

**MONDAY, August 10, 2020 – TWIN VALLEY CITY COUNCIL  
REGULAR MONTHLY MEETING  
Twin Valley Community Center – 7:00 PM**

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

**OTHERS:** Kerry Askelson, Mark Askelson, Paul Bekkerus, Jason Douville, Connie Hamernik, Lori Skaurud,

**PURSUANT DUE TO CALL** and notice thereof the Twin Valley City Council held its regular monthly meeting on Monday, August 10, 2020.

**ADDITIONS TO THE AGENDA**—MB/ND-m/s/p to approve the following two additions to the agenda—1) KHC Change Order, 2) Citizens Request for street dance.

**MONTHLY BUSINESS**

Minutes—JP/ML-m/s/p to approve the minutes for July 06, 2020 as written.

Disbursements—ND/ML-m/s/p to approve claims from 07/07/220 – 07/31/2020 for \$289,586.59 and 08/01/2020 – 08/10/2020 for \$40,321.75 as well as payroll periods 06/28/2020 – 07/11/2020 for \$11,176.41 and 07/12/2020 – 07/25/2020 for \$12,018.46 for a disbursement total of \$353,100.21.

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$260.06
ADA BODY SHOP & GLASS	Repairs & Maintenance	\$2,842.16
ADAPCO, INC.	Operating Supplies	\$1,895.20
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$357.25
ARVIG	Telephone/Internet	\$1,167.74
BUCKLE'S HARDWARE	Repairs & Maintenance	\$96.85
BURLEY'S TREE SERVICE	Contracted Service	\$1,040.00
CAPFIRST EQUIPMENT FINANCE, INC.	Vehicle Lease	\$10,954.00
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$303.48
COMMUNITY CO-OPS-Lake Park	Natural Gas/Fuel Charges	\$1,081.53
CORE & MAIN LP	Repairs & Maintenance	\$261.97
DUWAYNE OLSON	Contracted Service	\$1,720.69
EFTPS-ONLINE	Payroll Taxes	\$2,715.57
FURTHER	Employee Benefit	\$235.00
GALLS, LLC*	Operating Supplies	\$925.52
JULIN LAW OFFICE, PLLC	Professional Service	\$153.75
MARCO TECHNOLOGIES LLC	Contracted Service	\$44.14
MATRIX TRUST COMPANY	Employee Benefit	\$55.00
MEDICA	Employee Benefit	\$2,566.10
MIDSTATES WIRELESS, INC.	Repairs & Maintenance	\$62.50
MN DOR - PAYROLL TAX	Payroll Taxes	\$585.64
MORRIS ELECTRONICS	Repairs & Maintenance	\$2,143.32
NORMAN COUNTY ATTORNEY'S OFFICE	Professional Service	\$550.00
NORTHWEST BEVERAGE	Operating Supplies	\$28.14
OFFICE SUPPLIES PLUS*	Operating Supplies	\$289.54
OTTERTAIL POWER CO.	Electricity	\$2,805.53
P.E.R.A. - SDR DIVISION	Employee Benefit	\$3,479.71
PAYROLL	Wages	\$12,460.35
QUICK ATTACH ATTACHMENTS, LLC	Capital Outlay	\$6,411.82

TITAN MACHINERY-CE DIV	Repairs & Maintenance	\$438.95
TWIN VALLEY TIMES	Advertising/Publishing	\$647.78
ULINE	Operating Supplies	\$225.96
USABLE LIFE	Employee Benefit	\$21.45
VERIZON WIRELESS	Telephone/Internet	\$383.89
WEST CENTRAL AG SERVICES	Operating Supplies	\$136.84
WINTER REPAIR	Repairs & Maintenance	\$18.95
	<b>GENERAL FUND TOTAL</b>	<b>\$59,366.38</b>
BREMER BANK	Bond Repayment	\$38,230.23
	<b>2019 BOND TOTAL</b>	<b>\$38,230.23</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$201.86
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$181.76
ARVIG	Telephone/Internet	\$221.34
BUCKLE'S HARDWARE	Repairs & Maintenance	\$81.49
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$5.52
COMMUNITY CO-OPS-Lake Park	Natural Gas/Fuel Charges	\$87.95
CORE & MAIN LP	Repairs & Maintenance	\$78.49
EFTPS-ONLINE	Payroll Taxes	\$745.19
FURTHER	Employee Benefit	\$52.50
GOPHER STATE ONE-CALL	Contracted Service	\$26.28
HAWKINS, INC.	Operating Supplies	\$1,708.09
KHC CONSTRUCTION, INC.	Contracted Service	\$174,525.70
MATRIX TRUST COMPANY	Employee Benefit	\$72.50
MEDICA	Employee Benefit	\$849.06
MN DOR - PAYROLL TAX	Payroll Taxes	\$117.39
MN DOR - SALES & USE TAX	Sales Tax	\$82.00
MN PUBLIC FACILITIES AUTHORITY	Loan Repayment	\$1,986.32
OFFICE SUPPLIES PLUS*	Operating Supplies	\$35.00
OTTERTAIL POWER CO.	Electricity	\$510.39
P.E.R.A. - SDR DIVISION	Employee Benefit	\$526.55
PAYROLL	Wages	\$2,409.94
ULTEIG ENGINEERS, INC.	Contracted Service	\$5,713.81
USABLE LIFE	Employee Benefit	\$13.62
VERIZON WIRELESS	Telephone/Internet	\$66.08
	<b>WATER FUND TOTAL</b>	<b>\$190,298.83</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$201.86
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$181.76
ARVIG	Telephone/Internet	\$221.36
BUCKLE'S HARDWARE	Repairs & Maintenance	\$71.89
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$5.52
COMMUNITY CO-OPS-Lake Park	Natural Gas/Fuel Charges	\$87.96
EFTPS-ONLINE	Payroll Taxes	\$745.19
FURTHER	Employee Benefit	\$52.50
GOPHER STATE ONE-CALL	Contracted Service	\$26.27
MATRIX TRUST COMPANY	Employee Benefit	\$72.50
MEDICA	Employee Benefit	\$849.06
MID VALLEY ELECTRIC, LLC	Repairs & Maintenance	\$456.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$117.40

OFFICE SUPPLIES PLUS*	Operating Supplies	\$34.00
OTTERTAIL POWER CO.	Electricity	\$108.49
P.E.R.A. - SDR DIVISION	Employee Benefit	\$526.58
PAYROLL	Wages	\$2,409.94
RMB ENVIRONMENTAL LABS, INC.	Professional Service	\$59.00
SELECT AG, INC.	Operating Supplies	\$1,238.76
TEAM LABORATORY CHEMICAL, LLC	Operating Supplies	\$1,500.00
USABLE LIFE	Employee Benefit	\$13.60
VERIZON WIRELESS	Telephone/Internet	\$66.08
WEST CENTRAL AG SERVICES	Operating Supplies	\$298.98
	<b>SEWER FUND TOTAL</b>	<b>\$9,344.70</b>
FUCHS SANITATION SERVICE, INC.	Contracted Service	\$5,691.82
MN DOR - SALES & USE TAX	Sales Tax	\$755.00
	<b>GARBAGE FUND TOTAL</b>	<b>\$6,446.82</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$56.16
ARVIG	Telephone/Internet	\$682.34
BANKCARD CENTER	Operating Supplies	\$106.45
BERGSETH BROS.	Merchandise for Resale	\$3,514.55
BEVERAGE WHOLESALERS	Merchandise for Resale	\$644.50
BNG TECHNOLOGIES, LLC	Contracted Service	\$200.00
BREAKTHRU BEVERAGE	Merchandise for Resale	\$636.26
BUCKLE'S HARDWARE	Repairs & Maintenance	\$14.21
CASH - CITY OF TWIN VALLEY	Starter Cash, Event	\$400.00
CHOUNARD SERVICES	Repairs & Maintenance	\$180.00
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$489.75
COMMUNITY CO-OPS-Lake Park	Natural Gas/Fuel Charges	\$20.00
DOUG STACK	Repairs & Maintenance	\$50.00
D-S BEVERAGES	Merchandise for Resale	\$13,381.96
ECOLAB PEST ELIMINATION DIVISION	Contracted Service	\$48.23
EFTPS-ONLINE	Payroll Taxes	\$1,479.91
ELECTRO WATCHMAN, INC.	Contracted Service	\$159.99
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$912.00
HEGGIES PIZZA, LLC	Merchandise for Resale	\$701.70
HENRY'S FOODS INC.	Merchandise for Resale	\$2,562.10
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$1,308.10
LORI J. SKAURUD	Reimbursement	\$61.78
McKINNON COMPANY, INC.	Merchandise for Resale	\$4,442.60
MEDICA	Employee Benefit	\$696.74
MN DOR - PAYROLL TAX	Payroll Taxes	\$193.11
MN DOR - SALES & USE TAX	Sales Tax	\$4,536.00
MN MUNICIPAL BEVERAGE ASSN.	Dues/Subscription	\$600.00
OTTERTAIL POWER CO.	Electricity	\$956.34
P.E.R.A. - SDR DIVISION	Employee Benefit	\$846.58
PAYROLL	Wages	\$5,914.64
PEPSI-COLA **	Merchandise for Resale	\$107.60
PERHAM LINEN	Operating Supplies	\$126.48
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$2,874.72
TV BOOSTER CLUB	Donation/Beer Garden	\$479.54

TWIN VALLEY TIMES	Advertising/Publishing	\$15.00
USABLE LIFE	Employee Benefit	\$13.91
	<b>LIQUOR FUND TOTAL</b>	<b>\$49,413.25</b>
	<b>TOTAL DISBURSED</b>	<b>\$353,100.21</b>

**MAYOR**—Fall reported that it was a busy July, he was pleased with the turn out for Town & Country Days and believes everyone socially distanced responsibly. Is aware there was one incident over the Town & Country Days weekend in which the old City walking bridge was destroyed.

**LIQUOR**—Skaurud reported Gross sales for July of \$62,477.12 with an ATM revenue of \$339.00. Sales are up from 2020 by roughly \$7,600. Proceeds between the on-sale and off-sale have evened out and are back to normal after the re-opening of the bar. The beer garden at Town & Country Days had a net profit of \$479.54, MB/ND-m/s/p to approve donating this amount back to the Twin Valley Community Boosters Club. Volunteers who worked at the beer garden for this event were expressly thanked by the Council. Skaurud updated Council on previous events—A motorcycle run of 100 plus individuals stopped by, there have been two steak nights, and Friday night food specials have continued to sell out. Upcoming events are scheduled such as another steak night, a tentative bean bag tournament and the Boosters Club will be holding their monthly meeting at the Liquor store on Wednesday evening, 08/12/2020. Skaurud will address possibly co-hosting another ATV fun run with the Community Club at said meeting. Skaurud has also been reviewing the building for needed updates. Discussed possibly investing in new gates for the smoking section as well as the possible addition of a fire pit. Skaurud is still contemplating the update to the TVLS light up signage. ND/MB-m/s/p to approve spending up to \$5,000 on the LED retrofit as well as possibly updating the plastic with a new design if feasible. Skaurud is also contemplating replacing the high-top tables in the bar with a sturdier option such as countertop style seating, which she has previously seen in other local establishments.

**EDA/PARKS**—The EDA and Parks committees met previously to the City Council at which time a letter from Citizen Danny Buckle was received. Buckle had three concerns. 1—Buckle requested that Samantha Fortier’s new daycare be eligible for the EDA business incentive of three months free water, sewer, and garbage. ND/ML-m/s/p to approve offering her this incentive once the Daycare is open for business. 2—Requested that the old volleyball court along highway 32 be removed and turned into a grassy area as the weeds have overgrown this area anyway. The plan is to move this court over by the new splash park in the future. Askelson will take care of removing the sand. 3—Asked that the City encourage voting. Johnson will post encouragement on social media.

The EDA/Parks committees also discussed possibly moving the Wild Rice Conservation Club gun raffle to the Community Center this fall, due to the COVID pandemic. Also discussed the Herold’s Court lot incentives as well and possibly expanding said lots in the future as needed.

Councilmember Pearson asked if the City Council would consider using a portion of the COVID Relief Funding received to make sanitary touchless updates to the bathrooms at the ball park. There is currently confusion on whether the school or the city is responsible for these buildings. Clerk Johnson expressed it was her understanding that the City sold the land to the school years ago with an agreement to continue to maintain the facilities. At this time there is no maintenance agreement that is known of located in the City offices. Mayor Fall expressed concerns over using City funds to make any updates to these facilities if the City is not the legal owner. Also expressed concerns over the validity of using CRF aid to pay for this. As the bathrooms are used by the public, these updates are not budgeted for, and due to the updates involving a possible touchless system for public health and safety, Clerk Johnson expressed there is probable reason to believe that this funding would be applicable. MB/ND-m/s/p to earmark funding up to \$5,000 for these updates. It was also asked that the City find out who is the proper owner of these buildings, and quotes be requested as to what updates can be done with the \$5,000 to decide if this is a suitable expenditure.

Other possible uses for CRF aid was discussed at length. There are many acceptable uses for these funds and the City will have until November 15 to use all the funding granted or return it to the County. Councilmember Bolton suggested earmarking some funding to be used as a type of hazard pay for employees of the City. Mayor Fall was in disagreement with using these funds this way. Discussed possible grant opportunities for local businesses negatively affected by the COVID pandemic. The EDA plans to prepare an application and offer grants of between \$1,000 and \$2,000. ND/JP-m/s/p to approve earmarking up to \$10,000 of CRF to be used as relief grants by the EDA. Members of the EDA plan to hold a first round of grant funding and assess if more funding is needed at a later date. Clerk Johnson has been maintaining a list of possible acceptable expenditures as more information is available from the state and federal government on qualifying expenditures. Because the funds are to be used or returned, it is the intent of the Council and the City Staff to use as much of the granted funds as possible keep our community afloat through the pandemic.

Discussed making possible updates to the bathroom facility at the current skating rink. Askelson addressed concerns with making updates to the building as it may become obsolete as the Splash Park and Skating rink will be located across town.

Fall updated the Council on the progression of the Splash Park. At this time, it is estimated that the shell of the building will be erected in the next month. Contractors have also been secured for the plumbing of the building and the park. It was also mentioned that a member of the community has offered to donate a 'ninja course' to the splash park area in the future.

There was also brief discussion on the damaged walking bridge. Askelson is meeting with True North Steel to discuss our options on erecting a new bridge with the possibility of making it ATV accessible in the future. Councilmember Dobmeyer expressed a citizen's concern over taking away from the nostalgia of the old wooden bridge. Askelson will get quotes and bring them to the Council at a future meeting.

**PUBLIC WORKS**—Council received pay application #11 from KHC for work at the water treatment plant for \$50,821.60. ND/ML-m/s/p to approve payment. Council discussed at length the change order request from Ulteig Engineering to add \$2,058.00 to the original contract for the replacement of water level sensors in the clearwell and backwash reclaim tanks which was not accounted for in the original contract. Askelson had already spoken with Brian from Ulteig about his disappointment that these were not included in the original bid as he was under the impression that all equipment was to be replaced. Multiple councilmembers voiced their displeasure with said change order as well, voicing that these items should have been included originally. Brian assured Askelson that during the funding process a contingency fund was also set up for items such as this, as error can and do happen. After much arguing ensued about the additional funds, MB/JP-m/s/p to approve the change order.

Askelson also presented contract from Maguire Iron for \$5,500 to high pressure wash the underbelly of the water tower as requested at the July meeting. JP/ML-m/s/p to approve. Askelson will schedule this during the yearly maintenance of the tower.

The water treatment plant rehab project is coming to an end. Askelson reported that the plant is scheduled to go live the week of the 17<sup>th</sup> through the 21<sup>st</sup>.

**POLICE**—Douville had to step out on a call before giving his report. The Council was given a police activity report for July showing 91 calls.

**FIRE/RESCUE**—Lampton reported 5 fire calls and 11 rescue calls since July meeting. Distributed the PERA Volunteer Firefighter Plan Annual Funding Report for the Fire/Rescue Squad. No contributions are necessary with the funding ratio falling at 141.76% with the service pension level at \$1,300.00 for members. Swanson's has been

to the fire hall for yearly maintenance. Briefly discussed purchasing a new hose adapter to fit onto the Waubun and Mahnomen fire hydrants due to recent calls for mutual aid.

**FINANCIALS**—Council was given funding reports for July 2020, no questions or concerns were addressed.

**OLD BUSINESS**—Council presented with resolution to adopt the current Norman County All-Hazard Mitigation Plan. A motion to enter into a resolution accepting the plan as written was given by councilmember Bolton, seconded by councilmember Dobmeyer the following resolution was passed.

**RESOLUTION 2020—08**

**A RESOLUTION FOR THE ADOPTION OF THE NORMAN COUNTY ALL-HAZARD MITIGATION PLAN**

**WHEREAS**, the City of Twin Valley has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

**WHEREAS**, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

**WHEREAS**, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

**WHEREAS**, the Norman County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

**WHEREAS**, the Norman County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

**WHEREAS**, the Norman County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Norman County will maintain public participation and coordination; and

**WHEREAS**, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

**WHEREAS**, the Norman County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

**WHEREAS**, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

**NOW THEREFORE BE IT RESOLVED** that the City of Twin Valley supports the hazard mitigation planning effort and wishes to adopt the Norman County All-Hazard Mitigation Plan. **WHEREUPON** said resolution was duly adopted this 10<sup>th</sup> day of August, 2020.

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RACHEL JOHNSON, CLERK-TREASURER

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BENJAMIN FALL, MAYOR

Clerk Johnson presented a requested amendment to the previously enacted COVID-19 business plan to add the requirement to wear masks in public buildings in accordance with Executive Order 20-81. MB/JP-m/s/p to approve the change.

Clerk Johnson submitted the first COVID Relief Funding report of expenses back to the State for expenses from March through July. The City accumulated \$3944.67 worth of covered expense, which included PPE, Sanitizer, and Wages for Police Offices due to a quarantine event.

**NEW BUSINESS**—Building Permits—ND/ML-m/s/p to approve building permit application for Riverview, LLP to demolish existing home at 106 2<sup>nd</sup> St NW and build one single family home. ND/ML-m/s/p to approve building permit application for D. Skoy to pour a 20' x 13' concreted slab at 206 4<sup>th</sup> St NW. ND/ML-m/s/p to approve S. Olson to erect a 6' x 12' wooden entrance to home. MB/JP-m/s/p to deny building permit requested by D. Halvorson to build a 30' x 30' garage at 401 Eidem Ave SE. Landowner was previously ordered by the Twin Valley Police Department to cease construction until a permit request was approved by the Twin Valley City Council. At

this time the request is denied due to the appearance of the building and structural soundness, and materials used. Clerk Johnson asked to contact Cindy Julin for a legal opinion on the City's next steps in the matter.

Council given request for nominations from the Northwest Regional Development Commission. A nomination form was supplied should any member wish to nominate someone.

Discussed the City Free lot incentive program for Herold's Court. Riverview, LLC has been in contact with Clerk Johnson on the possibility of purchasing land from the City to construct residential homes for workers at the new Dairy farm near Gary, MN. Current incentive states that the free lot is only allowable for residential owners who plan to live in the newly constructed home. Johnson requested the Council consider extending the lot incentive program to purchase one lot and receive the adjoining lot for free to the company in the interest of growing Twin Valley and making improvements to empty parcels. ND/ML-m/s/p to approve extending incentive.

The City Council received a Demolition Incentive request from Joe Diepenbrock in regards to the dilapidated white garage in the rear yard of his property along Main Ave E. ND/JP-m/s/p to approve an incentive of up to \$1000.00 once the City receives a copy of invoice.

Received request for business license for a Tobacco Permit for a business that will be opening under the name 'The Gas Station' at 307 1<sup>st</sup> St NW. MB/ND-m/s/p to approve license.

Briefly addressed a citizen request to hold a street dance. Council saw no issues with this, but asked that when the clerk is contacted that she address not holding large/loud gatherings in residential areas and to be mindful of social distancing.

**FYI/OTHER**—Council informed the last day to file for municipal office will be August 11, 2020. Local Government AID certification for 2021 is set for \$339,583 for Twin Valley.

Meeting adjourned at 8:47PM, MB/JP-m/s/p.

Attest: \_\_\_\_\_  
RACHEL JOHNSON, CLERK TREASURER

Signed: \_\_\_\_\_  
BENJAMIN FALL, MAYOR

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