

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 Mayor Mike Heck, Council Members Tony Miller, Neil Madison Ken Warren, and Ken Westbrook. Also in attendance were Public Works Director Tony Serocki, Librarian Bernice Piechowski, 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:

- The addition of claims from Bluetarp Financial in the amount of \$192.36, Browns Valley Cenex in the amount of \$67.08, Sisseton Courier in the amount of \$112.00, Mike Jacobson in the amount of \$400.00, and AFSCME #65 in the amount of 53.19.
- Christmas Tea will be held on December 23 for City Council members and City employees
- Delinquent utility bills

Total claims to be approved for this meeting were \$57,052.51.

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

Consent Agenda

Following presentation of the last meeting's minutes, a motion was made from Miller and second by Warren, the Council unanimously approved the minutes of the Regular Council meeting of November 25, 2019.

Revenues for October

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

Financial Statement

Upon a motion from Westbrook with a second by Madison, the Council unanimously approved the financial statement of December 9, 2019.

Bills

Following presentation and discussion of claims to be paid and employee wages, upon a motion by Madison and 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: \$57,052.51 Wages: \$27,422.01

Correspondence

The Council reviewed:

- Letter of engagement from new auditor
- Final payment estimate #13 for Reiner Contracting for Sanitary Sewer Improvements
- Change order #11 for Reiner Contracting for Sanitary Sewer Improvements
- Delinquent utility bills

Unfinished Business

Discussion was held concerning the maintenance building. Many different ideas and associated costs were discussed. A building committee was formed to assist Schmitz with talking with contractors, finding out prices, etc. Westbrook and Warren volunteered to be on the building committee.

New Business

Upon a motion by Heck, second by Warren, the Council unanimously approved Koby Ellingson as a new fireman.

Discussion was held on revenues and expenditures in the 2020 proposed budget for the City. Upon a motion by Madison with a second by Warren, the Council unanimously approved Resolution No. 19-33, A Resolution Approving the final 2020 Operational Budget for the City of Browns Valley, Minnesota.

The City Council meeting stopped at 6:00 pm to hold the Truth in Taxation Hearing. There were no residents present for the Truth in Taxation Hearing, so the meeting resumed.

Discussion was held on delinquent utility bills.

Schmitz reported that he had signed the engagement letter with the new auditor, Brian D. Koehn, CPA, PLLC, from Parkers Prairie, MN.

The final invoice has been received for the Sanitary Sewer Improvement project so Reiner Contracting will be paid their final bill.

The tiling project of the wetland (slough) has been approved by the Upper Minnesota Watershed District and Big Stone County Environmental Services.

Discussion was held about selling the old Mack dump truck.

Schmitz has been in contact with a contractor that works on historical buildings. Since the building is on the National Registry, he explained that the repairs would need to be done the way that they were originally done.

Discussion was held on acquiring an Animal Control Officer.

Discussion was held on a priority list for 2020. The Council will make a list of projects that need to be accomplished and their level of importance and associated expenses.

Administrator

The position of Administrator for the City of Browns Valley has been advertised online and in several newspapers beginning November 12, 2019, with a deadline of December 19, 2019. Applications will be reviewed prior to the end of the December 23rd meeting.

The meeting adjourned at 7:30 pm.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Mike Heck, Mayor

