

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

**MEMBERS:** Mark Askelson, Paul Bekkerus, Michael Bolton, Tracy Christianson    **ABSENT:** Mike Lampton  
**STAFF:** Askelson, Douville, Nysetvold.  
**OTHERS:** Prestin Douville, Connie Hamernik

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

**MONTHLY BUSINESS**

Minutes—TC/PB-m/s/p to approve October minutes as written.

Disbursements—MA/TC-m/s/p to approve disbursements totaling \$165,871.46 as detailed below.

| <b>VENDOR</b>                    | <b>DESCRIPTION</b>        | <b>AMOUNT</b>      |
|----------------------------------|---------------------------|--------------------|
| A.F.L.A.C. WEST REGION           | Employee Benefit          | \$165.78           |
| ARAMARK UNIFORM SERVICES         | Contracted Service        | \$274.71           |
| ARVIG                            | Telephone/Internet        | \$563.59           |
| BMO BANK                         | Operating Supplies        | \$1,480.18         |
| COMMUNITY CO-OPS-Lake Park       | Utility                   | \$1,294.35         |
| DAN WILSEY                       | Travel Reimbursement      | \$78.60            |
| ECOLAB PEST ELIMINATION DIVISION | Contracted Service        | \$134.22           |
| EFTPS-ONLINE                     | Payroll Taxes             | \$2,972.77         |
| EMERGENCY MEDICAL PRODUCTS, INC  | Operating Supplies        | \$991.08           |
| FURTHER                          | Employee Benefit          | \$539.00           |
| GERRY'S FOODS, INC               | Operating Supplies        | \$35.43            |
| MARCO TECHNOLOGIES LLC           | Contracted Service        | \$48.47            |
| MATRIX TRUST COMPANY             | Employee Benefit          | \$55.00            |
| MICHAEL BOLTON, OWNER            | Operating Supplies        | \$55.00            |
| MN DOR - PAYROLL TAX             | Payroll Taxes             | \$771.92           |
| NORMAN COUNTY ATTORNEY'S OFFICE  | Professional Service      | \$575.00           |
| OTTERTAIL POWER CO.              | Utility                   | \$4,561.70         |
| PAYROLL                          | Wages                     | \$14,021.41        |
| P.E.R.A. - SDR DIVISION          | Employee Benefit          | \$4,464.07         |
| PREMIUM WATERS                   | Contracted Service        | \$33.75            |
| RACHEL JOHNSON                   | Reimbursement (Op Supply) | \$265.68           |
| SANFORD HEALTH PLAN              | Employee Benefit          | \$2,158.58         |
| TWIN VALLEY HARDWARE             | Repairs and Maintenance   | \$92.29            |
| USABLE LIFE                      | Employee Benefit          | \$24.07            |
| VERIZON WIRELESS                 | Telephone/Internet        | \$318.25           |
|                                  | <b>GENERAL FUND TOTAL</b> | <b>\$35,974.90</b> |
| A.F.L.A.C. WEST REGION           | Employee Benefit          | \$100.93           |
| ARAMARK UNIFORM SERVICES         | Contracted Service        | \$90.64            |
| ARVIG                            | Telephone/Internet        | \$124.09           |
| BMO BANK                         | Operating Supplies        | \$44.55            |
| COMMUNITY CO-OPS-Lake Park       | Utility                   | \$254.36           |
| CORE & MAIN LP                   | Repairs and Maintenance   | \$2,340.00         |
| DEAN THORSEN                     | Travel Reimbursement      | \$62.34            |
| EFTPS-ONLINE                     | Payroll Taxes             | \$929.69           |

|                                    |                           |                    |
|------------------------------------|---------------------------|--------------------|
| FURTHER                            | Employee Benefit          | \$185.50           |
| INTEGRATED PROCESS SOLUTIONS, INC. | Repairs and Maintenance   | \$637.80           |
| MATRIX TRUST COMPANY               | Employee Benefit          | \$72.50            |
| MN DOR - PAYROLL TAX               | Payroll Taxes             | \$156.06           |
| MN DOR - SALES & USE TAX           | Sales Tax                 | \$99.00            |
| MN RURAL WATER ASSN.               | Training Expense          | \$265.00           |
| OTTERTAIL POWER CO.                | Utility                   | \$2,180.43         |
| PAYROLL                            | Wages                     | \$3,100.51         |
| P.E.R.A. - SDR DIVISION            | Employee Benefit          | \$637.41           |
| SANFORD HEALTH PLAN                | Employee Benefit          | \$669.83           |
| TWIN VALLEY HARDWARE               | Repairs and Maintenance   | \$42.02            |
| USABLE LIFE                        | Employee Benefit          | \$20.66            |
| USABLUBOOK                         | Operating Supplies        | \$389.30           |
| VERIZON WIRELESS                   | Telephone/Internet        | \$65.82            |
|                                    | <b>WATER FUND TOTAL</b>   | <b>\$12,468.44</b> |
| A.F.L.A.C. WEST REGION             | Employee Benefit          | \$100.93           |
| ARAMARK UNIFORM SERVICES           | Contracted Service        | \$90.64            |
| ARVIG                              | Telephone/Internet        | \$81.17            |
| BMO BANK                           | Operating Supplies        | \$11.37            |
| COMMUNITY CO-OPS-Lake Park         | Utility                   | \$119.11           |
| EFTPS-ONLINE                       | Payroll Taxes             | \$929.62           |
| FURTHER                            | Employee Benefit          | \$185.50           |
| JULIN LAW OFFICE, PLLC             | Professional Service      | \$652.84           |
| MATRIX TRUST COMPANY               | Employee Benefit          | \$72.50            |
| MN DOR - PAYROLL TAX               | Payroll Taxes             | \$156.05           |
| OTTERTAIL POWER CO.                | Utility                   | \$536.72           |
| PAYROLL                            | Wages                     | \$3,100.51         |
| P.E.R.A. - SDR DIVISION            | Employee Benefit          | \$637.34           |
| RMB ENVIRONMENTAL LABS, INC.       | Professional Service      | \$156.82           |
| SANFORD HEALTH PLAN                | Employee Benefit          | \$669.82           |
| TWIN VALLEY HARDWARE               | Repairs and Maintenance   | \$10.16            |
| ULTEIG ENGINEERS, INC.             | Professional Service      | \$23,190.00        |
| USABLE LIFE                        | Employee Benefit          | \$20.66            |
| VERIZON WIRELESS                   | Telephone/Internet        | \$65.82            |
|                                    | <b>SEWER FUND TOTAL</b>   | <b>\$30,787.58</b> |
| FUCHS SANITATION SERVICE, INC.     | Contracted Service        | \$17,816.08        |
| MN DOR - SALES & USE TAX           | Sales Tax                 | \$826.00           |
|                                    | <b>GARBAGE FUND TOTAL</b> | <b>\$18,642.08</b> |
| ANDERS VALLEY PUBLISHING, LLC      | Advertising               | \$50.00            |
| ARVIG                              | Telephone/Internet        | \$320.37           |
| BEVERAGE WHOLESALERS               | Merchandise for Resale    | \$575.05           |
| BMO BANK                           | Operating Supplies        | \$1,045.43         |
| BREAKTHRU BEVERAGE                 | Merchandise for Resale    | \$3,289.65         |
| COCA-COLA BOTTLING HIGH COUNTRY    | Merchandise for Resale    | \$941.50           |
| COMMUNITY CO-OPS-Lake Park         | Utility                   | \$135.73           |
| D-S BEVERAGES                      | Merchandise for Resale    | \$8,493.17         |
| ECOLAB PEST ELIMINATION DIVISION   | Contracted Service        | \$66.07            |
| EFTPS-ONLINE                       | Payroll Taxes             | \$1,882.71         |

|                                 |                           |                     |
|---------------------------------|---------------------------|---------------------|
| FARGO GLASS & PAINT CO.         | Repairs and Maintenance   | \$619.43            |
| FURTHER                         | Employee Benefit          | \$110.00            |
| GENERAL PARTS LLC               | Repairs and Maintenance   | \$1,155.74          |
| GERRY'S FOODS, INC              | Merchandise for Resale    | \$959.67            |
| HEGGIES PIZZA, LLC              | Merchandise for Resale    | \$858.20            |
| HENRY'S FOODS INC.              | Merchandise for Resale    | \$6,737.86          |
| JOHNSON BROS. LQ-ST.PAUL        | Merchandise for Resale    | \$6,761.97          |
| KASEYA US, LLC                  | Contracted Service        | \$200.00            |
| McKINNON COMPANY, INC.          | Merchandise for Resale    | \$5,171.90          |
| MINNESOTA SISTERS               | Merchandise for Resale    | \$6,222.00          |
| MN DEPT. OF HEALTH              | License Renewal           | \$490.00            |
| MN DEPT. OF PUBLIC SAFETY       | License Renewal           | \$40.00             |
| MN DOR - PAYROLL TAX            | Payroll Taxes             | \$317.67            |
| MN DOR - SALES & USE TAX        | Sales Tax                 | \$4,997.00          |
| OFFICE SUPPLIES PLUS*           | Operating Supplies        | \$240.85            |
| OTTERTAIL POWER CO.             | Utility                   | \$921.77            |
| OVERLOADED LAUNDRY SERVICE, LLC | Contracted Service        | \$214.92            |
| PAYROLL                         | Wages                     | \$8,091.88          |
| P.E.R.A. - SDR DIVISION         | Employee Benefit          | \$1,262.19          |
| PEPSI-COLA **                   | Merchandise for Resale    | \$209.30            |
| SANFORD HEALTH PLAN             | Employee Benefit          | \$969.38            |
| SOUTHERN GLAZER'S OF MN*        | Merchandise for Resale    | \$4,159.16          |
| SUN-FLOWERS                     | Skaurud Funeral           | \$90.00             |
| TONI NYSETVOLD                  | Reimbursement (Op Supply) | \$391.50            |
| USABLE LIFE                     | Employee Benefit          | \$6.39              |
|                                 | <b>LIQUOR FUND TOTAL</b>  | <b>\$67,998.46</b>  |
|                                 | <b>DISBURSEMENT TOTAL</b> | <b>\$165,871.46</b> |

**COMMUNITY**—Donation requests received from the Norman County Historical Society for assistance in building a new temperature-controlled storage room for historical items, and Holiday events donation request from the Twin Valley Community Boosters Club. MA/PB-m/s/p to support the Norman County Historical Society with \$500.00. PB/TC-m/s/p to donate \$100.00 from the TVLS to the Community Club for Christmas Events sponsorship.

PB/MA-m/s/p to approve two building permits—201 2<sup>nd</sup> St NW to install chain link fencing and 105 3<sup>rd</sup> St SE for an attached home addition 3' West and 28' x 32' North of existing home.

**PUBLIC WORKS**—Askelson received quote from Fargo Glass & Paint for the replacement of community center doors. The total for 8 doors is \$55,708. Council discussed a larger project to make improvements to the full community center and possibly fire hall as well. Discussed only replacing the most necessary doors. No council action taken. Askelson will reach out to other companies in the area to get more quotes to compare prices. Other current updates from Askelson—Sewer cleaning service is in town jetting and television lines. Will have barricades and extra trash cans available for this weekend's Fish House Festival.

**EDA/PARKS**—Discussed alleged hunting incident at Heiberg Park this past weekend. No hunting is allowed at City Parks or Campgrounds. A No Hunting sign is posted at the land, will work at getting more signage as necessary. Councilmember Askelson questioned if City Ordinance can be effective for Heiberg Land property so that the City has the authority to issue fines to individuals habitually breaking the rules at these parks. Johnson will look into legalities. Discussed optionally also closing down this area for future hunting seasons.

Discussed hiring a skating rink attendant for this winter, will advertise to hire a part time individual or volunteer if available.

PB/MA-m/s/p to advertise for snow removal bids for the 2023-2024 snow season.

**LIQUOR**—Gross sales for October \$55,185.84. Compared to October 2022, sales are up by 1,552 items, and cash basis accounting shows a current yearly profit of 30,055.74. Nysetvold updated Council on possible drink token options. A quote was presented to Council from Minnesota Sisters for \$100.00 for 100 tokens. Nysetvold was asked to check in with other retailers as well to find the best pricing options. Updated Council on events past and upcoming. Hunting season was very busy. Discussed possibly looking into being able to sell hunting licenses in the future for convenience. Bar will be open at the community center for the Moonshiner's supper Saturday 11/18. Councilmember Christianson did a spot check on inventory and did not find any big issues.

**POLICE**—The Norman County Sheriff's Office, Ada Police Department, and Twin Valley Police Department are working on an initiative to implement a new program called Project Life Saver which offers GPS locating services for at risk individuals in the area. Douville requested the Council donate towards start-up costs. PB/TC-m/s/p to donate \$500.00 and budget to continue funding this project in the coming years. Discussed opening for full-time officer. Mayor Bolton expressed concerns over Douville getting overworked in the meantime. Douville plans to discuss options for partial County coverage with Sheriff Fall and will continue recruitment efforts.

**FIRE/RESCUE**—Bekkerus reported one fire call, a house fire in town and 26 rescue squad calls. The rescue vehicle was taken in for service. Two large donations were received for the rescue squad, \$750.00 on behalf of the Steven Skaurud Family, and \$300.00 from the WELCA (Zion Lutheran Church). Councilmember Askelson motioned to accept donations and express appreciation, seconded by Councilmember Christianson the following resolution was introduced.

#### **RESOLUTION 2023—22**

##### **RESOLUTION ACCEPTING AND EXPRESSING APPRECIATION FOR DONATIONS TO THE RESCUE SQUAD**

**WHEREAS**, the Twin Valley City Council expresses appreciation to the Steven Skaurud Family and the WELCA (Zion Lutheran Church) for their generous donations to the Twin Valley Rescue Squad.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Twin Valley, Minnesota that the donations in the amount of \$1000.00 are accepted and acknowledged with gratitude and the donations will be placed into the designated fund.

**WHEREUPON** said resolution was duly adopted this 13<sup>th</sup> day of November, 2023.

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

Nays—none.

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RACHEL JOHNSON, CLERK-TREASURER

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MICHAEL BOLTON, MAYOR

**FINANCIALS**—October financial statement given to council. Final payment for 2012A Utility Bond has been processed. Clerk requested Council approval to pull CD9195 and CD10388 which have been reserved for this purpose. TC/MA-m/s/p to approve. Funds will be placed into the 2012A CTAS fund. Public Works Equipment CD12424 will also be hitting maturity on 11/20/2023. Clerk requested council approval to pull to reimburse Capital fund used to initially pay for new City Snow Plow. PB/MA-m/s/p to approve.

**ORDINANCE**—Council held a final reading of proposed amendment to the City fee schedule ordinance in regards to increasing the Sewer base rate from \$26.50 to \$39.50 to being January 2024. No community comments received. Council also held a second reading of the proposed amendment to the recreation vehicle ordinance to require anyone operating a golf cart hold a valid driver's license, or have a licensed adult in the vehicle. No community comments received. A final reading will be held at the December 11<sup>th</sup> meeting. Ordinance will take effect as of the first of the year as well.

**OLD BUSINESS—VACANT PROPERTY—**Clerk Johnson was contacted by property owner of parcel 32-8470000 in regards to donating the vacant property to the City. Current property taxes for 2023 remain due before any property transfers can be complete. Owner requested that if the land is to be donated, that the City be responsible for the outstanding property taxes. At present time, \$619.04 is due, with a total of \$110.85 (plus any delinquent charges proportionally) is the only amount that is not a City tax.

**NEW BUSINESS—**Council received LG230 request from the American Legion, Post 431, to conduct off-site gambling at the Twin Valley Community Center on Saturday, November 18, 2023. PB/TC-m/s/p to approve with no waiting period.

Norman County received state funding for county and municipal election administration, and due to Norman County administering elections for the City, requested the Council accept and agreement to allow County to keep funding as received. Councilmember Askelson motioned to accept the agreement as presented, seconded by Councilmember Bekkerus, the following resolution was introduced.

**RESOLUTION 2023—23**

**A RESOLUTION ACCEPTING THE VOTING OPERATIONS, TECHNOLOGY, & ELECTION RESOURCES (VOTER) ACCOUNT AGREEMENT BETWEEN THE CITY OF TWIN VALLEY AND NORMAN COUNTY**

**WHEREAS,** On July 20, 2023, The Office of the Secretary of State completed the electronic transfer of \$1.25 million in electronic payments to counties, of which Norman County's share is \$3,925.35, for the Voting Operations, Technology, & Election Resources (VOTER) Account in accordance with the requirements of Minnesota Statutes section 5.305; and

**WHEREAS,** Norman County is required to work with its local units of government to determine how the funds will be allocated within the county; and

**WHEREAS,** Norman County currently administers the absentee and mail balloting for the City of Twin Valley; and

**WHEREAS,** Norman County pays for all maintenance for all election equipment utilized by the local units of government.

**NOW, THEREFORE, BE IT RESOLVED,** that the City of Twin Valley does hereby agree to allow Norman County to retain all Voting Operations, Technology, & Election Resources (VOTER) Account Funds received.

**WHEREUPON** said agreement was duly adopted this 13th day of November, 2023.

Ayes—Mark Askelson, Paul Bekkerus, Michael Bolton, Tracy Christianson

Absent—Mike Lampton

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RACHEL JOHNSON, CLERK-TREASURER

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MICHAEL BOLTON, MAYOR

**FYI/OTHER—**Council given notice from the Wild Rice Watershed District in regards to a land survey that will be performed between now and January along the Wild Rice River.

Memo received from Ulteig Engineers regarding the status of the sanitary sewer improvement project. Current on-going work on the design, with plans to have a 90% completed plan set for review by the end of the week. Council given preliminary proposed 2024 General Fund budget and set budget review work session for Tuesday, December 5, 2023 at 5:30PM in the Twin Valley Community Center.

Meeting adjourned 8:34 PM, MA/PB-m/s/p.

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

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

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