

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 Tony Miller, Neil Madison and Ken Westbrook. Also in attendance were Ambulance Manager Amber Metz, Browns Valle Charity Drive representatives Candice Duffield and Edith Foren, City Attorney Matthew Franzese, Public Works Director Tony Serocki, Librarian Bernice Piechowski, and City Administrator Tom Schmitz. Absent: Mayor Mike Heck. The meeting was called to order at 5:30 p.m. by Acting Mayor Warren.

Additions to the Agenda

Additions to the agenda were:

- Browns Valley Charity Drive members
- Abandon undeveloped road at old City Park
- Contract for purchase of tax forfeited land

Total claims to be approved for this meeting were \$47,017.81.

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

Consent Agenda

Upon a motion from Madison and second by Westbrook, the Council approved with a 4-0 vote the minutes of the Regular Council meeting of November 12, 2019.

Financial Statement

Upon a motion from Westbrook with a second by Miller, the Council approved with a 4-0 vote the financial statement of November 25, 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: \$44.25 Claims for approval: \$46,973.56 Wages: \$8,977.32

Visitors

American Legion Auxiliary Browns Valle Charity Drive representatives Candice Duffield and Edith Foren reported that the Charity Drive is over for 2019. They presented some of the Charity Drive's proceeds to the Library, Ambulance Service and Fire Department. The donations will be used for the operation of each department.

Memorials/Donations

Upon a motion from Miller with a second by Madison, the Council unanimously approved Resolution 19-31, A Resolution Accepting A Donation To The City Of Browns Valley.

Correspondence

The Council reviewed:

- Dates for Truth in Taxation meetings for the County, City and School Board,
- The proposed taxes on City-owned property,
- The Library Board meeting minutes from October 21, 2019, and
- Donations and Memorials approved by the Library Board

Unfinished Business

Upon a motion from Westbrook with second by Miller, the Council approved with a vote of 4-0 to table the discussion of the city shop until all members of the council are present.

New Business

Upon a motion from Miller with second by Madison, the Council with a vote of 4-0 approved the Certificate of Final Approval for the 2014: Sanitary Sewer Improvements.

Schmitz reported that there will be a few invoices still to come from WSN for work done on contamination issues at the beginning of the project. The engineering firm held off with this billing until after the completion the job to ensure that there were enough funds to conduct the work the project entailed.

The Council reviewed the proposal for the 2019 audit. The proposal is for three years from Brian D. Koehn, CPA, PLLC, from Parkers Prairie, Minnesota.

Upon a motion from Miller with a second by Madison, the Council approved with a vote of 4-0 the proposal for the 2019 audit from Brian D. Koehn.

Upon a motion from Miller with a second by Madison, the Council with a vote of 4-0 approved that Administrator Schmitz sign the engagement letter so Mr. Koehn can get started with the preliminary work on the audit.

Franzese reported that he had inquired at the Recorder's Office about the undeveloped road at the old city park. That area is platted as a road. Franzese stated that if there was a person interested in that location of the park, that it would be beneficial for the City to vacate the road. Franzese explained the costs associated with vacating the road.

It was the general consensus of the Council to wait until there is interest in someone asking to purchase the property in the park.

Franzese explained the details of the Contract For Purchase Of Tax-Forfeited Land that will be used to sell a lot to Aaron Fattori.

Upon a motion from Miller with a second by Westbrook, the Council approved with a vote of 4-0 the Contract For Purchase Of Tax-Forfeited Land.

Schmitz reported that he has been working with Darren Wilke from the Big Stone County Office of Environmental Services to procure a permit to repair or replace the drain tile in the slough that the irrigator traverses through. Schmitz has signed Farm Service Agency (FSA) documents allowing Wilke access to acreage maps ten years prior to 1991 and 2019. Schmitz said the FSA now needs verification that he can legally sign for this information. Franzese created Resolution Number 19-32, A Resolution Approving Corporate Signing Authority For Certification Of Identity that will fulfill this request.

Upon a motion from Miller with second by Westbrook, the Council approved with a vote of 4-0 approving Resolution Number 19-32, A Resolution Approving Corporate Signing Authority For Certification Of Identity.

Department Reports

Library

Piechowski reported that they are recruiting for a Board member at the Library. She said that they have several people in mind have talked to a few. There are a few Board members that will be starting the last of their three-year terms, so they are making a list of those that would be interested to be on the Library Board.

Ambulance

Metz reported that donations are coming in from those that own land in the Ambulance Services service area.

Public Works

Tony Serocki reported they are ramping up for the oncoming snow storm. He said that he may have to hire a truck and driver as the GMC is back at the repair shop and they are having difficulty finding parts needed for the repairs. Local contractors use the same standard rate for equipment and driver. Serocki informed the Council that the City will need to rent at least one truck throughout the winter, unless one can be purchased that's in good working condition.

Serocki reported that he would like to see the animal ordinance improved. He is limited to what he can do with animals running loose and catching them. He said that their department isn't trained nor have the equipment needed to deal with animals that may be rabid. He shared an incident that he had with a possible rabid raccoon. This incident really gave him a scare and he would rather that the City finds someone that is trained and has the authority needed to be the animal control officer. He said the people won't answer their door to him even though he can hear that they are home. At least when a law enforcement officer calls upon a residence, because of their authority, the door is usually answered and tickets are able to be given out. Franzese explained how the current ordinance was meant to work. The Council asked Schmitz to contact Sheriff Wright and invite him to the next council meeting so that animal control can be discussed.

Upon a motion from Westbrook with a second by Madison, the Council with a 4-0 voted authorizes Attorney Franzese to file a motion to have Rita Kloeckner personally served regarding the nuisance abatement regarding unlicensed vehicles in her yard.

Attorney

Franzese reported that he is waiting for the judge's order on the issue with Wayne Hoffart and his residence.

Administrator

Schmitz reported that Kayli Piechowski was injured during the house fire at 26 2nd Street North. A claim has been to the League of Minnesota Insurance Trust.

So far there have been four people that have responded to the Administrator job advertisement.

The Truth in Taxation meeting will be during the December 9th council meeting at 6pm.

Five abatements have been sent regarding vehicles without current registration. Several abatements have been corrected. One has asked for an extension and one will need to be contacted and possibly submitted in court.

Schmitz reported that the computers will need to be upgraded to Windows 10, as Windows 7 will no longer be supported. He will contact Tyler Computer for this.

The meeting adjourned at 6:48 p.m.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Ken Warren, Acting Mayor