

**MONDAY, April 10, 2023 – TWIN VALLEY CITY COUNCIL
REGULAR MONTHLY MEETING
Twin Valley Community Center – 7:00 PM**

MEMBERS: Mark Askelson, Michael Bolton, Tracy Christianson, Mike Lampton **ABSENT:** Paul Bekkerus
OTHERS: Kerry Askelson, Jason Douville, Connie Hamernik, Kendell Harrell, Marit Martell

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly meeting on Monday, April 10, 2023. Mayor Bolton called the meeting to order at 7:00PM.

OATH OF OFFICE—Mayor Bolton swore new Councilmember Christianson with the Oath of Office to start the meeting.

ADDITIONS TO AGENDA—ML/TC-m/s/p to approve the following three additions to the agenda—Land purchase requests, EDA interest rate for revolving loan, and office closure policy.

MONTHLY BUSINESS

Minutes—MA/ML-m/s/p to approve the minutes for March as written.

Disbursements—ML/MA-m/s/p to approve disbursements totaling \$97,688.37 as detailed below.

VENDOR	DESCRIPTION	AMOUNT
A.F.L.A.C. WEST REGION	Employee Benefit	\$130.03
ARAMARK UNIFORM SERVICES	Contracted Services	\$333.49
ARVIG	Telephone/Internet	\$537.70
BANKCARD CENTER	Operating Supplies	\$2,930.80
BUREAU OF CRIM. APPREHENSION	Professional Service	\$780.00
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$375.20
COMMUNITY CO-OPS-Lake Park	Utility	\$2,379.47
EFTPS-ONLINE	Payroll Taxes	\$2,640.32
FURTHER	Employee Benefit	\$768.05
GERRY'S FOODS, INC	Operating Supplies	\$44.15
GRAND FORKS FIRE EQUIPMENT LLC	Operating Supplies	\$529.75
JULIN LAW OFFICE, PLLC	Professional Fee	\$45.00
K & K TOWING	Contracted Services	\$807.50
KRJB FM RADIO	Advertising	\$350.00
MAHNOMEN CO. SHERIFF'S OFFICE	Donation/K9	\$100.00
MARCO TECHNOLOGIES LLC	Contracted Services	\$46.42
MATRIX TRUST COMPANY	Employee Benefit	\$55.00
MN CHILD SUPPORT & COLLECTION	Wages	\$512.78
MN DOR - PAYROLL TAX	Payroll Taxes	\$749.85
MUSCATELL-BURNS AUTOMTV GROUP, INC	Repairs & Maintenance	\$658.71
NORMAN CO. AUDITOR/TREASURER	Taxes	\$1,432.00
OTTERTAIL POWER CO.	Utility	\$3,205.16
PAYROLL	Wages	\$14,167.90
P.E.R.A. - SDR DIVISION	Employee Benefit	\$4,372.89
PREMIUM WATERS	Contracted Services	\$31.75
SANFORD HEALTH PLAN	Employee Benefit	\$2,441.05
TWIN VALLEY HARDWARE	Repairs & Maintenance	\$57.45
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$300.00
USABLE LIFE	Employee Benefit	\$26.84

VERIZON WIRELESS	Telephone/Internet		\$35.01
		General Total	\$40,844.27
A.F.L.A.C. WEST REGION	Employee Benefit		\$100.93
ARAMARK UNIFORM SERVICES	Contracted Services		\$67.69
ARVIG	Telephone/Internet		\$113.26
BANKCARD CENTER	Operating Supplies		\$134.81
COLONIAL LIFE INSURANCE CO.	Employee Benefit		\$3.68
COMMUNITY CO-OPS-Lake Park	Utility		\$529.30
EFTPS-ONLINE	Payroll Taxes		\$971.23
FURTHER	Employee Benefit		\$183.16
HAWKINS, INC.	Chemicals		\$2,168.50
MATRIX TRUST COMPANY	Employee Benefit		\$72.50
MN DOR - PAYROLL TAX	Payroll Taxes		\$306.87
MN DOR - SALES & USE TAX	Sales Tax		\$92.00
MN RURAL WATER ASSN.	Membership Dues		\$445.00
NORMAN CO. AUDITOR/TREASURER	Taxes		\$37.50
OTTERTAIL POWER CO.	Utility		\$1,775.44
PAYROLL	Wages		\$3,055.25
P.E.R.A. - SDR DIVISION	Employee Benefit		\$666.11
SANFORD HEALTH PLAN	Employee Benefit		\$749.87
TWIN VALLEY HARDWARE	Repairs & Maintenance		\$13.30
U.S. POSTAL SERVICE (CMRS-FP)	Postage		\$400.00
USABLE LIFE	Employee Benefit		\$19.54
USABLUBOOK	Repairs & Maintenance		\$107.03
		Water Total	\$12,012.97
A.F.L.A.C. WEST REGION	Employee Benefit		\$100.93
ARAMARK UNIFORM SERVICES	Contracted Services		\$67.69
ARVIG	Telephone/Internet		\$77.36
BANKCARD CENTER	Operating Supplies		\$50.34
COLONIAL LIFE INSURANCE CO.	Employee Benefit		\$3.68
COMMUNITY CO-OPS-Lake Park	Utility		\$273.30
EFTPS-ONLINE	Payroll Taxes		\$971.17
FURTHER	Employee Benefit		\$183.15
MATRIX TRUST COMPANY	Employee Benefit		\$72.50
MN DOR - PAYROLL TAX	Payroll Taxes		\$306.86
MPCA - FISCAL SERVICES	Professional Fee		\$345.00
NORMAN CO. AUDITOR/TREASURER	Taxes		\$37.50
OTTERTAIL POWER CO.	Utility		\$109.33
PAYROLL	Wages		\$3,055.25
P.E.R.A. - SDR DIVISION	Employee Benefit		\$666.10
RMB ENVIRONMENTAL LABS, INC.	Professional Fee		\$158.99
SANFORD HEALTH PLAN	Employee Benefit		\$749.87
TWIN VALLEY HARDWARE	Repairs & Maintenance		\$5.82
U.S. POSTAL SERVICE (CMRS-FP)	Postage		\$200.00
USABLE LIFE	Employee Benefit		\$19.53
		Sewer Total	\$7,454.37
FUCHS SANITATION SERVICE, INC.	Contracted Services		\$5,905.35
MN DOR - SALES & USE TAX	Sales Tax		\$823.00

	Garbage Total	\$6,728.35
ARVIG	Telephone/Internet	\$319.04
BANKCARD CENTER	Operating Supplies	\$127.04
BERGSETH BROS.	Merchandise for Resale	\$1,530.10
BEVERAGE WHOLESALERS	Merchandise for Resale	\$325.25
BNG TECHNOLOGIES, LLC	Contracted Services	\$200.00
COCA-COLA BOTTLING HIGH COUNTRY	Merchandise for Resale	\$677.50
COMMUNITY CO-OPS-Lake Park	Utility	\$447.40
EFTPS-ONLINE	Payroll Taxes	\$1,846.27
FURTHER	Employee Benefit	\$242.75
GERRY'S FOODS, INC	Merchandise for Resale	\$154.54
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$292.00
HEGGIES PIZZA, LLC	Merchandise for Resale	\$323.90
HENRY'S FOODS INC.	Merchandise for Resale	\$2,261.39
JESSICA MEYERS	Operating Supplies	\$10.60
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$2,218.61
McKINNON COMPANY, INC.	Merchandise for Resale	\$2,785.30
MN DOR - PAYROLL TAX	Payroll Taxes	\$313.33
MN DOR - SALES & USE TAX	Sales Tax	\$4,240.00
NORMAN CO. AUDITOR/TREASURER	Taxes	\$279.00
NORMAN CO. EAST SCHOOL-#2215	Donation	\$100.00
OTTERTAIL POWER CO.	Utility	\$1,019.91
OVERLOADED LAUNDRY SERVICE, LLC	Contracted Services	\$143.28
PAYROLL	Wages	\$7,307.25
P.E.R.A. - SDR DIVISION	Employee Benefit	\$961.86
SANFORD HEALTH PLAN	Employee Benefit	\$409.34
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$1,379.59
TWEETON REFRIGERATION, INC.	Repairs & Maintenance	\$622.25
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$107.00
USABLE LIFE	Employee Benefit	\$3.91
	Liquor Total	\$30,648.41
	Disbursement Total	\$97,688.37

2022 FY AUDIT—Marit Martell from Hoffman, Philipp, & Martel attended meeting to distribute the finalized 2022 fiscal year audit for the City of Twin Valley. Martell reported that there were no issues with the audit, the City was given a clean opinion, which is considered an A+ rating. At year end 2022 the city had equity of \$6,280,784, a 3% increase from 2021. Fund balances are healthy and all enterprise funds are taking care of themselves. The only audit finding continues to be Internal Controls, which based on the size of the City and amount of staffing, is unavoidable. Suggested the City keep an eye on the wastewater fund, as with increasing depreciation the fund is leaning towards not being self-sustaining and the City may need to increase rates in the future. Martell mentioned that inventory review at the Liquor store went well, and the sales to cost of good sold ratio continues to be appropriate. MA/ML-m/s/p to accept 2022 FY Audit.

LIQUOR—Harrell reported on liquor store operations. Gross sales for March \$46,665.85, ATM revenue \$486.50. Updates given on previous and upcoming events. Has started first quarter inventory, invited the liquor committee to stop by and review. An employee meeting is scheduled for Sunday to discuss minor issues and get new employees up to speed on operations. Is attending the Henry's pro show in Alexandria on Wednesday 4/12/23. Is looking into making some updates at the facility, to include bar mats, tables and chairs. Will come to the Council

with quotes as available. MA/TC-m/s/p to approve hiring two new bartenders, Chad Lewis and Teena Tillich contingent on clean background checks.

PUBLIC WORKS—Askelson updated Council on current public works activities—noting the storm drains have all opened nicely and the bathroom at the ball park is unfortunately frozen at this time. A portion of the City sewer lines are scheduled for cleaning this year, which will be happening in the coming months. Requested Council permission to spend up to \$1,500.00 on additional water valve maintenance this year, also hoping to incorporate this in his annual maintenance plans. ML/TC-m/s/p to approve.

EDA/PARKS—Mark Askelson updated Council on committee meeting. The committee is looking at applying with Shock and Awe for grant funding for two separate projects—replacing the storage shed at the Community Gardens and starting a fund to make improvements to the Heiberg Park Cliff area to include new trails, fencing, and signage. Mark requested Council approval to request \$1,500.00 for the shed project and up to \$5,000 for the Heiberg project. ML/TC-m/s/p approve applying for both grants on behalf of the City. Discussion in regards to the current EDA revolving grant loan program guidelines. Currently the guidelines state that the EDA will offer loans with a minimum interest rate of 4% or 1% over the prime lending rate. At present time, this interest rate is upwards of 6.5%. The Norman County EDA is currently offering an interest rate of 3% for economic development loans. TC/ML-m/s/p to approve lowering the EDA loan pool interest rate and update the guidelines to reflect 3%, retroactive as of January 1, 2023.

POLICE—Douville did not have an activity report to distribute. Discussed the increasing amount of nuisance inoperable vehicle accumulating in town. Bolton requested the nuisance committee pay extra attention this that matter this year during property reviews.

FIRE/RESCUE—Lampton reported 3 fire and 13 rescue calls. No updates on garage door repairs. Still looking for interested contractors to discuss updating building. Discussed ice/snow build up at rescue building.

FINANCIALS—March financial statement distributed to Council. No questions or concerns addressed.

ORDINANCE—Reviewed proposed ordinance to allow for backyard chickens in Twin Valley. No further public comment has been received. ML/MA-m/s/p to wait to finalize ordinance until the May meeting to give the community ample time to give feedback.

NEW BUSINESS—Council received two requests to purchase city owned land from Greg Crader. One to purchase an empty lot off of Pleasant Ave SE for \$1,800 and one to purchase 160 feet of the old railway bed along Highway 32 for \$2,100. Councilmember Askelson spoke to Crader prior to meeting to discuss land use plans. Crader has plans to develop the land off of Pleasant into housing/garage units, however does not have a specific plan for the railway property. ML/MA-m/s/p to accept proposal to purchase parcel 32-8675001 off of Pleasant Ave SE for \$1,800.00 having City Attorney Julin draft the sale documents, and to decline the other proposal at this time. Councilmember Askelson questioned if the City has an inclement weather office closing policy, to which the City does not. Generally, City offices will only close after the bank and other downtown businesses have closed. Clerk Johnson explained that the decision to close the office made last Wednesday, 4/5, was in an effort to discourage citizens from traveling due to the nature of the roads, adding that both office staff—herself and Peterick—are both able to work remotely if necessary or to use vacation hours if not. MA/ML-m/s/p to approve a 4% increase to the monthly cost for legal services from the Norman County Attorney's Office, increasing payment from \$550 to \$575. MA/ML-m/s/p to approve a building permit for the installation of a chain link garden fence at 410 Herold Court N. MA/TC-m/s/p to approve Mudslingers membership for 2023 for \$50.00 as well as Twin Valley Rider's Club Sponsorship for 2023 for \$100.00, both from the Liquor fund.

FYI/OTHER—Board of Appeals Meeting, Monday, May 1, 2023 6:00PM.

Meeting adjourned at 8:32PM, ML/TC-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK-TREASURER

Signed: _____
MICHAEL BOLTON, MAYOR

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