

**MONDAY, March 9, 2020 – REGULAR MONTHLY MEETING  
TWIN VALLEY COMMUNITY CENTER – 7:00 PM**

**MEMBERS:** Ben Fall, Joel Pearson, Mike Lampton, Nate Dobmeyer      **ABSENT:** Mike Bolton  
**OTHERS:** Kerry Askelson, Jason Douville, Lori Skaurud, Kendell Harrell, Mark Askelson, MariJo Vik, Paul Bekkerus.

**PURSUANT DUE TO CALL** and notice thereof the Twin Valley City Council held its regular monthly meeting on Monday, March 9, 2020. Mayor Fall called the meeting to order at 7:00 PM.

**CITIZENS FORUM**—Paul Bekkerus asked that attention be paid to the Skating Rink for next year. Expressed concerns over uneven ground on the NE corner of the rink. Askelson expressed he is aware of issue, is waiting for a final decision on moving the rink to Herold Court near the planned lot for the Splash Park. Bekekru also asked if the Council has made any changes to the City snow removal policy in regards to emergency routes. Council has not addressed this yet at this time; however, it is still on the docket for a future meeting to review.

**MONTHLY BUSINESS**

Minutes—ND/ML-m/s/p to approve minutes from 02/10/2020 regular meeting as written.

Disbursements—JP/ND-m/s/p to approve claims from 02/11/2020-02/29/2020 for \$149,590.20 and 03/01/2020-03/09/2020 \$44,804.27 and payroll for 01/26/2020-02/08/2020 for \$10,469.60 and 02/09/2020-02/22/2020 for \$11,383.89 for a disbursement total of \$216,247.96.

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$130.03
ADA BUILDING CENTER, INC.	Repair & Maintenance Supply	\$146.16
AMERIPRIDE SERVICES, INC.	Operating Supply	\$258.28
ARVIG	Telephone & Internet	\$574.96
BANKCARD CENTER	Operating Supply	\$1,702.91
BUCKLE'S HARDWARE	Repair & Maintenance Supply	\$490.15
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$202.32
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel charges	\$3,939.17
DUSTIN S. CROMPTON	Contracted Service	\$1,035.00
EFTPS-ONLINE	Payroll Taxes	\$2,499.28
FRANCOTYP-POSTALIA, INC.	Professional Fee	\$444.00
FURTHER	Employee Benefit	\$600.86
GERRY'S FOODS, INC	Operating Supply	\$11.65
J. P. COOKE COMPANY	Operating Supply	\$61.50
JEFFREY AHRENS	Training & Registration	\$500.00
JOHN DEERE FINANCIAL	Repair & Maintenance Supply	\$294.36
JOHN GALL	Operating Supply	\$32.00
KRJB FM RADIO	Advertising/Publishing	\$340.00
LEAGUE OF MINNESOTA CITIES	Training & Registration	\$20.00
LEAGUE OF MN CITIES INS TRUST	Insurance	\$33,675.66
MARCO TECHNOLOGIES LLC	Contracted Service	\$55.00
MED COMPASS	Contracted Service	\$1,520.00
MEDICA	Employee Benefit	\$2,718.01
MN DOR - PAYROLL TAX	Payroll Taxes	\$548.30
MN STATE COMM & TECH COLLEGE	Training & Registration	\$285.00
MOONSHINERS SNOWMOBILE CLUB, INC	DNR Trails Grant	\$7,868.40
NORMAN COUNTY ATTORNEY'S OFFICE	Professional Fee	\$550.00

OFFICE SUPPLIES PLUS*	Operating Supply	\$10.59
OTTERTAIL POWER CO.	Electricity	\$4,272.89
PAYROLL	Employee Wages	\$11,717.87
P.E.R.A. - SDR DIVISION	Employee Benefit	\$3,369.09
POMP'S TIRE SERVICE INC.	Repair & Maintenance Supply	\$584.00
ROBERT O. UMPHREY	Contracted Service	\$787.12
RUNGER'S HEATING & AIR COND INC	Contracted Service	\$453.93
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$55.00
TWIN VALLEY TIMES	Advertising/Publishing	\$478.09
USABLE LIFE	Employee Benefit	\$21.45
VERIZON WIRELESS	Telephone & Internet	\$294.95

**GENERAL FUND TOTAL \$82,547.98**

A.F.L.A.C. WEST REGION	Employee Benefit	\$100.93
AMERIPRIDE SERVICES, INC.	Operating Supply	\$83.60
ARVIG	Telephone & Internet	\$112.32
BANKCARD CENTER	Operating Supply	\$16.02
BUCKLE'S HARDWARE	Repair & Maintenance Supply	\$82.47
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$3.68
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel charges	\$705.41
EFTPS-ONLINE	Payroll Taxes	\$660.97
FURTHER	Employee Benefit	\$158.43
GERRY'S FOODS, INC	Operating Supply	\$13.29
HAWKINS, INC.	Professional Fee	\$1,785.60
KHC CONSTRUCTION, INC.	Contracted Service	\$35,106.59
LEAGUE OF MINNESOTA CITIES	Training & Registration	\$10.00
LEAGUE OF MN CITIES INS TRUST	Insurance	\$5,674.89
MEDICA	Employee Benefit	\$1,019.21
MN DEPT. OF HEALTH	Professional Fee	\$928.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$99.90
MN DOR - SALES & USE TAX	Sales Tax	\$183.00
NORMAN CO. RECORDER	Professional Fee	\$46.00
OTTERTAIL POWER CO.	Electricity	\$1,539.48
PAYROLL	Employee Wages	\$2,188.41
P.E.R.A. - SDR DIVISION	Employee Benefit	\$506.92
SOFTLINE DATA, INC.	Contracted Service	\$175.00
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$72.50
ULTEIG ENGINEERS, INC.	Contracted Service	\$5,213.50
USABLE LIFE	Employee Benefit	\$13.62
VERIZON WIRELESS	Telephone & Internet	\$115.81

**WATER FUND TOTAL \$56,615.55**

A.F.L.A.C. WEST REGION	Employee Benefit	\$100.93
AMERIPRIDE SERVICES, INC.	Operating Supply	\$83.60
ARVIG	Telephone & Internet	\$112.31
BUCKLE'S HARDWARE	Repair & Maintenance Supply	\$82.47
COLONIAL LIFE INSURANCE CO.	Employee Benefit	\$3.68
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel charges	\$422.91
EFTPS-ONLINE	Payroll Taxes	\$660.96
FURTHER	Employee Benefit	\$158.43

LEAGUE OF MINNESOTA CITIES	Training & Registration	\$10.00
LEAGUE OF MN CITIES INS TRUST	Insurance	\$5,045.38
MEDICA	Employee Benefit	\$1,019.21
MN DOR - PAYROLL TAX	Payroll Taxes	\$99.90
MPCA - FISCAL SERVICES	Professional Fee	\$345.00
OTTERTAIL POWER CO.	Electricity	\$107.58
PAYROLL	Employee Wages	\$2,188.41
P.E.R.A. - SDR DIVISION	Employee Benefit	\$506.87
TD AMERITRADE TRUST COMPANY	Employee Benefit	\$72.50
USABLE LIFE	Employee Benefit	\$13.60
VERIZON WIRELESS	Telephone & Internet	\$115.81
	<b>SEWER FUND TOTAL</b>	<b>\$11,149.55</b>
FUCHS SANITATION SERVICE, INC.		\$15,896.79
MN DOR - SALES & USE TAX		\$826.00
MN DOR - SALES & USE TAX	Sales Tax	\$619.00
NORMAN CO. AUDITOR/TREASURER		\$126.00
	<b>GARBAGE FUND TOTAL</b>	<b>\$17,467.79</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$28.08
ARVIG	Telephone & Internet	\$342.97
BANKCARD CENTER	Operating Supply	\$190.07
BERGSETH BROS.	Merchandise for Resale	\$1,927.80
BEVERAGE WHOLESALERS	Merchandise for Resale	\$260.90
BNG TECHNOLOGIES, LLC	Contracted Service	\$200.00
BREAKTHRU BEVERAGE	Merchandise for Resale	\$944.75
BUCKLE'S HARDWARE	Repair & Maintenance Supply	\$16.58
COCA-COLA BOTTLING HIGH COUNTRY**	Merchandise for Resale	\$314.50
COMMUNITY CO-OPS-Lake Park	Natural Gas & Fuel charges	\$433.76
D-S BEVERAGES	Merchandise for Resale	\$4,859.30
ECOLAB PEST ELIMINATION DIVISION	Contracted Service	\$55.31
EFTPS-ONLINE	Payroll Taxes	\$1,418.00
FURTHER	Employee Benefit	\$110.00
GERRY'S FOODS, INC	Operating Supply	\$342.51
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$363.00
HEGGIES PIZZA, LLC	Merchandise for Resale	\$137.10
HENRY'S FOODS INC.	Merchandise for Resale	\$1,920.29
ILLINOIS CASUALTY COMPANY	Insurance	\$4,499.00
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$364.52
LEAGUE OF MN CITIES INS TRUST	Insurance	\$5,392.07
McKINNON COMPANY, INC.	Merchandise for Resale	\$3,204.66
MEDICA	Employee Benefit	\$1,472.95
MN DOR - PAYROLL TAX	Payroll Taxes	\$188.99
MN DOR - SALES & USE TAX	Sales Tax	\$7,761.00
MN LICENSED BEVERAGE ASSN.	Membership Dues	\$360.00
OFFICE SUPPLIES PLUS*	Operating Supply	\$12.81
OTTERTAIL POWER CO.	Electricity	\$1,033.05
PAYROLL	Employee Wages	\$5,758.80
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,065.80
PERHAM LINEN	Operating Supply	\$85.74

PHILLIPS WINE & SPIRITS	Merchandise for Resale	\$1,823.61
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$1,315.26
TV BOOSTER CLUB	Donation	\$100.00
USABLE LIFE	Employee Benefit	\$13.91
ZION LUTHERAN CHURCH	Donation	\$150.00
	<b>LIQUOR FUND TOTAL</b>	<b>\$48,467.09</b>
	<b>Disbursement Total</b>	<b>\$216,247.96</b>

**MAYOR**—Fall requested clerk send thank you notice to Dennis Bueng for allowing the Community Club/City to use Bueng Hill for the recent sledding derby. It was well attended and much appreciated.

**FIRE/RESCUE**— Chief Lampton reported 1 fire call and 4 rescue calls. Requested approval to purchase a new laptop computer for the fire department. JP/ND-m/s/p to approve spending up to \$600.00. Brief discussion on replacing fiberglass hydrant poles and flags for multiple fire hydrants around down. Askelson will purchase and replace as necessary.

**POLICE**— Douville reported 70 calls for January and 57 calls for February. Discussed upcoming all city clean up day, Douville plans to review properties for any nuisance issues prior to clean up day to give residents ample time to dispose of any items of concern. Part time police officer Volker is being trained in defense tactics for the department to train others as necessary. ML/JP-m/s/p to approve spending \$500.00 in training costs, Tri County Community Corrections will be sharing training costs with the City for Volker.

**LIQUOR**—Skaurud reported gross sales for January of \$40,319.34 with and ATM revenue of \$267.00. Updated Council on past and upcoming events. Recent Day Drinking party had mediocre attendance likely due to unseasonably warm weather. Trivia night had 11 teams, an increase from usual. New event, hotdish cookoff was well attended with 8 entries. Upcoming events to include St Patty's Day Party with live music, Painting with Jackie, and Trivia. Skaurud is working on putting numbers together to update the Liquor Store signage, will bring this to a future meeting. Also informed council she has purchased a new vacuum for the liquor store for less than \$200 and it is working great.

**PUBLIC WORKS**—Presented Council with Pay request #6 from KHC in relation to the rehab of the water treatment plant. Total amount of \$42,200.74 approved, ND/ML-m/s/p. Updated council on the progress at the water treatment plant. The building has been gutted and is being sand blasted and will be ready for paint in roughly two weeks. Askelson estimated that plant will be put back together towards the end of May.

Discussed a water complaint that stemmed from a resident on Eidem Ave. Askelson was over to check on issues and did flush the hydrant in the area as a temporary fix. Will return in the spring to check for any possible repairs that can be made to improve water quality.

Lampton questioned if any water pressure complaints had been received at City Hall as he periodically experienced low water pressure. His comment was the first that the Clerk and Askelson had received.

Clerk questioned in Council was still interested in pursuing a solar power field behind the old City Shop. Council expressed they would like to move forward; Clerk will bring funding options to a future meeting.

**EDA/PARKS**— Fall updated Council on EDA/Parks meeting prior to Council. Fall and Askelson met previously with Ulteig Engineer's Alex Ranz and Kris Carlson to seek assistance with the Splash Park project. Fall requested Clerk Johnson look into USDA Rural Business Development grants for the EDA committee that might be relevant for their long-term goals. EDA will also be looking at updating their 5 years plan in the upcoming months. Brief discussion on updates planned for Heiberg park for summer 2020, including the possibility of adding additional camping areas and property clean up along the adjacent property line.

**FINANCIALS**—Council e-mailed February Financials prior to meeting (Schedule 1 and Interim Financial Statement through 02/29/2020). No concerns addressed.

**OLD BUSINESS**—Clerk Johnson updated Council on citizen request to change yield signage to stop signage at the intersection of 3<sup>rd</sup> street and Main Ave W. Johnson contact the Norman County Highway Department and signage should be updated/replaced with no issues.

**NEW BUSINESS**—ND/ML-m/s/p to approve issuing a permit to hold raffles/fundraisers to the Twin Valley Rider’s Club for the 2020 calendar year.

Prior to meeting Clerk was approached by Arvig Communications about the possibly of putting in a ground antenna station at the property owned by Arvig along 4<sup>th</sup> St and Highway 31 (Fossum road). Clerk asked for Council opinions should Arvig request to proceed. Dobmeyer vocalized concern for the neighboring homes, that residents of town may not want to have an antenna station in their back yards. Douville questioned what other adverse effects may come from such a station (i.e. possible health concerns from transmission waves). Due to the nature of the antennas being generally commercial Council questioned if a Variance/Conditional Use Permit would be necessary. Discussion tabled until a request is made.

JP/ML-m/s/p to approve sending Askelson and Johnson to LMC Loss Control meeting in Fergus Falls on 03/26/2020.

**FYI/OTHER**—Council notified that Clean Up Day will be held on April 23, 2020. Board of Appeal and Equalization Meeting is scheduled for May 4, 202 @ 6:00PM.

Meeting adjourned at 7:45PM, ND/JP-m/s/p.

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

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

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**TUESDAY, March 17, 2020 – EMERGENCY SPECIAL MEETING  
TWIN VALLEY COMMUNITY CENTER – 8:00 AM**

**MEMBERS:** Ben Fall, Joel Pearson, Mike Bolton, Mike Lampton, Nate Dobmeyer  
**OTHERS:** Kerry Askelson, Jason Douville, Lori Skaurud, Deanne Peterick, Mark Askelson.

**PURSUANT DUE TO CALL** an emergency special meeting of the City Council of the City of Twin Valley, Norman County, Minnesota, was duly held at the City Hall on March 17, 2020, at 8:00 A.M., for the purpose, in part, of response to the COVID-19 pandemic and authorizing a State of Emergency for the City of Twin Valley, Norman County, Minnesota. Mayor Fall called the meeting to order at 8:00 AM.

**RESOLUTION 2020—04  
RESOLUTION DECLARING A LOCAL STATE OF EMERGENCY FOR THE  
CITY OF TWIN VALLEY, MN**

Member **Benjamin Fall** introduced the following resolution and moved its adoption:

**WHEREAS** the COVID-19 pandemic event will impact the population of the City of Twin Valley, due to the disruption of services to include the closure of schools, daycares and other services that will negatively impact day to day life; and

**WHEREAS** the COVID-19 pandemic event will cause a significant amount of disruption to public services due to the closure of schools, daycares and other services; and

**WHEREAS** the City of Twin Valley, through its Mayor, Benjamin Fall hereby requests the City Council declare the City of Twin Valley in a STATE OF EMERGENCY for the purpose of the COVID-19 pandemic and its response; and

**WHEREAS** Minnesota State Statute 12.29 (subd.1) indicates that the Mayor of the municipality may declare a local emergency, which may not be continued for a period in excess of three days except by or with the consent of the governing body of the political subdivision; and

**WHEREAS** the City of Twin Valley and its governing body, the Twin Valley City Council met in emergency session, where a formal resolution was brought before the governing body for consent and approval.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Twin Valley hereby declares the City of Twin Valley in a LOCAL STATE OF EMERGENCY for conditions resulting from the COVID-19 pandemic event, effective this 17<sup>th</sup> day of March, 2020.

The motion for the adoption of the foregoing resolution was duly seconded by member **Michael Bolton** and, after a full discussion thereof and upon a roll call vote being taken thereon, the following voted in favor thereof: Pearson, Bolton, Lampton, Dobmeyer, Fall. The following voted against: None

Whereupon the resolution was declared duly passed and adopted on this 17th day of March, 2020.

\_\_\_\_\_  
RACHEL JOHNSON, CLERK-TREASURER

\_\_\_\_\_  
BENJAMIN FALL, MAYOR

Council discussed options for keeping employees safe from any possible transmission of the COVID-19 virus and decided until further notice City Hall and the Community Center will be closed to the public. Staff will remain available by phone and payments will be accepted through the drop box. If needed special appointments can be made to enter City Hall to work with staff at staff's discretion.

As directed by Governor Walz, the liquor store will be closing On Sale as of 5:00PM on 03/07/2020 at least until 03/27/2020. Off Sale will remain open with normal business hours at this time. Will be blocking off the bar/bathroom areas from the public. Discussion on the Part-time bar help. Mayor Fall suggested they may be able to apply for unemployment due to the loss of wages during this time period.

Public works will continue business as usual, avoiding entering homes unless absolutely necessary and taking the proper precautions to avoid picking up any viruses such as asking homeowners and residents about any exposure or symptoms.

The Twin Valley Police Department will continue to patrol as usual, increasing hours if it becomes necessary. Fire and Rescue members are being advised to wear the proper Personal Protective Equipment at every call, i.e. gloves, masks and eye protection.

Council is encouraging all citizens to practice social distancing, refraining from large group gatherings and maintaining proper distance during any and all necessary transactions.

Meeting adjourned at 8:25AM, JP/ND-m/s/p.

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

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

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