

Council Present: Lori Copler, Curt Carrigan, Andrea Matheny

Council Absent: Rich Pohlmeier, Jesse Messner

Staff Present: Lori Cacka, Chad Draeger, Larry Warzecha

Vice Mayor Copler called the meeting to order.

The Open Use of Body-Worn Cameras Policy Meeting/Public Comment was opened up by Vice Mayor Copler. Chief Koford explained that the update to the department's body camera policy is the one of the last items to be approved and then the body camera audit will be complete. As there was no public comment the meeting was closed.

BE IT RESOLVED by the City Council of Brownton, to approve the revisions to the Open Use Body-Worn Cameras Policy.

HE FOREGOING RESOLUTION was introduced and moved for adoption by Council Member Carrigan, seconded by Council Member Matheny and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2024 – 079**

Motion by Council Member Matheny, seconded by Council Member Carrigan and carried to approve the consent agenda as follows: Approve minutes of the regular meeting on 10/8/2024. Approve November Treasurers Report. Approve payment of the claims and payroll including check numbers 46743-46819, 356-367, 800531-800545 in the amount of \$264,860.39. Approve new bills written/to be written. **2024 – 080**

Public Works submitted their report. They should be done picking up leaves this week. They hauled sludge last week. Well #2 project is complete. Leaves are cleaned up in the cemetery. Roof at the office at the plant is leaking. Laraway will be coming out to try to patch for the winter.

Officer Warzecha presented their report. Calls were up last month. Body camera audit should be complete after tonight's policy approval. New garage just needs the garage door to be adjusted and then it should be good to go.

The Clerk updated council on their activities around the office. We have received the final insurance claims payment. The final bills haven't been paid to Schmidt yet as we are waiting on few items that need to be completed. I've in contact with Sumter, McLeod County Public Works Director and the County Emergency Management Director about the closure of the dump road. We talked about a meeting in January to go through details. There is a resident that has asked to have the Council consider paying for a portion of his tree trimming bill. Some of the branches were on power lines.

*The minutes were approved in December with the exception of resolution 2024 – 081 which was tabled until January 2025

BE IT RESOLVED by the City Council of Brownton, to approve to pay a resident \$500 for some tree trimming that was done on his property over the power lines.

THE FOREGOING RESOLUTION was introduced and moved for adoption by Council Member Carrigan, seconded by Council Member Matheny and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2024 – 081**

The 2025 final budget will be approved at the December meeting. Just making sure that we have everything that we might need for the final approval.

Tabled from last month was the request for a pay increase from \$145/hour to \$165/hour for criminal and civil matters effective January 1, 2025, from our attorney.

RESOLUTION TO INCREASE CITY APPOINTED LAWYER RATE

WHEREAS, the legal hourly fee for criminal and civil matters charged by Gavin Law Office attorney rates has been at \$145/hour since January 1, 2023, and,

WHEREAS, Gavin Law Office of Glencoe, MN, has proposed a \$10/hour increase from \$145/hour to \$155/hour in 2025 and a \$10/hour increase from \$155/hour to \$165/hour in 2026.

NOW THEREFORE, BE IT RESOLVED by the City Council to approve the \$10/hour increase for legal fees tendered for the City of Brownton beginning January 1, 2025 and again beginning January 1, 2026.

THE FOREGOING RESOLUTION was introduced and moved for adoption by Council Member Matheny, seconded by Council Member Copler and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2024 – 082**

Council Members Carrigan and Matheny gave an update from the RS Fiber meeting that they attended on October 15th. Andrea had a summary of her notes from that meeting. We may be contracting with bankruptcy attorney Tom Miller but are waiting to hear a cost on that.

RESOLUTION CANVASSING RETURNS OF ELECTION

WHEREAS, the City of Brownton held a municipal election on Tuesday, November 5, 2024; and

WHEREAS the official returns of the judges of the elections were presented, duly examined, approved and placed on file in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Brownton, McLeod County, Minnesota, that it is hereby determined that the general election held in and for said City on November 5, 2024, was in all respects duly and legally called and held and the returns thereof have been duly canvassed, and the votes cast at said election for Mayor and Council Members were as follows:

Mayor (2 year term)	
Rich Pohlmeier	- 364 votes
Various write-ins	- 13 votes
Two Council Members (4 year term)	
Lori Copler	- 307 votes
Jesse Messner	- 319 votes
Various write-ins	- 17 votes

Elected Mayor was Rich Pohlmeier; elected Council Members were Lori Copler and Jesse Messner. A total of 422 votes were cast.

THE FOREGOING RESOLUTION was introduced and moved for adoption by Council Member Carrigan, seconded by Council Member Matheny and with all members present voting in favor thereof, the resolution was declared duly passed and adopted. **2024 – 083**

Last month council approved 3 contracts from Hutchinson Utilities Commission. This is the final transportation contract between United Natural Gas, LLC and the City of Brownton. UNC owns the pipeline from a point on Hutchinson Transmission Pipeline to a point of terminus approximately one mile from Brownton. This contract will follow the same 5 year time frame as the other 3 we approved last month with Hutchinson Utilities Commission.

BE IT RESOLVED by the City Council of Brownton, to approve the transportation capacity agreement as presented from United National Gas, LLC for the period ending November 1, 2029.

THE FOREGOING RESOLUTION was introduced and moved for adoption by Council Member Carrigan, seconded by Council Member Matheny and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2024 – 084**

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, 2024;

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, 2024, 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 Matheny, seconded by Council Member Carrigan and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2024 – 085**

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

Brownton Bar & Grill liquor licenses and tobacco license were approved

BE IT RESOLVED by the City Council to approve the requested tobacco license and on-sale, off-dale and Sunday liquor licenses to the Brownton Bar & Grill for calendar year 2025 contingent on getting the insurance coverage paperwork.

THE FOREGOING RESOLUTION was introduced and moved for adoption by Council Member Copley, seconded by Council Member Carrigan and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2024 – 086**

Brownton Baseball Association liquor license was approved.

BE IT RESOLVED by the Brownton City Council to approve the requested On-Sale to the Brownton Baseball Association for calendar year 2025.

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 declared duly passed and adopted. **2024 – 087**

The Dollar General tobacco license was approved.

BE IT RESOLVED by the Brownton City Council, to approve the tobacco license for DG Retail, LLC for calendar 2025.

THE FOREGOING RESOLUTION was introduced and moved for adoption by Council Member Carrigan, seconded by Council Member Copley and with all members present voting in favor thereof, said resolution was declared duly passed and adopted. **2024 – 088**

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>
Gregg West	BFD Donation	\$500.00

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 Council Member Carrigan and with all present voting in favor thereof, said resolution was declared duly passed and adopted. **2024 – 089**

Building permits were handed out. Our next meeting along with Truth In Taxation Public Meeting, will be Tuesday December 3rd at 7:00 pm. Christmas party on Friday, December 20th at 7:00 p.m at the Brownton Community Center.

Meeting was adjourned.

Minutes to be presented for approval 12/3/2024

Lori Cacka, City Clerk

356	09/03/2024	AT & T MOBILE	monthly billing	\$ 129.15
357	09/03/2024	DELTA DENTAL PLAN OF MINNESOTA	monthly billing	\$ 151.52
358	09/03/2024	MEDICA	sept billing	\$ 3,907.39
359	09/03/2024	METRO SALES, INC.	aug billing	\$ 29.98
360	09/03/2024	RELIANCE STANDARD LIFE INS CO	qtrly billing	\$ 80.70
361	09/03/2024	TRI COUNTY WATER	monthly billing	\$ 25.86
362	09/03/2024	UNITED FARMERS COOPERATION	trans 7/1-8/1	\$ 106.20
363	09/17/2024	CHASE CARD SERVICES	monthly billing	\$ 126.97
364	09/17/2024	FURTHER	part fee	\$ 18.00
365	09/17/2024	GLENCOE COOP ASS'N	monthly billings	\$ 1,513.28
366	09/17/2024	MN DEPT OF REVENUE SALES	august billing	\$ 4,231.00
367	09/17/2024	RS FIBER COOP	monthly billing	\$ 598.38
46743	09/03/2024	DUANE BECKER	Bi-weekly/Monthly 9/3/24	\$ 475.05
46744	09/03/2024	LUVERNE BECKER	Bi-weekly/Monthly 9/3/24	\$ 380.04
46745	09/03/2024	LORI CACKA	Bi-weekly/Monthly 9/3/24	\$ 1,288.39
46746	09/03/2024	MARK CACKA	Bi-weekly/Monthly 9/3/24	\$ 131.27
46747	09/03/2024	CHAD DRAEGER	Bi-weekly/Monthly 9/3/24	\$ 1,592.82
46748	09/03/2024	SPENCER GLAESER	Bi-weekly/Monthly 9/3/24	\$ 1,275.63
46749	09/03/2024	BRYAN HASBARGEN	Bi-weekly/Monthly 9/3/24	\$ 234.66
46750	09/03/2024	DIANA KLABUNDE	Bi-weekly/Monthly 9/3/24	\$ 707.13
46751	09/03/2024	KARL KOFORD	Bi-weekly/Monthly 9/3/24	\$ 1,995.52

46752	09/03/2024	BRAXTON STREICH	Bi-weekly/Monthly 9/3/24	\$ 458.49
46753	09/03/2024	MARK STREICH	Bi-weekly/Monthly 9/3/24	\$ 731.19
46754	09/03/2024	LARRY WARZECHA	Bi-weekly/Monthly 9/3/24	\$ 2,481.62
46755	09/03/2024	ALPHA WIRELESS COMMUNICATIONS	program radios	\$ 760.00
46756	09/03/2024	ARROW-WATERTOWN	posts	\$ 840.00
46757	09/03/2024	BROWNTON BAR & GRILL	elections	\$ 155.00
46758	09/03/2024	CHAD DRAEGER	phone stipend	\$ 60.00
46759	09/03/2024	CHRIS BULAU	copy paper	\$ 42.26
46760	09/03/2024	CITY OF BROWNTON	3stn-644-01-10	\$ 333.60
46761	09/03/2024	D. ERVASTI SALES CO, LLC	field supplies	\$ 2,543.98
46762	09/03/2024	GAVIN JANSSEN STABENOW & MOLDA	may billing	\$ 913.50
46763	09/03/2024	GREATER MN COMMUNICATIONS	aug billing	\$ 25.50
46764	09/03/2024	HAWKINS, INC	chems	\$ 432.31
46765	09/03/2024	JEFF MESSNER	wood project	\$ 50.00
46766	09/03/2024	JERRY'S TRANSMISSION SERVICE	door switch	\$ 486.98
46767	09/03/2024	KRANZ LAWN & POWER	mower parts	\$ 36.99
46768	09/03/2024	LORI CACKA	mileage/misc	\$ 586.35
46769	09/03/2024	MCLEOD COOPERATIVE POWER ASS'N	misc	\$ 714.00
46770	09/03/2024	MINI BIFF INC.	civic cntr/city park	\$ 216.24
46771	09/03/2024	MN DEPT OF HEALTH	qtrly water billing	\$ 784.00
46772	09/03/2024	PETTY CASH FUND	misc	\$ 64.09
46773	09/03/2024	PIONEERLAND LIBRARY SYSTEM	3rd qtr billing	\$ 2,119.50
46774	09/03/2024	RICH POHLMEIER	phone stipend	\$ 40.00
46775	09/03/2024	RUNNING'S SUPPLY, INC.	supplies	\$ 9.44
46776	09/03/2024	SHORT ELLIOT HENDRICKSON, INC	comp plan	\$ 4,611.86
46777	09/03/2024	SLABJACKING SPECIALTIES	raised 2 spots	\$ 1,000.00
46778	09/03/2024	SPENCER GLAESER	phone stipend	\$ 20.00
46779	09/03/2024	USA BLUEBOOK	elecrodos	\$ 142.15
46780	09/03/2024	UTILITY CONSULTANTS, INC.	samples 7/25 8/1,8	\$ 850.77
46781	09/17/2024	LORI CACKA	Bi-weekly 9/17/24	\$ 1,280.39
46782	09/17/2024	CHAD DRAEGER	Bi-weekly 9/17/24	\$ 1,592.81
46783	09/17/2024	SPENCER GLAESER	Bi-weekly 9/17/24	\$ 1,275.63
46784	09/17/2024	JACOB HANSON	Bi-weekly 9/17/24	\$ 204.90
46785	09/17/2024	DIANA KLABUNDE	Bi-weekly 9/17/24	\$ 707.13
46786	09/17/2024	KARL KOFORD	Bi-weekly 9/17/24	\$ 2,201.29
46787	09/17/2024	BRAXTON STREICH	Bi-weekly 9/17/24	\$ 152.83
46788	09/17/2024	LARRY WARZECHA	Bi-weekly 9/17/24	\$ 1,863.80
46789	09/17/2024	BRIAN'S HEATING & AIR	comm cntr #2 HVAC ins repc	\$ 9,301.59
46790	09/17/2024	VOID	Void Check	\$ -
46791	09/17/2024	CITY OF BROWNTON	august billing	\$ 3,723.45
46792	09/17/2024	CREEKSIDE SOILS	bitcon-10.08	\$ 131.04
46793	09/17/2024	FES, INC	nozzle	\$ 94.99
46794	09/17/2024	GAVIN JANSSEN STABENOW & MOLDA	june billing/annex cemetery	\$ 4,209.50
46795	09/17/2024	GOPHER STATE ONE-CALL	monthly tickets	\$ 5.40
46796	09/17/2024	HENNEN FLOOR COVERING	comm cntr flooring	\$ 54,554.18

46797	09/17/2024	HUTCHINSON UTIL.COMMISSION	8/1-9/1	\$ 2,732.49
46798	09/17/2024	JEREMY PRIEVE	ball field supplies	\$ 76.00
46799	09/17/2024	LARRY WARZECHA	mileage	\$ 33.50
46800	09/17/2024	LEAGUE OF MN CITIES	4 month membership	\$ 357.00
46801	09/17/2024	MCLEOD COOPERATIVE POWER ASS'N	underground project	\$ 45,275.49
46802	09/17/2024	MN DEPT OF COMMERCE	2nd qtr indirect	\$ 28.99
46803	09/17/2024	MN STATE FIRE CHIEFS ASS'N	3 chiefs registration	\$ 975.00
46804	09/17/2024	SADIE ROTZIEN	ceiling fan rebate	\$ 15.00
46805	09/17/2024	SCHMIDT ROOFING	#115 and #27 down pymt	\$ 8,388.10
46806	09/17/2024	SECURITY BANK & TRUST CO	monthly billing	\$ 45,996.53
46807	09/17/2024	WEST CENTRAL SANITATION	monthly/com cnr /cleanu	\$ 5,272.06
46808	09/17/2024	XCEL ENERGY	monthly billing	\$ 54.36
46809	10/01/2024	DUANE BECKER	Bi-weekly/monthly 10/1/24	\$ 380.04
46810	10/01/2024	LUVERNE BECKER	Bi-weekly/monthly 10/1/24	\$ 380.04
46811	10/01/2024	LORI CACKA	Bi-weekly/monthly 10/1/24	\$ 1,233.41
46812	10/01/2024	MARK CACKA	Bi-weekly/monthly 10/1/24	\$ 216.87
46813	10/01/2024	CHAD DRAEGER	Bi-weekly/monthly 10/1/24	\$ 1,592.82
46814	10/01/2024	SPENCER GLAESER	Bi-weekly/monthly 10/1/24	\$ 1,275.63
46815	10/01/2024	DIANA KLABUNDE	Bi-weekly/monthly 10/1/24	\$ 707.13
46816	10/01/2024	KARL KOFORD	Bi-weekly/monthly 10/1/24	\$ 2,842.65
46817	10/01/2024	BRAXTON STREICH	Bi-weekly/monthly 10/1/24	\$ 252.76
46818	10/01/2024	MARK STREICH	Bi-weekly/monthly 10/1/24	\$ 731.19
46819	10/01/2024	LARRY WARZECHA	Bi-weekly/monthly 10/1/24	\$ 1,710.86
800531	09/03/2024	IRSEFT	Remittance Check	\$ 3,166.67
800532	09/03/2024	STATE INCOME TAX	Remittance Check	\$ 789.64
800533	09/03/2024	HSA EFT	Remittance Check	\$ 660.00
800534	09/03/2024	PERA	Remittance Check	\$ 3,224.54
800535	09/03/2024	AFLAC	Remittance Check	\$ 162.51
800536	09/17/2024	IRSEFT	Remittance Check	\$ 2,589.86
800537	09/17/2024	STATE INCOME TAX	Remittance Check	\$ 717.83
800538	09/17/2024	HSA EFT	Remittance Check	\$ 710.00
800539	09/17/2024	PERA	Remittance Check	\$ 2,885.85
800540	09/17/2024	AFLAC	Remittance Check	\$ 162.51
800541	10/01/2024	IRSEFT	Remittance Check	\$ 2,944.33
800542	10/01/2024	STATE INCOME TAX	Remittance Check	\$ 771.23
800543	10/01/2024	HSA EFT	Remittance Check	\$ 735.00
800544	10/01/2024	PERA	Remittance Check	\$ 2,842.30
800545	10/01/2024	AFLAC	Remittance Check	\$ 162.51
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				\$ 264,860.39