

City of Brownsville  
Minutes of January 4, 2023 Regular Monthly Council Meeting

The regular monthly meeting of the Brownsville City Council was called to order by City Clerk, Steve Schuldt at 7:00 pm. Newly elected council members, Jean Meyer (Mayor), Barbara Hurley and Pamela Walhovd (Council members) were sworn in by the City Clerk. Council members, Tim Klug and Jacob Danielson were present. Also attending were City Treasurer, Jenna Knight and Maintenance Supervisor, Dean Twite. Guests in attendance were Rachel Stock, Nicole Carlon, Anthony Krenzke, Nicole Ranzenberger, Joanne Kletzke, Kathy Phillips, Jeff LeJeune and Shawn Virock.

Roll call of council was taken with a quorum being present.

Minutes of the December 7, 2022 council meeting were reviewed. Following discussion, Jacob Danielson moved, second by Tim Klug and the motion passed to approve the minutes as presented.

There were no public comments.

Under old business, council questioned a pending contract with Summit Fire Protection Services. Council was informed that Summit was contacted regarding their past service record which was not available at the Rochester office. It was noted that the kitchen hood had not been cleaned by Summit in 2022 and the kitchen suppression system hasn't been inspected since 2019. Council requested Summit be contacted and questioned why contracted services have not been performed.

Joanne Kletzke informed council that one of the Manor clothes dryers is not functioning properly. Dean Twite explained that the problem may be constricted dryer vents and that he is ordering a vent cleaning device to hopefully resolve the problem.

Maintenance Supervisor Dean Twite reported that he is learning winter street clearing in town and the process of maintaining the sanitary sewer system. He also noted that the sewer maintenance building is deteriorating severely due to high inside moisture levels. He explained that he is an experienced mason and can do the repairs but not until outdoor temperatures are above freezing. He also explained that the interior surface should be coated with a special material to protect against moisture damage. Mr. Twite will prepare a cost estimate to repair the damage and present at a future meeting.

Brandon Frank reported that the recently purchased 2009 Ford pumper is being prepared for service. He also informed council that a water line had ruptured on this particular truck due to freezing and is being repaired. Department personnel are also working on equipping a former DNR truck as a fire response vehicle.

Steve Schuldt requested that council approve Merchants Bank and PMA Financial Network as depositories for city funds. Jacob Danielson moved, second by Barb Hurley and the motion passed to approve both depositories. Council reviewed the wages, appointments and fees schedule for 2023. Line-item discussion was held with council agreeing on wage increases of 8% for Jenna Knight, John Holzwarth and Steve Schuldt. Council agreed not to change summer recreation employees, election judge and fire department wages from the previous year. Mileage reimbursement is to remain the same at \$.50 per mile. License and permit fees were reviewed with council agreeing to not make any changes. Community Center rental charges were reviewed with council agreeing to leave resident cost per event the same; \$100.00 fee for an additional rental day. Council agreed to increase the non-resident gym and kitchen rate to \$425.00 from \$400.00 and increase the security deposit to \$200.00 from \$150.00. Barb Hurley questioned the use of Lions Club's roasters at events. It was assumed that occasionally they are being used at events. Barb Hurley will discuss at an upcoming Lions meeting whether or not to allow use of the roaster and if there should be a fee. Council agreed to leave the sewer assessment at \$3,600.00. Council debated the Brownsville HRA Apartment rental rates. Tim Klug moved, second Jacob Danielson to change the single bedroom apartment rate from \$475.00 monthly to \$625.00 and two bedroom apartments from \$510.00 monthly to \$685.00. The motion failed to receive a majority vote. Floor guests stated that apartment residents need to have input regarding rate increases. Jean Meyer moved, second by Pam Walhovd and the motion passed to table the setting of rental rates until a rental study is conducted to arrive at a fair rental rate. Jean Meyer, Barb Hurley and Steve Schuldt will form a committee to evaluate rates and present them at an upcoming meeting. Council reviewed and discussed 2023 appointments and made the following changes: Barbara Hurley as Local Health Officer, Jean Meyer as Weed Inspector, Pamela Walhovd as Acting Mayor, and Tim Klug as Civil Defense Director. Jacob

Danielson moved, second by Pamela Walhovd and the motion passed to approve all wages, appointments, license/permit fees, Community Center rates, sewer assessments and committee appointments. Brownsville HRA apartment rental rates are to be addressed at a future meeting.

Council discussed renewing membership to the Minnesota Rural Water Association. Barb Hurley moved, second by Tim Klug and the motion passed to approve an associate membership for \$400.00 plus \$25.00 for equipment fund contribution.

Council considered a donation request from Southern Minnesota Initiative Foundation for \$100.00. The Foundation programs for early childhood development, economic development, business loans and grants. Barb Hurley moved, second by Jacob Danielson and the motion passed to approve the \$100.00 donation.

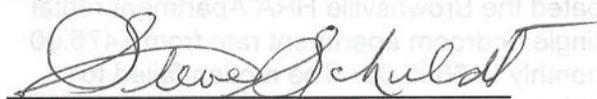
Council noted that Jacob Danielson is the current Local Board of Appeal representative for the City of Brownsville. Council members were encouraged to take the training for a better understanding of its function.

Council considered the 2023 Summer Recreation program and was informed that advertising normally begins in February for staffing. Barb Hurley questioned if Houston County News was being used for advertising in addition to the Caledonia Argus due to its local circulation. Pam Walhovd suggested the city get a Facebook page for various advertising campaigns. Jean Meyer moved, second by Jacob Danielson and the motion passed to sponsor the program for 2023 with advertising similar to prior years.

Jean Meyer presented council with a building permit application from Anthony Krenzke for construction of a house at 907 Mississippi Lane (Parcel 200232000). Council members questioned if the proposed building has been staked out on the site. Mr. Krenzke stated that stakes were not visible but that former Mayor Allen Whitesitt had inspected the site and suggested the house width be reduced from 32 feet to 30 feet for more setback from the roadway. Mr. Krenzke stated that he would agree to the reduction. Jean Meyer informed council that this area is a conservation district and should require additional scrutiny due to erosion. Tim Klug questioned if a two story structure can be permitted on this landscape and suggested that more time be allowed for research. Mr. Krenzke was questioned he had been in contact with DNR for potential flood damage. He explained that this particular property has not had flooding issues. Krenzke was also questioned if he is able to obtain property insurance for the structure and he confirmed he had. Additionally, he will be installing a storm water drainage system. Tim Klug stated that he went to the property to see the staked outline for the house but hesitated due to a no trespassing sign on the property. Mr. Krenzke stated that the sign belonged to a previous owner and he hasn't gotten around to removing it. He also said that by not entering the property, he wouldn't have been able to see the stakes, plus the stakes were covered in snow. Krenzke also added that he is willing to meet council members at the site when convenient. Tim Klug questioned why a grain bin is on the property and what it is to be used for. Krenzke stated that at this time it isn't assembled and isn't a permanent structure. Prior to assembling on a foundation, he will obtain a building permit. Jean Meyer questioned whether the house will be too close to the road and would like to view location when stakes are visible. Pam Walhovd moved, second by Barb Hurley and the motion passed to table issuance of the building permit at this time. Jean Meyer assured Mr. Krenzke that an inspection will take place in the near future so as not to delay any longer than necessary. Mr. Krenzke questioned where he could obtain conservancy rules and maps. Jean Meyer referred to the Brownsville City Ordinance 150.021 for reference.

Council reviewed claims payable. Jacob Danielson moved, second by Tim Klug and the motion passed to approve all claims payable.

There being no further business, Jacob Danielson moved, second by Tim Klug and the motion passed to adjourn the meeting at 9:06 pm.

  
Steve Scholdt, Clerk

  
Jean Meyer, Mayor