



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

Monday June 22, 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:

Brian Koehn, City Auditor – Presentation of the 2025 Annual Audit

Bryan Bye, Engineer, Widseth-Update on the Water Treatment Plant and planned infrastructure for 2027 improvements along the 4th Street South and West Broadway corridor extending west and south, including any updates regarding grant or funding opportunities.

Consent Agenda

- Approval of June 8, 2026 Regular Meeting Minutes
- Approval of all expenditures
For a grand total of \$64,217.22
Wages: June 16th = \$8,667.22
Claims: June 22nd = \$55,550.00

Department Reports:

New Business:

- Approved acceptance of the 2025 Annual Financial Audit as presented by Auditor Brian Koehn.
- A motion to waive any contingency in the purchase agreement for the Heck property related to PFA funding.
- Approval of Building Permit 427 Washington Street South (Richard Wallenstein) Egres Window
- Approval of Building Permit 3rd Street South and 2nd Avenue South (Darrell Dobbs) Re-roof
- Approval of Fencing Permit 126 1st Avenue South. (Sharnell Tohm) Fencing
- Approval of Fencing Permit 422 Logan Street North (Tim Peltier) Lean-to additional
- Acceptance of 2025 Population estimate of 527 and household estimate of 217.
- Approval of Enduro Race (Tony Miller) special event application for Backus Field for Friday June 26th.
- Approval of Resolution 26-18 a Resolution accepting a Grant to the City of \$5,284 from Minnesota Department of Public Safety for the Fire Department.
- Approval of Resolution 26-19 a Resolution accepting a Grant to the City of \$3,500 from the League of Minnesota Cities.
- Approval of Resolution 26-20 a Resolution accepting a Grant to the City of \$2,500 from Western Prairie Human Services.

Dates:

June 26-28 Browns Valley Days

July 3rd Office Closed Holiday

Next scheduled meeting:

Monday July 13th at 5:30 p.m.

Monday July 27th at 5:30

Adjournment: Time _____



Browns Valley Regular City Council Meeting Approved Minutes June 8, 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, and Jerry Johnson. Also in attendance were Library Director Bernice Piechowski, City Maintenance Supervisor Tony Serocki, City Administrator Jodi Hook-Hansen, Code Enforcement Officer Terry Biewer and City Attorney Matt Franzese.

Absent: Devan Dobbs

Others Present: Laurie Owen

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 Biewer, the Council unanimously approved the agenda with the addition of Laurie Owen.

Visitors: Laurie Owen appeared before the City Council during the public comment portion of the meeting to discuss several concerns. Ms. Owen addressed issues related to a recent water break involving a fire hydrant, concerns regarding a dumpster located near her property, and lawn mowing and maintenance of neighbor's grass. Council members listened to her comments and discussed the matters presented. Staff provided information regarding the status of the water break and maintenance activities. The Council thanked Ms. Owen for bringing her concerns forward and directed staff to follow up on the items as necessary.

Consent Agenda:

- Upon a motion by Biewer, seconded by Johnson, the Council unanimously approved the May 26, 2026, Regular Meeting Minutes.
- Upon a motion by Miller, seconded by Johnson, the Council unanimously approved the claims totaling \$114,789.27, including wages (June 1st = \$12,949.11), and claims (June 8th=\$101,840.16).
- Upon a motion by Miller, seconded by Biewer, the Council unanimously approved May's Treasurer Report.
- Upon a motion by Miller, seconded by Johnson, the Council unanimously approved May'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.



Browns Valley Regular City Council Meeting Approved Minutes June 8, 2026

- 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.
 - Upon a motion by Biewer, seconded by Miller, the Council unanimously approved authorizing the City Attorney to proceed with the abatement process for the properties located at 523 4th Street North (Dennis Gill and/or Cyril Abraham), 37 6th Street North (Terrance Lufkin), 29 6th Street North (Cassandra Barry), 502 3rd Street North (Collen Cloud), and 103 Jefferson Street South (Jason Zeleniak) due to noncompliance with City Ordinance 92.21(C). The ordinance provides that any residential home with water and/or electrical service disconnected for more than seven (7) days is declared a public health nuisance and deemed uninhabitable. Residents are required to vacate the property until utility service has been restored. If residents fail to vacate after receiving written notice from the City, the City shall proceed in accordance with Minnesota Statutes § 463.15–463.261 and seek a judicial order for eviction.

New Business:

- Upon a motion by Miller, seconded by Johnson, the Council unanimously approved the Transient Merchant License Application for Fireside Burger Box (Julie Birchem) at a fee of \$15.00 per day.
- Upon a motion by Miller, seconded by Biewer, the Council unanimously approved renewing CDs #8249 and #3895 at the seven-month special interest rate of 3.45%.
- Upon a motion by Miller, seconded by Biewer, the Council unanimously approved hiring Steven Johnson as an independent contractor to serve as a tour guide for the Sam Brown Cabin, with compensation to be paid through a 1099 arrangement.
- Upon a motion by Miller, seconded by Johnson, the Council unanimously adopted Resolution 26-16, a Resolution Accepting Donations to the City, acknowledging a donation in the amount of \$1,000.00 from Greg and Cari Haanen.
- Upon a motion by Biewer, seconded by Miller, the Council unanimously adopted Resolution 26-17, a Resolution Approving the 2026 Election Judges for the Presidential Nomination Primary, State Primary, and General Elections.
- Upon a motion by Biewer, seconded by Miller, the Council unanimously authorized City staff and the City Engineer to prepare a Release Prevention Plan for submission to the Minnesota Pollution Control Agency (MPCA), review repair and replacement options for the force main, and investigate available funding sources for the proposed improvements.
- Upon a motion by Johnson, seconded by Miller, the Council unanimously approved the revised quote for the purchase of a spare grinder lift station pump, specifically a Hydromatic HPGH500 Submersible Sewage Grinder Pump, 5 HP, 230V, 3-phase, 3450 RPM, with a 50-foot cord and stainless-steel lifting bale, in the amount of \$9,750.00.



**Browns Valley Regular City Council Meeting Approved Minutes
June 8, 2026**

Dates:

June 19th Closed-Holiday

June 26-28 Sam Brown Valley Days

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

Next scheduled meeting:

Monday June 22nd at 5:30 p.m.

The meeting adjourned at 6:44 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: Claims062226

	Name	Check Date	Check Amt	
10100	PRAIRIE SUN BANK			
13808e	MN PEIP - C/O MMB FISCAL SVCS	06/10/26	\$2,526.85	Jodi, Jon
13809e	PUBLIC EMPLOYEES RETIREMENT AS	06/16/26	\$1,658.74	
13810e	IRS	06/17/26	\$3,004.58	Federal
13811e	MN DEPT OF REVENUE	06/17/26	\$462.05	
22811	FRANZESE, MATTHEW P.	06/08/26	\$1,050.00	June services
22812	BLUE CROSS BLUE SHIELD OF MN	06/15/26	\$208.04	refund for BCBS payment made in error
22813	JOHNSON, STEVEN	06/15/26	\$228.20	20 hrs Sam Brown Cabin
22820	4TH STREET AUTO	06/22/26	\$434.32	Fire Dept Deka battery
22821	CENTER POINT LARGE PRINT	06/22/26	\$114.68	large print books
22822	DAKOTA WASTE SOLUTIONS	06/22/26	\$4,000.00	July garbage service
22823	DINGES FIRE COMPANY	06/22/26	\$159.17	Fire Dept supplies
22824	Gazette Publishing Company	06/22/26	\$198.00	Legal Notice - DIS REPORT
22825	GOODHART EXCAVATING, INC	06/22/26	\$604.23	18.10 ton gravel City Park
22826	HAWKINS, INC.	06/22/26	\$702.45	hydrofluosilicic acid
22827	JODI HOOK-HANSEN	06/22/26	\$40.60	mileage to Wheaton for election training 56x.725
22828	JOE RILEY CONSTRUCTION INC	06/22/26	\$13,438.00	paving - patching
22829	JUNIOR LIBRARY GUILD	06/22/26	\$280.00	books
22830	MIDAMERICA BOOKS	06/22/26	\$91.80	books
22831	MILBANK WINWATER WORKS	06/22/26	\$4,829.98	fire hydrant and parts
22832	MN DEPT OF EMPLOYMENT & ECON D	06/22/26	\$3.45	grant payment interest accrued
22833	OTTERTAIL POWER COMPANY	06/22/26	\$3,270.11	14-060262 Comm Ctr
22834	SEROCKI EXCAVATING, INC.	06/22/26	\$3,154.75	replace hydrant by water salesman
22835	TRAVERSE COUNTY SHERIFF OFFICE	06/22/26	\$15,000.00	2nd quarter contracted services
22836	VALLEY SOFT WATER, INC.	06/22/26	\$90.00	softener rental 6/1 to 9/1
	Total Checks		\$55,550.00	

10100 PRAIRIE SUN BANK

101 GENERAL FUND	\$41,104.46
211 LIBRARY	\$683.08
601 WATER FUND	\$9,099.97
602 SEWER FUND	\$662.49
603 REFUSE (GARBAGE) FUND	\$4,000.00
	\$55,550.00

FILTER: ((([Act Year]='2026' and [period] in (6))) and (Source in ('Claims062226')))

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Payments

Current Period: June 2026

Payment Batch Claims062226		\$55,550.00	
Refer	3371 FRANZESE, MATTHEW P.	Ck# 022811 6/8/2026	
Cash Payment	E 101-41610-304 Legal Fees	June services	\$1,050.00
Invoice			
Transaction Date	6/8/2026	PRAIRIE SUN BANK 10100	Total \$1,050.00
Refer	3372 JOE RILEY CONSTRUCTION INC	Ck# 022828 6/22/2026	
Cash Payment	E 101-43100-224 Street Maint Materials	paving - patching	\$13,438.00
Invoice 25574 5/28/2026			
Transaction Date	6/11/2026	PRAIRIE SUN BANK 10100	Total \$13,438.00
Refer	3373 GOODHART EXCAVATING, INC	Ck# 022825 6/22/2026	
Cash Payment	E 101-43100-224 Street Maint Materials	18.10 ton gravel City Park	\$298.65
Invoice 12403 5/26/2026			
Cash Payment	E 101-43100-224 Street Maint Materials	18.52 gravel in alley	\$305.58
Invoice 12403 5/26/2026			
Transaction Date	6/11/2026	PRAIRIE SUN BANK 10100	Total \$604.23
Refer	3374 PEIP	Ck# 013808E 6/10/2026	
Cash Payment	G 101-21706 Health Insurance	Jodi, Jon	\$2,407.96
Invoice			
Cash Payment	G 101-21711 BC Life Insurance	employee supplemental	\$32.04
Invoice			
Cash Payment	E 101-41000-130 Employer Paid Ins (GEN	benefit life ins	\$86.85
Invoice			
Transaction Date	6/11/2026	PRAIRIE SUN BANK 10100	Total \$2,526.85
Refer	3375 SEROCKI EXCAVATING, INC.	Ck# 022834 6/22/2026	
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	replace hydrant by water salesman	\$3,154.75
Invoice 16901 6/9/2026			
Transaction Date	6/15/2026	PRAIRIE SUN BANK 10100	Total \$3,154.75
Refer	3376 BLUE CROSS BLUE SHIELD OF MN	Ck# 022812 6/15/2026	
Cash Payment	E 101-42153-810 Refunds & Reimburseme	refund for BCBS payment made in error	\$208.04
Invoice			
Transaction Date	6/15/2026	PRAIRIE SUN BANK 10100	Total \$208.04
Refer	3377 JOHNSON, STEVEN	Ck# 022813 6/15/2026	
Cash Payment	E 101-41000-300 Professional Srvs (GENE	20 hrs Sam Brown Cabin	\$228.20
Invoice			
Transaction Date	6/15/2026	PRAIRIE SUN BANK 10100	Total \$228.20
Refer	3378 PUBLIC EMPLOYEES RETIREMEN	Ck# 013809E 6/16/2026	
Cash Payment	G 101-21704 PERA		\$1,658.74
Invoice			
Transaction Date	6/16/2026	PRAIRIE SUN BANK 10100	Total \$1,658.74
Refer	3379 4TH STREET AUTO	Ck# 022820 6/22/2026	
Cash Payment	E 101-42260-220 Repair/Maint Supply (GE	Fire Dept Deka battery	\$285.32
Invoice 130 6/11/2026			
Cash Payment	E 101-42153-220 Repair/Maint Supply (GE	ambulance battery booster pack	\$149.00
Invoice 129 6/11/2026			
Transaction Date	6/16/2026	PRAIRIE SUN BANK 10100	Total \$434.32
Refer	3380 IRS	Ck# 013810E 6/17/2026	

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Payments

Current Period: June 2026

Cash Payment	G 101-21701 Federal Withholding	Federal		\$1,111.96
Invoice				
Cash Payment	G 101-21703 FICA Tax Withholding	SS & Medicare		\$1,892.62
Invoice				
Transaction Date	6/17/2026	PRAIRIE SUN BANK 10100	Total	\$3,004.58
Refer	3381 MN DEPT OF REVENUE SW	Ck# 013811E 6/17/2026		
Cash Payment	G 101-21702 State Withholding			\$462.05
Invoice				
Transaction Date	6/17/2026	PRAIRIE SUN BANK 10100	Total	\$462.05
Refer	3382 VALLEY SOFT WATER, INC.	Ck# 022836 6/22/2026		
Cash Payment	E 101-42260-410 Rentals (GENERAL)	softener rental 6/1 to 9/1		\$90.00
Invoice	18693			
Transaction Date	6/17/2026	PRAIRIE SUN BANK 10100	Total	\$90.00
Refer	3383 MIDAMERICA BOOKS	Ck# 022830 6/22/2026		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$91.80
Invoice	95969 6/2/2026			
Transaction Date	6/18/2026	PRAIRIE SUN BANK 10100	Total	\$91.80
Refer	3384 JUNIOR LIBRARY GUILD	Ck# 022829 6/22/2026		
Cash Payment	E 211-45500-435 Books and Pamphlets	books		\$280.00
Invoice	749968			
Transaction Date	6/18/2026	PRAIRIE SUN BANK 10100	Total	\$280.00
Refer	3385 CENTER POINT LARGE PRINT	Ck# 022821 6/22/2026		
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	large print books		\$57.34
Invoice	2253869 5/26/2026			
Cash Payment	E 211-45500-429 Misc Grant Items for Rei	large print books		\$57.34
Invoice	2254595 3/6/2026			
Transaction Date	6/18/2026	PRAIRIE SUN BANK 10100	Total	\$114.68
Refer	3386 MILBANK WINWATER WORKS	Ck# 022831 6/22/2026		
Cash Payment	E 601-49400-220 Repair/Maint Supply (GE	fire hydrant and parts		\$4,829.98
Invoice	20394101 6/10/2026			
Transaction Date	6/18/2026	PRAIRIE SUN BANK 10100	Total	\$4,829.98
Refer	3387 HAWKINS, INC.	Ck# 022826 6/22/2026		
Cash Payment	E 601-49400-216 Chemicals and Chem Pr	hydrofluosilicic acid		\$702.45
Invoice	7456696 6/11/2026			
Transaction Date	6/18/2026	PRAIRIE SUN BANK 10100	Total	\$702.45
Refer	3388 MN DEPT OF EMPLOYMENT & EC	Ck# 022832 6/22/2026		
Cash Payment	E 101-46500-810 Refunds & Reimburseme	grant payment interest accrued		\$3.45
Invoice				
Transaction Date	6/18/2026	PRAIRIE SUN BANK 10100	Total	\$3.45
Refer	3389 OTTERTAIL POWER COMPANY	Ck# 022833 6/22/2026		
Cash Payment	E 101-41000-381 Electric Utilities	14-060262 Comm Ctr		\$154.65
Invoice				
Cash Payment	E 602-49450-381 Electric Utilities	14-065992 W Brdwy Grind		\$40.96
Invoice				
Cash Payment	E 601-49400-381 Electric Utilities	14-061130 Bulk Station		\$24.20
Invoice				

CITY OF BROWNS VALLEY

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Payments

Current Period: June 2026

Cash Payment Invoice	E 101-43160-381 Electric Utilities	14-004837 Street lights	\$1,372.63
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-004838 Well #3	\$325.05
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-004839 Renville Disp Lift	\$479.96
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-004840 Well #1	\$33.84
Cash Payment Invoice	E 101-41000-381 Electric Utilities	14-004841 Fire Siren	\$9.30
Cash Payment Invoice	E 101-41000-381 Electric Utilities	14-004843 City/Fire Hall	\$90.01
Cash Payment Invoice	E 101-42153-381 Electric Utilities	14-004843 City/Fire Hall	\$19.29
Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-004843 City/Fire Hall	\$19.29
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-004844 321 Lift Station	\$111.86
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-005010 Bdwy Museum	\$55.64
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-010558 796 W Bdwy SB Cabin	\$24.28
Cash Payment Invoice	E 101-42260-381 Electric Utilities	14-020839 Fire Hall	\$64.95
Cash Payment Invoice	E 211-45500-381 Electric Utilities	14-023343 Library	\$196.60
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-034884 Backus Field	\$24.08
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-036446 Backus Field	\$24.08
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-040532 Hwy 28 Shelter	\$50.91
Cash Payment Invoice	E 101-43000-381 Electric Utilities	14-086156 New City Shop	\$74.27
Cash Payment Invoice	E 101-45000-381 Electric Utilities	14-086156 New City Shop	\$14.85
Cash Payment Invoice	E 601-49400-381 Electric Utilities	14-086156 New City Shop	\$29.70
Cash Payment Invoice	E 602-49450-381 Electric Utilities	14-086156 New City Shop	\$29.71
Transaction Date	6/18/2026	PRAIRIE SUN BANK 10100	Total \$3,270.11
Refer	3390 DAKOTA WASTE SOLUTIONS	Ck# 022822 6/22/2026	
Cash Payment Invoice	E 603-49500-300 Professional Srvs (GENE July garbage service		\$4,000.00
	145531 6/15/2026		
Transaction Date	6/18/2026	PRAIRIE SUN BANK 10100	Total \$4,000.00
Refer	3391 GAZETTE PUBLISHING COMPANY	Ck# 022824 6/22/2026	
Cash Payment Invoice	E 101-41000-340 Advertising	Legal Notice - DIS REPORT	\$198.00
Transaction Date	6/18/2026	PRAIRIE SUN BANK 10100	Total \$198.00
Refer	3392 DINGES FIRE COMPANY	Ck# 022823 6/22/2026	

CITY OF BROWNS VALLEY

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Payments

Current Period: June 2026

Cash Payment	E 101-42260-210 Operating Supplies (GE	Fire Dept supplies		\$159.17
Invoice	87927	6/17/2026		
Transaction Date	6/18/2026	PRAIRIE SUN BANK 10100	Total	\$159.17
Refer	3393 JODI HOOK-HANSEN	Ck# 022827 6/22/2026		
Cash Payment	E 101-41410-331 Travel Expenses	mileage to Wheaton for election training 56x.725		\$40.60
Invoice				
Transaction Date	6/18/2026	PRAIRIE SUN BANK 10100	Total	\$40.60
Refer	3394 TRAVERSE COUNTY SHERIFF OFF	Ck# 022835 6/22/2026		
Cash Payment	E 101-42000-300 Professional Srvs (GENE	2nd quarter contracted services		\$15,000.00
Invoice				
Transaction Date	6/18/2026	PRAIRIE SUN BANK 10100	Total	\$15,000.00

Fund Summary

	10100 PRAIRIE SUN BANK	
101 GENERAL FUND		\$41,104.46
211 LIBRARY		\$683.08
601 WATER FUND		\$9,099.97
602 SEWER FUND		\$662.49
603 REFUSE (GARBAGE) FUND		\$4,000.00
		<u>\$55,550.00</u>

Pre-Written Checks	\$55,550.00
Checks to be Generated by the Computer	\$0.00
Total	<u>\$55,550.00</u>

**APPLICATION FOR BUILDING PERMIT
CITY OF BROWNS VALLEY
P.O. BOX 334, BROWNS VALLEY, MN 56219
320-695-2110 or cityadminbv@prtcl.com**

Box 1

For City Use Only

Box 2

Building Permit No. 2026-622-09

Date Received/Paid 6-9-26

Date Council Approved 6-22-26

Residential (Based on Valuation - Compute on Reverse)

House \$ _____
Remodel (Applicant Valuation) \$ _____
Attached Garage \$ _____
Deck/Porch \$ _____
Detached Garage/Shed \$ _____
Modular/Manufactured Home \$ _____

Maintenance - Residential

Mechanical _____
Re-roof (\$25.00) _____
Siding (\$25.00) _____
☒ Windows/Doors - Enlarged Size - (\$25.00) Egress Windows
Miscellaneous Repair _____

Box 3

Commercial (Based on state valuation)

Architect - Required \$ _____
Non-Architect (includes Maint. Permits) \$ _____

Residential _____

Commercial _____

Work being done: _____

Remember to call Gopher State One Call before you dig... 1-800-252-1166

Please print:

Parcel ID 20-0226000

Box 4

Job Site Address

427 Washington St. S.

Block 32

Owner's Name

Richard Wallenstein

Lots 12, 14 & 16

Owner's Address

421 Washington St S

Owner's Telephone Number

701 403 2051

Contractor's Name

self

License No. _____

Contractor's Address

Phone No. _____

This permit becomes null and void if work or construction authorized is not commenced within six (6) months. Applications for permit shall be accompanied by a description of work being done, site plan, and materials being used. Building permit card shall be posted conspicuously at job site during construction. No part of any building area authorized by this permit may be occupied until final inspection and issuance of a Certificate of Occupancy (if applicable) by the Building Official.

DO NOT BEGIN CONSTRUCTION UNTIL THIS PERMIT HAS BEEN VALIDATED AND BUILDING SETBACK LINES HAVE BEEN APPROVED BY THE BUILDING OFFICIAL.

Printed Name of Applicant:

Katrina Wallenstein

Signature of Applicant:

Katrina Wallenstein

CALCULATED VALUATION

\$ _____

Box 5

BUILDING PERMIT CHARGES

Permit Fee \$5.00 or by value \$ _____
Comm. Plan Review + Surcharge \$ _____
Surcharge \$ _____
(A) PERMIT FEE \$ _____

CITY CHARGES

Water Connect \$ _____
Sewer Connect \$ _____
(B) TOTAL CITY FEE \$ _____
(C) TOTAL SUM OF CHARGES \$ _____

Approved for Issuance by:

Signature of Building Official

Date

Building Official Notes/Special Conditions: _____

Box 6

APPLICATION FOR BUILDING PERMIT
CITY OF BROWNS VALLEY
P.O. BOX 334, BROWNS VALLEY, MN 56219
320-695-2110 or cityadminbv@prtel.com

Box 1

For City Use Only

Box 2

Building Permit No. 2026-6-22-09

Date Received/Paid 6-11-26

Date Council Approved 6-22-26

Residential (Based on Valuation – Compute on Reverse)

Maintenance – Residential

Box 3

___ House \$ _____

___ Mechanical

___ Remodel (Applicant Valuation) \$ _____

☒ Re-roof (\$25.00)

___ Attached Garage \$ _____

___ Siding (\$25.00)

___ Deck/Porch \$ _____

___ Windows/Doors – Enlarged Size – (\$25.00)

___ Detached Garage/Portable Shed \$ _____

___ Miscellaneous Repair

___ Modular/Manufactured Home \$ _____

Demolition (Asbestos inspection and lab fees not include)

Commercial (Based on state valuation)

___ Residential

___ Architect – Required \$ _____

___ Commercial

___ Non-Architect (includes Maint. Permits) \$ _____

Work being done: _____

Remember to call Gopher State One Call before you dig... 1-800-252-1166

Please print:

Parcel ID 20-0235 000

Box 4

Job Site Address 3rd St & 2nd Ave S.

Block 34

Owner's Name Darrell Dobbs

West 1/2 of lots 1 & 3

Owner's Address 222 Washington St. S.

Owner's Telephone Number _____

Contractor's Name Noble Roofing

License No. _____

Contractor's Address _____

Phone No. _____

This permit becomes null and void if work or construction authorized is not completed within six (6) months. Applications for permit shall be accompanied by a description of work being done, site plan, and materials being used. Building permit card shall be posted conspicuously at job site during construction. No part of any building area authorized by this permit may be occupied until final inspection and issuance of a Certificate of Occupancy (if applicable) by the Building Official.

DO NOT BEGIN CONSTRUCTION UNTIL THIS PERMIT HAS BEEN VALIDATED AND BUILDING SETBACK LINES HAVE BEEN APPROVED BY THE BUILDING OFFICIAL.

Printed Name of Applicant: _____

Signature of Applicant: _____

CALCULATED VALUATION

\$ _____

Box 5

BUILDING PERMIT CHARGES

Permit Fee \$5.00 or by value \$ _____

Comm. Plan Review + Surcharge \$ _____

Surcharge \$ _____

(A) PERMIT FEE \$ _____

CITY CHARGES

Water Connect \$ _____

Sewer Connect \$ _____

(B) TOTAL CITY FEE \$ _____

(C) TOTAL SUM OF CHARGES \$ _____

Box 6

Approved for Issuance by: _____

Signature of Building Official

Date

Building Official Notes/Special Conditions: _____

The City of Browns Valley

PO Box 334
19 3rd Street South
Browns Valley, MN 56219
Phone: (320) 695-2110
Fax: (320) 695-2127

Permit Fee: \$25.00

CITY OF BROWNS VALLEY FENCE APPLICATION AND PERMIT

Date: June 11, 2006

Owner: Sharnell Talm

Address: 126 1st Ave S. / P.O. Box 53 Browns Valley MN 56219

Phone Number: (320) 305 0750

Fence material/composition: Wood

Applicant must attach to this form a proposed site plan with property lines, existing structures, and fence height.

Applicant must call Gopher State One-Call before digging (651-454-0002)

Applicant must call the City of Browns Valley after the fence is built (320-695-2110)

*Note: Property owner's responsibility to verify location of property lines/pins.

Fence must be out of the right-of-way and if property line agreement is not signed by neighboring property, fence must be three (3) feet from property line.

Gate is required from front to rear yard for access. (Recommended for access to curb stop)

Applicant certifies that the fence will be constructed exactly as noted on this permit application.

Sign: Sharnell Talm

Date: June 11, 2006

Approved for construction according to the plans provided: City Signature: _____

Date: _____

Building Inspector reviewed completed project: _____ Date: _____

www.brownsvalleymn.com

03/2026 - 10:45 AM

Name: Sharnell Tohm

MENARDS®

Design & Buy™ FENCE

may's estimated price. Future pricing may go up or down. Tax, labor, and delivery not included.

Materials

Length: 72'0"

Type: Wood Picket

Picket Style: 1 x 6 x 6' Dog Ear AC2® Picket

Fence Design: Pickets One Side (Spacing In Inches: 0)

Post Drainage: No Post Drainage

Post: 4 x 4 x 8' #2 Ground Contact AC2® Timber

Post Footing: Instant Post Concrete Mix - 50 lb (Bags of concrete per post: 1)

Backer Rail: 2 x 4 x 8' Ground Contact AC2® Green (Backer Rails: 3)

Post Top: No Post Top

Fastener: #9 x 3-1/2" Lobe Drive Tan Premium Screw

APPLICATION FOR BUILDING PERMIT
CITY OF BROWNS VALLEY
P.O. BOX 334, BROWNS VALLEY, MN 56219
320-695-2110 or cityadminbv@prtel.com

Box 1

For City Use Only

Box 2

Building Permit No. _____

Date Received/Paid 25th 6/16/20

Date Council Approved _____

Residential (Based on Valuation – Compute on Reverse)

Maintenance – Residential

Box 3

___ House \$ _____

___ Mechanical

___ Remodel (Applicant Valuation) \$ _____

___ Re-roof (\$25.00)

___ Attached Garage \$ _____

___ Siding (\$25.00)

___ Deck/Porch \$ _____

___ Windows/Doors – Enlarged Size – (\$25.00)

☒ Detached Garage/Shed \$ 500⁰⁰

___ Miscellaneous Repair

___ Modular/Manufactured Home \$ _____

Demolition (Asbestos inspection and lab fees not include)

Commercial (Based on state valuation)

___ Residential

___ Architect – Required \$ _____

___ Commercial

___ Non-Architect (includes Maint. Permits) \$ _____

Work being done: _____

Remember to call Gopher State One Call before you dig... 1-800-252-1166

Please print:

Parcel ID _____

Box 4

Job Site Address

422 Logan St N Browns Valley mn 56219

Owner's Name

Tim + Tanya Peltier

Owner's Address

422 Logan St N Browns Valley mn 56219

Owner's Telephone Number

320-304-3119

Contractor's Name

none Home owner

License No. _____

Contractor's Address

Phone No. _____

This permit becomes null and void if work or construction authorized is not commenced within six (6) months. Applications for permit shall be accompanied by a description of work being done, site plan, and materials being used. Building permit card shall be posted conspicuously at job site during construction. No part of any building area authorized by this permit may be occupied until final inspection and issuance of a Certificate of Occupancy (if applicable) by the Building Official.

DO NOT BEGIN CONSTRUCTION UNTIL THIS PERMIT HAS BEEN VALIDATED AND BUILDING SETBACK LINES HAVE BEEN APPROVED BY THE BUILDING OFFICIAL

Printed Name of Applicant:

Tim Peltier

Signature of Applicant:

Tim Peltier

CALCULATED VALUATION

\$ _____

Box 5

BUILDING PERMIT CHARGES

Permit Fee \$5.00 or by value \$ _____

Comm. Plan Review + Surcharge \$ _____

Surcharge \$ _____

(A) PERMIT FEE \$ _____

CITY CHARGES

Water Connect \$ _____

Sewer Connect \$ _____

(B) TOTAL CITY FEE \$ _____

(C) TOTAL SUM OF CHARGES \$ _____

Box 6

Approved for Issuance by:

Signature of Building Official _____

Date _____

Building Official Notes/Special Conditions: _____

W

Flip over

S

N

Logan St

House

Garage

Fence

Fence

New

Lean to Building

10ft wide by 28 long

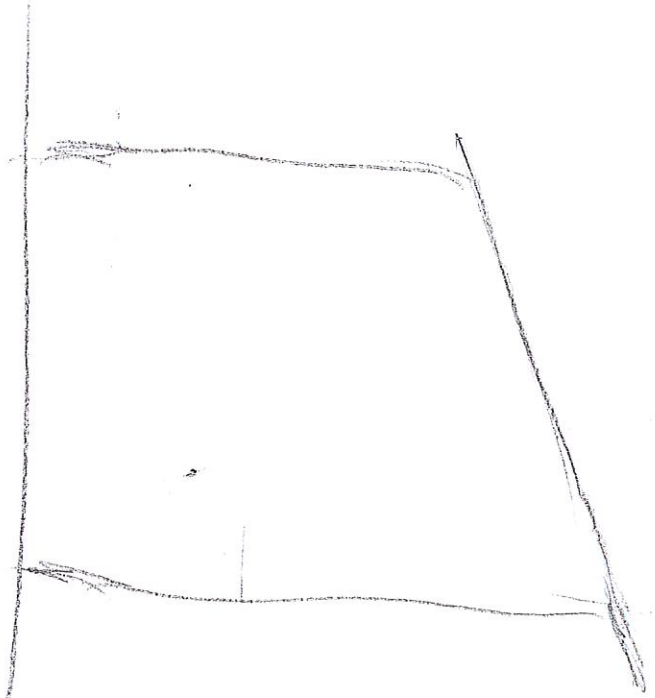
outdoor

That is what I want to build

Alley way

E

Fire wood Storage Shed



Steel Roof

DATE: June 1, 2026

TO: Jodi Hook-Hansen, Administrator-C
City of Browns Valley

FROM: Susan Brower
Minnesota State Demographer

SUBJECT: 2025 Population and Household Estimates

Your April 1, 2025 population estimate is 527.

Your April 1, 2025 household estimate is 217.

If you have any questions or comments about these estimates, please contact the State Demographic Center, 200 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155, phone (651) 201-2473 or send an e-mail to local.estimate@state.mn.us. All challenges must be submitted in writing. Please refer to the enclosed sheet for details.

200 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
Telephone: 651-201-2473
TTY: 651-297-4357



Jodi Hook-Hansen, Administrator-C
City of Browns Valley
PO Box 334
Browns Valley, MN 56219-0334

Dear Clerk:

The State Demographer is required by law to produce annual population and household estimates for each of Minnesota's cities and townships. Enclosed you will find a sheet containing the April 1, 2025, population and household estimates for your jurisdiction.

These estimates are being sent to you now for review and comment. It's important that our estimates are accurate, as they are used to distribute state aid to cities and townships. If you have questions about how our estimates impact a specific program, please contact the state agency responsible for that program.

The enclosed figures represent estimated population and household changes since the 2020 Census. The number of households corresponds to the number of occupied housing units. A household may be a single family, one person living alone, or any group of people who share the same living area. While we believe that our estimates are usually accurate, we realize there may be occasional problems. For this reason, we value your comments. We may not be aware of such changes as housing demolitions, the gain or loss of group quarters (like college dormitories, nursing homes, etc.), construction of public housing and the gain or loss of mobile homes.

Please note that our estimates:

- pertain to one year ago, not the present;
- have also been sent to your county auditor for review;
- are subject to change and are not considered final until they are released to the Minnesota Department of Revenue in July.

If you are satisfied with our estimates, it is not necessary to contact us or provide any further information. If you wish to challenge our estimates, please send us the appropriate data described in the enclosed challenge guide by **June 24, 2026**. Questions or comments should be directed to Eric Guthrie by email or at the address listed on the letterhead. **The best way to reach us is by e-mail at local.estimatedata@state.mn.us.** You may also try to reach us by phone at (651) 201-2473.

Thank you for taking time to review these estimates.

Sincerely,

A handwritten signature in black ink, appearing to read 'Susan Brower', with a long horizontal flourish extending to the right.

Susan Brower
State Demographer

Enclosures

RESOLUTION NO. 26-18

A RESOLUTION ACCEPTING A GRANT TO THE CITY OF BROWNS VALLEY

WHEREAS, pursuant to Minnesota Statutes § 465.03, the City of Browns Valley is authorized to accept gifts, grants, and donations of real and personal property for the benefit of its citizens; and

WHEREAS, the following entity has awarded a grant to the City of Browns Valley:

<u>Awarded by</u>	<u>Purpose</u>	<u>Amount Granted</u>
Minnesota Department of Public Safety	Fire Department	\$5,284.00

WHEREAS, the grant is intended to benefit the public and support the stated purpose; and

WHEREAS, the City Council finds that it is appropriate to accept the grant award.

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

1. The grant award of \$5,284.00 from Minnesota Department of Public Safety is hereby accepted.
2. The grant funds shall be used in accordance with the terms and conditions of the grant agreement.
3. The City Clerk/Administrator is authorized and directed to execute any documents necessary to accept the grant and to issue appropriate acknowledgment of receipt.

Adopted by the City Council of Browns Valley, Minnesota, this 18th day of June, 2026.

Mayor / Acting Mayor

Attested:

City Administrator

Jodi Hook-Hansen

From: Olson, Anne (She/Her/Hers) (DPS) <Anne.Olson@state.mn.us>
Sent: Tuesday, June 16, 2026 10:11 AM
To: cityadminbv
Subject: 2026-27 Turnout Gear Washer/Extractor/Dryer Award

2026-27 Turnout Gear Washer/Extractor/Dryer Award – App No. 51

Dear Jodi Hook-Hansen,

The Minnesota Department of Public Safety, through the State Fire Marshal Division, is pleased to notify you that **Browns Valley Fire Department** has been awarded the reimbursable amount of **\$5284** from the Turnout Gear Washer/Extractor/Dryer Award program with a local match requirement of **\$528.4**, for a total award of **\$5812.4**. This reimbursement award is for the purchase and installation of a **Gear Dryer** as proposed in your project proposal.

In the next week you will receive an email from DocuSign for you to sign your reimbursement agreement. Please let me know if you do not receive an email by 6/24/26 (be sure to check your spam/junk folders first).

Your department will need to purchase, install and have the project completed before June 30, 2027. Equipment cannot be purchased until the agreement is fully executed. If there is a change to the type of equipment purchased, prior authorization must be received from the State Fire Marshal division.

Once your agreement is completed, we will follow up with more information on the reimbursement and reporting process for your award.

If you have questions regarding your award, please email me at fm.grants.dps@state.mn.us or you may call me at (651) 201-7206.

Congratulations and we look forward to working with you,

Anne Olson

Grants Coordinator

Minnesota Department of Public Safety | State Fire Marshal (SFM)

445 Minnesota St. | Suite 145

St. Paul, MN 55101

O: (651) 201-7206

[Follow us on social media](#) | [Visit the SFM website](#)



RESOLUTION NO. 26-19

A RESOLUTION ACCEPTING A GRANT TO THE CITY OF BROWNS VALLEY

WHEREAS, pursuant to Minnesota Statutes § 465.03, the City of Browns Valley is authorized to accept gifts, grants, and donations of real and personal property for the benefit of its citizens; and

WHEREAS, the following entity has awarded a grant to the City of Browns Valley:

<u>Awarded by</u>	<u>Purpose</u>	<u>Amount Granted</u>
Western Prairie Human Services	Library Programs	\$2,500

WHEREAS, the grant is intended to benefit the public and support the stated purpose; and

WHEREAS, the City Council finds that it is appropriate to accept the grant award.

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

1. The grant award of \$2,500 from Western Prairie Human Services is hereby accepted.
2. The grant funds shall be used in accordance with the terms and conditions of the grant agreement.
3. The City Clerk/Administrator is authorized and directed to execute any documents necessary to accept the grant and to issue appropriate acknowledgment of receipt.

Adopted by the City Council of Browns Valley, Minnesota, this 18th day of June, 2026.

Mayor / Acting Mayor

Attested:

City Administrator