

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 Ken Warren, Tony Miller, Neil Madison 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 Office Peeps in the amount of \$100.98,
- Pictures of gravel trucks that are on an auction website in South Dakota,
- Prepaid bills to the MN Pollution Control Agency in the amount of \$1,240.00 for the City's domestic wastewater permit and Brenda Bartz in the amount of \$10,000.00 for the purchase of the laundromat,
- Update on the meeting with Representative Backer and Amber Doschadis of the Upper MN River Watershed District, and
- Utility delinquency report.

Total claims to be approved for this meeting were \$48,376.21.

Upon a motion by Miller with a second by Warren, the Council unanimously approved with a vote of 5-0 the additions to the agenda.

### **Consent Agenda**

Following presentation of the last meeting's minutes and discussion of questions asked, a motion was made from Warren and second by Westbrook, the Council unanimously approved the minutes of the Regular Council meeting of September 23, 2019.

### **Revenues for September**

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

### **Financial Statement**

Upon a motion from Madison with a second by Miller, the Council unanimously approved the financial statement of October 14, 2019.

### **Bills**

Following presentation and discussion of prepaid claim, claims to be paid, and employee wages, upon a motion by Warren and second by Madison, 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: \$11,240.00

Claims for approval: \$48,376.21

Wages: \$11,975.37

### **Visitors**

Paul Gremmels had asked to be on the agenda to discuss purchasing land at the old city park. Gremmels was not in attendance.

### **Correspondence**

Council reviewed:

- A notice of upcoming LMC Regional meetings,
- Documentation of the Community Facilities Grant Program through USDA Rural Development
- An email from Kit Johnson regarding stages of tax forfeited properties,
- A list of utility accounts that are delinquent.

### **Unfinished Business**

The discussion of what should be done as far as either making repairs to the old shop building or to build something new that will fit the department's needs. During the discussion it was brought up that the alley way is an accident waiting to happen, with vehicles either exiting the shop or driving through the alley. There have been many times when an accident could have occurred. Accidents could also occur when there are activities at the meeting room in the Library. It was also brought to the Council's attention that you don't normally see public works buildings along the main business districts in other communities because of safety reasons. Other locations were mentioned.

Upon a motion from Heck with a second by Miller, the Council unanimously approved tabling this discussion until the October 28<sup>th</sup> meeting.

### **New Business**

Harold Hansen is requesting that the ditch, running south of his home, be cleaned out so that it runs better. It was mentioned that the ditch has water draining into it from sump pumps so may always have water standing in it. Prior to the sewer project, surface water was being pumped to the ponds as it was infiltrating the sewer lines. After discussion, the Council decided that the issue would be up to the land owners to resolve.

Upon a motion from Westbrook with a second by Warren, the Council unanimously approved to leave the ditch as is.

The City was asked to install stop signs at intersections at the north side of the school. Serocki will contact the County to find out if they would install signs at these corners. He replied that he would install signs if any of the corners were the City's responsibility.

Upon a motion from Miller with a second by Warren, the Council unanimously approved leasing a Bobcat S650 T4 Skid-Steer Loader from Swanston Equipment of Fargo in the amount of \$2,000.00 for the next 12 months.

Upon a motion from Warren with a second by Westbrook, the Council unanimously approved the bid from Serocki Excavating, Inc. in the amount of \$14,500.00 to pave five intersections where main water valves were replace and one area on Fourth Avenue North where a fire hydrant was replaced.

Upon a motion from Westbrook with a second by Warren, the Council unanimously approved flu shots for City employees.

Upon a motion from Heck with a second by Madison, the Council unanimously approved Resolution 19-26, A Resolution Requesting The Auditor Of Traverse County To Impose A Special Assessment.

Upon a motion from Miller with a second by Westbrook, the Council unanimously approved Resolution 19-27, A Resolution Purchasing Real Property

Schmitz presented a spreadsheet identifying factors driving expenses for the enterprise funds of water, sewer and garbage.

In the 2018 financial statement, the Water Fund had approximately 2.7 months of disbursements in its Cash Net Position. The State requires that a city have at least 5-7 months worth of reserve in each enterprise

fund. Schmitz provided a document showing water rates from cities under 1,000 residents. The document is follow up to a previous discussion regarding the possible increase in water usage. Schmitz recommended that the City wait until the completion of the audit to identify if 2019 had a net increase or loss in revenue.

The Council viewed photographs of the Sam Brown Cabin showing dry rot of the logs and shrinking of the chinking between the logs. Schmitz will contact USDA Rural Development to inquire about funding to make repairs.

### **Library**

Piechowski reported that she is working on activities for next summer. She stated that on November 5<sup>th</sup>, the Sutter Brothers will be at the Library at 7pm.

### **Public Works**

Serocki reported there are two plow trucks from Clay County, South Dakota on an online auction site for sale. He spoke with the mechanic that maintains them and other than surface rust the trucks are in good shape. October 15 is the last day of the sale. Schmitz will bid on 2004 truck up to \$20,000.00.

### **Administrator**

Schmitz reported the employee health insurance will be increasing 4% in 2020.

### **Council Report**

Heck reported that he and Schmitz met with Amber Doschadis and Representative Backer. The haying contract of the diversion channel was awarded to Matt Piotter for \$2,250.00 per year. The contract is for three years with an option for two more years. There was a second bid from Jeff Nelson for \$1,800 per year. Heck reported that the channel is being planned to be cleaned out. Goodhart Sand and Gravel received the bid for cleaning out the wood debris and trees that have started growing in the channel. The watershed district is hoping to clean silt and sediment out of the diversion channel east of County Road 4 yet this fall. They will be letting bids on this in the near future.

Doschadis plans to schedule a meeting with Roberts County regarding the bridge fund for County Roads 4 and 24 before the end of the year.

The railroad property along the coulee project was purchased for \$2,000.00 and is registered under the watershed district. He reported that the easements have been completed.

Heck reported that when MNDOT became involved with the coulee project, they required better engineering specifications than what Houston Engineering first completed. There was an additional cost of \$30,000.00 in engineering fees to get the specifications for the project to pass MNDOT regulations. Heck stated that the cost of the culvert, which MNDOT will take responsibility for future maintenance, is \$186,000.00. This will save the project \$156,000.00 because of this arrangement.

Heck reported that the construction time of the project has been extended until December 31, 2020. He also included dates for pre-bid, bid opening, when bids are reviewed, an watershed board approval.

Heck said that the engineers expect Phase 4 of the coulee project will cost \$1.6 million. Representative Backer will be working to have this bonding included in the next session of the legislature.

The meeting adjourned at 7:28 p.m.

Minutes submitted by:

Approved by:

Thomas A Schmitz, Clerk

Mike Heck, Mayor