

The Pledge of Allegiance was recited by those in attendance.

The regular council meeting of the City of Browns Valley, MN was held at City Hall. Council members present were Mike Heck, Neil Madison, Tony Miller, and Ken Warren. Also in attendance were Doug Host from CliftonLarsonAllen auditing firm, Dan Appel from 21<sup>st</sup> Century Grant, Tony Serocki, Bernice Piechowski, and Tom Schmitz. The meeting was called to order at 5:30pm by Mayor Hansen.

**Additions to the Agenda**

1. Remove claims for Madison National Life and Tri-State Trucking, replace with Colonial Life and Tri-State Water. The amounts of the checks remain as listed not causing a variation of the claims list.

Upon motion by Heck with second by Warren, council unanimously approved the additions to the agenda.

**Consent Agenda**

Upon motion from Heck seconded by Miller, the council unanimously approved the minutes of the March 27, 2017, Regular Council meeting, Emergency Meeting of February 9, 2017, and Special City Council meeting from March 20, 2017.

**Financial Report**

Motion by Warren seconded by Heck, the council unanimously approved the financial report for April 10, 2017.

**Claims**

Following presentation and discussion of prepaid claim, claims for approval, and wages, upon motion by Warren 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.

Prepaid claims: \$23.00      Claims for approval: \$41,816.37      Wages: \$11,850.58

**Memorials/Donations**

Motion made by Miller with second by Heck to accept the following donations to these city departments:

i. From/In memory of	Department for Donation	Amount donated
Family/Gary Christensen	Library	\$100.00
Chet Bigelow/Gary Christensen	Library	\$25.00
Lon Medbery/Lee Goehring	Ambulance	\$10.00
Family/Lee Goehring	Ambulance	\$600.00

**Visitors**

Doug Host from CliftonLarsonAllen LLC presented the final audit for FY 2016. Copies of the audit can be reviewed at the Community Library and City Hall.

Dan Appel, representing the 21<sup>st</sup> Century Grant, explained the grant and his position with it. One of his projects this year is to plant 1,300 trees in Traverse County in May. The grant would provide the trees so that there would be no cost to the city. Appel reviewed aerial photos of the community showing open areas where trees could be planted. He stated that in ten years, when the new trees have been established, there would be older trees that would need to be cut down. Appel reported several of the many advantages of trees. He placed 130 flags in sparse areas on city owned property. Flags were used to show where trees

may be planted should that be the wishes of the council. The grant's main purpose is to provide different types of educational subjects for children. After discussion, it was decided that the council and public works department will place flags in various areas and then report the locations to Appel by April 17<sup>th</sup>.

### **Correspondence**

Council reviewed the minutes of the February 21, 2017 Library Board meeting.

### **Old Business**

Schmitz reported that city cleanup is usually the end of April or the first part of May, whenever the ground becomes firm at the city dump.

Council reviewed an estimate for a DVR and two cameras from S&S Security Services, LLC in Pelican Rapids, MN. Council requested that Schmitz obtain a second estimate from Minn-Kota Communications of

Motion by Warren with second by Heck, council unanimously approved the Enactment of Ordinance Section 31.27, An Ordinance Establishing Fees For Emergency Protection Services.

Motion by Heck with second by Miller, council unanimously approved the Summary of Ordinance Section 31.27, A Summary Of An Ordinance Establishing Fees For Emergency Protection Services.

### **Building permits**

Motion by Heck with a second by Miller, council unanimously approved a permit for Shirley Winters to re-shingle her home at 121 4<sup>th</sup> St. So.

### **Special Event permits**

Motion by Miller with a second by Warren, council unanimously approved permits for BV Celebrate: Sam Brown Days Craft Fair on Saturday, June 24<sup>th</sup>, Car Show on Sunday, June 25<sup>th</sup>, and Parade on June 25<sup>th</sup>.

### **Correspondence**

Schmitz listed the upcoming Notice Of Public Sale of Tax Forfeited Lands, being held at 9:00am, on May 1, 2017 on land adjoining the Traverse County Court House.

### **Old Business**

Following the meeting, the council visited the Community Center to see the size of room that will be used as a sleeping room for ambulance staff that cover call and live outside of the response time distance.

Council reviewed two quotes for surveillance cameras, DVR, camera power pack, and installation to be used to monitor Broadway. After discussion, it was decided to table until the next council meeting.

### **New Business**

Mayor Hansen reported that he read in the Sioux City, Iowa news paper that the city has an ordinance regarding the harboring of unlicensed animals. He asked if this should be implemented in Browns Valley. Schmitz reported that Amendment to Ordinance Section 91.02(B)(2) addresses dog owners that do not purchase a dog license by April 1<sup>st</sup> of the year will receive a fine from the county sheriff. Schmitz reported that we are at this point now as he has created a list to send to Sheriff Wright.

Warren reported that there have been times when he has been at city hall that Administrator Schmitz has been performing menial duties that would be better off being done by an assistant. He states that he feels that Schmitz could be working on other necessary duties that fall under his job position. The possibility of hiring a person on an as-needed basis to help in the office was discussed. Schmitz is to identify times

during the month when he could utilize assistance.

**Administrator**

Schmitz reported that he had contacted the DNR in Fergus Falls regarding erosion of the Little Minnesota River along Renville Street. He had taken pictures of the closeness of the river bank and water flow to show how the water hits the bank. The person from DNR will set up a planning meeting with Federal, State, Regional, and local agencies to identify how to best mitigate this issue.

Schmitz reported that he mailed out seven invitations to bid notices for the demolition of building located at 329 Broadway as well as notices in the Valley News.

He reported that he has created a list of over 30 names of residents that haven't purchased dog licenses. He will be forwarding the sheriff.

Schmitz reported that he mailed a letter to the Browns Valley Cenex regarding the garbage and rubbish that is blowing out of their dumpster and cardboard containment area. The rubbish and cardboard has ended up blowing down 6<sup>th</sup> Ave So.

Schmitz reported that the counties director of emergency management had notified the City that MN Homeland Security Emergency Management (HSEM) may refuse to assist with the cost of the sewer leak.

**Library**

Piechowski reported that the program with Dr. Kim Heikkila will be on April 19<sup>th</sup>. She is hoping for a good turnout for this program. She also reported that she continues to work on upcoming programs.

She reported that the computer in her office crashed this past week.

**Public Works**

Serocki reported that flow meters must be installed in the water lines coming from the well houses to regulate the operation of chemical injectors in each line.

Moved by Warren with a second by Heck and passed unanimously, the meeting was adjourned at 06:54pm.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Harold Hansen, Mayor