

**Council Present:** Norman Schwarze, Curt Carrigan, Doug Block, Jesse Messner, Lori Copler

**Staff Present:** Lori Cacka, Chad Draeger, Ken Bauer

**Visitors:** Brianna Taggart, John Rodeberg, Chris Knutson

Motion by Council Member Carrigan, seconded by Council Member Block and carried to approve the consent agenda as follows: Approve minutes of the regular on 12/1/2020. Approve January Treasurers Report. Approve payment of the claims and payroll including check numbers 43186-43340 in the amount of \$468,951.10. Approve new bills written/to be written. **2021- 001**

**BE IT RESOLVED** by the City Council of Brownton, to approve the final pay application for the retainage, in the amount of \$8,495.00 to TMI Coatings, Inc. Payment breakdown: USDA Eligible (Storm Sewer, Water Main) - \$8,495.00

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Block, seconded by Council Member Messner and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2021 - 002**

**BE IT RESOLVED** by the City Council of Brownton, to approve Pay Application #5, in the amount of \$183,830.70 to KHC Construction. Payment breakdown: USDA Eligible (Storm Sewer, Water Main) - \$10,132.40; WIF Eligible (Sanitary Sewer) - \$173,698.30

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Carrigan, seconded by Council Member Messner and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2021 - 003**

**BE IT RESOLVED** by the City Council of Brownton, to approve Pay Application #1 in amount of \$131,023.24 to Core & Main LP. Payment breakdown: USDA Eligible (Storm Sewer, Water Main) - \$131,023.24.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Copler, seconded by Council Member Block and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2021 - 004**

**BE IT RESOLVED** by the City Council of Brownton, to approve Pay Application #3 in the amount \$132,050.00 to BLD Services, LLC. Payment breakdown: WIF Eligible (Sanitary Sewer) - \$132,050.00

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Block, seconded by Council Member Messner and with all members voting in favor thereof, said resolution was declared duly passed and adopted. **2021 - 005**

BLD found 20 sanitary sewer services that could potentially be closed. The majority are in back yards. It was debated whether to seal or line them. It was decided it would help with our overall project agenda to cap them and further reduce the amount of clean water going into the sanitary if they truly are not/will not be used.

**BE IT RESOLVED** by the City Council of Brownton, to approve a Change Order #1 for BLD Services to cap any unused laterals in lei of lining them and line any potentially usable sections at a cost of \$2,500.00 each

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Messner, seconded by Council Member Carrigan and with all members voting in favor thereof, said resolution was declared duly passed and adopted. **2021 - 006**

**BE IT RESOLVED** by the City Council of Brownton, to approved Ordinance #96 – Ordinance Establishing a Storm Water Drainage Utility Within the City and establish a base fee for each resident.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Copler, seconded by Council Member Block and with all members voting in favor thereof, said resolution was declared duly passed and adopted. **2021 – 007**

Public Works reported they have been busy assisting with the remaining water meter and treatment plant projects and trimming trees. The electric looping has been completed. Mikolichek Plumbing & Heating will be installing all water meters for city owned locations.

Chief Bauer reported the new squad car has been ordered and will be ready in the next couple of months. We will be selling the black squad. Jessica Fredrickson has been hired as part time officer and she will be starting soon.

#### **RESOLUTION OF 2021 DESIGNATIONS    2021 – 008**

**WHEREAS** Minnesota Statute, Chapters 412 and 427, require certain action by the City Council at the annual council meeting in January;

**THEREFORE BE IT RESOLVED** by the Brownton City Council, that it hereby approves the following designations for the year 2021 with the correction of the Chronicle name updated to The McLeod County Chronicle:

**MEETINGS:** Regular meetings of the Brownton City Council shall be held on the First Tuesday of every month at 7:00 p.m. Any regular meeting that falls upon a holiday will be rescheduled. All meetings, including special and adjourned meetings, shall be held at Brownton Area Civic Center, in the Council Chambers, unless the City Council decides otherwise.

**VICE MAYOR:** In the absence of Mayor Schwarze, the Vice Mayor for the Brownton City Council shall be Douglas Block.

**OFFICIAL NEWSPAPER:** The official newspaper for the City of Brownton shall be The McLeod County Chronicle.

**OFFICIAL CITY DEPOSITORIES:** The following financial institution shall be designated as the official City depositories: Security Bank and Trust, Brownton, MN.

***The following shall be authorized agents to endorse checks and orders for the payment of money transactions at the City depositories: Mayor Norman Schwarze and City Clerk Lori Cacka with secondary signatories by Council Member Douglas Block and Deputy Clerk Diana Klabunde.***

**CITY ENGINEER:** The Brownton City Council hereby appoints John Rodeberg - SEH (Short, Elliot, Hendrickson, Inc.)

**CITY AUDITOR:** The Brownton City Council hereby appoints Oberloh & Oberloh from Redwood Falls.

**PUBLIC FINANCE ADVISOR:** The Brownton City Council hereby appoints David Drown Associates.

**CITY ATTORNEY:** The Brownton City Council hereby appoints Ken Janssen of Gavin, Janssen & Stabenow, Ltd., as the City Attorneys for the City of Brownton.

**BLIGHT INSPECTOR:** The Brownton City Council hereby appoints the Brownton Police Department to fulfill the requirements of the blight inspection for the City of Brownton.

**WEED INSPECTOR:** The Brownton City Council hereby appoints Douglas Block as City of Brownton Weed Inspector.

**BUILDING INSPECTOR:** The Brownton City Council hereby appoints Darin Haslip of 101 Development Resources, Inc., as Building Inspector for the City of Brownton.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Block, seconded by Council Member Messner, and with all present voting in favor thereof, said resolution was declared duly passed and adopted.

#### **RESOLUTION OF 2020 APPOINTMENTS    2021 – 009**

**WHEREAS** Minnesota Statute, Chapters 412 and 427, require certain action by the City Council at the annual council meeting in January;

**THEREFORE BE IT RESOLVED** by the Brownton City Council, that it hereby approves the following Council Members to serve as Commissioners to these specific departments and organizations for the year 2021 with changes made to the Civic Center and Zoning & Planning appointments:

<b>Civic Center:</b>	Norman Schwarze
<b>Community Center:</b>	Jesse Messner
<b>Electrical &amp; Street Lights:</b>	Curtis Carrigan
<b>Emergency Management Director:</b>	Lori Copler
<b>MMPA Board:</b>	Curtis Carrigan; Alternate: Douglas Block
<b>Natural Gas:</b>	Norman Schwarze
<b>Parks &amp; Cemetery:</b>	Douglas Block
<b>Police:</b>	Norman Schwarze
<b>RS Fiber:</b>	Douglas Block
<b>Sewer &amp; Water:</b>	Douglas Block
<b>Streets:</b>	Jesse Messner
<b>Zoning &amp; Planning:</b>	Lori Copler

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Block, seconded by Council Member Messner, and with all present voting in favor thereof, said resolution was declared duly passed and adopted.

**BE IT RESOLVED** by the City Council to grant the requested Tobacco License and On-Sale, Off-Sale and Sunday Liquor Licenses to the Brownton Bar & Grill for calendar year 2021.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Carrigan, seconded by Council Member Copler and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2021 – 010**

**BE IT RESOLVED** by the City Council of Brownton, to grant the requested Tobacco License to the DG Retail DBA Dollar General Store #22090 for calendar year 2021.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Block, seconded by Council Member Carrigan and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2021 – 011**

2018 Bond Close-out resolution-actual closing date is January 28, 2021. Taft agreed to remove the portion of letter F on page 2 to reflect that we have paid off the water revenue note of 1999.

**BE IT RESOLVED** by the City Council of Brownton, to approve the Resolution Accepting the Offer of the United States of America to purchase a \$5,309,000 General Obligation Water and Sewer Revenue Bond of 2021 and Providing for Its Issuance as presented by Taft Law with an interest rate of 1.75% with the modification as specified.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Carrigan, seconded by Council Member Block and with all members voting in favor thereof, said resolution was declared duly passed and adopted. **2021 – 012**

**BE IT RESOLVED** by the City Council of Brownton, to approve the Customer Service Electric & Water Meter Reading Agreement dated January 5, 2021, as submitted by Hutchinson Utilities Commission.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Messner, seconded by Council Member Copler and with all members voting in favor thereof, said resolution was declared duly passed and adopted. **2021 – 013**

**BE IT RESOLVED** by the City Council of Brownton, to accept the proposed changes made to the 2021 Fee Schedule as presented.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Copler, seconded by Council Member Messner and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2021 – 014**

Publishing of minutes in the local paper was discussed. The Clerk checked with other towns in the county and 4 don't publish and 3 do. It could save the City about \$4,000 per year.

**BE IT RESOLVED** by the City Council of Brownton, to approve the publication of meeting minutes solely on the city website and to also have a copy available at the City Office.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Copler, seconded by Council Member Messner and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2021 – 015**

There are a handful of people in town that do not have their water meters replaced. The Clerk has checked with the City Attorney and he is drafting a letter to send to a couple residents.

Upon Motion, Meeting was adjourned.

Minutes to be presented for approval 2/9/2021

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Lori Cacka, City Clerk

43186	11/04/2020	BONNIE THOMPSON	deposit refund	\$	360.99
43187	11/04/2020	CHAD DRAEGER	oct phone stipend	\$	60.00
43188	11/04/2020	CHASE CARD SERVICES	sept bill	\$	219.77
43189	11/04/2020	CITY OF BROWNTON	2nd half bfd payment	\$	13,979.48
43190	11/04/2020	HAWKINS, INC	chemical	\$	2,101.57
43191	11/04/2020	KARL KOFORD	training mileage	\$	179.66
43192	11/04/2020	KENNETH L. BAUER	oct phone stipend	\$	60.00
43193	11/04/2020	MCLEOD COUNTY HHW	bulbs	\$	237.25
43194	11/04/2020	MOTOROLA SOLUTIONS, INC.	portables	\$	27,665.76
43195	11/04/2020	NORMAN SCHWARZE	oct phone stipend	\$	40.00
43196	11/04/2020	PIONEERLAND LIBRARY SYSTEM	4th qtr	\$	1,884.25
43197	11/04/2020	SCHEITEL'S MUSIC	sound syst-all sch donati	\$	1,298.99
43198	11/04/2020	SHORT ELLIOT HENDRICKSON, IN	2018 project	\$	17,153.28
43199	11/04/2020	SPENCER GLAESER	oct phone stipend	\$	20.00
43200	11/04/2020	VICTOR'S PC SOLUTION	BFD Computer	\$	4,862.43
43201	11/04/2020	LOGAN ANDERSON	Bi-weekly Nov 4, 2020	\$	460.14
43202	11/04/2020	KENNETH BAUER	Bi-weekly Nov 4, 2020	\$	479.32
43203	11/04/2020	LORI CACKA	Bi-weekly Nov 4, 2020	\$	1,287.92
43204	11/04/2020	CHAD DRAEGER	Bi-weekly Nov 4, 2020	\$	1,553.49
43205	11/04/2020	SPENCER GLAESER	Bi-weekly Nov 4, 2020	\$	1,188.71
43206	11/04/2020	DIANA KLABUNDE	Bi-weekly Nov 4, 2020	\$	628.06

43207	11/04/2020	KARL KOFORD	Bi-weekly Nov 4, 2020	\$	1,453.85
43208	11/04/2020	LARRY WARZECHA	Bi-weekly Nov 4, 2020	\$	283.00
43209	11/04/2020	IRSEFT	Remittance Check	\$	2,333.98
43210	11/04/2020	STATE INCOME TAX	Remittance Check	\$	480.56
43211	11/04/2020	PERA	Remittance Check	\$	1,763.15
43212	11/17/2020	VOID	Void Check	\$	-
43213	11/17/2020	VOID	Void Check	\$	-
43214	11/17/2020	VOID	Void Check	\$	-
43215	11/17/2020	VOID	Void Check	\$	-
43216	11/17/2020	VOID	Void Check	\$	-
43217	11/17/2020	VOID	Void Check	\$	-
43218	11/17/2020	VOID	Void Check	\$	-
43219	11/17/2020	VOID	Void Check	\$	-
43220	11/17/2020	VOID	Void Check	\$	-
43221	11/17/2020	VOID	Void Check	\$	-
43222	11/17/2020	VOID	Void Check	\$	-
43223	11/17/2020	VOID	Void Check	\$	-
43224	11/17/2020	VOID	Void Check	\$	-
43225	11/17/2020	VOID	Void Check	\$	-
43226	11/17/2020	VOID	Void Check	\$	-
43227	11/17/2020	VOID	Void Check	\$	-
43228	11/17/2020	VOID	void	\$	-
43229	11/17/2020	VOID	Void Check	\$	-
43230	11/17/2020	ABBY WALKER	rental refund-covid	\$	100.00
43231	11/17/2020	ACE HARDWARE HUTCHINSON	supplies	\$	17.57
43232	11/17/2020	ALLINA HEALTH SYSTEM	4th qtr education billing	\$	404.85
43233	11/17/2020	ALPHA WIRELESS COMM	program radios	\$	900.00
43234	11/17/2020	BLD SERVICES	pay application #1	\$	61,982.28
43235	11/17/2020	BLUE CROSS BLUE SHIELD	dec billing	\$	3,412.40
43236	11/17/2020	VOID	Void Check	\$	-
43238	11/17/2020	VOID	Void Check		
43239	11/17/2020	BORDER ST ELECTRIC SUPPLY	electric looping	\$	901.57
43240	11/17/2020	BOUND TREE MEDICAL, LLC	gloves	\$	32.55
43241	11/17/2020	BROWNTON BAR & GRILL	election food	\$	90.10
43242	11/17/2020	CAROLYN BIPES	elections	\$	63.00
43243	11/17/2020	CENTURY FENCE COMPANY	fence repair	\$	6,020.00
43244	11/17/2020	CHAD DRAEGER	steel toes	\$	-
43245	11/17/2020	CHRIS HANSCH	supplies	\$	111.62
43246	11/17/2020	CITY LIMITS SYSTEMS INC.	prowash	\$	570.78
43247	11/17/2020	VOID	Void Check	\$	-
43248	11/17/2020	VOID	Void Check	\$	-
43249	11/17/2020	KENNETH BAUER	Bi-weekly 11/17/20	\$	1,047.99
43250	11/17/2020	LORI CACKA	Bi-weekly 11/17/20	\$	1,287.92
43251	11/17/2020	CHAD DRAEGER	Bi-weekly 11/17/20	\$	1,656.02
43252	11/17/2020	SPENCER GLAESER	Bi-weekly 11/17/20	\$	1,073.21

43253	11/17/2020	DIANA KLABUNDE	Bi-weekly 11/17/20	\$	628.06
43254	11/17/2020	KARL KOFORD	Bi-weekly 11/17/20	\$	1,662.55
43255	11/17/2020	LARRY WARZECHA	Bi-weekly 11/17/20	\$	272.29
43256	11/17/2020	IRSEFT	Remittance Check	\$	2,449.52
43257	11/17/2020	STATE INCOME TAX	Remittance Check	\$	512.50
43258	11/17/2020	PERA	Remittance Check	\$	1,875.20
43259	11/17/2020	VOID	Void Check	\$	-
43260	11/17/2020	CITY OF BROWNTON	utilities	\$	5,580.31
43261	11/17/2020	CONWAY, DEUTH, SCHMIESING	share info with new audit	\$	165.00
43262	11/17/2020	DAVID WENDLANDT	tennis courts	\$	17.67
43263	11/17/2020	EMERGENCY MEDICAL TRAIN	course fee for 2 people	\$	1,390.00
43264	11/17/2020	FOSTER MECHANICAL	library heat	\$	849.49
43265	11/17/2020	GALLS	pistol holder	\$	97.62
43266	11/17/2020	GAVIN LAW OFFICE	general matters	\$	437.92
43267	11/17/2020	GINETTE SCHWARZE	elections	\$	63.00
43268	11/17/2020	GLENCOE COOP ASS'N	oct bills	\$	796.03
43269	11/17/2020	GOPHER STATE ONE-CALL	24 tickets	\$	32.40
43270	11/17/2020	HJERPE CONTRACTING, INC.	water main 3rd Ave S	\$	2,700.11
43271	11/17/2020	HUTCHINSON UTIL.COMM	oct billing	\$	13,190.37
43272	11/17/2020	JAN KREIE	elections	\$	72.00
43273	11/17/2020	JAN MESSNER	elections	\$	63.00
43274	11/17/2020	JEANIE VONBERGE	elections	\$	81.00
43275	11/17/2020	JESSE MESSNER	batteries	\$	25.58
43276	11/17/2020	KENNETH L. BAUER	coat and seal floor	\$	3,175.00
43277	11/17/2020	KHC CONSTRUCTION, INC	pay application #3	\$	121,030.43
43278	11/17/2020	LESTER PRAIRIE FIRE DEPT	active 911	\$	416.50
43279	11/17/2020	LINDA MEDINA	refund	\$	260.10
43280	11/17/2020	LORI CACKA	election mileage	\$	124.20
43281	11/17/2020	MCLEOD COOP POWER ASS'N	gas reg station	\$	42.95
43282	11/17/2020	MENARDS HUTCHINSON	misc supplies	\$	334.52
43283	11/17/2020	METRO SALES, INC.	monthly copies	\$	225.29
43284	11/17/2020	MINI BIFF INC.	last bill	\$	20.40
43285	11/17/2020	MINNESOTA PUMP WORKS	float repair/plugged	\$	1,352.06
43286	11/17/2020	MN DEPT OF REVENUE SALES	Oct sales tax	\$	3,586.00
43287	11/17/2020	MN MUNICIPAL UTILITIES ASS'N	2020 drug & alcohol test	\$	31.00
43288	11/17/2020	MN STATE FD ASSOCIATION	2021 membership	\$	175.00
43289	11/17/2020	NAPA	grader supplies	\$	5.19
43290	11/17/2020	QUADE ELECTRIC INC	misc jobs	\$	512.75
43291	11/17/2020	ROSE TRUCKING INC.	sludge hauling-10/2020	\$	1,750.00
43292	11/17/2020	ROXANNE WENDLANDT	elections	\$	90.00
43293	11/17/2020	RS FIBER COOP	Nov bill	\$	672.77
43294	11/17/2020	RUNNING'S SUPPLY, INC.	winterize part shelter	\$	14.94
43295	11/17/2020	SECURITY BANK & TRUST CO	Oct billing	\$	25,910.02
43296	11/17/2020	SHARI HAHN	utility refund	\$	49.10
43297	11/17/2020	STEILE CONSTRUCTION INC	electrical looping	\$	20,425.00

43298	11/17/2020	TAMMY KOSEK	elections	\$	49.50
43299	11/17/2020	TMI COATINGS, INC	pay application #2	\$	74,622.50
43300	11/17/2020	TRI COUNTY WATER	water	\$	42.36
43301	11/17/2020	UNITED FARMERS COOP	sept trans	\$	350.10
43302	11/17/2020	UTILITY CONSULTANTS, INC.	9/24 10/1,8,15,22	\$	1,557.15
43303	11/17/2020	WEST CENTRAL SANITATION	oct billing	\$	3,828.91
43304	11/17/2020	XCEL ENERGY	oct billing	\$	51.13
43305	11/17/2020	ZARNOTH BRUSH WORKS, INC.	gutter brush	\$	126.50
43306	12/01/2020	VOID	Other	\$	-
43307	12/01/2020	VOID	Other	\$	-
43308	12/01/2020	VOID	Other	\$	-
43309	12/01/2020	VOID	Other	\$	-
43310	12/01/2020	VOID	Other	\$	-
43311	12/01/2020	VOID	Other	\$	-
43312	12/01/2020	VOID	Other	\$	-
43313	12/01/2020	KENNETH BAUER	Bi-Weekly 12/1/20	\$	785.74
43314	12/01/2020	LORI CACKA	Bi-Weekly 12/1/20	\$	1,287.92
43315	12/01/2020	CHAD DRAEGER	Bi-Weekly 12/1/20	\$	1,477.62
43316	12/01/2020	SPENCER GLAESER	Bi-Weekly 12/1/20	\$	1,073.21
43317	12/01/2020	DIANA KLABUNDE	Bi-Weekly 12/1/20	\$	628.06
43318	12/01/2020	KARL KOFORD	Bi-Weekly 12/1/20	\$	1,724.52
43319	12/01/2020	ISAIAH STREICH	Bi-Weekly 12/1/20	\$	46.17
43320	12/01/2020	LARRY WARZECHA	Bi-Weekly 12/1/20	\$	279.57
43321	12/01/2020	IRSEFT	Remittance Check	\$	-
43322	12/01/2020	STATE INCOME TAX	Remittance Check	\$	-
43323	12/01/2020	PERA	Remittance Check	\$	-
43324	12/01/2020	VOID	Other	\$	-
43325	12/01/2020	VOID	Other	\$	-
43326	12/01/2020	VOID	Other	\$	-
43327	12/01/2020	IRSEFT	Remittance Check	\$	2,267.94
43328	12/01/2020	STATE INCOME TAX	Remittance Check	\$	479.92
43329	12/01/2020	PERA	Remittance Check	\$	1,808.24
43330	12/01/2020	LUVERNE BECKER	Monthly - November	\$	134.43
43331	12/01/2020	MARK CACKA	Monthly - November	\$	77.57
43332	12/01/2020	BARBARA MATHWIG	Monthly - November	\$	272.70
43333	12/01/2020	KAREN SCHRADER	Monthly - November	\$	44.81
43334	12/01/2020	VOID	Other	\$	-
43335	12/01/2020	VOID	Other	\$	-
43336	12/01/2020	VOID	Other	\$	-
43337	12/01/2020	MARK STREICH	Monthly - November	\$	690.04
43338	12/01/2020	IRSEFT	Remittance Check	\$	237.62
43339	12/01/2020	STATE INCOME TAX	Remittance Check	\$	21.74
43340	12/01/2020	PERA	Remittance Check	\$	112.82
				\$	<u>468,951.10</u>