



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

Monday March 9, 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 Wisdeth, to provide an update on the Well Project.

Consent Agenda

- Approval of February 23, 2026 Regular Meeting Minutes

- For a grand total of \$123,023.64
Wages: March 2nd = \$12,118.37
Claims: March 9th = \$110,905.27

- Treasurer report
- Delinquency report

Department Reports:

New Business:

- Approval of Purchase Agreement for land acquisition for BVB Water Project
- Farm Lease
- Fencing Permit 221 4th St S (William Langdeaux)
- Liquor License-Browns Valley Liquor Store May 1, 2026 – April 30, 2027
- BV Fire Dept temporary liquor license -April 18,2026
- Review and approval of Code of Ethics and Code of Conduct Policy

Dates:

March 16th EDA meeting 5:30 p.m.

March 10th Historical Society 6:00 p.m.

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 23rd at 5:30 PM

Adjournment: Time _____



Browns Valley Regular City Council Meeting Approved Minutes February 23, 2026

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 Administrator Jodi Hook-Hansen, Code Enforcement Officer Terry Biewer, and City Attorney Matt Franzese.

Absent: City Maintenance Supervisor Tony Serocki.

Others Present: Chief Deputy Andy Miller from the Traverse County Sheriff's Office, Bryan Bye – Widseth Engineer and Aaron Hickman.

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

Agenda:

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

Visitors:

- Bryan Bye – Widseth engineer: Provided a verbal update on the Well Project.

Consent Agenda:

- Upon a motion by Johnson, seconded by Biewer, the Council unanimously approved the February 9, 2026, Regular Meeting Minutes.
- Upon a motion by Miller, seconded by Dobbs, the Council unanimously approved the claims totaling \$31,598.51, including wages (February 16th = \$8,160.59; claims February 23rd = 23,437.92).

Department Reports:

- City Administrator Hook-Hansen reported on administrative activities.
- Library Director Piechowski reported on library activities.
- Code Enforcement Officer Biewer reported on actions taken to enforce City ordinances and items completed in the office.
- 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 Biewer, seconded by Dobbs, the Council unanimously approved Resolution 26-09, Resolution Selling Real Property Parcel Nos.: 20-0401000 and 20-0400000 to Aaron Hickman

**Browns Valley Regular City Council Meeting Approved Minutes
February 23, 2026**

for the sum of \$400 plus recording fees.

- Upon a motion by Dobbs, seconded by Johnson, the Council unanimously approved Resolution 26-07, A Resolution Accepting Grant Navigator Funding by the City of Browns Valley in the amount of \$3,500.00 from League of Minnesota Cities.
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved 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.
- Upon a motion by Johnson, seconded by Biewer, the Council unanimously approved to direct the Code Enforcement to proceed with compliance action at 310 4th Street North and 112th 6th Street South for violation of junk vehicle regulations under Minnesota Statute 168B.04.

Dates:

April 6th - Board of Equalization at 3:30 p.m.

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

Next scheduled meeting Monday March 9th- 5:30 p.m.

The meeting adjourned at 6:18 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: Claims030926

Name	Check Date	Check Amt	
10100 PRAIRIE SUN BANK			
13731e	VISA	03/12/26	\$150.00 Sanford learning 3 people
13732e	VISA	03/12/26	\$683.61 office supplies
13733e	VISA	03/12/26	\$1,442.27 Wastewater generator injector pump rebuild
13734e	VALLEY TELEPHONE CO	03/15/26	\$1,078.35 2871,2872,2243,lift stations
13735e	VERIZON WIRELESS	03/07/26	\$100.65 Ambulance cell
13736e	IRS	03/03/26	\$3,420.42 Federal
13737e	PUBLIC EMPLOYEES RETIREMENT AS	03/03/26	\$1,461.51
13738e	MN DEPT OF REVENUE	03/03/26	\$406.55
13739e	MN DEPT OF REVENUE	03/03/26	\$875.00 Comm Water
13741e	AFLAC	03/03/26	\$588.54 March
13742e	AFLAC	03/01/26	\$169.24 dental insurance
22570	AFSCME #65	03/09/26	\$48.46 Arlene Reinart
22571	AMBULANCE CLAIMS PROCESSING	03/09/26	\$110.00 January
22572	AMERICAN ENGINEERING TESTING I	03/09/26	\$12,400.00 Geotechnical Services
22573	AVEL ECARE LLC OPERATING	03/09/26	\$868.00 February 2026
22574	BENS SERVICE	03/09/26	\$40.00 10.4 gal gas
22575	BRIAN D KOEHN, CPA, PLLC	03/09/26	\$2,000.00 audit of financial services year end 2025
22576	BROWNS VALLEY HARDWAREHANK INC	03/09/26	\$178.08 city hall supplies
22577	BUSINESS CARD	03/09/26	\$216.66 Videos
22578	BV LIBRARY PETTY CASH	03/09/26	\$47.04 library petty cash
22579	CARQUEST OF ORTONVILLE	03/09/26	\$356.30 shop sewer
22580	CENEX FLEET FUELING	03/09/26	\$381.74 #4 Maintenance
22581	CENTER POINT LARGE PRINT	03/09/26	\$87.41 large print books
22582	CONROY ELECTRIC INC	03/09/26	\$4,667.05 EDA Committee Garrick Stahl 511 2nd St N
22583	Creatively Ewe Web Design	03/09/26	\$393.39 website maintenance
22584	FIRST NATIONAL BANK OF OMAHA	03/09/26	\$21,895.00 Northland Bond Services interest
22585	FRANZESE, MATTHEW P.	03/09/26	\$1,050.00 March
22586	Gazette Publishing Company	03/09/26	\$184.80 Gazette subscription one yr City Hall
22587	JODI HOOK-HANSEN	03/09/26	\$317.89 school/library grant items to be reimb by opioid monies
22588	MIDWEST TAPE LLC	03/09/26	\$109.74 digital books and videos
22589	MIKE JACOBSON	03/09/26	\$400.00 March
22590	MILBANK WINWATER WORKS	03/09/26	\$75.00 grinder station Lift #1 & #2 cord cover
22591	MINNESOTA DEPT OF HEALTH	03/09/26	\$772.00 Community Water Supply Service Connection Fee
22592	SWEENEY CONTROLS COMPANY	03/09/26	\$1,080.00 insight annual charge
22593	TRAVERSE COUNTY AUDITOR	03/09/26	\$695.73 Affeldt pymt on assessed UB
22594	TRAVERSE COUNTY SHERIFF OFFICE	03/09/26	\$15,000.00 1st quarter contracted services
22595	WIDSETH SMITH NOLTING & ASSOC.	03/09/26	\$37,154.84 BV Water Supply & Treatment System Improvements
		Total Checks	\$110,905.27

10100 PRAIRIE SUN BANK

101 GENERAL FUND	\$32,193.59
211 LIBRARY	\$823.98
410 AMBULANCE CAPITAL FUND	\$868.00
414 BVB WATER PROJECT	\$71,449.84
601 WATER FUND	\$2,396.97
602 SEWER FUND	\$2,431.89
603 REFUSE (GARBAGE) FUND	\$741.00
	<hr/>
	\$110,905.27

FILTER: ((([Act Year]='2026' and [period] in (3))) and (Source in ('Claims030926')))

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Payments

Current Period: March 2026

Payment Batch Claims030926		\$110,905.27	
Refer	3129	AMBULANCE CLAIMS PROCESSIN	Ck# 022571 3/9/2026
Cash Payment	E 101-42153-300	Professional Srvs (GENE January	\$110.00
Invoice 18545			
Transaction Date	2/25/2026	PRAIRIE SUN BANK 10100	Total \$110.00
Refer	3130	SWEENEY CONTROLS COMPANY	Ck# 022592 3/9/2026
Cash Payment	E 601-49400-433	Dues and Subscriptions insight annual charge	\$1,080.00
Invoice 19647 2/23/2026			
Transaction Date	2/25/2026	PRAIRIE SUN BANK 10100	Total \$1,080.00
Refer	3131	VISA	Ck# 013731E 3/12/2026
Cash Payment	E 101-42153-208	Training and Instruction Sanford learning 3 people	\$150.00
Invoice			
Transaction Date	2/25/2026	PRAIRIE SUN BANK 10100	Total \$150.00
Refer	3132	VISA	Ck# 013732E 3/12/2026
Cash Payment	E 101-41000-200	Office Supplies (GENER office supplies	\$30.07
Invoice			
Cash Payment	E 101-43000-220	Repair/Maint Supply (GE shop repairs	\$124.86
Invoice			
Cash Payment	E 601-49400-220	Repair/Maint Supply (GE shop repairs	\$62.43
Invoice			
Cash Payment	E 602-49450-220	Repair/Maint Supply (GE shop repairs	\$62.42
Invoice			
Cash Payment	E 602-49450-220	Repair/Maint Supply (GE repairs for generator at Lift station #1	\$403.83
Invoice			
Transaction Date	2/26/2026	PRAIRIE SUN BANK 10100	Total \$683.61
Refer	3133	MINNESOTA DEPT OF HEALTH	Ck# 022591 3/9/2026
Cash Payment	E 601-49400-438	Regulated permits/fees Community Water Supply Service Connection	\$772.00
Invoice Fee			
Transaction Date	2/26/2026	PRAIRIE SUN BANK 10100	Total \$772.00
Refer	3134	VISA	Ck# 013733E 3/12/2026
Cash Payment	E 602-49450-220	Repair/Maint Supply (GE Wastewater generator injector pump rebuild	\$1,442.27
Invoice			
Transaction Date	2/26/2026	PRAIRIE SUN BANK 10100	Total \$1,442.27
Refer	3135	FIRST NATIONAL BANK OF OMAH	Ck# 022584 3/9/2026
Cash Payment	E 414-43000-610	Interest Northland Bond Services interest	\$21,895.00
Invoice Project 2025-1			
Transaction Date	2/26/2026	PRAIRIE SUN BANK 10100	Total \$21,895.00
Refer	3136	MIKE JACOBSON	Ck# 022589 3/9/2026
Cash Payment	E 101-42400-300	Professional Srvs (GENE March	\$400.00
Invoice			
Transaction Date	2/26/2026	PRAIRIE SUN BANK 10100	Total \$400.00
Refer	3137	VALLEY TELEPHONE	Ck# 013734E 3/15/2026
Cash Payment	E 602-49450-321	Telephone 2871,2872,2243,lift stations	\$173.30
Invoice			
Cash Payment	E 101-41000-321	Telephone 2127, Fax Village Hall	\$38.01
Invoice			

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Payments

Current Period: March 2026

Cash Payment Invoice	E 101-41000-321 Telephone	2110, Phone, Village Hall		\$662.96
Cash Payment Invoice	E 211-45500-321 Telephone	2318, 2125, Library		\$45.24
Cash Payment Invoice	E 101-43000-321 Telephone	2846, Maintenance Dept.		\$77.94
Cash Payment Invoice	E 101-41000-321 Telephone	wifi Community Center		\$80.90
Transaction Date	3/2/2026	PRAIRIE SUN BANK 10100	Total	\$1,078.35
Refer	3138	<u>GAZETTE PUBLISHING COMPANY</u>	<u>Ck# 022586 3/9/2026</u>	
Cash Payment Invoice	E 101-41000-433 Dues and Subscriptions	Gazette subscription one yr City Hall		\$66.00
Cash Payment Invoice	E 101-41000-340 Advertising	Notice to Dog Owners		\$118.80
Transaction Date	3/2/2026	PRAIRIE SUN BANK 10100	Total	\$184.80
Refer	3139	<u>WIDSETH SMITH NOLTING & ASS</u>	<u>Ck# 022595 3/9/2026</u>	
Cash Payment	E 414-43000-302 Architect Fees	BV Water Supply & Treatment System Improvements		\$37,154.84
Invoice 243377	2/23/2026		Project 2025-1	
Transaction Date	3/2/2026	PRAIRIE SUN BANK 10100	Total	\$37,154.84
Refer	3140	<u>VERIZON WIRELESS</u>	<u>Ck# 013735E 3/7/2026</u>	
Cash Payment Invoice	E 101-42153-321 Telephone	Ambulance cell		\$100.65
Transaction Date	3/2/2026	PRAIRIE SUN BANK 10100	Total	\$100.65
Refer	3141	<u>BENS SERVICE</u>	<u>Ck# 022574 3/9/2026</u>	
Cash Payment Invoice	E 101-43000-212 Motor Fuels	10.4 gal gas		\$40.00
Transaction Date	3/2/2026	PRAIRIE SUN BANK 10100	Total	\$40.00
Refer	3142	<u>CONROY ELECTRIC</u>	<u>Ck# 022582 3/9/2026</u>	
Cash Payment Invoice 2205	E 101-46500-429 Misc Grant Items for Rei	EDA Committee Garrick Stahl 511 2nd St N		\$4,667.05
Invoice 2205	2/25/2026		Project EDA	
Transaction Date	3/2/2026	PRAIRIE SUN BANK 10100	Total	\$4,667.05
Refer	3143	<u>CENEX FLEET CARD</u>	<u>Ck# 022580 3/9/2026</u>	
Cash Payment Invoice	E 101-43000-212 Motor Fuels	#4 Maintenance		\$240.57
Cash Payment Invoice	E 601-49400-212 Motor Fuels	#4 Maintenance		\$70.58
Cash Payment Invoice	E 602-49450-212 Motor Fuels	#4 Maintenance		\$70.59
Transaction Date	3/2/2026	PRAIRIE SUN BANK 10100	Total	\$381.74
Refer	3144	<u>BROWNS VALLEY HARDWARE HA</u>	<u>Ck# 022576 3/9/2026</u>	
Cash Payment Invoice	E 101-42260-220 Repair/Maint Supply (GE	fire hall repair		\$17.99
Cash Payment Invoice	E 101-41000-210 Operating Supplies (GE	city hall supplies		\$11.98
Cash Payment Invoice	E 601-49400-210 Operating Supplies (GE	water supplies		\$70.76

Payments

Current Period: March 2026

Cash Payment Invoice	E 602-49450-210 Operating Supplies (GE)	wastewater supplies		\$55.38
Cash Payment Invoice	E 101-41000-210 Operating Supplies (GE)	community center supplies		\$21.97
Transaction Date	3/2/2026	PRAIRIE SUN BANK	10100	Total \$178.08
Refer	3145 IRS	Ck# 013736E	3/3/2026	
Cash Payment Invoice	G 101-21701 Federal Withholding	Federal		\$979.36
Cash Payment Invoice	G 101-21703 FICA Tax Withholding	SS & Medicare		\$2,441.06
Transaction Date	3/3/2026	PRAIRIE SUN BANK	10100	Total \$3,420.42
Refer	3146 PUBLIC EMPLOYEES RETIREMEN	Ck# 013737E	3/3/2026	
Cash Payment Invoice	G 101-21704 PERA			\$1,461.51
Transaction Date	3/3/2026	PRAIRIE SUN BANK	10100	Total \$1,461.51
Refer	3147 BRIAN D KOEHN, CPA, PLLC	Ck# 022575	3/9/2026	
Cash Payment Invoice 1456	E 101-41000-301 Audit & Acct Services	audit of financial services year end 2025		\$2,000.00
	3/1/2026			
Transaction Date	3/3/2026	PRAIRIE SUN BANK	10100	Total \$2,000.00
Refer	3148 JODI HOOK-HANSEN	Ck# 022587	3/9/2026	
Cash Payment Invoice	E 211-45500-429 Misc Grant Items for Rei	school/library grant items to be reimb by opioid monies		\$317.89
Transaction Date	3/3/2026	PRAIRIE SUN BANK	10100	Total \$317.89
Refer	3149 MN DEPT OF REVENUE SW	Ck# 013738E	3/3/2026	
Cash Payment Invoice	G 101-21702 State Withholding			\$406.55
Transaction Date	3/3/2026	PRAIRIE SUN BANK	10100	Total \$406.55
Refer	3150 MN DEPT OF REVENUE ST	Ck# 013739E	3/3/2026	
Cash Payment Invoice	E 601-49400-441 Sales tax	Comm Water		\$134.00
Cash Payment Invoice	E 603-49500-441 Sales tax	Comm Garbage		\$398.00
Cash Payment Invoice	E 603-49500-441 Sales tax	Res Garbage		\$343.00
Transaction Date	3/3/2026	PRAIRIE SUN BANK	10100	Total \$875.00
Refer	3151 AFSCME #65	Ck# 022570	3/9/2026	
Cash Payment Invoice	G 101-21707 Union Dues	Arlene Reinart		\$48.46
Transaction Date	3/3/2026	PRAIRIE SUN BANK	10100	Total \$48.46
Refer	3152 AFLAC	Ck# 013741E	3/3/2026	
Cash Payment Invoice 128494	G 101-21708 AFLAC	March		\$588.54
Transaction Date	3/3/2026	PRAIRIE SUN BANK	10100	Total \$588.54
Refer	3153 AFLAC	Ck# 013742E	3/1/2026	
Cash Payment Invoice 20260215009365	G 101-21708 AFLAC	dental insurance		\$169.24
	3/1/2026			

CITY OF BROWNS VALLEY

Payments

Current Period: March 2026

Transaction Date	3/3/2026	PRAIRIE SUN BANK 10100	Total	\$169.24
Refer	3155 <u>FRANZESE, MATTHEW P.</u>	<u>Ck# 022585 3/9/2026</u>		
Cash Payment	E 101-41610-304 Legal Fees	March		\$1,050.00
Invoice				
Transaction Date	3/4/2026	PRAIRIE SUN BANK 10100	Total	\$1,050.00
Refer	3156 <u>AVEL ECARE MEDICAL GROUP PC</u>	<u>Ck# 022573 3/9/2026</u>		
Cash Payment	E 410-42153-300 Professional Svcs (GENE February 2026			\$868.00
Invoice				
Transaction Date	3/4/2026	PRAIRIE SUN BANK 10100	Total	\$868.00
Refer	3157 <u>Creatively Ewe Web Design</u>	<u>Ck# 022583 3/9/2026</u>		
Cash Payment	E 101-41000-309 Software & Design	website maintenance		\$393.39
Invoice				
Transaction Date	3/4/2026	PRAIRIE SUN BANK 10100	Total	\$393.39
Refer	3158 <u>TRAVERSE COUNTY AUDITOR</u>	<u>Ck# 022593 3/9/2026</u>		
Cash Payment	E 101-41000-810 Refunds & Reimburseme	Affeldt pymt on assessed UB		\$695.73
Invoice				
Transaction Date	3/4/2026	PRAIRIE SUN BANK 10100	Total	\$695.73
Refer	3159 <u>TRAVERSE COUNTY SHERIFF OFF</u>	<u>Ck# 022594 3/9/2026</u>		
Cash Payment	E 101-42000-300 Professional Svcs (GENE 1st quarter contracted services			\$15,000.00
Invoice				
Transaction Date	3/5/2026	PRAIRIE SUN BANK 10100	Total	\$15,000.00
Refer	3160 <u>BUSINESS CARD</u>	<u>Ck# 022577 3/9/2026</u>		
Cash Payment	E 211-45500-437 Tapes/CD s/Movies	Videos		\$14.96
Invoice				
Cash Payment	E 211-45500-433 Dues and Subscriptions	subscriptions		\$29.37
Invoice				
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$172.33
Invoice				
Transaction Date	3/5/2026	PRAIRIE SUN BANK 10100	Total	\$216.66
Refer	3161 <u>BV LIBRARY PETTY CASH</u>	<u>Ck# 022578 3/9/2026</u>		
Cash Payment	E 211-45500-210 Operating Supplies (GE	library petty cash		\$36.24
Invoice				
Cash Payment	E 211-45500-322 Postage	library petty cash		\$10.80
Invoice				
Transaction Date	3/5/2026	PRAIRIE SUN BANK 10100	Total	\$47.04
Refer	3162 <u>MIDWEST TAPE LLC</u>	<u>Ck# 022588 3/9/2026</u>		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	digital books and videos		\$109.74
Invoice	508509170			
Transaction Date	3/5/2026	PRAIRIE SUN BANK 10100	Total	\$109.74
Refer	3163 <u>CENTER POINT LARGE PRINT</u>	<u>Ck# 022581 3/9/2026</u>		
Cash Payment	E 211-45500-435 Books and Pamphlets	large print books		\$87.41
Invoice	2227680			
Transaction Date	3/5/2026	PRAIRIE SUN BANK 10100	Total	\$87.41
Refer	3165 <u>AMERICAN ENGINEERING TESTIN</u>	<u>Ck# 022572 3/9/2026</u>		
Cash Payment	E 414-43000-300 Professional Svcs (GENE Geotechnical Services			\$12,400.00
Invoice	085522	3/5/2026		

Payments

Current Period: March 2026

Transaction Date	3/5/2026	PRAIRIE SUN BANK	10100	Total	\$12,400.00
Refer	3166 CARQUEST OF ORTONVILLE	Ck# 022579	3/9/2026		
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE shop sewer				\$142.90
Invoice	8923-228856				
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE wastewater generator parts				\$6.20
Invoice	8923-228717				
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE water generator battery				\$207.20
Invoice	8923-228525				
Transaction Date	3/5/2026	PRAIRIE SUN BANK	10100	Total	\$356.30
Refer	3167 MILBANK WINWATER WORKS	Ck# 022590	3/9/2026		
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE grinder station Lift #1 & #2 cord cover				\$75.00
Invoice	201996 01		2/25/2026		
Transaction Date	3/5/2026	PRAIRIE SUN BANK	10100	Total	\$75.00

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$32,193.59
211 LIBRARY		\$823.98
410 AMBULANCE CAPITAL FUND		\$868.00
414 BVB WATER PROJECT		\$71,449.84
601 WATER FUND		\$2,396.97
602 SEWER FUND		\$2,431.89
603 REFUSE (GARBAGE) FUND		\$741.00
		<u>\$110,905.27</u>

Pre-Written Checks	\$110,905.27
Checks to be Generated by the Computer	\$0.00
Total	<u>\$110,905.27</u>