



BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday January 12, 2026 - 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

Absent:

Additions or Corrections to the Meeting Agenda: Motion _____ Seconded _____

Visitors:

Consent Agenda

- Approval of December 29, 2025 Regular Meeting Minutes
- For a grand total of \$149,160.85
 - Wages: January 2nd = \$16,340.50
 - Claims: January 12th = \$132,820.35
- Delinquency report for December
- Treasurers report for December

Department Reports:

New Business:

- Open sealed bids received for the sale of the City plow truck and to accept or reject bids, award the sale to the highest responsible bidder, or take other action as deemed appropriate by the Council.
- Approve to submit application for a SUBS Public Safety Foundation Grant in the Amount of \$24,500 for Fire Department Equipment
- Approval of IRS Standard Mileage rate of 72.5 cents
- Approval to appoint Ashley Smith to Library Board
- Resolution 26-01 a Resolution Stating Annual Designations
- Resolution 26-02 a Resolution allowing wire/automated bank payments
- Resolution 26-03 a Resolution Making Appointments to Corporate Authorized Signers for the City of Browns Valley

Dates:

January 19th office closed

January 19th EDA meeting at 5:00 PM-

Items for council to consider for future: Sales Tax

Next scheduled meeting Monday January 26 - 5:30 PM

Adjournment: Time _____



Browns Valley Regular City Council Meeting Approved Minutes December 29, 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, City Administrator Jodi Hook-Hansen, and City Attorney Matt Franzese.

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: Edith Foren and Chief Deputy Andy Miller from the Traverse County Sheriff's Office,

Agenda:

- Upon a motion by Biewer, seconded by Johnson, the Council unanimously approved the agenda with the following additions:
 - Council action to approve the 2025 audit engagement letter with Brian Koehn, CPA, for the audit of the City of Browns Valley's financial statements;
 - Snow Removal; and
 - EDA to apply for DNR Grant for splash pad and playground set.

Consent Agenda:

- Upon a motion by Dobbs, seconded by Biewer, the Council unanimously approved the December 08, 2025, Regular Meeting Minutes.
- Upon a motion by Johnson, seconded by Miller, the Council unanimously approved the claims totaling \$67,966.84, including wages (December 16th = \$20,699.65; claims December 8 = \$47,267.19).

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.
- City Attorney Franzese gave a verbal report on actions performed for the City of Browns Valley.

New Business:

Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved the following employee wages and compensation adjustments for 2026:

- **Jon Fryer**, City Maintenance: \$18.31 per hour, plus \$1,203.98 for health insurance.

**Browns Valley Regular City Council Meeting Approved Minutes
December 29, 2025**

- **Arlene Reinart**, Finance & Utility Billing Specialist/ Assistant Librarian: \$18.40 per hour (City duties); \$15.90 per hour (Library duties); \$533.00 per month for insurance.
 - **Jodi Hook Hansen**, City Administrator -Clerk-Treasurer: \$59,738.85 annually, plus \$1,203.98 for health insurance.
 - **Tony Serocki**, Maintenance Supervisor: \$30.85 per hour, plus additional five (5) personal days.
 - **Bernice Piechowski**, Librarian: \$17.74 per hour, plus \$480.67 per month for health insurance.
 - **Amber Metz & Kayla Holtz**, Ambulance Managers: \$17.20 per hour.
 - **Terry Biewer**, Code Enforcement: \$17.73 per hour.
 - **PT Snow Removal**: \$20.00 per hour.
 - **Fire Department**: \$11.41 per hour.
 - **Ambulance Pay Rates:**
 - \$2.75-Weekday
 - \$3.75-Weekends
 - \$1.50 additional Holiday
 - \$47.00 EMT Runs
 - \$37.00 EMS Runs
- Upon a motion by Dobbs, seconded by Biewer, the Council unanimously approved an advance payroll raise payment in the amount of \$1,171.35 to Hook-Hansen.
- Upon a motion by Dobbs, seconded by Johnson, the Council unanimously approved the draft Minnesota Paid Leave Policy reviewed by the City Council and City Attorney.
- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved 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).
- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved the Professional Services Agreement with Attorney Matthew Franzese for monthly compensation in the amount of \$1,050.
- Upon a motion by Biewer, seconded by Dobbs, the Council unanimously approved authorization for staff to explore sale options for FEMA buyout properties in coordination with FEMA and the City Attorney.
- Upon a motion by Miller, seconded by Johnson, the Council unanimously approved acceptance of 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.
- Upon a motion by Heck, seconded by Dobbs, the Council unanimously approved the 2025 audit engagement letter with Brian Koehn, CPA, for the audit of the City of Browns Valley's financial statements.
- Upon a motion by Biewer, seconded by Johnson, the Council unanimously approved authorizing the EDA to apply for a Minnesota Department of Natural Resources grant to fund a splash pad and new playground equipment at the City Park. The proposed improvements are intended to enhance recreational opportunities, support community engagement, and increase the park's overall appeal.

**Browns Valley Regular City Council Meeting Approved Minutes
December 29, 2025**

➤ The Council discussed snow removal operations. No action was taken.

Dates: January 19th office closed.

EDA to meet January 19th at 5:00 DNR Grant for splash pad and playground

January 12th Sealed bids on plow truck at 5:30

Next scheduled meeting Monday January 12th at 5:30 pm.

The meeting adjourned at 7:01 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

CITY OF BROWNS VALLEY

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*Check Summary Register©

Batch: Claims011226

	Name	Check Date	Check Amt	
10100	PRAIRIE SUN BANK			
13697e	VERIZON WIRELESS	1/7/2026	\$100.65	Ambulance Cell
13698e	TRAVERSE ELECTRIC COOP, IN	1/15/2026	\$200.00	monthly statement (wastewater)
13699e	VALLEY TELEPHONE CO	1/15/2025	\$732.22	2871,2872,2243,lift stations
13700e	CHS Inc.-AUTOPAY	1/20/2026	\$1,324.88	LP City Hall/Amb/Fire 121125
13701e	JOHN DEERE FINANCIAL	1/8/2026	\$231.52	X744 repairs
13702e	AFLAC	1/1/2026	\$169.24	dental insurance
13703e	AFLAC	1/2/2026	\$588.54	
13704e	IRS	1/5/2026	\$4,400.02	Federal
13705e	PUBLIC EMPLOYEES RETIREME	1/5/2026	\$1,825.75	
13706e	MN DEPT OF REVENUE	1/2/2026	\$329.83	
13707e	MN DEPT OF REVENUE	1/2/2026	\$719.00	Comm Water
13708e	USDA RURAL DEVELOPMENT	1/9/2026	\$79,640.00	
13709e	MN PEIP - C/O MMB FISCAL SVC	1/12/2026	\$2,526.85	Jodi, Jon
22435	# 2 Welding & Repair	1/12/2026	\$275.00	skid loader snow bucket welding and steel
22436	AFSCME #65	1/12/2026	\$47.32	Arlene Reinart
22437	AMBULANCE CLAIMS PROCESSI	1/12/2026	\$264.00	December
22438	AVEL ECARE LLC OPERATING	1/12/2026	\$868.00	Dec 2025
22439	BRIAN D KOEHN, CPA, PLLC	1/12/2026	\$10.00	audit of financial services year end 2025
22440	BROWNS VALLEY HARDWAREH	1/12/2026	\$276.73	plow truck repairs maint
22441	BUSINESS CARD	1/12/2026	\$64.89	library
22442	CARQUEST OF ORTONVILLE	1/12/2026	\$346.21	2000 Sterling plow truck alternator
22443	Creatively Ewe Web Design	1/12/2026	\$542.10	website maintenance
22444	DVS Renewal	1/12/2026	\$141.75	fire dept vehicles license plates
22445	Gazette Publishing Company	1/12/2026	\$79.20	plow truck ad
22446	GOODHART EXCAVATING, INC	1/12/2026	\$20.00	straighten plow parts on plow truck
22447	HACH COMPANY	1/12/2026	\$43.95	water sampling supplies
22448	HOMAN HEATING AND A/C	1/12/2026	\$190.00	Community Center service call/filter
22449	LEAGUE OF MINNESOTA CITIES	1/12/2026	\$868.00	membership dues Jan-Dec 2026
22450	MASTER MEDICAL EQUIPMENT	1/12/2026	\$3,304.80	training and installation for Tempus
22451	MIDWEST TAPE LLC	1/12/2026	\$78.31	digital books and videos
22452	MIKE JACOBSON	1/12/2026	\$400.00	January
22453	SWEENEY CONTROLS COMPANY	1/12/2026	\$155.00	troubleshoot water system
22454	TRI STATE WATER, INC.	1/12/2026	\$29.35	Acct# 1029106
22455	VALLEY FAMILY FOODS LLC	1/12/2026	\$20.88	shop supplies
22456	WEST CENTRAL INITIATIVE	1/12/2026	\$500.00	WCI annual fund
22457	WIDSETH SMITH NOLTING & AS	1/12/2026	\$31,506.36	BV Water Supply System Phase 1 Arch Survey
Total Checks			\$132,820.35	

10100 PRAIRIE SUN BANK

101 GENERAL FUND	\$19,027.93
211 LIBRARY	\$190.74
410 AMBULANCE CAPITAL FUND	\$868.00
414 BVB WATER PROJECT	\$31,506.36
601 WATER FUND	\$410.82
602 SEWER FUND	\$80,197.50
603 REFUSE (GARBAGE) FUND	\$619.00
	<hr/>
	\$132,820.35

FILTER: (([Act Year]='2026' and [period] in (1))) and (Source in ('Claims011226'))

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Payments

Current Period: January 2026

Payment Batch Claims011226

\$132,820.35

Refer	3014 HACH COMPANY	Ck# 022447 1/12/2026		
Cash Payment	E 601-49400-306 Testing	water sampling supplies		\$43.95
Invoice	14802510 12/18/2025			
Transaction Date	12/31/2025	PRAIRIE SUN BANK 10100	Total	\$43.95
Refer	3015 VERIZON WIRELESS	Ck# 013697E 1/7/2026		
Cash Payment	E 101-42153-321 Telephone	Ambulance Cell		\$100.65
Invoice	4892290952			
Transaction Date	12/31/2025	PRAIRIE SUN BANK 10100	Total	\$100.65
Refer	3016 MASTER MEDICAL EQUIPMENT	Ck# 022450 1/12/2026		
Cash Payment	E 101-42153-208 Training and Instruction	training and installation for Tempus		\$3,304.80
Invoice	3106788 12/29/2025			
Transaction Date	12/31/2025	PRAIRIE SUN BANK 10100	Total	\$3,304.80
Refer	3017 TRI STATE WATER, INC.	Ck# 022454 1/12/2026		
Cash Payment	E 101-41000-200 Office Supplies (GENER	Acct# 1029106		\$29.35
Invoice				
Transaction Date	1/7/2026	PRAIRIE SUN BANK 10100	Total	\$29.35
Refer	3018 TRAVERSE ELECTRIC COOP, INC	Ck# 013698E 1/15/2026		
Cash Payment	E 602-49450-381 Electric Utilities	monthly statement (wastewater)		\$200.00
Invoice				
Transaction Date	1/7/2026	PRAIRIE SUN BANK 10100	Total	\$200.00
Refer	3019 MIDWEST TAPE LLC	Ck# 022451 1/12/2026		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	digital books and videos		\$78.31
Invoice	508252118			
Transaction Date	1/7/2026	PRAIRIE SUN BANK 10100	Total	\$78.31
Refer	3020 BUSINESS CARD	Ck# 022441 1/12/2026		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	library		\$10.32
Invoice				
Cash Payment	E 211-45500-437 Tapes/CD s/Movies	video		\$19.95
Invoice				
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$34.62
Invoice				
Transaction Date	1/7/2026	PRAIRIE SUN BANK 10100	Total	\$64.89
Refer	3021 WIDSETH SMITH NOLTING & ASS	Ck# 022457 1/12/2026		
Cash Payment	E 414-43000-303 Engineering Fees	BV Water Supply System Phase 1 Arch Survey		\$796.00
Invoice	242770	Project 2025-1		
Cash Payment	E 414-43000-302 Architect Fees	BV Water Supply & Treatment System Improvements		\$30,710.36
Invoice	242812	Project 2025-1		
Transaction Date	1/7/2026	PRAIRIE SUN BANK 10100	Total	\$31,506.36
Refer	3022 AMBULANCE CLAIMS PROCESSIN	Ck# 022437 1/12/2026		
Cash Payment	E 101-42153-300 Professional Svcs (GENE	December		\$264.00
Invoice	18502			
Transaction Date	1/7/2026	PRAIRIE SUN BANK 10100	Total	\$264.00
Refer	3023 VALLEY TELEPHONE	Ck# 013699E 1/15/2025		
Cash Payment	E 602-49450-321 Telephone	2871,2872,2243, lift stations		\$171.71
Invoice				

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Payments

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Cash Payment	E 101-41000-321 Telephone Invoice	2127, Fax Village Hall		\$42.43
Cash Payment	E 101-41000-321 Telephone Invoice	2110, Phone, Village Hall		\$315.33
Cash Payment	E 211-45500-321 Telephone Invoice	2318, 2125, Library		\$47.54
Cash Payment	E 101-43000-321 Telephone Invoice	2846, Maintenance Dept.		\$74.31
Cash Payment	E 101-41000-321 Telephone Invoice	wifi Community Center		\$80.90
Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$732.22
Refer	3024 <i>Creatively Ewe Web Design</i>	<u>Ck# 022443 1/12/2026</u>		
Cash Payment	E 101-41000-309 Software & Design Invoice	website maintenance		\$542.10
Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$542.10
Refer	3025 <i>CHS INC.</i>	<u>Ck# 013700E 1/20/2026</u>		
Cash Payment	E 101-41000-383 Gas Utilities Invoice 55402780	LP City Hall/Amb/Fire 121125		\$135.64
Cash Payment	E 101-42260-383 Gas Utilities Invoice 55402780	LP City Hall/Amb/Fire 121125		\$135.64
Cash Payment	E 101-42153-383 Gas Utilities Invoice 55402780	LP City Hall/Amb/Fire 121125		\$135.63
Cash Payment	E 101-41000-383 Gas Utilities Invoice 55402832	LP Comm Center 121525		\$503.58
Cash Payment	E 101-41000-383 Gas Utilities Invoice 55402970	LP City Hall/Amb/Fire 122425		\$138.13
Cash Payment	E 101-42260-383 Gas Utilities Invoice 55402970	LP City Hall/Amb/Fire 122425		\$138.13
Cash Payment	E 101-42153-383 Gas Utilities Invoice 55402970	LP City Hall/Amb/Fire 122425		\$138.13
Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$1,324.88
Refer	3026 <i>LEAGUE OF MINNESOTA CITIES</i>	<u>Ck# 022449 1/12/2026</u>		
Cash Payment	E 101-41110-433 Dues and Subscriptions Invoice 441843	membership dues Jan-Dec 2026		\$868.00
Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$868.00
Refer	3027 <i>CARQUEST OF ORTONVILLE</i>	<u>Ck# 022442 1/12/2026</u>		
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE Invoice 8923-226729	2000 Sterling plow truck alternator		\$226.56
Cash Payment	E 601-49400-210 Operating Supplies (GE Invoice	vehicle and shop supplies		\$29.91
Cash Payment	E 602-49450-210 Operating Supplies (GE Invoice	vehicle and shop supplies		\$29.91
Cash Payment	E 101-43000-210 Operating Supplies (GE Invoice	vehicle and shop supplies		\$59.83
Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$346.21
Refer	3028 <i>BROWNS VALLEY HARDWARE HA</i>	<u>Ck# 022440 1/12/2026</u>		
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE Invoice	plow truck repairs maint		\$30.94

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Cash Payment Invoice	E 101-43000-210 Operating Supplies (GE	shop supplies		\$5.99
Cash Payment Invoice	E 601-49400-210 Operating Supplies (GE	shop supplies		\$3.00
Cash Payment Invoice	E 602-49450-210 Operating Supplies (GE	shop supplies		\$3.00
Cash Payment Invoice	E 101-41000-210 Operating Supplies (GE	city hall supplies		\$59.99
Cash Payment Invoice	E 601-49400-210 Operating Supplies (GE	water supplies		\$4.99
Cash Payment Invoice	E 602-49450-210 Operating Supplies (GE	sewer supplies		\$78.91
Cash Payment Invoice	E 101-41000-210 Operating Supplies (GE	Comm Center painting supplies		\$80.92
Cash Payment Invoice	E 101-43000-210 Operating Supplies (GE	street supplies		\$8.99
Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$276.73
Refer	3029	GOODHART EXCAVATING, INC	Ck# 022446 1/12/2026	
Cash Payment Invoice 12204	E 101-43000-220 Repair/Maint Supply (GE	straighten plow parts on plow truck		\$20.00
	12/16/2025			
Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$20.00
Refer	3030	BRIAN D KOEHN, CPA, PLLC	Ck# 022439 1/12/2026	
Cash Payment Invoice 1422	E 101-41000-301 Audit & Acct Services	audit of financial services year end 2025		\$10.00
	1/5/2026			
Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$10.00
Refer	3031	#2 WELDING & REPAIR	Ck# 022435 1/12/2026	
Cash Payment Invoice 13936	E 101-43000-220 Repair/Maint Supply (GE	skid loader snow bucket welding and steel		\$97.50
	12/8/2025			
Cash Payment Invoice 13936	E 601-49400-220 Repair/Maint Supply (GE	skid loader snow bucket welding and steel		\$48.75
	12/8/2025			
Cash Payment Invoice 13936	E 602-49450-220 Repair/Maint Supply (GE	skid loader snow bucket welding and steel		\$48.75
	12/8/2025			
Cash Payment Invoice 13954	E 101-43000-220 Repair/Maint Supply (GE	05 GMC tire installation		\$40.00
	12/22/2025			
Cash Payment Invoice 13954	E 601-49400-220 Repair/Maint Supply (GE	05 GMC tire installation		\$20.00
	12/22/2025			
Cash Payment Invoice 13954	E 602-49450-220 Repair/Maint Supply (GE	05 GMC tire installation		\$20.00
	12/22/2025			
Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$275.00
Refer	3032	SWEENEY CONTROLS COMPANY	Ck# 022453 1/12/2026	
Cash Payment Invoice 19509	E 601-49400-300 Professional Svcs (GENE	troubleshoot water system		\$155.00
	12/31/2025			
Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$155.00
Refer	3033	JOHN DEERE FINANCIAL	Ck# 013701E 1/8/2026	
Cash Payment Invoice	E 101-45000-220 Repair/Maint Supply (GE	X744 repairs		\$115.76
Cash Payment Invoice	E 101-43000-220 Repair/Maint Supply (GE	X744 repairs		\$115.76
Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$231.52

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Refer	3034	HOMAN HEATING AND A/C	Ck# 022448	1/12/2026		
Cash Payment	E 101-41000-220	Repair/Maint Supply (GE	Community Center service call/filter		\$190.00	
Invoice	1169	12/29/2025				
Transaction Date	1/8/2026	PRAIRIE SUN BANK	10100	Total	\$190.00	
Refer	3035	VALLEY FAMILY FOODS LLC	Ck# 022455	1/12/2026		
Cash Payment	E 101-43000-210	Operating Supplies (GE	shop supplies		\$10.44	
Invoice						
Cash Payment	E 601-49400-210	Operating Supplies (GE	shop supplies		\$5.22	
Invoice						
Cash Payment	E 602-49450-210	Operating Supplies (GE	shop supplies		\$5.22	
Invoice						
Transaction Date	1/8/2026	PRAIRIE SUN BANK	10100	Total	\$20.88	
Refer	3036	AFLAC	Ck# 013702E	1/1/2026		
Cash Payment	G 101-21708	AFLAC	dental insurance		\$169.24	
Invoice						
Transaction Date	1/8/2026	PRAIRIE SUN BANK	10100	Total	\$169.24	
Refer	3037	AFLAC	Ck# 013703E	1/2/2026		
Cash Payment	G 101-21708	AFLAC			\$588.54	
Invoice						
Transaction Date	1/8/2026	PRAIRIE SUN BANK	10100	Total	\$588.54	
Refer	3038	IRS	Ck# 013704E	1/5/2026		
Cash Payment	G 101-21701	Federal Withholding	Federal		\$1,203.54	
Invoice						
Cash Payment	G 101-21703	FICA Tax Withholding	SS & Medicare		\$3,196.48	
Invoice						
Transaction Date	1/8/2026	PRAIRIE SUN BANK	10100	Total	\$4,400.02	
Refer	3039	PUBLIC EMPLOYEES RETIREMEN	Ck# 013705E	1/5/2026		
Cash Payment	G 101-21704	PERA			\$1,825.75	
Invoice						
Transaction Date	1/8/2026	PRAIRIE SUN BANK	10100	Total	\$1,825.75	
Refer	3040	MN DEPT OF REVENUE SW	Ck# 013706E	1/2/2026		
Cash Payment	G 101-21702	State Withholding			\$329.83	
Invoice						
Transaction Date	1/8/2026	PRAIRIE SUN BANK	10100	Total	\$329.83	
Refer	3041	MN DEPT OF REVENUE ST	Ck# 013707E	1/2/2026		
Cash Payment	E 601-49400-441	Sales tax	Comm Water		\$100.00	
Invoice						
Cash Payment	E 603-49500-441	Sales tax	Comm Garbage		\$346.00	
Invoice						
Cash Payment	E 603-49500-441	Sales tax	Res Garbage		\$273.00	
Invoice						
Transaction Date	1/8/2026	PRAIRIE SUN BANK	10100	Total	\$719.00	
Refer	3042	DVS Renewal	Ck# 022444	1/12/2026		
Cash Payment	E 101-42260-312	License	fire dept vehicles license plates		\$40.50	
Invoice						
Cash Payment	E 101-43000-312	License	shop vehicles		\$101.25	
Invoice						

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Payments

Current Period: January 2026

Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$141.75
Refer	3043 MIKE JACOBSON	Ck# 022452 1/12/2026		
Cash Payment	E 101-42400-300 Professional Svcs (GENE January Invoice			\$400.00
Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$400.00
Refer	3044 WEST CENTRAL INITIATIVE	Ck# 022456 1/12/2026		
Cash Payment	E 101-41000-300 Professional Svcs (GENE WCI annual fund Invoice 75877			\$500.00
Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$500.00
Refer	3045 AFSCME #65	Ck# 022436 1/12/2026		
Cash Payment	G 101-21707 Union Dues Invoice	Arlene Reinart		\$47.32
Transaction Date	1/8/2026	PRAIRIE SUN BANK 10100	Total	\$47.32
Refer	3046 GAZETTE PUBLISHING COMPANY	Ck# 022445 1/12/2026		
Cash Payment	E 101-41000-340 Advertising Invoice	plow truck ad		\$79.20
Transaction Date	1/9/2026	PRAIRIE SUN BANK 10100	Total	\$79.20
Refer	3047 USDA RURAL DEVELOPMENT	Ck# 013708E 1/9/2026		
Cash Payment	E 602-41500-610 Interest Invoice			\$35,640.00
Cash Payment	E 602-41500-600 Debt Srv Principal (GEN Invoice			\$44,000.00
Transaction Date	1/9/2026	PRAIRIE SUN BANK 10100	Total	\$79,640.00
Refer	3048 PEIP	Ck# 013709E 1/12/2026		
Cash Payment	G 101-21706 Health Insurance Invoice 1592023	Jodi, Jon		\$2,407.96
Cash Payment	G 101-21711 BC Life Insurance Invoice 1592023	Feb employee supplemental		\$32.04
Cash Payment	E 101-41000-130 Employer Paid Ins (GEN benefit life ins Invoice 1592023			\$86.85
Transaction Date	1/9/2026	PRAIRIE SUN BANK 10100	Total	\$2,526.85
Refer	3049 AVEL ECARE MEDICAL GROUP PC	Ck# 022438 1/12/2026		
Cash Payment	E 410-42153-300 Professional Svcs (GENE Dec 2025 Invoice 15848 12/31/2025			\$868.00
Transaction Date	1/9/2026	PRAIRIE SUN BANK 10100	Total	\$868.00

Payments

Current Period: January 2026

Fund Summary

10100 PRAIRIE SUN BANK

101 GENERAL FUND	\$19,027.93
211 LIBRARY	\$190.74
410 AMBULANCE CAPITAL FUND	\$868.00
414 BVB WATER PROJECT	\$31,506.36
601 WATER FUND	\$410.82
602 SEWER FUND	\$80,197.50
603 REFUSE (GARBAGE) FUND	\$619.00
	<hr/>
	\$132,820.35

Pre-Written Checks	\$132,820.35
Checks to be Generated by the Computer	\$0.00
	<hr/>
Total	\$132,820.35

Grant Application

Quote #93430



Dinges Fire Company

243 E Main St.
Amboy, IL 61310
Phone: 815.857.2000
www.DingesFire.com

Bill To:

Browns Valley Fire (Browns Valley, MN)
C/O: Dave Kuschel
19 3rd Street South
Browns Valley, MN 56219

Ship To:

Dave Kuschel
19th 3rd street
Browns Valley, MN 56219

Quantity	Item	Description	Price	Total
1	IDEX-SAMBOOST	SAM BOOST KIT with (2) PRECONNECT NOZZLES (RED/YELLOW) - Required installation not included in unit cost	\$21,500.00	\$21,500.00
1	IDEX-SAMBOOST-INSTALL	SAM BOOST Required Installation Options: - A - Sales Rep Info: Sales Rep Name/Phone/Email (Mike Piechowski mpiechowski@dingesfire.com 701-388-9211) - B - Install Contact: Department Name/Address and Install Contact Name/Phone/Email	\$3,000.00	\$3,000.00

* Sales tax will be applied to customers who have not provided a tax exempt certificate.

Sub Total \$24,500.00

* Quote Created on 01/06/2026. Pricing valid until 02/07/2026, unless noted otherwise.

Shipping TBD

* Financing options may be available. Please contact your sales rep for more information and a payment estimate.

Total \$24,500.00

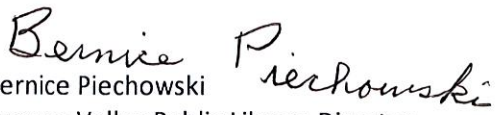
This is a quotation only. Please do not make payment based off this quotation. An invoice will be sent to you when product is ready for delivery. Contact your local sales representative with any questions or requests.

Some products may not be able to be cancelled after an order is approved if is a built to spec or custom item. Restocking fees may apply if custom products are cancelled after order and before delivery.

January 7, 2026

The Browns Valley Public Library Board would like the Browns Valley City Council to appoint Ashley Smith to serve on the Browns Valley Public Library board to replace Carmin Hills whose term has expired.

Other members of the board are Karen Nelson, Julie Metz Diane Johnson, and Virginia Westbrook.


Bernice Piechowski
Browns Valley Public Library Director

RESOLUTION 26-01
RESOLUTION STATING ANNUAL DESIGNATIONS

WHEREAS, at the first council meeting of 2026 certain designations are required to be made by the City Council;

THEREFORE, BE IT RESOLVED, that the following designations shall be made for 2026:

1. The official newspaper of the City of Browns Valley shall be The Traverse County Gazette News.
2. The primary depository of the City of Browns Valley shall be Prairie Sun Bank.
3. The City Attorney for legal advising, litigation and prosecutions shall be Matt Franzese and Matt Gross.
4. The Law Enforcement will be represented by the Traverse County Sheriff Department
5. The Acting Mayor who shall preside and perform duties in the absence of the Mayor shall be Jan Biewer.
6. The following appointments are designated as **individual or liaison assignments only**. These assignments are for communication, oversight, and information-gathering purposes and **do not constitute standing committees**, nor do they carry decision-making authority outside of actions taken by the full Council.

Administration:

Budget and Finance:

Library:

Water, Sewer, Streets, Lighting, Parks, & Recreation:

Personnel:

Public Safety: The Whole Council

Building & Equipment:

Board of Appeals & Equalization: All Council Members

Law Enforcement:

Tree Inspector:

Weed Inspector:

7. Mike Heck, Jan Biewer, Tony Miller, and Jodi Hook-Hansen will be the co-signers for all checks.
8. Library Board: Karen Nelson, Diane Johnson, Julie Metz Virginia Westbrock and Ashley Smith.
9. EDA Commission: Chairperson- Lindsey Duffield; Co-Chairperson- Kelsey Mohs; Treasurer-Kelli Rinehart, Tony Miller and Jerry Johnson.

**CITY OF BROWNS VALLEY
STATE OF MINNESOTA
RESOLUTION 26-02
ELECTRONIC FUNDS WIRE TRANSFER POLICY**

**RESOLUTION TO ADOPT AN ELECTRONIC FUNDS WIRE
TRANSFER POLICY FOR THE CITY OF BROWNS VALLEY**

ADMINISTRATIVE PROCEDURE POLICY

WHEREAS, MN Statute 471.38, Subd. 3 allows a city to authorize and approve automatic transfers for payment of various expenses, notwithstanding any other law to the contrary;

WHEREAS, the City of Browns Valley recognizes that from time to time it may be beneficial and/or required to use electronic funds transfers for receipts and deposits instead of checks for payment for vendor claims, bond and debt obligation payments, purchases, investments (selling/purchasing), employee payroll, regular monthly expenses, and State and Federal payroll taxes;

WHEREAS, per MN Statute 471.381, the Browns Valley City Council hereby authorizes the use of electronic funds wire transfers for the following areas:

EFTPS Online –IRS for federal tax, FICA, Medicare withholding taxes
MN PERA – Employee Retirement Pension withholding and reporting
Minnesota Department of Revenue - Sales taxes, withholding taxes
MN Dept of Labor – Quarterly unemployment insurance payments
Aflac – Employee payroll deduction option for insurance coverage
USDA-RD – Automatic debit of account for debt obligation payment as per signed agreement
Prairie Sun Bank – Manually initiated funds transfers between accounts, and various authorized city vendors with Electronic Fund Transfer options for payment
VISA-Credit Card payments for City and Ambulance
Verizon Wireless- Phone bill for Ambulance
MN PEIP- Health and Life Insurance
Traverse Electric- Electricity Bill
Otter Tail Electric- Electricity Bill
Valley Telephone-Phone Bill
CHS Border States Coop-Fuel-Propane-Chemicals
Cenex Fleet Card-Fuel
Dakota Supply Group-Supplies
Paya -NSF charge backs for checks against city deposits
First National Bank-(BVB Water Project loan)
First Independent Bank- First Lease (City Shop)

WHEREAS, the City Council will annually review and authorize said electronic funds transfers from the official depository to the designated business issuing claim against the City of Browns Valley.

NOW, THEREFORE, BE IT RESOLVED, that the City of Browns Valley does hereby approve the foregoing resolution to authorize the policy for the use of Electronic Funds Wire Transfers.

WHEREUPON said resolution was duly adopted this 12th day of January, 2026

Michael J Heck, Mayor

ATTEST:

Jodi J Hook-Hansen, Clerk-Treasurer-Administrator

**CITY COUNCIL OF THE
CITY OF BROWNS VALLEY, MINNESOTA**

RESOLUTION NO. 26-03

**A RESOLUTION MAKING APPOINTMENTS TO CORPORATE AUTHORIZED
SIGNERS FOR THE CITY OF BROWNS VALLEY FOR THE YEAR 2026**

WHEREAS, it is the policy of the Browns Valley City Council to make annual appointments to assign individuals as corporate authorized signers for the city government at the beginning of each year, and

WHEREAS, these individuals are authorized to sign approved checks and drafts on behalf of the City of Browns Valley, and

WHEREAS, to ensure quality control, two signatures are required on each check or draft.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Browns Valley establishes the following:

1. That the following persons are appointed by the City Council to serve as the corporate authorized signers provided that each check or draft contain a total of two signatures, which include the Mayor, Vice Mayor, or appointed council representative, and the City Clerk/Administrator/Treasurer for the years 01/01/2026 to 12/31/2026:

Mayor: Michael J. Heck

Vice Mayor: Jan Biewer

Appointed Council Representative: Tony Miller

City Clerk/Administrator/Treasurer: Jodi Hook-Hansen

Adopted by the City Council of the City of Browns Valley, this 12th day of January, 2026.

Mayor, Michael J. Heck

ATTEST:

City Clerk/Administrator/Treasurer,
Jodi J Hook-Hansen