



## Browns Valley Regular City Council Meeting Approved Minutes October 13, 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 City Administrator Jodi Hook-Hansen, and City Attorney Matt Franzese.

**Absent:** Director Bernice Piechowski, Devan Dobbs attended 5:20

The meeting was called to order at 5:00 p.m. by Mayor Mike Heck.  
The Pledge of Allegiance was recited by those in attendance.

**Others Present:** Kenny Hansen, Edith Foren, Jerry Johnson, Cyril Abraham, Collen Cloud

### **Agenda:**

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

### **Council Vacancy Appointment**

The City of Browns Valley had solicited letters of interest from qualified individuals to fill a vacancy on the City Council created by the resignation of Councilman Michael Backer. The individual appointed to this position will stand for special election to serve out the remainder of the term on December 31, 2026. Jerry Johnson was the only person who submitted an application confirming his eligibility and was interviewed by the City Council.

- Upon a motion by Miller, seconded by Biewer, the Council unanimously approved Resolution 25-20, a Resolution Filling a Vacancy in the Office of Browns Valley City Council (Dobbs was absent). Administrator Hook-Hansen administered the Oath of Office, which was duly signed.

### **Visitors: Visitors:**

#### **Sara Goodhart – Request to Relocate Office Space**

Council considered Sara Goodhart's request to relocate her office to the newly renovated location.

- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved Sara Goodhart's request to relocate her office to the newly renovated location within the Community Center/Food Shelf building.

### **Water Bill Payment Arrangement Requests**

Council heard from visitors regarding requests for payment arrangements on outstanding water bills and took action as deemed necessary.

- **Coleen Cloud:** Water Bill Payment Arrangement Request – Council directed that the account must be brought current, after which water service will be restored.
- **Cyril Abraham:** Water Bill Payment Arrangement Request – Council directed that the account must be brought current, after which water service will be restored.

**Consent Agenda:**

- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved the September 22, 2025, Regular Meeting Minutes
- Upon a motion by Biewer, seconded by Johnson, the Council unanimously approved the claims totaling \$115,229.92, including wages (October 1<sup>st</sup> = \$12,945.02) and October 13<sup>th</sup> = \$102,284.90.
- Upon a motion by Miller, seconded by Biewer, the Council unanimously approved Resolution 25-19, a Resolution Accepting a Grant to the City in the amount totaling \$2,200.00 from the Traverse County Collaboration.
- Upon a motion by Miller, seconded by Biewer, the Council unanimously approved September's Treasurer's Report.
- Upon a motion by Miller, seconded by Biewer, the Council unanimously approved September's Delinquency report.

**Department Reports:**

- City Maintenance Supervisor Serocki reported on completed and ongoing public works projects.
- Code Enforcement Officer Biewer reported on actions taken to enforce City ordinances and items completed in the office.
- City Administrator Hook-Hansen reported on administrative items completed in the office.
- City Attorney Franzese gave a verbal report on actions performed for the City of Browns Valley.

**Unfinished Business:**

- **329 2nd Street North – Substandard Building**  
Council discussed the violation of Browns Valley Ordinance regarding a substandard building at 329 2nd Street North. The item was tabled for further review.
- **408 1st Avenue Northwest – Substandard Building**  
Council discussed the violation of Browns Valley Ordinance regarding a substandard building at 408 1st Avenue Northwest. The item was tabled pending a status update.
- **Labor Union Agreement**  
Upon a motion by Heck, seconded by Dobbs, the Council unanimously approved the labor union agreement as presented.

**New Business:**

**Law Enforcement Contract for 2026**

Council discussed to continue the current contract terms for 2026 and to schedule a meeting with the County to review contract terms. The current Law Enforcement contract expires on December 31, 2025.

**Certificate of Deposit Renewal**

Council discussed the renewal of the City's Certificate of Deposit, which is maturing on October 13, 2025, with First Independent Bank, including consideration of term and rate options.

- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved renewing the Certificate of Deposit for a term of seven (7) months at an interest rate of 3.80%.

**Approval of Revised Proposal – American Engineering Testing**

Council considered a revised proposal from American Engineering Testing in the additional amount of \$3,450 for additional borings due to the relocation of the well site.

- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved the revised proposal from American Engineering Testing in the additional amount of \$3,450 for the additional borings.

**Public Employees Insurance Program (PEIP) Participation**

Council considered continuing participation in the Public Employees Insurance Program (PEIP) with no rate change.

- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved continuing participation in the Public Employees Insurance Program with no rate change.

**Employee Life Insurance Coverage**

Council considered changing employee life insurance coverage from Madison National to PEIP Life Insurance, and approving coverage at the maximum amount of \$50,000 at a rate of \$9.00.

- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved changing employee life insurance coverage from Madison National to PEIP Life Insurance, and approving coverage at the maximum amount of \$50,000 at a rate of \$9.00.

**Building Permit Approval – 232 Church Street South**

Council considered the request for a building permit for a portable shed at 232 Church Street South submitted by Casey Serocki.

- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved the building permit for a portable shed at 232 Church Street North.

**Property Sale – 313 West Broadway**

Council considered completing the sale of property at 313 West Broadway to Kenny Hansen by Quit Claim Deed, as all contract conditions have been met and payment of \$200.00 was received on August 7, 2024.

- Upon a motion by Miller, seconded by Dobbs, the Council voted 4 to 1 approved the sale of property at 313 West Broadway to Kenny Hansen by Quit Claim Deed, acknowledging that all contract conditions have been met and payment was received. Heck dissented.

**EDA Council Appointments**

Council considered the appointment of three City Council members to serve on the City Economic Development Authority (EDA).

The item was tabled pending further discussion with the EDA.

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

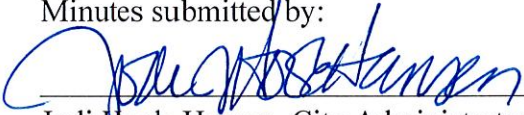
**Dates:** November 4<sup>th</sup> Opioid Settlement Annual Consultation & Partnership Meeting

December 30<sup>th</sup> Certify final levy and complete certificate of compliance with Department of Revenue

**Next scheduled meeting** Monday October 27

The meeting adjourned at 6:38 p.m.

Minutes submitted by:

  
Jodi Hook-Hansen, City Administrator

Approved by:

  
Mike Heck, Mayor