

**Council Present:** Andrea Matheny, Jesse Messner, Rich Pohlmeier, Curt Carrigan, Lori Copler  
**Staff Present:** Lori Cacka, Karl Koford, Chad Draeger, Larry Warzecha

Mayor Pohlmeier called the meeting to order. The Clerk administered the Oath of Office to Mayor Rich Pohlmeier, Council Member Lori Copler and Council Member Jesse Messner.

Motion by Council Member Copler, seconded by Council Member Matheny and carried to approve the consent agenda as follows: Approve minutes of the regular meeting on 12/3/2024, special meeting minutes on 12/26/2024. Approve January Treasurers Report. Approve payment of the claims and payroll including check numbers 46886-46967, 384-396, 800556-800565 in the amount of \$191,066.40. Approve new bills written/to be written.

**2025 – 001**

SEH submitted a supplemental letter agreement for general engineering services for 2025 and 2026 for a total of \$9,000.

**BE IT RESOLVED** by the City Council of Brownton, to approve the supplemental letter agreement for general engineering services for 2025 and 2026 for a total of \$9,000.

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

**2025 – 002**

Public Works submitted their report. They will be getting quotes for sealcoating in February or March. Things are going good so far this winter. Well #2 project is complete and we are waiting for the final paperwork. He will also work on getting quotes for a new lawn mower to replace the 2018 as it has 830 hours. He presented 2 quotes from Kris Engineering for cutting edge blades for the road grader. The salesman suggested carbide blades instead, they do last longer. Council Member Matheny brought up turning off the whistle in town or at least the 10 o'clock one. Public Works is going to do some more checking on the whistle.

**BE IT RESOLVED** by the City Council of Brownton, to approve the quote from Kris Engineering for the carbide blades for the road grader at cost of \$1,243.82.

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

**2025 – 003**

Chief Koford submitted their report. The body camera audit is complete, we passed and received our certificate of compliance. It will now be sent to a state committee for official review. Officer Dahlke should be ready to start working soon. He has also asked the part time guys about picking up some shifts with the chief leaving. He talked with Chief Deputy Ward about their involvement with open shifts. Mayor Pohlmeier asked who would be in charge of the scheduling when Chief Koford isn't around. He thought there needs to be someone to pick up that task in the interim. Copies of the schedule will be send to the Clerk and Sheriff Langenfeld. Chief Koford gave a farewell speech.

The Clerk reported the office has been working on year end/new year items. The Clerk worked with Council Member Matheny to get the job posting on-line for the police chief. We have a house in town were the resident passed away and it was sold without the utilities being paid. What would council like to do with the bill. The Deputy Clerk was instructed to work with the company that bought the lot if it can't be resolved to write it off. Also, pet owners will get a final notice in their January billing and then citations will be issued.

Tabled from December is a discussion on an invoice that was approved in November. A resident had some branches cut down and had asked the city to pay for half the bill.

Tabled from December was discussion on meeting days for 2025. They will stay at the first Tuesday of the month.

**RESOLUTION OF 2025 DESIGNATIONS 2025-004**

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 2025:

**MEETINGS:** Regular meetings of the Brownton City Council shall be held on the First Tuesday of every month at 7:00 p.m unless otherwise specified. 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 Pohlmeier, the Vice Mayor for the Brownton City Council shall be Lori Copler.

**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 Rich Pohlmeier and City Clerk Lori Cacka with secondary signatories by Council Member Lori Copler 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 as City Auditor.

**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 & Moldan Ltd, as the City Attorneys for the City of Brownton.

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

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

**BE IT RESOLVED** by the City Council to accept the City Designations

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

**RESOLUTION OF 2025 APPOINTMENTS 2025 - 005**

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 2025:

<b>Civic Center:</b>	Jesse Messner
<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
<b>Natural Gas:</b>	Rich Pohlmeier
<b>Parks &amp; Cemetery:</b>	Andrea Matheny
<b>Police:</b>	Rich Pohlmeier
<b>RS Fiber:</b>	Curtis Carrigan
<b>Sewer &amp; Water:</b>	Andrea Matheny
<b>Streets:</b>	Jesse Messner
<b>Zoning &amp; Planning:</b>	Lori Copler

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

The 2025 fee schedule was looked at. Council Member Matheny would like to look into the cost of a cemetery plots. Council Member Copley asked to also have community center removed for consideration next month. Compare pricing within the county on cemetery plots and what the cost entails. Do a comparison on what we bring in at community center compared to what we charge.

**BE IT RESOLVED** by the City Council of Brownton, to accept the 2025 Fee Schedule with the cemetery plot sales and community center rental to be reevaluated.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Copley, seconded by Council Member Matheny and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2025 – 006**

Title I: General Provisions of the ordinances was handed out to council for review. The Clerk is hoping to hand one out every month for approval the next month. This will be talked about next month.

At the December 26<sup>th</sup> workshop Council asked the Clerk to add a statement to the employee policy which states the following: At retirement, or when an employee leaves in good standing and completion of a probationary period, they shall be paid out the remaining balance of the maximum accrued from the previous year.

**BE IT RESOLVED** by the City Council of Brownton, to accept the proposed addition to the employee policy stating the payout of vacation at retirement or when an employee leaves in good standing and has completed a probationary period they be paid out the remaining balance of the maximum accrued from the previous year.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Mayor Pohlmeier, seconded by Council Member Copley and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2025 – 007**

2025 Pay Equity information was shared with Council as required every three (3) years.

**BE IT RESOLVED** by the City Council of Brownton, to approve the pay equity information and approve the City Clerk to submit it to the State of Minnesota for review.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Copley, seconded by Council Member Messner, and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2025 – 008**

#### **A RESOLUTION ACCEPTING A DONATION TO THE CITY**

**WHEREAS**, the City of Brownton is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

**WHEREAS**, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Recipient</u>	<u>Amount</u>
Grace ELCA Women	BFD Donation	\$100
David Meyer	BFD Donation	\$100

**WHEREAS**, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and **WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNTON, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in with others, as allowed by law.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Mayor Pohlmeier, seconded by Council Member Matheny and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2025 – 009**

**BE IT RESOLVED** by the City Council of Brownton, to approve the steps at the grandstand that are 36” high.  
**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Copler, seconded by Council Member Carrigan, and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2025 – 010**

2024 Building permits were handed out. The next meeting will be February 4<sup>th</sup>. BFD Banquet is 1/18/2025.

Meeting was adjourned.

Minutes to be presented for approval 2/4/2025

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Lori Cacka, City Clerk

384	11/12/2024	DELTA DENTAL PLAN OF MINNESOTA	monthly billing	\$	151.52
385	11/12/2024	FURTHER	monthly billing	\$	18.00
386	11/12/2024	GLENCOE COOP ASS'N	monthly billing	\$	1,550.32
387	11/12/2024	MCLEOD COOPERATIVE POWER ASS'N	reg station/repairs	\$	9,100.88
388	11/12/2024	METRO SALES, INC.	monthly copies	\$	25.36
389	11/12/2024	MN DEPT OF REVENUE SALES	monthly billing	\$	3,949.00
390	11/12/2024	RS FIBER COOP	monthly billing	\$	598.21
391	11/12/2024	TRI COUNTY WATER	monthly billing	\$	32.61
392	11/12/2024	UNITED FARMERS COOPERATION	trans 9/1-10/1	\$	109.80
393	11/26/2024	AT & T MOBILE	monthly billing	\$	125.44
394	11/25/2024	VOID	Void Check	\$	-
395	11/26/2024	CHASE CARD SERVICES	monthly billing	\$	3,330.47
396	11/26/2024	MEDICA	monthly billing	\$	3,907.39
46886	11/12/2024	DUANE BECKER	Bi-weekly/mon 11/12/2024	\$	409.73
46887	11/12/2024	LUVERNE BECKER	Bi-weekly/mon 11/12/2024	\$	475.05
46888	11/12/2024	LORI CACKA	Bi-weekly/mon 11/12/2024	\$	1,176.95
46889	11/12/2024	MARK CACKA	Bi-weekly/mon 11/12/2024	\$	148.39
46890	11/12/2024	CHAD DRAEGER	Bi-weekly/mon 11/12/2024	\$	1,592.81
46891	11/12/2024	SPENCER GLAESER	Bi-weekly/mon 11/12/2024	\$	1,275.63
46892	11/12/2024	DIANA KLABUNDE	Bi-weekly/mon 11/12/2024	\$	707.13
46893	11/12/2024	KARL KOFORD	Bi-weekly/mon 11/12/2024	\$	2,269.38
46894	11/12/2024	MARK STREICH	Bi-weekly/mon 11/12/2024	\$	731.19
46895	11/12/2024	LARRY WARZECHA	Bi-weekly/mon 11/12/2024	\$	1,725.88
46896	11/12/2024	BOUND TREE MEDICAL, LLC	supplies	\$	465.22
46897	11/12/2024	BRYAN ROCK PRODUCTS INC.	red rock	\$	486.75
46898	11/12/2024	CHAD DRAEGER	phone stipend	\$	60.00
46899	11/12/2024	CITY OF BROWNTON	stone	\$	5,500.00
46900	11/12/2024	CREEKSIDE SOILS	black dirt	\$	355.50
46901	11/12/2024	DIANA KLABUNDE	mileage	\$	18.76

46902	11/12/2024	DOSTAL ELECTRONIC'S CENTER	speaker system	\$ 4,000.00
46903	11/12/2024	FRESCO INC	street lights	\$ 2,475.45
46904	11/12/2024	GOPHER STATE ONE-CALL	14 locates	\$ 18.90
46905	11/12/2024	GREATER MN COMMUNICATIONS	monthly billing	\$ 25.50
46906	11/12/2024	HAWKINS, INC	misc supplies	\$ 2,347.08
46907	11/12/2024	HUTCHINSON UTIL.COMMISSION	oct billing	\$ 6,113.23
46908	11/12/2024	JERRY'S TRANSMISSION SERVICE	misc part	\$ 119.43
46909	11/12/2024	JESSE MESSNER	supplies	\$ 21.26
46910	11/12/2024	KARL KOFORD	training meal	\$ 10.72
46911	11/12/2024	VOID	Void Check	\$ -
46912	11/12/2024	LEAGUE OF MN CITIES	audit	\$ 2,751.00
46913	11/12/2024	LORI CACKA	misc supplies/mileage	\$ 164.90
46914	11/12/2024	MCLEOD COUNTY AUDITOR-TREAS	2024 maint/assess fees	\$ 4,158.00
46915	11/12/2024	MCLEOD COUNTY HHW	2017 expense	\$ 325.00
46916	11/12/2024	MENARDS HUTCHINSON	misc	\$ 30.12
46917	11/12/2024	MINI BIFF INC.	city park	\$ 21.62
46918	11/12/2024	MINNESOTA PUMP WORKS	pump issues	\$ 2,943.80
46919	11/12/2024	MN DEPT OF HEALTH	sg water operator license	\$ 23.00
46920	11/12/2024	MN STATE FD ASSOCIATION	2025 membership	\$ 175.00
46921	11/12/2024	RICH POHLMEIER	phone stipend	\$ 40.00
46922	11/12/2024	SECURITY BANK & TRUST CO	monthly billing	\$ 30,067.57
46923	11/12/2024	SHORT ELLIOT HENDRICKSON, INC	comp plan/well #2	\$ 9,929.18
46924	11/12/2024	SPENCER GLAESER	phone stipend	\$ 20.00
46925	11/12/2024	ST PAUL STAMP WORKS INC	dog tags	\$ 105.91
46926	11/12/2024	STREICHER'S	uniforms	\$ 74.97
46927	11/12/2024	TRIPLE K MASONRY, INC	addition	\$ 6,356.00
46928	11/12/2024	UTILITY CONSULTANTS, INC.	9/5,12,19,26 10/3,10,17	\$ 3,186.79
46929	11/12/2024	WEST CENTRAL SANITATION	sept/oct billing	\$ 8,414.61
46930	11/12/2024	XCEL ENERGY	street lights	\$ 110.02
46931	11/12/2024	ZARNOTH BRUSH WORKS, INC.	misc supplies	\$ 339.85
46932	11/26/2024	LORI CACKA	Bi-weekly 11/26/24	\$ 1,176.95
46933	11/26/2024	CHAD DRAEGER	Bi-weekly 11/26/24	\$ 1,592.81
46934	11/26/2024	SPENCER GLAESER	Bi-weekly 11/26/24	\$ 1,275.63
46935	11/26/2024	DIANA KLABUNDE	Bi-weekly 11/26/24	\$ 707.14
46936	11/26/2024	KARL KOFORD	Bi-weekly 11/26/24	\$ 2,274.23
46937	11/26/2024	LARRY WARZECHA	Bi-weekly 11/26/24	\$ 1,998.64
46938	11/25/2024	ACE HARDWARE HUTCHINSON	shipping	\$ 16.78
46939	11/25/2024	ANDREA MATHENY	mileage	\$ 17.42
46940	11/25/2024	BECKY HAVELKA	elections	\$ 73.50
46941	11/25/2024	BROWNTON BAR & GRILL	elections	\$ 147.80
46942	11/25/2024	BROWNTON FIRE RELIEF ASS'N	state/supp aid	\$ 17,288.72
46943	11/25/2024	CAROLYN BIPES	elections	\$ 73.50
46944	11/25/2024	VOID	Void Check	\$ -
46945	11/25/2024	CITY OF BROWNTON	monthly billing	\$ 3,680.95
46946	11/25/2024	CITY OF HUTCHINSON	biosolids	\$ 5,162.52

46947	11/25/2024	CURTIS CARRIGAN	mileage	\$	17.42
46948	11/25/2024	DAN SALAS	2022 Ford	\$	220.00
46949	11/25/2024	ERIC'S AUTO	2021 dodge	\$	137.63
46950	11/25/2024	GAVIN JANSSEN STABENOW & MOLDA	oct billing	\$	362.50
46951	11/25/2024	HONEY DO LAWN SERVICES	spraying/aeration	\$	1,898.79
46952	11/25/2024	JAN KREIE	elections	\$	65.63
46953	11/25/2024	JAN MESSNER	elections	\$	76.13
46954	11/25/2024	JANEL ZIMMERMAN	elections	\$	94.88
46955	11/25/2024	JEANIE VONBERGE	elections	\$	73.50
46956	11/25/2024	MAJOR ELECTRIC	plant/shed work	\$	5,402.00
46957	11/25/2024	MENARDS HUTCHINSON	shop supplies	\$	20.96
46958	11/25/2024	MN DEPT OF HEALTH	qtrly billing	\$	784.00
46959	11/25/2024	MORGAN VANDERLINDE	utility bill refund	\$	233.94
46960	11/25/2024	PIONEERLAND LIBRARY SYSTEM	4th qtr pymt	\$	2,119.50
46961	11/25/2024	RICKERT SAND & GRAVEL	rebate	\$	240.00
46962	11/25/2024	ROSE TRUCKING INC.	haul sludge	\$	1,750.00
46963	11/25/2024	ROXANNE WENDLANDT	elections	\$	76.13
46964	11/25/2024	RUNNING'S SUPPLY, INC.	battery packs	\$	149.99
46965	11/25/2024	SHORT ELLIOT HENDRICKSON, INC	misc items	\$	1,930.98
46966	11/25/2024	ST MN OFFICE PIPELINE SAFETY	4/4-6/30/2024	\$	42.45
46967	11/25/2024	VICTOR'S PC SOLUTION	replaced wifi hookup	\$	596.73
800556	11/12/2024	IRSEFT	Remittance Check	\$	2,863.19
800557	11/12/2024	STATE INCOME TAX	Remittance Check	\$	721.79
800558	11/12/2024	HSA EFT	Remittance Check	\$	735.00
800559	11/12/2024	PERA	Remittance Check	\$	2,934.70
800560	11/12/2024	AFLAC	Remittance Check	\$	162.51
800561	11/26/2024	IRSEFT	Remittance Check	\$	2,629.79
800562	11/26/2024	STATE INCOME TAX	Remittance Check	\$	733.50
800563	11/26/2024	HSA EFT	Remittance Check	\$	735.00
800564	11/26/2024	PERA	Remittance Check	\$	2,942.38
800565	11/26/2024	AFLAC	Remittance Check	\$	162.51
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