



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

**Tuesday May 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, Terry Biewer

**Absent:**

**Additions or Corrections to the Meeting Agenda:** Motion \_\_\_\_\_ Seconded \_\_\_\_\_

**Consent Agenda**

➤ Approval of May 11, 2026 Regular Meeting Minutes

➤ Approval of all expenditures  
For a grand total of \$38,316.90  
Wages: May 15<sup>th</sup> = \$8,583.67  
Claims: May 26<sup>th</sup> = \$29,733.23

**Department Reports:**

**Unfinished Business:**

**New Business:**

- Approval to purchase of mosquito control product at a cost of \$2,350.00 per drum.
- Budget review
  - Help identify community priorities and needs
  - Provide input on financial goals and spending priorities
  - Review and discuss the proposed budget prepared by City staff
  - Recommendations by the City Council

**Dates:**

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

**Next scheduled meeting:**

Monday June 8<sup>th</sup> at 5:30 p.m.

**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, Devan Dobbs, and Jerry Johnson. Also in attendance were Library Director Bernice Piechowski, City Maintenance Supervisor Tony Serocki, City Administrator Jodi Hook-Hansen, and Code Enforcement Officer Terry Biewer, and City Attorney Matt Franzese.

**Absent:**

**Others Present:** Edith Foren.

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

**Agenda:**

- Upon a motion by Johnson, seconded by Miller, the Council unanimously approved the agenda with the following additions:
  - Treasurer report
  - Delinquency report
  - Approval of Building Permit for 215 4<sup>th</sup> Street South (Robert Cointepoix) - re-roof

**Consent Agenda:**

- Upon a motion by Biewer, seconded by Miller, the Council unanimously approved the April 27, 2026, Regular Meeting Minutes.
- Upon a motion by Biewer, seconded by Johnson, the Council unanimously approved the claims totaling \$89,402.39, including wages (May 1<sup>st</sup> = \$13,247.39), and claims (May 11<sup>th</sup>=\$76,154.99). Council Member Dobbs requested that staff include receipts with future Visa bill payments.
- Upon a motion by Miller, seconded by Biewer, the Council unanimously approved April's Treasurer Report.
- Upon a motion by Johnson, seconded by Dobbs, the Council unanimously approved April'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.
- City Attorney Franzese gave a verbal report on actions performed for the City of Browns Valley.



**Browns Valley Regular City Council Meeting Approved Minutes  
May 11, 2026**

**Unfinished Business: None**

**New Business:**

- Upon a motion by Dobbs, seconded by Biewer, the Council unanimously approved renewing Certificate of Deposit #9588 for a 7-month term at a 3.45% interest rate.
- Upon a motion by Miller, seconded by Johnson, the Council unanimously approved the Building Permit for 118 Jefferson Street North (Brian Nelson) - re-roof.
- Upon a motion by Dobbs, seconded by Miller, the Council unanimously approved the Building Permit for 714 West Broadway (Aaron Hickman) - miscellaneous repair.
- Upon a motion by Miller, seconded by Biewer, the Council unanimously approved the Building Permit for 215 4<sup>th</sup> Street South (Robert Cointepoix) - re-roof.

**Dates:**

April 30<sup>th</sup> DEED compliance to visit in office on Redevelopment Grant.

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

**Next scheduled meeting:**

Tuesday May 26<sup>th</sup> at 5:30 p.m.

The meeting adjourned at 5:46 p.m.

Minutes submitted by:

Approved by:

\_\_\_\_\_  
Jodi Hook-Hansen, City Administrator

\_\_\_\_\_  
Mike Heck, Mayor

Payments

Current Period: May 2026

Payment Batch Claims052626		\$29,733.23	
Refer	3298 GOODHART EXCAVATING , INC	Ck# 022748	5/26/2026
Cash Payment	E 101-43000-224 Street Maint Materials	35.36 ton of gravel street potholes	\$583.44
Invoice	12342	4/9/2026	
Cash Payment	E 101-43000-224 Street Maint Materials	53.18 ton of gravel street potholes	\$877.47
Invoice	12341	4/8/2026	
Transaction Date	5/11/2026	PRAIRIE SUN BANK 10100	<b>Total</b> \$1,460.91
Refer	3299 TRI STATE WATER, INC.	Ck# 022759	5/26/2026
Cash Payment	E 101-41000-200 Office Supplies (GENER	Acct #1029106	\$37.70
Invoice			
Transaction Date	5/11/2026	PRAIRIE SUN BANK 10100	<b>Total</b> \$37.70
Refer	3300 CHS INC.	Ck# 013786E	5/20/2026
Cash Payment	E 101-41000-383 Gas Utilities	LP City Hall/Amb/Fire 040126	\$133.95
Invoice	3618		
Cash Payment	E 101-42153-383 Gas Utilities	LP City Hall/Amb/Fire 040126	\$133.94
Invoice	3618		
Cash Payment	E 101-42260-383 Gas Utilities	LP City Hall/Amb/Fire 040126	\$133.94
Invoice	3618		
Cash Payment	E 101-45000-212 Motor Fuels	Ruby Fieldmaster	\$169.08
Invoice	7409		
Cash Payment	E 101-43000-212 Motor Fuels	Ruby Fieldmaster	\$760.85
Invoice	7409		
Cash Payment	E 602-49450-212 Motor Fuels	Ruby Fieldmaster	\$591.77
Invoice	7409		
Cash Payment	E 601-49400-212 Motor Fuels	Ruby Fieldmaster	\$169.08
Invoice	7409		
Transaction Date	5/11/2026	PRAIRIE SUN BANK 10100	<b>Total</b> \$2,092.61
Refer	3301 #2 WELDING & REPAIR	Ck# 022742	5/26/2026
Cash Payment	E 101-43000-220 Repair/Maint Supply (GE	welding and steel for sweeper bucket	\$797.42
Invoice	14209	4/2/2026	
Cash Payment	E 101-42153-210 Operating Supplies (GE	oxygen gas	\$40.00
Invoice	14260	4/23/2026	
Cash Payment	E 101-42260-220 Repair/Maint Supply (GE	fire dept steel	\$153.40
Invoice	14234	4/11/2026	
Transaction Date	5/11/2026	PRAIRIE SUN BANK 10100	<b>Total</b> \$990.82
Refer	3302 PIVOT CENTRAL	Ck# 022756	5/26/2026
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	preseason inspection	\$912.84
Invoice	3137578	5/5/2026	
Transaction Date	5/11/2026	PRAIRIE SUN BANK 10100	<b>Total</b> \$912.84
Refer	3303 TRAVERSE ELECTRIC COOP, INC	Ck# 013787E	5/15/2026
Cash Payment	E 602-49450-381 Electric Utilities	monthly statement (wastewater)	\$200.00
Invoice			
Transaction Date	5/12/2026	PRAIRIE SUN BANK 10100	<b>Total</b> \$200.00
Refer	3304 LAKES COUNTRY SERVICE CO-OP	Ck# 022751	5/26/2026
Cash Payment	E 601-49400-306 Testing	drug testing	\$10.50
Invoice	103036	5/12/2026	
Cash Payment	E 602-49450-306 Testing	drug testing	\$10.50
Invoice	103036	5/12/2026	

## Payments

Current Period: May 2026

Cash Payment	E 101-43000-306 Testing	drug testing		\$16.80
Invoice	103036	5/12/2026		
Cash Payment	E 101-45000-306 Testing	drug testing		\$4.20
Invoice	103036	5/12/2026		
Transaction Date	5/12/2026	PRAIRIE SUN BANK 10100	<b>Total</b>	\$42.00
Refer	3305 TRUEDGE METALS LLC	<u>Ck# 022735 5/13/2025</u>		
Cash Payment	E 602-49450-220 Repair/Maint Supply (GE	stainless steel screen assembly		\$5,244.50
Invoice	4382	5/12/2026		
Transaction Date	5/13/2026	PRAIRIE SUN BANK 10100	<b>Total</b>	\$5,244.50
Refer	3306 DINGES FIRE COMPANY	<u>Ck# 022746 5/26/2026</u>		
Cash Payment	E 101-42260-240 Small Tools and Minor E	extraction equipment		\$711.00
Invoice	86292	5/13/2026		
Transaction Date	5/14/2026	PRAIRIE SUN BANK 10100	<b>Total</b>	\$711.00
Refer	3307 DAKOTA WASTE SOLUTIONS	<u>Ck# 022745 5/26/2026</u>		
Cash Payment	E 603-49500-300 Professional Svcs (GENE	June garbage service		\$4,000.00
Invoice	144937	5/14/2026		
Transaction Date	5/14/2026	PRAIRIE SUN BANK 10100	<b>Total</b>	\$4,000.00
Refer	3308 MN DEPT OF EMP & ECON DEVEL	<u>Ck# 022752 5/26/2026</u>		
Cash Payment	E 101-46500-810 Refunds & Reimburseme	grant payment interest accrued		\$24.00
Invoice				
Transaction Date	5/14/2026	PRAIRIE SUN BANK 10100	<b>Total</b>	\$24.00
Refer	3309 IRS	<u>Ck# 013788E 5/15/2026</u>		
Cash Payment	G 101-21701 Federal Withholding	Federal		\$1,818.98
Invoice				
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare		\$896.55
Invoice				
Transaction Date	5/18/2026	PRAIRIE SUN BANK 10100	<b>Total</b>	\$2,715.53
Refer	3310 MN DEPT OF REVENUE SW	<u>Ck# 013789E 5/15/2026</u>		
Cash Payment	G 101-21702 State Withholding			\$350.01
Invoice				
Transaction Date	5/18/2026	PRAIRIE SUN BANK 10100	<b>Total</b>	\$350.01
Refer	3311 PUBLIC EMPLOYEES RETIREMEN	<u>Ck# 013790E 5/18/2026</u>		
Cash Payment	G 101-21704 PERA			\$1,591.38
Invoice				
Transaction Date	5/18/2026	PRAIRIE SUN BANK 10100	<b>Total</b>	\$1,591.38
Refer	3312 ALVSTAD & ASSOCIATES	<u>Ck# 022743 5/26/2026</u>		
Cash Payment	E 101-43000-306 Testing	drug testing		\$163.00
Invoice	65174	5/12/2026		
Transaction Date	5/18/2026	PRAIRIE SUN BANK 10100	<b>Total</b>	\$163.00
Refer	3313 QUARNSTROM & DOERING PA AT	<u>Ck# 022757 5/26/2026</u>		
Cash Payment	E 101-41610-304 Legal Fees	general operations		\$131.25
Invoice	94859	4/30/2026		
Transaction Date	5/18/2026	PRAIRIE SUN BANK 10100	<b>Total</b>	\$131.25
Refer	3314 HAWKINS, INC.	<u>Ck# 022750 5/26/2026</u>		
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	Azone 15		\$531.30
Invoice	7422867	5/14/2026		

Payments

Current Period: May 2026

Cash Payment	E 601-49400-333	Freight and Express	Azone 15		\$56.50
Invoice	7422867	5/14/2026			
Transaction Date	5/18/2026		PRAIRIE SUN BANK	10100	<b>Total</b> \$587.80
Refer	3315	<u>OTTERTAIL POWER COMPANY</u>	<u>Ck# 022755</u>	<u>5/26/2026</u>	
Cash Payment	E 101-41000-381	Electric Utilities	14-060262	Comm Ctr	\$88.86
Invoice					
Cash Payment	E 602-49450-381	Electric Utilities	14-065992	W Brdwy Grind	\$65.99
Invoice					
Cash Payment	E 601-49400-381	Electric Utilities	14-061130	Bulk Station	\$24.88
Invoice					
Cash Payment	E 101-43160-381	Electric Utilities	14-004837	Street lights	\$1,411.05
Invoice					
Cash Payment	E 601-49400-381	Electric Utilities	14-004838	Well #3	\$243.32
Invoice					
Cash Payment	E 602-49450-381	Electric Utilities	14-004839	Renville Disp Lift	\$653.81
Invoice					
Cash Payment	E 601-49400-381	Electric Utilities	14-004840	Well #1	\$94.81
Invoice					
Cash Payment	E 101-41000-381	Electric Utilities	14-004841	Fire Siren	\$9.59
Invoice					
Cash Payment	E 101-41000-381	Electric Utilities	14-004843	City/Fire Hall	\$88.30
Invoice					
Cash Payment	E 101-42153-381	Electric Utilities	14-004843	City/Fire Hall	\$18.92
Invoice					
Cash Payment	E 101-42260-381	Electric Utilities	14-004843	City/Fire Hall	\$18.92
Invoice					
Cash Payment	E 602-49450-381	Electric Utilities	14-004844	321 Lift Sation	\$157.10
Invoice					
Cash Payment	E 101-45000-381	Electric Utilities	14-005010	Bdwy Museum	\$25.39
Invoice					
Cash Payment	E 101-45000-381	Electric Utilities	14-010558	796 W Bdwy SB Cabin	\$28.56
Invoice					
Cash Payment	E 101-42260-381	Electric Utilities	14-020839	Fire Hall	\$79.28
Invoice					
Cash Payment	E 211-45500-381	Electric Utilities	14-023343	Library	\$215.37
Invoice					
Cash Payment	E 101-45000-381	Electric Utilities	14-034884	Backus Field	\$24.88
Invoice					
Cash Payment	E 101-45000-381	Electric Utilities	14-036446	Backus Field	\$24.88
Invoice					
Cash Payment	E 101-45000-381	Electric Utilities	14-040532	Hwy 28 Shelter	\$34.60
Invoice					
Cash Payment	E 101-43000-381	Electric Utilities	14-086156	New City Shop	\$70.39
Invoice					
Cash Payment	E 101-45000-381	Electric Utilities	14-086156	New City Shop	\$14.08
Invoice					
Cash Payment	E 601-49400-381	Electric Utilities	14-086156	New City Shop	\$28.15
Invoice					
Cash Payment	E 602-49450-381	Electric Utilities	14-086156	New City Shop	\$28.16
Invoice					
Transaction Date	5/19/2026		PRAIRIE SUN BANK	10100	<b>Total</b> \$3,449.29

Payments

Current Period: May 2026

Refer	3316	FRANZESE, MATTHEW P.	Ck# 022747	5/26/2026	
Cash Payment	E 101-41610-304	Legal Fees	May services		\$1,050.00
Invoice					
Transaction Date	5/19/2026		PRAIRIE SUN BANK	10100	<b>Total</b> \$1,050.00
Refer	3317	THE PENWORTHY COMPANY LLC	Ck# 022758	5/26/2026	
Cash Payment	E 211-45500-435	Books and Pamphlets	books		\$210.23
Invoice	0617921-IN	5/13/2026			
Transaction Date	5/21/2026		PRAIRIE SUN BANK	10100	<b>Total</b> \$210.23
Refer	3318	CENGAGE LEARNING	Ck# 022744	5/26/2026	
Cash Payment	E 211-45500-429	Misc Grant Items for Rei	large print books		\$114.80
Invoice	999102695949	5/13/2026			
Transaction Date	5/21/2026		PRAIRIE SUN BANK	10100	<b>Total</b> \$114.80
Refer	3319	MVTL	Ck# 022753	5/26/2026	
Cash Payment	E 601-49400-306	Testing	water testing		\$29.00
Invoice	1358550	5/20/2026			
Cash Payment	E 601-49400-306	Testing	water testing		\$29.00
Invoice	1358223	5/19/2026			
Transaction Date	5/21/2026		PRAIRIE SUN BANK	10100	<b>Total</b> \$58.00
Refer	3320	GREAT PLAINS STRUCTURES	Ck# 022749	5/26/2026	
Cash Payment	E 601-49400-220	Repair/Maint Supply (GE	provided and installed anodes		\$3,500.00
Invoice	22312	5/20/2026			
Transaction Date	5/21/2026		PRAIRIE SUN BANK	10100	<b>Total</b> \$3,500.00
Refer	3321	OFFICE PEEPS	Ck# 022754	5/26/2026	
Cash Payment	E 101-41000-210	Operating Supplies (GE	copier ink		\$95.56
Invoice	1127529-0	5/20/2026			
Transaction Date	5/21/2026		PRAIRIE SUN BANK	10100	<b>Total</b> \$95.56

Fund Summary

	10100 PRAIRIE SUN BANK
101 GENERAL FUND	\$12,611.62
211 LIBRARY	\$540.40
601 WATER FUND	\$4,716.54
602 SEWER FUND	\$7,864.67
603 REFUSE (GARBAGE) FUND	\$4,000.00
	<hr/>
	\$29,733.23

Pre-Written Checks	\$29,733.23
Checks to be Generated by the Computer	\$0.00
<b>Total</b>	<b>\$29,733.23</b>