

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 Mayor Harold Hansen, Mike Heck, Neil Madison, and Ken Warren. Also in attendance were Sheriff Trevor Wright, Deputy Gordon LeClair, Bernice Piechowski, Tony Serocki, Tanya Brick and Tom Schmitz. The meeting was called to order at 5:30pm by Mayor Hansen.

### **Additions to the Agenda**

There were no additions to the agenda.

### **Consent Agenda**

Upon motion from Heck seconded by Warren, the council unanimously approved the minutes of the January 22, 2018, Regular Council meeting.

### **Financial Report**

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

### **January Revenues**

Motion by Heck with second by Warren, council unanimously approved the revenue statement from January 2018.

### **Bills**

Following presentation and discussion of prepaid claim, claims to be paid, and employee wages, upon motion by Heck 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: \$49.00

Claims for approval: \$ 34,487.70

Wages: \$12,739.96

Motion passed 4-0.

### **Visitors**

Sheriff Wright provided the 2017 annual report of the activity for the Traverse County Sheriff's Office. Wright fielded several questions from the council. Wright would like to see beginning the contract talks starting in April and finishing in the month of May.

### **Correspondence**

The City Council reviewed the following items:

- Delinquent utility bills.
- Library Board minutes from November 20, 2017.
- Annual financial statement of the Browns Valley Community Fund
- League of MN Cities Safety and Loss Workshop itinerary
- Citizen's Complaint
- Economic Development District Board
- 2017 Financial Report of the Browns Valley Fire Relief Association

## **Unfinished Business**

Schmitz provided the current interest rates of our current CD's at Union State Bank and interest rate specials being offered at First Independent Bank in Beardsley. Council requested Schmitz to speak with Bob Zabel to identify if they would offer a rate near what is being offered in Beardsley and report back to the council during the next regular meeting.

Warren reported that the UMP church had come to the city regarding the city to install a light on the street pole across the street from the church. Schmitz had responded to them that if a light would be installed on the pole identified, the light would not provide enough illumination for the churches parking lot. Warren reported that the church council contacted Ottertail Power Company and will have lights installed on their parking area.

The council reviewed the draft purchasing policy that they were presented during the last meeting. After discussion, the council requested that Schmitz locate additional purchasing or procurement policies that can be referred to when creating the new policy.

## **New Business**

Motion by Heck with second by Warren, council unanimously approved Resolution 18-04 A Resolution Authorizing the Transfer of Funds.

Schmitz asked if the council would like to have the availability of taking credit card payments. He found a company that charges the city for each transaction, but is assessed to the person using the card. After discussion, the council requested that Schmitz contact the company to set this service up.

Schmitz asked if the council the city should approve a different fee for projects that are licensed by the state. He reminded them of what Mike Jacobson had recommended this be done as some of the cities that he represents use this revenue to help in paying his fee.

Schmitz reported that there have been times when the public works guys go to shut water off for a residence or business that the riser tube has been damaged not allowing them to shut the valve off. The valves have become damaged by the property owners using larger equipment to remove snow or spread gravel. To do any kind of repair on the curb stop could result anywhere from \$500 to \$3000 which the city currently pays. He asked if the council would be interested creating a policy, or amending the water ordinance, to address that if there are damages to the curb stop due to property owner negligence; the property owner would be responsible for the cost of repair or replacement. The cost could be assessed to the property taxes should the bill not be paid.

## **Department Reports**

### **Ambulance**

Brick reported that the ABS warning light is on in the 1999 ambulance. It will be taken to Milbank to have the issue checked out and repaired. She stated that the Beardsley Fire Department will be hosting an Emergency Vehicle Operations Course (EVOC) in the near future.

The ambulance service has been invited to attend so that their class has the maximum allowed attending. Those that cannot attend the course in Beardsley will be able to take the class in Browns Valley when the fire department offers it. It is recommended that emergency responders take the class every two years. Brick will research if there is a grant to help offset the cost for the class attendees.

Brick reported that the State of Minnesota offers a bridge course so that an EMR can further their education to become EMT's.

Brick stated that the ambulance service has been talking about planning to purchase a new ambulance. Warren recommended that they plan for the future identifying when a new truck will be purchased, what the need is as far as extravagance, the amount willing to spend at that time and how the amount will be achieved.

### **Administration**

Schmitz provided an update with Reiner construction and the wastewater project.

The Dover Fire Relief Association sent a check in the amount of \$854.35 for the fire department. He expects another check to come later on in the year for the ambulance service.

Received an email from Casey O'Leary, Traverse County Soil and Water Conservation District. The email stated that their Local Water Planning Council met to discuss the bank stabilization of the Little Minnesota River along Renville Street. The first step is to request an engineering design for the project and to get an accurate cost estimate. Their local funding will pay for the cost of the design, being around \$440. Then they will meet again to discuss further plans, permits expenses, and cost share.

Pastor Glenn Renville called to ask if there were areas that they could host a block party this coming summer. One of his supporters is planning to have the party either toward the end of July or early August.

Schmitz received notification that Sam Browns Days is scheduled for the last full weekend in June. June 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup>.

The ambulance service received a check from Big Stone County in the amount of \$2,500. The remaining \$2,500 will be sent during the 2<sup>nd</sup> half of the year.

Schmitz provided an update on what the city attorney has been working on.

The city's auditors will be at City Hall the week of February 26<sup>th</sup>.

Moved by Warren to adjourn the meeting at 7:11pm.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Harold Hansen, Mayor