

**MONDAY, June 12, 2023 – TWIN VALLEY CITY COUNCIL
REGULAR MONTHLY MEETING
Twin Valley Community Center – 7:00 PM**

MEMBERS: Mark Askelson, Paul Bekkerus, Michael Bolton, Tracy Christianson, Mike Lampton

OTHERS: Kerry Askelson, Jason Douville, Prestin Douville, Mark Seeger, Kris Carlson, Connie Hamernik, Mark Altenburg, Sarah Berquam, Darell Skoy, Patrick Richardson.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly meeting on Monday, June 12, 2023. Mayor Bolton called the meeting to order at 7:00PM.

CITIZENS FORUM—Mark Seeger addressed Council to inquire about paving in Herold Court. The City is currently working towards an infrastructure project that will include sewer lines through Herold Court. It is the intention of the City to move forward with a paving project once this infrastructure has been replaced. There will be future meetings and hearings for this project as it approaches.

MONTHLY BUSINESS

Minutes—PB/ML-m/s/p to approve the May minutes as written.

Disbursements—ML/MA-m/s/p to approve disbursements totaling \$142,062.29 as detailed below.

VENDOR	DESCRIPTION	AMOUNT
2ND TO NONE SEPTIC SOLUTIONS, LLC	Contracted Service	\$756.99
A.F.L.A.C. WEST REGION	Employee Benefit	\$130.03
ADA BUILDING CENTER, INC.	Repairs & Maintenance	\$53.98
ANDERS VALLEY PUBLISHING, LLC	Publishing	\$1,797.76
ARAMARK UNIFORM SERVICES	Contracted Service	\$266.42
ARVIG	Telephone/Internet	\$565.25
BANKCARD CENTER	Operating Supplies	\$929.60
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$172.88
COMMUNITY CO-OPS-Lake Park	Utility	\$1,947.29
ECOLAB PEST ELIMINATION DIVISION	Contracted Service	\$125.00
EFTPS-ONLINE	Payroll Taxes	\$3,053.40
FURTHER	Employee Benefit	\$267.00
GERRY'S FOODS, INC	Operating Supplies	\$80.02
JOHN DEERE FINANCIAL	Repairs & Maintenance	\$339.76
JULIN LAW OFFICE, PLLC	Professional Fee	\$336.40
KRJB FM RADIO	Advertising	\$589.00
MARCO TECHNOLOGIES LLC	Contracted Service	\$75.76
MATRIX TRUST COMPANY	Employee Benefit	\$55.00
MN ASSOC. OF SMALL CITIES (MAOSC)	Membership Dues	\$442.65
MN CHILD SUPPORT & COLLECTION	Wages	\$470.04
MN DOR - PAYROLL TAX	Payroll Taxes	\$655.76
MOONSHINERS SNOWMOBILE CLUB, INC	DNR Grant	\$1,562.90
MUSCATELL-BURNS AUTOMTV GROUP, INC	Repairs & Maintenance	\$798.95
NORMAN CO. AUDITOR/TREASURER	Assessor Fee	\$4,550.00
NORMAN COUNTY ATTORNEY'S OFFICE	Professional Fee	\$575.00
OFFICE SUPPLIES PLUS*	Operating Supplies	\$262.84
OTTERTAIL POWER CO.	Utility	\$2,294.67
PAYROLL	Wages	\$16,373.12
P.E.R.A. - SDR DIVISION	Employee Benefit	\$4,583.05
PREMIUM WATERS	Contracted Service	\$37.51
RACHEL JOHNSON	Reimbursement	\$135.90
SANFORD HEALTH PLAN	Employee Benefit	\$2,409.76

TEAM LABORATORY CHEMICAL, LLC	Repairs & Maintenance	\$315.00
TWIN VALLEY HARDWARE	Repairs & Maintenance	\$76.19
TWIN VALLEY LIONS CLUB	Operating Supplies	\$86.00
USABLE LIFE	Employee Benefit	\$26.84
VERIZON WIRELESS	Telephone/Internet	\$317.57
	GENERAL TOTAL	\$47,515.29
NORTHVIEW BANK	Bond Interest	\$483.00
	2013 BOND TOTAL	\$483.00
A.F.L.A.C. WEST REGION	Employee Benefit	\$100.93
ANDERS VALLEY PUBLISHING, LLC	Publishing	\$1,085.89
ARAMARK UNIFORM SERVICES	Contracted Service	\$66.74
ARVIG	Telephone/Internet	\$116.76
BANKCARD CENTER	Operating Supplies	\$854.83
COMMUNITY CO-OPS-Lake Park	Utility	\$352.15
EFTPS-ONLINE	Payroll Taxes	\$916.43
FURTHER	Employee Benefit	\$76.50
GERRY'S FOODS, INC	Operating Supplies	\$17.29
GIS WORKSHOP, LLC	Contracted Service	\$784.00
HAWKINS, INC.	Professional Fee	\$824.55
MATRIX TRUST COMPANY	Employee Benefit	\$72.50
MN DOR - PAYROLL TAX	Payroll Taxes	\$153.66
MN DOR - SALES & USE TAX	Sales Tax	\$82.00
OTTERTAIL POWER CO.	Utility	\$1,252.42
PAYROLL	Wages	\$3,059.45
P.E.R.A. - SDR DIVISION	Employee Benefit	\$637.92
SANFORD HEALTH PLAN	Employee Benefit	\$609.07
TEAM LABORATORY CHEMICAL, LLC	Operating Supplies	\$89.00
TWIN VALLEY HARDWARE	Repairs & Maintenance	\$20.80
USABLE LIFE	Employee Benefit	\$19.54
VERIZON WIRELESS	Telephone/Internet	\$65.64
	WATER TOTAL	\$11,258.07
A.F.L.A.C. WEST REGION	Employee Benefit	\$100.93
ANDERS VALLEY PUBLISHING, LLC	Publishing	\$100.00
ARAMARK UNIFORM SERVICES	Contracted Service	\$66.73
ARVIG	Telephone/Internet	\$80.84
COMMUNITY CO-OPS-Lake Park	Utility	\$28.90
EFTPS-ONLINE	Payroll Taxes	\$916.46
FURTHER	Employee Benefit	\$76.50
MATRIX TRUST COMPANY	Employee Benefit	\$72.50
MN DOR - PAYROLL TAX	Payroll Taxes	\$153.63
OTTERTAIL POWER CO.	Utility	\$113.95
PAYROLL	Wages	\$3,059.45
P.E.R.A. - SDR DIVISION	Employee Benefit	\$637.91
RMB ENVIRONMENTAL LABS, INC.	Professional Fee	\$156.82
SANFORD HEALTH PLAN	Employee Benefit	\$609.06
TEAM LABORATORY CHEMICAL, LLC	Repairs & Maintenance	\$889.00
TWIN VALLEY HARDWARE	Repairs & Maintenance	\$20.80
USABLE LIFE	Employee Benefit	\$19.53
VERIZON WIRELESS	Telephone/Internet	\$65.64
	SEWER TOTAL	\$7,168.65
COMMUNITY CO-OPS-Lake Park	Utility	\$113.75
FUCHS SANITATION SERVICE, INC.	Contracted Service	\$5,981.36
MN DOR - SALES & USE TAX	Sales Tax	\$789.00

NORMAN CO. AUDITOR/TREASURER	Professional Fee		\$987.00
		GARBAGE TOTAL	\$7,871.11
ANDERS VALLEY PUBLISHING, LLC	Advertising		\$35.00
ARVIG	Telephone/Internet		\$324.31
BANKCARD CENTER	Operating Supplies		\$386.89
BERGSETH BROS.	Merchandise for Resale		\$6,052.28
BNG TECHNOLOGIES, LLC	Contracted Service		\$200.00
BREAKTHRU BEVERAGE	Merchandise for Resale		\$2,502.33
COCA-COLA BOTTLING HIGH COUNTRY	Merchandise for Resale		\$777.00
COMMUNITY CO-OPS-Lake Park	Utility		\$142.77
D-S BEVERAGES	Merchandise for Resale		\$11,741.60
ECOLAB PEST ELIMINATION DIVISION	Contracted Service		\$138.67
EFTPS-ONLINE	Payroll Taxes		\$1,790.94
ELI S. BENTLEY	Entertainment		\$250.00
GERRY'S FOODS, INC	Operating Supplies		\$608.32
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale		\$337.50
HEGGIES PIZZA, LLC	Merchandise for Resale		\$1,036.60
HENRY'S FOODS INC.	Merchandise for Resale		\$6,303.64
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale		\$10,931.95
McKINNON COMPANY, INC.	Merchandise for Resale		\$3,464.44
MN DOR - PAYROLL TAX	Payroll Taxes		\$260.42
MN DOR - SALES & USE TAX	Sales Tax		\$4,651.00
OTTERTAIL POWER CO.	Utility		\$876.95
OVERLOADED LAUNDRY SERVICE, LLC	Contracted Service		\$214.92
PAYROLL	Wages		\$7,011.15
P.E.R.A. - SDR DIVISION	Employee Benefit		\$847.29
REUBEN MASTIN	Reprint - Wages		\$78.50
SANFORD HEALTH PLAN	Employee Benefit		\$409.33
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale		\$3,298.62
TV BOOSTER CLUB	Donation		\$500.00
TWEETON REFRIGERATION, INC.	Repairs & Maintenance		\$287.33
TWIN VALLEY GARDEN CLUB	Donation		\$300.00
TWIN VALLEY HARDWARE	Repairs & Maintenance		\$13.49
USABLE LIFE	Employee Benefit		\$3.91
WILD RICE PEACEMAKERS	Donation		\$100.00
		LIQUOR TOTAL	\$65,877.15
ADA BUILDING CENTER, INC.	Garden Shed		\$1,228.00
BANKCARD CENTER	Garden Fence		\$332.81
MARK C. POLLOCK	Garden Shed		\$250.00
TAMMY CARLSRUD	Operating Supplies		\$32.33
		SHIP GARDENS TOTAL	\$1,843.14
TWIN VALLEY HARDWARE	Repairs & Maintenance		\$45.88
		MEMORIAL GARDENS TOTAL	\$45.88
		DISBURSEMENT TOTAL	\$142,062.29

NUISANCE PROPERTIES—Mark Altenburg addressed council in regards to notice of ordinance violation he received for the property 305 Pleasant Ave SW that his wife is the record owner of. Expressed opinion that the City was not following City Ordinance 92.23 in regards to abatement of nuisances. An attempt to clarify that the City had not yet begun any formal abatement process and the letter he received was a simple request for voluntary compliance was made by Clerk Johnson and Chief Douville. Many different allegations were expressed by Altenburg. Property has been on nuisance listing since a complaint was received in late 2020 and continues to have an array of alleged violations. Altenburg addressed a citation which was issued by the police department in a previous year and was ultimately dismissed from the Norman County court system. Altenburg requested that a

member of the City come to his residence and give him a list of exactly what items are considered a nuisance to health and safety.

Darrell Skoy requested a list of the exact items needed to be removed to alleviate the alleged nuisance at his property. Many items have already been taken care of since the original date of letter. Members of the Council expressed appreciation of his cleanup efforts and City staff would let him know if anything else remained that was of concern.

Patrick Richardson requested clarification on letter received in regards to an unlicensed vehicle. He is working on making repairs to another vehicle and will have this taken care of as soon as he is able. Council agreed to address again after September 1st if Richardson needed additional time.

WASTEWATER IMPROVEMENT PROJECT UPDATE—City Engineer Kris Carlson from Ulteig updated Council on the funding status for the proposed WW Improvement Project. Distributed to Council a letter of conditions and proposed funding from USDA Rural Development. The following funding option is offered—USDA RD Loan: \$2,108,000, USDA RD Grant: \$944,000, Applicant contribution: \$205,000 to cover the total projected cost of \$3,257,000. Loan funds will have a 40-year term at 2.25% interest, resulting in an annual repayment of \$80,484. It was noted that project cost has been decreased since original proposal. Based off of 477 EDU (Equivalent dwelling unit) for the City, the estimated affordability rate per unit will need to be \$40.39 per month to sustain the project. City will need to obtain interim funding for the project as well, Carlson believes MN Rural Water Association has a program that will be suitable, will work on this application as it is needed. Carlson requested Council authorization to move forward with the project. MA/PB-m/s/p to approve. Next steps will be designing and putting project up for bid. Carlson hopes to begin repairs to the main waste water line to the lagoons by fall.

LIQUOR—Harrell updated council on previous and upcoming events at the Liquor Store. With the new THC laws in the state of Minnesota, Harrell requested Council approval to sell low dose THC/cannabinoid beverages in off-sale. Beverages are already available for purchase on sale with a limit of two per person. MA/TC-m/s/p (Bekkerus opposing) to allow the sale of these products off sale, with a limit of one pre packaged unit per customer. Discussed having optional literature for these products available for potential customers. Fryer is currently out of commission due to the failure of the internal self-contained fire extinguisher unit. Harrell has a replacement unit ordered, will only need to pay maintenance fee to have this installed. Still looking into options for purchasing new tables and stools for the establishment. Requested permission to purchase a warming station to re-thermalize food which would increase the food options the liquor store is able to provide. MA/ML-m/s/p to approve purchase of Countertop food warmer from HATCO. Bartender Jess Meyers has resigned from her position. Harrell requested Council permission to re-hire Toni Nysetvold as replacement. MA/TC-m/s/p to approve as part-time bartender. Harrell also requested permission to advertise for an assistant manager, has not had any luck with recruiting internally. PB/TC-m/s/p to post and publish advertisement for Assistant Manager position.

PUBLIC WORKS—The City's current utility billing program has been sold; Deputy Clerk Peterick requested the Council set up a special meeting to discuss options moving forward. Council agreed on Monday 6/26/23 at 6:00PM to review options. Douville also requested that the Council begin nuisance abatement proceedings as necessary at this meeting. Askelson reported that both campgrounds have been full recently and weekends for the remainder of the summer are also booked at Heiberg. The splash park is now open. Mosquito spraying has begun for the summer as well.

EDA/PARKS—Councilmember Askelson updated Council on EDA/Park Meeting. Looking into having a kiosk created for Heiberg Park to hold a map of the area, the camping deposit box, as well as potential flyers. Kerry Askelson will work with public works crews to create station. Still looking into options for the new sign at Heiberg Park, will bring quotes for a wooden 3D raised letter sign to a future council meeting.

POLICE—Douville reported 57 calls for May. Due to an injury, he is currently working only light-duty for a period of up to 4 weeks. Will be reviewing properties on the nuisance list presented to Council in the coming weeks for

improvements. The abatement process on properties showing no improvement, or having made contact with City staff, will begin after this review. Temporary Full-Time Police Officer Bentley has resigned. Douville has posted the position. Requested Council approval to offer a tuition reimbursement, or student loan payment program to potential candidates up to \$2,400 per year or \$200 per month. MA/ML-m/s/p to approve making this offer contingent on a one-year contract. Douville will work with Clerk Johnson to implement and create policy documents. Discussion regarding the update to Minnesota State Law to allow for the use of recreational marijuana. Douville will be creating a no use policy for employees of the police department. Clerk Johnson will also look into options for policies regarding this for the remainder of City Staff.

FIRE/RESCUE—Lampton reported 4 fire and 8 rescue calls since the May meeting. Requested council approval to hire Anthony Heryla as a volunteer firefighter, background check has already been completed. MA/PB-m/s/p to approve. Department received a donation of \$2,948 from Gary Cares as a result of the yearly one-fund drive. Councilmember Christianson moved to accept donation and express appreciation to Gary Cares for the generosity, seconded by Councilmember Lampton the following resolution was adopted.

RESOLUTION 2023—14

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 2023 One Fund Drive; and

WHEREAS, the following donations per department are:

\$ 1,702.00	Twin Valley Rescue Squad
\$ 1,246.00	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 \$2,948.00 are accepted and acknowledged with gratitude and the donations will be placed into the designated funds.

WHEREUPON said resolution was duly adopted this 12th day of June, 2023.

Ayes—Mark Askelson, Paul Bekkerus, Michael Bolton, Tracy Christianson, Mike Lampton.

Nays—none.

RACHEL JOHNSON, CLERK-TREASURER

MICHAEL BOLTON, MAYOR

Lampton is still in search of contractors interested in updating fire hall building.

FINANCIALS—Council given May financial statements and general fund budget update. City is currently waiting on the first half of property taxes payment from the County. Questions in regards to inventory reports from the liquor store were brought up and will be addressed with Harrell for future meetings.

NEW BUSINESS—A completed liquor license application packet was received from LeAnn Moen for The Grove Kitchen, Coffee, & Bake Shop, LLC. A complete background check has been completed. Once a copy of the Liquor Liability Insurance Certificate is received application is eligible for an intoxicating on-sale liquor license at the premise 101 1st St NW, Twin Valley. TC/ML-m/s/p to approve license.

A bill to establish Juneteenth as a state-recognized holiday has been passed and signed by the Governor of Minnesota. As a result, no public business can be conducted on June 19th in observance of the holiday. Councilmember Askelson motioned to update the current personnel policy to make this change, seconded by Councilmember Lampton the following Resolution was passed.

RESOLUTION 2023—15

BE IT RESOLVED by the Twin Valley City Council that the Twin Valley Personnel policy section 16.1—Holiday Schedule, shall be updated to reflect the additional holiday of Juneteenth.

WHEREUPON said resolution was duly adopted this 12th day of June, 2023.

Ayes—Mark Askelson, Paul Bekkerus, Michael Bolton, Tracy Christianson, Mike Lampton. Nays—none.

RACHEL JOHNSON, CLERK-TREASURER

MICHAEL BOLTON, MAYOR

BUILDING PERMITS—Council discussed allowing storage containers to be permanently set on residential properties, ultimately deciding storage containers are not appropriate in residential lots. PB/TC-m/s/p to approve the following building permit requests 204 2nd St SW to install 6’ tall wooden fencing, 206 1st St SW to extend current 6’ tall wooden fencing by 30’ and 206 3rd St NE to install chain link fencing as well as two decks (20’ x 10’ and 10’ x 10’).

FYI/OTHER—Received the 2022 Population and Household Estimates for Twin Valley from the Minnesota State Demographer; April 1, 202 population estimate is 727, household estimate is 328. The League of Minnesota Cities Board of Directors approved a preliminary maximum dues increase of 4.5 percent for the fiscal year 2023-2024.

Meeting adjourned, 9:20PM. ML/PB-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK-TREASURER

Signed: _____
MICHAEL BOLTON, MAYOR

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**MONDAY, June 26, 2023 – TWIN VALLEY CITY COUNCIL
SPECIAL MEETING
Twin Valley Community Center – 6:00 PM**

MEMBERS: Mark Askelson, Paul Bekkerus, Tracy Christianson, Mike Lampton **ABSENT:** Michael Bolton
OTHERS: Connie Hamernik, Deanne Peterick.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held a special meeting on Monday, June 26, 2023. Vice Mayor Lampton called the meeting to order at 6:00PM.

UTILITY BILLING—The current city utility billing program, UBMAX, was recently sold and will no longer be a billing option for the City in the coming months. Deputy Clerk Peterick has been researching options for the city for the past couple months and brought forward two options for the utility billing program to the Council for review—Gworks and Muni-Link. Reviewed both programs available options and costs. Gworks being the company that purchased UBMax will waive implementation fees with a yearly maintenance fee of \$2,924. Muni-Link will have an \$11,500 implementation fee with a yearly maintenance fee of \$5,950. Both programs will be an improvement from UBMax with online customer portals for payment and easier access for City employees as well. Discussed concerns with Gworks being a new company making a brand-new billing program with not much information available on the functionality or full options at this time. Peterick expressed her concern over the cost of Muni-Link, however, believes with the available program options it would be the best move for the City going forward, especially with the ability to have a GIS integrated system. Discussed how the increased costs could affect utility billing customers in the City. Askelson calculated the cost at an estimated \$12.00 per year per utility customer with the upgrade. PB/TC-m/s/p to transition to Muni-Link for utility billing software for the City of Twin Valley.

ALL SCHOOL REUNION—Tracy Christianson requested Council permission to place banners along the City street lighting poles on Highway 32. Banners will be purchased from Minnesota Sisters in Ulen and paid for by the All-School Reunion Committee, and possibly interested businesses. MA/PB-m/s/p to approve.

HEIBERG PARK SIGN—Mark Askelson received final quote on a 4 x 8 double sided cedar sign for the park and campground from Cedar Sense of out Waubun for a total of \$3,727.20. The design has already been completed by Graphic Designer and previous Twin Valley Resident, Drew Bentley. PB/TC-m/s/p to approve payment of \$500.00 to Bentley Designs for the image. TC/MA-m/s/p to approve purchase from Cedar Sense for the sign itself.

Meeting adjourned, 6:52 PM, PB/MA-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK-TREASURER

Signed: _____
MIKE LAMPTON, VICE-MAYOR

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