

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 Acting Mayor Ken Warren, Council Members Neil Madison and Ken Westbrook. Absent Mike Heck and Tony Miller. Also in attendance were Building Inspector Librarian Bernice Piechowski, Public Works Director Tony Serocki, Lloyd Heaney, and City Administrator Tom Schmitz. The meeting was called to order at 5:30 p.m. by Acting Mayor Warren.

Additions to the Agenda

Additions to the agenda were:

- RinkeNoonan Invoice Number 298635 in the amount of \$302.50.

Total invoices for this meeting total \$19,587.79

Upon a motion by Madison with second by Westbrook, the Council approved with a vote of 3-0 the additions to the agenda.

Consent Agenda

Upon a motion from Madison and second by Westbrook, the Council approved with a vote of 3-0 the minutes of the Regular Council meeting of May 28, 2019.

Bills

Following presentation and discussion of prepaid claim, claims to be paid, and employee wages, upon a motion by Madison and second by Warren, the Council with a vote of 3-0 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: \$19,587.79 Wages: \$0.00

Memorials/Donations

Upon a motion from Westbrook with second by Madison, the Council approved with a vote of 3-0 Resolution 19-15, A Resolution Accepting A Donation To The City Of Browns Valley.

Visitors

Lloyd Heaney provided an update on the progress of planning for the PowWow. Since his last update, Heaney has been interviewed by the radio station in Sisseton. He said that the Minneapolis Star and Tribune have asked for a press release and that they plan to send out a reporter during the PowWow. Heaney said that the local businesses have donated prizes for the raffle. He said that raffle tickets are available for purchase. Heaney stated that several tribal councils have dedicated funds toward the event.

Building Permits

Upon a motion from Madison with second by Westbrook, the Council approved with a vote of 3-0 to accept building permits from:

- Norm Fryer: 503 4th Street North – Install a new roof on garage.
- Doris Cook: 211 2nd Street, South – Shingle second half of house roof, and
- Wayne Hoffart: 302 W Broadway – Install basement egress window at 22 3rd Street South

Correspondence

Council members reviewed the list of delinquent utilities.

Unfinished Business

Schmitz reported that the Traverse County Soil and Water Conservation District's Water Board meeting will meet on June 13th. Schmitz was told that the landowner and City will need to sign the contract prior to the start of work. The landowner has questions regarding liability issues should someone get hurt at the site one the mitigation work is done, as well as, who the responsible party is to maintain the mitigated area. Schmitz called the Soil and Water Conservation office to ask these questions. The manager there could not give an answer to these two questions. The landowner relayed to Schmitz that they would not sign a contract until they receive answers to the questions and that a contact is agreed upon between the City and landowner.

New Business

Serocki reported that when he had taken the 1988 GMC gravel truck for its DOT inspection they found several items that need to be addressed. They include broken leaf springs, shocks and bushings need replacement, the transmission leaks. Leaf springs, shocks and bushings are listed under the DOT inspection. Serocki said that repairs and DOT inspection is estimated to be \$4,500.00.

Upon a motion from Madison with second by Westbrook, the Council approved with a 3-0 vote to make repairs to the 1988 GMC gravel truck.

Schmitz reported that June is the last month on the contract for the printer in the office. The contract includes toner, developer, drums, supplies, parts, maintenance, service calls, and labor. He said that the area salesperson will be getting him prices to purchase the existing printer, purchase a new one or costs for a new lease. Schmitz recommends that the Council table the discussion until he receives this information from the salesperson.

Upon a motion from Westbrook with second by Warren, the Council approved with a 3-0 vote to table the discussion of the printer lease until the next meeting when Schmitz has more information.

Upon a motion from Westbrook with second by Madison, the Council approved with a 3-0 vote to approve three special events permits for John Tchida, Browns Valley Liquor Store, during the Sam Brown events on June 28, 29, and 30.

Upon a motion from Madison with second by Westbrook, the Council approved with a 3-0 vote to approve Houston Engineering's Invoice Number 0042591 in the amount of \$11,391.50, RinkeNoonan Invoice Number 292987 in the amount of \$627.50, the Upper Minnesota Valley Rural Development Commission's Invoice Number 103 in the amount of \$935.00, and RinkeNoonan Invoice Number 298635 in the amount of \$302.50 .

Upon a motion from Madison with second by Westbrook, the Council with a 3-0 vote to approve the quote for a new fire hydrant from Core & Main in the amount of \$2,495.00. Installation not included in this price.

Schmitz provided an update on the Laundromat.

Public Works

Serocki reported that they have enough mosquito spray to spray the community five times. He asked if he should order another 55 gallon drum.

Upon a motion from Madison with second by Westbrook, the Council approved with a 3-0 vote to purchase one barrel of mosquito spray.

Library

Piechowski reported that the Watertown Bramble Park Zoo will be at the Library on Wednesday, June 12th at 10:30. She also mentioned that their annual taco feed will be on June 28th.

Administrator

Schmitz reported that Tom Forner has contacted Wayne Hoffart in regards to installing an egress window in the basement of 22 3rd Street South.

The City received the lighting rebate from Ottertail Power Company for the LED lighting on Broadway.

Amber Doschadis of the Upper Minnesota River Watershed District will be attending the next council meeting. She asked that the Council have questions prepared to ask of her prior to the meeting.

Schmitz reported that the Office of the State Auditor had called to question the Cities accounting practices with the Library and Ambulance Service conducting fundraising events. He was told that the City, or its departments, cannot do fundraising. The State Auditor recommended that separate no-profit organizations fundraise for these entities and then donate the monies for their operational purposes. The fire department can fundraise as they are doing it through the fire department's relief association.

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

Planning

The Council continued the discussion of hiring the Clerk/Administrator/Treasurer. Warren recommended that the Council collectively vote on how to hire Schmitz's position, whether it is Clerk/Treasurer or Clerk/Administrator/Treasurer. The reviewed a document from the League of Minnesota Cities that explains both positions and identifies the additional expectations of the Clerk/Administrator/Treasurer.

The meeting adjourned at 7:16 p.m.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Ken Warren, Acting Mayor