

Designations & Appointments – 2023

ACTING MAYOR	Fenner
CIVIL DEFENSE	BUHL
WEED INSPECTOR	WIESHALLA, FREIE
ZONING COORDINATOR	FREIE
CITY ADMINISTRATOR	FREIE
HEALTH OFFICER	DR. BURNS
CITY ATTORNEY	QUINLIVAH & HUGHES PA

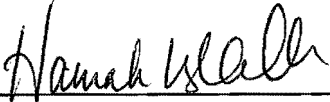
OFFICIAL MEETING TIME & PLACE 7:00 P.M., 2ND WEDNESDAY OF MONTH, CITY HALL

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 18th day of January 2023



Hannah Wieshalla, Mayor



Bobbi Jo Freie, City Administrator

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

The newly elected officials and re-elected officials were sworn in and signed the Oath of office.

CONSENT AGENDA: Approval of Minutes: from the 12/14/22 regular meeting, Payment of Claims: checks numbered 49259-49421 approved by a motion from Minor, second by Johnson CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report received. Motion by Fenner to approve quote for flooring for the liquor room, as directed by public health, second by Wiersgalla. CU

Public Works: Lead Copper EPA meeting next week in Detroit Lakes. Notified that the Transfer Station project has been put on hold by the County Board, PFAS monitoring, and collection will be occurring soon.

Ambulance: Recommendations for officers received. Motion by Minor to approve 2023 Ambulance officers: Laura Stier Director, Patrick Sutlief Assistant Director, Charlie Stier Training officer, Erica Myers Maintenance and Laura Stier Technology officer, second by Johnson CU. 2022 had 259 calls up from 2021, tires replaced on ambulance, awaiting replacement cot loading system.

Fire Department: Recommendations for officers received. Motion by Wiersgalla to approve 2023 Fire officers: Chief Patrick Sutlief, Assistant Chief Terry Host, Lieutenant Jeffrey Wieshalla, Training officer Dan Custer and Maintenance Chris Minor, second by Fenner (Wieshalla and Minor abstain) motion carried. Calendar year 2023 stats, 81 calls, 19 fires 10 mutual aid, report of call hours, man hours and usage of each unit given.

Law Enforcement: monthly report received. New Sheriff Allen has been invited to next month's meeting.

Administration: monthly fund status report received. Notice to council of a new work comp claim, speak with admin privately if you have questions.

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

NEW BUSINESS:

Motion to approve 2023 Designations and appointments by Johnson, second by Minor. CU

Motion to approve resolution 01182023-1 Approving authorized signers for the city of Browerville by Wiersgalla, second by Minor. CU

Motion to approve the modified public works pay scale to include increases based on water and waste water certification level by Fenner, seconded by Johnson CU.

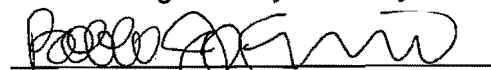
Motion to approve license to sell tobacco for Botello's Mexican Market by Wiersgalla, seconded by Minor CU.

Motion to approve license to sell 3.2 off sale beer upon verification of current insurance for Botello's Mexican Market by Johnson, seconded by Minor CU.

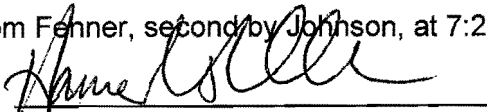
Discussion:

Re-Zoning discussed because of general inquiries received by administration. Discussed status of creamery building order for repairs time frame and off-street parking for apartments.

The meeting was adjourned by a Motion from Fenner, second by Johnson, at 7:27 p.m. CU



Bobbi Jo Freie
City Administrator



Hannah Wieshalla
Mayor

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

CITIZENS: Mike Hubner with Advanced Utility Solutions discussed his company and what they offer as it relates to certified water and waste water management and training.

CONSENT AGENDA: Approval of Minutes: from the 01/18/23 regular meeting, Payment of Claims: checks numbered 49422-49494 approved by a motion from Johnson, second by Wiersgalla CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report received. Motion by Johnson to approve quote from ARC for replacement of lights and dimmers, second by Fenner. CU

Public Works: Motion by Fenner, second by Wiersgalla to replace meter reading device with Archer 3 device per quote CU.

Ambulance: Patient lift device reviewed, will pursue 30 day trial, if the crew finds it useful request to purchase should be brought to council at next meeting.

Fire Department: no report

Law Enforcement: monthly report received.

Administration: Fund status report received. Noted that investments are not updated as statements have not been received as of the meeting.

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

NEW BUSINESS:

No new business

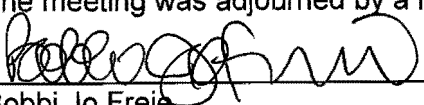
Discussion:

Re-zoning request received for parcel 30-0037600, Planning and zoning meeting and public hearing will be scheduled for later this month.

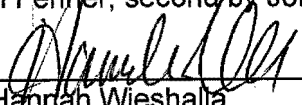
Administrator provided information from 1/26 Rural Water meeting regarding the Lead and copper rule and service line inventory that will need to take place in the coming year.

Local Board of Appeals and Equalization meeting set for 4/20/23 at 2pm.

The meeting was adjourned by a Motion from Fenner, second by Johnson, at 7:38 p.m. CU



Bobbi Jo Freie
City Administrator



Hannah Wieshalla
Mayor

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

CITIZENS: Mike and Jenny Aksamit addressed the council regarding the conditional use permit to be considered by the council at this meeting.

CONSENT AGENDA: Approval of Minutes: from the 02/08/23 regular meeting, Payment of Claims: checks numbered 49493-49561 approved by a motion from Minor, second by Wiersgalla CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report received.

Public Works: interviews for PW staff next week Fenner to sit on interview panel.

Ambulance: Patient lift device reviewed; report of effectiveness received from director Stier. Motion to purchase both sizes by Sue, second by Johnson. CU Lakewood health has given notice of intent to terminate the contract for billing services effective 5/7/23. Administration is working to find a new vendor.

Fire Department: Mutual Aid agreement with Todd Wadena Fire association approved by a motion from Johnson, second by Fenner. CU

Law Enforcement: monthly report received.

Administration: Fund status report received. Barn quilt discussed last year is complete and will be delivered in the spring. We will have a naming contest, selection made based on suggestions received at the next meeting.

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

NEW BUSINESS:

Conditional Use Permit - 121 Front St W- recommendation from Planning and Zoning committee reviewed by the council. Discussion held. Motion to approve the CUP with the recommended conditions presented by the PZ committee with the additional conditions, requiring a privacy fence on the west side of the lot, prohibiting the construction of a full service kitchen, general retail sales are prohibited, the conditional use permit becomes null and void if the business/use is inactive for 90 days and no further variance or CUP shall be allowed while current CUP is active. Motion by Minor, second by Fenner. CU

Tree Removal on front street, discussion held regarding tree removal on city property on the north side of 121 Front St W. Motion by Wieshalla to allow removal of 24 feet of trees for the approach/access to property. Location determined after calculation made regarding minimum distance from existing culvert. Second by Fenner CU

Resolution 03082023-1 Ordering preparation of report on Creamery Ave improvement approved by a motion from Fenner, second by Wiersgalla. CU

Resolution 03082023-2 approving application to PFA for clean water funds approved by motion from Fenner, second by Minor. CU

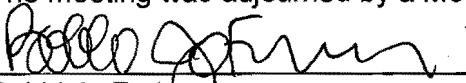
Resolution 03082023-3 approved by motion from Wiersgalla, second by Fenner, CU.

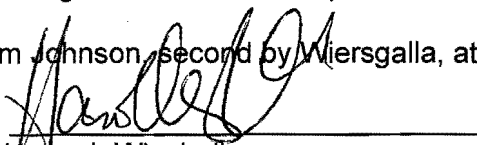
Discussion:

Todd County Economic Development Annual Dinner scheduled, please let Bobbi Jo know if you will be attending and she will RSVP for the City.

Local Board of Appeals and Equalization meeting set for 4/20/23 at 2pm.

The meeting was adjourned by a Motion from Johnson, second by Wiersgalla, at 8:45 p.m. CU


Bobbi Jo Freie
City Administrator


Hannah Wieshalla
Mayor

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

CITIZENS: Mike Hubner from Advanced Utility Solutions provided a proposal for Utility operator services.

CONSENT AGENDA: Approval of Minutes: from the 03/08/23 regular meeting, Payment of Claims: checks numbered 49562-49647 approved by a motion from Fenner, second by Johnson CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report received.

Public Works: Public works position will remain open until filled.

Ambulance: Service agreement with Expert Billing approved by motion from Fenner, second by Minor. CU

Fire Department: Fire department full roster, new probationary firefighter started 4/1/23.

Law Enforcement: monthly report received.

Administration: Fund status report received. Discussed Treasury note investment.

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

NEW BUSINESS:

Triennial pay equity report received by the council.

Motion to Appoint Tim Duncan to Planning and Zoning committee by Fenner, second Minor. CU

Selected "Where Love Blooms" as the name for the Barn quilt that is being donated to the City.

Motion to approve resolution 04122023-1 for Recording conditional use permit approved at 3/8 meeting by Minor, second by Fenner. CU

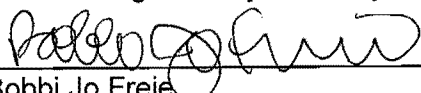
An updated Preliminary Engineering Report was reviewed by the council including cost estimates and the preliminary assessment roll. Reviewed cost analysis with new estimates as provided by Jason Murray from David Drown Associates.

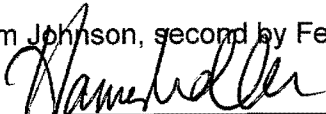
Motion by Johnson to approve Resolution 04122023-2 Receiving Feasibility Report and calling for Hearing on Improvement. Scheduled for May 9th, 7pm at the Browerville Community Center. Second by Fenner. CU

Discussion:

Local Board of Appeals and Equalization meeting set for 4/20/23 at 2pm.

The meeting was adjourned by a Motion from Johnson, second by Fenner, at 7:49 p.m. CU


Bobbi Jo Freie
City Administrator


Hannah Wieshalla
Mayor

City of Brownville
Official Minutes of the Public Hearing for the Proposed Creamery Avenue Improvements
Meeting Date: 05/09/2023

A Public Hearing for the City of Brownville, convened at the Brownville Community Center and was called to order at 7:00 p.m. Members Hannah Wieshalla, Angela Johnson, Sue Wiersgalla and Alan Fenner and Christopher Minor were present.

The meeting opened with the Pledge of Allegiance.

CITIZENS: Sign in sheet attached to these minutes

Presentation: Kent Louwagie, Engineer, Bolton & Menk provided information regarding the proposed improvement project. The presentation included information regarding the current conditions, the proposed improvements and the costs associated with the project.

Discussion:

Curb on Main St N, residents indicated desire to exclude the curb, discussed that curb is used to control and direct flow of runoff to the storm water system.

The sidewalk on Creamery Avenue in the preliminary drawing was to be placed on the West side of the street. Safety regarding truck traffic by Panther and Big Boyz discussed, considering placing the sidewalk on the East side.

Placement of Storm sewer and driveway access by resident on Perry Ave, contractor will work with residents regarding apron placement to ensure access to property during construction. Issue noted for consideration of storm sewer placement.

Discussion regarding private water and sewer lines from the right of way. It is the responsibility of the resident to replace lines from the right of way. If lead service water lines or connections are located during construction this will need to be addressed. The state is working on developing a grant program to fund replacement of those items, but the details have not been finalized at the time of this meeting.

Concern regarding speed and semi traffic and jake breaking voiced by residents.

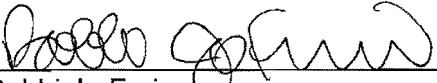
Impact on taxpayers. There will likely be a referendum requested by School District 787 due to the collapse of the gymnasium. There was a request to delay the project until the school has more information regarding plans and costs.

Concerns voiced regarding the conditions of the infrastructure should the project be delayed and increased costs due to inflation.

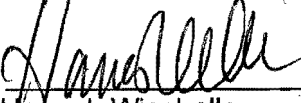
Access to property during construction discussed. There will be provisions in the contract regarding access to property. When issues arise communication with the City and Engineer will be important so we can address them.

Thank you to all who attended. The items discussed have been noted and will be considered moving forward. Be sure to contact the City or a Council member if you have additional concerns, questions or comments all through this process.

The meeting was adjourned by a Motion from Johnson, second by Wiersgalla, at 8:26 p.m. CU



Bobbi Jo Freie
City Administrator



Hannah Wieshalla
Mayor

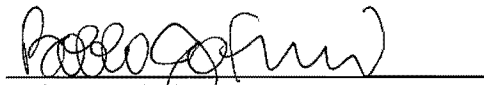
City of Browerville - Official Minutes of the Local Board of Appeals and Equalization
Meeting Date: 04/20/2023

A meeting of the City of Browerville Local Board of Appeals and Equalization convened at City Hall and was called to order at 2:00 p.m. Members Hannah Wieshalla, Angela Johnson, Sue Wiersgalla and Alan Fenner were present. Christopher Minor absent. The meeting opened with the Pledge of Allegiance.


CITIZENS: None in attendance

Discussion: Chris Odden and Jolene Devitt from the County Assessors office provided sales data used to calculate 2023 property values. The data provided showed the continued trend of property selling above estimated market value.

The meeting was adjourned by a Motion from Johnson, second by Wiersgalla, at 2:08 p.m. CU



Bobbi Jo Freije
City Administrator



Hannah Wieshalla
Mayor

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

CONSENT AGENDA:

Approval of Minutes: from the 04/12/23 regular meeting, 04/20 Local Board of Appeals and Equalization meeting, and 05/09/23 Public Hearing. Payment of Claims: checks numbered 49648-49724 approved by a motion from Fenner, second by Johnson CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report received.

Public Works: Annual Consumer Confidence (water) report available. Public hearing regarding Wellhead protection plan part 2 will be held on 7/12/23 at the open of the regular meeting.

Ambulance: One-time Federal report completed, annual state report completed and license renewal submitted.

Law Enforcement: monthly report received. – Contact TCSD regarding semi noise and u-turns

Administration: Fund status report received. Motion to approve personnel policy update to add June 19th as a holiday by Fenner, second by Minor. CU

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

OLD BUSINESS:

Motion to approve lease for the use of city property for 2 events a year as drafted by legal counsel, with the Central Todd County Tractor Pullers Association by Minor, second by Johnson. CU

NEW BUSINESS:


Resolution 05102023-1 Ordering Improvement and Preparation of Plans for the Creamery Avenue project by Minor, second by Fenner, passed, Johnson opposed.


Motion to approve agreement with Todd County to upgrade election equipment per the proposal by Wieshalla, second by Johnson CU

Discussion:

Hazardous building – 111 Main St S, moving forward with order for repairs.

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


Bobbi Jo Freie
City Administrator


Hannah Wieshalla
Mayor

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

CITIZENS:

David Determan, Todd County HHS spoke to the council regarding Rental ordinance and inspection recommendations.

CONSENT AGENDA:

Approval of Minutes: from the 05/10/23 regular meeting, Payment of Claims: checks numbered 49725-49799 and building permit for storage shed at 901 Creamery Ave. approved by a motion from Minor, second by Johnson CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report received. Motion to approve purchase of American Dish Service glass washer per quote from Central Lakes Restaurant supply by Fenner, second by Wieshalla. CU

Public Works: Summer helper started work 6/13. Review quote for crack sealing and gap mastic repairs from Barga Inc includes proprietary process for gap repairs. Motion to approve crack sealing and gap repairs by Minor, second by Fenner. CU The pump in the main lift station is damaged, a bolt was found jammed in the impeller and bent the shaft. A spare pump was placed, and the vendor is determining if the pump can be repaired or needs to be replaced. Admin will check if insurance can cover damages or replacement.

Ambulance: New insurance billing not up and running yet, delays due to staff shortages.

Law Enforcement: monthly report received.

Administration: Fund status report received. Legislative summary presented to Council.

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

OLD BUSINESS:

Motion to approve Resolution 06142023-1 Electing standard allowance for American Rescue Plan funds. by Minor, second by Johnson. CU

NEW BUSINESS:

Resolution 06142023-2 updating capital asset policy, increasing depreciation threshold to \$10,000. Motion by Fenner, second by Wiersgalla, CU

Resolution 06142023-3 Notice and order regarding Hazardous Building at 111 Main St S approved by motion from Johnson, second by Fenner. CU

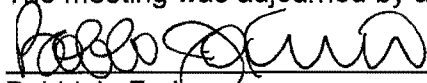
Discussion:

Status of Creamery Ave project, in planning and design phase, decision on moving forward will occur next spring. Admin will connect with paper to request article regarding process.

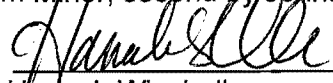
Meeting closed at 7:48 and reopened at 8:02 to discuss personnel issues regarding FMLA, work comp and wages.

The regular meeting 7/12 will open with a public hearing regarding the update of the well head protection plan.

The meeting was adjourned by a Motion from Minor, second by Johnson, at 8:06 p.m. CU



Bobbi Jo Freie
City Administrator



Hannah Wieshalla
Mayor

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

Public Hearing: The public hearing to review the Well Head Protection Plan Part II amendment was held. Katie Breth from MN Rural water provided an overview of the program and the updates to the plan. With no comments received, the public hearing was closed.

CONSENT AGENDA:

Approval of Minutes: from the 06/14/23 regular meeting, Payment of Claims: checks numbered 49799-49868 approved by a motion from Minor, second by Johnson CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report received.

Public Works: Paving quote received; council requested second quote. Motion to approve paving after additional quote requested and reviewed by Administrator and public works director, not to exceed \$55,000.00. by Chris, second by Fenner. CU Lift station pump was damaged, insurance will cover \$15,754 (repair cost) a new pump with warranty is \$18,322. Motion to purchase a new pump and pay the difference to include warranty by Wiersgalla, second by Fenner. CU

Ambulance: monthly report received. June very busy month.

Law Enforcement: monthly report received, jake breaking continues to be an issue, admin to request check on a couple of vehicles.

Administration: Fund status report received, excluding investment interest as statements not yet available at time of meeting.

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

NEW BUSINESS:

Resolution 07122023-1 Acknowledging donations Motion by Minor, second by Johnson, CU

Discussion:

Initiative foundation funding request

Rental ordinance discussed, administrator and Johnson will meet to review and modify staples ordinance to fit our needs.

Central MN Tractor Pullers Assn made several requests to the city. The Council reviewed them and made a recommendation, administrator will request an addendum to the contract be drafted.

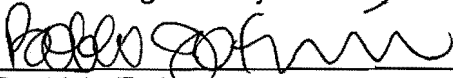
CLOSED MEETING

Meeting closed at 7:53 to provide a work comp update.

OPEN MEETING

Motion to approve an update to the wage scale effective 8/1/23 by Minor, second by Fenner.

The meeting was adjourned by a Motion from Wiersgalla, second by Johnson, at 8:09 p.m. CU



Bobbi Jo Freie
City Administrator



Hannah Wieshalla
Mayor

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

Citizens: Mike Aksamit, owner of 503 Main St S, attended to inform the council on his plans to demolish the building in response with the Hazardous building notice.

CONSENT AGENDA:

Approval of Minutes: from the 07/12/23 regular meeting, Payment of Claims: checks numbered 49869-49928 approved by a motion from Minor, second by Johnson CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report received, Lions payment for Browerville Days liquor made in July accounts for large portion of profit for the month.

Public Works: recent water line break on creamery avenue.

Ambulance: up and running on new patient care system as part of new billing process.

Law Enforcement: monthly report received.

Administration: Fund status report received, report on OSHA inspection.

Motion to approve Department Reports by Wiersgalla, second by Minor. CU

NEW BUSINESS:

Construction agreement with Todd County for Creamery Ave Bridge approved by Motion from Fenner, second by Wiersgalla, CU

Brian Koehn presented the Council with the 2022 Audit summary. Motion to approve by Wieshalla, second by Wiersgalla. CU

Motion to approve Pictometry agreement with Todd County for 2023-2025 by Minor, second by Wiersgalla. CU

Discussion:

Council Invitation to Hilltop Regional Kitchen Luncheon August 14th

Draft Budget provided to Council for review, Preliminary Levy must be set at the September meeting.

Legislative changes regarding PFML paid family medical leave and ESST earned safe and sick time discussed. More info and personnel policy changes will be needed by the end of the year.

Creamery Improvement project and 11th St E discussed options to split the project but save the plan for future use.

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

Bobbi Jo Freie
City Administrator

Hannah Wieshalla
Mayor