Street North (Joe Foren)
- Approval of \$500.00 to WCI annual fund
- Approval of Resolution 25-13 A RESOLUTION RATIFYING THE ADOPTION OF THE FISCAL YEAR 2026 PRELIMINARY BUDGET
- Approval of Resolution 25-14 A RESOLUTION ACCEPTING A DONATION TO THE CITY OF BROWNS VALLEY
- Review of 2026 Schedule fee rates including Building Permit Fees
- Review of Resolution 25-15 A RESOLUTION SETTING THE MONTHLY WATER, SEWER, GARBAGE AND LATE FEE RATES FOR 2026
- Review of Ordinance 91.11 (A)(6)(a) Updating the Fine and Fee Schedule of the Browns Valley City Code.



**BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM**

- Set date of Public Hearing for Truth and Taxation Meeting (public input meeting)

Other Business:

-
-

Items for council to consider for future: Sources for additional revenues- Sheriff's Contract-Dates for December meetings.

Dates: Adopt preliminary tax levy and certify to county auditor by September 30th.

Certify final levy and complete certificate of compliance with Department of Revenue by December 30th

Next scheduled meeting Monday September 22nd at 5:30 and October 13th at 5:30 p.m.

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.

September 5, 2025

Mayor and City Council
City of Browns Valley
PO Box 334
Browns Valley MN 56219

Mayor and City Council
City of Beardsley
PO Box 238
Beardsley, MN 56211

Alexandria
610 Fillmore Street
Alexandria MN 56308

320.762.8149
Alexandria@Widseth.com
Widseth.com

Re: Water Treatment Plant and Well Project
City of Browns Valley, MN
City of Beardsley, MN
Widseth #2025-10219

Dear Mayors and City Councils:

Widseth wishes to provide the City of Browns Valley and the City of Beardsley with a water project update. We have been working on the water treatment plant, water wells, watermain and sanitary sewer designs. An update on the project components follows:

WELLS

As previously reported, the initial test well on the Heck property failed to find a suitable aquifer at that location. We have been investigating alternate sites for wells for the new water treatment plant. When identifying possible well sites, we need to consider isolation distances from contamination sources. We have identified two possible sites for consideration as shown on the attached exhibits.

The first well site for consideration is the existing Beardsley well site. A few comments regarding this site are as follows:

1. This site is presently owned by the City of Beardsley. Ownership will likely need to be conveyed to the JPA for the project.
2. The water quality is good at this location.
3. Previous test pumping showed this aquifer should have the capacity to support the wells for the new water treatment plant. In our opinion, a test well and pumping test will not be required if this site is selected.
4. The site presently does not meet the property line setbacks to construct a municipal well. With investigating property ownership, there is a parcel on the north side of the well site that does not show any ownership. If the property is acquired by a quiet title action, there is sufficient property available to meet property line setbacks.
5. The pumphouse on the well site has a floor drain with a sewer service to the north. The required isolation distance for a sewer from a municipal well is 50 feet. There is not enough room on the site to meet this setback along with the property line setbacks. This setback can be mitigated by the following:
 - a. The pumphouse could be demolished which eliminates the contamination source.
 - b. The pumphouse could be left in place and the floor drain and sewer service could be filled and abandoned.
 - c. The pumphouse could be left in place and the floor drain and sewer service could be directed to a buried gravel pocket. Only clean water can be discharged to the

drain. The required setback from the floor drain and sewer is 20 feet which can be met.

6. An update of the environmental review document will be needed.
7. The possible location of new wells on this site are shown on the attached exhibit.

The second well site for consideration is on the east side of Beardsley along TH28. A few comments on this site are as follows:

1. This site is presently owned by the City of Beardsley. Ownership will likely need to be conveyed to the JPA for the project.
2. The site elevation varies from 1093 to 1095 based on MnTOPO data. MDH requires that a municipal well be 50 feet from the highest water or flood level. The ordinary high water level for Dry Lake is 1081.9, but the highest observed level was 1093.43 in 1997. The highest observed level encroaches on this site. With the Dry Lake overflow project, the highest level elevation should not occur. If this site is pursued for a well, the site should be surveyed to determine actual site elevations. If the ground elevation is not above the highest recorded level, discussion with the MDH will need to occur on the highest observed level.
3. There is room for new wells on this site to meet the property line setbacks.
4. There are no other contamination source issues that we are of with this property.
5. Based on MN Natural Resource Atlas, this site may be near the edge of a bedrock valley. It is unknown if this location will have the same sand aquifer thickness as the existing Beardsley well site.
6. If the site is selected, a test well should be constructed and test pumped to verify the aquifer.
7. This site is further from the water treatment plant site, so additional watermain will be required.
8. An update of the environmental review document will be needed.
9. The possible location of new wells on this site are shown on the attached exhibit.

The county parcel on the south side of TH 28 on the east side of Beardsley had been considered as a possible well site. This site appears to be near the edge of the bedrock valley and may not be as productive for a well. If another well site is considered in the bedrock valley, it will likely need to be further east near the intersection of TH 28 and TH 7/CR 1 or north across the Railroad ROW.

Widseth recommends that the existing Beardsley well site be pursued for the new wells. There are issues to be resolved, but in our opinion, they can be mitigated.

WELL LINE

With the new wells located further east, a watermain will need to be constructed to the new water treatment plant site. Widseth has shown a proposed watermain alignment on the attached exhibit. The watermain generally follows the north right of way of TH 28 from the well sites to the water treatment plant site. A MnDOT permit will be required for this alignment. On the west end of the alignment, an easement will be needed from property owners to the water treatment plant site.

We considered running the watermain on the north side of the existing well site, but that is railroad property. The railroad requirements are very cumbersome and will be difficult to resolve. We do not recommend this alignment.

The environmental review of the project will need to be updated for the new alignment.

WATER TREATMENT PLANT

Widseth has been designing the water treatment plant. We are at a point where the final site needs to be determined to complete design. Once a site is selected, the soil borings can be completed, and design can continue.

Originally, the water treatment plant was to be located in the NW corner of the Heck property. We recommend the water treatment plant be located in the NE corner of the Heck property.

If you agree with this location, we recommend an appraisal be completed on this property.

We are recommending a pilot study be completed for the water treatment plant design. We have requested a proposal for the pilot study. Once a well or test well is available, we can finalize the proposal for approval and schedule the work.

WATERMAIN AND FORCEMAIN BETWEEN CITIES

Widseth is continuing to design the watermain and forcemain between the Cities. We are continuing to work on the archaeological survey that was required by SHPO.

FUNDING

The draft intended use plan should be available in the next few weeks. Based on discussions with the Senator Rasmusson and Todd Johnson, with the Minnesota Department of Health, the project should be in the fundable range for FY 2026 funding.

If any questions on this project update, let us know.

Sincerely,
Widseth

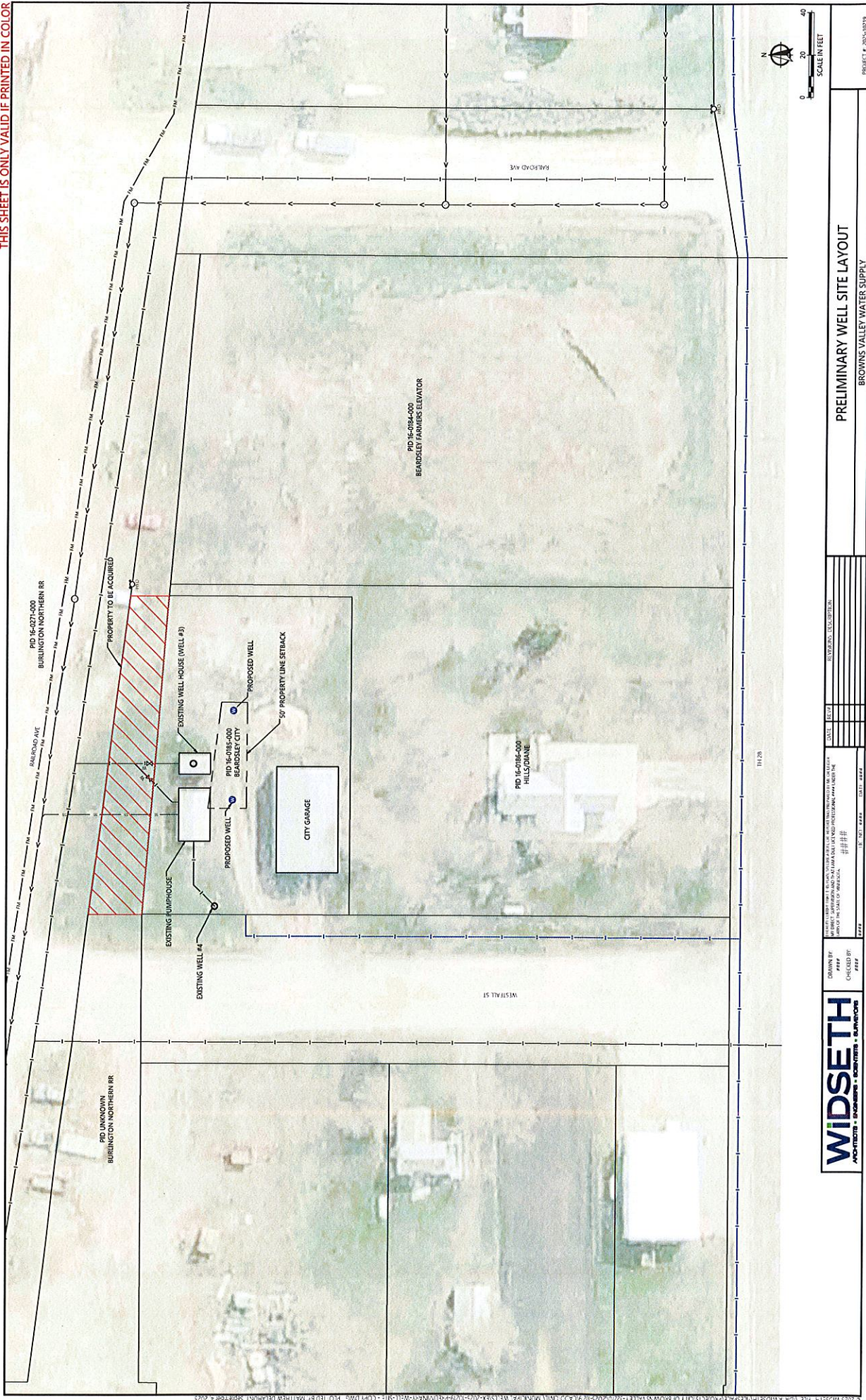


Bryan Bye, PE

Enc.

cc: Jodi Hook-Hansen
Tony Serocki
Chad Zimmer
Larry Van Hout
Mia Thibodeau

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WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

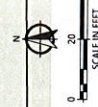
DRAWN BY: ###
CHECKED BY: ###

PROJECT NO: 16-0185-000
SHEET NO: 16-0185-000-001
DATE: 10/1/2023

DATE	DESCRIPTION
10/1/23	DESIGN
10/1/23	REVISION
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PRELIMINARY WELL SITE LAYOUT

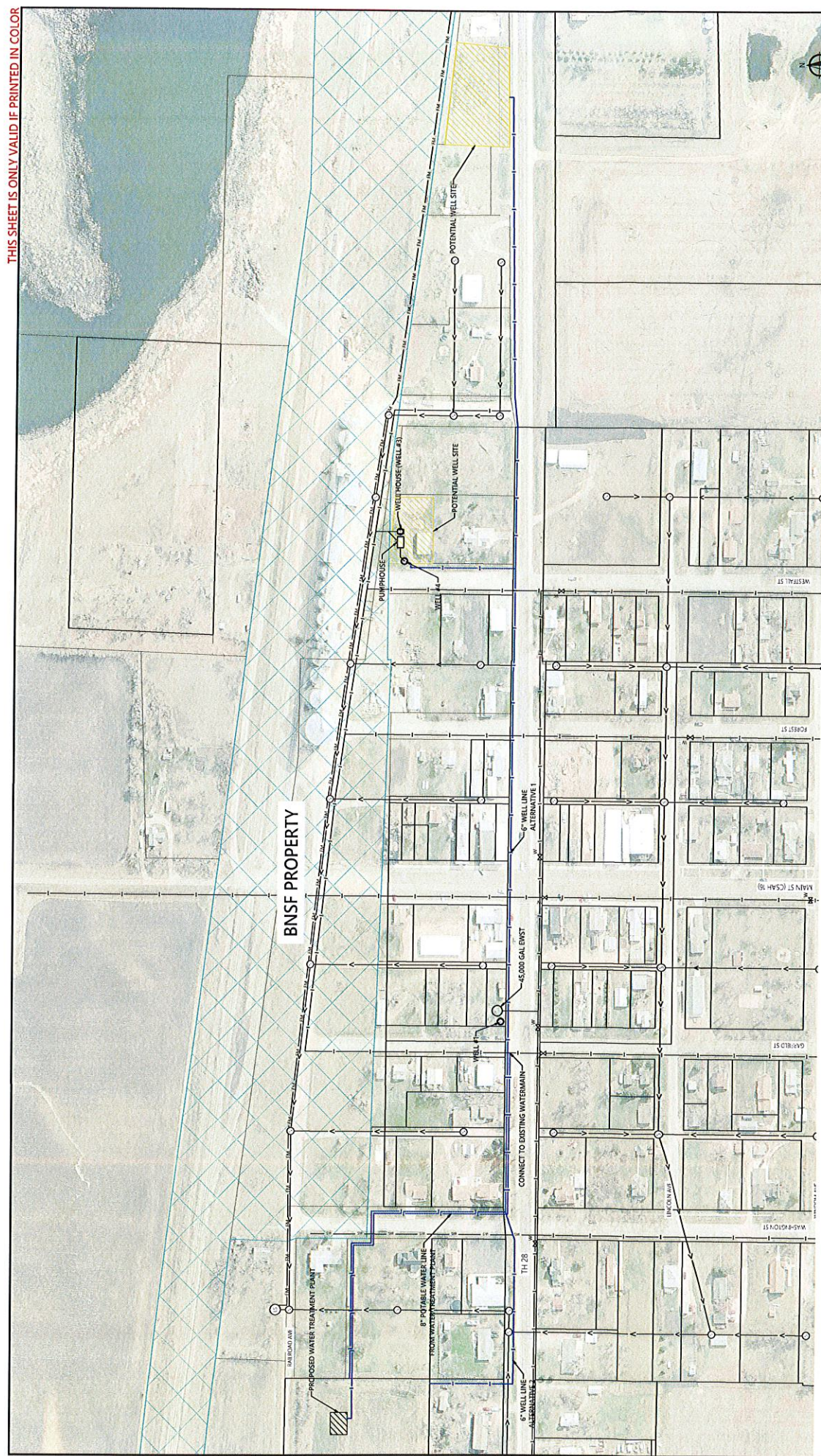
BROWNS VALLEY WATER SUPPLY
PROJECT # 2023-0019



PRELIMINARY WELL SITE LAYOUT

PROJECT # 2025.10239

THIS SHEET IS ONLY VALID IF PRINTED IN COLOR



PROJECT #: #####

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	HC	HC + HCB	HC + HCB + HCH

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© 2025 WDCS-14 FILE WDA-A WIDSETH-RESAPCE PROJECTS CITY OF BROWNS VALLEY-322720-2025-10219/CADD CIVIL MUNKIPA WE LSTEX-2025-10219-PREU/MARY-WE L-RIES - COPY DING PLOTTED BY: MATTHEW DELAUNTY, September 4 2025



Browns Valley Regular City Council Meeting Approved Minutes August 25, 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, Bergeson's from Dakota Waste, Adairs from Southside Sanitation, and Monte Thompson.

Agenda:

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

Consent Agenda:

- Upon a motion by Backer, seconded by Miller, the Council unanimously approved the August 11, 2025, Regular Meeting Minutes.
- Upon a motion by Biewer, seconded by Backer, the Council unanimously approved the claims totaling \$62,105.74, including wages (August 16th = \$14,172.10) and claims (August 25th = \$53,904.06).

Department Reports:

- Library Director Piechowski reported on activities at the library.
- City Maintenance Supervisor Serocki reported on completed and ongoing public works projects. Serocki reported to the Council that the City's plow truck had been brought back to the shop and was still experiencing issues. Additional money would be required to continue diagnosing and repairing the truck.
- Upon motion by Miller, seconded by Dobbs, the Council unanimously approved the purchase of a plow truck, contingent on staff locating a suitable vehicle, at a cost not to exceed \$20,000.
- 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 Miller, seconded by Biewer, the Council unanimously approved the building permit for construction of a commercial building at 302 W. Broadway (Jay & Jeff Backer).



BROWNS VALLEY CITY COUNCIL MEETING BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM

- Set date of Public Hearing for Truth and Taxation Meeting (public input meeting)

Other Business:

-
-

Items for council to consider for future: Sources for additional revenues- Sheriff's Contract-Dates for December meetings.

Dates: Adopt preliminary tax levy and certify to county auditor by September 30th.
Certify final levy and complete certificate of compliance with Department of Revenue by December 30th

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CITY OF BROWNS VALLEY

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*Check Summary Register©

Batch: Claims090825

	Name	Check Date	Check Amt	
10100	PRAIRIE SUN BANK			
13626e	VISA	9/12/2025	\$427.21	office supplies
13627e	VISA	9/12/2025	\$160.36	ambulance supplies
13628e	MN DEPT OF REVENUE	9/2/2025	\$416.14	
13629e	IRS	9/2/2025	\$3,652.55	Federal
13630e	PUBLIC EMPLOYEES RETIREME	9/2/2025	\$1,484.64	
13631e	AFLAC	9/3/2025	\$591.01	August billing
13632e	MN DEPT OF REVENUE	9/2/2025	\$778.00	Comm Water
13633e	VERIZON WIRELESS	9/7/2025	\$98.27	ambulance cell
13634e	VALLEY TELEPHONE CO	9/15/2025	\$728.38	2871,2872,2243, lift stations
13635e	COMMISSIONER OF TRANSPORT	9/3/2025	\$16,000.00	2012 International Plow Truck <i>Replacement check</i>
13636e	TRAVERSE ELECTRIC COOP, IN	9/15/2025	\$510.55	monthly statement (water)
13637e	MN PEIP - C/O MMB FISCAL SVC	9/8/2025	\$2,407.96	Jodi, Jon
22085	WEGWERTH, LAURA	9/2/2025	\$311.64	28 hrs Sam Brown Cabin
22092	COMMISSIONER OF TRANSPORT	9/3/2025	\$0.00	2012 International Plow Truck — <i>voided</i>
22093	AFSCME #65	9/8/2025	\$46.18	Arlene Reinart
22094	AVEL ECARE LLC OPERATING	9/8/2025	\$868.00	Sept
22095	BAKER & TAYLOR	9/8/2025	\$17.57	books
22096	BANYON DATA SYSTEMS, INC.	9/8/2025	\$195.00	Nuvei Paya Annual Support
22097	BENS SERVICE	9/8/2025	\$45.00	10.9 gal gas
22098	TERRY BIEWER	9/8/2025	\$232.40	mileage to and from Baxter MN to get plow truck
22099	BROWNS VALLEY HARDWAREH	9/8/2025	\$238.29	lawn mower repair
22100	BUSINESS CARD	9/8/2025	\$201.40	
22101	CARQUEST OF ORTONVILLE	9/8/2025	\$289.68	lift station batteries
22102	CENEX FLEET FUELING	9/8/2025	\$387.33	#4 Maintenance
22103	CENTER POINT LARGE PRINT	9/8/2025	\$28.67	large print books
22104	DAKOTA STORAGE BUILDINGS L	9/8/2025	\$1,904.31	EDA Committee Garrick Stahl roofing and siding
22105	DAKOTA SUPPLY GROUP	9/8/2025	\$454.30	fire hydrant parts
22106	Gazette Publishing Company	9/8/2025	\$162.25	Legal Notice - garbage service bidders
22107	GOPHER STATE ONE-CALL	9/8/2025	\$14.85	August billing
22108	HENRY SCHEIN, INC	9/8/2025	\$295.50	ambulance supplies
22109	HOMAN HEATING AND A/C	9/8/2025	\$9,750.00	EDA Committee Dale Dobbs Furnance
22110	JOHN DEERE FINANCIAL	9/8/2025	\$75.57	JD x744 tie rod assembly
22111	MIDWEST TAPE LLC	9/8/2025	\$124.37	digital books and videos
22112	MIKE JACOBSON	9/8/2025	\$400.00	September
22113	SEROCKI EXCAVATING, INC.	9/8/2025	\$343.58	24.45 tons gravel Renville St
22114	THEIN WELL	9/8/2025	\$20,995.00	Test Well in Beardsley Retained \$1105.00 fro
22115	VALLEY OFFICE PRODUCTS INC	9/8/2025	\$8.00	office supplies
22116	WIDSETH SMITH NOLTING & AS	9/8/2025	\$25,340.93	BV Water Supply & Treatment System Improve
Total Checks			\$89,984.89	

FILTER: (([Act Year]='2025' and [period] in (9))) and (Source in ('Claims090825'))

CITY OF BROWNS VALLEY

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Payments

Current Period: September 2025

Payment Batch Claims090825

\$105,984.89

See Voided Check
89,984.89

Refer	2722	VALLEY OFFICE PRODUCTS INC	Ck# 022115 9/8/2025		
Cash Payment	E 101-41000-200	Office Supplies (GENER	office supplies		\$8.00
Invoice	19681	8/21/2025			
Transaction Date	8/26/2025	PRAIRIE SUN BANK	10100	Total	\$8.00
Refer	2723	DAKOTA STORAGE BUILDINGS	Ck# 022104 9/8/2025		
Cash Payment	E 101-46500-429	Misc Grant Items for Rei	EDA Committee Garrick Stahl roofing and siding		\$1,904.31
			511 2nd St N		
Invoice	139968	8/25/2025			
Transaction Date	8/27/2025	PRAIRIE SUN BANK	10100	Total	\$1,904.31
Refer	2724	VISA	Ck# 013626E 9/12/2025		
Cash Payment	E 101-41000-200	Office Supplies (GENER	office supplies		\$326.95
Invoice					
Cash Payment	E 101-41000-210	Operating Supplies (GE	City Hall supplies		\$100.26
Invoice					
Transaction Date	8/27/2025	PRAIRIE SUN BANK	10100	Total	\$427.21
Refer	2725	VISA	Ck# 013627E 9/12/2025		
Cash Payment	E 101-42153-210	Operating Supplies (GE	ambulance supplies		\$85.36
Invoice					
Cash Payment	E 101-42153-208	Training and Instruction	Lecticon		\$75.00
Invoice					
Transaction Date	8/27/2025	PRAIRIE SUN BANK	10100	Total	\$160.36
Refer	2726	DAKOTA SUPPLY GROUP	Ck# 022105 9/8/2025		
Cash Payment	E 601-49400-220	Repair/Maint Supply (GE	fire hydrant parts		\$402.37
Invoice	S104955084.001	8/13/2025			
Cash Payment	E 601-49400-220	Repair/Maint Supply (GE	fire hydrant parts		\$51.93
Invoice	S104955037.001	8/18/2025			
Transaction Date	8/27/2025	PRAIRIE SUN BANK	10100	Total	\$454.30
Refer	2727	SEROCKI EXCAVATING, INC.	Ck# 022113 9/8/2025		
Cash Payment	E 101-43100-224	Street Maint Materials	24.45 tons gravel Renville St		\$343.58
Invoice	16455	8/22/2025			
Transaction Date	8/27/2025	PRAIRIE SUN BANK	10100	Total	\$343.58
Refer	2728	MIKE JACOBSON	Ck# 022112 9/8/2025		
Cash Payment	E 101-42400-300	Professional Srvs (GENE	September		\$400.00
Invoice					
Transaction Date	8/27/2025	PRAIRIE SUN BANK	10100	Total	\$400.00
Refer	2729	WEGWERTH, LAURA	Ck# 022085 9/2/2025		
Cash Payment	E 101-41000-300	Professional Srvs (GENE	28 hrs Sam Brown Cabin		\$311.64
Invoice					
Transaction Date	9/2/2025	PRAIRIE SUN BANK	10100	Total	\$311.64
Refer	2730	BROWNS VALLEY HARDWARE HA	Ck# 022099 9/8/2025		
Cash Payment	E 101-45000-220	Repair/Maint Supply (GE	lawn mower repair		\$4.49
Invoice					
Cash Payment	E 101-43000-220	Repair/Maint Supply (GE	lawn mower repair		\$4.50
Invoice					
Cash Payment	E 101-43000-210	Operating Supplies (GE	plow truck supplies		\$5.99
Invoice					

CITY OF BROWNS VALLEY

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Payments

Current Period: September 2025

Cash Payment Invoice	E 101-42153-210 Operating Supplies (GE	ambulance supplies		\$2.98
Cash Payment Invoice	E 101-45000-210 Operating Supplies (GE	park supplies		\$13.99
Cash Payment Invoice	E 601-49400-210 Operating Supplies (GE	water supplies		\$10.79
Cash Payment Invoice	E 211-45500-210 Operating Supplies (GE	library supplies		\$12.48
Cash Payment Invoice	E 601-49400-220 Repair/Maint Supply (GE	water salesman repair		\$3.88
Cash Payment Invoice	E 101-42260-210 Operating Supplies (GE	fire dept supplies		\$57.47
Cash Payment Invoice	E 602-49450-210 Operating Supplies (GE	sewer supplies		\$17.16
Cash Payment Invoice	E 602-49450-210 Operating Supplies (GE	sewer repair		\$36.95
Cash Payment Invoice	E 101-43000-210 Operating Supplies (GE	shop supplies		\$27.05
Cash Payment Invoice	E 101-45000-210 Operating Supplies (GE	shop supplies		\$6.76
Cash Payment Invoice	E 601-49400-210 Operating Supplies (GE	shop supplies		\$16.90
Cash Payment Invoice	E 602-49450-210 Operating Supplies (GE	shop supplies		\$16.90
Transaction Date	9/2/2025	PRAIRIE SUN BANK 10100	Total	\$238.29
Refer	2731 WIDSETH SMITH NOLTING & ASS	Ck# 022116 9/8/2025		
Cash Payment	E 414-43000-302 Architect Fees	BV Water Supply & Treatment System Improvements		\$25,340.93
Invoice 240105	8/25/2025	Project 2025-1		
Transaction Date	9/2/2025	PRAIRIE SUN BANK 10100	Total	\$25,340.93
Refer	2732 BENS SERVICE	Ck# 022097 9/8/2025		
Cash Payment	E 101-43000-212 Motor Fuels	10.9 gal gas		\$45.00
Transaction Date	9/2/2025	PRAIRIE SUN BANK 10100	Total	\$45.00
Refer	2733 CARQUEST OF ORTONVILLE	Ck# 022101 9/8/2025		
Cash Payment Invoice 8923-221368	E 602-49450-220 Repair/Maint Supply (GE	lift station batteries		\$99.90
Cash Payment Invoice 8923-221971	E 101-45000-220 Repair/Maint Supply (GE	Kubota lawn mower battery		\$100.89
Cash Payment Invoice 8923-221971	E 101-43000-220 Repair/Maint Supply (GE	Kubota lawn mower battery		\$100.89
Cash Payment Invoice 8923-222052	E 101-45000-220 Repair/Maint Supply (GE	lawn mower battery core credit		-\$12.00
Transaction Date	9/2/2025	PRAIRIE SUN BANK 10100	Total	\$289.68
Refer	2734 BANYON DATA SYSTEMS, INC.	Ck# 022096 9/8/2025		
Cash Payment Invoice 166800	E 101-41000-309 Software & Design	Nuvei Paya Annual Support		\$195.00
Transaction Date	9/2/2025	PRAIRIE SUN BANK 10100	Total	\$195.00
Refer	2735 MN DEPT OF REVENUE SW	Ck# 013628E 9/2/2025		

CITY OF BROWNS VALLEY

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Payments

Current Period: September 2025

Cash Payment	G 101-21702 State Withholding			\$416.14
Invoice				
Transaction Date	9/2/2025	PRAIRIE SUN BANK 10100	Total	\$416.14
Refer	2736 IRS	Ck# 013629E 9/2/2025		
Cash Payment	G 101-21701 Federal Withholding	Federal		\$1,006.61
Invoice				
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare		\$2,645.94
Invoice				
Transaction Date	9/2/2025	PRAIRIE SUN BANK 10100	Total	\$3,652.55
Refer	2737 PUBLIC EMPLOYEES RETIREMEN	Ck# 013630E 9/2/2025		
Cash Payment	G 101-21704 PERA			\$1,484.64
Invoice				
Transaction Date	9/2/2025	PRAIRIE SUN BANK 10100	Total	\$1,484.64
Refer	2738 AFSCME #65	Ck# 022093 9/8/2025		
Cash Payment	G 101-21707 Union Dues	Arlene Reinart		\$46.18
Invoice				
Transaction Date	9/3/2025	PRAIRIE SUN BANK 10100	Total	\$46.18
Refer	2739 AVEL ECARE MEDICAL GROUP PC	Ck# 022094 9/8/2025		
Cash Payment	E 410-42153-300 Professional Svcs (GENE Sept			\$868.00
Invoice				
Transaction Date	9/3/2025	PRAIRIE SUN BANK 10100	Total	\$868.00
Refer	2740 PEIP	Ck# 013637E 9/8/2025		
Cash Payment	G 101-21706 Health Insurance	Jodi, Jon		\$2,407.96
Invoice				
Transaction Date	9/3/2025	PRAIRIE SUN BANK 10100	Total	\$2,407.96
Refer	2741 AFLAC	Ck# 013631E 9/3/2025		
Cash Payment	G 101-21708 AFLAC	August billing		\$591.01
Invoice	201909			
Transaction Date	9/3/2025	PRAIRIE SUN BANK 10100	Total	\$591.01
Refer	2742 GOPHER STATE ONE-CALL	Ck# 022107 9/8/2025		
Cash Payment	E 601-49400-300 Professional Svcs (GENE August billing			\$7.42
Invoice	5080253 8/31/2025			
Cash Payment	E 602-49450-300 Professional Svcs (GENE August billing			\$7.43
Invoice	5080253 8/31/2025			
Transaction Date	9/3/2025	PRAIRIE SUN BANK 10100	Total	\$14.85
Refer	2743 MN DEPT OF REVENUE ST	Ck# 013632E 9/2/2025		
Cash Payment	E 601-49400-441 Sales tax	Comm Water		\$67.00
Invoice				
Cash Payment	E 603-49500-441 Sales tax	Comm Garbage		\$313.00
Invoice				
Cash Payment	E 603-49500-441 Sales tax	Res Garbage		\$398.00
Invoice				
Transaction Date	9/3/2025	PRAIRIE SUN BANK 10100	Total	\$778.00
Refer	2744 COMMISSIONER OF TRANSPORTATION	Ck# 022092 9/3/2025		
Cash Payment	E 101-43000-540 Heavy Machinery	2012 International Plow Truck		\$16,000.00
Invoice	DOTD3FY26D 8/27/2025			
Transaction Date	9/3/2025	PRAIRIE SUN BANK 10100	Total	\$16,000.00

Voided

needed cashiers check

CITY OF BROWNS VALLEY

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Payments

Current Period: September 2025

Refer	2745 HENRY SCHEIN, INC	Ck# 022108 9/8/2025		
Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies		\$295.50
Invoice	45912008	8/25/2025		
Transaction Date	9/3/2025	PRAIRIE SUN BANK 10100	Total	\$295.50
Refer	2746 GAZETTE PUBLISHING COMPANY	Ck# 022106 9/8/2025		
Cash Payment	E 101-41000-340 Advertising	Legal Notice - garbage service bidders		\$55.00
Invoice				
Cash Payment	E 101-41000-340 Advertising	Legal Notice - vacancy council		\$107.25
Invoice				
Transaction Date	9/3/2025	PRAIRIE SUN BANK 10100	Total	\$162.25
Refer	2747 VERIZON WIRELESS	Ck# 013633E 9/7/2025		
Cash Payment	E 101-42153-321 Telephone	ambulance cell		\$98.27
Invoice	4843395537			
Transaction Date	9/3/2025	PRAIRIE SUN BANK 10100	Total	\$98.27
Refer	2748 VALLEY TELEPHONE	Ck# 013634E 9/15/2025		
Cash Payment	E 602-49450-321 Telephone	2871,2872,2243,lift stations		\$171.56
Invoice				
Cash Payment	E 101-41000-321 Telephone	2127, Fax Village Hall		\$40.20
Invoice				
Cash Payment	E 101-41000-321 Telephone	2110, Phone, Village Hall		\$316.49
Invoice				
Cash Payment	E 211-45500-321 Telephone	2318, 2125, Library		\$44.94
Invoice				
Cash Payment	E 101-43000-321 Telephone	2846, Maintenance Dept.		\$74.29
Invoice				
Cash Payment	E 101-41000-321 Telephone	wifi Community Center		\$80.90
Invoice				
Transaction Date	9/3/2025	PRAIRIE SUN BANK 10100	Total	\$728.38
Refer	2749 CENEX FLEET CARD	Ck# 022102 9/8/2025		
Cash Payment	E 101-45000-212 Motor Fuels	#4 Maintenance		\$22.90
Invoice				
Cash Payment	E 101-42153-212 Motor Fuels	#3 Ambulance		\$61.72
Invoice				
Cash Payment	E 101-43000-212 Motor Fuels	#4 Maintenance		\$151.36
Invoice				
Cash Payment	E 601-49400-212 Motor Fuels	#4 Maintenance		\$75.67
Invoice				
Cash Payment	E 602-49450-212 Motor Fuels	#4 Maintenance		\$75.68
Invoice				
Transaction Date	9/3/2025	PRAIRIE SUN BANK 10100	Total	\$387.33
Refer	2750 JOHN DEERE FINANCIAL	Ck# 022110 9/8/2025		
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	JD x744 tie rod assembly		\$37.78
Invoice	4889706			
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	JD x744 tie rod assembly		\$37.79
Invoice	4889706			
Transaction Date	9/3/2025	PRAIRIE SUN BANK 10100	Total	\$75.57
Refer	2751 COMMISSIONER OF TRANSPORTAT	Ck# 013635E 9/3/2025 ← replacement		
Cash Payment	E 101-43000-540 Heavy Machinery	2012 International Plow Truck		\$16,000.00
Invoice				

CITY OF BROWNS VALLEY

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Payments

Current Period: September 2025

Transaction Date	9/3/2025	PRAIRIE SUN BANK 10100	Total	\$16,000.00
Refer	2752 BIEWER, TERRY	Ck# 022098 9/8/2025		
Cash Payment	E 101-43000-331 Travel Expenses	mileage to and from Baxter MN to get plow truck		\$232.40
Invoice				
Transaction Date	9/4/2025	PRAIRIE SUN BANK 10100	Total	\$232.40
Refer	2753 TRAVERSE ELECTRIC COOP, INC	Ck# 013636E 9/15/2025		
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)		\$449.60
Invoice				
Transaction Date	9/4/2025	PRAIRIE SUN BANK 10100	Total	\$510.55
Refer	2754 BUSINESS CARD	Ck# 022100 9/8/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets			\$140.41
Invoice				
Cash Payment	E 211-45500-437 Tapes/CD s/Movies			\$47.21
Invoice				
Cash Payment	E 211-45500-210 Operating Supplies (GE			\$13.78
Invoice				
Transaction Date	9/4/2025	PRAIRIE SUN BANK 10100	Total	\$201.40
Refer	2755 MIDWEST TAPE LLC	Ck# 022111 9/8/2025		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	digital books and videos		\$124.37
Invoice	507660985			
Transaction Date	9/4/2025	PRAIRIE SUN BANK 10100	Total	\$124.37
Refer	2756 BAKER & TAYLOR	Ck# 022095 9/8/2025		
Cash Payment	E 211-45500-333 Freight and Express	books		\$0.17
Invoice	2039258027			
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$17.40
Invoice	2039258027			
Transaction Date	9/4/2025	PRAIRIE SUN BANK 10100	Total	\$17.57
Refer	2757 CENTER POINT LARGE PRINT	Ck# 022103 9/8/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets	large print books		\$28.67
Invoice	2195360			
Transaction Date	9/4/2025	PRAIRIE SUN BANK 10100	Total	\$28.67
Refer	2758 THEIN WELL	Ck# 022114 9/8/2025		
Cash Payment	E 414-43000-300 Professional Srvs (GENE	Test Well in Beardsley Retained \$1105.00 from full invoice Reimb PFA		\$20,995.00
Invoice	2025-10219	7/2/2025 PO 58550	Project 2025-1	
Transaction Date	9/4/2025	PRAIRIE SUN BANK 10100	Total	\$20,995.00
Refer	2759 HOMAN HEATING AND A/C	Ck# 022109 9/8/2025		
Cash Payment	E 101-46500-429 Misc Grant Items for Rei	EDA Committe Dale Dobbs Furnance		\$9,750.00
Invoice	1112	8/29/2025		
Transaction Date	9/4/2025	PRAIRIE SUN BANK 10100	Total	\$9,750.00

Payments

Current Period: September 2025

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$56,068.44
211 LIBRARY		\$429.43
410 AMBULANCE CAPITAL FUND		\$868.00
414 BVB WATER PROJECT		\$46,335.93
601 WATER FUND		\$696.91
602 SEWER FUND		\$875.18
603 REFUSE (GARBAGE) FUND		\$711.00
		\$105,984.89

Pre-Written Checks	\$105,984.89
--------------------	--------------

Checks to be Generated by the Computer	\$0.00
--	--------

Total	
-------	--

\$105,984.89

89,984.89

Estimate



Joe Riley Construction, Inc.
P.O. Box 379—Morris, MN 56267
Ph. 320.589.5222—Morris
Ph. 320.634.1965—Glenwood, MN 56334
Fax. 320.334.2735

JOE RILEY
CONSTRUCTION

- Sand & Gravel Products
- Parking Lots
- Driveways
- Streets & Roads
- Overlays & Patching

PROPOSAL SUBMITTED	City of Browns Valley	PHONE	Tony 320 808 1051	8/14/2025
STREET	19 3 rd Street South	JOB NAME	Asphalt Paving	
CITY, STATE, ZIP CODE	Browns Valley, MN 56219	JOB LOCATION	4 locations in the City of Browns Valley	

We hereby submit specifications & estimates for the following: Asphalt Paving

Items to be completed:

Remove existing material so that 4 or 5 inches of asphalt can be paved.

Shape & compact the remaining gravel base.

Pave the areas listed below with 4 or 5 inches of compacted bituminous asphalt.

Asphalt Patches

32' x 16' – 5 inches of asphalt

21' x 19' – 4 inches of asphalt

16' x 26' – 4 inches of asphalt

17' x 11' – 4 inches of asphalt

Total estimate to complete the above listed items - \$12,580.00

Note: I believe we can do so, but at this time, I cannot guarantee completion of this project during the 2025 construction season.

Please let me know if there are any questions.

Thank you.

Greg Graves
Joe Riley Construction, Inc.
320 287 1916

We Propose hereby to furnish, material, and labor—complete it accordance with above specifications, for the sum of:

Payment to be made ON COMPLETION OF PROJECT

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Greg Graves

Signature _____

Dollars \$12,580.00

Note: This proposal may be withdrawn if not accepted within _____ 30 _____ days.

Acceptance of Proposal The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Signature _____

Michael Backer
PO Box 122
Browns Valley, MN 56219
August 27, 2025

Jodi Hook-Hansen
City Administrator
City Of Browns Valley
19 3rd St South,
Browns Valley, MN 56219

Dear Jodi and the City of Browns Valley Minnesota,

I am writing to formally resign my position on the Browns Valley City Council effective this date, 8/27/2025. I am resigning due to a recent change in my residency.

I am grateful for having had the opportunity to serve the citizens of Browns Valley and I want to thank you for my time on the council. In the short time I have been here, it has been eye opening to learn what it takes to run a small city, and everything that goes on here. It has been an honor to serve the City of Browns Valley and I thank you for your understanding in this matter. I wish the council continued success in their efforts to serve the residents of Browns Valley.

Sincerely,

A handwritten signature in black ink, appearing to be 'Michael Backer', with a long horizontal line extending to the right.

Michael Backer

APPLICATION FOR BUILDING PERMIT
CITY OF BROWNS VALLEY
P.O. BOX 334, BROWNS VALLEY, MN 56219
320-695-2110 or cityadminbv@prtcl.com

Box 1

For City Use Only

Box 2

Building Permit No.

2025-09-08-22

Date Received/Paid

9-3-25

Date Council Approved

9-8-25

Residential (Based on Valuation - Compute on Reverse)

Maintenance - Residential

Box 3

___ House \$ _____

___ Mechanical

___ Remodel (Applicant Valuation) \$ _____

___ Re-roof (\$2500)

___ Attached Garage \$ _____

☒ Siding (\$25.00)

___ Deck/Porch \$ _____

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

☒ Detached Garage/Portable Shed \$ _____

___ Miscellaneous Repair

___ Modular/Manufactured Home \$ _____

Demolition (Asbestos inspection and lab fees not include)

Commercial (Based on state valuation)

___ Residential

___ Architect - Required \$ _____

___ Commercial

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

Work being done: _____

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

Please print:

Parcel ID 20-0280000

Box 4

Job Site Address

17 WASHINGTON STREET Block 5

Owner's Name

MARK GOEHRING Lots 1-2+3

Owner's Address

17 WASHINGTON STREET

Owner's Telephone Number

320-695-2171

Contractor's Name

GIDEON CURRENT

License No. YES AND INSURED

Contractor's Address

CLARE CITY S.D.

Phone No. 605-419-8707

This permit becomes null and void if work or construction authorized is not completed within six (6) months. Applications for permit shall be accompanied by a description of work being done, site plan, and materials being used. Building permit card shall be posted conspicuously at job site during construction. No part of any building area authorized by this permit may be occupied until final inspection and issuance of a Certificate of Occupancy (if applicable) by the Building Official.

DO NOT BEGIN CONSTRUCTION UNTIL THIS PERMIT HAS BEEN VALIDATED AND BUILDING SETBACK LINES HAVE BEEN APPROVED BY THE BUILDING OFFICIAL.

Printed Name of Applicant:

MARK GOEHRING

Signature of Applicant:

Mark Goehring

CALCULATED VALUATION

\$3,500.00

Box 5

BUILDING PERMIT CHARGES

Permit Fee \$5.00 or by value \$ _____

Comm. Plan Review + Surcharge \$ _____

Surcharge \$ _____

(A) PERMIT FEE \$ _____

CITY CHARGES

Water Connect \$ _____

Sewer Connect \$ _____

(B) TOTAL CITY FEE \$ _____

(C) TOTAL SUM OF CHARGES \$ _____

Box 6

Approved for Issuance by:

Signature of Building Official

Date

Building Official Notes/Special Conditions: _____

The City of Browns Valley

PO Box 334
19 3rd Street South
Browns Valley, MN 56219
Phone: (320) 695-2110
Fax: (320) 695-2127

Permit Fee: \$25.00

CITY OF BROWNS VALLEY FENCE APPLICATION AND PERMIT

Date: September 2, 2025

Owner: Terrence Bennett

Address: 124 Walnut Street South

Phone Number: 320-333-5642

Fence material/composition: Wood

Applicant must attach to this form a proposed site plan with property lines, existing structures, and fence height.

Applicant must call Gopher State One-Call before digging (651-454-0002)

Applicant must call the City of Browns Valley after the fence is built (320-695-2110)

***Note:** Property owner's responsibility to verify location of property lines/pins.
Fence must be out of the right-of-way and if property line agreement is not signed by neighboring property, fence must be three (3) feet from property line.
Gate is required from front to rear yard for access. (Recommended for access to curb stop)

Applicant certifies that the fence will be constructed exactly as noted on this permit application.

Sign: Terrence Bennett

Date: September 2, 2025

Approved for construction according to the plans provided: City Signature: _____

Date: _____

Building Inspector reviewed completed project: _____ Date: _____

www.brownsvalleymn.com

PROPERTY LINE FENCE LOCATION AGREEMENT

(To be utilized when a fence is proposed up to or on a property line adjoining another property).

THIS AGREEMENT, made this ____ day of August, 2025 by and between

Terrence Bennett (Property Owner #1) of said described property:

Address and legal description of property: 124 Walnut St S Browns Valley

and Jerome Johnson, Trustee (Property Owner #2) of said described property:

Address and legal description of property: 215 Washington St. S. - Blk-016 Plateau

Addition SE 80 FT. of Lot 1 and NE 15 FT. of SE 80 FT. of Lot 2 and 9' x 153.33' strip in the SE of Lots 1 and 2

1. The above mentioned owners hereby mutually agree to allow for the construction of fencing up to or on the shared lot line of the properties described above and have agreed on the location of the fence. No closer than one foot from property line
2. The terms of this agreement shall be permanent until such time as the owners authorize different requirements by written agreement.
3. This agreement does not constitute a relocation or a "practical location" of the shared lot line of the owners' properties as described in the public records of the County Recorder.
4. This agreement shall be binding upon the parties hereto and their heirs, successors, and assigns.

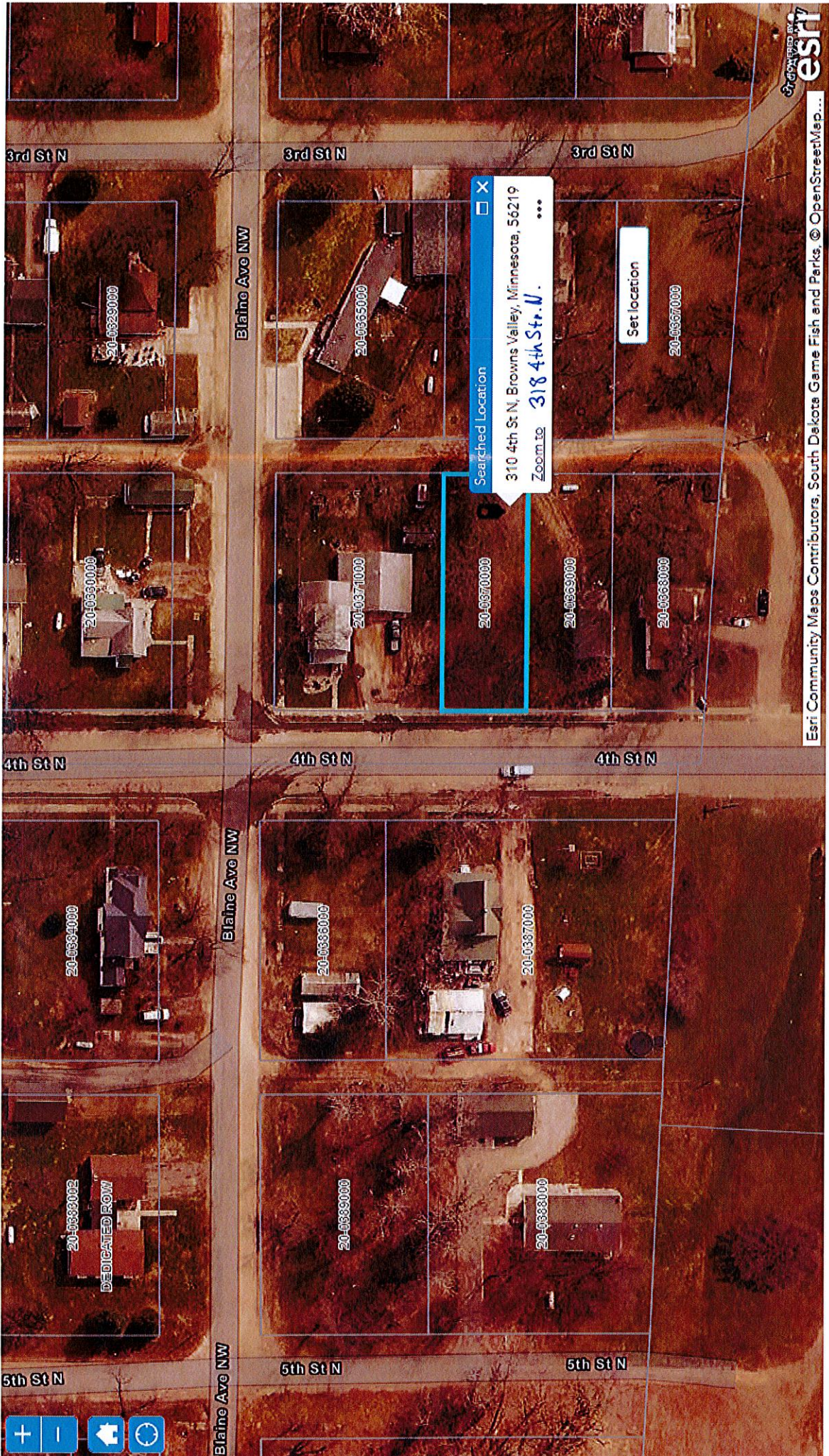
IN TESTIMONY WHEREOF, the owner(s) have set their hands as of the day and year first above written.

Terrence Bennett
(Property Owner #1 Signature & Date)

124 Walnut Street S
Brown Valley MN
(Property Address)

(Property Owner #2 Signature & Date)

Jerome Johnson
Jerome Johnson, Trustee
(Property Address)
215 Washington St. S.



Property to Sell

CITY OF BROWNS VALLEY, MINNESOTA
Resolution No. 25-13

**RESOLUTION RATIFYING THE ADOPTION OF THE
FISCAL YEAR 2026 PRELIMINARY BUDGET**

WHEREAS, the Browns Valley City Council established a preliminary certification of the City of Browns Valley's levy at its September 23, 2025, meeting; and

WHEREAS, the Browns Valley City Council will not be holding public hearings for the 2025 preliminary budget, as it is not required by law; and

WHEREAS, the Browns Valley City Council wishes to establish its preliminary 2026 budget, which must be certified to the Traverse County Auditor/Treasurer on or before September 30, 2025.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Browns Valley, Traverse County, Minnesota, to establish a proposed budget and levy in the following sums of monies for the current year, collectible in 2026, upon taxable property in said City for the following purposes:

General	\$356,800.00
Library	<u>\$80,000.00</u>
TOTAL	\$436,800.00

BE IT FURTHER RESOLVED that designation of 6:00 PM hearing time for the December 1, 2025 TNT Public hearing to consider the proposed budget and levy for 2026, December 15, 2025 as the continuation if necessary and December 30, 2025 for final budget and levy establishment.

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the county auditor of Traverse County, Minnesota.

Adopted by the Browns Valley City Council on September 8, 2025.

Mayor / Acting Mayor

ATTEST:

Jodi Hook-Hansen, Administrator

Motion:
Second:
Passed:

RESOLUTION NO. 25-14

A RESOLUTION ACCEPTING A DONATION TO THE CITY OF BROWNS VALLEY

WHEREAS, the City of Browns Valley is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 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 donated
Family Strong, LLC	Ambulance Operating	\$400.00
Joshua Fischer	Ambulance Operating	\$100.00

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 donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby 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 8th day of September, 2025.

Mayor / Acting Mayor

Attested:

City Administrator

2025 City of Browns Valley Fee Schedule

ADMINISTRATION		Fees	Notes & Ordinances
Notary Fee per signature		\$5.00	
Return Check Fee		\$30.00	
Copies - each page		\$0.25	
Fax 1st page		\$3.00	
Fax additional pages		\$1.00	
Copy of City Code - paper		\$25.00	
Administrative Fines			
Abandoned vehicle		\$50.00	
Animal complaint		\$30.00	91.05
Failure to shovel public sidewalk		\$50.00	
Impoundment /release per day		\$50.00	Admin fee
Dog Licenses			
Dog spayed/neutered		\$15.00	91.02 & 91.99
Dog unaltered		\$15.00	91.92 & 91.99
Dog Kennel		\$150.00	91.02 & 91.99, three or more dogs that are licensed
Duplicate dog tags		\$10.00	
Dangerous dog/per dog		\$500.00	91.11D6, 91.99, 30.11
Potentially dangerous dog		\$300.00	91.99
Failure to restrain dog at large		\$150.00	91.05 (A) effective for March 1 2024
Failure to restrain dog second offense in 12 months		\$200.00	91.05 (A) effective for March 1 2024
Failure to restrain dog third offense in 12 months		\$250.00	91.05 (A) effective for March 1 2024
Obligation to prevent nuisance		\$50.00	91.07, 91.99
Appeal hearing fee		\$100.00	91.05C1, 30.11, 91.99
If not licensed immediately or by renewal		\$25.00	91.02
Additional fine if not licensed by Feb 1st		\$25.00	91.02
Additional fine if not licensed by Mar 1st		\$50.00	91.02
April 1st dog gets impounded, boarding per day		\$75.00	91.02B2

2025 City of Browns Valley Fee Schedule

Rental Licenses	Fees	Notes & Ordinances
Rental Inspection/Reinspection of single family home or Duplex	\$100.00	120.04
Apartments	\$100.00 base charge then \$25.00 per unit	
Failure to pay fee	\$25.00	120.10(A)
per day to a maximum of	\$750.00	
Rental License Application (Initial)	\$65.00	120.04
Renew Rental License Application (every year)	\$50.00	120.04
Fail to file fee	\$100.00	120.10
License transfer fee	\$25.00	120.04
License reinstatement fee	\$1,000.00	120.04
Penalty fee per day, 20 day max	\$100.00 per day	120.99(B),120.04
Delinquency fee 5% of the license fee each day of operation without valid license	5% of \$65.00 per day	120.04
Failure to correct fee	\$100.00 /day up to 20 days	120.08(B)
Filing fee for appeal	\$300.00	120.13(B)
No show for rental inspection	\$200.00 per unit	
Liquor		
On Sale - Liquor Annual	\$1,000.00	112.22(E) effective for March 1 2024
On Sale Liquor Sunday	\$200.00	112.22 (F) effective for March 1 2024
Off Sale - Liquor Annual	\$200.00	112.22 (D) effective for March 1 2024
On Sale -Club License Annual (Legion)	\$100.00	112.22(E)
On Sale Liquor- temporary Off Premises	\$25.00	112.22 (H)
On Sale Liquor- temporary Off Premises	\$25.00	
Liquor investigating fee	\$150.00	
Background checks	\$500.00	112.29 (A)

2025 City of Browns Valley Fee Schedule

Tobacco		Fees	Notes & Ordinances
Retail License Fee		\$200.00	115.04 effective for March 1 2024
Retail - first offense selling to minors		\$250.00	115.13 (A) effective for March 1 2024
Retail - second offense selling to minors (24 month period)		\$600.00	115.13 (A) effective for March 1 2024
Retail - third offense selling to minors (24 month period)		\$1,000.00	115.13 (A) effective for March 1 2024
Upon third offense license shall be suspended for not less than seven days. Fourth violation license will be revoked.			115.13 (A)
Other individuals selling to minors admin fee		\$50.00	
If citation is upheld by hearing officer			
max cost to person requesting hearing		\$1,000.00	115.12 (G)
Facility Fees			
City Park Camp Ground		\$100.00/weekly, \$400.00/monthly	
Sites with sewer, water & electricity		\$35.00/daily	
Sites with water & electricity		\$25.00	
Sites without services		\$10.00	
Community Center		\$25.00/daily, \$200.00/monthly	
Race Track- Backus Field (Proof of insurance & release of liability to sign)			
Library meeting room		\$25.00	
Permits			
Special events (Street dance)		\$25.00	
Parades- Submit permit to State			
Transient Merchant (FoodTruck) Food License, Certificate of Liability Insurance & MN sales tax permit		\$15.00 per day or \$300.00 per year	effective for March 1 2024
Fire Department			
Fire Call		\$750.00	30.11 Revised Jan 23
plus per fireman per hour		\$200.00 flat rate per hour	30.11 Revised Jan 23
Foam		\$100.00 per gallon	effective for March 1 2024

2025 City of Browns Valley Fee Schedule

Ambulance	Fees	Notes & Ordinances
Non Transport	\$252.00	30.11 Revised Jan 23
plus \$15.00 per loaded mile (transport services)	\$1,000.00	30.11 Revised Jan 23
Water		
Residential base	\$21.89	52.51, Revised 11/22/24 effective for Jan 1 2025
Non Resident	\$40.00	effective for Jan 1 2025
Commercial bse up to 1000 gallons Usage: per 1000 gallons used	\$4.12	52.51, Revised 11/22/24 effective for Jan 1 2025
Water salesman/75 gallons, Bulk water	.25 per 75 gallons	
Re-connection	\$50.00	54.03
After hours connection	\$200.00	54.03 effective March 1 2024
New installation Non-Resident 100%	\$3,000.00	
Late fee not paid by the 20th of each month	10% or \$30.00 whichever is greater	52.54, Revised 11/22/24
Sewer		
Residential/Commercial base	\$36.05	51.113(D),Revised 11/22/24 effective for Jan 1 2025
Commercial usage: per 1000 gallons of water used	\$3.61	51.113(D),Revised 11/22/24 effective for Jan 1 2025
Sewer license applicaton, we need to provide application permit		51.064(D)
Sewer connection fee	100% Consumer	51.113(G)
Sewer availability	100% Consumer	51.113(H)
Late fee not paid by the 20th of each month	10% or \$30.00	52.54, Revised 11/22/24
Bulk sewer rate	.04 cents	
Mosquito control (special request)	\$150.00	Revised 11/22/24
Refuse		
Residential	\$16.25	Revised 11/22/24 effective for Jan 1 2025
Commercial, 1000	\$16.25	
Per cubic yard, 2000-999,999,999	\$7.80	

2025 City of Browns Valley Fee Schedule

Public Works		Fees	Notes & Ordinances
Mowing		\$150.00 minimum per hour	effective for March 1 2024
Building Permits		Base \$25.00	
Total Valuation			
\$1.00-\$25,000.00		\$25.00	
\$25,000.00 - \$50,000.00		\$50.00	
\$50,000.00- \$100,000.00		\$100.00	
Each additional 50,000		\$100.00	
Commercial/residential plan review		\$35.00 per hour	
Fence Permit		\$25.00	151.45, 151.46, 151.47 & 151.54
All others		\$25.00	151.54
Surcharge on Windows, Siding, Roofing, Doors		\$1.00	
State Surcharge (based on project cost-commercial)		0.0005 Ex. \$10,000 x .0005 = \$5.00	
Base surcharge		\$5.00	

AMENDED RESOLUTION NO. 25-15

**A RESOLUTION SETTING THE MONTHLY
WATER, SEWER, GARBAGE AND LATE
FEES RATES FOR 2026**

WHEREAS, Browns Valley City Code Section 30.11 allows for the establishment of water and sewer system fees by resolution of the City Council; and

WHEREAS, Browns Valley City Code Section 30.11 allows for changes in the user fees; and

WHEREAS, the Browns Valley City Council has determined that there is a need for an increase in the City's water and sewer rates, which would take place January 1st 2026 to cover operating expenses and outstanding debt associated with the water and sewer systems; and

WHEREAS, the following are the established new 2026 rates:

2025 Rates		2026 Rates		Non-Resident
Water Base	\$21.89	Water Base	\$22.00	Water Base \$42.00
Water Usage	\$ 4.12	Water Usage	\$ 4.35	Water Usage \$10.50
Sewer Base	\$36.05	Sewer Base	\$37.85	
Sewer Usage	\$ 3.61	Sewer Usage	\$ 3.80	
Garbage	\$16.25	Garbage	\$17.10	Garbage \$17.10
Late Fees	\$30.00	Late Fees	\$30.00	Late Fees \$30.00

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Browns Valley, Minnesota, County of Traverse, State of Minnesota, hereby adjusts the base and usage fees for water and sewer as listed above to take place beginning with the January 2025 billing period.

Passed by the City Council of Browns Valley, Minnesota this 08 day of September, 2025.

Mike Heck, Mayor

Attested:

Jodi Hook-Hansen, City Administrator

**CITY OF BROWNS VALLEY
ORDINANCE 91.11(A)(6)(a)**

**AN ORDINANCE UPDATING THE FINE AND FEE SCHEDULE OF THE BROWNS
VALLEY CITY CODE**

WHEREAS, the City of Browns Valley has conducted a periodic review and determined that the Fees and Charges Schedule should be updated, and

WHEREAS, the Fees and Charges Schedule may be amended from time to time by Ordinance of the Browns Valley City council; and

WHEREAS, the City Staff has reviewed the current Fees and Charges Schedule for the City of Browns Valley and is hereby recommending that the Fees and Charges Schedule attached hereto as Exhibit A should be adopted.

NOW, THEREFORE BE IT ORDAINED, by the City Council of the City of Browns Valley that the Fees and Charges Schedule, attached hereto as Exhibit A, is hereby adopted.

This Ordinance shall be in full force upon its passage and publication

Passed and adopted by the City Council of Browns Valley, Minnesota this ____ day of _____, 2025.

Mayor / Acting Mayor

Attested:

City Clerk