

**MONDAY, February 10, 2020 – REGULAR MONTHLY MEETING  
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

**MEMBERS:** Ben Fall, Mike Bolton, Mike Lampton, Nate Dobmeyer (Arrived at 7:20) **ABSENT:** Joel Pearson  
**OTHERS:** Kerry Askelson, Jason Douville, Lori Skaurud, Kendell Harrell, Mark Askelson, MariJo Vik, Tracy Christianson, Steven Thompson

**PURSUANT DUE TO CALL** and notice thereof the Twin Valley City Council held its regular monthly meeting on Monday, February 10, 2020. Mayor Fall called the meeting to order at 7:00 PM.

**CITIZENS FORUM**—Tracy Christianson addressed the City Council to request that the Yield signs along Main Ave W and 3<sup>rd</sup> ST SW be updated to stop signs. Expressed concerns for school aged kids’ safety. Council agreed with the suggested change. Due to Main Ave W being considered a County Highway, Clerk Johnson will contact the Norman County Highway Department to make request on behalf of the City Council.

**BUILDING PERMIT**—Council reviewed permit request from Steven Thompson for the addition of a 30x32x12 commercial building to be placed on a commercial lot at 400 1<sup>st</sup> St SW. MB/ML-m/s/p to approve.

**ADDITIONS TO AGENDA**—ML/MB-m/s/p to approve the addition of a request from KRJB for advertising to the agenda.

**MONTHLY BUSINESS**

Minutes—MB/ML-m/s/p to approve the minutes for 01/13/2020 and 01/21/2020 as presented.

Disbursements—ML/MB-m/s/p to approve claims for 01/14/2020 – 01/31/2020 for \$179,083.93 and 02/01/2020 – 02/10/2020 for \$18,111.42 as well as payroll periods 12/29/2019 – 01/11/2020 for \$9,699.89 and 01/12/2020 – 01/25/202 for \$10,918.52 for a disbursement total of \$217,813.76.

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$130.03
AMERIPRIDE SERVICES, INC.	Operating Supply	\$257.46
ARVIG	Telephone/Internet	\$574.78
BANKCARD CENTER	Operating Supply	\$16.02
BOUND TREE MEDICAL LLC	Operating Supply	\$53.54
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$303.48
DEANNE PETERICK	Reimbursement	\$40.00
EFTPS-ONLINE	Payroll Taxes	\$5,135.78
FURTHER	Employee Benefit	\$600.86
GERRY’S FOODS, INC	Operating Supply	\$110.94
JOHN DEERE FINANCIAL	Repairs & Maintenance	\$167.40
JULIN LAW OFFICE, PLLC	Attorney Fee	\$52.50
KRJB FM RADIO	Advertising	\$220.00
LEAGUE OF MINNESOTA CITIES	Subscription/Dues	\$360.00
MARCO TECHNOLOGIES LLC	Contracted Service	\$40.61
MEDICA	Employee Benefit	\$2,718.01
MICHAEL BOLTON, OWNER	Repairs & Maintenance	\$50.00
MJM NYSETVOLD INC.	Repairs & Maintenance	\$104.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$596.05
NORMAN CO. SHERIFF’S OFFICE	Contracted Service	\$3,566.00
NORMAN COUNTY ATTORNEY’S OFFICE	Professional Fee	\$1,100.00

OFFICE SUPPLIES PLUS*	Office Supplies	\$156.12
OTTERTAIL POWER CO.	Electricity	\$3,980.78
PAYROLL	Employee Wages	\$9,857.47
P.E.R.A. - SDR DIVISION	Employee Benefit	\$3,444.90
PLANX	Capital Outlay	\$3,149.01
PRODUCTIVITY PLUS ACCOUNT	Repairs & Maintenance	\$83.89
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$55.00
TITAN MACHINERY, INC	Capital Outlay	\$12,900.00
UNITED VALLEY BANK	Professional Fee	\$20.00
USABLE LIFE	Employee Benefit	\$21.45
VERIZON WIRELESS	Telephone/Internet	\$35.01
WEBBER FAMILY MOTORS & QUICKLANE	Repairs & Maintenance	\$372.39
	<b>GENERAL FUND TOTAL</b>	<b>\$50,273.48</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$100.93
AMERIPRIDE SERVICES, INC.	Operating Supply	\$82.54
ARVIG	Telephone/Internet	\$112.32
AUTO VALUE MAHNOMEN	Repairs & Maintenance	\$64.75
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$5.52
EFTPS-ONLINE	Payroll Taxes	\$773.85
FURTHER	Employee Benefit	\$158.43
GOPHER STATE ONE-CALL	Contracted Service	\$25.00
HAWKINS, INC.	Professional Fee	\$1,221.90
KHC CONSTRUCTION, INC.	Contracted Service	\$105,157.51
MEDICA	Employee Benefit	\$1,019.21
MN DOR - PAYROLL TAX	Payroll Taxes	\$123.20
OTTERTAIL POWER CO.	Electricity	\$2,127.24
PAYROLL	Employee Wages	\$2,348.27
P.E.R.A. - SDR DIVISION	Employee Benefit	\$566.28
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$72.50
TITAN MACHINERY, INC	Capital Outlay	\$1,500.00
ULTEIG ENGINEERS, INC.	Contracted Service	\$5,329.80
USABLE LIFE	Employee Benefit	\$13.62
	<b>WATER FUND TOTAL</b>	<b>\$120,802.87</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$100.93
AMERIPRIDE SERVICES, INC.	Operating Supply	\$82.54
ARVIG	Telephone/Internet	\$112.33
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$5.52
EFTPS-ONLINE	Payroll Taxes	\$773.86
FURTHER	Employee Benefit	\$158.43
GOPHER STATE ONE-CALL	Contracted Service	\$25.00
MEDICA	Employee Benefit	\$1,019.21
MN DOR - PAYROLL TAX	Payroll Taxes	\$123.21
OTTERTAIL POWER CO.	Electricity	\$129.08
PAYROLL	Employee Wages	\$2,348.27
P.E.R.A. - SDR DIVISION	Employee Benefit	\$566.29
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$72.50
TITAN MACHINERY, INC	Capital Outlay	\$1,500.00
USABLE LIFE	Employee Benefit	\$13.60

	<b>SEWER FUND TOTAL</b>	<b>\$7,030.77</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
ALCOHOL/GAMBLING ENFORCEMENT	Professional Fee	\$750.00
ARVIG	Telephone/Internet	\$438.25
BANKCARD CENTER	Operating Supply	\$124.58
BENJAMIN W. FALL	Reimbursement	\$279.37
BERGSETH BROS.	Merchandise for Resale	\$3,032.50
BNG TECHNOLOGIES, LLC	Contracted Service	\$200.00
BREAKTHRU BEVERAGE	Merchandise for Resale	\$708.69
CASH - CITY OF TWIN VALLEY	Starter Cash	\$1,000.00
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$307.00
D-S BEVERAGES	Merchandise for Resale	\$6,562.84
EFTPS-ONLINE	Payroll Taxes	\$1,669.91
ELECTRO WATCHMAN, INC.	Contracted Service	\$159.99
FURTHER	Employee Benefit	\$110.00
GERRY'S FOODS, INC	Operating Supply	\$87.25
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$296.50
HEGGIES PIZZA, LLC	Merchandise for Resale	\$534.75
HENRY'S FOODS INC.	Merchandise for Resale	\$1,326.16
JERRY JACOBSON	Entertainment	\$300.00
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$545.43
McKINNON COMPANY, INC.	Merchandise for Resale	\$1,603.89
MEDICA	Employee Benefit	\$1,472.95
MN DOR - PAYROLL TAX	Payroll Taxes	\$239.89
OTTERTAIL POWER CO.	Electricity	\$1,007.74
PAYROLL	Employee Wages	\$6,064.40
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,263.05
PEPSI-COLA **	Merchandise for Resale	\$176.90
PERHAM LINEN	Operating Supply	\$123.25
PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$4,258.68
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$1,052.44
TWEETON REFRIGERATION, INC.	Repairs & Maintenance	\$3,760.06
USABLE LIFE	Employee Benefit	\$13.91
WINE MERCHANTS	Merchandise for Resale	\$208.18
	<b>LIQUOR FUND TOTAL</b>	<b>\$39,706.64</b>
	<b>Disbursement Total</b>	<b>\$217,813.76</b>

**FIRE/RESCUE**— Chief Lampton reported 1 Fire call and 6 Rescue calls for January. Presented Council with P.E.R.A Volunteer Firefighter Plan Financial Statement for the year end 12/31/2019. Currently there is a net increase in funding of \$37,730.73 and no contribution is required from the City. Previous Fire Chief John Gall presented his official resignation to Lampton prior to meeting, MB/ML-m/s/p to accept resignation and thank Gall for his years of service as both a fire fighter and fire chief. The fire department will be presenting Gall with a plaque of appreciation at a later date. Lampton requested Council approval to enter into a Memorandum of Understanding between the City of Halstad and other Norman County Fire Departments for the purpose of applying for a grant to assist in the acquisition of P25 compliant communications equipment. By agreeing to said memorandum, the City is accepting responsibility to contribute to the total 5% cost match, in equal amounts to other departments. ML/MB-m/s/p to approve and enter into agreement.

**POLICE**— Douville did not supply council with an activity report for the police department for January. Estimated between 70-80 calls were answered. Will bring a double report to the March meeting. Requested council approval to spend \$1,117.52 to have a new firewall installed for the Police Department computers by Morris Electronics. Douville explained that the current fire wall is from 2013 and is in need of an upgrade. Also explained to Council that Morris Electronics is one of few companies who have the security clearance to access any computer with BCA access. ML/MB-m/s/p to approve.

**LIQUOR**—Skaurud reported gross sales for January of \$42,093.93 with and ATM revenue of \$280.50. Updated Council on past and upcoming events. Many different events were held during SnoMo Days (February 1-8) such as an indoor fishing derby, trivia night, human bonspiel, and meat raffle. In mid-January liquor store custodian Soyring resigned from her position, Skaurud requested Council approval the hire of Becky Hanson as the new Liquor Custodian, contingent on background check. MB/ML-m/s/p to approve.

**PUBLIC WORKS**—Presented Council with Pay request #5 from KHC in relation to the rehab of the water treatment plant. Total amount of \$35,106.59 approved, MB/ML-m/s/p. Askelson reported that work has begun at the WTP and the system is currently on bypass as KHC and subcontractors perform work. Council also approved change request #2 for the additional cost of \$3,356.20 to paint the interior of the existing concrete detention tank that was not already included in the project. Askelson consulted with Kris Carlson from Ulteig Engineering prior to meeting and was informed that these extra funds should have a greater portion covered by the 5% contingency funding already in the initial plans.

**FINANCIALS**—Council e-mailed January Financials prior to meeting (Schedule 1 and Interim Financial Statement through 01/31/2020). No concerns addressed. Council also received Audit Engagement letters from City Auditor, Hoffman, Philipp, & Knutson, PLLC. Auditor has already been to the City office to collect all clerk’s documents.

**NEW BUSINESS**—ND/ML-m/s/p to approve a donation of \$150.00 to Zion Lutheran Church, Twin Valley, to assist with the REACH Back Pack Program which is working to provide food for local children in need. Council requested these funds come from the Liquor Store account.

MB/ML-m/s/p to approve donating \$100.00 worth of Booster Bucks to the 2020 Norman County East High School After Prom.

MB/ND-m/s/p to approve advertising with KRJB on one station for the high school sports tournaments for a cost of \$340.00.

ND/ML-m/s/p to approve clerks request to attend 2020 MCOFA Conference in St. Cloud March 16-19.

**EDA/PARKS**—Fall reported that a meeting is scheduled at City Hall on Wednesday 2/12/2020 at 1PM to meet with the engineers to begin their involvement in the Splash Park project. Also requested Council Approval for the appointment of Tracy Christianson to the vacant seat on the EDA/Parks Committees. ND/ML-m/s/p to approve.

**FYI/OTHER**—Press release from Otter Tail Power Company distributed to Council. OTP is in the process of upgrading all company-owned street and area light fixtures in the community to LED technologies. Council reviewed map from the Census Bureau for the legal boundary of Twin Valley and agreed no changes were needed.

Meeting adjourned at 7:39PM, ND/ML-m/s/p.

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

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

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