



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

Monday February 23, 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: Bryan Bye, engineer from Widseth, to provide an update on the Well Project.

Consent Agenda

➤ Approval of February 09, 2026 Regular Meeting Minutes

➤ For a grand total of \$27,910.10
Wages: February 16th = \$8,160.59
Claims: February 23rd = \$19,749.51

Department Reports:

New Business:

- Approval to sell 20-0401000 and 20-0400000 to Aaron Hickman
- Approval of Resolution 26-07: a Resolution Accepting Grant Navigator Funding by City of Browns Valley in the amount of \$3500.00 from League of Minnesota Cities.
- Approval of Resolution 26-08 a Resolution To Apply to the Minnesota Public Facilities Authority for a loan from the Drinking Water Revolving Fund For Its Municipal Wastewater Treatment System/Drinking Water System.
- Motion to direct Code Enforcement to proceed with compliance action at 310 4th St N for violation of junk vehicle regulations under Minnesota Statute 168B.04.

Dates:

April 6th - Board of Equalization at 3:30 PM

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

Next scheduled meeting Monday March 9th 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 Acting Mayor 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 Code Enforcement Officer Terry Biewer.

Absent: Mayor Mike Heck,

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

Agenda:

- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved the agenda.

Consent Agenda:

- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved the January 26, 2026, Regular Meeting Minutes.
- Upon a motion by Dobbs, seconded by Johnson, the Council unanimously approved the claims totaling \$55,563.68, including wages (February 2nd = \$12,970.07; claims February 9th = 42,593.61).
- Upon a motion by Johnson, seconded by Miler, the Council unanimously approved January's Treasurer's Report.
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved January'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.
- Code Enforcement Officer Biewer reported on actions taken to enforce City ordinances and items completed in the office.

New Business:

- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved Resolution No. 26-05, a Resolution Authorizing Application for an Outdoor Recreation Grant for the City.
- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved Resolution No. 26-06, a Resolution Authorizing the City Administrator to File an Application and Administer Management of a Grant with the State of Minnesota, Office of Emergency Medical Services.

- Upon a motion by Dobbs, seconded by Johnson, the Council unanimously approved renewal of the City's Certificate of Deposit at Prairie Sun Bank at an interest rate of 3.00 percent.

Dates:

February 16th- Office Closed President's Day

February 16th EDA Meeting at 5:30 PM

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

Next scheduled meeting Monday February 23rd - 5:30 PM

The meeting adjourned at 6:16 p.m.

Minutes submitted by:

Approved by:

Jodi Hook-Hansen, City Administrator

Mike Heck, Mayor

CITY OF BROWNS VALLEY

***Check Summary Register©**

Batch: Claims022326

Name	Check Date	Check Amt
10100 PRAIRIE SUN BANK		
13728e PUBLIC EMPLOYEES RETIREMENT AS	02/18/26	\$1,509.24
13729e IRS	02/17/26	\$2,569.10 Federal
13730e MN DEPT OF REVENUE	02/17/26	\$328.63
22534 APPEL, JACK	02/23/26	\$200.00 truck rental Christmas decorations 2024 and 2025
22535 BORDER LAKES REPAIR LLC	02/23/26	\$680.00 w/w generator repair
22536 CENGAGE LEARNING	02/23/26	\$86.07 large print books
22537 DAKOTA DOOR SERVICE	02/23/26	\$1,050.00 shop door repair
22538 DAKOTA PUMP & CONTROL INC	02/23/26	\$1,014.75 Replace Elevator LS breakers
22539 DAKOTA WASTE SOLUTIONS	02/23/26	\$4,000.00 March garbage service
22540 FRANZESE, MATTHEW P.	02/23/26	\$1,050.00 February services
22541 HAWKINS, INC.	02/23/26	\$1,134.50 drinking water chemicals
22542 MACQUEEN EQUIPMENT	02/23/26	\$1,969.50 SCBA flow test and misc
22543 OTTERTAIL POWER COMPANY	02/23/26	\$4,040.27 14-060262 Comm Ctr
22544 PIECHOWSKI, BERNICE	02/23/26	\$117.45 Director meeting Fergus Falls
Total Checks		\$19,749.51

10100 PRAIRIE SUN BANK

101 GENERAL FUND	\$10,614.69
211 LIBRARY	\$720.72
601 WATER FUND	\$1,790.85
602 SEWER FUND	\$2,623.25
603 REFUSE (GARBAGE) FUND	\$4,000.00
	<hr/>
	\$19,749.51

FILTER: ((([Act Year]='2026' and [period] in (2))) and (Source in ('Claims022326')))

Payments

Current Period: February 2026

Payment Batch Claims022326		\$19,749.51	
Refer	3111 <u>FRANZESE, MATTHEW P.</u>	<u>Ck# 022540 2/23/2026</u>	
Cash Payment	E 101-41610-304 Legal Fees	February services	\$1,050.00
Invoice			
Transaction Date	2/12/2026	PRAIRIE SUN BANK 10100	Total \$1,050.00
Refer	3112 <u>APPEL, JACK</u>	<u>Ck# 022534 2/23/2026</u>	
Cash Payment	E 101-41000-410 Rentals (GENERAL)	truck rental Christmas decorations 2024 and 2025	\$200.00
Invoice			
Transaction Date	2/12/2026	PRAIRIE SUN BANK 10100	Total \$200.00
Refer	3113 <u>MACQUEEN EQUIPMENT</u>	<u>Ck# 022542 2/23/2026</u>	
Cash Payment	E 101-42260-210 Operating Supplies (GE	SCBA flow test and misc	\$1,969.50
Invoice P62244 2/10/2026			
Transaction Date	2/12/2026	PRAIRIE SUN BANK 10100	Total \$1,969.50
Refer	3114 <u>PUBLIC EMPLOYEES RETIREMEN</u>	<u>Ck# 013728E 2/18/2026</u>	
Cash Payment	G 101-21704 PERA		\$1,509.24
Invoice			
Transaction Date	2/17/2026	PRAIRIE SUN BANK 10100	Total \$1,509.24
Refer	3115 <u>IRS</u>	<u>Ck# 013729E 2/17/2026</u>	
Cash Payment	G 101-21701 Federal Withholding	Federal	\$839.94
Invoice			
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare	\$1,729.16
Invoice			
Transaction Date	2/17/2026	PRAIRIE SUN BANK 10100	Total \$2,569.10
Refer	3116 <u>MN DEPT OF REVENUE SW</u>	<u>Ck# 013730E 2/17/2026</u>	
Cash Payment	G 101-21702 State Withholding		\$328.63
Invoice			
Transaction Date	2/17/2026	PRAIRIE SUN BANK 10100	Total \$328.63
Refer	3117 <u>HAWKINS, INC.</u>	<u>Ck# 022541 2/23/2026</u>	
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	drinking water chemicals	\$1,078.00
Invoice 7333974 2/13/2026			
Cash Payment	E 601-49400-333 Freight and Express	drinking water chemicals	\$56.50
Invoice 7333974 2/13/2026			
Transaction Date	2/17/2026	PRAIRIE SUN BANK 10100	Total \$1,134.50
Refer	3118 <u>BORDER LAKES REPAIR LLC</u>	<u>Ck# 022535 2/23/2026</u>	
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	w/w generator repair	\$680.00
Invoice			
Transaction Date	2/17/2026	PRAIRIE SUN BANK 10100	Total \$680.00
Refer	3119 <u>OTTERTAIL POWER COMPANY</u>	<u>Ck# 022543 2/23/2026</u>	
Cash Payment	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr	\$98.10
Invoice			
Cash Payment	E 602-49450-381 Electric Utilities	14-065992 W Brdwy Grind	\$139.75
Invoice			
Cash Payment	E 101-43000-381 Electric Utilities	14-061130 Bulk Station	\$12.37
Invoice			
Cash Payment	E 601-49400-381 Electric Utilities	14-061130 Bulk Station	\$6.19
Invoice			

Payments

Current Period: February 2026

Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-061130 Bulk Station	\$6.19
Cash Payment Invoice	E 101-43160-381 Electric Utilities	14-004837 Street lights	\$1,333.60
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-004838 Well #3	\$427.53
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift	\$556.79
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-004840 Well #1	\$176.43
Cash Payment Invoice	E 101-41000-381 Electric Utilities	14-004841 Fire Siren	\$8.97
Cash Payment Invoice	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall	\$109.64
Cash Payment Invoice	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall	\$23.49
Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall	\$23.49
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-004844 321 Lift Sation	\$179.57
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum	\$37.37
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-010558 796 W Bdwy SB Cabin	\$24.75
Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-020839 Fire Hall	\$68.21
Cash Payment Invoice	E 211-45500-381 Electric Utilities	14-023343 Library	\$517.20
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-034884 Backus Field	\$24.75
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-036446 Backus Field	\$24.75
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-040532 Hwy 28 Shelter	\$56.32
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-086156 New City Shop	\$92.41
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-086156 New City Shop	\$46.20
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-086156 New City Shop	\$46.20
Transaction Date	2/18/2026	PRAIRIE SUN BANK 10100	Total \$4,040.27
Refer	3120 <u>PIECHOWSKI, BERNICE</u>	<u>Ck# 022544 2/23/2026</u>	
Cash Payment Invoice	E 211-45500-331 Travel Expenses	Director meeting Fergus Falls	\$117.45
Transaction Date	2/18/2026	PRAIRIE SUN BANK 10100	Total \$117.45
Refer	3121 <u>CENGAGE LEARNING</u>	<u>Ck# 022536 2/23/2026</u>	
Cash Payment Invoice	E 211-45500-435 Books and Pamphlets	large print books	\$86.07
Transaction Date	2/18/2026	PRAIRIE SUN BANK 10100	Total \$86.07
Refer	3122 <u>DAKOTA PUMP & CONTROL</u>	<u>Ck# 022538 2/23/2026</u>	

Payments

Current Period: February 2026

Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	Replace Elevator LS breakers		\$1,014.75
Invoice 51285				
Transaction Date	2/19/2026	PRAIRIE SUN BANK	10100	Total \$1,014.75
Refer	3123 DAKOTA WASTE SOLUTIONS	<u>Ck# 022539 2/23/2026</u>		
Cash Payment	E 603-49500-300 Professional Srvs (GENE	March garbage service		\$4,000.00
Invoice 143014				
Transaction Date	2/20/2026	PRAIRIE SUN BANK	10100	Total \$4,000.00
Refer	3124 DAKOTA DOOR SERVICE	<u>Ck# 022537 2/23/2026</u>		
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	shop door repair		\$1,050.00
Invoice 2785 2/19/2026				
Transaction Date	2/20/2026	PRAIRIE SUN BANK	10100	Total \$1,050.00

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$10,614.69
211 LIBRARY		\$720.72
601 WATER FUND		\$1,790.85
602 SEWER FUND		\$2,623.25
603 REFUSE (GARBAGE) FUND		\$4,000.00
		<u>\$19,749.51</u>

Pre-Written Checks	\$19,749.51
Checks to be Generated by the Computer	\$0.00
Total	\$19,749.51

**CITY OF BROWNS VALLEY
RESOLUTION NO. 26-07**

**A RESOLUTION ACCEPTING GRANT NAVIGATOR FUNDING
BY THE CITY OF BROWNS VALLEY**

WHEREAS, the League of Minnesota Cities ("LMC") has created a pilot Grants Navigation Program ("Grant") in which LMC provides grants up to \$5,000 per city to use with industry partners to ease the process of identifying matching funds to city projects and aid in the grant application projects;

WHEREAS, the City of Browns Valley City submitted an application for the Grant, a copy of which is attached hereto as Exhibit A ("Application") for support in finding grant funding for second phase of the repairs for the Carnegie Library ("Project");

WHEREAS, the City has been notified that it has been awarded \$3500 from the Grant ("Funding") to find additional grant funding for the Project; and

WHEREAS, the City Council has determined that it is in the best interests of the City to accept the Funding and proceed with hiring a contractor to assist in finding additional grant opportunities for the Project as noted in the Application, subject to the terms and conditions of the Grant.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Browns Valley as follows:

1. The City accepts the Funding in order to seek additional grant opportunities to complete the Project consistent with the findings in the Application.
2. The City shall use the Funding to enter into an agreement with Widseth ("Contractor") to find additional grant funding for the Project in a manner consistent with the terms and conditions of the Grant and the Application.
3. Jodi Hook-Hansen is hereby appointed as the City's Authorizing Agent related to the Grant and the Project.
4. The Authorizing Agent is granted the authority to commit the City to any terms and conditions required to accept the Grant.
5. The Authorizing Agent is granted the authority and directed to execute any documents necessary to accept the Funding.
6. The Authorizing Agent shall serve as the City's official liaison with the entity issuing the Grant.

7. The Authorizing Agent is granted the authority to direct City staff and the Contractor in matters related to accepting the Grant and finding funding for the Project.
8. If a state, federal, foundation, or nonprofit grant match is not found, or is applied to but not awarded, the City will seek feedback on why the project was not eligible and report back to the LMC with these findings consistent with the terms and conditions of the Grant.
9. If a state, federal, foundation, or nonprofit grant is awarded, a project assessment will be submitted to LMC within six months of the application's approval and then periodically until after project completion consistent with the terms and conditions of the Grant.

Adopted by the City Council of the City of Browns Valley on February 23, 2026.

BROWNS VALLEY CITY COUNCIL

Mike Heck, Mayor

ATTEST:

Jodi Hook-Hansen, City Administrator

CERTIFICATION

I, Jodi Hook-Hansen, City Administrator of the City of Browns Valley, Minnesota, do hereby certify that the foregoing Resolution is a true and correct copy of the resolution adopted by the City Council of the City of Browns Valley, Minnesota.

Dated: February 9, 2026

Jodi Hook-Hansen

**CITY OF BROWNS VALLEY
RESOLUTION NO. 26-08**

**A RESOLUTION AUTHORIZING APPLICATION TO THE
MINNESOTA PUBLIC FACILITIES AUTHORITY FOR A LOAN
FROM THE DRINKING WATER REVOLVING FUND FOR IMPROVEMENTS**

WHEREAS, the City of Browns Valley has a municipal wastewater system/drinking water system;

WHEREAS, Minn. Stat. § 446A.081 authorizes the Minnesota Public Facilities Authority (MPFA) to establish the state's Drinking Water State Revolving Fund (DWSRF) and manage it and its assets to be available in perpetuity for low-cost financing of drinking water systems in the state; and

WHEREAS, the City is commencing a Water Treatment Plant project to improve its municipal wastewater system/drinking water system, and is in need of a loan to assist in the financing of the project.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Browns Valley as follows:

1. The City is hereby authorized to apply to the Minnesota Public Facilities Authority for a loan from the Drinking Water Revolving Fund for improvements to its municipal wastewater treatment system/drinking water system as described in the loan application.
2. The City estimates the loan amount to be \$12,546,500 or the as-bid cost of the project.
3. The City has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

Adopted by the City Council of the City of Browns Valley on February 23, 2026.

BROWNS VALLEY CITY COUNCIL

Mike Heck, Mayor

ATTEST:

Jodi Hook-Hansen, City Administrator

CERTIFICATION

I, Jodi Hook-Hansen, City Administrator of the City of Browns Valley, Minnesota, do hereby certify that the foregoing Resolution is a true and correct copy of the resolution adopted by the City Council of the City of Browns Valley, Minnesota.

Dated: February 23, 2026

Jodi Hook-Hansen