

Designations & Appointments – 2020

BUDGET	WEISHALLA, MINOR, FREIE, BUHL, BENNING, SUTLIEF & BIGGS
ACTING MAYOR	ITEN
CIVIL DEFENSE	BUHL
WEED INSPECTOR	HEID, FREIE
ZONING COORDINATOR	FREIE
CITY ADMINISTRATOR	FREIE
HEALTH OFFICER	DR. ELIDIDY
CITY ATTORNEY	JOE KRUGER

OFFICIAL MEETING TIME & PLACE 7:00 P.M., 2<sup>ND</sup> WEDNESDAY OF MONTH, CITY HALL

OFFICIAL NEWSPAPER INDEPENDENT NEWS HERALD

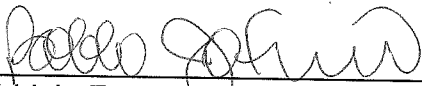
OFFICIAL DEPOSITORY 4M/4M PLUS FUND, AMERICAN HERITAGE  
NATIONAL BANK, DAIN RAUSCHER, UNITY BANK,  
CETERA INVESTMENT SERVICES LLC

MILEAGE IRS RATE AS SET ANNUALLY

Approved the 8th day of January, 2020



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Bob Heid, Mayor



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Bobbi Jo Freie, City Administrator

City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 1/08/2020

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Robert Heid, Michael Iten, Chris Minor and Al Fenner present, Hannah Wieshalla absent. The meeting opened with the Pledge of Allegiance.

**Citizens:** none

**CONSENT AGENDA:**

**Approval of Minutes** of the 12/11/2019 meeting. **Payment of Claims** in the amount of \$111,562.12  
**Building Permits:** none **Motion** by Iten, second by Minor to approve the Consent Agenda as presented. CU

**DEPARTMENT REPORTS:**

**Liquor Store:** Finished the year strong, discussed adding another TV to the south wall.

**Public Works:** Continue to be busy with snow removal and catching up on regular work.

**Fire:** Chief Sutlief provided the council with 2020 Officer recommendations, with no changes from 2019. Chief Sutlief, Assistant Chief T. Host, Lieutenant J. Wieshalla, Training Custer and Maintenance C. Minor.

Motion by Iten to appoint recommended officers for 2020, second by Fenner, CU.

**Ambulance:** Director Biggs provided the council with 2020 Officer recommendations. Director Biggs, Assistant Sutlief, Maintenance Myers, Technology L. Stier. Motion by Iten, second by Fenner to appoint Ambulance officers for 2020 as presented. CU The council held a discussion regarding ambulance personnel, they will be monitoring any issues and expressed their support of the ambulance service, nominated officers and volunteers as they provide an important service to the community.

**Law Enforcement:** Monthly report received from the Sheriff's department.

**Motion** by Minor second by Iten to approve Department Reports. CU

**OTHER BUSINESS:**

Motion to approve designations and appointments for 2020 by Fenner, second by Iten. CU

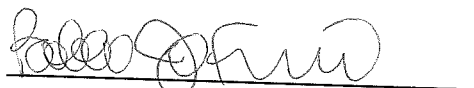
Resolution 01012020a setting fee schedule for 2020 reviewed with updates to user fees and rental fees, motion to approve by Fenner, second by Iten, to approve new 2020 rates, CU.

Annual utility program adjustments reviewed by the council, motion to accept the adjustments by Iten, second by Minor. CU

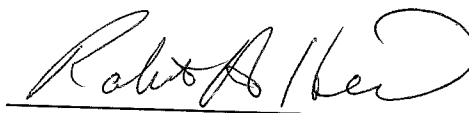
Annual fund transfers from Enterprise to General fund and debt service funds reviewed, with the addition of the transfer from the Ambulance fund to the Fire fund for Lift assist calls, motion to approve by Fenner, second by Iten, CU.

Resolution 01012020b accepting donations for calendar year 2019, motion by Fenner, second by Heid to approve, CU

With no further business the meeting was adjourned by a Motion from Iten, second by Minor, at 8:27 p.m. CU



Bobbi Jo Freie  
City Administrator



Bob Heid  
Mayor

City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 2/12/2020

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Robert Heid, Michael Iten, Chris Minor, Hannah Wieshalla and Al Fenner present.

The meeting opened with the Pledge of Allegiance.

**Citizens:** none

**CONSENT AGENDA:**

**Approval of Minutes** of the 01/8/2020 meeting. **Payment of Claims** in the amount of \$404,606.56

**Building Permits:** Browerville School – 4 Room addition on West of existing structure **Motion** by Iten, second by Minor to approve the Consent Agenda as presented. CU

**DEPARTMENT REPORTS:**

**Liquor Store:** Provided a 3year income comparison to council, showing increases each year. Estimates received for 2 Televisions. Motion by Wieshalla, second by Minor to approve quote from Design electronics for 2 TV's, mounts and instillation. CU

**Public Works:** WWTP 100HP blower motor went out, waiting on estimate for repairs. Repairs to snowplow window and mirror due to the wing kicking back, submitting to insurance for glass coverage claim. 2018 IP remains incomplete, working with engineer to determine potential damages to bill the Contractor, due to the added expense of keeping the project open.

**Fire:** The Firefighters association purchased an ATV for use by the Browerville Fire department. Motion by Iten, Second by Fenner to approve purchase and install of a ramp by Felling Trailer for on and offloading ATV from grass rig. Motion carried, abstaining Minor and Wieshalla.

**Ambulance:** Director Biggs made a request to the council to add a training coordinator position to the Ambulance department. The FD added a training position in 2014 with officer pay set at \$200 year. This would bring the total officers to 5, the same as the FD. Motion by Iten, second by Fenner to approve new position at same rate. Position will be offered to all crew with recommendation from the Ambulance Department to council to appoint.

**Law Enforcement:** Monthly report received from the Sheriff's department.

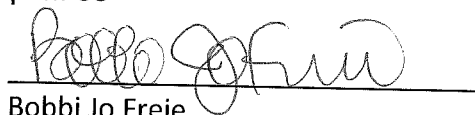
**Motion** by Wieshalla second by Iten to approve Department Reports. CU

**OTHER BUSINESS:**

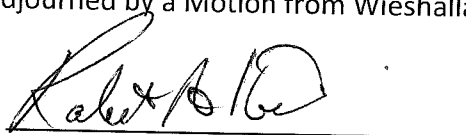
Resolution 02122020a approving American Heritage National Bank as an official depository and the procedure for coverage of any funds in excess of the FDIC guarantee approved, motion by Wieshalla, second by Iten. CU

November Meeting moved to Tuesday November 10, 2020 at 7pm. Regular meeting falls on Veteran's Day and per MN Statute official business can not be conducted on Federal Holidays.

With no further business the meeting was adjourned by a Motion from Wieshalla, second by Iten, at 7:40 p.m. CU



Bobbi Jo Freie  
City Administrator



Bob Heid  
Mayor

City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 3/11/2020

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Robert Heid, Michael Iten, Chris Minor, Hannah Wieshalla and Al Fenner present.

The meeting opened with the Pledge of Allegiance.

**Citizens:** none

**CONSENT AGENDA:**

**Approval of Minutes** of the 02/15/2020 meeting, with the addition of approved building permit for the Browerville Public School. **Payment of Claims** in the amount of \$89,990.27 **Building Permits:** Conditional approval-Alex Kellen new home on Prcl: 30-4003400 pending closing **Motion** by Wieshalla, second by Iten to approve the Consent Agenda as presented. CU

**DEPARTMENT REPORTS:**

**Liquor Store:** February was another good month, report of sales for State wrestling weekend given.

**Public Works:** 2018 IP remains incomplete, if additional work is not completed the City/Engineers will hire a different contractor to finish and payment will come from withheld payments to the contractor.

**Fire:** No report

**Ambulance:** No report

**Law Enforcement:** Monthly report received from the Sheriff's department.

**Motion** by Wieshalla second by Minor to approve Department Reports. CU

**OTHER BUSINESS:**

SCDP Local Income plan outlining use of Local funds received from the 2015-2017 Grant Period reviewed. Motion to approve by Wieshalla, second by Iten. CU

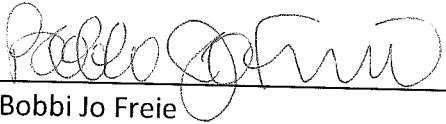
SCDP Application for funds received, outline of request, and funds reviewed, Motion by Iten, second by Fenner to approve the application.

Proposal for a new public works computer reviewed, motion by Wieshalla, second by Fenner to approve the proposal by XS Consulting. CU

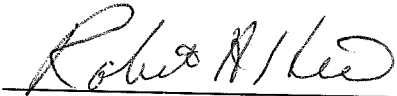
Proposal for Nable Office 365 backup from XS consulting reviewed, motion to approve by Wieshalla, second by Iten, CU.

Donation request from Hilltop regional Kitchen reviewed, motion to approve \$300 donation by Iten, Second by Fenner CU.

The meeting was adjourned by a Motion from Iten, second by Wieshalla, at 7:35 p.m. CU

  
Bobbi Jo Freie

City Administrator

  
Bob Heid

Mayor

City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 4/15/2020

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Robert Heid, Michael Iten, Chris Minor, Hannah Wieshalla (by phone) and Al Fenner present. The meeting opened with the Pledge of Allegiance.

**Citizens:** none

**CONSENT AGENDA:**

**Approval of Minutes** of the 03/11/2020 meeting. **Payment of Claims** in the amount of \$82,093.32

**Building Permits:** Richard Smith, Prcl: 30-0007900, 10x12 shed, Brittany S. Anderson, Prcl 30-0010800  
**Fence Motion** by Minor, second by Fenner to approve the Consent Agenda as presented. CU

**DEPARTMENT REPORTS:**

**Liquor Store:** Continuing to provide off sale and takeout food, during the Stay at home order due to COVID-19. The profit margin on these items is much smaller and we anticipate very low income for April, Motion by Iten to suspend transfer to general fund for April, second by Wieshalla. CU

**Public Works:** 2018 IP contractor has been in town working on punch list, there is some paving needed that requires higher temps, but the hope is to finish up early this spring and close out the 2018 IP. Council mentioned buckled sidewalk on Gillis, Administrator will have this checked out, if it is more than a freeze thaw issue, we will add it to the punch list.

**Fire:** Has been busy recently, the 4wheeler has been deployed two times since the lift system was installed just a few weeks ago.

**Ambulance:** Recommendation to appoint Dan Custer as the training officer for the ambulance received, motion by Iten, second by Fenner to approve appointment, CU.

**Law Enforcement:** Monthly report received from the Sheriff's department. Discussion regarding some disruptive behavior around town in the evening and on weekends, and a complaint about parking in yellow zones near 6<sup>th</sup> St and Hwy 71 intersection, and in front of fire hydrant. Administrator will contact sheriff's department regarding these issues.

**Motion** by Minor second by Iten to approve Department Reports. CU

**NEW BUSINESS:**

Subordination agreement with American Heritage National Bank, regarding the small cities' development agreement dated 5/3/16 was reviewed and approved by a motion from Fenner, second by Iten. CU

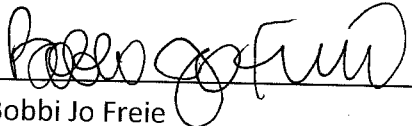
A request has been received for use of the City light poles to place banners for each of the Seniors of the Browerville Graduating class of 2020. The banners would be privately funded and include all members of the class. A motion to approve use of the poles not to exceed 30 days, by Iten, second by Minor, CU.

City property at 640 Gillis, at the March meeting the council approved a motion to sell the property for \$1.00, the price Paid by the City for the land in June 2000, with the condition a structure valued at \$20,000 be placed on the lot. The lot does not meet the minimum lot size requirements for a home, the adjoining property owner sought the property to combine the parcels and create one size compliant lot. The city attorney has indicated that the residential property must be sold for market value. The current value placed by the Assessors office is \$3500. It was debated that \$3500 is not a reasonable value for a vacant unbuildable lot, if might only be of value to an adjoining property owner. The council proposed that the

property be sold for the assessment balance plus \$1.00 with the buyer paying closing costs. Motion to make that offer to the interested party by Fenner, second by Wieshalla. CU

**Dialogue:** Blight, trash, and code violations including excessive vehicles were discussed. An inspection of property in town will be completed to assess for violations and health or safety concerns per the City Code of Ordinances. Letters will then be sent to the landowners requesting they bring their property into compliance.

The meeting was adjourned by a Motion from Iten, second by Wieshalla, at 7:26 p.m. CU



Bobbi Jo Freie  
City Administrator



Bob Heid  
Mayor

City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 5/13/2020

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Robert Heid, Michael Iten, Chris Minor, Hannah Wieshalla and Al Fenner present. The meeting opened with the Pledge of Allegiance.

**Citizens:** none

**CONSENT AGENDA:**

**Approval of Minutes** of the 04/15/2020 meeting.

**Payment of Claims** in the amount of \$102,150.28

**Building Permits:** 30-0007600 - 916 Creamery Ave N – 26' x 10' deck  
30-0009200 – 1010 Hwy 71 N – 12' x 12' deck  
30-0032400 – 301 7<sup>th</sup> St E, 12' x 14' storage shed  
30-0038800 – 5507<sup>th</sup> St W – 12' x 20' deck  
30-0009102 – 941 Perry Ave N - 60' x 60' house and garage

**Motion** by Wieshalla, second by Iten to approve the Consent Agenda. CU

**DEPARTMENT REPORTS:**

**Liquor Store:** Discussed various items regarding reopening, when the criteria is released by MDH on 5/20 for potential reopen 6/1, Liquor manager and City Administrator will work to ensure we are compliant with the requirements.

**Public Works:** Well 8 required pump and motor repairs recently. Public works will not be hiring summer help this year, along with forgoing some of the optional items like curb painting etc. to cut costs due to the expected financial impact from the pandemic.

**Fire:** Recommendation by the Fire Chief to approve the hire of Josh Goertz, motion Iten, second Fenner CU. Resolution 04152020-1 in support of joint Grant application for hose testing equipment. Motion Wieshalla, second Fenner CU

**Law Enforcement:** Monthly report received from the Sheriff's department.

**Motion** by Wieshalla second by Iten to approve Department Reports. CU

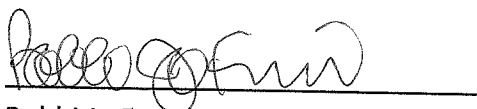
**NEW BUSINESS:**

2019 School Sewer relocate project, final contractor pay request. Project is completed, request to send final payment reviewed. Motion by Minor, second by Iten to approve final pay request. CU

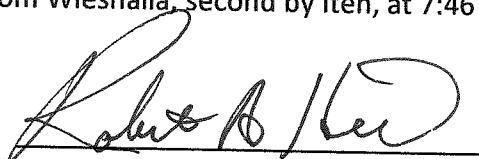
**Dialogue:**

The City will be monitoring the financial situation carefully and reviewing all options should the State use un-allotment for 2020 or implement reductions in Local Government Aid for 2021.

The meeting was adjourned by a Motion from Wieshalla, second by Iten, at 7:46 p.m. CU



Bobbi Jo Freie  
City Administrator



Bob Heid  
Mayor

City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 6/10/2020

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Robert Heid, Michael Iten, Chris Minor, Hannah Wieshalla and Al Fenner present. The meeting opened with the Pledge of Allegiance.

**Citizens:** none

**CONSENT AGENDA:** *Approval of Minutes* of the 04/15/2020 meeting. *Payment of Claims* in the amount of \$78315.40 *Building Permits:* 30-0018800 – 525 Main St S – fence, 30-0013500 – 241 Main St S – egress windows. **Motion** by Minor, second by Iten to approve the Consent Agenda. CU

**DEPARTMENT REPORTS:**

**Liquor Store:** Discussed how things were going. Today was the first day we could seat customers inside. It is going well considering all the conditions needed to be open. Reservations are causing some bottle necking and causing more lines, which they were intended to prevent. But we are working through and will adjust as needed. We had two weeks with patio only service and it was well received by customers.

**Public Works:** The Browerville WWTP (Waste Water treatment plant) received an award from the MPCA for exemplary maintenance of the facility in compliance with the permit program. A huge thank you to Chuck Buhl the operator for all his hard work. A report was given that the 2018 Improvement project is almost wrapped a small amount of turf work is needed and then we should be ready to close the project.

**Fire:** No report

**Law Enforcement:** Monthly report received from the Sheriff's department. Lonnie Marcyes was available for questions, concerns regarding mufflers and noisy exhausts were raised MN Statute 169.69. Reports of make, model, address of offender or license plate can be given to the City Administrator and I will forward the information to Law Enforcement, an initial warning and then a citation will be issued to offenders. There have been some truckers parking in the City and disturbing residence, by either the noise of the rig or cattle in the trailer. The sheriff's department will ask them to move to non-residential areas (Big Boys, etc) if they are aware of an issue. It is likely they are not familiar with the area and do not know of more suitable places to park.

**Motion** by Fenner second by Wieshalla to approve Department Reports. CU

**NEW BUSINESS:**

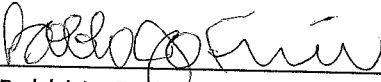
Election equipment agreement reviewed, motion to approve purchase of 1 assistive voting machine by Wieshalla, second by Iten CU

**Dialogue:**

Discussed Utility shut offs, they had been previously suspended, other cities are moving forward with disconnects. Council agreed we should move forward with shutoffs for delinquent accounts if allowed.

Administrator Freie informed the Council there will be a food distribution on 6/25/2020 in the Zion Church parking lot. Line up will be on West on 8<sup>th</sup> st, north on Park Ave, then east on loop of 9<sup>th</sup>, Perry and 10<sup>th</sup>, through the Zion parking lot and then exit north on Park to 11<sup>th</sup>.

The meeting was adjourned by a Motion from Wieshalla, second by Iten, at 7:25 p.m. CU

  
Bobbi Jo Freie

City Administrator



Bob Heid  
Mayor



City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 7/8/2020

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Robert Heid, Chris Minor, Hannah Wieshalla and Al Fenner present. Michael Iten Absent  
The meeting opened with the Pledge of Allegiance.

**Citizens:** Bobby Fischer inquired if the council would allow him to build a Gym in the industrial park on the south end of town. The Zoning ordinance does allow that type of establishment conditionally. The council indicated they would be agreeable to that contingent on the approval of Hormel who has permanent covenants on the land and has final approval of any development and Bobby securing financing.

**CONSENT AGENDA:** *Approval of Minutes* of the 6/10/2020 meeting. *Payment of Claims* in the amount of \$353,904.51 *Building Permits:* 30-0013500 – 241 Main St- replace front porch, 30-0002100 – 211 1<sup>st</sup> St W – replace storage shed, 30-0008000 – 841 Main St N – storage shed, 30-0021000 – 201 6<sup>th</sup> St W – cemented dog kennel **Motion** by Wieshalla, second by Minor to approve the Consent Agenda. CU

**DEPARTMENT REPORTS:**

**Liquor Store:** Report that June was a great month for income, the restocking for onsale cut into profit.

**Public Works:** 2018 IP only has minor turf work remaining. We will be closing out the project soon.

**Fire:** The roof is leaking, Chief Sutlief is getting quotes for repair options. The two pumper trucks both have pump issues they will be checked out later this month if they can be repaired or if they will need to be replaced.

**Law Enforcement:** Monthly report received from the Sheriffs Department. It was noted that the rowdy behavior and loud mufflers have been better since the council requested attention to those issues. Continue to call the Sheriffs department with any issues.

**Motion** by Wieshalla second by Fenner to approve Department Reports. CU

**NEW BUSINESS:**

COVID 19 plan reviewed, motion by Minor second by Wieshalla to approve the plan as submitted by Administrator Freie CU

Resolution of Sponsorship for the Community Concern for youth was approved with a motion by Wieshalla, Second by Fenner CU.

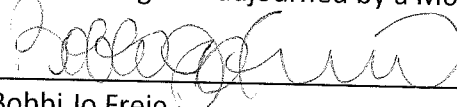
**Dialogue:**

Administrator Freie reported that she has certified for receipt of the COVID 19 funds, and they had been received. Funds must be used according to the specific rules set by the Federal Government and monthly reporting to the State. Any unused funds as of 11/15/20 must be turned over to the county.

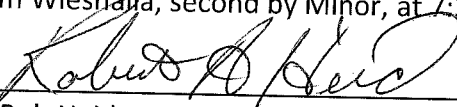
The City Administrator has filed a request for an extension of the annual audit, it was approved by the State Auditors office.

It is unknown what if anything will happen with the City's LGA for 2020 or 2021. Due to the State projected deficit there is a possibility of un-allotment, but it could be late this year before we know forsure.

The meeting was adjourned by a Motion from Wieshalla, second by Minor, at 7:35 p.m. CU

  
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Bobbi Jo Freie

City Administrator

  
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Bob Heid

Mayor

City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 8/12/2020

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Robert Heid, Chris Minor, Michael Iten and Al Fenner present. Hannah Wieshalla Absent

The meeting opened with the Pledge of Allegiance.

**Citizens:** Bob Toews spoke to the council concerning traffic on Gillis Avenue, since the street was repaired the speed and failure to stop at stop signs has become a problem. The City administrator will reach out to the Sheriffs department and ask that they spend some of our patrol time in that area specifically.

**CONSENT AGENDA:** *Approval of Minutes* of the 7/8/2020 meeting. *Payment of Claims* in the amount of \$146,332.91, Building permit for 30-0027400 – 250 6<sup>th</sup> St W – replace front steps with deck

**Motion** by Iten, second by Minor to approve the Consent Agenda. CU

**DEPARTMENT REPORTS:**

**Liquor Store:** Currently negotiating with the Lions regarding pull tab lease and exploring getting e-tabs. Manager Angie Benning is working hard to comply with MN Dept of Health requirements and keeping customers and staff safe. Motion to suspend transfer to GL by Iten, second by Fenner. CU

**Public Works:** Well 7 needs repairs after a lightning strike 7/17. ARC replacing variable speed drive.

**Fire:** Roof estimates reviewed for repairs due to leak. Motion by Iten, Second by Fenner to approve Estimate by Mid-State insulation. CU

**Law Enforcement:** Monthly report received from the Sheriff's Department.

**Motion** by Fenner second by Iten to approve Department Reports. CU

**NEW BUSINESS:**

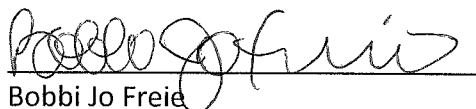
Preliminary Budget presented to the council for 2021 for review prior to setting the preliminary levy at the September meeting. Proposal includes a 1% increase to the levy. No COLA or Step increases for employees for 2021. No action taken.

Elections Grant agreement and resolution approved by a motion from Minor, second by Iten CU.

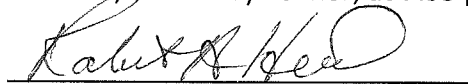
COVID Cares act funds use reviewed. The council approved purchases including, Personal Protective Equipment, Zoll AED patient monitor, payroll expenses, unemployment, replacement of damaged furniture due to outdoor dining, outdoor furniture to promote use of outdoor space as it is believed to be a safer for the public health to be outdoors, and security system to monitor staff and customer compliance with public health requirements and contact tracing. Motion by Iten, second by Fenner, CU

**Dialogue:**

The meeting was adjourned by a Motion from Minor, second by Fenner, at 7:55 p.m. CU

  
Bobbi Jo Freie

City Administrator



Bob Heid

Mayor

City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 9/9/2020

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Robert Heid, Chris Minor, Michael Iten, Hannah Wieshalla and Al Fenner present.

The meeting opened with the Pledge of Allegiance.

**Citizens:** Hailey Piotrowski provided the Council with a report of activities and services provided by Community Concern for Youth.

**CONSENT AGENDA:** *Approval of Minutes of the 8/12/2020 meeting. Payment of Claims in the amount of \$83,789.93 with a correction to the vendor for Patrol services.* **Motion** by Iten, second by Minor to approve the Consent Agenda. CU

**DEPARTMENT REPORTS:**

**Liquor Store:** Reviewed one estimate for repairs to the front of the building, and for a lean-to on the south of the building covering ½ of the patio, we will get another estimate and contact the state to see if Cares act funds could be used to promote outdoor seating which has been seen as safer than indoor dining.

**Public Works:** no report.

**Ambulance:** Working hard to get some new recruits through a new class and Bridge program for RN's.

**Fire:** The roof repairs are started; the contractor will come back on the next nice day to finish. They have had a very busy year so far with a lot of structure fires, on pace to break previous record number of calls. Motion by Iten to approve the hiring of Charlie Stier and John Peterson to the FD. Second by Fenner CU.

**Law Enforcement:** Monthly report received from the Sheriff's Department. Discussion regarding loud mufflers and traffic on Gillis.

**Motion** by Wieshalla second by Iten to approve Department Reports. CU

**NEW BUSINESS:**

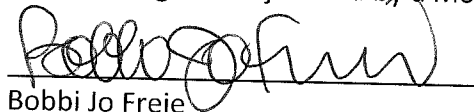
**Resolution 090920:** Motion by Iten, second by Fenner to set the preliminary levy at \$209,015.00 CU

The regular meeting of the Browerville City Council will be held on Tuesday November 10, it is being moved due to the Veterans Day Holiday.

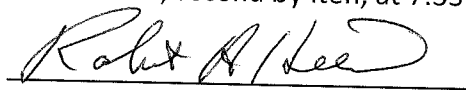
**Resolution 090920-2:** Appointing Election judges for the November General Election, Motion by Wieshalla, Second by Iten, CU

**Dialogue:**

The meeting was adjourned by a Motion from Wieshalla, second by Iten, at 7:33 p.m. CU



Bobbi Jo Freie  
City Administrator



Bob Heid  
Mayor

City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 10/14/2020

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Chris Minor, Michael Iten, Hannah Wieshalla and Al Fenner present. Bob Heid Absent. The meeting opened with the Pledge of Allegiance.

**Citizens:** None

**CONSENT AGENDA:** *Approval of Minutes of the 9/9/2020 meeting. Payment of Claims in the amount of \$175,689.89* **Motion** by Wieshalla, second by Minor to approve the Consent Agenda. CU

**DEPARTMENT REPORTS:**

**Liquor Store:** Noted another good month for the Liquor Store. Administrator reported the color of the outdoor furniture was not what was ordered, the vendor offered to correct or give 15% discount. Council chose to accept the discount.

**Public Works:** Reported the WWTP blowers, and the lift station pump repairs are done. The Water tower repairs complete with one inspection remaining in June/July 2021 where the tower will need to be drained. Public works staff are getting equipment ready for winter and are busy flushing hydrants.

**Ambulance:** The new patient care monitor that works with the electronic patient care reports has been received and the Staff will have a mandatory training this month for that equipment.

**Fire:** Has been very busy, they have surpassed their record number of runs per year, previous record 91, they have had 95 calls this year so far. There are some batteries in the Rig's that are being replaced due to recaching their max life expectancy.

**Law Enforcement:** Monthly report received from the Sheriff's Department.

**Motion** by Fenner second by Wieshalla to approve Department Reports. CU

**NEW BUSINESS:**

Auditor Brian Koehn provided the Council with the completed 2019 Audit and reviewed a summary with them. Motion by Wieshalla second by Minor to accept the Audit report. CU

Resolution 10142020-1 – MN DOT Limited use permit for the City Sign in the South Park. Motion to approve the resolution and application for a limited use permit by Wieshalla second by Fenner to approve resolution 10142020-1. CU

Work comp renewal and deductible options reviewed with Council, Motion to approve renewal with \$1000.00 Deductible, which results in savings of \$1,133.00 in premium, by Wieshalla, second by Minor. CU

Resolution 10142020-2 Authorizing Mayor Heid and Administrator Freie to execute documents for the sale of real property in Browerville Business park, Block 2 Lot 3. Motion by Wieshalla second by Fenner. CU

Motion by Minor Second by Iten to purchase a stainless prep table for the liquor store. CU

Cares funds Items: a) Motion by Hannah, second by Minor to approve the Family First Coronavirus Response Employee paid leave Policy per US department of labor. CU b) Heroes/hazard pay for Ambulance and First responders discussion held. Action tabled as retro pay is not allowed under MN Statute unless as part of a bargaining unit negotiation. c) Eagle Valley township has contacted the City of Browerville indicating intent to donate a portion of their Cares act funds to the Ambulance discussion held that those funds will be included when the tabled heroes/hazard pay policy is brought back to the council.

City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 10/14/2020

A list of uncollectable bills for the Ambulance and fire department was presented to the council. The bills are uncollectable due to various reasons including death, no assets, no property, estate closed and no collection remedy available. Motion Wieshalla, second by Iten to write off presented debts. CU

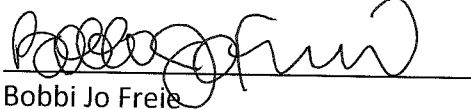
**Dialogue:**

Discussion held regarding Annexation and providing City Services. Per recommendation of Public works director, the Administrator will review existing development policy, and make recommendations for updates or additions to ensure future development is handled consistently and to the Cities specifications.

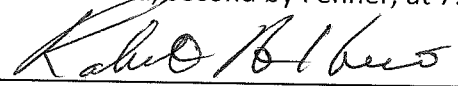
The regular meeting of the City council for November 2020 can not be held on the regular night due to the Veterans Day holiday. The council is required to canvas the Election results after the 11/3 election, the results will not be available to the City until 11/12, therefore the regular meeting will be held on November 12<sup>th</sup> at 7pm. Notice of the Change will be posted.

Council member Wieshalla inquired about grant funding for a speed sign. Administrator Freie will check with Sourcewell and other organizations to see if the city can apply for funding for a speed sign.

The meeting was adjourned by a Motion from Wieshalla, second by Fenner, at 7:46 p.m. CU



Bobbi Jo Freie  
City Administrator



Bob Heid  
Mayor

City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 11/12/2020

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Chris Minor, Bob Heid and Al Fenner present in person, Hannah Wieshalla appeared by phone. Mike Iten Absent. The meeting opened with the Pledge of Allegiance.

**Citizens:** None

**CONSENT AGENDA:** *Approval of Minutes of the 10/14/2020 meeting. Payment of Claims in the amount of \$79,641.89* **Motion** by Fenner, second by Minor to approve the Consent Agenda. CU

**DEPARTMENT REPORTS:**

**Liquor Store:** Liquor has recovered from the losses due to shut down earlier this year. We are currently implementing new guidelines effective Friday 11/13, hoping they go well and don't cause too much trouble for the staff.

**Public Works:** nothing new at this time.

**Ambulance:** Staffing is difficult due to COVID, they are working hard to fill gaps in coverage. Thanks to first responders for assistance when needed.

**Fire:** Very busy year, nothing new to report

**Law Enforcement:** Monthly report received from the Sheriff's Department. Al Fenner discussed noise ordinance not being enforced for loud mufflers and engine breaking.

**Motion** by Fenner second by Wieshalla to approve Department Reports. CU

**NEW BUSINESS:**

Long Prairie Sanitation owner Terry Lanou appeared to request a \$1.50 per service increase effective 1/1/20 this increase is due to the fact that Todd County has implemented a 15% tipping fee increase effective 1/1/20, in which the hauler nor city has any control. The fee increase was approved by a motion from Wieshalla Second by Minor, CU.

Contractor Final pay request for the 2018 IP was received, City Engineer Kent Louwagie was in attendance to answer any questions the Council may have. Motion by Fenner second by Wieshalla to approve the pay request, CU.

MN Dot temporary easement for the 2022 bridge replacement by the south park was reviewed and approved by a motion from Minor, second by Fenner, CU

Resolution 11122020-1 approving electronic transactions for receipts and disbursements for City Business was reviewed and approved by a motion from Fenner, second by Wieshalla, CU

The General Election results for the City of Browerville were reviewed by the Canvassing board. The results were as follows; Mayor: Bob Heid 196, write in 95, Council: Angela Johnson 187, Ashley Welle 153, Alan Fenner 169. The results were certified by a motion from Minor, second by Fenner, CU.

Resolution 11122020-2 Allocating Coronavirus Aid, and Final MMB report of funds used reviewed and approved by a motion from Fenner, second by Wieshalla, CU.

Resolution 11122020-3 resolving to send any unused Coronavirus aid to Todd county approved, motion by Minor, second by Wieshalla, CU.

City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 11/12/2020

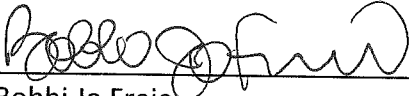
A resignation notice from Councilman Mike Iten was received. Mr. Iten is moving out of City limits and can no longer serve on the council. Motion to accept his resignation, declare a vacancy and request interested parties notify City administration and appear at the December 9, 2020 meeting by Wieshalla, Second by Fenner. CU.

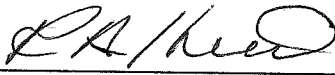
The council wishes to thank Mike Iten for his service to the City of Browerville. His dedication to the community over the years is Greatly Appreciated. THANK YOU.

**Dialogue:**

Discussed the use of the Community Center by seniors. In the past seniors used the community center for lunch and activities. This discontinued due to membership changes, the City has been contacted inquiring if the seniors could again use the community center after COVID if they have interest. The Council agreed that would be allowed.

The meeting was adjourned by a Motion from Wieshalla, second by Fenner, at 7:46 p.m. CU

  
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Bobbi Jo Freie  
City Administrator

  
\_\_\_\_\_  
Bob Heid  
Mayor

City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 12/09/2020

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Chris Minor, Bob Heid, Hannah Wieshalla and Al Fenner present. The meeting opened with the Pledge of Allegiance, followed by the Truth in taxation public hearing receiving no comments or questions the council proceeded with the regular agenda.

**Council Vacancy:** Two residents attended the meeting expressing their interest in filling the remaining two years of the Council term open due to resignation of Mike Iten. Each was given the opportunity to speak. The council took their statements and will appoint at the January Meeting and will have the appointee sworn in with the newly elected Council member Angela Johnson.

**Citizens:** None

**CONSENT AGENDA:** *Approval of Minutes* of the 11/12/2020 meeting. *Payment of Claims* in the amount of \$79,225.76 **Motion** by Fenner, second by Minor to approve the Consent Agenda. CU

**DEPARTMENT REPORTS:**

**Liquor Store:** Lots of cleaning taking place during on-sale closure, continue to have great local support.

**Public Works:** None

**Ambulance:** Coordinating with Todd county regarding vaccination for EMT's when they become available.

**Fire:** Calls continue, but it has been a bit slower than previous months.

**Law Enforcement:** Monthly report received from the Sheriff's Department.

**Motion** by Wieshalla second by Minor to approve Department Reports. CU

**NEW BUSINESS:**

Motion to NOT waive Tort liability limits for 2021 insurance renewal by Wieshalla, second by Fenner. CU

Motion to approve 2021 Liquor License for the Browerville Vets Club by Wieshalla, second by Minor. CU

Motion to approve 2021 Tobacco license for Steve's Country Foods, Browerville Liquor Store and Casey's by Wieshalla, second by Fenner. CU Noted that Dollar General has not turned in a renewal and will not be able to sell tobacco effective 1/1/21.

Motion to approve the Engagement Letter with Brian Koehn CPA, PLLC for the 2020 Audit by Wieshalla, second by Minor. CU

Motion to approve Resolution 12092020-1 Designating polling place for 2021 by Fenner, second by Wieshalla. CU

Motion to approve the following Funds transfers by Wieshalla,

From the General Fund to Fire and Enterprise funds for COVID expenses.

Transfer Balance from EDA fund to General fund to close Debt service fund.

Transfer Balance of Investment funds from CD to Checking in the 2004 Debt Service fund in preparation of paying the final Bond payment in 2021.

Transfer funds from Checking to CD in the 2018 IP Fund to maximize interest earned on prepaid assessments.

Close the 2019 IP fund as work on the school sewer line is completed and all payments have been received.

Close the 2018 IP fund and transfer balances to the enterprise funds as allocated in the project and bond documents.



Second by Fenner, CU. Noting that the transfer of assets with in the Storm Sewer fund be excluded from the approval so as not to create a loss of investment income.

Motion by Wieshalla, second by Minor to approve Resolution 12092020-2 setting the final Levy at \$209,015.00. A 1% increase (\$2084.00) including no COLA or steps for employees for 2021. CU

Motion by Wieshalla, second by Fenner approving Resolution 12092020-3 approving the 2021 Budget.

Administrator Freie presented the Council a Proposal for Services from David Drown Associates, Public Finance Advisors to complete a Rate study of the Water and Sewer Funds. Administrator Freie has been attempting to update the Significant User Agreement with Dans Prize to bring their rates in line with residential rates for similarly contaminated discharge. To achieve this, we are seeking a 36% increase which is being met with considerable resistance. In the past Dan's prize has been required to pay considerable penalties for violating their load limits for various contaminants making their bill significantly higher than an average user. In order to come into compliance, they installed a DAF system. Now that the penalties are no longer applicable it was discovered that the past several agreements failed to keep pace with the regular service charge increases all other users have incurred. Dan's Prize is now requesting a rate study to support our request. Motion by Wieshalla, second by Fenner to approve the rate study. CU

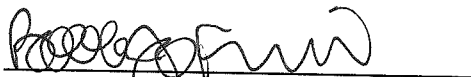
Motion by Wieshalla, second by Minor to approve entering into a purchase agreement with Craig Noska for a lot in the industrial park, he intends to provide Appliance sales, service, and repair at the site. The agreement will be for the same terms offered to previous purchasers. CU

**Dialogue:**

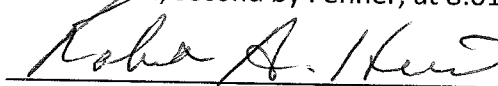
Discussion regarding Refuse charges. In 2017 the City absorbed a \$.50 per service increase. At the November meeting a \$1.50 per service increase payment to the hauler was approved due to the fact the County has increased tipping fees by 15%, something neither the hauler nor City has any control over. City Administrator Freie is recommending a \$1.00 per service increase to users for 2021 and using fund balance as needed for any shortfall in the fund for 2021.

Council vacancy discussion regarding things to consider, this is an appointment as opposed to elected opening, it is for a partial term, and the matters they might face in the next two years. What type of skills and experience could be helpful?

The meeting was adjourned by a Motion from Wieshalla, second by Fenner, at 8:01 p.m. CU



Bobbi Jo Freie  
City Administrator



Bob Heid  
Mayor