

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 Hansen, Mike Heck, Neil Madison, Ken Warren, and Tony Miller. Also in attendance were Fire Chief Brad Bartz, Public Works Director Tony Serocki, Librarian Bernice Piechowski, Attorney Matthew Franzese, and City Administrator Tom Schmitz. The meeting was called to order at 5:30 p.m. by Mayor Hansen.

Additions to the Agenda

Additions to the agenda were:

- Coulee project invoice number 41662 Houston Engineering in the \$3,740.00,
- A claim from American Business Solutions in the amount of \$904.30, and
- A claim from Hawkins, Inc. in the amount of \$47.80.

Upon a motion by Heck with second by Madison, the Council unanimously approved the additions to the agenda.

Consent Agenda

Upon a motion from Warren and second by Heck, the Council unanimously approved the minutes of the December 10, 2018.

Financial Statement

Upon a motion by Heck with second by Warren, the Council unanimously approved the revised Financial Statement for December 26, 2018.

Bills

Following presentation and discussion of prepaid claims, claims to be paid, and employee wages, upon a motion by Madison and a second by Warren, 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: \$14,524.38 Wages: \$7,392.98

Memorials/Donations

Upon a motion from Heck with second by Madison, the Council unanimously approved Resolution 18-17, A Resolution Accepting Donations to the City of Browns Valley.

Visitors

Todd Johnson asked the Council to consider changing the garbage rate for Four Season's Apartments. The apartment building is currently charged a base fee for garbage for each apartment in the building. Johnson would like the rate to be charged a commercial rate reflecting what would be closer to the amount of garbage being picked up.

Johnson asked the Council to consider how the rental licensing procedure operates. Currently, properties that are rented out are subject to an inspection every two years. Johnson feels that instead of the properties

being inspected, the landlord should show proof of insurance.

Upon a motion from Miller second by Warren and passed 4-0, the Council approved the election results for the Precinct of Browns Valley, County of Traverse, State of Minnesota, State General Election. Certification will be forwarded to the County Auditor.

Correspondence

The Council reviewed:

- Minutes from the October 15, 2018 Library Board,
- Expenses that have been incurred on the Coulee project,
- Expenses that have been incurred for the installation of the overhead door on the Fire Hall,
- 2018's revenues for the Ambulance Service,
- 2018's transactions in the passbook savings account for the Ambulance Service,
- Upcoming LMC trainings for Newly Elected and Experienced Officials,
- A letter of support for the Sisseton Milbank Modernization Project, and
- Answers to questions that Council members had regarding the Coulee project.

Unfinished Business

None.

New Business

Upon a motion from Heck with second by Warren, the Council unanimously approved the Regular Premium Option for Worker's Compensation coverage through LMCIT.

Upon a motion from Warren with second by Heck, the Council unanimously approved the application for Dylan Haanen onto the Browns Valley Fire Department.

Upon a motion from Heck with second by Warren, the Council unanimously approved Resolution 18-18, A Resolution Approving The Transferring of Funds.

Upon a motion from Madison with second by Warren, the Council approved Resolution 18-19, A Policy To Allow Payment Before Council Authorization.

Upon a motion from Heck with second by Madison, the Council unanimously approved for payment for Rinke Noonan Attorneys At Law, Invoice Number 291475 in the amount of \$3,476.00 and Houston Engineering Inc., Invoice Number 0041662 in the amount of \$3,740.00.

Upon a motion from Warren with second by Heck, the Council unanimously approved the 2019 through 2024 Law Enforcement Agreement with Traverse County.

Upon a motion from Heck with second by Madison, the Council unanimously approved the drainage easement with the Upper Minnesota Watershed District for easement to City property on the Coulee project.

Upon a motion from Heck with second by Warren, the Council unanimously approved the City of Browns Valley Medicare Reimbursement Plan.

Upon a motion from Heck with second by Warren, the Council unanimously approved the termination of the Ambulance Service daytime on-call agreement with Tanya Brick.

Department Reports

Library

Piechowski reported that she is applying for grants and also to identify and confirm reading and performance activities for the summer of 2019. During National Library Week she has arranged for a performance based around the theme of the summer reading program, "The Greatest Showman".

Public Works

Serocki reported that the screen in the wet well at the wastewater ponds needs to be replaced. The screen was installed during the wastewater project. He said that there is now way to prove that the contractor damaged the screen when it was installed.

Fire Department

Chief Bartz distributed his contact information. He was concerned about questions that had arisen during the last council meeting.

At a previous meeting, Attorney Franzese had distributed a letter from the Office of the State Auditor identifying donations to cities, fire departments, relief associations, and ambulance services. The letter identifies that, "The city council or town board has discretion to either accept or reject donations for any purposes, including donations for the municipal fire department. Bartz has a concern that they would lose volunteers should the City take control of the fire department's checkbook. He was told that the Council isn't interested in taking control of the Fire Department's checkbook, but would like to see the activity in the account at various times during the year.

During that same meeting, Schmitz had mentioned that the City should have a policy in place identifying how public monies are spent if not for operations. This would include employee recognition or Christmas parties. Schmitz said that he is still researching for a template to use to draft this policy.

Bartz reported that the fire department has two bids for turnout gear. He said that they were going to purchase 11 sets of turnout gear with the Department's monies. Bartz asked if the matching funds from the DNR could be placed back into the fund that the monies came out of for the purchase of the turnout gear. Schmitz said that there should be no problem doing this.

Bartz reported that he attended two meeting Big Stone Emergency Management in Graceville. He said that they were willing to work with the Browns Valley services in acquiring needed equipment. Bartz shared his frustration as to why the Emergency Manager has only helped the Wheaton department with grants, but hasn't contacted the remaining services in the County to ask if they would like to participate in the grant programs.

Administrator's Report

Schmitz reported that Tina Erickson had stopped by to ask what the Council had decided to seal up the roof between the shop and laundromat. He said that she wasn't happy with the Council's decision to do nothing at this time. Schmitz said that she wants the topic of repairing the roof on the agenda until the Council makes a decision on how to fix it.

Schmitz reported that a couple had stopped at City Hall to ask about City-owned lots on Third Street North. They had asked what could be done when building in the flood plain as they would like to build a house on the North side of town. Schmitz gave the couple the contact information for Lynn Siegel regarding building in the flood plain.

Schmitz thanked Mayor Hansen for his time serving the City.

Council

Hansen asked about the shipping containers storing equipment in the old park. Hansen asked about a better placement of the irrigator to minimize wind damage.

Heck asked if the old fire truck is insured should the container that it is stored in would happen to flood. Schmitz said he would contact the insurance company for an answer to that question.

Warren questioned if there is a better way to provide the Council with an agenda as the December 26th agenda was 75 pages. His concern is the time and cost to the City for the way the agendas are being provided for the Council. Schmitz will research options that other cities use and bring to a later meeting.

Moved by Warren to adjourn the meeting at 7:07pm.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Harold Hansen, Mayor