

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

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 Jacob Danielson. Also attending were City Clerk Steve Schuldt, Treasurer Jenna Knight and City Maintenance Dean Twite. Guests in attendance were Brandon Frank, Jim Hakes, Frank Dvorak, Nicole Ranzenberger and Kaitlin Longhauser with Fillmore County Journal.

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

CONSENT AGENDA: Council reviewed the consent agenda, including minutes of September 6, 2023, today's agenda and the claims payable listing. Barb Hurley requested that the agenda include discussion regarding the County Highway 3 and State Highway 26 intersection project be added to the agenda. Jenna Knight requested the addition of a building permit request submitted by Quincy Giese to construct a house at 299 Marina Drive South. Council agreed to address the Giese application and Steve Serres building permit application under new business. Jacob Danielson moved, second by Barb Hurley to approve the consent agenda with additions.

FLOOR CORRESPONDENCE: Frank Dvorak requested the status of repairing the drainage area in front of his house. It will be explained during the maintenance department's report.

OLD BUSINESS: Council discussed a resident survey addressing comprehensive planning. Pam Walhovd commented that the survey seemed overwhelming and suggested forming a committee to include input from residents. Pam Walhovd also felt there were too many multiple choice answers for questions in the survey. Ms. Walhovd suggested that the survey be done incrementally to reduce the burden of completing it. Jean Meyer explained that the survey is seeking resident input to gauge priorities desired by the residents. Ms. Walhovd asked if the ordinances would be addressed in the survey. Tim Klug stated that he had no problem with the survey but didn't feel that the city should expend an excessive amount of money on the project. Pam Walhovd reiterated that the survey should be broken down into departments and reduce the number of answer choices for each question. Jacob Danielson stated that council members were over thinking the survey and not realizing that it is a simple survey with no monetary expectations. Jean Meyer explained that the survey is seeking the resident's input regarding priorities for comprehensive planning. Barb Hurley moved to table the survey until it can be redesigned and to form a committee for its redesign. Following discussion, Tim Klug seconded the motion. The motion was approved unanimously.

NEW BUSINESS: Jean Meyer presented council with a letter of resignation from Jacob Danielson and requested a resolution accepting the resignation, declaring a vacancy and request for letters of intent from interested parties to fill the vacancy until December 31, 2024. Advertising to fill the vacancy will be postings on the City website, posters at city hall and in the U.S. Post Office. Letters of intent will be received until October 26, 2023. Tim Klug moved to accept Jacob Danielson's resignation and declaring a vacancy and to proceed to fill the vacancy by appointment and asking for letters of intent from interested residents to be voted on at the November 1, 2023 council meeting. The motion was seconded by Barb Hurley and carried unanimously, with Jacob Danielson abstaining. Additionally, the letters of intent are to be received until October 26, 2023 and considered at the November 1, 2023 regular council meeting.

Barb Hurley explained to council that the proposed County Highway 3 and State Highway 26 intersection needs input from the city and suggested that she and Tim Klug attend future state and county highway department meetings to represent the city's best interests.

Council reviewed a building permit application submitted by Quincy Giese, contractor, to construct a home at 299 Marina Drive South. Council members questioned ownership of the property and the incompleteness of the application. Barb Hurley moved to table approval of the permit pending receipt of a property completed application. The motion was seconded by Pam Walhovd and passed by a vote of 3 in favor and 2 against. Barb Hurley suggested that building permit applications have a statement stating that it must be submitted not less than one week prior to the next council meeting. Pam Walhovd stated that there should be an expedited fee when a building permit application is received within one week of a council meeting.

Council reviewed a building permit application submitted by Steve Serres to replace and extend an existing railroad tie retaining wall. The proposed retaining wall will be 6' X 100' and extend 10' to 15' longer than the existing wall. Tim Klug moved, seconded by Jacob Danielson and the motion passed to approve a building permit for Steve Serres to construct a retaining wall as submitted on the application.



MAINTENANCE DEPARTMENT: Dean Twite provided council with a written maintenance report and gave a verbal review of the report. The maintenance report is attached hereto as Exhibit A and made a part of these minutes. Additionally, Mr. Twite informed council that there is a salvage vehicle at the maintenance shop area to be used by the fire department for training purposes. Mr. Twite informed council that Houston County will be repaving Highway 18 in 2026 and if the city has anything to add to the project, the County will need to know prior to spring to include it in the highway project plans. Houston County would then include those additions to their plans and bill the city for the work.

FIRE DEPARTMENT: Brandon Frank informed council that he attended a meeting with Crooked Creek Township and received a signed 2023 contract for emergency services. The Township will pay the city \$1,500.00 for past services when they receive an invoice. Crooked Creek will discuss the future levy at the November 1, 2023 city council meeting. Jacob Danielson noted that Crooked Creek officials were satisfied with the contract and their funding commitment. Pam Walhovd expressed that there should be a separate fire district meeting from the city council meeting. Brandon Frank stated that the fire department cannot make decisions at a fire district only meeting. The City Council is ultimately responsible for any decisions made on behalf of the fire department. Council agreed by consensus that the fire district meeting will be in conjunction with the November 1, 2023 council meeting with the fire district meeting beginning at 7:00 pm. Mr. Frank provided notes from his meeting with Crook Creek Township which are attached hereto as Exhibit B and are part of these minutes.

CITY CLERK: Council was informed that installation of an electric vehicle charging station is to be considered 2024.

A final report from Driftless Vector Control indicated that two tires need to be removed or stored inside. The site owner was notified verbally by the city clerk.

Council reviewed a billing from Casey Holzwarth for mileage and per diem for attending required continuing education to maintain certification as a wastewater treatment operator. The amount of billing totaled \$342.00. Pam Walhovd moved, seconded by Barb Hurley and the motion passed to approve payment of \$342.00 to Casey Holzwarth.

Council was informed that a demand for payment has been issued to Kurt Cavanaugh for \$12,750.00 which was paid to him to obtain 300' feet of culvert for installation of a drainage system at Marina Drive. The project was cancelled after payment was made to Cavanaugh and the money was not returned nor was the culvert delivered. In speaking with attorney Alex Roverud the recommendation is to use small claims court to pursue payment.

Jenna Knight informed council that the latest revision of the building/zoning permit application is available on the Brownsville website with a fillable application option; upon completion it can be submitted to the City's email address.

Council was informed that air conditioners removed from Bluffview Manor are at the city shop and ready for sale or disposal. Council agreed by consensus to accept \$25.00 for each unit or best offer. Pam Walhovd agreed to pay \$50.00 for 3 units, with no objections from council members.

ADJOURNMENT: There being no further business, Jacob Danielson moved, second by Tim Klug and the motion passed to adjourn at 8:55 pm.



Steve Schuldt, Clerk



Jean Meyer, Mayor