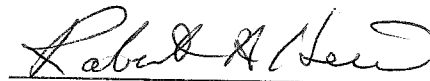


Designations & Appointments – 2021

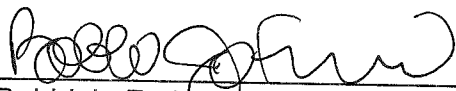
BUDGET	WIERSGALLA, WIESHALLA, FREIE, BUHL, BENNING, SUTLIEF & BIGGS
ACTING MAYOR	WIESHALLA
CIVIL DEFENSE	BUHL
WEED INSPECTOR	HEID, FREIE
ZONING COORDINATOR	FREIE
CITY ADMINISTRATOR	FREIE
HEALTH OFFICER	DR. ELIDIDY
CITY ATTORNEY	JOE KRUGER

OFFICIAL MEETING TIME & PLACE 7:00 P.M., 2ND 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 13th day of January 2021



Bob Heid, Mayor



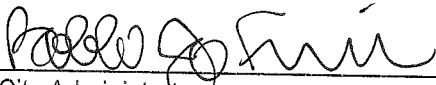
Bobbi Jo Freie, City Administrator


RESOLUTION 01132021a
CITY OF BROWERVILLE 2021 FEE SCHEDULE

BUSINESS PERMITS/SERVICE CHARGES		FEES
Copies		.25
Election Filing Fee		2.00
Special Assessment Search per Parcel		25.00
Returned Check Charge		45.00
Billboard Permit Fee		100.00
RENTALS - General		
Community Center – full day		125.00
Community Center – half day		75.00
Community Center – 3 Hr. meeting/no kitchen		40.00
Community Center base deposit		100.00
Deposit alcohol served or attendance over 100		250.00
Deposit alcohol service and attendance over 100		500.00
Ball Field		50.00
Concession Stand Motzko Field		75.00
Deposit for Concession Stand		100.00
ZONING		
Zoning Permits		15.00
Conditional Use Permit		150.00
Zoning Amendment		150.00
Variance		150.00
Street Vacation		150.00
Plat Review		150.00
		Engineer fees
LICENSING FEES		
Investigative Fee		1000.00
Liquor Off Sale License		100.00
Liquor On Sale License - Hotel/Restaurant		1000.00
Liquor On Sale Club License		100.00
Liquor On Sale – Sunday		200.00
3.2 Beer On Sale		50.00
Cigarette License		45.00
Late fee for cigarette and liquor licensed not renewed prior to the first of each year		100.00
Adult Entertainment Establishments		1000.00
Dog/Cat License - 2 Years w/proof of Rabies Vaccine		4.00
Dog/Cat Release from Pound Fee 1 st Offense		25.00
Dog/Cat Release from Pound Fee 2 nd Offense		50.00
Dog/Cat Release from Pound Fee 3 rd Offense		100.00
Impoundment Fees		Vet Charges
PUBLIC WORKS		
Street Opening Permit – Paved Street – Deposit		2000.00
Street Opening Permit – Gravel Street-Deposit		800.00
Equipment & Operator Use – per Hr. – 1 Hour Min.		100.00
Storm Water Utility Fee – Monthly		7.10

UTILITIES	
Water Access Charge- meter included	500.00
Water Base Rate per month(includes 2000 gallons)	20.10
Rate per 1000 gallons	6.35
Penalty – Monthly	10%
Disconnect Fee	40.00
Re-connect Fee	40.00
Sewer Access Charge	
Sewer Base Rate per month (includes 2000 gallons)	500.00
Rate per 1000 gallons	24.55
	5.30
Bulk Water for up to 2000 gallon per load	25.00
Bulk Water for 2000-3000 gallons per load	30.00
Solid Waste	
35 Gallon Can plus tax	15.44
65 Gallon Can plus tax	17.84
95 Gallon Can plus tax	24.39
Drive By Fee plus tax	7.27
Bag Price plus tax	2.65
Tax Certification Fee for unpaid utilities	25.00
AMBULANCE SERVICE	
Loaded Base Rate	824.00
Loaded Per Mile Rate	13.00
Extended Base Rate	300.00
FIRE SERVICE	
Base Rate - Fire	500.00
Per Hour Rate after 1 st Hour	500.00
Accident calls	150.00
Foam per pail	75.00
Water per tanker	75.00
FINES	
Purchase, possession of alcohol by underage person	250.00
Lending I.D. to underage person to purchase	250.00
Liquor license violations	250.00
Violation of keg registration ordinance	250.00
All other violations	100.00
Non-Licensure of Pets	100.00

Approved this 13th day of January, 2021.


 City Administrator


 Mayor

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

Council Vacancy: Mayor Heid nominated Sue Wiersgalla to fill the vacant council position. Calling for other nominations 3 times, hearing none made a motion to appoint Sue Wiersgalla, motion seconded by Wieshalla. CU The new and re-elected officers were sworn in.

Citizens: None

CONSENT AGENDA: *Approval of Minutes* of the 12/09/2020 meeting. *Payment of Claims* in the amount of \$158,104.72 Building Permit 30-0032600 – 670 Myrtle Ave N, change roof line. **Motion** by Wieshalla, second by Fenner to approve the Consent Agenda. CU

DEPARTMENT REPORTS:

Liquor Store: Ended the year with a small profit, a success under the circumstances. Motion to purchase replacement undercounter freezer from Central lakes by Wiersgalla, second by Wieshalla. CU

Ambulance: Recommendation of 2021 Officers provided by Denise Biggs, Director Denise Biggs, Assistant Director Patrick Sutlief, Training officer Charlie Stier, Maintenance Erica Myers, and Technical officer Laura Stier. Motion by to approve appointment of officers as presented by Wieshalla, second by CU Summary of 2020 calls provided to council.

Fire: Recommendation of 2021 Officers provided by Patrick Sutlief, Chief Patrick Sutlief, Assistant Chief Terry Host, Lieutenant Jeff Wieshalla, Maintenance Officer Chris Minor and Training officer Dan Custer. Motion by Fenner to approve appointment of officers as presented, second by Wiersgalla CU, Wieshalla abstaining. Summary of 2020 calls provided to council.

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

Administration: Monthly Fund Status report, 2021 summary calendar and Board of Appeals and Equalization training information provided to Council.

Motion by Wieshalla second by Johnson to approve Department Reports. CU

NEW BUSINESS:

2021 Designation and appointments approved, motion by Fenner second by Wieshalla, CU

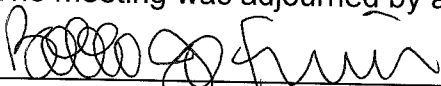
2021 Annual Fee Schedule, with the addition of a \$100.00 fee for late filing of Tobacco or Liquor licenses. Motion by Wieshalla, second by Fenner, CU.

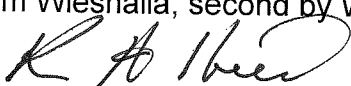
2021 Tobacco License for Dollar General approved, motion by Wieshalla, second by Wiersgalla, CU

Discussion:

Angela Johnson will be the Council member to review monthly bank statements.

The meeting was adjourned by a Motion from Wieshalla, second by Wiersgalla, at 7:37 p.m. CU


Bobbi Jo Freie
City Administrator


Bob Heid
Mayor

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Bob Heid, Hannah Wieshalla, Angela Johnson, Sue Wiersgalla and Al Fenner all present. The meeting opened with the Pledge of Allegiance.

Citizens: None

CONSENT AGENDA: *Approval of Minutes of the 01/13/2021 meeting. Payment of Claims in the amount of \$352,740.65 Building Permit Parcel 30-0042800 – 24084 300th St, 50'x64' addition.* **Motion** by Fenner, second by Johnson to approve the Consent Agenda. CU

DEPARTMENT REPORTS:

Liquor Store: Report received, after payment of sales tax a slight loss for the month of January, better than expected being closed the first 2 weekends of the month due to COVID restrictions and significant restocking before opening for on sale 1/11/21. Al and Angie will work on plans for replacing the log siding on the top portion of the liquor store exterior. If minors are caught attempting to drink or if another patron tries to purchase a drink for a minor, staff has been instructed to require those individuals leave.

Public Works: Has been working on some extra maintenance with a bit of time between snow removal. They are monitoring water temp on the streets where we have experienced freeze ups, Creamery and Myrtle, they were at 43 and 41 degrees on Tuesday, they will continue to monitor through this cold snap. Residents are instructed to check their own water temp if they have had freeze ups in the past as their personal water line may be shallower than the City line. Call City Hall if you have questions

Ambulance: Training officer Stier has been busy, a new class is starting soon, and he is setting up another class for this summer for those interested that could not attend this session. The hope is to get some new recruits as the ambulance has a fairly small crew right now.

Fire: Has been slow so far in 2021, a good trend we hope to see continue.

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

Administration: Monthly Fund Status report provided to council. Council informed of work going on to update the City of Browerville sign on the north end of town. Administration is working with MNDot to ensure we have the proper limited use permit if the new sign will be in the right of way. Chuck is working on cost estimates.

Motion by Wieshalla second by Wiersgalla to approve Department Reports. CU

NEW BUSINESS:

Resolution 02102021-1 Accepting donations to the City for Calendar Year 2020. Motion by Wieshalla, second by Johnson CU.

Motion to Transfer \$78,600.36 from the water fund and \$123,462.19 from the waste water fund to the 2018 project fund (417) for bond payments made out of the project fund, by Wieshalla, second by Fenner. CU

Motion by Weishalla to transfer debt and capital assets out of the project fund to the enterprise funds, transfer the remaining cash to the debt service fund 306 and close the project fund effective 12/31/20, second by Wiersgalla, CU.

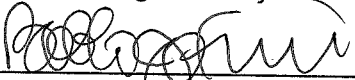
The proposal from American Legal Publishing Corporation to Codify the Ordinances for the City of Browerville was reviewed. Due to the high cost the council decided that to have the existing administrative staff update the formatting of the changes since 2000 when the Ordinances were codified and select specific ordinances for review periodically through the

year and update as needed. The first reviews will be of the planning and zoning ordinance and updates to the Tobacco ordinance, administration has already reached out to the county for assistance with the Tobacco updates and will set up a meeting with the planning and zoning commission to review the ordinance and make recommendations to the council for changes.

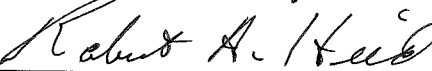
Discussion:

Todd County has set the City of Browerville's Local Board of Appeals and Equalization meeting for 4/8/21 at 1pm. Three council are required to form a quorum and at least one must have current training from the State of MN.

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



Bobbi Jo Freie
City Administrator



Bob Heid
Mayor

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Bob Heid, Hannah Wieshalla, Angela Johnson, Sue Wiersgalla and Al Fenner all present. The meeting opened with the Pledge of Allegiance.

Citizens: None

CONSENT AGENDA: *Approval of Minutes* of the 02/10/2021 meeting. *Payment of Claims* in the amount of \$72,290.11 *Building Permit* Parcel 30-0021000 – 201 6th St W, fence, Parcel 30-0021600 – 630 Gillis Ave, 32' x 56' house/garage. **Motion** by Wieshalla, second by Johnson to approve the Consent Agenda. CU

DEPARTMENT REPORTS:

Liquor Store: Report received, discussed facility maintenance and improvements including parking lot, sewer line, patio.

Public Works: unable to attend due to snow removal, water running on creamery continues, water temp is dropping as the frost pushes deeper with the warmer temps.

Ambulance: no report

Fire: discussed LMC memo regarding Fire Department liability issues for the City

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

Administration: Monthly Fund Status report provided to council. Discussed overall facility conditions a temporary facility committee will be created including community members to review city structures, discuss needed or desired maintenance and/or improvements and provide recommendations to the council.

Motion by Wiersgalla second by Fenner to approve Department Reports. CU

NEW BUSINESS:

The purchase agreement with Noska Home Energy services approved at the December meeting has been signed, Resolution 03102021-1 Authorizing sale of lot 4 block 2 in the business park. **Motion** by Wieshalla, second by Fenner CU.

Discussion:

Preliminary Water and Sewer rate study information presented to the Council. Showing significant deficiencies in the Sewer fund and some in the water fund in the long range. Supporting the requested increase in fees requested of Dan's prize to match residential fees. The final report will include recommendation for ongoing fee schedule adjustments.

Vehicle noise sign: MN DOT will be removing the signs outside of town as part of the box culvert replacements on 71. If the city wants the signs replaced, we will need to pass a resolution and pay the fees of \$965.95 per sign. The State laws and City and County Ordinances remain in effect regardless of having a sign, therefore it was determined it is not a good use of funds to replace the signs.

Reminder the Local Board of Appeals and Equalization meeting is 4/8/21 at 1pm.

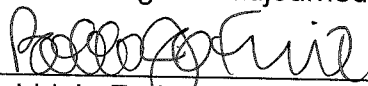
Closed Meeting summary:

1. Discussion regarding discipline and City liability. No action taken at this time.
2. Property sale negotiation: the 640 Gillis property was purchased for \$1.00 in June 2000, the City was unable to proceed with initial plans and due to the small size and setbacks has been undesirable to potential buyers. Sale of the lot will move the property back on to the tax rolls and relieve the city of maintenance on the lot.

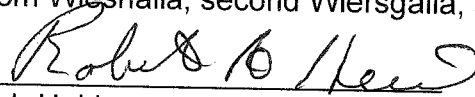
Open meeting:

Motion by Wieshalla to sell parcel 30-406500 for \$1500.00 plus future assessments, second by Johnson, CU.

The meeting was adjourned by a Motion from Wieshalla, second Wiersgalla, at 7:48 p.m. CU



Bobbi Jo Freie
City Administrator



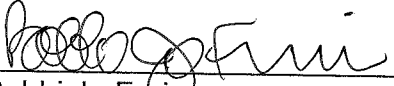
Bob Heid
Mayor

A meeting of the Browerville Board of Appeals and Equalization convened at City Hall and was called to order at 1:10 p.m. Members Bob Heid, Sue Wiersgalla and Al Fenner present. The meeting opened with the Pledge of Allegiance.

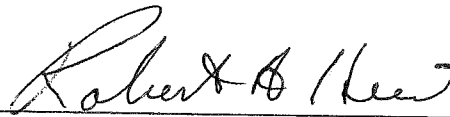
Citizens: None

The County Auditor noted there were 9 sales in Browerville and 1 bare lot sale during the assessment period. There were no questions.

The meeting was adjourned by a Motion from Wiersgalla, second Fenner, at 1:19 p.m. CU



Bobbi Jo Freie
City Administrator



Bob Heid
Mayor

A meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Bob Heid, Hannah Wieshalla, Angela Johnson, Sue Wiersgalla present, Al Fenner absent. The meeting opened with the Pledge of Allegiance.

Citizens: None

CONSENT AGENDA: *Approval of Minutes* of the 03/10/2021 regular meeting and 04/08/2021 Local Board of Appeals and Equalization meeting. *Payment of Claims* in the amount of \$97,887.83 checks numbered 47646-47730. *Building Permits* - none **Motion** by Wiersgalla, second by Johnson to approve the Consent Agenda. CU

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report received. Council received 3 estimates for replacement of the wood on the front entrance of the liquor store. Motion by Wiersgalla, second by Johnson to accept the bid for LP smart siding from Becker construction. CU

Public Works: Director Buhl is awaiting estimates for some resurfacing options on a few roads this year including Creamery, 3rd and 4th Streets west. There was a water leak discovered this morning and will be repaired ASAP.

Ambulance: no report

Fire: no report

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

Administration: Monthly Fund Status report provided to council.

Motion by Johnson second by Wiersgalla to approve Department Reports. CU

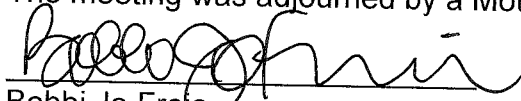
NEW BUSINESS:

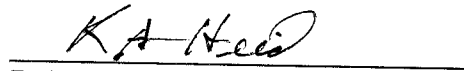
Jason Murray from David Drown Associates presented the council with the Rate study findings and discussed variables including future improvement projects, industrial user agreement, and the needed rate increases over the next 20 years to maintain the water and sewer funds. The presentation will be followed with a printed report in the coming weeks.

Discussion:

Administration asked the council to be thinking about priority of future city projects, there is a lot of talk about infrastructure at the federal level, we want to do what we can to be able to take advantage of funding opportunities should they happen in the coming months and years as it takes well over a year to get a project up and running.

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


Bobbi Jo Frele
City Administrator


Bob Heid
Mayor

The Regular monthly meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Bob Heid, Hannah Wieshalla, Al Fenner, Angela Johnson, and Sue Wiersgalla present. The meeting opened with the Pledge of Allegiance.

Citizens: None

CONSENT AGENDA: *Approval of Minutes of the 04/14/2021 regular meeting. Payment of Claims in the amount of \$88,920.25 checks numbered 47731-47803. Building Permit – 120 Main St S, Storage Shed. Motion by Fenner, second by Wieshalla to approve the Consent Agenda. CU*

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report received noting increased revenue of \$5000 over the previous two months due to timing of rent payments. April profit was down due to a 3 pay period month and stocking up for Browerville days. Shortage of various items have been an issue since COVID and Manager Benning is being proactive trying to stock up early to ensure we have as much inventory as possible. The contractor plans to have the front of the Liquor store siding replaced prior to Browerville days. Administration and manager Benning reviewed sales from 8-10am on Fridays, in a 6 week period total earnings were less than \$75 for those two hours so we have decided to change hours and open at 10 on Fridays allowing Angie to stay later on Fridays until additional PT staff arrive.

Public Works: Director Buhl and Administrator Freie met with Wold Architects to discuss the potential of a new public works building. We briefly discussed the potential project; they proposed completing a preliminary plan and cost estimate for approximately \$3000-\$6000. Administrator noted there are funds available through Sourcewell to assist with the cost of a feasibility study and believes this may be the better route, no action taken at this time additional research will be done by administration.

Ambulance: Has had some exceptional calls lately Assistant Director Sutlief was on hand to discuss their activity. There are 3 new trainees working on skills and hope to be able to join the crew by June. Some of our officers and crew have been working on outreach and doing some informative tours with the preschool kids at the school.

Fire: Has been on a few mutual aid structure fires, and they have been busy assisting the Ambulance as driver for day call, over all calls are down which is good. They were at an automobile accident and had issues with the jaws of life due to the angle, the hydraulic fluid was draining out and getting air in the lines slowing the process. The FD is coordinating with the Lions regarding the possibility of getting an electric unit where the angle will not be an issue.

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

Administration: Monthly Fund Status report provided to council. A thank you will be sent to the Browerville Lions from the Council for their donations to the City and the broader community, it is greatly appreciated.

Motion by Wiersgalla second by Johnson to approve Department Reports. CU

NEW BUSINESS:

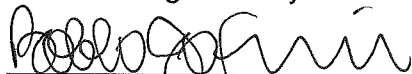
Rate study report received from Drown and Associates, Motion by Wieshalla second by Fenner to accept the report and incorporate into future budgets. CU

Ordinance Title 7 Chapter 5 Section 9 – Gas Franchise renewal received by the council. Motion to approve ordinance and summary publication by Wieshalla, second by Johnson. CU Ordinance to be published in the Independent News Herald.

Estimate to build a replacement north Welcome sign, like the south sign received from Treg Schultz, the Lions have donated funds to pay for the replacement of the sign. Motion to approve the new sign by Wieshalla second by Wiersgalla CU.

Donation request received from Community Corrections of Todd and Wadena County for the Sentence to Serve program. The City utilizes STS services annually to install and remove the liner at the skating rink. They have done various work for the city as needed in the past from clearing brush, cleaning out and painting buildings. Motion by Wieshalla to donate \$150.00, second by Johnson. CU

The meeting was adjourned by a Motion from Wieshalla, second Johnson, at 7:34 p.m. CU



Bobbi Jo Freie
City Administrator



Bob Heid
Mayor

The Regular monthly meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Bob Heid, Hannah Wieshalla, Al Fenner, and Angela Johnson, present, Sue Wiersgalla absent. The meeting opened with the Pledge of Allegiance.

Citizens: None

CONSENT AGENDA: *Approval of Minutes* of the 05/12/2021 regular meeting. *Payment of Claims* in the amount of \$124,566.07 checks numbered 47804-47875. *Building Permit* – 261 3rd St W, demo and build garage, 925 Creamery build shed, 531 6th St E, extend roof line on shed. Motion by Wieshalla, second by Fenner to approve the Consent Agenda. CU

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report received. Having trouble with AC, unit is ageing, and we are working with Noska plumbing on estimates for replacement, it would be 12 weeks before we could get another Ruud unit, he is checking on other brands.

Public Works: Director Buhl and Administrator Freie met with reps working on the process of updating the Wellhead protection plan, all public water suppliers must have a plan and update it every ten years. We are adding the need for an additional generator to the plan to leverage grant funds.

Ambulance: Is scheduling a class for new EMTs, likely to be held in Browerville based on initial interest.

Fire: PJ has applied for grants for a new light bar for one rig and jump suits to use on grass fires.

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

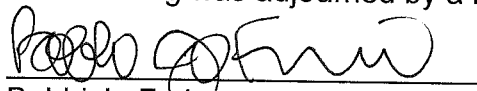
Administration: Monthly Fund Status report provided to council.

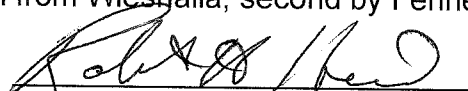
Motion by Fenner second by Johnson to approve Department Reports. CU

NEW BUSINESS:

Motion to approve resolution 06092021-1 – Authorizing Sale of Real Property by Wieshalla second by Johnson, CU

The meeting was adjourned by a Motion from Wieshalla, second by Fenner, at 7:21 p.m. CU


Bobbi Jo Freie
City Administrator


Bob Heid
Mayor

The Regular monthly meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Members Bob Heid, Hannah Wieshalla, Al Fenner, Sue Wiersgalla and Angela Johnson all present. The meeting opened with the Pledge of Allegiance.

Citizens: None

CONSENT AGENDA: *Approval of Minutes* of the 06/09/2021 regular meeting. *Payment of Claims* in the amount of \$178,780.72 checks numbered 47876-47960. *Building Permits-* none. Motion by Fenner, second by Wiersgalla to approve the Consent Agenda. CU

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report received did very well in June YTD profit \$27,891.51. Estimates for replacement of the AC unit received, low bid was over \$15,000 with an eight week wait for the unit. The problems we have been having are not major repairs and with the inability to receive a unit timely it was decided to wait on replacement. On 7/6/21 interviews were held with all three applicants for the Liquor store manager position. The interview committee consisting of Council members Johnson, Fenner, City Administrator Freie and long-time bartender Maryann Woeste. The committee has given a recommendation to hire Kendra Peterson at step 2 on the pay scale. Motion by Fenner, second by Johnson to approve the recommendation of the committee, CU. Administrator Freie requested the council temporarily increase the wage of Ms. Woeste as she is filling in some managerial duties while without a manager. Motion by Wieshalla to increase wage based on recommendation to \$17.78 through the last pay period in August, second by Wiersgalla, CU.

Public Works: Noted that the County work on re-surfacing County 14 is in process they are completing the work up to the HWY 71 intersection, expect some delays.

Ambulance: no changes to report

Fire: no changes to report

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

Administration: Monthly Fund Status report provided to council.

Motion by Wieshalla second by Johnson to approve Department Reports. CU

NEW BUSINESS:

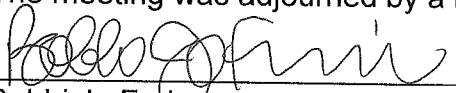
Motion to approve resolution 07142021-1 – Authorizing application for American Rescue Plan Act Funds by Wieshalla second by Johnson, CU

Updates to Ordinance Title 5, Chapter 1 – Pets was read. The ordinance will be amended from biannual licensing of Dogs to issuance of a lifetime license, the requirement to keep pets vaccinated remains in place. Motion by Wieshalla second by Wiersgalla to approve the amendment effective upon publication of summary of the ordinance. CU

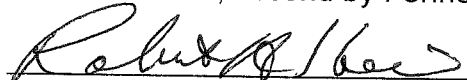
Discussion: A request was received to purchase the remaining lot in the industrial park, to open a restaurant. Options were discussed for possible better placement of a restaurant as the industrial park may not be the best fit.

Discussion regarding the next project, the school is looking at repairs to the parking lot and one of the next potential projects could affect the lot. It will likely be 3+ years before we would break ground on a new project as the planning phase is lengthy.

The meeting was adjourned by a Motion from Wieshalla, second by Fenner, at 7:45 p.m. CU



Bobbi Jo Freie
City Administrator



Bob Heid
Mayor

The Regular monthly meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Mayor- Bob Heid, council persons- Hannah Wieshalla, Al Fenner, Sue Wiersgalla and Angela Johnson all present. The meeting opened with the Pledge of Allegiance.

CONSENT AGENDA: *Approval of Minutes of the 07/14/2021 regular meeting. Payment of Claims in the amount of \$331,118.91 checks numbered 47961-48033. Building Permits- 140 Main, remove/move front stairs, 921 Perry, install storage shed. Motion by Wieshalla, second by Fenner to approve the Consent Agenda. CU*

DEPARTMENT REPORTS:

Liquor Store: Kendra Peterson the new manager thanked the council for the opportunity. The financial reports were provided and reviewed. The month of July currently shows a slight loss, pending some additional rental income which will likely bring the books into the black, even after paying out the vacation for the previous manager. Request to add some outdoor activities for the patio approved by the council.

Public Works: WWTP work happening this past month to reduce buildup in ponds in efforts to avoid the need to dredge. PW cleaning of sewer lines is being done before winter.

Ambulance: New EMT class started 8/3. The Ambulance is short staff for day call and weekends, burnout is a big concern. The loss of one or two EMTs who cover significant hours would result in the inability to keep the ambulance service active. Administration will be contacting various EMS agencies to determine what the suitable staffing level would be and what we need to do as a community to continue to provide this important service.

Fire: Fire calls down, assistance with EMS calls up due to short staffing.

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

Administration: Monthly Fund Status report provided to council.

Motion by Wiersgalla second by Johnson to approve Department Reports. CU

Citizens: David Botello was present to discuss options for opening a restaurant. His request is to purchase a lot in the industrial park, the request is not denied, but considered not the ideal location. The council discussed other city property and potential private options that might be explored, the council expressed support and will continue to explore options and assist in whatever way possible.

NEW BUSINESS:

Brian Koehn, auditor, presented a 2020 audit summary report to the council, reviewing the status of governmental (general, fire, debt service and project funds) and enterprise (water, sewer, storm water, refuse, ambulance, and liquor funds). The governmental funds are in good shape, meeting the fund balances recommended by the state and showing net gains. The Liquor fund showed a \$4,615 net loss for 2020, not a surprise due to shut down from covid. The Sewer fund had a significant net loss of \$63,495. Primarily due to the industrial user fees

not keeping up with residential rates. The city is working to get a more equitable contract with the industrial user and other methods to correct this issue. The Storm sewer fund has consistently shown a loss over the last several years, the small parcel-based fee is not sufficient to cover the debt related to storm sewer, the city has a long-term strategic plan related to storm sewer that will correct this and assist with the corrections in the sewer fund as well.

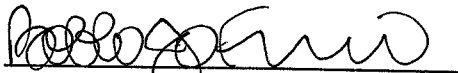
Motion to allow electronic payment of fuel bill this month by Wieshalla, second by Johnson, CU Policy for ongoing electronic payments will be drafted and presented to the council at the next meeting.

DISUCSSION:

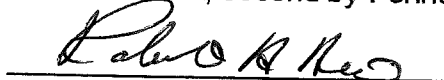
Thank you received from Todd County Community corrections for the donation from the city.

The preliminary 2022 budget was given to the council for review. The budget committee met and reviewed several areas that are addressed in the budget. These items including, wages, staffing and status of enterprise funds were highlighted with the full council. The wage scales were reviewed and compared to Cities with populations between 500-1000. The recommended adjustments to the scale are included with the budget. Staffing at the liquor store and public works succession planning are addressed as part of the budget. Adjustments to utility rates are also part of the budget, and were summarized, the proposal would include \$1.72 per month increase in fees, and a 2% levy increase. The preliminary levy will be set at the September meeting.

The meeting was adjourned by a Motion from Wieshalla, second by Fenner, at 8:03 p.m. CU



Bobbi Jo Freie
City Administrator



Bob Heid
Mayor

The Regular monthly meeting of the Browerville City Council convened at City Hall and was called to order at 7:00 p.m. Mayor- Bob Heid, council persons- Hannah Wieshalla, Al Fenner, Sue Wiersgalla and Angela Johnson all present. The meeting opened with the Pledge of Allegiance.

CONSENT AGENDA: Approval of Minutes of the 08/11/2021 regular meeting. Payment of Claims in the amount of \$63,495.39 checks numbered 48034-48094. Building Permits- none. Motion by Fenner, second by Wiersgalla to approve the Consent Agenda. CU

CITIZENS: None

DEPARTMENT REPORTS:

- Liquor Store: Financial report showed a slight loss for the month primarily due to additional staffing for training.
- Public Works: MN Dept of health drought water reduction goal met for August. Staff busy will fall and winter prep. Flushing hydrants may be omitted or reduced due to drought.
- Ambulance: New EMT Class ongoing, two from prior class will be completing NREMT certification soon. Administration working with Central MN EMS on determining the appropriate staffing needed to maintain service.
- Fire: Fire calls up recently including some fatal calls and structure fires. Debriefing held with Todd County Champlain. Annual pump inspections completed; some repairs are required.
- Sheriffs Dept: Monthly report received from the Sheriff's Department. Sheriffs Department plans to attend meetings more regularly but cannot make all meetings due to scheduling conflicts.
- Administration: Monthly Fund Status report provided to council. Meeting with League of MN Cities insurance trust loss control consultant to review our safety and OSHA training protocols. Administration looking at joining regional safety group to help with annual training requirements.

Motion by Wieshalla second by Johnson to approve Department Reports. CU

NEW BUSINESS:

Motion by Wieshalla, second by Fenner to approve Resolution 09082021-1, 2022 Preliminary Levy set at \$213,211.00. CU

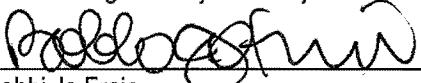
Motion by Wieshalla, second by Wiersgalla to approve the Electronic Payment Policy as presented. CU

Motion by Wieshalla, second by Johnson to accept the Complete 2020 Audit report. CU

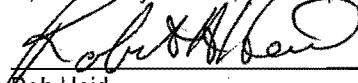
DISUCSSION:

During the week of 8/22 the rear section of the creamery building, 503 Main St S collapsed. The owner had an excavator clean up the big debris, some glass and smaller debris needs to be cleaned up yet. The building is falling in to worse and worse disrepair. There are no easy or quick resolutions to dilapidated buildings and all come with great expense. Administrator is to contact the owner to see if something can be done as it is a safety concern.

The meeting was adjourned by a Motion from Wieshalla, second by Fenner, at 7:39 p.m. CU



Bobbi Jo Freie
City Administrator



Bob Heid
Mayor