

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, Jeanne Dusing, Tony Miller, and Ken Warren. Also in attendance were Raymond German, Tonya Brick, Steve DeSpiegler, Bernice Piechowski, Tony Serocki, and Tom Schmitz. The meeting was called to order at 5:32pm by Acting Mayor Heck.

Consent Agenda

Upon motion from Dusing seconded by Miller, the council unanimously approved the minutes of the November 23, 2015, Regular Council meeting.

Financial Report

Upon motion by Dusing seconded by Warren, the council unanimously approved the financial report as of December 14, 2015.

Bills

Following presentation and discussion of prepaid claim, claims to be paid, and employee wages, upon motion by Dusing 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 and payroll be and is approved as presented.

Prepaid Claims: \$133.73 Claims for approval: \$417,404.19 Wages: \$21,633.10

Visitors

Steve DeSpiegler attended the meeting to discuss current fire department officer's salaries. He stated that the salaries have remained at the current amount for as long as he remembers. Steve shared a document showing fire department salaries from neighboring and other communities in the State the size of Browns Valley. He has asked the council to increase the annual salary of chief to \$1,200.00 and share one half of the annual salary of \$600.00 for secretary/treasurer, or \$300.00 per year. Annual salaries of fire chief, identified on the document, range from \$500.00 to \$2,400.00. Heck asked if an increase in fire contracts be used to help offset an increase in the officer salaries.

Motion by Dusing with second by Warren, the council unanimously approved increasing the annual salary of chief to \$1,200.00 and contributing \$300.00 annually toward the salary of secretary/treasurer of the fire department.

DeSpiegler was asked to research increasing the amount of fire contracts to assist in the increase.

Schmitz will research hourly reimbursement for attending fires, meetings and trainings, and reimbursement for ambulance for on call and runs.

Unfinished Business

Schmitz reported that the County Board approved the City's counter proposal for the law enforcement services of \$140,000 per year with the minimum of 56 hours of coverage per week. The contract will be able to be signed during the next scheduled council meeting.

New Business

Council reviewed an annual membership letter and agreement from Lake Country Service Cooperative as it is time for renewal. As a member, City employees participate in Random Drug & Alcohol Testing, Professional Development/Networking, Insurance programs, and several other programs offered to members.

Motion by Miller with second by Warren, the council unanimously approved paying annual dues to Lakes Country Service Cooperative in the amount of \$90.00.

Motion by Heck with second by Miller, the council unanimously approved the liability coverage limits of \$1,500,000.00 from the League of Minnesota Cities Insurance Trust (LMCIT) and does not waive the monetary limits on municipal tort liability established in Minnesota Statutes, Section 466.04.

Schmitz presented a Lost Check Affidavit Form used by some cities to provide documentation when an issued check has been lost by a vendor or employee. The City's auditing firm does not require such documentation for our records at this time. After discussion it was decided that the form is not needed and the existing process being used is sufficient.

Schmitz reported that when he and Acting Mayor Heck signed the paperwork for the loan on the wastewater project that they were advised to seek assistance in setting up the fee schedule for sewer charges. Utility billing is supposed to pay for all sewer, water and garbage related fees, operation and maintenance and loan payments. Schmitz reported that there will be someone from MN Rural Water will be out December 21st to assist with this.

Motion by Heck with second by Dusing, the council unanimously approved setting the levy at a 1½% increase for 2016.

Department Reports

Public Works

Serocki reported that the sander is installed on the gravel truck.

He also reported that four cameras have been installed on Broadway and he is waiting for Hoffman Electric to provide electricity to the room that houses the DVR.

Serocki reported that after the last snowfall there was snow being blown onto the street and cars that were parked along the curb. A notice has been printed in the Valley News, put on the City's website and on its Facebook page.

Administration

Schmitz reported that City Hall will be closed Friday, December 18 as he will be attending a meeting in Fergus Falls.

Schmitz had run an ad for Ambulance Manager for one week. One application was returned for the position.

Motion by Dusing with a second by Miller, the council unanimously approved of hiring Tanya Brick for the ambulance manager position for one day per week at \$10.00 per hour.

Schmitz is advertising for recruits to join the ambulance service.

City Hall will be closed December 24 & 25 for the Christmas Holiday.

Ambulance

The annual pancake brunch in November was well attended. Revenues for the meal were \$1,111.00, Donations \$1,353.00, and Raffles \$1,354.00. The winner of the 50/50 raffle donated her winnings back to the service. As of yet, expenditures are unknown as they are still coming into the office.

Acting Mayor Heck reported that he and Schmitz signed loan closing documents for the wastewater project on December 8. The interest rate, being at 2%, provides the City with around \$4,500 per year over a 40 year period.

Thank you to the fire department for included the ambulance staff, employees, and council during their Christmas party. It is appreciated very much as we all work together as a team.

Motion by Dusing at 6:40 to close the session to conduct the administrator's evaluation.

Motion by Dusing at 7:25 to open the session up for general business.

Administrator's duties and evaluation was the topic of discussion.

Motion by Dusing to adjourn the meeting at 7:25 with second by Miller. Motion carried.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Mike Heck, Acting Mayor