

**MONDAY, April 13, 2020 – TWIN VALLEY CITY COUNCIL  
REGULAR MONTHLY MEETING  
ZOOM Cloud Meeting – 7:00 PM**

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

**OTHERS:** Kerry Askelson, Jason Douville, Deanne Peterick, Kendell Harrell, Mark Askelson

**PURSUANT DUE TO CALL** and notice thereof the Twin Valley City Council held its regular monthly meeting via teleconference on Monday, April 13, 2020. Mayor Fall called the meeting to order at 7:01 PM.

**ADDITIONS TO AGENDA** MB/ND-m/s/p (roll call) to approve the addition of a Donation request from the Wild Rice Peacemakers to the agenda.

**MONTHLY BUSINESS**

Minutes—ML/JP-m/s/p (roll call) to approve the March minutes as written.

Disbursements—MB/ML-m/s/p (roll call) to approve claims for 03/10/2020 – 03/31/2020 for \$90,258.01 and 04/01/2020 – 04/13/2020 for \$42,939.52 and payroll periods 02/23/2020 – 03/07/2020 for \$9,789.90, 03/08/2020 – 03/21/2020 for \$10,911.26 and 03/22/2020 – 04/04/2020 for \$9,226.95 for a disbursement total of \$163,125.64.

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$130.03
ADA BUILDING CENTER, INC.	Repair & Maintenance Supply	\$35.84
ALTRU HEALTH SYSTEMS	Training & Registration	\$250.00
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$241.74
ARVIG	Telephone & Internet	\$576.32
BANKCARD CENTER	Operating Supplies	\$658.47
BOUND TREE MEDICAL LLC	Operating Supplies	\$65.69
BRENDA DOBMEYER	Reimbursement, Training	\$140.00
BUCKLE'S HARDWARE	Repair & Maintenance Supply	\$427.62
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$202.32
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$1,282.66
CORE & MAIN LP	Operating Supplies	\$356.25
EFTPS-ONLINE	Payroll Taxes	\$3,316.99
FURTHER	Employee Benefit	\$1,084.22
JASON T. DOUVILLE	Reimbursement, Supplies	\$248.10
LEAGUE OF MN CITIES INS TRUST	Insurance	\$250.00
MARCO TECHNOLOGIES LLC	Contracted Service	\$40.61
McCOLLUM HDWE, INC.	Repair & Maintenance Supply	\$49.14
MEDICA	Employee Benefit	\$2,718.01
MN DOR - PAYROLL TAX	Payroll Taxes	\$584.31
MN FIRE SERVICE CERTIFICATION BOARD	Training & Registration	\$360.00
MN STATE COMM & TECH COLLEGE	Training & Registration	\$855.00
NORMAN CO. AUDITOR/TREASURER	Property Taxes	\$1,509.00
NORMAN COUNTY ATTORNEY'S OFFICE	Professional Fee	\$550.00
NORTHWEST BEVERAGE	Operating Supplies	\$25.25
OFFICE SUPPLIES PLUS*	Operating Supplies	\$21.49
OTTERTAIL POWER CO.	Electricity	\$3,561.71
P.E.R.A. - SDR DIVISION	Employee Benefit	\$5,065.39

PAYROLL	Wages	\$16,622.09
PLANX	Repair & Maintenance Supply	\$435.00
SOFTLINE DATA, INC.	Operating Supplies	\$56.25
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$82.50
TEAM LABORATORY CHEMICAL, LLC	Operating Supplies	\$54.00
USABLE LIFE	Employee Benefit	\$21.45
VERIZON WIRELESS	Telephone & Internet	\$391.06
		<b>\$42,268.51</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$100.93
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$83.03
ARVIG	Telephone & Internet	\$112.22
BANKCARD CENTER	Operating Supplies	\$119.26
BUCKLE'S HARDWARE	Repair & Maintenance Supply	\$51.53
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$3.68
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$381.18
CORE & MAIN LP	Operating Supplies	\$356.26
EFTPS-ONLINE	Payroll Taxes	\$973.06
FURTHER	Employee Benefit	\$290.61
HAWKINS, INC.	Operating Supplies	\$15.00
KHC CONSTRUCTION, INC.	Contracted Service	\$42,200.74
MEDICA	Employee Benefit	\$1,019.21
MN DOR - PAYROLL TAX	Payroll Taxes	\$119.48
MN DOR - SALES & USE TAX	Sales Tax	\$71.00
NORMAN CO. AUDITOR/TREASURER	Property Taxes	\$37.50
OFFICE SUPPLIES PLUS*	Operating Supplies	\$24.00
OTTERTAIL POWER CO.	Electricity	\$1,168.88
P.E.R.A. - SDR DIVISION	Employee Benefit	\$749.43
PAYROLL	Wages	\$3,225.83
SOFTLINE DATA, INC.	Operating Supplies	\$56.25
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$108.75
USABLE LIFE		\$13.62
VERIZON WIRELESS	Telephone & Internet	\$68.19
		<b>\$51,349.64</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$100.93
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$83.03
ARVIG	Telephone & Internet	\$112.21
BANKCARD CENTER	Operating Supplies	\$168.35
BUCKLE'S HARDWARE	Repair & Maintenance Supply	\$51.53
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$3.68
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$224.19
EFTPS-ONLINE	Payroll Taxes	\$973.05
FURTHER	Employee Benefit	\$290.61
MEDICA	Employee Benefit	\$1,019.21
MN DOR - PAYROLL TAX	Payroll Taxes	\$119.49
NORMAN CO. AUDITOR/TREASURER	Property Taxes	\$37.50
OFFICE SUPPLIES PLUS*	Operating Supplies	\$24.00
OTTERTAIL POWER CO.	Electricity	\$105.90
P.E.R.A. - SDR DIVISION	Employee Benefit	\$749.45

PAYROLL	Wages	\$3,225.83
RMB ENVIRONMENTAL LABS, INC.	Professional Fee	\$79.00
SOFTLINE DATA, INC.	Operating Supplies	\$56.25
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$108.75
TEAM LABORATORY CHEMICAL, LLC	Operating Supplies	\$750.00
USABLE LIFE	Employee Benefit	\$13.60
VERIZON WIRELESS	Telephone & Internet	\$68.19
		<b>\$8,364.75</b>
FUCHS SANITATION SERVICE, INC.	Contracted Service	\$5,593.08
MN DOR - SALES & USE TAX	Sales Tax	\$660.00
SOFTLINE DATA, INC.	Operating Supplies	\$56.25
TWIN VALLEY TIMES	Publication/Advertising	\$18.44
		<b>\$6,327.77</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
ARVIG	Telephone & Internet	\$343.32
BANKCARD CENTER	Operating Supplies	\$341.45
BERGSETH BROS.	Merchandise for Resale	\$4,055.50
BEVERAGE WHOLESALERS	Merchandise for Resale	\$479.50
BNG TECHNOLOGIES, LLC	Contracted Service	\$200.00
BRAD HOLTMAN	Entertainment	\$400.00
BREAKTHRU BEVERAGE	Merchandise for Resale	\$1,015.61
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$266.25
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$138.88
D-S BEVERAGES		
D-S BEVERAGES	Merchandise for Resale	\$15,804.40
EFTPS-ONLINE	Payroll Taxes	\$1,660.06
FURTHER	Employee Benefit	\$220.00
GERRY'S FOODS, INC	Operating Supplies	\$10.54
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$424.50
HEGGIES PIZZA, LLC	Merchandise for Resale	\$606.40
HENRY'S FOODS INC.	Merchandise for Resale	\$1,649.61
HERITAGE PUBLICATIONS LLC	Publication/Advertising	\$299.00
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$553.59
McKINNON COMPANY, INC.	Merchandise for Resale	\$3,662.67
MEDICA	Employee Benefit	\$1,472.95
MN DOR - PAYROLL TAX	Payroll Taxes	\$218.10
MN DOR - SALES & USE TAX	Sales Tax	\$3,447.00
NORMAN CO. AUDITOR/TREASURER	Property Taxes	\$260.00
OTTERTAIL POWER CO.	Electricity	\$820.32
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,359.73
PAYROLL	Wages	\$6,854.36
PEPSI-COLA **	Merchandise for Resale	\$176.90
PERHAM LINEN	Operating Supplies	\$85.74
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$4,586.39
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$2,451.21
TEAM LABORATORY CHEMICAL, LLC	Operating Supplies	\$54.00
TWIN VALLEY TIMES	Publication/Advertising	\$15.00
USABLE LIFE	Employee Benefit	\$13.91

	<b>LIQUOR FUND TOTAL</b>	<b>\$53,974.97</b>
MARK ASKELSON	Reimbursement, Travel	\$300.00
	<b>EDA FUND TOTAL</b>	<b>\$300.00</b>
THE SKI & BIKE SHOP	Equipment	\$540.00
	<b>SHIP FUND TOTAL</b>	<b>\$540.00</b>
	<b>DISBURSEMENT TOTAL</b>	<b>\$163,125.64</b>

**MAYOR**— Hopes everyone is finding themselves well. Appreciates the work all departments are doing to work around the pandemic.

**FIRE/RESCUE**— Lampton reported 2 fire calls and 8 rescue calls. Has suspended most trainings for the time being, however, will still have members of the fire department gathering to get the grass rig prepared for the season. Had an issue with the tires on the 6x6, purchased two tires to repair. The fire department has masks available for members to wear during calls.

**POLICE**— Douville reported 45 calls. The beginning on the month was busy, the end of the month has slowed down. Has full PPE suits and equipment available for officers. Was also able to order hand sanitizer through a distributor so the department should have sufficient supply.

**LIQUOR**— Gross sales reported at \$38,295.35, ATM revenue of \$156.00. All cash has been removed from the ATM and deposited with United Valley Bank until the On-Sale portion of the liquor store is able to re-open. Also presented Council with one bid for an upgrade to the current outdoor signage. Ross Lewis Sign Co. Inc quoted \$28,821.00 to furnish and install a 3'x5' LED watchfire message center, and convert existing logo cabinet to LED. Skaurud is working on preparing more quotes for review, however, has put the project on hold until the COVID-19 pandemic has passed and she is able to assess what kind of loss the liquor store may end up having as a result.

**PUBLIC WORKS**— Askelson presented two quotes to the Council for the trade-in purchase of a 2020 John Deere X739, trading off the 2017 John Deere X739. RDO Equipment Co. in Ada quoted \$19,200.00 with a trade in value of \$14,750.00 for a total of \$4,450.00. True North Equipment Co. in Mahanomen quoted \$17,534.71 with a trade in value of \$12,000.00 for a total of \$5,534.71. Askelson explained the current 3-year rotation the department has on lawn tractors. The current trade in has 394 hours on it with one year of warranty left which makes a trade in at the current time more lucrative. Mayor Fall expressed concerns over the financial effect the COVID-19 pandemic will have on the City's general fund. Questioned the prospect of the City's LGA being affected, as well as income from property taxes. Mayor Fall called for a moratorium on spending for the duration of the COVID-19 Pandemic to ensure the City continues to have a healthy general fund to continue operations.

Council member Pearson suggested the Council table the discussion for 2-3 months, ND/ML-m/s/p (roll call) to revisit the topic at the June meeting.

Askelson expressed that the public works department has work available should any Liquor Store employees need due to the loss of hours/wages during the closure of the On-Sale. Council had no issues if this is of interest to any employee.

MB/JP-m/s/p (roll call) to approve pay request #7 from KHC for \$319,533.44. Council received notice that in the past month the following work has occurred in the water treatment plant: All interior demolition completed, Filter media and interior equipment was removed, filter steel was blasted clean and minor blemishes repaired, filter surfaces painted, detention tank was cleaned and painted, interior walls and ceiling painted and a new aerator was installed. Askelson estimates that work should be complete by the end of May or early June.

