

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

**Staff Present:** Lori Cacka, Larry Warzecha, Chad Draeger

**Visitors:** John Rodeberg, Justin Black,

Mayor Pohlmeier called the meeting to order.

Motion by Council Member Carrigan, seconded by Member Messner and carried to approve the consent agenda as follows: Approve minutes of the regular meeting on 1/2/2024. Approve February Treasurers Report. Approve payment of the claims and payroll including check numbers 46074-46169, 272-280, 800418-800432 in the amount of \$160,808.74. Approve new bills written/to be written. **2024 – 008**

Engineers Report was given by John Rodeberg. The lead service line report was talked about. We should have what we need for the first step. Well #2 replacement and Modification Project is estimated around \$117,000. It is about 90% designed. They may come back next month for approval to send out for quotes. The comprehensive plan was discussed, what we are looking for and how we want to move forward. We are looking at developing the land south of town and some land east. It would be nice to get thoughts from the community and then see what is feasible. Justin will get us a draft proposal. This will be John's last meeting as he is retiring on 2/9/2024. We wish him well in his retirement.

Public Works submitted their report. There were some areas around town where they trimmed trees and shrubs. Met with Mark and Shane from Design Electric and they are looking at getting started on some of the underground work along with the new transformer at the plant. The quotes from Foster Mechanical were put on hold for now. STS worked in the cemetery last week.

Officer Warzecha submitted their report. January was a slower month. The vehicles were serviced. Public Works now has access to the PD to check on the water tower panel. Council Member Copler will be taking over the records position.

Rescue Van chassis refurbish and remount estimate came in around \$275,000. The actual chassis is \$105,000. We will be getting back 6 mobile radio units from the county to put in the city vehicles. There is some expenses to get them installed.

**BE IT RESOLVED** by the City Council of Brownton, to approve Norman Schwarze to the Planning & Zoning Committee. **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. **2024 – 009**

The Clerk is looking at re-doing all the current ordinances. The League of Minnesota Cities partners with American Legal Publishing to help with that process. There are 2 options. The Minnesota Basic Code with a price of \$880. They don't use our ordinances but instead use a basic code. The 2<sup>nd</sup> option is the codification process. They take our ordinances and leave the things we want but make sure they are up to date with statutes and other laws. We will leave out the zoning at this time.

**BE IT RESOLVED** by the City Council of Brownton, to accept the Codification Services Agreement not to include the zoning ordinance for a price of \$7,875. **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. **2024 – 010**

Brownton Day event dates were provided. The Belgium Waffle Feed is April 6<sup>th</sup> and Brownton Days moved this year to July 19<sup>th</sup> and 20<sup>th</sup>.

**BE IT RESOLVED** by the City Council to waive the community center rental fee for the Belgium Waffle fundraiser organized by the Brownton Day Committee on Saturday, April 6<sup>th</sup>, 2024.

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

**2024 – 011**

No action was taken on the proposals for the repairs in the community center. Things are working right now and we will wait and see.

The job training and experience for the Public Works Supervisor needed to have the licenses updated.

**BE IT RESOLVED** by the City Council of Brownton, to accept with wording changes for the Public Works Supervisor position under the Training & Experience section.

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

**2024 – 012**

PD Call Time was discussed and we need to keep moving forward on this issue to get it taken care of.

We need to appoint the election judges for the upcoming Presidential Nomination Primary. Please thank the ladies if you see them.

**WHEREAS**, a Presidential Nomination Primary Election will be held March 5, 2024; and

**WHEREAS**, MN Statute 204B.21, subd.2, requires election judges for precincts in a municipality be appointed by the governing body of the municipality; and

**WHEREAS**, the City of Brownton has one voting precinct; and

**WHEREAS**, the following City of Brownton and McLeod County residents have agreed to serve as election judges and agree to meet the qualifications established by the State of Minnesota; and

**NOW THEREFORE, BE IT RESOLVED**, that the City of Brownton hereby appoints the following persons to serve as election judges for the Presidential Nomination Primary Election of 2024: Jeanie VonBerge, Janet Kreie, Carolyn Bipes, Jan Messner, Ginette Schwarze, Roxanne Wendlandt; Head Election Judges: Lori Cacka, Diana Klabunde.

**NOW THEREFORE, BE IT ALSO RESOLVED** The Election Judge pay will remain at \$10.50 per hour and Head Judge pay at \$11.50 per hour if a non-city employee.

Motion was made by Council Member Messner second by Mayor Pohlmeier with all present voting in favor thereof, said resolution was adopted by the City Council of the City of Brownton this 6th day of February, 2024. **2024 – 013**

Vos Construction was out and looked at the windows in the gym and checked out the roof for leaks. They fixed some areas on the roof where it was leaking. They also gave us a quote to grind out the failing mortar and re-grout them on the east side windows. That should take care of the leaking windows in the gym.

**BE IT RESOLVED** by the City Council of Brownton, to accept the quote from Vos Construction for \$2,225 to grind and re-grout the windows on the east side of the gym.

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

**2024 – 014**

The Clerk submitted a Letter of No Objection as it relates to the Regional Wastewater Facility proposal in Winthrop. The cost to participate in phase 1A – Preliminary Engineering phase, was \$25,000. Council gave the go ahead to send the letter out.

**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>
Clyde/Julie Zieman	BFD	\$100.00

**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 Council Member Matheny, seconded by Mayor Pohlmeier and with all present voting in favor thereof, said resolution was declared duly passed and adopted.

**2024 – 015**

Building permits were handed out. The audit is scheduled for Wednesday thru Friday this week. We received the cost of \$4,143.81 for mosquito spraying for 2024. We are on our last year of a 3 year contract and the dates will be set up later. The Fire Department/Township Annual Meeting is Thursday, February 29<sup>th</sup> at 7 p.m. The next council meeting is Tuesday March 12<sup>th</sup>. We will buy new pickleball nets for use in the Civic Center. We had a resident ask about reburishing a garage and getting utilities out there. We will ask Planning & Zoning to look at that. The meeting location for the April Council Meeting will be at the Brownton Fire Department.

Meeting was adjourned.

Minutes to be presented for approval 3/12/2024

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Lori Cacka, City Clerk

<u>Check#</u>	<u>Date:</u>	<u>Paid To:</u>	<u>Purpose:</u>	<u>Amount</u>
272	12/05/2023	AT & T MOBILE	nov billing	\$ 125.14
273	12/05/2023	DELTA DENTAL PLAN OF MINNESOTA	dec billing	\$ 151.52
274	12/05/2023	RELIANCE STANDARD LIFE INS CO	12/23-2/24	\$ 80.70
275	12/05/2023	RS FIBER COOP	nov billing	\$ 599.30
276	12/05/2023	TRI COUNTY WATER	nov billing	\$ 25.36
277	12/20/2023	CHASE CARD SERVICES	nov billing	\$ 2,027.22
278	12/20/2023	FURTHER	dec billing	\$ 18.00
279	12/20/2023	MEDICA	jan billing	\$ 3,798.07
280	12/20/2023	MN DEPT OF REVENUE SALES	nov billing	\$ 3,679.00
46074	12/05/2023	DUANE BECKER	Monthly-Nov	\$ 138.42
46075	12/05/2023	LIVERNE BECKER	Monthly-Nov	\$ 92.27

46076	12/05/2023	MARK CACKA	Monthly-Nov	\$	157.92
46077	12/05/2023	MARK STREICH	Monthly-Nov	\$	731.19
46078	12/05/2023	ACE HARDWARE HUTCHINSON	park keys	\$	8.67
46079	12/05/2023	ALLINA HEALTH SYSTEM	4th qtr training	\$	404.85
46080	12/05/2023	BOUND TREE MEDICAL, LLC	supplies	\$	67.06
46081	12/05/2023	CHAD DRAEGER	phone stipend	\$	60.00
46082	12/05/2023	CHRIS HANSCH	chief's mileage	\$	135.59
46083	12/05/2023	DESIGN ELECTRIC INC	power disconnect	\$	171.75
46084	12/05/2023	EMERGENCY APPARATUS MAINTENANC	engine 2	\$	1,103.81
46085	12/05/2023	FIRE ENGINEERING	renewal	\$	19.00
46086	12/05/2023	FLOW MEASUREMENT & CONTROL CO	yearly inspect/certs	\$	717.00
46087	12/05/2023	GAVIN JANSSEN STABENOW & MOLDA	oct billing	\$	783.00
46088	12/05/2023	GLENCOE COOP ASS'N	nov billing	\$	1,518.77
46089	12/05/2023	GREATER MN COMMUNICATIONS	website/email	\$	25.50
46090	12/05/2023	MACQUEEN EQUIPMENT, INC.	waist belt	\$	104.85
46091	12/05/2023	MENARDS HUTCHINSON	supplies	\$	350.53
46092	12/05/2023	METRO SALES, INC.	nov billing	\$	23.06
46093	12/05/2023	MN STATE FIRE CHIEFS ASS'N	2024 membership	\$	220.00
46094	12/05/2023	NAPA	supplies	\$	586.26
46095	12/05/2023	NORTH CENTRAL INT'L INC	international/mack	\$	1,327.61
46096	12/05/2023	RICH POHLMEIER	phone stipend	\$	40.00
46097	12/05/2023	RIVER BEND BUSINESS PRODUCTS	perf paper	\$	67.55
46098	12/05/2023	ROSE TRUCKING INC.	haul sludge	\$	2,000.00
46099	12/05/2023	SECURITY BANK & TRUST CO	nov billing	\$	28,606.85
46100	12/05/2023	SPENCER GLAESER	phone stipend	\$	20.00
46101	12/05/2023	UNITED FARMERS COOPERATION	trans 10/1-11/1	\$	1,782.00
46102	12/05/2023	UTILITY CONSULTANTS, INC.	sampl 10/26,11/9,16	\$	552.69
46103	12/12/2023	LORI CACKA	Bi-weekly 12-12-23	\$	1,334.89
46104	12/12/2023	CHAD DRAEGER	Bi-weekly 12-12-23	\$	1,532.53
46105	12/12/2023	SPENCER GLAESER	Bi-weekly 12-12-23	\$	1,320.75
46106	12/12/2023	BRYAN HASBARGEN	Bi-weekly 12-12-23	\$	397.86
46107	12/12/2023	DIANA KLABUNDE	Bi-weekly 12-12-23	\$	661.08
46108	12/12/2023	KARL KOFORD	Bi-weekly 12-12-23	\$	1,734.87
46109	12/12/2023	KURT KOZEL	Bi-weekly 12-12-23	\$	412.70
46110	12/12/2023	BRAXTON STREICH	Bi-weekly 12-12-23	\$	68.48
46111	12/12/2023	LARRY WARZECHA	Bi-weekly 12-12-23	\$	1,776.86
46112	12/12/2023	TROY ALSLEBEN	BFD payments	\$	461.75
46113	12/12/2023	MARK CACKA	BFD payments	\$	554.10
46114	12/12/2023	LORI COPLER	BFD payments	\$	1,154.37
46115	12/12/2023	CHRISTOPHER HANSCH	BFD payments	\$	1,108.20
46116	12/12/2023	LANCE MATHENY	BFD payments	\$	480.22
46117	12/12/2023	JESSE MESSNER	BFD payments	\$	669.54
46118	12/12/2023	KEVIN STERN	BFD payments	\$	480.22
46119	12/20/2023	B & C PLUMBING AND HEATING	civic center toilets	\$	936.66
46120	12/20/2023	B & R PLUMBING & HEATING	plugged drain	\$	410.00

46121	12/20/2023	BROWNTON BAR & GRILL	meal	\$ 400.00
46122	12/20/2023	VOID	Void Check	\$ -
46123	12/20/2023	CITY OF BROWNTON	nov billing	\$ 5,992.26
46124	12/20/2023	CITY OF WINTHROP	rs fiber cont disclo	\$ 222.22
46125	12/20/2023	FOSTER MECHANICAL	comm cntr units 1/2	\$ 1,074.60
46126	12/20/2023	GAVIN JANSSEN STABENOW & MOLDA	nov billing	\$ 971.50
46127	12/20/2023	GLENCOE FLEET SUPPLY	misc items	\$ 15.02
46128	12/20/2023	GOPHER STATE ONE-CALL	locates	\$ 17.55
46129	12/20/2023	HAWKINS, INC	cylinder rental	\$ 1,053.20
46130	12/20/2023	HJERPE CONTRACTING, INC.	water/sewer issues	\$ 6,809.46
46131	12/20/2023	HUTCHINSON UTIL.COMMISSION	nov billing	\$ 14,357.37
46132	12/20/2023	LARRY WARZECHA	mileage	\$ 19.65
46133	12/20/2023	LEAGUE OF MN CITIES	adobe pro-ann pymt	\$ 131.23
46134	12/20/2023	LOLLY NAAB	util credit billing	\$ 218.39
46135	12/20/2023	MAJOR ELECTRIC	misc repairs/installs	\$ 1,830.00
46136	12/20/2023	MARIA GAMEZ	rental refund	\$ 80.00
46137	12/20/2023	MCLEOD COOPERATIVE POWER ASS'N	nov billing	\$ 44.24
46138	12/20/2023	MENARDS HUTCHINSON	supplies	\$ 67.26
46139	12/20/2023	MN CHIEFS OF POLICE ASS'N	2024 membership	\$ 268.00
46140	12/20/2023	MN DEPT OF COMMERCE	3rd qtr billing 2024	\$ 44.94
46141	12/20/2023	NAPA	battery charger	\$ 130.50
46142	12/20/2023	NEUBARTH LANDSCAPING	chipper/vac rental	\$ 1,504.00
46143	12/20/2023	SHORT ELLIOT HENDRICKSON, INC	well replmt project	\$ 1,077.20
46144	12/20/2023	TITAN MACHINERY - SHAKOPEE	payloader repairs	\$ 929.50
46145	12/20/2023	WEST CENTRAL SANITATION	nov billing	\$ 3,840.15
46146	12/20/2023	XCEL ENERGY	nov billing	\$ 57.90
46147	12/20/2023	CITY OF BROWNTON	2stn-424-10-13	\$ 36.51
46148	12/26/2023	LORI CACKA	Bi-weekly 12/26/23	\$ 1,334.90
46149	12/26/2023	CHAD DRAEGER	Bi-weekly 12/26/23	\$ 1,583.47
46150	12/26/2023	SPENCER GLAESER	Bi-weekly 12/26/23	\$ 1,232.65
46151	12/26/2023	DIANA KLABUNDE	Bi-weekly 12/26/23	\$ 661.08
46152	12/26/2023	KARL KOFORD	Bi-weekly 12/26/23	\$ 2,149.72
46153	12/26/2023	KURT KOZEL	Bi-weekly 12/26/23	\$ 92.36
46154	12/26/2023	BRAXTON STREICH	Bi-weekly 12/26/23	\$ 331.02
46155	12/26/2023	LARRY WARZECHA	Bi-weekly 12/26/23	\$ 1,614.37
46156	12/27/2023	CURT CARRIGAN	Council 2nd 1/2	\$ 757.27
46157	12/27/2023	LORI COPLER	Council 2nd 1/2	\$ 812.68
46158	12/27/2023	ANDREA MATHENY	Council 2nd 1/2	\$ 812.68
46159	12/27/2023	JESSE MESSNER	Council 2nd 1/2	\$ 886.56
46160	12/27/2023	RICHARD POHLMEIER	Council 2nd 1/2	\$ 1,145.14
46161	12/28/2023	CREEKSIDE SOILS	fall clean out	\$ 2,624.92
46162	12/28/2023	CROW RIVER GLASS	install window	\$ 180.00
46163	12/28/2023	HUTCHINSON COOP	fuel	\$ 32.50
46164	12/28/2023	JETTER CLEAN	video drain-civic	\$ 1,125.00
46165	12/28/2023	L & P SUPPLY COMPANY	chainsaw	\$ 85.00

46166	12/28/2023	LORI CACKA	mileage	\$ 35.37
46167	12/28/2023	MINNESOTA PUMP WORKS	replace pump #2	\$ 10,204.08
46168	12/28/2023	NORTH CENTRAL EMERGENCY VEHICL	down pymt chassis	\$ 5,000.00
46169	12/28/2023	UNITED FARMERS COOPERATION	trans 11/1-12/1	\$ 2,418.30
800418	12/05/2023	IRSEFT	Remittance Check	\$ 227.08
800419	12/05/2023	STATE INCOME TAX	Remittance Check	\$ 16.46
800420	12/05/2023	PERA	Remittance Check	\$ 126.00
800421	12/12/2023	IRSEFT	Remittance Check	\$ 2,557.57
800422	12/12/2023	STATE INCOME TAX	Remittance Check	\$ 706.21
800423	12/12/2023	HSA EFT	Remittance Check	\$ 585.00
800424	12/12/2023	PERA	Remittance Check	\$ 2,647.71
800425	12/12/2023	AFLAC	Remittance Check	\$ 162.51
800426	12/12/2023	IRSEFT	Remittance Check	\$ 813.20
800427	12/26/2023	IRSEFT	Remittance Check	\$ 2,423.41
800428	12/26/2023	STATE INCOME TAX	Remittance Check	\$ 681.04
800429	12/26/2023	HSA EFT	Remittance Check	\$ 1,776.60
800430	12/26/2023	PERA	Remittance Check	\$ 3,064.79
800431	12/26/2023	AFLAC	Remittance Check	\$ 162.51
800432	12/26/2023	IRSEFT	Remittance Check	\$ 731.34
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				\$ 160,808.74