

The Pledge of Allegiance was recited by those in attendance.

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 Acting Mayor Ken Warren, Council Members Ken Warren, Tony Miller, Neil Madison and Ken Westbrook. Also in attendance were Fire Chief Brad Bartz, City Attorney Matthew Franzese, Librarian Bernice Piechowski, and City Administrator Tom Schmitz. Mayor Heck arrived to the meeting at 6:44. The meeting was called to order at 5:30 p.m. by Acting Mayor Warren.

Additions to the Agenda

Additions to the agenda were:

- 3-month probationary period for Deputy Clerk,
- The addition of claims from Serocki Excavating Inc. in the amount of \$2,135.34 to replace the fire hydrant on 4th Street North and the October insurance premium from Madison National Life in the amount of \$14.55
- Approval of Alena Hifers to the ambulance member.

Total claims to be approved for this meeting were \$28,201.86.

Upon a motion by Miller with a second by Westbrook, the Council approved with a vote of 4-0 the additions to the agenda.

Consent Agenda

Upon a motion from Westbrook and second by Madison, the Council approved with a 4-0 vote the minutes of the Regular Council meeting of September 9 2019.

Financial Statement

Upon a motion from Madison with a second by Westbrook, the Council approved with a 4-0 vote the financial statement of September 23, 2019.

Bills

Following presentation and discussion of prepaid claim, claims to be paid, and employee wages, upon a motion by Madison and second by Miller, the Council passed with a 4-0 vote 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: \$28,201.86 Wages: \$8,094.15

Visitors

Edith Foren and Jim Madison attended the meeting representing the Browns Valley Historical Society. Foren and Madison expressed concern regarding the keys to the Carnegie Library and Sam Brown Cabin being kept at City Hall. City Hall is open to the public on Tuesdays, Wednesdays and Thursdays, so the keys are only available on these days. Rachel Miller has consented to be the keeper of the keys. She notices when people stop by and she is willing to call someone from the Historical Society to open the buildings.

Motion from Westbrook with second by Madison, the Council approved with a 4-0 vote that Rachel Miller be the keeper of the keys to the Cabin and Carnegie Library.

Building Permit

Upon a motion from Miller with second by Westbrook, the Council approved with a vote of 4-0 to accept the building permit from:

- Russel LeBeau: 412 Jefferson Street South to install a steel roof and gutters on the house and garage.

Correspondence

The Council reviewed minutes from:

- The August 19, 2019, Library Board Meeting.

The Council reviewed tax forfeited properties that are within city limits.

Upon a motion from Miller with second by Westbrook, the Council approved with a vote of 4-0 to purchase 24 4th Street South. Schmitz will notify the County Auditor of the City's intention for the purchase.

Unfinished Business

Schmitz reported that Brenda Bartz stopped by to offer the sale of the laundromat to the City for the purchase price of \$10,000.00. Bartz will be responsible to pay any back taxes on the property. The roof of the laundromat then can be temporarily repaired to stop the leaking into both buildings.

Westbrock offered to let the City use the Hansen Chevrolet building as a temporary public works building while a new building is being built. He said that the City would need to repair the roof on his building. This would be contingent upon Wheaton Dumont Elevator approval of this arrangement. Westbrook wouldn't be able to vote on this motion should the Council decides to go this route.

Upon a motion from Miller with second by Westbrook, the Council approved with a vote of 4-0 to purchase the laundromat building from Brenda Bartz for the sum of \$10,000.

Upon a motion from Miller with second by Westbrook, the Council approved with a vote of 4-0 to table the discussion of establishing a different fee schedule for building permits until the next meeting.

Upon a motion from Westbrook with second by Madison, the Council approved with a 4-0 vote to approved the settlement agreement and release with Reiner Contracting, Inc.

New Business

Upon a motion from Warren with a second by Miller, the Council approved with a 4-0 vote to table the discussion regarding the slough area on the agricultural land by the sewer ponds.

When Arlene Reinart's hours were increase to 20 per week in City Hall, the Council requested that Schmitz give the Council a report after a 90 day time period. Schmitz reported that she has been learning activities on the Fund Accounting program adequately and has helped to lighten the load in City Hall.

Upon a motion from Westbrook with a second by Warren, the Council approved with a 4-0 vote to increase Reinart's wage to \$12.55 provided that there are no issues with the Union.

Schmitz made the Council aware of the existing wages that the City's employees currently receive. He was asked to create a document showing wages and benefits for each employee so that it can be used to evaluate current and future wages.

Schmitz reviewed the Library and City's preliminary budgets for 2020.

Upon a motion from Heck with a second by Madison, the Council unanimously approved Resolution 19-25, A Resolution Ratifying The Adoption Of The Fiscal Year 2020 Preliminary Budget.

Motion from Heck with a second by Miller, the Council unanimously to table Resolution 19-26, A Resolution Requesting The Auditor Of Traverse County To Impose A Special Assessment to be able to identify the owners of the parcels being assessed.

Fire Department

Chief Bartz reported that they have sold out of the football raffle tickets. During the last fireman's meeting their practice consisted of burning the house at 501 2nd Street North.

Bartz reported that the old checkbook for the Fire Department was closed out at the beginning of the year. He explained that the only accounts are under the Fire Relief Association, which is a separate entity than the Fire Department. The Relief Association can share the information in their accounts with the Council if the Association approves. Schmitz reported that Mike Piechowski had sent him several documents from the State Auditor explaining the logistics of the Associations accounts.

Bartz also let the Council know that the Department's radios and pagers are near 10 years old and the batteries are starting to die.

Library

Piechowski reported of past and future programs at the library. They carpets were cleaned over the weekend. She stated that she is working on programming for the winter.

Attorney

Franzese provided an update on the property located at 302 W Broadway.

The meeting adjourned at 6:45 p.m.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Mike Heck, Mayor