



**BROWNS VALLEY CITY COUNCIL MEETING  
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM  
Monday December 29, 2025 - 5:30 P.M.**

**AGENDA**

**Call to order**

**Pledge of Allegiance**

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

**Additions or Corrections to the Meeting Agenda:** Motion \_\_\_\_\_ Seconded \_\_\_\_\_

**Visitors:**

**Consent Agenda**

- Approval of December 08, 2025 Regular Meeting Minutes
- For a grand total of \$63,984.07  
Wages: December 16<sup>th</sup>= \$8,143.19 + \$4,577.43 +7,979.03= **\$20,699.65**  
Claims: December 29<sup>th</sup>=\$43,284.42

**Department Reports: Tony**

**New Business:**

- Discussion and Possible Action Regarding City Staff Employee Wage Adjustments for 2026
- Discussion and Possible Action on Draft Minnesota Paid Leave Policy for Addition to the City of Browns Valley Personnel Policy, Subject to Review by Personnel Committee, Council, and City Attorney.
- Approval of Resolution 25-26, a Resolution Accepting Donations to the City of Browns Valley in the Total Amount of \$1,317.00 (\$500.00 from Park Region and \$817.00 from the Beardsley Fund Drive)
- Consideration and Approval of Professional Services Agreement with Attorney Matthew Franzese for Monthly Compensation of \$1,050
- Discussion and Authorization for Staff to Explore Sale Options for FEMA Buyout Properties in Coordination with FEMA and the City Attorney
- Approval to Accept the HUD Rental Inspection Report for Valley View Apartments Dated April 3, 2025, as Reviewed and Preapproved by the City's Rental Inspector (Tony Frisch)

**Dates:**

December 24<sup>th</sup> & 25<sup>th</sup> Office Closed  
January 1<sup>st</sup> Office Closed

**Items for council to consider for future:**

**Next scheduled meeting Monday January 12- 5:30 PM**

**Adjournment: Time \_\_\_\_\_**



## BROWNS VALLEY CITY COUNCIL MEETING BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM

### City Administrator Report:

During this reporting period, I worked on the following items:

- Submitted Assessments and Tax Levy to Traverse County
- Certified Levy to Dept of Revenue
- Processed payroll for Council, Fire Department and City staff.
- Continued research and drafting of the Minnesota Paid Leave Program policy for inclusion in the employee handbook.
- Prepared the agenda for the December 29, 2025 City Council meeting and typed the minutes from the December 8, 2025 meeting.
- Attended the Economic Development Authority (EDA) meeting, where the EDA Bylaws were approved. The bylaws were drafted and reviewed by the City Attorney prior to approval.
- Provided an update to the EDA regarding the Housing Rehabilitation Grant. One applicant remains with a balance of \$21,764.98 available to be expended; all other projects have been completed.
- Informed the EDA of eligible sales tax use projects. The committee expressed interest in assisting if sales tax revenues can be applied toward EDA-related projects.
- Completed various year-end projects, including required reporting and preparation for the upcoming year.
- Began organizing and clearing files in preparation for the annual audit.
- Executed the approved Minnesota Historical and Cultural Heritage Grant Agreement in the amount of \$50,000, with a local match of \$2,500 from the Browns Valley Historical Society. Grant funds are expected to be received at the beginning of the year. The grant will fund construction documents prepared by Engan & Associates for the Sam Brown Cabin/Fort Wadsworth Agency Building project.

### Additional Year-End Administrative Items:

- Prepared and submitted required state and federal filings and reports as applicable.
- Coordinated with departments on year-end purchasing, encumbrances, and carryover items.
- Updated grant tracking and documentation to ensure compliance and audit readiness.
- Began preparing 2026 organizational calendars, meeting schedules, and reporting deadlines.
- Continued review and maintenance of personnel records and policy updates in anticipation of the new year.

## Code Enforcement

12-9-25 thru 12-29-25

1. Worked on City vehicle licenses and dog license reminder letters.
2. Received dog at large complaint from resident, sent to TCSO.
3. Mailed invoice for snow removal to the owners of Buyahs.
4. Worked on Admin stuff in office.
5. Worked on audit.
6. Called Matt Gross about FEMA buyout lots on west side of town on Broadway. He said that we need go through Jeff Backer or FEMA.
7. Received rental inspection and renewal fee for 2026 from Karen Hovey @ 307 Church St. South.
8. Updated 2025 Building Permits with the Minnesota Department of Labor.



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:**

The meeting was called to order at 5:30 p.m. by Mayor Heck.  
The Pledge of Allegiance was recited by those in attendance.

**Others Present:** Bryan Bye (Widseth engineer), Angela Beacom, Lindsey Duffield, and Karen Heck.

**Agenda:**

- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved the agenda with the following additions:
  - Bryan Bye – Widseth engineer
  - Purchase of a cutting edge from Traverse County Highway Department
  - Lindsey Duffield (EDA)

**Visitors:**

- Bryan Bye – Widseth engineer: Provided a verbal update on the Well Project.
- Lindsey Duffield – EDA President: Reported that the Browns Valley EDA is seeking City Council support to apply for a Minnesota Department of Natural Resources grant to fund a splash pad and new playground equipment at the City Park. These improvements aim to enhance recreation, support community engagement, and increase the park's appeal.  
The Council requested information on insurance liability costs. Administrator Hook-Hansen contacted the League of Minnesota Cities and reported estimated premiums: \$528.00 for playground equipment and \$720.00 for a splash pad.

**Consent Agenda:**

- Upon a motion by Biewer, seconded by Johnson, the Council unanimously approved the November 24, 2025, Regular Meeting Minutes.
- Upon a motion by Johnson, seconded by Miller, the Council unanimously approved the claims totaling \$114,575.32, including wages (December 1 = \$13,700.42; claims December 8 = \$100,874.90).
- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved November's Treasurer's Report.
- Upon a motion by Dobbs, seconded by Johnson, the Council unanimously approved November's Delinquency Report.

**Department Reports:**

- City Administrator Hook-Hansen submitted a written administrative report.
- Library Director Piechowski reported on library activities.
- Code Enforcement Officer Biewer submitted a written code enforcement report.
- City Maintenance Supervisor Serocki reported on public works projects and shared a verbal complaint received from Terry Miller about Hardware Hank pushing parking lot snow onto the street. The Council directed Serocki to verbally request that Hardware Hank discontinue this practice.

**New Business:**

**Review of Deferred Assessment Request – Angela Beacom**

The Council reviewed a request from Angela Beacom to defer her assessment. After discussion, the Council denied the request.

- Upon a motion by Heck, seconded by Johnson, the Council unanimously denied the request for a deferred assessment.
  
- Upon a motion by Biewer, seconded by Johnson, the Council approved Resolution No. 25-25, a Resolution Certifying Unpaid Charges to the County Auditor for collection with property taxes.

**Public Meeting: Truth in Taxation – Final 2026 Budget and Levy**

**1. Call to Order:**

The Truth in Taxation Public Meeting was called to order at 6:00 p.m. by Mayor Heck.

**2. Explanation of Purpose of Truth in Taxation Hearing:**

The purpose of the Truth in Taxation Hearing was explained, including an overview of the process and the opportunity for public input on the proposed 2026 budget and property tax levy.

**3. Presentation of the Proposed 2026 Property Tax Levy and Budget:**

Staff presented the proposed Final 2026 Property Tax Levy and Budget, outlining key changes and budget highlights for the upcoming year.

**4. Public Comment and Questions:**

The floor was opened for public comment and questions.

- No public comments were received.

**5. Council Discussion:**

The Council discussed the proposed 2026 Budget and Property Tax Levy and addressed questions raised during the public comment period.

**6. Approval of Adoption of Final 2026 Property Tax Levy and Budget:**

- Resolution 25-23: A resolution adopting the Final 2026 City Budget was presented. Upon a motion by Miller, seconded by Biewer, the Council approved Resolution 25-23, a Resolution Approving the Final 2026 Operational Budget in the amount of \$1,301,521.00, by a vote of 4–1, with Dobbs dissenting.

**Browns Valley Regular City Council Meeting Approved Minutes  
December 8, 2025**

- Resolution 25-24: A resolution adopting the Final 2026 Property Tax Levy was presented. Upon a motion by Heck, seconded by Johnson, the Council approved Resolution 25-24, A Resolution Ratifying the Adoption of the Fiscal Year 2026 Final Budget with a levy of \$436,000.00, by a vote of 4–1, with Dobbs dissenting.

**Adjournment of Truth in Taxation Hearing**

The Truth in Taxation Hearing was adjourned at 6:15 p.m.

At 6:15 p.m., Mayor Heck reconvened the regular meeting.

- Upon a motion by Dobbs, seconded by Johnson, the Council unanimously approved to purchase a cutting edge from Traverse County Highway Department in the amount of \$2,742.98.

**Dates:**

**Next scheduled meeting** Monday December 29<sup>th</sup> 5:30 pm.

The meeting adjourned at 7:15 p.m.

Minutes submitted by:

Approved by:

\_\_\_\_\_  
Jodi Hook-Hansen, City Administrator

\_\_\_\_\_  
Mike Heck, Mayor

CITY OF BROWNS VALLEY

12/23/25 11:33 AM

Page 1

\*Check Summary Register©

Batch: Claims122925

Name	Check Date	Check Amt
<b>10100 PRAIRIE SUN BANK</b>		
13691e MN DEPT OF REVENUE	12/16/2025	\$478.67
13692e IRS	12/16/2025	\$4,981.93 Federal
13693e PUBLIC EMPLOYEES RETIREME	12/17/2025	\$1,557.96
13695e VISA	12/29/2025	\$1,467.52 2012 Intl plow truck repairs
22381 Creatively Ewe Web Design	12/15/2025	\$580.80 website maintenance
22382 MILBANK GLASS & MORE	12/15/2025	\$7,651.94 EDA Committee Zack Serocki windows
22389 TERRY BIEWER	12/29/2025	\$70.00 mileage for code enforcement
22390 BUSINESS CARD	12/29/2025	\$49.97 magazine subscription
22391 CENGAGE LEARNING	12/29/2025	\$143.45 books
22392 CUSTOMIZED FIRE RESCUE TR	12/29/2025	\$2,000.00 active shooter training 120625-Reimbursed M
22393 DAKOTA SUPPLY GROUP	12/29/2025	\$5,465.74 2- Hymax grip couplings for sewer repair
22394 EAST WEST BOOKS	12/29/2025	\$24.99 books
22395 GOODHART EXCAVATING, INC	12/29/2025	\$840.00 6 x 140.00 hrs haul snow
22396 HAUKOS ELECTRICAL SERVICE	12/29/2025	\$446.95 Lift Station #2 switch replacement
22397 J&J EARTH WORKS INC	12/29/2025	\$9,108.50 force main sewer repair
22398 KJ DIESELL LLC	12/29/2025	\$586.31 Intl plow truck brake repair
22399 LAKES COUNTRY SERVICE CO-	12/29/2025	\$115.00 2026 LCSC Membership
22400 LITTLE FALLS MACHINE, INC.	12/29/2025	\$170.05 plow markers
22401 LOOKOUT BOOKS	12/29/2025	\$17.95 books
22402 MASTER MEDICAL EQUIPMENT	12/29/2025	\$857.00 Tempus Pro bench contract
22403 MATHESON TRI-GAS INC	12/29/2025	\$40.91 oxygen medical
22404 MN VALLEY TESTING LABS, INC	12/29/2025	\$67.75 wastewater testing
22405 OFFICE PEEPS	12/29/2025	\$5.85 library supplies
22406 OTTERTAIL POWER COMPANY	12/29/2025	\$2,797.42 14-060262 Comm Ctr
22407 Petty Cash	12/29/2025	\$50.00 reimbursements
22408 SAFETY-KLEEN SYSTEMS, INC.	12/29/2025	\$234.61 parts washer solvent
22409 SMART APPLE MEDIA	12/29/2025	\$95.86 books
22410 THE PENWORTHY COMPANY LL	12/29/2025	\$392.39 books
22411 TRAVERSE COUNTY HIGHWAY	12/29/2025	\$2,742.98 plow truck cutting edges, blades, straps
22412 VALLEY SOFT WATER, INC.	12/29/2025	\$60.00 softener rental 12/1/25 to 3/1/26
22413 WILLOW LANE EDUCATION	12/29/2025	\$181.92 books
	<b>Total Checks</b>	<b>\$43,284.42</b>

**10100 PRAIRIE SUN BANK**

101 GENERAL FUND	\$29,705.03
211 LIBRARY	\$1,200.99
410 AMBULANCE CAPITAL FUND	\$857.00
601 WATER FUND	\$621.91
602 SEWER FUND	\$10,899.49
	<b>\$43,284.42</b>

FILTER: (([Act Year]='2025' and [period] in (12))) and (Source in ('Claims122925'))

CITY OF BROWNS VALLEY

12/23/25 11:33 AM

Page 1

Payments

Current Period: December 2025

Payment Batch Claims122925		\$43,284.42	
Refer	2980 GOODHART EXCAVATING, INC	Ck# 022395 12/29/2025	
Cash Payment	E 101-43100-300 Professional Srvs (GENE 6 x 140.00 hrs haul snow		\$840.00
Invoice	12107 11/26/2025		
Transaction Date	12/12/2025	PRAIRIE SUN BANK 10100	Total \$840.00
Refer	2981 VALLEY SOFT WATER, INC.	Ck# 022412 12/29/2025	
Cash Payment	E 101-42260-410 Rentals (GENERAL) softener rental 12/1/25 to 3/1/26		\$60.00
Invoice	17784 11/30/2025		
Transaction Date	12/12/2025	PRAIRIE SUN BANK 10100	Total \$60.00
Refer	2982 LITTLE FALLS MACHINE, INC.	Ck# 022400 12/29/2025	
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE plow markers		\$170.05
Invoice	374892 12/9/2025		
Transaction Date	12/12/2025	PRAIRIE SUN BANK 10100	Total \$170.05
Refer	2983 TRAVERSE COUNTY HIGHWAY DE	Ck# 022411 12/29/2025	
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE plow truck cutting edges, blades, straps		\$2,742.98
Invoice			
Transaction Date	12/12/2025	PRAIRIE SUN BANK 10100	Total \$2,742.98
Refer	2984 Creatively Ewe Web Design	Ck# 022381 12/15/2025	
Cash Payment	E 101-41000-309 Software & Design website maintenance		\$580.80
Invoice			
Transaction Date	12/15/2025	PRAIRIE SUN BANK 10100	Total \$580.80
Refer	2985 MILBANK GLASS & MORE	Ck# 022382 12/15/2025	
Cash Payment	E 101-46500-429 Misc Grant Items for Rei EDA Committee Zack Serocki windows		\$7,651.94
Invoice	18000		Project EDA
Transaction Date	12/15/2025	PRAIRIE SUN BANK 10100	Total \$7,651.94
Refer	2986 CUSTOMIZED FIRE RESCUE TRAI	Ck# 022392 12/29/2025	
Cash Payment	E 101-42260-208 Training and Instruction active shooter training 120625-Reimbursed MMB		\$2,000.00
Invoice	3210 12/5/2025		Project 42260
Transaction Date	12/15/2025	PRAIRIE SUN BANK 10100	Total \$2,000.00
Refer	2987 KJ DIESELL LLC	Ck# 022398 12/29/2025	
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE Intl plow truck brake repair		\$48.64
Invoice	22891		
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE Annual DOT insp and drag link		\$537.67
Invoice	10258		
Transaction Date	12/16/2025	PRAIRIE SUN BANK 10100	Total \$586.31
Refer	2988 J&J EARTH WORKS INC	Ck# 022397 12/29/2025	
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE force main sewer repair		\$9,108.50
Invoice	2250		
Transaction Date	12/16/2025	PRAIRIE SUN BANK 10100	Total \$9,108.50
Refer	2989 MASTER MEDICAL EQUIPMENT	Ck# 022402 12/29/2025	
Cash Payment	E 101-42153-208 Training and Instruction Tempus Pro bench contract		\$857.00
Invoice	3105648 12/12/2025		
Cash Payment	E 101-42153-208 Training and Instruction Tempus Pro bench contract		-\$857.00
Invoice	3105648		
Cash Payment	E 410-42153-208 Training and Instruction Tempus Pro bench contract		\$857.00
Invoice	3105648		

CITY OF BROWNS VALLEY

12/23/25 11:33 AM

Page 2

Payments

Current Period: December 2025

Transaction Date	12/16/2025	PRAIRIE SUN BANK 10100	Total	\$857.00
Refer	2990 MN DEPT OF REVENUE SW	Ck# 013691E 12/16/2025		
Cash Payment	G 101-21702 State Withholding Invoice			\$478.67
Transaction Date	12/16/2025	PRAIRIE SUN BANK 10100	Total	\$478.67
Refer	2991 IRS	Ck# 013692E 12/16/2025		
Cash Payment	G 101-21701 Federal Withholding Invoice	Federal		\$1,110.35
Cash Payment	G 101-21703 FICA Tax Withholding Invoice	SS & Medicare		\$3,871.58
Transaction Date	12/16/2025	PRAIRIE SUN BANK 10100	Total	\$4,981.93
Refer	2992 PUBLIC EMPLOYEES RETIREMEN	Ck# 013693E 12/17/2025		
Cash Payment	G 101-21704 PERA Invoice			\$1,557.96
Transaction Date	12/17/2025	PRAIRIE SUN BANK 10100	Total	\$1,557.96
Refer	2993 OTTERTAIL POWER COMPANY	Ck# 022406 12/29/2025		
Cash Payment	E 101-41000-381 Electric Utilities Invoice	14-060262 Comm Ctr		\$79.14
Cash Payment	E 602-49450-381 Electric Utilities Invoice	14-065992 W Brdwy Grind		\$75.00
Cash Payment	E 101-43000-381 Electric Utilities Invoice	14-061130 Bulk Station		\$11.06
Cash Payment	E 101-45000-381 Electric Utilities Invoice	14-061130 Bulk Station		\$5.53
Cash Payment	E 601-49400-381 Electric Utilities Invoice	14-061130 Bulk Station		\$3.32
Cash Payment	E 602-49450-381 Electric Utilities Invoice	14-061130 Bulk Station		\$2.21
Cash Payment	E 101-43160-381 Electric Utilities Invoice	14-004837 Street lights		\$1,078.43
Cash Payment	E 601-49400-381 Electric Utilities Invoice	14-004838 Well #3		\$278.97
Cash Payment	E 602-49450-381 Electric Utilities Invoice	14-004839 Renville Disp Lift		\$326.26
Cash Payment	E 601-49400-381 Electric Utilities Invoice	14-004840 Well #1		\$75.95
Cash Payment	E 101-41000-381 Electric Utilities Invoice	14-004841 Fire Siren		\$7.27
Cash Payment	E 101-41000-381 Electric Utilities Invoice	14-004843 City/Fire Hall		\$83.26
Cash Payment	E 101-42153-381 Electric Utilities Invoice	14-004843 City/Fire Hall		\$17.84
Cash Payment	E 101-42260-381 Electric Utilities Invoice	14-004843 City/Fire Hall		\$17.84
Cash Payment	E 602-49450-381 Electric Utilities Invoice	14-004844 321 Lift Sation		\$120.47
Cash Payment	E 101-45000-381 Electric Utilities Invoice	14-005010 Bdwy Museum		\$26.16
Cash Payment	E 101-45000-381 Electric Utilities Invoice	14-010558 796 W Bdwy SB Cabin		\$22.12

Payments

Current Period: December 2025

Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-020839 Fire Hall		\$49.87
Cash Payment Invoice	E 211-45500-381 Electric Utilities	14-023343 Library		\$288.61
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-034884 Backus Field		\$22.12
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-036446 Backus Field		\$22.12
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-040532 Hwy 28 Shelter		\$40.47
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-086156 New City Shop		\$71.70
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-086156 New City Shop		\$35.85
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-086156 New City Shop		\$35.85
Transaction Date	12/17/2025	PRAIRIE SUN BANK 10100	<b>Total</b>	\$2,797.42
Refer	2994 LAKES COUNTRY SERVICE CO-OP	Ck# 022399 12/29/2025		
Cash Payment Invoice	E 101-41000-433 Dues and Subscriptions	2026 LCSC Membership		\$115.00
Transaction Date	12/19/2025	PRAIRIE SUN BANK 10100	<b>Total</b>	\$115.00
Refer	2995 MVTL	Ck# 022404 12/29/2025		
Cash Payment Invoice	E 602-49450-306 Testing	wastewater testing		\$67.75
Transaction Date	12/19/2025	PRAIRIE SUN BANK 10100	<b>Total</b>	\$67.75
Refer	2997 DAKOTA SUPPLY GROUP	Ck# 022393 12/29/2025		
Cash Payment Invoice	G 101-21706 Health Insurance	2- Hymax grip couplings for sewer repair		\$5,465.74
Transaction Date	12/23/2025	PRAIRIE SUN BANK 10100	<b>Total</b>	\$5,465.74
Refer	2998 MATHESON TRI-GAS INC	Ck# 022403 12/29/2025		
Cash Payment Invoice	E 101-42153-210 Operating Supplies (GE	oxygen medical		\$40.91
Transaction Date	12/23/2025	PRAIRIE SUN BANK 10100	<b>Total</b>	\$40.91
Refer	2999 HAUKOS ELECTRICAL SERVICE LL	Ck# 022396 12/29/2025		
Cash Payment Invoice	E 602-49450-220 Repair/Maint Supply (GE	Lift Station #2 switch replacement		\$446.95
Transaction Date	12/23/2025	PRAIRIE SUN BANK 10100	<b>Total</b>	\$446.95
Refer	3000 THE PENWORTHY COMPANY LLC	Ck# 022410 12/29/2025		
Cash Payment Invoice	E 211-45500-429 Misc Grant Items for Rei	books		\$147.80
Cash Payment Invoice	E 211-45500-435 Books and Pamphlets	books		\$244.59
Transaction Date	12/23/2025	PRAIRIE SUN BANK 10100	<b>Total</b>	\$392.39
Refer	3001 LOOKOUT BOOKS	Ck# 022401 12/29/2025		
Cash Payment Invoice	E 211-45500-435 Books and Pamphlets	books		\$17.95
Transaction Date	12/23/2025	PRAIRIE SUN BANK 10100	<b>Total</b>	\$17.95
Refer	3002 EAST WEST BOOKS	Ck# 022394 12/29/2025		

Payments

Current Period: December 2025

Cash Payment	E 211-45500-435	Books and Pamphlets	books		\$14.99
Invoice	N490576	12/16/2025			
Cash Payment	E 211-45500-333	Freight and Express	books		\$10.00
Invoice	N490576	12/16/2025			
Transaction Date	12/23/2025		PRAIRIE SUN BANK 10100	<b>Total</b>	\$24.99
Refer	3003	<u>WILLOW LANE EDUCATION</u>	<u>Ck# 022413 12/29/2025</u>		
Cash Payment	E 211-45500-435	Books and Pamphlets	books		\$171.92
Invoice	ARR2602560	12/18/2025			
Cash Payment	E 211-45500-333	Freight and Express	books		\$10.00
Invoice	ARR2602560	12/18/2025			
Transaction Date	12/23/2025		PRAIRIE SUN BANK 10100	<b>Total</b>	\$181.92
Refer	3004	<u>SMART APPLE MEDIA</u>	<u>Ck# 022409 12/29/2025</u>		
Cash Payment	E 211-45500-435	Books and Pamphlets	books		\$85.86
Invoice	ARG2001539	12/17/2025			
Cash Payment	E 211-45500-333	Freight and Express	books		\$10.00
Invoice	ARG2001539	12/17/2025			
Transaction Date	12/23/2025		PRAIRIE SUN BANK 10100	<b>Total</b>	\$95.86
Refer	3005	<u>OFFICE PEEPS</u>	<u>Ck# 022405 12/29/2025</u>		
Cash Payment	E 211-45500-210	Operating Supplies (GE	library supplies		\$5.85
Invoice	11145500	12/10/2025			
Transaction Date	12/23/2025		PRAIRIE SUN BANK 10100	<b>Total</b>	\$5.85
Refer	3006	<u>CENGAGE LEARNING</u>	<u>Ck# 022391 12/29/2025</u>		
Cash Payment	E 211-45500-435	Books and Pamphlets	books		\$143.45
Invoice	999101775613	12/10/2025			
Transaction Date	12/23/2025		PRAIRIE SUN BANK 10100	<b>Total</b>	\$143.45
Refer	3007	<u>BUSINESS CARD</u>	<u>Ck# 022390 12/29/2025</u>		
Cash Payment	E 211-45500-433	Dues and Subscriptions	magazine subscription		\$49.97
Invoice					
Transaction Date	12/23/2025		PRAIRIE SUN BANK 10100	<b>Total</b>	\$49.97
Refer	3008	<u>SAFETY-KLEEN</u>	<u>Ck# 022408 12/29/2025</u>		
Cash Payment	E 601-49400-210	Operating Supplies (GE	parts washer solvent		\$78.20
Invoice	98616744	12/5/2025			
Cash Payment	E 602-49450-210	Operating Supplies (GE	parts washer solvent		\$78.21
Invoice	98616744	12/5/2025			
Cash Payment	E 101-43000-210	Operating Supplies (GE	parts washer solvent		\$78.20
Invoice	98616744	12/5/2025			
Transaction Date	12/23/2025		PRAIRIE SUN BANK 10100	<b>Total</b>	\$234.61
Refer	3009	<u>BIEWER, TERRY</u>	<u>Ck# 022389 12/29/2025</u>		
Cash Payment	E 101-41000-331	Travel Expenses	mileage for code enforcement		\$70.00
Invoice					
Transaction Date	12/23/2025		PRAIRIE SUN BANK 10100	<b>Total</b>	\$70.00
Refer	3010	<u>VISA</u>	<u>Ck# 013695E 12/29/2025</u>		
Cash Payment	E 101-43000-220	Repair/Maint Supply (GE	2012 Intl plow truck repairs		\$292.32
Invoice					
Cash Payment	E 101-43000-222	Tires	05 GMC tires		\$299.25
Invoice					
Cash Payment	E 601-49400-222	Tires	05 GMC tires		\$149.62
Invoice					

Payments

Current Period: December 2025

Cash Payment	E 602-49450-222 Tires	05 GMC tires		\$149.62
Invoice				
Cash Payment	E 602-49450-433 Dues and Subscriptions	irrigator yearly subscription		\$340.00
Invoice				
Cash Payment	E 101-41000-200 Office Supplies (GENER	city hall office supplies		\$88.04
Invoice				
Cash Payment	E 602-49450-210 Operating Supplies (GE	Lift Station #2 heater		\$148.67
Invoice				
Transaction Date	12/23/2025	PRAIRIE SUN BANK	10100	<b>Total</b> \$1,467.52
Refer	3011 <i>Petty Cash</i>	<u>Ck# 022407</u>	<u>12/29/2025</u>	
Cash Payment	E 101-41000-810 Refunds & Reimburseme	reimbursements		\$50.00
Invoice				
Transaction Date	12/23/2025	PRAIRIE SUN BANK	10100	<b>Total</b> \$50.00

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$29,705.03
211 LIBRARY		\$1,200.99
410 AMBULANCE CAPITAL FUND		\$857.00
601 WATER FUND		\$621.91
602 SEWER FUND		\$10,899.49
		<u>\$43,284.42</u>

Pre-Written Checks	\$43,284.42
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<b>\$43,284.42</b>

**RESOLUTION NO. 25-26**

**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:

<b>Donated by</b>	<b>Purpose</b>	<b>Amount donated</b>
<b>Park Region</b>	<b>Ambulance Operating</b>	<b>\$500.00</b>
<b>Beardsley Fund Drive</b>	<b>Ambulance Operating</b>	<b>\$817.00</b>

**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 29<sup>th</sup> day of December, 2025.

\_\_\_\_\_  
Mayor / Acting Mayor

Attested:

\_\_\_\_\_  
City Administrator

## **Exhibit A**

### **By-Laws of the Browns Valley Economic Development Authority**

#### **Article I**

##### **Purpose**

The Browns Valley Economic Development Authority (hereinafter the "BV EDA") is a public body politic and corporate and a political subdivision of the State of Minnesota. The primary purpose of the BV EDA is to serve as an economic development authority pursuant to Minnesota Statutes 469. The BV EDA shall be governed by the requirements of said statute, the Enabling Resolution passed by the Browns Valley City Council and any amendments to the Enabling Resolution (hereinafter "the Resolution") which may be enacted. The affairs of the BV EDA shall include, but not be limited to, promoting growth and development of commercial, residential, and industrial concerns in the City of Browns Valley.

#### **Article II**

##### **Office and Boundaries**

1. The principle office shall be at the City Hall of the City of Browns Valley, Traverse County, Minnesota.
2. The territory in which operations of the corporation are principally to be conducted consists of the corporate municipal boundaries of the City of Browns Valley, Minnesota.

#### **Article III**

##### **Board of Commissioners**

1. The management of all of the affairs, property and business of the BV EDA shall be vested in a Board of Commissioners, consisting of five (5) persons. Two (2) City Council members shall serve as commissioners of the BV EDA.
2. Council representative terms shall concur with council terms of office. The remaining three Commissioners shall be appointed by the City Council and shall initially have terms of 1, 2, and 3 years respectively. Thereafter all commissioners with the exception of City Council members shall be appointed for three year terms, and may not exceed two consecutive three year terms.
3. The Board of Commissioners may exercise all powers of the BV EDA and do all such lawful acts and things as are required or permitted to be done pursuant to law, the Resolution or pursuant to these By-Laws.
4. Meetings of the Board of Commissioners shall be held quarterly and "ad hoc" as called for by at least two members of the Board. At least three (3) days notice of such meetings shall be given to the Commissioners. Said meeting notice shall also be posted on the bulletin board at City Hall.
5. A quorum at all meetings of the Board of Commissioners shall consist of a simple majority of the whole board, but in no case shall a quorum be less than three (3) Commissioners. Less than a quorum may, however, adjourn any meetings, which may be held on a subsequent date without further notice, provided a quorum be present at such deferred meeting.
6. All meetings of the BV EDA shall be open to the public.

## Article IV

### Officers

1. The officers of the corporation shall be a President, Vice President, Secretary, Treasurer and Assistant Treasurer. The City Administrator may serve as the Secretary and Assistant Treasurer of the Board of Commissioners. Other officers shall be elected to a one year term. They shall hold office until their successors are elected and qualified. The President, Vice President and Treasurer shall be members of the Board of Commissioners.
2. The President shall preside at all meetings of the BV EDA, shall be in charge of the day-to-day operations, shall sign or countersign all certificates, contracts and other instruments of the BV EDA as authorized by the Board of Commissioners, shall make reports to the Board of Commissioners, and shall perform all such other duties as are incident to the office or are properly required of the officer by the Board of Commissioners.
3. The Vice President shall exercise the functions of the President during the absence or disability of the President.
4. The Secretary shall issue notice for all meetings, shall keep minutes of all meetings, shall have charge over the BV EDA books, and shall make such reports and perform such other duties as are incident to this office, or are properly required by the Board of Commissioners.
5. The Treasurer shall perform all duties incidental to the office which are properly required of the Treasurer by the Board of Commissioners as set forth in Minnesota Statutes 469.096 Subd. 4.
6. In the case of the absence or the inability of any officer of the BV EDA to act, the Board of Commissioners may from time to time delegate the powers or duties of such officer to any other such officer, or any Commissioner whom it may select.
7. Vacancies in the office arising from any cause may be filled by the majority vote of the commissioners present at the meeting. In event of a tie the board president shall cast the deciding vote.

## Article V

### Attendance

1. Any Commissioner who is absent from three (3) consecutive duly called meetings of the BV EDA shall be deemed to have resigned unless the absentee provides a satisfactory explanation to the President and the President so notes such explanation in the records of the BV EDA.

## Article VI

### Finance and Administration

1. The monies of the BV EDA shall be deposited in the name of the BV EDA in official city depositories, and shall be drawn out only by a check signed by the Mayor and City Clerk-Treasurer.
2. The fiscal year of the BV EDA shall be the same as the fiscal year of the City of Browns Valley.
3. The nature, number and qualification of the staff required by the BV EDA to conduct its business according to these By-Laws shall comply with Minnesota Statutes 469.087.
4. The books and records of the BV EDA shall be kept at City Hall in the City of Browns Valley, Minnesota.

## Article VII

### Powers

1. The BV EDA may exercise all of the powers contained in the Enabling Act, Minnesota Statutes, Chapter 469.
2. The BV EDA may exercise all of the powers contained in the Housing Act, Minnesota Statutes, Chapter 462.
3. The BV EDA may exercise all of the powers of an Agency contained in the Development Act, Minnesota Statutes, Chapter 472A.
4. The BV EDA may exercise all of the powers of a redevelopment agency contained in the Industrial Bond Act, Minnesota Statutes, Chapter 474.
5. The BV EDA may exercise all of the powers of a city contained in the Housing Finance Act, provided it is authorized to do so by ordinance of the City Council pursuant to Section 462C.02, Subdivision 6 of the Housing Finance Act.
6. The BV EDA may exercise such powers as may be contained in other laws applicable to economic development authorities or housing and redevelopment authorities not specifically described herein.

## Article VIII

### Limit of Powers

The following limitations shall apply to the BV EDA and its operation:

- (f) The sale of bonds or other obligations issued and the levying of taxes by the BV EDA shall first be approved by the City Council of the City of Browns Valley.
- (g) The BV EDA shall follow the budget process for City Departments in accordance with City policies, ordinances, and resolutions.
- (h) Development and redevelopment plans of the BV EDA shall be consistent with the Comprehensive Plan for the City of Browns Valley and the official controls implementing said Comprehensive Plan.
- (i) The BV EDA must submit its plans for development and redevelopment to the City Council for approval in accordance with City planning procedures and law.
- (j) The administrative structure and management practices and policies of the BV EDA must be approved by the City Council of the City of Browns Valley.

## Article IX

### Annual Report

1. The BV EDA will have available for the City's auditor a summary of the preceding year's revenues and expenditures.
2. The BV EDA shall prepare an annual report describing its activities and providing an accurate statement of its financial condition, as requested by the City Council.

Article X

Notices

1. The Secretary shall notify each member of the time, place and purpose of any and all meetings by phone, written notice, email, or in person.

Article XI

Staff

1. The City Administrator of the City of Browns Valley shall serve as the executive director for the BV EDA .
2. The BV EDA may employ technical experts and agents, and other employees as it may require, and determine their duties, qualifications and compensation.
3. The BV EDA may contract for the services of consultants, agents, public accountants, and other persons needed to perform its duties and exercise its powers.
4. The BV EDA may use the services of the City Attorney or hire a general counsel for its legal needs. The City Attorney or general counsel, as determined by the BV EDA , is its chief legal advisor.
5. The City of Browns Valley may furnish offices, structures and space, and stenographic, clerical, engineering, or other assistance to the BV EDA .
6. The BV EDA may delegate to one or more of its agents or employees powers or duties as it may deem proper.

Article XII

Seal

1. The official seal of the BV EDA shall be in the form affixed hereto.



Article XIII

Indemnification

1. The BV EDA shall have the power to indemnify officers, Commissioners, and employees, acting for or on behalf of the BV EDA in respect to any and all matters or actions for which and to the extent that indemnification is permitted by the laws of the State of Minnesota.
2. In its discretion the BV EDA may purchase insurance in conjunction with the indemnification provisions of Section 1 above.

Article XIV

Amendment of By-Laws

1. These By-Laws may be amended only by resolution approved by the Board by a majority vote of all the Commissioners

Article XV

Miscellaneous

1. All meetings of the BV EDA shall be governed by Robert's Rules of Order, as revised.
2. Except as authorized in Minnesota Statute 471.88, a Commissioner, officer, or employee of the BV EDA must not acquire any financial interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall the person have any financial interest, direct or indirect, in any contract or proposed contract for materials or service to be furnished or used in connection with any project.
3. EDA executive directors and commission members are subject to the gift restrictions of the Ethics in Government Act (Minn. Stat. §10A.01, Subd. 22).