

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 Harold Hansen, Neil Madison, Mike Heck, Tony Miller, and Ken Warren. Also in attendance were Edith Foren, Brad Bartz, Tony Serocki, Tanya Brick, Bernice Piechowski Matthew Franzese, and Tom Schmitz. The meeting was called to order at 5:30pm by Mayor Hansen.

### **Additions to the Agenda**

Additions to the agenda were: remodeling of the fire hall and city office, Greg Schmidt to build a storage building at #3 lift station and approve filing fees for civil litigation.

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

### **Consent Agenda**

Upon motion from Madison seconded by Miller, the council unanimously approved the city council minutes of the November 13, 2017.

### **Financial Statement**

Motion by Warren with second by Heck, council unanimously approved the financial statement for November 27, 2017.

### **Claims**

Following presentation and discussion of prepaid claim, claims for approval, and wages, upon motion by Heck and a second by Miller, 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 is approved as presented.

Prepaid Claims: \$2,154.50

Claims for approval: \$81,823.72

Wages: \$7,775.10

### **Visitors**

Edith Foren presented Chief Bartz with a check from the Browns Valley Charity drive in the amount of \$513.10.

### **Correspondence**

Library Board of Trustee Meeting minutes from October 16, 2017.

### **Old Business**

Franzese reported on the progress of the Hoffart case. He cited the city ordinance regarding abatements and the process when there is a response from the individual that has been sent the abatement.

Motion by Miller with second by Warren, council unanimously approved that Franzese go forward with the Summary of Enforcement Action of litigation in the case of Mr. Hoffart and the cost of filing fees to file in civil court.

### **New Business**

Motion by Miller with second by Heck, council unanimously approved Resolution No. 17-15, A Resolution By The Browns Valley City Council Requesting The Auditor Of Traverse County To Impose A Special Assessment.

The council tabled Resolution No. 17-16 For Flood Hazard Mitigation Grant Funding Assistance to the City of Browns Valley for its Toelle Coulee Project.

Schmitz provided a draft of the fee schedule for 2018. He asked them to review it so that it can be approved at a later meeting.

Motion by Warren with second by Heck, council unanimously approved the Fee Schedule for FY2018.

Motion by Warren with second by Miller, council unanimously approved to have Greg Schmidt build the storage building at lift station #3.

### **Public Works**

The two sheds from Dakota Storage Buildings will be delivered this week.

### **Fire Department**

The department Christmas part will be on December 9. Invitations have been sent out to retired members, employees and elected officials.

Bartz reported that there was a building subcommittee meeting this past week. He stressed that the firefighters do not want to cause a hardship for city residents by building a new building if there was a way to compromise and share space. A tentative plan costing a minimal expense was agreed upon by the subcommittee.

Motion by Miller with second by Warren, council unanimously to proceed with the plan to make renovations to the fire hall meeting room and city hall.

Eliminating some of the parking across the street from the fire hall was discussed.

### **Library**

Piechowski reported that she has been identifying how her position will be handled while out on medical leave. She will have paperwork that must be done by a certain date to be delivered to her home while she convalesces. Arlene Reinart will cover the additional hours at the library. Library board members have volunteered to assist also.

### **Attorney**

Franzese reported that he sent out a letter to Reiner Contracting and has not received a response back as of time of this meeting.

### **Administrator**

Schmitz reported that Traverse County will not be issuing the \$7,000.00 to the ambulance service in 2017 as it has been recommended by their auditors to enter into a contract with the Browns Valley and the other ambulance services that will be receiving this funding. Schmitz stated that he had initially gone before the County Board with a request for funding assistance to be considered as part of Traverse County's budget for 2018.

Schmitz reported that he has received the proposed property tax statement for 2018 from both Traverse and Big Stone counties. He stated the appraised land values have decreased from 2017.

Schmitz provided maps from the 2008 Flood Mitigation Plan identifying Phase 3 of the proposed Toelle Coulee.

Schmitz provided a progress update of the abatements that were sent out.

Truth in Taxation will be held during the next regular council meeting on December 11.

The city auditors will be in town during the last week of February.

Madison moved to adjourn the regular meeting at 6:31pm and go into a closed session for union negotiations.

Minutes submitted by:

Thomas A Schmitz, Administrator

Approved by:

Harold Hansen, Mayor