

**MONDAY, January 13 2025 – TWIN VALLEY CITY COUNCIL
REGULAR & ORGANIZATIONAL MONTHLY MEETING
Twin Valley Community Center – 7:00 PM**

MEMBERS: Harold Allrich, Michael Bolton, Tammy Carlsrud, Tracy Christianson, Mike Lampton

OTHERS: Toni Nysetvold, Prestin Douville, Jess Riepe, Pete Pazdernik, Kerry Askelson, Sandy Boman, Hunter Schow, Sarah Kjono, Members of NCE Riverwatch [Ramsey, Katelyn, Sarah, Mina, Emily, Claire, Fidencio]

OATH OF OFFICE Elected council members Harold Allrich, Tammy Carlsrud & Tracy Christianson, and elected Mayor Michael Bolton received the oath of office.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly and 2025 organizational meeting on Monday, January 13, 2025. Mayor Bolton called the meeting to order at 7:00PM.

MONTHLY BUSINESS

Minutes—Christianson/Allrich-m/s/p to approve December minutes are written.

Disbursements—Christianson/Carlsrud-m/s/p to approve Disbursements totaling \$552,438.54, a full list of which is available for review in the City Clerk's Office.

SEWER PROJECT—Allrich/Christianson to approve pay request #5 from Sellin Brothers for \$46,072.53. Project is currently on hold until spring.

COMMUNITY—The Norman County East River Watch Team presented their NCE Wild Rice Watershed Stewardship Plan to the Council. Council thanked them for their time and hard work.

2025 BUSINESS PERMITS—Christianson/Lampton to approve 2025 fundraiser/raffle permits for the Moonshiner's Snowmobile Club, St William Church, Good Samaritan Good Shelf, and Woodland 4H as well as liquor license renewal for You Betcha Bowling to serve intoxicating alcohol on premise.

FIRE/RESCUE—New Fire Chief Pete Pazdernik addressed Council. Reported 20 rescue calls responded to and 3 fire calls. 3 members of the rescue squad will be attending trauma tactics training in February. Looking at sending up to 5 firefighters to fire school in Detroit Lakes in February. Pazdernik took over as Fire Chief on January 1st, thanked Lampton for his years of service as Chief. Requested assistance from the Clerk in advertising for new volunteer members for both the fire department and the rescue squad.

LIQUOR—December gross sales was \$42,544.18 and ATM revenue \$479.50. Nysetvold updated council on past and upcoming events. Inventory completed on 01/05/25, issues addressed and corrected in inventory system, another inventory is scheduled to be completed in the beginning of April.

PUBLIC WORKS—Askelson and Peterick attended Lead and Copper class last Thursday. New federal regulations required cities to compile an inventory of water service lines throughout city limits. The next phase of the project will be working towards replacing all lead and galvanized lines. Federal funding may be available for property owners, and partially for city costs. Will be working on gathering estimates for necessary repairs in the months to come. The furnace was replaced in the old city shop, cost estimated at \$4,000. Mayor Bolton received a request from Greg Crader at NCE to have the public works crew drop off snow at the school to assist in the creation of a sledding hill for Snow Mo Days. Askelson will make arrangements. Brief discussion on the operation of the large snowplow. It was noted under MN State Statue 171.02 subd. 5 that a person who operates a commercial motor vehicle for the purpose of removing snow or ice from a roadway by plowing, salting, or sanding is not required to hold a commercial driver's license.

EDA/PARKS—Addressed skating rink project. \$10,000 received from the Northwest Minnesota Foundation was received back in 2022 for the purpose of lining the new skating rink. Committee has since decided that a liner for the rink would be unnecessary. Christianson requested that Johnson write a letter to the foundation requesting an extension and a repurpose; to use the funding for alternate upgrades to the skating rink.

Christianson/Lampton-m/s/p to request extension and repurpose. Committee is also in need of new members, requested Johnson advertise.

FINANCIALS—2024 year-end cash reports available for Council to review. Lampton/Christianson-m/s/p to approve transfer of \$10,457.00 from the water fund to the water treatment plant replacement fund, as a requirement from the grant & loan funds received from the Drinking Water Revolving Loan Fund (PFA). Christianson/Carlsrud-m/s/p to approve cancelled and voided checks for 2024. [32628, 32759, 33253, 33286, 33306, 22724L, 23181L, 23238L]

CANNABIS ZONING ORDINANCE—Johnson presented draft amendment to zoning ordinance to mimic the zoning restrictions approved by Norman County for cannabis business. Motion by Lampton, seconded by Christianson the following resolution was introduced to amend City Zoning Ordinance 151.

RESOLUTION 2025—01 AMENDING TWIN VALLEY CITY ORDINANCE, TITLE 15 LAND USAGE TO INCLUDE REGULATIONS AND REQUIREMENTS FOR CANNABIS RELATED BUSINESS

They City Council of the City of Twin Valley hereby ordains that Title 15 be amended to include the following regulations: **151.70 Requirements for Cannabis Businesses.**

151.71 Minimum Buffer Requirements

The City of Twin Valley shall prohibit the operation of a cannabis business within 500 feet of a school (as measured by the business building to the property line);

The City of Twin Valley shall prohibit the operation of a cannabis business within 500 feet of a day care (as measured by the business building to the property line);

The City of Twin Valley shall prohibit the operation of a cannabis business within 500 feet of a residential treatment facility (as measured by the business building to the property line);

The City of Twin Valley shall prohibit the operation of a cannabis business within 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field (as measured by the business building to the property line);

Pursuant to Minn. Stat. 462.367 subd. 14, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.

151.72 Zoning and Land Use

A) Cultivation.

Cannabis businesses licensed or endorsed for cultivation are permitted in the following zoning districts:

- Agriculture

B) Cannabis Manufacturer.

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a conditional use in the following zoning districts:

- Agriculture
- Commercial
- Industrial

C) Hemp Manufacturer.

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a Conditional Use in the following zoning districts:

- Agriculture
- Commercial
- Industrial

D) Wholesale.

Cannabis businesses licensed or endorsed for wholesale are permitted as a Conditional Use in the following zoning districts:

- Agriculture
- Commercial

E) Cannabis Retail.

Cannabis businesses licensed or endorsed for cannabis retail are permitted as a Conditional Use in the following zoning districts:

- Commercial

F) Cannabis Transportation.

Cannabis businesses licensed or endorsed for transportation are permitted as a Conditional Use in the following zoning districts:

- Agriculture
- Commercial

G) Cannabis Delivery.

Cannabis businesses licensed or endorsed for delivery are permitted as a Conditional Use in the following zoning districts:

- Agriculture
- Commercial

151.73 Hours of Operation

Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10 a.m. and 9 p.m. Sunday through Saturday.

Upon a roll call vote taken thereon the following voted in favor of said resolution: Harold Allrich, Michael Bolton, Tammy Carlsrud, Tracy Christianson, & Mike Lampton; and the following voted against: None. **WHEREUPON** said resolution was duly adopted this 13th day of January, 2025.

RACHEL JOHNSON, CLERK-TREASURER

MICHAEL BOLTON, MAYOR

2025 ORGANIZATIONAL BUSINESS— Council was presented with a list of necessary declarations for the 2025 Fiscal Year. Motion by Councilmember Christianson second by Councilmember Allrich, the following 2025 organizational declarations were approved.

RESOLUTION 2025—02 CITY OF TWIN VALLEY 2025 ORGANIZATIONAL DECLARATION RESOLUTION

WHEREAS Minnesota State Statutes require certain actions by the City of Twin Valley City Council at the annual organizational council meeting;

THEREFORE, BE IT RESOLVED that the City of Twin Valley City Council does hereby approve the following designations for the 2025 Fiscal year:

MEETINGS—Regular meetings of the Twin Valley City Council shall be held on the Second Monday of each month at 7:00 p.m. Any regular meeting, with proper public notification, may be cancelled or rescheduled by Council action.

OFFICIAL PUBLICATION—The City Council of the City of Twin Valley does hereby designate the Twin Valley Times, Twin Valley, as its official newspaper for its 2025 publications.

DESIGNATED POLLING PLACE— The City Council of the City of Twin Valley does hereby designate the Norman County Court House as the official designated polling place for the City of Twin Valley, as a mail in voting district.

OFFICIAL FINANCIAL DEPOSITORIES—The City Council of the City of Twin Valley does hereby designate the United Valley Bank, Twin Valley and the Mid-Minnesota Federal Credit Union, Ada as official depositories of the city for the 2025 year.

OFFICIAL SIGNATORY POWERS—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

The signatures of the authorize 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 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 Tracy Christianson and Utility Clerk Deanne Peterick as an Emergency Signatory Officials.

DESIGNATED INSURANCE AGENT OF RECORD—The City Council of the City of Twin Valley does hereby designate the Twin Valley Agency transitioning into the Wild Rice Agency, as its LMCIT Insurance Agent.

Upon a roll call vote taken thereon the following voted in favor of said resolution: Harold Allrich, Michael Bolton, Tammy Carlsrud, Tracy Christianson, & Mike Lampton; and the following voted against: None. **WHEREUPON** said resolution was duly adopted this 13th day of January, 2025.

RACHEL JOHNSON, CLERK-TREASURER

MICHAEL BOLTON, MAYOR

ASSIGNMENT FOR THE COMMITMENT OF CITY RESERVES—Council given reserve balances for the current Certificates of Deposits the City holds as of 12/31/2024. Councilmember Lampton motioned to approve and keep reserves as designated for the upcoming year, seconded by Councilmember Christianson the following resolution was passed. **RESOLUTION 2025—03 RESOLUTION TO ASSIGN THE COMMITMENT OF THE CITY RESERVES FOR THE 2024 FISCAL YEAR**

BE IT RESOLVED that the City Council of the City of Twin Valley does hereby assign and commit the following reserves and values to the designated funds.

NOW THEREFORE BE IT FURTHER RESOLVED that the following City of Twin Valley reserves be assigned and committed as follows:

ID	Description	Value 01/01/25
11644a	Community Center Improvements	\$4,054.55
62868	Community Center Reserves	\$8,021.09
63012	Community Center Reserves	\$28,782.40
63113	Community Center Reserves	\$5,097.68
63111	Community Center Reserves	\$3,058.61
63995	Community Center Reserves	\$5,218.17
11755	GF Community Center Improvements	\$13,250.02
10045	GF Municipal Center Improvements	\$7,488.22
10375	GF Blight & Beautification	\$9,494.71
9192	GF Building Improvements	\$5,431.12
7528	GF Street Improvements	\$52,340.59
12422	GF Streets Department Equipment	\$21,916.52
62675	Parks Reserves	\$10,736.47
63114	Parks Reserves	\$3,466.42
63245	Parks Reserves	\$15,947.45
102320	Parks Reserves	\$3,500.00
63994	Fire Department	\$10,436.34
63110	Fire Department - Equipment	\$3,058.61
22109	Fire Department - Truck Fund	\$9,283.02
63143	Fire Department - Truck Fund	\$51,732.71
22211	Fire Department Equipment Fund	\$8,679.12
12423	Fire Department Reserves	\$28,063.02
63244	Fire Department Reserves	\$10,631.63
63011	Fire Department Reserves	\$27,731.77
102319	Fire Department Reserves	\$12,500.00
21932	Fire Department Veh/Equip Fund	\$11,492.36
12586	Fire Equipment Fund	\$1,089.21
12587	Fire Equipment Fund	\$1,336.59
63115	Rescue Department - Equipment	\$2,548.84

21925	Rescue Equipment Fund	\$537.39
22121	Rescue Equipment Fund	\$2,050.86
63010	Rescue Fund Reserves	\$5,306.00
63251	Rescue Reserves	\$3,721.07

Upon a roll call vote taken thereon the following voted in favor of said resolution: Harold Allrich, Michael Bolton, Tammy Carlsrud, Tracy Christianson, & Mike Lampton; and the following voted against: None. WHEREUPON said resolution for the commitment of reserves was duly adopted this 13th day of January, 2025.

RACHEL JOHNSON, CLERK-TREASURER

MICHAEL BOLTON, MAYOR

Motion by Councilmember Lampton, second by Councilmember Allrich to approve the following committees and designations for 2025

RESOLUTION 2025—04 CITY OF TWIN VALLEY COMMITTEE DESIGNATION AND APPOINTMENT

BE IT RESOLVED that the City Council of the City of Twin Valley does hereby designate and appoint members to City committees for 2025 as follows:

MAYOR	MICHAEL BOLTON
VICE MAYOR	MIKE LAMPTON
AIRPORT AUTHORITY	TRACY CHRISTIANSON
BUDGET/FINANCE COMMITTEE	MICHAEL BOLTON, TRACY CHRISTIANSON
BUILDING/PLANNING/ZONING	HAROLD ALLRICH, MIKE LAMPTON
EDA & PARKS	TAMMY CARLSRUD, TRACY CHRISTIANSON
LIQUOR COMMITTEE	MICHAEL BOLTON, TRACY CHRISTIANSON
NUISANCE/ORDINANCE COMMITTEE	HAROLD ALLRICH, TAMMY CARLSRUD
PUBLIC WORKS COMMITTEE	MICHAEL BOLTON, MIKE LAMPTON
PUBLIC SAFETY COMMITTEE	HAROLD ALLRICH, MIKE LAMPTON
HUMAN RESOURCES/PERSONNEL COMMITTEE	MICHAEL BOLTON, TAMMY CARLSRUD

Upon a roll call vote taken thereon the following voted in favor of said resolution: Harold Allrich, Michael Bolton, Tammy Carlsrud, Tracy Christianson, & Mike Lampton; and the following voted against: None. **WHEREUPON** said resolution was duly adopted this 13th day of January, 2025.

RACHEL JOHNSON, CLERK-TREASURER

MICHAEL BOLTON, MAYOR

Motion by Councilmember Christianson, second by Councilmember Lampton to set the 2025 fee schedule.

RESOLUTION 2025—05

A RESOLUTION TO ADOPT THE FOLLOWING LIST OF CITY FEES AND CHARGES FOR THE CITY OF TWIN VALLEY FOR THE 2025 OPERATING FISCAL YEAR.

BE IT RESOLVED, Pursuant to Minnesota Law and the Twin Valley City Code, a fee schedule for City services and licensing is hereby adopted, by an affirmative vote of a majority of the Twin Valley City Council members present. The following permit fees and service charges are hereby established for the year 2025:

Administration

NSF Check Fee	\$35.00
Delinquent Assessment Fee	\$25.00
Assessment Search, Police Report, Ordinance copies, Utility History	\$10.00
Data Request requiring research/compilation	\$25.00/hr
Notary (per sheet)	\$1.00
Background Check	\$100.00
Filing Fee (elected official)	\$2.00
Mileage Rate	Set by IRS
City Map 8.5 x 11	\$0.25
COPIES	
Standard 8.5x11	\$0.25
Legal 11x14	\$0.25

Poster 11x17	\$0.50
Two Sided Sheets	\$0.30
Colored Paper 8.5 x 11	\$0.30
Faxes – send & receive up to 5 sheets	\$2.00
Faxes – per sheet when more than 5 (not including cover)	\$0.50
Certification of Delinquent Utility Accounts / Invoices	\$5.00
Administrative Citation Fees	Schedule I
RV Park Camping Nightly	\$25.00
RV Park Camping Weekly	\$100.00
Heiberg Camping (per night)	\$15.00
Cemetery Plot	\$150.00
Recreational Vehicle Permit	\$20.00
Nuisance Mowing/Maintenance	\$100.00 (min)
Animal	
Pet License	\$10.00
Pet found without current tag	\$15.00
Backyard Chickens Application Fee	\$25.00
Impound Fee	\$25.00/day
Impound Fee – Repeated Violation	\$75.00/day
Business Fees	
Tobacco License	\$25.00
Special Event	\$25.00
Peddler/Transient	\$25.00
Mobile Food Unit	\$25.00
Lawful Gambling	\$5.00
Amusements	\$25.00/ea
Bowling/Billiards/Pool Tables	\$25.00
Alcohol	
Intoxicating ON -Sale	\$750.00
Intoxicating OFF -Sale	\$100.00
Wine License	\$150.00
3.2% ON -Sale	\$100.00
3.2% OFF -Sale	\$30.00
Sunday Liquor	\$200.00
Special One Day Permit	\$25.00
Consumption/Display (set-ups)	\$120.00
Center Fees	
Community Center	\$100.00
Community Center Kitchen Only	\$50.00
Community Center with Bar Service	\$200.00
Community Center – Small Event/Meeting (20 or less)	\$25.00
Security Deposit	\$50.00
Table Rental	\$10.00
Chair Rental	\$1.00
Platform Rental	\$15.00
Picnic Table Rental	\$15.00
Fire and Rescue	
Fire Contract (full township)	\$3820.00
Rescue Contract (full township)	\$230.00
Fire Call – 1 st three hours	\$750.00
Fire Call – Additional hourly rate	\$300.00
Fire Calls less than one (1) hour (reviewed on a case-by-case rate)	TBD
Vehicle Accident	\$500.00
Foam Per Gallon	\$25.00
Wimmer Cabins	
Monthly Rent	\$375.00
Damage Deposit	\$375.00
Short-term Nightly	\$40.00
Short-term Weekly	\$200.00
Land Use – Zoning/Building Permits	
Fences	\$10.00
Small Storage Unit	\$20.00
Additions, Decks, Porches, Patios, etc.	\$25.00

Garages, Shops, Out buildings	\$50.00
Manufactured Home	\$100.00
New Construction, Residential	\$100.00
New Construction, Commercial	\$500.00
Penalty Fee (Project Started without Approval)	\$25.00
Zoning Ordinance—Change Requests	
Zoning Change	\$150.00
Zoning Fine—If construction began prior to approval	\$150.00
Variance/Conditional Use Request	\$150.00
Utility Rates	
New Connection – Water	\$900.00
New Connection – Sewer	\$725.00
Connection Charge	\$50.00
Delinquent Reconnection Charge	\$75.00
Water Testing Fee (as required by the State of MN)	\$9.72
City Service Fee (snow, mosquito, brush, misc.)	\$4.00
Utility Improvement Fee – Residential	\$4.50
Utility Improvement Fee – Commercial	\$13.50
Late Fee	\$15.00
Meter Base	\$20.00
Meter Replacement	\$180.00
Afterhours Service Call	\$75.00
WATER	
Base Rate (Residential & Basic Commercial) Usage under 1600	\$39.50
Water Usage per 1000 gallons	\$3.00
Vacancy Rate	\$15.00
Commercial—Large Users under 50,000 gallons	\$150.00
Commercial—Large User per gallon over 50,000	\$2.00/gal
SEWER	
Base Rate	\$39.50
Commercial—Large User	\$75.00
Commercial Large User over 50,000 gallons (water usage)	\$1.00/gal
Vacancy Rate	\$10.00
GARBAGE (Rates set by Fuch's Sanitation)	
City Admin Fee (included in charges below)	\$2.50

Upon a roll call vote taken thereon the following voted in favor of said resolution: Harold Allrich, Michael Bolton, Tammy Carlsrud, Tracy Christianson, & Mike Lampton; and the following voted against: None. **WHEREUPON** said resolution was duly adopted this 13th day of January, 2025.

RACHEL JOHNSON, CLERK-TREASURER

MICHAEL BOLTON, MAYOR

NEW BUSINESS—Community Center commercial coffee pot is leaking and out of order. Council advised to look into smaller replacement option rather than repairs. Lampton/Allrich to approve spending up to \$2,500 towards a new floor scrubber for the Community Center.

Meeting adjourned 8:30PM, Christianson/Carlsrud-m/s/p.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
MICHAEL BOLTON, MAYOR

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