

**MONDAY, MAY 4, 2020 – LOCAL BOARD OF APPEAL AND EQUALIZATION HEARING
CONFERENCE CALL – 6:00 PM**

MEMBERS: Ben Fall, Joel Pearson, Michael Bolton, Mike Lampton, Nate Dobbmeyer
OTHERS: Jill Murray, Mindy Kinkade, Mitch & Matt Pallansch

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held the annual Board of Appeal and Equalization hearing on Monday, May 4, 2020 via conference call.

Council received 2020 Assessment Summary from Assessors office prior to meeting to review. The City of Twin Valley had 11 sales with a median assessment ratio of 93.32%.

Council reviewed appeal request from the Twin Valley Assisted Living (32-8691000, 32-8691002) to have the building's assessed value lowered from the current valuation of \$1,947,500. At the time of sale, the empty building was appraised by United Valley Bank at \$372,500. The County Assessor has not had a chance to do a full reassessment of the property at the present time. Mayor Fall expressed his agreeance that the property should have the value adjusted, this sentiment was verbally agreed upon by Bolton, Dobbmeyer, and Pearson. Council was also in agreement that while they do not feel the property should be valued as high as 1.9M, the building and land value should be higher than the appraised value of \$372,500. Due to the limited powers of the Twin Valley Local Board of Appeal and Equalization it was determined that the appeal would be forwarded to the County Board of Appeal and Equalization for a final adjustment. ND/JP-m/s/p (roll call).

Council discussed recent sales and sale prices briefly. Mayor Fall called for any other property owners who may be on the line to come forward with any appeal requests, none were heard.

MB/ND-m/s/p to adjourn hearing at 6:25PM.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

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**MONDAY, May 11, 2020 – TWIN VALLEY CITY COUNCIL
REGULAR MONTHLY MEETING
ZOOM Cloud Meeting – 7:00 PM**

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

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly meeting via teleconference on Monday, May 11, 2020.

MONTHLY BUSINESS

Minutes—MN/ND-m/s/p to approve the minutes for April 13, 2020 as written.

Disbursements—JP/ML-m/s/p to approve claims for 04/09/2020 – 04/30/2020 for \$355,370.04 and 05/01/2020 – 05/11/2020 for \$55,093.50 as well as payroll periods 04/05/2020 – 04/18/2020 for \$8,916.59 and 04/19/2020 – 05/02/2020 for \$9,416.74 for a disbursement total of \$428,796.87.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$130.03
ADA BUILDING CENTER, INC.	Repair & Maintenance	\$100.70
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$125.35
BANKCARD CENTER	Operating Supplies	\$396.46
BORDER STATES ELECTRIC SUPPLY	Capital Outlay	\$976.50
BUCKLE'S HARDWARE	Repair & Maintenance	\$808.50
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$202.32
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$1,164.51
EFTPS-ONLINE	Payroll Taxes	\$2,176.42
FURTHER	Employee Benefit	\$653.36
GERRY'S FOODS, INC	Operating Supplies	\$70.87
HOFFMAN, PHILIPP, & KNUTSON, PLLC	Audit	\$2,600.00
JOHN DEERE FINANCIAL	Repair & Maintenance	\$40.10
MARCO TECHNOLOGIES LLC	Contracted Service	\$40.61
MEDICA	Employee Benefit	\$2,718.01
MN DOR - PAYROLL TAX	Payroll Taxes	\$487.91
MN FIRE SERVICE CERTIFICATION BOARD	Training & Registration	\$120.00
MORRIS ELECTRONICS	Contracted Service	\$87.40
NORMAN CO. AUDITOR/TREASURER	Contracted Service	\$1,334.69
NORMAN COUNTY ATTORNEY'S OFFICE	Professional Fee	\$550.00
OTTERTAIL POWER CO.	Electricity	\$3,331.41
P.E.R.A. - SDR DIVISION	Employee Benefit	\$3,272.73
PAYROLL	Employee Wages	\$8,995.02
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$55.00
TWIN VALLEY TIMES	Publishing	\$193.04
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$200.00
USABLE LIFE	Employee Benefit	\$21.45
VERIZON WIRELESS	Telephone & Internet	\$212.77
	General Fund Total	\$31,065.16
NORTHVIEW BANK		\$2,404.50
	2013A Bond Fund Total	\$2,404.50
A.F.L.A.C. WEST REGION	Employee Benefit	\$100.93
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$92.66
BANKCARD CENTER	Operating Supplies	\$13.22
BUCKLE'S HARDWARE	Repair & Maintenance	\$48.13
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$3.68
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$264.84
EFTPS-ONLINE	Payroll Taxes	\$658.63
FURTHER	Employee Benefit	\$132.18
GERRY'S FOODS, INC	Operating Supplies	\$6.42
HAWKINS, INC.	Operating Supplies	\$1,664.91
HOFFMAN, PHILIPP, & KNUTSON, PLLC	Audit	\$900.00
KHC CONSTRUCTION, INC.	Contracted Service	\$319,553.44
MEDICA	Employee Benefit	\$1,019.21
MN DOR - PAYROLL TAX	Payroll Taxes	\$99.38
MN DOR - SALES & USE TAX	Sales Tax	\$130.00
MN RURAL WATER ASSN.	Membership Dues	\$394.90

OFFICE SUPPLIES PLUS*	Operating Supplies	\$48.34
OTTERTAIL POWER CO.	Electricity	\$992.28
P.E.R.A. - SDR DIVISION	Employee Benefit	\$489.52
PAYROLL	Employee Wages	\$2,897.05
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$72.50
TWIN VALLEY TIMES	Publishing	\$745.88
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$300.00
ULTEIG ENGINEERS, INC.	Contracted Service	\$9,552.26
USABLE LIFE	Employee Benefit	\$13.62
VERIZON WIRELESS	Telephone & Internet	\$34.05
	Water Fund Total	\$340,228.03
A.F.L.A.C. WEST REGION	Employee Benefit	\$100.93
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$92.66
BUCKLE'S HARDWARE	Repair & Maintenance	\$48.13
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$3.68
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$105.85
EFTPS-ONLINE		
EFTPS-ONLINE	Payroll Taxes	\$658.61
FURTHER	Employee Benefit	\$132.18
GERRY'S FOODS, INC	Operating Supplies	\$6.43
HOFFMAN, PHILIPP, & KNUTSON, PLLC	Audit	\$900.00
MEDICA	Employee Benefit	\$1,019.21
MN DOR - PAYROLL TAX	Payroll Taxes	\$99.39
OFFICE SUPPLIES PLUS*	Operating Supplies	\$48.34
OTTERTAIL POWER CO.	Electricity	\$103.42
P.E.R.A. - SDR DIVISION	Employee Benefit	\$489.59
PAYROLL	Employee Wages	\$2,897.05
RMB ENVIRONMENTAL LABS, INC.	Operating Supplies	\$44.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$72.50
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$300.00
USABLE LIFE	Employee Benefit	\$13.60
VERIZON WIRELESS	Telephone & Internet	\$34.04
	Sewer Fund Total	\$7,169.61
FUCHS SANITATION SERVICE, INC.	Contracted Service	\$5,639.68
HOFFMAN, PHILIPP, & KNUTSON, PLLC	Audit	\$600.00
MN DOR - SALES & USE TAX	Sales Tax	\$943.00
NORMAN CO. AUDITOR/TREASURER	Professional Fee	\$987.00
	Garbage Fund Total	\$8,169.68
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
BERGSETH BROS.	Merchandise for Resale	\$2,710.60
BNG TECHNOLOGIES, LLC	Contracted Service	\$200.00
BUCKLE'S HARDWARE	Repair & Maintenance	\$60.89
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$122.50
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$105.05
D-S BEVERAGES	Merchandise for Resale	\$10,711.00
EFTPS-ONLINE	Payroll Taxes	\$832.79
FURTHER	Employee Benefit	\$110.00
GERRY'S FOODS, INC	Operating Supplies	\$584.13

GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$47.00
HEGGIES PIZZA, LLC	Merchandise for Resale	\$162.90
HENRY'S FOODS INC.	Merchandise for Resale	\$1,605.10
HOFFMAN, PHILIPP, & KNUTSON, PLLC	Audit	\$2,500.00
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$681.51
LORI J. SKAURUD	Reimbursement	\$18.54
McKINNON COMPANY, INC.	Merchandise for Resale	\$4,046.85
MEDICA	Employee Benefit	\$1,472.95
MN DOR - PAYROLL TAX	Payroll Taxes	\$110.74
MN DOR - SALES & USE TAX	Sales Tax	\$3,686.00
OTTERTAIL POWER CO.	Electricity	\$821.61
P.E.R.A. - SDR DIVISION	Employee Benefit	\$641.07
PAYROLL	Employee Wages	\$3,544.21
PERHAM LINEN	Operating Supplies	\$46.08
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$4,251.78
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$444.60
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$200.00
USABLE LIFE	Employee Benefit	\$13.91
	Liquor Fund Total	\$39,759.89
	DISBURSEMENT TOTAL	\$428,796.87

MAYOR—Fall reported he has been trying to stay on top of updates from the Governor's office as well as notices from the League of Minnesota Cities Mayors association in relation to the COVID-19 pandemic restrictions.

FIRE/RESCUE—Chief Lampton reported 1 fire call, grass fire, and 11 rescue calls.

POLICE— Douville reported 41 calls last month. Calls have been down since the beginning of the pandemic. Asked what the Council would like to do about the yearly nuisance clean up letters. Bolton & Dobbmeyer (Nuisance Committee) have been in contact with each other about certain properties in town but have not done a formal drive through. Bolton expressed concerns with the abundance of abandoned or dismantled vehicles in town and requested that letters be sent giving owners until mid-June to get these cleaned up before we have the Police issue citations. Chief Douville reminded Council that the City cannot have any nuisance vehicles towed without owner permission or a court order. Fall suggested the Courts may not be up and running fully again until July depending on any new Governor's Orders. Clean up day was also addressed. At this time the City has not set a new date, will work with Fuch's Sanitation to reschedule a date once the stay at home orders have been lifted.

LIQUOR— Gross sales reported at \$41,714.16, ATM revenue of \$9.00. Sales are up from April 2019 however profit margins are down. Skaurud reported that the lottery has seen a large increase in activity as of lately. Take-out food nights have been going well, selling out most nights. Skaurud has seen new customers in the liquor store since the beginning of the pandemic due to limited hours for off sale in neighboring communities. Fall asked how the employees are doing with limited or reduced hours to which Skaurud responded that all employees are doing OK. She has heard no complaints or issues.

EDA/PARKS—The EDA and Parks Committee met briefly before the meeting at which time they discussed the possibility of moving forward with the Splash Park. Ulteig Engineering has been working to procure quotes for construction of the mechanical building and park area. The Committee feels that it would be prudent to move forward with construction, however will be paying special attention to any state government cuts to funding that could affect the City as a whole. Bolton expressed that he would like to see the project move forward as the

community has already donated a large sum of money to see this built. The hope is for a shell of a building and the splash park equipment to be installed at the very least. A special meeting will be held again in May to continue discussions and make decisions moving forward. Fall also reported that the committees briefly discussed the parks and camping restrictions under the current Governor's orders. At this time recreational camping is not allowed.

PUBLIC WORKS— Council reviewed water treatment plant project update from Ulteig Engineering. The contractors have completed the following work to date: 1) Installed the plant bypass watermain.

2) Installed temporary chemical feed systems and controls for use during plant shut-down.

3) Water system operating on temporary by-pass system.

4) Demolition/Removal of building equipment, piping, and electrical system.

5) Painting of walls, ceiling, and detention tank completed.

6) Old filter media and backwash trough removed.

7) Sandblasting and painting of filter completed.

8) New filter underdrain system and filter media installed.

9) New filter backwash collection trough installed.

10) New aerator installed.

11) New high service pumps, backwash supply pump, and reclaim pump installed

12) Backwash waste piping installed.

13) Block walls for chemical room divisions completed.

14) Block walls for new electrical room completed.

15) Existing roof material removed and new roof system installed.

16) New blower installed.

KHC is currently ordering and installing the process piping. Other ongoing work includes the installation of electrical system and plant controls. KHC will be going back thru plant to touch up areas of paint that are being disturbed.

ND/JP-m/s/p to approve KHC disbursement request #8 for \$239,881.00.

Askelson requested Council approval to re-hire Fred Thornton part time for the summer. Fall expressed that Thornton has been a great asset to the City in previous years. Fall asked Skaurud if any Liquor Store employees were needing hours/would be willing to work with Kerry to help with lawn mowing. Skaurud expressed that at this time she does not believe any employees are looking for extra work. Council discussed possible budget cuts due to the pandemic and the need to carefully watch the bottom line on spending. In 2019 Thornton grossed under 7,000 for work done in the spring through the fall. Pearson suggested that we do hire summer help with managed hours. ND/JP-m/s/p to approve the re-hire of Thornton with limited hours.

Askelson inquired about street paving for 2020. The Council again expressed concerns over state funding and possible budget cuts. Fall has heard rumors of possible cuts to Local Government Aid as the State falls into a deficit. No paving has been done in the City since 2017 at which time two streets were paved. Askelson expressed concerns about leaving streets to become more damaged as that will only increase the cost of repairs. The 2020 Budget shows \$50,000 allocated for street paving. Another \$50,000 was budgeted in 2019 and never used. Council asked Askelson to try to limit spending, asking him to gather quotes for the worst areas and see if the City is able to make any repairs for closer to \$30,000.

Brief discussion on the blading and dust control on Opegaard and Herold's Court.

Fall asked Peterick if there have been any issues in the Utility department. Peterick has reached out to a handful of residents requesting communication and payment and has had good results. There are not real issues apparent at this time with Utility payments due to the pandemic. Peterick also asked that Lampton remind all firemen that no pools are to be filled from City fire hydrants as the City cannot track gallons used when this happens. Lampton was unaware of any issue but will inform firemen at next gathering that this is not to be done. Kendell Harrell, TV Times, asked the Council if there were any updates in regards to the Town & Country Day event scheduled for July. Fall expressed that the Twin Valley Community Club had met previously to discuss and had decided not to cancel the event at this time but to instead cancel or adjust some of the activities to keep

social distancing in mind. It was noted that anything can change going forward based on any new governor's orders or extensions thereof and at this time the event status was "wait and see".

FINANCIALS— Council given current schedule of fund accounts as well as a breakdown of the current budget outlook for the general fund. Clerk noted that this time of year the receipts do appear to be lacking based on the City having not received and LGA or tax payments.

NEW BUSINESS—Clerk Johnson asked Council for a clarification of what a 'business' is considered in terms of the City's new business incentive program. The Council discussed both the lot incentive and new residential incentives as well. Fall asked if anyone had looked into asking other utility companies about incentives, such as Otter Tail, Arvig and the Co-Op. As of 2017, Arvig was still willing to offer incentives for new TV/Internet however no incentive was available from Otter Tail Power and it was unknown if the Co-Op had ever been contacted. Clerk is willing to reach out to these businesses to see if they are willing to make any offers. Pearson questioned what to define a new business as. Whether the Council was going to allow for a new day care in a residential home to be considered a business or not. Fall expressed concerns over considering home businesses as qualifying for new business incentives as that may cause a large number of people to claim an in-home business to receive the incentive. Clerk clarified that the reason for addressing this issue is due to a resident of Twin Valley who has purchased a previously forfeited lot that has sat empty for many years who wishes to bring in a mobile home to strictly run a day care out of. Clerk informed Council that it was her opinion that this resident should deserve some kind of incentive for wanting to increase the property value of the said lot alone, however they would not qualify for the new residential home incentive either due to the resident not planning to reside in the mobile. Questions were also brought up in regards to state regulations for daycares. Though nothing can be located in writing, Peterick expressed that it has been her understanding that for a business to qualify it must be brand new, not a change of ownership, and must create jobs in town. After much discussion, Pearson suggested that the City Council wait to make a decision on this particular issue until the daycare is up and running. Fall expressed concerns over new residential/commercial incentives altogether as possibly not something that City can even afford to do anymore. No definition of a 'new business' was decided upon by Council. This issue will be referred back to the EDA for discussion.

BUILDING PERMITS—ND/ML-m/s/p to approve the addition of a porch to 104 Lincoln Ave NW. ND/JP-m/s/p to approve the addition of a deck at 411 Herold Court N. ND/ML-m/s/p to approve the addition of a deck at 108 Main Ave E. ND/ML-m/s/p to approve the addition of a shed at 212 Cleveland Ave SW. ND/ML-m/s/p to approve a home addition at 300 Norman Ave NW. MB/JP-m/s/p to approve the placement of two sheds at 300 Norman Ave NW. MB/ND-m/s/p to approve the placement of a 1998 mobile home with a porch, deck, and fence at 400 Lincoln Ave NE.

ND/ML-m/s/p to approve reimbursing Duane Halvorson up to \$1000 for the removal of the dilapidated garage on his property, with proper proof of invoices.

MB/ML-m/s/p to approve purchasing a half page advertisement in support of the NCE yearbook for \$100.00
Discussion on the current City Senior garbage rate. Clerk's requested clarification on what the age limit was as nothing was located in City Hall in writing. AARP suggests a senior is anyone 50 or older. Medicare has the senior age set at 65. MB/JP-m/s/p to set the age for senior garbage at 65+.

FYI/OTHER—Council given information on three parcels of forfeited land that have transferred to private ownership and the special assessment principal remaining on said lots to review for June hearing. Also distributed a press release from the Norman County Emergency Manager requesting the public review and feedback for the Norman County Multi-Hazard Mitigation Plan.

Brief discussion on complaint Fall received in regards to the recycling dumpsters on the East edge of town, as of recently they have been overflowing and the wind has blown refuse into a neighboring property. Fall will be in contact with the County in regards to possibly putting up a fence or getting more dumpsters.

Discussed fabric masks which have been dropped off at the Twin Valley Fire Hall, Lampton was unsure where he was supposed to take these. Council also requested a thank you be issued in the Twin Valley Times to those who have donated.

ND/JP-m/s/p to adjourn meeting at 8:47 PM.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

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