

Designations & Appointments – 2024

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

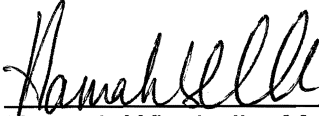
OFFICIAL MEETING TIME & PLACE 7:00 P.M., 2ND WEDNESDAY OF MONTH, CITY HALL

OFFICIAL NEWSPAPER INDEPENDENT NEWS HERALD

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

MILEAGE IRS RATE AS SET ANNUALLY

Approved the 17th day of January 2024



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. Mayor Hannah Wieshalla, council members Christopher Minor, Sue Wiersgalla, Alan Fenner and Angela Johnson present. The meeting opened with the Pledge of Allegiance.

Public Hearing to Vacate a portion of Park Avenue between 6th and 7th St W: Questions from the public regarding the logistics of vacating the block of park avenue east of the school included parking, utilities, and sidewalk access. Principal Sutlief was in attendance and answered questions based on the preliminary plans. With no further questions the public hearing was closed by a motion from Minor, second by Wiersgalla, CU.

CONSENT AGENDA:

Approval of Minutes: from the 12/06/23 regular meeting; Payment of Claims checks numbered 50231-50315; Building permit: 831 Park Ave N, Egress window; approved by a motion from Johnson, second by Fenner CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report. Discussed issues with new glass washer.

Public Works: Slow snow year, working on maintenance of equipment.

Ambulance: Report on activity provided by director L. Stier. Motion to approve recommendation for 2024 officers by Minor, second by Johnson as presented. Director L. Stier, Asst. Director P. Sutlief, Training C Stier, Maintenance E. Myers, Technology L Stier. CU

Fire Department: Report on activity provided by Fire Chief P. Sutlief. Motion to approve recommendation for 2024 officers by Wiersgalla, second by Fenner as presented. Chief P. Sutlief, Asst. Chief T. Host, Lieutenant J. Wieshalla, Training D. Custer. Carried Wieshalla abstained.

Law Enforcement: monthly report received.

Administration: Fund status report provided.

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

NEW BUSINESS:

Motion to approve 2024 Designations and appointments by Johnson, second by Wiersgalla. CU

Motion to approve 2024 Legal Services Contract by Fenner, second by Minor CU

Motion to approve Resolution 01172024-1 Vacating a portion of Park Ave by Minor, second by Fenner CU

Motion to Table Park Ave Encroachment agreement until School and City Atty review revisions by Fenner, second by Wiersgalla. CU

Motion to approve report of annual utility adjustment report by Fenner, second by Minor CU

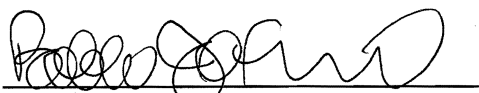
Motion to approve annual fund transfers by Johnson, second by Wiersgalla CU.

Discussion:

Request for Deaf Child signage. The City will follow MnDOT policy and not install as it is not enforceable and can lead to a false sense of security.

Creamery building status, Admin will contact contractor, 111 Main S. pending outcome of court hearing.

The meeting was adjourned by a Motion from Fenner, second by Minor, at 7:44 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. Mayor Hannah Wieshalla, council members Christopher Minor, Sue Wiersgalla, Alan Fenner and Angela Johnson present. The meeting opened with the Pledge of Allegiance.

CONSENT AGENDA:

Approval of Minutes: from the 01/17/24 meeting; Payment of Claims checks numbered 5031-50410; approved by a motion from Johnson, second by Wiersgalla CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report.

Public Works: Reviewed quotes for replacement mower and attachments motion to accept low bid by Fenner, second by minor, carried. Johnson voting no.

Ambulance: Medicare payments now coming in from the billing company change.

Fire Department: Chris Minor awarded VFW fireman of the year.

Law Enforcement: monthly report received.

Administration: Fund status report provided.

Motion to approve Department Reports by, second by. CU

OLD BUSINESS:

Motion to approve encroachment agreement with ISD 787 for Park Ave by Chris, second by Sue. CU

NEW BUSINESS:

Motion to approve Resolution 02142024-1 Accepting Donations by Johnson, second by Fenner. CU

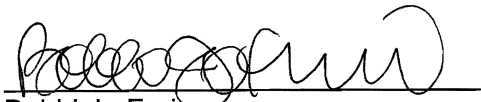
Discussed waterline in park avenue reviewed potential options. Terms of an agreement with the school will include the details for cost sharing, design approval, and inspection throughout the process.

Discussion:

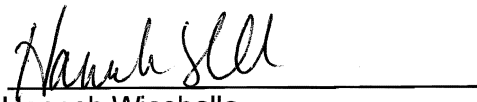
LBAE meeting scheduled for April 18, 2024 at 2pm at City Hall.

Discuss request of Auxiliary VFW use of Community center.

The meeting was adjourned by a Motion from Wiersgalla, second by Minor, at 7:45 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. Mayor Hannah Wieshalla, council members Christopher Minor, Sue Wiersgalla, and Angela Johnson were present, Alan Fenner absent. The meeting opened with the Pledge of Allegiance.

CONSENT AGENDA:

Approval of Minutes: from the 02/14/24 meeting; Payment of Claims checks numbered 50411-50493; approved by a motion from Minor, second by Johnson CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report, quote for freezer reviewed. Motion to approve purchase from Britz per quote by Wieshalla, second by Johnson. CU

Public Works: Reported PFAS monitoring results, our system was placed in the low category requiring no further action. The new tractor was received.

Ambulance: New EMT class scheduled June – August.

Fire Department: Very busy lately with grass and structure fires.

Law Enforcement: monthly report received.

Administration: Fund status report provided.

Motion to approve Department Reports by, second by. CU

NEW BUSINESS:

Motion to approve Resolution 03132024-1 Accepting Donations by Johnson, second by Wiersgalla. CU

Motion to approve Resolution 03132024-2 Application to Clean Water Revolving fund (CWRF) for the Creamery Avenue improvement project by Minor, second by Johnson, CU.

Motion to approve Resolution 03132024-3 Application to Drinking Water Revolving fund (DWRF) for the Creamery Avenue improvement project by Wiersgalla, second by Johnson, CU.

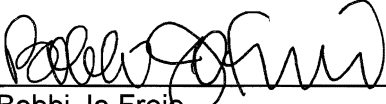
Motion to approve Resolution 03132024-4 Application to DWRF for Lead Service Line Replacement for the Creamery Avenue improvement project by Johnson, second by Wiersgalla, CU.

Discussion:


LBAE meeting scheduled for April 18, 2024 at 2pm at City Hall.

Hazardous building update: pending court decision on 111 main St S, owner not responding to request for updates on creamery building will attempt contact if no response proceed with court action.

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



Bobbi Jo Freis
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. Mayor Hannah Wieshalla, council members Christopher Minor, Sue Wiersgalla, Alan Fenner and Angela Johnson were present. The meeting opened with the Pledge of Allegiance.

CITIZENS: Jane and Ron Brown, Lauren Ernst and Jerry Lucas presented the council with information regarding the Browerville Connections reunion event being held at The Park Event Center in Waite Park the weekend of August 16, and their desire to have a museum in Browerville.

CONSENT AGENDA:

Approval of Minutes: from the 03/13/24 meeting; Payment of Claims checks numbered 50494-50561; approved by a motion from Minor, second by Johnson CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report received, manager Kendra Peterson available for questions reported planning and prep for Browerville Days is starting.

Public Works: MPCA commendation received for Wastewater Treatment Plant operations.

Ambulance: Director Laura Stier was on hand, reported that calls are up for every month this year over last year. CPR refresher complete for EMTs, Med training coming up and new EMT class starting in June.

Fire Department: Continues to be very busy, equipment needing repairs due to extra use lately.

Law Enforcement: monthly report received.

Administration: Fund status report provided. Administrator out of office Friday for Leadership training at Sourcewell. Request authorization to attend League of Minnesota Cities conference in June.

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

NEW BUSINESS:

Motion to approve Resolution 04102024-1 Accepting Donations by Fenner, second by Wiersgalla. CU

Motion to approve Resolution 04102024-2 Approving application for Sourcewell Impact funds by Fenner, second by Minor, CU.

Motion to approve Resolution 04102024-3 Approving plans and specs for 6th St Water main loop and ordering advertising for bids by Minor second by Johnson, CU.

Motion to approve Resolution 04102024-4 Resolution ordering improvement and preparation of plans for Creamery Ave by Fenner, second by Wiersgalla, CU.

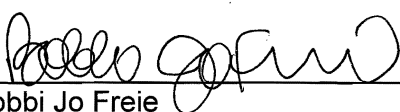
Motion to approve Resolution 03132024-5 Approving application for Sourcewell Matching grant funding for speed signs by Johnson, second by Minor, CU.

Discussion:

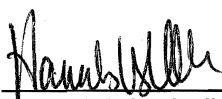
Hazardous building update: Court decision on 111 main St S, allows owner to respond to original resolution from 2023, next hearing set for 5/29/24. No action by owner on 503 Main St S, creamery building request by council to proceed with attorney to next step.

LBAE meeting scheduled for April 18, 2024 at 2pm at City Hall.

The meeting was adjourned by a Motion from Fenner, second by Minor, at 8:02 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. Mayor Hannah Wieshalla, council members Christopher Minor, Sue Wiersgalla, Alan Fenner and Angela Johnson were present. The meeting opened with the Pledge of Allegiance.

CONSENT AGENDA: amended, removal of 04/10/24 minutes from consent agenda; Payment of Claims checks numbered 50562-50642; no building permits: approved by a motion from Fenner, second by Wiersgalla CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report, comedian scheduled, good to have activities to bring in customers.

Public Works: MPCA Wastewater Treatment Plant inspection complete, no deficiencies.

Ambulance: Continue to work through procedural issues with new billing company. Will check with League of MN cities if they have resources for billing. Applied for and received approval for reimbursement of training costs for EMT's from Sourcewell.

Fire Department: repairs almost complete on Kubota. Maintenance remains busy fixing after a very hard spring. Chief Sutlief applied for a grant for grass fire bibs to save wear and tear on turnout gear and staff. Expect DNR grant available soon, he will apply for a light bar and other maintenance items.

Law Enforcement: monthly report received.

Administration: Fund status report provided. Discussed 2000 pickup, will dispose of using closed bid process, will be placed in paper with bids to be opened at 6/12 council meeting. Two water meters were programmed incorrectly by the vendor causing errors in customer bills the council will see large adjustments on the annual report, vendor contacted and came onsite to re-program. The City was approved for a Sourcewell matching grant for two additional speed signs, they will arrive soon.

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

NEW BUSINESS:

Motion to approve Resolution 05082024-1 Accepting Donations by Fenner, second by Wiersgalla. CU

Call a special meeting for 5/15/24 at 1pm at City Hall to act on the construction agreement with ISD 787 for the 6th Ave water lien loop and receive bid recommendation for 6th Ave water line loop. Bids were opened on 5/8 at City Hall, the engineers are reviewing and will provide a recommendation at the special meeting.

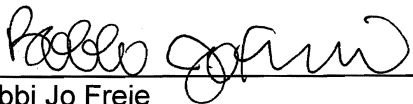
Discussion:

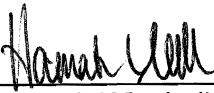
Creamery Avenue project pending State aid review and approval of plans. This is needed to receive funding that will cover 50% of the construction cost of the bridge replacement.

ISD 787 groundbreaking Monday 5/13.

Hazardous property update: 111 Main St S, next hearing scheduled for 5/29. 503 Main St S, attorney filing paperwork with courts requesting the City be granted the authorization to make necessary repairs to the building and assess and/or place judgement for the costs.

The meeting was adjourned by a Motion from Wiersgalla, second by Minor, at 7:24 p.m. CU


Bobbi Jo Freie
City Administrator

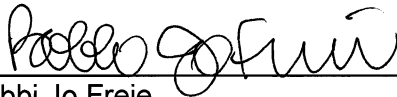

Hannah Wieshalla
Mayor

City of Browerville - Official Minutes of the Browerville City Council
Special Meeting Date: 05/15/2024

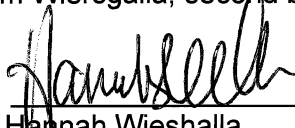
A meeting of the Browerville City Council convened at City Hall and was called to order at 1:00 p.m. Mayor Hannah Wiershalla, council members, Sue Wiersgalla, and Alan Fenner present. Christopher Minor and Angela Johnson absent. The meeting opened with the Pledge of Allegiance.

1. Construction agreement with ISD 787 approved by a motion from Wiersgalla, second by Fenner. CU
2. Resolution 05152024-1 Accepting bid for 6th st water main loop approved by motion from Fenner, second by Wiersgalla. CU.

The meeting was adjourned by a Motion from Wiersgalla, second by Fenner, at 1:10 p.m. CU



Bobbi Jo Freie
City Administrator



Hannah Wiershalla
Mayor

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

CONSENT AGENDA: Approval of the minutes from the 04/10/24, 05/08/24 regular meetings and the 05/15/24 special meeting; Payment of Claims checks numbered 50643-50728; building permits 251 11st St W- 10x10 deck, 121 7th St W- 12x16 storage shed on skids: approved by a motion from Fenner, second by Wiersgalla CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report provided. Manager Kendra Peterson and Assistant Manager Faith Holmquist, report that icemaker needs to be replaced, it is no longer repairable. Two quotes presented to the council. Motion to approve purchase of the ice machine from Lindstrom Refrigeration LLC by minor, second by Johnson. CU Managers discussed the desire for a policy regarding minors in the bar to address various issues. Managers and Administration will inquire with other local establishments and work to draft a policy. The council requests management look into some entertainment in for July and August.

Public Works: Creamery Ave project update District State Aid has approved the bridge plan, awaiting bridge bond funding approval at which time the council may approve going out for bids. The 6th St Watermain loop project is going well the underground construction should be complete today, testing of the new main should be early next week. Pavement patching and seeding date not set. Transfer Station water main extension has been delayed a bit but will likely start in the next week. Lead Service Line Inventory is in process we were approved for a MDH grant to assist with this and the records research portion from past projects is complete, residents will start seeing information in the mail to self-report the private portion of the water line soon. Admin will add information to the City website and facebook notifying residents this will be coming.

Ambulance: The ambulance service has been awarded a Certificate of Excellence from the MN Emergency Medical Services Regulatory Board (EMS RB) for Clinical Advisory performance at a level worthy of special recognition. Administration noted the excellent service our EMTs provide and special acknowledgement to the Ambulance Director Laura Stier on the time and effort she puts in to ensure we are meeting and exceeding the performance measures set by EMS RB.

Fire Department: Information presented regarding an ARMOR grant for radios the county is applying for that we may participate in. Discussed with Chief Patrick Sutilief and determined that we are not in need of replacing our radio equipment at this time. The Fire department has been awarded a community Safety grant from CenterPoint Energy to purchase grass fire fighting coveralls.

Law Enforcement: monthly report received, missing page 2 of report in the council packet. Admin error.

Administration: Fund status report provided. Hazardous building update, trial for 111 main St S set for December. Letter from an attorney for a potential buyer received by the council. Waiting for next steps from the city attorney regarding 503 Main St S. Administration working on framework for comprehensive nuisance, rental registration, dwelling maintenance and administrative penalty ordinance addition and/or updates. Legislative update overview provided including small cities assistance for streets update, ESST changes, EMS funding and changes to EMS RB, and likely future requirement to transition to .gov account for web and email. Discussed questions from Jon Alexander regarding his previous lease for a billboard in the industrial park, the lease was terminated with notice upon sale of the property, the city does not own any lots in the industrial park at this time.

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

NEW BUSINESS:

The city received 4 sealed bids for the 2000 GMC Pickup, they were opened at the meeting. Motion to accept the high bid of \$1525.00 from Tyler Berg by Fenner, second by Minor. CU

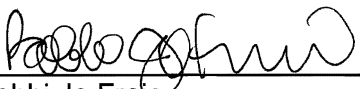
Motion to approve Resolution 05082024-1 Accepting Donations of \$9350.00 by Johnson, second by Wieshalla. CU

Motion to approve 2025 Resolution of Sponsorship for the Community Concern for youth program by Minor Second by Johnson. CU

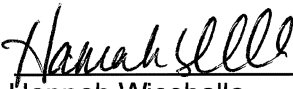
Motion to delegate approval of the 2023 audit report to Administrator Freie, with the presentation of the report to the council at the July 2024 meeting by Auditor Koehn; by Johnson second by Fenner. CU

Motion to proceed with court action to raze 111 Main St S and decline proposal of repairs from the potential buyer by Wieshalla, second by Johnson. CU

The meeting was adjourned by a Motion from Wiersgalla, second by Johnson, at 7:52 p.m. CU



Bobbi Jo Freie
City Administrator



Hannah Wieshalla
Mayor

City of Browerville - Official Minutes of the Browerville City Council
Special Meeting Date: 07/01/2024

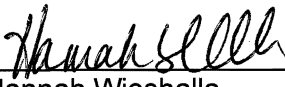
A meeting of the Browerville City Council convened at City Hall and was called to order at 10:00 a.m. Mayor Hannah Wieshalla, council members, Angela Johnson and Alan Fenner present. Christopher Minor and Sue Wiersgalla absent. The meeting opened with the Pledge of Allegiance.

1. Resolution approving plans and specifications and ordering advertisement for Bids for Creamery Avenue, Creamery Bridge project approved by a motion from Fenner, seconded by Johnson. CU.

The meeting was adjourned by a Motion from Johnson, second by Fenner, at 10:12 a.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. Mayor Hannah Wieshalla, council members Christopher Minor, Alan Fenner, Sue Wiersgalla and Angela Johnson present. The meeting opened with the Pledge of Allegiance.

CONSENT AGENDA: Approval of the minutes from the 06/12/24 regular meeting and the 07/01/24 special meeting; Payment of Claims checks numbered 50729-50813; building permits 531 6th St E- 8x18 lean-to on existing shed, 121 Front St W- 30x46 commercial/office building: approved by a motion from Wieshalla, second by Wiersgalla CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report provided revenue approximately \$1,000 lower than 2023 for Browerville Days, final numbers for June are not complete waiting for all invoices and refunds from vendors, will see adjustment on next month's report.

Public Works: Creamery Ave project is advertising for bids currently, to be opened 8/1/24. Transfer station waterline construction and pressure test complete waiting for bacteria results. 6th St Watermain loop project complete.

Ambulance: Laura Stier, director reporting- The ambulance service has had 151 runs to date, 128 for the same period last year. 1 trainee taking EMT course. Denise Biggs Retired from service. The director is seeking donations from local groups to replace 6-year-old tough book, will be replacing with a less expensive device that other local services are using.

Fire Department: Annual Meeting with Townships scheduled for August 28th.

Law Enforcement: monthly report received. Request by council person Fenner for more detail of the services provided as part of our contract.

Administration: Fund status report provided. Hazardous building update, trial for 111 main St S set for December, admin will provide next update in November or if there is any change. Spoke with potential buyer of 503 Main St S, explained the resolution passed by the council regarding this building and that should they purchase the building they would be responsible for securing the building. The City of Browerville has been awarded a Community Impact Grant from Sourcewell of \$28,928.00 to install an electronic insert in the new north welcome sign and replace the insert in the south sign. Admin met with Sourcewell planning and zoning personnel to work on ordinances updates including administrative penalties for ordinance violations, dwelling maintenance and rental code ordinance updates. The 2023 audit report was not completed by 6/30/24, an extension until 8/15/24 has been granted by the State Auditor's office. Admin will be working on the 2025 budget. The preliminary levy must be set at the September meeting.

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

NEW BUSINESS:

Motion to approve Resolution 07102024-1 Appointing Election Judges for the August State Primary and November General Elections by Johnson, second by Wiersgalla. CU

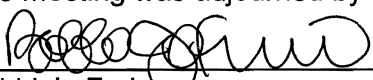
Motion to approve Change order 1 for the 6th St water main loop by Fenner, second by Wiersgalla, water main on 7th St was deeper than estimates requiring additional excavation and fill costs. CU

Motion to approve Pay Request 1 for the 6th St water main loop by Fenner, second by Minor, CU.

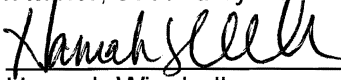
DISCUSSION:

Funding requests from the Initiative foundation and Hilltop Housing project provided to the council for consideration in 2025 budget. Informed council of Local board of appeals and Equilization training and an opening on Region 5 Transportation Advisory Council. Breakfast on the farm is of 7/13, parking for the event will be at the City property next to the catholic cemetery shuttling attendees to the farm.

The meeting was adjourned by a Motion from Minor, second by Fenner, 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. Mayor Hannah Wieshalla, council members Christopher Minor, Alan Fenner, Sue Wiersgalla and Angela Johnson present. The meeting opened with the Pledge of Allegiance.

CONSENT AGENDA: Approval of the minutes from the 07/10/24 regular meeting. Payment of Claims checks numbered 50814-50901; zoning permits 301 6th St E – Fence, 111 Main St S - demolition, 550 7th St W – Fence, 120 7th St E – addition, approved by a motion from Fenner, second by Minor CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report provided, horseracing will be coming soon, coordinating with the Lions. The council requests some activities be explored for Saturdays.

Public Works: Lead service line inventory will be submitted to MDH later this month, summer help will be done 8/23, obtaining seal coating quotes for liquor store and other areas in town.

Ambulance: no report

Fire Department: no report

Law Enforcement: monthly report received. As requested, additional information was received regarding the time logged in Browerville. Admin will request this report be sent monthly with the call report.

Administration: Fund status report provided. Hazardous building update provided. Notified council that the utility billing software we currently use will no longer be supported 12/31/24. City staff are exploring what other options are available.

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

NEW BUSINESS:

Motion to approve Contractor's 2nd and final pay application for 6th St water main loop, by Minor, second by Fenner CU.

Motion to approve change order 2 amending and reducing contract amount for 6th St water main loop, by Fenner, second by Johnson CU

Kent Louwagie, Engineer with Bolton & Menk reviewed the proposed Creamery Avenue and Creamery Bridge improvement project, he reported on the bids received and funding sources including PFA clean water and drinking water loans, general obligation bond and Local Bridge Replacement grant.

Jason Murray, Public Finance advisor with David Drown Associates reviewed the information for the improvement project the financial needs and the General obligation bond process and options.

Motion by Wieshalla to approve resolution 08142024-1 Accepting bid and awarding contract for Schedule A-C. to RL Larson Excavating second by Minor, CU

Motion to approve Resolution 08142024-3 Local Bridge Replacement Program Grant terms and conditions by Johnson, second by Wiersgalla. CU

Motion to approve Resolution 08142024-2 Providing for the competitive negotiated sale of General obligation improvement bonds series 2024A. by Minor second by Johnson, CU

Brian Koehn PLLC presented a 2023 audit summary report to the City Council, motion to accept the report by Fenner, seconded by Wiersgalla, CU

DISCUSSION:

Funding requests from Hilltop regional Kitchen and Community Concern for youth provided to the council for consideration in 2025 budget. Discussed adopting ordinances for food trucks and peddlers.

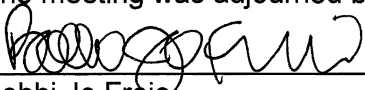
Discussed weed concerns for a resident, Administration will work with the Todd County Weed inspector for compliance with regulated weeds.

The meeting was adjourned by a Motion from Minor, second by Fenner, at 8:15 p.m. CU

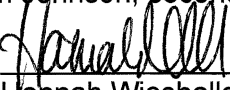
After closing the meeting there was a question from the audience. The Mayor re-opened the meeting at 8:16

marian fischer Bf
~~Mary Wurzbarger~~ inquired about the status of the zoning permit for 111 main St S. The council confirmed that the zoning request for demolition was approved as part of the consent agenda. The council agreed that upon completion of the demo and clean up as indicated in the permit application the city would consider the issue resolved.

The meeting was adjourned by a Motion from Johnson, second by Wiersgalla, at 8:18 p.m. CU



Bobbi Jo Freie
City Administrator



Hannah Wieshalla
Mayor

***AMENDED**

City of Browerville - Official Minutes of the Browerville City Council - Meeting Date: 08/14/2024

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

CONSENT AGENDA: Approval of the minutes from the 07/10/24 regular meeting. Payment of Claims checks numbered 50814-50901; zoning permits 301 6th St E – Fence, 111 Main St S - demolition, 550 7th St W – Fence, 120 7th St E – addition, approved by a motion from Fenner, second by Minor CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report provided, horseracing will be coming soon, coordinating with the Lions. The council requests some activities be explored for Saturdays.

Public Works: Lead service line inventory will be submitted to MDH later this month, summer help will be done 8/23, obtaining seal coating quotes for liquor store and other areas in town.

Ambulance: no report

Fire Department: no report

Law Enforcement: monthly report received. As requested, additional information was received regarding the time logged in Browerville. Admin will request this report be sent monthly with the call report.

Administration: Fund status report provided. Hazardous building update provided. Notified council that the utility billing software we currently use will no longer be supported 12/31/24. City staff are exploring what other options are available.

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

NEW BUSINESS:

Motion to approve Contractor's 2nd and final pay application for 6th St water main loop, by Minor, second by Fenner CU.

Motion to approve change order 2 amending and reducing contract amount for 6th St water main loop, by Fenner, second by Johnson CU

Kent Louwagie, Engineer with Bolton & Menk reviewed the proposed Creamery Avenue and Creamery Bridge improvement project, he reported on the bids received and funding sources including PFA clean water and drinking water loans, general obligation bond and Local Bridge Replacement grant.

Jason Murray, Public Finance advisor with David Drown Associates reviewed the information for the improvement project the financial needs and the General obligation bond process and options.

Motion by Wieshalla to approve resolution 08142024-1 Accepting bid and awarding contract for Schedule A-C. to RL Larson Excavating second by Minor, CU

Motion to approve Resolution 08142024-3 Local Bridge Replacement Program Grant terms and conditions by Johnson, second by Wiersgalla. CU

Motion to approve Resolution 08142024-2 Providing for the competitive negotiated sale of General obligation improvement bonds series 2024A. by Minor second by Johnson, CU

Brian Koehn PLLC presented a 2023 audit summary report to the City Council, motion to accept the report by Fenner, seconded by Wiersgalla, CU

DISCUSSION:

Funding requests from Hilltop regional Kitchen and Community Concern for youth provided to the council for consideration in 2025 budget. Discussed adopting ordinances for food trucks and peddlers.

*AMENDED

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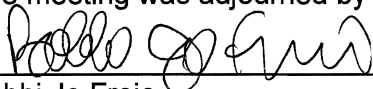
Discussed weed concerns for a resident, Administration will work with the Todd County Weed inspector for compliance with regulated weeds.

The meeting was adjourned by a Motion from Minor, second by Fenner, at 8:15 p.m. CU

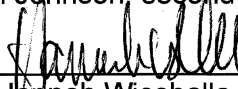
After closing the meeting there was a question from the audience. The Mayor re-opened the meeting at 8:16

***Marian Fischer** inquired about the status of the zoning permit for 111 main St S. The council confirmed that the zoning request for demolition was approved as part of the consent agenda. The council agreed that upon completion of the demo and clean up as indicated in the permit application the city would consider the issue resolved.

The meeting was adjourned by a Motion from Johnson, second by Wiersgalla, at 8:18 p.m. CU



Bobbi Jo Freie
City Administrator



Hannah Wiershalla
Mayor

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

CONSENT AGENDA:

Minutes: 08/14/24 regular meeting
Payment of Claims: 08/15/24-09/11/204 checks numbered 50902-50973; \$212,336.01
Zoning permits: 111 6th St E- fence
921 Perry Ave N- addition to existing shed
310 8th St W- 24 x 40 shed

Consent agenda approved by a motion from Minor, second by Wiersgalla CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report provided.
Notified council of issues in walk in cooler ceiling and damaged flooring.
Public Works: Project update later in agenda.
Ambulance: New emt class started. Calls have been a bit slower lately.
Fire Dept: Held annual Township meeting, attendance was lighter than normal. No concerns.
Public Safety: Monthly report received from Todd County. No questions
Admin: Fund status report provided.
Asked council to consider rental pricing for Motzko Field based on the new facility.

Department Reposts approved by a motion from Johnson, second by Wiersgalla. CU

NEW BUSINESS:

Jason Murry, Financial Advisor, provided the council with the S&P rating, Bond sales results, bond schedule and an updated impact financial statement.

Resolution 09112024-1 providing for the issuance and awarding the sale of \$2,020,000 general obligation improvement bonds series 2024A, pledging for the security thereof special assessments and levying a tax for the payment thereof, approved by a motion from Minor, second by Wieshalla. CU

Resolution 09112024-2 acknowledging donations to the City of Browerville of \$7,100.00, approved by a motion from Fenner, seconded by Johnson. CU

Resolution 09112024-3 adopting 2024 preliminary tax levy collectable in 2025, approved by motion from Fenner, second by Wiersgalla. CU

Truth in Taxation Public hearing date and time (December 11, 2024, 7pm at City Hall), approved by a motion from Wiersgalla, seconded by Minor. CU

Kent Louwagie, Engineer, provided a project update, anticipated construction schedule and the first project newsletter. Additional newsletters will go out to residents as the project progresses, soon there will be a project website where information and updates will be located including current and past newsletters.

Resolution 09112024-4 Committing to certain financial obligations for the sanitary sewer system as part of federal and state funding for the creamery avenue collection improvements, approved by a motion from Minor seconded by Fenner. CU


Resolution 09112024-5 Committing to certain financial obligations for the water system as part of federal and state funding for the creamery avenue collection improvements, approved by a motion from Fenner seconded by Wiersgalla. CU

Proposal to purchase of the utility billing module offered by our existing financial software Asyst by CentralSquare, approved by a motion from Fenner, seconded by Johnson. CU

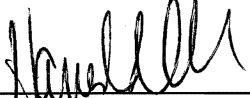
DISCUSSION:

Website hosting renewal received more than doubling the annual cost. Discussed renewing for one year to allow time to set up a new page or terminating the contract 9/30/24. It was decided to terminate the contract and complete the process to obtain a .gov domain and set up a new website up by the end of the year.

The meeting was adjourned by a Motion from Wiersgalla, second by Fenner, at 7:48 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. Mayor Hannah Wieshalla, council members Christopher Minor, Sue Wiersgalla and Angela Johnson present. Alan Fenner Absent. The meeting opened with the Pledge of Allegiance.

CITIZENS: Ryan Spandl and Dalton Drayna attended to discuss the lease for use of parcel 12-4002900 for truck pulls and inquire about adding a cement slab for their scale. Request 12'x20'x4" slab. Council asked administration to review the current lease and add this request to next month's agenda.

CONSENT AGENDA:

Minutes: 09/11/24 regular meeting, amend 08/14/24 minutes to correct the name of an attendee.

Payment of Claims: 09/12/24-10/09/2024 checks numbered 50974-50144; \$155,515.23

Zoning permits: none

Consent agenda approved by a motion from Minor, second by Wiersgalla CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report provided, security system false alarms recently caused by faulty equipment, vendor was here to replace.

Public Works: Logan recently attended class and tested for water certification.

Ambulance: Director L. Stier attended, reported call volume up from last year, 210YTD. Battery replaced in Rig, EMTs working on refresher course and as always looking for more EMT's

Fire Dept: Recent outreach Fire prevention with local students went well.

Public Safety: Monthly report received from Todd County.

Admin: Fund status report provided, quarterly revenue and expenditure report provided.

Department Reports approved by a motion from Johnson, second by Minor. CU

NEW BUSINESS:

Resolution 10092024-1 acknowledging donations to the City of Browerville of \$3,777.14, approved by a motion from Wiersgalla, seconded by Johnson. CU

Kent Louwagie introduced Jeremy Boots from Bolton & Menk, he is assisting with the Creamery Ave project. Project update provided; things are moving along quickly.

Contractor Pay Request 1 for the Creamery Ave improvement project for \$476,098.48 reviewed and recommended for approval by Bolton & Menk, Approved by a motion from Minor, second by Wiersgalla. CU

DISCUSSION:

Website update, administration contacted a local vendor and private individual regarding setting up a new website, it wasn't feasible for this year. After notifying the current vendor of our intent to terminate, they offered a 6% increase and 1 year term, opposed to the 100% increase and multi-year contract previously quoted. Accepted the one-year term allowing administration time to set up a .gov account and a new website.

The Council was presented with the following draft ordinances. These will be presented to the council for adoption after Legal compliance review.

Amend Title 4 Public Health and Safety, Chapter 1 Nuisances, adding Section 4 Public nuisances affecting property, and renumbering the sections that follow.

Amend Title 1 Administration, Chapter 4 General Penalty, adding Section 2 Administrative Penalties, and renumbering the sections that follow.

New Ordinance, Title 3 Business Regulations, Chapter 6 Rental Unit Registration

New Ordinance, Title 3 Business Regulations, Chapter 7 Peddlers, Solicitors and Transient Merchants

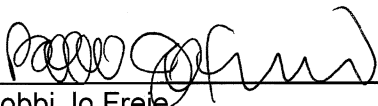
New Ordinance, Title 8 Building Regulations, Chapter 3 Property Maintenance Regulations and Chapter 4 Dwelling Maintenance Code.

After legal compliance review a notice of public hearing will be published and posted prior to action by council on these ordinances.

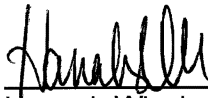
Discussed animal control and city code enforcement by Todd County Sheriffs department. City Administrator will discuss with Sheriff Allen and report back to council.

Council discussed construction at 600 Main St N, City Administrator will contact current owner to review plans and regulations.

The meeting was adjourned by a Motion from Johnson, second by Wiersgalla, at 7:36 p.m. CU



Bobbi Jo Frele
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. Mayor Hannah Wieshalla, council members Christopher Minor, Sue Wiersgalla, Alan Fenner and Angela Johnson present. The meeting opened with the Pledge of Allegiance.

CITIZENS: no comments

CONSENT AGENDA:

Minutes: 10/09/24 regular meeting

Payment of Claims: 10/10/24-11/13/2024 checks numbered 50145-51133; \$669,809.37

Zoning permits: 340 6th St E-Fence, 230 Gillis S-Fence, 617 Main N-awning (pending form and fee)

Consent agenda approved by a motion from Minor, second by Johnson CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report provided. Air Fryer non-functional, parts/labor estimate \$1400.00. Will consider other options for cooking burgers and other menu options before repair or replacing air fryer.

Public Works: 2 estimates for tree removal in the right of way, will proceed with the low bid

Ambulance: Reported on recent state inspection held 11/5.

Fire Dept: Reported they have had a record number of calls this year.

Public Safety: Monthly report received from Todd County. Administration discussed speed enforcement on County 21, animal control and ordinance enforcement with Sheriff Allen.

Admin: Fund status report provided, reported a citizen complaint regarding policing, reported receipt of application for PW position will schedule interviews, Johnson and Fenner will sit on the interview panel. Reported on finances and delays in PFA funding for 2024 IP.

Department Reports approved by a motion from Fenner, second by Wiersgalla. CU

NEW BUSINESS:

Resolution 11132024-1 acknowledging donations to the City of Browerville of \$5,590.00, approved by a motion from Wiersgalla, seconded by Minor. CU

Jeremy Boots from Bolton & Menk provided a 2024 IP project update, construction will be winding up for the season, a lot was accomplished this fall. See the newsletter for details at www.browervillecreameryavenue.com

Change order 1 reducing the 2024 IP contract by \$7,238.64 approved by a motion from Fenner, seconded by Johnson. CU

Contractor Pay Request 2 for the 2024 IP for \$1,701,239.08 Approved by a motion from Minor, second by Wiersgalla. CU

Encroachment agreement for the portion of Park Ave between 6th and 7th St W between ISD 787 and the City of Browerville approved by a motion from Johnson, second by Wiersgalla. CU.

2025 Liquor license for the Browerville Vets Club approved by a motion from Wieshalla, second by Minor. CU

2024 General election results canvassing report and Resolution 11132024-2 approved by a motion from Fenner, second by Johnson, Carried. Wieshalla abstained.

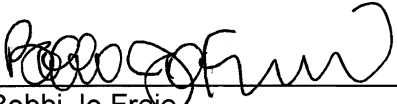
DISCUSSION:

Sourcewell Board, Wiersgalla made a motion to nominate Wieshalla for the Sourcewell Sub-Region IV board of Directors candidacy, seconded by Minor. Motion Carried.

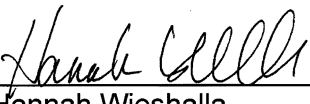
Thank you received from the Todd County Development Cooperation of ongoing support.

Ordinances introduced last month are currently being reviewed by the City attorney. They will be brought back to the council and public hearing scheduled when review complete.

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



Bobbi Jo Freie
City Administrator



Hannah Wieshalla
Mayor

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

CITIZENS: The meeting opened with the annual truth in taxation hearing. With no comments the public hearing ended.

CONSENT AGENDA:

Minutes: 11/13/24 regular meeting

Payment of Claims: 11/14/24 -12/11/2024 checks numbered 51134-512151; \$1,922,852.76

Zoning permits: none

Consent agenda approved by a motion from Minor, second by Wiersgalla CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report provided. Air Fryer estimates provided, motion to approve purchase of the 12x12 airfryer with the same amps as our current unit by minor, second by Johnson. CU. Motion to approve replacement of onsale computer for \$945 from TRS by Fenner, second by Wiersgalla. CU

Public Works: Construction complete for the season, interviews for public works scheduled for 12/12

Ambulance: Asst Director Sutlief reported the new patient care device has been tested and it is a great improvement for entering reports.

Fire Dept: Chief Sutlief presented a request to increase the PERA retirement benefit level from \$1500 to \$1800 per year, he provided a funding summary showing adequate funds for this increase. Motion by Fenner, second by Johnson to approve the benefit level of \$1800/yr effective 1/1/25, motion carried, Minor abstained. Reported record number, 104 calls for Fire reporting year 11/16/23-11/15/24.

Public Safety: Monthly report received from Todd County. Per call to Sheriff Allen, their office will provide enforcement of ordinances for the City.

Admin: Fund status report provided. Admin will request legal opinion on actions regarding the fire department in 2025 as the incoming council will consist of 2 firefighters and 2 spouses of firefighters.

Department Reports approved by a motion from Wiersgalla, second by Minor. CU

OLD BUSINESS: Discussed the request by the Todd County Tractor pullers Association to add a cement pad on the lot they lease. Admin will contact the association, if they will pay a deposit equal to the cost of removal of the pad an addendum to the lease will be brought to the council for motion.

NEW BUSINESS:

Bolton & Menk provided a 2024 IP project update, construction is finished for the season, a lot was accomplished this fall. See the newsletter for details at www.browervillecreameryavenue.com

Contractor Pay Request 3 for the 2024 IP for \$1,146,941.65 Approved by a motion from Wiersgalla, second by Fener. CU

Resolution 12112024-4 accepting offer of the MN PFA to purchase a \$3,876,193 GO Sewer Revenue Note 2024C, providing for its issuance and authorizing execution of a Bond purchase and project loan agreement, approved by a motion from Johnson, second by Minor. CU.

Resolution 12112024-5 accepting offer of the MN PFA to purchase a \$1,805,971 GO Water Revenue Note 2024B, providing for its issuance and authorizing execution of a Bond purchase and project loan agreement, approved by a motion from Fenner, second by Wiersgalla. CU.

Annual Liability Coverage waiver for LCMIT, Motion by Wieshalla to NOT waive the monetary limits on municipal tort liability, second by Minor. CU

Motion to approve the 2025 Tobacco license for the Browerville Municipal Liquor Store, Luna's Country Market and Caseys by Wiersgalla, second by Johnson. CU

Motion to approve the 2025 Legal Services Contract with Quinlivan and Hughes as presented by Johnson, second by Minor. CU City will proceed with RFP for 2026 legal services

Motion to approve 2025 Fee Schedule Resolution 12112024-1 by Fenner, second by Wiersgalla. CU

Motion to approve 2025 budget and adopting final tax levy resolution 12112024-2 by Minor second by Wieshalla, CU.

Motion to approve Resolution 12112024-3 Certifying unpaid utility charges to be collected with 2025 property taxes by Fenner, second by Johnson. CU.

Annual report of adjustments to utility accounts presented to the council for review.

Motion to discharge the list of uncollectable ambulance service charges as presented to the council by Minor, second by Wiersgalla, CU

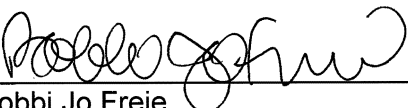
Motion to approve amendment to the personnel policy to update the ESST policy for volunteer firefighters and volunteer ambulance personnel per legislative updates by Wieshalla second by Johnson. CU

DISCUSSION:


2025 Summary Calendar provided to the Council.

Ordinances introduced in October are currently being reviewed by the City attorney. They will be brought back to the council and public hearing scheduled when review complete.

The meeting was adjourned by a Motion from Fenner, second by Minor, at 7:48 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. Mayor Hannah Wieshalla, council members Christopher Minor, Joshua Goertz, Madison Rickbeil and Sue Wiersgalla were present. The meeting opened with the Pledge of Allegiance followed by the swearing in of the City Council.

CONSENT AGENDA:

Minutes: 12/11/24 regular meeting

Payment of Claims: Electronic debits and checks: 12/12/24 -01/08/25; 51216-51275; \$1,528,798.08

Zoning permits: none

Consent agenda approved by a motion from Wiersgalla, second by Goertz CU.

DEPARTMENT REPORTS:

Liquor Store: Monthly financial report received

Public Works: Working on machinery maintenance in down time due to little snowfall

Ambulance: Laura Stier presented the Ambulance Department recommendations for 2025 Officers as voted on by the volunteers. Director: Laura Stier, Assistant Director: Patrick Sutlief, Training: Charles Stier, Maintenance: Erica Myers, Technology: Laura Stier. Approved recommendation by a motion from Minor, second by Rickbeil. CU Reported 276 calls for 2024 and that three volunteers will be recognized with a stork award for successful assistance to a mother in the delivery of a newborn in a pre-hospital setting.

Fire Dept: Patrick Sutlief presented the Fire Department recommendations for 2025 Officers as voted on by the volunteers. Chief: Patrick Sutlief, Assistant Chief: Terry Host, Training: Matthew Stork, Lieutenant: Jeffrey Wiersgalla. Approved recommendation by a motion from Wiersgalla, second by Rickbeil. He also reported that one fire fighter resigned.

Public Safety: Monthly report received from Todd County.

Admin: Fund status report provided.

Department Reports approved by a motion from Wiersgalla, second by Minor. CU

OLD BUSINESS:

Legal guidance received from the City Attorney regarding conflict of interest regarding fire department issues because of the council and related members.

1. Approving salaries and benefits. Active firefighters and their spouses must abstain from the discussion and vote. The remaining council member will need to approve salary and benefit changes.
2. Approving officers and expenses. I suggest the active fire fighter(s) abstain from the vote and the remaining council members approve of the officers or purchases by majority vote.

For other issue we will seek specific legal guidance with the details of the situation.

NEW BUSINESS:

Designations and appointments approved as presented with the addition of Christopher Minor as Acting Mayor by a motion from Goertz, seconded by Wieshalla, CU.

Resolution 20250108-1 Acknowledging Donations approved by a motion from Rickbeil seconded by Minor. CU

Application for Tobacco License for the Dollar General approved upon the receipt of the fee for late filing of the renewal application by a motion from Wiersgalla, second by Goertz, CU

Motion to approve the 2024 Fund transfers by Goertz, second by Wieshalla, CU.

The following individuals participated in the interview panel for a public works employee, Alan Fenner, Angela Johnson, Logan Knutson, Charles Buhl and Bobbi Jo Freie. The committee has recommended the City make an offer of employment to Quinten Rickbeil. Motion by Chris to approve recommendation, second by Wiersgalla. CU

DISCUSSION:

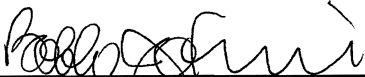
Ordinances introduced in October were reviewed by the City attorney, administration will make the recommended changes and bring back to the Council to review at the next meeting.

Discussed option of having the county process cannabis registration for the city. After review of the requirements the city intends to complete this requirement and not delegate this to the County.


Council member Rickbeil will be reviewing the bank statements monthly.

Provided information for the council to complete training for the Board of Appeals and Equalization.

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



Bobbi Jo Freie
City Administrator



Christopher Minor
Acting Mayor