

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

**MEMBERS:** Mark Askelson, Paul Bekkerus, Michael Bolton, Mike Lampton (via phone)

**OTHERS:** Harold Allrich, Tracy Christianson, Connie Hamernik                      Deanne Peterick

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

**Interview process**—Each candidate was asked a series of questions regarding why they would be the best fit for the vacant Council position. After which the candidates willingly stepped out of the meeting while the Council deliberated about the best decision for the City.

Councilmember Lampton voiced his preference for Allrich as an asset to the City based on his experience working for the City. Had concerns over Christianson being too involved in the community and becoming overwhelmed with added responsibilities.

Councilmember Askelson voiced in favor of Christianson due to the amount of votes she received in the previous election, also feeling that she would have a more progressive outlook on city issues which he feels is beneficial. Councilmember Bekkerus agrees that both candidates would be ok but would prefer Allrich due to experience and voiced concerns about Christianson being too involved.

Mayor Bolton agreed that both candidates are qualified. Understanding that Allrich comes with a lot of experience with the public works, but also expressing that Christianson comes with new fresh ideas and is already currently well involved in the community.

Bolton asked the Council to come to a consensus and work towards being on the same page for the good of the City. The following votes were cast—Askelson for Christianson, Bolton for Christianson, Bekkerus for Allrich, Lampton for Allrich.

Brief discussion on how the city is to handle a tie, wondering specifically about special elections and/or the powers as mayor to break a tie. Concerns were expressed over the possibility of legal action being taken against the City. Bekkerus voiced he did not want to see a special election and would consider changing his vote should this become a necessity. Without specific information at hand, it was motioned to table the decision until the next regular meeting, to be held on Monday 3/13/23. PB/MA-m/s/p.

**SIGNATORY POWERS**—Councilmember Bekkerus motioned to introduce the following resolution to update the Council Signatory Powers to include Mark Askelson as an emergency signatory and move Mike Lampton into the Vice Mayor position. Seconded by Councilmember Askelson, the following resolution was adopted.

**RESOLUTION 2023—11**

**A RESOLUTION TO AMEND THE 2023 ORGANIZATION RESOLUTION 2023-04 TO UPDATE THE CITY OF TWIN VALLEY OFFICIAL SIGNATORY POWERS**

**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 the signatures for the Mayor (Michael Bolton), Vice Mayor (Mike Lampton), and City Clerk-Treasurer (Rachel Johnson) will be original signatures on all issued payments, checks issued for investments; and

**WHEREAS**, the signatures of the authorized 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**, 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 Mark Askelson and Utility Clerk Deanne Peterick as an Emergency Signatory Officials.

**BE IT RESOLVED**, that the afore mentioned individuals are given the full authority to sign on behalf of the Twin Valley City Council. Passed by the City Council of Twin Valley, Minnesota this 6th day of March, 2023.  
 Ayes—Mark Askelson, Paul Bekkerus, Michael Bolton, Mike Lampton. Nays—none.

\_\_\_\_\_  
 DEANNE PETERICK, DEPUTY CLERK

\_\_\_\_\_  
 MICHAEL BOLTON, MAYOR

ML/MA-m/s/p to adjourn, 6:39PM.

Attest: \_\_\_\_\_  
 DEANNE PETERICK, DEPUTY CLERK

Signed: \_\_\_\_\_  
 MICHAEL BOLTON, MAYOR

\* \* \* \* \*

**MONDAY, March 13, 2023 – TWIN VALLEY CITY COUNCIL  
 REGULAR MONTHLY MEETING  
 Twin Valley Community Center – 7:00 PM**

**MEMBERS:** Mark Askelson, Paul Bekkerus, Michael Bolton, Mike Lampton

**OTHERS:** Kerry Askelson, Jason Douville, Connie Hamernik, Tracy Christianson, Harold Allrich, Greg Crader

**PURSUANT DUE TO CALL** and notice thereof the Twin Valley City Council held its regular monthly meeting on Monday, March 13, 2023. Mayor Bolton called the meeting to order at 7:00PM.

**ADDITIONS TO AGENDA—MA/PB-m/s/p** to approve the addition of a donation request from the NCE Spanish Club to the agenda.

**MONTHLY BUSINESS**

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

Disbursements—ML/MA-m/s/p to approve Disbursements totaling \$150,978.36 detailed below.

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$130.03
ANDERS VALLEY PUBLISHING, LLC	Publishing	\$258.00
ARAMARK UNIFORM SERVICES	Contracted Services	\$276.55
ARVIG	Telephone/Internet	\$517.47
AUTO VALUE MAHNOMEN	Repairs & Maintenance	\$23.28
BANKCARD CENTER	Operating Supplies	\$555.35
BOUND TREE MEDICAL LLC	Operating Supplies	\$76.30
CNH INDUSTRIAL ACCOUNTS	Repairs & Maintenance	\$43.84
COMMUNITY CO-OPS-Lake Park	Utility	\$2,782.07
EFTPS-ONLINE	Payroll Taxes	\$2,745.94
FURTHER	Employee Benefit	\$768.05
K & K TOWING	Contracted Services	\$475.00
LEAGUE OF MN CITIES INS TRUST	W/C Insurance	\$20,285.34
MARCO TECHNOLOGIES LLC	Contracted Services	\$84.57
MARIBEL ROSALES	Reimbursement	\$47.22
MATRIX TRUST COMPANY	Employee Benefit	\$55.00
MN CHILD SUPPORT & COLLECTION	Wages	\$512.78

MN DOR - PAYROLL TAX	Payroll Taxes	\$644.25
MN STATE FIRE DEPT. ASSN (MSFDA)	Membership Dues	\$175.00
MOONSHINERS SNOWMOBILE CLUB, INC	DNR Grant	\$7,814.55
OFFICE SUPPLIES PLUS*	Operating Supplies	\$217.49
OTTERTAIL POWER CO.	Utility	\$3,269.78
PAYROLL	Wages	\$15,201.29
P.E.R.A. - SDR DIVISION	Employee Benefit	\$4,830.87
PREMIUM WATERS	Contracted Services	\$19.75
SANFORD HEALTH PLAN	Employee Benefit	\$2,441.05
TWIN VALLEY HARDWARE	Repairs & Maintenance	\$69.89
USABLE LIFE	Employee Benefit	\$26.84
VERIZON WIRELESS	Telephone/Internet	\$176.37
	<b>GENERAL TOTAL</b>	<b>\$64,523.92</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$100.93
ARAMARK UNIFORM SERVICES	Contracted Services	\$81.85
ARVIG	Telephone/Internet	\$113.50
BANKCARD CENTER	Operating Supplies	\$184.86
COMMUNITY CO-OPS-Lake Park	Utility	\$475.60
EFTPS-ONLINE	Payroll Taxes	\$965.82
FURTHER	Employee Benefit	\$183.16
LEAGUE OF MN CITIES INS TRUST	W/C Insurance	\$3,010.60
MATRIX TRUST COMPANY	Employee Benefit	\$72.50
MN DEPT. OF HEALTH	Professional Fees	\$3,713.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$164.33
MN DOR - SALES & USE TAX	Sales Tax	\$90.00
OTTERTAIL POWER CO.	Utility	\$1,612.70
PAYROLL	Wages	\$3,198.13
P.E.R.A. - SDR DIVISION	Employee Benefit	\$665.43
SANFORD HEALTH PLAN	Employee Benefit	\$749.87
TWIN VALLEY HARDWARE	Repairs & Maintenance	\$1.99
USABLE LIFE	Employee Benefit	\$19.54
USABLUBOOK	Repairs & Maintenance	\$246.08
VERIZON WIRELESS	Telephone/Internet	\$32.84
	<b>WATER TOTAL</b>	<b>\$15,682.73</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$100.93
ARAMARK UNIFORM SERVICES	Contracted Services	\$81.85
ARVIG	Telephone/Internet	\$77.60
COMMUNITY CO-OPS-Lake Park	Utility	\$279.15
EFTPS-ONLINE	Payroll Taxes	\$965.76
FURTHER	Employee Benefit	\$183.15
LEAGUE OF MN CITIES INS TRUST	W/C Insurance	\$3,014.61
MATRIX TRUST COMPANY	Employee Benefit	\$72.50
MN DOR - PAYROLL TAX	Payroll Taxes	\$164.31
OTTERTAIL POWER CO.	Utility	\$120.14
PAYROLL	wages	\$3,198.13
P.E.R.A. - SDR DIVISION	Employee Benefit	\$665.38
SANFORD HEALTH PLAN	Employee Benefit	\$749.87
TWIN VALLEY HARDWARE	Repairs & Maintenance	\$1.99
USABLE LIFE	Employee Benefit	\$19.53
VERIZON WIRELESS	Telephone/Internet	\$32.84

FUCHS SANITATION SERVICE, INC.	Contracted Services	<b>SEWER TOTAL</b>	<b>\$9,727.74</b>
MN DOR - SALES & USE TAX	Sales Tax		\$5,882.05
NORMAN CO. AUDITOR/TREASURER	Professional Fees		\$750.00
		<b>GARBAGE TOTAL</b>	<b>\$6,932.05</b>
ARVIG	Telephone/Internet		\$315.69
BERGSETH BROS.	Merchandise for Resale		\$2,123.85
BEVERAGE WHOLESALERS	Merchandise for Resale		\$474.00
BREAKTHRU BEVERAGE	Merchandise for Resale		\$1,633.04
COCA-COLA BOTTLING HIGH COUNTRY	Merchandise for Resale		\$252.50
COMMUNITY CO-OPS-Lake Park	Utility		\$490.77
D-S BEVERAGES	Merchandise for Resale		\$6,052.94
ECOLAB PEST ELIMINATION DIVISION	Contracted Services		\$75.44
EFTPS-ONLINE	Payroll Taxes		\$2,015.17
FURTHER	Employee Benefit		\$242.75
GERRY'S FOODS, INC	Operating Supplies		\$46.95
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale		\$302.00
HEGGIES PIZZA, LLC	Merchandise for Resale		\$222.75
HENRY'S FOODS INC.	Merchandise for Resale		\$4,391.21
ILLINOIS CASUALTY COMPANY	Liability Insurance		\$4,664.00
JOHNSON BROS. LQ-ST.PAUL	Employee Benefit		\$5,105.20
LEAGUE OF MN CITIES INS TRUST	W/C Insurance		\$3,747.45
McKINNON COMPANY, INC.	Merchandise for Resale		\$1,685.00
MN DOR - PAYROLL TAX	Payroll Taxes		\$282.18
MN DOR - SALES & USE TAX	Sales Tax		\$4,378.00
MN LICENSED BEVERAGE ASSN.	Membership Dues		\$360.00
NORMAN CO. EAST SCHOOL-#2215	Donation		\$85.00
OFFICE SUPPLIES PLUS*	Operating Supplies		\$123.29
OTTERTAIL POWER CO.	Utility		\$932.18
OVERLOADED LAUNDRY SERVICE, LLC	Contracted Services		\$143.28
PAYROLL	wages		\$8,167.79
P.E.R.A. - SDR DIVISION	Employee Benefit		\$1,117.92
PEPSI-COLA **	Merchandise for Resale		\$223.90
SANFORD HEALTH PLAN	Employee Benefit		(\$337.93)
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale		\$3,024.81
TV BOOSTER CLUB	Donation		\$100.00
TWEETON REFRIGERATION, INC.	Repairs & Maintenance		\$1,663.82
TWIN VALLEY HARDWARE	Repairs & Maintenance		\$25.58
USABLE LIFE	Employee Benefit		(\$18.61)
		<b>LIQUOR TOTAL</b>	<b>\$54,111.92</b>
		<b>DISBURSEMENT TOTAL</b>	<b>\$150,978.36</b>

**COUNCIL VACANCY**—Council was given Chapter 6, Page 8 of the Minnesota Cities Handbook for Minnesota Cities Elected Officials and Council Structure and Role which makes reference to Minnesota State Statute 412.02, subd. 2a. which states—"*Except as otherwise provided in subdivision 2b, a vacancy in an office shall be filled by council appointment until an election is held as provided in this subdivision. In case of a tie vote in the council, the mayor shall make the appointment.*" With this information at hand, Mayor Bolton asked if any members of the Council wished to change their stance on the appointment, to which no members did. Bolton thanked both candidates for their interest in filling the vacancy and moved to appoint Tracy Christianson to fill the vacant seat for a two-year term—until the next local election is scheduled. Harold Allrich interrupted the meeting to

distribute to each member of the council a copy of the aforementioned State Statute, as well as to voice his opinion that the Mayor is not a voting member of the City Council and his intentions to challenge this decision. It was noted that the City of Twin Valley is a Statutory City with a five-person Council, of which all members, including the mayor, have a vote. Due to the contention thus created, Bolton welcomed Christianson to sit in the Council seat and observe, with intention to officially swear her into the position at the next meeting.

**COMMITTEE APPOINTMENTS**—Council discussed making updates to the current committee schedule, to remove Ben Fall from his prior appointments. Mayor Bolton provided council with the following appointment selections—

MAYOR	MICHAEL BOLTON
VICE MAYOR	MIKE LAMPTON
AIRPORT AUTHORITY	TRACY CHRISTIANSON
BUDGET	MICHAEL BOLTON/ MIKE LAMPTON
BUILDING COMMITTEE	TRACY CHRISTIANSON, PAUL BEKKERUS
EDA/PARKS - COUNCIL	MARK ASKELSON, TRACY CHRISTIANSON
EDA/PARKS - CITIZENS	VACANCY, KENDELL HARRELL, TAMMY CARLSRUD
LIQUOR	MARK ASKELSON, TRACY CHRISTIANSON
NUISANCE	MARK ASKELSON, PAUL BEKKERUS
ORDINANCE	MARK ASKELSON, PAUL BEKKERUS
PLANNING/ZONING	MICHAEL BOLTON, MARK ASKELSON
PLANNING/ZONING – COMMUNITY	VACANCY
PUBLIC SAFETY	MICHAEL BOLTON, PAUL BEKKERUS
PUBLIC WORKS	PAUL BEKKERUS, MIKE LAMPTON
WAGES/PERSONNEL	TRACY CHRISTIANSON, MIKE LAMPTON

Councilmember Askelson motioned to accept the amendments to City Resolution 2023-04 to remove Ben Fall and update with incoming Councilmember Tracy Christianson, seconded by Councilmember Lampton the motion was passed by a 4:0 vote.

**LIQUOR**—Gross sales for February noted at \$44,104.42. Harrell, being unable to attend meeting, left Clerk Johnson with his report to relay to Council. Updates given on prior and upcoming events held at the TVLS. Currently liquor store is short staffed on bartenders. MA/ML-m/s/p to approve advertising for help. Request to attend MMBA Annual Conference, MA/ML-m/s/p to approve. Bekkerus requested Harrell work on scheduling events and advertising as he feels there have been some shortcomings in this area, clerk to relay the message. Council given sales reports for January-February 2022 and 2023 to review. Clerk Johnson requested Council amend and update original Resolution 2017-13, to remove Lori Skaurud as ATM signatory, and add Kendell Harrell as the new Liquor Store Manager. MA/PB-m/s/p (4:0) to approve update.

**PUBLIC WORKS**—K. Askelson updated council on snow removal efforts. Is looking into the purchase of a tablet to help track water shut offs and repairs at every residence and connection to the system. There are new rules from the Minnesota Department of Health in regards to lead and copper pipes that the city must comply with by October. Discussion in regards to having a GIS mapping system created for the City, will be in contact with Minnesota Rural Water Association to discuss best options and cost. Askelson is also working towards replacing water meters in town as they are available, the older meter system is becoming obsolete. A question was addressed in regards to the intersection of Main Ave W and 3<sup>rd</sup> Street and a water/snow/ice pooling issue. Unsure if anything can be done about this at this time, but will take time to review later in the spring. Discussion on building maintenance, specifically cleaning schedules and stocking of paper products for events in the Community Center. Brief discussion on possibly purchasing a floor cleaning machine. Repairs have been made to the Loader tractor, and it is working well again with no issue.

**EDA/PARKS**—M. Askelson updated council on committee meeting. Discussion in regards to any fees charges for the use of the splash park/skating rink building. At this time, the building is open for public use with no fee.

Skating rink has been closed for the season due to changing weather conditions. The community use skis and snow shoes will be moved into the old skating rink building come summer.

Request received from the Norman County East Spanish Club for donations towards the student's trip to Costa Rica. MA/ML-m/s/p to approve a donation of \$100.00 from the liquor store fund. Council discussed creating a fund in the future to be used for community enrichment.

**POLICE**—Douville did not have a report on activity for the Council available, however did mention that calls have been increasing as of lately. Requested the Council make a \$100.00 donation to the Mahnomen County K9 program, in return for allowing the City Police Department to borrow their dog for an investigation. MA/PB-m/s/p (4:0) to approve donation. Douville has started looking into nuisance properties. Requested the city send out notice to all city residents of the upcoming scheduled clean up day (April 20) to give ample time to dispose of any items, noting that nuisance committee will go out and do a property review after this date. Bolton questioned if Douville or any of his officers were pursuing the continued nuisance of "junk cars" at the old standard building along highway 32. Douville will talk with the owner. Also addressed the pile of fire wood dropped at the corner of 2<sup>nd</sup> Street and Main Ave W, asking that something be done with this as well. Discussion in regards to snow removal and cars being left parked on the roadway. The City does have an ordinance that states all cars must be moved within 24 hours to allow for snow removal, however, Douville would like to see this posted along the main roads before any action can be taken. Will look into purchasing signage to install before the next winter season.

**FIRE/RESCUE**—Lampton reported 12 rescue calls and 1 mutual aid call for the Fire department in Gary. After receiving quotations to replace the fire hall garage doors, Lampton feels it would be in the city's best interests to replace the seals instead. Bolton requested that while looking into replacing the seals at the fire hall, we also look into replacing the seal on the Community Center's overhead door. Discussion regarding making updates to the fire hall to add on to the building and move the garage doors from the north side to the west as the department is no longer able to easily access their vehicles with the amount of parking/storage behind the hardware store at present time. Lampton is currently looking into options to see if an addition is possible and/or feasible. M. Askelson requested if the City is looking into making updates to the building, we consider including updates to the community center at the same time. Discussed possible grant opportunities that may exist to help with funding. No decisions made. The City received notice from PERA that the fire department pension plan is still funded at 145%, meaning no additional funding is needed from the City.

**FINANCIALS**—Financial statements, including the bank statement reconciliation pages used by the Clerk were distributed to council for review. No comments or questions.

**ORDINANCE**—Council received complaint from a citizen in regards to the proposed amendment to Ordinance 91 to allow for backyard chickens. The complaint expressed concerns over proximity to neighbors, upkeep, cleanliness, and enforcement of the proposal. Council was in agreement that concerns were valid. ML/MA-m/s/p (4:0) to add to following additional verbiage to the proposed ordinance amendment.

A. License Required.

Any person who keeps hens or hen bantams in the City shall obtain a license from the City prior to acquiring the hens or hen bantams. Application shall be made to City Hall, and the fee for the license shall be set by ordinance or resolution. *As a stipulation of license, all adjoining property owners shall be given, via certified mail, a 30-day window to object prior to approval.*

Clerk will publish and post the updates to the City Website and the Twin Valley times to allow time for any additional public comment. Ordinance will be read again April 10, 2023.

**NEW BUSINESS**—MA/ML-m/s/p to approve building permit request for a 30' x 54' x 12' shop to be built at 404 Eidem Ave SE. ML/PB-m/s/p to approve a fundraiser/raffle permit for the NCE Post Prom Committee.

**FYI/OTHER**—Council given notice that the annual Local Board of Appeal and Equalization hearing will be held at 6:00PM on Monday, May 1, 2023.

Meeting adjourned at 8:18PM, MA/ML-m/s/p.

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

Signed: \_\_\_\_\_  
MICHAEL BOLTON, MAYOR

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