



**BROWNS VALLEY CITY COUNCIL MEETING
BROWNS VALLEY PUBLIC LIBRARY MEETING ROOM
Monday January 26, 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

Absent:

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

Visitors: Bryan Bye, engineer from Widseth, to provide an update on the Well Project.

Consent Agenda

- Approval of January 12, 2026 Regular Meeting Minutes

- For a grand total of \$22,629.37
Wages: January 16th = \$8,292.65
Claims: January 26th = \$14,336.72

Department Reports:

New Business:

- Resolution 26-04: A Resolution Authorizing Application for Grant Navigator Support for the City
- Accept resignation of Lance Nelson from the Volunteer Fire Department and thank him for his service
- Discussion on FEMA lots
- Discussion on dogs at large
- Discussion on substandard buildings

Dates:

January 27th -Food Shelf Meeting at 3:00 PM

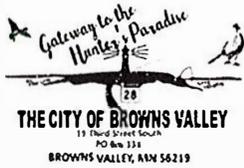
February 2nd EDA Meeting at 5:00 PM

February 16th- Office Closed President's Day

Items for council to consider for future: Sales Tax / Tier Pricing

Next scheduled meeting Monday February 9th and 23rd at 5:30 PM

Adjournment: Time _____



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:

Agenda:

- Upon a motion by Miller, seconded by Johnson, the Council unanimously approved the agenda with the following additions:
 - Kennel permit for Beacom

Consent Agenda:

- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved the December 29, 2025, Regular Meeting Minutes.
- Upon a motion by Johnson, seconded by Biewer, the Council unanimously approved the claims totaling \$160,943.45, including wages (January 2nd = \$16,340.50; claims January 12th = \$144,602.95).
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved December's Treasurer's Report.
- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved December's Delinquency Report.

Department Reports:

- City Administrator Hook-Hansen reported on administrative activities.
- Library Director Piechowski reported on library activities.
- City Maintenance Supervisor Serocki reported on public works projects.

New Business:

- Upon a motion by Miller, seconded by Biewer, the Council unanimously approved the sale of the City plow truck to the City of Sisseton in the amount of \$18,501.00, as the highest responsible bid received through the sealed bid process.
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved staff to submit an application for a SUBS Public Safety Foundation Grant in the Amount of \$24,500 for Fire Department Equipment.

**Browns Valley Regular City Council Meeting Approved Minutes
January 12, 2026**

- Upon a motion by Miller, seconded by Johnson, the Council unanimously approved of IRS Standard Mileage rate of 72.5 cents per mile.
- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved to appoint Ashley Smith to Library Board.
- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved Resolution 26-01 a Resolution Stating Annual Designations.
- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved Resolution 26-02 a Resolution allowing wire/automated bank payments.
- Upon a motion by Dobbs, seconded by Johnson, the Council unanimously approved Resolution 26-03 a Resolution Making Appointments to Corporate Authorized Signers for the City of Browns Valley.
- Upon a motion by Biewer with a second by Johnson, the Council unanimously approved the renewal Kennel License Application to Beacom's for \$150.00.

Dates: January 19th office closed
January 19th EDA meeting at 5:00 PM-City Hall

Items for council to consider for future: Sales Tax

Next scheduled meeting Monday January 26 - 5:30 PM

The meeting adjourned at 6:15 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

CITY OF BROWNS VALLEY

*Check Summary Register©

Batch: Claims012626

	Name	Check Date	Check Amt	
10100	PRAIRIE SUN BANK			
13710e	PUBLIC EMPLOYEES RETIREMENT AS	01/21/26	\$1,521.46	
13711e	MN DEPT OF REVENUE	01/19/26	\$261.90	
13712e	IRS	01/20/26	\$2,592.92	Federal
22467	4TH STREET AUTO	01/26/26	\$132.63	2022 Ford Ambulance oil change
22468	CENGAGE LEARNING	01/26/26	\$57.38	large print books
22469	DAKOTA WASTE SOLUTIONS	01/26/26	\$4,000.00	February garbage service
22470	DEMCO INC	01/26/26	\$127.39	library supplies
22471	FRANZESE, MATTHEW P.	01/26/26	\$1,050.00	January services
22472	FRIENDS OF THE LIB. ELBOW LAKE	01/26/26	\$180.00	winter reading program prizes
22473	MIDAMERICA BOOKS	01/26/26	\$149.70	books
22474	OTTERTAIL POWER COMPANY	01/26/26	\$4,143.10	14-060262 Comm Ctr
22475	QUARNSTROM & DOERING PA ATTORN	01/26/26	\$87.45	general operations
22476	VIKING LIBRARY SYSTEM	01/26/26	\$32.79	battery for laptop
	Total Checks		\$14,336.72	

10100 PRAIRIE SUN BANK

101 GENERAL FUND	\$7,744.32
211 LIBRARY	\$1,002.23
601 WATER FUND	\$666.74
602 SEWER FUND	\$923.43
603 REFUSE (GARBAGE) FUND	\$4,000.00
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	\$14,336.72

FILTER: ((([Act Year]='2026' and [period] in (1))) and (Source in ('Claims012626')))

CITY OF BROWNS VALLEY

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Payments

Current Period: January 2026

Payment Batch Claims012626		\$14,336.72	
Refer	3052 MIDAMERICA BOOKS	Ck# 022473	1/26/2026
Cash Payment	E 211-45500-429 Misc Grant Items for Re	books	\$149.70
Invoice	85578	1/7/2026	
Transaction Date	1/15/2026	PRAIRIE SUN BANK 10100	Total \$149.70
Refer	3053 DEMCO	Ck# 022470	1/26/2026
Cash Payment	E 211-45500-210 Operating Supplies (GE	library supplies	\$127.39
Invoice	7746203	1/2/2026	
Transaction Date	1/15/2026	PRAIRIE SUN BANK 10100	Total \$127.39
Refer	3054 FRANZESE, MATTHEW P.	Ck# 022471	1/26/2026
Cash Payment	E 101-41610-304 Legal Fees	January services	\$1,050.00
Invoice			
Transaction Date	1/15/2026	PRAIRIE SUN BANK 10100	Total \$1,050.00
Refer	3055 OTTERTAIL POWER COMPANY	Ck# 022474	1/26/2026
Cash Payment	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr	\$105.69
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-065992 W Brdwy Grind	\$125.52
Invoice			
Cash Payment	E 101-43000-381 Electric Utilities	14-061130 Bulk Station	\$13.67
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-061130 Bulk Station	\$6.83
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-061130 Bulk Station	\$6.83
Invoice			
Cash Payment	E 101-43160-381 Electric Utilities	14-004837 Street lights	\$1,457.81
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-004838 Well #3	\$448.72
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift	\$555.68
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-004840 Well #1	\$155.57
Invoice			
Cash Payment	E 101-41000-381 Electric Utilities	14-004841 Fire Siren	\$9.78
Invoice			
Cash Payment	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall	\$104.71
Invoice			
Cash Payment	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall	\$22.44
Invoice			
Cash Payment	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall	\$22.44
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-004844 321 Lift Sation	\$179.78
Invoice			
Cash Payment	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum	\$37.87
Invoice			
Cash Payment	E 101-45000-381 Electric Utilities	14-010558 796 W Bdwy SB Cabin	\$27.33
Invoice			
Cash Payment	E 101-42260-381 Electric Utilities	14-020839 Fire Hall	\$65.30
Invoice			

CITY OF BROWNS VALLEY

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Payments

Current Period: January 2026

Cash Payment Invoice	E 211-45500-381 Electric Utilities	14-023343 Library		\$454.97
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-034884 Backus Field		\$27.33
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-036446 Backus Field		\$27.33
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-040532 Hwy 28 Shelter		\$65.02
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-086156 New City Shop		\$111.24
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-086156 New City Shop		\$55.62
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-086156 New City Shop		\$55.62
Transaction Date	1/20/2026	PRAIRIE SUN BANK 10100	Total	\$4,143.10
Refer	3056 QUARNSTROM & DOERING PA AT	Ck# 022475 1/26/2026		
Cash Payment Invoice	E 101-41610-304 Legal Fees	general operations		\$87.45
Transaction Date	12/31/2025			
Transaction Date	1/22/2026	PRAIRIE SUN BANK 10100	Total	\$87.45
Refer	3057 CENGAGE LEARNING	Ck# 022468 1/26/2026		
Cash Payment Invoice	E 211-45500-435 Books and Pamphlets	large print books		\$57.38
Transaction Date	999101888594			
Transaction Date	1/22/2026	PRAIRIE SUN BANK 10100	Total	\$57.38
Refer	3058 FRIENDS OF THE LIB. ELBOW LAK	Ck# 022472 1/26/2026		
Cash Payment Invoice	E 211-45500-210 Operating Supplies (GE	winter reading program prizes		\$180.00
Transaction Date				
Transaction Date	1/22/2026	PRAIRIE SUN BANK 10100	Total	\$180.00
Refer	3059 VIKING LIBRARY SYSTEM	Ck# 022476 1/26/2026		
Cash Payment Invoice	E 211-45500-210 Operating Supplies (GE	battery for laptop		\$32.79
Transaction Date	1839 1/20/2026			
Transaction Date	1/22/2026	PRAIRIE SUN BANK 10100	Total	\$32.79
Refer	3060 PUBLIC EMPLOYEES RETIREMEN	Ck# 013710E 1/21/2026		
Cash Payment Invoice	G 101-21704 PERA			\$1,521.46
Transaction Date				
Transaction Date	1/22/2026	PRAIRIE SUN BANK 10100	Total	\$1,521.46
Refer	3061 MN DEPT OF REVENUE SW	Ck# 013711E 1/19/2026		
Cash Payment Invoice	G 101-21702 State Withholding			\$261.90
Transaction Date				
Transaction Date	1/22/2026	PRAIRIE SUN BANK 10100	Total	\$261.90
Refer	3062 IRS	Ck# 013712E 1/20/2026		
Cash Payment Invoice	G 101-21701 Federal Withholding	Federal		\$850.36
Cash Payment Invoice	G 101-21703 FICA Tax Withholding	SS & Medicare		\$1,742.56
Transaction Date				
Transaction Date	1/22/2026	PRAIRIE SUN BANK 10100	Total	\$2,592.92
Refer	3063 4TH STREET AUTO	Ck# 022467 1/26/2026		
Cash Payment Invoice	E 101-42153-220 Repair/Maint Supply (GE	2022 Ford Ambulance oil change		\$132.63
Transaction Date	3000 1/21/2026			

Payments

Current Period: January 2026

Transaction Date	1/22/2026	PRAIRIE SUN BANK	10100	Total	\$132.63
Refer	3064 DAKOTA WASTE SOLUTIONS	Ck# 022469	1/26/2026		
Cash Payment	E 603-49500-300 Professional Srvs (GENE February garbage service				\$4,000.00
Invoice	142453	1/16/2026			
Transaction Date	1/22/2026	PRAIRIE SUN BANK	10100	Total	\$4,000.00

Fund Summary

	10100 PRAIRIE SUN BANK
101 GENERAL FUND	\$7,744.32
211 LIBRARY	\$1,002.23
601 WATER FUND	\$666.74
602 SEWER FUND	\$923.43
603 REFUSE (GARBAGE) FUND	\$4,000.00
	<u>\$14,336.72</u>

Pre-Written Checks	\$14,336.72
Checks to be Generated by the Computer	\$0.00
Total	<u>\$14,336.72</u>

Browns Valley Public Library
Board of Trustees Meeting Notice
Monday, November 17, 2025

The meeting was called to order at 4:25 with the following in attendance: Diane Johnson, Karen Nelson, Ginny Westbrook, Julie Metz, Director Bernice Picchowski and City Council Representatives Tony Miller and Jan Biewer. Absent: Carmen Hills

Motion by Julie, seconded by Diane to approve the minutes of October 20, 2025, with correction of delicious pie was served. MC.

Motion by Julie, seconded by Karen to approve the treasurer's report and bills list with correction for October. MC.

The Director's Report for October was reviewed.

Old Business

Motion by Karen, seconded by Diane to approve the long-range planning 2025-2029 with corrections. MC.

Motion by Diane, seconded by Karen to approve the overdue policy. MC.

A new board member is needed. Director Bernice will contact candidates. The Testify Exhibit was well attended. The after-school grant with the school was tabled for more information.

New Business

Motion by Ginny, seconded by Diane to approve the \$20.00 donation for using library wireless. MC

The after-school programs and security level 2 were discussed.

Motion by Karen, seconded by Ginny to approve the following: board meetings will be held every other month (Jan, Mar, May, July, Sept, Nov), and Viking Director's meetings for 2026. MC.

Motion by Julie, seconded by Diane to approve Automation & E-Resources, Cataloging, and ADA: Digital Services follow-up training. MC

Motion by Karen, seconded by Diane to approve the summer reading program roundtables.

National Library Week is in April 2026.

Next regular meeting is scheduled for Tuesday, January 20, 2026, at 4:30 p.m.