

Council Present: Lori Copler, Jesse Messner, Curt Carrigan, Andrea Matheny, Rich Pohlmeier

Staff Present: Lori Cacka, Karl Koford

Visitors: Bruce Turner, David Guberlette

Mayor Pohlmeier called the meeting to order.

Bruce Turner submitted a written statement. We will take it under advisement and consult with our attorney.

Motion by Council Member Messner, seconded by Council Member Carrigan and carried to approve the consent agenda as follows: Approve minutes of the regular meeting on 10/3/2023. Approve November Treasurers Report. Approve payment of the claims and payroll including check numbers 45867-45921, 246-255, 800370-800382 in the amount of \$204,056.65. Approve new bills written/to be written. **2023 – 077**

John Rodeberg from SEH attended the meeting to update council on the CSAH 25 Development project. The County is no longer looking to support trail projects and Brownton would have to pay for most everything on our own. Tony Ashwill, Miles Seppelt and Liz Danielson would be willing to meet with us and John to start a dialogue on economic development activities and ideas. Lori, Rich, Andrea and Jesse said they would be willing to help on this issue.

Public Works submitted their report. They have started getting ready for winter. The City of Hutch was in last week to haul sludge. WM Mueller & Sons is still coming to fill 4 spots in the streets. The pump at the 1st Ave S lift station needs to get fixed or replaced. The water tower has been inspected and hydrants flushed. Tires on the pay loader was brought up again and what to do with them. He was directed to get an updated quote on new and off brand tires and we will discuss when that comes back. Street sign quote from MR Sign was talked about. Braxton Streich is going to help us out this winter with projects the guys have.

BE IT RESOLVED by the City Council of Brownton, to accept the street sign replacement project quote from MR Signs at an approximate cost of \$10,571.07.

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

2023 – 078

BE IT RESOLVED by the City Council of Brownton, to approve the billing of the street sign replacement project in the 2024 budget year.

THE FOREGOING RESOLUTION was introduced and moved for adoption by Council Member Pohlmeier, seconded by Council Member Copler and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2023 – 079**

BE IT RESOLVED by the City Council of Brownton to approve the purchase of a new pump for lift station #1 at a cost of \$9,848.40 with a 5 year warranty from Minnesota Pump Works.

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. **2023 – 080**

Chief Koford submitted their report. The candidate for the Interim Records Management Coordinator has turned down the position. The Chief wrote up a job description as a starting point. Council Member Copler has someone that may be interested in training our department. The Mayor asked if we could get by without this position and

there was discussion. They are going to see if there is some training that can be done. All vehicles are in working condition. We would like to put the 2013 Ford Explorer out for sealed bids.

BE IT RESOLVED by the City Council of Brownton, to approve the sale of the 2013 Ford Explorer on a sealed bid with the minimum bid starting at \$3,000. Final sealed bids are due at 2 p.m. on Monday, December 4th.

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. **2023 – 081**

The Clerk had an updated budget for council with the changes suggested from the last meeting. This will be approved at next months' meeting.

The Clerk received 3 bids to re-roof the community center building due to leaking. The 3 bids include All Aspects Builders \$79,648, Schmidt Roofing \$79,648 and APR Roofing \$88,000.

BE IT RESOLVED by the City Council of Brownton, to approve the community center re-roof quote from Schmidt Roofing not to exceed \$79,648.

THE FOREGOING RESOLUTION was introduced and moved for adoption by Council Member Carrigan, seconded by Council Member Copler and with members Carrigan, Copler, Matheny and Pohlmeier voting in favor thereof, said resolution was declared duly passed and adopted. Council Member Messner abstained. **2023 – 082**

At the last legislative session they approved a new earned sick and safe time leave for all employees who work over 80 hours in a calendar year. The Clerk is working on adding a section to the Employee Benefit Policy to include the earned sick and safe time which goes into effect on January 1, 2024.

BE IT RESOLVED by the City Council of Brownton, to approve the revised Employee Benefit Policy with the cap on the sick leave at 800 hrs with no payout and the addition of the earned sick and safe time section.

THE FOREGOING RESOLUTION was introduced and moved for adoption by Council Member Copler, seconded by Council Member Messner, with members Copler, Matheny, Messner and Pohlmeier voting in favor and member Carrigan voting against, said resolution was declared duly passed and adopted. **2023 – 083**

The clerk presented Ordinance No. 98-An Ordinance Establishing Rental Property Inspections and Regulations. Starting January 1, 2024, all rental properties will be required to be licensed. Landlords will need to complete an inspection application with the city and schedule an inspection with the building inspector. It's a bi-annual license that expires December 31, of odd years.

BE IT RESOLVED by the City Council of Brownton, to approve Ordinance No. 98- An Ordinance Establishing Rental Property Inspections and Regulations effective January 1, 2024.

THE FOREGOING RESOLUTION was introduced and moved for adoption by Council Member Messner, seconded by Council Member Copler and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2023 – 084**

The Clerk submitted a list of unpaid utilities/services that will be assessed to the 2024 tax roll with the County if they are not paid by the required submittal date to the county.

RESOLUTION ADOPTING ASSESSMENT FOR UNPAID CHARGES

WHEREAS, the City of Brownton provides electrical, natural gas, sewer, water and garbage services and utility improvements to properties located within the corporate limits of the city, and

WHEREAS the City of Brownton also provides maintenance service to properties, and

WHEREAS, the City Council has established a fee schedule for said services and a procedure for the collection of said fees, and

WHEREAS, those procedures include a provision whereby past-due amounts can be certified for collection with the property taxes for customers who fail to pay for the utility services received, and
WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff, and
WHEREAS, the City Council has been presented and reviewed the proposed assessments for unpaid charges and utilities due on November 30, 2023;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BROWNTON, MCLEOD COUNTY, MINNESOTA:
Such proposed assessment for unpaid charges and utilities as of October 31, 2023, is hereby accepted and shall constitute the special assessments against the lands named herein.

The clerk shall forthwith transmit a certified copy of this assessment roll to the McLeod County Auditor to be extended on the proper tax lists of the county and such assessments shall be collected and paid for in the same manner as municipal taxes.

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. **2023 – 085**

A gambling permit for the BFD Relief Association for their annual calendar sales was signed off by the Clerk and Chief Koford.

McLeod County Auditor-Treasurer submitted a municipality agreement they would like council to approve. The county takes care of election supplies and maintenance agreements on all electronic election equipment yearly. They are asking we relinquish the money allocated to the city by the Office of the Secretary of State, to help offset election expenses that greatly outweigh those costs paid for by the county. Our portion of that money is approximately \$185.98 annually.

BE IT RESOLVED by the City Council to approve the Voting Operations, Technology & Election Resources (VOTER) Account.

THE FOREGOING RESOLUTION was introduced and moved for adoption by Council Member Pohlmeier, seconded by Council Member Carrigan and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2023 – 086**

The deputy clerk would like to purchase an Adobe Acrobat Pro DC license. It would allow us to edit PDF's. We would purchase through the the League of Minnesota Cities. The cost would be \$127.94/year.

BE IT RESOLVED by the City Council of Brownton to approve the purchase of an Adobe Acrobat Pro DC License through the League of Minnesota Cities purchase program.

THE FOREGOING RESOLUTION was introduced and moved for adoption by Council Member Copler, seconded by Council Member Matheny and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2023 – 087**

There were no new donations last month. Blue Dirt Road Color Town Tour email was handed out. Christmas party will be 12/8/2023 at 6:30 p.m. at the Community Center. The furnace in the office isn't working and the cameras are up and running.

Minutes to be presented for approval 12/5/2023

Lori Cacka, City Clerk

Check:	Date:	Paid To:	Purpose:	Amount:
246	09/05/2023	VOID	Void Check	\$ -
247	09/05/2023	DELTA DENTAL PLAN OF MINNESOTA	sept billing	\$ 151.52
248	09/05/2023	TRI COUNTY WATER	monthly billing	\$ 61.36
249	09/19/2023	AT & T MOBILE	aug billing	\$ 124.94
250	09/19/2023	VOID	Void Check	\$ -
251	09/19/2023	CHASE CARD SERVICES	aug billing	\$ 848.23
252	09/19/2023	FURTHER	sept billing	\$ 18.00
253	09/19/2023	MEDICA	sept billing	\$ 3,798.07
254	09/19/2023	MN DEPT OF REVENUE SALES	aug sales tax	\$ 3,761.00
255	09/19/2023	RS FIBER COOP	aug billing	\$ 669.83
45867	09/05/2023	LORI CACKA	Bi-weekly 9/5/2023	\$ 1,334.90
45868	09/05/2023	CHAD DRAEGER	Bi-weekly 9/5/2023	\$ 1,532.53
45869	09/05/2023	SPENCER GLAESER	Bi-weekly 9/5/2023	\$ 1,221.63
45870	09/05/2023	DIANA KLABUNDE	Bi-weekly 9/5/2023	\$ 661.08
45871	09/05/2023	KARL KOFORD	Bi-weekly 9/5/2023	\$ 1,909.32
45872	09/05/2023	BRAXTON STREICH	Bi-weekly 9/5/2023	\$ 262.53
45873	09/05/2023	LARRY WARZECHA	Bi-weekly 9/5/2023	\$ 1,695.49
45874	09/05/2023	DUANE BECKER	Monthly-August	\$ 346.04
45875	09/05/2023	LUVERNE BECKER	Monthly-August	\$ 461.38
45876	09/05/2023	MARK CACKA	Monthly-August	\$ 105.28
45877	09/05/2023	MARK STREICH	Monthly-August	\$ 731.19
45878	09/05/2023	A & K REPAIR, INC.	misc supplies	\$ 259.00
45879	09/05/2023	AUTO VALUE GLENCOE	misc supplies	\$ 201.16
45880	09/05/2023	CHAD DRAEGER	phone stipend	\$ 60.00
45881	09/05/2023	VOID		\$ -
45882	09/05/2023	GAVIN JANSSEN STABENOW & MOLDA	june prosecutions	\$ 340.75
45883	09/05/2023	HAWKINS, INC	aqua hawk	\$ 1,544.08
45884	09/05/2023	LEAGUE OF MN CITIES	mayor/city mbrsp 23-24	\$ 1,063.00
45885	09/05/2023	MCLEOD PUBLISHING INC.	aug billing	\$ 25.50
45886	09/05/2023	MENARDS HUTCHINSON	misc supplies	\$ 116.71
45887	09/05/2023	METRO SALES, INC.	copies	\$ 20.13
45888	09/05/2023	MINI BIFF INC.	park	\$ 97.92
45889	09/05/2023	MN DEPT OF HEALTH	qtrly billing	\$ 784.00
45890	09/05/2023	NAPA	misc supplies	\$ 302.49
45891	09/05/2023	NEUBARTH LANDSCAPING	stump chipping	\$ 1,164.95
45892	09/05/2023	POHLMEIER DESIGNS	radar graphics	\$ 115.00
45893	09/05/2023	RICH POHLMEIER	phone stipend	\$ 40.00
45894	09/05/2023	SCHIROO ELECTRICAL REBUILDING	eng rebuild	\$ 117.13
45895	09/05/2023	SECURITY BANK & TRUST CO	aug billing	\$ 53,749.73
45896	09/05/2023	SPENCER GLAESER	phone stipend	\$ 20.00
45897	09/05/2023	UTILITY CONSULTANTS, INC.	sam 7/20,27 8/3,10,17	\$ 1,222.30
45898	09/19/2023	LORI CACKA	Bi-weekly/1 monthly	\$ 1,334.89
45899	09/19/2023	CHAD DRAEGER	Bi-weekly/1 monthly	\$ 1,532.53
45900	09/19/2023	SPENCER GLAESER	Bi-weekly/1 monthly	\$ 1,221.63

45901	09/19/2023	BRYAN HASBARGEN	Bi-weekly/1 monthly	\$ 211.40
45902	09/19/2023	DIANA KLABUNDE	Bi-weekly/1 monthly	\$ 661.08
45903	09/19/2023	KARL KOFORD	Bi-weekly/1 monthly	\$ 2,020.49
45904	09/19/2023	BARBARA MATHWIG	Bi-weekly/1 monthly	\$ 203.46
45905	09/19/2023	LARRY WARZECHA	Bi-weekly/1 monthly	\$ 1,659.68
45906	09/19/2023	BAUER CONCRETE	work on 2nd St N	\$ 2,179.45
45907	09/19/2023	BRIAN DRESSEL	rental refund	\$ 96.00
45908	09/19/2023	VOID	Void Check	\$ -
45909	09/19/2023	CITY OF BROWNTON	aug billing	\$ 3,073.30
45910	09/19/2023	GLENCOE COOP ASS'N	aug billing	\$ 2,865.62
45911	09/19/2023	GOPHER STATE ONE-CALL	10 locates	\$ 13.50
45912	09/19/2023	HUTCHINSON UTIL.COMMISSION	aug billilng	\$ 2,820.82
45913	09/19/2023	VOID	Void Check	\$ -
45914	09/19/2023	LEAGUE OF MN CITIES	prop/caus prem 23-24	\$ 29,000.00
45915	09/19/2023	MCFOA REGION III	training/meeting	\$ 5.00
45916	09/19/2023	MCLEOD COOPERATIVE POWER ASS'N	aug billing	\$ 41.35
45917	09/19/2023	MN DEPT OF COMMERCE	2nd qtr ind assess	\$ 34.93
45918	09/19/2023	PEARSON BROS., INC.	seal coat/fog seal	\$ 56,913.92
45919	09/19/2023	STREICHER'S	pants	\$ 78.99
45920	09/19/2023	WEST CENTRAL SANITATION	aug billing	\$ 3,849.21
45921	09/19/2023	XCEL ENERGY	aug billing	\$ 56.96
800370	09/05/2023	IRSEFT	Remittance Check	\$ 2,339.33
800371	09/05/2023	STATE INCOME TAX	Remittance Check	\$ 660.25
800372	09/05/2023	HSA EFT	Remittance Check	\$ 565.00
800373	09/05/2023	PERA	Remittance Check	\$ 2,581.88
800374	09/05/2023	AFLAC	Remittance Check	\$ 162.51
800375	09/05/2023	IRSEFT	Remittance Check	\$ 313.90
800376	09/05/2023	STATE INCOME TAX	Remittance Check	\$ 16.46
800377	09/05/2023	PERA	Remittance Check	\$ 126.00
800378	09/19/2023	IRSEFT	Remittance Check	\$ 2,408.61
800379	09/19/2023	STATE INCOME TAX	Remittance Check	\$ 694.81
800380	09/19/2023	HSA EFT	Remittance Check	\$ 565.00
800381	09/19/2023	PERA	Remittance Check	\$ 2,648.01
800382	09/19/2023	AFLAC	Remittance Check	\$ 162.51
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				\$ 204,056.65