

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 Jeanne Dusing, Mike Heck, Tony Miller, and Ken Warren. Also in attendance were Todd and Ellen Johnson, Jeffrey Schwartz, Tanya Brick, Tony Serocki, Bernice Piechowski and Tom Schmitz. The meeting was called to order at 5:30pm by Acting Mayor Heck.

**Additions to the Agenda**

- Invoice from Lakes Country Service Cooperative for employee health insurance in the amount of \$3,984.50.

Motion by Dusing with second by Warren, council unanimously approved the addition to the agenda.

**Consent Agenda**

Upon motion from Dusing seconded by Miller, the council unanimously approved the minutes of the November 28, 2016, Regular Council meeting.

**Financial Report**

A motion by Dusing seconded by Miller, council unanimously approved the financial report with Schmitz e-mailing answers to the questions asked regarding the report.

**Bills**

Following presentation and discussion of claims to be paid and employee wages, upon motion by Dusing and a second by Warren, 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 corrected.

Wages: \$20,976.93      Claims for approval: \$24,900.67

Motion passed 4-0.

**Memorials/Donations**

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

<b>In memory of/from</b>	<b>Department for Donation</b>	<b>Amount donated</b>
Gary Nelson/Bernice Pieckowski	Library	\$10.00
Gary Nelson/Dave Ecker	Fire Department	\$20.00
Gary Nelson/Karen Hovey	Fire Department	\$25.00
Gary Nelson/Lon Medbery Sr.	Ambulance	\$25.00
Kathleen Sykora/Harlyn Bartz	Ambulance	\$10.00

**Building Permits**

Motion made by Dusing with second by Warren, council unanimously approved the following building permits:

- Tyce Hansen at 411 2<sup>nd</sup> St. no., to repair damage and install a new roof to the master bedroom, and
- David Nigg at 101 East Broadway, to replace the roof on his house and garage.

Work was conducted this summer without a permit.

### **Visitors**

Ellen and Todd Johnson attended the meeting to express concern regarding the roof leaking from the Bu Yah's building and ceiling falling in the second floor vestibule. Plaster has fallen off of the ceiling on the side of the hallway going into Bu Yah's. Their concern is that the leaking would eventually run into the Lewis Drug building and cause damage. They wanted to let the City know that there is an issue with the neighboring building. It was recommended that the owner of the Lewis Drug building contract the owner of Bu Yah's to remedy the problem.

Jeffrey Schwartz volunteered some input regarding the issue with the two buildings on Broadway. He wanted to sit in on the meeting to understand the workings of city government.

### **Correspondence**

Report from Their Well on work conducted on wells #2 & #3.

Letter from engineer with wastewater project punch list with additions.

### **Truth-in-Taxation**

The council meeting paused for anyone to come forward regarding questions of the proposed property taxes or their properties. There were no questions brought forward.

### **Old Business**

None

### **New Business**

Mayor Hansen has a concern about double taxing of the residents for law enforcement services. Someone will try to attend the County Truth-in-Taxation meeting on Thursday, December 15. Schmitz will contact the attorney and sheriff with this concern. He will report back during the next scheduled meeting.

Warren presented a disparity of meeting reimbursement for elected officials from previous years. Research will be done prior to the next council meeting.

Motion by Miller with second by Warren, council approved Municipal Policy Number 01-2016, Procurement Standards Policy. The policy is used when Federal funds are procured for payment of a larger project (i.e. wastewater, water, fire hall, city hall).

### **Administrator**

The auditing firm is conducting some of the preliminary work for the 2016 audit by requesting documentation from the bank and City.

A dividend check was received from the LMCIT Property and Claims department in the amount of \$9,635.00.

### **Library**

Piechowski reported that the library and school are working together to acquire missing school yearbooks. The yearbooks will be scanned so that they are in a digitized form.

### **Ambulance**

Brick reported that the Browns Valley Ambulance Service provides coverage for roughly 600 people in the

Minnesota townships and City of Beardsley. Townships and Beardsley are assessed an amount per capita for ambulance operations. The townships that are served by the Browns Valley service in Roberts County make an annual donation toward its operation. Council made a recommendation to draft a letter identifying annual revenues received and expenses incurred to run the service showing that there is a large shortfall that is currently supported by the city of Browns Valley. It was also recommended that the letter include a request for donations from individuals or families to assist with the operation of the service.

Motion by Warren with second by Dusing, council unanimously approved a one dollar per hour increase in call pay for the members of the Browns Valley Ambulance Service.

A budget workshop was conducted after the general portion of the regular council meeting.

Moved by Dusing with a second by Warren and passed unanimously, the meeting was adjourned at 7:37pm.

Minutes submitted by:

Thomas A Schmitz, Clerk

Approved by:

Mike Heck, Acting Mayor