

AGENDA

5:30 pm **Call to order**

Pledge of Allegiance

Roll Call Mike Heck Ken Warren. Kenny Westbrook Tony Miller Neil Madison
Others in attendance: Jodi Hook, Tony Serocki, Bernice Piechowski

Absent:

Approval of Agenda: Motion _____ Second _____

Additions:

Visitors:

Consent Agenda

- October 26, 2020 Regular Meeting Minutes Motion _____ Second _____
- On a motion by _____, seconded by _____, to approve electronic check numbers _____ - voided checks _____ paper check numbers 17223... for a grand total of \$33,655.41
 - Wages: November 16th = \$6,016.80 checks 171223-17229
 - Claims November 23rd = \$27,638.61
- Resolution 20-23 Accepting Donation Motion _____ Second _____
- Resolution 20-24 Certifying Unpaid Charges Motion _____ Second _____

Department Reports: Ambulance-Fire Department-Public Works-Library

Communications:

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Unfinished Business

- Discussion on Maintenance shop
- Review of audit firms Awarded _____ Motion _____ Second _____
- Approve of personnel committee recommendations for 1-year 2021 labor union contract
Motion _____ Second _____

New Business

- Building permit: 118 3rd Ave NE Motion _____ Second _____
- To accept Minnesota Public Employees Insurance Program (PIEP) Advantage Health Plan's Cost Level 2. Motion _____ Second _____

Other Business

Upcoming Dates:

- Final 2021 Budget and Levy will be set, for December 14th, 2020 at 6:00pm.

Items for council to consider for future:

Next scheduled meeting **Monday December 14th at 5:30 PM**

Adjournment: Time _____

NOTE: The agenda is produced in advance of the council meeting. The actual meeting may consist of additional items, as may come before the council after the agenda is posted, or during the meeting itself.

AGENDA OVERVIEW

- 2 Lots for sale \$2500.00 each or advertise for sale. Devan Dobbs counter offered to \$3000.00 total for 2 lots.

Solicit for professional architectural and engineering services for the design of a new public works maintenance building.

ARCHITECTURAL DESIGN AND ENGINEERING SERVICES RFP

The City of Browns Valley is seeking proposals for professional architectural and engineering services for the design of a new public works maintenance building. The team shall include civil, structural, mechanical and electrical engineering services. The team will provide building plans, elevations, sections, related details and updated estimate at design phases of the project, to meet all local building codes and standards. The team shall coordinate bidding of the projects to include preparation of bid documents. The team shall attend construction progress meetings and pre-construction meetings, manage and be responsible for ensuring punch list completion, and provide site observation during construction. The selected applicant will work closely with the City of Browns Valley Council Building Committee.

A copy of the RFP can be obtained by contacting Browns Valley City Administrator Jodi Hook at 320-695-2110, or at jodi.hook@prtcl.com. All proposals shall be submitted to the City Hall by 4:00 p.m. CST on Thursday, August 20, 2020 at City of Browns Valley, ATTN: Jodi Hook, PO Box 334 19 3rd St So Browns Valley, MN 56219.

*Need to put together a rough blue print of what the city/maintenance dept. is requesting.

Annexation to incorporate contiguous properties, particularly if they're receiving city sewer/water.

See attached memo from Kit about tax dollars.

Appel tax is \$1056.00

Bartz \$628.00

Biels \$660.00

Fire & Ambulance Contracts total \$2,937.26

- Working on New Shop Building information
- Inquiring about annexation of Reed property that Dollar general is inquiring about.
- Reviewing utilities billing process and found some issues we will continue to review these more closely as some meters were not reading correctly.

Adjournment

**The meeting closed for the purpose of discussing pursuant to statute to obtain legal advice of attorney
Approve to explore annexation of other properties**

FOLLOW UP ON ATTORNEY ITEMS

(7/13/20)

- City Attorney Matt Franzese to commence property tax redemption acceleration action on the following properties
 - 20-0124000 & 20-0006000
- Taxes showing on Vet's Building as City owns.
- Ordinance 30.04 (A)

Administrator's Report:

If the City ends up getting fines for the IRS the LMCIT said that there will be no coverage for fines.

Old Business

New Business

Northland Securities – shop building

Comprehensive Improvement Plan

Water Valves

Public Works Building

Roof at Grandstand

Roads

Land lease \$160 acre, 301.44 acres, 11/15 – 11/20 – 5-years toelle

\$150 acres, 21 acres, 11/21 – 5 years nelson

Budget Workshop

- EDA
 - Project funding
 - Capital improvements
- Cut backs in departments
 - Public Works
 - One day vs. Winter layoff
 - Health insurance

Projects for this summer?

- Paint bleachers
- Planters with flowers.
- Paint bleachers
- Banners for light poles
- Planters with flowers.
- Also, the use of city equipment needs to be specific. I realize this was the first event out of the gate and nobody really had a clear picture of the what was going to go on however we need to list the pay loader, the skid loader and the fire truck. Fire truck was used to wash down the street after the event. The pay loader and skid loader were used to move trailers around.

Abatement notices

Dog licenses

Residential code

Tree trimming

Discussion Topics

- e. Policies
 - i. Centralized collections
 - ii. Wage split
 - iii. Out of State travel