

The Pledge of Allegiance was recited by those in attendance.

The regular council meeting of the City of Browns Valley, MN was held at the library meeting room. Council members present were Harold Hansen, Jeanne Dusing, Mike Heck, and Tony Miller. Also in attendance were Matt Franzese, Neil Madison, Bryan Bye, Mike Jacobson, Tony Serocki, Bernice Piechowski and Tom Schmitz. The meeting was called to order at 5:30pm by Mayor Hansen.

Additions to the Agenda

- City Ordinance Section No. 31.27
- Summary of Ordinance Section No. 31.27
- Report on the Ewald building – Mike Jacobson
- New fire department application

Motion by Miller with second by Heck, council unanimously approved the additions to the agenda.

Consent Agenda

Upon motion from Heck seconded by Dusing, the council unanimously approved the minutes of the November 14, 2016, Regular Council meeting.

Financial Report

A motion by Dusing seconded by Miller, council unanimously approved the financial report.

Bills

Following presentation and discussion of claims to be paid and employee wages, upon motion by Dusing and a second by Heck, that the council unanimously passed the following resolution:

BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Browns Valley that the payment of the following city bills and payroll be and is approved as presented.

Wages: \$8,187.17 Claims for approval: 31,866.66

Motion passed 4-0.

Visitors

Mike Jacobson presented a report on his inspection of the Ewald commercial fishing building.

Bryan Bye presented a letter from the Minnesota Pollution Control Agency, Petrofund Division, notifying the City that they increased the reimbursement for the removal of contaminated soil during the sewer project by \$3,487.00. The increase resulted in the total reimbursement of \$22,791.56. The total cost of the removal of contaminated soils and engineering was \$26,271.56. The remaining amount will be covered through the City's loan through USDA Rural Development.

Motion Dusing with a second by Heck, council unanimously approved the reimbursement amount of \$22,791.56 from the Petrofund.

Bye presented a Certificate of Substantial Completion for the bituminous street restoration of the streets on plan sheet C1.1. The one year correction period for the streets identified on the plan sheets will expire on May 9, 2017. A punch list of incomplete work was attached to this form. Items not on the punch list were discussed.

Motion by Dusing, with second by Miller to accept the Certificate of Substantial Completion. Motion failed with a 2-2 vote. A list of the items identified will be forwarded to Bye to include in the punch list. The topic was tabled until the December 12th meeting.

Correspondence

The minutes of the October 17 Library Board meeting were reviewed.

An article from the League of Minnesota Cities Magazine called – How Does Your City Manage Feral Cats was made available.

Proposed 2017 tax statements from the Big Stone and Traverse County Auditor were available for review.

Old Business

Motion by Heck with a second by Miller, council unanimously approved the Engagement Letter and three year contract with CliftonLarsonAllen LLC auditing firm.

New Business

Schmitz reported that there have been building projects completed in the city this year that haven't purchased a building permit. He will send letters to the parties notifying them of their responsibility of getting a permit prior to the start of a project.

Motion by Miller with second by Heck, council unanimously approved the building permit for Harold Hansen at 204 Blaine to install a browns steel roof.

Motion by Miller with a second by Heck, council unanimously approved the fire department application of Tyce Hansen.

Schmitz provided a rough draft of internal control policies. Policies are required to be updated with the loss of Candy Duffield in the office. He will have a completed policy ready by the next meeting.

Truth in Taxation will be held at 6:00pm during the December 12th council meeting.

A budgeting workshop will be held at the end of the December 12th meeting. The workshop is part of the council meeting so is open to the public. Should an added workshop be needed to agree on a final budget, it will be held the night of December 19 and then the budget will be certified on December 27th.

Upon motion by Miller, seconded by Heck, council unanimously approved Resolution Number 16-11.

CITY COUNCIL OF THE
CITY OF BROWNS VALLEY, MINNESOTA

RESOLUTION NO.16-11

RESOLUTION APPROVING THE CITY OF BROWNS VALLEY'S ORGANIZATIONAL
DESIGNATIONS FOR 2017

WHEARAS, Minnesota Statutes, Chapter 4121 and 427, require certain action by the City Council at the annual organizational meeting in January;

SO THEREFORE BE IT RESOLVED by the Browns Valley City Council, that it here by approves the following designations for 2017.

Appointments:

Acting Mayor: Mike Heck

City Attorney: Leuthner Law Office – Matt Franzese

Health Officer: Valley Veterinary Clinic

Fire Chief: Brad Bartz

Assistant Fire Chief: Dave Kuschel

Police: Sheriff Trevor Wright

Library Board: Karen Nelson, Vi Schildt, Julie Metz, Karen Reed, and Virginia Westbrook

Tree Inspector: Tony Serocki

Weed Inspector: Harold Hansen

Animal Control Officer: Tony Serocki

Solid Waste Coordinator: Tony Serocki, Tony Miller

Solid Waste County Board: Harold Hansen, Mike Heck

West Central Initiative Economic Development Board: Tom Schmitz

EDA Representatives: Harold Hansen, and Ken Warren

EDA / Planning Committee: Curt Powers, Richard Johnson, Kenny Westbrook, and Brenda Reed

Safety Coordinator: All council members

Official Newspaper: Valley News

Official Depository: Union State Bank, Browns Valley

Committees:

Administration: Harold Hansen, Mike Heck

Budget: Neil Madison, Ken Warren

Library; Neil Madison, Mike Heck

Public Works: Tony Miller, Ken Warren

Labor: Tony Miller, Ken Warren

Personnel: Harold Hansen, Ken Warren

Public Safety: All council members

Building committee: Council

Upon motion by Miller, seconded by Heck, council unanimously approved the City of Browns Valley's organizational designations for 2017.

Motion by Dusing seconded by Heck, council unanimously approved Resolution Number 16-12.

STATE OF MINNESOTA

COUNTY OF TRAVERSE

CITY OF BROWNS VALLEY

Councilmember Dusing offered the following resolution and moved its adoption.

RESOLUTION # 16-12

A RESOLUTION MAKING APPOINTMENTS TO CORPORATE AUTHORIZED SIGNERS FOR THE CITY OF BROWNS VALLEY FOR THE YEARS 2016-2018

WHEREAS, it is the policy of the Browns Valley City Council to make annual appointments to assign individuals as corporate authorized signers for the city government at the beginning of each year, and

WHEREAS, these individuals are authorized to sign approved checks and drafts on behalf of the City of Browns Valley, and

WHEREAS, to insure quality control two signatures are required on each check or draft.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Browns Valley establishes the following:

1. That the following persons are appointed by the City Council to serve as the corporate authorized signers provided that each check or draft contain a signature of the Mayor, Vice Mayor, appointed council representative and the City Clerk/Administrator/Treasurer for the year 2016-2018:

Mayor: Harold Hansen

Vice Mayor: Mike Heck

Appointed Council Representative: Ken Warren

City Clerk/Administrator/Treasurer: Thomas A Schmitz

2. That such appointment shall take effect on the date thereof and shall continue for the remainder of the year or until such time as a successor is appointed by the City Council.

The foregoing Resolution was duly seconded by Councilmember Heck and thereupon being put to a vote all members of the Council voted to adopt this 28th day of November, 2016. Motion passed: 4-0.

Mayor, Harold Hansen

ATTEST:

City Clerk/Administrator/Treasurer,
Thomas A. Schmitz

Administration

Several landlords have returned their tenant registration information to city hall.

The insurance adjuster was here with a company that cleans, makes copies of, or digitizes damaged permanent records. Twenty boxes full of documents were taken. The company will notify Schmitz of the cost to clean them. The damage that occurred during the rain and wind storm in July. The cost will be covered under the City's insurance policy.

Jamie Beyer spent one day reconciling bank statements to the Fund Accounting system prior to 2016.

Moved by Heck with a second by Dusing and passed unanimously, the meeting was adjourned at 7:06pm.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Harold Hansen, Mayor