

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

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

**Visitors:** John Mueller

Mayor Schwarze called the meeting to order.

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 12/7/2021. Approve January Treasurers Report. Approve payment of the claims and payroll including check numbers 44323-44415, 74-83, 800110-800126 in the amount of \$245,809.85. Approve new bills written/to be written. **2022 – 001**

John Rodeberg from SEH informed Council on the process we need to complete to update our O & M manuals by April. They have done addendums on the new processes the last couple of years and will work to incorporate them all into a new electronic template they are working on. They will have a proposal for us at the February meeting. Curt and Norman will meet with John at some point.

Public Works submitted their report. An outlet pipe is full of roots at the treatment plant. Chad received a quote from Hjerpe's to replace the pipe and repair the collapsed one that runs to the creek.

**BE IT RESOLVED** by the City Council of Brownton, to approve the repair bid from Hjerpe Contracting, Inc. to repair the outlet line from the sewage treatment plant to Buffalo Creek for a total of \$36,820.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Block, seconded by Council Member Carrigan and with all members present voting in favor thereof, said resolution was declared duly passed and adopted. **2022 – 002**

Chief Bauer reported-lots of training and vacation this coming month. Comp time hours were discussed.

#### **RESOLUTION OF 2022 DESIGNATIONS 2022 – 003**

**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 2022:

**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 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 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, Donley & Ostlund, 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 Council Member Block, seconded by Council Member Carrigan and with all present voting in favor thereof, said resolution was declared duly passed and adopted.

#### **RESOLUTION OF 2022 APPOINTMENTS 2022 – 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 Council Members to serve as Commissioners to these specific departments and organizations for the year 2022:

<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 Messner, seconded by Council Member Block and with all present voting in favor thereof, said resolution was declared duly passed and adopted.

The 2022 fee schedule was looked at. It was decided to raise the per kwh for electric rate from .087 to .092

**BE IT RESOLVED** by the City Council of Brownton, to accept the proposed changes made to the 2022 Fee Schedule which will increase the per kwh from .087 to .092 starting with the January billing in February.

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

**2022 – 005**

Councilmember Block/Copler resinded their motion from the December meeting to approve the salaries for 2022 as presented in option #2 with moving PD to pt-Grade 4 step 4, Officer-Grade 5 step 4, Chief-Grade 6 step 4 and giving another step increase for all employees at their anniversary date. Councilmember Messner presented another option were the PD would keep the grade and step the same but the remaining employees would move to the 2<sup>nd</sup> step at the first of year. All were all in agreeance.

**BE IT RESOLVED** by the City Council of Brownton, to approve the 2022 Salary Budget as proposed with leaving the PD to part-time grade 4 step 4, full time officer to grade 5 step 4 and the chief to grade 6 step 4 and moving the rest of the employees to their second bump at the first of the year compared to anniversary dates.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Block, seconded by Council Member Copler and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2022 – 006**

2022 Pay Equity information was shared with Council as required every three (3) years.

**BE IT RESOLVED** by the City Council 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 Block, seconded by Council Member Messner and with all voting in favor thereof, said resolution was duly passed and adopted. **2022 – 007**

List of engineers that we will be sending an RFP to was given to Council for review.

Resolution to accept donations for December was submitted

#### **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>
Brownton Lions	East Bldg/wr room	\$20,000

**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 cooperation with others, as allowed by law.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Messner, seconded by Council Member Carrigan and with all members present voting in favor thereof, said resolution was duly passed and adopted. **2022 – 008**

**BE IT RESOLVED** by the City Council of Brownton, to approve the 2022 Senior Dining Contract with Lutheran Social Services and to accept the stated \$135 annual contribution for the use of the Brownton Community Center.

**THE FOREGOING RESOLUTION** was introduced and moved for adoption by Council Member Block, seconded by Council Member Carrigan and with all members present voting in favor thereof, said resolution was duly passed and adopted. **2022 – 009**

Building permits and 2022 meeting dates were presented.

Security cameras for the back door and cameras in community center will be addressed by the Police.

Upon Motion, Meeting was adjourned.

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 Lori Cacka, City Clerk

74	12/07/2021	VOID	Void Check	\$	-
75	12/07/2021	CHASE CARD SERVICES	nov billilig	\$	3,138.41
76	12/07/2021	DELTA DENTAL PLAN OF MINNESOTA	dec billing	\$	107.70
77	12/07/2021	HEALTH PARTNERS	jan billing	\$	3,541.49
78	12/22/2021	FURTHER	nov part fee	\$	15.00
79	12/22/2021	MN DEPT OF REVENUE SALES	nov billing	\$	3,566.00
80	01/04/2022	VOID	Void Check	\$	-
81	01/04/2022	CHASE CARD SERVICES	dec billing	\$	4,338.52
82	01/04/2022	DELTA DENTAL PLAN OF MINNESOTA	jan billing	\$	107.70
83	01/04/2022	USDA-RD LOAN PYMT	jan 2022 payment	\$	86,034.89
44323	12/07/2021	MARK CACKA	BFD wages 2021	\$	554.10
44324	12/07/2021	LORI COPLER	BFD wages 2021	\$	1,154.37
44325	12/07/2021	CHRISTOPHER HANSCH	BFD wages 2021	\$	1,108.20
44326	12/07/2021	SHANNON JERABEK	BFD wages 2021	\$	480.22
44327	12/07/2021	LANCE MATHENY	BFD wages 2021	\$	480.22
44328	12/07/2021	JESSE MESSNER	BFD wages 2021	\$	669.54
44329	12/07/2021	CHAD DRAEGER	nov phone stipend	\$	60.00
44330	12/07/2021	CITY OF BROWNTON	util dep refund to pay bil	\$	300.00
44331	12/07/2021	CORE & MAIN LP	mod kits and valve asmbly	\$	9,405.76
44332	12/07/2021	DAAK REFRIGERATION & APPLICANC	refrig service at wwtp	\$	78.00
44333	12/07/2021	DAN SALAS	toyota	\$	530.00
44334	12/07/2021	ERIC'S AUTO	toyota/bfd belt	\$	1,681.16
44335	12/07/2021	FLOW MEASURE & CONTROL CO	recorder charts and pens	\$	140.69
44336	12/07/2021	GOPHER STATE ONE-CALL	3 tickets	\$	4.05
44337	12/07/2021	HAWKINS, INC	aqua hawk	\$	1,184.60
44338	12/07/2021	HUTCHINSON UTIL.COMMISSION	nov billing	\$	16,084.22
44339	12/07/2021	JERRY'S TRANSMISSION SERVICE	pressure gauge	\$	77.13
44340	12/07/2021	JESSE MESSNER	mileage	\$	26.88
44341	12/07/2021	KARL KOFORD	equipment parts	\$	379.59
44342	12/07/2021	KENNETH L. BAUER	nov phone stipend	\$	60.00
44343	12/07/2021	MCLEOD COUNTY FIRE CHIEF ASS'N	Active911-35 devices	\$	429.00
44344	12/07/2021	MCLEOD COUNTY RECORDER	lien	\$	46.00
44345	12/07/2021	MCLEOD PUBLISHING INC.	nov billing	\$	25.50
44346	12/07/2021	MID-AMERICAN RESEARCH CHEMICAL	ice melt/hydrant guard	\$	444.52
44347	12/07/2021	MIDWEST MACHINERY CO	switch	\$	65.75
44348	12/07/2021	MN DEPT OF COMMERCE	3rd qtr 2022	\$	32.09
44349	12/07/2021	MN DEPT OF HEALTH	3rd qtr connect fees	\$	784.00
44350	12/07/2021	NORMAN SCHWARZE	nov phone stipend	\$	40.00
44351	12/07/2021	RIVER BEND BUSINESS PRODUCTS	perf paper	\$	71.05
44352	12/07/2021	RS FIBER COOP	nov billing	\$	724.79

44353	12/07/2021	SECURITY BANK & TRUST CO	nov power billing	\$ 35,273.76
44354	12/07/2021	SPENCER GLAESER	nov phone syipend	\$ 20.00
44355	12/07/2021	TRI COUNTY WATER	nov billing	\$ 23.11
44356	12/07/2021	UTILITY CONSULTANTS, INC.	10/21,28 11/4,11,18	\$ 780.00
44357	12/07/2021	WM CORPORATE SERVICES, INC	sludge disposal	\$ 5,455.46
44358	12/14/2021	KENNETH BAUER	Bi-weekly 12/14/2021	\$ 583.54
44359	12/14/2021	LORI CACKA	Bi-weekly 12/14/2021	\$ 1,292.20
44360	12/14/2021	CHAD DRAEGER	Bi-weekly 12/14/2021	\$ 1,462.27
44361	12/14/2021	SPENCER GLAESER	Bi-weekly 12/14/2021	\$ 1,296.97
44362	12/14/2021	DIANA KLABUNDE	Bi-weekly 12/14/2021	\$ 679.66
44363	12/14/2021	KARL KOFORD	Bi-weekly 12/14/2021	\$ 1,437.75
44364	12/14/2021	LARRY WARZECHA	Bi-weekly 12/14/2021	\$ 914.19
44365	12/22/2021	BRIAN'S HEATING & AIR	thermostats in civic cntr	\$ 553.29
44366	12/22/2021	VOID	Void Check	\$ -
44367	12/22/2021	CITY OF BROWNTON	nov billing	\$ 6,704.23
44368	12/22/2021	DDA HUMAN RESOURCES,INC	salary study	\$ 3,000.00
44369	12/22/2021	FLOW MEASURE & CONTROL CO	cert of meter	\$ 393.00
44370	12/22/2021	GAVIN JANSSEN STABENOW & MOLD	nov billing	\$ 837.50
44371	12/22/2021	GLENCOE COOP ASS'N	nov billing	\$ 1,234.71
44372	12/22/2021	HUTCHINSON COOP	non oxy fuel	\$ 40.70
44373	12/22/2021	MCLEOD COOPERATIVE POWER ASS'N	nov billing	\$ 40.64
44374	12/22/2021	MENARDS HUTCHINSON	misc	\$ 624.79
44375	12/22/2021	NORTH CENTRAL INT'L INC	tube	\$ 15.69
44376	12/22/2021	QUADE ELECTRIC INC	fuses	\$ 75.00
44377	12/22/2021	RICKERT EXCAVATING, INC.	storm pond cleanout	\$ 1,980.00
44378	12/22/2021	RITA FISCHER	utility refund	\$ 665.88
44379	12/22/2021	RUNNING'S SUPPLY, INC.	shovel	\$ 261.23
44380	12/22/2021	WEST CENTRAL SANITATION	nov billing	\$ 3,812.35
44381	12/22/2021	XCEL ENERGY	nov billing	\$ 54.43
44382	12/29/2021	CHAD DRAEGER	sick leave payout	\$ 756.37
44383	12/27/2021	DOUGLAS BLOCK	Council 2nd 1/2	\$ 748.03
44384	12/27/2021	CURT CARRIGAN	Council 2nd 1/2	\$ 600.27
44385	12/27/2021	LORI COPLER	Council 2nd 1/2	\$ 821.91
44386	12/27/2021	JESSE MESSNER	Council 2nd 1/2	\$ 729.56
44387	12/27/2021	NORMAN SCHWARZE	Council 2nd 1/2	\$ 932.73
44388	12/29/2021	KENNETH BAUER	Bi-weekly 12/28/2021	\$ 963.37
44389	12/29/2021	LORI CACKA	Bi-weekly 12/28/2021	\$ 1,292.20
44390	12/29/2021	CHAD DRAEGER	Bi-weekly 12/28/2021	\$ 1,743.19
44391	12/29/2021	SPENCER GLAESER	Bi-weekly 12/28/2021	\$ 1,107.60
44392	12/29/2021	DIANA KLABUNDE	Bi-weekly 12/28/2021	\$ 679.66
44393	12/29/2021	KARL KOFORD	Bi-weekly 12/28/2021	\$ 1,535.68
44394	12/29/2021	LARRY WARZECHA	Bi-weekly 12/28/2021	\$ 96.70
44395	01/04/2022	ALEX AIR APPARATUS, INC.	compressor service/test	\$ 775.79
44396	01/04/2022	CARS ON PATROL SHOP LLC	lens/bulb	\$ 89.03
44397	01/04/2022	CHAD DRAEGER	phone stipend	\$ 60.00

44398	01/04/2022	CREEKSIDE SOILS	compost cleanout/bitcon	\$ 2,447.80
44399	01/04/2022	EMERGAPPARATUS MAINTENANC	repair on engine 2	\$ 1,189.59
44400	01/04/2022	HJERPE CONTRACTING, INC.	water main break/division	\$ 2,847.70
44401	01/04/2022	KARL KOFORD	phone stipend	\$ 60.00
44402	01/04/2022	KENNETH L. BAUER	phone stipend	\$ 60.00
44403	01/04/2022	LITZAU EXCAVATING, INC.	Pump/haul from digester	\$ 1,410.00
44404	01/04/2022	MCLEOD COUNTY SHERIFF'S OFFICE	KK training	\$ 50.00
44405	01/04/2022	MN STATE FIRE CHIEFS ASS'N	2022 chief membership	\$ 220.00
44406	01/04/2022	NORMAN SCHWARZE	phone stipend	\$ 40.00
44407	01/04/2022	OMNISITE	3 year lift station service	\$ 720.00
44408	01/04/2022	QUADE ELECTRIC INC	move poles	\$ 493.50
44409	01/04/2022	SPENCER GLAESER	phone stipend	\$ 20.00
44410	01/04/2022	UNITED FARMERS COOPERATION	trans 11/1-12/1	\$ 2,315.70
44411	01/04/2022	USA BLUEBOOK	pouches	\$ 129.52
44412	01/04/2022	VOLUNTEER FIREFIGHTERS BENEFIT	27 volunteers	\$ 270.00
44413	01/04/2022	MARK CACKA	Monthly	\$ 160.69
44414	01/04/2022	BARBARA MATHWIG	Monthly	\$ 171.42
44415	01/04/2022	MARK STREICH	Monthly	\$ 731.19
800110	12/07/2021	IRSEFT	Remittance Check	\$ 736.70
800111	12/14/2021	IRSEFT	Remittance Check	\$ 2,374.09
800112	12/14/2021	STATE INCOME TAX	Remittance Check	\$ 503.41
800113	12/14/2021	PERA	Remittance Check	\$ 1,862.69
800114	12/14/2021	HSA EFT	Remittance Check	\$ 217.00
800115	12/23/2021	IRSEFT	Remittance Check	\$ 250.95
800116	12/23/2021	STATE INCOME TAX	Remittance Check	\$ 47.42
800117	12/23/2021	PERA	Remittance Check	\$ 150.75
800118	12/23/2021	HSA EFT	Remittance Check	\$ 32.00
800119	12/27/2021	IRSEFT	Remittance Check	\$ 635.00
800120	12/29/2021	IRSEFT	Remittance Check	\$ 2,325.86
800121	12/29/2021	STATE INCOME TAX	Remittance Check	\$ 490.46
800122	12/29/2021	PERA	Remittance Check	\$ 1,839.03
800123	12/29/2021	HSA EFT	Remittance Check	\$ 185.00
800124	01/04/2022	IRSEFT	Remittance Check	\$ 244.34
800125	01/04/2022	STATE INCOME TAX	Remittance Check	\$ 36.46
800126	01/04/2022	PERA	Remittance Check	\$ 126.00
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				\$ 245,809.85