

City of Brownsville
Minutes of April 5, 2023 Regular Monthly Council Meeting

The regular monthly meeting of the Brownsville City Council was called to order by Jean Meyer at 7:00 pm. Council members, Barb Hurley, Pam Walhovd, Tim Klug and Jacob Danielson. Also attending were City Treasurer, Jenna Knight, City Clerk Steve Schuldt and Maintenance Tech Dean Twite. Guests in attendance were Charles LeJeune, Jeff LeJeune, Charles Sell, Barbara Sell, Gerald Walhovd, Michael Nelson, James Hakes, Brandon Frank, Anthony Krenzke and representing Fillmore County Journal was Kaitlin Longhauser.

ROLL CALL of council was taken with full council being present.

MINUTES of the March 1, 2023 council meeting were reviewed. Tim Klug noted that the minutes of February 1, 2023 were approved with revisions and questioned what the revisions were. The revisions are to be noted at the May 3, 2023 council meeting. There being no further discussion, Pam Walhovd moved, second by Jacob Danielson and the motion passed to approve the minutes.

Barb Hurley questioned the agenda order and at what point on the agenda can a council member interject an issue or comment. No action was taken. Ms. Hurley requested that under floor correspondence the addition of discussion for a street light at Brook Street. Ms. Hurley also requested that Item (f) under Old Business (Brownsville Lion's digital sign recommendations) be removed from the agenda because at this time the project is no longer being pursued.

FLOOR CORRESPONDENCE Steve Schuldt informed council of the upcoming renewal for liability, property, casualty and workers compensation insurance. It was explained that an appraisal of all real estate including fixtures was completed. As a result, the city's total property value increased from \$4,856,592 to \$7,735,821. Additionally, property and liability premiums increased \$4,156 and worker's compensation premiums increased \$1,757. However, League underwriters have agreed to renew the policy with just the basic property inflation factor and rate increase and then endorse (change) the policy effective May 1st, 2023 to increase the property values to reflect the values on the property appraisal. By doing so, the city will not pay the higher premium for the higher property values until the 2024 renewal. Additionally, council was informed that the Veteran's Memorial fixture is not currently insured by the city. Council discussed whether the city should insure the fixture or if the VFW Organization already has it insured. Michael Nelson proposed to pay to insure the memorial personally if necessary. Tim Klug stated that he would research if the VFW Organization already has insurance in place. Council considered if insurance is needed at the Veterans Cemetery. It was noted that liability coverage is already in place because it is city owned property but improvements are not. Council agreed by consensus that property insurance on the cemetery is not necessary. Tim Klug suggested that the insurance deductible be increased from \$500.00 to \$2,500.00. Pam Walhovd moved, second by Tim Klug and the motion passed to approve increasing the insurance deductible to \$2,500.00. Tim Klug moved, second by Jacob Danielson and the motion passed to approve payment of the property insurance premium of \$33,967.00 which excludes insuring the Veteran's Memorial.

Brandon Frank spoke to the need for someone to maintain weeds on the retaining wall along East Main Street. Jean Meyer will discuss with Houston County Highway personnel to see if they can assist with the maintenance.

Charles LeJeune informed council that storm water is eroding the area in front of his garage due to landscaping performed in 2022 for storm water mitigation. Mr. LeJeune requested that something be done to resolve the problem. City maintenance will investigate the matter.

Barb Hurley spoke to the need for a street light at Brooke Street and North 7th Street. The city clerk will research cost of installation and operating costs and report at the May 3rd council meeting.

OLD BUSINESS: Jenna Knight reported that the kitchen fire protection system does not meet fire code requirements. The Ansul system is required due to the stove and griddle but the current system is outdated and non-compliant. The fire alarm system is not operational. A quote for updating the Ansul system is \$1,516.71 and completion of the annual fire alarm system inspection is \$308.20. Tim Klug moved, second by Jacob Danielson and the motion passed to approve updating the Ansul system and completion of the alarm inspection.

Jenna Knight informed council of pest control treatments for the concession building. A one time treatment will cost \$90.00 or 4 monthly treatments at \$50.00 each. Pam Walhovd moved, second by Jacob Danielson and the motion passed to approve the 4 treatment option at \$200.00 with Tim Klug voting against.

Dean Twite informed council that a water mitigation proposal for Bluffview Manor's north entrance is not yet available. Currently water pooling at the entrance is not an issue. A proposal should be ready for the May 3rd meeting.

Jean Meyer read proposed revisions to Bluffview Manor's lease agreement as follows:

Section 2, OCCUPANTS: Remove last sentence regarding two days per month limit for additional parties.

Section 4, SECURITY DEPOSIT: Security deposit is increased from \$200.00 to \$500.00.

Section 7, UTILITIES: Add "etc." (etcetera) to the end of paragraph.

Section 11, PET DEPOSIT AND MONTHLY FEE: Tenants to pay \$200.00 per pet deposit with a two pet maximum.

Section 14, TERMINATION OR MOVE-OUT: Refund of prepaid rent will be prorated. No interest will be paid on prepaid rent.

Barb Hurley questioned if the Manor could be a pet free facility except for medically required service animals or emotional support animals. Council questioned if security deposits and monthly fees are allowed to be charged for those types of support animals. Following discussion Jacob Danielson moved, second by Pam Walhovd and the motion passed to approve a \$200.00 per pet deposit fee and remove the \$15.00 monthly pet fee and to accept the revised lease with the aforementioned deletion of the monthly pet fee.

Council reviewed quotes to install walk-in showers to Apartments #5 and #9. Proposals ranged from \$13,998.00 from The Board Store to \$4,126.00 for materials from Home Depot and installed by city maintenance personnel. Jacob Danielson moved second by Barb Hurley and the motion passed to approve a solid surface shower from Home Depot and purchase of vanity to be installed by city personnel.

Council discussed the need to remove, clean and reinstall the apartment air conditioners. Pam Walhovd agreed to seek a quote for cleaning and report to council on May 3rd.

Tim Klug moved, second by Jacob Danielson to consider selling Bluffview Manor due to the costs associated with maintaining the property. The motion passed with Pam Walhovd and Jean Meyer voting against. Tim Klug will contact a realtor for information and report to council at the May 3rd meeting.

Council considered quotes for painting Apartment 9 and the Manor's open areas (walls and ceiling). Council discussed the need for contractors to be licensed and insured. Tim Klug moved, second by Jacob Danielson and the motion passed to approve painting unit #9 for \$750.00 with paint supplied by the city and proof of insurance to be supplied by the vendor.

Council was informed that the Brownsville Lions Club is withdrawing its proposal to install a digital sign along Main Street. Tim Klug moved to rescind and repeal his motion made at the March 1, 2023 council meeting for approval of the digital sign. Said motion was seconded by Pam Walhovd and passed with Barb Hurley abstaining.

NEW BUSINESS: Council discussed sewer line jetting and camera inspection by RCT Sewer & Vac, LLC. The project will involve 15 blocks at \$1.82 per foot which is the same price paid at the last inspection and jetting. Tim Klug moved, second by Pam Walhovd and the motion passed to approve inspection and jetting of 15 blocks.

Gerald Walhovd representing Brownsville Lions presented council with proposed modifications and improvements to be made at the recreation park as follows:

- Lowering the concession door threshold for easier access and reduce trip hazard.

- Reposition the shelter header braces to reduce obstruction.

- Replace wooden walkway between the concession stand, shelter and bathrooms with cement.

- Repaint pickle ball court lines.

- Replace horseshoe court with concrete corn hole (bean bag) game boards.

Jacob Danielson moved, second by Tim Klug and the motion passed to approve the modifications. Barb Hurley abstained from voting due to her membership in the Lions Club. Tim Klug extended a thank you to the Brownsville Lions Club for their contributions to the city.

Council reviewed a building permit application submitted by Jenna Knight and Justin Rohrer to construct a 7.8' X 14.5' house addition. Included with the application was a letter of approval from neighboring property owner, Shelly Dixon, to allow a side yard setback variance from 10' to 5' on the property's north border. Tim Klug moved, second by Pam Walhovd and the motion passed to approve the permit.

Council reviewed a building permit request submitted by Michael Nelson to install a two rail cedar fence on his property at 901 Mississippi Lane. Council noted that the fence is set back from the property line and has no conflicts with the property being in a conservancy area. Barb Hurley moved, second by Pam Walhovd and the motion passed to approve the fence permit.

MAINTENANCE: Dean Twite reported that all lift stations and pumps are functioning properly at this time. He presented a quote from TJ's Trucking & Excavating to replace pipes and valves at the main lift station building going to the sewer bed. Cost of the project is \$26,950.00 and is subject to additional fittings as needed. He explained that the existing pipes and valves are not repairable and need to be replaced. Mr.

Twite reported that unpaved roads need additional gravel and reshaping. He also reported that there is damage to a culvert at the intersection of Hamilton Street and County Road 3. Tim Serres has been contacted to help make repairs. Mr. Twite explained that Bluffview Manor ventilation is going directly into the attic and moisture has damaged the roof underlayment. He recommends the shingles be removed and the damaged underlayment be replaced then reshingled. Council agreed by consensus that Mr. Twite obtain quotes to make the needed venting and roof repairs for the May council meeting. Mr. Twite explained that the present shower threshold in apartment 8 is not sufficiently high enough to keep water from getting on the bathroom floor. He suggested installing a foam lip to the outer edge of the shower to help keep water within the shower stall. The cost is approximately \$30.00.

Tim Klug questioned if a dock in the 2nd Street right of way has been removed. It was noted that it has not been moved. No further action was taken.

FIRE DEPARTMENT: Brandon Frank reported that a contract between the City and the Township of Brownsville has been signed with the first payment of \$12,000.00 to begin in 2024. Mr. Frank stated that he will be in contact with Crook Creek Township to negotiate their contract. Mr. Frank questioned the council's thoughts on disposing of the old 1992 fire truck which was replaced by the current 2009 Ford F550 Mini-Pumper. Jacob Danielson moved, second by Barb Hurley to list the truck for sale with a floor price of \$8,000.00. Mr. Frank explained to council that the fire department may have one excess truck to sell but at this time no decision has been made.

CITY CLERK: Council was provided with applications for summer recreation coordinators and assistants. Pam Walhovd informed council that she needed to abstain from the hiring process due to a relationship with one of the applicants. Jean Meyer and Tim Klug agreed to interview the applicants. Jenna Knight will coordinate a convenient time and date for interviews.

Council considered a liquor license to the Brownsville Lions Club for the Brownsville Days event held June 23 and 24. Jacob Danielson moved, second by Tim Klug and the motion passed to approve the permit with Barb Hurley abstaining due to her membership in the Lions Club.

CLAIMS LIST: Council reviewed claims payable. Tim Klug questioned payment for animal control to Amanda Myhre. Council suggested that the city have a contract and be provided with an annual report of services provided. Jacob Danielson moved, second by Tim Klug and the motion passed to approve the claims payable.

ADJOURNMENT: There being no further business, Jacob Danielson moved, second by Pam Walhovd and the motion passed to adjourn at 9:30 pm.


Steve Schuldt, Clerk


Jean Meyer, Mayor