

City of Brownsville
Minutes of September 6, 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 and Jeff LeJeune. Kaitlin Longhauser with Fillmore County Journal.

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

MINUTES of the August 2, 2023 regular council meeting were reviewed. It was noted that the FIRE DEPARTMENT paragraph, line 3 incorrectly referenced Wednesday rather than Tuesday, September 26, 2023 for an upcoming meeting. Jacob Danielson moved, second by Tim Klug to approve the minutes as corrected..

APPROVAL OF THE AGENDA: Jenna Knight informed council that Chelsey Lies is withdrawn from floor correspondence. Pam Walhovd moved, second by Jacob Danielson and the motion passed to approve the agenda with Chelsey Leis removed from floor correspondence.

FLOOR CORRESPONDENCE: Jeff LeJeune requested approval from council to apply temporary tape lines to the gym floor for pickle ball. Following discussion, Pam Walhovd moved, second by Tim Klug and the motion passed to move the request to New Business for a vote to approve or deny the request.

PRESENTATIONS: Council reviewed a building permit request submitted from Jeanne Farnham-Davy to construct a detached 24 x 20 carport on cement. Jean Meyer reported that she and Tim Klug have inspected the site and found no issues. Jacob Danielson moved, second by Pam Walhovd to approve the permit. Under discussion, Tim Klug remarked that the addition of impervious surfaces need to be addressed more critically in the future. There being no additional discussion, the motion was passed.

OLD BUSINESS: Council reviewed estimates for installation of new air conditioning units at Bluffview Manor. It was noted that Mike's Heating & Air Conditioning required assistance from City Maintenance, Dean Twite. Following discussion, Barb Hurley moved to accept the bid from Winona Controls for the amount of \$18,790.00, second by Pam Walhovd. The motion failed to receive a majority affirmative vote. Jacob Danielson moved to accept the bid from Mike's Heating and Air Conditioning in the amount of \$11,020.00. The motion was seconded by Tim Klug. The motion passed with 3 affirmative votes and 2 negative votes.

Council reviewed a 2024 sewer operations budget. It was recommended to increase the sewer operations fee to \$23.00 per month per household and because the debt service fund is overfunded, transfer \$25,000 to \$30,000 from the sewer debt service fund to the sewer operations fund. Following discussion, Pam Walhovd moved, second by Barb Hurley to increase sewer operations fees to \$23.00 per month per household to be implemented in November. The motion passed.

Council discussed the newly adopted building and zoning permit application. Barb Hurley moved to rescind the previous approval, adopting the current application and amend "Finished Basement" to read "Finished Basement Inherent Structural Changes". Following discussion, Jean Meyer clarified the motion made by Ms. Hurley to remove "Finished Basement" and amend to read "Structural Inherent Changes". The motion was seconded by Tim Klug. The motion carried. Barb Hurley suggested that future applications have an amended date footer. Additionally, Tim Klug expressed his concern with the addition of impervious surfaces in the community without permits. The addition of cement surfaces is creating stormwater problems in the city and there should be an ordinance addressing the issue. Jean Meyer requested that Mr. Klug's concern be added to the list of other ordinance issues to be addressed in the future.

NEW BUSINESS: Jean Meyer presented council with a proposed public opinion survey to determine priorities for a citywide comprehensive plan.

Jean Meyer requested a vote on the earlier request to have a pickle ball court in the community center gym. Jacob Danielson moved, second by Tim Klug to approve installing tape and net on the gym floor for pickle ball. Following discussion, the motion was amended to include having a donation receptacle and appointment of a responsible person for locking the facility after the event. The motion carried.

MAINTENANCE DEPARTMENT: Council reviewed and discussed a written maintenance report submitted by Dean Twite. See Exhibit A: "September Maintenance Report" attached hereto and is a part of these minutes. Mr. Twite reminded council that he will be out of the office September 12-14 to attend bio-solids education in Mankato. Tim Serres and Casey Holzwarth will be monitoring the treatment plant in his absence.

FIRE DEPARTMENT: Jean Meyer read a letter received from the Brownsville Township Board of Supervisors. The letter states that Town Board will not be attending the joint meeting with the City of

Brownsville's Council on September 26. The letter states that the amount paid by the Township to the City is not a contribution or donation and does not necessitate a contract. The City of Brownsville will receive tax levy dollars after the second tax settlement near the end of each year. Brandon Frank spoke with the State Fire Marshalls Office for guidance on the issue and was given several options.

Opt. 1: Accept what the Township dictates.

Opt. 2: Host the meeting as planned to inform township residents the need for additional funding and hope they forward their concerns to the township supervisors.

Opt. 3: Send a bill to Brownsville Township using the formula provided by the Fire Marshalls Office.

Opt. 4: Inform Houston County Dispatch that Brownsville Township will need a different emergency services provider.

Pam Walhovd moved to host the informational Brownsville Township and Brownsville City meeting as planned for September 26. Following discussion, Barb Hurley seconded the motion and the motion carried.

Jean Meyer questioned council what action needs to be taken if there is no response from Brownsville Township. Brandon Frank suggested that the Houston County Sheriff be contacted and informed that Brownsville Township needs to search for a different emergency services provider with the hope that the sheriff may resolve the conflict. Following additional discussion, the earlier motion made by Pam Walhovd and seconded by Barb Hurley be amended to include that ads be run in the Caledonia Argus and Fillmore County Journal informing residents of the September 26 informational meeting. Barb Hurley informed council of a discussion she had with a Brownsville Township official that the Township didn't have concerns with the proposed cost for emergency services but rather the need for a contract.

Brandon Frank reminded council of a fire department chicken que fund raising event on September 23. Council was also informed that the former DNR truck is nearing completion.

CITY CLERK: Council was informed of the Truth in Taxation meeting to be held on December 6 at the regular council meeting.

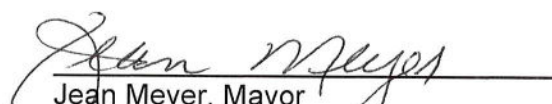
The council was informed of the Minnesota PERA Statewide Volunteer Firefighter (SVF) recommendation for annual payment to retiring firefighters. The recommendation is \$2,100.00 for each year of service. The amount would maintain a funding ratio of 177% after deducting accrued liabilities. Additionally, the city has contributed \$1,000.00 annually to the fund. Council questioned if the city's contribution is necessary to maintain the surplus funding and if those funds could be used elsewhere. Barb Hurley moved, second by Jacob Danielson and the motion passed to approve increasing the fire department benefit level from \$500.00 per year of service to \$2,100.00 per year of service effective January 1, 2024.

Council reviewed a proposed levy based on anticipated projected revenue and expenses. Following discussion, Barb Hurley moved to increase the general levy from the previous year by 5% for the amount of \$133,910.00. Additionally, the levy will include \$25,000.00 for bond reduction, giving a total levy amount of \$158,910.00 to be collected in 2024. The motion was seconded by Tim Klug and carried.

Council reviewed the claims payable list. Barb Hurley inquired if the claims payable list could be reviewed earlier in the meeting. Tim Klug suggested having a consent agenda which includes routine business items enacted by one unanimous vote. Council members may request moving items on the consent agenda to the Action Item list if they desire discussion before taking action. Jacob Danielson announced to the council that he will be resigning from the city council effective October 31, 2023. No action will be taken at this time. Pam Walhove moved, seconded by Barb Hurley and the motion passed to approve all claims.

ADJOURNMENT: There being no further business, Jacob Danielson moved, second by Pam Walhovd and the motion passed to adjourn at 9:21 pm.


Steve Schuldt, Clerk


Jean Meyer, Mayor