

2017 CITY COUNCIL MINUTES –

**MONDAY, JANUARY 9, 2017 – REGULAR COUNCIL MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

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

OTHERS: John Gall (FD), Tina Murn, Lori Skaurud (LQ), Jason Douville (PD), Kerry Askelson (PW), 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, January 9, 2017. Directly before meeting was called to order council members Ben Fall, Joel Pearson and Nate Dobmeyer took the Oath of Office as presented by Tina Murn. Mayor Fall called the meeting to order at 7:03 PM. Forum- none. Additions to Agenda since original posting: MB/ND-m/s/p to approve the following additions to the 1/09/17 agenda: 1) WR Peacemakers-Raffle Permit, 2) Outsourcing of Payroll, 3) Voucher for CC started cash for WRCC supper, 4) Police Radios, 5) Fire Calls, 6) Bill for Snow Dog Removal, 7) BOAR-Council Certification. Minutes: MB/JP-m/s/p to approve the Minutes for the 12/02/2016 Special Meeting-Matteson Evaluation/Budget, 12/12/2016 Truth in Taxation and Monthly Meeting, and 12/28/2016 Special Meeting for Month End items as written. JP/ND-m/s/p to approve the Claims for 12/10/2016-12/31/2016 and 01/01/2017-01/06/2017 and Payroll periods: 12/18/2016-12/31/2016, 12/4/16-12/17/16, and 11/20/16-12/17/16, Retro pay. Disbursements-\$176,983.24: Claims-\$156,892.41, Wages: LQ - \$ 5,996.85, GF-\$12,330.78, W/S-\$4,763.20.

December/January General Fund Disbursements

VENDOR	AMOUNT
A.F.L.A.C WEST REGION	\$ 307.41
AMERIPRIDE SERVICES, INC.	\$ 199.12
ARVIG	\$ 850.16
AUTO VALUE, MAHNOMEN	\$ 25.99
BANKCARD CENTER	\$ 181.03
BOUND TREE MEDICAL LLC	\$ 1,923.24
BUCKLE'S HARDWARE	\$ 464.05
COMMUNITY CO OP	\$ 1,226.70
DACOTAH PAPER CO	\$ 29.42
DAKOTA WHOLESALE	\$ 138.15
EFTPS	\$ 3,262.75
FRANCOTY-POSTALIA, INC.	\$ 444.00
GRAND FORKS FIRE EQUIPMENT	\$ 1,268.33
JOHN DEERE FINANCIAL	\$ 100.00
JULIN LAW OFFICE	\$ 1,323.56
KRJB	\$ 285.00
MARCO TECHNOLOGIES	\$ 170.68
MN CHILD SUPPORT & COLLECTION	\$ 751.26
MN DOR	\$ 753.92
MUNICIPAL CLERKS/FINANCE OFFICERS	\$ 35.00
OFFICE SUPPLIES PLUS	\$ 275.29
OTTER TAIL POWER COMPANY	\$ 109.73
P.E.R.A	\$ 4,166.78
PRODUCTIVITY PLUS	\$ 196.74
SELECT ACCOUNT	\$ 240.00
TD AMERITRADE TRUST COMPANY	\$ 250.00
TEAM LABORATORY CHEMICAL CORP	\$ 108.00
TRUCK UTILITIES INC.	\$ 152.73
TWIN VALLEY TIMES	\$ 398.63
USABLE LIFE	\$ 27.54
VERIZON WIRELESS	\$ 35.01
VERN'S CARPET	\$ 1,600.85
EMPLOYEE Dec/Jan Wages	
Mike Bolton	\$ 138.52

Ben Fall	\$	138.52
Dan Mickelson	\$	138.52
Joel Pearson	\$	138.52
Joe Peterick	\$	227.05
Rachel Johnson	\$	456.53
Tina Murn	\$	1,638.46
Deanne Peterick	\$	160.60
Doyle Johnson	\$	276.95
Jason Douville	\$	2,830.43
Josh Matteson	\$	3,347.76
Richard Winkler	\$	116.45
John Gall	\$	390.57
Kerry Askelson	\$	1,182.75
Mike Schwanke	\$	1,019.88
Stacey Prestegord	\$	129.29
Total Payments/Fund	\$	33,631.87

December/January Liquor Fund Disbursements

VENDOR	AMOUNT
ARVIG	\$ 268.28
BANKCARD CENTER	\$ 80.09
BERGSETH BROS.	\$ 2,502.05
BNG TECHNOLOGIES, LLC	\$ 200.00
COCA-COLA BOTTLING	\$ 230.50
COMMUNITY CO OP	\$ 57.77
D-S BEVERAGES	\$ 11,847.92
EFTPS	\$ 1,818.27
GARBERG FOODS	\$ 49.87
GREAT NORTH PIZZA	\$ 437.00
HEGGIES PIZZA	\$ 818.30
HENRY'S FOODS INC.	\$ 1,294.78
JOHNSON BROS. LQ	\$ 1,158.41
JULIN LAW OFFICE	\$ 67.50
KRJB	\$ 250.00
LORI SKAURUD	\$ 100.00
MCKINNON COMPANY, INC.	\$ 1,675.50
MN DOR	\$ 287.74
OFFICE SUPPLIES PLUS	\$ 28.17
OTTER TAIL POWER COMPANY	\$ 917.93
P.E.R.A	\$ 1,033.67
PERHAM LINEN	\$ 75.40
PHILLIPS WINE & SPIRITS	\$ 3,404.70
SOUTHERN GLAZER'S OF MN	\$ 2,524.40
TEAM LABORATORY CHEMICAL CORP	\$ 72.00
TWIN VALLEY POSTMASTER	\$ 66.00
TWIN VALLEY TIMES	\$ 586.50
USABLE LIFE	\$ 13.76
EMPLOYEE Dec/Jan Wages	
Lori Skaurud	\$ 2,167.61
Crystal Askelson	\$ 310.04
Beverly Buschette	\$ 1,051.35
Jennifer Cooley	\$ 362.90
Karon Simon Thompson	\$ 653.32
Sandra Soyring	\$ 945.17
Tina Murn	\$ 180.00
Kari Bergstrom	\$ 238.50

Courtney Habedank	\$	41.68
Leah Lee	\$	46.28
Total Payments/Fund	\$	37,863.36

December/January WSG Fund Disbursements

VENDOR		AMOUNT
A.F.L.A.C WEST REGION	\$	302.64
AMERIPRIDE SERVICES, INC.	\$	56.98
BUCKLE'S HARDWARE	\$	100.76
COMMUNITY CO OP	\$	213.29
EFTPS	\$	1,515.12
FUCHS SANITATION	\$	5,225.48
MN DOR	\$	227.74
NORTHLAND TRUST SERVICES, INC.	\$	94,817.50
P.E.R.A	\$	449.04
RMB ENVIRONMENTAL LABS, INC	\$	43.00
TD AMERITRADE TRUST COMPANY	\$	150.00
USABLE LIFE	\$	24.28
EMPLOYEE Dec/Jan Wages		
Kerry Askelson	\$	1,774.17
Rachel Johnson	\$	114.14
Tina Murn	\$	409.62
Deanne Peterick	\$	1,445.42
Mike Schwanke	\$	1,019.88
Total Payments/Fund	\$	107,889.06

December/January EDA Fund Disbursement

VENDOR		AMOUNT
Julin Law Office	\$	598.97

MAYOR – Fall thanked members of the meeting for coming and is looking forward to serving as the new Twin Valley City Mayor.

LIQUOR – Skaurud reported gross sales of \$49,557.25 for December. 12/17/16 T&J sales were average, 12/31/16 Sideline played and there was a Bloody Mary Special, Bar sales were up this month, Off sale stayed roughly the same, WRCC-Jan. 28 will be the first event for the Liquor store at the Community Center, Lori will be touching base with members of the. 2015-2016 sales comparison reviewed. Reported On Sale sales were up this year and Off Sale was down. Skaurud requested approval for PT Bar tender Matt Bergstrom. Motion to accept employment of Bergstrom from council pending passing a background check. MB/JP-m/s/p. Also requested was \$1500.00 starter cash for the WRCC event 01/28/17. Council approved. ND/JP-m/s/p. It was also questioned when raises for 2017 would take effect--2017 wages began on payroll 12/18/16-12/31/16.

POLICE – Douville presented the December report of 38 calls, stating this was one of the smallest amounts of calls he has seen in December. Requested council approval to attend Defense Tactics Certification training in March, held in Mahanomen for \$350.00. Once trained, Douville will be training the remainder of the TV PD and Norman County PD. The certification will be good for three years. Council approved, JP/ND-m/s/p. New Motorola radios were ordered and will be arriving soon. The cost is \$11,911 which was budgeted for. In regards to the Nuisance property, (Dalen), Douville had not heard back from Julin Law. Is aware judgment was made on 12/22/16 and stated in 30 days the city would be able to demolish. Murn asked that Douville double check on the ability to demolish with Julin as she was under the impression the waiting period was over. Officer Wagner has received his FT license.

FIRE/RESCUE– Gall reported 1 fire call for December. 23 calls for 2016—2 City, 18 Rural, 1 Medical Assist, 2 Mutual Aid. Total FD 2016 hours, 941 approved by council MB/JP-m/s/p. Gall also presented 2016 rescue total hours of

384. Approved by council, JP/MB-m/s/p. Council motioned to raise the wage \$1.00 to \$11.00/HR for hours worked in 2017. JP/MB-m/s/p. 7 fire fighters will be in training this year, Gall stated he would like to have as many certified members as possible. Dale Armstrong has submitted his resignation to the FD after 16 years of service. The council made a motion to accept his resignation and issued a thank you for his 16 years of service with the department. MB/ND-m/s/p. Gall proposed the possibility of charging city residents for fire calls going forward. He has researched other cities in the surrounding area and found that Gary, Mahanomen, and Ada are already billing city residents for fire calls. Clarified that he only wants to charge for actual fire calls, if no equipment is used no charge, such as CO2 calls. Gall stressed he does not want citizens to be afraid to call the FD for alarms. Council suggested keeping fee schedule as it is but has asked Gall to bring a written proposal to future meeting for consideration of new ordinance.

PUBLIC WORKS – Askelson clarified Snow Dog bill for \$935.00 as being for 5 1/2 hours with two trucks. Stated there will be another invoice for roughly 5 more hours coming. Council motioned to pay invoice as is, JP/MB-m/s/p. Requested approval to attend class in St. Cloud, operator school, for 3 days in March for the cost of \$250.00. Council motioned to approve sending Askelson for training, MB/JP-m/s/p. Touched base with council regarding playground equipment to purchase. Would like to look into what has been budgeted and begin looking at purchasing. There has been 1 prospective buyer for the blade, Askelson has been unable to meet with prospective buyer. Discussed the city's lack of pay loader. Will wait until around March and begin looking for a lease to own option on a used machine.

EDA/PARKS – Baja Grill has been contacted regarding current debt of \$3189.52 with no response. Council made a motion to proceed on collection from Maria Thomas/Baja Grill, BF/JP-m/s/p. Valley Fresh payments are coming in as requested, no updates. Olson Property-proceeding to prepare the sale documents and disclosures, council has decided that the purchaser (Tjon) of the land will have the option not to accept documents at which point sale will be cancelled. At current time the city is unable to verify if the well on the property is capped, which will be included in the well disclosure agreement. Nothing is on public record for the status of the septic/septic inspection. EDA received word that the Diner has sold, KBI is also up for sale at this time. Correspondence was received from the WC Peacemakers regarding the State Shoot- EDA will recommit to supporting the peacemakers with welcome bags in 2017.

FINANCE – Council was presented with 2016 financial reports for review. Council was advised to request any other financials from the Clerk that they would like to review. Motion to approve the unaudited clerks 2016 financials and reports made, JP/MB-m/s/p.

CLERK/OFFICE – Request to send Johnson to MCFOA Clerks Training in March approved ND/JP-m/s/p. Newly elected officials training will be available if there is any interest. The cost is \$325.00 per person. Council Member Dobmeyer expressed interest if available. Council motioned to send any member that would like to attend, JP/MB-m/s/p. Request for clarification of Holiday pay, and Holiday worked hours. Council motioned to pay holiday pay and holiday hours worked only on the observed holiday for both PT and FT employees, BF/JP-m/s/p. Prospective January OT hours for Clerk approved by council, JP/ND-m/s/p. Council approval requested for the purchase of a new computer for clerk--motioned to approve purchase with in dollar amount budgeted. JP/MB-m/s/p.

COUNCIL – Timesheets and Code of Ethics forms were signed as required for city records. The MN DOR sent notice regarding Local Board of Appeal and Equalization – Board Member Certification. Currently Fall and Pearson are trained until 07/01/2018. The City must have one trained council member at all times, Dobmeyer volunteered to attend training when the time comes. Clerk will complete form for the Norman County Assessor verifying that at least one member is currently certified. Police PT wages discussed, Council motioned to increase PT pay for PD to \$15.00/hour effective immediately. BF/ND-m/s/p. Discussed wages on concessions PT employees, decided no changes to be made for 2017 as LQ store will be handling from now on. Discussion regarding Schwanke wage and title: Bolton and Pearson met with Askelson and Schwanke on 01/09/17 to discuss any issues with work atmosphere. Council decision made to begin to close the wage gap between Askelson and Schwanke, as both have the same certifications and licenses. Council made a motion to raise Schwanke's wage to \$20.85/hr effective 01/01/17 with review in 2018. BF/MB-m/s/p. Dobmeyer stressed the importance of Schwanke having an official title, motion passed to give Schwanke title of Parks and Streets Forman, ND/JP-m/s/p. Council motioned to approve WR Peacemakers Fundraiser/Raffle Permit and Undertakers School DJ Concession/Booth Permit. MB/JP-m/s/p. Discussion on outsourcing payroll. Council member Bolton received proposal from Dan Thompson of

Payroll Professionals, Inc. Cost would be \$1.60 a check or minimum \$60.00 per payroll period. Bolton will ask Thompson to join future meeting to answer questions on specifics.

COUNCIL VACANCY – Council member Nate Dobmeyer introduced the following resolution and moved its adoption to declare a vacancy on the City Council for the City of Twin Valley:

RESOLUTION 2017 – 01
RESOLUTION TO DECLARE A VACANCY ON THE TWIN VALLEY CITY COUNCIL

BE IT RESOLVED, the City Council of the City of Twin Valley declares a vacancy on the council for a 2 year term; and

BE IT RESOLVED, that the City of Twin Valley will advertise for interested candidates to apply for the council seat before the February 2017 meeting; and

BE IT RESOLVED, that if no eligible interest in the council position is received before 7:00 p.m., February 13, 2017, the council will appoint an eligible person to fill the vacancy.

NOW, THEREFORE BE IT RESOLVED that the City Council of Twin Valley has declared a vacancy within the city council, to be filled.

Council member Pearson seconded the foregoing resolution and upon a roll call taken thereon the following voted in favor: Joel Pearson, Michael Bolton, Nathan Dobmeyer, and Benjamin Fall and the following voted against same: none. WHEREUPON said resolution was duly adopted this 9th day of January 2017.

RACHEL L. JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

LG230 GAMING – Member Michael Bolton introduced the following resolution and moved its adoption to approve the LG230 Lawful Gaming permit application to allow the Turn-in-Poachers group, Detroit Lakes, MN to hold a gaming event within the City of Twin Valley:

RESOLUTION 2017 – 02
RESOLUTION TO ALLOW OFF-SITE CHARITABLE GAMING BY THE TURN IN POACHERS GROUP OF DETROIT LAKES, MN DURING THE WILD RICE CONSERVATION CLUB EVENT TO BE HELD AT THE TWIN VALLEY COMMUNITY CENTER

BE IT RESOLVED, the City Council of the City of Twin Valley approves the LG230 Application to conduct Off-Site Gambling by the Turn in Poachers group, Detroit Lakes, MN; and

BE IT RESOLVED, that the permit is applicable to the premise known as the Twin Valley Community Center, located at 107 Second Street SW, Twin Valley, Minnesota; and

BE IT RESOLVED, that this application is for the operation of Lawful Charitable Gambling by the Turn In Poachers group of Detroit Lakes, MN at the Twin Valley Community Center; and

NOW, THEREFORE BE IT RESOLVED that this application to conduct lawful off-site gaming has been approved by the Twin Valley City Council for the date of January 28, 2017 as presented.

Member Joel Pearson seconded the foregoing resolution and upon a roll vote taken thereon the following voted in favor: Joel Pearson, Michael Bolton, Nathan Dobmeyer, and Benjamin Fall and the following voted against same: none. WHEREUPON said resolution was duly adopted this 9th day of January 2017.

RACHEL L. JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

CITY FEE SCHEDULE – Member Michael Bolton introduced the following resolution to approve the 2017 City Fee Schedule as presented below:

**RESOLUTION 2017 – 03
RESOLUTION TO ADOPT THE FOLLOWING LIST OF CITY FEES AND
CHARGES FOR THE CITY OF TWIN VALLEY FOR THE 2017 OPERATING FISCAL YEAR**

ADMINISTRATIVE FEES

1. Bad Check fee	30.00
2. Assessment Search, Police Report, Ordinance copies, Utility History	10.00
3. Notary (per document)	1.00
4. Background Check	100.00
5. Filing fee	2.00
Mileage Rate	IRS mileage rate
6. Copies	
Standard 8.5 x. 11	0.25
Legal 11x14	0.25
Poster size 11x17	0.50
Two sided sheets	0.30
Colored paper	0.30
City map 8.5x11	0.25
7. Faxes/Emails – send & receive up to (5) sheets	2.00
Faxes/Emails – per sheet when more than (5) not including cover	0.50

CEMETERY Plot	150.00
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ANIMAL

1. Pet License (each)	10.00
2. Pet Found without current tag	15.00
3. Impound Fee – per day	25.00
4. Impound Fee – repeated violation per day	75.00

CENTER FEES

1. Community Center	75.00
2. Community Center-Front for Small Groups	25.00
3. Community Center Kitchen	25.00
4. Community Center Auctions	150.00
5. Community Center Fundraisers	75.00
6. Community Center – Benefits	N/C
7. Dance Permit	10.00
8. Dance Security (5 hours)	125.00
9. Additional Security (each hour over 5)	25.00
10. Tables (each)	10.00
11. Chairs (each)	1.00
12. Platform Rental (each)	15.00

UTILITY SERVICE FEES

1. New Water Connection	900.00
2. New Sewer Connection	725.00
3. Water Testing Fee (as required by State of MN)	6.36
4. City Service Fee (Snow, Mosquito, Brush, Misc. Services)	4.00
5. Residential Storm Utility Fee/Vacancy Rate	4.50
6. Commercial Storm Utility Fee/Vacancy Rate	13.50
7. Water Connect/Reconnect/Disconnect (seasonal)	50.00
8. Reconnect DLQ	75.00
9. Late Fee	15.00
10. Meter Base	20.00
11. Meter Replacement	170.00
12. Service Call	25.00
13. Water Base Rate (Residential & Basic Commercial)	39.50 per 1600 gallons
14. Water Usage rate	3.00 per 1000 over 1600
15. Water Vacancy Rate	15.00
16. Commercial –Large Users	150.00 per 50,000 gallons

17. Commercial – Large Users Usage	2.00 per gallon over 50,000+
18. Sewer Base Rate	26.50
19. Commercial Sewer Rate – Basic	26.50
20. Commercial Sewer Rate – Large User (NCE/LMNH-TVLC)	75.00 50,000 gallons
21. Commercial Sewer Rate – Large User Usage	1.00 over 50,000 and up
22. Sewer Vacancy Rate	10.00
23. Family Garbage	14.69 (16.12 w/sales tax)
24. Single Garbage	12.45 (13.66 w/sales tax)
25. Commercial Snow Removal	10.00

COMMERCIAL GARBAGE

(rates include 17% Solid Waste sales tax)

1. Garbage admin fee (already in prices below)	2.00	
2. Comm. GRB 1	17.78 (w/o tax)	15.20
3. Comm. GRB 2	19.98 (w/o tax)	17.08
4. Comm. GRB 3	90.52 (w/o tax)	77.37
5. Comm. GRB 4	22.19 (w/o tax)	18.97
6. Comm. GRB 5	26.15 (w/o tax)	22.35
7. Comm. GRB 6	37.11 (w/o tax)	31.72
8. Comm. GRB 7	49.88 (w/o tax)	42.63
9. Comm. GRB 8	0.00	
10. Comm. GRB 9	84.72 (w/o tax)	72.41
11. Comm. GRB 10	37.11 (w/o tax)	31.72
12. Comm. GRB 11	74.07 (w/o tax)	63.31
13. Comm. GRB 12	73.18 (w/o tax)	62.55
14. Comm. GRB 13	161.35 (w/o tax)	137.61
15. Comm. GRB 14	311.34 (w/o tax)	266.10
16. Comm. GRB 15	801.89 (w/o tax)	685.38
17. Comm. GRB 16	17.04 (w/o tax)	14.56
18. Comm. GRB 17	17.04 (w/o tax)	14.56
19. Comm. GRB 18	11.47 (w/o tax)	9.80

WIMMER RENT

1. Wimmer Home Rent	150.00
2. Damage Deposit	300.00
3. Smoker Maintenance Fee	100.00

PET FEES

1. Pet Tag	10.00
2. Pet found without license	15.00
3. Impound	25.00
4. Impound (repeated violation)	75.00
5. Kennel License	15.00

BUSINESS LICENSE FEES

1. Intoxicating ON-SALE	750.00
2. Intoxicating OFF-SALE	100.00
3. Wine	150.00
4. 3.2% ON-SALE	100.00
5. 3.2% OFF-SALE	30.00
6. Special One Day	25.00
7. Consumption Display (set-ups)	120.00
8. Background Check	100.00
9. Tobacco	25.00
10. Card Table (each)	5.00
11. Pool Table (each – foosball/hockey)	20.00
12. Amusement Machines (each – jukebox, touchscreens, dart etc.)	25.00
13. Fundraiser/Raffle	10.00
14. Concession/Booth (PEDDLER)	25.00

LAND USE/ZONING/BUILDING PERMITS

Fences, Decks, Storage Units (non-perm)	10.00
1. Small Storage Units (secured/slab)	15.00
2. Additions, Porches, Patios, etc. (attached)	20.00
3. Garages, Structures moved in w/council approval-not attached	25.00
4. New Construction – Residential	50.00
5. New Construction – Commercial	100.00
6. Penalty Fee – Project started before Council approval	10.00

ZONING ORDINANCE – CHANGE REQUESTS

1. Zoning Change	150.00
2. Zoning – If construction began prior to approval	150.00
3. Variance Request	150.00
4. Variance – within 6 mos. on same property	150.00
5. Conditional Use Request	150.00
6. Conditional Use – Amendment to Re-Zoning (Publication, admin, commercial costs, etc.)	150.00

FIRE AND RESCUE

1. 2017-2018 Fire Contract (full township)	3858.75
2. Fire Call – 1 st Three Hours	750.00
3. Additional Per Hour	300.00
4. Foam Per Gallon	18.00
5. 2017-2018 Rescue Contract (full township)	220.50
6. Vehicle Accident	500.00
7. Fire Calls less than one (1) hour will be reviewed on a case by case basis.	

Member Joel Pearson seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor of said resolution: Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall and the following voted against same: none. WHEREUPON said resolution was duly adopted this 9th day of January 2017.

RACHEL L. JOHNSON, CLERK/TREASURER

BENJAMIN FALL, MAYOR

2017 JANUARY MEETING ORGANIZATIONAL RESOLUTIONS – CITY OF TWIN VALLEY

2017 COMMITTEES: Member Mike Bolton introduced the following resolution and moved its adoption:

**RESOLUTION 2017 – 04
RESOLUTION TO APPROVE THE FOLLOWING COUNCIL COMMITTEE APPOINTMENTS
FOR THE 2017 OPERATING FISCAL YEAR**

BE IT RESOLVED; that the following officials and committees are hereby designated and approved by the City Council of the City of Twin Valley as presented by Mayor Ben Fall for the 2017 year the following are presented for approval;

Mayor – Ben Fall	Vice Mayor – Joel Pearson
ADA/Promotions – Mike Bolton, Ben Fall	Airport Authority – Ben Fall
Building – Joel Pearson, Nate Dobmeyer	Building Official – Ben Fall
Budget – Ben Fall, Joel Pearson	Liquor – Mike Bolton, Nate Dobmeyer
EDA- Mike Bolton, Ben Fall	EDA Citizens – Mark Askelson, Dan Buckle, <i>Vacancy</i>
Nuisance – Mike Bolton, Nate Dobmeyer	Ordinance – Joel Pearson, Mike Bolton
Parks- Mike Bolton, Ben Fall	Parks Citizens – Mark Askelson, Dan Buckle
Planning & Zoning – Mike Bolton, Ben Fall	Planning & Zoning Citizen – <i>Vacant</i>
Public Safety – Ben Fall, Nate Dobmeyer	Public Works – Mike Bolton, Joel Pearson
Wages – Ben Fall, Joel Pearson	

Member Joel Pearson seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall and the following voted against same: none. WHEREUPON said resolution was duly adopted this 9th day of January 2017.

RACHEL L. JOHNSON, CLERK/TREASURER

BENJAMIN FALL, MAYOR

SIGNATORY OFFICIALS – Member Joel Pearson introduced the following resolution to authorize the Mayor, Vice Mayor and City Clerk-Treasurer as official signatory powers for the city and to further designate an emergency signatory.

**RESOLUTION 2017 – 05
RESOLUTION TO AUTHORIZE SIGNATORY POWERS FOR THE CITY OF TWIN VALLEY**

WHEREAS, 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

WHEREAS, the signatures for the Mayor, Vice Mayor and City Clerk-Treasurer will be original signatures on all issued payments, checks issued for investments; and

WHEREAS, 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

WHEREAS, the processed checks will continue to be marked with a check-protecting machine to imprint the amount of the payment on the computer generated check; and

WHEREAS, on all other banking needs of the City of Twin Valley, the Mayor, Vice Mayor and Clerk-Treasurer are authorized as official signers with the designated depository; and

WHEREAS, 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 Mike Bolton as an Emergency Signatory Official.

NOW, THEREFORE BE IT RESOLVED that the City of Twin Valley hereby approves and authorizes Mayor Ben Fall, Vice Mayor Joel Pearson, and Clerk-Treasurer Rachel Johnson as official signers and signatory representatives with the First National Bank Mahnommen, Twin Valley, Minnesota, and Council member Mike Bolton as an emergency signatory official for transactions relating to the city's banking needs. Member Mike Bolton seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall and the following voted against the same: none. WHEREUPON said resolution was duly adopted this 9th day of January 2017.

RACHEL L. JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

OFFICIAL PUBLICATION - Member Joel Pearson introduced the following resolution and moved its adoption to designate the official publication:

**RESOLUTION 2017 – 06
RESOLUTION TO DESIGNATE OFFICIAL PUBLICATION**

BE IT RESOLVED: that the City Council of the City of Twin Valley does hereby designate the Twin Valley Times, Twin Valley, as its official newspaper for its 2017 publications.

Member Nate Dobmeyer seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor of said resolution: Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall_ and the following voted against same: none. WHEREUPON said resolution was duly adopted this 9th day of January 2017.

RACHEL L. JOHNSON, CLERK/TREASURER

BENJAMIN FALL, MAYOR

OFFICIAL FINANCIAL DEPOSITORIES - Member Mike Bolton introduced the following resolution to designate the First National Bank-Mahnommen, Twin Valley and the Mid-Minnesota Federal Credit Union as official financial depositories.

**RESOLUTION 2017 – 07
RESOLUTION TO DESIGNATE OFFICIAL FINANCIAL DEPOSITORIES**

BE IT RESOLVED: that the City Council of the City of Twin Valley does hereby designate the First National Bank- Mahnommen, Twin Valley and the Mid-Minnesota Federal Credit Union, Twin Valley as official depositories of the city for the 2017 year.

Member Joel Pearson_ seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor of said resolution: Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall , and the following voted against same: none. WHEREUPON said resolution was duly adopted this 9th day of January 2017.

RACHEL L. JOHNSON CLERK/TREASURER

BENJAMIN FALL, MAYOR

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

**RESOLUTION 2017 – 08
RESOLUTION TO ASSIGN THE COMMITMENT OF THE CITY RESERVES FOR THE 2017 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:

General Fund	10043	26095015	GF	Future-New Building Capital-Building	\$11,030.21
General Fund	10045	25815315	GF	Improvements	\$6,936.92
General Fund	10375	25990333	GF	Budget shortfall Operations	\$8,808.53
Debt Obligations	10388	25920414		Debt Service-restricted	\$36,215.94
Liquor Fund	10841	26025114	LQ	Renovations & Operations	\$10,090.43
General Fund	10984	25780818	GF	Future-New Building	\$40,361.70
Liquor Fund	11400	26025115	LQ	Renovations & Operations	\$13,888.68
General Fund	11644a	25921712	GF	Budget shortfall Operations Capital Expenditures-	\$3,730.22
General Fund	11659	25815318	GF/FIRE	Equipment	\$3,956.34
General Fund	11755	25922011	EDA	Transfer of Funds	\$12,336.37
General Fund	11811	25970912	EDA	Transfer of Funds	\$12,279.07
EDA/Loan Pool	11812	25970913	EDA	Economic Development- Housing Capital Expenditures-	\$6,130.31
General Fund	11964	25815311	FIRE	Equipment	\$2,972.66
General Fund	12422	25780820	GF	Future - FD/CC/MC-Imprv.	\$20,405.15
General Fund	12423	25780821	GF	Future - City Vehicles Capital Expenditures-	\$26,022.25
General Fund	12424	25780822	PW	Equipment	\$31,881.58
Rescue Service	12501	25780823	RSC	Vehicle-Truck Fund	\$837.95
Rescue Service	12524	25780824	RSC	Vehicle-Truck Fund	\$881.83
Rescue Service	12538	25780825	RSC	Vehicle-Truck Fund Capital Expenditures-	\$974.64
General Fund	12578	26095017	FD	Equipment	\$8,088.49
General Fund	12586	26095018	FD	Capital Expenditures- Equipment	\$1,011.07
General Fund	12587	26095019	FD	Capital Expenditures- Equipment	\$1,256.47
Rescue Service	21925	21925	RSC	Vehicle-Equipment Fund Capital Expenditures-	\$505.02
General Fund	21932	21932	FD	Equipment	\$10,333.95
General Fund	22019	22019	FD	Capital Expenditures- Equipment	\$8,080.42
General Fund	22109	22109	FD	Capital Expenditures- Truck Fund	\$8,080.22
Rescue Service	22121	22121	RSC	Vehicle-Truck Fund	\$1,903.76
General Fund	22211	22211	FD	Equipment Fund	\$8,000.00
Liquor Store	307425471	307425471	LQ SAVINGS	Building Improvement Fund	\$50,000.00
General Fund	7528	25780817	GF	Future-New Building	\$48,287.93
General Fund	9192	25780812	GF	Future-Admin, Bldg. Imprv.	\$5,030.00
Debt Obligations	9195	25920412	GO	Debt Service-restricted	\$5,030.00

Total Commitment of Reserves- Restricted and Unrestricted is **\$405,348.11**. Member Mike Bolton seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor of said resolution: Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall and the following voted against: none. WHEREUPON said

resolution for the commitment of reserves was duly adopted this 9th day of January 2017.

RACHEL L. JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

DESIGNATION OF INSURANCE AGENT & % -Member Mike Bolton introduced the following resolution to designate a League of MN Cities Insurance Trust agent of record:

**RESOLUTION 2017 – 9
RESOLUTION TO DESIGNATE AN INSURANCE AGENT OF RECORD TO PARTICIPATE
IN THE LEAGUE OF MN CITIES INSURANCE TRUST AND SET THE PERCENT OF PREMIUM**

BE IT RESOLVED, that 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 Joel Pearson seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor of said resolution: Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall and the following voted against same: none. WHEREUPON said resolution was duly adopted this 9th day of January 2017.

RACHEL L. JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

BANK ACH AGREEMENTS – Member Joel Pearson_ introduced the following resolution and moved its adoption to enter into an ACH agreement w/the First National Bank-Mahnomen/Twin Valley Branch:

**RESOLUTION 2017 – 10
RESOLUTION TO ENTER INTO ACH ORIGATION AGREEMENT
WITH FIRST NATIONAL BANK MAHNOMEN-TWIN VALLEY**

This Agreement dated the 1st day of November 2016 is by and between the City of Twin Valley (the "Company") and First National Bank (the "Financial Institution"). The Company has requested that the Financial Institution permit it to initiate debit and credit entries to accounts maintained at the Financial Institution and other financial institutions by means of the Automated Clearing House (the "ACH") Network. The Financial Institution has agreed to do so on the terms of this Agreement. The Company and the Financial Institution agree as follows:

1. **Definitions.** Unless defined in this Agreement, capitalized terms shall have the meanings provided in the Rules (as defined below).
 - A. **Rules.** "Rules" means the rules of the National Automated Clearing House Association and Appendices to the rules of the National Automated Clearing House, as amended from time to time.
 - B. **Effective Entry Date.** "Effective Entry Date" means the date included in any Entry as the date upon or after which such Entry is to be effective.
 - C. **Entry.** "Entry" has the meaning given in the Rules, except that it shall also include an "On-Us Entry".
 - D. **On-Us Entry.** "On-Us Entry" means a debit or credit Entry to an account maintained at the Financial Institution.
 - E. **On-Line.** "On-Line" refers to use of the Internet website designated by Financial Institution used to transmit or receive electronic transactions, instructions, notices or other communication but does not include transmissions by telephone, fax, in person, regular mail, express mail or e-mail.
2. **Applicable Agreements.** This Agreement governs Company's use of ACH Origination. Company's access to and use of Financial Institution's On-Line services shall be governed by the applicable electronic access agreement(s), as amended from time to time, between Company and Financial Institution. In the event of conflict between this Agreement and any other Agreement with Financial Institution, this Agreement shall prevail, unless otherwise provided herein.
3. **Compliance with the Rules and Applicable Law.** The Company's rights and obligations with respect to any Entry are governed by the Rules, this Agreement and applicable law. The Company acknowledges receipt of a copy of, or availability of, the Rules. The Rules may also be purchased by contacting your Regional Payments Association (RPF). The Company agrees to be bound by the Rules. The Company represents and warrants that it will comply with the Rules and applicable laws, regulations and regulatory requirements and that it will not transmit any Entry or engage in any act or omission that violates or causes Financial Institution to violate the Rules, applicable laws, regulations or regulatory requirements, including, without limitation, regulations of the Office of Foreign Asset Control (OFAC), sanctions or executive orders.
 4. **Transmittal of Entries and Physical and Electronic Security Procedures.**
 - A. The Company shall transmit any and all debit or credit Entries to the Financial Institution in accordance with the Rules and this Agreement. The Company shall comply with the security procedures described in Schedule B to this Agreement. The Company acknowledges that the security procedures are for verification of authenticity and not to detect errors in the transmission or content of the Entry. No security practice or procedure for the detection of any such error has been agreed upon between the Financial Institution and the Company.
 - B. The Company shall prevent and safeguard against unauthorized transmissions, disclosures and access to the following (all of which are deferred to herein as "Security-related Items"): information (including but not limited to security procedures, instructions, passwords and user identifications), systems and equipment that interface with, connect to or allow access to the Financial Institution, its information, systems and equipment. The Company shall establish, maintain, and enforce physical and logical commercially reasonable security practices, techniques, and procedures with respect to access, storage, and maintenance to safeguard against unauthorized transmissions and unauthorized access to Security-related Items. Such practices, techniques, and procedures shall be no less than the security-related requirements set forth in this Agreement and in the Rules.
 - C. Without limiting the foregoing, the Company warrants that no individual will be allowed to initiate transfers without proper supervision. If the Company suspects, knows, believes or has reason to believe that an unauthorized individual has transmits or attempted to transmit one or more Entries or that the security procedures or other Security-related Items have otherwise been compromised, the Company agrees to immediately notify the Financial Institution and agrees that any Entry received by the Financial Institution before or within a reasonable time after such notice to the Financial Institution shall be treated as authorized by the Company.
 - D. The Company hereby authorizes the Financial Institution to transmit any Entry received by the Financial Institution from the Company in accordance with the Rules and the terms of this Agreement and to credit or debit the amount of such Entry to the accounts specified by the Company.
 - E. The Company is solely responsible for providing for and maintaining the physical, electronic, procedural, administrative, and technical security of data systems in Company's possession or under Company's control. The Financial Institution is not responsible for any computer viruses (including, without limitation, programs commonly referred to as "malware", "keystroke loggers", and/or "spyware"), problems, or malfunctions resulting from any computer viruses, or any related problems that may be associated with the use of the online system or any ACH Origination services. Any material downloaded or otherwise obtained at the Company's own discretion and risk, and the Financial Institution is not responsible for any damage to Company's computer or operating systems or for loss of data that results from the download of any such material, whether due to any computer virus or otherwise. The Company is solely responsible for maintaining and applying anti-virus software, security patches, firewalls, and other security measures with respect to the Company's operating systems, and for protecting, securing, and backing up any data and information stored in or on the company's operating systems. The Financial Institution is not responsible for any errors or failures resulting from defects in or malfunctions of any software installed on the Company's operating systems or accessed through an Internet connection.

- F. The Company acknowledges and agrees that it is the Company's responsibility to protect itself and to be vigilant against e-mail fraud and other internet fraud schemes (including, without limitation, fraud commonly referred to as "phishing" and "pharming". The Company agrees to educate User(s), agents, and employees as to the risks of such fraud and to train such persons to avoid such risks. The Company acknowledges that Financial Institution will never contact the Company by e-mail in order to ask for or to verify Account numbers, Security Devices, or any sensitive or confidential information. In the event the Company receives an e-mail or other electronic communication that the Company believes, or has reason to believe, is fraudulent, the Company agrees that neither Company nor its User(s), agents, and employees shall respond to the e-mail, provide any information to the e-mail sender, click on any links in the e-mail, or otherwise comply with any instructions in the e-mail. The Company agrees that the Financial Institution is not responsible for any losses, injuries, or harm incurred by the Company as a result of any electronic, email, or Internet fraud.
- G. In the event of a breach of the Security Procedure, the Company agrees to assist the Financial Institution in determining the manner and source of the breach. Such assistance shall, but shall not be limited to, providing the Financial Institution or the Financial Institution's agent access to Company's hard drive, storage media and devices, systems and any other equipment or device that was used in breach of the Security Procedure. The Company further agrees to provide to the Financial Institution any analysis of such equipment, device, or software or any report of such analysis performed by the Company, the Company's agents, law enforcement agencies, or any other third party. Failure of the Company to assist the Financial Institution shall be an admission by the Company that the breach of the Security Procedure was caused by a person who obtained access to transmitting facilities of the Company or who obtained information facilitating the breach of the Security Procedure from the Company and not from a source controlled by the Financial Institution.
5. Company's Representatives, Warranties, and Agreements. The Company represents and warrants that each Entry provided to the Financial Institution complies in all respects with the Rules and this Agreement. The Company acknowledges and agrees that, pursuant to the Rules, the Financial Institution makes certain warranties to the ACH Operator and other financial institutions and that such warranties are made in reliance on: (i) the representations and warranties of the Company, including but not limited to those contained in this section of this Agreement and (ii) Company's agreement to be bound by the Rules and applicable law. The Company shall indemnify the Financial Institution against any claims, alleged claims, loss, liability or expense (including attorneys' fees and expenses) resulting directly or indirectly from, related to or arising out of: (i) any breach of the Company's warranties or this Agreement; (ii) Company's failure to exercise ordinary care in connection with its duties hereunder; (iii) any action by the Receiving Depository Financial Institution ("RDFI") upon an unauthorized or erroneous Entry initiated by the Company; (iv) any actions by a service provider or agent of the Company that results in a breach of this Agreement by the Company; (v) to the extent that it involves the Financial Institution, any litigation by an ACH Operator, an RDFI or any Company Receivers asserting noncompliance on the Company's part with the Rules, laws, regulations or regulatory requirements. Without limiting the foregoing the Company warrants:
- Each Entry is authorized pursuant to the Rules and the authorization has not been revoked;
 - Each credit Entry is timely and accurate;
- Each debit Entry is for a sum which, on the Settlement Date will be due and owing to the Company from the party whose account will be debited, is for a sum specified by such party or is to correct a previously transmitted erroneous credit Entry;
 - No Entry has been reinitiated in violation of the Rules;
- The Company has used commercially reasonable procedures to verify that all information contained in an Entry, including but not limited to routing numbers, is accurate and valid; and
 - This Agreement has been duly and properly authorized on behalf of the Company to execute this Agreement on its behalf, and this Agreement is enforceable by the Financial Institution in accordance with its terms.
6. Financial Institution Obligations. Subject to Section 8 of this Agreement, the Financial Institution shall, in accordance with the Rules, process, transmit, and settle for any Entry. The Financial Institution shall have no obligation to transmit an Entry if the Company fails to comply with the Rules or any terms of this Agreement. Financial Institution shall rely on any and all information it receives from an Authorized Representative of the Company, as set forth in Schedule D, and any person the Financial Institution, in good faith, reasonably believes to be acting on behalf of the Company, whether or not such person was authorized by the Company.
7. Company's Account. The Company will maintain a deposit account (the "Account") with the Financial Institution at all times during the term of this Agreement. The Company shall at all times maintain a balance of available funds in the Account sufficient to cover the Company's obligations under this Agreement. If collected balances in the Account are insufficient to cover the aggregate amount of Entries, the Financial Institution shall have no obligation to transmit such Entries. The Company authorizes the Financial Institution to debit its Account or any other account maintained at the Financial Institution for any amount it owes the Financial Institution as a result of this Agreement.
8. Prefunding. The Financial Institution reserves the right to require the Company to pre-fund an account maintained at the Financial Institution prior to the Settlement Date of the ACH file. The Financial Institution shall determine whether pre-funding is required based on criteria established from time to time by the Financial Institution. The Financial Institution will communicate directly to the Company if pre-funding is required and, if requested by the Company, will provide the Company with an explanation of its pre-funding criteria. If it is determined that pre-funding is required, the Company will provide immediately available and collected funds sufficient to pay all Entries initiated by the Company (a) not later than 8:00 a.m. local time 3 business days before each Settlement Date, and (b) prior to initiating any Entries for which pre-funding is required.
9. Exposure Limits. The Company shall comply with the exposure limits as set forth in Schedule A. Such limits may be modified from time to time by Financial Institution at its sole discretion with notice to the Company.
10. Cancellation or Amendment of an Entry. The Company shall have no right to cancel or amend any Entry after its receipt by the Financial Institution. However, the Financial Institution shall use reasonable efforts to act on a request by the Company to cancel an Entry before transmitting it to the ACH Operator or crediting or debiting an On-Us Entry. Any such request shall comply with this Agreement, including the security procedures described on Schedule B to this Agreement. The Financial Institution shall have no liability if it fails to effect the cancellation. Company shall reimburse, indemnify and hold harmless the Financial Institution for any expenses (including attorney's fees), losses or damages the Financial Institution incurs in effecting or attempting to affect Company's request for the cancellation of an Entry.
11. Rejection of Entries. The Financial Institution may reject any Entry, including an On-Us Entry, that does not comply with the requirements of the Rules or this Agreement, specifically including Schedule A and Schedule B of this Agreement and may reject any Entry if the Company is not otherwise in compliance with the terms of this Agreement or the Rules. The Financial Institution shall notify the Company in accordance with Schedule A of such rejection no later than the business day such Entry would otherwise have been transmitted by the Financial Institution to the ACH Operator or, in the case of an On-Us Entry, the day before its Effective Entry Date. Notices of rejection shall be effective when given. The Financial Institution shall have no liability to Company by reason of the rejection of any such Entry or the fact that such notice is not given at an earlier time than that provided for herein.
12. Provisional Credit Notice. In the case of a credit Entry, credit given by the RDFI for the Entry is provisional until the RDFI has received final settlement through a Federal Reserve Bank or has otherwise received payment. If the RDFI does not receive such payment for the Entry, the RDFI is entitled to a refund from the Receiver in the amount of the credit to the Receiver's account, and Company will not be considered to have paid the amount of the credit Entry to the Receiver.
13. Reversals. The Company may reverse a File or Entry pursuant to the Rules. If the Company reverse an Entry or File, the Company shall indemnify the Financial Institution against any claim, alleged claim, demand, loss, liability or expense (including attorney's fees) resulting directly or indirectly from such reversal.
14. Notice of Returned Entries and Notifications of Change. The Financial Institution shall notify the Company in accordance with Schedule A of the receipt of a returned Entry or Notification of Change (NOC) form the ACH Operator no later than one business day after the business day of such receipt. The Financial Institution shall have no obligation to retransmit a returned Entry if the Financial Institution complied with the terms of this Agreement with respect to the Entry.
15. Entries Returned as Unauthorized. In the event that an Entry is returned as unauthorized or authorization revoked, the Company will contact the necessary parties and resolve any dispute. During this process the Company may ask the Financial Institution to request from the RDFI a copy of the "Written Statement Under Penalty of Perjury". Financial Institution will make its best effort to obtain the form and will deliver it to the Company when received. Company agrees not to re-originate any transaction returned as unauthorized or as authorization revoked unless the customer reauthorized the Entry or Entry stream.
16. Unauthorized Rate in Excess of 1%. In the event the rate of unauthorized transactions exceeds 1% based on the calculations noted in the Rules the Company will share the data requested by the Financial Institution based on the Rules and will immediately begin the process of bringing the rate below 1%.
17. Periodic Statement. The periodic statement issued by the Financial Institution for the Company's Account will reflect Entries credited and debited to the Company's Account. The Company agrees to notify the Financial Institution within a reasonable time not to exceed thirty (30) days after the Company receives a periodic statement of any discrepancy between the Company's records and the information in the periodic statement. If the Company fails to notify the Financial Institution of any such discrepancy within thirty (30) days after receipt of such periodic statement, the Company shall be precluded from asserting any claim against the Financial Institution arising from such discrepancy.
18. Fees. The Company agrees to pay the Financial Institution for service provided under this Agreement in accordance with the schedule of charges set forth in } Schedule C. The Financial Institution may change its fees from time to time in its sole discretion upon notice to the Company.
19. Financial Information and Audit. The Financial Institution may from time to time request information from the Company in order to evaluate a continuation of the service to be provided by the Financial Institution hereunder and/or adjustment of any limits set by this agreement. The Company agrees to provide the financial information immediately upon request by the Financial Institution, in the form required by the Financial Institution. The Company authorizes the Financial Institution to investigate or reinvestigate at any time any information provided by Company in connection with this agreement or the service. Upon request by the Financial Institution, the Company hereby authorizes the Financial Institution to enter the Company's business premises for the purpose of ensuring that the Company is in compliance with this Agreement and Company specifically authorizes the Financial Institution to perform an audit of the Company's operational controls, risk management practices, staffing and the need for training and ongoing support, and information technology infrastructure. The Company hereby acknowledges and agrees that the Financial Institution shall have the right to mandate specific internal controls at the Company's location(s) and Company shall comply with any such mandate. In addition, the Company hereby agrees to allow the Financial Institution to review available reports of independent audit is performed at the Company location related to information technology, the service and any associated operational processes. The company agrees that is requested by the Financial Institution, the Company will complete a self-assessment of Company's operations, management, staff, systems, internal controls, training, and risk management practices that would otherwise be reviewed by Financial Institution in an audit of Company. If the Company refuses to provide the

- requested financial information, or if Financial Institution concludes, in its sole discretion, that the risk of the Company is unacceptable, if the Company violates this agreement or the rules, or if the Company refuses to give the Financial Institution access to Company's premises, Financial Institution may terminate the Service and this Agreement according to the provisions hereof.
20. Liability. In the performance of the services required by this Agreement, the Financial Institution shall be entitled to rely solely on the information; representations and warranties provided by the Company pursuant to this Agreement and shall not be responsible for the accuracy or completeness of such information. Except as otherwise specifically provided by law, the Financial Institution shall be responsible only for performing the services expressly provided for in this Agreement and shall be liable only in the event of loss due to its gross negligence or willful misconduct in performing those services. In no event shall the Financial Institution have any liability for any consequential, special, incidental, punitive or indirect damages the Company may incur or suffer in connection with this Agreement whether or not the likelihood of such damages was known or contemplated by the Financial Institution and regardless of the legal or equitable theory of liability the Company may assert. Without limiting the foregoing, the Financial Institution shall not be liable for and shall be excused from failing to act or delay in acting if such failure or delay is caused by legal constraint, interruption or transmission or communication facilities, equipment failure, war, acts of terror, emergency conditions or other conditions beyond the Financial Institution shall not be liable for and shall be excused from failing to transmit or any delay in transmitting an Entry (i) if such transmittal would result in the Financial Institution's having exceeded any limitation upon its intra-day net funds position established pursuant to present or future Federal Reserve guidelines; (ii) if, for any reason, the ACH Operator fails or declines to process an Entry; (iii) if, in the Financial Institution's sole discretion, processing an Entry would violate or contribute to the violation of any present or future risk control program of the Federal Reserve or any Rule, law, regulation or regulatory requirement; or (iv) if processing an Entry, in the Financial Institution's sole discretion, would cause it to engage in an unsafe and unsound practice.
21. Credit and Debit Entries; Record Retention. The Company shall obtain an authorization ("Authorization Agreement") as required by the Rules from the person or entity whose account will be debited or credited as the result of a debit or credit Entry initiated by the Company and the Company shall retain the Authorization Agreement in original form while it is in effect and the original or a copy of each authorization for two (2) years after termination or revocation of such authorization as stated in the Rules. Upon request, the Company shall furnish the original or a copy of the authorization to any affected Participating Depository Financial Institution, as defined in the Rules.
22. Rules Enforcement. In the event that a Report of Possible Rules Violation is filed on the Company, the Company will take appropriate steps to correct the problem within the time frames suggested by the Financial Institution. In the event that a fine is levied against the Financial Institution for a violation of the Rules, the Company agrees to make the Financial Institution whole for the value of the fine.
23. Inconsistency of Name an Account Number. The Company acknowledges and agrees that, if any Entry describes the Receiver inconsistently by name and account number, payment of the Entry may be made on the Basis of the account number even if it identifies a person different from the named Receiver, and the Company's obligation to pay the amount of the Entry to the Financial Institution is not excused in such circumstances.
24. Miscellaneous. The Financial Institution may amend the terms of this Agreement from time to time upon thirty (30) days' written by notice to the Company. Financial Institution may terminate this Agreement at any time for any reason, in its sole discretion, without liability. The Company may terminate this Agreement upon ten (10) days' written notice to the Financial Institution except that the Company may terminate the Agreement immediately if the terms of the Agreement are materially breached by the Financial Institution. Any termination of this Agreement shall not affect any of the Financial Institution's rights and the Company's obligations with respect to Entries initiated by the Company prior to the effective time of such termination, or the payment of obligations of the Company with respect to services performed by the Financial Institution prior to the effective time of such termination, or any other obligations that shall survive termination. The provisions of this Agreement that are necessary to give effect to the purposes of this Agreement shall survive its termination. The Financial Institution may assign this Agreement or any of its rights and duties hereunder without prior notice to or consent by Company, but the Company may not assign this Agreement or any of the rights or duties hereunder to any person without the Financial Institution's prior written consent. This Agreement shall be governed by and construed in accordance with the law of the State of Minnesota. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. This Agreement may be executed by a party by electronic or facsimile transmission of the party's signature, and said electronic or facsimile copy shall have the same force and effects as any originally-signed document delivered in person. In the event that any provision of this Agreement shall be determined to be invalid, illegal or unenforceable to any extent, the remainder of this Agreement shall not be impaired or otherwise affected and shall continue to be valid and enforceable to the fullest extent permitted by law.
25. Recording and Use of Communications. The Company and the Financial Institution agree that all telephone conversations or data transmissions between them or their agents made in connection with the Agreement may be electronically recorded and retained by either party by use of any reasonable means. The Financial Institution shall not be obligated to make such recordings.
26. Entire Agreement. This Agreement (including the Attachments, all of which are incorporated herein by reference) is the complete and exclusive statement of the agreement between the Financial Institution and the Company with respect to the subject matter hereof and supersedes any prior agreement(s) between the Financial Institution and the Company with respect to such subject matter. In the event of any inconsistency between the terms of this Agreement, or the Attachments or any agreements governing the Account, the terms of this Agreement shall govern. In the event performance of the services provided herein in accordance with the terms of this Agreement would result in a violation of any present or future statute, regulation or government policy to which the Financial Institution is subject, and which governs or affects the transactions contemplated by this Agreement, then this Agreement shall be deemed amended to the extent necessary to comply with such statute regulation or policy, and the Financial Institution shall incur no liability to the Company as a result of such violation or amendment. No course of dealing between the Financial Institution and the Company will constitute a modification of this Agreement or constitute an agreement between the Financial Institution and the Company regardless of whatever practices and procedures the Financial Institution and the Company may use.

Member Mike Bolton seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor of said resolution Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall and the following voted against same: none . WHEREUPON said resolution was duly adopted this 9th day January 2017.

RACHEL L. JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

ELECTRONIC TRANSFERS – Member Mike Bolton introduced the following resolution and moved its adoption to approve electronic transfers for the City of Twin Valley and the Twin Valley Municipal Liquor Store accounts for the 2017 fiscal year.

RESOLUTION 2017 – 11
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 for the 2017 Fiscal year 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
- Other designated Financial Institutions (US BANK, Northview Bank, Northland Bank, etc.) – for the payments of debt obligations

WHEREAS, the City Council will annually review and authorize said electronic funds transfers from the official depository to the designated business issuing claim against the City of Twin Valley; and

WHEREAS, in the event that new electronic funds transfers are to be initiated on behalf of the City, the City Council must hereby approve and authorize said transactions.

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 Nate Dobmeyer seconded the foregoing resolution and upon a roll call vote being taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall and the following against same: none. WHEREUPON, said resolution was duly adopted this 9th day of January 2017.

Attest: _____
RACHEL L. JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

Meeting adjourned at 9:51 P.M. JP/ND m/s/p.

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**MONDAY, FEBRUARY 13, 2017 – REGULAR COUNCIL MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

MEMBERS: Joel Pearson, Ben Fall, Mike Bolton, Nate Dobmeyer
OTHERS: John Gall (FD), Lori Skaurud (LQ), Jason Douville (PD), Kerry Askelson (PW), 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, February 13, 2017. Mayor Fall called the meeting to order at 7:00 PM.

Forum- none.

Additions to Agenda since original posting: JP/ND-m/s/p to approve the following additions to the agenda: 1) MN Pollution Control Agency—2016 Wastewater Treatment Facility Operational Award, 2) Moonshiners Fundraiser/Raffle Permit, 3) 2017 Safety & Loss Control Workshops, 4) Inquiry from the Norman County East Super Intendant regarding mowing/snow removal.

Minutes—MB/JP-m/s/p to approve the minutes for the 01/09/17 Regular monthly meeting.

Disbursements—JP/ND-m/s/p to approve the claims for 01/09/17-01/18/17 (\$41,795.17), 01/19/17-01/31/2017 (\$25,168.72) and 02/01/17-02/13/17 (\$58,393.74) and Payroll periods: 01/01/17-01/14/17 (\$13,719.88), 01/15/17-01/28/17 (\$11,960.42), FD/RSC 01/01/16-12/31/16 (\$12,221.32) and Schwanke Retro Pay 01/01/17-01/14/17 (\$153.66). Totaling \$163,412.91.

VENDOR/CLAIMANT	AMOUNT PAID	PURPOSE
A.F.L.A.C. WEST REGION	\$610.05	Payroll Deduction/Insurance
AMERIPRIDE SERVICES, INC.	\$256.10	Supplies
ARVIG	\$1,118.44	TV/Phones/Internet
AUTO VALUE MAHNOMEN	\$218.03	Supplies
BANKCARD CENTER	\$50.96	Misc Expenses
BERGSETH BROS.	\$1,478.07	Merchandise for Resale
BNG TECHNOLOGIES, LLC	\$200.00	Tech Support
BOUND TREE MEDICAL LLC	\$2,756.85	Supplies/Training Devices
BREAKTHRU BEVERAGE	\$347.64	Merchandise for Resale
BUCKLE'S HARDWARE	\$564.81	Repairs/Supply/Maintenance
COCA-COLA BOTTLING HIGH COUNTRY**	\$230.50	Merchandise for Resale
COMMUNITY CO-OPS-Lake Park	\$4,621.13	Fuel/Natural Gas Charges
DAKOTA WHOLESALE TIRE, INC.	\$138.15	Tires
D-S BEVERAGES	\$6,551.00	Merchandise for Resale
EFTPS-ONLINE	\$9,306.95	Payroll Taxes
ELECTRO WATCHMAN, INC.	\$186.71	Security System
FIRST NATIONAL BANK MAHNOMEN	\$1,500.00	Starter Cash
FIRST NATIONAL BANK MAHNOMEN	\$20.00	Rent
FUCHS SANITATION SERVICE, INC.	\$5,225.48	Garbage Services
GARBERG FOODS	\$49.87	Operating Supply
GOPHER STATE ONE-CALL	\$100.00	Contracted Services
GRAND FORKS FIRE EQUIPMENT LLC	\$86.73	Equipment
GREAT NORTH PIZZA CO., LLP.	\$271.00	Merchandise for Resale
HAWKINS, INC.	\$418.25	Operating Supply
HEALTHPARTNERS	\$3,876.54	Employee Health Insurance
HEGGIES PIZZA, LLC	\$604.45	Merchandise for Resale
HENRY'S FOODS INC.	\$1,422.47	Merchandise for Resale
JAMES D. BRUE	\$550.00	Legal Fee
JOHN DEERE FINANCIAL	\$50.00	Rent
JOHNSON BROS. LQ-ST.PAUL	\$660.54	Merchandise for Resale
JULIN LAW OFFICE, PLLC	\$148.50	Legal Fee
KRJB FM RADIO	\$535.00	Advertising Charges
LIONS 2017 MID-WINTER CONVENTION	\$50.00	Advertising Charges
LIQUOR FUND - MISC.	\$812.54	Transfer from General to LQ
LORI J. SKAURUD	\$121.38	Reimbursement/Supply
MARCO TECHNOLOGIES LLC**	\$170.68	Rent
McKINNON COMPANY, INC.	\$1,800.45	Merchandise for Resale
MN CHILD SUPPORT & COLLECTION	\$751.26	Payroll Deduction
MN DEPT. OF PUBLIC SAFETY- (EPCRA)	\$100.00	Services
MN DNR ECO-WATER-RES	\$192.62	Permit Charge
MN DOR - PAYROLL TAX	\$1,380.41	Payroll Taxes
MN DOR - SALES & USE TAX	\$5,098.08	Sales Tax
MN RURAL WATER ASSN.	\$230.00	Training/Registration
MOONSHINERS SNOWMOBILE CLUB, INC	\$12,955.86	Gvmt Sponsor/Pass Through
MUNICIPAL CLERKS/FINANCE OFFICERS	\$35.00	Membership Fee
NICOLE BOE	\$935.00	Services
NORMAN CO. SHERIFF'S OFFICE	\$3,355.44	Services
OFFICE OF THE SECRETARY OF STATE	\$240.00	Operating Expense
OFFICE SUPPLIES PLUS*	\$591.55	Office Supply
OTTERTAIL POWER CO.	\$5,451.41	Electric Utility
P.E.R.A. - SDR DIVISION	\$5,739.55	Retirement Contribution
PERHAM LINEN	\$75.40	Operating Supply
PHILLIPS WINE & SPIRITS	\$1,826.49	Merchandise for Resale

RMB ENVIRONMENTAL LABS, INC.	\$214.00	Services
SCHWAN'S HOME SERVICE, INC.	\$33.96	Merchandise for Resale
SELECT ACCOUNT	\$240.00	Payroll Deduction
SOUTHERN GLAZER'S OF MN*	\$2,428.22	Merchandise for Resale
TD AMERITRADE TRUST COMPANY	\$400.00	Payroll Deduction
THORPE'S AUTO GLASS	\$270.49	Repairs/Supply/Maintenance
TINA M. MURN	\$69.93	Reimbursement/Supply
TRUCK UTILITIES INC.	\$57.92	Repairs/Supply/Maintenance
TV BOOSTER CLUB	\$150.00	Donation
TWEETON REFRIGERATION, INC.	\$46.40	Repairs/Supply/Maintenance
TWIN VALLEY POSTMASTER	\$110.00	Rent
TWIN VALLEY TIMES**	\$320.50	Advertising/Publishing
U.S. POSTAL SERVICE (CMRS-FP)	\$700.00	Operating Expense
USABLE LIFE	\$65.58	Payroll Deduction
VERIZON WIRELESS	\$218.21	Telephone
WHITE BANNER UNIFORM SHOP	\$127.98	Operating Supply
PAYROLL	\$45,400.36	Employee Wages

Fire/Rescue—Gall reported 3 Fire calls: 1 Medical, 1 Accident, 1 Fire. Rescue had 10 calls. Discussion on in town fire call ordinance, presented list of what other cities charge for in town calls. Gall wants to continue the fee schedule as is for rural calls—will draft an ordinance with clerk. Council member Dobbmeyer addressed citizen concern over already paying for in town fire calls on taxes, stated he reviewed the tax roll and there are not charges currently for fire specifically, instead the charges are for rescue services at this time. Discussed new grass fire rig purchased (2007 Ford F250), currently being undercoated at Kelly's Chrysler in Ada and will also be taken to a body shop for a door adjustment. Discussion on which CD to draw funds from for this purchase. Council motioned to draw funds from CD 11659 and 12578. MB/JP-m/s/p. The Fire Department has received 2 LED light bars from Tori Jacobson with the Moorhead Police Department free of charge. Council motioned to accept these light bars and to send a letter of appreciation to the City of Moorhead Police Department. ND/MB-m/s/p. Gall wishes to also thank the Twin Valley Police Department for their help with the recent fire call in Twin Valley, their prompt attention was well appreciated. Discussed DNR grant awarded in 2016 for the purchase of pagers and range land gear. Gall is currently working with the DNR to see if funds can instead be used for the purchase of a slide in grass unit.

Mayor—Fall recently attended a meeting at the Norman County Airport. The city shares of appropriations for 2015, 2016, and 2017 have not been paid at this time. Believes the charges to be around \$1,500 per year. Stated the Airport Authority will be sending a bill to the City of Twin Valley. Questions regarding guidelines for original signatures on checks and documents for the City of Twin Valley, clerk to look into current laws and policy and report for next meeting.

Liquor—Skaurud reported January sales were roughly the same as 2016 January sales. Recent events held: Fishing Derby, Chili Cook-Off, WRCC Supper, Bonspiel & Snowmobile gathering. Upcoming Events: Peacemakers meat raffle and live music for Saint Patrick's Day. Discussion on new ATM--Letter sent from the Julin Law office to current ATM holder addressing our wishes to terminate agreement. Council approved the purchase of a new ATM at the regular meeting 7/11/16. Skaurud made contact with Arvig to put in a new dedicated line for a Ethernet cable that will be needed for the new ATM. A new bank account for the ATM will be needed. Skaurud requested \$20,000 in funding to be transferred from the liquor account. Council motioned to open a new bank account for the City of Twin Valley for the purpose of ATM funds in with a starting balance of \$20,000.00. MB/ND-m/s/p. Discussion on Skaurud being an authorized signatory for liquor store matters in regard to the new bank account and paperwork as needed.

Council Member Joel Pearson presented the following resolutions and moved for their adoption. The Motion was seconded by Council Member Michael Bolton.

RESOLUTION 2017 – 13

RESOLUTION TO OPEN NEW BANK ACCOUNT FOR THE PURPOSE OF MAINTAINING AND OPERATING AN ATM AT THE TWIN VALLEY MUNICIPAL LIQUOR STORE

WHEREAS the City Council of The City of Twin Valley is authorized to approve the establishment of a checking account with First National Bank of Mahnomens & Twin Valley and to deposit the funds of the organization therein.

WHEREAS, the Twin Valley City Council addresses the need for a separate bank account for the operating and maintenance of the Twin Valley Municipal Liquor Store ATM.

WHEREAS the following individuals shall have authority to endorse and make deposits, withdrawal funds, and otherwise operate the account on behalf of the City of Twin Valley and Municipal Liquor Dispensary: Rachel L Johnson—Clerk-Treasurer, Lori Skaurud—Liquor Store Manager.

NOW THEREFORE, BE IT RESOLVED, that The Twin Valley City Council hereby approves the request to open a new bank account with First National Bank of Twin Valley/Mahnomen to be used for all purposes in relation to the City of Twin Valley Municipal Liquor Store ATM. The foregoing resolution was accepted upon a roll call vote taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall and the following voted against the same: none.

WHEREUPON said resolution was duly adopted this 13th day of February 2017.

RACHEL L. JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

RESOLUTION 2017 – 14

RESOLUTION TO GRANT TWIN VALLEY LIQUOR STORE MANAGER SIGNATORY AUTHORITY OF THE CITY OF TWIN VALLEY WITH REGARDS TO THE DAY TO DAY OPERATION OF THE TWIN VALLEY MUNICIPAL LIQUOR DISPENSARY

WHEREAS the City Council of The City of Twin Valley is authorized to grant authorized powers of the City of Twin Valley and Municipal Liquor Store; and

WHEREAS, the Twin Valley City Council addresses the need for the Liquor Store manager to be able to sign off on, and make preliminary decisions with relation to the daily operation of the Twin Valley Municipal Liquor store with proper approval from said City Council; and

WHEREAS the accounting and bookkeeping will remain the responsibility of the City Clerk-Treasurer with approval of the City Council on all Claims, Payroll, or Checks processing on behalf of the Twin Valley Municipal Liquor Dispensary.

NOW THEREFORE, BE IT RESOLVED, that The Twin Valley City Council hereby approves Lori Skaurud as an authorized signatory power for the City of Twin Valley Municipal Liquor store, with authority to make preliminary decisions for the operation of the Twin Valley Liquor Store with respect to Twin Valley City Council Approval of actions. The foregoing resolution is accepted and passed upon a roll call vote taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall and the following voted against the same: none.

WHEREUPON said resolution was duly adopted this 13th day of February 2017.

RACHEL L. JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

Council motioned to approve application for continuation of 2AM liquor license, MB/ND-m/s/p.

Police—Douville reported 49 calls for the month of January. In regards to the nuisance property located at 310 2nd St, Douville requested bids for the demolition from both Visser Trenching Inc. and Lunde's receiving only one bid from Visser Trenching for \$3,850.00. This cost would include the removal of the house, out buildings and trees. Council motioned to approve bid from Visser Trenching for this demolition, MB/JP-m/s/p. Douville will follow up and schedule with Visser. Douville wishes to thank the city of Ada and Norman County for their assistance with the recent in town fire call. Council Member Bolton also addressed PW Superintendent Kerry Askelson, thanking him for his prompt attention as well.

Buildings—EDA met prior to council meeting and there was discussion on roof repairs. EDA also discussed a possible face lift for the community center in the future. Many possible updates were discussed, more to come in the future.

Public Works—Askelson addressed the council on registration for a new trailer purchased for the City. Norman County does not accept credit cards as a form of payment, wondering what he should do in this instance. Clerk will call the licensing office and have a check prepared for the title transfer and registration. Discussion on RDO ending leasing on mowing equipment. The city is currently waiting for an estimate on the cost of a buy out on the current leased equipment. Askelson will be looking into the purchase of a new/used lawn mower for the city in the coming months. Council member Bolton was addressed by the new Norman County East Schools Superintendent in regards to a possible contract for snow plowing at the school. Askelson feels that at this time the city does not have the equipment or the man power to take on any more responsibility, council agreed.

EDA/Parks—Fall reported at EDA meeting there was discussion on population growth for the City of Twin Valley, Grant incentives, other ideas to attract new comers to town. There was discussion on purchasing new playground equipment for Heiberg park. Discussion on the new purchase agreement for the EDA Olson land.

Council—Discussion on council Vacancy. Currently one application has been received at the city office. Fall expressed interest from a few other members of Twin Valley with no action on the application process. Council had hoped for more interest from citizens for the role. Council would like to bring in the current applicant for an interview/discussion as well as continue to advertise position until March meeting. Motion to continue advertising in the Twin Valley Times for one month and to call a special meeting to meet with applicant(s) 1/2 hour before March regular meeting. (March 6, 2017 @ 6:30 p.m.) JP/ND-m/s/p.

Clerk—Council received overview of 2016 Credit Card statements for city card holders, no action needed. Clerk requested regular March meeting be moved due to a conflict with Clerk's Training conference the week of March 14th. Council motioned to move regular monthly meeting for March to Monday, March 6, 2017 @ 7:00 pm. JP/ND-m/s/p. Addressed Tina Murn's written request for pay out of vacation and sick hours remaining at the time of her retirement. (320 Sick Hours, 139.67 Vacation Hours.) Council motioned to approve pay out and wished to thank Murn for her years for service with the City of Twin Valley. MB/ND-m/s/p.

Old Business—EDA Land Sale discussed. Purchase agreement and documents received from Julin Law Office in regards to the sale of land from the City of Twin Valley to Timothy and Melissa Tjon. Council did not see any issue with the paperwork as presented. Motion to send all paperwork to the buyers, at which point, after review, a special meeting will be called between the Council and the Buyer (Tjon) to finalize sale. MB/JP-m/s/p.

New Business—Council approved advertising with KRJB for 2017 Girls BB, Boys BB, Wrestling, Hockey Playoff Advertising: 2 Stations, 50 total ads for a cost of \$487.50. Mark Askelson will help arrange for a new advertisement for the city. MB/JP-m/s/p. Discussion on Delinquent WSG/Rental bills still on active City books ranging from 2004-present. In meeting with auditors it was suggested that these seemingly uncollectable charges be removed from active books in the form of a write off.

UNCOLLECTABLE DEBT – Member Michael Bolton introduced the following resolution and moved its adoption for the write off of outstanding uncollectable debts:

**RESOLUTION 2017 – 12
RESOLUTION TO AUTHORIZE THE WRITE OFF OF CERTAIN
UNPAID UTILITY BILLS AS UNCOLLECTABLE DEBTS:**

WHEREAS, The City of Twin Valley operates a combined water, wastewater, refuse, other utility fees billing system; and

WHEREAS, The City of Twin Valley owns and manages rental properties; and

WHEREAS it has been determined that it is highly unlikely that the attached list of old debts are collectible and the expense associated with further attempts to collect said debts make it unlikely for the City to profit from additional collection measures; and

WHEREAS, the said debts totaling \$14,770.23 are for the period of January 1, 2004 to January 13, 2017, and the City's Auditors have recommended removing these charges from the active city books, in the form of a charge off.

WHEREAS, the charges will remain on record with the City of Twin Valley for the instance of future Utility or Rental services being requested by the debtors, if applicable. Charges will be collected prior to extending future services.

NOW, THEREFORE BE IT RESOLVED that the City of Twin Valley hereby approves and authorizes the Utility Clerk to write off the uncollected water, wastewater, refuse, utility fees, and rental fees as shown on the attached list marked EXHIBIT A. Member Joel Pearson seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor: Joel Pearson, Michael Bolton, Nathan Dobmeyer, and Benjamin Fall and the following voted against the same: None. WHEREUPON said resolution was duly adopted this Monday, February 13, 2017.

RACHEL L. JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

Council approved raffle permit for the Moonshiners, MB/ND-m/s/p. LMC Loss Control Classes will be held in Mahnomen on March 29th, council motioned to send whoever would like to go. JP/ND-m/s/p. Council received FYI materials from the Minnesota Pollution Control Agency regarding award for 2016, Tax Exempt Leasing company information, and U.S. Census boundary survey (no changes to the boundaries for 2016).

Meeting adjourned at 8:45 p.m. JP/ND, m/s/p.

Attest: _____
RACHEL L. JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR



**SPECIAL MEETING - MONDAY, March 6, 2017, 6:30 PM
TWIN VALLEY COMMUNITY CENTER – COUNCIL VACANCY**

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

OTHERS: Marijo Vik (Times), Mark Askelson (KRJB), Rachel Johnson, Tim Boe (Council Applicant), Charles Portz (Council Applicant), Mike Lampton (Council Applicant)

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held a special meeting to informally interview and discuss the vacant council position with interested applicants. Mayor Fall called the meeting to order at 6:30 PM.

Council spoke first with applicant Tim Boe. (6:30 PM-6:45 PM) Second with Mike Lampton (6:45 PM-6:55 PM). Applicant Portz withdrew his application. Questions asked of the interested parties were as follows:

- Tell us a little about yourself.
- Tell us what you know about the City of Twin Valley.
- Why are you interested in being appointed to serve on the Twin Valley City Council?
- In your opinion, what is the purpose of a City Council?
- The current council vacancy is for a two year term, ending December 31, 2018. Are you willing and able to serve the remainder of the term?
- The Twin Valley City Council holds monthly meetings on the second Monday of each month in the evenings, are you able to attend these meetings without conflict?
- If appointed, what changes/actions would you like to see for the City of Twin Valley?
- How do you evaluate your ability to handle conflict?
- How do you react to instruction and criticism?
- Give us an example of a time you went above and beyond what was expected of you.

Mayor Fall thanked both applicants for their interest and noted that the council would deliberate during the normal meeting at 7:00 PM. Meeting adjourned 6:55 PM.

Attest: _____
RACHEL L. JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR



**MONDAY, March 6, 2017 – REGULAR COUNCIL MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

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

OTHERS: John Gall (FD), Lori Skaurud (LQ), Jason Douville (PD), Mark Askelson (KRJB), Marijo Vik (Times), Tim Boe (Council Applicant)

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, March 6, 2017. Mayor Fall called the meeting to order at 7:00 PM.

Citizens Forum- none.

Additions to Agenda since original posting: MB/JP-m/s/p to accept one addition to the agenda: Norman County East Titans request for Yearbook advertisement.

Minutes— MB/ND-m/s/p to approve minutes for regular monthly meeting 02/13/17.

Disbursements— JP/MB-m/s/p to approve claims for 02/14/17-02/28/17 (\$28,112.50) and 03/01/2017-03/05/2017 (\$34,656.25) and payroll periods 01/29/2017-02/11/2017 (\$18,349.27) and 02/12/2017-02/25/2017 (\$10,399.10). For total disbursements of \$91,517.12.

VENDOR/CLAIMANT	AMOUNT PAID	PURPOSE
A.F.L.A.C. WEST REGION	\$455.47	Payroll Deduction/Insurance
ADA BODY SHOP & GLASS	\$30.00	Repairs
ALCOHOL/GAMBLING ENFORCEMENT	\$750.00	License
AMERIPRIDE SERVICES, INC.	\$256.10	Supplies
BANKCARD CENTER	\$596.05	Misc CC Expenses
BERGSETH BROS.	\$1,732.80	Merchandise for Resale
BNG TECHNOLOGIES, LLC	\$200.00	Tech Support
BREAKTHRU BEVERAGE	\$417.55	Merchandise for Resale
BRENDA DOBMEYER	\$69.55	Travel Reimbursement
CARLENE RINER SMITH	\$200.00	Entertainment
COMMUNITY CO-OPS-Lake Park	\$2,677.46	Fuel/Natural Gas Charges
DACOTAH PAPER CO.	\$43.11	Tires
DEANNE PETERICK	\$43.00	Reimbursement
D-S BEVERAGES	\$5,353.15	Merchandise for Resale
ECOLAB PEST ELIMINATION DIVISION	\$97.89	Professional Fee
EFTPS-ONLINE	\$9,461.84	Payroll Taxes
GRAND FORKS FIRE EQUIPMENT LLC	\$84.89	Equipment
GREAT NORTH PIZZA CO., LLP.	\$258.00	Merchandise for Resale
HEGGIES PIZZA, LLC	\$357.50	Merchandise for Resale
HENRY'S FOODS INC.	\$655.10	Merchandise for Resale
JAMES D. BRUE	\$550.00	Legal Fee
JERRY JACOBSON	\$300.00	Entertainment
JOHN DEERE FINANCIAL	\$100.00	Rent
JOHN GALL	\$236.64	Travel Reimbursement
JOHNSON BROS. LQ-ST.PAUL	\$141.06	Merchandise for Resale
KELLY'S CHRYSLER CENTER	\$259.00	Repairs/Maintenance
LEAGUE OF MINNESOTA CITIES	\$20.00	Training
MARCO TECHNOLOGIES LLC**	\$170.68	Rent
McKINNON COMPANY, INC.	\$2,047.05	Merchandise for Resale
MN CHILD SUPPORT & COLLECTION	\$751.26	Payroll Deduction
MN DOR - PAYROLL TAX	\$1,719.62	Payroll Taxes
MN LICENSED BEVERAGE ASSN.	\$360.00	Subscription Dues
MOONSHINERS SNOWMOBILE CLUB, INC	\$7,197.70	DNR Trail Grant

MOTOROLA	\$11,911.50	Radios
NC-ADA-TV AIRPORT AUTHORITY	\$5,374.40	Appropriations
NORMAN CO. LICENSE CENTER	\$43.75	Registration
OFFICE SUPPLIES PLUS*	\$109.01	Office Supply
P.E.R.A. - SDR DIVISION	\$5,081.44	Retirement Contribution
PEPSI-COLA **	\$114.90	Merchandise for Resale
PHILLIPS WINE & SPIRITS	\$541.18	Merchandise for Resale
RCB COLLECTIONS INC	\$50.00	Professional Fee
SELECT ACCOUNT	\$865.00	Payroll Deduction
SOUTHERN GLAZER'S OF MN*	\$438.95	Merchandise for Resale
TD AMERITRADE TRUST COMPANY	\$150.00	Payroll Deduction
TV BOOSTER CLUB	\$100.00	Subscription Dues
TWIN VALLEY TIMES**	\$98.88	Advertising/Publishing
USABLE LIFE	\$45.78	Payroll Deduction
VERIZON WIRELESS	\$183.20	Telephone
WAUBUN STEEL	\$68.29	Repairs
PAYROLL	\$27,958.29	Employee Wages

MAYOR—Fall had little to report since last meeting. Reported on special meeting held at 6:30 3/6/17 for informal interviews with two individuals interested in being appointed to the open council position. Discussion on the streets thawing and current culvert dips on Main Street. Council is hoping these will readjust once the weather warms up.

FIRE—Chief Gall reported that the undercoating on the new Fire Department Truck looks nice, invited the council members to stop into the Fire Hall and take a look. Reported 0 fire calls for February and 5 Rescue calls. The council had a first reading of the proposed in town fire call ordinance.

CITY FIRE CALLS—Council member Bolton introduced the following resolution and moved its adoption:

RESOLUTION 2017 – 15

RESOLUTION TO ADOPT ORDINANCE NO. 304 AN ORDINANCE ESTABLISHING FEES FOR EMERGENCY PROTECTION FIRE SERVICES FOR PROPERTY WITHIN THE CITY OF TWIN VALLEY.

THE CITY COUNCIL OF THE CITY OF TWIN VALLEY, MINNESOTA DOES ORDAIN:

SECTION ONE: PURPOSES AND INTENT

This ordinance is adopted for the purpose of authorizing the City of Twin Valley to charge for fire service as authorized by Minn. Stat. §§ 366.011, 366.012, and 415.01.

SECTION TWO: DEFINITIONS

- (A) "Fire service" means any deployment of firefighting personnel and/or equipment to extinguish a fire or perform any preventative measure in an effort to protect equipment, life, or property in an area threatened by fire. It also includes the deployment of firefighting personnel and/or equipment to provide fire suppression, rescue, extrication, and any other services related to fire and rescue as may occasionally occur.
- (B) "Fire service charge" means the charge imposed by the City for receiving fire service.
- (C) "Motor vehicle" means any self-propelled vehicle designed and originally manufactured to operate primarily upon public roads and highways, and not operated exclusively upon railroad tracks. It also includes semi-trailers, snowmobiles, manufactured homes, all-terrain vehicles, or park trailers.
- (D) "Fire protection contract" means a contract between the City and a town or other city for the City to provide fire service.
- (E) "Mutual aid agreement" means an agreement between the City and a town or other city for the City's fire department to provide assistance to the fire department of a town or other city.

SECTION THREE: PARTIES AFFECTED

- (A) Owners of property within the City who receive fire service.
- (B) Anyone who receives fire service as a result of a motor vehicle accident or fire within the City.
- (C) Owners of property in towns or cities to which the City provides fire service pursuant to a fire protection contract.

SECTION FOUR: RATES

The charges for fire calls will be billed at the rate set forth in the Resolution of the City of Twin Valley for said services.

Fire Call – 1 st three hours	\$750.00
Addition charge per hour	\$300.00
Foam per gallon	\$25.00

Fire calls less than one (1) hour will be reviewed on a case by case basis.

Additional charges will apply for any fire department equipment damaged or destroyed as a result of firefighting.

SECTION FIVE: BILLING AND COLLECTION

- (A) Parties requesting and receiving fire services may be billed directly by the City. Additionally, if the party receiving fire services did not request services but a fire or other situation exists which, at the discretion of the fire department personnel in charge requires fire service, the party will be charged and billed. All parties will be billed whether or not the fire service is covered by insurance. Any billable amount of the fire charge not covered by a party's insurance remains a debt of the party receiving the fire service.
- (B) Parties billed for fire service will have 90 days to pay. If the fire service charge is not paid by that time, it will be considered delinquent and the City will send a notice of delinquency.
- (C) If the fire service charge remains unpaid for 30 days after this notice of delinquency is sent, the City will use all practical and reasonable legal means to collect the fire service charge. The party receiving fire service shall be liable for all collection costs incurred by the City including, but not limited to, reasonable attorney fees and court costs.
- (D) If the fire service charge remains unpaid for 30 days after the notice of delinquency is sent, the City Council may also, on or before October 15 of each year, certify the unpaid fire service charge to the county auditor in which the recipient of the services owns real property for collection with property taxes. The county auditor is responsible for remitting to the city all charges collected on behalf of the city. The City must give the property owner notice of its intent to certify the unpaid fire service charge by September 15.
- (E) False alarms will not be billed as a fire call. This includes CO2 alarm and smoke alarm calls with no action taken by fire department.

SECTION SIX: MUTUAL AID AGREEMENT

When the City fire department provides fire service to another fire department pursuant to a Mutual Aid Agreement, the billing will be determined by the Mutual Aid Agreement.

SECTION SEVEN: APPLICATION OF COLLECTIONS TO BUDGET

All collected fire charges will be city funds and used to offset the expenses of the City fire department in providing fire services.

Council member Pearson seconded the foregoing resolution and upon a roll vote taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Nate Dobmeyer, and Ben Fall, and the following voted against same: none. WHEREUPON said resolution was duly adopted this 6th day of March, 2017 and the ordinance will become effective upon a second reading as of April 10, 2017 and meeting the publication requirements of which the City will publish a Summary of the foregoing ordinance.

RACHEL L. JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

ND/MB m/s/p to accept the summary of Ordinance 304 and have it run in the Twin Valley Times before the next council meeting to make citizens aware of the Councils intent to establish a new Ordinance. A final reading will be held at the April council meeting before the ordinance goes into effect.

LIQUOR—Skaurud reported Junkyard Journey and the Meat Raffle held at the liquor store went well. There will be another painting party held in the back room on April 23rd at 6:00 p.m. Will be hosting a St. Patrick's Day party Friday March 17th. The Moonshiners will tentatively be holding a meat raffle on April 1st.

Discussion on what reports council members would like to see. Council requested to keep reports as is and add a report for the new ATM once it is established.

Skaurud reported she attended the Twin Valley Boosters meeting on Tuesday. Discussion on the possibility of having a Beer Garden during Town and Country Days. The suggested location would be down town during the car show and then at relocated to the tractor pull in the afternoon. Council discussed possible permits needed and what ramifications would come about from having open beverages in public. Police chief Douville suggested contacting the county for a permit to close the streets during operation. Current Liquor Liability insurance lists the community center as a second location—Council suggested having the proposed Beer Garden set up at the back of the Community Center. Skaurud suggested all profit from sales be kept by the Booster Club as a way for the Liquor store to continue to promote the community. Fire Chief Gall asked that if this event is held at the community center that signs be posted to insure the Fire Station doors are not blocked. Council requested more information on the logistics of this event as to what permits the city will need to require. Discussion tabled for future meetings when more information is available.

Illinois Casualty Company quoted premium renewal for liquor liability insurance for 2017-2018 for \$4674.00 with a \$1169.00 MLBA credit should the city continue membership with MLBA. A second quote was requested by the Twin Valley Insurance agency. Underwriter Burns & Wilcox declined to supply a quote with a note that they would not be able to compete with Illinois Casualty's premium. MB/JP m/s/p to renew liquor liability insurance with ICC. JP/ND to renew membership with MLBA for 2017.

POLICE—Chief Douville reported 44 calls for February. Discussion on Officer Matteson one year review coming due. Douville requested the council move Matteson from a probationary employee to full time. MB/JP m/s/p to approve transition to full time employee. Douville stated he has no concerns with employment for Officer Matteson and things have been going well. Council will hold a special meeting tentatively dated Tuesday March 14th @ 6:30 p.m. at City Hall for Officer Mattson's official one year review.

NUISANCE—Douville will be double checking with the city attorney on the 2016 Nuisance property listing to ensure they have been filed and tickets can be written. Twin Valley City Clean-up date is set for April 27th. Requested the nuisance committee (Bolton/Dobmeyer) get together before the April Council meeting to develop a list of nuisance properties the city would like cleaned up--would like to have letters out to the property owners in advance of City Clean-up day.

EDA/PARKS—Fall reported the committee met prior to council meeting at 5:30 p.m. Correspondence received from Julin Law Office in regards to the Baja Grill outstanding EDA loan. As requested, Ms. Thomas completed the Financial Disclosure Form showing no assets beyond a building that already has a mortgage. Discussion on the possibility of renewing judgment on Ms. Thomas for an additional 10 years. ND/JP m/s/p to renew judgment against Baja Grill/Maria Thomas for 10 years so long as the fees from Julin Law will not be cost prohibitive (more than \$500.00) and to move the debt on the City books to an inactive status, in the event Ms. Thomas requests future service from the City of Twin Valley the debt will need to be collected.

Discussion on the Twin Valley Boosters Club. At recent meeting club decided to become a Community club instead of a Boosters club. Fall reported that there have been some issues with the club recently and they are looking into reorganizing. Discussion at EDA meeting regarding a new round of Shock and Awe grants, M. Askelson will be pursuing funding. Discussion on Frisbee Golf Course at Heiberg. EDA passed a motion to purchase Frolf Equipment, M. Askelson will have invoice sent to Clerk-Treasurer for payment.

PUBLIC WORKS—J. Pearson addressed tractor lease ending date of June 1st. Reported K. Askelson is working on bids to replace our current leased equipment. Titan Machinery was out to visit with Askelson at City Shop recently, will have further discussion next meeting.

CLERK—Request to amend Resolution 2017-11 regarding EFT/Electronic Fund Wire Transfers for city claim payments. Clerk requested council amend resolution to allow for standard monthly claims and payroll deduction claims to be paid as available online through ACH. Also requested to assign and EFT number to claims in CTAS accounting system instead of processing a void check. Explained printed claim and confirmation numbers will still serve as paper trail for auditors if requested. Discussed convenience and cost savings associated with paying via ACH.

ELECTRONIC TRANSFERS – Member Pearson 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 for the 2017 fiscal year.

RESOLUTION 2017 – 16**RESOLUTION TO AMEND RESOLUTION 2017-11 AND UPDATE THE APPROVED 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 for the 2017 Fiscal year not withstanding 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.

WHEREAS, the City Council will annually review and authorize said electronic funds transfers from the official depository to the designated business issuing claim against the City of Twin Valley; and

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 Dobmeyer seconded the foregoing resolution and upon a roll call vote being taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall and the following against same: none. WHEREUPON, said resolution was duly adopted this 6th day of March, 2017.

RACHEL L. JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

As requested previously, information presented to council regarding the use of a facsimile or signature stamp on claims to save time. LMC handbook states council can pass resolution to use signatory facsimile at their discretion. Discussion on ramifications. Member Dobmeyer expressed concerns for not having at least one original signature on a check. With update to resolution regarding ACH payments, the amount of checks needing signatures should be cut down. Discussion tabled.

Council presented with proposed Grievance procedure. Due to lack of official personnel policy clerk will be working each month to make new additions as needed.

GRIEVANCE PROCEDURE—Member Bolton introduced the following resolution and moved its adoption:

RESOLUTION 2017 – 17

A RESOLUTION TO ACCEPT AND INSTATE THE FOLLOWING EMPLOYEE GRIEVANCE PROCEDURE AS PART OF THE CITY OF TWIN VALLEY PERSONNEL POLICY

WHEREAS: Any dispute between an employee and the city will be settled in the following manner:

Step 1: The employee must present the grievance in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the personnel policies allegedly violated and the remedy requested, to the proper supervisor within twenty-one (21) days after the alleged violation or dispute has occurred. The supervisor will respond to the employee in writing within seven (7) calendar days.

Step 2: If the grievance has not or cannot be settled in accordance with Step 1, it must be presented in writing, stating the nature of the grievance, the facts on which it is based, the provision or provisions of the Personnel Policies allegedly violated, and the remedy requested, by the employee to the City Council. The City Council or their designee will call a special meeting to review the presented material within seven (7) calendar days, at which time a written response will be drafted. The decision of the city council is final for all disputes with exception of those specific components in a performance evaluation subject to a challenge through the Minnesota Department of Administration.

Waiver

If a grievance is not presented within the time limits set forth above, it will be considered “waived.” If a grievance is not appealed to the next step in the specified time limit or any agreed extension thereof, it will be considered settled on the basis of the city’s last answer. If the city does not answer a grievance or an appeal within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the city and the employee without prejudice to either party.

WHERE AS: The following actions are not grievable:

1. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable, other performance evaluation data, including subjective assessments, are not.
2. Pay increases or lack thereof; and
3. Merit pay awards.

The above list is not meant to be all inclusive or exhaustive.

NOW, THEREFORE BE IT RESOLVED, that the City of Twin Valley does hereby approve the foregoing resolution to instate and follow this Grievance procedure as part of the City of Twin Valley Personnel Policy. Member Pearson seconded the foregoing resolution and upon a roll call vote being taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall and the following against same: none. WHEREUPON, said resolution was duly adopted this 6th day of March, 2017.

RACHEL L. JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

PURCHASE OF REAL PROPERTY— Olson land purchase agreement was signed on February 28, 2017 at city hall by Mayor Ben Fall, Clerk-Treasurer Rachel Johnson, and Purchaser Timothy Tjon. Member Bolton introduced the following resolution and moved for its adoption:

RESOLUTION 2017-18

A RESOLUTION AUTHORIZING THE SALE OF REAL PROPERTY IN HOME LAKE TOWNSHIP, TWIN VALLEY, MN

WHEREAS, the City of Twin Valley is the owner of real property in Home Lake Township, Norman County, Minnesota legally described as follows:

Commencing at a point on the North boundary line One Hundred and Fifteen and Five-tenths (115.5') feet East from the Northwest corner of the West Half of the Southeast Quarter (W1/2SE1/4) of Section Eight (8), Township One Hundred Forth-three (143), Range Forty-four(44); thence East Five Hundred Forty-four and Five-tenths(544.5') feet on the North boundary line of said West Half of the Southeast Quarter (W1/2SE1/4); thence South Four Hundred (400') feet parallel to the West boundary line of said West Half of the Southeast Quarter (W1/2SE1/4); thence West Five Hundred Forty-four and Five-tenths (544.5') feet parallel to the North boundary line of said West Half of the Southeast Quarter (W1/2SE1/4); thence North Four Hundred (400') feet to the point of beginning.

WHEREAS, Timothy O Tjon, and Melissa Tjon, husband and wife, as Joint Tenants, desire to purchase said property from the City of Twin Valley, for the sum of Eleven Thousand Six Hundred and 00/100 Dollars (\$11,600.00) and other good and valuable consideration, and the City of Twin Valley desires to sell said property to Timothy O. Tjon and Melissa Tjon, husband and wife, as Joint Tenants;

NOW, THEREFORE BE IT HEREBY RESOLVED, that the City of Twin Valley shall enter into a Quit Claim with Timothy O. Tjon and Melissa Tjon, husband and wife, as Joint Tenants, in which the City agrees to sell the above described real property in Home Lake Township, Twin Valley, Norman County, Minnesota, for the price of Eleven Thousand Six Hundred and 00/100 Dollars (\$11,000.00) and other good and valuable consideration; and

BE IT FURTHER RESOLVED, that the Mayor and City Clerk of the City of Twin Valley are authorized to execute and deliver any documents, including, but not limited to, said Quit Claim Deed, necessary to effectuate said transfer of the premises.

Member Pearson seconded the foregoing resolution and upon a roll call vote being taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall and the following against same: none. WHEREUPON, said resolution was duly adopted this 6th day of March, 2017.

RACHEL L. JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

COUNCIL VACANCY—the council had three applicants for the position: Tim Boe, Mike Lampton, and Charles Portz. Portz withdrew his name from the process before interviewing. Both Boe and Lampton were interviewed prior to the Council Meeting. Discussion regarding both applicants' qualifications for the position. Bolton expressed that he felt the council had two fantastic applicants and hoped that whoever was not chosen for the council position would be willing to be on the EDA committee. Pearson felt that Boe would be a great candidate for the EDA based on his aspirations for the growth of the City. Dobmeyer felt Lampton would be a great addition to the council having already served the city as a volunteer fire fighter for over 20 years. A motion made by council member Pearson to appoint Mike Lampton to the city council seat died for lack of a second. A second motion, by council member Bolton to appoint Tim Boe to the city council seat also died for lack of a second. Lengthy discussion held on the qualifications of both applicants. Council member Dobmeyer called for a third motion to appoint Mike Lampton to the city council seat. This motion was seconded by Council Member Bolton with a special request to Boe to consider joining the EDA committee as Bolton felt he would be a great asset to the city. All council members voted in favor of this motion. Fall explained the functions of the Economic Development Authority to Boe. Boe stated he would definitely consider this but would like to think on it.

NEW BUSINESS—Addressed need for first aid kits in all of the City of Twin Valley buildings. JP/MB m/s/p to purchase up to five new first aid kits for our Community Center, Municipal Center, Public Works Shop, Police Department, and Liquor store for up for \$400.00. Discussion Loss Control Visit--Joe Ingebrand from the League on Minnesota Cities stopped at the office for a meeting recently with the Clerk. Council was given his list of suggestions to improve our loss control. Discussion on creating a safety committee, all council members felt this would be an essential committee to have. Pearson motioned to establish a safety committee comprised of the members of the City Council, Kerry Askelson and Lori Skaurud, any other members are welcome to volunteer. Motion was seconded by Bolton and passed. Addressed OSHA training requirements. Police currently participates in PATROL training, an online LMC training resource for Police Officers. JP/MB m/s/p to require all city staff members to complete First Net training in accordance with the OSHA training requirements per department at the cost of \$19.00 per employee. Training must be completed by each employee before 12/31 of each year. Three policies were presented to the council as a result of the Loss Control visit suggestions: Updated Safety Policy, Social Media Policy, and Computer Use Policy.

POLICY—Council member Bolton introduced the following resolution and moved for its adoption:

RESOLUTION 2017-19

A RESOLUTION TO ADOPT A SAFETY POLICY, SOCIAL MEDIA POLICY, AND COMPUTER USE POLICY INTO THE CITY OF TWIN VALLEY PERSONNEL POLICY

WHEREAS, the City of Twin Valley recognizes the need for a complete personnel policy and

WHEREAS, the City of Twin Valley accepts and instates the following policies as included below

Safety Policy

INTRODUCTION

The City of Twin Valley is aware that our employees are our most valuable resource. This safety policy will serve to assist employees in maintaining a safe, injury and illness free workplace by defining specific objectives and responsibilities for all employees.

RESPONSIBILITY

All employees, including supervisors and managers, must follow all safety rules at all times.

For Employees

All employees are responsible for adhering and following the safety procedures of their department. An employee's first priority is to perform each job task safely. If an employee is unsure how to perform the task safely, he or she must consult with their supervisor. Employees must promptly report any safety and health hazards they observe to their supervisor or safety committee representative. Employees must wear personal protective equipment as required for their protection based on the guidelines set forth by their department.

For Supervisors

Department Head, Supervisors and other management personnel are required to accept the responsibility for implementing and monitoring the safety of their departments. Supervisors must discuss any current safety issues with their employees at the beginning of all regularly scheduled staff safety meetings or at the tailgate/toolbox meetings. Supervisors will address all safety concerns raised by staff and when applicable, bring any or all concerns before the City Council for discussion on appropriate action. Immediately upon learning of an accident or near miss the supervisor must initiate an investigation and report findings to the City Clerk and hereby the City Council for review. (See attached form SP 10)

For Safety Committees

The safety committee, as designated by the City Council, will conduct quarterly meetings, assist in area inspections, review reports, identify hazards, and address any and all safety concerns raised by employees. Committee will work with department heads to facility yearly facility inspections.

PROMOTING SAFETY – TRAINING

During the first few weeks of employment, Department Heads are to make certain that all new employees understand the need for safety. In addition, provide thorough training for all employees in the safety aspects of the equipment they will use and their work sites. Safety training for all employees is a critical feature of the orientation and continuing job performance for all involved. To provide proper training, Supervisors are required to attend annual Loss Control Seminars to be aware of safety issues.

Set aside times in your departments to discuss safety, review any recent accidents or "near misses". Offer or solicit suggestions for any/all of the employees within your department on ways to improve safety.

Each employee will be required to complete FirstNet or PATROL training based on the OSHA training requirements for their department. For every online training session completed, a certificate will need to be printed and given to the City Clerk-Treasurer for verification and filing. FirstNet and PATROL trainings will need to be completed annually by all employees before December 31st of the current year.

REPORTING INJURIES OR ILLNESSES

The Initial First Report of Injury form is to be completed by either the injured employee or the Department Head/Supervisor, but in all cases the Supervisor's signature must appear on the form to indicate your approval of the details listed on the report. The employee is responsible for the report being accurate and as complete as possible prior to submission to the City Clerk. The report must be made and received by the City Clerk within forty-eight (48) hours of the injury. The Supervisor shall also review the report.

REPORTING INCIDENTS INVOLVING PROPERTY DAMAGE

The employee involved in the incident and the Supervisor must complete a Property Damage Report and submit it to the Department Head within 24 hours of the incident. Vehicle accidents also require a copy of the Minnesota Motor Vehicle Accident Report.

INVESTIGATION OF ACCIDENTS, INJURIES, OR PROPERTY DAMAGE

All incidents involving property damage will be investigated by the appropriate Department Head. Procedures for investigating workplace accidents, hazardous substance exposures, and near misses should include: Interviewing injured workers and witnesses, examining the workplace for factors associated with accident, determining most probable cause, and taking corrective action.

Reports and information will be submitted to the City Clerk for the filing of documents with the City's insurance agent/carrier and/or the city attorney. Employees have the right and may be required to appear before the City Council. The City Clerk will notify the City Council of any reports filed.

Social Media Policy

Purpose

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of Twin Valley's social media sites by its representatives.

The City of Twin Valley wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.

Policy

The City of Twin Valley will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of Twin Valley social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Twin Valley.

Scope

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of Twin Valley. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Council members, appointed board or commission members and all public safety volunteers to the extent it affects the City.

Definition

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, or Twitter
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, "employees and agents" means all City representatives, including its employees and other agents of the city, such as independent contractors or Council members.

Rules of Use

City employees and agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Council in order to ensure social media accounts are kept to a sustainable number and policies are followed. No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette. City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language

Be aware that content will not only reflect on the writer but also on the City of Twin Valley as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors.

- Not providing private or confidential information, including names, or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City of Twin Valley's staff with administrative rights will not edit any posted comments. However, comments posted by members of the public will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

Personal Social Media Use

The City of Twin Valley respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Twin Valley, its personnel, its operation or its property.

Employees and agents and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Twin Valley employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

"These are my own opinions and do not represent those of the City."

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Computer Use policy and the City's Respectful Workplace policy. Employees and agents should also review the Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Cyber-bullying, stalking or harassment
- Release of confidential or private data
- Unlawful activities
- Misuse of city-owned social media

- Inappropriate use of the city's name, logo or the employee's position or title
- Using city-owned equipment or city-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex.

Data Ownership

All social media communications or messages composed, sent, or received on city equipment in an official capacity are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Twin Valley also maintains the sole property rights to any image, video or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

Policy Violations

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

Computer Use Policy

General Information

This policy serves to protect the security and integrity of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City may conduct inspections on an as-needed basis as determined by the Twin Valley City Council.

Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

Reasonable, incidental personal use of City computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed but should never preempt or interfere with work. All use of City computers and software, including personal use, must adhere to provisions in this policy.

- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities, or other uses deemed by the City Council to be inconsistent with City activities.

Hardware/Software

In general, the City will provide the hardware/software required for an employee to perform his or her job duties. Requests for new or different equipment should be made to your supervisor, who will forward the request to the Twin Valley City Council.

Employees are responsible for the proper use and care of City-owned computer equipment. City computer equipment must be secured while off City premises; do not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment should not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being turned on.

Electronic Mail: The City provides employees with an email address for work-related use. Some personal use of the City email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies.

Employee emails (including those that are personal in nature) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws. Email may also be monitored as directed by the City authorized staff and without notice to the employee.

Employees must adhere to these email guidelines:

- Never transmit an email that you would not want your supervisor, other employees, members, city officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or "spam" email without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

Personal Devices: Employees may choose to use their own equipment to read or compose email or other City data as governed in this policy. Employees understand that by connecting their personal equipment to the City's email server, their personal devices could be searched during an e-discovery or other court-ordered scenarios, and agree to grant access to their personal devices should such a situation arise.

Security

Passwords: Employees are responsible for maintaining computer/network passwords and must adhere to these guidelines:

- Passwords are encourage to be at least eight characters long and include at least three of the following: lowercase character; uppercase character; and a number or non-alpha-numeric character (e.g., *, &, %, etc.). (Example: J0yfu11y)
- Passwords should not be shared or told to other staff.
- Passwords should not be stored in any location on or near the computer.
- Employees are encouraged change passwords every 60 days when prompted.

Internet

The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.
- Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- The City may monitor or restrict any employee's use of the Internet without prior notice, as deemed appropriate by the Twin Valley City Council.

Data Retention

Electronic data should be stored and retained in accordance with the City's records retention schedule.

Storing and Transferring Files: If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private, check with your supervisor.

Employees must adhere to these guidelines when transferring and storing electronic files:

- All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free before being connected to City equipment.

VENDOR/CLAIMANT	AMOUNT PAID	PURPOSE
A.F.L.A.C. WEST REGION	\$455.47	Payroll Deductions/Insurance
AMERIPRIDE SERVICES, INC.	\$303.05	Operating Expense
ARVIG	\$2,425.57	TV/Phones/Internet
AUTO VALUE MAHNOMEN	\$167.56	Repairs/Supply/Maintenance
BANKCARD CENTER	\$2,245.44	Misc CC Expenses
BERGSETH BROS.	\$3,290.75	Merchandise for Resale
BEVERAGE WHOLESALERS	\$230.40	Merchandise for Resale
BNG TECHNOLOGIES, LLC	\$400.00	Operating Expense
BREAKTHRU BEVERAGE	\$1,522.19	Merchandise for Resale
BUCKLE'S HARDWARE	\$461.13	Repairs/Supply/Maintenance
BULLDOG DESIGNS	\$750.00	Fire Equipment Updates
COCA-COLA BOTTLING HIGH COUNTRY**	\$247.75	Merchandise for Resale
COMMUNITY CO-OPS-Lake Park	\$2,277.38	Natural Gas/Fuel Expense
DISC GOLF ASSOCIATION, INC.	\$2,892.10	Park Equipment
D-S BEVERAGES	\$15,804.75	Merchandise for Resale
EFTPS-ONLINE	\$5,121.34	Payroll Taxes
FRANCOTYP-POSTALIA, INC.	\$281.95	Postage
GARBERG FOODS	\$172.66	Operating Supplies
GRAND FORKS FIRE EQUIPMENT LLC	\$9,362.49	Fire Department Equipment
GREAT NORTH PIZZA CO., LLP.	\$304.00	Merchandise for Resale
HAWKINS, INC.	\$10.00	Operating Expense
HEALTHPARTNERS	\$3,782.51	Payroll Deductions/Insurance
HEGGIES PIZZA, LLC	\$589.20	Merchandise for Resale
HENRY'S FOODS INC.	\$911.01	Merchandise for Resale
ILLINOIS CASUALTY COMPANY	\$4,674.00	LQ Liability Insurance
J. P. COOKE COMPANY	\$68.89	City Pet Tag Expense
JAMES D. BRUE	\$1,100.00	Attorney Fees
JOE SCHMIDT	\$200.00	Entertainment
JOHN DEERE FINANCIAL	\$100.00	Rental
JOHN GALL	\$57.92	Reimbursement
JOHNSON BROS. LQ-ST.PAUL	\$856.57	Merchandise for Resale
JOSHUA MATTESON	\$62.53	Reimbursement
JULIN LAW OFFICE, PLLC	\$58.50	Attorney Fees
KINETIC LEASING, INC.	\$9,260.00	Police Vehicle Lease
KRJB FM RADIO	\$487.50	Advertising
LEAGUE OF MINNESOTA CITIES	\$200.00	Training Expense
LMC INSURANCE TRUST	\$44,241.00	Property/Liability and W/C insurance
M STATE	\$565.00	Subscriptions/Dues
MARCO TECHNOLOGIES LLC**	\$170.68	Operating Expense
MARK REITAN	\$350.00	Entertainment
McKINNON COMPANY, INC.	\$2,307.00	Merchandise for Resale
MIDSTATES WIRELESS, INC.	\$31.50	Communications
MN CHILD SUPPORT & COLLECTION	\$751.26	Payroll Deduction
MN DEPT. OF HEALTH	\$607.00	Subscriptions/Dues
MN DOR - PAYROLL TAX	\$852.28	Payroll Taxes
MN DOR - SALES & USE TAX	\$7,976.29	Sales/Use Taxes
MUSCATELL-BURNS AUTOMTV GROUP, INC	\$1,547.51	Vehicle Repairs/Maintenance
ND SEWAGE PUMP & LIFT STATION	\$385.00	Services Expense
NORMAN CO. AUDITOR/TREASURER	\$1,982.00	Property Taxes
NORMAN CO. EAST SCHOOL-#2215	\$100.00	Advertising

NORMAN CO. LICENSE CENTER	\$309.93	Registration Expense
OFFICE SUPPLIES PLUS*	\$282.28	Supplies
OTTERTAIL POWER CO.	\$11,823.82	Electric Utility
P.E.R.A. - SDR DIVISION	\$5,092.46	Retirement Contributions
PATRICK CHISHOLM	\$2,290.12	Vehicle Repairs
PAUL SPIELMAN	\$2,434.10	Fire Equipment
PEPSI-COLA **	\$114.90	Merchandise for Resale
PERHAM LINEN	\$191.67	Operating Expense
PHILLIPS WINE & SPIRITS	\$2,408.39	Merchandise for Resale
RACHEL JOHNSON	\$338.12	Reimbursement - Travel
RMB ENVIRONMENTAL LABS, INC.	\$46.00	Operating Expense
SELECT ACCOUNT	\$1,050.00	Payroll Deductions/HSA
SOFTLINE DATA, INC.	\$145.00	Services Expense
SOUTHERN GLAZER'S OF MN*	\$1,222.21	Merchandise for Resale
SWEENEY CONTROLS, INC.	\$630.15	Repairs/Supply/Maintenance
TD AMERITRADE TRUST COMPANY	\$150.00	Payroll Deductions
TRANSFORMATIONAL STRATEGIES LLC	\$389.00	Training Expense
TWIN VALLEY PHARMACY	\$11.63	Supplies
TWIN VALLEY TIMES**	\$264.82	Publishing/Advertising
USABLE LIFE	\$21.90	Payroll Deductions/Insurance
VERIZON WIRELESS	\$253.22	Communications
PAYROLL	\$20,988.62	Employee Wages

MAYOR—Fall issued a reminder that with the warmer weather citizens need to be careful with recreational fires. Currently there is a burning ban in Norman County.

NEW BUSINESS—MB/JP m/s/p to approve building permit for Thomas to build a fence. Discussion on city land for sale. Thomas is interested in putting up a shed—wondering about available city lots. There are multiple available including near his current home and also located at the City's RR property. Council discussed previous land prices ranging from \$6.50/FF to \$8.50/FF. Discussion on the residential and commercially zoned lots available depending on the size of building Thomas wanted to pursue. Thomas was unsure on how large of a building he was looking into building and would come up with a plan and make an offer to the council on the land needed at a later date.

Presented a proposal from Arvig to the council for Managed IT services, High Speed Internet, and a new Computer for Clerk. The proposal included Carbonite on-line backup for 2 computers at the price of \$11.90 per month, Desktop Care for 2 computers at the price of \$99.90/mo. for 12 months or \$95.90/mo. for 36 months, and a new office computer for Clerk from requested specifications at a price of \$1329.97 with a 25% discount offered if the council were to agree to a 36-month contract for Desktop Care. Shelly Brevik from Arvig attended the meeting to answer any questions the council had regarding the services. Carbonite is a cloud back up service that has a daily sync for each computer at City Hall. This service would provide the city with an off-site back up for data as was previously suggested from the LMC Loss Control visit. Desktop Care, as presented, is a preventive maintenance for the computers used by the Clerk and Utility Clerk. Brevik stated this service is good for any IT need we may run into in the office. It will also work as a primary Firewall and protect the City Computers from Malware. Council questioned if this would be an option for our PD as well. Discussion on HIPPA compliancy and other certifications Arvig has for Desktop Care Service. MB/ND m/s/p to approve signing a 36-month contract for both Carbonite and Desktop Care for two computers. Discussion on upgrades available for internet services at the City Office, City Shop, Liquor Store, and Police Department. Brevik explained that the city currently holds an old contract with outdated rates. The City would not only increase the speed for internet services at all buildings, but the price would also decrease should the city choose to sign a new 3-year contract. ML/JP m/s/p to approve signing a new 36-month contract to upgrade the cities internet services. MB/ML m/s/p to approve the purchase of Arvig's quote for new Clerk Computer, with 25% discount at amount of \$ 997.48, well under budgeted \$2,000.

Brandy Purrington and Todd Vanosic from the MN DOT in Bemidji attended meeting to discuss replacing culverts at Mashaug Creek/Heiberg Park area. The construction is tentatively planned for 2019. Discussion on current 3 cable guardrails which cannot be replaced and what hazards this would cause due to the steep slope of the ditches. Discussion on changing the grade of the ditches from 2:1 to 4:1. Council voiced concern on changing the grade of the slope and how much of the park space this would end up eliminating. Askelson was interested in changing the slope of the ditch as to improve the ability to mow this area. It was suggested that the EDA brain storm some ideas on how this construction project can also be used to improve the park as it stands now. Future meetings will be held to continue discussion.

Presented council with premium renewal statements for LMCIT Property and Liability Insurance (\$27004.00) and Workers Compensation Insurance (\$17,237.00) for 2017. Discussion on how the premiums compare to last year (2016 W/C premium of \$16,695.00, P/L premium of \$27,090.00.) NP/JP m/s/p to approve renewals and submit payments to the League of Minnesota Cities.

ML/JP-m/s/p to renew business sponsorship with the Mudslinger Club at \$50.00. JP/MB m/s/p to advertise with the Twin Valley Riders club on two signs, one placed at the arena and the other at the entrance to the facility for the price of \$100.00 from the liquor fund. Clerk to submit a new logo for the Riders club to use with reference to the Liquor Store.

Council reviewed proposed Norman County Profile--2017 NW Minnesota Visitor and Recreation Guide for items located within Twin Valley. Clerk will submit suggested updates for printing.

FIRE/RESCUE—Gall reported two fire calls (one false alarm, one grass fire) and three calls for the rescue squad. Firefighters will be doing a Saturday training on the Hoekstra land in which they will be working with a control burn on grass land to learn techniques for back burning. Council had a second reading for the adoption of City Ordinance # 304, allowing the city to charge for in town fire calls. No citizen concerns presented. Upon a roll call vote, all members of the council moved to approve and instate ordinance.

Requested on behalf of Brenda Dobmeyer to purchase a CO2 detector to attach to their emergency response bags for the cost of \$120.00. MB/ML, m/s/p to purchase.

LIQUOR—Reviewed monthly sales for the liquor store (\$37596.30 Gross Sales). Discussion on previous events: Painting parties, St. Patty's Day music, Moonshines Meat Raffle. Upcoming events in April include 4/15 Mark Reitan and 4/29 Country Joe Schmidt.

Further discussion on the Boosters/Community club holding a beer garden during Town and County Days. Presented the City of Twin Valley Liquor Regulations ordinances as well as Minnesota State Statute 340A.404 in regards to the sale of intoxicating liquor and on sale licenses. Subdivision 4 states in regards to Community Festivals:

1. The governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality to serve intoxicating liquor off their licensed premises at a community festival held within the municipality. The authorization shall specify the area in which the intoxicating liquor must be dispensed and consumed.

Discussion on the Liquor store sponsoring the event and the location of the event. Council decided it would be best to hold the event at the rear exit of the community center. Skaurud questioned council in regards to proceeds, it was agreed upon that any profit will be returned to the Booster club and therefore the community.

Council discussed the possibility of allowing Sunday Liquor sales come July with the new MN State law allowing off-sale intoxicating liquor on Sunday's between 11:00 a.m. and 6:00 p.m. Skaurud questioned if there has ever been a citizens vote on Sunday On-Sale liquor sales in the city of Twin Valley. Skaurud was unsure if there would be a benefit to opening only off sale on Sunday's. Discussion on opening only for special events on Sundays and what the stipulations would be for this. Discussion tabled, Clerk to look into a previous vote in regards to On-Sale Sunday Liquor sales.

ND/MB m/s/p to send Skaurud to the MMBA annual conference 4/30 – 5/1 for the cost of \$280.00.

MB/ND m/s/p to approve hiring Roberta Mastin as a part time bar tender.

Brief discussion on new ATM. Present ATM was picked up 4/10/17 with the new ATM set to be delivered 4/11/17. The new category five Ethernet cable for this has already been installed. Machine should be up and running before the end of the day.

POLICE—Douville presented police calls for the month of March (66). Informed council the PD has a lot of investigative work coming up and there may be higher costs associated with this. Nuisance letters went out last week, Douville is already receiving calls. Council will hold a Nuisance Abatement Hearing on Monday May 1, 2017 at 7:00p.m. as was noted in the letters. Clarification was giving from the nuisance committee in regards to vehicles in yard, so long as the vehicle is registered it is okay, it is the unregistered vehicles they have concerns about.

Matteson was unable to attend previous meeting time as set for his one year evaluation. Tentative date set for evaluation for Monday May 1, 2017 at 7:30 p.m.

Brief discussion regarding the purchase of a new in vehicle computer for the police department. Jason will be bringing quotes to future council meeting for approval.

PUBLIC WORKS—Askelson presented the council with several bids for new lawn mowers for the city as our lease on mowers from RDO is no longer effective. Quotes presented as follows:

RDO - JOHN DEERE 2017 X739 60HC with cab and broom \$19,717.68, with an offer to purchase our 2012 JOHN DEERE X720 for \$4,500.00 for a total on trade in of \$15,217.68.

RDO - JOHN DEERE 2017 3039R 72D for \$26,321.25.

Norman Co. Implement - MASSEY FERGUSON CG1715 Tractor, 60" deck, rotary broom, quick hitch, and cab for \$24,875.00.

Norman Co. Implement - MASSEY FERGUSON 1736 with MF 1705 mower for \$24,845.00.

Evergreen Implement – JOHN DEERE 2017 X739 60HC with cab and broom for \$21,950.00 less trade in for 2012 JOHN DEERE X720 of \$5,500.00 = \$14,708.23.

Evergreen Implement – JOHN DEERE 3039R Compact Utility Tractor 72D for \$27950.00.

Council discussed the needs of the city with Askelson. Askelson felt it would be better to purchase a JOHN DEERE as the city already owns many attachments to fit this brand. JOHN DEERE also offers the RDO promise, meaning they would take the purchased tractor back in the fall to review for any issues free of charge. Multiple council members questioned the purchase of a CUB-Cadet, feeling this may be a less expensive option for the city. Discussion regarding the possibility of purchasing a zero turn mower instead of a tractor. Askelson feels that will not be adequate to deal with much of the uneven land that needs to be mowed. The budget for this purchase was discussed, and where the funding will come from to make this large of a purchase. Member Dobmeyer suggested keeping the 2012 JOHN DEERE as he felt the trade in cost was not enough to let go of the machinery. Council asked Askelson to get more bids without a trade in option and set up a special meeting for Wednesday April 19, 2017 at 7:00 p.m. to discuss further. Asked clerk to provide an over view of where the budget sits at this time.

MB/ML m/s/p to renew membership with MRWA for the cost of \$.90 per meter/hook up for 374 meters as well as make the same \$25.00 contribution to the equipment fund as was made last year for a total of \$361.60.

Presented council with request from MRWA concerning the outlook for the next Presidential budget. President Trump has proposed eliminating funding for USDA-Rural Development & Minnesota Rural Water's training & technical assistance programs in his proposed budget. Askelson voiced his concern that if the funding was cut this would directly affect our upcoming sewer project. Stated he is aware of other cities in our area that have already submit their opposition letters to the Senate. MRWA proposed letter to the Senate was attached for council review. Council members felt we should take action as the City of Twin Valley and address our concerns to the Senate. Clerk to draft letter for mayor to sign.

DLQ UTILITY Assessments – Utility clerk submitted a list for approval for assessment of DLQ utility charges to (8) properties in the amount of \$ 3,224.84. MB/ND-m/s/p to approve the assessment of the Delinquent Utility charges to the following properties:

Askelson presented the council with quotes from RDO Equipment in Ada and Evergreen Implement Co. in Mahnomen as follows:

RDO—2017 JOHN DEERE Z950M with 72” deck (\$9,000.00) and 2017 JOHN DEERE X739 with 60” deck, cab and broom (\$19,717.68) for a total of \$28717.68. Both mowers would be covered under the JOHN DEERE promise warranty.

Evergreen Implement—2017 JOHN DEERE Z950M with 72” deck (\$9,500.00) and 2017 JOHN DEERE X739 with 60” deck, cab and broom (\$20,207.81) for a total of \$29,707.81.

Dobmeyer brought a quote from Norman County Implement for a 31 HP Kawasaki with a 72” deck for \$11,515.00.

The Council was also presented with two quotes for leasing:

SCB Public finance—5 years @ 2.880% interest

Kinetic—5 years @ 3.453% interest

There was discussion on forgoing leasing and purchasing the mowers out right and trading in the purchased mowers at the end of the warranty period. Discussion on finding part time help for mowing—must be at least 16 years old; council believes the minimum wage for starting to be \$10.00/hr.

A copy of the budget and current financial standings as well as current investments was distributed to the council for review. \$900.00 remains in the budget for mower leasing for 2017. Council reviewed current fund balances and possible investment funds to use. JP/MB-m/s/p to purchase the Z950M with attachments and X739 from RDO in Ada for \$28,717.68 pulling funds as follows: Liquor Store \$10,000, General Fund \$6217.68, Public Housing \$2500.00, Lot Incentive Program \$2500.00, Water Utilities \$2500.00, Sanitary Sewage Collection and Disposal \$2500.00, Memorial Gardens \$2500.00. Council discussed reviewing the budget/financials at year end and possibly using funds from CD 12422 (current value of \$20410.24) if necessary to balance with the funds used to make purchase.

Meeting adjourned at @ 7:54 p.m. MB/ML, m/s/p.

Attest: _____
RACHEL L. JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

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**MONDAY, May 1, 2017 – BOARD OF APPEAL & EQUALIZATION HEARING
TWIN VALLEY COMMUNITY CENTER – 6:00 PM**

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

OTHERS: Mindy Kinkaid & Jill Murray (Norman County Assessor’s Office)

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held the annual Board of Appeal and Equalization hearing on Monday, May 1, 2017. Mayor Fall called the meeting to order at 6:00 PM.

Norman County Assessor Jill Murray passed around a sign in sheet for the board members, members Fall and Pearson signified they were board trained. Briefly discussed the new training as an online program. Members will be due for training in the Summer of 2018. Members also received a copy of the Norman County Assessment and sales of properties for 2016 to review.

No citizens present at hearing to discuss the value of property. Murray explained that Twin Valley had 13 sales and was sitting at 76.66%, therefore all properties in the City of Twin Valley saw an overall increase in property value of 20% to bring the city into compliance with the State Percentage of 90-105%. Council member Dobmeyer questioned the possibility of taxes being raised due to the overall property increase. Murray explained that taxes are paid in arrears and there was a possibility property taxes would be raised for the upcoming tax season.

Kinkaid explained to the council how properties are valued. She will be appraising all properties in the city of Twin Valley in the upcoming years. Clarified that when she appraises the property values she does visit the homes, reviewing the outside, as well as the inside if the property owner is home.

D-S BEVERAGES	\$7,751.62	Merchandise for Resale
EFTPS-ONLINE	\$4,907.75	Payroll Taxes
FAST FUNDS, LLC	\$2,502.75	Capital Outlay - ATM
FUCHS SANITATION SERVICE, INC.	\$15,633.81	Service - Refuse Disposal
GOPHER STATE ONE-CALL	\$6.75	Locating Service
GRAND FORKS FIRE EQUIPMENT LLC	\$304.61	Fire Department Equipment
GREAT NORTH PIZZA CO., LLP.	\$396.00	Merchandise for Resale
HAWKINS, INC.	\$802.50	Operating Expense
HEALTHPARTNERS	\$4,165.54	Payroll Deductions/Insurance
HEGGIES PIZZA, LLC	\$525.85	Merchandise for Resale
HENRY'S FOODS INC.	\$1,053.70	Merchandise for Resale
JOHN DEERE FINANCIAL	\$119.73	Rental
JOHNSON BROS. LQ-ST.PAUL	\$747.41	Merchandise for Resale
JULIN LAW OFFICE, PLLC	\$67.50	Attorney Fees
LEAGUE OF MINNESOTA CITIES	\$295.00	Training/Registrations
LORI J. SKAURUD	\$265.36	Reimbursement for Travel
MARCO TECHNOLOGIES LLC**	\$170.68	Operating Expense
McKINNON COMPANY, INC.	\$4,039.25	Merchandise for Resale
MICHAEL LAMPTON	\$70.33	Reimbursement
MN CHILD SUPPORT & COLLECTION	\$751.26	Payroll deductions
MN DEPT. OF HEALTH	\$150.00	Well Permit
MN DOR - PAYROLL TAX	\$784.30	Payroll Taxes
MN DOR - SALES & USE TAX	\$4,334.00	Sales/Use Taxes
MN MUNICIPAL BEVERAGE ASSN.	\$300.00	Training/Registrations
MN RURAL WATER ASSN.	\$361.60	Subscriptions/Dues
MOONSHINERS SNOWMOBILE CLUB, INC	\$7,197.70	DNR Trail Funds
MPCA - FISCAL SERVICES	\$345.00	Subscriptions/Dues
MUDSLINGERS OHV CLUB	\$50.00	Subscriptions/Dues
NORTHVIEW BANK	\$4,147.50	Bond Interest
OFFICE SUPPLIES PLUS*	\$197.47	Supplies
OTTERTAIL POWER CO.	\$4,441.95	Electric Utility
P.E.R.A. - SDR DIVISION	\$4,885.39	Retirement Contributions
PERHAM LINEN	\$63.06	Operating Supply
PHILLIPS WINE & SPIRITS	\$1,490.23	Merchandise for Resale
PK SAFETY SUPPLY	\$134.00	Operating Supply
PRODUCTIVITY PLUS ACCOUNT	\$483.17	Heavy Machinery Parts
RDO EQUIPMENT CO.	\$28,717.68	Capital Outlay - Mowers
RMB ENVIRONMENTAL LABS, INC.	\$44.00	Operating Expense
SELECT ACCOUNT	\$940.00	Payroll Deductions
SOUTHERN GLAZER'S OF MN*	\$1,498.87	Merchandise for Resale
TD AMERITRADE TRUST COMPANY	\$175.00	Payroll Deductions
TEAM LABORATORY CHEMICAL CORP.	\$900.00	Repairs/Supply/Maintenance
TWIN VALLEY RIDERS CLUB	\$100.00	Subscriptions/Dues
TWIN VALLEY TIMES**	\$1,992.51	Publishing
USABLE LIFE	\$44.42	Payroll Deductions
VERIZON WIRELESS	\$218.43	Communications
PAYROLL	\$20,311.18	Employee Wages

MAYOR—Fall issued a thank you to the community for a great clean-up day on April 27. Also wanted to thank the School, Arvig, and the Bank for all the clean-up done on Be Kind Day—the town is looking very nice.

BUILDING PERMITS—Steven Thompson attended meeting to hear the verdict of a request for building permit. Thompson requests to build a new shop (30' x 64') on a commercially zoned lot. MB/ND-m/s/p to approve

contingent on following all setback guidelines. MB/JP-m/s/p to approve building permit from Jason Douville for the addition of a 9' x 8' deck to residential home. MB/ML-m/s/p to approve Duane Halvorson to install a chain link fence in the front yard of his residential home.

LAND SALES—Thomas L. Thomas submit a request to purchase a lot on the south side of town (the old RR property) in the amount of 100 frontage feet at the price of \$8.50/ff.

Council member Bolton introduced the following resolution and moved for its adoption:

RESOLUTION 2017—20
RESOLUTION TO AUTHORIZE THE SALE OF RR PROPERTY LAND TO
THOMAS L. THOMAS, TWIN VALLEY, MINNESOTA

WHEREAS, the City will execute and deliver a Quit Claim Deed to Thomas L. Thomas, Twin Valley, MN for the sale of real property described as:

A portion of the former railroad property commencing 338-feet northerly of the southeast corner of Section Twenty-eight (28) and the southwestern corner of Section Twenty-seven (27), the length of 100-feet on the north to south boundaries between the East R.O.W of Highway 32 and the West R.O.W to First Street SE—part of current Parcel 32-8376002, Twin Valley, Norman County, Minnesota. (full legal description will be available as part of the Quit Claim Deed upon verification by city attorney)

AND, WHEREAS, the City does hereby authorize the sale of land to Thomas L. Thomas, Twin Valley, MN in the amount of Eight Hundred Fifty Dollars (\$850.00) for the following real property described as:

A portion of the former railroad property commencing 338-feet northerly of the southeast corner of Section Twenty-eight (28) and the southwestern corner of Section Twenty-seven (27), the length of 100-feet on the north to south boundaries between the East R.O.W of Highway 32 and the West R.O.W to First Street SE—part of current Parcel 32-8376002, Twin Valley, Norman County, Minnesota. (full legal description will be available as part of the Quit Claim Deed upon verification by city attorney)

AND, WHEREAS, a Resolution authorizing said conveyance is required,

NOW, THEREFORE, IT IS HEREBY 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 City of Twin Valley and Thomas L. Tomas, Twin Valley, Minnesota for the real property described as follows:

A portion of the former railroad property commencing 338-feet northerly of the southeast corner of Section Twenty-eight (28) and the southwestern corner of Section Twenty-seven (27), the length of 100-feet on the north to south boundaries between the East R.O.W of Highway 32 and the West R.O.W to First Street SE—part of current Parcel 32-8376002, Twin Valley, Norman County, Minnesota. (full legal description will be available as part of the Quit Claim Deed upon verification by city attorney)

Member Pearson seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor of said resolution: 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 10th day of May 2017.

RACHEL L. JOHNSON, CLERK TREASURER

BENJAMIN FALL, MAYOR

In conjunction with the land purchase the council also approved a building permit for Thomas to construct a 30' x 40' shop on purchased land contingent on following all set back regulations, MB/ND-m/s/p. Clerk to contact City Attorney Julin to proceed with sale.

Council received application for a free lot, with the purchase of a lot, from Merlin and Laura Christensen. The Christensen's wish to purchase lot 8 & 9 (tentatively) of Herold Court, on which they plan to put a Modular Home on top of a full basement with an attached garage. Building Permit to come at a later date.

Council Member Pearson introduced the following resolution and moved for its adoption:

RESOLUTION 2017—21**RESOLUTION TO ACCEPT APPLICATION FOR A FREE LOT AND TO AUTHORIZE THE SALE OF REAL PROPERTY TO MERLIN & LAURA CHRISTENSEN**

WHEREAS, it has been made to appear to the City Council of the City of Twin Valley that the City of Twin Valley hereby accepts the application for a free lot with the purchase of one (1) lot and sells to Merlin and Laura Christensen, husband and wife, as joint tenants, parcel 32-8527030, real property described as:

Lots 8 and 9, Block 2, Herold's Addition

AND, WHEREAS, the City does hereby authorize the sale of land to Merlin and Laura Christensen, Waubun, MN for the price of one (1) lot at One Thousand Seven Hundred Fifty (\$1750.00) for the following real property described as:

Lots 8 and 9, Block 2, Herold's Addition

AND, WHEREAS, it has been made to appear that a Resolution authorizing said conveyance is required;

NOW, THEREFORE, IT IS HEREBY 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 City of Twin Valley, as Grantor, and Merlin & Laura Christensen, husband and wife, as joint tenants, real property described as follows:

Lots 8 and 9, Block 2, Herold's Addition

BE IT FURTHER RESOLVED, That the Mayor and City Clerk of the City of Twin valley are authorized and directed to sign; execute and deliver any documents necessary to transfer title of said property.

Member Bolton seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor of said resolution: 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 10th day of May 2017.

RACHEL L. JOHNSON, CLERK TREASURER

BENJAMIN FALL, MAYOR

DONATION REQUEST—Council received a donation request from Jason Douville on behalf of the Norman County East Summer Recreation Program. All donations go to help pay for services for local youth programs including Summer Baseball, Basketball, Swimming Lessons, Weigh Room and Open Gym. ND/ML-m/s/p to make a \$1,000.00 donation to the program as budgeted.

MASHAUG CONSTRUCTION—Todd Vonasek attending the meeting from the MN DOT in Bemidji to continue discussions on replacing the culverts at Mashaug Creek near Heiberg Park. Presented to the council maps and diagrams showing the projected change in ditch slope to 10:1 instead of installing guardrails to the road. There was discussion on possible park improvements to go along with the construction in exchange for the land the DOT would need to purchase from the City. There is a possibility of the City being compensated to overlay either loop, create a parking lot, or install a new swing set in exchange for the land. The council and the EDA will continue to brain storm the best incentive for the parks in exchange for the land. There are approximately six (6) other land owners that will be effected by the construction who have not yet been contacted. Vanosek will be in touch with City Clerk as plans develop further.

MISC NEW BUISNESS—Distributed to council members the Northwest Regional Development Commission Notice of Public Hearing on NWRDC CY'2017 Budget for review. Addressed citizen request for a watch for children sign on 1st Street NE. Askelson will look into a suitable location. Also discussed possibly getting a watch for children sign along Main Ave E. Fall will contact the county for this sign. Luke Nelson contacted the city office in regards to his property at 304 1st Street SW. Addressed the possibility of donating this to the City. The lot is too small to adhere to set backs and cannot be used to build a new home. Council did not have an interest in acquiring this land for the city and suggested the lot be given to one of the neighboring home owners.

ONE FUND DRIVE—The City of Twin Valley Fire Department and Rescue Squad received funding from the 2017 One Fund Drive in the amount of \$1603.00 for the Rescue Squad and \$1339.00 for the Fire Department. Council Member Dobmeyer introduced the following resolution to accept this donation:

RESOLUTION 2017—22**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 2017 One Fund Drive; and

WHEREAS, the following donations per department are:

\$ 1603.00	Twin Valley Rescue Squad
\$ 1339.00	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 \$ 2942.00 are accepted and acknowledged with gratitude and the donations will be placed into the designated funds.

Member Mike Lampton seconded the foregoing resolution and upon a roll call taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobbmeyer and Ben Fall and the following voted against same: none. WHEREUPON said resolution was duly adopted this 10th day of May 2017.

RACHEL L. JOHNSON, CLERK TREASURER

BENJAMIN FALL, MAYOR

FIRE/RESCUE—Gall reported one (1) fire call and eight (8) rescue calls for the month of April. Requested on behalf of Brenda Dobbmeyer (rescue president) the put the \$1603.00 One Fund Drive donation into a fund for a rescue vehicle purchase. MB/ML-m/s/p. Gall also addressed moving \$8000.00 of fire funds into a CD for a truck fund once the audit is completed. **Ulen Fire Department Billing**—The City of Twin Valley has received a bill from the City of Ulen for Mutual aid received on 12/5/16 for a fire located at the Flom Community Co-op in the amount of \$1000.00. A copy of the Mutual Aid Agreement between the City of Twin Valley and the City of Ulen was distributed to the council for review.

Section 4 of the agreement states:

Neither party shall be reimbursed by the other party for any costs incurred pursuant to this agreement, except as hereinafter set forth.

Section 8 of the agreement states:

It is specifically agreed upon the City of Ulen and the City of Twin Valley that the City of Twin Valley pay all costs incurred by the City of Ulen when the City of Ulen responds to a request from the City of Twin Valley under the following circumstances:

- A. Any request for aid from the City of Twin Valley necessitated because the city of Twin Valley Fire Department is unable to provide assistance due to the fact that it is outside the City of Twin Valley providing a fire service pursuant to a contact with a township, other governmental body, or other entity.

After review, the City Council of Twin Valley feels that per the contract, the City of Twin Valley is not liable to pay the City of Ulen for the Mutual Aid requested during this call. Discussed previous mutual aid in which the City of Twin Valley responded to a request for aid from the City of Ulen and did not send a bill per contract. Fire Chief John Gall will be in contact with the Fire Chief for the City of Ulen. Several members of the Council discussed their willingness to appear at a Ulen City Council Meeting if necessary to discuss further and possibly draft a new contract.

LIQUOR—Skaurud presented sales report for April. (Gross \$38,788.34). Discussed recent events held at the liquor store: Mark Reitan Music, Joe Schmidt, Cinco DE mayo. Will be holding a steak night on May 19, 2017. ATM was installed on 4/11 and seems to be running smoothly after some initial issues with the internet. There have been 54 transactions since installation and the liquor store has profited \$162.00. Skaurud attended the MMBA conference last week, felt this was very beneficial. Brief discussion on the scheduled power outage for Friday, May 12, 2017 at 12:00 AM until approximately 5:00 AM. Last call will be moved to 11:00 PM to accommodate.

POLICE/NUISANCE—Douville presented the police calls for April, amounting to 101, many of which were in regards to the nuisance letters that went out. Douville will be in contact with the City Attorney in regards to the nuisance properties and issuing citations. Currently the City is waiting for the judge to sign off on the updates to our ordinances adopted in 2015. \$79.00 was received from the Liquor Store Pet Drive. MB/JP-m/s/p to accept this donation to be used for future animal control expenses. The police inceptor is still in the body shop due to a collision with a deer. Should be back this week. A claim has already been filed with insurance. Douville also recently attended a training on financial crimes which he felt was very informative. Will be sharing his resources with Norman County. The purchase of a new in car computer for the police department is still tabled for a future meeting.

PUBLIC WORKS—Askelson and Johnson will be working on creating a Wellhead Protection Plan required to be complete by 2019. One of the new lawn mowers purchased from RDO has arrived and Askelson is pleased. The second tractor is set to arrive Tuesday 5/9. Schwanke has finished sweeping the streets and Askelson will begin discharging ponds starting this week. Askelson will also be working on an Ad for summer help to have printed in the upcoming weeks. Brief discussion on scheduling a safety meeting for the safety committee. Clerk will work to arrange a time. Brief discussion on the public restroom located at the ice rink park in regards to the door being left open. Askelson has left the door unlocked to the bathroom only for park users.

EDA/PARKS—Clerk was addressed by Brandon Dahl in regards to the joint ownership of 42 acres of land located just north of Heiberg Park West. The City owns this land along with Phillip Ellingworth. Ellingworth has contacted Dahl entertaining the idea of selling. Council looked up the estimated market value and discussed interest in buying out Ellingworth for his portion. The parks committee discussed the possibility of using the land for biking or hiking or as another attraction the City of Twin Valley has to offer to the public. ML/JP-m/s/p to entertain and look into purchasing the other half of the property. Dobmeyer will be in contact with Ellingworth to discuss the possibility of a buyout.

The EDA met with the Community Club, formerly the Twin Valley Boosters Club at 5:00 to discuss what they could do to help promote the community and the club. There will be a community club meeting on Wednesday May 17 @ 6:30 PM held at the Liquor Store that members of the EDA will be attending.

The EDA will be moving forward with the Yard of the Month. JP/ML-m/s/p to purchase two signs (18" x 24") for the yard of the month as well booster bucks (\$50.00 per month) to give to the winner. EDA has already received one nomination.

AUDIT—City auditor was not able to make it to meeting as referenced on the agenda. Council agreed to invite the auditor to the Regular Monthly meeting on June 12, 2017.

WIMMER CABIN—The City has received multiple complaints regarding tenant at 106 Memorial Drive from surrounding neighbors in regards to the cleanliness of the yard as well as possible other tenants that are not on the rental agreement residing at the home. The renter was issued a nuisance letter in regards to the assorted junk (i.e. mattresses and unlicensed vehicles) in the yard, however this letter was refused at the post office. In review of rent/utility payments, tenant has not kept up to date. Council agreed they would like to see the tenant move out of the property. Clerk to look into the eviction process and contact City Attorney if necessary for guidance.

OTHER MISC ITEMS—Distributed Cash Balance Statement to bring the council up to date on the current fund balances. Distributed a copy of the Nuisance Ordinance in regards to unlicensed vehicles for the council to review as a result of questions the council had previously addressed. JP/ML-m/s/p to purchase \$185.00 spring sports advertising package from KRJB. Brief discussion on the old DNR water pumper truck the Fire Department is currently in possession of. Council asked that Askelson see if we are able to move this vehicle to inside storage somewhere.

Meeting adjourned at 8:56 PM, MB/JP-m/s/p.

Attest: _____
RACHEL L. JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR



**TUESDAY, May 23, 2017 – SPECIAL COUNCIL MEETING
TWIN VALLEY MUNICIPAL CENTER – 6:00 PM**

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

OTHERS: Deanne Peterick, Carlene and Robert Smith, Andrew Fjeld.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held a special Council Meeting on Tuesday, May 23, 2017 to discuss and review the current ordinance and policy for the Mobile Home Park in Twin Valley. Mayor Fall called the meeting to order at 6:00 PM.

A copy of the current City Ordinance, a Notice of Compliance Form, Norman County Highway Department Application for transportation permit, and proposed manufactured home requirements policy were handed out to the council members and Mr. & Mrs. Smith (Owners of the mobile home park.)

Mr. & Mrs. Smith discussed with the council their intentions for the mobile home park—they will be slowly bringing in new mobile homes/trailers as they are able. A few of the mobile homes they have purchased do have some cosmetic issues which are already being addressed. Council discussed the need for the park owners to fill out building permits any time they intend to bring a new home into the park. Utility Clerk Peterick explained why building permits are necessary—so that council can review and approve of any additions to the town, as well as for the City of Twin Valley to alert Norman County that homes are being added onto the currently vacant lots. Peterick also explained that building permits are required any time the outside dimensions to an existing building/structure are altered or a new building/structure is put in place.

Council Member Pearson addressed the ownership of the mobile homes being added to the lots. Mrs. Smith stressed that they have every intention of owning all mobile homes placed on the lot and using them as rentals. Explained that it is easier to manage the park and the tenants of the park when they have full control of the homes. Will be using a strict application process for all new tenants including a background check.

Multiple council members commended Mr. & Mrs. Smith with the great clean up job they have done since taking ownership. Expressed their only concern is that they do not want to see the park fall apart. Pearson stated he has no issues with the mobile home park as it is now, so long as the owners continue to ensure that all homes are up to the Minnesota Basic Codes for Manufactured Homes and Installed by those standards. Dobmeyer's biggest concern is that he wants to make sure the neighbors and other citizens of Twin Valley are happy with regards to the appearance of said Mobile Home Park.

Mr. and Mrs. Smith will still be allowing RV's onto the lots between the months of May and October.

Mayor Fall read the proposed Manufactured Home Requirements as prepared by the Clerk and Utility Clerk. Clerk clarified all general requirements as listed were taken from either State law or the Current City Ordinance book. Council Member Pearson moved to adopt a resolution to instate the Manufacture Home Requirements as a policy for the City of Twin Valley and introduced a resolution as follows:

RESOLUTION 2017—23

**A RESOLUTION TO ADOPT A POLICY FOR THE CITY OF TWIN VALLEY IN REGARDS TO THE REQUIRMENTS
FOR MANUFACTURED HOMES WITH IN CITY LIMITS**

WHEREAS, the City of Twin Valley has adopted the Minnesota Basic Code of Ordinances for Land Usage in regards to Manufactured Home Parks, and;

WHEREAS, the City Council enforces federal and state law in that all manufactured homes must comply with the Manufactured Home Building Code.

WHEREAS, the purpose of this resolution is to authorize and approve the following policy:

MANUFACTURED HOME REQUIREMENTS

GENERAL REQUIREMENTS

1. City of Twin Valley Ordinance allows only manufactured homes which comply with the Manufactured Home Building Code established by M.S. 327.31 may be located in and used as a dwelling within the city.

2. The City of Twin Valley authorizes the placement of manufactured homes in residential districts within the city if such manufactured homes comply with the following conditions:
 - a. Manufactured homes shall comply with all zoning regulations for the district in which they are located.
 - b. A building permit and any other required permits shall be obtained for manufactured homes.
 - c. All such manufactured homes shall be built in compliance with any Minnesota Statutes regulating manufactured homes.
3. Manufactured Home Parks must be licensed by the Minnesota Department of Health and this license must be displayed conspicuously or available upon request.
4. Lot Requirements and setbacks
 - a. *Lot area.* Each individual manufactured home site shall contain at least 5,000 square feet for exclusive use of the occupant.
 - b. *Lot width.* Each individual manufactured home site shall have a lot width of at least 50 feet,
 - c. *Setbacks for each individual manufactured home site:*
 - i. *Front yards*—Not less than 15 feet.
 - ii. *Side yards*—Not less than 5 feet.
 - iii. *Rear yards*—Not less than 8 feet.
5. Any used manufactured home or structure that is moved into the City of Twin Valley is required to comply with the "Notice of Compliance Form" required by law. The Notice of Compliance Form must be signed by the seller and the purchaser.
6. All Manufactured homes must have a permanent State Construction Seal affixed in a location that is plainly visible for inspection.

REQUIRED SUBMITTALS

- A completed application for land use/zoning/building permit which is to include:
 - o A site (lot) plan showing the location of the home/distance from other structures on the lot and to adjacent lots.
 - o Building size and dimensions for all existing and proposed structures on the lot including but not limited to the home, decks, stairs, stoops, sheds, and garages.
 - o Specific timeframe for any necessary renovations to be made.
- A copy or picture of the State Construction Seal.
- A copy of the Notice of Compliance Form (if applicable).
- Proof of Ownership/Title.
- Written approval must be obtained from park Manager (if applicable).
- Proof of all required permits for the relocation of manufactured home.

**** ALL REQUIRED DOCUMENTATION/PERMITS MUST BE RECEIVED AND APPROVED BY THE CITY OF TWIN VALLEY PRIOR TO THE INSTALLATION OF A MANUFACTURED/MOBILE HOME****

NOW, THEREFORE BE IT RESOLVED, that the City of Twin Valley does hereby approve the foregoing resolution to authorize the policy for the Manufactured Home Requirements. Member Dobmeyer seconded the foregoing resolution and upon a roll call vote being taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Nate Dobmeyer, Ben Fall and the following against same: none.

WHEREUPON, said resolution was duly adopted this 23rd day of May, 2017.

RACHEL L. JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

Council reviewed the building permit fees in regards to mobile structures. Currently the fee schedule is as follows:

LAND USE/ZONING/BUILDING PERMITS

Fences, Decks, Storage Units (Non-permanent)	\$10.00
Small Storage Units (secured/slab)	\$15.00
Additions, Porches, Patios, etc. (attached)	\$20.00
Garages, Structures (not attached)	\$25.00
New Construction—Residential	\$50.00
New Construction—Commercial	\$100.00
Penalty Fee—Project started without Council approval	\$10.00

Council agreed that the fee for any new home, whether hauled in or built would remain at \$50.00 for the permit.

Council was presented with two building permits for Mr. and Mrs. Smith for one mobile home that has already been brought into the lot and one other that will be brought in early June. The first permit for a 14 x 70 mobile home brought in by Skore Transport was approved MB/ML-m/s/p. The second permit for a 16 x 80 mobile home being brought in after June 1st was approved, ND/JP-m/s/p. Peterick asked that Mr. and Mrs. Smith bring in a copy of the manufacture seals and titles for both of these mobile homes.

Peterick asked for clarification on the current RV water/sewer fee, as previously it was only a verbal agreement between the prior City Clerk and the Mobile Home Park Owners. Council motioned to amend the fee schedule by adding a set flat rate of \$45.00 for the RV Lot when it is occupied. ND/ML-m/s/p. Mr. and Mrs. Smith will work with the Utility Office to ensure they are only charged when the lot is occupied.

Neighbor to the park, Andrew Fjeld, stopped into the meeting as the Council was wrapping up. His only concern was that the park was going to be kept up. Mayor Fall and Mr. and Mrs. Smith assured him that it is everyone's intention to make the Mobile Home Park a nice place to live, and something the City of Twin Valley can be proud of.

Meeting adjourned at 6:45PM, MB/JP-m/s/p.

Attest: _____
RACHEL L. JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR



**MONDAY, June 12, 2017 – REGULAR COUNCIL MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

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

OTHERS: Lori Skaurud (LQ), Jason Douville (PD), Kerry Askelson (PW), Mark Askelson (KRJB), Marijo Vik (Times), Deanne Peterick (Utility Clerk), Crystelle Philipp (Auditor).

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, June 12, 2017. Mayor Fall called the meeting to order at 7:00 PM.

Citizens Forum- none.

MONTHLY BUSINESS

Additions to Agenda since original posting—MB/JP-m/s/p to approve the following additions to the agenda—1) NCE PTO request for donation, 2) Mudslingers Sign Request.

Minutes—MB/ND-m/s/p to approve the following minutes as presented—Regular Meeting Minutes 05/08/17 and Special Meeting Minutes 05/23/17.

Disbursements— JP/ML-m/s/p to accept claims for 05/09/17 thru 05/31/17 (\$40,949.53), 06/01/07 thru 06/12/17 (\$39,928.04) and payroll periods 04/23/17 thru 05/06/17 (\$9,738.82), 05/07/17 thru 05/20/17 (\$10,523.26), and 05/21/17 thru 06/03/17 (\$10,099.62).

VENDOR/CLAIMANT	PURPOSE	AMOUNT
A.F.L.A.C. WEST REGION	Payroll Deductions/Insurance	\$455.47
ADA BODY SHOP & GLASS	Police Vehicle Repairs	\$7,032.15
ADAPCO, INC.	Mosquito Spray	\$2,241.00
AMERIPRIDE SERVICES, INC.	Operating Expense	\$357.87
ARVIG	Communications	\$3,404.82
AVENET, LLC	Website Yearly Fees	\$425.00
BANKCARD CENTER	Misc. CC Expenses	\$629.79
BERGSETH BROS.	Merchandise for Resale	\$347.90
BEVERAGE WHOLESALERS	Merchandise for Resale	\$137.70
BUCKLE'S HARDWARE	Repairs/Supply/Maintenance	\$542.89
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$431.75
COMMUNITY CO-OPS-Lake Park	Natural Gas/Fuel Expense	\$1,620.80
CULINEX	Repairs	\$15.19
DAKOTA WHOLESALE TIRE, INC.	Tires	\$840.88
DALE T. ARMSTRONG	Reimbursement - Memorial Gardens	\$21.50
D-S BEVERAGES	Merchandise for Resale	\$1,795.45
ECOLAB PEST ELIMINATION DIVISION	Operating Expense	\$141.40
EFTPS-ONLINE	Payroll Taxes	\$7,519.74
FAST GRAPHIX	Yard of the Month Signage	\$45.70
GARBERG FOODS	Bar Supply/Mix	\$727.54
GOPHER STATE ONE-CALL	Locating Service	\$14.85
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$253.50
HAWKINS, INC.	Operating Expense	\$1,581.05
HEALTHPARTNERS	Payroll Deductions/Insurance	\$4,165.54
HEGGIES PIZZA, LLC	Merchandise for Resale	\$387.55
HENRY'S FOODS INC.	Merchandise for Resale	\$614.24
JAMES D. BRUE	Attorney Fees	\$1,100.00
JASON DOUVILLE	Reimbursement - Travel	\$68.36
JOHN GALL	Reimbursement - Travel	\$35.85
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$620.17
JULIN LAW OFFICE, PLLC	Attorney Fees	\$908.75
K & K TOWING	Wimmer Expense	\$80.00
KRJB FM RADIO	Advertising	\$484.00
LIBERTY BUSINESS SYSTEMS, INC.	Office Supply	\$49.16
LMC INSURANCE TRUST	Insurance	\$708.00
LORI J. SKAURUD	Reimbursement - Merchandise	\$32.76
MARCO TECHNOLOGIES LLC**	Operating Expense	\$192.16
McKINNON COMPANY, INC.	Merchandise for Resale	\$4,934.70
MICHAEL BOLTON	Nuisance Mowing	\$455.00
MICHAEL SCHWANKE	Reimbursement - Travel	\$103.10
MN CHILD SUPPORT & COLLECTION	Payroll deductions	\$1,126.89
MN DEPT. OF HEALTH	Well Permit	\$607.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$1,222.57
MN DOR - SALES & USE TAX	Sales/Use Taxes	\$4,284.00
MN STATE COMM & TECH COLLEGE	Training Expense	\$1,000.00
M-R SIGN CO., INC.	Street Signs	\$77.89

NORMAN CO. ASSESSOR	Yearly Assessment	\$3,122.00
NORMAN CO. AUDITOR/TREASURER	Clean Up Day Expense	\$987.00
OFFICE SUPPLIES PLUS*	Supplies	\$183.49
OTTERTAIL POWER CO.	Electric Utility	\$4,416.06
P.E.R.A. - SDR DIVISION	Retirement Contributions	\$7,499.96
PEPSI-COLA **	Merchandise for Resale	\$129.30
PERHAM LINEN	Operating Supply	\$77.62
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$1,448.86
RMB ENVIRONMENTAL LABS, INC.	Operating Expense	\$539.00
SCHWAN'S HOME SERVICE, INC.	Merchandise for Resale	\$19.98
SELECT ACCOUNT	Payroll Deductions	\$1,690.00
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$745.17
TD AMERITRADE TRUST COMPANY	Payroll Deductions	\$300.00
TV BOOSTER CLUB	Booster Bucks - Yard of the Month	\$200.00
TWIN VALLEY TIMES**	Advertising/Publishing	\$61.00
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$1,000.00
USABLE LIFE	Payroll Deductions	\$44.42
VERIZON WIRELESS	Communications	\$401.86
VISSER TRENCHING, INC.	Nuisance Demolition Expense	\$3,850.00
WAUBUN STEEL	Vehicle Repairs	\$102.59
WEST CENTRAL AG SERVICES	Operating Expense	\$217.63
PAYROLL	Employee Wages	\$30,361.70
	TOTAL DISBURSEMENTS APPROVED	\$111,239.27

MAYOR—Fall addressed the few complaints he has received in regards to the cell service in town. Even with the tower some residents are still experiencing dropped calls as well as a ticking or an echoing through the line. Dobmeyer addressed that the cell tower is not compatible with any 3G phones. Fall will look into contacting Verizon for more information. Also complimented the residents of Twin Valley on cleaning up their yards for the summer.

PERMITS—Two building permits were presented to the council. Diana Woltjer requested to install a privacy fence the length of 36 feet on the East side of her yard. MB/ND-m/s/p to approve. David Hanson requested to install a wooden fence, 24 feet long, along the West side of his property. MB/ND-m/s/p to approve.

The Council received a Gambling Permit from the NCE Trap team to hold a raffle at the Liquor Store, JP/ML-m/s/p to approve.

Received an application for a Concessions/Booth license from Dave Stuart with the Sugar Shack. He will be set up at the Liquor Store for Town and Country Days. MB/ND-m/s/p to approve.

FEE SCHEDULE—Presented council with suggested amendments to the 2017 fee schedule to include \$15.00 for picnic table rental, \$45.00 flat rate for water/sewer per month at the RV Park, and \$100.00 for nuisance mowing. Briefly discussed the nuisance mowing procedure and reasoning for the charge—council agreed to keep the minimum charge per mow at \$100.00 (will charge more if the actual mowing costs more) in hopes this will give people more of an incentive to take care of their properties.

Council member Bolton introduced the following resolution to amend the 2017 fee schedule and moved for its adoption.

RESOLUTION 2017—24

A RESOLUTION TO AMEND RESOLUTION 2017—03 FOR THE TWIN VALLEY CITY FEE SCHEDULE ORDINANCE NO. 170.31.11.101

WHEREAS, the Twin Valley City Council, by resolution number 2017-03, adopted a fee schedule for the 2017 operating year, and

WHEREAS, the Twin Valley City Council does hereby amend the city fee schedule to adopt fees as follows—Picnic Table Rental \$15.00, Monthly RV Park Utility Charges \$45.00 when occupied, Nuisance Property Mowing \$100.00 minimum per yard per mow.

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. Member Pearson seconded the foregoing resolution and upon a roll call vote 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 and ordinance are hereby duly adopted this 12th day of June, 2017.

RACHEL L. JOHNSON, CLERK TREASURER

BENJAMIN FALL, MAYOR

Council Member Dobmeyer also addressed the possibility of increasing the Wimmer Home rent in the upcoming year. It was suggested to send a letter to the tenants of the Wimmer Rentals of the council's intentions to increase the rent in the 2018 year. Discussion tabled.

PERSONNEL POLICY—Addressed council with regards to the current Vacation policy and the complaints/suggestions that the Clerk has received. Current policy states employees must use all carried over vacation from the previous year before June 30th or lose the hours. Presented council with a proposed change, to allow full time employees to accumulate vacation up to 1 ½ times the employee's annual accrual rate, as suggested from the LMC template policy. Council member Pearson introduced the following resolution and moved for its adoption:

RESOLUTION 2017—25

A RESOLUTION TO AMMEND THE CURRENT CITY OF TWIN VALLEY PERSONNEL VACATION POLICY

WHEREAS, the City of Twin Valley has a current vacation policy in which employees must use or lose vacation if not used every six (6) months; and

WHEREAS, the City Council agrees to amend the policy to state: *Employees may accrue vacation up to a maximum of one-and-a-half (1 ½) times the employee's annual accrual rate. No vacation will be allowed to accrue in excess of this amount without the approval of the Twin Valley City Council. Vacation leave cannot be converted into cash payments except at termination.*

THEREFORE, BE IT RESOLVED, that the current City of Twin Valley Vacation Policy will be amended as precedes. Member Lampton seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor: Joel Pearson, Mike Lampton, Nate Dobmeyer and Ben Fall, and the following voted against same: none. Council member Bolton abstained from the vote due to any perceived conflict of interest.

WHEREUPON said resolution is duly adopted on this 12th day of June, 2017.

RACHEL JOHNSON, CLERK TREASURER

BENJAMIN FALL, MAYOR

MISC NEW BUSINESS—MB/ND-m/s/p to renew membership with Minnesota Association of Small Cities for 2017-2018. Discussion on Town and County Days, July 15. JP/ML-m/s/p to approve providing a dunk tank, portable toilets, and a kid's bike safety course. Clerk relayed to the council a proposition received from David Wilson in regards to the old Main Street Café. As the new owner, he has proposed keeping this building as a café but only with a subsidy from the City. Council agreed they cannot use tax payer dollars for this reason.

AUDIT—Crystelle Philipp from Hoffman, Philipp, and Knutson, PLC attended the meeting to present the final audit for the 2016 year. Council members were all presented with the complete audit to review. Crystelle explained the net position of the city was \$4.5 million, which she stated was good. Reported the General Fund balance was up \$6813.00 for the year. The water fund was the only fund in the negative, mostly due to having

debt that is larger than what the City holds in assets. Reported that for 2016 the Fire Relief Association is over funded so there will be no city contribution. Reviewed governmental assistance received in 2016. Reviewed the audits final findings, discussion on segregation of duties and internal controls. Also reminded the council to follow the competitive bidding law, which requires at least two quotes for any project costing more than \$25,000.

FIRE/RESCUE—Gall was absent from meeting. Fall reported there was one (1) fire call and eight (8) rescue calls for the month. \$8,000 was set aside in the budget in 2016 to purchase a CD for the Fire Department Truck Fund, Clerk to contact First National Bank. Brief discussion on the Ulen/Twin Valley mutual aid contract. The Ulen City Council has agreed that Twin Valley will not owe for a fire in which Ulen mutually aided, and both the Ulen Fire chief and Gall will be meeting to work on a new Mutual Aid Agreement in the future.

LIQUOR—Skaurud presented monthly sales for May. Reported 57 people attended Steak Night, she has another one planned for Friday June 16th. The Liquor store is planning to participate in the all city rummage sale, having specials on Saturday June 17th. PT bartenders Roberta and Matt will be attending training in Ada, they are currently the only non-trained servers at the LQ. Bailey Paving sealed 20 feet around the parking lot of the Liquor store for \$1,500.00. The west cooler has started having issues with rust and condensation, Skaurud reported it would be around \$500.00 to repair. Council asked that Skaurud find quotes on new coolers and present them at the next meeting. Discussed the building's exterior, peeling paint around building and around windows, will be bringing repair quotes to the next meeting.

POLICE/NUISANCE—Douville presented 69 calls for the month of May. Council was given the current city ordinance in regards to nuisance grass, as well as the old city ordinance from 1998. Discussed lowering the length from 12" back to 6". Also discussed immediate abatement, council agreed to keep a 48-hour notice before the city takes action on any property, either by a phone call or by a posting at the property from Chief Douville.

Council member Dobbmeyer introduced the following resolution to amend the current city ordinance in regards to nuisance grass, and moved for its adoption.

RESOLUTION 2017—26

RESOLUTION TO AMEND TITLE IX: GENERAL REGULATIONS, CHAPTER 92. HEALTH AND SAFETY; NUISANCES IN REGARDS TO NUISANCE MOWING, THE DEFINITION OF TALL GRASSES

WHEREAS, the City Council of the City of Twin Valley does hereby amend Title IX: General Regulations, Chapter 92. Health and Safety; Nuisances; Weeds to revise the sections 92.37 Definitions—Weeds, Grasses, and Rank Vegetation; and

WHEREAS, to revise section 92.37 Definitions, to update Weeds, Grasses, and Rank Vegetation, subsection (d) to read 'Any weeds, grass, or plants, other than trees, bushes, flowers, or other ornamental plants, growing to a height exceeding six (6) inches'.

NOW THEREFORE BE IT RESOLVED, the City of Twin Valley does hereby amend the MN Basic Code of Ordinances, Title IX, General Regulations, Chapter 92 Health and Safety; Nuisances and is effective upon meeting publication requirements. Member Lampton seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobbmeyer, and Ben Fall and the following voted against same: none.

WHEREUPON said resolution 2017-26 and Amendment to 170.92.37 were duly adopted this 12th day of June, 2017.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

MB/ND-m/s/p to approve Askelson contracting with STS to help with cleaning up downed trees and other yard work as necessary.

Douville requested posting a PT-Police Office position with the City to help alleviate the amount of over time that is currently being accumulated. JP/MB-m/s/p to advertise for a PT/fill in position with the Police Department.

PUBLIC WORKS—Askelson presented the council with a new Master Partnership Contract from the MN DOT. Council member Bolton introduced the following resolution and moved for its adoption.

RESOLUTION 2017—27**A RESOLUTION TO ENTER INTO A MASTER PARTNERSHIP CONTRACT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION**

WHEREAS, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

WHEREAS, the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

THEREFORE, BE IT RESOLVED:

1. That the City of Twin Valley enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Council.
2. That the proper City officers are authorized to execute such contract, and any amendments thereto.
3. That the Twin Valley City Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City Engineer may execute such work order contracts on behalf of the City of Twin Valley without further approval by this Council.

Member Lampton seconded the foregoing resolution and upon a roll call vote taken thereon the following 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 June, 2017.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

ND/MB-m/s/p to hire Cody Peterick as PT/Seasonal help for \$10.00/hr. Discussion on the Mudslingers putting up a sign near the ATV trail by Lincoln Ave. Council had no issues, Askelson will let his contact know. The Heiberg Camp ground has been staying busy which is positive. Askelson is still working on finding affordable playground equipment—he is hoping to get to Fargo sometime in the next month to price some items.

EDA/PARKS—The first yard of the month was chosen, the Stueness Family on 3rd St NW. Discussion in regards to the shared land North of Heiberg Park. Dobmeyer and Fall both spoke with realtor Brandon Dahl. The land that is joint owned by Mr. Ellingworth was always intended to be kept by the city as a park/recreation area. Fall was under the impression that Dahl would be drawing up a purchase agreement between Mr. Ellingworth and the City of Twin Valley. Council member Lampton introduced the following resolution and moved for its adoption.

RESOLUTION 2017—28**A RESOLUTION AUTHORIZING THE MAYOR AND THE CITY CLERK TO PROCEED WITH THE PURCHASE OF REAL PROPERTY FROM PHILLIP ELLINGWORTH, OF WHICH THE CITY CURRENTLY JOINT OWNS.**

WHEREAS, the City of Twin Valley and Phillip Ellingworth are joint owners of real property in Wild Rice Township, Norman County, Minnesota legally described as follows:

Parcel 23-9418000—Forty-three (43) acres lying West of Highway 32 and North of the Wild Rice River, excepting 4.9 acres deeded to W E Atkinson and Excepting Parcel beginning at the intersection of the North bank of the Wild Rice River and West of the R.O.W. Line of highway 32; Westerly along the river 230 feet to a point 15 feet below existing damn structures, North 14 degrees, East 210 feet, South 75 degrees, East 210 feet to the West right of way of highway 32, Southerly to point of beginning. Less highway right of way.

WHEREAS, Phillip Ellingworth desires to sell his portion of said property, and

WHEREAS, the City of Twin Valley desires to purchase said property at fair market value from joint owner Phillip Ellingworth.

THEREFORE, BE IT RESOLVED, the City Council of the City of Twin Valley makes it their intention to purchase from Phillip Ellingworth, his half of said property to make the City of Twin Valley the sole owner.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk of the City of Twin Valley are authorized to execute and proceed with any documents, including, but not limited to, said Quit Claim Deed, necessary to effectuate said transfer of ownership to the premises.

Member Pearson seconded the foregoing resolution and upon a roll call vote being taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall and the following against same: none. WHEREUPON, said resolution was duly adopted this 12th day of June, 2017.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

OLD BUSINESS—Updated council on the status of Wimmer Cabin 106 tenant. Clerk has been in contact with City Attorney as to the legal eviction process. A letter was sent to tenant May 25 addressing unauthorized tenant at premises. Police Chief Douville had the nuisance vehicle towed from the property for the cost of \$80.00 which Norman County Social Services will be paying on behalf of the tenant. Discussion on lack of response from Julin Law Office in regards to the proper eviction process. Demolition billing from Visser Trenching for the removal of a nuisance structure along 2nd street was paid and the Clerk will be invoicing Dahlen as property owner. Updating the 2017 Council Committees tabled for next meeting.

FYI/OTHER—The City Website has been updated as well as a City Facebook page has been created. Council praised clerk for hard work on both items. All City Rummage sale will be held June 17th. Council received letter from the League of Minnesota Cities, the 2016 Population and Household Census Estimates, and a Thank you from the NCE Post Prom. MB/ML-m/s/p to donate \$25.00 to the NCE PTO for the purchase of a heavy-duty picnic table.

Meeting adjourned at 9:09 PM, MB/ND-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK-TREASURER

Signed: _____
BENJAMIN FALL, MAYOR



**MONDAY, July 10, 2017 – REGULAR COUNCIL MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

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

OTHERS: Lori Skaurud (LQ), Jason Douville (PD), Kerry Askelson (PW), John Gall (FD/RSC), Spencer Noble, Mark Askelson (KRJB), Kristin Hassel (Times).

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, July 10, 2017. Mayor Fall called the meeting to order at 7:05 PM. Citizens Forum- none.

MONTHLY BUISNESS

Additions to Agenda since original posting— ND/JP-m/s/p to approve the following additions to the Agenda: 1) Standing water in ditches West of town, 2) Mobile Home Park concerns, 3) Dead tree concerns.

Minutes—JP/ML-m/s/p to approve the minutes as presented from the Regular Council Meeting 06/12/17.

Disbursements—MB/JP-m/s/p to approve the following: Claims 06/13/17 – 06/30/17 (\$46,610.84) and 07/01/17 - 07/10/17 (\$104,307.02) and Payroll Periods 06/04/17 – 06/17/17 (\$10,426.90) and 06/18/17 – 07/01/17 (\$11,1184.79) for a disbursement total of \$172,529.55.

VENDOR/CLAIMANT	PURPOSE	AMOUNT
A.F.L.A.C. WEST REGION	Payroll Deductions/Insurance	\$455.47
ADA BUILDING CENTER, INC.	PD Kennel repairs	\$222.15
AMERIPRIDE SERVICES, INC.	CC/MC/PW-supplies	\$259.52
ARVIG	Telephone/Cable/Internet	\$1,137.11
AUTO VALUE MAHNOMEN	PW Truck Maintenance/Repairs	\$26.92
BACKYARD ADVENTURES	Heiberg Park Swing Set	\$10,450.00
BAILEY PAVING	LQ - Seal Coating Parking Lot (60 gal)	\$1,500.00
BANKCARD CENTER	Misc CC. Expenses	\$995.78
BCA - MNJIS SECTION	PD Annual Remote access	\$180.00
BERGSETH BROS.	Merchandise for Resale	\$6,291.85
BNG TECHNOLOGIES, LLC	LQ POS system	\$200.00
BREAKTHRU BEVERAGE	Merchandise for Resale	\$1,764.82
BRETT W. GULSETH	Repairs, Labor	\$200.00
BUCKLE'S HARDWARE	Operation/Repairs Expenses	\$194.86
CASH - CITY OF TWIN VALLEY	Starter Cash T/C Days	\$1,800.00
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$170.25
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel Charges	\$1,789.57
D-S BEVERAGES	Merchandise for Resale	\$19,607.40
DUWAYNE OLSON	Toilet Rental and Cleaning - Heiberg	\$448.88
EFTPS-ONLINE	Payroll Taxes	\$5,254.83
FUCHS SANITATION SERVICE, INC.	Garbage Services, April, May & Clean-up day extra	\$12,578.50
GARBERG FOODS	Operation/Supply Expenses	\$471.96
GOPHER STATE ONE-CALL	Locating Service	\$17.55
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$324.00
HEALTHPARTNERS	Payroll Deductions/Insurance	\$4,522.40
HEGGIES PIZZA, LLC	Merchandise for Resale	\$476.70
HENRY'S FOODS INC.	Merchandise for Resale	\$2,521.85
HOFFMAN, PHILIPP, & KNUTSON, PLLC	2016FY Audit planning, field work, reporting	\$7,500.00
JAMES D. BRUE	Attorney-Criminal June & July 2017	\$1,100.00
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$709.97
LORI J. SKAURUD	Reimb. LQ Purchases for Steak Night & Mileage	\$89.00
M STATE	Training, FD Gas Burn	\$625.00
MARCO TECHNOLOGIES LLC**	Copier Lease	\$179.41
McKINNON COMPANY, INC.	Merchandise for Resale	\$5,113.45
MICHAEL BOLTON	Nuisance Mowing	\$325.00
MICHAEL BOLTON, OWNER	Car Wash Tokens	\$50.00
MIDSTATES WIRELESS, INC.	RSC Pager repairs	\$55.00
MN ASSOC. OF SMALL CITIES (MAOSC)	Membership dues 2017-2018	\$483.60
MN CHILD SUPPORT & COLLECTION	Payroll Deductions	\$751.26
MN DOR - PAYROLL TAX	Withholding Tax, Second Quarter	\$852.06
MN DOR - SALES & USE TAX	Payroll Taxes	\$4,643.00
NORMAN COUNTY EAST PTO	Donation - NCE picnic table	\$25.00
NORTHERN FIRE EQUIP.SERVICE	Extinguisher Charge/repairs	\$458.95
NORTHLAND TRUST SERVICES, INC.	Bond Interest	\$33,872.50
NYSETVOLD ELECTRIC	Labor/Repairs	\$48.00
OFFICE SUPPLIES PLUS*	Supplies	\$58.33
OTTERTAIL POWER CO.	Electricity	\$809.94
P.E.R.A. - SDR DIVISION	Payroll Deduction	\$5,087.80
PAUL SPIELMAN	PD - Office Radio Unit	\$950.00
PERHAM LINEN	LQ Supply	\$77.62
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$3,747.54
RACHEL JOHNSON	Mileage & Meal Reimbursement, Training	\$448.68
RCB COLLECTIONS INC	LQ - Debt Collection Service	\$25.00
RICK ADAMS	LQ-Band for T&C Days -July 15	\$2,600.00
RMB ENVIRONMENTAL LABS, INC.	Operation Expense (PW)	\$46.00
SELECT ACCOUNT	Payroll Deduction/City Contribution	\$940.00

SOFTLINE DATA, INC.	WSG - UBmax Yearly Maintenance Fee 2017-2018	\$475.00
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$1,469.31
TD AMERITRADE TRUST COMPANY	Payroll Deduction	\$200.00
TEAM LABORATORY CHEMICAL CORP.	SW Bugs & Weed Killer	\$2,343.43
TWEETON REFRIGERATION, INC.	Services/Repairs	\$294.95
TWIN VALLEY LIONS CLUB	LQ 2017-2018 Calendars	\$84.00
TWIN VALLEY TIMES**	Publishing/Advertising	\$437.26
USABLE LIFE	Payroll Deduction/Insurance	\$44.42
VERIZON WIRELESS	Cell Services	\$35.01
PAYROLL	Employee Wages	\$21,611.69
TOTAL DISBURSEMENTS APPROVED		\$172,529.55

MAYOR— Fall didn't have much news to report. Town and Country Days will be held this weekend (7/14 – 7/16). The City workers have been keeping busy cleaning up and getting the town ready.

NEW BUSINESS—Council was presented with four (4) building permits. Merlin & Laura Christensen applied for a permit to move in a pre-fabricated home atop a basement with a breezeway and garage at their lot along Herold Court. Spence Noble applied to build a cedar fence with concrete reinforcement surrounding the yard along 303 Main Ave E. Kraig Thornton applied to build a 12 x 12 entry way onto his home at 103 2nd St SE. Sheryl Little applied to put up a wood/metal chain link fence along the back and side yards of property at 305 2nd St. SW. MB/ND-m/s/p to approve building permits for Christensen, Noble, and Thornton and deny building permit for Little until the nuisance items at property are cleaned up. Douville reported that Little has been given citation already for not meeting the June 15, 2017 extension granted from the Council in May.

Council member Bolton received a citizen inquiry in regards to a dead tree located in a neighboring yard. Council discussed who was responsible for the removal of dead and/or diseased around town. Clerk clarified that the current City Ordinance only declares diseased trees as a public health nuisance and unless the tree is an immediate concern for the causation of property damage it is not a public nuisance. Council discussed the City sending a letter to the home owner asking that they address the issue before it progresses. Mayor Fall does not want the City to get into the business of tree removal if it is not absolutely necessary, council agreed. It was decided that unless the City receives a written complaint from the neighboring home owner, there is no action for the City to take at this time.

Council Member Pearson has been addressed in regards to the Twin Valley Mobile Home Park. Two trailers have been moved in currently and are in need of cosmetic repairs. Council discussed the time frame that was given to the Court Owners in regards to making the necessary repairs to these homes. The City of Twin Valley has also not received any proof of license or building seals for these mobile homes at this time, as requested. There was discussion on requiring photographs before any new trailers will be allowed to be moved in. ND/ML-m/s/p to put a moratorium on building permits for the Twin Valley Mobile Home Park until the current two homes have been repaired and brought into compliance with the current City of Twin Valley Ordinances.

Council Member Pearson also addressed the standing water in the ditches along 4th St SW. Askelson has requested estimates and bids for repairs in this area and has not heard back. He will inquire again.

POLICE—Douville reported 89 calls for the month of June and has already had quite a few calls for the month of July. Four (4) interviews were conducted the previous week for the Part Time Police Office Position. Douville will be conducting background checks, hoping to have a candidate for approval at the August meeting. Council Member Lampton requested Douville check on some tall grasses along Hanson Ave SW.

FIRE/RESCUE—Gall reported one (1) Fire call for the previous month and eight (8) rescue calls, of which only two (2) were responded to due to lack of availability. JP/MB-m/s/p to advertise for new rescue squad members. The City will pay for training costs and wages for training time so long as new members pass the required testing. The Fire Department will be holding an open house for Town and Country Days.

PUBLIC WORKS—Askelson reported the public works department has been keeping busy mowing and trying to stay caught up for Town and Country Days. Askelson is looking into bids for asphalt for street repairs. The City will be receiving \$11,389.00 from the MN DOT Small Cities Assistance Program to be used for the construction and maintenance of roads located within the city. Askelson asked to use these funds for the current years road repairs—council agreed to wait until the funds have been received. Reported that the Bonding bill the City was

**TUESDAY, July 25, 2017 – SPECIAL COUNCIL MEETING
TWIN VALLEY COMMUNITY CENTER – 12:00 PM**

MEMBERS: Joel Pearson, Ben Fall, Mike Bolton, Mike Lampton
OTHERS: Kerry Askelson (PW)

ABSENT: Nate Dobmeyer

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held a special meeting on Tuesday, July 25, 2017 to discuss ditch maintenance and repairs south of town and Road and Alley maintenance and repairs. Mayor Fall called the meeting to order at 12:01 PM.

Askelson brought a quote from Lunde Blade & Gravel to clean the ditch and haul away any spoil piles along Second Street SW from the section line to Stenseth St for \$1,800.00. Askelson had also requested a bid for maintenance and repairs from Visser Trenching which he never received a quote on. Council discussed the repairs needed for the stagnant water to properly drain. Addressed concerns with making the necessary repairs to the road inside the city limits to end up with water pooling over the section line. Askelson didn't think there would be an issue but if there is the City will contact Wild Rice Township in regards to this. JP/ML-m/s/p to accept the bid from Lunde's to repair the ditch.

Mayor Fall addressed Askelson in regards to dust control North of Town. Askelson has already contacted Stenger's.

The first half of the Small Cities Assistance Funds (\$5694.50) for road maintenance and repair was received on 7/19/17. Askelson asked to put these funds, plus the second half when it arrives, towards paving repairs for 2017. MB/JP-m/s/p to approve. Askelson presented the council with quotes for 2017 road maintenance and paving repairs to include from the dead end of Lincoln Ave NE to 4th St NE, 2nd Street NW from Main to Norman, and 3rd Street NE from Main to Lincoln. Agassiz Asphalt quoted \$51,216.90, CSI quoted \$51,904.00. The previous two years the City has contracted with Agassiz for these repairs, and Askelson has been please with their work. MB/ML-m/s/p to approve \$50,000.00 to Agassiz and asked that Askelson work with Bob from Agassiz to get as much done as we are able with a \$50,000 budget. Council agreed to look into the cost of fixing Memorial Drive in 2018.

Meeting adjourned 12:20 PM, MB/JP-m/s/p.

Attest: _____
RACHEL L. JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

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**THURSDAY, August 3, 2017 – SPECIAL COUNCIL MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

MEMBERS: Joel Pearson, Ben Fall, Mike Bolton, Mike Lampton, Nate Dobmeyer
OTHERS: Kerry Askelson (PW), Deanne Peterick (Utility Clerk), and Carlene Smith

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held a special meeting on Thursday August 3, 2017 to discuss issues with the Twin Valley Mobile Home Park and a paving opportunity on Memorial Drive. Mayor Fall called the meeting to order at 7: 00 PM.

MOBILE HOME PARK—Council addressed Ms. Smith on the delayed improvements to the current two mobile homes located at the Twin Valley Mobile Home Park. Smith addressed issues with original repair crew. A new crew has been working on the siding of the homes this past week. Pearson asked about home inspections. Smith explained that a couple of the mobile homes are being used as HUD/low income housing and those homes have been inspected by the HRA out of Mentor.

Robert Smith had been in earlier in the week to fill out a Building Permit Application for another mobile home. Pearson expressed his concern with continuing to allow in new units without finishing repairs to the current units. Dobmeyer seconded concern. Mayor Fall addressed concerns with the City's lack of receiving the proper

VENDOR/CLAIMANT	PURPOSE	AMOUNT
A.F.L.A.C. WEST REGION	PR Deductions / Insurance	\$455.47
ADAPCO, INC.	Mosquito Spray	\$1,541.00
AMERIPRIDE SERVICES, INC.	Misc Supply	\$259.52
ARVIG	Telephone/Internet/Cable	\$1,154.22
BANKCARD CENTER	Misc CC Expenses	\$663.75
BERGSETH BROS.	LQ Merchandise for Resale	\$5,352.75
BNG TECHNOLOGIES, LLC	LQ POS	\$400.00
BOUND TREE MEDICAL LLC	Rescue Operating Supply	\$38.45
BREAKTHRU BEVERAGE	LQ Merchandise for Resale	\$318.94
BUCKLE'S HARDWARE	Operating Supply, Misc	\$1,121.86
CASH - CITY OF TWIN VALLEY	Starter Cash - T/C Day's	\$400.00
COCA-COLA BOTTLING HIGH COUNTRY	LQ Merchandise for Resale	\$393.75
COMMUNITY CO-OPS-Lake Park	Fuel/Natural Gas Charges	\$2,568.93
D-S BEVERAGES	LQ Merchandise for Resale	\$13,151.41
DUWAYNE OLSON	Toilet Rental and Cleaning - Heiberg, June	\$384.75
EFTPS-ONLINE	Federal/FICA/Medicare	\$5,687.28
ELECTRO WATCHMAN, INC.	LQ Security System	\$159.99
FIRE SAFETY USA, INC.	Operating Supply, Fire Department	\$310.00
FIRST NATIONAL BANK MAHNOMEN	Purchase of CD for Fire Department Truck Fund	\$8,000.00
GARBERG FOODS	Operating Supply	\$716.80
GOPHER STATE ONE-CALL	Locates, July	\$12.15
GRAND FORKS FIRE EQUIPMENT LLC	Operating Supply, Fire Department	\$164.53
GREAT NORTH PIZZA CO., LLP.	LQ Merchandise for Resale	\$387.00
HAWKINS, INC.	Chemicals, Water Treatment	\$2,087.30
HEALTHPARTNERS	Insurance Premiums	\$8,552.47
HEGGIES PIZZA, LLC	LQ Merchandise for Resale	\$699.30
HENRY'S FOODS INC.	LQ Merchandise for Resale	\$1,879.37
INDIAN ISLAND WINERY	LQ Merchandise for Resale	\$228.00
JAMES D. BRUE	Attorney-Criminal August 2017	\$550.00
JOHNSON BROS. LQ-ST.PAUL	LQ Merchandise for Resale	\$653.90
JULIN LAW OFFICE, PLLC	Attorney Fees	\$99.75
LORI J. SKAURUD	Reimb. LQ Purchases for Steak Night 07/14/17	\$42.50
M STATE	Auto Extraction Training	\$425.00
MARCO TECHNOLOGIES LLC	Copier Lease	\$221.30
McKINNON COMPANY, INC.	LQ Merchandise for Resale	\$4,734.85
MICHAEL BOLTON	Nuisance Mowing	\$130.00
MN CHILD SUPPORT & COLLECTION	PR Deductions	\$751.26
MN DOR - PAYROLL TAX	PR Taxes	\$907.67
MN DOR - SALES & USE TAX	Sales & Use taxes	\$5,318.00
MN MUNICIPAL BEVERAGE ASSN.	Annual Dues	\$600.00
MUNICIPAL CLERKS/FINANCE OFFICERS	MCFOA MEMBERSHIP, 2018	\$40.00
NANCY CROMPTON, OWNER	Uniform Expense	\$108.00
OFFICE SUPPLIES PLUS	Office Supplies	\$38.73
OTTERTAIL POWER CO.	Electric Utilities	\$7,558.15
P.E.R.A. - SDR DIVISION	Retirement Contributions	\$5,134.55
PAUL SPIELMAN	Repairs	\$115.00
PEPSI-COLA	LQ Merchandise for Resale	\$114.90
PERHAM LINEN	Operating Supplies	\$63.59
PHILLIPS WINE & SPIRITS	LQ Merchandise for Resale	\$1,319.83
RMB ENVIRONMENTAL LABS, INC.	Waste Water Operating Exp.	\$44.00
SELECT ACCOUNT	HSA Contributions	\$940.00
SOUTHERN GLAZER'S OF MN	LQ Merchandise for Resale	\$547.11
STENGER'S DUST CONTROL	Dust Control Expenditure	\$1,343.20
TD AMERITRADE TRUST COMPANY	PR Deductions	\$200.00
THE FORUM NEWSPAPER	LQ Yearly Subscription	\$157.35
TRI-COUNTY COMMUNITY CORRECTIONS	Yard Clean Up	\$88.00
TWEETON REFRIGERATION, INC.	Repairs/Cooler	\$3,630.65
TWIN VALLEY TIMES	Publishing	\$906.75

USABLE LIFE	Insurance Premiums	\$44.42
VERIZON WIRELESS	(PD) Invoice 9789848301, MiFi July	\$518.51
VOL. FIREFIGHTER'S BENEFIT ASSN-MN	Insurance Premiums	\$169.00
PAYROLL	Employee Wages	\$22,665.61
	TOTAL DISBURSEMENTS	\$117,270.57

MAYOR—Fall reported that street repairs are underway, has also received complements on alley repairs. Mosquito spraying has been on hold recently, has not noticed any issues.

NEW BUSINESS—Council approved Fundraising Permit for JO Summer Volleyball to hold a Raffle, MB/ND-m/s/p. Phillip Ellingworth attended meeting in regards to a parcel of land he joint owns with the City, asking \$22,500.00 for his portion. Council resolution 2017-28 adopted 06/12/17 expressed council's intention to purchase Ellingworth's interest in the land at fair market value. Council Member Person asked Ellingworth if he would accept \$21,000.00 for an approximate cost of \$1,000 per acre. Ellingworth declined. Council discussed further and came to agreement at \$22,500.00. MB/ML-m/s/p to approve payment of \$22,500.00. Clerk to contact Brandon Dahl for purchase agreement.

Clerk explained the recent Solid Waste Audit to council. Due to incorrect taxation of churches, schools, and apartment buildings in town the City owes a back-tax amount of \$1321.11 which includes a penalty of \$1.48 and interest of \$72.79. Explained to council that the city has the authority to charge the previously uncollected taxes to the businesses/entities which should have accumulated them. All accounts have been corrected for future billings. ND/JP-m/s/p for city to pay \$1321.11 to the State of Minnesota without sending out back billings. Due to the recent audit, Clerk Johnson and Utility Clerk Peterick requested to begin charging W/S for city proprietary buildings, especially the Municipal liquor store, as in their research, this should not be a tax-exempt entity of the City and should be charged for the water usage and state water tax. Askelson explained billing all city buildings will also help to create an accurate account for the water and sewer enterprise funds. Council discussed metering for buildings, which already exists at all by the City/Fire Hall/Community Center. Council agreed to begin billing all city buildings, billing the City Hall/Fire Hall/Community Center at a flat rate commercial. Clerk will keep track of all billings and payments in accounting program going forward.

Council approved City of Twin Valley ad in the Twin Valley Times Titan's Sports Calendar for 2017-2018 @ \$50.00, JP/ND-m/s/p.

FIRE & RESCUE—Gall reported 9 rescue calls and 4 fire calls since the last meeting. Reported there will be no City contribution due for the 2018 Fire Relief Association PERA. Requested council approval to hire Dean Thorson as volunteer fire fighter having already received background check, MB/ML-m/s/p to approve. Requested funding to purchase new laptop for the fire department. Council approved up to \$600.00, JP/ML-m/s/p.

PUBLIC WORKS—Distributed Notice of Intent to LGU's and WorkPlan to Council in regards to the City of Twin Valley Wellhead Protection Program. WHP plan to be implemented by September 2020. Askelson reported Memorial Drive paving is set to begin on Friday 8/18/17. Ulteig Engineering's Kris and Alex stopped by City Hall 8/14/17 and visited with Peterick and Johnson in regards to progress on the City's Water Plant Upgrade project and Herold Court Sewer Project. The City's Water Plant Upgrade Project scored near the top 10 on the 2017 IUP and will be in the fundable range for 2017, Ulteig is planning to have this ready for construction in the Summer of 2018. Currently the Herold Court Sewer project did not meet the cut for fundable projects for 2017, Ulteig will continue to pursue for 2018. **Wimmer Repairs**—Fall was addressed by a tenant of the Wimmer homes in regards to possibly replacing some carpeting and removal of dead tree limbs, he will be in contact with Askelson to make necessary arrangements. **PT Seasonal**—Cody Peterick will be done at the end of August. Mowing has slowed down; the PW employees are working on more maintenance around town. **Rink Bathroom**—Discussed cleanliness of the public restroom located at the City's Skating Rink park, Johnson to inquire with custodian about weekly cleanings going forward. **Easement Request**—Kelly Skaurud has contacted the City to request an easement to cross a city owned culvert North of town for access to his parcels 23-9608000 and 32-8649000. The culvert was put in in 1994 for the city to access a storm drainage pond North of town. Council discussed the possibility of requesting joint culvert maintenance in the event anything should happen.

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

RESOLUTION 2017—29**A RESOLUTION TO GRANT EASEMENT REQUEST TO K. SKAURUD FOR THE PURPOSES OF CROSSING CITY OWNED LAND WITHIN WILD RICE TOWNSHIP**

WHEREAS, The City of Twin Valley is the owner of parcel 23-9608001 described as

AC 1.85 COM AT NW COR NW1/4 OF SEC 27 (WHICH IS ALSO THE NW COR OF LOT 8 - HERREIDS & BJORNONS SUBD); S 840.94 FT., SELY 363.46 FT TO A PT., S 295.52 FT., E 25 FT., N 295.64 FT., NWLY 313.72 FT TO A PT 40 FT E OF W LINE OF LOT 8.,N 497.74 FT., NE 322 FT TO CENTER OF WRR, NORTHERLY ALONG CENTERLINE OF WRR TO N LINE OF SEC 27 & LOT 8, W 134 FT (MORE OR LESS) TO PT OF BEG

And WHEREAS, Kelly Skaurud has requested an easement to cross the storm water drainage ditch via existing culvert to access his abutting property known as parcel 23-9608000.

THEREFORE, BE IT RESOLVED, The City of Twin Valley intends to grant said easement request with the stipulation that should any maintenance or repairs need to be done to the crossings culvert the City and Skaurud will share monetary responsibility. Council member Pearson seconded the foregoing resolution and upon a roll call vote the following voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, and Ben Fall. And the following voted against: None.

WHEREUPON said resolution was duly adopted this 14th day of August, 2017.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

EDA—Distributed Norman County Board of Commissioners letter to the council. The county Board intends to create a committee to recommend options in regards to creating a county wide EDA. Clerk to forward the following names of local representatives to the board of commissioners: Tim Boe, Mark Askelson, Mike Bolton, and Ben Fall. **Shawn's Pix Loan**—The EDA board reviewed a request from Ms. Halvorson to restructure her loan payments to the City of Twin Valley for the loan granted to her on 02/11/2013. Council approved changing the repayment schedule to \$100.00/month, with a final payment in May, 2025. JP/ND-m/s/p. Council approved reimbursement of \$89.40 to Tim Boe for the purchase of 30 pies for Town and Country Day's festivities, JP/ML-m/s/p.

LIQUOR—July Liquor Store Gross Sales \$47894.62. Community Center Gross Sales for July \$\$1167.50. Skaurud reported \$300.00 received in ATM transactions for the month of July, making the total for the year \$906.00. 134 armbands were sold for Town and Country Day's event at the liquor store. Event sales were up \$500 from the previous year. 7/21 event at the community center for a wedding went well. Total sales for the T/C days beer garden was \$836.00, cost of goods \$209.91, MN Sales tax \$78.38, for a profit of \$547.71. ND/JP-m/s/p to process donation check to the Boosters/Community Club for \$547.71. Discussion on 2018 T/C days beer garden. New cooler has arrived. Received \$2000.00 donation from the American Legion to go towards this purchase. There was an issue with condensation, which Lori is working with the company to repair. Roger Bentley started painting 8/14/17, planning to finish up later in the week weather permitting. Bean Bag tournament on Friday 8/11 went well, 15 teams competed. Currently no new events scheduled for August.

POLICE—Douville reported 63 calls for July. Requested funding to replace the squad tough-book lap top. Looking into options for purchasing a refurbished model, with a Panasonic approval and 3-year warranty. May need to purchase a new docking station as well to accommodate newer model. Council approved up to \$2300.00, of which \$1800.00 was specifically budgeted for this purpose. JP/ML-m/s/p. **PT Police Officer**—Douville presented recommendation for the hiring of Scott Volker as PT Police Officer. Volker is currently a probation officer in the Grand Forks Area. MB/ML to approve recommendation to hire. JP/ND-m/s/p to offer a wage of \$15.00/hr. Douville will contact Volker. **Nuisances**—Douville has relocated five felines from Eidem Ave as a result of a nuisance complaint from neighbors. Requested the council review the Buschette property in town, as the property has changed hands. Discussion on the Little property, Douville reported all nuisance items have been addressed. Fall will follow up with Ms. Little on request to erect a fence around the property.

FINANCE—City received certified LGA for 2018, the amount will be \$315,468.00.

WIMMER CABINS—Clerk presented updated policy for the City’s Wimmer Cabins, only addition being a stipulation regarding all utility bills (OTP and CITY) being kept current, to prevent damage to Wimmer homes as a result of any disconnection in the winter months. Council discussed a committee to do regular inspections on cabins. Discussed waiting list, currently none. Council member Bolton introduced the following resolution and moved for its adoption:

RESOLUTION 2017—30
A RESOLUTION TO ADOPT CHANGES AND UPDATES TO THE FOLLOWING POLICY
IN REGARDS TO THE CITY OF TWIN VALLEY WIMMER HOME RENTAL PROPERTIES

WHEREAS, The City of Twin Valley is the owner of 12 Wimmer Rental Cabins which the City holds the responsibility to maintain, and

WHEREAS, the following rental policy for use will be in effect until superseded.

The Wimmer Homes are under the ownership and care of the City of Twin Valley. The City hopes to continue to provide Low Income Housing for the elderly at affordable costs. It is important for each renter to respect the City’s property in keeping each home in good, clean and proper condition. Any misuse or abuse of the homes will be cause for immediate removal of a renter.

1.0 APPLICATION

In order to be considered for tenancy of one of the Wimmer Homes, interested individuals must fill out an application. Applications will be kept on file in the City Office for the period as designated by the Governmental Destruction of Records.

1.1 Eligibility

- a) All applicants who plan to reside in a Wimmer home unit must be fifty (50) years of age or older.
- b) No more than two (2) tenants per household.
- c) All tenants must be listed on application.
 - a. The tenant(s) may not sublet, assign, share or rent space, or maintain guests beyond seven (7) days a month without the prior written consent of the Twin Valley City Council.
- d) Applicant(s) must meet current low-income guidelines (HUD).

1.2 Waiting List

In the event no home is available at the time of application, at the prospective tenant’s request, the application will be kept on a waiting list for a period of two (2) years. Applicants still interested must contact the City Hall Office if they wish to have their application kept on file for an additional period.

2.0 FEES

All fees in regards to the Wimmer Homes are set by resolution of the council.

2.1 Rent

Wimmer Homes are rented on a monthly basis—no yearly contract. The monthly rent for one (1) Wimmer Home is \$150.00, due and payable by the 10th of each month. All applicants must pay both first and last month’s rent (\$300.00) prior to occupying the home.

2.2 Damage Deposit

Applicant must pay a \$300.00 damage deposit prior to moving in. This deposit will be applied to any and all cleaning costs, repairs, and unpaid utilities before a refund will be given. Damage or repairs needed above and beyond the \$300.00 deposit will be billed to the responsible tenant.

2.3 Utilities

Tenants will be responsible for their own utilities. The City will automatically bill each tenant for all water/sewer/garbage services. Upon signing the rental agreement, it is the tenant’s responsibility to contact Otter Tail Power Company to have the electric transferred into his/her name. Tenants are expected to keep their utility bills current.

2.4 Fines

The Wimmer Homes are non-smoking units. Any tenant choosing to smoke with in the home will be responsible for an additional \$100.00 fee.

3.0 PARKING

Front street parking is available for vehicle parking. Parking of vehicles on lawn will only be allowed between the months of November and March for winter plug in. All vehicles must be properly licensed as per Twin Valley City Ordinance.

4.0 MAINTENANCE

The City of Twin Valley will perform the maintenance, mowing, and snow removal for the homes. Maintenance will be under the direction and practice of the Public Works Department Head. Contractors will be hired to do any major repairs to home. If maintenance problems occur, renter must contact the city hall during regular business hours. Monday-Thursday 8:30am – 3:30pm and Friday 8:00am – 11:30am.

4.1 Tenant Responsibility

Homes and yards must be maintained and kept in a neat and clean manner. For tenant safety, all entrances and exits must be kept clear of furniture, personal items, etc.

It is expected that all tenants abide by the City of Twin Valley Ordinances. With respect to neighbors, the City of Twin Valley requests that there is not an abundance of rubbish or unsightly clutter scattered around the property.

5.0 RENNOVATION/ADDITIONS

Tenants of the Wimmer Homes may be allowed to make changes to the property upon prior approval of the Twin Valley City Council.

- 5.1 Storage Buildings
Renters will be allowed to have outdoor storage structures. Renters who wish to place a temporary storage building behind the unit must apply for a building permit to seek prior approval from the Twin Valley City Council.
- 5.2 Decks & Permanent Additions
Renters who wish to build decks onto the home must apply for a building permit and receive approval by the City Council prior to construction. Any permanent improvements made to the property will remain property of the City of Twin Valley upon vacating the premises.

6.0 PETS

- 6.1 The City of Twin Valley does not allow pets. In accordance with ADA, only trained service animals will be permitted.

7.0 TERMINATION OF TENANCY

- 7.1 Tenant
Tenant(s) will give thirty (30) days' notice in writing before they move and will be responsible for paying rent through the end of this notice period or until another tenant approved by the City of Twin Valley has moved in, whichever comes first.
- 7.2 City
The City of Twin Valley will refund all deposits due within thirty (30) days after Tenants has/have moved out completely and returned the keys.

Any misuse or abuse of the property of the City of Twin Valley will be grounds for immediate removal of tenant(s). The City Council of the City of Twin Valley expects that all renters will abide by the Wimmer Home Rental Policy and all Twin Valley City Ordinances, as well as show respect for the property and the surrounding neighbors.

8.0 EXTRAORDINARY CIRCUMSTANCES

On occasion, extraordinary circumstances may arise and may need additional decisions by the Twin Valley City Council. Other circumstances will be put before the Twin Valley City Council at a regular or special meeting and must be approved by full council action. Depending on the type of circumstance presented, other stipulations may be imposed and must be requested at the time of request.

9.0 TENANT'S ACKNOWLEDGEMENT (Please Initial)

- _____ I acknowledge that I have read and agree to abide by the Twin Valley Wimmer Home Rental Policy.
- _____ I understand that if at any time I choose not to abide by said policy, that it will be grounds for termination from tenancy.

NOW, THEREFORE BE IT RESOLVED that the City of Twin Valley does hereby approve the foregoing resolution to instate said Wimmer Policy effective upon adoption. Member Pearson seconded the foregoing resolution and upon a roll call vote being taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, Ben Fall and the following against same: none. WHEREUPON, said resolution was duly adopted this 14th day of August, 2017.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

COUNCIL COMMITTEES—Clerk proposed changes to the 2017 Council Committees to add Mike Lampton. Discussed incoming building permits and asked that one of the Building committee members try to make it to all building permit application residences to verify setbacks before approvals. Council member Dobmeyer introduced the following resolution and moved for its adoption:

**RESOLUTION 2017—31
A RESOLUTION TO AMEND THE FOLLOWING COUNCIL COMMITTEE APPOINTMENTS
FOR THE 2017 OPERATING FISCAL YEAR**

BE IT RESOLVED; that the following officials and committees are hereby amended and approved by the City Council of the City of Twin Valley as presented by Mayor Ben Fall for the 2017 year the following are presented for approval;

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

**MONDAY, September 11, 2017 – REGULAR COUNCIL MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

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

OTHERS: Lori Skaurud (LQ), Jason Douville (PD), Kerry Askelson (PW), John Gall (FD/RSC), Mark Askelson (KRJB), Marijo Vik (Times), Gloria Nelson.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, September 11, 2017. Mayor Fall called the meeting to order at 7:00 PM.

CITIZENS FORUM- Gloria Nelson attended meeting wishing to thank the Council for the new Washer and Dryer hookups that were installed into her rental. Requested council approval for a therapy animal to reside at her rental. Fall agreed to add her request to the agenda for further discussion, subject to council approval.

MONTHLY BUSINESS

Additions to Agenda since original posting— MB/ND-m/s/p to approve the following additions to the Agenda: 1) LMC Renewal notice, 2) Wimmer Homes – Pet Policy.

Minutes—MB/JP-m/s/p to approve the minutes as presented from the Regular Council Meeting 08/14/17, Special Meeting 08/18/17.

Disbursements—ML/JP-m/s/p to approve the following: Claims 08/15/17 – 08/31/17 (\$17,547.32) and 09/01/17 – 09/11/17 (\$101,170.24) and Payroll Periods 07/30/17 – 08/12/17 (\$9,870.17) and 08/13/17 – 08/26/17 (\$10,677.63) for a disbursement total of \$139,265.36.

VENDOR/CLAIMANT	PURPOSE	AMOUNT
A.F.L.A.C. WEST REGION	PR Deduction, Insurance Premiums	\$ 455.47
AGASSIZ ASHPALT, LLC	2017 PAVING\STREET REPAIRS	\$ 50,000.00
AMERIPRIDE SERVICES, INC.	CC/MC/PW Supplies	\$ 259.52
ARVIG	Telephone, Internet, Cable	\$ 1,139.44
AUTO VALUE MAHNOMEN	Repairs, PW	\$ 121.95
BANKCARD CENTER	Miscellaneous Operating Expenses	\$ 172.85
BENJAMIN W. FALL	Reimbursement, Town and County Days	\$ 57.71
BERGSETH BROS.	Merchandise for Resale	\$ 2,337.50
BNG TECHNOLOGIES, LLC	Liquor Store POS System	\$ 200.00
BUCKLE'S HARDWARE	Miscellaneous Operating Repairs/Expenses	\$ 454.66
CHUCKS MOTOR REWIND	Water Treatment, Motor Replacement	\$ 419.50
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$ 102.00
DEANNE PETERICK	Reimbursement, MC Equipment	\$ 39.00
D-S BEVERAGES	Merchandise for Resale	\$ 4,968.30
DUWAYNE OLSON	Toilet Rental and Cleaning - Heiberg, August	\$ 1,250.44
ECOLAB PEST ELIMINATION DIVISION	LQ Pest Program	\$ 87.02
EFTPS-ONLINE	PR Taxes	\$ 5,093.08
FIRE SAFETY USA, INC.	FD Operating Supply	\$ 202.98
FUCHS SANITATION SERVICE, INC.	Garbage Services	\$ 16,924.67
GARBERG FOODS	Miscellaneous Operating Supply	\$ 58.24
GLACIAL RIDGE WINERY	Merchandise for Resale	\$ 134.04
GOPHER STATE ONE-CALL	Locating Services, August	\$ 9.45
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$ 155.00
HAWKINS, INC.	Water Chemicals	\$ 364.50
HEGGIES PIZZA, LLC	Merchandise for Resale	\$ 487.50
HENRY'S FOODS INC.	Merchandise for Resale	\$ 1,287.08
JAMES D. BRUE	Attorney Fees	\$ 550.00
JERRY JACOBSON	LQ-Entertainment- 09/23/17	\$ 300.00
JOHN DEERE FINANCIAL	Lawn Mower Repairs	\$ 248.82
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$ 375.01
LEAGUE OF MINNESOTA CITIES	2018 Membership Dues	\$ 993.00
LUNDE BLADE & GRAVEL, LLC	Street/Ditch Repairs	\$ 2,932.50
MARCO TECHNOLOGIES LLC**	Copier Lease	\$ 179.41
McKINNON COMPANY, INC.	Merchandise for Resale	\$ 1,585.20
MN CHILD SUPPORT & COLLECTION	PR Deductions	\$ 751.26

MN DEPT. OF HEALTH	Water Testing Fees, 3rd Qtr	\$	607.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$	820.41
MN DOR - SALES & USE TAX	Sales and Use Taxes	\$	5,843.11
MN MUNICIPAL BEVERAGE ASSN.	Regional Meeting Registration	\$	15.00
M-R SIGN CO., INC.	Sign Repairs	\$	238.40
MUSCATELL-BURNS AUTOMTV GROUP, INC	PD Auto Repairs	\$	566.46
NCE-DOLLARS FOR SCHOLARS	2017-2018 Sports Ads	\$	450.00
NORTHERN HOLLOW WINERY	Merchandise for Resale	\$	186.26
OFFICE SUPPLIES PLUS*	Office Supplies	\$	144.50
OTTERTAIL POWER CO.	Electricity	\$	4,100.64
P.E.R.A. - SDR DIVISION	Employee Retirement	\$	4,745.53
PERHAM LINEN	LQ Operating Supply	\$	64.12
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$	1,823.76
PRODUCTIVITY PLUS ACCOUNT	PW Repairs	\$	8.89
RCB COLLECTIONS INC	Collection Agency Fee	\$	25.00
	LQ PAINTING OUTSIDE BUILDING & 4 DOORS	\$	950.00
ROGER BENTLEY	Merchandise for Resale	\$	19.98
SCHWAN'S HOME SERVICE, INC.	PR Deductions - HAS	\$	380.00
SELECT ACCOUNT	Merchandise for Resale	\$	705.60
SOUTHERN GLAZER'S OF MN*	PD Certification Fee	\$	62.00
TACTICAL SOLUTIONS	PR Deductions	\$	200.00
TD AMERITRADE TRUST COMPANY	Street Repairs	\$	514.00
TEAM LABORATORY CHEMICAL CORP.	Reimbursement (EDA)	\$	89.40
TIMOTHY BOE	Donation - Beer Garden	\$	547.71
TV BOOSTER CLUB	PR Deductions/Insurance	\$	59.18
USABLE LIFE	City Cell Phones	\$	739.51
VERIZON WIRELESS	Merchandise for Resale	\$	114.00
WILD MOUNTAIN WINERY, INC			
PAYROLL	Employee Salaries	\$	20,547.80
		\$	
TOTAL DISBURSEMENTS			139,265.36

MAYOR—Fall reported the paving on Memorial Drive is complete, as well as ditch repairs south of town. Nelson wished to thank council as well for the paving on Memorial Drive.

NEW BUSINESS—ND/ML-m/s/p to approve building permit for M. Gullingsrud to build a fence along alley way. Askelson voiced concern in regards to set backs, will contact the Gullingsrud's to ensure the snowplow will still fit through alley. MB/ML-m/s/p to approve Amusement Permit for the Valley Alley & Grill for 1 Card Table, 1 Pool Table, and 3 Amusement machines.

TAX FORFEITURE PARCELS—Letter from County Auditor on the Twin Valley properties that are listed for forfeiture to the State of Minnesota for nonpayment of property taxes. The City is to return a certified resolution requesting that the parcel(s) be conveyed to our city for public use or to release the parcels for public auction, the Council determined that the parcels listed will be released for public auction. Member Dobmeyer introduced the following resolution and moved its adoption to release the following tax forfeited parcels for public auction.

RESOLUTION 2017—32

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:

32-8359000 – Lots Five (5) and Six (6), Block Seven (7), Original Townsite.

32-8449000 – Lots One (1), Two (2), and Three (3) of Block One (1) Eidem's First Addition.

32-8627001 – Lots One (1), Two (2), Three (3), and Four (4), Block One (1), Swenson's Addition.

32-8651000 – The North Two Hundred Twenty-four (244') feet of Lot One (1), Herreid and Bjornson's Subdivision of the West Half of the Southwest Quarter (W ½ SW ¼) of Section Twenty-seven (27), Township 144, Range 44, West of the Fifth Principal Meridian.

32-8652000 – AC .11, East 22 feet of North 224 Feet of Lot two (2) Herreid & Bjornson's Subdivision (W ½ SW ¼).

32-8678000 – AC 3.87 Com. 150 ft S or NE Cor. Of SW ¼ Section 27; W 330 ft., S. 510 ft., E 330 ft., N. 510 ft., platted property.

32-8680000 – AC .33 Com. At NE Cor. Of SW ¼ Section 27; W 95 ft., S 150 ft., E 95 ft., N 150 ft., platted property.

32-8712000 – AC .22 Com. 100feet W if the SE corner of the SW ¼ NE ¼, N 145 ft., W 65.5 ft., E 65.5 ft.

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.

Member Pearson seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, Ben Fall, and the following voted against same: None. WHEREUPON said resolution was duly adopted this 11th day of September, 2017.

Rachel Johnson, Clerk-Treasurer

Benjamin Fall, Mayor

LMC RENEWAL—Received renewal notice from the League of Minnesota Cities for the 2017-2018 year. MB/ND-m/s/p to approval renewal at \$993.

WIMMER HOMES PET POLICY—Council discussed multiple previous policies, some allowing and some not allowing pets with in the Wimmer Homes. Nelson expressed she would like to have a cat as a therapy companion pet due to her mental health. Stated she has been approved by medical professionals to have such an animal. Council addressed concerns with the wear and tear that may come as the result of an animal. Discussion on possible 'animal deposit'. Council requested to hold a special meeting in regards to the Wimmer Home Policy and the possibility of creating a new policy in regards to allowable animals. Clerk to arrange next week.

FIRE/RESCUE—Gall reported 1 fire call and 6 rescue calls for the month. ND/MB-m/s/p to send up to 4 members of the rescue squad to the Greater Northwest EMS training. Brenda Dobmeyer will be attending a seminar in Thief River Falls, council will reimburse for mileage. ND/JP-m/s/p to purchase a Binder Lift (approx. \$600.00) for the rescue squad using donation received from One Fund Drive. **Budget items**—Increase wages for extra training (\$8000). Looking at reserves for future purchase of fire truck.

PUBLIC WORKS—Askelson reported multiple issues with water treatment plant recently. Ulteig unable to attend meeting due to scheduling conflicts. Distributed e-mail from Ulteig with updates on projects. Herold Court Sewer Project ranked 227th on the list with 8 priority points, the cut off was 42 priority points, no funding will be available. The water treatment plant project scored 23rd with 12 priority points (cut off 7 for funding), however due to no boding bill passing for 2017 projects, the available 2018 grant dollars are earmarked for carryover projects and no new projects are projected to receive grant funding for 2018. There will be a possibility for grant funding in 2019. Council addressed concerns with the lack of funding. Council questioned if the lack of funding was a state issue or an engineering issue. Mark Askelson suggested we approach our local congressmen for answers. Multiple council members questioned the lack of communication they feel the city is receiving from

Ulteig in regards to the project status. Council would like to have more information on where the city stands and what the plans are for the future. Addressed the possibility of meeting with other engineers.

Askelson reported that Gary is looking into a water treatment facility and/or water tower. Suggested the City of Twin Valley, with prospective treatment plant upgrades, may also be able to serve Gary if there was interest. Council agreed to contact the City of Gary and invite employees/members of the board to a meeting to discuss options.

Budget Items—Payloader (\$75,000), 720 Mower (\$6,000), Miscellaneous upgrades needed on pickups, buildings, plow truck. Suggested working on an equipment replacement plan for these items in the budget.

WIMMER UPDATE—Tenant in unit 106 has been evicted. Clerk was in to take pictures of the damages. Cleaning, painting and miscellaneous repairs are necessary. Carpet was new and is now heavily soiled. Askelson to get quote on carpet cleaning, council may wish to replace again if the costs are too high for cleaning.

LIQUOR—MB/ND-m/s/p to approve sending Skaurud to MMBA regional meeting 9/19/17 in Bagley (\$15.00). MB/ND-m/s/p to approve Skaurud to attend the Midwest Expo in Brooklyn Park this fall, admission is free, \$99.00 for hotel room. Skaurud reported \$207.00 received in ATM revenue for August. Recent events have been good—meat raffle 9/2, 9/9 motorcycle ride for charity stopped by (50+ bikes in attendance), Salsa Contest 9/11. Future events: Steak Night 9/15, Junkyard Journey 9/23, ½ Price Appetizers for all Bison games. Discussion on Sunday Liquor store events Skaurud would be interested in hosting: New Year's Eve, Super Bowl, NASCAR, etc. Questioned if the community has ever had a special vote on allowing Sunday liquor sales. Discussed the cost of a special Sunday permit from the state for events. Clerk to look into for next meeting. Liquor Store painting is complete. MB/ND-m/s/p to approve hiring PT Bar tender Kendell Harrell. Budget Items—New TV's, possibly 6/12 stools need to be replaced, parking lot repairs.

EDA/PARKS—Fall reported a new round of grant funding will be available from NW Regional Development, EDA is looking into ideas to apply for. Ellingworth land sales were discussed, city will pay all fees necessary for transfer including Home Crown Realty commission. Bowling Alley is opening back up, EDA looking into assisting with replacing of hood vent if needed.

POLICE/NUISANCE—Douville reported 87 calls for August. New squad computer and docking station have arrived and are in use. City Durango was involved in a hit and run accident outside of Officer Matteson's residence. Unknown who the other party may have been at this time. Douville has contacted LMC insurance adjuster. Repairs quoted at \$3,000 from the Ada Body Shop.

Discussion on nuisance complaints in regards to weeds/grasses at the old Twin Valley Iron. Fall questioned if the city needs to find someone to take care of this. Douville to look into. Brief discussion on other nuisance properties in town, Douville to follow up. Budget Items—Remove \$10,000 as budgeted for communications equipment for 2017, keep \$9,600 for police vehicle fund, New Desktop Computer for Office.

SEMI-TRAILER PARKING—The city has received complaints in regards to the parking of a Semi Truck and Trailer along Second Street NW. Council reviewed City Ordinance in regards to parking on residential streets. Clerk to send letter to truck owner asking to use the designated oversized vehicle parking along Main Street E and HWY 32.

PERSONNEL COMMITTEE—Fall and Pearson met with Johnson for six-month review. Fall and Pearson both expressed that Johnson met all of their expectations and were pleased with her competency. Council agreed that Johnson has good working relationships with all of the departments of the City and are impressed with the smooth transition. Pearson and Fall presented suggested wage increase for Johnson of \$2.00/hr. JP/ML-m/s/p to approve raising clerk wage to \$18.00/hr with retro pay as of 6-month mark (07/01/17). Council Member Bolton abstained from vote.

BUDGET—Council reviewed current financial statements for 2017. Reviewed 2018 PERA reimbursement notice (\$912). Discussion on previous proposed levy's (2016 10%, 2015 10%, 2014 20%). Discussion on excessive expenditures for 2017, including extra street project, land purchase, and lawn mowing expense. Member Bolton introduced the following resolution and moved its adoption:

RESOLUTION 2017—33

RESOLUTION ADOPTING THE 2018 PROPOSED TAX LEVY AND BUDGET FOR THE CITY OF TWIN VALLEY 2018 FISCAL YEAR

WHEREAS, the Twin Valley City Council reviewed the current General Fund Budget for the 2017 Fiscal Operating Year and Departmental needs for the 2018 fiscal year and has determined that a proposed percentage of twenty percent (20%) will be levied against the property taxes at this time, with a work session to be held closer to the end of 2017; and

WHEREAS, the City must certify the Proposed 2018 Levy to the Norman County Auditor by September 30, 2017; 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 11, 2017; and certify the Final Levy to the Norman County Auditor and the State of Minnesota no later than December 28, 2017.

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	\$ 151,913
2012A Utility Revenue & Refunding	\$ 22,000
LONG TERM CAPITAL FUND	\$ 10,000
TOTAL PROPOSED LEVY	\$ 183,913

THEREFORE, BE IT ALSO RESOLVED, with the proposed tax levy increase of \$25,319 plus the Local Government Aid increase for 2018 of \$9,434 the City of Twin Valley City Council hereby sets the proposed General Fund budget for fiscal year 2018 with Revenues and Expenditures to each total \$703,558.

Member Pearson seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor: Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer, Ben Fall, and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 11th day of September, 2017.

Rachel Johnson, Clerk-Treasurer

Benjamin Fall, Mayor

MISCELLANEOUS—Distributed notice from MN DOT concerning HWY 32 Construction scheduled for the Summer of 2019.

Motion to adjourn by Bolton at 8:45 PM, seconded by Dobmeyer. Motion passed, meeting adjourned.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

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**THURSDAY, September 21, 2017 – SPECIAL COUNCIL MEETING
TWIN VALLEY COMMUNITY CENTER – 12:00 PM**

MEMBERS: Joel Pearson, Ben Fall, Mike Lampton
OTHERS: Kerry Askelson (PW), Gloria Nelson.

ABSENT: Mike Bolton, Nate Dobmeyer

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held a special council meeting on September 21, 2017 to discuss the current no pet policy in regards to a therapy animal request. Mayor Fall called the meeting to order at 12:00PM.

CITIZENS FORUM- none.**MONTHLY BUSINESS**

Additions to Agenda since original posting— MB/ND-m/s/p to approve the following addition to the Agenda:
DDA: Bond Continuing Disclosure.

Minutes—MB/JP-m/s/p to approve the minutes as presented from the Regular Council Meeting 09/11/17, Special Meeting 09/21/17.

Disbursements—ND/ML-m/s/p to approve the following: Claims 09/12/17 – 09/30/17 (\$109,918.72) and 10/01/17 – 10/09/17 (\$4,913.73) and Payroll Periods 08/27/17 – 09/09/17 (\$10,547.84) and 09/10/17 – 09/23/17 (\$11,235.38) for a disbursement total of \$136,615.67.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$124.75
AGASSIZ ASHPALT, LLC	Paving & Street Repairs	\$35,254.48
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$202.16
AUTO VALUE MAHNOMEN	Repairs and Maintenance	\$335.98
BANKCARD CENTER	Miscellaneous CC expenses	\$3,089.91
BRANDYN DAHL	Professional Fee - Land Purchase	\$350.00
BRENDA DOBMEYER	Reimbursement - Mileage	\$64.20
BURLEY'S TREE SERVICE	Tree & Stump Removal	\$855.00
COMMUNITY CO-OPS-Lake Park	Natural Gas/Gasoline	\$1,004.32
DOUGLAS UMPHREY	Plumbing @ Wimmer Cabins	\$486.25
EFTPS-ONLINE	Payroll Taxes	\$2,548.41
HEALTHPARTNERS	Employee Benefit	\$2,834.92
JAMES D. BRUE	Criminal Attorney	\$550.00
JULIN LAW OFFICE, PLLC	Attorney Fees	\$1,825.25
MARCO TECHNOLOGIES LLC**	Copy Machine Rent	\$179.41
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$751.26
MN DOR - PAYROLL TAX	Payroll Taxes	\$454.47
NORMAN CO. AUDITOR/TREASURER	Property Taxes 23-9418000	\$135.00
NYSETVOLD ELECTRIC	Wimmer wiring	\$151.08
OFFICE SUPPLIES PLUS*	Office Supplies	\$241.31
OTTERTAIL POWER CO.	Electricity	\$30.46
P.E.R.A. - SDR DIVISION	Retirement Contributions	\$3,151.67
PHILLIP ELLINGWORTH	Land Purchase 23-9418000	\$22,500.00
PRODUCTIVITY PLUS ACCOUNT	Street Sweeper Broom	\$288.95
SELECT ACCOUNT	Employee Benefit	\$710.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$50.00
USABLE LIFE	Employee Benefit	\$6.38
PAYROLL	Employee Wages	\$11,194.62
	GENERAL FUND TOTAL	\$89,370.24
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$28.68
BANKCARD CENTER	Miscellaneous CC expenses	\$95.51
COMMUNITY CO-OPS-Lake Park	Natural Gas/Gasoline	\$177.27
DAKOTA SUPPLY GROUP	Water Meters & Repair Supplies	\$2,850.04
EFTPS-ONLINE	Payroll Taxes	\$1,141.20
GOPHER STATE ONE-CALL	Locating Tickets	\$2.70
HEALTHPARTNERS	Employee Benefit	\$349.53
MN DOR - PAYROLL TAX	Payroll Taxes	\$205.67
NYSETVOLD ELECTRIC	Water Treatment Plant repairs	\$751.76
P.E.R.A. - SDR DIVISION	Retirement Contribution	\$697.52
SELECT ACCOUNT	Employee Benefit	\$75.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$150.00
USABLE LIFE	Employee Benefit	\$39.04
PAYROLL	Employee Wages	\$2,272.74

	WATER FUND TOTAL	\$8,987.98
A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$28.68
COMMUNITY CO-OPS-Lake Park	Natural Gas/Gasoline	\$10.00
EFTPS-ONLINE	Payroll Taxes	\$232.52
GOPHER STATE ONE-CALL	Locating Tickets	\$2.70
P.E.R.A. - SDR DIVISION	Retirement Contribution	\$255.19
RMB ENVIRONMENTAL LABS, INC.	Waste Water Testing Fees	\$46.00
SELECT ACCOUNT	Employee Benefit	\$75.00
PAYROLL	Employee Wages	\$2,272.74
	SEWER FUND TOTAL	\$3,074.15
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
BANKCARD CENTER	Miscellaneous CC expenditures	\$272.81
BERGSETH BROS.	Merchandise for Resale	\$763.90
BEVERAGE WHOLESALERS	Merchandise for Resale	\$97.60
BNG TECHNOLOGIES, LLC	POS System	\$200.00
BREAKTHRU BEVERAGE	Merchandise for Resale	\$2,127.14
CITY OF TWIN VALLEY	Water/Sewer	\$114.24
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$105.25
COMMUNITY CO-OPS-Lake Park	Natural Gas	\$20.00
D-S BEVERAGES	March	\$11,023.34
ECOLAB PEST ELIMINATION DIVISION	Large Fly Program	\$43.51
EFTPS-ONLINE	Payroll Taxes	\$1,526.25
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$200.00
HEALTHPARTNERS	Employee Benefit	\$1,173.84
HEGGIES PIZZA, LLC	Merchandise for Resale	\$281.91
HENRY'S FOODS INC.	Merchandise for Resale	\$1,169.41
JOHN GRIGGS	Entertainment 10/28	\$500.00
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$450.86
McKINNON COMPANY, INC.	Merchandise for Resale	\$4,394.20
MN DOR - PAYROLL TAX	Payroll Taxes	\$210.83
OFFICE SUPPLIES PLUS*	Operating Supplies	\$37.73
OTTERTAIL POWER CO.	Electricity	\$879.52
P.E.R.A. - SDR DIVISION	Retirement Contributions	\$956.67
PEPSI-COLA **	Merchandise for Resale	\$119.25
PERHAM LINEN	Operating Supplies	\$103.55
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$1,092.09
SELECT ACCOUNT	Employee Benefit	\$80.00
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$882.26
TWIN VALLEY TIMES**	Subscription & Advertising	\$81.00
USABLE LIFE	Employee Benefit	\$13.76
WAUBUN STEEL	Steel Door Kicker	\$28.44
PAYROLL	Employee Wages	\$6,043.12
	LIQUOR FUND TOTAL	\$59,144.82

NEW BUSINESS—ML/ND-m/s/p to approve two building permits, one for Jorge Molina to bring in a pre-built storage unit (10'x14'), one for Karl Schulz to replace a car port and shed with a 27'x33' garage. MB/JP-m/s/p to purchase R&J Broadcasting advertising package for the 2017 Football and Volleyball playoffs on one station for \$340.00. Distributed Norman County Auditor Letter in regards to election/voting machines.

MOORE ENGINEERING—Cliff Allen and Kevin Bucholz from Moore Engineering requested to meet with the Council. Allen and Bucholz explained they wanted to connect with the Council in hopes of forming a relationship should the City of Twin Valley be interested in their Engineering services in the future. A brief overview of services offered was delivered, as well as a packet of recommendation/reference letters from other cities for the council to review. Moore Engineering is currently the Engineer for many of the surrounding communities including Ada, Lake Park, Callaway, and Hawley. Council member Bolton questioned what kind of expense the City of Twin Valley

would incur as a result of Moore Engineering having to learn our current system should the need arise. It was stressed that there was typically no charge from Moore Engineering to learn a new City system.

POLICE/NUISANCE—Douville reported 61 calls for the month of September. Douville has sent a letter in regards to the tall grasses/weeds at the old Twin Valley Iron to the owner, no response as of yet. Scott Volker, new Part-Time Police officer introduced himself to the Council. A notice of manufacturer recalls for the PD Ford was received, Douville will be having these addressed at the dealer.

FIRE/RESCUE—For September the rescue squad received 10 calls and responded to 6. No calls were reported for the Fire Department However Chief Gall did respond to 2 fire alarm calls personally.

LIQUOR—Council presented with monthly sales report. Skaurud reported \$321.00 in ATM revenue for September. Recent Salsa contest and Music events had average attendance. A record 63 people attended the last Steak Night. There will be entertainment on 10/28 for Halloween (Dueling Pianos). The next community club meeting will be held on Wednesday 10/11 at 6:30PM at the liquor store. Skaurud, Peterick and Johnson will be attending the Johnson/Phillips Trade show in Detroit Lakes on Tuesday 10/10. Discussed the current charges for the rental of the community center with the bar (\$125.00). Questioned possibly changing the extra \$50.00 to have alcohol served at CC events in the future. Skaurud asked the council to consider waiving the fee if a certain amount of liquor was sold. Council will review for the 2018 year. Also discussed the extra fee for a police officer on site when alcohol is served. Chief Douville stated the police are necessary at these events due to the large amount of people in attendance at events. Skaurud asked, on behalf of the Moonshiners Snowmobile Club, for the council to waive the rental fee (\$125.00) for a membership dinner scheduled in November. ND/MB to waive all fees except the \$125.00 police officer charge.

SUNDAY SALES—As a result of questions at the 9/11/17 meeting, Clerk Johnson presented research to the council in regards to On Sale Liquor Sales on Sundays. According to the League of Minnesota Cities *"The Statutes are unclear regarding whether a Sunday election would be needed in order to allow a municipal liquor store to sell liquor on a Sunday. Some argue that since a liquor license is not needed for a municipal liquor store, an election to issue a Sunday on-sale license is not needed."* Paul from the MMBA forwarded information to the clerk from a previous City whose attorney talked with AGED and they confirmed that a City does not need to have an election to have Sunday Liquor. With the City of Twin Valley having no other On-Sale Establishments there should be no issue. Clerk Johnson also confirmed with the state that in order to sell On-Sale on a Sunday the municipal must only approve the sales, and forward this information to the State for record—no extra fee from the State is involved. Johnson also checked with the current Dram insurance agent and there is no issue. With this information, council member Pearson introduced the following resolution and moved for its adoption:

RESOLUTION 2017—34

A RESOLUTION TO AUTHORIZE THE TWIN VALLEY MUNICIPAL LIQUOR STORE TO SELL ON-SALE FOR SPECIAL EVENTS AND OTHER CERTAIN SUNDAY'S AT THE DISCRETION OF THE LIQUOR STORE MANAGER

WHEREAS, the MN State Statute 340A.504, Subdivision 3 states: "A restaurant, club, bowling center, or hotel with a seating capacity for at least 30 persons and which holds an on-sale intoxicating liquor license may sell intoxicating liquor for consumption on the premises in conjunction with the sale of food between the hours of 8:00 a.m. on Sundays and 2:00 a.m. on Mondays", and

WHEREAS, the Twin Valley Municipal Liquor Store has the applicable qualifications and the Manager of the Twin Valley Municipal Liquor store wishes to be open in conjunction with special events on Sundays, and

WHEREAS, The City of Twin Valley does not have "split-liquor" (any other on-sale establishments within City Limits), and

WHEREAS, the Council of the City of Twin Valley has the authority to authorize on-sale Sunday Liquor Sales for the City owned municipal liquor store and hereby grants the Twin Valley Municipal Liquor Store a Sunday On-Sale Liquor License allowing for the Manager to operate the bar on any Sunday at his or her discretion.

THEREFORE, BE IT RESOLVED, the City Council of the City of Twin Valley grants the authority for the Twin Valley Municipal Liquor store to operate as an On-Sale establishment on any Sunday, between the applicable hours as found in the MN State Statues Chapter 340A, at the full decision and discretion of the Twin Valley Liquor Store Manager. Member Mike Lampton seconded the foregoing resolution, and 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 voting against the same: None.

WHEREUPON said resolution was duly adopted this 9th day of October, 2017.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

ULTEIG—Kris Carlson and Alex Ranz from Ulteig Engineering attended meeting to update the council on the current Water Treatment and Herold Court Sewer Project Statuses. Carlson explained that the Water Treatment Plant project scored high enough on the PFA to receive loan dollars, however all the grant funds (approximately \$15 Million) are already accounted for by larger projects that are not considered new. Carlson believes this will be a one year “correct” due to no funding being available for 2017. Explained that at any time the City can apply for the loan funds and move forward. Has been in contact with Askelson to discuss what immediate repairs are necessary. Discussion on dehumidifier needs at the Water Treatment Plant in the immediate future. Carlson has put Askelson in contact with a representative from IPS for assistance with Water Treatment Plant issues.

The Herold Court Sewer Project was not in the fundable range again this year. Carlson stated that the project was five points from being fundable. Carlson previously discussed with Askelson the need for new pumps at the lift station and possibly converting the power to three-phase. Carlson will be adding these items into the PFA to hopefully get the project into the fundable range for next year.

Brief discussion on possible other financing sources such as MRWA for a low finance bond. Carlson will be in contact with Askelson in the coming weeks to discuss more in regards to the control failures the water treatment plant.

EDA/PARKS—Fall updated the council on the EDA and Parks meetings prior to the council meeting. The EDA discussed possible tax abatements or incentives for new businesses, will be looking further into it. The Bowling Alley has opened with new owners. Dobmeyer asked that the Clerk highlight the new business on the City Facebook page. DNR work at Heiberg Dam is complete. Brief discussion on additional street lights for Camping Area. Bolton and Fall will look into. The EDA/Parks Committee will be applying for the new Urdahl Foundation Grant for new signage for Heiberg Park. Fall requested to begin advertising for a Rink Attendant for this winter.

FINANCE—MB/ND to approve David Drown Associates, Inc. to complete a continuing disclosure report for the cities 2013A GO Bond at the cost of \$200.00. Council reviewed updated budget spreadsheets for Receipts and Disbursements. Council asked to review and make proposals for 2018 Budget.

Meeting adjourned at 8:30 PM, ND/JP-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
BENJAMIN FALL, MAYOR

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**MONDAY, NOVEMBER 13, 2017 – REGULAR COUNCIL MEETING
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

MEMBERS: Joel Pearson, Ben Fall, Nate Dobmeyer, Mike Lampton Mike Bolton (Arrived @ 7:45)

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

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and organizational meeting on Monday, November 13, 2017. Mayor Fall called the meeting to order at 7:00 PM.

CITIZENS FORUM- none.

MONTHLY BUISNESS

Minutes—ND/ML-m/s/p to approve the minutes as presented from 10/05/17 Special Meeting and 10/09/17 Regular Meeting.

Disbursements—JP/ML-m/s/p to approve the following: Claims 10/10/2017 – 10/31/2017 (\$66,255.56) and 11/01/2017 – 11/13/2017 (\$31,093.52) and Payroll Periods 09/24/2017 – 10/07/2017 (\$10,163.02), 10/08/2017 – 10/21/2017 (\$10,979.54), and 10/22/2017 – 11/04/2017 (\$10,124.10) for a disbursement total of \$128,615.74.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$ 124.75
ADA BODY SHOP & GLASS	Repairs, Police Vehicle	\$ 2,652.45

AMERIPRIDE SERVICES, INC.	CC/MC/PW Supplies	\$ 194.41
ARVIG	Telephone/Internet	\$ 1,391.98
AUTO VALUE MAHNOMEN	CR Battery Core Return	\$ (54.00)
BANKCARD CENTER	Miscellaneous CC	\$ 529.96
BRENDA DOBMEYER	Travel Reimbursement	\$ 42.80
BUCKLE'S HARDWARE	Misc Repairs/Maintenance	\$ 103.11
COMMUNITY CO-OPS-Lake Park	Natural Gas, Fuel	\$ 2,567.71
DOUGLAS UMPHREY	Plumbing Services, Wimmer	\$ 1,183.80
DUWAYNE OLSON	Heiberg Toilet Rental	\$ 384.75
EFTPS-ONLINE	Payroll Taxes	\$ 3,397.69
FUCHS SANITATION SERVICE, INC.	Garbage Services	\$ 87.80
GARBERG FOODS	Misc Operating Supply	\$ 43.39
GREATER NORTHWEST EMS	Registration Fee	\$ 155.00
HEALTHPARTNERS	Employee Benefit	\$ 2,834.92
JAMES D. BRUE	Attorney Fee	\$ 550.00
JOHN GALL	Reimbursement, Ammo	\$ 285.90
JULIN LAW OFFICE, PLLC	Attorney Fee	\$ 299.45
KAREN BOLTON	Travel Reimbursement	\$ 21.40
KRJB FM RADIO	Advertising	\$ 340.00
MARCO TECHNOLOGIES LLC**	Copier Lease	\$ 179.41
MARK DUECK	Repairs, Chimney	\$ 479.03
MN CHILD SUPPORT & COLLECTION	Payroll Deduction	\$ 1,126.89
MN DOR - PAYROLL TAX	Payroll Taxes	\$ 617.59
MN MAYORS ASSOC. / LMC	Mayors Dues 2017-2018	\$ 30.00
NYSETVOLD ELECTRIC	Electrician Services	\$ 200.77
OFFICE SUPPLIES PLUS*	Office Supplies	\$ 107.72
OTTERTAIL POWER CO.	Electricity	\$ 4,732.95
P.E.R.A. - SDR DIVISION	Payroll Taxes	\$ 4,817.66
RUNGER'S HEATING & AIR COND INC	Repairs, CC Fridge	\$ 419.62
SELECT ACCOUNT	Employee Benefit	\$ 1,305.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$ 75.00
TERRI THORNTON	Travel Reimbursement	\$ 42.80
U.S. POSTAL SERVICE (CMRS-FP)	Postage Refill	\$ 200.00
USABLE LIFE	Employee Benefit	\$ 6.38
VERIZON WIRELESS	City Cell Phones & MiFi	\$ 203.08
VOL. FIREFIGHTER'S BENEFIT ASSN-MN	FD Insurance Dues	\$ 11.00
PAYROLL	Employee Wages	\$ 16,516.23

GENERAL FUND TOTAL \$ 48,208.40

A.F.L.A.C. WEST REGION	Employee Benefit	\$ 151.32
AMERIPRIDE SERVICES, INC.	Supplies	\$ 26.38
ARVIG	Telephone/Internet	\$ 97.47
AUTO VALUE MAHNOMEN	Repair and Maintenance supply	\$ 88.89
BUCKLE'S HARDWARE	Repair and Maintenance supply	\$ 53.40
COMMUNITY CO-OPS-Lake Park	Natural Gas/Fuel	\$ 304.63
EFTPS-ONLINE	Payroll Taxes	\$ 1,594.40
GOPHER STATE ONE-CALL	Locates	\$ 6.75
HAWKINS, INC.	Water Chemical	\$ 1,208.60
HEALTHPARTNERS	Employee Benefit	\$ 349.53
MN DOR - PAYROLL TAX	Payroll Taxes	\$ 285.38
MN DOR - SALES & USE TAX	Sales and Use Taxes	\$ 173.00
NYSETVOLD ELECTRIC	Electrician	\$ 48.00
OTTERTAIL POWER CO.	Electricity	\$ 1,639.44
P.E.R.A. - SDR DIVISION	Payroll Taxes	\$ 998.90
PAYROLL	Employee Wages	\$ 3,249.86
SELECT ACCOUNT	Employee Benefit	\$ 112.50
SWEENEY CONTROLS, INC.	Repairs, Water Treatment Plant	\$ 676.30
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$ 225.00
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$ 300.00
USABLE LIFE	Employee Benefit	\$ 39.04
VERIZON WIRELESS	City Cell Phones	\$ 50.84

WATER FUND TOTAL		\$ 11,679.63
A.F.L.A.C. WEST REGION	Employee Benefit	\$ 151.32
AMERIPRIDE SERVICES, INC.	Supplies	\$ 26.38
ARVIG	Telephone/Internet	\$ 350.83
BUCKLE'S HARDWARE	Repair and Maintenance supply	\$ 59.73
COMMUNITY CO-OPS-Lake Park	Natural Gas/Fuel	\$ 220.70
EFTPS-ONLINE	Payroll Taxes	\$ 331.11
ELECTRIC PUMP	Lift Station Service Call	\$ 497.70
GOPHER STATE ONE-CALL	Locates	\$ 6.75
J & R WASTEWATER SERVICES INC.	Cleaning Sewer Lines	\$ 12,000.00
OTTERTAIL POWER CO.	Electricity	\$ 157.75
P.E.R.A. - SDR DIVISION	Payroll Taxes	\$ 365.44
PAYROLL	Employee Wages	\$ 3,249.86
RMB ENVIRONMENTAL LABS, INC.	Waste Water Testing Fee	\$ 263.00
SELECT ACCOUNT	Employee Benefit	\$ 112.50
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$ 300.00

SEWER FUND TOTAL \$ 18,093.07

MN DOR - SALES & USE TAX	Sales and Use Tax	\$ 1,343.00
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GARBAGE FUND TOTAL \$ 1,343.00

A.F.L.A.C. WEST REGION	Employee Benefit	\$ 28.08
ALCOHOL/GAMBLING ENFORCEMENT	2018 Buyers Cards	\$ 40.00
ARVIG	Telephone, Internet, Cable	\$ 439.14
BANKCARD CENTER	Credit Card Expenses	\$ 79.10
BERGSETH BROS.	Merchandise for Resale	\$ 3,945.04
BEVERAGE WHOLESALERS	Merchandise for Resale	\$ 163.00
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$ 572.00
COMMUNITY CO-OPS-Lake Park	Natural Gas	\$ 57.10
D-S BEVERAGES	Merchandise for Resale	\$ 6,457.25
ECOLAB PEST ELIMINATION DIVISION	Professional Charge, Pest Program	\$ 43.51
EFTPS-ONLINE	Payroll Taxes	\$ 2,097.19
ERIC J. REITAN	Entertainment	\$ 350.00
GARBERG FOODS	Operating Supplies, Resale Food	\$ 567.91
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$ 774.00
HEALTHPARTNERS	Employee Benefit	\$ 1,173.84
HEGGIES PIZZA, LLC	Merchandise for Resale	\$ 921.84
HENRY'S FOODS INC.	Merchandise for Resale	\$ 1,745.26
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$ 777.71
LORI J. SKAURUD	Travel Reimbursement	\$ 42.80
MCKINNON COMPANY, INC.	Merchandise for Resale	\$ 3,236.60
MN DEPT. OF HEALTH	Food Manager Certificate Fee	\$ 35.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$ 300.16
MN DOR - SALES & USE TAX	Sales and Use Taxes	\$ 7,343.00
OTTERTAIL POWER CO.	Electricity	\$ 797.96
P.E.R.A. - SDR DIVISION	Payroll Taxes	\$ 1,371.48
PAYROLL	Employee Wages	\$ 8,250.71
PEPSI-COLA **	Merchandise for Resale	\$ 124.20
PERHAM LINEN	Bar supplies	\$ 79.20
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$ 4,919.25
SELECT ACCOUNT	Employee Benefit	\$ 160.00
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$ 2,047.55
TWIN VALLEY TIMES**	Advertising	\$ 138.00
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$ 200.00
USABLE LIFE	Employee Benefit	\$ 13.76

LIQUOR FUND TOTAL \$ 49,291.64

NEW BUSINESS— Council reviewed two donation requests. ND/JP-m/s/p to approve \$200.00 donation to the Twin Valley Senior Nutrition Program. JP/ML-m/s/p to approve \$100.00 donation to the Norman County Salvation Army. Funds to be drawn from budgeted Miscellaneous Community Program Incentives. Discussion on Tax Abatement for forfeited land sales. Brandon Dahl approached City Clerk inquiring about a possible tax abatement for forfeited parcel 32-8359000, 106 2nd St NW. Upon review of Norman County Tax Records, Dahl has purchased property prior to council meeting. After lengthy discussion, the council agreed it would be in the best interest of the City to waive the Cities portion of delinquent special assessments and re-assess only the current balance of special assessments to parcel 32-8359000.

Council member Pearson introduced the following resolution and moved for its adoption:

RESOLUTION 2017—35

A RESOLUTION TO WRITE OFF THE CITY'S DELINQUENT SPECIAL ASSESSMENTS AND RE-APPLY CURRENT ASSESSMENT BALANCE TO PARCEL 32-8359000 SOLD AS A RESULT OF THE 2017 NORMAN COUNTY FORFEITURE SALE

WHEREAS, parcel 32-8359000, located at 106 Second Street NW, was released to Norman County for sale due to delinquent property taxes, and the property has now been sold and transferred to a new owner.

WHEREAS, this property had assessments due to the City at the time for forfeiture for improvements made to the city watermain and sanitary sewer infrastructure and the City Council of the City of Twin Valley has agreed to write off the delinquent portion of said assessments and re-apply only the current assessment balances due.

THEREFORE, BE IT RESOLVED the City Council of the City of Twin Valley hereby declares that current assessment balances will be re-applied to said parcel listed for the remainder of the original assessment term with applied interest.

Motion seconded by Council Member Dobmeyer and upon a roll call vote the following members voted in favor: Joel Pearson, Mike Lampton, Nate Dobmeyer, and Ben Fall. The following members voted against the same: none. Council member Bolton was absent from vote. Resolution passed with a majority vote.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

Another inquiry was received from a prospective buyer for parcel 32-8678000, 656 Pleasant Ave SE, to waive special assessments. Council agreed to table any further discussion on abating special assessments. In the event forfeited parcels are purchased and inquiries are made, the council will reassess on a case by case basis.

NEW BUSINESS CONT.—ND/ML-m/s/p to approve two building permits as submitted: 1) Ty Nelson to install 1 post frame building 24' x 32' x 10' and a 6' wood fence along property line. 2) Debora Rothschadl to install one pre-built storage shed 12' x 28'. JP/ML-m/s/p to approve using EDA funding to purchase one full page ad in the 2018 Norman County Residents & Visitor Guide Magazine at the cost of \$550.00.

WIMMER APPLICATION—Council presented with rental application from T. Lofgren to be considered when rental becomes available. Background check was run on prospective tenant. Council requested verification from attorney on the City's allowable discretion on the acceptance of rental applications based on prior criminal/civil convictions. No Wimmer Cabin is currently available for rent. Discussion tabled.

FIRE/RESCUE—Gall reported 7 fire calls for October: 2 Lift assists, 1 car fire, 1 furnace fire, 1 kitchen fire, 1 accident call, and 1 false alarm. The rescue squad received 26 calls and was able to respond to 14. ND/ML-m/s/p to approve the election of John Gall as Fire Chief for 2018-2019.

LIQUOR—Distributed October sales report, gross sales \$39,337.72. Skaurud reported ATM Revenue for October was \$282.00. The first rib night sold out right away, will be ordering double the amount for 11/20/17. Dueling Pianos on Halloween was fun, but the attendance was not as expected. Up-coming events: Community Club meeting 11/15, Painting with Jackie on 11/16, Moonshiners Dinner at the CC, -40 Comedy 12/9, WRCC fish house raffle 12/16/17, 12/23 Rick Adams Acoustic music. Planning is underway for opening on Sunday 12/31 for New Year's Eve & Vikings Game.

PUBLIC WORKS— Discussed pump failure at lift station. Has been making repairs to pumps for roughly three years—now with current single-phase power Askelson is unable to get replacement parts. Presented council with two quotes for two new pumps, new control panel and conversion to three-phase. Electric Pump (\$19806.50), Minnesota Pump Works (\$18,810.00). EP is not able to provide parts for 10-12 weeks. MN Pump is only 4-5 weeks. JP/ML-m/s/p to accept quote from Minnesota Pump Works. Discussed funding with possible micro loan or increased utility rates. Clerk/Askelson will consult with Kris @ Ulteig for guidance. Distributed e-mail from Kris

@ Ulteig with information on available MN Rural Water loans should the council wish to proceed with the Water Treatment Plant project. Council agreed to hold off and wait for possible grant funding in 2018. Shock & Awe Grant was received in the amount of \$1,000.00 for the purchase of new Holiday Lights. Seven new LED snow flake decorations have been ordered. Askelson and Schwanke will be attending required training again in March, \$250.00 registration fee will be budgeted for. MB/ND-m/s/p to advertise for snow removal bids for the 2017-2018 winter season.

EDA/PARKS—Fall reported on the EDA/Parks meeting prior to Council. The County EDA had their first meeting a couple weeks back, the second meeting is scheduled for Thursday 11/16 at the Twin Valley Community Center. The Parks/EDA board also addressed assorted issues including placing a no hunting sign at the newly purchased Heiberg land.

POLICE/NUISANCE—Douville reported 79 calls for October. Discussion on enrolling new Pt-Police officer into the Police and Fire PERA. Council agreed, if threshold limits are reached, all future Part-Time police officers are to be added into the Police and Fire PERA plan. Member Pearson introduced the following resolution and moved for its adoption

RESOLUTION 2017—36

A RESOLUTION TO DECLARE THE POSITION OF PART TIME POLICE OFFICER IN THE CITY OF TWIN VALLEY AS ELLIGIBLE FOR COVERAGE UNDER THE POLICE AND FIRE PERA PLAN

WHEREAS, Minnesota Statutes 353.64, Subd. 2, permits the governing body of a governmental subdivision to declare that a position is that of a police officer and that the person who holds said position on a part-time basis is to be covered by the Police and Fire retirement plan if the following employment duties and qualification requirements are met.

1. The position requires a license by the Minnesota peace officer standards and training board and the employee is so licensed;
2. The primary (over 50%) duty of the position is to enforce general criminal laws of the state;
3. The position charges the employee with the prevention and detection of crime;
4. The position gives this employee the full power of arrest, and
5. The position is assigned to a designated police department.

THEREFORE, BE IT RESOLVED that the Twin Valley City Council hereby declares that the position of Part-time Police Officer in the City of Twin Valley satisfies all of the requirements listed above and declares its desire to provide all future employees holding said part-time law enforcement position with coverage under the Police and Fire plan; AND

BE IT FURTHER RESOLVED that this governmental unit will provide a copy of this resolution to PERA each time it provides Police and Fire membership to a person who is hired to said pat-time position and will indicate the name of the employee eligible for such coverage.

Member N. Dobmeyer seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor: Joel Pearson, Michael Bolton, Mike Lampton, Nathan Dobmeyer, and Benjamin Fall and the following voted against the same: None. WHEREUPON said resolution was duly adopted this Monday, November 13, 2017.

RACHEL JOHNSON, CLERK-TREASURER

BENJAMIN FALL, MAYOR

RECREATIONAL VEHICLE PERMITS—Clerk distributed a copy of the current City Ordinance in regards to the use of recreational vehicles on City streets (Chapter 73). 73.08 States: *No person shall operate a motorized golf cart, utility task vehicles, or mini truck on streets, alleys, sidewalks or other public property without obtaining a permit.* Currently the City is without said permits. Clerk Johnson would like to have these ready for the 2018 year to be in compliance with current City ordinance (adopted in 2015). MB/JP-m/s/p to set the permit fee at \$20.00 per calendar year beginning with the 2018 fee schedule. Clerk Johnson will purchase weather proof permit stickers and have applications ready for the beginning on the new year. A notice will be posted in the Twin Valley Times to alert residents.

FINANCE—A budget work session meeting will be held on Monday 12/4/17 @ 6:00 PM in the community center.

WIMMER RENT—Clerk requested a set rate for the 2018 Wimmer rent increase, to give current tenants plenty of notice. MB/JP-m/s/p to increase the rent for the Wimmer Cabins by \$50.00 for a total of \$200.00 per month beginning January 2018. Said change to have a final approval with the 2018 fee schedule.

FYI/OTHER—Council received pamphlet from Bolton & Menk Engineering firm. Council member Dobmeyer addressed recent conversation with Clif from Moore Engineering. Dobmeyer expressed that Moore Engineering is

RICHARDS OIL & PROPANE, INC.	Propane Fill, Rink	\$141.79
SELECT ACCOUNT	Employee Benefit	\$550.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$50.00
TEAM LABORATORY CHEMICAL CORP.	Water Testing	\$72.00
THE SALVATION ARMY - NORMAN COUNTY	Donation	\$100.00
TRI-STATE DIVING	Repairs, Fire Equipment	\$332.30
USABLE LIFE	Employee Benefit	\$6.38
VERIZON WIRELESS	City Cell Phones	\$301.15
	GENERAL FUND TOTAL	\$32,836.38

NORTHVIEW BANK	Bond Principal & Interest	\$14,821.79
	STORM UTILITY FUND TOTAL	\$14,821.79

A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$31.04
ARVIG	Telephone/Internet	\$112.12
BANKCARD CENTER	Miscellaneous CC Expenses	\$26.59
BUCKLE'S HARDWARE	Repair/Maintenance Supplies	\$21.11
COMMUNITY CO-OPS-Lake Park	Natural Gas / Fuel Charges	\$256.01
DAVID DROWN ASSOC., INC.	Professional Fee - Bond	\$100.00
EFTPS-ONLINE	Payroll Taxes	\$884.20
GOPHER STATE ONE-CALL	Locates	\$4.05
HAWKINS, INC.	Water Chemicals	\$429.25
HEALTHPARTNERS	Employee Benefit	\$974.30
INTEGRATED PROCESS SOLUTIONS, INC.	Repairs/Maintenance	\$2,303.37
MN CHILD SUPPORT & COLLECTION	PR Deduction	\$93.90
MN DEPT. OF HEALTH	Water Testing	\$607.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$149.55
MN DOR - SALES & USE TAX	Sales and Use Taxes	\$113.00
NORTHVIEW BANK	Bond Principal & Interest	\$8,037.79
OTTERTAIL POWER CO.	Electricity	\$606.45
PAYROLL	Employee Wages	\$2,251.11
P.E.R.A. - SDR DIVISION	Employee Benefit	\$573.91
SELECT ACCOUNT	Employee Benefit	\$155.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$112.50
USABLE LIFE	Employee Benefit	\$39.04
VERIZON WIRELESS	City Cell Phones	\$101.68
	WATER FUND TOTAL	\$18,134.29

A.F.L.A.C. WEST REGION	Employee Benefit	\$151.32
AMERIPRIDE SERVICES, INC.	Operating Supplies	\$31.04
ARVIG	Telephone/Internet	\$112.12
BANKCARD CENTER	Miscellaneous CC Expenses	\$161.05
BUCKLE'S HARDWARE	Repair/Maintenance Supplies	\$60.54
COMMUNITY CO-OPS-Lake Park	Natural Gas / Fuel Charges	\$131.02
DAVID DROWN ASSOC., INC.	Professional Fee - Bond	\$100.00
EFTPS-ONLINE	Payroll Taxes	\$432.59
GOPHER STATE ONE-CALL	Locates	\$4.05
HEALTHPARTNERS	Employee Benefit	\$624.76
MN CHILD SUPPORT & COLLECTION	PR Deduction	\$93.90
MN DOR - PAYROLL TAX	Payroll Taxes	\$46.88
NORTHVIEW BANK	Bond Principal & Interest	\$35,287.92
OTTERTAIL POWER CO.	Electricity	\$57.07
PAYROLL	Employee Wages	\$2,251.11
P.E.R.A. - SDR DIVISION	Employee Benefit	\$352.95
RMB ENVIRONMENTAL LABS, INC.	Testing Fees	\$152.00
SELECT ACCOUNT	Employee Benefit	\$155.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$37.50
TEAM LABORATORY CHEMICAL CORP.	Pond Chemicals	\$750.00
	SEWER FUND TOTAL	\$40,992.82

FUCHS SANITATION SERVICE, INC.	Contracted Garbage Services	\$10,780.72
MN DOR - SALES & USE TAX	Sales and Use Tax	\$899.00
	GARBAGE FUND TOTAL	\$11,679.72

A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
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ARVIG	Telephone/Internet/Cable	\$221.93
BANKCARD CENTER	Miscellaneous CC Expenses	\$21.26
BERGSETH BROS.	Merchandise for Resale	\$3,134.85
BNG TECHNOLOGIES, LLC	POS Monthly Charge	\$400.00
BREAKTHRU BEVERAGE	Merchandise for Resale	\$431.28
CASH - CITY OF TWIN VALLEY	Starter Cash for Event	\$300.00
CITY OF TWIN VALLEY	W/S/G Billing	\$114.16
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$170.25
COMMUNITY CO-OPS-Lake Park	Natural Gas	\$135.00
D-S BEVERAGES	Merchandise for Resale	\$14,340.40
ECOLAB PEST ELIMINATION DIVISION	Pest Program	\$97.89
EFTPS-ONLINE	Payroll Taxes	\$1,670.68
GARBERG FOODS	Operating Supplies/Merchandise	\$68.65
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$318.00
HEALTHPARTNERS	Employee Benefit	\$2,347.68
HEGGIES PIZZA, LLC	Merchandise for Resale	\$438.20
HENRY'S FOODS INC.	Merchandise for Resale	\$1,725.63
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$937.99
McKINNON COMPANY, INC.	Merchandise for Resale	\$3,391.45
MN DEPT. OF HEALTH	Licensing Fee	\$490.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$248.80
MN DOR - SALES & USE TAX	Sales and Use Tax	\$4,114.00
NANCY CROMPTON, OWNER	Merchandise for Resale	\$1,085.00
NATHAN FULSEBAKKE	Entertainment	\$350.00
OFFICE SUPPLIES PLUS*	Supply	\$65.77
OTTERTAIL POWER CO.	Electricity	\$352.12
PAYROLL	Employee Wages	\$6,251.64
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,041.93
PEPSI-COLA **	Merchandise for Resale	\$131.00
PERHAM LINEN	Operating Supplies	\$78.16
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$1,377.59
RCB COLLECTIONS INC	Professional Fee, Collection Agency	\$25.00
SELECT ACCOUNT	Employee Benefit	\$80.00
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$1,315.81
TEAM LABORATORY CHEMICAL CORP.	Operating Supply	\$36.00
TWEETON REFRIGERATION, INC.	Cooler Repairs	\$635.40
USABLE LIFE	Employee Benefit	\$13.76
	LIQUOR FUND TOTAL	\$47,985.36

NEW BUSINESS—Council presented with 2018 Business Permit Requests. Motion by Bolton, second by Dobbmeyer to approve the following licenses for the 2018 Business year: Community Co-op (Tobacco), Garberg Foods (Tobacco), Valley Alley & Grill (Pool Table and Amusement Machines), Twin Valley Municipal Liquor Store (Tobacco, Amusement Machines, Card Tables, Intoxicating On & Off, 2AM, and Sunday), Greg Parenteau Oof Da Taco Stand (Vendor) and the following Fundraiser and Raffle Permits: Norman County East School District #2215, WWRC, Caring Community Auxiliary, Twin Valley Lions, Wild Rice Peacemakers, St. William Catholic Church, Senior Meal Site, St Vincent de Paul Good Samaritan Food Shelf, Norman County East TRAP Team, Norman County East Dollars for Scholars, Twin Valley Living Center, JO Summer Volleyball, Zion Lutheran Church, and Trinity Lutheran Church.

JP/MB-m/s/p to not waive the Tort Liability for the 2018 LMCIT renewal.

ND/JP-m/s/p to re-assess parcel 32-8651000, sold on forfeiture, for the remainder due for Special Assessment 7107 for 2007 Water Infrastructure improvements in the amount of \$1,310.24. A notice has already been sent and received by the new Owners (David and Phyllis Prestegord).

2018 CITY FEE SCHEDULE – Member Dobbmeyer introduced the following resolution to approve the 2018 City Fee Schedule as presented below:

RESOLUTION 2017—38

A RESOLUTION TO ADOPT THE FOLLOWING LIST OF CITY FEES AND CHARGES FOR THE CITY OF TWIN VALLEY FOR THE 2018 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 2018:

Administration

Bad Check Fee	\$35.00
Assessment Search, Police Report, Ordinance copies, Utility History	\$10.00
Notary (per sheet)	\$1.00
Background Check	\$100.00
Filing Fee (elected official)	\$2.00
Mileage Rate	IRS Mileage Rate
Copies	
8.5x11	\$0.25
Legal 11x14	\$0.25
Poster Size 11x17	\$0.50
Two Sided Sheets	\$0.30
Colored Paper	\$0.30
City Map 8.5x11	\$0.25
Faxes/Emails – send & receive up to 5 sheets	\$2.00
Faxes/Emails – per sheet when more then 5 (not including cover)	\$0.50

Cemetery Plot \$150.00

Recreational Vehicle Permit \$20.00

Nuisance Mowing \$100.00(minimum)

Animal

Pet License (each)	\$10.00
Pet Found without current tag	\$15.00
Impound Fee (per day)	\$25.00
Impound Fee - Repeated Violation (per day)	\$75.00

Business Fees

Intoxicating ON -SALE	\$750.00
Intoxicating OFF -SALE	\$100.00
Wine	\$150.00
3.2% ON-Sale	\$100.00
3.2% OFF-Sale	\$30.00
Sunday Liquor	\$200.00
Special One Day	\$25.00
Consumption Display (set-ups)	\$120.00
Tobacco	\$25.00
Card Table (each – Foosball/Air hockey)	\$5.00
Pool Table (each)	\$20.00
Amusement Machines (each – Jukebox, Touchscreens, Dart etc.)	\$25.00
Fundraiser/Raffle	\$10.00
Peddler (selling items from a mobile stand)	\$25.00

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
Tables (each)	\$10.00
Chairs (each)	\$1.00
Platform Rental (each)	\$15.00
Picnic Tables (each)	\$15.00

Fire and Rescue

2017-2018 Fire Contract (full township)	\$3820.00
Fire Call – 1 st three hours	\$750.00
Fire Call - Additional per hour	\$300.00
Fire Calls less than one (1) Hour (will be reviewed on a case by case basis)	DBT

Vehicle Accident	\$500.00
Foam Per Gallon	\$25.00
2017-2018 Rescue Contract (full township)	\$230.00
Wimmer Rent	
Wimmer Home Rent	\$200.00
Damage Deposit	\$300.00
1 st and Last month's rent (due at signing)	\$300.00
Utility Service Fees –	
New Water Connection	\$900.00
New Sewer Connection	\$725.00
Connect/reconnect/disconnect (seasonal)	\$50.00
Reconnect Delinquent	\$75.00
Water Testing Fee (as required by State of MN)	\$6.36
City Service Fee (snow, mosquito, brush, misc. services)	\$4.00
Residential Storm Fee/Vacancy Rate	\$4.50
Commercial Storm Fee/Vacancy Rate	\$13.50
Late Fee	\$15.00
Meter Base	\$20.00
Meter Replacement	\$170.00
Service Call	\$25.00
Commercial Snow Removal	\$10.00
Lift Station Repairs/Maintenance	\$3.58/per connection
<u>Water and Sewer Rates:</u>	
Residential Water Rates	
Monthly Customer Charge	\$39.50 1600 gallons **
Usage	\$3.00 per 1000 over
Vacancy Rate	\$15.00
Residential Sewer Rates	
Monthly Customer Charge	\$26.50 **
Vacancy Rate	\$10.00
RV Park	Monthly Customer Charge \$45.00
Commercial Water Rates	
Monthly Customer Charge	\$39.50 1600 gallons **
Usage	\$3.00 per 1000 over
Vacancy Rate	\$15.00
Commercial Water Rate #2	\$150.00 50,000 gallons
Usage	\$2.00 and up
Commercial Sewer Rates	
Sewer Connection	\$26.50 each **
Vacancy Rate	\$10.00
Large Sewer (NCE/LMNH)	\$75.00 50,000 gallons
	\$1.00 and up
Planning and Zoning –	
<u>Land Use/Building Permits</u>	
Fences/Decks/Storage Units (non-permanent)	\$10.00
Small Storage Units (secured slab	\$15.00
Additions, Porches, Patios, etc. (attached)	\$20.00
Garages, Structures moved in (not attached)	\$25.00
New Construction—Residential	\$50.00
New Construction—Commercial	\$100.00
Penalty Fee (project stated without council approval)	\$10.00
<u>Zoning Ordinance—Change Requests</u>	\$150.00
Garbage Rates – As set by contracted garbage hauler	

Residential Garbage Rates w/ tax

Single/Senior	\$13.66
Family	\$16.12

Commercial Garbage Rates w/ tax

Garbage admin fee	\$2.00
Comm Grb 1-A	\$15.20
Comm Grb 1-B	\$17.08
Comm Grb 1-C	\$18.97
Comm Grb 3	\$22.35
Comm Grb 4-A	\$31.72
Comm Grb 4-B	\$42.63
Comm Grb 4-C	\$72.41
Comm Grb 5	\$63.31
Comm Grb 6-A	\$77.37
Comm Grb 6-B	\$137.91
Comm Grb 7	\$266.10
Comm Grb 8	\$685.38
Comm Grb CITY	\$14.56

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 2018 Master Fee Schedule, hereto attached, 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

Member Lampton seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor of said resolution: Joel Pearson, Mike Bolton, Mike Lampton, Nathan Dobmeyer, and Benjamin Fall and the following voted against same: none. WHEREUPON said resolution was duly adopted this 11th day of December 2017.

RACHEL JOHNSON, CLERK TREASURER

BENJAMIN FALL, MAYOR

NEW BUSINESS CONT.—MB/ML- m/s/p to approve Twin Valley Times Advertisements for Christmas and New Years @ \$45.00 and all Signatures Ad's for 2018 @ \$175.00. ND/JP-m/s/p to approve advertising with KRJB once during each Titan's Basket Ball Games @ \$242.00. Dobmeyer requested that the ad run be updated.

FIRE/RESCUE—Clerk reported on behalf of Gall 5 Rescue Calls and 0 Fire Calls since November meeting.

PUBLIC WORKS—Presented council with application for Rink Attendant position. Currently rink is without ice due to weather conditions. Council tabled until rink is ready. Askelson will conduct interview and make recommendation at future meeting. Received request from Minnesota Rural Water for a letter of support. MRWA has many programs that are of benefit to the City of Twin Valley. MB/ND-m/s/p to submit a letter of support. Discussed PW Employee Schwanke's request for a City cell phone. In past years Schwanke was offered a phone but had previously declined. The cost of an additional cell would run roughly \$50.00 per month for the plan and \$400.00 for the phone. MB/JP-m/s/p to purchase city cell for Schwanke. Council asked that Clerk and Department heads review and/or create new policy for City Cell phones and present at January Council meeting. Askelson has been looking into purchasing a truck for snow removal. Found a '82 International in North Dakota for \$6,000. Also spoke with a local resident on a '61 Chevy for \$3,000. There was discussion on if either of these trucks would be DOT approved. Council took no action on a purchase and requested Askelson continue looking.

ULTEIG—Kris Carlson attended meeting to discuss upcoming Water Treatment Plant rehab project. Presented council with proposal to enter into a contract with Ulteig to provide the City of Twin Valley with a Preliminary Engineering Report, Study and Final Recommendation at the cost of \$7,500.00. Carlson explained that he would like to begin on the Engineering Report to have a plan ready for the 2018 construction season should a bonding bill pass in the legislature for grant funding. The City of Twin Valley is already on the IUP for 2018 in a fundable range, however no grant dollars are available at this time. Council was in agreement that it was a necessary step forward to begin on an Engineering Plan and Report. Council member Dobmeyer introduced the following

resolution to enter into an agreement with Ulteig Engineering for the purposes of preliminary engineering services for the rehabilitation of the City's Water Treatment Facility.

RESOLUTION 2017—39

A RESOLUTION TO ACCEPT PROPOSAL FROM ULTEIG ENGINEERING TO ENTER INTO AGREEMENT FOR PRELIMINARY ENGINEERING SERVICES IN REGARDS TO PROJECT 17.02032-TWIN VALLEY-WATER TREATMENT PLANT IMPROVEMENTS

WHEREAS, The City of Twin Valley is in need of repairs and upgrades to the Water Treatment Plant and has received a proposal from Ulteig Engineer's to serve as the City's professional engineering representative and give consultation and advice to the city while performing a Preliminary Engineering Report at a cost of \$7,500.00.

THEREFORE, BE IT RESOLVED, the City of Twin Valley does hereby accept the agreement with Ulteig Engineer's to begin the Preliminary Engineering Report Phase of the Water Treatment plant project to include the following services: 1) Consult with the City to determine the City's requirements for the project. 2) Advise the City as to the necessity of the City either providing services and/or obtaining services from others. Act as the City's representative in connection with any such services. 3) Prepare a preliminary engineering study for the Project (the "Report"). The Report shall include: (a) a discussion of the Project related engineering challenges, (b) alternate engineering solutions to those challenges, (c) illustrative schematic layouts and sketches, (d) a preliminary cost estimate for the Project (the "Preliminary Cost Estimate"), and (e) Ulteig's Recommendations.

Member Pearson seconded the foregoing resolution and upon a roll call vote taken thereon the following voted in favor of said resolution: Joel Pearson, Mike Bolton, Mike Lampton, Nathan Dobmeyer, and Benjamin Fall and the following voted against same: none. WHEREUPON said resolution was duly adopted this 11th day of December 2017.

RACHEL JOHNSON, CLERK TREASURER

BENJAMIN FALL, MAYOR

Council briefly discussed pump replacement at the Lift station with Carlson. Carlson agreed that the purchase of new pumps with upgrades to the electric system was a good solution for the time being until the City's Sewer improvement project hits the fundable range.

EDA & PARKS—Mayor Fall reported on the EDA meeting prior to Council Meeting. Members of the EDA had discussed updates on the Twin Valley Promotional Video as well as Signage for Heiberg Park. The EDA also discussed the purchase of a speaker and microphone system to be used for community events. Members of the EDA requested to use EDA funds from the City, as well as donations from other community organizations to purchase this equipment. ND/JP-m/s/p to approve spending up to \$1,750.00 of EDA and Liquor funds to aid in the purchase. The EDA will be gathering quotes on equipment to make a purchase decision.

LIQUOR—Skaurud was unable to attend meeting, clerk presented sales report for November (Gross Sales \$45,361.53) as well as the sales report from the Moonshiners event held at the Community Center (Gross Sales \$908.25). Requested council approval to open the Liquor store on New Year's Eve at 11:00 AM with a tentative closing at 12:30 AM, contingent on steady business, with the option to close early if business is slow. Also requested to open on New Years Day at 12:00 PM closing at 7:00 PM. Council approved the tentative schedule, to be changed or altered at the managers discretion.

Discussed upgrading three televisions at the liquor store, two above the bar and one above the juke box machine. JP/ML-m/s/p to approve spending up to \$1,500.00 on new televisions.

POLICE—Chief Douville reported 69 calls for the month of November. No other business to discuss.

2018 BUDGET & LEVY— Member Mike Bolton introduced the following resolution and moved to adopt the 2018 General Fund Tax Levy, the Long-Term Capital Fund Levy and the 2012A General Obligation Utility Revenue and Refunding Bond (formerly 2003 GO Bond Sewer and Water Projects) Levy:

RESOLUTION 2017—40

RESOLUTION ADOPTING THE 2018 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 2018 FISCAL YEAR

WHEREAS, the Twin Valley City Council had reviewed the current General Fund Budget, held a budget work session and held the Truth in Taxation hearing to hear comments on the needs of the city departments for the 2018 year; and

