

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, Neil Madison, Tony Miller, and Ken Warren. Also in attendance were Chet Bigelow, Tim Hoffman, Mike Jacobson, Brad Bartz, Matt Franzese, and Tom Schmitz. The meeting was called to order at 5:30pm by Vice Mayor Heck.

Additions to the Agenda

Additions to the agenda include:

- Corrections to the financial statement
- Bills that need to be paid prior to the next regular meeting
 - Ottertail Power Company - \$4,190.44
 - Madison National Life - \$16.78

Consent Agenda

Upon motion from Miller seconded by Warren, the council unanimously approved the minutes of the January 8, 2018, Regular Council meeting.

Financial Report

Motion by Miller seconded by Madison, the council unanimously approved the financial report with changes.

Bills

Following presentation and discussion of prepaid claim, claims to be paid, and employee wages, upon motion by Warren and a second by Madison, 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: \$50.00 Claims for approval: \$20,961.30 Wages: \$8,099.42

Motion passed 4-0.

Visitors

Chet Bigelow requested clarity for no parking across the street from the fire hall. No Parking signs will be installed on the sidewalk from the intersection of 1st Avenue South and 3rd Street South to the alley west of the Four Season's Apartment building.

Tim Hoffman provided a proposal for a Lennox EL296. 95% efficient LP gas furnace to be installed in the fire hall. The total estimated cost of the furnace and installations is \$4,965.00.

Hoffman also provided a proposal for replacing the lighting in the fire hall and locker area with LED lamps and fixtures. The estimated cost for material and labor is \$3,650.00. Ottertail Power Company offers a rebate of \$0.60 per watt saved or approximately \$1,768.00, reducing the cost to the city to \$1,882.00.

Mike Jacobson reported that the Browns Valley School District and Browns Valley Health Center are either conducting or planning to conduct a construction project. These projects are considered State Certified projects allowing the building permits to vary upon the final cost of the project. Jacobson advised the council to ponder setting building permit fees accordingly to the total project costs. He stated that other cities have made this change and it helps offset the cost of his contract.

Correspondence

Schmitz provided copies of the tax assessment statements for city property taxes collected by the County Auditor.

Schmitz provided correspondence relating to the Flood Hazard Grant Agreement. The grant agreement came in the morning of this meeting.

Old Business

Tim Hoffman asked the council to investigate the light being provided by the new LED fixture at the corner of 6th Street and Broadway. He stated that if they so choose they could stop by his shop for a closer view of the lights brightness.

New Business

Motion by Warren with second by Heck, council unanimously approved the Special Event Permit for the Browns Valley Liquor Store to be open during the Super Bowl.

Motion by Heck with second by Miller, council unanimously approved to install new lighting in the fire hall and locker room.

Motion by Miller with second by Warren, council unanimously approved the purchase of the Lennox EL296.

Schmitz reported that he stopped to add the additional \$10,000 to both Ambulance and Fire Department CD's. New CD's would need to be written along with minutes from the council meeting approving the transaction. He stated that individual savings accounts could be opened for these CD's and then the process listed above would not apply, plus the funds would be more available if needed.

Schmitz provided a draft of a purchasing policy. The policy identifies the procedure for city departments to make purchases. Ken Warren will review and make recommendations for the next meeting.

Motion by Miller with second by Warren, council unanimously agreed to sign the State of Minnesota Grant Contract with the City of Browns Valley for the Toelle Coulee Flood Risk Reduction Improvements.

Department Reports

Library

Piechowski reported that she is planning to work several days this week, depending upon the swelling in her foot. She stated that she has been working on items during her recovery at home.

Fire Department

Bartz reported that several of the firemen have removed the walls and moved the kitchen area in the fire hall. He stated that plumbing and electrical will be minimal in finishing up the renovation.

Bartz drilled a hole in the safe door in city hall as well as installed a numbered passage set so that it can be locked.

Bartz reported that the fire department was awarded a grant to minimize cancer in fire department staff. The grant is for the purchase of a commercial type washing machine to be able to launder turnout gear. The cost of the machine is \$4,000.00 with matching funds being \$400.00. The cost will be shared and jointly owned with the Beardsley Fire Department.

Attorney

Franzese reported that projects for the city are moving forward based upon court availability.

Administration

Schmitz reported that Aaron Fattore stopped to inform the city that he is no longer interested in the property at 329 W Broadway.

Schmitz reported that he will send an abatement regarding the vehicles located at 116 1st Ave. So. The resident will be given 10 days to either license them or have them removed. Since the vehicles are on his property the city cannot have them towed, so will need to go through the court process in getting them removed.

Moved by Heck to adjourn the meeting at 06:26pm.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Mike Heck, Acting Mayor