

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 Tanya Brick 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:

#### Claims

Cenex Fleet Card - \$500.92, Ambulance Claims Processing - \$125.00, John Magilke - \$1,500.00, Traverse Electric Cooperative - \$84.72, and Border States Cooperative - \$205.00. Total of all claims are \$54,114.46.

#### Financial Report

Changes to the financial report after the agenda was sent to council were explained.

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

### **Consent Agenda**

Upon motion from Warren seconded by Miller, the council unanimously approved the minutes of the December 26, 2017, Regular Council meeting with correction.

### **Financial Report**

Motion by Warren seconded by Heck, the council unanimously approved the financial report.

### **Bills**

Following presentation and discussion of prepaid claim, claims to be paid, and employee wages, upon motion by Madison 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 presented.

Prepaid claims: \$1,208.16    Claims for approval: \$54,114.46    Wages: \$10,826.80

Motion passed 4-0.

### **Correspondence**

Council reviewed the list of residents that are past due on their utilities.

Council reviewed tax settlement statements that Traverse County collected for the City.

Council reviewed the 2017 Salvation Army Red Kettle Campaign results

### **New Business**

Motion by Warren with second by Miller, council unanimously approved Exhibit A & Resolution 18-01 A Resolution Approving the Final 2018 Operational Budget

Council reviewed the City of Browns Valley's 2018 Budget Summary

Motion by Heck with second by Miller, council unanimously approved, with changes, Resolution 18-02 A Resolution Approving The City Of Browns Valley's Organizational Designations for 2018.

Motion by Warren with second by Miller, council unanimously approved to adopt the Federal mileage rate of \$.545 per mile

Motion by Warren with second by Miller, council unanimously approved LMCIT's Workers Compensation's Plan of the Premium Option of Standard Premiums of Less than \$25,000.

## **Department Reports**

### **Ambulance**

Brick reported that the Power Cot was installed in the 2002 ambulance. She has provided training for the Browns Valley service as well as the Beardsley First Responders on the operation of the cot.

Tanya has been cleaning records that can be disposed of out of the file cabinets.

Brick also provided a report of what she has been working on to fulfill her hours.

As of this meeting, over \$21,000.00 has been donated towards the Power Cot and operations of the service.

Brick reported that there may be a matching grant up to \$10,000.00 through LMCIT to assist in purchasing a second non-powered cot for the 1999 truck. An OSHA inspection would be needed to happen throughout the properties that the city owns.

### **Administration**

Schmitz reported that, going forward, the office will be open to the public on Tuesdays, Wednesdays and Thursdays from 8:30 to 5:00. On Mondays and Fridays, the office will be closed so that he can work without being disturbed.

Bryan Bye, City Engineer, left a message that they are getting closer to finalizing the sewer project. There are only two items left and he feels that he can persuade the contractor to complete the work to an agreed upon quality.

Moved by Heck to adjourn the meeting at 06:37pm.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Mike Heck, Acting Mayor