



**BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday September 22, 2025 - 5:30 P.M.**

AGENDA

Call to order

Pledge of Allegiance

Roll Call: Mike Heck Tony Miller Jan Biewer Devan Dobbs

Others in attendance: Jodi Hook-Hansen, Tony Serocki, Bernice Piechowski, Terry Biewer

Absent:

Approval of Agenda:

Visitors:

Aaron Toelle to present and discuss increasing the retirement benefit
Kenny Hansen regarding 313 W. Broadway

Consent Agenda

- September 08, 2025 Regular Meeting Minutes
- For a grand total of \$138,953.47
 - Wages: September 16th = \$7,881.08
 - Claims: September 22nd = \$131,072.39
- Approval of Resolution 25-17: A Resolution Accepting a Donation to the City of Browns Valley in the amount of \$25.00 from Edith Foren.

Department Reports:

Unfinished Business:

- Approval of Resolution 25-13: A Resolution Ratifying the Adoption of the Fiscal Year 2026 Preliminary Budget.

New Business:

- Approval of Resolution 25-16 A Resolution Approving an Increase in Fire Relief Association Retirement Benefits from \$850 to \$1,200 as requested by the Association.
- Approval to purchase a new (unused) set of rescue tools from Dinges in the amount of \$19,875.00, with reimbursement to the City from the Browns Valley Fire Relief Association.
- Approval of Building Permits
 - 412 4th Street North (DeNitra White) repair/replace back steps
 - 215 Washington Street South (Jerry & Diane Johnson) re-roof
 - 304 4th Street North (Garrick Stahl) siding
- Violation of Brown Valley Ordinance substandard building 329 2nd Street North
- Violation of Brown Valley Ordinance substandard building 408 1st Avenue North West

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

Dates: Oct 13th -Columbus Day- floating holiday

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

Next scheduled meeting Monday October 13th at 5:30 p.m. and October 27th at 5:30

Adjournment: Time _____



Browns Valley Regular City Council Meeting Approved Minutes September 08, 2025

The regular council meeting of the City of Browns Valley, MN, was held in the meeting room of the Public Library. Council members present were Mayor Mike Heck, Jan Biewer, Tony Miller, and Devan Dobbs. Also in attendance were City Maintenance Supervisor Tony Serocki, Library Director Bernice Piechowski, City Administrator Jodi Hook-Hansen, and Code Enforcement Officer Terry Biewer.

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: Bryan Bye Widseth (Engineer), Arlene Reinart, and Edith Foren.

Agenda:

Upon a motion by Miller, seconded by Biewer, the Council unanimously approved the agenda with the addition of Resolution 25-15, a Resolution Accepting Resignation of Council Member and Declaring a Vacancy.

Visitor: Bryan Bye, engineer from Widseth, provided a verbal update on the Well Project and submitted a written update for the Council packet.

Consent Agenda:

- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved the August 25, 2025, Regular Meeting Minutes.
- Upon a motion by Dobbs, seconded by Biewer, the Council unanimously approved the claims totaling \$105,889.15, including wages (September 02 = \$13,676.93) and claims (September 08, =\$92,212.22).
- Upon a motion by Biewer, seconded by Dobbs, the Council unanimously approved August's Treasurer's Report.
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved August'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.
- Code Enforcement Officer Biewer reported on actions taken to enforce City ordinances and items completed in the office.
- City Administrator Hook-Hansen reported on administrative items completed in the office.

New Business:

**Browns Valley Regular City Council Meeting Approved Minutes
September 08, 2025**

- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved the estimate from Joe Riley in the amount of \$12,580.00 for asphalt patching of four areas related to water repairs.
- Upon a motion by Dobbs, seconded by Biewer, the Council unanimously approved Resolution 25-15, a Resolution Accepting the Resignation of Council Member Michael Backer, effective immediately, due to a change in residency, and declaring a vacancy on the City Council in accordance with state statute and city policy.
- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved a building permit for siding at 17 Washington Street (Mark Goehring).
- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved a fence permit at 124 Walnut Street South (Terrence Bennett).
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved the sale of vacant property at 318 4th Street North (Joe Foren).
- Upon a motion by Biewer, seconded by Dobbs, the Council unanimously approved a contribution of \$500.00 to the WCI annual fund.
- The Council tabled approval of Resolution 25-13, a Resolution Ratifying the Adoption of the Fiscal Year 2026 Preliminary Budget.
- Upon a motion by Miller, seconded by Biewer, the Council unanimously approved Resolution 25-14, a Resolution Accepting Donations to the City of Browns Valley, including \$400 from Family Strong, LLC and \$100 from Joshua Fischer.
- The Council tabled a review of 2026 Schedule fee rates, including building permit fees.
- The Council tabled review of Resolution 25-16, a Resolution Setting the monthly Water, Sewer, Garbage, and Late Fee Rates for 2026.
- The Council tabled review of Ordinance 91.11(A)(6)(a), Updating the Fine and Fee Schedule of the Browns Valley City Code.
- The Council approved the dates for the Public Hearing for the Truth and Taxation Meeting (public input meeting) on December 8th and December 29th.
 - Discussion was held regarding 313 West Broadway. Hansen has not complied with the terms of the purchase agreement, including abating nuisances as agreed. The Council has granted multiple extensions, but the work remains incomplete.
- Upon a motion by Heck, seconded by Biewer, the Council voted 3-1 to declare the sale null and void due to noncompliance with the purchase agreement. Dobbs dissented.

**Browns Valley Regular City Council Meeting Approved Minutes
September 08, 2025**

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

Dates:

Next scheduled meeting Monday September 22nd at 5:30 p.m.

The meeting adjourned at 6:35 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

CITY OF BROWNS VALLEY

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*Check Summary Register©

Batch: Claims092225

	Name	Check Date	Check Amt	
10100	PRAIRIE SUN BANK			
13638e	IRS	9/17/2025	\$2,551.25	Federal
13639e	MN DEPT OF REVENUE	9/16/2025	\$320.27	
13640e	PUBLIC EMPLOYEES RETIREME	9/17/2025	\$1,523.13	
13641e	MN DEPT OF REVENUE	9/16/2025	\$428.92	levy payments
22125	SEROCKI, ANTHONY	9/16/2025	\$170.00	boots per employee handbook
22126	FRYER, JON	9/16/2025	\$170.00	boots per employee handbook
22133	AMBULANCE CLAIMS PROCESSI	9/22/2025	\$198.00	August
22134	Building Restoration Corporati	9/22/2025	\$90,780.00	Carnegie Library
22135	CENTER POINT LARGE PRINT	9/22/2025	\$117.48	large print books
22136	Creatively Ewe Web Design	9/22/2025	\$217.25	website maintenance
22137	DAKOTA WASTE SOLUTIONS	9/22/2025	\$4,000.00	October garbage service
22138	FRANZESE, MATTHEW P.	9/22/2025	\$1,050.00	September services
22139	GOODHART EXCAVATING, INC	9/22/2025	\$1,466.88	18.24 tons of C-5 gravel
22140	JOHNSON, SARA	9/22/2025	\$25.00	EMS fingerprinting SD license
22141	LAKES COUNTRY SERVICE CO-	9/22/2025	\$42.00	drug testing
22142	MADISON NATIONAL LIFE	9/22/2025	\$34.03	October
22143	MILBANK WINWATER WORKS	9/22/2025	\$232.15	park restroom repair
22144	MINNESOTA DEPT OF HEALTH	9/22/2025	\$493.00	Quarterly 07/01 to 09/30
22145	MN VALLEY TESTING LABS, INC	9/22/2025	\$67.75	wastewater testing
22146	NOBLE ROOFING AND EXTERIO	9/22/2025	\$7,050.00	EDA Committee Garrick Stahl roofing
22147	OTTERTAIL POWER COMPANY	9/22/2025	\$3,127.64	14-060262 Comm Ctr
22148	PIECHOWSKI, BERNICE	9/22/2025	\$148.40	mileage to Wheaton County Comm meeting
22149	SISSETON COURIER	9/22/2025	\$70.00	1 year subscription
22150	STAHL, GARRICK J	9/22/2025	\$4,632.63	EDA committee Garrick Stahl house rehab
22151	THE WINDOW PLACE LLC	9/22/2025	\$6,248.55	EDA Committee Gary Dobbs windows
22152	VALLEY SOFT WATER, INC.	9/22/2025	\$60.00	softener rental 9/1/25 to 12/1/25
22153	ZYCH ELECTRIC LLC	9/22/2025	\$5,848.06	EDA committee Zach Serocki cove heat
	Total Checks		\$131,072.39	

FILTER: ((([Act Year]='2025' and [period] in (9))) and (Source in ('Claims092225')))

CITY OF BROWNS VALLEY

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Payments

Current Period: September 2025

Payment Batch Claims092225

\$131,072.39

Refer	2768	SEROCKI, ANTHONY	Ck# 022125 9/16/2025		
Cash Payment	E 101-41000-810	Refunds & Reimburse	boots per employee handbook		\$170.00
Invoice					
Transaction Date	9/11/2025	PRAIRIE SUN BANK	10100	Total	\$170.00
Refer	2769	FRYER, JON	Ck# 022126 9/16/2025		
Cash Payment	E 101-41000-810	Refunds & Reimburse	boots per employee handbook		\$170.00
Invoice					
Transaction Date	9/11/2025	PRAIRIE SUN BANK	10100	Total	\$170.00
Refer	2770	GOODHART EXCAVATING, INC	Ck# 022139 9/22/2025		
Cash Payment	E 101-43000-224	Street Maint Materials	18.24 tons of C-5 gravel		\$291.84
Invoice	11920	8/28/2025			
Cash Payment	E 101-43000-224	Street Maint Materials	73.44 tons of C-5 gravel on Renville		\$1,175.04
Invoice	11912	8/22/2025			
Transaction Date	9/11/2025	PRAIRIE SUN BANK	10100	Total	\$1,466.88
Refer	2771	MILBANK WINWATER WORKS	Ck# 022143 9/22/2025		
Cash Payment	E 601-49400-220	Repair/Maint Supply (GE	water salesman repairs		\$144.33
Invoice	199050 02	8/29/2025			
Transaction Date	9/11/2025	PRAIRIE SUN BANK	10100	Total	\$144.33
Refer	2772	NOBLE ROOFING AND EXTERIOR	Ck# 022146 9/22/2025		
Cash Payment	E 101-46500-429	Misc Grant Items for Rei	EDA Committee Garrick Stahl roofing		\$7,050.00
Invoice	1800-1	9/9/2025			
Transaction Date	9/12/2025	PRAIRIE SUN BANK	10100	Total	\$7,050.00
Refer	2773	THE WINDOW PLACE LLC	Ck# 022151 9/22/2025		
Cash Payment	E 101-46500-429	Misc Grant Items for Rei	EDA Committee Gary Dobbs windows		\$6,248.55
Invoice	8706	7/31/2025			
Transaction Date	9/12/2025	PRAIRIE SUN BANK	10100	Total	\$6,248.55
Refer	2774	AMBULANCE CLAIMS PROCESSIN	Ck# 022133 9/22/2025		
Cash Payment	E 101-42153-300	Professional Svcs (GENE	August		\$198.00
Invoice	18403				
Transaction Date	9/12/2025	PRAIRIE SUN BANK	10100	Total	\$198.00
Refer	2775	BUILDING RESTORATION CORPO	Ck# 022134 9/22/2025		
Cash Payment	E 101-41940-300	Professional Svcs (GENE	Carnegie Library		\$90,780.00
Invoice	25419-003				
Transaction Date	9/15/2025	PRAIRIE SUN BANK	10100	Total	\$90,780.00
Refer	2776	PIECHOWSKI, BERNICE	Ck# 022148 9/22/2025		
Cash Payment	E 211-45500-331	Travel Expenses	mileage to Wheaton County Comm meeting		\$35.00
Invoice					
Cash Payment	E 211-45500-331	Travel Expenses	mileage to Fergus Falls ACE meeting		\$113.40
Invoice					
Transaction Date	9/15/2025	PRAIRIE SUN BANK	10100	Total	\$148.40
Refer	2777	CENTER POINT LARGE PRINT	Ck# 022135 9/22/2025		
Cash Payment	E 211-45500-435	Books and Pamphlets	large print books		\$30.07
Invoice	2196658	9/3/2025			
Cash Payment	E 211-45500-435	Books and Pamphlets	large print books		\$87.41
Invoice	2197989	9/3/2025			

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Payments

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Transaction Date	9/15/2025	PRAIRIE SUN BANK 10100	Total	\$117.48
Refer	2778 SISSETON COURIER	Ck# 022149 9/22/2025		
Cash Payment	E 211-45500-433 Dues and Subscriptions	1 year subscription		\$70.00
Invoice	6167			
Transaction Date	9/15/2025	PRAIRIE SUN BANK 10100	Total	\$70.00
Refer	2779 DAKOTA WASTE SOLUTIONS	Ck# 022137 9/22/2025		
Cash Payment	E 603-49500-300 Professional Srvs (GENE	October garbage service		\$4,000.00
Invoice				
Transaction Date	9/15/2025	PRAIRIE SUN BANK 10100	Total	\$4,000.00
Refer	2780 FRANZESE, MATTHEW P.	Ck# 022138 9/22/2025		
Cash Payment	E 101-41610-304 Legal Fees	September services		\$1,050.00
Invoice				
Transaction Date	9/15/2025	PRAIRIE SUN BANK 10100	Total	\$1,050.00
Refer	2781 MADISON NATIONAL LIFE	Ck# 022142 9/22/2025		
Cash Payment	E 101-41000-130 Employer Paid Ins (GEN	October		\$34.03
Invoice				
Transaction Date	9/15/2025	PRAIRIE SUN BANK 10100	Total	\$34.03
Refer	2783 OTTERTAIL POWER COMPANY	Ck# 022147 9/22/2025		
Cash Payment	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr		\$207.44
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-065992 W Brdwy Grind		\$37.03
Invoice				
Cash Payment	E 101-43000-381 Electric Utilities	14-061130 Bulk Station		\$11.39
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-061130 Bulk Station		\$5.70
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-061130 Bulk Station		\$3.42
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-061130 Bulk Station		\$2.27
Invoice				
Cash Payment	E 101-43160-381 Electric Utilities	14-004837 Street lights		\$1,145.80
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004838 Well #3		\$255.34
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift		\$576.43
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-004840 Well #1		\$29.34
Invoice				
Cash Payment	E 101-41000-381 Electric Utilities	14-004841 Fire Siren		\$7.79
Invoice				
Cash Payment	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall		\$96.24
Invoice				
Cash Payment	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall		\$20.62
Invoice				
Cash Payment	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall		\$20.63
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-004844 321 Lift Sation		\$112.01
Invoice				

Payments

Current Period: September 2025

Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum		\$65.10
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-010558 796 W Bdwy SB Cabin		\$26.00
Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-020839 Fire Hall		\$51.16
Cash Payment Invoice	E 211-45500-381 Electric Utilities	14-023343 Library		\$200.57
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-034884 Backus Field		\$22.78
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-036446 Backus Field		\$22.78
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-040532 Hwy 28 Shelter		\$46.08
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-086156 New City Shop		\$80.86
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-086156 New City Shop		\$16.17
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-086156 New City Shop		\$32.34
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-086156 New City Shop		\$32.35
Transaction Date	9/18/2025	PRAIRIE SUN BANK 10100	Total	\$3,127.64
Refer	2784 VALLEY SOFT WATER, INC.	Ck# 022152 9/22/2025		
Cash Payment Invoice 17387	E 101-42260-410 Rentals (GENERAL) 9/1/2025	softener rental 9/1/25 to 12/1/25		\$60.00
Transaction Date	9/18/2025	PRAIRIE SUN BANK 10100	Total	\$60.00
Refer	2785 MVTL	Ck# 022145 9/22/2025		
Cash Payment Invoice 1324185	E 602-49450-306 Testing 9/17/2025	wastewater testing		\$67.75
Transaction Date	9/18/2025	PRAIRIE SUN BANK 10100	Total	\$67.75
Refer	2786 LAKES COUNTRY SERVICE CO-OP	Ck# 022141 9/22/2025		
Cash Payment Invoice 102002	E 101-43000-306 Testing 9/16/2025	drug testing		\$16.80
Cash Payment Invoice 102002	E 101-45000-306 Testing 9/16/2025	drug testing		\$4.20
Cash Payment Invoice 102002	E 601-49400-306 Testing 9/16/2025	drug testing		\$10.50
Cash Payment Invoice 102002	E 602-49450-306 Testing 9/16/2025	drug testing		\$10.50
Transaction Date	9/18/2025	PRAIRIE SUN BANK 10100	Total	\$42.00
Refer	2787 IRS	Ck# 013638E 9/17/2025		
Cash Payment Invoice	G 101-21701 Federal Withholding	Federal		\$820.33
Cash Payment Invoice	G 101-21703 FICA Tax Withholding	SS & Medicare		\$1,730.92
Transaction Date	9/18/2025	PRAIRIE SUN BANK 10100	Total	\$2,551.25
Refer	2788 MN DEPT OF REVENUE SW	Ck# 013639E 9/16/2025		

CITY OF BROWNS VALLEY

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Payments

Current Period: September 2025

Cash Payment	G 101-21702 State Withholding			\$320.27
Invoice				
Transaction Date	9/18/2025	PRAIRIE SUN BANK 10100	Total	\$320.27
Refer	2789 PUBLIC EMPLOYEES RETIREMEN	Ck# 013640E 9/17/2025		
Cash Payment	G 101-21704 PERA			\$1,523.13
Invoice				
Transaction Date	9/18/2025	PRAIRIE SUN BANK 10100	Total	\$1,523.13
Refer	2790 MN DEPT OF REVENUE SW	Ck# 013641E 9/16/2025		
Cash Payment	G 101-21702 State Withholding	levy payments		\$428.92
Invoice				
Transaction Date	9/18/2025	PRAIRIE SUN BANK 10100	Total	\$428.92
Refer	2791 MILBANK WINWATER WORKS	Ck# 022143 9/22/2025		
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	park restroom repair		\$87.82
Invoice	19971701	9/11/2025		
Transaction Date	9/18/2025	PRAIRIE SUN BANK 10100	Total	\$87.82
Refer	2792 ZYCH ELECTRIC LLC	Ck# 022153 9/22/2025		
Cash Payment	E 101-46500-429 Misc Grant Items for Rei	EDA committee Zach Serocki cove heat		\$5,848.06
Invoice	1202	9/6/2025		
Transaction Date	9/18/2025	PRAIRIE SUN BANK 10100	Total	\$5,848.06
Refer	2793 Creatively Ewe Web Design	Ck# 022136 9/22/2025		
Cash Payment	E 101-41000-309 Software & Design	website maintenance		\$217.25
Invoice				
Transaction Date	9/18/2025	PRAIRIE SUN BANK 10100	Total	\$217.25
Refer	2794 JOHNSON, SARA	Ck# 022140 9/22/2025		
Cash Payment	E 101-42153-810 Refunds & Reimburseme	EMS fingerprinting SD license		\$25.00
Invoice				
Transaction Date	9/18/2025	PRAIRIE SUN BANK 10100	Total	\$25.00
Refer	2795 MINNESOTA DEPT OF HEALTH	Ck# 022144 9/22/2025		
Cash Payment	E 601-49400-438 Regulated permits/fees	Quarterly 07/01 to 09/30		\$493.00
Invoice	178001-3/2025			
Transaction Date	9/19/2025	PRAIRIE SUN BANK 10100	Total	\$493.00
Refer	2796 STAHL, GARRICK J	Ck# 022150 9/22/2025		
Cash Payment	E 101-46500-429 Misc Grant Items for Rei	EDA committee Garrick Stahl house rehab		\$4,632.63
Invoice				
Transaction Date	9/19/2025	PRAIRIE SUN BANK 10100	Total	\$4,632.63

Payments

Current Period: September 2025

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$124,729.33
211 LIBRARY		\$536.45
601 WATER FUND		\$968.27
602 SEWER FUND		\$838.34
603 REFUSE (GARBAGE) FUND		\$4,000.00
		\$131,072.39

Pre-Written Checks	\$131,072.39
Checks to be Generated by the Computer	\$0.00
Total	\$131,072.39

RESOLUTION NO. 25-17

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
Edith Foren	Fire Department Operating	\$25.00

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 22nd day of September, 2025.

Mayor / Acting Mayor

Attested:

City Administrator

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 22nd, 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	\$356,000.00
Library	<u>\$80,000.00</u>
TOTAL	\$436,000.00

BE IT FURTHER RESOLVED that designation of 6:00 PM hearing time for the December 8th, 2025 TNT Public hearing to consider the proposed budget and levy for 2026. December 29th, 2025 as the continuation if necessary 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 22nd, 2025.

Mayor / Acting Mayor

ATTEST:

Jodi Hook-Hansen, Administrator

Motion:
Second:
Passed:

CITY OF BROWNS VALLEY, MN
Annual Budget for the Year Ending December 31, 2026
BUDGET SUMMARY

Fund No.	Fund Name	2026 Budget Revenues	2026 Levy Requested	2026 Expense Budget
100	GENERAL FUND	\$749,661.00	\$331,000.00	\$693,173.00
211	LIBRARY			
		\$80,025.00	\$80,000.00	\$81,195.00
410	Ambulance Capital-fund raise money no expense	\$2,000.00		\$32,500.00
411	Waste Water Reserve	\$15,000.00	\$15,000.00	\$15,000.00
413	Capital Projects	\$10,000.00	\$10,000.00	\$10,000.00
	BVB Water Project			
414	Interest			\$43,000.00
601	WATER FUND	\$121,150.00	\$0.00	\$160,085.00
602	SEWER FUND	\$207,839.00	\$0.00	\$197,122.00
603	GARBAGE FUND	\$76,500.00	\$0.00	\$71,402.00
		\$1,262,175.00	\$0.00	\$1,303,477.00
			\$436,000.00	

**BROWNS VALLEY MN
LEVY HISTORY**

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
General Government	\$150,735	\$160,422	\$160,782	\$177,772	\$183,172	\$186,430	\$190,000	\$235,150	\$266,665	\$290,000	\$336,000	\$356,000
Fire Relief	\$3,000	\$3,000	\$3,000	\$3,000	\$3,078	\$3,000	\$3,000	\$0	\$0	\$0	\$0	\$0
Street/Capital Improvement	\$0	\$25,000	\$31,990	\$15,000	\$15,000	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0
Maintenance Equipment	\$25,000	\$5,000	\$0	\$0	\$0	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0
Library	\$25,000	\$62,700	\$80,750	\$80,750	\$80,750	\$70,570	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
Library Budget		\$59,223	\$65,313	\$76,207	\$76,207	\$67,042						
Debt Service	\$63,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$267,435	\$256,122	\$276,522	\$276,522	\$282,000	\$290,000	\$303,000	\$315,150	\$346,665	\$370,000	\$416,000	\$436,000

RESOLUTION NO. 25-16

**A RESOLUTION APPROVING AN INCREASE IN FIRE RELIEF
ASSOCIATION RETIREMENT BENEFITS**

WHEREAS, the Browns Valley Fire Relief Association ("Association") provides retirement benefits to eligible firefighters; and

WHEREAS, the Association has requested an increase in annual retirement benefits to better align with surrounding communities; and

WHEREAS, the current retirement benefit is \$850 per year, and the Association has requested an increase to \$1,200 per year; and

WHEREAS, the Browns Valley City Council has reviewed the request and supporting documentation provided by the Fire Relief Association;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Browns Valley, Minnesota, that the retirement benefit for eligible members of the Browns Valley Fire Relief Association is hereby increased from \$850 to \$1,200 annually, effective immediately upon adoption of this resolution.

Passed by the City Council of Browns Valley, Minnesota this 22nd day of September, 2025.

Mayor / Acting Mayor

Attested:

City Administrator



Dinges Fire Company

243 E. MAIN ST.

AMBOY, IL 61310

ph: 815-857-2000

fx: (815) 857-3700

Website: www.DingesFire.com

Invoice

Date: 09/16/2025

Invoice #: PRE2614

Customer ID: 15647

Due Date: 10/16/2025

BILL TO:

Browns Valley Fire (Browns Valley, MN)
19 3rd Street South
Browns Valley, MN 56219
United States

SHIP TO:

Browns Valley Fire Department
19th 3rd street
Browns Valley, MN 56219
United States

P.O. #

TRACKING #

TERMS

Net 30 Day Terms

ITEM #	QTY	DESCRIPTION	UNIT PRICE	TOTAL
10049-IC750LB	1	IC750 CUTTER	8,795.00	\$8,795.00
10049-ICHRG-4FAST	1	ION FLEXVOLT BATTERY CHARGER - 120V (4 Bay Fast Charger)	295.00	\$295.00
10049-IBATTFV-9	1	60V BATTERY (9/3 AMP-HR)	195.00	\$195.00
10049-KS0029-KIT	1	EXTENDED REACH TIPS - AMK-24, AMK-30CRT & ION Spreaders (1 Pair)	795.00	\$795.00
10049-IS320LB	1	IS320 ION SPREADER	9,795.00	\$9,795.00

Other Comments or Special Instructions

1. Total payment due within 30 days
2. Please include the invoice number on your check.
3. This invoice is for a PRE-PAYMENT only. The items on this order have not been shipped or delivered.
5. Shipping charges are NOT included in this, unless otherwise listed as a line item above.

Subtotal	\$19,875.00
Discount	\$0.00
Total	\$19,875.00
Amount Paid	\$0.00
TOTAL DUE	\$19,875.00

For questions regarding this invoice, please contact us
at (815) 857-2000 or AR@dingesfire.com.

Please make all checks payable to Dinges Fire
Company.

Thank You For Your Business!

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

Box 1

For City Use Only

Box 2

Building Permit No.

Date Received/Paid

Date Council Approved

9-17-25 pdcph

Residential (Based on Valuation - Compute on Reverse)

Maintenance - Residential

Box 3

House \$

Mechanical

Remodel (Applicant Valuation) \$

Re-roof (\$25.00)

Attached Garage \$

Siding (\$25.00)

Deck/Porch Repair Back Steps

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 20-0331000 Box 4

Job Site Address

412 4th St N

Owner's Name

DeMitra White

Owner's Address

412 4th St North

Owner's Telephone Number

605-268 5175

Contractor's Name

Tom Forner

License No. _____

Contractor's Address

5260 waterfront

Phone No. 320-333-5341

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:

DeMitra White

Signature of Applicant:

DeMitra White

CALCULATED VALUATION

\$ _____

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: _____

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. _____

Date Received/Paid 9-11-25 CR 11/05

Date Council Approved _____

Residential (Based on Valuation – Compute on Reverse)

Maintenance – Residential

Box 3

☒ House \$ _____
☐ Remodel (Applicant Valuation) \$ _____
☐ Attached Garage \$ _____
☐ Deck/Porch \$ _____
☐ Detached Garage/Shed \$ _____
☐ Modular/Manufactured Home \$ _____

☐ Mechanical
☒ Re-roof (\$25.00)
☐ Siding (\$25.00)
☐ Windows/Doors – Enlarged Size – (\$25.00)
☐ Miscellaneous Repair

Demolition (Asbestos inspection and lab fees not include)

Commercial (Based on state valuation)

☐ Residential

☐ Commercial

☐ Architect – Required \$ _____
☐ 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 20-0204000

Box 4

Job Site Address 215 Washington St. S. Browns Valley
Owner's Name Jerome + Diane Johnson
Owner's Address P.O. Box 156 215 Washington St. S. Browns Valley
Owner's Telephone Number 605-880-6206
Contractor's Name JT's Handyman's Service License No. 1038-1910-ET
Contractor's Address 12930 470th Ave Browns Valley MN 56219 Phone No. 320-304-3252

This permit becomes null and void if work or construction authorized is not commenced 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: Jerome Johnson

Signature of Applicant: Jerome Johnson

CALCULATED VALUATION

\$ _____

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 \$ _____

Approved for Issuance by: _____

Signature of Building Official

Date

Building Official Notes/Special Conditions: _____

Box 6

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. _____

Date Received/Paid _____

Date Council Approved _____

pd cash

Residential (Based on Valuation – Compute on Reverse)

Maintenance – Residential

Box 3

☒ House \$ _____
☐ Remodel (Applicant Valuation) \$ _____
☐ Attached Garage \$ 5000.00
☐ Deck/Porch \$ _____
☐ Detached Garage/Portable Shed \$ _____
☐ Modular/Manufactured Home \$ _____

☐ Mechanical
☐ Re-roof (\$25.00)
☒ Siding (\$25.00)
☐ Windows/Doors – Enlarged Size – (\$25.00)
☐ Miscellaneous Repair

Demolition (Asbestos inspection and lab fees not include)

Commercial (Based on state valuation)

☐ Architect – Required \$ _____
☐ Non-Architect (includes Maint. Permits) \$ _____

☐ Residential
☐ Commercial

Work being done: _____

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

Please print:

Parcel ID

Box 4

Job Site Address

Owner's Name

Owner's Address

Owner's Telephone Number

Contractor's Name

Contractor's Address

304 4th St Browns Valley MN
Garrick Stahl
653 Main St Big Stone City 57216
605 924 1413
me
me

License No. _____

Phone No. _____

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:

Signature of Applicant:

CALCULATED VALUATION

\$ _____

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 \$ 26.00

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

August 26, 2025

Kit Johnson
702 2nd Ave N
PO Box 428
Wheaton, MN 56296

RE: VIOLATION OF BROWNS VALLEY ORDINANCE @ 329 2nd St N, Browns Valley, MN

Mr. Johnson:

I am the Code Enforcement Officer for the City of Browns Valley and have been authorized to send this letter to you. I am contacting you regarding the condition of the building located on property the County owns at **329 2nd St N** in the City of Browns Valley. The condition of the building constitutes a violation of Browns Valley City Ordinance 92.21, which prohibits substandard buildings and structures within the City of Browns Valley. Attached herein is a copy of Ordinance 92.21 for Substandard Buildings and 92.23 Abatement Notice. Also attached are the Building Inspectors reports on the property from 3-13-24 and 4-1-25.

Based on the Ordinance, you have 30 days to comply with this notice from the date of this letter. If you need more time, please call City Hall. If you would like a hard copy of this mailed to you let me know.

It is the City's hope that you will repair or remove the building located on your property in a timely manner to avoid enforcement of the penalty provisions of this Ordinance. Please contact me at (320)-695-2110 if you have any questions.



Terry Biewer
Browns Valley Code Enforcement Officer

August 21, 2025

City of Browns Valley
19 3rd Street South
PO Box 334
Browns Valley, MN 56219

An inspection was previously made on April 1, 2025 at 329 2nd Street N Browns Valley, MN. The purpose of the inspection was to determine what repairs would be necessary to make the house habitable.

- There is a large volume of debris and trash in the basement, the main floor, and the upstairs that would need to be removed.
- The roof structure must be repaired and replaced as needed. There are holes in the roof, allowing rain into the interior. Rotted roof boards and rafters would need to be replaced.
- There are large amounts of shingles missing from the roof, allowing rain to leak into the interior. Shingles would need to be removed and replaced.
- The plaster and lath ceilings are caved in in multiple rooms due to water damage. All ceilings in the upstairs would need to be removed and replaced. Ceilings would need to be reinsulated.
- There is evidence of water damage from the damaged roof in several rooms. Interior walls would need to be opened up to investigate whether mold and mildew is present. If so, it would need to be mitigated.
- Ceiling coverings on the main floor are disintegrated and falling down due to moisture. They would need to be removed and replaced.
- Access to the basement is difficult due to lack of stairs. Stairs would need to be built.
- The mechanical systems in the basement would need to be replaced due to water damage.
- Temporary posts have been installed in the basement in an apparent attempt to support the house above. The structural elements of the basement supporting the floor loads would need to be replaced with permanent structures that meet current building code.
- The house has been allowed to freeze, which has damaged the plumbing throughout. Plumbing would need to be replaced.
- Due to water damage in the electrical system, it would need to be inspected and then brought up to code or replaced as determined by an electrical inspector.
- The soffit and fascia are rotten and missing in areas. It would need to be removed and replaced.
- Several windows are broken and would need to be replaced.

The condition of the building has not changed since April. It is still my opinion that in the present condition, this house is uninhabitable and should be declared an eminent health hazard.

Regards,

Mike Jacobson
MN State Certified Building Official #2546

The City of Browns Valley

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

August 26, 2025

Christian Skjonsberg
115 4th St N
Browns Valley, MN 56219

RE: VIOLATION OF BROWNS VALLEY ORDINANCE @ 408 1st Ave NW, Browns Valley, MN

Mr. Skjonsberg:

I am the Code Enforcement Officer for the City of Browns Valley and have been authorized to send this letter to you. I am contacting you regarding the condition of the building located on property you own at **408 1st Ave NW** in the City of Browns Valley. The condition of the building constitutes a violation of Browns Valley City Ordinance 92.21, which prohibits substandard buildings and structures within the City of Browns Valley. Attached herein is a copy of Ordinance 92.21 for Substandard Buildings and 92.23 Abatement Notice.

Based on the Ordinance, you have 30 days to comply with this notice from the date of this letter. If you need more time, please call City Hall, and make arrangements.

It is the City's hope that you will repair or remove the building located on your property in a timely manner to avoid enforcement of the penalty provisions of this Ordinance. Please contact me at (320)-695-2110 if you have any questions.



Terry Biewer

Browns Valley Code Enforcement Officer

August 21, 2025

City of Browns Valley
19 3rd Street South
PO Box 334
Browns Valley, MN 56219

An inspection was made on August 21, 2025 at 326 W Broadway Browns Valley, MN, also known as the Buyahs. An initial inspection was completed in March, 2024. The purpose of the inspection was to inspect the present condition of the building, which has deteriorated further since the initial inspection.

- The roof has collapsed into the building, allowing the elements and animals to get into the building.
- The second story floor has now collapsed onto the first story floor. The building is no longer safe to enter.
- Main Street structures have common walls with framing from both adjoining buildings attached to the common wall. This building is in danger of further collapse, which could compromise the buildings on either side of the shared walls. The common walls have been damaged by the collapsing of this building.

Because this building shares walls with the adjacent buildings on Broadway, in order for this building to be demolished without additional damage to the shared walls and adjacent buildings, a plan for the responsible demolition of this building and repair of the common walls must be submitted by a professional consultant (such as a structural engineer) and approved by me.

Regards,

Mike Jacobson
MN State Certified Building Official # 2546