

1. Pledge of Allegiance  
The Pledge of Allegiance was recited by those in attendance.
2. Call to Order  
The regular council meeting of the City of Browns Valley, MN was held at the Public Library. Council members present were Brenda Bartz, Richard Johnson, Jeanne Dusing, Ken Warren, and Tony Miller. The meeting was called to order at 5:30 pm by Mayor Bartz. Also in attendance were Tony Serocki, Nancy Peterson, Shelly Roscoe, Trevor Wright, Bernice Piechowski, Linda Schwagel, Matt Franzese, and Administrator Schmitz.
3. Consent Agenda
  - a. Approval of Minutes  
A motion made by Warren seconded by Miller to approve the minutes of the Special Meetings from 04/04/13 and 04/22/13 and regular meeting of 04/22/13. Motion passed 5-0.
  - b. Approval of City bills  
Following presentation and discussion of the bills it was moved by Dusing and seconded by Miller that the following resolution be adopted.  
  
BE IT AND IT IS HEREBY RESOLVED by the Council of the City of Browns Valley that the payment of the following city and library bills be and is approved as presented.  
  
Motion passed 5-0.
4. Building Permits  
Building permits were presented for: Vicki Powers to install a steel roof onto a garage, Shirley Foren to replace front steps; Shane and Darci Copley to Install new windows in the basement and three season porch; and Eugene Labs to build and 18' X 24' addition, rec room, bath & screened in porch and possible fence for pet. A motion by Miller, seconded by Warren to accept all building permits. Motion passed 5-0.
5. Visitors  
There were no scheduled visitors a this meeting.
6. Communications  
A letter from Karen Smith was presented to the council to read before the next regular meeting.
7. Unfinished Business  
Due to the length of this meeting and the following meeting the council is asked to attend the council will conduct a strategic planning workshop at a later date
8. New Business
  - a. Mike Kremer contacted City Hall regarding the printing of the city council minutes. He utilized the minutes from the March meetings to calculate a monthly and then annual cost. The estimated annual cost to print the council minutes would be approximately \$3,120.00. The council minutes currently are posted at the post office and Traverse Café. Schmitz was asked to post minutes at Hanks Hardware, Maynards and Liebe Drug with their permission.
  - b. City hall received a card in the mail about the annual renewal for tobacco licensing. Schmitz called the county auditor to find out if that was something that was done by the County or City. Currently the auditor does the licensing for the establishment that sells tobacco in Browns Valley but Schmitz was told that the City could take over the licensing if they wanted to. The fee that is charged for a tobacco license is \$100 per establishment and the City would keep the fee. It was the consensus of the council to have the County remain doing the tobacco licensing in the City.
  - c. The inspection report from the Minnesota Department of Health for the liquor store was reviewed. Several of the deficiencies that were listed have been ongoing over the years but have been elected not to be address by the sitting councils. Schmitz recommended to the council to fiscally evaluate the store in September and, if it's doing well, target a few of the items on the list.
  - d. A letter from the State Auditor regarding the liquor store's audit was reviewed. The letter reiterated the finding and recommendations from the City's auditing firm.

e. A Proclamation for Emergency Medical Services (EMS) Week was presented to the Council.

### **EMS Week Proclamation**

*To designate the Week of May 19-25, 2013, as Emergency Medical Services Week*

WHEREAS, emergency medical services is a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and

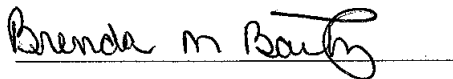
WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

*THEREFORE, I Brenda Bartz, Mayor, City of Browns Valley, Minnesota in recognition of this event do hereby proclaim the week of May 19-25, 2013, as*

### **EMERGENCY MEDICAL SERVICES WEEK**

*With the theme, EMS: One Mission One Team, I encourage the community to observe this week with appropriate programs, ceremonies and activities.*



Mayor



Attest: Thomas A Schmitz,  
Clerk / Administrator / Treasurer

f. Following presentation and discussion of Resolution 13-04 it was moved by Miller and seconded by Dusing that the following resolution be adopted.

Resolution: Approval to Submit an Application with Rural Development/Water Infrastructure Fund (WIF) Match Grant Program.

Motion passed 5-0.

**RESOLUTION: APPROVAL TO SUBMIT AN APPLICATION  
WITH RURAL DEVELOPMENT/WATER INFRASTRUCTURE FUND (WIF)  
MATCHING GRANT PROGRAM**

**RESOLUTION NUMBER: 13-04**

**BE IT RESOLVED** that the City of Browns Valley, Minnesota, is hereby applying to the Minnesota Public Facilities Authority for financial assistance in the form of a Wastewater Infrastructure Grant to be used in conjunction with funding from the United States Department of Agriculture Rural Development (Rural Development) for the described project.

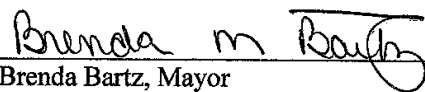
This project consists of: Wastewater System Improvements Project

**BE IT FURTHER RESOLVED** that the City of Browns Valley requests financial assistance from the Minnesota Public Facilities Authority in the amount of not to exceed sixty-five percent (65%) of the eligible grant funding as determined by Rural Development in relationship to this project.

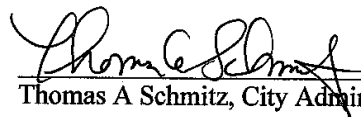
**BE IT FURTHER RESOLVED** that the City of Browns Valley has the legal authority to apply for such financial assistance, and the institutional managerial, and financial capacity to ensure proper construction, operation, maintenance, and replacement of the proposed project for its design life.

**BE IT FURTHER RESOLVED** that the Grant Agreement shall be executed on behalf of the City of Browns Valley by the signature of its Mayor and its Administrator. In the event of disability or resignation or other absence of either such officer, the Grant Agreement may be signed by the manual signature of that officer who may act on behalf of such absent or disabled officer; In the case either officer whose signature shall appear on the Grant Agreement shall cease to be such officer before delivery of the Grant Agreement, such signature shall nevertheless be valid and sufficient for all purposes, the same as if he or she had remained in office until delivery.

SIGNED:

  
Brenda Bartz, Mayor

WITNESSED:

  
Thomas A Schmitz, City Administrator

g. Following presentation and discussion of Resolution 13-05 it was moved by Warren and seconded by Miller that the following resolution be adopted.

Resolution: Make Invoice Payment from the General Fund that will be Reimbursed with Future Project Funding

Motion passed 5-0.

**RESOLUTION: MAKE INVOICE PAYMENT FROM  
THE GENERAL FUND THAT WILL BE REIMBURSED  
WITH FUTURE PROJECT FUNDING**

**RESOLUTION NUMBER: 13-05**

**WHEREAS**, the City of Browns Valley, Minnesota, (the "City), is in the preliminary stages of a major wastewater construction project; and

**WHEREAS**, a civil engineer is required to ensure proper planning and technical aspects of the project; and

**WHEREAS**, the City has entered into a contract with Widseth Smith Nolting & Associates, Inc. ("WSN), for engineering service; and

**WHEREAS**, WSN has completed 50% of the planning and engineering services and has presented the City with an invoice for such work for the amount of \$56,402.10; and

**WHEREAS**, engineering services is an eligible expense from the City's grant; and

**WHEREAS**, the City has not finalized a preliminary project funding source or grant; and

**WHEREAS**, the City would like to reimburse WSN for their services; and

**WHEREAS**, the City has money in the General Fund Account that would allow this payment; and

**WHEREAS**, the General Fund Account will be reimbursed at the time of project funding is finalized, and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNS VALLEY, MINNESOTA.**

The City Clerk is hereby instructed to make payment of the invoice number 88597 in the amount of \$56,402.10 to WSN from the General Fund Account and reimburse that account at the time project funding has been finalized

Moved by Warren, seconded by Miller and passed with a vote of 5-0 that the above resolution be adopted.

Attest:

Brenda M. Barty  
Mayor

Thomas A. Schmitz  
City Administrator

Addition to the agenda. A resolution was presented to the council that will need to be approved to allow the Dover Fire Department to provide gaming in the liquor store. A motion made by Miller, seconded by Johnson to table the discussion until it is established how much longer the Browns Valley Fire Department Relief Association is to acquiring a tax exempt status.

h. On Wednesday, May 15 the Browns Valley Ambulance Service has asked Life Flight if they would fly their helicopter to the old football field as a promotion to allow the school children to see and touch the helicopter and to hear about the flight paramedic's job.

i. The Food Shelf was asked if they could find volunteers to help unload the truck during the summer months. Suggested places to advertise for help were Channel 5 and church bulletins. During the winter months the public works department will assist them.

j. A bid from Sercocki Excavating, Inc. to provide street repairs and paving, on Park Street from Broadway to 1<sup>st</sup> Ave. So., along with a four inch asphalt mat and to remove gravel and patch by the Lenard Bullock residence. The proposal is for the amount of \$29,426.94 for the paving and \$925.94 for patching. Schmitz had contacted the City's engineer to ask if this could be done at a lesser cost during the wastewater project replacement. He was told that the cost would be comparable to the Serocki bid. A motion made by Dusing, seconded by Johnson to accept a bid from Serocki Excavating, Inc for the amount of \$925.84 for patching. Motion passed with a 5-0 vote.

k. Schmitz provided a copy of the lease contract that the City has with Bobcat to replace the public works department's skid steer annually. The lease amount is \$2,137.50.

9. Departmental  
Reports

l. Deputy Wright presented City Ordinance 70.02 Trucks Prohibited on Certain Steets and a copy of the City's current truck route. Bartz, Wright and Serocki will identify any revisions that will need to be made and discuss signage.

Administrator

a. Schmitz provided information of average monthly costs for the liquor store.

b. Liquor store employee meals were discussed.

c. Uniformity of work attire was discussed for employees of the liquor store.

d. Candy will be gone several days the week of 05/13.

e. A plaque will be presented to Linda Schwagel tonight during the ambulance meeting. Council members are encouraged to attend.

f. Historical and current data for the property where the well are located was forwarded to the attorney for Roger and Janet Haanen identifying property boundaries from the survey.

Adjournment

A motion to adjourn was made by Miller at 7:05pm, seconded by Dusing. Motion carried 5-0.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Brenda Bartz, Mayor