



**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

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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 |
| | \$132,820.35 |

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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 Svrs (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

Current Period: January 2026

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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 | <u>3024 Creatively Ewe Web Design</u> | <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 | <u>3025 CHS INC.</u> | <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 | <u>3026 LEAGUE OF MINNESOTA CITIES</u> | <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 | <u>3027 CARQUEST OF ORTONVILLE</u> | <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 | <u>3028 BROWNS VALLEY HARDWARE HA</u> | <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 | E 101-43000-210 Operating Supplies (GE | shop supplies | \$5.99 |
| Invoice | | | |
| Cash Payment | E 601-49400-210 Operating Supplies (GE | shop supplies | \$3.00 |
| Invoice | | | |
| Cash Payment | E 602-49450-210 Operating Supplies (GE | shop supplies | \$3.00 |
| Invoice | | | |
| Cash Payment | E 101-41000-210 Operating Supplies (GE | city hall supplies | \$59.99 |
| Invoice | | | |
| Cash Payment | E 601-49400-210 Operating Supplies (GE | water supplies | \$4.99 |
| Invoice | | | |
| Cash Payment | E 602-49450-210 Operating Supplies (GE | sewer supplies | \$78.91 |
| Invoice | | | |
| Cash Payment | E 101-41000-210 Operating Supplies (GE | Comm Center painting supplies | \$80.92 |
| Invoice | | | |
| Cash Payment | E 101-43000-210 Operating Supplies (GE | street supplies | \$8.99 |
| Invoice | | | |
| Transaction Date | 1/8/2026 | PRAIRIE SUN BANK 10100 | Total \$276.73 |
| Refer | 3029 GOODHART EXCAVATING , INC | Ck# 022446 1/12/2026 | |
| Cash Payment | E 101-43000-220 Repair/Maint Supply (GE | straighten plow parts on plow truck | \$20.00 |
| Invoice 12204 | | 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 | E 101-41000-301 Audit & Acct Services | audit of financial services year end 2025 | \$10.00 |
| Invoice 1422 | | 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 | E 101-43000-220 Repair/Maint Supply (GE | skid loader snow bucket welding and steel | \$97.50 |
| Invoice 13936 | | 12/8/2025 | |
| Cash Payment | E 601-49400-220 Repair/Maint Supply (GE | skid loader snow bucket welding and steel | \$48.75 |
| Invoice 13936 | | 12/8/2025 | |
| Cash Payment | E 602-49450-220 Repair/Maint Supply (GE | skid loader snow bucket welding and steel | \$48.75 |
| Invoice 13936 | | 12/8/2025 | |
| Cash Payment | E 101-43000-220 Repair/Maint Supply (GE | 05 GMC tire installation | \$40.00 |
| Invoice 13954 | | 12/22/2025 | |
| Cash Payment | E 601-49400-220 Repair/Maint Supply (GE | 05 GMC tire installation | \$20.00 |
| Invoice 13954 | | 12/22/2025 | |
| Cash Payment | E 602-49450-220 Repair/Maint Supply (GE | 05 GMC tire installation | \$20.00 |
| Invoice 13954 | | 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 | E 601-49400-300 Professional Svrs (GENE | troubleshoot water system | \$155.00 |
| Invoice 19509 | | 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 | E 101-45000-220 Repair/Maint Supply (GE | X744 repairs | \$115.76 |
| Invoice | | | |
| Cash Payment | E 101-43000-220 Repair/Maint Supply (GE | X744 repairs | \$115.76 |
| Invoice | | | |
| 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 Svrs (GENE) | January | | \$400.00 |
| Invoice | | | | |
| 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 Svrs (GENE) | WCI annual fund | | \$500.00 |
| Invoice | 75877 | | | |
| 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 | Arlene Reinart | | \$47.32 |
| Invoice | | | | |
| 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 | plow truck ad | | \$79.20 |
| Invoice | | | | |
| 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 | | | \$35,640.00 |
| Invoice | | | | |
| Cash Payment | E 602-41500-600 Debt Srv Principal (GEN) | | | \$44,000.00 |
| Invoice | | | | |
| 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 | Jodi, Jon | | \$2,407.96 |
| Invoice | 1592023 | | | |
| Cash Payment | G 101-21711 BC Life Insurance | Feb employee supplemental | | \$32.04 |
| Invoice | 1592023 | | | |
| Cash Payment | E 101-41000-130 Employer Paid Ins (GEN) | benefit life ins | | \$86.85 |
| Invoice | 1592023 | | | |
| 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 Svrs (GENE) | Dec 2025 | | \$868.00 |
| Invoice | 15848 | 12/31/2025 | | |
| Transaction Date | 1/9/2026 | PRAIRIE SUN BANK 10100 | Total | \$868.00 |

CITY OF BROWNS VALLEY

01/09/26 1:18 PM

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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 |
| 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)
CIO: 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 it 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 Westbrock.

Bernice Piechowski
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