

2018 CITY COUNCIL MINUTES—

**MONDAY, JANUARY 8, 2018 – REGULAR MONTHLY MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

MEMBERS: Ben Fall, Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer.

OTHERS: Jason Douville (PD), Kerry Askelson (PW), John Gall (FD/RSC), Mark Askelson (KRJB)

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, January 8, 2018. Mayor Fall called the meeting to order at 7:00 PM.

ADDITIONS TO AGENDA—JP/ML-m/s/p to approve one addition to the Agenda: 2017 Pay Equity Report.

MONTHLY BUSINESS

Minutes—MB/ND-m/s/p to approve the minutes as presented for 12/11/17 TNT Hearing and Regular Council Meeting.

Disbursements— MB/JP-m/s/p to approve claims for 12/12/2017-12/31/2017 (\$17,646.82) and 01/01/2018-01/08/2018 (\$135,262.16) and Payroll Periods 12/03/2017-12/16/2017 (\$11,598.16) and 12/17/2017-12/30/2017 (\$9,953.72) for a disbursement total of \$174,460.86.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$124.75
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$236.18
ARVIG	Telephone & Internet	\$694.15
AUTO VALUE MAHNOMEN	Repairs and Maintenance	\$53.93
BANKCARD CENTER	Credit Card Expense	\$775.14
BUCKLE'S HARDWARE	Repairs and Maintenance	\$308.40
COMMUNITY CO-OPS-Lake Park	Natural Gas / Fuel Charges	\$173.34
DVS RENEWAL	Vehicle Tab Expense 2018	\$26.66
EFTPS-ONLINE	Payroll Tax	\$2,298.80
FRANCOTYP-POSTALIA, INC.	Postage Machine Rent	\$444.00
JAMES D. BRUE	Attorney Fee	\$550.00
JOHN GALL	Reimbursement	\$105.88
JULIN LAW OFFICE, PLLC	Attorney Fee	\$457.75
JUSTIN VOELKER	Reimbursement	\$48.15
MARCO TECHNOLOGIES LLC**	Copier Lease	\$179.41
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$313.02
MN DOR - PAYROLL TAX	Payroll Tax	\$391.75
NORMAN CO. SHERIFF'S OFFICE	Contracted Services	\$3,418.07
OFFICE SUPPLIES PLUS*	Supplies	\$151.68
OTTERTAIL POWER CO.	Electricity	\$2,944.44
PAYROLL	Employee Wages	\$10,965.90
P.E.R.A. - SDR DIVISION	Employee Benefit	\$3,062.08
SCOTT VOLKER	Payroll Reissue	\$179.02
SELECT ACCOUNT	Employee Benefit	\$630.00
SHARON JOHNSON	Contracted Services	\$96.00
STATE OF MN UNCLAIMED PROPERTY	Unclaimed Property	\$39.24
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$50.00
TV BOOSTER CLUB	Donation	\$50.00
TWIN VALLEY TIMES**	Publishing/Advertising	\$287.76
USABLE LIFE	Employee Benefit	\$6.38
VERIZON WIRELESS	Telephone	\$35.01
	GENERAL FUND TOTAL	\$29,096.89
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$63.06
ARVIG	Telephone & Internet	\$112.16
BUCKLE'S HARDWARE	Repairs and Maintenance	\$43.03
DVS RENEWAL	Vehicle Tab Expense 2018	\$26.67
EFTPS-ONLINE	Payroll Tax	\$936.63
HAWKINS, INC.	Water Chemical	\$432.00
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$219.12
MN DOR - PAYROLL TAX	Payroll Tax	\$158.66
MN DOR - SALES & USE TAX	Sales and Use Tax	\$84.00

NORTHLAND TRUST SERVICES, INC.	Bond Principal & Interest	\$61,338.88
OTTERTAIL POWER CO.	Electricity	\$1,260.27
PAYROLL	Employee Wages	\$2,291.01
P.E.R.A. - SDR DIVISION	Employee Benefit	\$597.93
SELECT ACCOUNT	Employee Benefit	\$175.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
USABLE LIFE	Employee Benefit	\$19.52
VISSER TRENCHING, INC.	Contracted Services	\$1,496.50
	WATER FUND TOTAL	\$69,480.76
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$63.06
ARVIG	Telephone & Internet	\$112.16
BUCKLE'S HARDWARE	Repairs and Maintenance	\$43.04
DVS RENEWAL	Vehicle Tab Expense 2018	\$26.67
EFTPS-ONLINE	Payroll Tax	\$475.65
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$219.12
MN DOR - PAYROLL TAX	Payroll Tax	\$54.04
NORTHLAND TRUST SERVICES, INC.	Bond Principal & Interest	\$33,028.62
OTTERTAIL POWER CO.	Electricity	\$103.17
PAYROLL	Employee Wages	\$2,291.01
P.E.R.A. - SDR DIVISION	Employee Benefit	\$374.44
RMB ENVIRONMENTAL LABS, INC.	Contracted Services	\$61.00
SELECT ACCOUNT	Employee Benefit	\$175.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
USABLE LIFE	Employee Benefit	\$19.52
	SEWER FUND TOTAL	\$37,272.82
MN DOR - SALES & USE TAX	Sales and Use Tax	\$653.00
	GARBAGE FUND TOTAL	\$653.00
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
ARVIG	Telephone & Internet	\$215.45
BANKCARD CENTER	Credit Card Expense	\$261.95
BERGSETH BROS.	Merchandise for Resale	\$3,862.75
BNG TECHNOLOGIES, LLC	POS Contract	\$200.00
BUCKLE'S HARDWARE	Repairs and Maintenance	\$45.57
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$307.00
COMMUNITY CO-OPS-Lake Park	Natural Gas / Fuel Charges	\$228.42
DAKOTA PLUMBING	Repairs and Maintenance	\$76.00
D-S BEVERAGES	Merchandise for Resale	\$10,764.55
EFTPS-ONLINE	Payroll Tax	\$1,531.06
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$292.50
HEGGIES PIZZA, LLC	Merchandise for Resale	\$336.10
HENRY'S FOODS INC.	Merchandise for Resale	\$659.97
JIM HAGEN	Reimbursement	\$798.00
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$523.85
LORI J. SKAURUD	Reimbursement	\$40.00
McKINNON COMPANY, INC.	Merchandise for Resale	\$1,950.85
MN DOR - PAYROLL TAX	Payroll Tax	\$225.62
MN DOR - SALES & USE TAX	Sales and Use Tax	\$4,127.00
OTTERTAIL POWER CO.	Electricity	\$846.67
PAYROLL	Employee Wages	\$6,003.96
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,000.02
PEPSI-COLA **	Merchandise for Resale	\$127.20
PERHAM LINEN	Operating Supplies	\$78.70
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$1,421.85
RICK ADAMS	Entertainment	\$400.00
RON BERVIG	Entertainment	\$100.00
SELECT ACCOUNT	Employee Benefit	\$100.00
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$1,024.18
STATE OF MN UNCLAIMED PROPERTY	Unclaimed Property	\$62.33
TV BOOSTER CLUB	Donation	\$50.00
TWIN VALLEY POSTMASTER	Post Office Box Rent	\$70.00
TWIN VALLEY TIMES**	Advertising	\$184.00
USABLE LIFE	Employee Benefit	\$13.76
	LIQUOR FUND TOTAL	\$37,957.39
	DISBURSEMENT TOTAL	\$174,460.86

2018 ORGANIZATIONAL BUSINESS—Council was presented with a list of necessary declarations for the 2018 FY. After review, Council Member Pearson introduced the following resolution and moved for its adoption.

**RESOLUTION 2018—01
CITY OF TWIN VALLEY 2018 ORGANIZATIONAL DECLARATION RESOLUTION**

WHEREAS Minnesota State Statutes require certain actions by the City of Twin Valley City Council at the annual organizational council meeting;

THEREFORE, BE IT RESOLVED that the City of Twin Valley City Council does hereby approve the following designations for the 2018 Fiscal year:

MEETINGS—Regular meetings of the Twin Valley City Council shall be held on the Second Monday of each month at 7:00 p.m. Any regular meeting, with proper public notification, may be cancelled or rescheduled by Council action.

OFFICIAL PUBLICATION—The City Council of the City of Twin Valley does hereby designate the Twin Valley Times, Twin Valley, as its official newspaper for its 2018 publications.

2018 COMMITTEE APPOINTMENTS

MAYOR -----	BEN FALL
VICE MAYOR -----	JOEL PEARSON
A. D. A./PROMOTIONS -----	BEN FALL, MICHAEL BOLTON
AIRPORT AUTHORITY -----	BEN FALL
BUDGET -----	BEN FALL, JOEL PEARSON
BUILDING COMMITTEE -----	MIKE LAMPTON, NATE DOBMEYER
E. D. A. - COUNCIL -----	MICHAEL BOLTON, BEN FALL
E. D. A. - CITIZENS -----	MARK ASKELSON, TIM BOE, DAN BUCKLE
LIQUOR -----	MICHAEL BOLTON, NATE DOBMEYER
NUISANCE ABATEMENT -----	MICHAEL BOLTON, NATE DOBMEYER
ORDINANCES -----	MIKE LAMPTON, JOEL PEARSON
PARKS - COUNCIL -----	MICHAEL BOLTON, BEN FALL
PARKS - CITIZENS -----	MARK ASKELSON, TIM BOE, DAN BUCKLE
PLANNING & ZONING -----	MICHAEL BOLTON, MIKE LAMPTON
PLANNING & ZONING - CITIZEN -----	VACANCY
PUBLIC SAFETY (FIRE/POLICE/RESCUE) -----	NATE DOBMEYER, MIKE LAMPTON
PUBLIC WORKS (PARKS/STREETS/UTILITIES) -----	MICHAEL BOLTON, JOEL PEARSON
WAGES & PERSONNEL -----	BEN FALL, JOEL PEARSON

OFFICIAL FINANCIAL DEPOSITORIES—The City Council of the City of Twin Valley does hereby designate the First National Bank-Mahnomen, Twin Valley and the Mid-Minnesota Federal Credit Union, Twin Valley as official depositories of the city for the 2018 year.

OFFICIAL SIGNATORY POWERS—It is by action of the City Council of the City of Twin Valley to have three signatures on all issued written payments for claims against the City; and the signatures for the Mayor (Benjamin Fall), Vice Mayor (Joel Pearson) and City Clerk-Treasurer (Rachel Johnson) will be original signatures on all issued payments, checks issued for investments; and

The signatures of the authorize powers are further authorized to sign checks for payroll processing, payments to Federal or State agencies as required by agreement or statute; such as for payroll taxes, sales taxes, claims and invoices, authorized electronic payments to State and/or Federal agencies to meet debt obligations; and

In the event that one of the elected officials so designated as an official signatory power is incapacitated or unavailable to sign the Twin Valley City Council hereby designates council member Michael Bolton as an Emergency Signatory Official.

DESIGNATED INSURANCE AGENT OF RECORD—The City Council of the City of Twin Valley does hereby designate the Twin Valley Agency and Theresa Umphrey, as its LMCIT Insurance Agent and to approve the percent of compensation at seven and one-half percent (7.5%).

Member Lampton seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor of said resolution: Joel Pearson, Michael Bolton, Michael Lampton, Nathan Dobmeyer, Benjamin Fall and the following voted against same: none. WHEREUPON said resolution was duly adopted this 8th day of January 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

ASSIGNMENT FOR THE COMMITMENT OF CITY RESERVES—Member Bolton introduced the following resolution to approve the Commitment of Reserves to the following areas and/or departments:

RESOLUTION 2018—02**RESOLUTION TO ASSIGN THE COMMITMENT OF THE CITY RESERVES FOR THE 2018 FISCAL YEAR**

BE IT RESOLVED that the City Council of the City of Twin Valley does hereby assign and commit the following reserves and values to the designated funds; and

NOW THEREFORE BE IT FURTHER RESOLVED that the following City of Twin Valley reserves be assigned and committed as follows:

ID	Description	Purchase Date	Current Value
11755	TV EDA-25922011	8/13/2009	\$12,373.41
11811	TV EDA-25970912	10/3/2009	\$12,315.94
11812	TV EDA-25970913	10/3/2009	\$6,145.64
		TOTAL EDA	\$30,834.99
11964	GF-Fire Equip-#25815311(#11964)	6/14/2009	\$2,980.10
12586	GF-26095018 (Fire Equip)-12mos.	9/14/2012	\$1,013.60
12587	GF-Fire Equip-#26095019 @24 mos	9/20/2012	\$1,262.76
21932	FD-Veh/Equip Fund-# 21932	5/24/2013	\$10,447.62
22019	FD-Truck Fund-#22019	7/18/2014	\$8,120.88
22109	FD-Truck Fund-#22109	6/9/2015	\$8,161.02
22211	TVFD - Equipment Fund	9/16/2016	\$8,032.00
22257	Fire Department Truck Fund	7/11/2017	\$8,000.00
		TOTAL FIRE	\$48,017.98
7528	GF - 25780817-7528	7/3/2009	\$48,384.29
9192	GF - 25780812-9192	12/3/2009	\$5,040.04
10043	GF - 26095015-10043 (original Water)	3/9/2010	\$11,041.21
10045	GF - 25815315-10045 (Reimb/FD 91PU)	12/4/2009	\$6,950.76
10375	GF - 25990333-10375 Budget Reserves	5/16/2009	\$8,826.10
10984	GF Reserves - # 25780818	12/23/2009	\$40,482.88
11644a	GF-25921712 (95Ponds/Sewer)	11/9/2009	\$3,739.55
12422	GF Reserves-25780820	2/18/2010	\$20,425.51
12423	GF Reserves-25780821	2/19/2010	\$26,074.18
		TOTAL GENERAL	\$170,964.52
10841	LQ- # 10841 / 26025114	5/28/2009	\$10,120.72
11400	LQ-# 26025115 (#11400)	12/19/2009	\$13,930.38
307425471	TVLS-Building Improvement Fund	1/6/2016	\$50,043.38
		TOTAL LIQUOR	\$74,094.48
12424	PW-Equip 25780822-(12mos)	11/20/2009	\$31,977.30
		TOTAL PUBLIC WORKS	\$31,977.30
12501	RSC Vehicle Fund-#25780823 (#12501)	6/16/2010	\$840.04
12524	RSC Veh Fund-25780824	3/14/2011	\$884.03
12538	RSC Vehicle Fund-#25780825(#12538)	6/17/2011	\$977.07
21925	RSC Equipment Fund - #21925	5/24/2013	\$506.28
22121	RSC Equipment Fund-#22121	6/9/2015	\$1,908.52
		TOTAL RESCUE	\$5,115.94
	2012A Util Bond (2003 Bond) -		
9195	25920412-9195	12/3/2009	\$5,040.04
10388	2012A UtilRevBond - 25920414-10388	11/23/2009	\$36,288.21
		TOTAL WATER & SEWER	\$41,328.25
		TOTAL RESERVES	\$402,333.46

Member Dobmeyer seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor of said resolution Joel Pearson, Michael Bolton, Michael Lampton, Nathan Dobmeyer, Benjamin Fall, and the following voted against: none. WHEREUPON said resolution for the commitment of reserves was duly adopted this 8th day of January 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

ELECTRONIC TRANSFERS—Member Bolton introduced the following resolution and moved its adoption to approve amending the resolution for electronic transfers for the City of Twin Valley and the Twin Valley Municipal Liquor Store accounts.

RESOLUTION 2018—03

RESOLUTION TO APPROVE ELECTRONIC FUNDS WIRE TRANSFERS FOR THE CITY OF TWIN VALLEY AND THE TWIN VALLEY MUNICIPAL LIQUOR STORE

WHEREAS, the purpose of this resolution is to authorize and approve automatic transfers for the City of Twin Valley, notwithstanding any other law to the contrary; and

WHEREAS, the City of Twin Valley recognizes that from time to time it may be beneficial and/or required to use electronic funds transfers for deposits, receipts and deductions instead of the issuing of a paper check for the paying of a claim against the city to include but not limited to debt obligations, payment of vendor claims, collection fees for services, purchases, investments, State and Federal payroll taxes; and

WHEREAS, as per MN Statute 471.381, the Twin Valley City Council hereby authorizes the use of electronic funds wire transfers for the following areas:

- EFTPS-Online – Federal/IRS for Federal tax, FICA, Medicare withholding taxes
- MN PERA Online – Employee Retirement Pension withholding and reporting
- MN REVENUE – State of Minnesota for sales & use tax, payroll withholding taxes
- State of Minnesota – Department of Revenue for Child Support, Payroll Garnishments, etc.
- NSF Service Bureau – receipts for reimbursement of NSF checks or collection fees
- Vantiv – Credit card sales – automatic receipts and deduction of monthly fees
- Discover Network - Credit card sales – automatic receipts and deduction of monthly fees
- First National Bank – Monthly fee for automatic payment processing of WSG payments
- First National Bank – NSF charge backs for checks against city deposits
- MN Management & Budget / SWIFT Payment Account Systems – Online revenues payable to the City for fines, state aids, county street aid, MN DOT, DNR and other government agency payments
- IRS – Wage and Levy withholdings
- HealthPartners/USable Life/SelectAccount/AFLAC/FTJones Financial/MN Child Support Services – Payroll deductions and city paid employee insurance.
- Otter Tail Power Company/Arvig/Verizon/AmeriPride – Monthly Service Charges
- Other designated Financial Institutions (US BANK, Northview Bank, Northland Bank, etc.) – for the payments of debt obligations

WHEREAS, the City Council will also allow the City Clerk-Treasurer to use his/her discretion in paying other miscellaneous claims through Online billing and ACH as accepted by vendors.

NOW, THEREFORE BE IT RESOLVED, that the City of Twin Valley does hereby approve the foregoing resolution to authorize the policy for the use of Electronic Funds Wire Transfers. Member Lampton seconded the foregoing resolution and upon a roll call vote being taken thereon the following voted in favor: Joel Pearson, Michael Bolton, Michael Lampton, Nathan Dobmeyer, Benjamin Fall and the following against same: none. WHEREUPON, said resolution was duly adopted this 8th day of January 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

NEW BUSINESS—Johnson reminded council of upcoming Local Board of Appeal & Equalization training needs. Members Fall and Pearson previous training will expire 07/01/2018. One board member must be trained to maintain board powers. Training is available online at this time, Johnson will e-mail training information to all council members.

ND/JP-m/s/p to approve sending Johnson to MCFOA Clerk's training March 20th-23rd.

A list of all cancelled checks for 2017 was presented to council for approval. ML/JP-m/s/p to approve cancellation or void of the following check numbers: 25425, 27471, 18098L, 28299, 28228, 19056L, 28129, 18863L, 27284, 27931, 27783.

ND/JP-m/s/p to approve 2018 Fundraiser/Raffle permit for the Moonshiners Snowmobile Club.

DLQ UTILITY ASSESSMENTS—Utility clerk submitted a list for approval for assessment of DLQ utility charges to (6) properties in the amount of \$ 2,261.70. ND/JP-m/s/p to approve the assessment of the Delinquent Utility charges to the following properties:

32-8364000	Kim I. Fox – Mainstreet Bar	112 Main Ave W	482.13
32-8366000	Kim I. Fox – Mainstreet Rest.	112 Main Ave W	482.13
32-8557000	Martin Prestegord Est.	311 Pleasant Ave SE	391.86
32-8542000	Neil Wiger	103 1 st St SE	406.86
32-8679000	Virgil Prestegord Est.	611 Pleasant Ave SE	391.86
32-8523000	Lareina Chief	105 Hanson Ave SW	406.86

DELINQUENT INVOICES—Council presented with a list of all unpaid Nuisance property mowing/demolition invoices for 2017. ND/ML-m/s/p to write off debt for three (3) properties that were either forfeited or purchased and assess the remaining charges to the following properties:

32-8374000	Sharla Little	211 Norman Ave NW	100.00
32-8483000	Brent Philippy	207 Pleasant Ave NW	100.00
32-8523000	Lareina Chief	105 Hanson Ave SW	100.00
32-8303000	Eric Dahlen	310 2 nd St NW	4150.00
32-8542000	Neil Wiger	103 1 st St SE	200.00
32-8337000	Laura Wenschlag	214 Norman Ave NW	100.00

FIRE/RESCUE—Gall presented 21 Fire Calls and 76 Rescue Calls responded to for 2017. Also presented 2017 fire & rescue hours for council approval. Fire had 249 fire call hours, 1197 training hours, and 218 other for a total of 1664. Rescue had 130 call hours, 148 training and 64 other for a total of 342. ND/ML-m/s/p to approve and pay at \$11.00 per hour.

ND/MB-m/s/p to approve sending 4 rescue squad members to trauma tactics training in Mahanomen in February. Clerk will be invoiced, may be able to turn in for training reimbursement from the state.

PUBLIC WORKS—Askelson has met with Kris from Ulteig as well as another Engineer to go through the Water Treatment Plant. It is estimated to take 3-6 months to make all upgrades and repairs. The current plan is to begin work in October of 2018. Askelson has also been in contact with Hawkins in regards to the new chemical room that is planned, will possibly be switching to liquid chlorine. Brief discussion in regards to updating the lights and pumps as well, will be looking into possible rebates from Otter Tail Power Company. The new pumps for the lift station have arrived, Askelson is currently waiting on install. Hoping to hear more this week.

2018 WAGES—Schwanke had addressed clerk in reference to 2018 wages. Schwanke was given a \$2.00 raise in the beginning on 2017 to close the large wage gap between PW Superintendent and Street Foreman with the possibility of review in 2018. Council was presented a table showing wages for all city employees with \$.45 full time employee raises reflected. Council expressed satisfaction with where FT wages are currently. No action.

MNDOT CONSTRUCTION—Askelson and Johnson met previously with Mark Arndt from MNDOT in regards to the install of a new culvert for the Mashaug creek on Highway 32 North of Twin Valley. The construction is set to take place in 2019. Askelson and Johnson were presented with temporary easement proposals for the use as well as any resulting damage that is projected to City property as a result of the construction. Council agreed to set a special meeting for Wednesday 01/17/17 @ 5:30 PM to discuss in detail.

SKATING RINK—Ice is finally shaping up. The city has received two applications for rink attendants. Askelson will be contacting to conduct interviews and hopes to have the warming house open in the next couple weeks.

EDA/PARKS—Fall presented on the EDA/Parks meeting. The Norman County EDA development committee has been meeting regularly. ML/JP-m/s/p to appoint Mark Askelson to represent Twin Valley. Michael Bolton will serve as an alternate if Askelson is unavailable. The Norman Co. EDA has purchased a booth in the Fargo Home Show (Feb 20th). The Twin Valley times will be putting together a full color print with information on the county for this event. JP/ML-m/s/p to use up to \$200.00 in EDA funding to support this advertisement.

POLICE—Douville reported 49 calls for December.

LIQUOR—Skaurud was unable to attend meeting, clerk distributed sales reports for month end December (\$45,833.40 Gross Sales) as well as a year-end comparison from 2016-2017. Total gross sales were down from 2016, however On-Sale sales were up. November ATM commission was \$384, December \$246. New TV's are installed and well liked. Opening on NYE went well. Future events: Vikings Game 1/14 and 1/21 if win, Rib Night 1/12, In House Fishing Derby 1/20.

The Compressor in the walk-in beer cooler was down. Tweeton will be fixing ASAP, estimated to cost \$1800-\$2000.

PART TIME WAGES—\$.25 raise for 2018 was requested for all part time LQ employees by Skaurud prior to meeting. Council discussed 2017-2018 wage negotiation. It was stated in minutes that \$.45 would be given to all Full Time Employees with no mention on Part Time. 4 employees were raised from \$9.50 to \$9.65 to satisfy the Federal minimum wage increase as of January 2018 already. ND/ML-m/s/p to give ALL city employees the \$.45 raise for 2018. Starting wage will be set at \$10.00 going forward. Wage negotiations will be held in September/October for the 2019-2020 years.

CELL PHONE POLICY—Clerk Johnson prepared City Cell Phone Policy Proposal and distributed to Askelson and Douville as department heads for review prior to meeting as requested at December council meeting. With approval from both Department heads, policy proposal was distributed to council for review. Council member Dobmeyer introduced the following resolution to accept proposed policy as written and moved for its adoption.

RESOLUTION 2018—04
A RESOLUTION TO ADOPT AND INSTATE A CITY CELL PHONE POLICY AS PART OF THE CITY OF TWIN VALLEY PERSONNEL POLICY

WHEREAS, the City of Twin Valley has multiple departments in which a City Cell phone is distributed for City Business and therefore recognizes the need for a policy to govern the use of such.

THEREFORE, BE IT RESOLVED, the City of Twin Valley does hereby accept and instate the following policy as part of the City of Twin Valley Personnel Policy.

Purpose

The purpose of this policy is to provide guidance with regard to which employees shall receive a city owned cell phone, and the City's expectations of those with cellular telephones. This policy is intended to insure cellular phone usage is consistent with the best interests of the City of Twin Valley without unnecessary restriction of employees in the conduct of their duties.

Distribution

The City may purchase cellular telephones for employees who have a business necessity to telephone others and received calls while outside of City buildings or for employee's personal safety. Cellular telephones purchased by the City for the use of employees are property of the City. Employees are responsible for the proper care and handling of all City owned equipment in their possession.

The use of City owned cell phones is an expense incurred by the city—their purchase and distribution shall be in accordance with this policy. In determining the appropriate distribution of City owned cell phones, the City Council will determine on a case by case basis which City employees will be offered City cell phones. In the case of the Twin Valley Police Department, all full-time officers will be required to have a City cell phone to conduct business.

Guidelines

Employee use of a city owned cell phone is a privilege. Continued care and safekeeping of City owned cell phones is required of all employees. Phones shall be continually protected and secured to eliminate potential damage and/or theft. Leaving phones unattended, misuses or abuse of an individual's phone, or disregard for their protection (water, dust, etc.) will not be tolerated. In the case of damage, theft or loss the employee is required to contact their supervisor or the City Clerk as soon as reasonably possible. Any damage, theft or loss of the City owned cell phone will be reviewed by the City Council of the City of Twin Valley for negligence of the employee. The employee may be required to pay for a portion or all of the replacement costs of the City cell phone if he/she is determined to be at fault after review by the City Council.

City owned cell phones are intended to be used to conduct city business or to aid those employees engaged in city activities. Employees are expected to keep their cell phone turned on at certain times to assure they can be reached. Employees shall not use city owned cellular phones:

- For prolonged private usage during normal working hours;
- In a manner so as to incur unwarranted expense in excess of the prescribed calling and/or minute plan;
- In conjunction with, or to assist or advance privately owned businesses or enterprises;
- To commit or aid in committing and unlawful, unethical, or covert acts;
- In any manner that may significantly affect the safety and welfare of the general public.

When an employee terminates employment, his/her immediate supervisor is responsible for making sure the employee returns the cell phone.

Safety

In the interest of safety, if calls are made inside a vehicle, employees are encouraged to bring the vehicle to a complete stop. Hands-free devices shall be used when available.

Personal Use and Privacy

The City recognizes that some personal use of City-owned cellular telephones has and will continue to occur. Reasonable, incidental personal use of City cell phones is allowed but should never preempt or interfere with work. All use of City cell phones, including personal use, must adhere to provisions in this policy.

If it is determined that personal use of a City owned cell phone has resulted in extra charges to the City, the employee may be required to reimburse the City for any expenses incurred, and may be subject to disciplinary action.

Employees are not allowed to purchase accessories for their phone (cases, holders, etc) and charge them to the City unless previously approved by his/her supervisor.

The City reserves the right to monitor the use of all City-owned cellular telephones. All equipment is the property of the City and is to be used for City purposes. Employees should have no expectation of privacy in anything they create, store, send or receive using the City's cellular phone. *With the exception of any/all case sensitive information in regards to official City of Twin Valley Police business.*

Member Nathan Dobmeyer seconded the foregoing resolution and upon a roll vote taken thereon the following voted in favor: Joel Pearson, Michael Bolton, Mike Lampton, Nathan Dobmeyer, and Benjamin Fall and the following voted against same: none. **WHEREUPON** said resolution was duly adopted this 17th day of January 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

MN DOT CONSTRUCTION—The council was presented with the proposals from MN DOT requesting a temporary construction easement for both Heiberg Park East and West. Askelson and Johnson have previously met with Mark Arndt from MN DOT to discuss the construction and the necessary easements. The construction is set to begin in the spring/summer of 2019. MN DOT will be replacing the culvert under Highway 32 for the Mashaug Creek. During construction MN DOT is requested a temporary easement for the use of the City of Twin Valley’s land on both the West and the East side of Highway 32.

For the East park MN DOT is offering the City of Twin Valley \$13,600.00 which is for the temporary use of land, and any damages or loss in value to the property as a result of construction. This figure includes the removal of 5 trees, a bench and playground equipment. Council discussed the loss of trees and the cost of replacement. It was eventually agreed that the compensation for the removal of mature trees was fair. Council will determine what and how many trees will be replaced once construction is complete. Mayor Fall has previously spoken with the County Commissioner in regards to this project. It was advised that the City take photographs of the park as it stands now, including the park shelters and the road outside of the temporary easement for any incidental damages that may occur as a result of the construction. Askelson & Johnson were asked to ensure that by signing the temporary easement this did not release the contractor from any liability to damages.

During construction the slope of the ditch on the East side of the highway will be adjusted, the council reviewed schematics for the proposed changes. It appears the re-sloping will end before the North Entrance to the Park. Askelson is concerned this will effect future maintenance of the ditch. Council was in agreeance to request the entire ditch line be sloped equally from the North entrance to the South Entrance.

For the temporary use of the land on the west side of Highway 32, MN DOT has offered \$300.00. No damages are expected to this portion of land. Council had no issues with proposal.

Askelson or Johnson will be in touch with Mr. Arndt from MN DOT with concerns and requests of the council, and bring forward the temporary easements again at a future meeting.

Council briefly discussed the adjoining parcel of land on the West side of Heiberg currently owned jointly by the Norman County Watershed and Juel and Bjorn Furuseth. Council will further discuss the possibility of requesting an easement to cross this land at a future meeting. Council also requested to discuss the acreage purchased from Mr. Ellingsworth at a future meeting.

Meeting adjourned 6:20 PM, JP/ML-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

* * * * * * * * * * * * * * * * * * * * * * * * *

**MONDAY, FEBRUARY 12, 2018 – REGULAR MONTHLY MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

MEMBERS: Ben Fall, Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer.

OTHERS: Jason Douville (PD), Kerry Askelson (PW), John Gall (FD/RSC), Lori Skaurud (LQ), Mark Askelson (KRJB)

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, February 12, 2018. Mayor Fall called the meeting to order at 7:00 PM.

CITIZENS FORUM- none.

ADDITIONS TO AGENDA—ND/ML-m/s/p to approve the following additions to the agenda: 1) Thomas Thomas proposal to purchase RR land, 2) Moonshiners request, 3) KRJB Advertising.

MONTHLY BUSINESS

Minutes—MB/JP-m/s/p to approve the minutes as presented for 01/08/18 Regular Council Meeting and 01/17/18 Special Meeting.

Disbursements— MB/ML-m/s/p to approve claims for 01/09/2018-01/31/2018 (\$57,064.42) and 02/01/2018-02/12/2018 (\$76,417.67) and Payroll Periods 2017 Fire/Rescue Hours (\$20,242.93), 12/31/2017-01/13/2018 (\$11,321.48) and 01/14/2018-01/27/2018 (\$12,317.10) for a disbursement total of \$177,363.60.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$124.75
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$280.07
ARVIG	Telephone/Internet	\$688.65
BANKCARD CENTER	Operating Supplies	\$189.98
BUCKLE'S HARDWARE	Repairs & Maintenance	\$490.97
COMMUNITY CO-OPS-Lake Park	Natural Gas, Fuel Charges	\$1,948.39
DAKOTA WHOLESALE TIRE, INC.	Operating Supplies	\$570.20
EFTPS-ONLINE	Payroll Taxes	\$5,793.64
GARBERG FOODS	Operating Supplies	\$34.21
GOVERNMENT PAYMENTS	Repayment for Utility NSF	\$8.00
HEALTHPARTNERS	Employee Benefit	\$3,869.84
JAMES D. BRUE	Attorney Fee	\$550.00
JOHN GALL	Reimbursement	\$65.40
KRJB FM RADIO	Advertising	\$245.63
LEAGUE OF MINNESOTA CITIES	Subscription	\$270.00
MARCO TECHNOLOGIES LLC**	Copier Lease	\$179.41
MARK DUECK	Repairs & Maintenance	\$547.67
MIDSTATES WIRELESS, INC.	Repairs & Maintenance	\$273.00
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$375.62
MN DOR - PAYROLL TAX	Payroll Taxes	\$438.19
MOONSHINERS SNOWMOBILE CLUB, INC	DNR Trail Funding	\$13,187.77
MUSCATELL-BURNS AUTOMTV GROUP, INC	Repairs & Maintenance	\$745.16
NC-ADA-TV AIRPORT AUTHORITY	Airport Appropriations	\$1,343.60
NICOLE BOE	Snow Removal	\$480.00
OFFICE SUPPLIES PLUS*	Office Supplies	\$355.77
OTTERTAIL POWER CO.	Electricity	\$3,389.45
PAYROLL	Employee Wages	\$31,985.04
P.E.R.A. - SDR DIVISION	Employee Benefit	\$3,227.18
SELECT ACCOUNT	Employee Benefit	\$230.00
SGF, INC.	Operating Supplies	\$360.00
ST. CLOUD STATE UNIVERSITY	Training & Registration	\$162.50
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$50.00
TRI-STATE DIVING	Repairs & Maintenance	\$303.00
TRUCK UTILITIES INC.	Repairs & Maintenance	\$681.75
TWIN VALLEY POSTMASTER	Rent	\$116.00
TWIN VALLEY TIMES**	Publishing	\$150.26
USABLE LIFE	Employee Benefit	\$6.38
VERIZON WIRELESS	City Cell/Mifi	\$330.00
	TOTAL GENERAL FUND	\$74,047.48
GOVERNMENT PAYMENTS	Repayment for Utility NSF	\$11.08
	TOTAL STORM SEWER FUND	\$11.08
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$78.04
ARVIG	Telephone/Internet	\$112.16
BUCKLE'S HARDWARE	Repairs & Maintenance	\$30.09
COMMUNITY CO-OPS-Lake Park	Natural Gas, Fuel Charges	\$274.02
EFTPS-ONLINE	Payroll Taxes	\$664.50
GARBERG FOODS	Operating Supplies	\$4.68
GOPHER STATE ONE-CALL	Locate System	\$25.00
GOVERNMENT PAYMENTS	Repayment for Utility NSF	\$100.60
HAWKINS, INC.	Chemicals	\$1,916.60

HEALTHPARTNERS	Employee Benefit	\$1,249.54
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$187.82
MN DEPT. OF PUBLIC SAFETY- (EPCRA)	Training & Registration	\$100.00
MN DNR ECO-WATER-RES	Professional Charges	\$178.28
MN DOR - PAYROLL TAX	Payroll Taxes	\$102.24
MN DOR - SALES & USE TAX	Sales Tax	\$92.00
MN RURAL WATER ASSN.	Training & Registration	\$230.00
OFFICE SUPPLIES PLUS*	Office Supplies	\$3.50
OTTERTAIL POWER CO.	Electricity	\$1,659.23
PAYROLL	Employee Wages	\$2,368.18
P.E.R.A. - SDR DIVISION	Employee Benefit	\$476.11
RMB ENVIRONMENTAL LABS, INC.	Professional Charges	\$15.00
SELECT ACCOUNT	Employee Benefit	\$75.00
ST. CLOUD STATE UNIVERSITY	Training & Registration	\$54.16
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
THEIN WELL CO.	Pump & Well Inspection	\$365.00
TWIN VALLEY TIMES**	Publishing	\$175.50
USABLE LIFE	Employee Benefit	\$19.52
VERIZON WIRELESS	City Cell Phones	\$161.70
	TOTAL WATER FUND	\$10,944.79
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$78.04
ARVIG	Telephone/Internet	\$112.16
BUCKLE'S HARDWARE	Repairs & Maintenance	\$30.09
COMMUNITY CO-OPS-Lake Park	Natural Gas, Fuel Charges	\$179.28
EFTPS-ONLINE	Payroll Taxes	\$664.47
GARBERG FOODS	Operating Supplies	\$4.68
GOPHER STATE ONE-CALL	Locate System	\$25.00
GOVERNMENT PAYMENTS	Repayment for Utility NSF	\$53.00
HEALTHPARTNERS	Employee Benefit	\$1,249.52
JET-WAY MULTIPLE SERVICES, INC.	Professional Services	\$1,260.00
JUSTIN KRUEGER	Ponds Boat	\$300.00
MINNESOTA PUMP WORKS	Lift Station Pumps	\$19,061.26
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$187.82
MN DOR - PAYROLL TAX	Payroll Taxes	\$102.22
MN POLLUTION CONTROL AGENCY	Training & Registration	\$390.00
OFFICE SUPPLIES PLUS*	Office Supplies	\$3.49
OTTERTAIL POWER CO.	Electricity	\$100.91
PAYROLL	Employee Wages	\$2,368.18
P.E.R.A. - SDR DIVISION	Employee Benefit	\$476.09
SELECT ACCOUNT	Employee Benefit	\$75.00
ST. CLOUD STATE UNIVERSITY	Training & Registration	\$54.17
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
USABLE LIFE	Employee Benefit	\$19.52
VERIZON WIRELESS	City Cell Phones	\$161.71
	TOTAL SEWER FUND	\$27,182.93
FUCHS SANITATION SERVICE, INC.	Refuse Disposal	\$10,664.66
GOVERNMENT PAYMENTS	Repayment for Utility NSF	\$27.32
MN DOR - SALES & USE TAX	Sales Tax	\$774.00
	TOTAL GARBAGE FUND	\$11,465.98
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
ARVIG	Telephone/Internet	\$472.38
BANKCARD CENTER	Operating Supplies	\$509.41
BENJAMIN W. FALL	Reimbursement	\$297.48
BERGSETH BROS.	Merchandise for Resale	\$2,320.00
BNG TECHNOLOGIES, LLC	POS System	\$200.00
BREAKTHRU BEVERAGE	Merchandise for Resale	\$571.79
BUCKLE'S HARDWARE	Operating Supplies	\$7.03
CASH - CITY OF TWIN VALLEY	Starter Cash	\$1,500.00
CITY OF TWIN VALLEY	2018 Permits/WSG	\$1,030.14
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$515.00
D-S BEVERAGES	Merchandise for Resale	\$10,085.30
EFTPS-ONLINE	Payroll Taxes	\$1,849.49
ELECTRO WATCHMAN, INC.	Professional Services	\$159.99
GARBERG FOODS	Merchandise for Resale	\$162.50

GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$581.50
HEALTHPARTNERS	Employee Benefit	\$2,347.68
HEGGIES PIZZA, LLC	Merchandise for Resale	\$940.65
HENRY'S FOODS INC.	Merchandise for Resale	\$1,711.25
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$813.45
JOSEPH P SCHMIDT	Entertainment	\$200.00
McKINNON COMPANY, INC.	Merchandise for Resale	\$3,900.80
MN DOR - PAYROLL TAX	Payroll Taxes	\$279.47
MN DOR - SALES & USE TAX	Sales Tax	\$3,603.00
OFFICE SUPPLIES PLUS*	Office Supplies	\$12.59
OTTERTAIL POWER CO.	Electricity	\$951.78
PAYROLL	Employee Wages	\$7,160.11
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,192.48
PEPSI-COLA **	Merchandise for Resale	\$119.35
PERHAM LINEN	Operating Supplies	\$78.70
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$3,318.29
RCB COLLECTIONS INC	Professional Services	\$25.00
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$2,549.15
ST. CLOUD STATE UNIVERSITY	Training & Registration	\$54.17
TWEETON REFRIGERATION, INC.	Repairs & Maintenance	\$2,961.65
TWIN VALLEY TIMES**	Advertising	\$164.72
USABLE LIFE	Employee Benefit	\$13.76
	TOTAL LIQUOR FUND	\$52,688.14
BANKCARD CENTER	Sound System	\$1,000.00
BUCKLE'S HARDWARE	Operating Supplies	\$23.20
	TOTAL EDA FUND	\$1,023.20
	TOTAL DISBURSEMENTS	\$177,363.60

MAYOR—Fall addressed the cold temperatures in January and February, no major freeze ups have been reported in the City.

NEW BUSINESS—Clerk presented council with e-mailed recommendations from Joe Ingebrand from LMC Loss Control. Recommendations as follows: 1) Develop process to enforce Minnesota Accessibility Code, 2) Future improvement to accessibility of the community center bathrooms if alterations or remodeling is ever done, 3) Improvements to the accessibility of playgrounds and parks. Council acknowledged recommendations and will be working on each suggestion as the City is able.

JP/ND-m/s/p to approve sending any/all employees at the Spring LMC Loss Control workshop March 27 (Bemidji) or March 28 (Fergus Falls) at a cost of \$20.00/pp.

JP/ML-m/s/p to approve purchasing ½ page ad in the NCE yearbook for the 2017-2018 year at a cost of \$100.00.

Distributed letter from Arvig Communications in regards to moving pedestals out of the highway ROW in conjunction with the construction to the culvert at Mashaug creek. With a motion from Council member Bolton, seconded by Pearson the following resolution was introduced.

RESOLUTION 2018—06

A RESOLUTION ACCEPTING TWIN VALLEY-ULEN TELEPHONE COMPANY'S REQUEST TO EXTEND FACILITIES ONTO THE PROPERTY OF THE CITY OF TWIN VALLEY AT HEIBERG

WHEREAS, Due to construction involving the culvert at Mashaug Creek, Twin Valley-Ulen Telephone Company (Arvig) has requested from the City of Twin Valley to extend their facilities beyond the existing State Highway ROW onto the property of the City of Twin Valley; and

WHEREAS, Construction will mostly be directional boring on the property with digging up cables and setting new pedestals. All areas will be cleaned up and restored to the original condition.

THEREFORE, BE IT RESOLVED, The Twin Valley City Council accepts the above request from Twin Valley-Ulen Telephone Company. Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; and the following voted against the same: None.

WHEREUPON, said resolution was duly adopted this 12th day of February, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

Council reviewed letter from the Wild Rice Watershed District concerning the 2019 construction to the culvert under Highway 32 at the Mashaug Creek.

ORDINANCE 94.04—City Hall received an inquiry from realtor Lauri Askelson in regards to whether or not the City would allow horses to be kept on a parcel on land within city limits. City ordinance reads:

Farm animals shall only be kept in an agricultural district of the city, or on a residential lot of at least ten acres in size provided that no animal shelter shall be within 300 feet of an adjoining piece of property. An exception shall be made to this section for those animals brought into the city as part of an operating zoo, veterinarian clinic, scientific research laboratory, or a licensed show or exhibition.

Upon review and discussion, the council determined that the 6.42-acre parcel, 32-8687012, being zoned both Agricultural and Residential is not a suitable area for farm animals to be kept.

FIRE/RESCUE—Gall reported 1 Fire, 4 Rescue Calls for January. ND/MB-m/s/p to approve application from Crystal Hegreberg to join the Twin Valley Rescue Squad.

Council member Dobmeyer introduced the following resolution and moved for its adoption.

RESOLUTION 2018—07

A RESOLUTION ACCEPTING AND EXPRESSING APPRECIATION FOR THE DONATION FROM THE RUUD FAMILY IN MEMORY OF MARLENE RUUD

WHEREAS, The Twin Valley City Council accepts and expresses appreciation to the Ruud Family for their generous donation of \$600.00, and

WHEREAS, At the request of the Family the City of Twin Valley will use these funds for the Fire and Rescue Department to make a purchase in honor of Marlene Ruud.

THEREFORE, BE IT RESOLVED, by the Twin Valley City Council that the donation amounting to \$600.00 is accepted, its purpose acknowledged, and placed into the designated funds.

Council member Lampton seconded the forgoing resolution and upon a roll call taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer and Ben Fall and the following voted against same: none. **WHEREUPON** said resolution was duly adopted this 12th day of February 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

Gall requested to use the \$600.00 towards the purchase of a new Oximeter for the rescue squad. Council agreed, Johnson will send Thank You to the family. The Fire Department also received multiple LED light bars as a donation from Dave and Deb Resnick of Twin Valley. Council member Dobmeyer introduced the following resolution accepting this donation.

RESOLUTION 2018—08

A RESOLUTION ACCEPTING AND EXPRESSING APPRECIATION FOR THE DONATION OF MULTIPLE LED LIGHT BARS FOR THE TWIN VALLEY FIRE DEPARTMENT

BE IT RESOLVED, The Twin Valley City Council accepts and expresses appreciation to Dave and Deb Resnick of Twin Valley for their donation to the City of Twin Valley Fire Department of multiple LED light bars.

Council member Lampton seconded the forgoing resolution and upon a roll call taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer and Ben Fall and the following voted against same: none. **WHEREUPON** said resolution was duly adopted this 12th day of February 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

Gall reported the door into the fire hall has a broken lock. JP/ML-m/s/p to purchase a new electronic/keyed system for up to \$850.00.

POLICE/NUISANCE—Douville reported 63 calls for January. Discussion on letter received in regards to a dead tree at 306 Main Ave E. Reviewed LMC memo and City Nuisance Ordinance. Council determined that it is a Private Nuisance not covered under city ordinance at this time. Council member Bolton will contact the concerned party. JP/ML-m/s/p to purchase new office computer from Office Supplies for \$820.00. (Arvig quoted \$1392.36 for comparable device). Brief discussion on the purchase of a new squad, Douville is working on preparing quotes and leasing options for a future meeting. Discussion in regards to snow removal and parking along Main Ave. Douville is looking into the possibility of calendar parking.

LIQUOR—Skaurud reported gross sales for January \$35,905.58. ATM revenue of \$321. Reported on recent events: WRCC supper, Vikings Playoffs, Rib Night, Fishing Derby, and Bonspiel. Upcoming events include 2/17 Special Music, 2/22 Painting with Jackie, 2/23 Rib Night. Brought State Auditors report for 2016 for council review if interested. ND/JP-m/s/p to renew 2AM License for \$750.00 with AGED.

PUBLIC WORKS—Askelson gave general report: working on cabin 111 (new carpet, paint) will be contacting PLANX for flooring options. New lift station pumps and control updates are complete, running smoothly. Looking into the purchase of a camera for water shut off maintenance. Carlson with Ulteig is preparing plans for Water Treatment Update, Peterick and Askelson have recently sent over required reports. MB/ND-m/s/p to approve hire of Austin Prestegord as Part Time Rink Attendant.

MN DOT MASHAUG CONSTRUCTION—Johnson and Askelson addressed council concerns from 1/17 meeting with Arndt from MN DOT. MN DOT is agreeable to brining the slope of the East ditch line to the North Entrance. It was also clarified that any damage to the park caused by the construction outside of the temporary easement area will be the liability of the contractors. With no other issues or concerns, Council Member Bolton motioned to accept both Temporary Easement requests from MN DOT as presented. Council Member Lampton seconded the following resolution.

RESOLUTION 2018—09

A RESOLUTION TO GRANT TEMPORARY EASEMENTS TO MINNESOTA DEPARTMENT OF TRANSPORTATION FOR HIGHWAY CONSTRUCTION PURPOSES

WHEREAS, the Minnesota Department of Transportation requests to obtain from the City of Twin Valley a temporary easement on certain lands owned by the City, in conjunction with a highway construction project for the Mashaug Creek culvert; and

WHEREAS, the State of Minnesota has offered the City \$13,600.00 for the right to use a part of Parcel 23-9416000 and \$500.00 for the right to use part of Parcel 23-9418000 for highway purposes, which right shall cease on December 1, 2020, or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes; and

WHEREAS, full legal descriptions of the land being granted to the State of Minnesota and the terms of said temporary easements will be kept on record at City Hall for review and inspection for the proper retention period.

NOW, THEREFORE BE IT RESOLVED, that the City of Twin Valley does hereby accept said Easement Requests from the State of Minnesota, for the sums offered and the term indicated within.

Upon a roll call vote taken thereon the following voted in favor of said resolution: Joel Pearson, Michael Bolton, Michael Lampton, Nathan Dobmeyer, Benjamin Fall and the following voted against same: none. WHEREUPON said resolution is duly adopted this 12th day of February, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

EDA/PARKS—Mayor Fall gave general report on EDA/Parks meeting. Discussion on possibly relocating the planned Heiberg Frolf course due to MN DOT construction. Discussion on Heiberg land recently purchased. Johnson and Fall have been working with the County to get records corrected and updated in regards to the incorrect legal description and deeded acres. Johnson is also in contact with Julin Law for assistance. Council addressed 1.17-acre parcel owned by the Wild Rice Watershed District and Furuseth Brothers. Mayor Fall will be attending the upcoming WRWD Meeting to address a possible easement for the City of Twin Valley.

MB/ML-m/s/p to approve the addition of 2-3 new camping spots at Heiberg West.

FINANCE—Clerk distributed January Interim Financial statements per fund for Council review. No questions or concerns were voiced.

RR PROPERTY—Council received request from Thomas Thomas to purchase 100 feet of frontage along 1st St SE commencing at the Northeast corner of the lot he currently owns, at the price of \$8.50 per ff. Council Member Dobbmeyer motioned to accept bid of \$850.00, motion seconded by Bolton, the following resolution was introduced.

RESOLUTION 2018—10

A RESOLUTION TO AUTHORIZE THE SALE OF RR PROPERTY LAND TO THOMAS L. THOMAS, TWIN VALLEY, MINNESOTA

WHEREAS, The City of Twin Valley is the owner of real property which Thomas L. Thomas has requested to purchase described as:

Commencing at a point on the East section line of Section Twenty-eight (28), Township One Hundred Forty-four (144), Range Forty-four (44), Four Hundred Thirty-eight (438') feet Northerly of the Southeast corner of said Section Twenty-eight (28); thence Westerly on a line parallel with the South section line of said Section Twenty-eight (28), to the point of intersection with the East right-of-way line of Minnesota State Highway 32; thence Northerly along the East right-of-way line of said Minnesota Highway 32 a distance of One Hundred (100') feet; thence Easterly on a line parallel with the South Section line of Section Twenty-eight (28) and Twenty-seven (27), to a point on the West right-of-way line of First Street Southeast of the City of Twin Valley; thence Southerly along the West right-of-way line of First Street Southeast to a point Four Hundred Thirty-eight (438') feet Northerly of the South section line of Section Twenty-seven (27), Township One Hundred Forty-four (144), Range Forty-four (44); thence Westerly on a line parallel with the South section line of said Section Twenty-seven (27), to the point of beginning.

AND, WHEREAS, the City does hereby authorize the sale of land to Thomas L. Thomas, Twin Valley, MN for the amount of Eight Hundred Fifty Dollars (\$850.00) for the above described property; and

WHEREAS, a resolution authorizing said conveyance is required.

THEREFORE, BE IT RESOLVED, that the City Council of the City of Twin Valley does hereby authorize the Mayor of the City of Twin Valley and the City Clerk of the City of Twin Valley to execute and deliver a Quit Claim Deed between the two parties for the real property described.

Upon a roll call vote taken thereon the following voted in favor of said resolution: Joel Pearson, Michael Bolton, Michael Lampton, Nathan Dobbmeyer, Benjamin Fall and the following voted against same: none. WHEREUPON said resolution is duly adopted this 12th day of February, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

MOONSHINERS—Council Member Dobbmeyer was contacted by the Moonshiners Snowmobile Club in regards to the purchase of a new skid. As the City of Twin Valley is the legal sponsor for the Moonshiners for receiving funding from the State of Minnesota, approval for this purchase was requested. Dobbmeyer motioned to approve and support the purchase by the moonshiners and introduce the following resolution, seconded by Council Member Pearson.

RESOLUTION 2018—11

A RESOLUTION APPROVING AND SUPPORTING THE MOONSHINERS SNOWMOBILE CLUB IN THE APPLICATION FOR FUNDING FOR THE PURCHASE OF NEW EQUIPMENT

WHEREAS, the City of Twin Valley supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Program. The application is to purchase snowmobile grooming equipment for the Moonshiner's Snowmobile Club's recreational trail system. The trail system is located within Norman County and the City of Twin Valley, and

WHEREAS, the City of Twin Valley recognizes the twenty-five (25) percent match requirement for the Federal Recreational Trail Program and has secured the matching funds.

NOW, THEREFORE, BE IT RESOLVED, if the City of Twin Valley is awarded a grant by the Minnesota Department of Natural Resources, the City of Twin Valley agrees to accept the grant award and may enter into an agreement

with the State of Minnesota for the above referenced project. The City of Twin Valley will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement, and

BE IT FURTHER RESOLVED, the City of Twin Valley names the fiscal agent for this project as Rachel Johnson, City Clerk Treasurer, City of Twin Valley, P.O. Box 307, Twin Valley, MN 56584.

BE IT FURTHER RESOLVED, the City of Twin Valley hereby assures the grooming equipment acquired through this grant will be maintained for no less than twenty (20) years as required by the Federal Recreational Trail Grant Program or until such time as appropriate disposition actions are approved by the Minnesota Department of Natural Resources.

Upon a roll call vote taken thereon the following voted in favor of said resolution: Joel Pearson, Michael Bolton, Michael Lampton, Nathan Dobmeyer, Benjamin Fall and the following voted against same: none. WHEREUPON said resolution is duly adopted this 12th day of February, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

KRJB—MB/JP-m/s/p to approve advertising with KRJB during the winter tournaments on 2 stations at the cost of \$487.50.

Meeting adjourned 8:51 PM, JP/ML-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

* * * * * * * * * * * * * * * * * * * * * * * * *

**FRIDAY, FEBRUARY 23, 2018 – SPECIAL MEETING
TWIN VALLEY MUNICIPAL CENTER – 8:00 AM**

MEMBERS: Ben Fall, Mike Bolton, Mike Lampton

ABSENT: Joel Pearson, Nate Dobmeyer

OTHERS: none.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held a special meeting on Friday, February 23, 2018. Mayor Fall called the meeting to order at 8:05 a.m.

A business permit to conduct a lawful/charitable gambling was received from the Fraternal Order of Police. Bolton moved to approve 2018 Fundraiser/Raffle permit, seconded by Lampton.

Member Bolton motioned to adjourn seconded by Lampton, 8:10 a.m.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

* * * * * * * * * * * * * * * * * * * * * * * * *

**MONDAY, MARCH 12, 2018 – REGULAR MONTHLY MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

MEMBERS: Ben Fall, Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer.

OTHERS: Jason Douville (PD), Kerry Askelson (PW), Deanne Peterick (PW), Lori Skaurud (LQ), Mark Askelson (KRJB), Mike Strodman (MNRWA), Wayne Thom (WR Township)

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, March 12, 2018. Mayor Fall called the meeting to order at 7:00 PM.

CITIZENS FORUM- none.

ADDITIONS TO AGENDA—JP/ML-m/s/p to approve the following additions to the agenda: MLBA Renewal, Mail Ballot Election Meeting, RR Land Inquiry.

MONTHLY BUSINESS

Minutes—MB/ND-m/s/p to approve the minutes from 02/12/18 Regular Meeting & 02/23/18 Special meeting.

Disbursements— JP/ML-m/s/p to approve claims for 02/13/18-02/28/18 (\$33,111.74), 03/01/18-03/12/18 (\$45,320.40) and payroll for 01/28/18-02/10/28 (\$10,447.03), 02/11/18-02/24/18 (\$11,595.69) for a Disbursement total of \$100,474.86.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$ 233.49
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$ 234.31
ARVIG	Telephone/Internet	\$ 703.74
BANKCARD CENTER	Miscellaneous Operating Exp	\$ 1,785.27
BOUND TREE MEDICAL LLC	Rescue Supply	\$ 697.29
BUCKLE'S HARDWARE	Repairs/Maintenance	\$ 136.05
CITY OF TWIN VALLEY	W/S/G Community Center	\$ 17.04
COMMUNITY CO-OPS-Lake Park	Natural Gas / Feb Charges	\$ 5,056.06
CURT'S LOCK & KEY SERVICE, INC.	Fire Department Repairs	\$ 716.10
EFTPS-ONLINE	Payroll Taxes	\$ 2,326.20
GARBERG FOODS	Operating Supplies	\$ 7.68
KRJB FM RADIO	Advertising	\$ 487.50
LEAGUE OF MINNESOTA CITIES	Training	\$ 40.00
LETG, LLC	Dues/Subscriptions	\$ 300.00
LMC - LMCIT	Insurance	\$ 8,606.50
MARCO TECHNOLOGIES LLC**	Copier Lease	\$ 179.41
MIDSTATES WIRELESS, INC.	Repairs/Maintenance	\$ 110.00
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$ 375.62
MN DOR - PAYROLL TAX	Payroll Taxes	\$ 426.18
MN STATE FIRE DEPT. ASSN (MSFDA)	Dues/Subscriptions	\$ 148.00
MOONSHINERS SNOWMOBILE CLUB, INC	DNR Grant	\$ 7,326.54
NORMAN CO. EAST SCHOOL-#2217	Donation	\$ 100.00
OFFICE SUPPLIES PLUS*	Office Supplies	\$ 20.23
OTTERTAIL POWER CO.	Electricity	\$ 3,705.34
PAYROLL	Employee Wages	\$ 11,563.78
P.E.R.A. - SDR DIVISION	Employee Benefit	\$ 3,060.93
RACHEL JOHNSON	Reimbursement	\$ 60.29
SELECT ACCOUNT	Employee Benefit	\$ 810.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$ 50.00
TWIN VALLEY TIMES**	Publishing	\$ 78.00
USABLE LIFE	Employee Benefit	\$ 6.38
VERIZON WIRELESS	City Cell Phones	\$ 336.16
VICTOR LUNDEEN COMPANY	Office Supplies	\$ 200.00
	GENERAL FUND TOTAL	\$ 49,904.09
A.F.L.A.C. WEST REGION	Employee Benefit	\$ 151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$ 46.08
ARVIG	Telephone/Internet	\$ 112.17
BANKCARD CENTER	Miscellaneous Operating Exp	\$ 13.83
BUCKLE'S HARDWARE	Repairs/Maintenance	\$ 25.33
COMMUNITY CO-OPS-Lake Park	Natural Gas / Feb Charges	\$ 655.30
EFTPS-ONLINE	Payroll Taxes	\$ 633.09
HAWKINS, INC.	Water Chemicals	\$ 439.00
LEAGUE OF MINNESOTA CITIES	Training	\$ 10.00
LMC - LMCIT	Insurance	\$ 1,084.75
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$ 187.82
MN DEPT. OF HEALTH	Water Testing Fee	\$ 607.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$ 99.89
OTTERTAIL POWER CO.	Electricity	\$ 1,529.06
PAYROLL	Employee Wages	\$ 2,302.67
P.E.R.A. - SDR DIVISION	Employee Benefit	\$ 470.99
PATRICK CHISHOLM	Repairs/Maintenance	\$ 641.98
SELECT ACCOUNT	Employee Benefit	\$ 175.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$ 75.00
USABLE LIFE	Employee Benefit	\$ 19.52

USABUEBOOK	Repairs/Maintenance	\$ 91.80
VERIZON WIRELESS	City Cell Phones	\$ 34.57
VICTOR LUNDEEN COMPANY	Office Supplies	\$ 137.00
	WATER FUND TOTAL	\$ 9,543.17
A.F.L.A.C. WEST REGION	Employee Benefit	\$ 151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$ 46.08
ARVIG	Telephone/Internet	\$ 112.16
BUCKLE'S HARDWARE	Repairs/Maintenance	\$ 25.33
COMMUNITY CO-OPS-Lake Park	Natural Gas / Feb Charges	\$ 454.52
EFTPS-ONLINE	Payroll Taxes	\$ 633.06
LEAGUE OF MINNESOTA CITIES	Training	\$ 10.00
LMC - LMCIT	Insurance	\$ 1,084.76
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$ 187.82
MN DOR - PAYROLL TAX	Payroll Taxes	\$ 99.88
OTTERTAIL POWER CO.	Electricity	\$ 104.27
PAYROLL	Employee Wages	\$ 2,302.67
P.E.R.A. - SDR DIVISION	Employee Benefit	\$ 470.97
PATRICK CHISHOLM	Repairs/Maintenance	\$ 214.00
SELECT ACCOUNT	Employee Benefit	\$ 175.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$ 75.00
USABLE LIFE	Employee Benefit	\$ 19.52
USABUEBOOK	Repairs/Maintenance	\$ 415.35
VERIZON WIRELESS	City Cell Phones	\$ 34.54
VICTOR LUNDEEN COMPANY	Office Supplies	\$ 136.00
	SEWER FUND TOTAL	\$ 6,752.25
A.F.L.A.C. WEST REGION	Employee Benefit	\$ 28.08
ALCOHOL/GAMBLING ENFORCEMENT	Licensing Fee	\$ 750.00
ARVIG	Telephone/Internet	\$ 214.14
BANKCARD CENTER	Miscellaneous Operating Exp	\$ 64.42
BERGSETH BROS.	Merchandise for Resale	\$ 1,178.50
BNG TECHNOLOGIES, LLC	POS Contract	\$ 200.00
BUCKLE'S HARDWARE	Repairs/Maintenance	\$ 7.26
CITY OF TWIN VALLEY	W/S/G	\$ 128.45
COMMUNITY CO-OPS-Lake Park	Natural Gas / Feb Charges	\$ 611.83
CULINEX	Repairs/Maintenance	\$ 137.38
D-S BEVERAGES	Merchandise for Resale	\$ 2,345.69
ECOLAB PEST ELIMINATION DIVISION	Professional Services	\$ 101.32
EFTPS-ONLINE	Payroll Taxes	\$ 1,407.32
GARBERG FOODS	Operating Supplies	\$ 38.82
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$ 116.00
HEGGIES PIZZA, LLC	Merchandise for Resale	\$ 210.05
HENRY'S FOODS INC.	Merchandise for Resale	\$ 950.38
ILLINOIS CASUALTY COMPANY	Insurance	\$ 4,648.00
JERRY JACOBSON	Entertainment	\$ 200.00
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$ 211.67
LMC - LMCIT	Insurance	\$ 4,179.99
LORI J. SKAURUD	Reimbursement	\$ 10.00
McKINNON COMPANY, INC.	Merchandise for Resale	\$ 1,264.55
MN DOR - PAYROLL TAX	Payroll Taxes	\$ 205.35
MN DOR - SALES & USE TAX	Sales Tax	\$ 3,156.00
OTTERTAIL POWER CO.	Electricity	\$ 898.13
PAYROLL	Employee Wages	\$ 5,873.60
P.E.R.A. - SDR DIVISION	Employee Benefit	\$ 983.56
PERHAM LINEN	Operating Supplies	\$ 79.50
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$ 2,504.38
SELECT ACCOUNT	Employee Benefit	\$ 130.00
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$ 1,079.60
USABLE LIFE	Employee Benefit	\$ 13.76
VICTOR LUNDEEN COMPANY	Office Supplies	\$ 347.62
	LIQUOR FUND TOTAL	\$ 34,275.35
	TOTAL DISBURSEMENTS	\$ 100,474.86

MAYOR—Fall acknowledged the streets are starting to thaw. Requested Askelson remove/turn off Holiday lighting from Heiberg Park.

WELLHEAD PROTECTION—Mike Strodman, Groundwater Specialist from Minnesota Rural Water Association, attended meeting to discuss any issues or concerns with the City of Twin Valley's Wellhead Protection Plan, Part I. Strodman has been working with Askelson and Peterick in the development and implementation of a new Wellhead Protection plan as required by the State of Minnesota. The Minnesota Department of Health has approved Part I of this plan which includes 1) The delineation of the wellhead protection area, 2) The drinking water supply management area boundary, and 3) The well and drinking water supply management area vulnerability assessment. Currently the city of Twin Valley has two (2) operating wells which were found to have low vulnerability.

In the coming months Askelson and Peterick will be in contact with other employees from MNRWA in regards to planning for Part II of the plan. Part of this will include researching and sealing old wells located in the Wellhead protection area. Strodman informed the council there are source water grants available when the time comes to help cover any expenditures.

Wayne Thom, Chairperson for Wild Rice Township Board addressed concerns with old wells in the township and how they may be affected as a result of the new Wellhead protection plan.

NEW BUSINESS—MB/JP-m/s/p to approve donating \$150.00 in Booster Bucks to the NCE After Prom Party. Johnson requested council approval to attend Mail Ballot Election meeting in Ada on Friday 3/16.

FIRE/RESCUE—Fall reported one (1) fire call and four (4) rescue calls for the month of February. The Twin Valley Fire Department will be hosting the Regional Fire Meeting on Thursday in the Community Center, Askelson will make sure streets and sidewalks are clear of snow/ice for the event. ND/ML-m/s/p to approve 2018 Raffle Permit for the Twin Valley Fire Relief Association.

PUBLIC WORKS—Askelson reported the Skating Rink is now closed for the season. Carpet has been ordered from PLANX for Wimmer Cabin 111. Will request estimates for lawn tractors for the 2018 season in the coming months.

EDA/PARKS—Fall attended the Wild Rice Watershed Meeting on behalf of the City of Twin Valley and EDA to inquire about the Heiberg parcel of land owned jointly by the Watershed and the Furuseth Brother's. Reported that the Watershed has agreed to donate their interest in the land back to the City of Twin Valley—no paper work has been drawn up at this time. Discussed how this may affect the DOT easement in concurrence with the Mashaug Culvert project. The MN DOT is still waiting for approval from the Furuseth Brother's to move forward. Fall has also had discussions with the Furuseth's in regards to their interest in the parcel of land. No decisions have been made.

Clerk Johnson will be set up at the Community Fair 4/3 on behalf of the City of Twin Valley and EDA. ND/MB-m/s/p to spend up to \$200.00 on promotional items.

LIQUOR—Skaurud reported gross sales for February of \$35,148.93 and ATM revenue of \$330.00. Updated the Council on previous and upcoming events. Special music scheduled for 02/17 fell through, Skaurud reported she opened the Jukebox for patrons instead. Upcoming Events—3/16 Rib Night, 3/17 Meat Raffle & St. Patrick's Day Party, 3/23 Meat Raffle, 3/31 Meat Raffle & Live Music. Discussion on cleaning beer tap lines. Skaurud questioned if this should be hired out or if the Liquor Store should purchase a kit and clean the lines in house. Council agreed it would be more cost effective to purchase kit and have Skaurud clean lines herself. The Minnesota Department of Health was in for an annual inspection last week, minimal concerns were addressed and the Liquor Store was found to be in compliance. ND/JP-m/s/p to send Skaurud to the MMBA Annual Conference 4/29-4/30. ND/MB-m/s/p to approve renewal of MLBA Membership for 2018 @ \$360.00.

POLICE—Douville reported 59 calls for February. Distributed a new proposed Mutual Aid Agreement for Region 1 and 2 as received from Norman County Sheriff Jeremy Thornton. Council member Bolton motioned to introduce the following resolution, seconded by council member Lampton:

RESOLUTION 2018—12

A RESOLUTION AUTHORIZING THE CHIEF OF POLICE OF THE CITY OF TWIN VALLEY, TO ENTER INTO A MUTUAL AID AGREEMENT

WHEREAS, the City of Twin Valley Police Department desires to enter into an agreement with surrounding law enforcement agencies to make equipment, personnel and other resources available to and from other political subdivisions and;

WHEREAS, the City Council for the City of Twin Valley is authorized to enter into such mutual aid agreements pursuant to Minnesota Statutes 471.59 which authorized the joint and cooperative exercise of powers common to contracting parties.

THEREFORE, BE IT RESOLVED by the Twin Valley City Council that the Chief of Police for the City of Twin Valley is hereby authorized to enter into the Mutual Aid Agreement as written and said Mutual Aid Agreement will be available for review in the City Hall Office.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobbmeyer, and Ben Fall; and the following voted against the same: None.

WHEREUPON, said resolution was duly adopted this 12th day of March, 2018

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

Douville received quote from Ford of Hibbing for the purchase of a new police vehicle. The base starting price for Government Contract #83064 for a 2018 Ford AWD Police Interceptor is \$26,428.45. With additional options selected the bid price is \$29,641.45. (Complete breakdown on specs available at City Hall.) ND/MB-m/s/p to approve purchase. Clerk will draft letter for Douville granting authorization to move forward with purchase.

FINANCE—Distributed interim financials for February. Explained how CTAS breaks down the budget to a monthly amount on the report to clear up confusion. No concerns addressed.

RR PROPERTY—Norman County Soil & Water has inquired about City owned RR Property. Currently the city has roughly 255 frontage feet remaining along Highway 32 and First St SE. Council members asked what the land would be used for, whether it be a new office or for a storage facility, wondering if any EDA incentives would apply for new businesses. Portions of land have been sold recently at the price of \$8.50/ff. The council is willing to entertain bids to sell. This information will be relayed back to NCSW.

OTHER—Distributed to Council the Audit Engagement letter from City Auditor Hoffman, Philipp & Knutson and Wild Rice Watershed District letter in regards to the proposed road construction along County Highway 27.

Meeting adjourned 8:14 PM, ND/MB-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

* * * * *

**MONDAY, APRIL 9, 2018 – REGULAR MONTHLY MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

MEMBERS: Ben Fall, Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobbmeyer.

OTHERS: Jason Douville (PD), Kerry Askelson (PW), Deanne Peterick (PW), Lori Skaurud (LQ), Mark Askelson (KRJB), Brandyn Dahl.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, April 9, 2018. Mayor Fall called the meeting to order at 7:00 PM.

CITIZENS FORUM- none.

MONTHLY BUISNESS

Minutes—ND/MB-m/s/p to approve the minutes from 03/12/18 Regular Meeting as presented.

Disbursements— MB/JP-m/s/p to approve claims for 03/13/18-03/31/18 (\$47,890.66) and 04/01/18-04/09/18- (\$30,693.16) and payroll for 02/25/18-03/10/18 (\$10,036.42) and 03/24/18 (\$11,383.53) for a Disbursement total of \$100,003.77.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$233.49
ACTIVE911, INC.	Professional Service	\$310.50
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$278.97
ARVIG	Telephone/Internet	\$686.09
BRENDA DOBMEYER	Travel Reimbursement	\$70.85
CITY OF TWIN VALLEY	CC Garbage	\$17.04
DUSTIN S. CROMPTON	Carpet Replacement (Wimmer)	\$218.00

EFTPS-ONLINE	Payroll Taxes	\$2,332.64
FIRE SAFETY USA, INC.	Operating Supplies	\$185.00
HEALTHPARTNERS	Employee Benefit	\$1,934.92
J. P. COOKE COMPANY	Pet Tags	\$52.66
JAMES D. BRUE	Attorney Fee	\$500.00
JULIN LAW OFFICE, PLLC	Attorney Fee	\$215.50
KERRY ASKELSON	Travel Reimbursement	\$63.43
LEAGUE OF MINNESOTA CITIES	Training/Registration	\$20.00
MARCO TECHNOLOGIES LLC**	Copier Lease	\$179.41
MARK DUECK	Repairs & Maintenance	\$522.67
MED COMPASS	Operating Supplies	\$1,699.00
MJM NYSETVOLD INC.	Repairs & Maintenance	\$69.45
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$375.62
MN DOR - PAYROLL TAX	Payroll Taxes	\$444.62
MN FIRE SERVICE CERTIFICATION BOARD	Firemen Training	\$920.00
MUSCATELL-BURNS AUTOMTV GROUP, INC	Repairs & Maintenance	\$94.27
NICOLE BOE	Snow Removal	\$400.00
OFFICE SUPPLIES PLUS*	Office Supplies	\$1,331.11
OTTERTAIL POWER CO.	Electricity	\$2,903.18
PAYROLL	Employee Wages	\$11,144.33
P.E.R.A. - SDR DIVISION	Employee Benefit	\$3,055.50
PEARSON EDUCATION	Training Supplies	\$610.65
PLANX	Carpet (Wimmer)	\$1,123.09
RACHEL JOHNSON	Travel Reimbursement	\$112.65
RUNGER'S HEATING & AIR COND INC	Repairs & Maintenance	\$622.36
SELECT ACCOUNT	Employee Benefit	\$630.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$50.00
TEAM LABORATORY CHEMICAL CORP.	Operating Supplies	\$72.00
TV BOOSTER CLUB	Community Donation	\$75.00
TWIN VALLEY FIRE DEPT.	Meals	\$200.00
TWIN VALLEY PHARMACY	Operating Supplies	\$11.63
TWIN VALLEY TIMES**	Advertising/Publishing	\$53.00
USABLE LIFE	Employee Benefit	\$6.38
VERIZON WIRELESS	City Cell Phones	\$35.03
	TOTAL GENERAL FUND	\$33,860.04
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$76.50
ARVIG	Telephone/Internet	\$112.09
EFTPS-ONLINE	Payroll Taxes	\$641.22
HEALTHPARTNERS	Employee Benefit	\$624.77
KERRY ASKELSON	Travel Reimbursement	\$21.15
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$187.82
MN DOR - PAYROLL TAX	Payroll Taxes	\$101.62
MN DOR - SALES & USE TAX	Sales Tax	\$178.00
MN RURAL WATER ASSN.	Training/Registration	\$336.60
OFFICE SUPPLIES PLUS*	Office Supplies	\$30.33
OTTERTAIL POWER CO.	Electricity	\$1,147.94
PAYROLL	Employee Wages	\$2,357.16
P.E.R.A. - SDR DIVISION	Employee Benefit	\$475.83
RACHEL JOHNSON	Travel Reimbursement	\$97.40
SELECT ACCOUNT	Employee Benefit	\$75.00
SOFTLINE DATA, INC.	Professional Fee	\$145.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
TWIN VALLEY TIMES**	Advertising/Publishing	\$55.00
USABLE LIFE	Employee Benefit	\$19.52
	TOTAL WATER FUND	\$6,909.27
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$76.50
ARVIG	Telephone/Internet	\$112.09
EFTPS-ONLINE	Payroll Taxes	\$641.21
HEALTHPARTNERS	Employee Benefit	\$624.76
KERRY ASKELSON	Travel Reimbursement	\$21.15
MICHAEL SCHWANKE	Travel Reimbursement	\$93.61
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$187.82
MN DOR - PAYROLL TAX	Payroll Taxes	\$101.61

MPCA - FISCAL SERVICES	Professional Fee	\$345.00
OFFICE SUPPLIES PLUS*	Office Supplies	\$30.34
OTTERTAIL POWER CO.	Electricity	\$90.05
PAYROLL	Employee Wages	\$2,357.16
P.E.R.A. - SDR DIVISION	Employee Benefit	\$475.81
RACHEL JOHNSON	Travel Reimbursement	\$97.40
SELECT ACCOUNT	Employee Benefit	\$275.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
TWIN VALLEY TIMES**	Advertising/Publishing	\$55.00
USABLE LIFE	Employee Benefit	\$19.52
	TOTAL SEWER FUND	\$5,830.35
FUCHS SANITATION SERVICE, INC.	Garbage Hauling	\$10,487.34
MN DOR - SALES & USE TAX	Sales Tax	\$1,551.00
NORMAN CO. AUDITOR/TREASURER	Professional Fee	\$126.00
	TOTAL GARBAGE FUND	\$12,164.34
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
ARVIG	Telephone/Internet/Cable	\$217.44
BERGSETH BROS.	Merchandise for Resale	\$2,426.00
BNG TECHNOLOGIES, LLC	POS Contract	\$200.00
BREAKTHRU BEVERAGE	Merchandise for Resale	\$1,063.93
CITY OF TWIN VALLEY	Water/Sewer/Garbage	\$116.27
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$208.75
D-S BEVERAGES	Merchandise for Resale	\$11,956.78
EFTPS-ONLINE	Payroll Taxes	\$1,320.40
ERIC J. REITAN	Entertainment	\$350.00
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$527.50
HEALTHPARTNERS	Employee Benefit	\$1,173.84
HEGGIES PIZZA, LLC	Merchandise for Resale	\$803.04
HENRY'S FOODS INC.	Merchandise for Resale	\$1,958.45
JERRY JACOBSON	Entertainment	\$100.00
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$811.46
MATTHEW J. ANDERSON	Entertainment	\$350.00
McKINNON COMPANY, INC.	Merchandise for Resale	\$2,515.80
MN DOR - PAYROLL TAX	Payroll Taxes	\$195.23
MN DOR - SALES & USE TAX	Sales Tax	\$3,623.00
MN MUNICIPAL BEVERAGE ASSN.	Training/Registration	\$360.00
OFFICE SUPPLIES PLUS*	Office Supplies	\$112.49
OTTERTAIL POWER CO.	Electricity	\$804.56
PAYROLL	Employee Wages	\$5,561.30
P.E.R.A. - SDR DIVISION	Employee Benefit	\$928.47
PEPSI-COLA **	Merchandise for Resale	\$126.45
PERHAM LINEN	Operating Supplies	\$118.58
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$1,889.63
SELECT ACCOUNT	Employee Benefit	\$100.00
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$999.56
TEAM LABORATORY CHEMICAL CORP.	Operating Supplies	\$36.00
TV BOOSTER CLUB	Community Donation	\$75.00
TWIN VALLEY TIMES**	Advertising/Publishing	\$168.00
USABLE LIFE	Employee Benefit	\$13.76
	TOTAL LIQUOR FUND	\$41,239.77
	TOTAL DISBURSEMENTS APPROVED	\$100,003.77

FIRE/RESCUE—Fall reported 0 Fire calls for March. There were 9 rescue calls, 7 of which were responded to. The City of Twin Valley received a donation from the Morrel Lien family in the amount of \$1,000.00. Council Member Dobmeyer made a motion to accept said donation and express appreciation on behalf of the City of Twin Valley, seconded by Council member Lampton the following resolution was introduced.

RESOLUTION 2018—13
A RESOLUTION ACCEPTING AND EXPRESSING APPRECIATION FOR THE DONATION FROM THE LIEN
FAMILY IN MEMORY OF MORRELL LIEN

WHEREAS, The Twin Valley City Council accepts and expresses appreciation to the Family of Morrell Lien for their generous donation of \$1,000.00,

WHEREAS, these funds will be used for the Twin Valley Fire and Rescue Department for future expenses.

THEREFORE, BE IT RESOLVED, by the Twin Valley City Council that the donation amounting to \$1,000.00 is accepted, its purpose acknowledged, and placed into the designated funds.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; and the following voted against the same: None.

WHEREUPON, said resolution was duly adopted this 9th day of April, 2018

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

PUBLIC WORKS—Utility Clerk Peterick addressed the Council with questions in regards to the current City Ordinance for Utility Billings in conjunction with Contract for Deed properties. Currently it is the City policy to keep all utility billings in the name of the Owner of record, as recorded with the Norman County tax rolls. Peterick asked for clarification for Contract for Deed properties as there have been instances where the Ordinance/Policy was questioned by citizens. Current City Ordinance reads *"All accounts shall be carried in the name of the owner who personally, or by his or her authorized agent, applied for such service. The owner shall be liable for water and sewer services supplied to the property, whether he or she is occupying the property or not, and any unpaid charges shall be a lien upon the property."* Brandyn Dahl with HomeCrown Realty explained to the council that a contract for deed is a contract between the owner of the home and the purchaser, no different than a bank mortgage in that both the bank and the 'home owner' both have a financial interest in the property. Council discussed possible options for the billing of Contract for Deed properties and agreed that the Utility Clerk is to continue billing both the owner with a second copy to the renter/contract for deed party. Council asked Clerk Johnson to draft an amendment to current ordinance to specify that all parties holding a financial interest in a property will be responsible for monthly billing, and any unpaid utility billings will continue to be assessed against property taxes for the property at which the charges occurred. Ordinance amendment will be presented to Council May 14 for a final reading.

CREDITS ON ACCOUNT—Peterick and Johnson presented Council with a suggested credit on utility account policy in which the request was to hold credits of no more than \$200.00 per customer billing. Currently Johnson and Peterick run two separate systems, one for utility billing and one for accounting, these two systems do not communicate. Peterick explained to the Council when customers have large credits the tracking of which account funds belong in becomes more difficult. Peterick and Johnson felt that keeping customer credits to a minimum would help for yearly fiscal audits to ensure that the Utility system and the Accounting system held the same amount of income for each account (ie. water, sewer, garbage, storm sewer, & general). Johnson questioned if the City needed to process interest for credits on Utility billings held for a certain length of time. After lengthy discussion, the council determined that no changes would be made to the Utility Credit Policy, Johnson and Peterick are to continue using separate spreadsheets to track exuberant credits for fund accounting purposes.

LAWN MOWER—Askelson presented council with the following quotes for the purchase of a new lawn mower with the trade in of the City's 2012 John Deere 720.

COMPANY	2018 X730 60D	2018 X738 4WD 60D	TRADE IN x720
RDO – Ada	\$ 9,900.00	\$ 11,500.00	\$ 4,400.00
Evergreen Implement	\$ 9,600.00	\$ 10,800.00	\$ 5,500.00

JP/ND-m/s/p to purchase X738 4WD 60 in deck from Evergreen Implement with the trade in for a total cost of \$5,300.00.

GENERAL MAINTENANCE WORKER—With the current loss of City Custodian D. Johnson, Askelson asked council to consider creating a position for a General Maintenance Worker to both help with custodial work, mowing, street maintenance, snow removal etc. No decisions were made.

Wimmer Cabin 101 appears to be vacated at this time. New carpeting, paint, and possible appliances will need to be replaced. Council briefly discussed security deposits and rent increases that may be necessary in the future if the cabin continue to need major restoration after tenants vacate.

EDA/PARKS—Fall did not have a report for the EDA/Parks meeting due to lack of attendance. Dobmeyer asked the EDA to consider implementing a Business of the Month next meeting.

LIQUOR—Skaurud reported gross sales for March \$40,257.19 and ATM revenue of \$321.00. Updated council on recent events: music, meat raffles, rib night. 4/22/18 there will be bar tender training in Ada for \$150.00. Only planned event at this time is live music and a meat raffle on 4/22/18. Skaurud will be attending the Henry's pro show as well as the upcoming MMBA conference. Council was given the current TVLS Minors on Premise Policy to review for possible issues in regards to state statutes involving 18, 19, 20-year old's and merging this policy with the Community Center as well for events in which alcohol is served. Council discussed different issues including

designated drivers and events in which meals are served. It was decided the Liquor Committee (Bolton & Dobmeyer), Skaurud, and Johnson will meet to discuss further and bring an updated policy proposal to the May meeting.

POLICE— Douville reported 71 calls for March. Requested to attend Police Chief Convention in Duluth at the end of April, ND/ML-m/s/p to approve. Douville is planning to hold a drug take back during the Pet Clinic, May 15th at City Hall.

ANIMAL ORDINANCE—In review of current Animal ordinance, Johnson found it was unclear whether the City allowed planned breeding or not. Johnson suggested amending ordinance 91.06 Kennels to read: *"(c) Boarding and/or breeding – No person shall be allowed to have a boarding and or breeding kennel within the City."* And to also amend 91.04 Breeding Moratorium to read: *"Every female dog or female cat in heat shall be confined in a building or other enclosure in a manner that it cannot come in contact with another dog or cat ~~except for planned breeding~~. Upon capture and failure to reclaim the animal, every dog or cat shall be neutered or spayed prior to being transferred to a new owner."* Council Member Bolton motioned to accept these changes, seconded by Dobmeyer the following resolution was introduced:

RESOLUTION 2018—14

A RESOLUTION TO AMMEND TITLE IX, CHAPER 91: ANIMALS, OF THE TWIN VALLEY CITY ORDINANCE IN REGARDS TO BREEDING WITHIN CITY LIMITS

WHEREAS, the City Council of the City of Twin Valley does hereby amend Title IX: General Regulations, Chapter 91, Animals; to revise 91.06 Kennels to read (c) Boarding and/or breeding – No person shall be allowed to have a boarding and or breeding kennel within the City; and

WHEREAS, a further revision under 91.04, Breeding Moratorium, to remove wording *'except for planned breeding'* and read as: Every female dog or female cat in heat shall be confined in a building or other enclosure in a manner that it cannot come in contact with another dog or cat. Upon capture and failure to reclaim the animal, every dog or cat shall be neutered or spayed prior to being transferred to a new owner.

NOW THEREFORE BE IT RESOLVED, the City of Twin Valley does hereby amend the MN Basic Code of Ordinances, Title IX, General Regulations, Chapter 91 Animals upon publication requirements.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; and the following voted against the same: None.

WHEREUPON, said resolution was duly adopted this 9th day of April, 2018

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

In further review of the current Animal ordinance it was found the City Council does not have a set license fee for a dog declared potentially dangerous as referenced in Ordinance 91.11. Council Member Dobmeyer motioned to set the fee for a Potentially Dangerous Dog License at \$100.00 per year. Member Pearson seconded the motion and introduced the following resolution to update the City Fee Schedule.

RESOLUTION 2018—15

A RESOLUTION TO AMEND THE TWIN VALLEY CITY FEE SCHEDULE ORDINANCE NO. 170.31.11.101

WHEREAS, the Twin Valley City Council, by resolution number 2017-38, adopted a fee schedule for the 2018 operating year, and

WHEREAS, the Twin Valley City Council does hereby amend the city fee schedule to adopt fees as follows— Potentially Dangerous Dog License Fee \$100.00.

THEREFORE, BE IT RESOLVED, that the above fees are hereby adopted by the Twin Valley City Council under Ordinance NO. 170.30.11.101 and are effective upon meeting publication requirements.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; and the following voted against the same: None.

WHEREUPON, said resolution was duly adopted this 9th day of April, 2018

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

NEW BUSINESS—ND/ML-m/s/p to approve Building permit for Michael Bolton to demolish existing garage and replace with 46x32 attached garage. (Bolton abstained from vote). MB/ML-m/s/p to renew Mudslinger membership at \$50.00. No Action taken on Ulen/Hitterdal Post Prom Request. Quote for the purchase of new tables for the Community Center was available for review, council tabled purchase. Council discussed Municipal Center Custodian, D. Johnson is not currently able to continue to work for the City. An updated job description was distributed to council for approval. Council agreed to inquire with current LQ custodian for any interest, and if not, to advertise for opening, 10-15 hours per week starting wage \$10.00.

ELECTIONS—Norman County Auditor/Treasurer has contacted both Johnson and Fall in regards to the option of becoming a mail ballot precinct. Norman County received a grant to purchase a new high-speed election counting machine which will be able to count and calculate mail ballots. Council discussed logistics of Mail Ballot—registered voters would receive notice from the City in regards to the change and would be mailed a ballot for each election instead of needing to come to a polling place. With the adoption of Mail Balloting, the City of Twin Valley would no longer be responsible for the recruitment/training of 4-5 election judges, and any conflict of interest between City Employees acting as election judges and candidates would also be avoided. On election years the City spends roughly \$3,500.00 in election costs. It is estimated with this change the costs would be decreased nearly \$2,500.00/year. Members of the community who wish to vote in person will continue to be able to vote at the Norman County Court House in Ada. The Council has the authority to change to and from mail balloting by passing a resolution before May 15th of an election year and informing Norman County and the Registered Voters of Twin Valley of any changes. Council Member Bolton made a motion seconded by Pearson and the following resolution was introduced:

**RESOLUTION 2018—16
A RESOLUTION AUTHORIZING MAIL BALLOTING FOR THE CITY OF TWIN VALLEY**

WHEREAS, Minnesota Statute 204B.45 provides for a town of any size not located in the metropolitan county as defined by section 473.121 or a city having fewer than 400 registered voters on June 1 or an election year, and not located in a metropolitan county to conduct balloting by mail.

THEREFORE, BE IT RESOLVED by the City Council of the City of Twin Valley that they will conduct mail balloting for all state, county and local elections by mail starting immediately.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobbmeyer, and Ben Fall; and the following voted against the same: None.

WHEREUPON, said resolution was duly adopted this 9th day of April, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

COPIER LEASE—Current City Lease with Marco for a BW Konica biz363 is up at of May 19, 2018. Clerk presented quotes for a new 60-month lease option as follows:

COMPANY	LEASE	BW PRINTS	OVERAGES	COLOR PRINTS	OVERAGES
MARCO	164.64	4000	0.008	TBD	0.051
LIBERTY	163.45	3000	0.0075	500	0.042
MARCO	150.73	4000	0.0082		
LIBERTY	137.89	5000	0.0067		
RICHO	254.8	4000	0.011		
XEROX	203.52	4000	0.0076		

City is currently paying around \$ 167.87/mo. Should the City go away from a lease option with Marco there is a charge of \$500.00 to return equipment. Fall calculated the costs associated with leasing as compared to a purchase option for a new copy machine and Council agreed it would be more cost effective for the City of Twin Valley to purchase a copier outright. Having only one quote for the outright purchase of a copy machine Johnson will need to obtain new quotes and make a final decision before 4/19/18. JP/ML-m/s/p to approve spending up to \$7,000.00 on the purchase of a new copy machine (not to include the monthly maintenance costs) at the discretion of Johnson.

FINANCE—Distributed interim financials for March via E-mail prior to meeting. No concerns addressed.

OTHER—City Clean Up Day is scheduled for 4/26/18. Nuisance Committee will be reviewing all properties with in the City of any issues to have addressed. Pet Clinic is scheduled for 5/15/18. Upcoming meetings: 4/17/18 – Water Treatment Plant updates, 4/30/18 Board of Appeals.

Meeting adjourned 9:01 PM, MB/ND-m/s/p.

Attest: _____
 RACHEL JOHNSON, CLERK TREASURER

Signed: _____
 BENJAMIN FALL, MAYOR

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**TUESDAY, APRIL 17, 2018 – SPECIAL MEETING
 TWIN VALLEY MUNICIPAL CENTER – 6:00 PM**

MEMBERS: Ben Fall, Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer.

OTHERS: Kerry Askelson (PW), Deanne Peterick (PW), Kris Carlson & Brian Hiles (Ulteig).

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held a special meeting on Tuesday April 17, 2018 to review preliminary engineering report for updates to the Twin Valley Water Treatment Plant. Mayor Fall called the meeting to order at 6:00 PM.

Brian Hiles (Ulteig Senior Engineer) and Kris Carlson (Ulteig) addressed the Twin Valley City Council to present a preliminary engineering report for necessary/recommended updates to the Twin Valley water treatment plant. The current plant was built in 1986 and is showing signs of age. There is corrosion and pitting on pipes and fittings and existing controls are outdated. Ulteig presented the following suggested upgrades and repairs to extend the life of the current facility.

- Replacement of existing doors
- Replace aerator unit
- Drain and clean detention tank, paint surfaces and add baffle walls
- Multiple filter improvements
- Updated filter valves for level control
- New Airwash blower
- New Ductile iron plant piping
- Underground reservoir hatch replacement
- Chemical storage and injection supply upgrades
- Conversion to hypochlorite feed system
- New pumps for backwash, reclaim, backwash waste and high service
- VFD motors for pumps
- Fully automated PLC control system and panel
- Replace electrical system, lighting, HVAC and plumbing systems
- Upgrade to radio communication to tower

Cost estimates were also presented to council as follows:

Mobilization, Insurance, Bonding	\$40,000
Filter Rehabilitation	\$200,000
Process piping and valving	\$150,000
Building Improvements	\$50,000
Blower	\$50,000
Chemical System Improvements	\$50,000
Painting	\$50,000
Electrical and Instrumentation	\$175,000
Pump Replacements	\$75,000
HVAC Improvements	\$30,000
SUBTOTAL CONSTRUCTION	\$885,000
Construction Contingencies at 5%	\$44,250
Funding and Project Management	\$15,000
Design Engineering	\$70,000
Bonding Fees	\$10,000
Construction Engineering	\$70,000
Opinion of Probable Project Cost	\$1,094,250

Hiles addressed the possibility of also adding solar power to the treatment plant, OTP is offering rebates of up to half of the project cost. He estimated the cost would be around \$80,000 and with the extra energy produced the costs of installation would be recouped in 4-5 years from the KW produced. Council agreed to have Hiles run those numbers in addition to preliminary report currently received.

Council was given an estimate cost sheet in regards to PFA funding for review.

Council member Dobbmeyer made a motion to accept and adopt the Twin Valley Water Treatment Facility Preliminary Engineering Report, seconded by Pearson the following resolution was introduced.

**RESOLUTION NO. 2018—17
A RESOLUTION ADOPTING A TWIN VALLEY WATER TREATMENT FACILITY PRELIMINARY
ENGINEERING REPORT**

WHEREAS, the Minnesota Department of Health requires a city to develop and adopt a Preliminary Engineering Report in order to be eligible for funding thru the Drinking Water Revolving Fund; and

WHEREAS, the City of Twin Valley authorized Ulteig Engineers to prepare the Preliminary Engineering Report for Water Treatment Plant Improvements; and

WHEREAS, the Twin Valley City Council feels it is important to plan for the future of its water system.

NOW, THEREFORE, BE IT RESOLVED by the Twin Valley City Council, The Preliminary Engineering Report for Water Treatment Plant Improvements, attached as Exhibit A, is hereby adopted.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobbmeyer, and Ben Fall; and the following voted against the same: None.

WHEREUPON, said resolution was duly adopted this 17th day of April, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

Carlson explained the next step will be to pursue project funding.

Meeting adjourned 6:58 PM, ML/JP-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

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**TUESDAY, APRIL 30, 2018 – LOCAL BOARD OF APPEALS AND EQUALIZATION HEARING
TWIN VALLEY COMMUNITY CENTER – 6:00 PM**

MEMBERS: Ben Fall, Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobbmeyer.

OTHERS: Mindy Kinkaid & Jill Murray (Norman County Assessor’s Office), Lynne Bloomingdale, Alice Yost, Dudley Wells.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held the annual Board of Appeals and Equalization hearing on Monday, April 30, 2018. Mayor Fall called the meeting to order at 6:00 PM.

Murray distributed the Summary of 2018 Assessment packet to council for review. Murray explained that the Median Ratio for Assessments is calculated by the median rate of market value divided by the median of current sales. Based on sales from October 2016 through September 2017 Twin Valley’s Assessment Median Ratio was sitting at 88.25%, resulting in a 5% aggregate adjustment to bring the City above 90% to be in compliance with guidelines set by the Department of Revenue.

During the summer of 2018 the Assessor’s office is planning on re-evaluating all properties within the City of Twin Valley to get a more accurate overall assessment of the town.

Twin Valley Resident Lynne Bloomingdale attended meeting to request the board review her property value. After the 5% aggregate increase for 2018 Bloomingdale had the county re-assess her property value, ending up with a value of \$43,500.00. Council reviewed and discussed breakdowns provided by Kinkaid for the property of 201 Lincoln Ave NW. Council Member Dobbmeyer motioned to lower the taxable value for 201 Lincoln Ave NW to

\$40,000 the 2018 payable year. Council Member Pearson seconded the motion and the following resolution was introduced:

RESOLUTION 2018—18

A RESOLUTION TO LOWER THE TAXABLE PROPERTY VALUE ON 201 LINCOLN AVE NW, TWIN VALLEY, MN

WHEREAS, the homeowner at 201 Lincoln Ave NW contested to the Board the Norman County Assessor’s determined Market Value of \$43,500.00 and;

WHEREAS, the Twin Valley City Council reviewed the property’s value breakdown and determined, based on the age of the property and certain aspects of the home and determined fair market value should be lowered \$3,500.00 for the current years assessment.

THEREFORE, BE IT RESOLVED by the Twin Valley City Council and Board of Appeals that the 2018 Estimated Market Value for 201 Lincoln Ave NW would be set at \$40,000.00.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 30th day of April, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

Discussed the affect forfeited/vacant properties have on current tax payers for the City.

Council addressed Yost and Wells, no specific concerns were voiced.

Distributed written request from Jerry Bennet & Jean Chisholm-Bennett for the Board to review the Estimated Market Value of Parcel 32.8356000, \$25,500.00. Based on location, basic building size and structure, and comparable value, council member Bolton motioned to make no adjustment to the value, seconded by Dobmeyer, motioned passed.

Hearing adjourned 6:55 PM, JP/ML-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

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**MONDAY, May 14, 2018 – REGULAR MONTHLY MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

MEMBERS: Ben Fall, Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer.

OTHERS: Jason Douville (PD), Kerry Askelson (PW), Lori Skaurud (LQ), John Gall (FD), Mark Askelson (KRJB), Crystelle Philipp (Audit), Debbie Helm.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, May 14, 2018. Mayor Fall called the meeting to order at 7:00 PM.

CITIZENS FORUM- none.

MONTHLY BUISNESS

Minutes—ND/MB-m/s/p to approve Minutes as written for Meetings: 04/09/18, 04/19/18, & BOA 04/30/18.

Disbursements—JP/ML-m/s/p to approve claims for 04/10/2018-04/30/2018 (\$36,561.72) and 05/01/2018-05/14/2018 (\$82,687.14) and Payroll for 03/25/2018-04/07/2018 (\$9453.67), 04/08/2018-04/21/2018 (\$10513.70) and 04/22/2018-05/05/2018 (\$9,710.70) for a disbursement total of \$148,926.93.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$233.49
ADA BUILDING CENTER, INC.	Repairs & Maintenance	\$111.50
AMERIPRIDE SERVICES, INC.	Operating Supply	\$278.55
ARVIG	Telephone/Internet	\$827.53
BANKCARD CENTER	Credit Card Misc Charges	\$1,454.37
BUCKLE'S HARDWARE	Repairs & Maintenance	\$424.40
COMMUNITY CO-OPS-Lake Park	Fuel & Charges	\$2,522.04
EFTPS-ONLINE	Payroll Taxes	\$3,018.85
EVERGREEN IMPLEMENT CO.	Equipment	\$5,300.00
GARBERG FOODS	Operating Supply	\$96.18
GRAINGER	Repairs & Maintenance	\$20.20
HARRIS COMPUTER SYSTEMS*	Office Supplies	\$62.68
HEALTHPARTNERS	Employee Benefit	\$1,934.92
JAMES D. BRUE	Attorney Fee	\$1,100.00
JULIN LAW OFFICE, PLLC	Attorney Fee	\$250.90
JUSTIN VOELKER	Reimbursement	\$49.05
KRJB FM RADIO	Advertising	\$48.00
LEAGUE OF MN CITIES INS TRUST	Insurance	\$19,894.00
MARCO TECHNOLOGIES LLC**	Copy Machine	\$2,208.47
MIDSTATES WIRELESS, INC.	Repairs & Maintenance	\$15.00
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$569.20
MN DOR - PAYROLL TAX	Payroll Taxes	\$608.22
MOONSHINERS SNOWMOBILE CLUB, INC	Transfer - Trails	\$7,326.54
MUNICIPAL CLERKS/FINANCE OFFICERS	Membership Dues	\$45.00
NORMAN CO. AUDITOR/TREASURER	Professional Fee & Taxes	\$1,767.00
OFFICE SUPPLIES PLUS*	Office Supplies	\$56.54
OTTERTAIL POWER CO.	Electricity	\$2,881.20
PAYROLL	Employee Wages	\$14,736.98
P.E.R.A. - SDR DIVISION	Employee Benefit	\$4,494.99
PRODUCTIVITY PLUS ACCOUNT	Repairs & Maintenance	\$614.72
SELECT ACCOUNT	Employee Benefit	\$1,145.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
TEAM LABORATORY CHEMICAL CORP.	Professional Service	\$312.50
TWIN VALLEY TIMES**	Publishing	\$152.88
USABLE LIFE	Employee Benefit	\$6.38
VERIZON WIRELESS	Telephone/Internet	\$368.91
	GENERAL FUND	\$75,011.19
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supply	\$75.96
ARVIG	Telephone/Internet	\$112.09
BANKCARD CENTER	Credit Card Misc Charges	\$680.07
BUCKLE'S HARDWARE	Repairs & Maintenance	\$92.89
COMMUNITY CO-OPS-Lake Park	Fuel & Charges	\$530.50
DAKOTA SUPPLY GROUP	Repairs & Maintenance	\$560.68
EFTPS-ONLINE	Payroll Taxes	\$912.21
GOPHER STATE ONE-CALL	Locating Service	\$10.00
HARRIS COMPUTER SYSTEMS*	Office Supplies	\$125.00
HAWKINS, INC.	Professional Fee	\$875.50
HEALTHPARTNERS	Employee Benefit	\$624.77
LEAGUE OF MN CITIES INS TRUST	Insurance	\$3,087.51
MARCO TECHNOLOGIES LLC**	Copy Machine	\$1,364.53
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$284.61
MN DOR - PAYROLL TAX	Payroll Taxes	\$142.94
MN DOR - SALES & USE TAX	Sales Tax	\$89.00
NORMAN CO. AUDITOR/TREASURER	County Tax	\$37.50
OTTERTAIL POWER CO.	Electricity	\$1,198.07
PAYROLL	Employee Wages	\$3,359.69
P.E.R.A. - SDR DIVISION	Employee Benefit	\$687.20
SELECT ACCOUNT	Employee Benefit	\$312.50
SWEENEY CONTROLS, INC.	Repairs & Maintenance	\$756.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$112.50
USABLE LIFE	Employee Benefit	\$19.52
USABLUBOOK	Repairs & Maintenance	\$439.95
VERIZON WIRELESS	Telephone/Internet	\$67.78

A.F.L.A.C. WEST REGION	WATER FUND	\$16,710.29
AMERIPRIDE SERVICES, INC.	Employee Benefit	\$151.32
ARVIG	Operating Supply	\$75.96
BANKCARD CENTER	Telephone/Internet	\$112.09
BUCKLE'S HARDWARE	Credit Card Misc Charges	\$666.54
COMMUNITY CO-OPS-Lake Park	Repairs & Maintenance	\$58.90
EFTPS-ONLINE	Fuel & Charges	\$428.07
GOPHER STATE ONE-CALL	Payroll Taxes	\$912.19
HARRIS COMPUTER SYSTEMS*	Locating Service	\$10.00
HEALTHPARTNERS	Office Supplies	\$125.00
LEAGUE OF MN CITIES INS TRUST	Employee Benefit	\$624.76
MARCO TECHNOLOGIES LLC**	Insurance	\$2,722.51
MN CHILD SUPPORT & COLLECTION	Copy Machine	\$1,364.52
MN DOR - PAYROLL TAX	Payroll Deduction	\$284.61
NORMAN CO. AUDITOR/TREASURER	Payroll Taxes	\$142.93
OTTERTAIL POWER CO.	County Tax	\$37.50
PAYROLL	Electricity	\$86.88
P.E.R.A. - SDR DIVISION	Employee Wages	\$3,359.69
SELECT ACCOUNT	Employee Benefit	\$687.15
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$312.50
USABLE LIFE	Employee Benefit	\$112.50
VERIZON WIRELESS	Employee Benefit	\$19.52
	Telephone/internet	\$67.80
	SEWER FUND	\$12,362.94
FUCHS SANITATION SERVICE, INC.	Garbage Hauler	\$5,439.44
HARRIS COMPUTER SYSTEMS*	Office Supplies	\$75.00
MN DOR - SALES & USE TAX	Sales Tax	\$782.00
	GARBAGE FUND	\$6,296.44
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
ARVIG	Telephone/Internet/Cable	\$215.11
BANKCARD CENTER	Credit Card Misc Charges	\$20.80
BERGSETH BROS.	Merchandise for Resale	\$1,319.45
BNG TECHNOLOGIES, LLC	POS System	\$200.00
BREAKTHRU BEVERAGE	Merchandise for Resale	\$841.92
BUCKLE'S HARDWARE	Repairs & Maintenance	\$13.87
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$316.25
COMMUNITY CO-OPS-Lake Park	Fuel & Charges	\$265.77
D-S BEVERAGES	Merchandise for Resale	\$5,459.30
EFTPS-ONLINE	Payroll Taxes	\$1,938.73
GARBERG FOODS	Operating Supply	\$32.07
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$303.50
HEALTHPARTNERS	Employee Benefit	\$1,173.84
HEGGIES PIZZA, LLC	Merchandise for Resale	\$478.10
HENRY'S FOODS INC.	Merchandise for Resale	\$1,061.81
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$376.57
LEAGUE OF MN CITIES INS TRUST	Insurance	\$2,714.98
LORI J. SKAURUD	Reimbursement	\$272.50
MARCO TECHNOLOGIES LLC**	Copy Machine	\$700.00
McKINNON COMPANY, INC.	Merchandise for Resale	\$2,077.30
MN DOR - PAYROLL TAX	Payroll Taxes	\$285.52
MN DOR - SALES & USE TAX	Sales Tax	\$3,599.00
MN MUNICIPAL BEVERAGE ASSN.	Training & Registration	\$405.00
MUDSLINGERS OHV CLUB	Membership Dues	\$50.00
NORMAN CO. AUDITOR/TREASURER	County Tax	\$264.00
OTTERTAIL POWER CO.	Electricity	\$810.46
PAYROLL	Employee Wages	\$8,221.71
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,354.74
PEPSI-COLA **	Merchandise for Resale	\$238.70
PERHAM LINEN	Operating Supply	\$80.23
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$2,013.01
SELECT ACCOUNT	Employee Benefit	\$200.00
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$1,016.99
TWIN VALLEY TIMES**	Advertising	\$138.00
USABLE LIFE	Merchandise for Resale	\$13.76
	LIQUOR FUND	\$38,501.07

RIVERLAND ASSOCIATION	Training & Registration	\$45.00
	EDA FUND	\$45.00
	DISBURSEMENT TOTAL	\$148,926.93

MAYOR—Fall reported Community Club has been working on planning Town & Country Days. Clean up day was the 26th and feels a lot was cleaned up at this time.

AUDIT—Crystelle Philipp from Hoffmann, Philipp, & Knutson, PLLC attended meeting to present FY 2017 audit to the Council. Philipp explained the report was an unmodified report, meaning the auditors found no problems with the City financials. Philipp went through each audit category with the members of the council explaining the different statements. The reported net worth for the City at the end of 2017 was \$4.5 million. There were no new findings for FY 2017—old findings 1) Segregation of duties and 2) Internal Controls remained due to the City having only two office employees. All five proprietary funds showed a net cash profit, however due to depreciation the Sewer fund was the only enterprise fund to show an operating loss for 2017. Kudos were given to Liquor Store Manager Skaurud for continued profitability. The full Twin Valley City Audit is available for review in the City Clerk's Office.

NUISANCE—TV Nuisance Committee (Bolton & Dobmeyer) inspected all properties in City Limits on 04/12/2018 with clerk Johnson sending letters to all property owners with Nuisance Ordinance violations. Council members addressed the amount of clean up that was done over the last month and expressed appreciation. Debbie Helm attended meeting on behalf of Stan's HVAC to discuss letter received. Explained that all scrap had been cleaned up later than expected due to issues with the hauler—these items are taken care of now. Also questioned ordinance pertaining to the number of residential vehicles allowed on a property (personal vehicles, boats, trailers, etc). Current ordinance states four (4). Helm expressed concern due to an upcoming job in which extra staffing has been hired. There was also discussion about the lot being zoned strictly commercial, as there is also a residence on the property. Johnson will work with Helm to complete a zoning application for a conditional use permit to get the lot into compliance with City Ordinance.

FIRE/RESCUE—Gall reported 7 Rescue calls responded to and 4 Fire calls since previous meeting. Gall applied with Wild Rice Electric for a Grant and will receive \$500.00 for the fire department. Council Member Bolton motioned to accept donation and express gratitude, seconded by Lampton the following resolution was introduced:

RESOLUTION 2018—19

A RESOLUTION TO ACCEPT GRANT WORTH \$500.00 FROM WILD RICE ELECTRIC COOPERATIVE

BE IT RESOLVED, the Twin Valley City Council does hereby accept and express appreciation to Wild Rice Electric Cooperative for the \$500.00 grant received by the Twin Valley Fire Department, to be used to purchase range land gear.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 14th day of May, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

Gall also requested council support for an application to the DNR for a \$5,000, 50/50 match grant. ND/JP-m/s/p to approve. ND/ML-m/s/p to approve hire of Taylor Bennefeld as Volunteer Firefighter.

POLICE—Douville reported 63 calls for April.

ADMINISTRATIVE FINES—Council presented with a proposal to instate an administrative fine schedule for the City of Twin Valley. Per City Ordinance Title I: General Provisions, §10.98 Supplemental Administrative Penalties *"the City Council is authorized to create by resolution, adopted by a majority of the members of the Council, supplemental administrative penalties."* Administrative fines will give the Twin Valley Police Department and the Twin Valley City Clerk the ability to handle ordinance violations 'in house' and are intended to provide the public and the city with an informal, cost effective and expeditious alternative to traditional criminal charges for violations of certain provisions. Administrative fines are voluntary in that residents have the option to not comply

at which point the City may initiate criminal proceedings. Council member Bolton motioned to accept the Fine Schedule as presented, seconded by Pearson, the following resolution was introduced:

RESOLUTION 2018—20

RESOLUTION TO ADOPT THE PROVISIONS OF MINNESOTA BASIC CODE OF ORDINANCES § 10.98 AND A SCHEDULE OF OFFENSES AND VOLUNTARY ADMINISTRATIVE PENALTIES

WHEREAS, the City Council wishes to adopt the provisions of Minnesota Basic Code of Ordinances §10.98, establishing a procedure for requesting the voluntary payment of administrative penalties for certain violations of the code; and

WHEREAS, the provisions of Minnesota Basic Code of Ordinances § 10.98 authorize the City Council, by a resolution adopted by a majority of its members, to identify administrative offenses and establish penalties for these offenses;

NOW THEREFORE, be it resolved by the City Council as follows:

The City Council hereby adopts the provisions of Minnesota Basic Code of Ordinances § 10.98 and adopts the following administrative penalties:

Code	Description	1 st Offense	2 nd Offense	3 rd Offense	4 th and Over
50	Garbage and Rubbish	\$15.00	\$30.00	\$45.00	\$100.00
51	Sewer Regulations	\$15.00	\$30.00	\$45.00	\$100.00
52	Water Regulations	\$15.00	\$30.00	\$45.00	\$100.00
53	Storm Water Drainage Utility	\$15.00	\$30.00	\$45.00	\$100.00
71	Parking Regulations	\$25.00	\$50.00	\$75.00	\$100.00
72	Snowmobiles	\$25.00	\$50.00	\$75.00	\$100.00
73	Recreational and Other Vehicles	\$25.00	\$50.00	\$75.00	\$100.00
74	Bicycles, Roller Blades, Roller Skates, Roller Skis, and Skateboards	\$10.00	\$20.00	\$30.00	\$50.00
90	Abandoned Property	\$25.00	\$50.00	\$75.00	\$100.00
91	Animals	\$15.00	\$30.00	\$50.00	\$100.00
	** Impound	\$25.00/day	\$75.00/Day	\$75.00/Day	\$75.00/Day
92	Health and Safety	\$25.00/day	\$50.00/day	\$100.00/day	\$200.00/day
93	Streets and Sidewalks	\$25.00	\$50.00	\$75.00	\$100.00
110	General Licensing Provisions	\$10.00	\$25.00	\$50.00	\$100.00
111	Commercial Amusements	\$10.00	\$25.00	\$50.00	\$100.00
112	Liquor Regulations	\$300.00	\$300.00	\$300.00	\$300.00
113	Peddlers and Solicitors	\$10.00	\$25.00	\$50.00	\$100.00
116	Regulating Lawful Gambling	\$25.00	\$50.00	\$75.00	\$100.00
117	Garage and Rummage Sales	\$10.00	\$20.00	\$30.00	\$50.00
118	Regulations of Public Dances & Special Events	\$10.00	\$25.00	\$50.00	\$100.00
119	Sexually Oriented Business	\$300.00	\$300.00	\$300.00	\$300.00
130	General Offenses	\$10.00	\$20.00	\$30.00	\$50.00
150	General Provisions	\$10.00	\$25.00	\$50.00	\$100.00
151	Zoning	\$10.00	\$25.00	\$50.00	\$100.00
152	Subdivision Control	\$10.00	\$25.00	\$50.00	\$100.00
153	Anti-Blight Regulations	\$300.00	\$300.00	\$300.00	\$300.00

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobbmeyer, and Ben Fall; and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 14th day of May, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

Brief discussion on feral/stray cats residing at properties in town and the City obligation to abate. Johnson and Douville will review ordinance for proper abatement procedure.

EMPLOYEE INSURANCE RENEWAL—The City of Twin Valley Health insurance renewal for Employees is due as of 06/01/18. Currently two options are on the table and no decisions have been reached among employees. Discussion on both plans offered (Commercial Medica & PEIP). Discussion in regards to changing employee benefits during wage negotiations this fall. Employee Meeting with Council set for Thursday 05/17/18 @ 4:00 PM in the Twin Valley Community Center.

LIQUOR—Skaurud reported Gross Sales for April \$40,040.28, ATM revenue of \$393.00. Gave an update on previous and future events. The community club has been meeting at the LQ for the past few month and Skaurud reported many good ideas for Town and Country Days are in the works. Skaurud recently attended a Pro Show and the MMBA Conference and brought back a few new ideas and information. Council was presented with proposed Liquor Store Policy in regards to Minors as devised by Johnson, Skaurud and the Liquor Committee. Council Member Dobmeyer motioned to accept policy as written, seconded by Pearson the following resolution was introduced:

RESOLUTION 2018—21
A RESOLUTION AMENDING A POLICY IN REGARDS TO MINORS ON
THE TWIN VALLEY LIQUOR STORE PREMISES

WHEREAS, the City of Twin Valley does hereby agree that MINORS, under the age of Twenty-One (21) years of age, not including employees of the Twin Valley Municipal Liquor Store; shall only be allowed in the Twin Valley Municipal Liquor Store under the following criteria:

- 1) No person under the age of Eighteen (18) years of age, with the exception of employees, shall be permitted at any time on the licensed premises as a customer and/or guest unless accompanied by a parent/guardian. (A responsible guardian may also include aunts, uncles, and/or grandparents currently providing for the safety of the minor).
- 2) No person under the age of Twenty-One (21) is permitted to sit or stand at or in the bar area. Meals are to be consumed at a booth or table.
- 3) All minors under Eighteen (18) years of age must be off said premise by 8:00 PM. The premise includes, but is not limited to, the building, smoking shelter, and parking lot area.
- 4) Persons aged eighteen (18) to twenty (20), may remain after 8:00 PM only if:
 - a. They remain in the front booth/table seating area
 - b. They are consuming a meal and/or watching live entertainment
 - c. They are a designated driver and have made their intentions clear to bar staff

Nothing in this policy shall prevent bar staff from using their discretion to request a minor leave the premise at ANY time.

THEREFORE, BE IT RESOLVED the Twin Valley City Council does hereby adopt this policy on the issue of MINORS, in and on the premises of the Twin Valley Municipal Liquor Store.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 14th day of May, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

ORDINANCE— As requested at April meeting, drafted Ordinance Amendment in regards to Utility Billings for Contract for Deed properties (City Ordinance Title V, Public Works, §54.01) was presented to council for review. Council Member Bolton motioned to accept proposed amendment, seconded by Dobmeyer the following resolution was introduced:

RESOLUTION 2018—22
A RESOLUTION TO ACCEPT AMENDMENT TO TWIN VALLEY ORDINANCE, MINNESOTA BASIC CODE TITLE
V: PUBLIC WORKS, CHAPTER 54 IN REGARDS TO UTILITY BILLINGS

WHEREAS, the City of Twin Valley recognizes that a contract for deed is a legally-binding document between the buyer and seller of "real property" wherein the seller agrees to provide financing for the transaction; and

WHEREAS, current City Ordinance §54.01 states (B) *Accounts*. All accounts shall be carried in the name of the owner who personally, or by his or her authorized agent, applied for such service. The owner shall be liable for water and sewer services supplied to the property, whether he or she is occupying the property or not, and any unpaid charges shall be a lien upon the property; and

WHEREAS, the City Council of the City of Twin Valley wishes to clarify the responsibly party in the event of Contract for Deed sales by amending ordinance as follows: (C) *Contract for Deed*. Monthly charges for water sewer and garbage at properties sold as a Contract for Deed sale will be the responsibility of all financially interested parties. Any unpaid charges shall remain with the property and may be assessed as a lien against the property.

NOW THEREFORE BE IT RESOLVED, the City of Twin Valley does hereby amend the MN Basic Code of Ordinances, Title V, Public Works, Chapter 54, upon publication requirements.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobbmeyer, and Ben Fall; and the following voted against the same: None.

WHEREUPON, said resolution was duly adopted this 14th day of May, 2018

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

PUBLIC WORKS—MB/ND-m/s/p to approve advertising for PT Summer Help starting at \$10.00. Discussion in regards to water tower inspections. Previous inspection was done by Maguire in 2016, Askelson suggested it was time for another review. ML/MB-m/s/p to accept KLM Proposal for a water tower inspection and report at the cost of \$2,500.00. Askelson consulted council on the possibility of paving Second Street between Pleasant Ave and Main Ave W. Council discussed budget and agreed to hold off until next summer.

EDA/PARKS—The Twin Valley EDA accepted the resignation of Member Tim Boe and wished to express their gratitude for the time that was put in. Requested Clerk Johnson advertise position on Facebook. There was discussion at the EDA meeting in regards to possibly expanding the TVLS to a bar and grill in the future. It was suggested to have a feasibility study conducted.

Two new electric hook-ups have been added to the Heiberg Camp ground. Campers have been using the camp ground every weekend.

ND/MB-m/s/p to approve bringing up to 4 portable toilets to town for Town & Country Day's. The EDA will once again support the Pie Eating Contest. Johnson has agreed to run this with help from Bolton and Fall.

NEW BUSINESS—MB/JP-m/s/p to purchase Spring Sports Tournament advertising package from KRJB for \$295.00. Council respectfully declined a sponsorship for the NCE PTO Color Run. ND/ML-m/s/p to continue support for the Twin Valley Riders Club with Advertising funds from the TVLS of \$100.00 contingent upon the signage being updated to show TVLS instead of City of Twin Valley.

DEMOLITION INCENTIVE—Clerk Johnson was contacted in regards to a \$500.00 incentive that used to be in place in regards to the demolition of old buildings in the City. After review of files, no formal policy was located. A proposed policy was presented to the Council for Review. Council member Dobbmeyer motioned to increase the incentive from \$500.00 to \$1000.00. Seconded by Bolton, the following resolution was introduced:

RESOLUTION 2018—23

A RESOLUTION TO ADOPT A TWIN VALLEY DEMOLITION INCENTIVE POLICY

BE IT RESOLVED by the Twin Valley City Council that the following policy is hereby adopted:

CITY OF TWIN VALLEY DEMOLITION INCENTIVE POLICY

The City of Twin Valley offers an incentive of up to \$1,000.00 for costs associated with the demolition of hazardous, dilapidated, or otherwise unsafe/unsightly buildings located within the City of Twin Valley.

The City of Twin Valley requires all requests be submitted in writing prior to demolition. All requests are subject to approval or denial by the Twin Valley City Council.

Requests are to be sent to: CITY OF TWIN VALLEY 107 SECOND ST SW, PO BOX 307, TWIN VALLEY, MN 56584.

To receive contractor payment and/or reimbursement the City must receive a copy of the invoice.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobbmeyer, and Ben Fall; and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 14th day of May, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

ND/ML-m/s/p to also approve request from John Nysetvold to receive \$1,000.00 Demolition Incentive for the removal of the house located at 304 Main Ave E.

BUSINESS PERMIT—ND/JP-m/s/p to approve the Twin Valley Farmers Market (Dan Wilsey) for a 2018 Business/Peddlers Permit to sell items other than Farm produced goods at the Farmers Market.

BUILDING PERMIT(S)—MB/ND-m/s/p to approve permit application from L. Olson to construct a shelter on the rear of garage 24' in length, install one chain link fence around back yard, and rebuilt steps to the front of 404 Norman Ave NE. ND/ML-m/s/p to approve permit application from S. Lyons to construct 10' x 13' wooden attached deck at 303 Pleasant Ave SE.

FINANCE—Interim financial statement for April distributed by e-mail to council prior to meeting. No concerns.

FYI/OTHER—Council reminded Pet Clinic & Drug Take back would be held in the fire hall 5/15/18. LMC Renewal information distributed for Property and Liability insurance for review. Cost for 2018 \$28,409.00.

Meeting adjourned 8:58 PM, ND/MB-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

* * * * *

**MONDAY, JUNE 11, 2018 – REGULAR MONTHLY MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

MEMBERS: Ben Fall, Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobbmeyer.

OTHERS: Jason Douville (PD), Kerry Askelson (PW), Lori Skaurud (LQ), Mark Askelson (KRJB), MariJo Vik (Times), Debbie Helm.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, June 11, 2018. Mayor Fall called the meeting to order at 7:00 PM.

CITIZENS FORUM- Debbie Helm attended the meeting on behalf on Stan’s HVAC to contest a \$15.00 late charge received for the utility billing due 02/28/18. She presented to council a copy of the Customer History from the Utility Billing Program, Copies of the deposited checks since January of 2018, and copies of e-mail correspondence between Utility Clerk Peterick and herself. Payment received 03/01/18 was inadvertently missed and not entered into the Utility program until 04/30/18 when it was brought to the City’s attention. Due to the time the payment was received (as noted in Utility Clerk’s payment log) a late charge was still applied. Council discussed billing procedure and due dates. Council determined, due to the history of late payments, as well as Utility Clerk’s notation on times payments are received, the late charges would stand. Helm was also questioned in regards to the Conditional Use permit Clerk Johnson mailed as a result of discussion at the previous council meeting 05/14/18 in regards to Helm living in a commercially zoned district of the City. Helm stated she feels that since they have lived in the building since 2011 no action is necessary on their part. Council attempted to explain that it was recently brought to the attention of Clerk Johnson, resulting in the awareness of a code violation. Helm left meeting at this time.

MONTHLY BUISNESS

Minutes—ND/ML-m/s/p to approve the minutes as presented from 5/14/18 Regular meeting.

Disbursements—MB/ND-m/s/p to approve claims from 05/15/2018-05/31/2018 (\$63,810.98) and 06/01/2018-06/11/2018 (\$40,707.56) and payroll for 05/06/2018-05/19/2018 (\$10,634.11) and 05/20/2018-06/02/2018 (\$10,183.13) for a disbursement total of \$125,335.78.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$233.49
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$343.79
APPLIED CONCEPTS, INC.	Capital Outlay, Radar	\$2,070.50
ARVIG	Telephone & Internet	\$804.10
AUTO VALUE MAHNOMEN	Repairs & Maintenance	\$69.98
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$1,083.68
DALLAS PETERSON	Nuisance Mowing	\$160.00
DEANNE PETERICK	Reimbursement	\$29.96
DUWAYNE OLSON	Toilet Rental	\$448.88
EFTPS-ONLINE	Payroll Taxes	\$2,131.84
EVERGREEN IMPLEMENT CO.	Repairs & Maintenance	\$78.20
GARBERG FOODS	Operating Supplies	\$39.55
HEALTHPARTNERS	Employee Benefit	\$1,934.92
HENRY'S FOODS INC.	Operating Supplies	\$13.79
HERITAGE PUBLICATIONS LLC	Advertising/Publication	\$300.00
HOFFMAN, PHILIPP, & KNUTSON, PLLC	Audit	\$2,600.00
KRJB FM RADIO	Advertising	\$295.00
LMC INSURANCE TRUST	Insurance	\$159.68
MARCO TECHNOLOGIES LLC**	Services	\$37.41
MJM NYSETVOLD INC.	Electrician Services	\$1,503.14
MN ASSOC. OF SMALL CITIES (MAOSC)	Misc Dues or Subscriptions	\$483.60
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$387.16
MN DOR - PAYROLL TAX	Payroll Taxes	\$424.85
MOONSHINERS SNOWMOBILE CLUB, INC	Trail Grant	\$1,465.31
M-R SIGN CO., INC.	Street Signs	\$288.65
NORMAN CO. AUDITOR/TREASURER	Professional Fees	\$3,115.00
OFFICE SUPPLIES PLUS*	Office Supplies	\$24.00
OTTERTAIL POWER CO.	Electricity	\$2,630.91
PAYROLL	Employee Wages	\$10,683.27
P.E.R.A. - SDR DIVISION	Employee Benefit	\$3,134.64
SAFE KIDS GRAND FORKS	Community Programs	\$64.00
SELECT ACCOUNT	Employee Benefit	\$638.50
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$50.00
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$350.00
USABLE LIFE	Employee Benefit	\$6.88
VERIZON WIRELESS	City Cell Phones	\$35.01
	GENERAL FUND TOTAL	\$38,119.69
NORTHVIEW BANK	Bond Repayment / Interest	\$907.07
	STORM WATER FUND TOTAL	\$907.07
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$77.76
ARVIG	Telephone & Internet	\$112.09
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$137.60
DAKOTA SUPPLY GROUP	Operating Supplies	\$102.29
EFTPS-ONLINE	Payroll Taxes	\$662.45
GARBERG FOODS	Operating Supplies	\$2.58
GOPHER STATE ONE-CALL	Locating Service	\$20.00
HAWKINS, INC.	Water Testing	\$15.00
HEALTHPARTNERS	Employee Benefit	\$624.77
HERITAGE PUBLICATIONS LLC	Advertising/Publications	\$150.00
HOFFMAN, PHILIPP, & KNUTSON, PLLC	Audit	\$900.00
LMC INSURANCE TRUST	Insurance	\$1,005.30
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$193.58
MN DEPT. OF HEALTH	Professional Fees	\$607.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$105.42
MN DOR - SALES & USE TAX	Sales Tax	\$76.00

NORTHVIEW BANK	Bond Repayment/Interest	\$502.89
OTTERTAIL POWER CO.	Electricity	\$823.65
PAYROLL	Employee Wages	\$2,306.52
P.E.R.A. - SDR DIVISION	Employee Benefit	\$486.48
RMB ENVIRONMENTAL LABS, INC.	Professional Services	\$15.00
SELECT ACCOUNT	Employee Benefit	\$175.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$200.00
ULTEIG ENGINEERS	Engineering Fees	\$7,500.00
USABLE LIFE	Employee Benefit	\$19.52
	WATER FUND TOTAL	\$17,047.22
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$93.73
ARVIG	Telephone & Internet	\$112.09
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$278.65
EFTPS-ONLINE	Payroll Taxes	\$662.44
GOPHER STATE ONE-CALL	Locating Service	\$20.00
HEALTHPARTNERS	Employee Benefit	\$624.76
HERITAGE PUBLICATIONS LLC	Advertising/Publishing	\$150.00
HOFFMAN, PHILIPP, & KNUTSON, PLLC	Audit	\$900.00
LMC INSURANCE TRUST	Insurance	\$1,005.29
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$193.58
MN DOR - PAYROLL TAX	Payroll Taxes	\$105.41
NORTHVIEW BANK	Bond Repayment/Interest	\$2,170.54
OTTERTAIL POWER CO.	Electricity	\$89.42
PAYROLL	Employee Wages	\$2,306.52
P.E.R.A. - SDR DIVISION	Employee Benefit	\$486.46
RMB ENVIRONMENTAL LABS, INC.	Professional Services	\$507.00
SELECT ACCOUNT	Employee Benefit	\$175.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$200.00
USABLE LIFE	Employee Benefit	\$19.52
	SEWER FUND TOTAL	\$10,326.73
HOFFMAN, PHILIPP, & KNUTSON, PLLC	Audit	\$600.00
MN DOR - SALES & USE TAX	Sales Tax	\$734.00
NORMAN CO. AUDITOR/TREASURER	Hazardous Waste Fees	\$987.00
	GARBAGE FUND TOTAL	\$2,321.00
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
ARVIG	Telephone, Internet, Cable	\$214.42
BANKCARD CENTER	Miscellaneous Expenses	\$10.04
BERGSETH BROS.	Merchandise for Resale	\$6,833.02
BEVERAGE WHOLESALERS	Merchandise for Resale	\$96.30
BNG TECHNOLOGIES, LLC	POS System Fee	\$200.00
BREAKTHRU BEVERAGE	Merchandise for Resale	\$568.18
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$506.00
COMMUNITY CO-OPS-Lake Park	Natural Gas	\$21.08
D-S BEVERAGES	Merchandise for Resale	\$17,620.55
ECOLAB PEST ELIMINATION DIVISION	Professional Services	\$146.34
EFTPS-ONLINE	Payroll Taxes	\$1,330.50
GARBERG FOODS	Operating Supplies	\$364.71
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$322.50
HEALTHPARTNERS	Employee Benefit	\$1,173.84
HEGGIES PIZZA, LLC	Merchandise for Resale	\$378.35
HENRY'S FOODS INC.	Merchandise for Resale	\$2,167.51
HERITAGE PUBLICATIONS LLC	Advertising/Publishing	\$319.00
HOFFMAN, PHILIPP, & KNUTSON, PLLC	Audit	\$2,500.00
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$829.65
LMC INSURANCE TRUST	Insurance	(\$318.27)
LORI J. SKAURUD	Reimbursement	\$25.00
McKINNON COMPANY, INC.	Merchandise for Resale	\$4,124.20
MN DOR - PAYROLL TAX	Payroll Taxes	\$199.84
MN DOR - SALES & USE TAX	Sales Tax	\$3,819.00

OTTERTAIL POWER CO.	Electricity	\$753.25
PAYROLL	Employee Wages	\$5,520.93
P.E.R.A. - SDR DIVISION	Employee Benefit	\$930.95
PEPSI-COLA **	Merchandise for Resale	\$119.35
PERHAM LINEN	Operating Supplies	\$81.24
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$3,959.07
SELECT ACCOUNT	Employee Benefit	\$100.00
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$1,051.63
TWIN VALLEY RIDERS CLUB	Advertising	\$100.00
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$250.00
USABLE LIFE	Employee Benefit	\$13.76
	LIQUOR FUND TOTAL	\$56,360.02
NANCY CROMPTON	Reimbursement, Flowers	\$55.00
	MEMORIAL GARDENS TOTAL	\$55.00
HERITAGE PUBLICATIONS LLC	Advertising/Publishing	\$150.00
RACHEL JOHNSON	Travel Reimbursement	\$49.05
	EDA FUND TOTAL	\$199.05
	TOTAL DISBURSEMENTS	\$125,335.78

FIRE/RESCUE—Lampton reported 2 fire calls and 8 rescue calls since last meeting. The City of Twin Valley received \$1,876.00 from Gary Cares for the 2018 One Fund Drive. \$1066.00 for the Rescue Squad and \$810.00 for the Fire Department. Council Member Bolton motioned to accept donation and introduce the following resolution, seconded by Council Member Lampton.

RESOLUTION 2018—24

RESOLUTION ACCEPTING AND EXPRESSING APPRECIATION FOR THE DONATIONS TO THE FIRE DEPARTMENT AND RESCUE SQUAD FROM THE GARY CARES ONE FUND DRIVE

WHEREAS, the Twin Valley City Council expresses appreciation to the individuals, families and organizations for their generous donations towards the Twin Valley Fire Department and Rescue Service through the 2018 One Fund Drive; and

WHEREAS, the following donations per department are:

\$ 1066.00	Twin Valley Rescue Squad
\$ 810.00	Twin Valley Fire Department

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Twin Valley, Minnesota that the donations in the amount of \$ 1,876.00 are accepted and acknowledged with gratitude and the donations will be placed into the designated funds.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 11th day of June, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

ND/ML-m/s/p to put \$1,603.00 from the 2017 One Fund drive plus \$1066.00 for a total of \$2669.00 into a CD designated for a rescue truck.

POLICE—Douville reported 80 calls for the month of May. Distributed equipment and financing quotes for the new squad purchase. Douville requested to pay for installation (\$1,950.00) and the Radar system out of the of the current 2018 General Fund Budget. Radar system (\$2,070.50) to come out of Capital Outlay for equipment budget item. ND/ML-m/s/p to seek lease financing from CapFirst Equipment Finance through First National Bank. Vehicle \$29,641.45 + Camera System-Digital-Ally \$4,175.00 + Equipment-Guardian Fleet Safety \$7,028.49 for total of \$40,844.94 to finance. All prices are at State Bid Pricing.

LIQUOR—Skaurud presented gross sales for May \$42,702.20, ATM Revenue of \$231. Upcoming events—Steak Night 6/15, Community Club Meeting 6/13, Working on plans for Town & Country Days. Is looking into adding additional gutters to building this summer, estimated cost is under \$1000.

PUBLIC WORKS—Askelson requested council approve hire of Justin Voelker as Part-Time Summer Help, ND/JP-m/s/p. **DLQ UTILITY Assessments** – Utility clerk submitted a list for approval for assessment of delinquent utility charges to (6) properties in the amount of \$ 1542.70. Council member Bolton motioned to approve the assessment of the Delinquent Utility charges and introduce the following resolution, seconded by Council member Dobbmeyer.

RESOLUTION 2018—25

A RESOLUTION TO CERTIFY UNPAID UTILITY CHARGES TO NORMAN COUNTY TOWARDS PROPERTY TAXES

WHEREAS, the following utility billings are outstanding after efforts of the City of Twin Valley to collect utility charges and such unpaid charges are to be assessed against 2018 payable taxes for 2019.

NOW THEREFORE, be it resolved by the City Council that the following outstanding utility charges will be certified to Norman County to be applied against property taxes for corresponding parcels:

PARCEL	OWNER	ADDRESS	AMOUNT
32-8364000	Kim I Fox – Mainstreet Bar	112 Main Ave W	\$ 290.55
32-8366000	Kim I Fox – Mainstreet Restaurant	112 Main Ave W	\$ 290.55
32-8557000	Martin Prestegord Estate	311 Pleasant Ave SE	\$ 240.40
32-8542000	Niel Wiger	103 1 st Street SE	\$ 240.40
32-8679000	Virgil Presegord Estate	611 Pleasant Ave SE	\$ 240.40
32-8523000	Lareina Chief	105 Hanson Ave SW	\$ 240.40
Total Delinquent Utility Charges			\$ 1,542.70

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobbmeyer, and Ben Fall; and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 11th day of June, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

EDA/PARKS—Fall reported on EDA & Parks Meeting held prior. ML/MB-m/s/p to approve Justin Voelker to fill the vacant spot on the EDA board. Discussion on electrical upgrades at the Heritage Center for future food vendors, outstanding EDA loans, and park updates. Campground was reported full the weekend of June 9th. MB/JP-m/s/p to approve the installation of two (2) new street lights in the Heiberg Campground. Askelson and Bolton will handle the details.

NEW BUSINESS— ND/ML-m/s/p to accept request to renew Building Permit 2017-13 for Merlin & Laura Christensen to place one pre-fabricated home 62' x 32' with breezeway and garage at 411 Herold Court N. Permit to remain effective until June 11, 2019.

BUILDING PERMIT(S)— ND/ML-m/s/p to accept application from B. Gulseth to build a new garage 30'x26' on a concrete slab at 102 Garfield Ave NW. ND/MB-m/s/p to accept application from N. Booth to build one (1) 4' tall fence around swimming pool at 408 Opegard Ave NW. JP/MB-m/s/p to accept application from K&K Towing to put a large sign on two posts along 200 Cleveland Ave SE. JP/ND-m/s/p to approve building permit for H. Allrich to build 22'x40' pole hay storage at 702 1st St SE. MB/ML-m/s/p to accept request from B. Torkelson to receive \$1,000 demolition incentive to reimburse the costs associated with the demolition of 501 Eidem Ave in Twin Valley. Clerk has received a copy of invoice from the Norman County Landfill.

EMPLOYEE INSURANCE—Council previously held a work session on 5/17/18 to discuss full time employee's health insurance options for the renewal year 2018-2019. MB/ML-m/s/p to approve up to \$600.00 in City contributions to be used towards qualified insurance premiums and contributions. Council agreed employees can choose to use the funds for Health Insurance, Life Insurance, AFLAC, or Health Savings contributions.

FINANCE—Interim budget statements for May distributed by e-mail to council prior to meeting. No concerns.

FYI/OTHER—Distributed 2017 Population and Household Estimates for Twin Valley, Population 816, Household 352. JP/ML-m/s/p to accept.

Meeting adjourned 8:11 PM, MB/ND-m/s/p.

Attest: _____

RACHEL JOHNSON, CLERK TREASURER

Signed: _____

BENJAMIN FALL, MAYOR

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**MONDAY, JULY 9, 2018 – REGULAR MONTHLY MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

MEMBERS: Ben Fall, Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer.

OTHERS: Kerry Askelson (PW), John Gall (FD), Lori Skaurud (LQ), Mark Askelson (KRJB), MariJo Vik (Times).

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, July 9, 2018. Mayor Fall called the meeting to order at 7:02 PM.

CITIZENS FORUM- none.

ADDITIONS TO AGENDA—JP/ML-m/s/p to approve two additions to agenda: KRJB Advertising Package for Town & Country Days and Demolition incentive request from Ty Nelson.

MONTHLY BUSINESS

Minutes—MB/ND-m/s/p to approve minutes for 6/11/18 meeting as presented.

Disbursements—MB/JP-m/s/p to approve claims for 06/12/18-06/30/18 (\$23,180.13) and 07/01/18-07/09/18 (\$88,394.01) and payroll periods 06/03/18-06/16/18 (\$11,165.24) and 06/17/18-06/30/18 (\$9,593.89) for a disbursement total of \$132,333.27.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$233.49
ADA BUILDING CENTER, INC.	Wimmer Repairs	\$199.50
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$237.55
ARVIG	Telephone/Internet	\$675.06
AVENET, LLC	City Webpage	\$475.00
BANKCARD CENTER	Misc Operating Expenses	\$118.43
BCA - MNJIS SECTION	PD Subscription	\$180.00
BOUND TREE MEDICAL LLC	Rescue Supplies	\$599.99
BRUCE TORKELSON	Demolition Incentive	\$1,000.00
BUCKLE'S HARDWARE	Repairs and Maintenance	\$322.51
COMMUNITY CO-OPS-Lake Park	Cenex Charges, Fuel	\$1,178.87
DACOTA PAPER CO.	Operating Supplies	\$110.52
DOUGLAS UMPHREY	Wimmer, Plumber expense	\$1,200.25
EFTPS-ONLINE	Payroll tax	\$2,225.24
FIRST NATIONAL BANK MAHNOMEN	Rescue Vehicle CD	\$1,066.00
FURTHER	Employee Benefit	\$687.67
GARBERG FOODS	Operating Supplies	\$20.67
GRAND FORKS FIRE EQUIPMENT LLC	Operating Supplies	\$329.87
JULIN LAW OFFICE, PLLC	Attorney Fee	\$59.25
JUSTIN VOELKER	Reimbursement - Wimmer	\$600.00
M STATE	Fire Training	\$425.00
MEDICA	Employee Benefit	\$2,091.00
MJM NYSETVOLD INC.	Electrical Repairs/Updates	\$1,900.00
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$387.16
MN DOR - PAYROLL TAX	Payroll tax	\$422.13
NORTHERN FIRE EQUIP.SERVICE	Repairs and Maintenance	\$256.85
OFFICE SUPPLIES PLUS*	Office Supplies	\$137.99
OTTERTAIL POWER CO.	Electricity	\$2,869.75
PAYROLL	Employee Wages	\$10,710.41
P.E.R.A. - SDR DIVISION	Employee Benefit	\$2,896.75
PATRICK CHISHOLM	Repairs and Maintenance	\$1,024.98
RDO EQUIPMENT CO.	Repairs and Maintenance	\$87.48
SELECT ACCOUNT	Employee Benefit	\$123.50
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$50.00
TWIN VALLEY LIONS CLUB	Calendars	\$83.25
TWIN VALLEY TIMES**	Publishing	\$563.85

USABLE LIFE	Employee Benefit	\$6.88
VERIZON WIRELESS	City Cell Phones	\$368.63
	TOTAL General Fund	\$35,925.48
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$46.72
ARVIG	Telephone/Internet	\$112.09
BUCKLE'S HARDWARE	Repairs and Maintenance	\$27.08
COMMUNITY CO-OPS-Lake Park	Cenex Charges, Fuel	\$100.85
EFTPS-ONLINE	Payroll tax	\$649.86
FURTHER	Employee Benefit	\$137.50
HAWKINS, INC.	Water testing fee	\$1,546.10
LUNDE BLADE & GRAVEL, LLC	Repairs and Maintenance	\$1,339.00
MEDICA	Employee Benefit	\$717.85
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$193.58
MN DOR - PAYROLL TAX	Payroll tax	\$103.15
MN DOR - SALES & USE TAX	Sales Tax	\$106.00
NORTHERN FIRE EQUIP.SERVICE	Repairs and Maintenance	\$105.00
NORTHLAND TRUST SERVICES, INC.	Bond Interest	\$21,724.63
OTTERTAIL POWER CO.	Electricity	\$993.13
PAYROLL	Employee Wages	\$2,294.77
P.E.R.A. - SDR DIVISION	Employee Benefit	\$478.52
SELECT ACCOUNT	Employee Benefit	\$37.50
SOFTLINE DATA, INC.	Water Meter Support	\$475.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
TWIN VALLEY TIMES**	Publishing	\$736.13
USABLE LIFE	Employee Benefit	\$19.52
VERIZON WIRELESS	City Cell Phones	\$67.73
	TOTAL Water Fund	\$32,238.03
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$46.72
ARVIG	Telephone/Internet	\$112.09
BUCKLE'S HARDWARE	Repairs and Maintenance	\$54.39
COMMUNITY CO-OPS-Lake Park	Cenex Charges, Fuel	\$105.33
EFTPS-ONLINE	Payroll Tax	\$649.86
FURTHER	Employee Benefit	\$137.50
MEDICA	Employee Benefit	\$717.85
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$193.58
MN DOR - PAYROLL TAX	Payroll Tax	\$103.14
NORTHERN FIRE EQUIP.SERVICE	Repairs and Maintenance	\$105.00
NORTHLAND TRUST SERVICES, INC.	Bond Interest	\$11,697.87
OTTERTAIL POWER CO.	Electricity	\$106.60
PAYROLL	Employee Wages	\$2,294.77
P.E.R.A. - SDR DIVISION	Employee Benefit	\$478.52
RMB ENVIRONMENTAL LABS, INC.	Testing fee	\$122.00
SELECT ACCOUNT	Employee Benefit	\$37.50
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
TEAM LABORATORY CHEMICAL CORP.	Operating Supplies	\$1,700.72
USABLE LIFE	Employee Benefit	\$19.52
VERIZON WIRELESS	City Cell Phones	\$67.74
	TOTAL Sewer Fund	\$18,977.02
FUCHS SANITATION SERVICE, INC.	Garbage Service	\$2,853.50
MN DOR - SALES & USE TAX	Sales Tax	\$752.00
	TOTAL Garbage Fund	\$3,605.50
FIRST NATIONAL BANK MAHNOMEN	Rescue Vehicle CD	\$1,603.00
	TOTAL Rescue Vehicle Fund	\$1,603.00
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
ARVIG	Telephone/Internet	\$215.19
BANKCARD CENTER	Operating Supplies	\$158.62
BERGSETH BROS.	Merchandise for Resale	\$2,198.65
BEVERAGE WHOLESALERS	Merchandise for Resale	\$100.00
BNG TECHNOLOGIES, LLC	POS System Support	\$200.00
BREAKTHRU BEVERAGE	Merchandise for Resale	\$1,970.10
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$57.25
COMMUNITY CO-OPS-Lake Park	Natural Gas Meter Charge	\$20.00
D-S BEVERAGES	Merchandise for Resale	\$10,104.60

ECOLAB PEST ELIMINATION DIVISION	Professional Service	\$45.03
EFTPS-ONLINE	Payroll Tax	\$1,310.33
FURTHER	Employee Benefit	\$100.00
GARBERG FOODS	Operating Supplies	\$429.88
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$444.00
HEGGIES PIZZA, LLC	Merchandise for Resale	\$792.65
HENRY'S FOODS INC.	Merchandise for Resale	\$2,338.62
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$736.06
McKINNON COMPANY, INC.	Merchandise for Resale	\$3,242.75
MEDICA	Employee Benefit	\$1,235.16
MN DOR - PAYROLL TAX	Payroll Tax	\$191.90
MN DOR - SALES & USE TAX	Sales Tax	\$4,014.00
NORTHERN FIRE EQUIP.SERVICE	Repairs and Maintenance	\$48.00
OFFICE SUPPLIES PLUS*	Office Supplies	\$117.55
OTTERTAIL POWER CO.	Electricity	\$958.54
PAYROLL	Employee Wages	\$5,459.18
P.E.R.A. - SDR DIVISION	Employee Benefit	\$917.92
PERHAM LINEN	Operating Supplies	\$82.25
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$1,839.38
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$489.70
USABLE LIFE	Employee Benefit	\$13.76
WINE MERCHANTS	Merchandise for Resale	\$56.09
	TOTAL Liquor Fund	\$39,915.24
TWIN VALLEY TIMES**	Advertising Gardens	\$69.00
	TOTAL S.H.I.P Fund	\$69.00
	DISBURSEMENT TOTAL	\$132,333.27

MAYOR—Reported the Public Works department has been doing a good job cleaning up after storms and staying on top of the mowing. Town & Country days are less than two weeks away and the planning is going well.

FIRE/RESCUE—Gall reported 0 fire and 8 rescue calls since last meeting. Requested the council accept the resignations of Justin Voelker and Jason Dunbar from the fire department. ND/ML-m/s/p to accept and express appreciation for their service. Fire department now has 19 active members. The pumper & tanker trucks both received service the previous week and the City will receive a billing around \$2,500.00. Tanker truck requires additional maintenance.

POLICE—77 calls reported for June.

LIQUOR—Skaurud reported June Gross Sales at \$45,225.34 and ATM revenue for June \$231.00. Updates & Events—42 people attended steak night in June. Community Club meeting is set for 7/11/18 to finalize T&C Plans. Saturday 7/14 a motorcycle fun run is schedule to stop at the TVLS. Skaurud and Kari Bergstrom are also brain storming ideas for games/events in the future. Planning to be open Sunday 7/22 in conjunction with T&C for a fun run. Skaurud requested permission to use Clerk Johnson as a backup bar tender if needed, council had no issues. ND/MB-m/s/p to approve hire of Sheyanne Leu as part time bar tender contingent upon clear background check. Received quote from Herzog roofing for the installation of two gutters for \$5,980.00. Skaurud is requesting more quotes from other contractors. Skaurud finished second quarter inventory, there was a small glitch due to version updates, should be fixed now. Council briefly discussed temperatures in the TVLS with the recent weather. Skaurud will continue to accommodate patrons as well as able.

PUBLIC WORKS—Askelson reported he and Schwanke have been doing major brush clean up around town as a result of recent storms. ND/JP-m/s/p to accept resignation from Justin Voelker, hired as part time summer help. Askelson will pursue alternate summer help as time allows. Pearson suggested raising starting wage for maintenance help, no action taken. Distributed MDH notice in regards to a Drinking Water Date Review. No issues addressed. Askelson will have portable toilets placed for the tractor pull scheduled for 7/14.

EDA/PARKS— New electric outlets have been installed at the Heritage/Police Building for food vendor trucks in the future. Discussion on vendor permit fees and separate fees for the electric use discussed. No action taken. ML/JP-m/s/p to accept new EDA member, Sheri Syverson. EDA and Parks members discussed updates to parks including the addition of a splash pad, possible updates to the warming house, and the construction of a bathroom/shower facility. ML/ND-m/s/p to support the EDA in pursuing the creation of a splash park. The

committee will continue gather information for the facility including location, materials needed, estimated costs, and insurance. It was suggested a community meeting be held as soon as a set plan is created. Fall requested Johnson resume the Yard of the Month incentive as instated in 2017.

NEW BUISNESS—ND/JP-m/s/p to approve demolition incentive requests for \$1000.00 from both Brandyn Dahl (106 2nd St SW) and Ty Nelson (107 2nd St NW) for the removal of dilapidated or otherwise unsightly homes. Distributed notice from the County in regards to MN Department of Revenue Board of Appeals Training. Fall and Pearson’s previous training has expired. Members of the council are all encouraged to train, and training is available online. Two members must be trained before February 2019. MB/ND-m/s/p to approve Business License request from Duane Johnson on behalf of the Flom Area Lions to hold Fundraisers and Raffles. ND/MB-m/s/p to approve building permit request from Robben & Stephanie Luhnig to place one non-permanent plastic storage shed on property, re-side and replace windows, and replace existing concrete steps with wooden at 309 Norman Ave NE. ND/MB-m/s/p to approve building permit for Wade Mickelson to replace existing hedge with wooden fencing at 301 Pleasant Ave SW. MB/JP-m/s/p to approve advertising package with KRJB for T&C days for a cost of \$275.00. Mark Askelson will be preparing new advertisement.

ELECTIONS—Filing dates for Municipal Officers will be July 31st through August 14th. Open positions will be Mayor (two-year term) and two (2) Council Members (four-year term). Fall, Bolton, and Lampton terms expire as of January 1, 2019.

FINANCE—Interim budget statements for June distributed by e-mail to council prior to meeting. No concerns.

FYI—Fall presented the Norman County EDA snapshot of Norman County for any who wished to review.

Meeting adjourned 7:54 PM, ND/JP-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

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**MONDAY, AUGUST 13, 2018 – REGULAR MONTHLY MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

MEMBERS: Ben Fall, Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer.

OTHERS: Kerry Askelson (PW), John Gall (FD), Lori Skaurud (LQ), Jason Douville (PD), Mark Askelson (KRJB), MariJo Vik, Kendell Harrell, Kim & Star Fox, Russell Landreth.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, August 13, 2018. Mayor Fall called the meeting to order at 7:01 PM.

NUISANCE MOWING—Kim and Star Fox, owners of 112 Main Ave W (previously known as the Main Street Bar), attended meeting to question council on \$100.00 nuisance mowing invoice and letter received in July. (Property was mowed on 6/30/18 by contractor at request of the TVPD.) S. Fox questioned amount due based on amount of land owned. Felt \$100.00 was too high for a 10-15-minute job. K. Fox questioned who mowed the lawn whether it be the city employees or a contractor. Expressed knowledge that the grasses were much longer than 6 inches but due to other personal items the mowing had been overlooked. Council explained that the \$100.00 is a minimum fine, put in place to encourage property owners to take care of their own property as the City is not, and does not want to be, in the business of maintaining other’s properties. Kim Fox questioned the notice received prior to the City having the grasses and weeds abated. Police Chief Douville stated that the property was posted 6 days prior to the mowing. Fox explained she is not at the property every six days and questioned why she was not called or sent a letter. Council explained that it is city policy to post the property as personally calling or mailing letters every time there is an issue with tall weeds or grasses in town would be overly time consuming. Fox expressed there are many other properties in town with grasses/weeds taller than 6 inches and wondered why the City had done nothing with them. Mayor Fall encouraged Fox to file complaints with the City Clerk if she felt something was being overlooked. K. Fox requested a copy of the City Nuisance Ordinance. Clerk Johnson explained all City Ordinances are available online, should Fox wish to obtain a paper copy from the city there is a fee per page.

LANDRETH BUILDING PERMIT—Landreth attended meeting in person to request approval for building permit. ND/JP-m/s/p to approve permit application from R. Landreth to build an attached 14' x 32' x 8' storage building at 304 4th Street SE.

ADDITIONS TO AGENDA—JP/ML-m/s/p to approve two additions to the agenda after posting: CC/MC Roof Repair Quote & TV Times NCE Sports Calendar Advertising Inquiry.

MONTHLY BUSINESS

Minutes—JP/ND-m/s/p to approve minutes from 07/09/18 meeting as presented.

Disbursements—MB/ML-m/s/p to approve claims from 07/11/18-07/31/18 (\$24,357.77), 08/01/18-08/13/18 (\$96,652.70) and payroll 07/01/18-07/14/18 (\$10,100.80), 07/15/18-07/28/18 (\$11,605.87) for a disbursement total of \$142,717.14.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$ 233.49
ADAPCO, INC.	Mosquito Spray	\$ 1,541.00
AMBERG AUTO REPAIR	Repairs & Maintenance	\$ 52.86
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$ 254.23
ARVIG	Telephone/Internet	\$ 674.34
AUTO VALUE MAHNOMEN	Repairs & Maintenance	\$ 134.55
BANKCARD CENTER	Operating Supplies	\$ 286.12
BRENDA DOBMEYER	Reimbursement	\$ 69.53
BUCKLE'S HARDWARE	Repairs & Maintenance	\$ 231.99
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$ 1,503.97
DALLAS PETERSON	Nuisance Mowing	\$ 210.00
DIGITAL-ALLY INC.	Capital Outlay - Equipment	\$ 4,145.00
DUWAYNE OLSON	Toilet Rental	\$ 1,448.16
EFTPS-ONLINE	Payroll Taxes	\$ 2,214.38
FORD OF HIBBING	Capital Outlay - Vehicle	\$ 29,641.45
FURTHER	Employee Benefit	\$ 791.17
GARBERG FOODS	Operating Supplies	\$ 149.55
GRAND FORKS FIRE EQUIPMENT LLC	Repairs & Maintenance	\$ 120.12
JAMES D. BRUE	Attorney Fee	\$ 1,650.00
KRJB FM RADIO	Advertising	\$ 275.00
LEAGUE OF MN CITIES INS TRUST	Insurance	\$ 178.00
LIBERTY BUSINESS SYSTEMS, INC.	Office Supplies	\$ 40.27
LUNDE BLADE & GRAVEL, LLC	Demolition Incentive	\$ 1,000.00
M STATE	Training	\$ 450.00
MARCO TECHNOLOGIES LLC**	Contracted Services	\$ 37.41
MARK DUECK	Repairs & Maintenance	\$ 56.32
MEDICA	Employee Benefit	\$ 2,091.00
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$ 387.16
MN DOR - PAYROLL TAX	Payroll Taxes	\$ 408.18
OFFICE SUPPLIES PLUS*	Office Supplies	\$ 283.66
OTTERTAIL POWER CO.	Electricity	\$ 2,923.30
P.E.R.A. - SDR DIVISION	Employee Benefit	\$ 3,043.48
PAUL BEKKERUS	Reimbursement	\$ 126.85
PAYROLL	Employee Wages	\$ 10,941.01
RACHEL JOHNSON	Reimbursement	\$ 39.01
STENGER'S DUST CONTROL	Contracted Services	\$ 1,297.20
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$ 50.00
TWIN VALLEY TIMES**	Advertising/Publishing	\$ 39.00
TY NELSON	Demolition Incentive	\$ 1,000.00
USABLE LIFE	Employee Benefit	\$ 6.88
VERIZON WIRELESS	City Cell Phones	\$ 201.70
VOL. FIREFIGHTER'S BENEFIT ASSN-MN	Employee Benefit	\$ 165.00
WEST CENTRAL AG SERVICES	Operating Supplies	\$ 110.00
	GENERAL FUND TOTAL	\$ 70,502.34
A.F.L.A.C. WEST REGION	Employee Benefit	\$ 151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$ 61.90
ARVIG	Telephone/Internet	\$ 112.07
BUCKLE'S HARDWARE	Repairs & Maintenance	\$ 20.88
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$ 105.34

EFTPS-ONLINE	Payroll Taxes	\$ 637.07
FURTHER	Employee Benefit	\$ 175.00
HAWKINS, INC.	Professional Fee	\$ 472.50
LIBERTY BUSINESS SYSTEMS, INC.	Office Supplies	\$ 41.00
MEDICA	Employee Benefit	\$ 717.85
MJM NYSETVOLD INC.	Contracted Services	\$ 283.98
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$ 193.58
MN DOR - PAYROLL TAX	Payroll Taxes	\$ 100.73
MN DOR - SALES & USE TAX	Sales Tax	\$ 103.00
OTTERTAIL POWER CO.	Electricity	\$ 862.01
P.E.R.A. - SDR DIVISION	Employee Benefit	\$ 487.95
PAYROLL	Employee Wages	\$ 2,388.09
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$ 75.00
USABLE LIFE	Employee Benefit	\$ 19.52
VERIZON WIRELESS	City Cell Phones	\$ 33.84
	WATER FUND TOTAL	\$ 7,042.63
A.F.L.A.C. WEST REGION	Employee Benefit	\$ 151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$ 61.90
ARVIG	Telephone/Internet	\$ 112.06
BUCKLE'S HARDWARE	Repairs & Maintenance	\$ 23.87
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$ 136.33
EFTPS-ONLINE	Payroll Taxes	\$ 637.07
FURTHER	Employee Benefit	\$ 175.00
LIBERTY BUSINESS SYSTEMS, INC.	Office Supplies	\$ 41.00
MEDICA	Employee Benefit	\$ 717.85
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$ 193.58
MN DOR - PAYROLL TAX	Payroll Taxes	\$ 100.72
OTTERTAIL POWER CO.	Electricity	\$ 93.67
P.E.R.A. - SDR DIVISION	Employee Benefit	\$ 487.93
PAYROLL	Employee Wages	\$ 2,388.09
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$ 75.00
USABLE LIFE	Employee Benefit	\$ 19.52
VERIZON WIRELESS	City Cell Phones	\$ 33.84
WEST CENTRAL AG SERVICES	Operating Supplies	\$ 110.00
	SEWER FUND TOTAL	\$ 5,558.75
FUCHS SANITATION SERVICE, INC.	Contracted Services	\$ 11,429.77
MN DOR - SALES & USE TAX	Sales Tax	\$ 569.00
	GARBAGE FUND TOTAL	\$ 11,998.77
A.F.L.A.C. WEST REGION	Employee Benefit	\$ 28.08
ARVIG	Telephone/Internet	\$ 216.83
BANKCARD CENTER	Operating Supplies	\$ 183.77
BERGSETH BROS.	Merchandise for Resale	\$ 3,140.75
BEVERAGE WHOLESALERS	Merchandise for Resale	\$ 901.05
BNG TECHNOLOGIES, LLC	POS Services	\$ 200.00
BUCKLE'S HARDWARE	Operating Supplies	\$ 10.58
CASH - CITY OF TWIN VALLEY	Starter Cash	\$ 1,900.00
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$ 535.75
COMMUNITY CO-OPS-Lake Park	Natural Gas	\$ 20.00
D-S BEVERAGES	Merchandise for Resale	\$ 10,403.90
ECOLAB PEST ELIMINATION DIVISION	Contracted Services	\$ 45.03
EFTPS-ONLINE	Payroll Taxes	\$ 1,472.90
ELECTRO WATCHMAN, INC.	Contracted Services	\$ 159.99
FURTHER	Employee Benefit	\$ 100.00
GARBERG FOODS	Operating Supplies	\$ 766.92
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$ 451.50
HEGGIES PIZZA, LLC	Merchandise for Resale	\$ 408.10
HENRY'S FOODS INC.	Merchandise for Resale	\$ 2,184.49
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$ 781.97
LORI J. SKAURUD	Reimbursement	\$ 50.00
McKINNON COMPANY, INC.	Merchandise for Resale	\$ 3,117.60
MEDICA	Employee Benefit	\$ 1,235.16
MN DOR - PAYROLL TAX	Payroll Taxes	\$ 230.69
MN DOR - SALES & USE TAX	Sales Tax	\$ 5,044.00
MN MUNICIPAL BEVERAGE ASSN.	Dues or Subscriptions	\$ 600.00
NANCY CROMPTON, OWNER	Uniforms	\$ 168.00

OTTERTAIL POWER CO.	Electricity	\$ 940.46
P.E.R.A. - SDR DIVISION	Employee Benefit	\$ 894.99
PAYROLL	Employee Wages	\$ 5,989.48
PEPSI-COLA **	Merchandise for Resale	\$ 126.45
PERHAM LINEN	Operating Supplies	\$ 82.25
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$ 1,437.26
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$ 943.37
THE FORUM NEWSPAPER	Dues or Subscriptions	\$ 157.35
TIMOTHY EGGBRAATEN	Entertainment	\$ 600.00
TWEETON REFRIGERATION, INC.	Repairs & Maintenance	\$ 319.02
TWIN VALLEY TIMES**	Advertising	\$ 41.40
USABLE LIFE	Employee Benefit	\$ 13.76
	LIQUOR FUND TOTAL	\$45,902.85
GARBERG FOODS	Operating Supplies	\$ 79.80
MJM NYSETVOLD INC.	Contracted Services	\$ 1,392.10
RACHEL JOHNSON	Reimbursement	\$ 39.90
TWIN VALLEY BOOSTER BUCKS	Yard of the Month Incentive	\$ 200.00
	EDA FUND TOTAL	\$ 1,711.80
	DISBURSEMENT TOTAL	\$142,717.14

MAYOR— Reported Town & Country days was a hit, was impressed with the amount of people in town for the weekend and glad the weather cooperated. Thanked the City staff for all their hard work to keep events running smoothly.

FIRE/RESCUE—Gall reported 14 Rescue Calls, 10 responded to, and 1 Fire Call (lift assist) responded to since July Meeting. City received 2019 Volunteer Firefighter PERA required contribution of \$0.00. Members of the Twin Valley Fire/Rescue Department currently have a \$1000.00 pension plan through PERA. Gall discussed possibly requesting an increase to \$1250.00 due to the current 160% surplus in allocated state funds. Will be looking into this in the future. No action at this time. MB/ML-m/s/p to approve two new volunteers to the Fire Department: Peter Pazdernik and Marcus Coyle. Both members have passed the required background check.

LIQUOR—Skaurud reported gross sales for July \$54,573.49 (increased from 2017 \$6,678.87) and ATM revenue of \$285.00. Town and Country days was a success, Skaurud estimated sales were up around \$2400.00 from 2017. Beer Garden Sales Grossed \$1349.00. ND/JP-m/s/p to donate \$800.00 profit (Gross Sales, less COG & Sales Tax) to the Twin Valley Community Booster Club. Skaurud wanted council to be aware that this donation may have an effect on the overall gross profit for the Liquor Store in the FY 2018 Audit. New Event for 2018 on Sunday, WRCC Fun/Poker Run brought in a good crowd at the TVLS, hoping to continue event in 2019.

Other Events Held—Motorcycle Run, Bean Bag Tournament, Bar Olympics with Top Hawg.

Upcoming Events—Steak Night (8/17), Community Booster Club Meeting (8/15), working on plans for the upcoming fall/football season. Skaurud also mentioned the oven at the TVLS has recently been malfunctioning and service will be here this week to look at it. Oven was purchased in 2014 and these issues are the first of record.

PAY EQUITY—On 08/02/18 City Clerk Johnson received notice from the State on Minnesota of Non-compliance in regards to the pay equity report for 2017 submitted in January of 2018. The non-compliance ruling is a result of failure to pass the Alternative Analysis Test. The notice states:

Your jurisdiction did not pass the alternative analysis test because there can be no compensation disadvantage for at least 80% of the female classes compared to the male classes. The female classes of Liquor Store Manager is at a disadvantage. The salary for the female class of Liquor Store Manager has more job points and less pay than the male class of Street Foreman and the differences cannot be explained by years of service.

To correct this disadvantage the Liquor Store Manager salary would need to be increased by \$0.75 per hour or the job points would need to be adjusted to be lower than the Street Foreman. One of these changes must occur to achieve 80%.

The Pay Equity report submitted shows Liquor Store Manager received 253 points (based off of the state job match of 291 points for liquor store manager at 75% and 173 points for bartender at 25%) and Street Forman received 213 points (based off of the state job match for highway maintenance supervisor.)

The Personnel Committee (Fall and Pearson) both spoke with Clerk Johnson prior to meeting and agreed, based on the responsibilities of each position, to leave the points as is and to present a wage increase of \$0.75/hour for

Liquor Store Manager to the council for approval. JP/MB-m/s/p to approve effective on the next payroll period. Skaurud wanted to make it clear for the record that she did not request additional compensation. Fall agreed and noted that the raise is mandatory by the State of Minnesota to reach Pay Equity Compliance.

POLICE—Douville reported 62 calls for July. Reported August has started out extremely busy. The 2014 Ford was taken to Hawley for service last week to replace heater core. New squad vehicle has arrived, waiting on equipment and sticker installation. Lease documents received from First National Bank on behalf of CapFirst Equipment Finance for \$40,844.94. Payments of \$10,954 will be due yearly on August 15, with a final payment due on 8/15/2021. Council Member Pearson motioned to accept lease agreement with option to purchase number 40001412 with all the terms and condition therein. The motion was seconded by Council Member Lampton and the following resolution was introduced.

RESOLUTION 2018—26

A RESOLUTION TO ACCEPT LEASE WITH OPTION TO PURCHASE AGREEMENT NO. 40001412

BE IT RESOLVED, by the governing body of the CITY OF TWIN VALLEY, MN (the issuer), as follows:

Section 1. Recitals and Authorization. The Issuer, as lessee has heretofore entered into a Lease with Option to Purchase Agreement No. 40001412 dated as of August 15, 2018 (the Lease), with CapFirst Equipment Finance, Inc., as lessor. It is hereby determined that it is necessary and desirable and in the best interests of the Issuer to enter into the Lease for the purposes therein specified, and the execution and delivery of the Lease by the Issuer are hereby approved, ratified and confirmed.

Section 2. Designation as Qualified Tax-Exempt Obligation. Pursuant to Section 265(b)(3)(B)(ii) of the Internal Revenue Code of 1986 (the Code), the Issuer hereby specifically designates the Lease as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code. In compliances with Section 265(b)(3)(D) of the Code, the Issuer hereby represents that the Issuer will not designate more than \$10,000,000 of obligations issued by the Issuer in the calendar year during with the Lease is executed and delivered as such "qualified tax-exempt obligations."

Section 3. Issuance Limitation. In compliance with the requirements of Section 265(b)(3)(C) of the Code, the Issuer hereby represents that the Issuer (including all "subordinate entities" of the Issuer within the meaning of Section 265(b)(3)(E) of the Code) reasonably anticipates not to issue in the calendar year during which the lease is executed and delivered, obligations bearing interest exempt from federal income taxation under Section 103 of the Code (other than "private activity bonds" as defined in Section 141 of the Code) in an amount greater than \$10,000,000.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 13th day of August, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

BUILDINGS—Askelson presented council with quote from Herzog Roofing for the repairs on the roof between the Municipal and Community Centers of \$14,655.00. \$10,000.00 was budgeted for repairs in 2018. In October of 2016 Council received a quote of \$10,000.00 to have the roof spray foamed to repair, at which time discussion was tabled. Council agreed roof needs repairs before winter. Council Member Dobmeyer asked for a re-quote on the spray foaming for next meeting to make sure the City is still in compliance with the competitive bidding laws.

PUBLIC WORKS—ND/MB-m/s/p to approve PT Seasonal Hire of Jonathan Fjeld.

EDA/PARKS— Askelson reported camp ground has been full in previous weeks and has reservations for the coming weekend already. Discussion on creating a pamphlet at the park with information about the City and/or local events.

EDA/Parks Committee is still working on planning for a splash pad in Twin Valley. Community input from the survey on Utility bill cards has been low. Discussed the possibility of putting a survey out on the City Facebook page. K. Askelson questioned if the City would be responsible for paying for water and extra chemical as a result

of higher volume and what the cost to the City will be. EDA/Park Committee will continue working on this project in the months to come.

Mark Askelson reported on the Norman County EDA. Currently it is in the marketing stages. Will be holding study sessions in the future to find out how to best serve the different communities in Norman County. M. Askelson believes that for Twin Valley they will be focusing more on Parks and Recreation. Council Member Dobmeyer expressed more emphasis needs to be put on businesses.

Clerk's Office has received billing for new electrical at Heritage center. Council agreed to make payment of \$1,392.10 from EDA fund.

OLD BUSINESS—ZONING, STAN'S HVAC—Clerk received response from City Attorney Julin in regards to zoning ordinance violation at 103 Main Ave E, Twin Valley. Julin reviewed City Ordinance and suggested the best action for the City would be to send the owner an official Notice of Violation noting that "failure to comply is a misdemeanor and each day the violation continues is a separate offense." Council agreed and asked Clerk to send notice.

NEW BUSINESS—Personnel Policy—Clerk presented council with copy of current Over Time Policy for review. It was requested by a City Employee that the Council review eligible OT hours with regards to pay periods with Vacation, Sick, or Holiday hours. Current Policy reads:

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over forty (40) within one workweek. Vacation, sick leave, and paid holidays do not count towards "hours worked."

Discussed emergency response hours by Public Works staff that occasionally do not get paid at an overtime rate with the current policy. Council determined that no changes would be made to the policy. No additional on-call policy or amendment will be implemented for emergency situations.

Camping Fee Schedule—Clerk addressed council for possible weekly camping rate at the Heiberg Campground. Currently fee schedule has a flat rate of \$10.00/night. No action taken. Council agreed fees are fine as is.

Building Permit Application—ND/ML-m/s/p to approve permit application from K. Bolton to pour one 32' x 13' concrete slab behind home located at 100 4th St NE. Council Member Bolton abstained from vote.

Business License Application—ND/ML-m/s/p to approve License for Thomas Omlid with Top Hawg Enterprises to run a mobile food stand within the City of Twin Valley for 2018.

Wimmer Cabin Tenant Policy—Council reviewed current policy for eligibility to rent Twin Valley's Wimmer Homes. Policy currently states all tenants must be 50+ years or age and qualify as low income under HUD guidelines. Current policy also states no pets are allowed. Discussion on upcoming vacancies and recent requests from individuals who do not fall in the eligible guidelines for tenants. Council agreed to leave policy as is unless increasing vacancies become an issue in the future.

FINANCE—Interim budget statements for July distributed by e-mail to council prior to meeting. No concerns. 2019 Local Government Aid amounts presented at \$316,055.00, an increase of \$587.00 from 2018.

Meeting adjourned 8:36 PM, ML/MB-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

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**MONDAY, SEPTEMBER 10, 2018 – REGULAR MONTHLY MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

MEMBERS: Ben Fall, Mike Bolton, Mike Lampton, Nate Dobmeyer **ABSENT:** Joel Pearson

OTHERS: Kerry Askelson (PW), Lori Skaurud (LQ), Jason Douville (PD), Mark Askelson (KRJB), MariJo Vik, Kendell Harrell.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, September 10, 2018. Mayor Fall called the meeting to order at 7:02 PM.

ADDITIONS TO AGENDA—MB/ND-m/s/p to approve the following additions to the agenda: 1) CC/MC Roof Repairs, 2) Lunde Gravel bill, 3) OTP Easement Request, 4) DDA Bond Disclosure Proposal, 5) Norman County Tax forfeiture properties.

MONTHLY BUISNESS

Minutes—MB/ML-m/s/p to approve the minutes for 08/13/18 as presented.

Disbursements—MB/ND-m/s/p to approve claims from 08/14/18 – 08/31/18 for \$50,819.13, 09/01/18 – 09/10/18 for \$13,741.85 and payroll periods 07/29/18 – 08/11/18 for \$11,126.89 and 08/12/18 – 08/25/18 for \$10,156.69 for a disbursement total of \$85,844.56.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$233.49
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$163.19
ARVIG	Telephone/Internet	\$693.26
AUTO VALUE MAHNOMEN	Repairs & Maintenance	\$78.99
BANKCARD CENTER	Operating Supplies	\$524.57
BETTY VOELTZ	Wimmer Deposit	\$225.52
BUCKLE'S HARDWARE	Repairs & Maintenance	\$254.93
CHERYL LAMPTON	Wimmer Deposit	\$207.36
COMMUNITY CO-OPS-Lake Park	Natural Gas	\$20.00
DIGITAL-ALLY INC.	Operating Supplies	\$30.00
DUWAYNE OLSON	Toilet Rental	\$384.75
EFTPS-ONLINE	Payroll Tax	\$2,265.64
FURTHER	Employee Benefit	\$207.00
GARBERG FOODS	Operating Supplies	\$19.83
GLORIA NELSON	Wimmer Deposit	\$208.26
GRAND FORKS FIRE EQUIPMENT LLC	Repairs & Maintenance	\$233.28
JAMES D. BRUE	Attorney Fee	\$550.00
JASON DOUVILLE	Reimbursement - Travel	\$152.60
JOHN DEERE FINANCIAL	Repairs & Maintenance	\$66.34
JOHN GALL	Reimbursement - Travel	\$43.60
MARCO TECHNOLOGIES LLC	Contracted Service	\$37.41
MEDICA	Employee Benefit	\$2,091.00
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$387.16
MN DOR - PAYROLL TAX	Payroll Tax	\$417.42
MUSCATELL-BURNS AUTOMTV GROUP, INC	Repairs & Maintenance	\$943.46
NORMAN CO. AUDITOR/TREASURER	Elections	\$804.22
OFFICE SUPPLIES PLUS*	Office Supplies	\$56.96
OTTERTAIL POWER CO.	Electricity	\$2,723.42
PAYROLL	Employee Wages	\$11,963.99
P.E.R.A. - SDR DIVISION	Employee Benefit	\$3,438.21
PAUL SPIELMAN	Repairs & Maintenance	\$360.40
SHEILA HEINEN	Wimmer Deposit	\$208.26
SWANSONS REPAIR, INC	Repairs & Maintenance	\$5,409.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$50.00
TWIN VALLEY PHARMACY	Operating Supplies	\$11.63
USABLE LIFE	Employee Benefit	\$6.88
VERIZON WIRELESS	Telephone/Internet	\$201.68
VOL. FIREFIGHTER'S BENEFIT ASSN-MN	Employee Benefit	\$22.00
	TOTAL GENERAL FUND	\$35,695.71
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$52.22
ARVIG	Telephone/Internet	\$112.07
BANKCARD CENTER	Operating Supplies	\$32.18
BUCKLE'S HARDWARE	Repairs & Maintenance	\$9.39
CORE & MAIN LP	Repairs & Maintenance	\$63.60
EFTPS-ONLINE	Payroll Tax	\$485.34
FURTHER	Employee Benefit	\$75.00
GOPHER STATE ONE-CALL	Locating Service	\$10.35
MEDICA	Employee Benefit	\$1,400.23
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$193.58
MN DEPT. OF HEALTH	Water Testing Fee	\$607.00
MN DOR - PAYROLL TAX	Payroll Tax	\$69.70
OFFICE SUPPLIES PLUS*	Office Supplies	\$56.96
OTTERTAIL POWER CO.	Electricity	\$840.44
PAYROLL	Employee Wages	\$2,013.61
P.E.R.A. - SDR DIVISION	Employee Benefit	\$467.04
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
USABLE LIFE	Employee Benefit	\$19.52

VERIZON WIRELESS	Telephone/Internet	\$33.84
	TOTAL WATER FUND	\$6,768.39
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$52.22
ARVIG	Telephone/Internet	\$112.06
BUCKLE'S HARDWARE	Repairs & Maintenance	\$40.83
EFTPS-ONLINE	Payroll Tax	\$485.32
FURTHER	Employee Benefit	\$75.00
GOPHER STATE ONE-CALL	Locating Service	\$10.35
MEDICA	Employee Benefit	\$1,400.23
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$193.58
MN DOR - PAYROLL TAX	Payroll Tax	\$69.69
OFFICE SUPPLIES PLUS*	Office Supplies	\$56.96
OTTERTAIL POWER CO.	Electricity	\$90.38
PAYROLL	Employee Wages	\$2,013.61
P.E.R.A. - SDR DIVISION	Employee Benefit	\$467.04
RMB ENVIRONMENTAL LABS, INC.	Sample Testing fee	\$44.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
TEAM LABORATORY CHEMICAL CORP.	Operating Supplies	\$2,343.43
USABLE LIFE	Employee Benefit	\$19.52
VERIZON WIRELESS	Telephone/Internet	\$33.84
	TOTAL SEWER FUND	\$7,734.38
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
ARVIG	Telephone/Internet	\$214.61
BANKCARD CENTER	Operating Supplies	\$60.45
BERGSETH BROS.	Merchandise for Resale	\$3,624.80
BEVERAGE WHOLESALERS	Merchandise for Resale	\$115.40
BNG TECHNOLOGIES, LLC	POS Contract	\$400.00
BREAKTHRU BEVERAGE	Merchandise for Resale	\$560.81
BUCKLE'S HARDWARE	Operating Supplies	\$5.34
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$234.00
COMMUNITY CO-OPS-Lake Park	Natural Gas	\$20.00
D-S BEVERAGES	Merchandise for Resale	\$10,394.10
ECOLAB PEST ELIMINATION DIVISION	Contracted Service	\$146.34
EFTPS-ONLINE	Payroll Tax	\$1,231.96
GARBERG FOODS	Merchandise for Resale	\$448.58
GENERAL PARTS LLC	Repairs & Maintenance	\$736.84
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$312.50
HEGGIES PIZZA, LLC	Merchandise for Resale	\$681.05
HENRY'S FOODS INC.	Merchandise for Resale	\$1,302.39
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$566.29
JOSEPH P SCHMIDT	Entertainment	\$200.00
LORI J. SKAURUD	Reimbursement	\$42.37
McKINNON COMPANY, INC.	Merchandise for Resale	\$372.80
MEDICA	Employee Benefit	\$1,235.16
MN DOR - PAYROLL TAX	Payroll Tax	\$180.93
MN MUNICIPAL BEVERAGE ASSN.	Training	\$40.00
OTTERTAIL POWER CO.	Electricity	\$823.68
PAYROLL	Employee Wages	\$5,292.37
P.E.R.A. - SDR DIVISION	Employee Benefit	\$810.38
PEPSI-COLA **	Merchandise for Resale	\$119.35
PERHAM LINEN	Operating Supplies	\$121.73
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$1,190.89
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$3,199.44
USABLE LIFE	Employee Benefit	\$13.76
VINOCOPIA, INC.	Merchandise for Resale	\$207.50
WINE MERCHANTS	Merchandise for Resale	\$112.18
	TOTAL LIQUOR FUND	\$35,046.08
LUNDE BLADE & GRAVEL, LLC	Community Program - Donation	\$600.00
	TOTAL EDA FUND	\$600.00
	TOTAL DISBURSMENTS	\$85,844.56

FIRE/RESCUE—Clerk Johnson reported 2 fire calls and 10 rescue calls since August meeting on behalf of Gall. ND/ML-m/s/p to approve sending 3 members of the rescue squad to trauma tactics training.

LIQUOR—Skaurud reported gross sales for August at \$46,320.49 and ATM revenue of \$272. Briefed council on past events—steak night 49 attendees. Upcoming events: Steak Night 09/14, 9/22 Country Joe Live Music, Bison Games appetizer and drink specials. Skaurud will begin quarterly inventory soon, asked liquor committee to set a time to spot check. Has a new “tip board” from the American Legion that has been a hit.

The Council received a request from the MMBA requesting the City pass a resolution in opposition to a bill that was recently introduced in the last legislative session to allow wine, beer, and spirits be sold in grocery and convenience stores. Council discussed the effects other off-sale liquor establishments may have on the Twin Valley Liquor Store. Council Member Bolton motioned to oppose any off-sale liquor establishment inside the City of Twin Valley other than the TVLS, seconded by Dobmeyer, the following resolution was introduced.

RESOLUTION 2018—27

A RESOLUTION OPPOSING THE CONCEPT OF ALLOWING INTOXICATING LIQUOR, BEER, OR WINE TO BE SOLD FOR OFF PREMISE CONSUMPTION AT ANY OUTLET OTHER THAN THE MUNICIPAL LIQUOR STORE

WHEREAS, the sale of strong beer, spirits and wine for off premise consumption, in any Twin Valley business outlet, other than the Municipal Liquor Store, could increase problems in youth and at-risk adults with uncontrolled and excessive drinking and subsequent increases in necessary police protection and public health costs; and

WHEREAS, the sale of strong beer, spirits, and wine in any Twin Valley business outlet, for off premise consumption, other than the Municipal Liquor Store, would be damaging and otherwise detrimental to the financial status of the City of Twin Valley and Municipal Liquor Store.

NOW, THEREFORE, BE IT RESOLVED that the Twin Valley City Council hereby expresses opposition to the sale of strong beer, spirits, and wine for off premise consumption, in the City of Twin Valley, other than at the Twin Valley Liquor Store.

Upon a roll call vote the following members voted in favor: Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; (Pearson absent) and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 10th day of September, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

POLICE—Douville reported 82 calls for August. New squad vehicle is currently getting equipment installed. Douville is also having remote start equipped on car while work is being done. New Squad should be back in Twin Valley before the end of the week.

BUILDINGS—Askelson was unable to contact Svobodny for new quote to have Municipal Center roof repaired via spray foam. Quote from 2016 could not be located in office for review. Due to project cost being under \$25,000 a second quote is not required by the State. Requested council approval to hire Herzog Roofing to complete project before year end if available. ND/MB-m/s/p to approve Herzog quote of \$14,655.00.

PUBLIC WORKS—Fall questioned if both Askelson and Schwanke Water/Wastewater permits were on file at City Hall. It was addressed that at present time Schwanke’s licenses are expired. Council discussed paying licensing fees/renewal fees for employee’s in the future, this would include Public Works as well as Police POST licenses. Employees hold license regardless of employment with the City and have always paid individually for all professional licenses. MB/ND-m/s/p to pay licensing fees going forward, however Dobmeyer specified this will be to cover licensing fee’s only and not additional exam fees. PW Street Foreman job description requires active Class C Water and Class D Wastewater licenses. Council expressed they would like to see Schwanke’s licenses renewed ASAP.

EDA/PARKS—Fall updated council on EDA/Parks meeting. Committees are continuing to plan for a splash pad. Survey was placed on Facebook in August to assess public interest. Survey received 129 responses with 98% in favor. 74% of respondents are willing to donate towards project. Current plans are for a 1,000 square foot pad with additional Shelter/Bathroom/Shower area and mechanical room. Current estimated project cost is \$75,000.

BF/ML-m/s/p to approve and support project as the plans continue. An additional Parks & EDA meeting will be held on 09/24/18 @ 6:00 PM at the TVLS.

MB/ND-m/s/p to approve spending up to \$1,500 on Heiberg Camping signs to go along Highway 32. Askelson and Johnson will contact MN DOT for specifications and/or approval before purchase.

Brief discussion on updating street signs in town. An updated listing on signs needed will be put together and pricing options to consider for future budgeting.

MB/ML-m/s/p to approve payment of \$600.00 bill from Lunde's for 5 loads of black dirt placed last minute at K&K towing for Town & Country Day's Demolition Derby. City will not collect dirt to use for other projects as previously discussed.

EASEMENT—Clerk received request from Otter Tail Power Company for a new right of way utility easement along Highway 32 just North of the Heiberg Dam. Due to MN DOT construction project on the Mashaug Creek Culvert scheduled for 2019, OTP will need to move current utility poles to accommodate. OTP offered \$150.00 in payment for the easement. Council member Dobbmeyer motioned to accept easement request, seconded by Lampton the following resolution was introduced.

RESOLUTION 2018—28

A RESOLUTION TO GRANT RIGHT OF WAY UTILITY EASEMENT TO OTTER TAIL POWER COMPANY

WHEREAS, the State of Minnesota Department of Transportation has scheduled maintenance along Highway 32 North of the Heiberg Dam, at which location Otter Tail Power Company has power lines that must be moved to accommodate; and

WHEREAS, Otter Tail Power Company requests an Easement to enter upon City owned property to survey for, locate and maintain the Electric Lines; and

WHEREAS, full legal descriptions of the land being granted in said easement to Otter Tail Power Company, and the terms of said easement will be kept on record at City Hall for review and inspection for the proper retention period.

NOW, THEREFORE BE IT RESOLVED, that the City of Twin Valley does hereby accept said Easement Request and payment agreement from Otter Tail Power Company as written.

Upon a roll call vote the following members voted in favor: Mike Bolton, Mike Lampton, Nate Dobbmeyer, and Ben Fall; (Pearson absent) and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 10th day of September, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

OLD BUSINESS—ZONING, STAN'S HVAC—Distributed to council a copy of the Official Notice of Zoning Violation sent to residents at 103 Main Ave E as advised by Julin Law Office. At time of council meeting no contact had been made. Residents have until September 17, 2018 to take corrective action.

NEW BUSINESS—List of outstanding Nuisance billings for yard maintenance distributed to council. MB/ND-m/s/p to approve assessing outstanding fees against property taxes payable in 2019 towards the following parcels: \$300.00 32-8303000 E. Dahlen, \$100.00 32-8328000 R. Gillispie, \$100.00 32-8505000 J. Garza, \$550.00 32-8542000, N. Wiger, \$100 32-8412000 J. Garza, \$100 32-8366000 K. Fox, \$100.00 32-8441000 Kundert Inc.

ND/ML-m/s/p to approve the following building permits: J Gall 404 Pleasant Ave SE to build a floating deck 8' x 10', K. Thornton 204 Garfield Ave NW to build an entry way onto existing home 12' x 12', and United Valley Bank 205 Main Ave W to install 3 new business signs.

ND/ML-m/s/p to renew Membership with the League of Minnesota Cities for \$991.00 and the Minnesota Mayors Association for \$30.00.

ND/ML-m/s/p to approve \$425.00 donations to Dollars for Scholars.

Clerk Johnson informed council 6 Wimmer homes are now open, one needing major repairs, four needing only paint and minor repairs, one ready to rent. Council approved placing 'for rent' advertisements in the Twin Valley Times.

BUDGET—Council discussed current year's budget for receipts and expenditures. Clerk Johnson prepared a preliminary estimate for the 2019 FY budget based on requests from department heads and current receipts and disbursements balances showing an increase of 14% from 2018 Levy. Council will review items line by line in

December to determine necessary budgeted items to set final Levy. Proposed levy was set at 20% for 2018 FY. P.E.R.A State Aid will continue at \$912.00. Council Member Dobmeyer motioned to set proposed levy at 15%, seconded by Lampton the following resolution was introduced.

RESOLUTION 2018—29

A RESOLUTION ADOPTING THE 2019 PROPOSED TAX LEVY AND BUDGET FOR THE CITY OF TWIN VALLEY 2019 FISCAL YEAR

WHEREAS, the Twin Valley City Council reviewed the current General Fund Budget for the 2018 Fiscal Operating Year and Departmental needs for the 2019 fiscal year and has determined that a proposed percentage of fifteen percent (15%) will be levied against the property taxes at this time, with a work session to be held closer to the end of 2018; and

WHEREAS, the City must certify the Proposed 2019 Levy to the Norman County Auditor by September 30, 2018; and

WHEREAS, the City of Twin Valley will hold a final tax levy hearing during the regular council meeting at 7:00 PM on December 10, 2018; and certify the Final Levy to the Norman County Auditor and the State of Minnesota no later than December 28, 2018.

THEREFORE, BE IT RESOLVED by the City Council of the City of Twin Valley that the following proposed sums are to be levied for the 2018 Collectible year, upon taxable properties in the City of Twin Valley, for the following purposes:

GENERAL FUND	\$ 157,229
2012A Utility Revenue & Refunding	\$ 22,000
LONG TERM CAPITAL FUND	\$ 10,000
TOTAL PROPOSED LEVY	\$ 189,229

THEREFORE, BE IT ALSO RESOLVED, the City of Twin Valley City Council hereby sets the proposed General Fund budget for fiscal year 2019 with Revenues and Expenditures to each total \$713,014.00.

Upon a roll call vote the following members voted in favor: Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; (Pearson absent) and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 10th day of September, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

FINANCE—Council received e-mailed August financials, no concerns addressed. Fall and Pearson will set up wage negotiation meeting(s) before October council meeting. ND/ML-m/s/p to approve DDA proposal to complete annual continuing disclosure for Municipal Bonds for \$250.00.

2018 FORFEITED PROPERTIES—The City received notice of two parcels forfeited to the State of Minnesota for nonpayment of property taxes: 32-8363000 (114 Main Ave W) and 32-8557000 (311 Pleasant Ave SE). Council discussed possible public uses for 114 Main Ave W. Concerns were addressed in regards to buildings along main street sitting empty. Decision on whether to release parcels for public auction tabled for further discussion. The City Council has 60 days from 09/05/18 to respond.

FYI/OTHER—Distributed update on 2019 Minimum wage (\$9.86/hr), DNR notice of Funding increase for 2019, and Norman County Affordable Housing Down payment loan information.

Meeting adjourned 8:18 PM, MB/ND-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

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**WEDNESDAY, OCTOBER 3, 2018 – SPECIAL MEETING
CLOSURE OF THE TWIN VALLEY LIVING CENTER
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

MEMBERS: Ben Fall, Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer

OTHERS: **see attachment, Exhibit A, to meeting minutes for record of attendees

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held a special meeting with the community to discuss the closure of the Twin Valley Living Center on Wednesday, October 3, 2018. Mayor Fall called the meeting to order at 7:02 PM.

Fall introduced the members of the City Council, as well as Senator Kent Eken, and Representative Paul Marquart who joined the panel for the discussion.

Prior to the meeting Fall asked multiple questions of the Twin Valley Living Center in an effort to provide some answers to the community in regards to the closure of the facility. The following questions and answers were given (not verbatim)— **Why is the facility closing?** Due to financial stress and low occupancy, the center is not financially viable. **Why not sell?** Multiple options were explored prior to the decision to close, including selling, however due to the current debt and ongoing financial obligations, selling the facility would have taken too long, creating more financial stress. **Are there any other options to keep the Twin Valley Living Center open?** No. All options were explored prior to closure decision. **Are the rumors of an investigation regarding embezzlement true, and is that the reason for the closure?** Due to the pending investigation, no comment on rumors or pending litigation will be made. **What about the residents?** The decision to close was communicated to the residents, in accordance with Minnesota State Statues. The facility staff is working to find new long-term care for all 33 residents. At the current time, 30 out of 33 residents have been accepted to alternate facilities within a 60-mile radius of Twin Valley.

Mayor Fall has received multiple questions and concerns as a result of the news of closure. He has had success communicating with administration at the Lutheran Memorial Homes and it was communicated that at this time, keeping the home open is not an option.

Council member Bolton expressed that he feels the nursing home is the heart of the community and he wants to do whatever he is able to help. After hearing the news of closure, he reached out to his employer, Otter Tail Power Company, for economic assistance and was able to find an interested buyer within days. However, as Fall had been told, the Nursing Home is not for sale.

Fall communicated other items in regards to the closure, including the building & property which will continue to be maintained, the Sanford Clinic and Essentia Health Therapy Services will continue at the facility, the Valley Pines and the Normandy will remain open, the acreage the TVLC owned in the Flom area has been put up for auction to be held on 11/14 proceeds will presumably go towards current debt, and a Job Fair for employees will be held on 10/4.

With the unexpected closure, and no option for a sale at this time, Fall asked that the community come together to start thinking about how we can retain jobs in Twin Valley, and what we, as a City, can do to move forward from this loss.

Senator Eken addressed the large turnout from the community at the meeting. He acknowledged the loss of the home will be a huge blow to the community. Has been in contact with many different state offices to discuss the closure, and the options available. Has also been in contact with Sanford Health; communicated they will be taking over the Good Samaritan Nursing Homes as of January 2018. The representative he spoke with at Sanford acknowledged that there could be a possibility in the future for a purchase after all legal matters have concluded. Expressed that he feels community elder care plays an important role in our area and will exhaust all available options to keep some type of facility in our area.

Representative Marquart thanked the community for coming out, expressed the unmistakable message it sends that Twin Valley cares. Acknowledged the economic impact the closure will have on the community. The TVLC was possibly the largest employer in the town and the closure will undoubtedly have a ripple effect on the

community as a whole. Encouraged citizens with concerns to continue to be in contact with him. At this time there are limited options for how the State can help the situation.

Mayor Fall opened up the floor for questions and concerns to be expressed.

Pastor Al Brooks attended meeting as a citizen of Twin Valley, however, as a member of the Board for the Living Center he was asked to come forward and field what questions he was able. Brooks explained that all members of the board were asked not to attend. No other board members or administrative employees were in attendance. Brooks requested that the community work to turn the situation from negativity and trying to find someone to blame, to finding solutions and moving forward. Stated the Board was informed of the level of financial issues and debt at the TVLC roughly two months before the residents and community were informed. The decision to closed was made based on advice received from experts in the field, including attorneys, finance experts, and nursing home administrators.

Many questions were asked including the following—How did the nursing home incur as much debt as they did? (Unable to comment) What is the TVLC Board’s job? (Unable to comment) Did the Board review financials and how often? (Unable to comment) Have the beds been returned to the State already? (Yes) What happens to donations meant for the facility? (Unable to comment) What will happen to Meals on Wheels? (Unsure, possibly from Gary or Ada) How often were audits conducted? (Unable to comment) Why didn’t the Board reach out for help from the City or other agencies before the decision was made to close? (Unsure, decision was made based on expert advice.) Why isn’t the facility for sale at this time? (Unsure.) What is the process for getting beds back in the community? (Will take possible legislative action due to a moratorium on beds, but it is not impossible.) Who owns the Lutheran Memorial Homes? (A cooperative of Lutheran Churches) Is Halstad in financial trouble as well? (Unable to comment) Is the Board the same for Twin Valley and Halstad? (Yes) Where are the board members from? (Ada, Halstad, Twin Valley, Ulen, and Flom) How many agencies are investigating possible embezzlement? (Unable to comment) Is there anything the community can do to save the Nursing Home right now? (No)

Cameron Fanfulik, Director of the Northwest Regional Development Commission, attended meeting. On Behalf of Mayor Fall he has requested an Economic Impact Study to be done by the University of Minnesota Extension program. This will give the City ideas on where to go from here, and to assist in Economic Development as we move on.

Kari Kirshbaum, Chair of the Norman County EDA expressed the EDA’s willingness to assist Twin Valley going forward. Pete Hadeland, President of First National Bank Mahnommen-Twin Valley suggested that the City Council start looking for multiple solutions and get a group of qualified individuals together to start looking at other purposes for the building. Suggested that there are many individuals in the community that have the knowledge to make a difference.

Mayor Fall thanked everyone for attending and appreciated all the comments, concerns and questions addressed. Encouraged the community to continue to bring and ideas or concerns to the City Council, Senator Eken, or Representative Marquart.

Meeting adjourned 8:27 PM, MB/ND-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

* * * * *

**MONDAY, OCTOBER 8, 2018 – REGULAR MONTHLY MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

MEMBERS: Ben Fall, Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer

OTHERS: Kerry Askelson (PW), John Gall (FD), Lori Skaurud (LQ), Jason Douville (PD), Mark Askelson (KRJB), MariJo Vik.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, October 8, 2018. Mayor Fall called the meeting to order at 7:01 PM.

MONTHLY BUSINESS

Minutes—ND/JP-m/s/p to approve the minutes for 09/11/18 and 10/03/18 as presented.

Disbursements—MB/ML-m/s/p to approve the claims for 09/11/18 – 09/30/18 for \$78,029.48 and 10/01/18 – 10/08/18 for \$37,159.52 and payroll for 08/26/18 – 09/08/18 for \$9,766.50 and 09/09/18 – 09/22/18 for \$7,906.68 for a total of \$132,862.18.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$233.49
AMERIPRIDE SERVICES, INC.	Operating Supply	\$355.09
ARVIG	Telephone/Internet	\$676.45
AUTO VALUE MAHNOMEN	Repairs & Maintenance	\$48.79
BANKCARD CENTER	Operating Supply	\$1,173.20
BRENDA DOBMEYER	Reimbursement - Travel	\$23.98
BUCKLE'S HARDWARE	Repairs & Maintenance	\$295.58
COMMUNITY CO-OPS-Lake Park	Natural Gas / Fuel Charges	\$1,014.85
DOUGLAS UMPHREY	Repairs & Maintenance	\$208.50
DUWAYNE OLSON	Rental	\$384.75
EFTPS-ONLINE	Payroll Taxes	\$2,267.14
EMSRB	Training	\$100.00
FURTHER	Employee Benefit	\$791.17
GARBERG FOODS	Operating Supply	\$71.41
GRAND FORKS FIRE EQUIPMENT LLC	Repairs & Maintenance	\$517.45
GUARDIAN FLEET SAFETY, LLC	Repairs & Maintenance	\$9,606.51
JAMES D. BRUE	Attorney Fee	\$550.00
JULIN LAW OFFICE, PLLC	Attorney Fee	\$120.00
KAREN BOLTON	Reimbursement - Travel	\$23.98
LEAGUE OF MINNESOTA CITIES	Dues & Subscriptions	\$1,021.00
LETG, LLC	Dues & Subscriptions	\$150.00
LUNDE BLADE & GRAVEL, LLC	Contracted Services	\$225.00
M STATE	Training	\$600.00
MARCO TECHNOLOGIES LLC	Maintenance Contract	\$37.41
MEDICA	Employee Benefit	\$2,091.00
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$387.16
MN DOR - PAYROLL TAX	Payroll Taxes	\$428.63
NCE-DOLLARS FOR SCHOLARS	Donation/Advertisement	\$425.00
OFFICE SUPPLIES PLUS*	Office Supply	\$5.99
OTTERTAIL POWER CO.	Electricity	\$2,490.16
PAYROLL	Employee Wages	\$7,758.43
P.E.R.A. - SDR DIVISION	Employee Benefit	\$3,078.24
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$50.00
TERRI THORNTON	Reimbursement - Travel	\$23.98
USABLE LIFE	Employee Benefit	\$6.88
VERIZON WIRELESS	Telephone/Internet	\$82.86
	GENERAL FUND	\$37,324.08
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supply	\$71.33
ARVIG	Telephone/Internet	\$112.20
AUTO VALUE MAHNOMEN	Repairs & Maintenance	\$40.99
BANKCARD CENTER	Operating Supply	\$40.67
BUCKLE'S HARDWARE	Repairs & Maintenance	\$82.73
COMMUNITY CO-OPS-Lake Park	Natural Gas / Fuel Charges	\$155.44
DAVID DROWN ASSOC., INC.	Professional Service	\$125.00
EFTPS-ONLINE	Payroll Taxes	\$513.86
FURTHER	Employee Benefit	\$175.00
GOPHER STATE ONE-CALL	Contracted Service	\$25.00
GRAINGER	Repairs & Maintenance	\$71.91
HAWKINS, INC.	Professional Service	\$10.00
LUNDE BLADE & GRAVEL, LLC	Contracted Service	\$1,411.95
MEDICA	Employee Benefit	\$1,059.04
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$193.58

MN DOR - PAYROLL TAX	Payroll Taxes	\$76.47
MN DOR - SALES & USE TAX	Sales Tax	\$264.00
OTTERTAIL POWER CO.	Electricity	\$948.78
PAYROLL	Employee Wages	\$2,070.92
P.E.R.A. - SDR DIVISION	Employee Benefit	\$466.57
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
USABLE LIFE	Employee Benefit	\$20.89
	WATER FUND	\$8,162.65
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supply	\$71.33
ARVIG	Telephone/Internet	\$112.19
BANKCARD CENTER	Operating Supply	\$26.77
BUCKLE'S HARDWARE	Repairs & Maintenance	\$83.79
COMMUNITY CO-OPS-Lake Park	Natural Gas / Fuel Charges	\$74.73
DAVID DROWN ASSOC., INC.	Professional Service	\$125.00
EFTPS-ONLINE	Payroll Taxes	\$513.85
FURTHER	Employee Benefit	\$175.00
GOPHER STATE ONE-CALL	Contracted Service	\$25.00
MEDICA	Employee Benefit	\$1,059.04
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$193.58
MN DOR - PAYROLL TAX	Payroll Taxes	\$76.46
OTTERTAIL POWER CO.	Electricity	\$99.25
PAYROLL	Wages	\$2,070.92
P.E.R.A. - SDR DIVISION	Employee Benefit	\$466.57
RMB ENVIRONMENTAL LABS, INC.	Professional Service	\$46.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
USABLE LIFE	Employee Benefit	\$20.89
	SEWER FUND	\$5,466.69
FUCHS SANITATION SERVICE, INC.	Contracted Service	\$16,737.01
MN DOR - SALES & USE TAX	Sales Tax	\$1,500.00
	GARBAGE FUND	\$18,237.01
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
ALEX SCHMALENBERG	Entertainment	\$350.00
ARVIG	Telephone/Internet/Cable	\$213.45
BANKCARD CENTER	Operating Supply	\$28.23
BERGSETH BROS.	Merchandise for Resale	\$6,077.30
BEVERAGE WHOLESALERS	Merchandise for Resale	\$708.56
BREAKTHRU BEVERAGE	Merchandise for Resale	\$693.74
BUCKLE'S HARDWARE	Repairs & Maintenance	\$6.40
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$430.50
D-S BEVERAGES	Merchandise for Resale	\$16,535.28
ECOLAB PEST ELIMINATION DIVISION	Professional Service	\$45.03
EFTPS-ONLINE	Payroll Taxes	\$1,403.66
FURTHER	Employee Benefit	\$100.00
GARBERG FOODS	Merchandise for Resale	\$535.99
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$559.00
HEGGIES PIZZA, LLC	Merchandise for Resale	\$843.35
HENRY'S FOODS INC.	Merchandise for Resale	\$1,717.46
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$1,053.04
LORI J. SKAURUD	Reimbursement	\$91.49
McKINNON COMPANY, INC.	Merchandise for Resale	\$5,947.32
MEDICA	Employee Benefit	\$1,235.16
MN DOR - PAYROLL TAX	Payroll Taxes	\$209.51
MN DOR - SALES & USE TAX	Sales Tax	\$7,856.00
OTTERTAIL POWER CO.	Electricity	\$873.22
PAYROLL	Employee Wages	\$5,772.91
P.E.R.A. - SDR DIVISION	Employee Benefit	\$978.88
PEPSI-COLA **	Merchandise for Resale	\$94.85
PERHAM LINEN	Operating Supply	\$81.39
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$5,636.58
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$1,574.72
TWEETON REFRIGERATION, INC.	Repairs & Maintenance	\$128.80

TWIN VALLEY TIMES	Advertising	\$292.00
USABLE LIFE	Employee Benefit	\$13.76
WINE MERCHANTS	Merchandise for Resale	\$56.09
	LIQUOR FUND	\$62,171.75
TODD'S LANDSCAPING	Contracted Service	\$1,500.00
	MEMORIAL GARDEN FUND	\$1,500.00
	DISBURSEMENT TOTAL	\$132,862.18

MAYOR— Fall thanked everyone for attending the special meeting held 10/03 to discuss the closure of the Twin Valley Living Center, hopes the town can begin to move forward with a positive outlook.

FIRE/RESCUE— Gall reported 3 fire calls (1 vehicle fire, 1 medical assist, 1 accident) and 8 rescue calls. Gall previously applied for a grant from Shock & Awe for new headlights and was awarded \$612.00. Council member Dobbmeyer motioned to accept grant funds and express appreciation to Shock & Awe on behalf of the City of Twin Valley. Motioned seconded by Bolton, the following resolution was introduced.

RESOLUTION 2018—30

A RESOLUTION ACCEPTING GRANT FUNDS OF \$612.00 AND EXPRESSING APPRECIATION TO THE SHOCK & AWE PROGRAM.

WHEREAS, the Twin Valley Fire Department, Fire Chief, applied for a grant through the Gary Cares—Shock & Awe Program to purchase new LED Helmet Lights and was awarded \$612.00.

THEREFORE, BE IT RESOLVED by the Twin Valley City Council, that the City of Twin Valley does hereby accept and express appreciation for the grant funds received and will put funding towards the purchase of new helmet lights for the Twin Valley Fire Department.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobbmeyer, and Ben Fall; and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 8th day of October, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

LIQUOR— Skaurud reported Gross Sales of \$41,739.28 and ATM Revenue of \$294.00. Upcoming events—10/10 Booster Club Meeting, 10/12 Rib Night, 10/20 Trivia Night (new), 10/27 Halloween Party with live music. Has finished quarterly inventory. Dobbmeyer and Bolton (Liquor Committee) will be in on Wednesday 10/10 for inspection. Attended MMBA meeting with Clerk Johnson in September. Will be working with other municipal liquor stores on 'group purchasing' for inventory in the future. Hired Denise Askelson as temporary custodian to handle cleaning in Soyring's absence. D. Askelson requested \$11.00/hr. Previous help was given \$10.00/hr. There was discussion on starting wages for all LQ employees. Bar tenders start at the State Minimum wage of \$9.65, however Skaurud pointed out that they are also compensated with tips. Council member Bolton expressed concern over setting a precedence if the council were to grant a higher wage to some employees over others. Council agreed to keep the wage at \$10.00/hr for temporary help. Pearson suggested the council look into a policy for 'temporary help' wages in the future, to be based off of a percentage of permanent employee wages. EDA member Mark Askelson brought up idea of having a 'parade of trees' contest in the Community Center this winter, asking if Skaurud would be interested in opening the bar. There will be further discussion with other community groups to see if there is any interest.

The Moonshiner's Snowmobile Club is holding their annual member supper on 11/17/18, have requested the City waive the rental fee for the community center again. Liquor store will be serving at event. ND/MB-m/s/p to waive \$100.00 CC rental fee and only charge \$125.00 for required police security.

PERSONNEL— Since taking over custodial duties at the Municipal/Community Center, employee S. Soyring is averaging 30 hours per week. Current policy states—"Part-time employees who work at least 30 hours per week on a regular basis will accrue vacation/sick leave on a prorated basis of the full-time employee schedule." ML/JP-m/s/p to approve prorated benefits for S. Soyring beginning with payroll period 10/7/18 – 10/20/18. Discussed possible amendment to Policy to allow for donation of unused sick-time hours. Council member Dobbmeyer motioned to accept proposal as presented, seconded by Lampton the following resolution to amend the City of Twin Valley Personnel policy was introduced.

RESOLUTION 2018—31

A RESOLUTION TO AMEND THE CITY OF TWIN VALLEY PERSONNEL POLICY, SECTION 17—SICK LEAVE—TO ALLOW FOR THE DONATION OF SICK TIME BETWEEN ELIGIBLE EMPLOYEES.

WHEREAS, the City Council for the City of Twin Valley does hereby agree to amend the City of Twin Valley Personnel Policy in regards to Sick Leave to allow for the donation of unused sick time hours.

THEREFORE, BE IT RESOLVED by the Twin Valley City Council, the Personnel Policy will be amended with the addition of section 17.12 Donations to read: Employees may elect to grant their own accrued sick leave to a co-worker, eligible to use sick leave according to the provisions of this policy, whose own sick leave has been depleted. Employees may donate up to 40 hours of sick leave per calendar year. All requests to make or receive donations must be made in writing and approved by the appropriate department manager and/or the City Council.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 8th day of October, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

POLICE—Douville reported 65 calls for September. The new squad car has arrived, he is pleased with the outfit. Will be working on removing equipment and other accessories from Durango. Council agreed to look into placing vehicle for sale via bids and or auction in coming months.

PUBLIC WORKS—Askelson reported he has received the report on the water tower inspection performed by KLM Engineering, has not had a chance to review the whole report. Plans to present this to council at the November meeting. Johnson will e-mail report to council. Maguire Iron, Inc. will be performing contracted cleaning on the tower the week of 10/22. Askelson is working on gathering estimates to install a mixer in tower. With closure of Nursing Home there is an increased possibly of freeze up come winter. Also looking at purchasing/trading in the snow plow for FORD550. Will bring quotes to future meeting.

EDA/PARKS—Fall reported on committee meetings prior to council meeting. Cheri has completed Urdhal Grant application for splash park and is continuing to work on other grants. Discussion on posting closing times at Heiberg Park East—tabled for committee to create park and camping policies. MB/JP-m/s/p to approve donating \$250.00 EDA funding towards the County EDA launch party, scheduled for 11/16/18 in Ada, MN. Brief discussion on Duwayne Olson Portable Toilet charges for 2018. Council/EDA will be looking into building a permanent facility at Heiberg Park in 2019, with possible holding tank and gravity water system.

STAN'S HVAC—Twin Valley Planning and Zoning Commission held a hearing on 10/8/18 2 6:00 PM to allow for any public comment on a Conditional Use Permit requested from Stan Stanislawski. Stanislawski requested CUP for 103 Main Ave E, a C-2 Commercial district, to allow a for single family, main level residence. Committee Chair Bolton presented the recommendation to the Twin Valley City Council to accept CUP request and motioned for the council to approve. Member Lampton seconded the motion and the following resolution was introduced.

RESOLUTION 2018—32
A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO STAN STANISLAWSKI
FOR THE PURPOSE OF MAINTAINING A SINGLE FAMILY, MAIN LEVEL RESIDENCE
IN A C-2 COMMERCIAL DISTRICT

WHEREAS, Twin Valley City Ordinance §151.26 requires a Conditional Use Permit (CUP) to maintain a single family, main level residence in a C-2 Commercial District; and

WHEREAS, Stan Stanislawski, 103 Main Ave E, Twin Valley, Minnesota, has applied for said Conditional Use Permit; and

WHEREAS, the Twin Valley Planning and Zoning Commission held a public hearing on October 8, 2018, and has recommended to the Twin Valley City Council to grant the CUP as requested with the following conditions:

1. Modifications to any structure shall be in accordance with any applicable Building Codes, and Land Use and/or building permits and inspections shall be obtained from the City of Twin Valley.
2. To be in conformance with standards specified in the Minnesota Basic Code of Ordinances, Land Usage, Chapter 151.26, C-2 Commercial District, (D) Conditional uses.
3. A conditional use permit shall remain in effect as long as the conditions agreed upon are observed, but the Council may enact or amend the zoning code to change the status of conditional uses. A conditional use permit shall not become effective until a certified copy is filed by the applicant with the County Recorder, which shall include the legal description of the property included.

THEREFORE, BE IT RESOLVED by the Twin Valley City Council, a Conditional Use Permit is hereby granted to Stan Stanislawski for the property identified as tax parcel 32-8531000 and legally described as W1/2 OF LOT 4 & ALL OF LOTS 5 & 6 BLK 1 HERREIDS FIRST ADDITION.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 8th day of October, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

2018 LAND FORFEITURE—No new options or ideas were addressed after the 09/10/18 meeting in regards to public uses for the 2018 tax forfeited properties. Council member Bolton moved to release both properties to the State to sell at public auction. Pearson seconded the foregoing motion and the following resolution was introduced.

**RESOLUTION 2018—33
RESOLUTION APPROVING THE RELEASE OF TAX FORFEITED PARCELS LOCATED
WITHIN THE CITY OF TWIN VALLEY FOR PUBLIC AUCTION**

WHEREAS; The City Council of the City of Twin Valley, County of Norman, State of Minnesota, has received notice from the Norman County Auditor-Treasurer that in accordance with MN Statute § 282.01 the City must approve the following list of parcels for public auction or request a conveyance to our City for public use; and

WHEREAS; the City Council of the City of Twin Valley does not wish to request conveyance of any of the tax-forfeited parcels to the City of Twin Valley for public use; and

WHEREAS, these parcels have been or will be forfeited to the State of Minnesota for non-payment of taxes; and

WHEREAS, any assessment balances on the parcel(s) are to remain on the parcel(s) and be due and payable to the City of Twin Valley for the remainder of the assessment term.

WHEREAS, Said Parcels hereby described as:

32-8363000, 114 Main Ave W—the East 1 foot and 4 inches of Lot 8 and the West 25 feet of Lot 9, all in Block 7, Original town site to the City of Twin Valley, Norman County, Minnesota.

32-8557000, 311 Pleasant Ave SE—Lots 13 & 14 of Herreid's Second Addition to the Village of Twin Valley, Norman County, Minnesota.

NOW, THEREFORE BE IT RESOLVED by the Twin Valley City Council, in compliance with M.S. 282.01 approves the sale of the aforementioned property at public auction.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 8th day of October, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

NEW BUSINESS—JP/ND-m/s/p to approve \$340.00 towards advertising with KRJB for the 2018 Football and Volleyball playoffs. ND/ML-m/s/p to approve building permit request from P. Bekkerus, 200 Memorial Drive, to build an addition onto attached garage, 16' x 24'.

FINANCE—Council received e-mailed September financials, no concerns addressed. Clerk asked Fall and Pearson to set wage committee meeting soon. Fall and Pearson have been given current employee wages and possible COLA increase spreadsheet to review. Council was presented proposal to place unused budgeted outlay funds into either CD's or separate funds to be tracked and used for future purposes--\$10,000 Public Works Equipment, \$5,000 Park Improvements, \$5,000 Liquor Store Improvements. Concerns expressed in regards to Public Works funds being needed before year end. MB/ND-m/s/p to transfer \$5,000 from the liquor fund into the general fund for parks and to use an additional \$5,000 from park outlay to purchase a \$10,000 short term CD.

FYI/OTHER—JP/ML-m/s/p to move November council meeting to 11/13/18, due to the observed Veteran's Day Holiday. Council will hold Truth in Taxation Hearing for the 2019 Levy on Monday 12/10/18 at 6:30 PM.

MB/JP-m/s/p to adjourn, 8:28 PM.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

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**TUESDAY, NOVEMBER 13, 2018 – REGULAR MONTHLY MEETING
TWIN VALLEY MUNICIPAL CENTER – 7:00 PM**

MEMBERS: Ben Fall, Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobbmeyer

OTHERS: Kerry Askelson (PW), John Gall (FD), Lori Skaurud (LQ), Jason Douville (PD), MariJo Vik, Curt Sittko, Chad & Kellcie Childress, Tina Lecy, Jess Riepe.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Tuesday, November 13, 2018. Mayor Fall called the meeting to order at 7:00 PM.

CITIZEN'S FORUM—Chad Childress addressed the council to ask permission to use outlet near Main Ave E and HWY 32 truck parking area on Sundays for the purpose of keeping a 1500-watt block heater in Semi. Outlet exists for the purpose of Holiday lighting in the park. Council agreed there would be no issues.

LAND FORFEITURE AUCTION—Tina Lecy attended council meeting to request possibility of continued abatement of special assessments (delinquent and current) on tax forfeited property adjacent to her property. (32-8627001, 400 Lincoln Ave NE). Property will be on auction 12/5/18 through Norman County. At time of forfeiture \$8,351.32 special assessments were attached to property. Lecy is considering bidding on the property at auction, however does not feel that the land purchase would be worth it to then be stuck with over \$8,000 in specials should the City decide to re-assess after purchase. Council discussed writing off the delinquent special assessment charges (\$2,646.50). For the 2018 taxable year, current special assessments from the City amount to \$5,004.82. Land previously had a building, which was demolished before the forfeiture. No special assessment charges for the demolition of the building existed at the time of forfeiture. Water and Sewer connections have since been capped. Lecy has no plans to erect new building on land. Since forfeiture the City has been absorbing all costs in regards to maintaining the property. After lengthy discussion, members of the council were unsure whether the City has the authority to forgive special assessments for water and sewer projects affecting all tax payers. Asked Clerk to look into the original assessment documents and tax abatement laws for more information. Council was in agreement that they would like to see the lot purchased, but are unsure how much of an incentive is fair with concern for all City tax payers. Discussion tabled. Clerk will research, JP/ND-m/s/p to call a special meeting as soon as more information is available for review.

MONTHLY BUSINESS

Minutes—ND/ML-m/s/p to approve minutes from 10/08/18 Regular Monthly Meeting as presented.

Disbursements—MB/ND-m/s/p to approve claims for 10/09/18 – 10/31/18 for \$42,418.66 and 11/01/18 – 11/13/18 for \$108,203.65 as well as Payroll Periods 09/23/18 – 10/06/18 for \$9,352.58, 10/07/18 – 10/20/18 for \$10,625.62 and 10/21/18 – 11/03/18 for \$9,705.32 for a disbursement total of \$180,305.83.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$233.49
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$280.74
ARVIG	Telephone/Internet	\$680.82
BANKCARD CENTER	Operating Supplies	\$1,081.04
BELL BANK	Professional Fee	\$116.75
BIR-PERFORMANCE DRIVING SCHOOL	Training	\$425.00
COMMUNITY CO-OPS-Lake Park	Natural Gas/Fuel Charges	\$952.19
DUWAYNE OLSON	Repairs and Maintenance	\$447.50
EFTPS-ONLINE	Payroll Taxes	\$3,082.51
FURTHER	Employee Benefit	\$1,478.84
GARBERG FOODS	Operating Supplies	\$43.74
GRAND FORKS FIRE EQUIPMENT LLC	Repairs and Maintenance	\$613.78
JAMES D. BRUE	Attorney Fee	\$550.00
JOHN DEERE FINANCIAL	Repairs and Maintenance	\$34.76
KRJB FM RADIO	Advertising	\$340.00
MARCO TECHNOLOGIES LLC	Contracted Service	\$104.20
MEDICA	Employee Benefit	\$2,091.00
MINNESOTA DEPARTMENT OF COMMERCE	Unclaimed Property	\$135.00
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$580.74
MN DOR - PAYROLL TAX	Payroll Taxes	\$719.98
NW REGIONAL FIREFIGHTERS ASSN	Membership Dues	\$35.00
OFFICE SUPPLIES PLUS*	Operating Supplies	\$110.66

OTTERTAIL POWER CO.	Electricity	\$2,578.11
PAYROLL	Employee Wages	\$14,781.39
P.E.R.A. - SDR DIVISION	Employee Benefit	\$4,604.20
PATRICK CHISHOLM	Repairs and Maintenance	\$371.40
PAUL SPIELMAN	Repairs and Maintenance	\$447.50
STATE OF MN - DVS	License Plates	\$12.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
TEAM LABORATORY CHEMICAL CORP.	Operating Supplies	\$312.50
TRI-STATE DIVING	Repairs and Maintenance	\$340.10
TWIN VALLEY POSTMASTER	Rent	\$72.00
TWIN VALLEY TIMES	Advertising/Publishing	\$92.25
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$350.00
UNITED VALLEY BANK	Bond/Professional Fee	\$10,330.25
USABLE LIFE	Employee Benefit	\$6.88
VERIZON WIRELESS	Telephone/Internet	\$369.61
WEBBER FAMILY MOTORS & QUICKLANE	Repairs and Maintenance	\$1,981.11
	TOTAL GENERAL FUND	\$50,862.04
NORTHVIEW BANK	Bond Principal/Interest	\$14,947.07
	TOTAL STORM SEWER FUND	\$14,947.07
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supply	\$73.98
ARVIG	Telephone/Internet	\$112.19
BANKCARD CENTER	Operating Supply	\$13.74
COMMUNITY CO-OPS-Lake Park	Natural Gas/Fuel Charges	\$167.93
EFTPS-ONLINE	Payroll Taxes	\$776.12
FURTHER	Employee Benefit	\$312.50
GARBERG FOODS	Operating Supply	\$9.57
KLM ENGINEERING, INC.	Professional Fee	\$2,500.00
MAGUIRE IRON, INC.	Contracted Service	\$2,039.00
MEDICA	Employee Benefit	\$1,059.04
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$290.37
MN DOR - PAYROLL TAX	Payroll Taxes	\$76.43
MN DOR - SALES & USE TAX	Sales Tax	\$93.00
NORTHVIEW BANK	Bond Principal/Interest	\$8,076.49
OTTERTAIL POWER CO.	Electricity	\$943.64
PAYROLL	Employee Wages	\$3,119.75
P.E.R.A. - SDR DIVISION	Employee Benefit	\$702.42
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$112.50
TEAM LABORATORY CHEMICAL CORP.	Operating Supply	\$312.50
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$200.00
USABLE LIFE	Employee Benefit	\$20.89
USABLUBOOK	Repairs and Maintenance	\$85.00
VERIZON WIRELESS	Telephone/Internet	\$67.92
	TOTAL WATER FUND	\$21,316.30
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$73.98
ARVIG	Telephone/Internet	\$112.20
COMMUNITY CO-OPS-Lake Park	Natural Gas/Fuel Charges	\$130.40
EFTPS-ONLINE	Payroll Taxes	\$776.07
FURTHER	Employee Benefit	\$312.50
MEDICA	Employee Benefit	\$1,059.04
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$290.37
MN DOR - PAYROLL TAX	Payroll Taxes	\$76.43
NORTHVIEW BANK	Bond Principal/Interest	\$35,556.94
OTTERTAIL POWER CO.	Electricity	\$88.02
PAYROLL	Employee Wages	\$3,119.75
P.E.R.A. - SDR DIVISION	Employee Benefit	\$702.42
RMB ENVIRONMENTAL LABS, INC.	Professional Services	\$415.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$112.50
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$200.00
USABLE LIFE	Employee Benefit	\$20.89
USABLUBOOK	Repairs and Maintenance	\$88.62

VERIZON WIRELESS	Telephone/Internet	\$67.92
	TOTAL SEWER FUND	\$43,354.37
FUCHS SANITATION SERVICE, INC.	Contracted Services	\$5,271.74
MN DOR - SALES & USE TAX	Sales Tax	\$891.00
	TOTAL GARBAGE FUND	\$6,162.74
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
ALCOHOL/GAMBLING ENFORCEMENT	Professional Fee	\$40.00
ARVIG	Telephone/Internet/Cable	\$215.40
BANKCARD CENTER	Operating Supplies	\$18.90
BERGSETH BROS.	Merchandise for Resale	\$1,260.70
BEVERAGE WHOLESALERS	Merchandise for Resale	\$298.00
BNG TECHNOLOGIES, LLC	Professional Services	\$200.00
BREAKTHRU BEVERAGE	Merchandise for Resale	\$470.07
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$405.75
COMMUNITY CO-OPS-Lake Park	Natural Gas	\$20.00
D-S BEVERAGES	Merchandise for Resale	\$10,408.10
ECOLAB PEST ELIMINATION DIVISION	Professional Services	\$45.03
EFTPS-ONLINE	Payroll Taxes	\$2,071.09
FURTHER	Employee Benefit	\$200.00
GARBERG FOODS	Operating Supplies	\$13.90
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$497.50
HEGGIES PIZZA, LLC	Merchandise for Resale	\$702.20
HENRY'S FOODS INC.	Merchandise for Resale	\$1,550.82
JENS ANDERSON	Entertainment	\$250.00
JIM'S LOCKSMITH SERVICE	Professional Services	\$100.00
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$611.46
McKINNON COMPANY, INC.	Merchandise for Resale	\$2,303.95
MEDICA	Employee Benefit	\$1,235.16
MINNESOTA DEPARTMENT OF COMMERCE	Unclaimed Property	\$71.57
MN DEPT. OF HEALTH	Professional Fee	\$490.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$306.75
MN DOR - SALES & USE TAX	Sales Tax	\$3,983.00
OFFICE SUPPLIES PLUS*	Operating Supplies	\$63.05
OTTERTAIL POWER CO.	Electricity	\$712.59
PAYROLL	Employee Wages	\$8,662.63
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,410.43
PERHAM LINEN	Operating Supplies	\$82.25
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$1,319.41
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$827.40
TV BOOSTER CLUB	Donation	\$806.36
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$250.00
USABLE LIFE	Employee Benefit	\$13.76
	TOTAL LIQUOR FUND	\$41,945.31
TODD'S LANDSCAPING	Flags/Poles	\$1,468.00
	TOTAL MEMORIAL GARDEN FUND	\$1,468.00
NORMAN COUNTY E.D.A.	Donation	\$250.00
	TOTAL EDA FUND	\$250.00
	TOTAL DISBURSEMENTS	\$180,305.83

MAYOR—Fall addressed change in EDA/Parks meeting—11/19 @ 6:30 in the Community Center. Will be discussing the splash park as well as forming a committee for ideas for the Nursing Home building now that the home itself has closed.

FIRE/RESCUE—Gall reported 13 rescue calls were received, 9 responded to and 4 fire calls. Brief discussion on truck repairs and budget.

LIQUOR—Skaurud reported Gross Sales of \$44,212.81 for October and an ATM revenue of \$342.00. **EVENTS**—First Rib Night sold out, Bar Trivia had 3 teams and decent turn out for Halloween party. Upcoming—Rib Right 11/16, Second trivia night, live music Black Friday, Forty Below Comedy, Rick Adams on 12/29, NYE Party.

Otter Tail Power Company sent a contractor to conduct a free energy audit at the Liquor Store. Suggested to move the Electric Boiler to back up to Natural Gas Heat, fix valves, update and insulate pipes on boiler, replace lighting with LED options and add occupancy switches in the bathrooms and back room. Council asked that Skaurud contact electrician for a LED retrofit cost. Rebates are available from OTP for switching to LED (around \$.60 per watt saved.)

POLICE—Douville reported 71 calls for October. New squad is working great. Multiple comments on the visibility of the new lights.

PUBLIC WORKS— Prior to meeting a Water Tower Inspection Report from KLM Engineering was distributed to Council for Review. Necessary repairs are estimated to cost between \$365,000 and \$380,000 and suggested to take place in 3-5 years. Some components will be repaired with upcoming water treatment plant project. Council agreed that issues with the water tower will need to be addressed as a separate project after the water treatment plant project is complete. Clerk will invite engineer from KLM to attend meeting in January to discuss further. Brief discussion on Verizon tower lease and current funds set aside for tower repairs. New Boss plow has been purchased and installed on 550, Askelson was pleased with cost and installation cost.

ELECTION— Results from the November 6, 2018 General Election were presented to Council, acting as the Canvassing board for the City of Twin Valley. Council member Dobmeyer motioned, seconded by Council member Pearson to introduce the following resolution.

RESOLUTION 2018—34
A RESOLUTION TO CERTIFY RESULTS OF THE TUESDAY, NOVEMBER 6, 2018 GENERAL ELECTION
(CANVASSING OF THE GENERAL ELECTION RESULTS)

WHEREAS, the City of Twin Valley held a Municipal Election for the office of Mayor and two Council Members on Tuesday, November 6, 2018, during the General Election with 252 persons placing votes for all offices (City, County, and State). The votes tabulated at said election for City Seats were as follows:

MAYOR	VOTES	COUNCIL MEMBER	VOTES
Ben Fall	234	Michael Bolton	185
		Mike Lampton	180
		Robben Luhning	65
Write-In (Other)	4	Write-In (Other)	8

THEREFORE, BE IT RESOLVED that the Twin Valley City Council does hereby canvas the official election results—the office of Mayor for the term of 2019-2020 shall be Ben Fall, and Council Members for the term of 2019-2022 shall be Michael Bolton and Mike Lampton.

Upon a roll call vote the following members voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 13th day of November, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

Clerk will have certificates of election available at the December meeting for Fall, Bolton, and Lampton.

NEW BUSINESS—ND/ML-m/s/p to approve the following two building permits: Anderson, 595 Lincoln NE to build one 40' x 60' wood frame, steel out building and New North Properties, 205 Norman Ave NE, to build 8' x 10' floating deck with ramp.

Six old wooden tables were donated to NCE under direction of Mayor Fall prior to meeting. 2018 budgeted outlay funds for Community Center of \$2,500.00 have not been used. ND/JP-m/s/p to approve the purchase of 8-10 new 8' light weight tables for the Community Center.

FINANCE—Budget reports for October were e-mailed to council for review prior to meeting, no concerns addressed. Budget Work Session for the 2019 final levy will be held Monday, 12/3/18 at 6:00PM.

FYI/OTHER—Reminder that the Truth in Taxation meeting will be held on 12/10/18 at 6:30PM. Clerk asked that the Personnel Committee meet for wage negotiations prior to Budget meeting 12/3/18.

JP/MB-m/s/p to adjourn, 8:05 PM.

Attest: _____
 RACHEL JOHNSON, CLERK TREASURER

Signed: _____
 BENJAMIN FALL, MAYOR

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**MONDAY, DECEMBER 3, 2018 – 2018 BUDGET WORK SESSION MEETING
 TWIN VALLEY COMMUNITY CENTER – 6:00 PM**

MEMBERS: Joel Pearson, Ben Fall, Mike Lampton, Mike Bolton Nate Dobmeyer (arrived at 8:15PM)
OTHERS: Kerry Askelson (PW), John Gall (FD), Jason Douville (PD).

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held a special meeting to discuss the 2019 Proposed Budget. Mayor Fall called the meeting to order at 6:11 PM.

Copies of the clerk’s proposed 2019 General Fund budget disbursed to council. Reviewed all receipts and disbursements, which included current balances as of 12/3/18. Council revised several line items within the General Fund budget for a final proposed budget total of \$685,101 for 2019. Council will make a final review of the proposed budget at the Truth in Taxation public hearing set for Monday, December 10th at 6:30 PM prior to adoption which is set to be done during the regular meeting at 7PM.

Meeting adjourned at 8:41 PM, JP/ML-m/s/p.

Attest: _____
 RACHEL JOHNSON, CLERK TREASURER

Signed: _____
 BENJAMIN FALL, MAYOR

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**MONDAY DECEMBER 10, 2018 – TRUTH IN TAXATION, PUBLIC HEARING
 TWIN VALLEY MUNICIPAL CENTER – 6:30 PM**

MEMBERS: Ben Fall, Mike Bolton, Mike Lampton, Nate Dobmeyer ABSENT: Joel Pearson
OTHERS: Kris Carlson, Mark Askelson, Marijo Vik

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its Truth in Taxation Public Hearing on Monday, December 10, 2018. Mayor Fall called the hearing to order at 6:31 PM.

No citizens of Twin Valley attended hearing to discuss the proposed tax levy for 2019, originally set at 15%. Mayor Fall called for a motion to adjourn hearing at 7:45 PM. Motion by Dobmeyer, second by Lampton to close Truth in Taxation Hearing.

Attest: _____
 RACHEL JOHNSON, CLERK TREASURER

Signed: _____
 BENJAMIN FALL, MAYOR

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**MONDAY DECEMBER 10, 2018 – REGULAR MONTHLY MEETING
 TWIN VALLEY MUNICIPAL CENTER – 7:00 PM**

MEMBERS: Ben Fall, Mike Bolton, Mike Lampton, Nate Dobmeyer ABSENT: Joel Pearson
OTHERS: Kerry Askelson, John Gall, Lori Skaurud, Jason Douville, Mike Schwanke, Mark Askelson, Kris Carlson, MariJo Vik

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, December 10, 2018. Mayor Fall called the meeting to order at 7:00 PM.

MONTHLY BUISNESS

Minutes— MB/ND-m/s/p to approve minutes from 11/13/18 Regular Monthly Meeting as presented.

Disbursements—ND/ML-m/s/p to approve claims from 11/14/18-11/30/18 for \$29,339.37 and 12/01/18 – 12/05/18 for \$14,632.86 and payroll periods 11/04/18 – 11/17/18 for \$11,463.43 and 11/18/18 – 12/01/18 for \$9,899.79 for a disbursement total of \$65,335.45.

VENDOR	DESCRIPTION	AMOUNT
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A.F.L.A.C. WEST REGION	Employee Benefit	\$233.49
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$272.14
ARVIG	Telephone/Internet	\$676.34
AUTO VALUE MAHNOMEN	Repairs and Maintenance	\$86.99
BERT'S TRUCK EQUIPMENT	Repairs and Maintenance	\$6,024.00
BUCKLE'S HARDWARE	Repairs and Maintenance	\$225.50
COMMUNITY CO-OPS-Lake Park	Natural Gas & Cenex Charges	\$1,741.66
DUWAYNE OLSON	Repairs and Maintenance	\$64.13
EFTPS-ONLINE	Payroll Taxes	\$2,313.20
FURTHER	Employee Benefit	\$791.17
JAMES D. BRUE	Attorney Fee	\$550.00
KRJB FM RADIO	Advertising	\$130.00
LUNDE BLADE & GRAVEL, LLC	Repairs and Maintenance	\$775.80
MARCO TECHNOLOGIES LLC	Copy Machine Maintenance	\$44.71
MEDICA	Employee Benefit	\$2,091.00
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$387.16
MN DOR - PAYROLL TAX	Payroll Taxes	\$481.15
OFFICE SUPPLIES PLUS*	Operating Supplies	\$19.52
PAYROLL	Employee Wages	\$10,743.22
P.E.R.A. - SDR DIVISION	Employee Benefit	\$3,294.67
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$50.00
TWIN VALLEY TIMES	Advertising	\$15.00
USABLE LIFE	Employee Benefit	\$6.88
VERIZON WIRELESS	Telephone/Internet	\$35.01
	TOTAL GENERAL FUND	\$31,052.74
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$62.19
ARVIG	Telephone/Internet	\$112.20
AUTO VALUE MAHNOMEN	Repairs and Maintenance	\$42.99
BUCKLE'S HARDWARE	Repairs and Maintenance	\$30.66
COMMUNITY CO-OPS-Lake Park	Natural Gas & Cenex Charges	\$154.12
EFTPS-ONLINE	Payroll Taxes	\$536.35
FURTHER	Employee Benefit	\$175.00
GRAINGER	Repairs and Maintenance	\$71.91
HAWKINS, INC.	Professional Service	\$837.50
MEDICA	Employee Benefit	\$1,059.04
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$193.58
MN DEPT. OF HEALTH	Professional Service	\$607.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$81.03
PAYROLL	Employee Wages	\$2,130.39
P.E.R.A. - SDR DIVISION	Employee Benefit	\$476.65
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
USABLE LIFE	Employee Benefit	\$20.89
	TOTAL WATER FUND	\$6,817.82
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supply	\$62.19
ARVIG	Telephone/Internet	\$112.19
BUCKLE'S HARDWARE	Repairs and Maintenance	\$41.26
COMMUNITY CO-OPS-Lake Park	Natural Gas & Cenex Charges	\$277.12
EFTPS-ONLINE	Payroll Taxes	\$536.32
FURTHER	Employee Benefit	\$175.00
MEDICA	Employee Benefit	\$1,059.04
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$193.58
MN DOR - PAYROLL TAX	Payroll Taxes	\$81.03
PAYROLL	Employee Wages	\$2,130.39
P.E.R.A. - SDR DIVISION	Employee Benefit	\$476.65
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$75.00
USABLE LIFE	Employee Benefit	\$20.89
	TOTAL SEWER FUND	\$5,391.98
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
ARVIG	Telephone/Internet/Cable	\$215.17
BERGSETH BROS.	Merchandise for Resale	\$1,160.05

BEVERAGE WHOLESALERS	Merchandise for Resale	\$93.60
BNG TECHNOLOGIES, LLC	POS System	\$200.00
BUCKLE'S HARDWARE	Repairs and Maintenance	\$2.79
CASH - CITY OF TWIN VALLEY	Starter Cash	\$800.00
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$223.50
COMMUNITY CO-OPS-Lake Park	Natural Gas	\$78.52
DAKOTA PLUMBING	Repairs and Maintenance	\$75.00
D-S BEVERAGES	Merchandise for Resale	\$2,088.40
ECOLAB PEST ELIMINATION DIVISION	Contracted Service	\$101.32
EFTPS-ONLINE	Payroll Taxes	\$1,549.94
FURTHER	Employee Benefit	\$100.00
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$115.50
HEGGIES PIZZA, LLC	Merchandise for Resale	\$173.05
HENRY'S FOODS INC.	Merchandise for Resale	\$2,545.21
JERRY JACOBSON	Entertainment	\$300.00
LUTHERAN MEMORIAL HOMES	Capital Outlay	\$275.00
McKINNON COMPANY, INC.	Merchandise for Resale	\$856.30
MEDICA	Employee Benefit	\$1,235.16
MN DOR - PAYROLL TAX	Payroll Taxes	\$237.54
OTTERTAIL POWER CO.	Electricity	\$822.90
PAYROLL	Employee Wages	\$6,359.22
P.E.R.A. - SDR DIVISION	Employee Benefit	\$984.05
PEPSI-COLA **	Merchandise for Resale	\$87.75
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$248.90
TWEETON REFRIGERATION, INC.	Repairs and Maintenance	\$1,102.20
USABLE LIFE	Employee Benefit	\$13.76
	TOTAL LIQUOR FUND	\$22,072.91
	TOTAL DISBURSEMENTS	\$65,335.45

ULTEIG ENGINEERING—Kris Carlson, Twin Valley's Engineer, attended meeting to update council on Water Treatment Plant project and propose to move forward with planning and construction to begin in Spring 2019. The project scored 28th on the MDH 2019 PPL with 12 priority points. All projects at 7 points or higher fall within the fundable range for the Drinking Water Revolving Fund. The preliminary cost split between grant funding and loan funding is 80/20. (Based on the current Median income for Twin Valley of \$36,912.) The project currently has an estimated cost of \$1,094,250. Assuming 80% of the costs will be covered by grant funds or principal forgiveness the City will be liable for an estimated \$218,850. If the City chooses to move forward, Carlson will arrange a meeting with a PFA loan officer. Minimum interest from the PFA revolving loan fund is set at 1%. Brief discussion on recuperation of costs from City residents. A possible line item on utility billings was suggested between \$1.50 - \$2.50 monthly.

The Department of Health requires all plans and specifications be submitted by March. With council approval, Carlson will move forward. Council Member Bolton motioned to introduce a resolution to accept the proposal from Ulteig Engineering to continue with the design, bidding and construction phase services for the rehabilitation of the City's Water Treatment Plant. Motion seconded by Dobbmeyer, the following resolution was introduced.

RESOLUTION 2018—35

RESOLUTION TO ACCEPT UPDATED PROPOSAL FROM ULTEIG ENGINEERING TO FINISH DESIGN AND CONSTRUCTION SERVICES IN REGARDS TO PROJECT 17.02032- TWIN VALLEY – WATER TREATMENT PLANT IMPROVEMENTS

WHEREAS, Ulteig Engineering prepared a preliminary engineering report for the rehabilitation of the Twin Valley Water treatment plant and applied on behalf of the City of Twin Valley for PFA DWRF grant/loan funding for the 2019 construction season, and

WHEREAS, to move forward with the rehabilitation project, the City of Twin Valley City Council agrees to change the original agreement with Ulteig Engineering to now include the design and construction phases of the water treatment plant improvement project and agrees to pay an additional sum of \$160,100 for said services.

THEREFORE, BE IT RESOLVED, that the City of Twin Valley does hereby accept the proposal from Ulteig Engineering to continue to provide Engineering Services in conjunction with the Twin Valley Water Treatment Plant Rehabilitation project, as outlined in signed agreement, a copy of which is available in the City Clerk's Office for review.

Upon a roll call vote the following members voted in favor: Mike Bolton, Mike Lampton, Nate Dobbmeyer, and Ben Fall; (Joel Pearson, Absent) and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 10th day of December, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

Brief discussion on water tower maintenance needed. Carlson requested report from KLM to see what can be worked into the current project and what will need to be separate.

Based off previous discussion with Askelson, Carlson will also be preparing a facility plan and funding application for necessary work at the waste water treatment ponds at no additional charge to the City.

PUBLIC WORKS— Distributed notice from the MDH in regards to Lead/Copper tap water monitoring, PWSID 1540008. Monitoring is required by the Safe Drinking Water Act. Results for Twin Valley revealed levels are in the 90th percentile— the public water system has not exceeded the action level for lead or copper. Clerk will complete required notification to residents whose water was specifically tested.

Askelson has received notice from the MPCA and is in compliance with all reporting requirements for 2018.

Dobmeyer asked Schwanke if he has completed testing for water and waste water licensing as requested.

Currently Schwanke has already passed his waste water test and is waiting on certificate. Will be testing for renewal of water licensing in the new year.

FIRE/RESCUE—Gall reported 3 fire calls (false alarm, accident, structure fire) and 10 rescue calls, 8 responded to. In 2017 the total rescue calls were 74, currently there have been 76 in 2018. Requested to purchase \$6,000 CD to be marked for equipment with outstanding budget funds for 2018. ND/ML-m/s/p. Council requested Clerk look into combining existing CD's for fire equipment as well.

POLICE—Douville reported 55 calls for November. The department put up a tree for the Community Club's parade of trees and won the popular vote. The 'trophy' is located in the trophy case at City Hall.

LIQUOR— Skaurud reported Gross Sales for November of \$49,689.71 with an ATM revenue of \$438. Updated Council on Events—served liquor on Friday at the Community Center during the Parade of Trees for a gross income of \$713.75, Day Drinking Party on Saturday 12/8 with Tom & Jerry's went well. Rib Night is scheduled for 12/14, Comedy Night 12/15, Bar Trivia 12/21, New Year's Party 12/29. Skaurud has purchased a popcorn machine and pool table from the TVLC.

Presented Council with preliminary cost estimates for the addition of a grill to the Liquor Store. Estimated to cost between \$150,000-\$175,000 for all necessary equipment and renovations. Updates to include: Cooler, Freezer, Building Addition, Hood Unit, New Flooring, Kitchen Equipment, and miscellaneous renovations to existing bar area, POS, and security system. Council discussed the turnaround time on investment, discussed lack of eating establishment in City as driving force. Brief discussion on possibly needing to hire a kitchen manager, cross promoting other businesses in town, and menu items (serving more than burgers and fries). Council member Bolton asked that Skaurud continue working on figures and moving forward with planning, council agreed.

EDA/PARKS—Committee met briefly before the Truth in Taxation Hearing. Discussed possible new business in town purchasing building, will continue to work with owner on a possible EDA loan. Clerk requested council approval to seek assistance from City Attorney Julin in the creation of new revolving loan documents. Council had no issues, Clerk will contact Julin.

Committees are also still moving forward with splash park planning.

NEW BUSINESS—Council presented with 2019 Business License requests, ND/ML-m/s/p to approve the following licenses for the 2019 business year: Community Co-op (Tobacco), Garberg Foods (Tobacco), TVLS (Tobacco, Amusement Machines (2), Card Table (1), Pool Table (1), Intoxicating On & Off Sale, Sunday Liquor, and 2AM), Greg Parenteatu Off-da Taco Stand (Vendor), and the following Fundraiser and Raffle Permits: Norman County East School District, Wild Rice Conservation Club, Twin Valley Lions, Wild Rice Peacemakers, St William Catholic Church, St Vincent de Paul Good Samaritan Food Shelf, Norman County East Dollars for Scholars, Trinity Lutheran Church, Woodland 4H, Valley Pines, and Twin Valley Riders Club.

MB/ML-m/s/p to not waive the Tort Liability for the 2019 LMCIT renewal.

2019 CITY FEE SCHEDULE – Council received updated fee schedule for 2019 to approve. Council Member Bolton motioned to approve fee schedule, seconded by Dobmeyer, the following resolution was introduced.

RESOLUTION 2018—36
A RESOLUTION TO ADOPT THE FOLLOWING LIST OF CITY FEES AND
CHARGES FOR THE CITY OF TWIN VALLEY FOR THE 2019 OPERATING FISCAL YEAR,
AND AMEND CITY ORDINANCE 170.30.11.102—FEE SCHEDULE.

Section 1. Pursuant to Minnesota Law and the Twin Valley City Code, a fee schedule for City services and licensing is hereby adopted, by an affirmative vote of a majority of the Twin Valley City Council members present. The following permit fees and service charges are hereby established for the year 2019:

Administration

NSF Check Fee	\$35.00
Assessment Search, Police Report, Ordinance copies, Utility History	\$10.00
Data Request requiring research/compilation	\$20.00/hr
Notary (per sheet)	\$1.00
Background Check	\$100.00
Filing Fee (elected official)	\$2.00
Mileage Rate	Set by IRS
City Map 8.5 x 11	0.25
COPIES	
Standard 8.5x11	\$0.25
Legal 11x14	\$0.25
Poster 11x17	\$0.50
Two Sided Sheets	\$0.30
Colored Paper 8.5 x 11	\$0.30
Faxes – send & receive up to 5 sheets	\$2.00
Faxes – per sheet when more than 5 (not including cover)	\$0.50
Certification of Delinquent Utility Accounts / Invoices	\$5.00
Administrative Citation Fees	Schedule I
Camping (per night)	\$10.00
Cemetery Plot	\$150.00
Recreational Vehicle Permit	\$20.00
Nuisance Mowing/Maintenance	\$100.00 (min)
Animal	
Pet License	\$10.00
Pet found without current tag	\$15.00
Impound Fee	\$25.00/day
Impound Fee – Repeated Violation	\$75.00/day
Business Fees	
Tobacco License	\$25.00
Card Table/Table Games	\$5.00
Pool Table	\$25.00
Amusement Machines	\$25.00
Fundraiser/Raffle Permit	\$10.00
Peddlers License	\$25.00
Alcohol	
Intoxicating ON-Sale	\$750.00
Intoxicating OFF-Sale	\$100.00
Wine License	\$150.00
3.2% ON-Sale	\$100.00
3.2% OFF-Sale	\$30.00
Sunday Liquor	\$200.00
Special One Day Permit	\$25.00
Consumption/Display (set-ups)	\$120.00
Center Fees	
Community Center (w/out kitchen)	\$75.00
Community Center with alcohol (w/out kitchen)	\$125.00
Community Center Kitchen	\$25.00
Community Center – Front for small groups	\$25.00
Community Center – Auctions	\$150.00
Community Center – Fundraisers	\$75.00
Community Center – Benefits	\$0.00
Dance Permit	\$10.00
Dance/Event Security (5 hours)	\$125.00
Additional Security (each hour over 5)	\$25.00
Table Rental	\$10.00
Chair Rental	\$1.00
Platform Rental	\$15.00
Picnic Table Rental	\$15.00

Fire and Rescue

Fire Contract (full township)	\$3,820.00
Rescue Contract (full township)	\$230.00
Fire Call – 1 st three hours	\$750.00
Fire Call – Additional hourly rate	\$300.00
Fire Calls less than one (1) hour (reviewed on a case by case rate)	TBD
Vehicle Accident	\$500.00
Foam Per Gallon	\$25.00

Wimmer Cabins

Monthly Rent	\$200.00
Damage Deposit	\$300.00

Utility Rates

New Connection – Water	\$900.00
New Connection – Sewer	\$725.00
Connection Charge	\$50.00
Delinquent Reconnection Charge	\$75.00
Water Testing Fee (as required by the State of MN)	\$6.36
City Service Fee (snow, mosquito, brush, misc.)	\$4.00
Storm Sewer Availability – Residential	\$4.50
Storm Sewer Availability – Commercial	\$13.50
Late Fee	\$15.00
Meter Base	\$20.00
Meter Replacement	\$170.00
Service Call	\$25.00

WATER

Base Rate (Residential & Basic Commercial) Usage under 1600	\$39.50
Water Usage per 1000 gallons	\$3.00
Vacancy Rate	\$15.00
Commercial—Large Users under 50,000 gallons	\$150.00
Commercial—Large User per gallon over 50,000	\$2.00/gal

SEWER

Base Rate	\$26.50
Commercial—Large User	\$75.00
Commercial Large User over 50,000 gallons (water usage)	\$1.00/gal
Vacancy Rate	\$10.00

GARBAGE (*Rates set by Fuch's Sanitation*)

City Admin Fee (included in charges below)	\$2.00
Single Garbage	\$12.45
Family Garbage	\$14.69
Residential Garbage Tax	9.75%
Commercial Garbage 1-A	\$15.20
Commercial Garbage 1-B	\$17.08
Commercial Garbage 1-C	\$18.97
Commercial Garbage 3	\$22.35
Commercial Garbage 4-A	\$31.72
Commercial Garbage 4-B	\$42.63
Commercial Garbage 4-C	\$72.41
Commercial Garbage 5	\$63.31
Commercial Garbage 6-A	\$77.37
Commercial Garbage 6-B	\$137.91
Commercial Garbage 7	\$266.10
Commercial Garbage 8	\$685.38
Commercial Garbage CITY	\$14.56
Commercial Garbage Tax (included above)	17.00%

Land Use – Zoning/Building Permits

Fences, Decks, Small Storage Units (non-permanent)	\$10.00
Permanent Storage Unit – Secured/Slab	\$15.00
Additions, Porches, Patios—attached	\$20.00
Garages/Structures/Outbuildings—not attached	\$25.00

New Construction—Residential	\$50.00
New Construction—Commercial	\$100.00
Penalty <i>—projects started without council approval</i>	\$10.00

Zoning Ordinance—Change Requests

Zoning Change	\$150.00
Zoning Fine—If construction began prior to approval	\$150.00
Variance/Conditional Use Request	\$150.00

The Twin Valley City Code establishes that certain fees be set from time to time but the Twin Valley City Council.

- (a) City Clerk/Treasurer has reviewed the current Master Fee Schedule for the City of Twin Valley and is hereby recommending that the 2019 Master Fee Schedule, be adopted.
- (b) Upon consideration and review of the Twin Valley City Council, the Master Fee Schedule, hereto attached, is hereby adopted.

Section 2: This Ordinance shall be in full force and effective upon passage and publication.

Upon a roll call vote the following members voted in favor: Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall; (Joel Pearson, Absent) and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 10th day of December, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

ASSESSMENT OF OUTSTANDING CHARGES—Council Member Dobmeyer questioned how utility billings were allowed to reach over \$700.00. Explained that the homes have been disconnected from water and continue to accumulate late charges and vacancy fees that are unpaid. ML/MB-m/s/p to approve the assessment of the following outstanding Utility Charges:

PARCEL	OWNER	ADDRESS	AMOUNT
32-8364000	Kim I. Fox (bar)	112 Main Ave W	\$355.02
32-836600	Kim I. Fox (restaurant)	112 Main Ave W	\$355.02
32-8557000	Martin Prestegord Est.	311 Pleasant Ave SE	\$294.84
32-8542000	Neil Wiger	103 1 st St SE	\$294.84
32-8679000	Virgil Prestegord Est.	611 Pleasant Ave SE	\$294.84
32-8374000	Sharla Little	211 Norman Ave NW	\$782.33
32-8505000	Jodi Garza	100 Hanson Ave SW	\$722.10
32-8681000	James Orre Est.	400 Main Ave E	\$459.84

And the following outstanding property maintenance invoice:

32-8718000	Jodi Garza	304 Pleasant Ave SW	\$100.00
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NEW BUSINESS CONT’—MB/ML-m/s/p to approve purchasing two CD’s with outstanding Capital Outlay funds budgeted for 2018—\$10,000 for the Municipal/Community Center and \$20,000 for Public Works Equipment.

Briefly discussed vacancies at the City owned Wimmer Cabins. Currently 7 out of 12 homes are vacant. Clerk suggested removing the age limit of 50+ on policy. Suggestion to use one or more of the houses as short-term rentals/weekend cabins in the future. Council member Dobmeyer questioned if a rental increase for 2019 was agreed upon previously. The last Wimmer Cabin rental increase took place in January of 2018, no other increases were approved at that time. Council agreed to table discussion, and continue to look into ideas for future meeting.

PERSONNEL—Fall and Pearson met on 12/3/18 to discuss City Personnel wages for 2019-2020. Fall presented proposed wage increase of 2.5% for all employees in 2019 and 3% wage increase in 2020. Based on current wage information given to Fall and Pearson to review, Fall also proposed an additional \$1.00/hr for Utility Clerk Peterick in 2019 and \$.50 wage increase in 2020 in addition to COLA increases to adequately compensate her based off a discrepancy in a mock wage scale showing all employee wages, years of service, and job points. Council Member Dobmeyer questioned why it was necessary to set wage increases for 2020 as well as 2019. Fall explained that in prior years the City has negotiated wages for a two-year period to assist with budgeting. BF/ML-m/s/p to approve proposed wage increases for 2019-2020. Council Member Bolton abstained from vote due to possible conflict of interest.

2019 LEVY & BUDGET— Having reviewed the General Fund budget previously, and hearing no public comments or concerns, Council Member Dobmeyer motioned to set the 2019 Twin Valley Tax Levy as follows. Seconded by Council Member Lampton the following resolution was introduced.

RESOLUTION 2018—37
RESOLUTION ADOPTING THE 2019 TAX LEVY FOR THE GENERAL FUND, LONG TERM CAPITAL FUND AND THE 2012A GO UTILITY REVENUE AND REFUNDING BOND AND GENERAL FUND BUDGET FOR THE 2019 FISCAL YEAR

- WHEREAS,** the Twin Valley City Council has reviewed the current General Fund Budget, held a budget work session, and held a Truth in Taxation hearing to hear comments on the needs of the city departments for the 2019 year; and
- WHEREAS,** the City Council had proposed a percentage increase of fifteen percent (15%) to be levied against the property's taxes, and after discussion with be lowered to an 2.85% increase for a final General Fund levy amount of \$140,616.00 for the 2019 fiscal operating year; and
- WHEREAS,** the City of Twin Valley must certify the 2019 Final Levy to the Norman County Auditor and the State of Minnesota before December 28, 2018; and
- WHEREAS,** the Final Levy may be less than, but not more than the Certified Proposed Levy unless authorized as an allowable "Add-on" which would result in a final levy that is greater than the proposed levy.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Twin Valley, County of Norman, Minnesota, that the following proposed sums are to be levied for the 2019 collectible year, upon taxable properties in the City of Twin Valley, for the following purposes:

GENERAL FUND	\$ 140,616
2012A Utility Revenue & Refunding	\$ 22,000
LONG TERM CAPITAL FUND	\$ 10,000
TOTAL ADOPTED LEVY	\$ 172,616

THEREFORE, BE IT ALSO RESOLVED, the City of Twin Valley City Council hereby sets the General Fund budget for fiscal year 2019 with Revenues and Expenditures to balance at \$685,101.

Upon a roll call vote the following members voted in favor: Mike Bolton, Mike Lampton, Nate Dobbmeyer, and Ben Fall; (Joel Pearson, Absent) and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 10th day of December, 2018.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

FYI/OTHER—Council reminded of Board of Appeals Training, due in February 2019. The City is required to have two trained members on the Board of Appeals. Currently only Dobbmeyer is trained. Clerk will send online training link to council members.

Meeting adjourned at 8:04 PM, MB/ND-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

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