



## 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 16<sup>th</sup> = \$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.
- Chief Deputy Miller provided an update on law enforcement activities within 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:

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- **Jon Fryer**, City Maintenance: \$18.31 per hour, plus \$1,203.98 per month for health insurance.
  - **Arlene Reinart**, Billing Clerk / 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 per month 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 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.

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

**Dates:** January 19<sup>th</sup> office closed.

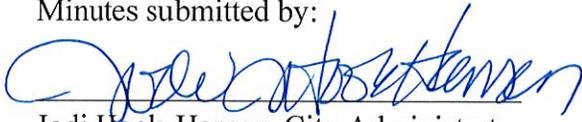
EDA to meet January 19<sup>th</sup> at 5:00 DNR Grant for splash pad and playground

January 12<sup>th</sup> Sealed bids on plow truck at 5:30

**Next scheduled meeting** Monday January 12<sup>th</sup> at 5:30 pm.

The meeting adjourned at 7:01 p.m.

Minutes submitted by:

  
Jodi Hook-Hansen, City Administrator

Approved by:

  
Mike Heck, Mayor