TUESDAY, December 5, 2023 – TWIN VALLEY CITY COUNCIL
2024 BUDGET REVIEW WORK SESSION
Twin Valley Community Center – 5:30 PM

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

Council reviewed proposed 2024 General Fund Budget with income and cost estimates provided by the Clerk requiring no levy increase from 2023. Wages were proposed with a 2.5% increase for Cost of living. Discussed increasing rental rates at the Wimmer Homes. Reviewed Capital project line items and created a new line item for a new blight and beautification fund. Council discussed raising the levy up to 3% to accommodate for a larger fund start but ultimately made no changes. A final decision will be made after the Truth in Taxation meeting Monday 12/11/23.

Work session closed at 6:39PM.

MONDAY, December 11, 2023 – TWIN VALLEY CITY COUNCIL
TRUTH IN TAXATION HEARING
REGULAR MONTHLY MEETING
Twin Valley Community Center – 6:30 PM

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

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its Truth in Taxation Hearing for the 2024 General Fund tax levy. Mayor Bolton called the hearing to order at 6:33PM.

No public comments/questions. Hearing closed at 6:50.

Mayor Bolton called the regular monthly meeting to order at 7:01PM.

MONTHLY BUSINESS
Minutes—TC/ML-m/s/p to approve the November minutes as written.
Disbursements—MA/ML-m/s/p to approve disbursements totaling $227,518.53 as detailed below.

VENDOR	DESCRIPTION	AMOUNT
2ND TO NONE SEPTIC SOLUTIONS, LLC	Contracted Service	$579.82
A.F.L.A.C. WEST REGION	Employee Benefit	$354.85
ARAMARK UNIFORM SERVICES	Contracted Service	$340.07
ARVIG	Telephone/Internet	$555.98
BMO BANK	CC/Operating Expense	$877.89
CITY OF HALSTAD	Fire Department Radio	$466.17
CNH INDUSTRIAL ACCOUNTS	Repairs & Maintenance	$855.01
COMMUNITY CO-OPS-Lake Park	Utility	$1,930.65
EFTPS-ONLINE	Payroll taxes	$3,259.68
EMERGENCY MEDICAL PRODUCTS, INC	Operating Supplies	$2,611.08
FURTHER	Employee Benefit	$789.00
GERRY'S FOODS, INC	Operating Supplies	$80.04
HENRY'S FOODS INC.	Operating Supplies	$147.04
JOHN DEERE FINANCIAL	Repairs & Maintenance	$560.38
JULIN LAW OFFICE, PLLC	Professional Fee	$25.00

MARCO TECHNOLOGIES LLC	Contracted Service	$82.42
MATRIX TRUST COMPANY	Employee Benefit	$55.00
MN DOR - PAYROLL TAX	Payroll taxes	$845.10
MUSCATELL-BURNS AUTOMTV GROUP, INC	Repairs & Maintenance	$125.00
NORMAN CO. SHERIFF'S OFFICE	Donation	$500.00
NORMAN COUNTY ATTORNEY'S OFFICE	Professional Fee	$575.00
NORMAN COUNTY HISTORICAL SOCIETY	Donation	$500.00
OTTERTAIL POWER CO.	Utility	$2,879.96
PAYROLL	Wages	$14,984.44
P.E.R.A. - SDR DIVISION	Employee Benefit	$4,806.30
PLANX	Capital Outlay (Wimmer)	$1,380.24
PREMIUM WATERS	Contracted Service	$39.75
SANFORD HEALTH PLAN	Employee Benefit	$1,498.08
TRI-STATE DIVING	Repairs & Maintenance	$325.70
USABLE LIFE	Employee Benefit	$68.66
VERIZON WIRELESS	Telephone/Internet	$121.25
WEBBER FAMILY MOTORS	Repairs & Maintenance	$397.95
	GENERAL FUND TOTAL	**$42,617.51**
NORTHVIEW BANK	Bond Repayment	$46,483.00
	2012A BOND FUND	**$46,483.00**
A.F.L.A.C. WEST REGION	Employee Benefit	$120.72
ARAMARK UNIFORM SERVICES	Contracted Service	$114.44
ARVIG	Telephone/Internet	$124.09
BMO BANK	CC/Operating Expense	$31.64
COMMUNITY CO-OPS-Lake Park	Utility	$376.59
EFTPS-ONLINE	Payroll taxes	$990.41
FURTHER	Employee Benefit	$185.50
GERRY'S FOODS, INC	Operating Supplies	$15.69
LINK COMPUTER CORPORTATION	Utility Billing Program	$3,000.00
MATRIX TRUST COMPANY	Employee Benefit	$72.50
MN DOR - PAYROLL TAX	Payroll taxes	$167.78
MN DOR - SALES & USE TAX	Sales Tax	$117.00
OTTERTAIL POWER CO.	Utility	$1,469.40
PAYROLL	wages	$3,253.55
P.E.R.A. - SDR DIVISION	Employee Benefit	$668.60
SANFORD HEALTH PLAN	Employee Benefit	$669.83
VERIZON WIRELESS	Telephone/Internet	$31.89
	WATER FUND TOTAL	**$11,409.63**
A.F.L.A.C. WEST REGION	Employee Benefit	$120.72
ARAMARK UNIFORM SERVICES	Contracted Service	$114.44
ARVIG	Telephone/Internet	$81.17
BMO BANK	CC/Operating Expense	$30.05
COMMUNITY CO-OPS-Lake Park	Utility	$158.10
EFTPS-ONLINE	Payroll taxes	$990.40
FURTHER	Employee Benefit	$185.50
J & R WASTEWATER SERVICES INC.	Contracted Service	$12,677.97
LINK COMPUTER CORPORTATION	Utility Billing Program	$2,500.00
MATRIX TRUST COMPANY	Employee Benefit	$72.50

MN DOR - PAYROLL TAX	Payroll taxes	$167.75
OTTERTAIL POWER CO.	Utility	$264.48
PAYROLL	Wages	$3,253.55
P.E.R.A. - SDR DIVISION	Employee Benefit	$668.57
RMB ENVIRONMENTAL LABS, INC.	Professional Fee	$241.76
SANFORD HEALTH PLAN	Employee Benefit	$669.82
ULTEIG ENGINEERS, INC.	Contracted Service/WWTP Project	$33,254.50
VERIZON WIRELESS	Telephone/Internet	$31.89
	SEWER FUND TOTAL	**$55,483.17**
FUCHS SANITATION SERVICE, INC.	Contracted Service	$5,991.59
LINK COMPUTER CORPORTATION	Utility Billing Program	$450.00
MN DOR - SALES & USE TAX	Sales Tax	$853.00
NORMAN CO. DEMOLITION LANDFILL	Contracted Servicae	$40.00
	GARBAGE FUND TOTAL	**$7,334.59**
ARVIG	Telephone/Internet	$324.19
BERGSETH BROS.	Merchandise for Resale	$9,966.81
BEVERAGE WHOLESALERS	Merchandise for Resale	$711.60
BMO BANK	CC/Operating Expense	$1,188.58
COCA-COLA BOTTLING HIGH COUNTRY	Merchandise for Resale	$340.00
COMMUNITY CO-OPS-Lake Park	Utility	$225.63
D-S BEVERAGES	Merchandise for Resale	$12,866.90
ECOLAB PEST ELIMINATION DIVISION	Contracted Service	$78.71
EFTPS-ONLINE	Payroll taxes	$2,459.84
FURTHER	Employee Benefit	$151.92
GERRY'S FOODS, INC	Merchandise for Resale	$1,033.58
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	$640.50
HEGGIES PIZZA, LLC	Merchandise for Resale	$1,107.85
HENRY'S FOODS INC.	Merchandise for Resale	$4,986.62
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	$3,658.98
KASEYA US, LLC	Contracted Service	$200.00
KRJB FM RADIO	Advertising	$650.00
McKINNON COMPANY, INC.	Merchandise for Resale	$2,075.95
MN DOR - PAYROLL TAX	Payroll taxes	$441.67
MN DOR - SALES & USE TAX	Sales Tax	$5,655.00
OFFICE SUPPLIES PLUS*	Operating Supplies	$103.07
OTTERTAIL POWER CO.	Utility	$996.53
OVERLOADED LAUNDRY SERVICE, LLC	Contracted Service	$214.92
PAYROLL	Wages	$9,511.50
P.E.R.A. - SDR DIVISION	Employee Benefit	$1,621.45
SANFORD HEALTH PLAN	Employee Benefit	$506.92
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	$1,730.85
TONI NYSETVOLD	Operating Supplies	$103.59
TV BOOSTER CLUB	Donation	$100.00
TWEETON REFRIGERATION, INC.	Repairs & Maintenance	$439.47
TWIN VALLEY POSTMASTER	Rental	$98.00
	LIQUOR FUND TOTAL	**$64,190.63**
	DISBURSEMENT TOTAL	**$227,518.53**

COMMUNITY—A request for funding was received from the Northwest Minnesota Multi-County Housing & Redevelopment Authority regarding the Norman County Affordable Housing Loan Pool program. The City of Twin Valley donated $10,000 in 2001 at the start of the program. Currently, funding for new loans is not available through this program. Council discussed and ultimately tabled the request until the new year.
MA/PB-m/s/p to approve the following 2024 Commercial Licenses— FUNDRAISER/RAFFLE—St. William Church, Norman County East School District, NCE Dollars for Scholars, Twin Valley Lions Club, Moonshiner's Snowmobile Club, Wild Rice Peacemakers. CONCESSIONS—Norman County East School District. TOBACCO—Community Coop, Twin Valley Liquor Store. VENDOR—Parenteaus Oof-Da Tacos. LIQUOR—On Sale Intoxicating Licenses approved for both The Grove Kitchen, Coffee, and Bake Shop, and You Betcha Bowling Center. The Twin Valley Liquor Store was also issued licenses for three amusement machines, one pool table, On/Off Sale Intoxicating Liquor, 2AM and Sunday Liquor.

PUBLIC WORKS—City received one bid for snow removal. ML/PB-m/s/p to accept snow removal services bid from K&K Towing for $85.00/hour to include equipment used.
A second quote for the replacement of center doors was received from Nelson Window Company out of Fargo, ND with a total of $50,800 for the replacement of 6 steel doors and 2 primed steel doors. TC/ML-m/s/p to approve spending up to $20,000 to replace the three (3) worst doors in the community center. M. Askelson would still like to see a full project put together to redo the entire center.
Memo on sewer project status from Ulteig Engineering dispersed, request for bids is estimated to be complete in February 2024.

EDA/PARKS—No meeting held this month. Skating rink will open once weather cooperates.

LIQUOR STORE—Gross sales for November $60,690.66. Second quote for drink tokens presented to council for review, PB/TC, m-s-p to approve spending up to $350.00. Received quote for the purchase of new bar stools and chairs, $6,112.89. Nysetvold will be attending the American Legion Post 431 meeting later in the week to request a donation towards this project. PB/TC-m/s/p to approve purchase up to $6,200. After recent power outage, camera system at the liquor store malfunctioned. Nysetvold will bring quotes for a new camera system into a future meeting as the current system is outdated. Bekkerus questioned who has access to the cameras, voiced concerns over anyone having access outside of the building. Currently only Liquor Store Manager and City Clerk have access. Bekkerus questioned if there is a policy on camera use, wants attorney to draft policy for liability concerns. No council action taken.

POLICE—Douville will be starting an ad campaign in the local and Brainerd areas starting the first of the year for a full-time officer recruitment. New squad vehicle is still scheduled to be equipped in January. Question addressed in concerns to the old squad vehicle sitting outside the old city shop building. Douville can move this until an auction or sale is ready if necessary.

FIRE/RESCUE—Lampton reported 1 fire call and 21 rescue calls since November meeting. One of the hose nozzles was broken during the last house fire call and has been billed out. Requested permission to purchase replacement, has an estimate of $673. MA/TC-m/s/p to approve. Received retirement letter from Rescue Squad member Terri Thornton. Thornton has served on the squad for over 31 years. Mayor Bolton wished to thank Thornton for her many years of service. MA/ML-m/s/p to accept termination of service. A $2,000 donation to the fire department was received from the West Central Initiative on behalf of the Riverview Fund. Councilmember Askelson motioned to accept and express appreciation, seconded by Councilmember Bekkerus the following resolution of appreciation was passed.

RESOLUTION 2023—24

RESOLUTION ACCEPTING AND EXPRESSING APPRECIATION FOR DONATION TO THE FIRE DEPARTMENT

WHEREAS, the Twin Valley City Council expresses appreciation to West Central Initiative—Riverview Fund--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 $2,000.00 are accepted and acknowledged with gratitude and the donations will be placed into the designated fund.

WHEREUPON said agreement was duly adopted this 11th day of December, 2023.
Ayes—Mark Askelson, Paul Bekkerus, Michael Bolton, Tracy Christianson, Mike Lampton

RACHEL JOHNSON, CLERK-TREASURER	MICHAEL BOLTON, MAYOR

FINANCIALS—November financial statement available for review, no questions or comments. Council given general fund budget report as of 12/11/23. Council reviewed unspent Capital Outlay funds budgeted for in 2023. ML/MA-m/s/p to approve general fund transfer of $7,500 to the General Capital Fund, $8,000 to the new Blight and Beautification fund, and to purchase three (3) new Certificates of Deposit to hold as reserves for the following—$10,000 for the Fire Department, $5,000 for the Community Center, and $2,500 for the Rescue Squad. Clerk requested Council approval to transfer funds to zero out the 2012A and 2013A bond funds for year end. PB/MA-m/s/p to approve transfer of $3,596.49 to water, $14,385.96 to sewer, and $5,994.15 to storm sewer from surplus 2012A bond funds. Bond has now been paid off. Also approved under the same motion was the transfer of $22,289.10 from water and $12,001.82 from sewer to the 2013A Bond fund for a total of $34,290.90.

2024 LEVY & BUDGET— Having reviewed the General Fund projected budget for 2024 with a 6% increase in local government aid from the State, and making minor changes to Capital funds to create a new fund for blight and beautification, the Council was able to make no increases to the tax levy for 2024. Hearing no public comments or concerns, Council Member Lampton motioned to set the 2024 Twin Valley Tax Levy as follows. Seconded by Council Member Christianson the following resolution was introduced.

RESOLUTION 2023—25

RESOLUTION ADOPTING THE 2024 TAX LEVY FOR THE GENERAL FUND, LONG TERM CAPITAL FUND AND THE 2019A GO UTILITY REVENUE AND REFUNDING BOND AND GENERAL FUND BUDGET FOR THE 2024 FISCAL YEAR

WHEREAS, the Twin Valley City Council has reviewed the current General Fund Budget, held a budget work session, and held a Truth in Taxation hearing to hear public comment on the proposed tax levy for the 2024 year; and

WHEREAS, the City Council had proposed a percentage increase of twelve percent (12%) to be levied against the property's taxes, and after discussion will be lowered to a 0% increase for a final General Fund levy amount of $199,972.00 for the 2024 fiscal operating year; and

WHEREAS, the City of Twin Valley must certify the 2024 Final Levy to the Norman County Auditor and the State of Minnesota.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Twin Valley, County of Norman, Minnesota, that the following proposed sums are to be levied for the 2024 collectible year, upon taxable properties in the City of Twin Valley, for the following purposes:

GENERAL FUND	$ 199,972
2019A Utility Revenue & Refunding	$ 22,000
LONG TERM CAPITAL FUND	$ 10,000
TOTAL ADOPTED LEVY	**$ 231,972**

THEREFORE, BE IT ALSO RESOLVED, the City of Twin Valley City Council hereby sets the General Fund budget for fiscal year 2024 with Revenues and Expenditures to balance at $842,599.00, a total general fund budget increase of 4.44%.

WHEREUPON said agreement was duly adopted this 11th day of December, 2023.

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

____ ____

RACHEL JOHNSON, CLERK-TREASURER MICHAEL BOLTON, MAYOR

POLICY—Starting January 1, 2024 the State of Minnesota has new regulations for employers to offer Sick and Safe Leave to any employee who works more than 80 hours in a year. To accommodate this legislative change Clerk Johnson made suggested edits to the current policy (with the approval of the Twin Valley Personnel Committee) to incorporate the required updates to the current City Personnel Policy. Councilmember Lampton motioned to accept revisions as written, seconded by Councilmember Christianson the following Resolution was passed.

RESOLUTION 2023—26

BE IT RESOLVED—by the Twin Valley City Council that the Twin Valley Personnel policy section 17.0 be updated to accommodate earned sick and safe time requirements as follows (*Italicized to signify new language,* ~~Strikethrough to signify deleted language)—~~

17.1 Eligibility

Full-time employees will earn sick leave in accordance with section 17.5.

Part-time employees who work at least 30 hours per week on a regular basis will accrue sick leave on a prorated basis of the full-time employee schedule.

~~Part-time employees who work less than 30 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue sick leave.~~

All other employees working 80 or more hours per year are eligible for Earned Sick and Safe Leave. Employees who qualify will earn one hour of sick and safe time for every 30 hours worked and can earn a maximum of 48 hours each year. ESST hours can be banked up to 80 hours.

17.2 ~~Valid uses of sick leave me be taken on account of the following:~~ *Employees can use their earned sick and safe time for reasons such as:*

- ~~When an employee is unable to perform work duties due to illness or disability (including pregnancy).~~
- ~~For medical, dental or other care provider appointments.~~
- ~~When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.~~
- ~~To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.~~
- ~~To take children, or other family members to a medical, dental or other care provider appointment.~~
- ~~To care for an ill spouse, father, father-in-law, mother, mother-in-law, stepparent, grandparent, grandchild, sister or brother.~~
- *The employee's mental of physical illness, treatment and preventive care;*
- *A family member's mental or physical illness, treatment or preventive care;*
- *Absence due to domestic abuse, sexual assault or stalking of the employee or a family member;*
- *Closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and*
- *When determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease.*

17.8 ~~An employee may use personal sick leave benefits provided by the Employer for absences due to an illness of or injury to the employee's child or a doctor appointment for an employee's child for such reasonable periods as the employee's attendance with the child may be necessary on the same terms the employee is able to use sick leave benefits for the employee's own illness or injury, as provided by Minnesota Statues 181.9413.~~

Employees may use earned sick and safe time for their following family members:

1. *Their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child whom the employee stands or stood in loco parentis (in place of a parent);*
2. *Their spouse or registered domestic partner;*

3. *Their sibling, stepsibling or foster sibling;*
4. *Their biological, adoptive, or foster parent, stepparent or a person who stood in loco parentis when the employee was a minor child;*
5. *Their grandchild, foster grandchild or step-grandchildren;*
6. *Their grandparent or step-grandparent;*
7. *A child of a sibling of the employee;*
8. *A sibling of the parents of the employee;*
9. *A child-in-law or sibling-in-law;*
10. *Any of the family members listed in 1-9 above of an employee's spouse or registered domestic partner;*
11. *Any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and*
12. *Up to one individual annually designated by the employee.*

WHEREUPON said resolution was duly adopted this 11th day of December, 2023.
Ayes—Mark Askelson, Paul Bekkerus, Michael Bolton, Tracy Christianson, Mike Lampton

______________________________ ______________________________

RACHEL JOHNSON, CLERK-TREASURER MICHAEL BOLTON, MAYOR

Question addressed in concerns to raising the Wimmer Cabin rent for 2024, part of a discussion from the budget work-session. This change will be initiated with the 2024 fee schedule during the January Organizational meeting.

Meeting adjourned 8:35PM, ML/MA-m/s/p.

Attest: ____________________________ Signed: ____________________________

RACHEL JOHNSON, CLERK-TREASURER MICHAEL BOLTON, MAYOR

* * * * * *   * * * * * *   * * * * * *   * * * * * *   * * * * * *