THE CITY OF BROWNS VALLEY
19-Third Street South
PO Box 314
BROWNS VALLEY, MN 56219

BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday October 13, 2025 - 5:00 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: Motion_____ Seconded______

Interview with Jerry Johnson
Oath of Office

Visitors:
Sara Goodhart- Request to Relocate Office Space
Council consideration and possible approval of Sara Goodhart's request to relocate her office to the newly renovated location

Water Bill Payment Arrangement Requests
Council to hear from visitors regarding requests for payment arrangements on outstanding water bills and to take action as deemed necessary.

- Terrance Lufkins – Water Bill Payment Arrangement Request
- Coleen Cloud – Water Bill Payment Arrangement Request

Consent Agenda

- September 22, 2025 Regular Meeting Minutes
- For a grand total of $115,229.92

  Wages: October 1st = $12,945.02

  Claims: October 13th =$102,284.90
- Approval of Resolution 25-19 a Resolution Accepting a Grant to the City in the amount totaling $2,200.00 from the Traverse County Collaboration
- Treasurer report September Checks Cashed $270,029.33 September Revenue/Deposits $58,787.64
- Delinquency report

Department Reports:

Unfinished Business:

- Violation of Brown Valley Ordinance substandard building 329 2nd Street North
- Violation of Brown Valley Ordinance substandard building 408 1st Avenue North West
- Consider approval of the labor union agreement as presented

THE CITY OF BROWNS VALLEY
19-Third Street South
PO Box 324
BROWNS VALLEY, MN 56219

New Business:

- Law Enforcement Contract for 2026
  Council to discuss and provide direction on whether to continue the current contract terms for 2026 or to schedule a meeting with the County to review contract terms. The current Law Enforcement contract expires on December 31, 2025.

- Discussion and approval to renew the City's Certificate of Deposit maturing on October 13, 2025, with First Independent Bank, and to determine term and rate options.

- Approval for revised proposal from American Engineering Testing in additional amount of $3,450 for additional borings due to relocation of the well site

- Approval to continue participation in the Public Employees Insurance Program with no rate change

- Council consideration and possible approval to change employee life insurance coverage from Madison National to PEIP Life Insurance, and to approve coverage at the maximum amount of $50,000 at a rate of $9.00.

- Approval of Building Permit 232 Church Street North (Casey Serocki) Portable Shed

- Consideration and approval to complete the sale of property at 313 West Broadway to Kenny Hansen by Quit Claim Deed, as all contract conditions have been met and $200.00 was received on August 7, 2024.

- Council consideration and possible appointment of three City Council members to serve on the City Economic Development Authority (EDA).

Items for council to consider for future: Sources for additional revenues-Budget review

Dates:
November 4th Opioid Settlement Annual Consultation & Partnership Meeting
December 30th Certify final levy and complete certificate of compliance with Department of Revenue

Next scheduled meeting Monday October 27th at 5:30

Adjournment: Time__________

Gateway to the Hunter's Paradise

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

Browns Valley Regular City Council Meeting ~~Approved~~ Draft Minutes
September 22, 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 City Attorney Matt Franzese.

Absent: 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: Kenny Hansen, Aaron Toelle, Arlene Reinart, and Tina Bartz.

Agenda:

- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved the agenda with the following additions:
  - Approval of the proposal for appraisal services for the Browns Valley and Beardsley Joint Drinking Water Project, as recommended by Widseth.
  - Approval of a claim to Gerry Heck in the amount of $500.00 for crop damage due to test well and soil borings.

Visitors: Aaron Toelle appeared to discuss the proposed increase in Fire Relief Association retirement benefits and addressed questions from the Council regarding approval of raising the benefit from $850 to $1,200.

Kenny Hansen appeared to ask the Council to reconsider cancelling the sale of 313 West Broadway to him due to noncompliance with the purchase agreement, which took place at the meeting held on September 8, 2025. He also stated that since this issue was not listed on the agenda for the meeting, it could not be discussed or voted on. The City Attorney researched the issue and confirmed that the failure to have the issue listed on the agenda was in violation of Robert's Rules of Order, and therefore the vote to cancel the purchase agreement was void.

Consent Agenda:

- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved amending the minutes of the September 8, 2025 Regular Meeting to declare the vote void from the official minutes any action taken regarding the purchase agreement with Kenny Hansen for the property at 313 West Broadway to declare the sale null and void due to not fulfilling the terms of the purchase agreement as this was not properly added and approved to the meeting's agenda at the beginning of the meeting.

  The Council asked that the City's Building Inspector conduct an inspection of the property to determine what, if anything, was still needed to be done to ensure that the property is no longer a substandard building. The City Attorney spoke with the Building Inspector, who thought that he was too biased to give an independent evaluation. The City Attorney volunteered to locate another building inspector to perform the inspection.

- Upon a motion by Biewer, seconded by Dobbs, the Council unanimously approved the claims totaling $138,953.47, including wages (September 16^{th} = $7,881.08) and September 22^{nd} =$131,072.39.

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

- 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. Miller requested that council meetings be recorded. Staff will pursue options to record meetings live in order to enhance transparency.
- City Attorney Franzese gave a verbal report on actions performed for the City of Browns Valley. The City Council asked Franzese to proceed to legally to seek an administrative search warrant on properties 37 6th Street North (3/24/25), 29 6th Street North (12/4/24), 103 Jefferson Street South (6/09/25), 502 3rd Street North (3/10/25) and 523 4th Street North (6/6/25), due to uninhabitable homes that have been without water for several months.

Old Business:

- Upon a motion by Heck, seconded by Miller, the Council voted 3–1 to approve Resolution 25-13, A Resolution Ratifying the Adoption of the Fiscal Year 2026 Preliminary Budget with a levy increase of $20,000.00, bringing the total levy to $436,000.00. Dobbs dissented.

New Business:

- Upon a motion by Biewer, seconded by Heck, the Council unanimously approved Resolution 25-16 A Resolution Approving an Increase in Fire Relief Association Retirement Benefits from $850 to $1,200 as requested by the Association.

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

- Widseth has obtained proposals for performing an appraisal on the Gerald and Peggy Heck property in the City of Beardsley (PID #16-0260-010) for the proposed water treatment plant site. The proposals received were as follows:

Thomas-Lauren Co. (Alexandria, MN)	$3,500.00
Neu Real Estate (Ortonville, MN)	$6,000.00
Tinjum Appraisal Co. (Detroit Lakes, MN)	$7,450.00

- ➢ Upon a motion by Miller, seconded by Biewer, the Council unanimously approved the proposal from Thomas-Lauren Co. for appraisal services for the Browns Valley and Beardsley Joint Drinking Water Project in the amount of $3,500.00.
- ➢ Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved a building permit for 412 4th Street North (DeNitra White) to repair/replace the back steps.
- ➢ Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved a building permit for 215 Washington Street South (Jerry & Diane Johnson) to re-roof the building on the property.
- ➢ Upon a motion by Miller, seconded by Biewer, the Council unanimously approved a building permit for 304 4th Street North (Garrick Stahl) to side the building located on the property.
- Regarding the violation of Browns Valley Ordinance for a substandard building at 329 2nd Street North, the Council tabled the matter because the required advance notice to the property owner has not yet expired.
- Regarding the violation of Browns Valley Ordinance for a substandard building at 408 1st Avenue North West, the Council tabled the matter because the required advance notice to the property owner has not yet expired.

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

Dates:

Next scheduled meeting Monday October 13th at 5:00 p.m.

The meeting adjourned at 7:30 p.m.

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

CITY OF BROWNS VALLEY

*Check Summary Register©

Batch: Claims101325,22179 revised

	Name	Check Date	Check Amt	
10100	**PRAIRIE SUN BANK**			
13642e	VERIZON WIRELESS	10/7/2025	$100.64	Ambulance cell
13643e	TRAVERSE ELECTRIC COOP, IN	10/15/2025	$460.85	monthly statement (water)
13644e	AFLAC	10/2/2025	$591.01	September
13645e	VALLEY TELEPHONE CO	10/15/2025	$743.52	2871,2872,2243,lift stations
13646e	IRS	10/7/2025	$3,847.23	Federal
13647e	PUBLIC EMPLOYEES RETIREME	10/7/2025	$1,488.07	
13648e	MN DEPT OF REVENUE	10/7/2025	$771.00	Comm Water
13649e	MN DEPT OF REVENUE	10/7/2025	$427.07	
13650e	MN DEPT OF REVENUE	10/7/2025	$427.84	levy payments
13651e	CHS Inc.-AUTOPAY	10/20/2025	$150.00	propane tank lease Fire-Amb-City Hall
13652e	MN PEIP - C/O MMB FISCAL SVC	10/7/2025	$2,407.96	Jodi, Jon
13653e	CENEX FLEET FUELING	10/8/2025	$305.58	#3 Ambulance
13654e	VISA	10/14/2025	$156.00	postage
13655e	VISA	10/14/2025	$218.47	ambulance supplies
22155	STENGEL REPAIR	9/29/2025	$200.00	Ranger repair
22175	TRAVERSE COUNTY DVS	10/8/2025	$1,152.00	Vehicle Registration
22176	AFSCME #65	10/13/2025	$46.18	Arlene Reinart
22177	AMBULANCE CLAIMS PROCESSI	10/13/2025	$110.00	September
22178	AVEL ECARE LLC OPERATING	10/13/2025	$868.00	October
~~22179~~	~~BAKER & TAYLOR~~	~~10/13/2025~~	~~$0.00~~	~~Books~~ Voided
22180	BENS SERVICE	10/13/2025	$14.00	3.4 gal gas
22181	TERRY BIEWER	10/13/2025	$37.80	Mileage to wheaton for plow license & Widseth
22182	BOUND TREE MEDICAL	10/13/2025	$703.60	ambulance supplies
22183	BROWNS VALLEY FIRE RELIEF	10/13/2025	$17,625.79	Fire State Aid
22184	BROWNS VALLEY HARDWAREH	10/13/2025	$63.48	city hall repairs
22185	BROWNS VALLEY HARDWAREH	10/13/2025	$34.98	#2780 Acct
22186	BUSINESS CARD	10/13/2025	$233.54	Books-Library
22187	CARQUEST OF ORTONVILLE	10/13/2025	$661.57	pickup repairs
22188	CENGAGE LEARNING	10/13/2025	$57.38	Books-Library
22189	CHS Inc.-AUTOPAY	10/13/2025	$20.00	Propane Tank-Library
22190	DAKOTA PUMP & CONTROL INC	10/13/2025	$16,730.91	pulled pump #3 to repair at DPC shop
22191	DINGES FIRE COMPANY	10/13/2025	$5,375.00	Milwaukee 18" ppv to be reimb from Fire Relief
22192	FORNER, THOMAS	10/13/2025	$5,000.00	EDA Committee Denitra White back steps
22193	Gazette Publishing Company	10/13/2025	$99.00	Legal Notice council vacancy
22194	GOPHER STATE ONE-CALL	10/13/2025	$12.15	September billing
22195	HENRY SCHEIN, INC	10/13/2025	$104.77	ambulance supplies
22196	LEAGUE OF MN CITIES INS TRU	10/13/2025	$1,000.00	deductible for lift station malfunction ins claim
22197	MIDWEST TAPE LLC	10/13/2025	$144.46	Grant items Library
22198	MIKE JACOBSON	10/13/2025	$400.00	October
22199	MN VALLEY TESTING LABS, INC	10/13/2025	$170.25	wastewater testing
22200	PIVOT CENTRAL	10/13/2025	$949.83	motor assy, coupler, kit
22201	STAHL, GARRICK J	10/13/2025	$6,738.90	EDA Committee house rehab
22202	TRAVERSE COUNTY SHERIFF O	10/13/2025	$15,000.00	3rd quarter contracted services
22203	TRI STATE WATER, INC.	10/13/2025	$29.35	Acct# 1029106
22204	WIDSETH SMITH NOLTING & AS	10/13/2025	$16,511.50	B V Water Supply & Treatment System Improv
22205	BAKER & TAYLOR	10/13/2025	$95.22	library books
		Total Checks	$102,284.90	

FILTER: (([Act Year]='2025' and [period] in (10))) and (Source in ('Claims101325','22179 revised'))

CITY OF BROWNS VALLEY

Payments

Current Period: October 2025

Payment Batch Claims101325 $102,283.96

Refer	2798 *CENEX FLEET CARD*	Ck# 013653E 10/8/2025		
Cash Payment	E 101-42153-212 Motor Fuels	#3 Ambulance		$92.19
Invoice				
Cash Payment	E 101-43000-212 Motor Fuels	#4 Maintenance		$106.70
Invoice				
Cash Payment	E 601-49400-212 Motor Fuels	#4 Maintenance		$53.34
Invoice				
Cash Payment	E 602-49450-212 Motor Fuels	#4 Maintenance		$53.35
Invoice				
Transaction Date	10/14/2025	PRAIRIE SUN BANK 10100	**Total**	$305.58
Refer	2799 *GAZETTE PUBLISHING COMPANY*	Ck# 022193 10/13/2025		
Cash Payment	E 101-41000-340 Advertising	Legal Notice council vacancy		$99.00
Invoice				
Transaction Date	9/25/2025	PRAIRIE SUN BANK 10100	**Total**	$99.00
Refer	2800 *MVTL*	Ck# 022199 10/13/2025		
Cash Payment	E 602-49450-306 Testing	wastewater testing		$170.25
Invoice 1324850	9/22/2025			
Transaction Date	9/25/2025	PRAIRIE SUN BANK 10100	**Total**	$170.25
Refer	2801 *STAHL, GARRICK J*	Ck# 022201 10/13/2025		
Cash Payment	E 101-46500-429 Misc Grant Items for Rei	EDA Committee house rehab		$6,738.90
Invoice				
Transaction Date	9/25/2025	PRAIRIE SUN BANK 10100	**Total**	$6,738.90
Refer	2802 *STENGEL REPAIR*	Ck# 022155 9/29/2025		
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	Ranger repair		$200.00
Invoice 522	9/19/2025			
Transaction Date	9/25/2025	PRAIRIE SUN BANK 10100	**Total**	$200.00
Refer	2803 *TRAVERSE COUNTY SHERIFF OFF*	Ck# 022202 10/13/2025		
Cash Payment	E 101-42000-300 Professional Srvs (GENE	3rd quarter contracted services		$15,000.00
Invoice 202500332				
Transaction Date	9/26/2025	PRAIRIE SUN BANK 10100	**Total**	$15,000.00
Refer	2804 *PIVOT CENTRAL*	Ck# 022200 10/13/2025		
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	motor assy, coupler, kit		$949.83
Invoice 3137539	9/11/2025			
Transaction Date	9/26/2025	PRAIRIE SUN BANK 10100	**Total**	$949.83
Refer	2805 *VISA*	Ck# 013654E 10/14/2025		
Cash Payment	E 101-41000-322 Postage	postage		$156.00
Invoice				
Transaction Date	9/26/2025	PRAIRIE SUN BANK 10100	**Total**	$156.00
Refer	2806 *VISA*	Ck# 013655E 10/14/2025		
Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies		$218.47
Invoice				
Transaction Date	9/26/2025	PRAIRIE SUN BANK 10100	**Total**	$218.47
Refer	2807 *MIKE JACOBSON*	Ck# 022198 10/13/2025		
Cash Payment	E 101-42400-300 Professional Srvs (GENE	October		$400.00
Invoice				

CITY OF BROWNS VALLEY

Payments

Current Period: October 2025

Transaction Date	9/26/2025	PRAIRIE SUN BANK 10100	**Total**	$400.00
Refer 2808 *WIDSETH SMITH NOLTING & ASS*		Ck# 022204 10/13/2025		
Cash Payment	E 414-43000-302 Architect Fees	B V Water Supply & Treatment System Improvements		$16,511.50
Invoice 240317	9/23/2025		Project 2025-1	
Transaction Date	9/30/2025	PRAIRIE SUN BANK 10100	**Total**	$16,511.50
Refer 2809 *VERIZON WIRELESS*		Ck# 013642E 10/7/2025		
Cash Payment	E 101-42153-321 Telephone	Ambulance cell		$100.64
Invoice				
Transaction Date	9/30/2025	PRAIRIE SUN BANK 10100	**Total**	$100.64
Refer 2810 *DINGES FIRE COMPANY*		Ck# 022191 10/13/2025		
Cash Payment	E 101-42260-240 Small Tools and Minor E	Milwaukee 18" ppv to be reimb from Fire Relief		$5,375.00
Invoice 76555	9/26/2025		Project 42260	
Transaction Date	9/30/2025	PRAIRIE SUN BANK 10100	**Total**	$5,375.00
Refer 2811 *LEAGUE OF MN CITIES INS TRUST*		Ck# 022196 10/13/2025		
Cash Payment	E 101-41000-360 Insurance (GENERAL)	deductible for lift station malfunction ins claim		$1,000.00
Invoice 9945	9/29/2025			
Transaction Date	9/30/2025	PRAIRIE SUN BANK 10100	**Total**	$1,000.00
Refer 2812 *BOUND TREE MEDICAL*		Ck# 022182 10/13/2025		
Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies		$703.60
Invoice 85920812	9/16/2025			
Transaction Date	9/30/2025	PRAIRIE SUN BANK 10100	**Total**	$703.60
Refer 2813 *BROWNS VALLEY FIRE RELIEF*		Ck# 022183 10/13/2025		
Cash Payment	E 101-42260-124 Fire Pension Contributio	Fire State Aid		$17,625.79
Invoice 9907842				
Transaction Date	10/1/2025	PRAIRIE SUN BANK 10100	**Total**	$17,625.79
Refer 2814 *BENS SERVICE*		Ck# 022180 10/13/2025		
Cash Payment	E 101-43000-212 Motor Fuels	3.4 gal gas		$14.00
Invoice				
Transaction Date	10/1/2025	PRAIRIE SUN BANK 10100	**Total**	$14.00
Refer 2815 *TRAVERSE ELECTRIC COOP, INC*		Ck# 013643E 10/15/2025		
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)		$399.90
Invoice				
Transaction Date	10/6/2025	PRAIRIE SUN BANK 10100	**Total**	$460.85
Refer 2816 *CARQUEST OF ORTONVILLE*		Ck# 022187 10/13/2025		
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	pickup repairs		$196.77
Invoice				
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	pickup repairs		$98.39
Invoice				
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	pickup repairs		$98.38
Invoice				
Cash Payment	E 101-45000-220 Repair/Maint Supply (GE	pickup repairs		$4.07
Invoice				
Cash Payment	E 101-43000-210 Operating Supplies (GE	shop oil for equipment		$105.58
Invoice				

Current Period: October 2025

Cash Payment	E 101-45000-210 Operating Supplies (GE	shop oil for equipment		$26.40
Invoice				
Cash Payment	E 601-49400-210 Operating Supplies (GE	shop oil for equipment		$65.99
Invoice				
Cash Payment	E 602-49450-210 Operating Supplies (GE	shop oil for equipment		$65.99
Invoice				
Transaction Date	10/6/2025	PRAIRIE SUN BANK 10100	Total	$661.57
Refer	2817 *AMBULANCE CLAIMS PROCESSIN*	Ck# 022177 10/13/2025		
Cash Payment	E 101-42153-300 Professional Srvs (GENE	September		$110.00
Invoice 18427				
Transaction Date	10/6/2025	PRAIRIE SUN BANK 10100	Total	$110.00
Refer	2818 *GOPHER STATE ONE-CALL*	Ck# 022194 10/13/2025		
Cash Payment	E 602-49450-300 Professional Srvs (GENE	September billing		$6.08
Invoice 5090255	9/30/2025			
Cash Payment	E 601-49400-300 Professional Srvs (GENE	September billing		$6.07
Invoice 5090255	9/30/2025			
Transaction Date	10/6/2025	PRAIRIE SUN BANK 10100	Total	$12.15
Refer	2819 *AFLAC*	Ck# 013644E 10/2/2025		
Cash Payment	G 101-21708 AFLAC	September		$591.01
Invoice				
Transaction Date	10/6/2025	PRAIRIE SUN BANK 10100	Total	$591.01
Refer	2820 *TRI STATE WATER, INC.*	Ck# 022203 10/13/2025		
Cash Payment	E 101-41000-200 Office Supplies (GENER	Acct# 1029106		$29.35
Invoice				
Transaction Date	10/6/2025	PRAIRIE SUN BANK 10100	Total	$29.35
Refer	2821 *FORNER, THOMAS*	Ck# 022192 10/13/2025		
Cash Payment	E 101-46500-429 Misc Grant Items for Rei	EDA Committee Denitra White back steps		$5,000.00
Invoice			Project EDA	
Transaction Date	10/7/2025	PRAIRIE SUN BANK 10100	Total	$5,000.00
Refer	2822 *VALLEY TELEPHONE*	Ck# 013645E 10/15/2025		
Cash Payment	E 602-49450-321 Telephone	2871,2872,2243,lift stations		$171.89
Invoice				
Cash Payment	E 101-41000-321 Telephone	2127, Fax Village Hall		$41.23
Invoice				
Cash Payment	E 101-41000-321 Telephone	2110, Phone, Village Hall		$324.29
Invoice				
Cash Payment	E 211-45500-321 Telephone	2318, 2125, Library		$50.81
Invoice				
Cash Payment	E 101-43000-321 Telephone	2846, Maintenance Dept.		$74.40
Invoice				
Cash Payment	E 101-41000-321 Telephone	wifi Community Center		$80.90
Invoice				
Transaction Date	10/7/2025	PRAIRIE SUN BANK 10100	Total	$743.52
Refer	2823 *DAKOTA PUMP & CONTROL*	Ck# 022190 10/13/2025		
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	pulled pump #3 to repair at DPC shop		$478.00
Invoice 50916	9/27/2025			
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	lagoon turbine pump - pull out screen for suction		$1,116.00
Invoice 50934	10/3/2025			

Current Period: October 2025

Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	connected new cord, repair and reinstallation of pump #3	$15,136.91
Invoice 50928	10/3/2025		
Transaction Date	10/7/2025	PRAIRIE SUN BANK 10100 Total	$16,730.91
Refer 2824 *BROWNS VALLEY HARDWARE HA*		Ck# 022184 10/13/2025	
Cash Payment	E 101-41000-220 Repair/Maint Supply (GE	city hall repairs	$11.99
Invoice			
Cash Payment	E 601-49400-210 Operating Supplies (GE	water supplies	$28.56
Invoice			
Cash Payment	E 101-45000-210 Operating Supplies (GE	park supplies	$9.99
Invoice			
Cash Payment	E 602-49450-210 Operating Supplies (GE	ponds supplies	$11.69
Invoice			
Cash Payment	E 101-43000-210 Operating Supplies (GE	plow truck supplies	$1.25
Invoice			
Transaction Date	10/7/2025	PRAIRIE SUN BANK 10100 Total	$63.48
Refer 2825 *CHS INC.*		Ck# 013651E 10/20/2025	
Cash Payment	E 101-42153-410 Rentals (GENERAL)	propane tank lease Fire-Amb-City Hall	$12.50
Invoice 1079	9/5/2025		
Cash Payment	E 101-41000-410 Rentals (GENERAL)	propane tank lease Fire-Amb-City Hall	$25.00
Invoice 1079	9/5/2025		
Cash Payment	E 101-42260-410 Rentals (GENERAL)	propane tank lease Fire-Amb-City Hall	$12.50
Invoice 1079	9/5/2025		
Cash Payment	E 101-41000-410 Rentals (GENERAL)	propane tank lease Comm Center	$50.00
Invoice 1080	9/5/2025		
Cash Payment	E 101-43000-410 Rentals (GENERAL)	propane tank lease New Shop	$50.00
Invoice 1081	9/5/2025		
Transaction Date	10/7/2025	PRAIRIE SUN BANK 10100 Total	$150.00
Refer 2826 *HENRY SCHEIN, INC*		Ck# 022195 10/13/2025	
Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies	$104.77
Invoice 46820055	9/12/2025		
Transaction Date	10/7/2025	PRAIRIE SUN BANK 10100 Total	$104.77
Refer 2827 *IRS*		Ck# 013646E 10/7/2025	
Cash Payment	G 101-21701 Federal Withholding	Federal	$2,163.84
Invoice			
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare	$1,683.39
Invoice			
Transaction Date	10/7/2025	PRAIRIE SUN BANK 10100 Total	$3,847.23
Refer 2828 *PUBLIC EMPLOYEES RETIREMEN*		Ck# 013647E 10/7/2025	
Cash Payment	G 101-21704 PERA		$1,488.07
Invoice			
Transaction Date	10/7/2025	PRAIRIE SUN BANK 10100 Total	$1,488.07
Refer 2829 *MN DEPT OF REVENUE ST*		Ck# 013648E 10/7/2025	
Cash Payment	E 601-49400-441 Sales tax	Comm Water	$58.00
Invoice			
Cash Payment	E 603-49500-441 Sales tax	Comm Garbage	$313.00
Invoice			
Cash Payment	E 603-49500-441 Sales tax	Res Garbage	$400.00
Invoice			

Current Period: October 2025

Transaction Date 10/7/2025 PRAIRIE SUN BANK 10100 Total $771.00

Refer 2830 *MN DEPT OF REVENUE SW* Ck# 013649E 10/7/2025
Cash Payment G 101-21702 State Withholding $427.07
Invoice
Transaction Date 10/7/2025 PRAIRIE SUN BANK 10100 Total $427.07

Refer 2831 *MN DEPT OF REVENUE SW* Ck# 013650E 10/7/2025
Cash Payment G 101-21702 State Withholding levy payments $427.84
Invoice
Transaction Date 10/7/2025 PRAIRIE SUN BANK 10100 Total $427.84

Refer 2832 *AFSCME #65* Ck# 022176 10/13/2025
Cash Payment G 101-21707 Union Dues Arlene Reinart $46.18
Invoice
Transaction Date 10/7/2025 PRAIRIE SUN BANK 10100 Total $46.18

Refer 2833 *PEIP* Ck# 013652E 10/7/2025
Cash Payment G 101-21706 Health Insurance Jodi, Jon $2,407.96
Invoice
Transaction Date 10/7/2025 PRAIRIE SUN BANK 10100 Total $2,407.96

Refer 2834 *AVEL ECARE MEDICAL GROUP PC* Ck# 022178 10/13/2025
Cash Payment E 410-42153-300 Professional Srvs (GENE October $868.00
Invoice
Transaction Date 10/7/2025 PRAIRIE SUN BANK 10100 Total $868.00

Refer 2835 *BUSINESS CARD* Ck# 022186 10/13/2025
Cash Payment E 211-45500-435 Books and Pamphlets Books-Library $155.70
Invoice
Cash Payment E 211-45500-435 Books and Pamphlets Books-Library $77.84
Invoice
Transaction Date 10/8/2025 PRAIRIE SUN BANK 10100 Total $233.54

Refer 2836 *CENGAGE LEARNING* Ck# 022188 10/13/2025
Cash Payment E 211-45500-435 Books and Pamphlets Books-Library $57.38
Invoice 999101377681 9/15/2025
Transaction Date 10/8/2025 PRAIRIE SUN BANK 10100 Total $57.38

Refer 2837 *MIDWEST TAPE LLC* Ck# 022197 10/13/2025
Cash Payment E 211-45500-429 Misc Grant Items for Rei Grant items Library $51.37
Invoice 507816018 10/7/2025
Cash Payment E 211-45500-435 Books and Pamphlets Books-Library $76.59
Invoice 507816018 10/7/2025
Cash Payment E 211-45500-437 Tapes/CD s/Movies movie-library $16.50
Invoice 507816018 10/7/2025
Transaction Date 10/8/2025 PRAIRIE SUN BANK 10100 Total $144.46

Refer 2838 *BROWNS VALLEY HARDWARE HA* Ck# 022185 10/13/2025
Cash Payment E 211-45500-210 Operating Supplies (GE #2780 Acct $34.98
Invoice 2780
Transaction Date 10/8/2025 PRAIRIE SUN BANK 10100 Total $34.98

Refer 2839 *CHS INC.* Ck# 022189 10/13/2025
Cash Payment E 211-45500-410 Rentals (GENERAL) Propane Tank-Library $20.00
Invoice 500477

CITY OF BROWNS VALLEY

Payments

Current Period: October 2025

Transaction Date	10/8/2025	PRAIRIE SUN BANK 10100	**Total**	$20.00
Refer	2840 *BAKER & TAYLOR*	Ck# 022179 10/13/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets	Books Voided	wrong Amt.	$94.28
Invoice 2039284395	9/29/2025			
Transaction Date	10/8/2025	PRAIRIE SUN BANK 10100	**Total**	$94.28
Refer	2841 *BIEWER, TERRY*	Ck# 022181 10/13/2025		
Cash Payment	E 101-41000-331 Travel Expenses	Mileage to wheaton for plow license & Widseth project-assessors office 54x.70		$37.80
Invoice				
Transaction Date	10/8/2025	PRAIRIE SUN BANK 10100	**Total**	$37.80
Refer	2842 *TRAVERSE COUNTY DVS*	Ck# 022175 10/8/2025		
Cash Payment	E 101-43000-210 Operating Supplies (GE	Vehicle Registration		$1,152.00
Invoice				
Transaction Date	10/8/2025	PRAIRIE SUN BANK 10100	**Total**	$1,152.00

Fund Summary

	10100 PRAIRIE SUN BANK
101 GENERAL FUND	$64,526.44
211 LIBRARY	$635.45
410 AMBULANCE CAPITAL FUND	$868.00
414 BVB WATER PROJECT	$16,511.50
601 WATER FUND	$371.30
602 SEWER FUND	$18,658.27
603 REFUSE (GARBAGE) FUND	$713.00
	$102,283.96

Pre-Written Checks	$102,283.96
Checks to be Generated by the Computer	$0.00
Total	$102,283.96

CITY OF BROWNS VALLEY

Payments

Current Period: October 2025

Payment Batch 22179 revised $95.22

Refer	2843 *BAKER & TAYLOR*	Ck# 022205 10/13/2025	voided 22179 to reissue
Cash Payment	E 211-45500-435 Books and Pamphlets	library books	$95.22
Invoice R2039284395	10/13/2025		
Transaction Date	10/9/2025	PRAIRIE SUN BANK 10100	**Total** $95.22

Correct amt.

Fund Summary

	10100 PRAIRIE SUN BANK
211 LIBRARY	$95.22
	$95.22

Pre-Written Checks	$95.22
Checks to be Generated by the Computer	$0.00
Total	$95.22

RESOLUTION NO. 25-19

A RESOLUTION ACCEPTING A GRANT TO THE CITY OF BROWNS VALLEY

WHEREAS, pursuant to M.S.A. §465.03, the City of Browns Valley is generally authorized to accept donations of real and personal property 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 Granted
Traverse County Collaboration	**Library Youth Items**	**$2,200.00**

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 gift of $2,200 from **Traverse County Collaboration** is hereby accepted.
2. The gift shall be used to establish the activity summary stated in the grant agreement.
3. The city clerk is 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 13th day of October, 2025.

____

Mayor / Acting Mayor

Attested:

____

City Administrator

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. 2025-10-13-26

Date Received/Paid ________

Date Council Approved ________

Residential (Based on Valuation – Compute on Reverse)

___ House $ ________

___ Remodel (Applicant Valuation) $ ________

___ Attached Garage $ ________

___ Deck/Porch $ ________

✓ Detached Garage/Portable Shed $ \$25.00 + \$1.00 Surcharge

shed cost = approx \$10,000

___ Modular/Manufactured Home $ ________

Maintenance – Residential — Box 3

___ Mechanical

___ Re-roof (\$25.00)

___ Siding (\$25.00)

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

___ Miscellaneous Repair

Demolition (Asbestos inspection and lab fees not include

___ Residential

___ Commercial

Work being done: ________

Commercial (Based on state valuation)

___ Architect – Required $ ________

___ Non-Architect (includes Maint. Permits) $ ________

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

Please print:

Parcel ID 20-0221000 — Box 4

Block 32

Lot 13 & 15

Plateau Addn

Job Site Address: 232 Church St. S.

Owner's Name: Casey Serocki

Owner's Address: 232 Church St. S.

Owner's Telephone Number: 701-371-5853

Contractor's Name: ________

Contractor's Address: ________

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: Casey J. Serocki

Signature of Applicant: [signature]

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: ________


Traverse County
232 church st
Casey Serocki
232 Church St S
Browns Valley, MN
10'x16' pre-built shed
10.00
16.05
16.04
10.02
3.01
3.00
20ft