



BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday October 27, 2025 - 5:30 P.M.

AGENDA

Call to order

Pledge of Allegiance

Roll Call: Mike Heck Tony Miller Jan Biewer Devan Dobbs Jerry Johnson
Others in attendance: Jodi Hook-Hansen, Tony Serocki, Bernice Piechowski, Terry Biewer
Absent:

Approval of Agenda: Motion_____ Seconded_____

Visitors: Shelia Barse-108 West Broadway regarding house explosion

Consent Agenda

➤ October 13, 2025 Regular Meeting Minutes

➤ For a grand total of \$31,361.72

Wages: October 17th= \$7,663.63

Claims: October 27th=\$23,698.09

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

New Business:

- Review of 2026 Schedule fee rates including Building Permit Fees
- Council to discuss rates for 2026 for review and consideration of approval the Resolution 25-16 – Setting 2026 Water, Sewer, Garbage, and Late Fee Rates.

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

Dates:

November 4th Opioid Settlement Annual Consultation & Partnership Meeting

December 8th Public Meeting: Truth in Taxation Public Meeting- Hearing for Tax Assessments

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_____



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 solicited letters of interest from qualified individuals to fill a vacancy on the City Council. The individual appointed to this position will serve from the date of appointment until December 31, 2026.

Jerry Johnson submitted an application confirming his eligibility and was interviewed by the City Council. Upon completion of the interview process, and by unanimous vote of the Council (3–0), Jerry Johnson was appointed to fill the unexpired term of Council Member Michael Backer until a special election is held at the next regular city election on November 3, 2026.

- 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.

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.

Water Bill Payment Arrangement Requests

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

- **Terrance Lufkins:** Water Bill Payment Arrangement Request – Not present.
- **Coleen Cloud:** Water Bill Payment Arrangement Request – Council directed that the account must be brought current, after which water service will be restored.

Browns Valley Regular City Council Meeting Approved Minutes
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- **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 1st = \$12,945.02) and October 13th = \$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 (Casey Serocki).

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.

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- 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 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 27

The meeting adjourned at 6:38 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

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*Check Summary Register©

Batch: Claims102725

	Name	Check Date	Check Amt	
10100	PRAIRIE SUN BANK			
13656e	IRS	10/20/2025	\$2,477.69	Federal
13657e	AFLAC	10/19/2025	\$338.48	October
13658e	MN DEPT OF REVENUE	10/21/2025	\$310.11	
13659e	MN DEPT OF REVENUE	10/21/2025	\$430.00	levy payments
13660e	MN DEPARTMENT OF LABOR	10/15/2025	\$380.00	building permit surcharge
22206	MIKE HECK	10/13/2025	\$113.00	mileage
22213	ARLENE REINART	10/27/2025	\$58.50	reimburse AFLAC ins
22214	BV LIBRARY PETTY CASH	10/27/2025	\$46.02	library petty cash
22215	CENGAGE LEARNING	10/27/2025	\$114.76	large print books
22216	Creatively Ewe Web Design	10/27/2025	\$1,060.70	website maintenance
22217	DAKOTA SUPPLY GROUP	10/27/2025	\$274.55	curb box lock out lids
22218	DAKOTA WASTE SOLUTIONS	10/27/2025	\$4,000.00	November garbage service
22219	DEALLYN CHRISTENSEN	10/27/2025	\$475.00	EDA Committee Dorothy Christensen shower e
22220	ELLINGSON PLUMBING HEATIN	10/27/2025	\$452.50	Tested RPZ's
22221	FERGUSON WATERWORKS #25	10/27/2025	\$54.53	6' antenna
22222	FRANZESE, MATTHEW P.	10/27/2025	\$1,050.00	October services
22223	GOODHART EXCAVATING, INC	10/27/2025	\$288.96	18.06 tonof C-5 gravel
22224	JOHNSON JET-LINE, INC	10/27/2025	\$6,807.02	sanitary sewer maint program year 4 of 5
22225	KJ DIESELL LLC	10/27/2025	\$954.07	2011 Int plow truck DOT inspection and battery
22226	OTTERTAIL POWER COMPANY	10/27/2025	\$2,791.81	14-004841 Fire Siren
22227	QUARNSTROM & DOERING PA A	10/27/2025	\$141.90	general operations
22228	TEAM LABORATORY CHEMICAL	10/27/2025	\$1,069.50	Mega Bugs Plus Winter Blend
22229	VALLEY FAMILY FOODS LLC	10/27/2025	\$8.99	shop supplies
Total Checks			\$23,698.09	

FILTER: ((([Act Year]='2025' and [period] in (10))) and (Source in ('Claims102725')))

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Payments

Current Period: October 2025

Payment Batch Claims102725

\$23,698.09

Refer	2844	MIKE HECK	Ck# 022206	10/13/2025		
Cash Payment	E 101-41110-331	Travel Expenses	mileage-wheaton	9/16 & 9/22 & 10/20	162x.70	\$113.00
Invoice						
Transaction Date	10/13/2025		PRAIRIE SUN BANK	10100	Total	\$113.00
Refer	2846	Creatively Ewe Web Design	Ck# 022216	10/27/2025		
Cash Payment	E 101-41000-309	Software & Design	website maintenance			\$1,060.70
Invoice						
Transaction Date	10/16/2025		PRAIRIE SUN BANK	10100	Total	\$1,060.70
Refer	2847	GOODHART EXCAVATING, INC	Ck# 022223	10/27/2025		
Cash Payment	E 101-43000-224	Street Maint Materials	18.06 tonof C-5 gravel			\$288.96
Invoice 11944		9/3/2025				
Transaction Date	10/16/2025		PRAIRIE SUN BANK	10100	Total	\$288.96
Refer	2848	ARLENE REINART	Ck# 022213	10/27/2025		
Cash Payment	E 101-41000-810	Refunds & Reimburseme	reimburse AFLAC ins			\$58.50
Invoice						
Transaction Date	10/16/2025		PRAIRIE SUN BANK	10100	Total	\$58.50
Refer	2849	VALLEY FAMILY FOODS LLC	Ck# 022229	10/27/2025		
Cash Payment	E 101-43000-210	Operating Supplies (GE	shop supplies			\$8.99
Invoice 2239		9/18/2025				
Transaction Date	10/16/2025		PRAIRIE SUN BANK	10100	Total	\$8.99
Refer	2850	JOHNSON JET-LINE, INC	Ck# 022224	10/27/2025		
Cash Payment	E 602-49450-300	Professional Srvs (GENE	sanitary sewer maint program year 4 of 5			\$6,807.02
Invoice 4555		10/10/2025				
Transaction Date	10/16/2025		PRAIRIE SUN BANK	10100	Total	\$6,807.02
Refer	2851	TEAM LABORATORY CHEMICAL,LL	Ck# 022228	10/27/2025		
Cash Payment	E 602-49450-216	Chemicals and Chem Pr	Mega Bugs Plus Winter Blend			\$1,069.50
Invoice 49132		10/17/2025				
Transaction Date	10/21/2025		PRAIRIE SUN BANK	10100	Total	\$1,069.50
Refer	2852	OTTERTAIL POWER COMPANY	Ck# 022226	10/27/2025		
Cash Payment	E 101-41000-381	Electric Utilities	14-060262	Comm Ctr		\$169.55
Invoice						
Cash Payment	E 602-49450-381	Electric Utilities	14-065992	W Brdwy Grind		\$35.58
Invoice						
Cash Payment	E 101-43000-381	Electric Utilities	14-061130	Bulk Station		\$11.44
Invoice						
Cash Payment	E 101-45000-381	Electric Utilities	14-061130	Bulk Station		\$5.72
Invoice						
Cash Payment	E 601-49400-381	Electric Utilities	14-061130	Bulk Station		\$3.43
Invoice						
Cash Payment	E 602-49450-381	Electric Utilities	14-061130	Bulk Station		\$2.29
Invoice						
Cash Payment	E 101-43160-381	Electric Utilities	14-004837	Street lights		\$1,142.22
Invoice						
Cash Payment	E 601-49400-381	Electric Utilities	14-004838	Well #3		\$232.89
Invoice						

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Payments

Current Period: October 2025

Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift	\$385.99
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-004840 Well #1	\$22.88
Cash Payment Invoice	E 101-41000-381 Electric Utilities	14-004841 Fire Siren	\$7.80
Cash Payment Invoice	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall	\$90.35
Cash Payment Invoice	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall	\$19.36
Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall	\$19.36
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-004844 321 Lift Sation	\$90.77
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum	\$47.65
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-010558 796 W Bdwy SB Cabin	\$22.88
Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-020839 Fire Hall	\$58.83
Cash Payment Invoice	E 211-45500-381 Electric Utilities	14-023343 Library	\$175.59
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-034884 Backus Field	\$22.88
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-036446 Backus Field	\$22.88
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-040532 Hwy 28 Shelter	\$47.17
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-086156 New City Shop	\$77.15
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-086156 New City Shop	\$15.43
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-086156 New City Shop	\$30.86
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-086156 New City Shop	\$30.86
Transaction Date	10/21/2025	PRAIRIE SUN BANK 10100	Total \$2,791.81
Refer	2853 ELLINGSON PLUMBING HEATING	Ck# 022220 10/27/2025	
Cash Payment Invoice	E 601-49400-300 Professional Srvs (GENE Tested RPZ's		\$452.50
286328	9/25/2025		
Transaction Date	10/21/2025	PRAIRIE SUN BANK 10100	Total \$452.50
Refer	2854 DAKOTA WASTE SOLUTIONS	Ck# 022218 10/27/2025	
Cash Payment Invoice	E 603-49500-300 Professional Srvs (GENE November garbage service		\$4,000.00
140602	10/14/2025		
Transaction Date	10/21/2025	PRAIRIE SUN BANK 10100	Total \$4,000.00
Refer	2855 QUARNSTROM & DOERING PA AT	Ck# 022227 10/27/2025	
Cash Payment Invoice	E 101-41610-304 Legal Fees	general operations	\$141.90
92373	9/30/2025		
Transaction Date	10/21/2025	PRAIRIE SUN BANK 10100	Total \$141.90
Refer	2856 IRS	Ck# 013656E 10/20/2025	

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Payments

Current Period: October 2025

Cash Payment	G 101-21701 Federal Withholding	Federal		\$782.05
Invoice				
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare		\$1,695.64
Invoice				
Transaction Date	10/21/2025	PRAIRIE SUN BANK 10100	Total	\$2,477.69
Refer	2857 AFLAC	Ck# 013657E 10/19/2025		
Cash Payment	G 101-21708 AFLAC	October		\$338.48
Invoice	27177558			
Transaction Date	10/21/2025	PRAIRIE SUN BANK 10100	Total	\$338.48
Refer	2858 MN DEPT OF REVENUE SW	Ck# 013658E 10/21/2025		
Cash Payment	G 101-21702 State Withholding			\$310.11
Invoice				
Transaction Date	10/21/2025	PRAIRIE SUN BANK 10100	Total	\$310.11
Refer	2859 MN DEPT OF REVENUE SW	Ck# 013659E 10/21/2025		
Cash Payment	G 101-21702 State Withholding	levy payments		\$430.00
Invoice				
Transaction Date	10/21/2025	PRAIRIE SUN BANK 10100	Total	\$430.00
Refer	2860 KJ DIESELL LLC	Ck# 022225 10/27/2025		
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	2011 Int plow truck DOT inspection and battery		\$954.07
Invoice	10187 10/17/2025			
Transaction Date	10/21/2025	PRAIRIE SUN BANK 10100	Total	\$954.07
Refer	2861 MN DEPARTMENT OF LABOR	Ck# 013660E 10/15/2025		
Cash Payment	E 101-41000-312 License	building permit surcharge		\$380.00
Invoice				
Transaction Date	10/21/2025	PRAIRIE SUN BANK 10100	Total	\$380.00
Refer	2862 FRANZESE, MATTHEW P.	Ck# 022222 10/27/2025		
Cash Payment	E 101-41610-304 Legal Fees	October services		\$1,050.00
Invoice				
Transaction Date	10/21/2025	PRAIRIE SUN BANK 10100	Total	\$1,050.00
Refer	2863 DAKOTA SUPPLY GROUP	Ck# 022217 10/27/2025		
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	curb box lock out lids		\$274.55
Invoice	S105071609.001 10/1/2025			
Transaction Date	10/21/2025	PRAIRIE SUN BANK 10100	Total	\$274.55
Refer	2864 FERGUSON WATERWORKS #2516	Ck# 022221 10/27/2025		
Cash Payment	E 601-49400-210 Operating Supplies (GE	6' antenna		\$54.53
Invoice	0538774			
Transaction Date	10/22/2025	PRAIRIE SUN BANK 10100	Total	\$54.53
Refer	2865 BV LIBRARY PETTY CASH	Ck# 022214 10/27/2025		
Cash Payment	E 211-45500-322 Postage	library petty cash		\$29.20
Invoice				
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	library petty cash		\$6.63
Invoice				
Cash Payment	E 211-45500-210 Operating Supplies (GE	library petty cash		\$10.19
Invoice				
Transaction Date	10/22/2025	PRAIRIE SUN BANK 10100	Total	\$46.02
Refer	2866 CENGAGE LEARNING	Ck# 022215 10/27/2025		

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Payments

Current Period: October 2025

Cash Payment	E 211-45500-435 Books and Pamphlets	large print books		\$114.76
Invoice 999101614515				

Transaction Date	10/24/2025	PRAIRIE SUN BANK	10100	Total	\$114.76
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Refer	2867 DEALLYN CHRISTENSEN	Ck# 022219	10/27/2025
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Cash Payment	E 101-46500-429 Misc Grant Items for Rei	EDA Committee Dorothy Christensen shower etc	\$475.00
Invoice			

Transaction Date	10/24/2025	PRAIRIE SUN BANK	10100	Total	\$475.00
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Fund Summary

10100 PRAIRIE SUN BANK

101 GENERAL FUND	\$9,868.07
211 LIBRARY	\$336.37
601 WATER FUND	\$1,071.64
602 SEWER FUND	\$8,422.01
603 REFUSE (GARBAGE) FUND	\$4,000.00
	<u>\$23,698.09</u>

Pre-Written Checks	\$23,698.09
Checks to be Generated by the Computer	\$0.00
Total	<u>\$23,698.09</u>

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 application, 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. 25-16

**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 27th day of October, 2025.

Mike Heck, Mayor

Attested:

Jodi Hook-Hansen, City Administrator