



## Browns Valley Regular City Council Meeting Approved Minutes January 14, 2021

The regular council meeting of the City of Browns Valley, MN was held in the meeting room of the Public Library. Council members present were Mayor Mike Heck, Ken Warren, Neil Madison, Tony Miller, and Kenny Westbrook. Also, in attendance were City Maintenance Tony Serocki, City Administrator Jodi Hook, and Library Director Bernice Piechowski.

### **Absent:**

The meeting was called to order at 5:30 p.m. by Mayor Mike Heck  
The Pledge of Allegiance was recited by those in attendance.

- Upon a motion by Westbrook with a second by Warren, the Council unanimously approved the agenda of approval of final wages for employees and building permit at 315 Ash Ave West.

### **Visitors:** Brian D. Koehn, CPA

- Koehn answered questions from the council about the city's financials and the 2019 audit. Koehn informed council that 2020 audit will need journal adjustments the same as 2019 and recommended to combine some accounts. He will review with the council the changes that would be needed to approve in the upcoming months.

### **Consent Agenda**

- Upon a motion by Westbrook with a second by Warren, the Council unanimously approved the regular meeting minutes from December 28, 2020.
- Upon a motion by Westbrook with a second by Miller, the council unanimously approved the claims for a grand total of \$109,378.06
  - Wages: January 4<sup>th</sup> = \$10,452.58
  - Claims January 14 = January 14<sup>th</sup> = \$17,617.45 Additions: Post Master \$125.00 #2 Welding \$6.84 Heiman Fire \$24.99 Visa \$426.44 Visa \$484.76 Mike Jacobson \$400.00 USDA \$79,790.00
- Upon a motion by Miller with a second by Warren the Council unanimously approved the Resolution 21-01 accepting donation to the City of Browns Valley.
- Upon a motion by Westbrook with a second by Madison the Council unanimously approved the Treasurers report.

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

- Library Director Bernice Piechowski gave verbal report about activities.
- Serocki informed council that parts were ordered for the lift station and work would begin in February depending on the weather. Some decorations were damaged in the blizzard and will be needing some replacements. Serocki informed the council there's an

increase of county residents that has been using the city's landfill and if we could inquire to the county to appropriate funds towards the upkeep of the landfill. Hook will inquire with the county's office.

**Communications: None**

**Unfinished Business: None**

**New Business**

- Upon a motion by Miller with a second by Westbrook the Council unanimously approved the LMC Liability Coverage-Waiver Form.
- Upon a motion by Miller with a second by Westbrook the Council unanimously approved the City of Browns Valley's Organizational Designations for 2021. See attached
- Upon a motion by Miller with a second by Warren the Council unanimously approved the City of Browns Valley's Fee Schedule for 2021. See attached
- Upon a motion by Warren with a second by Westbrook the Council unanimously approved of hiring John McKee on an on-call basis to assist in snow removal.
- Upon a motion by Miller with a second by Madison the Council unanimously approved of the Special Events Permit submitted by Browns Valley Liquor Store for Superbowl Sunday.
- Upon a motion by Miller with a second by Madison the Council unanimously approved of purchasing a generator for the public works department through grant funds that were applied for.
- Upon a motion by Westbrook with a second by Warren the Council unanimously approved of the final approved wages for all employees. Miller abstained.
- Upon a motion by Miller with a second by Warren the Council unanimously approved of the building permit at 315 Ash Ave West.

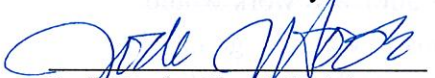
**Upcoming Dates:**

**Items for council to consider for future:** 2021 Rates for Water & Sewer & Fee schedule; Employee handbook


**Next scheduled meeting Monday January 28<sup>th</sup> at 5:30 PM**

The meeting adjourned at 8:00 pm.

Minutes submitted by:

  
Jodi Hook, City Administrator

Approved by:

  
Mike Heck, Mayor/ Acting Mayor