

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 Mike Heck, Council Members Ken Warren, Tony Miller, Neil Madison and Ken Westbrook. Also in attendance were Amber Doschadis of the Upper Minnesota Valley Watershed District, Librarian Bernice Piechowski, Public Works Director Tony Serocki, and City Administrator Tom Schmitz. The meeting was called to order at 5:30 p.m. by Mayor Heck.

Additions to the Agenda

Additions to the agenda were:

- Remove claim from Hach in the amount of \$486.28,
- Add claims for Cenex Fleet Card in the amount of \$573.17, and
- NCPERS Minnesota in the amount of \$16.00.

Total claims to be approved for this meeting were \$47,531.84.

Upon a motion by Miller with a second by Westbrook, the Council unanimously approved the additions to the agenda.

Consent Agenda

Upon a motion from Westbrook and second by Warren, the Council unanimously approved the minutes of the Regular Council meeting of June 10, 2019.

Revenues for May

Upon a motion from Warren with a second by Madison, the Council unanimously approved the revenues from May 2019.

Financial Statement

Upon a motion from Miller with a second by Madison, the Council unanimously approved the financial statement of June 24, 2019.

Bills

Following presentation and discussion of prepaid claim, claims to be paid, and employee wages, upon a motion by Warren and second by Madison, 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: \$0.00 Claims for approval: \$47,531.84 Wages: \$28,960.33

Memorials/Donations

Upon a motion from Miller with a second by Warren, the Council unanimously approved Resolution 19-16, A Resolution Accepting A Donation To The City Of Browns Valley.

Visitors

Amber Doschadis provided an update on the Unnamed (Toelle) Coulee project. She provided a map of the project to assist in explaining various aspects of the job. MNDOT has become involved in the project

which has provided additional funding and will eliminate responsibility for the City of replacement of the culverts that will be installed under Highway 28. Doschadis said that traffic will be directed through one-way traffic during the installation of the culverts by stop lights. As per requirement by the State of Minnesota, the project must be completed by December 31, 2019. Doschadis said that it may be required to get an extension so that grass and fabric can be installed in the spring of 2020.

Doschadis reported that there will be a pre-bid meeting during the month of July. After the pre-bid meeting, there will be a pre-construction with landowners and City officials.

Heck asked about the maintenance for the diversion bridges. Doschadis reported that the Watershed Board is offering to open an inquiry with their attorney. The inquiry will be conducted to identify how the decision was made to require the City to budget for repair and replacement of the bridges. Currently, there is no documentation supporting this requirement. If this requirement wasn't written in the project plan, the City would be allowed to appeal the decision mentioned above.

Heck asked if the City will be required to save for maintenance of the Coulee. Doschadis explained how project maintenance under drainage and watershed district law.

Building Permits

Upon a motion from Miller with second by Warren, the Council unanimously approved building permits for:

- Dennis Serocki: 418 4th Street North – to build a 8' X 15' deck on the front of their home.

Correspondence

Council members reviewed the list of delinquent utilities.

The Council reviewed the May 20, 2019 minutes of the Browns Valley Public Library Board of Trustees.

Unfinished Business

Schmitz reported:

- The progress on the mitigation along the Little Minnesota River,
- The progress on the building located at 302 West Broadway,
- On the possible purchase of the Laundromat, and
- That the Browns Valley Liquor Store will be closed from 10am on Friday, June 21st through 10am Saturday, June 22nd and that the fine has already been paid.

New Business

Schmitz provided a lease agreement from Office Peeps for a new Toshiba e-Studio 3015AC copier and service agreement. The lease agreement is for 63 months and would cost \$219.52 per month plus any overage on the contracted number of black or color copies. The new copier can be purchased as well as for \$6,312.00. The City could either purchase the service agreement for the cost of \$100.98 per month or choose to go without the service agreement. The service agreement includes: toner, developer, drums, supplies, routine maintenance, service calls, and labor. The City can also purchase the existing machine that they have for \$946.00. The service contract can be purchased at the same rate listed above or the City can choose to go without the service agreement. Schmitz reported that the copy count of this machine is fairly low with only 219,867 copies printed.

Upon a motion from Warren with a second by Miller, the Council unanimously approved to purchase the existing copier for \$946.00 and purchase the service agreement in the amount of \$100.98 per month.

Upon a motion from Heck with a second by Madison, the Council approved an increase to Laura Wegworth wage for cleaning to \$12.25.

Upon a motion from Westbrook with a second by Warren, the Council approved contracting 1,000 gallons of propane with CHS at an upfront cost of \$1.259 per gallon.

Upon a motion from Westbrook with second by Madison, the Council unanimously approved a five minute recess.

Upon a motion from Westbrook with second by Madison, the Council unanimously approved to resume the meeting.

Upon a motion from Miller with a second by Westbrook, the Council unanimously approved to amend and extend the contract with the Upper Minnesota Valley Regional Development Commission to assist the City with fiscal services to meet all financial requirements for their DNR Flood Damage Reduction Grant.

Library

Piechowski reported that the Viking Library System has hired a new director. The new director was the director of the Fergus Falls Library. Piechowski informed the Council of summer activities that coming up. They are: Kenny Ahrens providing amazing comedy antics and hilarious physical comedy; reading program on Wednesday and taco feed on Friday, June 28th.

Public Works

Serocki reported that called in several locates so that after the 4th of July holiday they will start replacing water gate valves on street intersections. He explained that water will be shut off several times and boil orders will be sent out to residents notifying them that they will need to boil water if they plan to drink or cook with it. Serocki added that a boil order does not mean that there is an issue with the water, but that it's a precautionary measure required by the MN Department of Health to ensure the safety of the City's residents. He expects that during the first few weeks that there will be several boil orders sent out. Residents will be notified by the County Emergency Management's Code Red system, notification put on the City's public access channel 5 and also on the City's Face Book page. Serocki identified the intersections that will be affected during valve replacement.

Administrator

Schmitz reported that there is a box of t-shirts that was sold after the 2007 flood. He asked if the council would like to donate them to the needy.

Schmitz reported that Arlene Reinart has started working 20 hours per week at City Hall.

Schmitz reported that CS Diesel called inquire if he should order new spring clusters for the gravel truck. He was told that there were several individual springs on each cluster that were broken and that the used cluster would more than likely have the same individual springs broken. The cost for two complete sets would be \$1,300. Schmitz said that he gave his approval of the purchase.

Council

Madison brought information relating to two gravel trucks that he found on the internet.

Miller reported that there are several boards broken on the seats of the grandstand.

Planning

The Council continued the discussion of hiring the Clerk/Administrator/Treasurer position. After reading the additional duties and responsibilities that were added to the Clerk/Treasurer job description to create the position of Clerk/Administrator/Treasurer, the Council agreed that the status should remain as is.

Upon a motion from Warren with a second from Miller, the Council unanimously agrees that the statuses of Clerk/Administrator/Treasure will remain as someone is hired to replace Administrator Schmitz.

The Council continued to discuss the amount to budget for 1 ½ FTE.
The meeting adjourned at 6:56 p.m.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Ken Warren, Acting Mayor