

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 Public Library. Council members present were Richard Johnson, Linda Schwagel, Jeanne Dusing and Tony Miller. The meeting was called to order at 5:30pm by Mayor Bartz. Also in attendance were Tom Schmitz, Tony Serocki, Trevor Wright, Candy Duffield, Bernice Piechowski and Nancy Peterson.

Oath of Office Brenda Bartz, Jeanne Dusing and Tony Miller were sworn into their elected positions.  
Brenda Bartz, Mayor, Term expires 12/31/2014  
Jeanne Dusing, Council member, Term expires 12/31/2016  
Tony Miller, Council member, Term expires 12/31/2016

Minutes Schwagel made a motion to approve the minutes of the December 17, 2012 regular meeting and January 8, 2013 library board meeting. The motion was seconded by Johnson and the motion passed 5-0.

Bills Following presentation and discussion of the bills it was moved by Dusing and seconded by Johnson 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.

Building Permits Schmitz explained that Kathy Sletto had called asking for a preapproval for a building permit and asking if there were any city regulations limiting a second Housing Rehabilitation Program for a house in town. Schmitz explained that he couldn't find any documentation addressing this issue and had told Sletto that the limitation would be if there was something addressing this situation through the Program. Pre-approval – Sheila Greseth, 319 4<sup>th</sup> Street North, replace furnace and enclose the front porch. A motion to accept the building permit was made by Dusing, seconded by Miller. Motion passed 5-0.

Visitors None

Communications Kathy Sletto provided an update of the progress of the Wheaton-Browns Valley Housing Rehabilitation project. Four jobs have been completed; two jobs have been awarded; one home has been inspected and is out for bids; one household-they are waiting for income or property verification; and 24 households have been found to be over-income, ineligible, or have withdrawn their applications.

Resolution 13-01 WHEREAS, 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 2013:

Acting Mayor: Jeanne Dusing  
Health Officer: Valley Veterinary Clinic  
Fire Chief: Brad Bartz  
Assistant Fire Chief: Tim Hoffman  
Library Board: Karen Nelson, Vi Schildt, Julie Metz, Pearl Whelan, Loretta Kruger

Tree Inspector: Tony Serocki  
Weed Inspector: Brenda Bartz  
Animal Inspector: Tony Serocki  
Solid Waste Coordinator: Tony Serocki, Tony Miller  
West Central Economic Development Board: Brenda Bartz  
EDA / Planning Committee: Brenda Bartz, Curt Powers, Richard Johnson, Kenny Westbrook, Ginger Kuschel, Brenda Reed, Harold Moore  
Safety Coordinator: Jeanne Dusing  
Official Newspaper: Valley News  
Official Depository: Union State Bank, Browns Valley

Schwagel made the motion to accept the 2013 designations and committees. The motion was seconded by Johnson and passed 5-0.

Unfinished  
Business

Serocki asked the council to revise the city ordinance to include the control of feral cats.

New Business

Schmitz has contacted H.A.R.T. Animal Shelter in Brainerd and Lake Traverse Animal Rezque, and is waiting for a response from the later, about requirements for volunteer fostering for pets. He was told that there are no regulations for this other than what the MN Board of Animal Health says about treating them in a humane way. No action was taken during this meeting.

Schmitz provided an informational document regarding emergency responder reimbursement.

The land lease between the City of Browns Valley and Michael and Robert Toelle has been completed. A motion was made by Miller, seconded by Johnson to accept the lease as written. Motion was approved 5-0. Schmitz will contact Michael and Robert to obtain signatures.

Schmitz provided the council with a loan resolution required by U.S. Department of Agriculture (USDA) Rural Development in the amount of \$2,140,000.00. The City will be utilizing USDA funding to assist in the financing of the upcoming wastewater replacement project. A motion by Johnson to accept the resolution and seconded by Dusing. The resolution passed 5-0.

The public works department has been painting and removing carpet in the liquor store. Estimated costs for the replacement of the carpet, replacement of broken tile and the stripping and waxing of the tile will be around \$3,950.00.

There was some question last month regarding the reimbursement for special meetings. Schmitz called the neighboring communities to see what they reimburse for special and/or emergency meetings. He found that what was reimbursed to the council is within the reimbursement range for those communities.

Bartz and Schmitz will review the Fee Schedule for 2013.

The January Newsletter was reviewed and will be sent out before the next meeting.

Dusing made a motion to accept the IRS Standard Mileage Rate of 56.5 cents per mile. Seconded by Schwagel. Motion passed 4-1 with Johnson voting nay.

Schmitz informed the council that the annual city audit will be the week of February 4<sup>th</sup>.

Andy Raw has filled out an application for the Browns Valley Fire Department. Schmitz mentioned that there were two positions open and they are recruiting new members.

Department  
Reports

Public Works Serocki stated that they need to replace a water meter reading receiver and about 100 meters as the company that supported it has gone out of business.

Sheriff Deputy Wright updated the council of the operation and events of the sheriff's office. One deputy has taken a position in Detroit Lakes leaving a position open in the county. They have a new records management program to where they can access case logs from mobile computers. They will be able to create a more detailed report for future council meetings because this system. As of 01/01/13 Traverse County can communicate with all responding agencies within the county and adjacent counties with the new ARMER radio system. With a radio patch they now have the capability to communicate with Roberts County, SD and the Aberdeen weather office during severe weather events. There have been a few glitches in the operation of the new system but are being worked out with input from our responders as they identify problems. The contract between the City and County for law enforcement coverage will end on 12/31/13. Deputy Wright recommended that now would be time to start communicating with Browns Valley residents to identify topics for discussion before contract talk begins and to know the City's actions prior to budgetary planning for 2014 for both the City and Sheriff's Office. Due to the canceling of DSL in the police office in Browns Valley resulted in an overcharge of \$2,123.20. Deputy Wright will recommend that amount be credited on the next quarterly statement in April.

Attorney Matt will be attending the 2013 MN City Attorney Conference on February 8-9.

Administration Schmitz attended a Small Systems Management Training the afternoon of 01/09/13 in Alexandria. The training was offered through MN rural Water Assn and USDA Rural Development.

Schmitz stated that he and Candy will be out of the office on 03/22 attending different training sessions and made a request to call Marietta Heck to fill in the office.

The City received an \$8,150.00 property and casualty insurance dividend from the LMCIT.

The council agreed to the \$100.00 fee to be a supporting member of the MN River Valley National Scenic Byway.

The city liquor store will make a donation to the Traverse County Pheasants Forever for their annual fund drive.

Adjournment Motion to adjourn at 6:30pm by Dusing, seconded by Johnson. Motion carried 5-0

Minutes submitted by:

Thomas Schmitz, Administrator/Clerk

Approved by:

Brenda Bartz, Mayor