

City of Brownsville  
Minutes of January 3, 2024 Regular Monthly Council Meeting and HRA of Brownsville

The regular monthly meeting of the Brownsville City Council was called to order at 7:00 pm by Mayor Jean Meyer. Council members present were Barb Hurley, Pam Walhovd, Tim Klug and Bill Fitzpatrick. Also attending were Clerk, Steve Schuldt, Treasurer, Jenna Knight and City Maintenance Dean Twite and Brandon Frank, Brownsville F.D. Guests in attendance were Rose Korabek with the Caledonia Argus, Charlene Selbee with Fillmore County Journal, Jim Hakes and Joanne Kletzke.

CONSENT AGENDA: Council reviewed the consent agenda which includes the agenda for today's meeting, the minutes of December 6, 2023 and claims payable. Council agreed by consensus to table discussion of public safety aid until the February meeting. Barb Hurley moved, seconded Tim Klug and the motion passed to approve the consent agenda.

FLOOR CORRESPONDENCE: None.

PRESENTATIONS: None

APPOINTMENTS: Following discussion, Pam Walhovd moved to defer employee wages until the February meeting and requested that she be appointed to a committee for discussions with the affected employees in the month of January with decisions to be made at the February meeting. The motion was seconded by Bill Fitzpatrick and carried. Barb Hurley moved to increase the mayor's per meeting wage from \$50.00 to \$60.00 and council members per meeting wage from \$40.00 to \$50.00. The motion was seconded by Pam Walhovd and carried with Bill Fitzpatrick voting against. Jenna Knight requested clarification of what is a paid meeting regarding council members. It was determined that paid meetings only applied to full council meetings. Council reviewed the fire department pay schedule. Following discussion, Pam Walhovd moved, seconded by Bill Fitzpatrick and the motion passed to increase the per incident or activity payment from \$13.00 to \$15.00. Council discussed mileage reimbursement. Tim Klug moved, seconded by Bill Fitzpatrick to use the IRS allowable mileage rate (currently .67 per mile) and the motion passed with Barb Hurley opposing. Council agreed to leave the per diem rate at \$30 per day for meals with receipts.

Council discussed liquor license fees and noted that license fees have not changed significantly since 1980. Pam Walhovd moved, seconded by Barb Hurley and the motion passed to approve a \$400.00 license fee for On-Sale Liquor, with Bill Fitzpatrick voting against. Council discussed the possibility of increasing liquor licensing 10% across the board. No action was taken. Barb Hurley moved, seconded by Pam Walhovd and the motion passed to leave Off-Sale Liquor at \$100.00. Council discussed the On-Sale Beer license. Tim Klug moved, seconded by Pam Walhovd to approve a \$200.00 license fee for On-Sale Beer (an increase of \$40.00) and the motion passed unanimously. Council considered the Off-Sale Beer license fee and questioned separating 3.2% beer from strong beer. Barb Hurley moved, seconded by Pam Walhovd and the motion passed to approve a separate category for 3.2% Off-Sale Beer. Tim Klug moved, seconded by Bill Fitzpatrick to approve a license fee of \$200.00 for Off-Sale Beer. The motion passed with Barb Hurley voting against. Council discussed Sunday Liquor licensing and whether it is necessary to license as a separate category. The clerk's office will seek confirmation as to whether or not the a Sunday Liquor license is necessary and report at the February council meeting. The Cigarette License fee was discussed. Barb Hurley moved, seconded by Pam Walhovd to leave the license fee at \$35.00. The motion failed to receive a majority vote. Tim Klug moved, seconded by Bill Fitzpatrick to approve a cigarette license fee of \$50.00. The motion passed with Barb Hurley voting against. Council discussed the current pet license fee of \$5.00. Pam Walhovd moved to increase the fee to \$8.00. The motion failed to receive a second. A suggestion was made to charge a \$10.00 fee with a \$2.00 credit if the animal is neutered but the concept was deemed impractical. Tim Klug moved, seconded by Pam Walhovd to approve a pet license fee of \$7.00 and the motion passed. Council again discussed a 3.2% Beer Off Sale license fee. Pam Walhovd moved to approve a \$75.00 3.2% Off-Sale license fee. The motion failed to receive a second. Barb Hurley moved to approve a \$100.00 license fee for 3.2 Off-Sale, seconded by Tim Klug and the motion passed.

Council discussed sewer assessment fees. It was determined that half assessments were no longer necessary in the city. Barb Hurley moved, seconded by Tim Klug to remove half assessment from the fee schedule and reference Assessment (remove the word "Full") in the fee schedule. The motion passed unanimously. It was noted that the sewer assessment fee of \$3,600.00 as referenced in the ordinance will remain the same. Council discussed the current sewer hook-up fee of \$50.00. Tim Klug moved, seconded by Bill Fitzpatrick to approve a hook-up fee of \$100.00. The motion failed to receive a majority vote. Following discussion, Barb Hurley moved, seconded by Pam Walhovd and the motion passed leave the



sewer hook-up fee at \$50.00. Council considered the commercial/industrial hook-up fee. Dean Twite explained to council that commercial/industrial users put more strain on the system versus residential users due to volume and contaminants. Barb Hurley moved, seconded by Tim Klug and the motion passed to approve a fee of \$125.00 for commercial/industrial hook-ups.

Council discussed residential and commercial sewer rates. The city clerk will provide additional information for determining rates at the February meeting.

Council extensively discussed the Community Center rental rates and the rental rates for Bluffview Manor. Tim Klug moved, seconded by Barb Hurley to approve the following Community Center and Bluffview Manor rental rates:

<b>City of Brownsville-Fee Schedule</b>	<b>2024-Rate</b>
<b>Council/Mayor:</b>	
Mayor-Per Meeting	\$60.00
Council Member-Per Meeting	\$50.00
<b>Fire Department:</b>	
Fire Chief-Per Incident/Activity	\$15.00
Ass. Fire Chief Per Incident/Activity	\$15.00
Firemen Per incident/Activity	\$15.00
Fire Chief	\$700.00
Assistant Fire Chief	\$200.00
Training Officer	\$400.00
Lieutenant	\$100.00
Safety Officer	\$100.00
Captain	\$100.00
<b>Travel Expense Reimbursement:</b>	
Mileage-Per mile	IRS Rate (\$0.67)
Per Deim with reciepts-Per Day	\$30.00
<b>Yearly Licenses:</b>	
Pet	\$7.00
Tobacco	\$50.00
On-Sale Liquor	\$400.00
Off-Sale Liquor	\$100.00
On-Sale Beer	\$200.00
Off-Sale Beer	\$200.00
Off-Sale Beer-3.2%	\$100.00
Sunday Liquor License	
<b>Community Center Rental Rates:</b>	
<b>Resident Event Fee:</b>	
Gym & Kitchen	\$325.00 w/ \$150.00 Sec. Deposit
Front Room	\$40.00 w/ \$50.00 Sec. Deposit
Front Room w/ Kitchen	\$60.00 w/ \$50.00 Sec. Deposit
Council Room	\$40.00 w/ \$40.00 Sec. Deposit
<b>Resident Daily Rental Fee:</b>	
Gym & Kitchen	\$125.00 w/ \$150.00 Sec. Deposit

Front Room	\$40.00 w/ \$50.00 Sec. Deposit
Front Room w/ Kitchen	\$60.00 w/ \$50.00 Sec. Deposit
Council Room	\$40.00 w/ \$40.00 Sec. Deposit
<b>Non-Resident Event Fee:</b>	
Gym & Kitchen	\$550.00 w/ \$200.00 Sec. Deposit
Front Room	\$80.00 w/ \$50.00 Sec. Deposit
Front Room w/ Kitchen	\$120.00 w/ \$50.00 Sec. Deposit
Council Room	\$80.00 w/ \$40.00 Sec. Deposit
<b>Non-Resident Daily Rental Fee:</b>	
Gym & Kitchen	\$275.00 w/ \$200.00 Sec. Deposit
Front Room	\$80.00 w/ \$50.00 Sec. Deposit
Front Room & Kitchen	\$120.00 w/ \$50.00 Sec. Deposit
Council Room	\$80.00 w/ \$40.00 Sec. Deposit
<b>HRA Rental Rates:</b>	
1 Bedroom Apartment	(May 1st) \$590.00
2 Bedroom Apartment	(May 1st) \$635.00

Council reviewed and considered official appointments. Houston County's Emergency Management Office is suggesting that the city appoint an Emergency Manager as an additional contact.

Council reviewed a contract with Morgans Cleaning for services performed in the Community Center. Council members were concerned that bi-weekly cleaning at \$65.00 per resulted in the occasional 3 cleanings per month. Following discussion, Barb Hurley moved, seconded by Tim Klug and the motion passed to approve a contract where cleanings will take place on the first and third Tuesday of each month with a capped charge of \$130.00 per month.

Council reviewed a contract with Amanda Bennett, DBA Frodo's Legacy Animal Rescue for 2024 services for a term of one year in the amount of \$1,200.00 each year. Council requested that quarterly reports be provided to the city. Barb Hurley moved, seconded by Bill Fitzpatrick and the motion carried to approve the contract.

Council discussed responsibility for sidewalk snow removal and possible charges to residents if city staff is required to remove snow. Council agreed to monitor snow removal issues and contact residents that do not maintain their sidewalks. Council agreed to a \$75.00 charge for city staff to clear snow from sidewalks with a \$75.00 minimum charge. Jenna Knight informed council that main street residents with sidewalks receive statements reminding them of the requirement to clear snow from their sidewalks.

Council considered a resolution designating depositories for city funds. Tim Klug moved, seconded by Pam Walhovd and the motion passed to Merchants Bank and PMA Financial Networks as official depositories for the City of Brownsville.

Council considered a resolution designating the City of Brownsville's official polling place. Pam Walhovd moved, seconded by Bill Fitzpatrick and the motion passed to approve the Brownsville Community Center at its official polling place for all official elections.

Council discussed a \$100.00 contribution to the Southern Minnesota Initiative Foundation which has been a past recipient. Pam Walhovd moved, seconded by Barb Hurley and the motion passed unanimously to contribute \$100.00 to the Foundation.

Council discussed renewal membership in the Minnesota Rural Water Association. Bill Fitzpatrick moved, seconded by Tim Klug and the motion carried to approve membership in the Minnesota Rural Water Association.

Council discussed a proposed new Minnesota State flag. Council agreed by consensus to fly the current flag until officially notified that it can no do so.

Dean Twite presented council with a monthly maintenance report which is attached hereto and made a part of these minutes.



Brandon Frank provided answers to questions raised at previous meetings regarding group purchasing of equipment. It is noted that the concept has been considered in the past but was never put into practice because of the differing needs of individual fire departments. Mr. Frank informed council that there are numerous boathouses and docks along the Mississippi within city limits and asked if there is a way to levy these structures for emergency services protection. Mr. Frank provided council with draft levy calculation letters that will be sent to Crook Creek and Brownsville Townships. The calculations are currently tentative pending population and call volume figures. Once finalized and approved by the council, a letter will be sent to each township with updated numbers. Council members expressed the need to stay in touch with the townships and keep them involved with the workings of Brownsville Fire & Rescue. Council was informed of progress in equipping their 2011 Ford F350 truck (former DNR truck) with lights, siren, and radio. Thin Line Outfitters will be performing the work at a cost of \$2,850.50. Thin Line was recommended by the Houston County Sheriff's Office. Bill Fitzpatrick moved, seconded by Barb Hurley and the motion passed to approve Thin Line Outfitters quote of \$2,850.50 to equip the 2011 Ford truck as quoted.

CITY CLERK: Council was informed of a request by a non-resident to use the community center for pickle ball on Wednesday evenings. Council agreed by consensus that the request by a non-resident shouldn't be allowed, however, the facility is available for rent at the non-resident rate. Council was informed of a rescheduled conciliation court hearing date of February 1, 2024. Council was informed that MiEnergy does not install electrical outlets on their power poles and does not allow installation on high voltage poles. No action was taken. Council was informed that Dean Twite will be paid out for 121 hours of comp time accumulated for the past year.

ADJOURNMENT: There being no further business, Pam Walhoved moved, second by Bill Fitzpatrick and the motion passed to adjourn at 10:06 pm.

  
Steve Schuldt, Clerk

  
Jean Meyer, Mayor