

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 Mike Heck, Ken Warren, Neil Madison, and Ken Westbrook. Absent: Tony Miller. Also in attendance were Mike Piechowski, Fire Chief Bartz, Librarian Bernice Piechowski, Attorney Franzese, 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:

- A special events permit for the Browns Valley Liquor Store to be open on Super Bowl Sunday,
- Claims from AmeriPride in the amount of \$36.49 for laundry service and Cenex Fleet Card in the amount of \$678.69,
- Claims for approval totaling \$15,589.81
- BJ Cafe

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

Consent Agenda

Upon a motion from Heck and second by Warren, the Council approved 4-0 the minutes of the Regular Council meeting of January 17, 2019, with noted changes.

Financial Statement

Upon a motion by Westbrook with second by Madison, the Council approved 4-0 the Financial Statement of January 28, 2019.

Bills

Following presentation and discussion of prepaid claim, claims to be paid, and employee wages, upon a motion by Warren and second by Westbrook, 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: \$15,589.81 Wages: \$7,549.10

Memorials/Donations

Upon a motion from Warren and second by Westbrook, the Council unanimously approved Resolution 19-03, A Resolution Accepting A Donation to the City of Browns Valley.

Correspondence

- The Council reviewed the Fire Departments savings passbook and the 2018 activity in their checking account.

Unfinished Business

Schmitz reported that he had spoken to LMCIT's insurance representative for the City regarding the 1936 Chevy fire truck. The fire truck is being stored in the large shipping container in the old City Park which is in the flood plain. Schmitz found that LMICT only insures antique vehicles for \$200.00, not their replacement value. Bartz said that they will find another location to place the two storage containers that are at the old park.

Schmitz provided a spreadsheet showing water and sewer rates being charged by the city. He explained how the rates were established prior to his tenure with the City and that the rates were required to be changed due to the requirements set in the bonding contract with USDA Rural Development. He explained the difference between how residential and commercial rates are charged and that apartment buildings are considered residential units for the calculation of utility billing. The spreadsheet noted the profit/loss of the sewer and water utility in 2018.

New Business

The Council reviewed a letter from the City's bonding attorney regarding updating the City's Blanket Letter of Representation (BLOR) for the Depository Trust Company (DTC). The DTC represents the City when it issues government bonds. The letter stated the BLOR currently on file is from the 1990's and is outdated. The DTC is requiring new BLOR's signed before any new bond issues.

Upon a motion from Warren with second by Westbrook, the Council approved, upon Attorney Farnese's review, with a 4-0 vote renewing the City's Blanket Letter of Representation.

At a previous meeting, Mayor Heck stated that he would like to discuss and prioritize projects for 2019. Schmitz said that the primary focus of the first meeting of the month should be City business and planning. The main focus of the second meeting of the month should be City business and Department Head reports. Schmitz stated, if the council didn't mind, the discussion of prioritizing projects be tabled until the next meeting.

Heck asked if it was found out whether the shop and equipment in it is covered by insurance since the roof and parapet wall has been foamed. Schmitz will contact LMICT to find out if it's covered by insurance.

Upon a motion from Heck with second by Westbrook, the Council approved with a vote of 4-0 the payment of Houston Engineering's Invoice Number 0042007 for the coulee project in the amount of \$2,047.00.

Upon a motion from Warren with second by Westbrook, the Council approved with a vote of 4-0 the special event permit for the Browns Valley Liquor Store to be open on Super Bowl Sunday from 12p.m. to 12a.m.

Department Reports

Library

Piechowski reported that she is continuing to work on year-end reports and identifying programming for the summer. Something new that will be required of the Library within one year is that the Libraries will be required to track whenever someone opens up the Library's webpage. Piechowski reported that she was able to submit two grants on January 11th.

Fire Department

Bartz reported that the football fundraiser is close to being finished. Bartz provided the invoices for the turnout gear that was ordered. He had applied for a \$5,000.00 grant from the DNR and said that the Fire Department had agreed to reimburse the City for the remaining amount. The monies from the DNR have already been deposited in the City's checking account. Bartz and Mike Piechowski presented the city with a check in the amount of \$19,454.20 for the remaining balance of the turnout gear. Bartz said that the Department still is in need of 11 more sets of turnout gear. Franzese reminded everyone that all bids are required to be kept for one year. Bartz stated that the Fire Department plans to do media type ads identifying the special projects that they've been working on over the past few years.

The council thanked Mike and Brad for the Departments financials for the year. Piechowski explained the

number of accounts that the Fire Relief Association is allowed and what they are used for.

Administrator’s Report

Schmitz reported that the Local Board of Appeals will be meeting on April 4th at 2:15 in the Library meeting room. The County Assessors will be present during this meeting. City residents should attend this meeting should they have questions regarding the value of their property.

The City received a reimbursement in the amount of \$1,599.20 from Ottetail Power Company for the installation of LED lights in and on the Fire Hall.

Attorney’s Report

Franzese provided an update in the issue with Reiner Construction and Wayne Hoffart. In the issue with Reiner Construction, a conference call has taken place where deadlines for discovery were set. The court has set trial dates in October. In the issue with Wayne Hoffart, there were procedure irregularities with the court and both parties. They are asking for a jury trial. The trial may be scheduled for two days and the earliest trial dates may be in November or December.

Council Concerns

The Council requested that Franzese amend the City Ordinance to address when law enforcement is called to the same residence whether it’s for a civil disturbance or dog issue.

The Council will be receiving an increase of meeting pay as of January 1st.

Westbrock asked what the progress to opening up the BJ Café. He said that he will try to contact John Hemminger to find out if he still is planning on opening the Café. Westbrock expressed concern regarding the cold weather. He wants to make sure that those that need help get it in a timely manner.

Meeting was adjourned by Heck at 6:47 p. m.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Michael J. Heck, Mayor