



BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday November 24, 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:

Consent Agenda

- November 10, 2025 Regular Meeting Minutes
- For a grand total of \$57,775.63
 - Wages: November 17th = \$7,812.83
 - Claims: November 24th = \$49,962.80

Department Reports:

Unfinished Business:

- Discussion on Holding One Council Meeting per Month

New Business:

- Purchase of 14" Hymax Grip coupling for total of \$5,465.74 for sewer break.
- Consideration and approval of the proposal to install a shower at the Community Center, specifically whether the Council would support the concept if funded entirely by outside contributions.
- Review of budget

Items for council to consider for future:

Dates:

Closed: November 27th & 28th

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 December 8th at 5:30

Adjournment: Time _____



Browns Valley Regular City Council Meeting Approved Minutes November 10, 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, Jerry Johnson, and Devan Dobbs. Also in attendance were Library Director Bernice Piechowski, City Maintenance Supervisor Tony Serocki, and City Administrator Jodi Hook-Hansen.

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: Edith Foren and Chad Metz.

Agenda:

- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved the agenda with the following additions:
 - Farm Lease – Chad Metz Interest
 - Approval of Building Permit 120 2nd Ave NE (Jerry Johnson) replace window with door

Consent Agenda:

- Upon a motion by Biewer, seconded by Dobbs, the Council unanimously approved the October 27, 2025, Regular Meeting Minutes.
- Upon a motion by Dobbs, seconded by Johnson, the Council unanimously approved the claims totaling \$57,987.40, including wages (November 1st = \$14,638.00 and November 10th = \$43,349.40).
- Upon a motion by Biewer, seconded by Dobbs, the Council unanimously approved October's Treasurer's Report.
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved October's Delinquency Report.

Department Reports:

- City Administrator Hook-Hansen reported on administrative items completed in the office.
- Library Director Piechowski reported on activities at the library.
- City Maintenance Supervisor Serocki reported on completed and ongoing public works projects.

**Browns Valley Regular City Council Meeting Approved Minutes
November 10, 2025**

New Business

- Upon a motion by Biewer, seconded by Dobbs, the Council unanimously approved of not waiving the monetary limits on municipal tort liability established by MN Stat § 466.04.
- Upon a motion by Miller, seconded by Johnson, the City Council unanimously approved the renewal of tobacco licenses for Browns Valley Cenex and Dollar General.
- Council discussed the possibility of reducing regular meetings from two per month to one. The Mayor expressed concerns regarding financial oversight and the review and approval of claims and checks. Council members considered options to maintain appropriate safeguards while potentially reducing the number of meetings. The matter was tabled for staff to research and propose procedures to ensure that financial approvals and claim reviews align with the City's payment schedule. No formal action was taken at this time.
- Discussion on continuance of applying for sales tax. Council members raised questions regarding the scope of infrastructure projects eligible for funding under the sales tax authority. Clarification was requested on what types of projects or expenses are permitted and any limitations or parameters associated with the authority.
- Chad Metz attended the meeting and expressed interest in assuming the existing farm lease that the City has with Jeff Nelson, should he choose to discontinue farming the land. The Council received the information, and no action was taken.
- Upon a motion by Miller, seconded by Biewer, the City Council unanimously approved a building permit for 120 2nd Ave NE (Jerry Johnson) to replace a window with a door. Johnson abstained.

Dates:

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 November 24th at 5:30 pm.

The meeting adjourned at 6:33 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

CITY OF BROWNS VALLEY

11/21/25 1:03 PM

Page 1

*Check Summary Register©

Batch: Claims112425

	Name	Check Date	Check Amt	
10100	PRAIRIE SUN BANK			
13674e	IRS	11/17/2025	\$2,402.69	Federal
13675e	MN DEPT OF REVENUE	11/17/2025	\$296.29	
13676e	PUBLIC EMPLOYEES RETIREME	11/17/2025	\$1,439.71	
13677e	UIMN	11/17/2025	\$620.75	unemployment benefits
22287	BOUND TREE MEDICAL	11/24/2025	\$1,070.89	ambulance supplies
22288	CENGAGE LEARNING	11/24/2025	\$86.07	large print books
22289	CENTER POINT LARGE PRINT	11/24/2025	\$174.82	large print books
22290	CHUCK CECIL	11/24/2025	\$20.00	book
22291	COAST TO COAST COMPUTER P	11/24/2025	\$239.98	printer ink
22292	Creatively Ewe Web Design	11/24/2025	\$513.05	website maintenance
22293	DAKOTA WASTE SOLUTIONS	11/24/2025	\$4,000.00	December garbage service
22294	FRANZESE, MATTHEW P.	11/24/2025	\$1,050.00	November services
22295	HAWKINS, INC.	11/24/2025	\$555.60	Azone 15
22296	HEIMAN FIRE EQUIPMENT	11/24/2025	\$11,384.83	coats
22297	MASTER MEDICAL EQUIPMENT	11/24/2025	\$21,169.58	Phillips Tempus Pro
22298	MINNESOTA DEPT OF HEALTH	11/24/2025	\$493.00	Community Water Supply Service Connection
22299	OTTERTAIL POWER COMPANY	11/24/2025	\$2,648.80	14-060262 Comm Ctr
22300	PIECHOWSKI, BERNICE	11/24/2025	\$47.99	directors meeting at Wheaton Library
22301	SEROCKI EXCAVATING, INC.	11/24/2025	\$1,693.75	Curbstop on Jefferson St near LeBeau
22302	THE NORTHERN STAR	11/24/2025	\$55.00	1 yr subscription
	Total Checks		\$49,962.80	
10100	PRAIRIE SUN BANK			
101	GENERAL FUND		\$9,072.97	
211	LIBRARY		\$800.45	
410	AMBULANCE CAPITAL FUND		\$32,554.41	
601	WATER FUND		\$3,014.20	
602	SEWER FUND		\$520.77	
603	REFUSE (GARBAGE) FUND		\$4,000.00	
			\$49,962.80	

FILTER: (([Act Year]='2025' and [period] in (11))) and (Source in ('Claims112425'))

CITY OF BROWNS VALLEY

11/21/25 2:44 PM

Page 1

Payments

Current Period: November 2025

Payment Batch Claims112425

\$49,962.80

Refer	2914	<u>FRANZESE, MATTHEW P.</u>	<u>Ck# 022294 11/24/2025</u>	
Cash Payment	E 101-41610-304	Legal Fees	November services	\$1,050.00
Invoice				
Transaction Date	11/13/2025	PRAIRIE SUN BANK 10100	Total	\$1,050.00
Refer	2915	<u>HAWKINS, INC.</u>	<u>Ck# 022295 11/24/2025</u>	
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	Azone 15	\$499.10
Invoice	7253474	11/12/2025		
Cash Payment	E 601-49400-333	Freight and Express	Azone 15	\$56.50
Invoice	7253474	11/12/2025		
Transaction Date	11/13/2025	PRAIRIE SUN BANK 10100	Total	\$555.60
Refer	2916	<u>SEROCKI EXCAVATING, INC.</u>	<u>Ck# 022301 11/24/2025</u>	
Cash Payment	E 601-49400-220	Repair/Maint Supply (GE	Curbstop on Jefferson St near LeBeau	\$1,693.75
Invoice	16663	11/13/2025		
Transaction Date	11/17/2025	PRAIRIE SUN BANK 10100	Total	\$1,693.75
Refer	2917	<u>IRS</u>	<u>Ck# 013674E 11/17/2025</u>	
Cash Payment	G 101-21701	Federal Withholding	Federal	\$762.97
Invoice				
Cash Payment	G 101-21703	FICA Tax Withholding	SS & Medicare	\$1,639.72
Invoice				
Transaction Date	11/17/2025	PRAIRIE SUN BANK 10100	Total	\$2,402.69
Refer	2918	<u>Creatively Ewe Web Design</u>	<u>Ck# 022292 11/24/2025</u>	
Cash Payment	E 101-41000-309	Software & Design	website maintenance	\$513.05
Invoice				
Transaction Date	11/17/2025	PRAIRIE SUN BANK 10100	Total	\$513.05
Refer	2919	<u>HEIMAN FIRE EQUIPMENT</u>	<u>Ck# 022296 11/24/2025</u>	
Cash Payment	E 410-42153-210	Operating Supplies (GE	coats	\$11,384.83
Invoice	0944862-IN			
Transaction Date	11/17/2025	PRAIRIE SUN BANK 10100	Total	\$11,384.83
Refer	2920	<u>MASTER MEDICAL EQUIPMENT</u>	<u>Ck# 022297 11/24/2025</u>	
Cash Payment	E 410-42153-210	Operating Supplies (GE	Phillips Tempus Pro	\$21,169.58
Invoice	3103152	11/10/2025		
Transaction Date	11/17/2025	PRAIRIE SUN BANK 10100	Total	\$21,169.58
Refer	2921	<u>MN DEPT OF REVENUE SW</u>	<u>Ck# 013675E 11/17/2025</u>	
Cash Payment	G 101-21702	State Withholding		\$296.29
Invoice				
Transaction Date	11/17/2025	PRAIRIE SUN BANK 10100	Total	\$296.29
Refer	2922	<u>PUBLIC EMPLOYEES RETIREMEN</u>	<u>Ck# 013676E 11/17/2025</u>	
Cash Payment	G 101-21704	PERA		\$1,439.71
Invoice				
Transaction Date	11/17/2025	PRAIRIE SUN BANK 10100	Total	\$1,439.71
Refer	2923	<u>BOUND TREE MEDICAL</u>	<u>Ck# 022287 11/24/2025</u>	
Cash Payment	E 101-42153-210	Operating Supplies (GE	ambulance supplies	\$939.07
Invoice	85979494	11/3/2025		
Cash Payment	E 101-42153-210	Operating Supplies (GE	ambulance supplies	\$96.61
Invoice	85986205	11/7/2025		

CITY OF BROWNS VALLEY

11/21/25 2:44 PM

Page 2

Payments

Current Period: November 2025

Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies	\$29.63
Invoice	85987528	11/10/2025	
Cash Payment	E 101-42153-210 Operating Supplies (GE	ambulance supplies	\$5.58
Invoice	85992725	11/13/2025	
Transaction Date	11/17/2025	PRAIRIE SUN BANK 10100	Total \$1,070.89
Refer	2924 MNUJ	Ck# 013677E 11/17/2025	
Cash Payment	E 101-41000-140 Unemployment Comp (G	unemployment benefits	\$620.75
Invoice	14277954		
Transaction Date	11/17/2025	PRAIRIE SUN BANK 10100	Total \$620.75
Refer	2925 DAKOTA WASTE SOLUTIONS	Ck# 022293 11/24/2025	
Cash Payment	E 603-49500-300 Professional Svcs (GENE	December garbage service	\$4,000.00
Invoice	141217	11/14/2025	
Transaction Date	11/18/2025	PRAIRIE SUN BANK 10100	Total \$4,000.00
Refer	2926 OTTERTAIL POWER COMPANY	Ck# 022299 11/24/2025	
Cash Payment	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr	\$83.88
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-065992 W Brdwy Grind	\$49.96
Invoice			
Cash Payment	E 101-43000-381 Electric Utilities	14-061130 Bulk Station	\$11.82
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-061130 Bulk Station	\$5.91
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-061130 Bulk Station	\$5.91
Invoice			
Cash Payment	E 101-43160-381 Electric Utilities	14-004837 Street lights	\$1,221.29
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-004838 Well #3	\$196.80
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift	\$329.46
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-004840 Well #1	\$38.50
Invoice			
Cash Payment	E 101-41000-381 Electric Utilities	14-004841 Fire Siren	\$8.31
Invoice			
Cash Payment	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall	\$83.72
Invoice			
Cash Payment	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall	\$17.94
Invoice			
Cash Payment	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall	\$17.94
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-004844 321 Lift Sation	\$104.79
Invoice			
Cash Payment	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum	\$24.30
Invoice			
Cash Payment	E 101-45000-381 Electric Utilities	14-010558 796 W Bdwy SB Cabin	\$23.64
Invoice			
Cash Payment	E 101-42260-381 Electric Utilities	14-020839 Fire Hall	\$47.73
Invoice			
Cash Payment	E 211-45500-381 Electric Utilities	14-023343 Library	\$176.59
Invoice			

CITY OF BROWNS VALLEY

11/21/25 2:44 PM

Page 3

Payments

Current Period: November 2025

Cash Payment	E 101-45000-381 Electric Utilities	14-034884 Backus Field		\$23.64
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-036446 Backus Field		\$23.64
Invoice				
Cash Payment	E 101-45000-381 Electric Utilities	14-040532 Hwy 28 Shelter		\$30.44
Invoice				
Cash Payment	E 101-43000-381 Electric Utilities	14-086156 New City Shop		\$61.30
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-086156 New City Shop		\$30.64
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-086156 New City Shop		\$30.65
Invoice				
Transaction Date	11/19/2025	PRAIRIE SUN BANK 10100	Total	\$2,648.80
Refer	2927 MINNESOTA DEPT OF HEALTH	Ck# 022298 11/24/2025		
Cash Payment	E 601-49400-438 Regulated permits/fees	Community Water Supply Service Connection		\$493.00
Invoice		Fee 10/01 to 12/31		
Transaction Date	11/19/2025	PRAIRIE SUN BANK 10100	Total	\$493.00
Refer	2928 CHUCK CECIL	Ck# 022290 11/24/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets	book		\$20.00
Invoice				
Transaction Date	11/19/2025	PRAIRIE SUN BANK 10100	Total	\$20.00
Refer	2929 CENTER POINT LARGE PRINT	Ck# 022289 11/24/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets	large print books		\$174.82
Invoice	2208022			
Transaction Date	11/19/2025	PRAIRIE SUN BANK 10100	Total	\$174.82
Refer	2930 THE NORTHERN STAR	Ck# 022302 11/24/2025		
Cash Payment	E 211-45500-433 Dues and Subscriptions	1 yr subscription		\$55.00
Invoice				
Transaction Date	11/19/2025	PRAIRIE SUN BANK 10100	Total	\$55.00
Refer	2931 PIECHOWSKI, BERNICE	Ck# 022300 11/24/2025		
Cash Payment	E 211-45500-331 Travel Expenses	directors meeting at Wheaton Library		\$35.00
Invoice				
Cash Payment	E 211-45500-435 Books and Pamphlets	book		\$12.99
Invoice				
Transaction Date	11/19/2025	PRAIRIE SUN BANK 10100	Total	\$47.99
Refer	2932 CENGAGE LEARNING	Ck# 022288 11/24/2025		
Cash Payment	E 211-45500-435 Books and Pamphlets	large print books		\$86.07
Invoice	999101704322			
Transaction Date	11/19/2025	PRAIRIE SUN BANK 10100	Total	\$86.07
Refer	2933 COAST TO COAST COMPUTER PR	Ck# 022291 11/24/2025		
Cash Payment	E 211-45500-210 Operating Supplies (GE	printer ink		\$239.98
Invoice	A2851140			
Transaction Date	11/20/2025	PRAIRIE SUN BANK 10100	Total	\$239.98

Payments

Current Period: November 2025

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$9,072.97
211 LIBRARY		\$800.45
410 AMBULANCE CAPITAL FUND		\$32,554.41
601 WATER FUND		\$3,014.20
602 SEWER FUND		\$520.77
603 REFUSE (GARBAGE) FUND		\$4,000.00
		<hr/>
		\$49,962.80

Pre-Written Checks	\$49,962.80
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$49,962.80

Discussion Item: Consideration of Reducing City Council Meetings from Two per Month to One

Background:

Currently, the City Council meets twice per month. One regular monthly meeting to improve efficiency and reduce redundancy. Staff and few council have expressed interest in reviewing whether this change could better fit our community's needs.

Discussion Points / Considerations:

1. Efficiency and Workload

- Reduces repetition of agenda items and allows for more focused, well-prepared discussions.
- Provides staff more time between meetings to complete projects, prepare reports, and follow through on council directives.
- Supports council members who balance other professional and personal commitments.

2. Administrative and Cost Savings

- Fewer meetings result in savings related to publication costs, staff overtime, and meeting preparation time.
- Allows staff to dedicate more time to operations, grants, and community improvement projects.

3. Public Engagement

- One consistent monthly meeting can make it easier for residents to follow and attend.
- Agendas may be more comprehensive, giving the public a clearer view of ongoing city business.

4. Financial Oversight Concern

- The Mayor expressed concern that reducing meetings could impact financial oversight—specifically regarding the review and approval of claims and check signing.
- Options to address this concern could include:
 - Continuing to have claims reviewed and approved prior to payment, either electronically or by designated signers.
 - Establishing a clear policy that no checks are issued without prior approval from the Mayor or two council signers.

- Providing a detailed claims list and financial summary in each monthly meeting packet for transparency.

5. Flexibility

- Special meetings can still be called as needed for urgent or time-sensitive matters, including financial approvals if necessary.

Recommendation:

Council is asked to discuss whether moving to one regular monthly meeting would benefit the City, and if so, what safeguards should be in place to maintain proper financial oversight and approval procedures.