

City of Brownsville
Minutes of February 1, 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 were present. Also attending were City Treasurer, Jenna Knight, City Clerk Steve Schultdt and City Maintenance Dean Twite. Guests in attendance were Jeff LeJeune, Marilyn Rose, Dave Guckelberger, Valiree Greene, Frank Dvorak, Brandon Ranzenberger, Emma Ranzenberger, Joanne Kletzke, Kathy Phillips, Nicole Carlon, John Carlon, Ben Novak, Brandon Frank, and Mike Nelson with guest.

ROLL CALL of council was taken with a quorum being present.

MINUTES of the January 4, 2023 council meeting were reviewed. Following discussion, Tim Klug moved, second by Jacob Danielson and the motion passed to approve the minutes.

UNDER FLOOR CORRESPONDENCE, Brandon Ranzenberger requested a variance to split his property to sell the house and retain the detached garage. The split would create a 50' X 120' lot for the garage rather than the ordinance required 60' lot width. Mr. Ranzenberger expressed that the split would mimic the two easterly lots, Parcels 200161000 and 200161000. Following discussion, Tim Klug moved, second by Jacob Danielson and the motion passed to approve the variance.

Joanne Kletzke questioned where Bluffview Manor rents and expenses are recorded and an explanation as to why the Manor's fund is negative. Council referred Ms. Kletzke to City Clerk Steve Schultdt for documentation related to Bluffview Manor's financial statements.

Nicole Carlon questioned if there would be a skating rink this year or possibly next winter. Dean Twite stated that there would not be a skating rink for the remainder of this year but there will be one for the 2023-2024 winter.

UNDER OLD BUSINESS, council questioned a pending contract with Summit Fire Protection Services. Council was informed that Summit does not currently have a contract with the City. Services are billed when provided. Council requested that costs and past service record be brought to the next council meeting. Council discussed having the fire department conduct inspections which raised the question of certifying a person for the position. Council requested that additional quotes be obtained and brought to the next meeting.

Joanne Kletzke informed council that one of the Manor's clothes dryers is not functioning properly. Dean Twite explained that the problem may be constricted dryer venting and that he has ordered replacement dryer venting and will also clean the dryers. Following discussion, Pam Walhovd moved, second by Jacob Danielson and the motion passed to preapprove the purchase of a new dryer if needed.

Barb Hurley provided a committee report following a Bluffview Manor meeting with residents. Ms. Hurley reported that residents were informed of proposed rental rate increases. Jean Meyer reported that proposed rate increases for consideration were 15%, 20% and 25% and the average local rate for a one bedroom unit is \$621.00 and \$639.00 for a two bedroom. Following discussion, Pam Walhovd moved to increase rents by 15%. The motion failed to receive a second. Barb Hurley moved, second by Jacob Danielson and the motion passed to approve a 20% rate increase beginning May 1, 2023 with Pam Walhovd and Tim Klug voting against the motion.

Council questioned the status Anthony Krenzke's building permit. Steve Schultdt reported that a certified letter had been sent requesting specific information in order to act on his application, however, the letter has not been picked up. Council noted that a metal grain bin is being assembled on the property. It is believed that the structure is temporary and is to be removed later. Council suggested that the property be monitored for any permanent construction of any kind until a building permit is approved.

Council discussed summer recreation advertising for the coming year. Jenna Knight suggested ads in the Caledonia Argus and La Crescent Summer catalog as well as Postings on Facebook and a notice on the Brownsville website.

UNDER NEW BUSINESS, Dean Twite reported that there was a hot water leak at Bluffview Manor which has been repaired. Dean suggested that hot water lines be replaced to prevent future damage. Dean informed council that sewer equipment is deteriorating due to age and will need to be replaced. He will obtain estimates for council to consider at a future meeting. Dean recommended that the sewer building be repaired or replaced because the cement structure is deteriorating. He suggested that an outside contractor perform the work so as to complete the project in a timely manner. Dean explained that pumps are failing and need to be replaced. Jacob Danielson moved, second by Barb Hurley and the motion passed to authorize the maintenance department to purchase the necessary equipment to keep the system operating efficiently. Dean reported that he made inquiries into the cost of replacing keyed locks at the Manor with an electronic system.

The system would require new doors in addition to \$600.00 per door for the locks and an annual fee for servicing. A reputable push button system will cost approximately \$600.00. Council was also informed that one of the Manor doors is difficult to open and close. Dean reported that the cement in front of the door is heaving and the door is striking the cement. Dean did not feel there was an economical fix at this time. Dean reported that damage to grass next to the sidewalk is unavoidable when plowing snow with the skid loader. He stated that the city's snowblowers had been sold at an auction 2 years ago. Council was informed that a suggestion drop box is installed at the Manor for residents to report issues.

FIRE DEPARTMENT: Brandon Frank spoke to council regarding assessing townships for protective services. Currently there isn't a formula which calculates the township share of protective services. Mr. Frank recommends a template created by League of Minnesota Cities which can be tailored to suit the city and township. Council discussed approaching Brownsville Township with yearly incremental increases until the levy equals the amount calculated by the League template. Jacob Danielson moved, second by Tim Klug to attend the next Brownsville Township meeting to negotiate a contract with fair and equitable increases for protective services. It was understood that increases would not begin until 2024. The motion passed with Jean Meyer voting in the affirmative and Barb Hurley with Pam Walhovd abstaining. Jacob Danielson agreed to attend the next township meeting representing the city and Brandon Frank will attend representing the fire department.

CITY CLERK: Council was informed that the Brownsville Lions Club is considering installation of an electronic sign installed adjacent to the existing sign on Highway 26. It was determined that the current sign is in the Minnesota DOT right-of-way and they would be the proper authority to contact for installation of the sign. The Lions Club also requested permission to install an additional bookshelf in the library section of city hall. Pam Walhovd moved, second by Jacob Danielson and the motion passed to approve the request.

Council considered the 2023 Driftless Region Vector Control contract at a cost of \$368.00. Barb Hurley moved, second by Jacob Danielson and the motion passed to approve the 2023 contract with Pam Walhovd and Tim Klug voting against.

Council reviewed the WWTP operator position. It was agreed that Casey Holzwarth's wage and responsibilities had been addressed at the January council meeting.

Council discussed the use of work orders for projects and Dean Twite's title as Maintenance Supervisor. Some council members felt that the supervisor title should be used when there are other employees under his supervision. Tim Klug moved, second by Barb Hurley and the motion passed to approve the use of work orders and to no longer refer to Dean Twite as Supervisor.

Council considered changes to the council meeting start time and deadline for submitting agenda items. Jacob Danielson moved second by Barb Hurley to change the meeting start time to 6:00 pm. Brandon Frank speaking on behalf of the fire department stated that he would not be able to attend meetings earlier than 7:00 pm. Council agreed by consensus to leave the meeting start time at 7:00 pm. Council discussed having a deadline for agenda items. Jacob Danielson moved, second by Pam Walhovd for agenda items to be received no later than the Wednesday prior to the official council meeting. Discussion following the motion included not voting on floor correspondence items and approval of the agenda at the beginning of each meeting. The motion passed as presented including the discussion items following the motion. Jean Meyer moved, second by Tim Klug that council packets be available to be picked up on the Tuesday prior to the council meeting.

Council considered the League of Minnesota Cities Insurance Trust tort liability waiver. Jacob Danielson moved, second by Barb Hurley and the motion passed to approve waiving the monetary limits on municipal tort liability to the extent of the limits of the liability coverage obtained LMCIT.

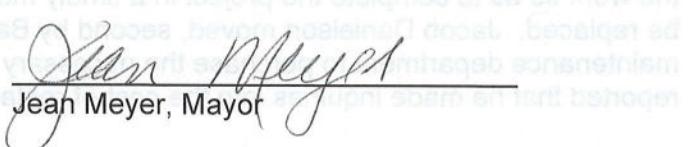
Council discussed requiring signatures on complaint forms. Council discussed making signatures optional or redacting names. Council discussed parking issues at an alley between Main and Clay Streets. Maintenance will install signs prohibiting blocking the alley when weather permits.

Jean Meyer asked that the Bluffview Manor lease be reviewed at the March council meeting. She also asked that council consider in the future a purchasing policy, job descriptions and a comprehensive plan.

CLAIMS APPROVAL: Jacob Danielson moved, second by Pam Walhovd 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 the meeting at 9:50 pm.


Steve Schulte, Clerk


Jean Meyer, Mayor