

**Twin Valley City Council  
Regular Council Meeting**

Monday, July 14, 2025, 7:00 PM  
Twin Valley Community Center

1 **CALL TO ORDER** \_\_\_\_\_ PM

2 **PLEDGE OF ALLEGIANCE**

**CITIZEN'S FORUM**

Maximum Time - 10 minutes. If no public comments are presented, meeting will continue.

**ADDITIONS TO AGENDA**

\_\_\_\_\_ / \_\_\_\_\_ M/S/P

1) \_\_\_\_\_

2) \_\_\_\_\_

3 **MINUTES APPROVAL** June Minutes

\_\_\_\_\_ / \_\_\_\_\_ M/S/P

<b>CLAIMS</b>	06/10/2025 - 06/30/2025	<u>\$351,546.37</u>
	07/01/2025 - 07/14/2025	<u>\$91,542.13</u>

<b>PAYROLL</b>	05/25/2025 - 06/07/2025	<u>\$12,369.95</u>
	06/08/2025 - 06/21/2025	<u>\$11,986.93</u>
	06/22/2025 - 07/05/2025	<u>\$11,964.71</u>

**DISBURSEMENT TOTAL** \$479,410.09

\_\_\_\_\_ / \_\_\_\_\_ M/S/P

5 **SEWER PROJECT UPDATE** Sellin Pay Request \$84,810.04  
**HEROLD COURT PAVING PROJECT** Bid Recommendation, Resolution

6 **COMMUNITY** Essentia Health - Community Health update  
Building Permit Application(s)  
Lawful Gambling Permit (Raffles) Zion Lutheran

8 **REPORTS OF OFFICERS, BOARDS, COMMITTEES**

**FIRE/RESCUE** General Report  
New Member Approval  
Rescue Donation, \$500.00, Memorial

**LAW ENFORCEMENT REPORT**

**LIQUOR** General Report Gross Sales \$ 51,046.11 ATM \$504.00

**PUBLIC WORKS** General Report

**EDA/PARKS** General Report  
Hier Creek Land Sale - Resolution to approve

**OTHER COMMITTEE UPDATE(s)**

**ADMIN** Financial Statement

9 **OLD BUSINESS** Nuisance Properties Updated listing  
Rental Property Ordinance

10 **NEW BUSINESS** Audit Contract

11 **FYI/OTHER**

12 **MEETING ADJOURNED** \_\_\_\_\_ PM \_\_\_\_\_ / \_\_\_\_\_ M/S/P

**MONDAY, June 9, 2025 – TWIN VALLEY CITY COUNCIL  
REGULAR MONTHLY MEETING  
Twin Valley Community Center – 7:00 PM**

**MEMBERS:** Harold Allrich, Michael Bolton, Tammy Carlsrud, Tracy Christianson **VIA PHONE:** Mike Lampton  
**OTHERS:** Toni Nysetvold, Prestin Douville, Jess Riepe, Pete Pazdernik, Kerry Askelson, Connie Hamernik, Brenda Dobmeyer, Marit Martell, Dale Svaren

**PURSUANT DUE TO CALL** and notice thereof the Twin Valley City Council held its regular monthly meeting on Monday, June 9, 2025. Mayor Bolton called the meeting to order at 7:00PM.

**PLEDGE OF ALLEGIANCE**

**CITIZENS FORUM**—Dale Svaren addressed Council concerning damages to his lawn from the sewer project through Opegard/Herold Court. Sellin’s and Askelson have been out to look at this before and were under the impression it was taken care of. Askelson will be out to assess the situation make necessary repairs.

**ADDITIONS TO THE AGENDA**—Allrich/Christianson-m/s/p to approve adding discussion regarding the Property/Liability insurance for the Heritage Center building to the agenda.

**MONTHLY BUSINESS**

Minutes— Christianson/Lampton-m/s/p to approve the May minutes with the addition of noting the pledge of allegiance and the correction to the spelling of Merlin.

Disbursements—Christianson/Allrich-m/s/p to approve disbursements totaling \$388,949.05, a full list of which is available for review in the City Clerk’s Office.

**2024 FY AUDIT**—Marit Martell distributed the final Audit document for fiscal year 2024 to Council and Clerk. Reviewed financial statements. City financial position remains stable. The City’s assets exceeded liabilities by \$6,205,260 at the end of 2024. City continues to maintain reserves around 125% of the yearly operating costs. Liquor store saw an operating loss; this will be the second year showing an operating loss, however, gross profit remains consistent. Martell suggested watching excess inventory and inventory system. Water and Sewer funds also saw an operating loss, due only to depreciation of assets. Carlsrud/Christianson-m/s/p to accept final audit. Bolton thanked employees for keeping the City running smoothly.

**WASTEWATER PROJECT UPDATE**—Christianson/Allrich-m/s/p to approve pay request #8 from Sellin Brothers for a total of \$293,302.30. Both General Obligation Bonds for the project are scheduled to close on June 26<sup>th</sup>. Motion by Councilmember Lampton second by Councilmember Christianson; the following resolutions accepting the terms of each bond were duly passed and adopted.

**RESOLUTION 2025—10 A RESOLUTION ACCEPTING THE OFFER OF THE UNITED STATES OF AMERICA TO PURCHASE A \$2,108,000 TAXABLE GENERAL OBLIGATION SEWER REVENUE BOND OF 2025A, PLEDGING FOR THE SECURITY THEREOF NET REVENUES AND PROVIDING FOR ITS ISSUANCE**

Full transcript of document available at City Hall Office.

**RESOLUTION 2025—11 A RESOLUTION ACCEPTING THE OFFER OF THE UNITED STATES OF AMERICA TO PURCHASE A \$770,000 TAXABLE GENERAL OBLIGATION SEWER REVENUE BOND OF 2025B, PLEDGING FOR THE SECURITY THEREOF NET REVENUES AND PROVIDING FOR ITS ISSUANCE**

Full transcript of document available at City Hall Office.

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 9th day of June, 2025.

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RACHEL JOHNSON, CLERK-TREASURER

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MICHAEL BOLTON, MAYOR

**COMMUNITY**—Lampton/Carlsrud-m/s/p to approve donating \$500.00 to the Twin Valley Community Club for Town & Country Days. (Christianson abstained from vote).

**FIRE/RESCUE**—Hydrants were flushed in May on the West side of Highway 32. County Fire meeting is scheduled for August 26<sup>th</sup> in the TV Community Center. Dobmeyer requested permission to purchase a new monitor for the rescue squad that monitors pulse oximetry, temp, ECG, BP, and temp. Presented two quotes to Council, BoundTree Medical for \$11,464.96, Emergency Medical Products for \$18,263.63 with additional cuffs. The Northwest EMS Foundation offers a 25/75 grant for these types of purchases. Lampton/Christianson-m/s/p to approve purchase from BoundTree Medical. Lampton suggested putting the Gary Cares 2025 Rescue Squad donation towards this purchase.

The Fire Department has been notified they were approved for grant funding to replace three grass rig skid units from the Department of Interior Slip-on Tanker Pilot Program. The award amount has not been finalized at this time.

Pazdernik asked Council about the process for purchasing a new pickup truck for the department. Would like to replace the 1993 Ford F350 and eventually the Ranger and 2006 Ford F250. Advised to reach out to different dealerships for government pricing and bring multiple quotes to the Council.

Pazdernik reported 10 Fire and 24 Rescue calls for the month of May.

**LAW ENFORCEMENT**—Call report received from Sheriff Fall showing 60 calls for service with a total of 129 hours spent in Twin Valley.

**LIQUOR STORE**—Gross sales for May \$53,138.28, ATM revenue \$626.50. Discussed inventory and items on hand, will review to see where cuts can be made. Updated Council on events. Hero's ride out of Fargo/Moorhead will be stopping at the TVLS this weekend 6/14, plans to have an outside beer only bar to keep lines down. Steak night is scheduled for 6/27. Dan Brekke Band has been scheduled for Saturday 7/19 for Town & Country Days. Received donation from the American Legion to purchase new patio furniture.

**PUBLIC WORKS**—Splash pad is down for repairs, a leak under the concrete resulted in removing a large portion of the pad to make repairs. Hope to have this up in the coming week. Sewer/Lagoons have been cleaned up, project is almost complete, waiting on a 3-phase generator as part of the last change order. All these expenses are covered under grant funding for the project. Old generator will be moved to a different city building. Will be working on repairing and replacing picnic tables before Town & Country Days. Drainage ditch through town has been cleaned out. Looking into having the storm drains in town cleaned out this summer/fall. Askelson will also be looking into having the sidewalk out front of the Community Center repaired or replaced due to the increasing hazards.

**EDA/PARKS**—Greg Crader has tendered his resignation from the committee. Bolton/Carlsrud-m/s/p to accept resignation and thank Crader for his time. Presented updated EDA bylaws to the Council for approval and adoption. Only minor changes were made from the original. Motion by Christianson seconded by Lampton the following resolution was duly passed and adopted updating the City EDA bylaws.

**RESOLUTION 2025—12 A RESOLUTION ADOPTING REVISIONS TO THE TWIN VALEY ECONOMIC DEVELOPMENT AUTHORITY BY LAWS**

Full Summary of the E.D.A. By-Laws are available at the City Hall office.

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 9th day of June, 2025.

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RACHEL JOHNSON, CLERK-TREASURER

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MICHAEL BOLTON, MAYOR

Christianson is still looking into fencing for the North Heiberg Trail. Requested clerk look into legality and requirements of fencing to keep liability of incidents off the City. Another incident at the campground was reported of dogs unleashed. A sign was previously placed at the park after the last incident; it was suggested another sign be placed near the park entrance and postings on social media to bring awareness to leash laws both in town and on city owned land. Discussion on placing a sign for the splash park along highway 32 to point traffic in the right direction. Johnson will look into State regulations.

**ADMIN**—Distributed May financial statement. Requested Council approval to close the ARP fund as the City opted to take funding as revenue replacement for general governmental purpose in 2022. Fund has been used as a place holder. Christianson/Lampton-m/s/p to move funds to the General Capital Projects funds and close old fund.

**OLD BUSINESS**—Updated nuisance property listing distributed. Properties given a second notice and citation on nuisance violations were noted. Discussed options moving forward; continue to send city citations and assess unpaid charges towards property taxes if the citations continue to go ignored, file a civil lawsuit to have nuisance violations abated, or request assistance from the Norman County Sheriff’s Office to issue criminal citations. Christianson/Allrich-m/s/p to have clerk issue a third citation to the properties that have taken no initiative to abate the nuisance issues, and after which time contact the Sheriff’s Department to issue criminal citations.

**TAX FORFIETED PROPERTY**—Two parcels in town remain forfeited to the State in trust for nonpayment of taxes. No notice or further action towards the sale of these properties has been received by the City. Both 211 Norman Ave NW and 400 Main Ave E have been forfeited to the State of Minnesota for over 1 years’ time and remain vacant and in a dilapidated/nuisance property violation state. Council given MN State Statute 282.01 to review. Clerk requested Council permission to move forward with a request to acquire these properties to have the blight removed. Motion by Allrich, seconded by Carlsrud the following resolution was duly passed.

**RESOLUTION 2025—13 A RESOLUTION AUTHORIZING THE ACQUISITION OF TAX FORFEITED PROPERTY FOR THE PURPOSE OF ABATING NUISANCE BLIGHT CONDITIONS**

**WHEREAS**, 211 Norman Ave NW (Parcel 32-8374000) was forfeited to the State of Minnesota in 2023; and

**WHEREAS**, 400 Main Ave E (Parcel 32-8681000) was forfeited to the State of Minnesota in 2024; and

**WHEREAS**, both properties remain abandoned, dilapidated, and otherwise blighted; and

**WHEREAS**, the City of Twin Valley has created a special fund to abate blighted properties for the overall good of the neighboring properties marketability; and

**WHEREAS**, a political subdivision of the state can make a written request to acquire blighted tax forfeited properties under Minnesota Statute 282.01 subd. 01a(d) 1&2 below market rate.

**THEREFORE, BE IT RESOLVED** by the City Council for the City of Twin Valley that the City hereby requests to acquire both 211 Norman Ave NW and 400 Main Ave E from the State of Minnesota and County Auditor for the purpose of blight removal.

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 9th day of June, 2025.

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

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

**NEW BUSINESS**—Copies of rental property ordinances from cities of similar size or smaller were given to Council for review. Discussion regarding ordinance violations at rental homes and the issues with who should be responsible for citations and taking corrective action. Discussed putting a cap on new single family rental homes to preserve the availability of housing for first time home buyers in the area. Council in agreement that registering rental properties with the City will help to ensure that housing units meet minimum safety and health standards, as well as provide a system to correct deficiencies in property maintenance and ordinance violations. The City will also have the option to require landlords have tenants sign off on a crime-free housing rental agreement addendum to promote a safe, crime-free environment. Asked Councilmembers to review ordinances and send Clerk a list of priorities for ordinance development.

**FYI/OTHER**—2024 population and household estimates received from the State Demographer. As of April 1, 2024 the population estimate is 702 with a household estimate of 328. Discussed current property and liability insurance for the Heritage center buildings. City has both the center itself and the storage building insured, as does the Heritage Center Foundation. Christianson/Lampton-m/s/p to approve continuing to insure the facilities under the City and receive compensation from the foundation in return.

Meeting adjourned 8:52PM, Carlsrud/Christianson-m/s/p.

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

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

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## DISBURSEMENT LIST FOR APPROVAL

06/10/2025 thru 07/14/2025

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
2ND TO NONE SEPTIC SOLUTIONS, LLC	Contracted Service	\$1,513.99
A.F.L.A.C. WEST REGION	Employee Benefit	\$275.18
ADA BUILDING CENTER, INC.	Repairs & Maintenance	\$56.28
ANDERS VALLEY PUBLISHING, LLC	Publishing	\$1,585.50
ARVIG	Telephone/Internet	\$445.94
BMO BANK	Bank Card Expense	\$458.13
BOUND TREE MEDICAL LLC	Operating Supplies	\$521.97
BRENDA DOBMEYER	Reimbursement - Supplies	\$99.02
DUSTY GREEN, OWNER	Contracted Service	\$2,500.00
EFTPS-ONLINE	Payroll Taxes	\$3,707.98
GOODIN COMPANY	Repairs & Maintenance	\$920.35
HEALTH EQUITY	Employee Benefit	\$595.60
HOFFMAN, PHILIPP, & MARTELL, PLLC	Audit	\$2,900.00
JOHN DEERE FINANCIAL	Repairs & Maintenance	\$83.71
JULIN LAW OFFICE, PLLC	Attorney	\$505.00
KRJB FM RADIO	Advertising	\$589.00
LAKES COMMUNITY COOP	Utility	\$935.07
LEAGUE OF MN CITIES INS TRUST	Insurance	\$82.00
MARCO TECHNOLOGIES LLC	Contracted Service	\$68.80
MATRIX TRUST COMPANY	Employee Benefit	\$82.50
MN ASSOC. OF SMALL CITIES (MAOSC)	Yearly Dues	\$473.50
MN DOR - PAYROLL TAX	Payroll Taxes	\$611.92
MN PEIP	Employee Benefit	\$1,226.43
MN STATE COMM & TECH COLLEGE	Training	\$625.00
NORMAN CO. SHERIFF'S OFFICE	Contracted Service	\$61.50
NORTHSTAR HARDWARE	Repairs & Maintenance	\$146.48
OTTERTAIL POWER CO.	Utility	\$2,229.37
PAYROLL	Wages	\$13,349.05
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,721.74
PETE PAZDERNIK	Reimbursement - Supplies	\$134.72
PREMIUM WATERS	Contracted Service	\$27.25
STRYKER	Operating Supplies	\$136.50
ULTEIG ENGINEERS, INC.	Professional Service	\$13,915.55
USABLE LIFE	Employee Benefit	\$24.51
VERIZON WIRELESS	Telephone/Internet	\$178.53
VESTIS	Contracted Service	\$272.99
VISSER TRENCHING, INC.	Contracted Service	\$640.00
	<b>GENERAL FUND</b>	<b>\$53,701.06</b>
BREMER BANK	Bond Repayment	\$22,167.25
	<b>2019B BOND FUND</b>	<b>\$22,167.25</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$241.91
ARVIG	Telephone/Internet	\$158.78
BMO BANK	Bank Card Expense	\$10.77
EFTPS-ONLINE	Payroll Taxes	\$1,452.83
HAWKINS, INC.	Operating Supplies	\$539.00
HEALTH EQUITY	Employee Benefit	\$379.48
HOFFMAN, PHILIPP, & MARTELL, PLLC	Audit	\$1,100.00
LAKES COMMUNITY COOP	Utility	\$264.37
MATRIX TRUST COMPANY	Employee Benefit	\$108.75
MN DOR - PAYROLL TAX	Payroll Taxes	\$255.44
MN DOR - SALES & USE TAX	Sales Tax	\$89.00
MN PEIP	Employee Benefit	\$777.21
MN PUBLIC FACILITIES AUTHORITY	Bond Repayment	\$10,270.01
NORTHSTAR HARDWARE	Repairs & Maintenance	\$30.64

OFFICE SUPPLIES PLUS*	Operating Supplies	\$95.44
OTTERTAIL POWER CO.	Utility	\$813.39
PAYROLL	Wages	\$5,097.25
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,031.50
USABLE LIFE	Employee Benefit	\$20.71
VERIZON WIRELESS	Telephone/Internet	\$66.48
VESTIS	Contracted Service	\$123.79
	<b>WATER FUND</b>	<b>\$22,926.75</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$241.91
ARVIG	Telephone/Internet	\$69.67
EFTPS-ONLINE	Payroll Taxes	\$1,452.62
HEALTH EQUITY	Employee Benefit	\$379.42
HOFFMAN, PHILIPP, & MARTELL, PLLC	Audit	\$1,100.00
JULIN LAW OFFICE, PLLC	Attorney	\$394.60
LAKES COMMUNITY COOP	Utility	\$18.12
MATRIX TRUST COMPANY	Employee Benefit	\$108.75
MN DOR - PAYROLL TAX	Payroll Taxes	\$255.44
MN PEIP	Employee Benefit	\$777.22
NORTHSTAR HARDWARE	Repairs & Maintenance	\$19.83
OTTERTAIL POWER CO.	Utility	\$103.77
PAYROLL	Wages	\$5,097.25
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,031.52
RMB ENVIRONMENTAL LABS, INC.	Professional Service	\$161.98
SELECT AG, INC.	Operating Supplies	\$100.82
SELLIN BROTHERS INC	Contracted Service	\$293,302.30
USABLE LIFE	Employee Benefit	\$20.71
VERIZON WIRELESS	Telephone/Internet	\$66.48
VESTIS	Contracted Service	\$123.79
	<b>SEWER FUND</b>	<b>\$304,826.20</b>
FUCHS SANITATION SERVICE, INC.	Contracted Service	\$8,539.92
HOFFMAN, PHILIPP, & MARTELL, PLLC	Audit	\$800.00
MN DOR - SALES & USE TAX	Sales Tax	\$1,167.00
	<b>GARBAGE FUND</b>	<b>\$10,506.92</b>
A.F.L.A.C. WEST REGION	Employee Benefit	\$5.66
AARON'S GROCERY	Merchandise for Resale	\$1,598.80
ABSOLUTE ICE	Merchandise for Resale	\$350.00
ANDERS VALLEY PUBLISHING, LLC	Advertising	\$30.00
ARVIG	Telephone/Internet	\$315.60
BERGSETH BROS.	Merchandise for Resale	\$7,762.07
BEVERAGE WHOLESALERS	Merchandise for Resale	\$201.00
BMO BANK	Bank Card Expense	\$240.29
BREAKTHRU BEVERAGE	Merchandise for Resale	\$2,201.58
COCA-COLA BOTTLING HIGH COUNTRY	Merchandise for Resale	\$642.50
D-S BEVERAGES	Merchandise for Resale	\$9,668.38
ECOLAB PEST ELIMINATION DIVISION	Contracted Service	\$70.36
EFTPS-ONLINE	Payroll Taxes	\$3,103.53
FAST FUNDS, LLC	Operating Supplies	\$32.96
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$332.00
HEALTH EQUITY	Employee Benefit	\$240.50
HEGGIES PIZZA, LLC	Merchandise for Resale	\$821.40
HENRY'S FOODS INC.	Merchandise for Resale	\$4,098.17
HERITAGE PUBLICATIONS LLC	Advertising	\$329.00
HOFFMAN, PHILIPP, & MARTELL, PLLC	Audit	\$2,700.00
HOMETOWN GROCERY AND GOODS	Merchandise for Resale	\$97.19
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$2,857.54
KASEYA US, LLC	Contracted Service	\$200.00
LAKES COMMUNITY COOP	Utility	\$34.56
McKINNON COMPANY, INC.	Merchandise for Resale	\$2,989.55
MINNESOTA SISTERS	Uniforms	\$222.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$497.95
MN DOR - SALES & USE TAX	Sales Tax	\$4,793.00

MN PEIP	Employee Benefit	\$784.34
NORTHSTAR HARDWARE	Repairs & Maintenance	\$18.79
OFFICE SUPPLIES PLUS*	Operating Supplies	\$115.61
OTTERTAIL POWER CO.	Utility	\$831.55
PAYROLL	Wages	\$12,778.04
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,923.40
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$1,467.37
SUN-FLOWERS	Funeral Flowers	\$50.00
TONI NYSETVOLD	Reimbursement - Supplies	\$30.00
TV BOOSTER CLUB	Donation	\$500.00
USABLE LIFE	Employee Benefit	\$4.97
VESTIS	Contracted Service	\$295.40
	<b>LIQUOR FUND</b>	<b>\$65,235.06</b>
TAMMY CARLSRUD	Reimbursement - Supplies	\$46.85
	<b>GARDENS FUND</b>	<b>\$46.85</b>
	<b>DISBURSEMENT TOTAL</b>	<b>\$479,410.09</b>



We listen. We solve.™

2024 SANITARY SEWER COLLECTION AND TREATMENT FACILITY IMPROVEMENTS TWIN VALLEY, MINNESOTA

Contract No.: 23.24232

Application for Payment No.: 9

Page: 1 of 3

APPLICATION FOR PAYMENT

Owner CITY OF TWIN VALLEY

Contractor SELLIN BROTHERS INC. HAWLEY, MN

Period of Estimate From: June 2, 2025 To: June 30, 2025

Table with columns: No., Agency Approval Date, Amount (Additions, Deductions). Rows include dates from September 20, 2024 to June 3, 2025, and a NET CHANGE row.

ESTIMATE table with 11 rows of items and amounts, including '11. Amount Due (8-9-10).. \$84,810.04'.

Contract Time

Table with columns for completion dates, contract time percentages (58%, 96.4%, 95.4%), and contractor status (On Schedule, Ahead of Schedule, Behind Schedule).

If the project is behind schedule, has the Contractor been informed and are measures being taken to return to schedule (describe)?

CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the Contract Documents...

Contractor: SELLIN BROTHERS, INC.

By: [Signature] Date: 7-2-25

ENGINEER'S CERTIFICATION: The undersigned certifies that to the best of their knowledge and belief and to the extent of their assigned Contract responsibilities, the quantities shown in this estimate are correct and that the work has been performed in accordance with the Contract Documents.

Engineer: ULTEIG ENGINEERS, INC.

By: [Signature] Date: 7-2-2025

APPROVED BY OWNER: Owner: CITY OF TWIN VALLEY

By: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

ACCEPTED BY AGENCY: The review and acceptance of this estimate does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the Contract Documents.

By: \_\_\_\_\_ Date: \_\_\_\_\_ Title: \_\_\_\_\_

**MONTHLY ESTIMATE FORM**  
**2024 SANITARY SEWER COLLECTION**  
**AND TREATMENT FACILITY IMPROVEMENTS**  
**CITY OF TWIN VALLEY**  
**23.24232**

**Contractor:**  
 Sellin Brothers Inc  
 1204 Hobart St  
 Hawley, MN 56549

**Original Contract**  
**Amount: \$ 3,397,240.00**  
**Dated: April 24, 2024**

**Estimate No.: 9**  
**Date: June 30, 2025**

**2024 Sanitary Sewer Collection System and Wastewater Treatment Facility Improvements**  
**Twin Valley, MN**

**BASE BID: SECTION A - SANITARY SEWER COLLECTION SYSTEM IMPROVEMENTS**

No.	Item	Bid Quantity	Unit	Unit Price	Bid Total	Previous Quantity	Quantity this Period	Quantity to Date	Amount this Period	Amount to Date
1	Mobilization	1	L.S.	\$ 190,000.00	\$ 190,000.00	1.00	0.00	1.00	\$0.00	\$190,000.00
2	Clearing	4	Tree	\$ 750.00	\$ 3,000.00	3.00	0.00	3.00	\$0.00	\$2,250.00
3	Grubbing	4	Tree	\$ 750.00	\$ 3,000.00	3.00	0.00	3.00	\$0.00	\$2,250.00
4	Remove Watermain Service Pipe	79	L.F.	\$ 1.00	\$ 79.00	80.00	0.00	80.00	\$0.00	\$80.00
5	Remove Sewer Pipe (Sanitary)	2,240	L.F.	\$ 1.00	\$ 2,240.00	2,273.00	0.00	2,273.00	\$0.00	\$2,273.00
6	Remove Sewer Pipe (Storm)	110	L.F.	\$ 24.00	\$ 2,640.00	0.00	0.00	0.00	\$0.00	\$0.00
7	Remove Curb Stop	2	Each	\$ 300.00	\$ 600.00	2.00	0.00	2.00	\$0.00	\$600.00
8	Remove Pavement	986	S.Y.	\$ 7.00	\$ 6,762.00	986.00	0.00	986.00	\$0.00	\$6,762.00
9	Remove Hydrant	2	Each	\$ 525.00	\$ 1,050.00	2.00	0.00	2.00	\$0.00	\$1,050.00
10	Remove Manhole (Sanitary)	16	Each	\$ 540.00	\$ 8,640.00	19.00	0.00	19.00	\$0.00	\$10,260.00
11	Salvage & Reinstall Riprap (FES)	20	C.Y.	\$ 135.00	\$ 2,700.00	20.00	0.00	20.00	\$0.00	\$2,700.00
12	Common Excavation	3,470	C.Y.	\$ 17.00	\$ 58,990.00	3,470.00	0.00	3,470.00	\$0.00	\$58,990.00
13	Topsoil Borrow (LV)	100	C.Y.	\$ 66.00	\$ 6,600.00	22.00	0.00	22.00	\$0.00	\$1,452.00
14	Contractor Crew Time	8	Hr.	\$ 825.00	\$ 6,600.00	50.99	0.00	50.99	\$0.00	\$42,063.00
15	Aggregate Base Class 5 (CV)	2,118	C.Y.	\$ 43.00	\$ 91,074.00	2,134.00	0.00	2,134.00	\$0.00	\$91,762.00
16	Bituminous Wearing Course Mix	110	Ton	\$ 128.00	\$ 14,080.00	106.73	0.00	106.73	\$0.00	\$13,661.44
17	Bituminous Non-Wear Course Mix	110	Ton	\$ 128.00	\$ 14,080.00	106.73	0.00	106.73	\$0.00	\$13,661.44
18	4" PVC Sanitary Sewer Service SDR 26	1,300	L.F.	\$ 37.00	\$ 48,100.00	1,226.00	0.00	1,226.00	\$0.00	\$45,362.00
19	8" PVC Sanitary Sewer SDR 26	2,565	L.F.	\$ 57.00	\$ 146,205.00	2,852.00	0.00	2,852.00	\$0.00	\$162,564.00
20	10" PVC Sanitary Sewer SDR 26	4,928	L.F.	\$ 58.00	\$ 285,624.00	4,927.00	0.00	4,927.00	\$0.00	\$285,766.00
21	8" x 4" PVC Wye	32	Each	\$ 625.00	\$ 20,000.00	30.00	0.00	30.00	\$0.00	\$18,750.00
22	10" x 4" PVC Wye	7	Each	\$ 805.00	\$ 5,635.00	9.00	0.00	9.00	\$0.00	\$7,245.00
23	4" Cleanout	38	Each	\$ 620.00	\$ 24,180.00	36.00	0.00	36.00	\$0.00	\$22,320.00
24	Construct Drainage Structure 48-4007C	27	Each	\$ 7,900.00	\$ 213,300.00	27.00	0.00	27.00	\$0.00	\$213,300.00
25	24" Steel Casing Pipe (Jacked)	130	L.F.	\$ 575.00	\$ 74,750.00	130.00	0.00	130.00	\$0.00	\$74,750.00
26	12" HDPE Storm Sewer	100	L.F.	\$ 83.00	\$ 8,300.00	70.00	0.00	70.00	\$0.00	\$5,810.00
27	Hydrant	2	Each	\$ 7,205.00	\$ 14,410.00	2.00	0.00	2.00	\$0.00	\$14,410.00
28	6" Gate Valve and Box Watermain	2	Each	\$ 3,560.00	\$ 7,120.00	2.00	0.00	2.00	\$0.00	\$7,120.00
29	6" PVC Watermain C900	8	L.F.	\$ 222.00	\$ 1,776.00	8.00	0.00	8.00	\$0.00	\$1,776.00
30	Adjust Frame and Ring Casting (Sanitary)	1	Each	\$ 925.00	\$ 925.00	1.00	0.00	1.00	\$0.00	\$925.00
31	Temporary Mail Box	1	L.S.	\$ 775.00	\$ 775.00	1.00	0.00	1.00	\$0.00	\$775.00
32	Traffic Control	1	L.S.	\$ 5,115.00	\$ 5,115.00	1.00	0.00	1.00	\$0.00	\$5,115.00
33	Storm Drain Inlet Protection	10	Each	\$ 165.00	\$ 1,650.00	10.00	0.00	10.00	\$0.00	\$1,650.00
34	Bio Roll	345	L.F.	\$ 9.00	\$ 3,105.00	526.00	0.00	526.00	\$0.00	\$4,734.00
35	Erosion Control	1	L.S.	\$ 3,200.00	\$ 3,200.00	1.00	0.00	1.00	\$0.00	\$3,200.00
36	Turf Establishment	1	L.S.	\$ 25,000.00	\$ 25,000.00	1.00	0.00	1.00	\$0.00	\$25,000.00
<b>TOTAL BASE BID - SECTION A:</b>					<b>\$ 1,301,505.00</b>				<b>\$0.00</b>	<b>\$1,340,386.88</b>

**BASE BID: SECTION B - WASTEWATER TREATMENT FACILITY IMPROVEMENTS**

No.	Item	Bid Quantity	Unit	Unit Price	Bid Total	Previous Quantity	Quantity this Period	Quantity to Date	Amount this Period	Amount to Date
1	Mobilization	1	L.S.	55,000.00	\$55,000.00	1.00	0.00	1.00	\$0.00	\$55,000.00
2	Remove Sewer Pipe (Sanitary)	225	L.F.	1.00	\$225.00	225.00	0.00	225.00	\$0.00	\$225.00
3	Remove Manhole (Valve MH)	1	Each	4,200.00	\$4,200.00	1.00	0.00	1.00	\$0.00	\$4,200.00
4	Remove Pond Structures	4	Each	2,060.00	\$8,240.00	4.00	0.00	4.00	\$0.00	\$8,240.00
5	Remove Pond Liner	41,700	S.Y.	0.55	\$22,935.00	41,700.00	0.00	41,700.00	\$0.00	\$22,935.00
6	Salvage & Reinstall Rip-Rap (Pond)	1,924	C.Y.	70.00	\$134,680.00	1,924.00	0.00	1,924.00	\$0.00	\$134,680.00
7	Salvage & Reinstall Fence	315	L.F.	27.00	\$8,505.00	0.00	351.30	351.30	\$9,485.00	\$9,485.00
8	8" PVC Sanitary Sewer	145	L.F.	140.00	\$20,300.00	154.00	0.00	154.00	\$0.00	\$21,560.00
9	12" PVC Sanitary Sewer	30	L.F.	200.00	\$6,000.00	30.00	0.00	30.00	\$0.00	\$6,000.00
10	24" PVC Sanitary Sewer	60	L.F.	225.00	\$11,250.00	74.00	0.00	74.00	\$0.00	\$16,650.00
11	6" PVC Forcemain	40	L.F.	67.00	\$2,680.00	40.00	0.00	40.00	\$0.00	\$2,680.00
12	Ductile Iron Fittings	4	Each	825.00	\$3,300.00	4.00	0.00	4.00	\$0.00	\$3,300.00
13	Rehabilitate Lift Station	1	L.S.	250,000.00	\$250,000.00	1.00	0.00	1.00	\$0.00	\$250,000.00
14	Sanitary Sewer Bypass Pumping	1	L.S.	7,500.00	\$7,500.00	1.00	0.00	1.00	\$0.00	\$7,500.00
15	Primary Pond Sludge Excavation	13,000	C.Y.	35.00	\$455,000.00	8,783.43	0.00	8,783.43	\$0.00	\$307,420.00
16	Primary Pond Liner	41,700	S.Y.	6.25	\$260,625.00	41,700.00	0.00	41,700.00	\$0.00	\$260,625.00
17	Primary Pond Sand to Cover Liner (CV)	15,070	C.Y.	17.00	\$256,190.00	15,070.00	0.00	15,070.00	\$0.00	\$256,190.00
18	Pond Inlet Structure	1	Each	65,000.00	\$65,000.00	1.00	0.00	1.00	\$0.00	\$65,000.00
19	Pond Transfer Structure #1	1	Each	93,000.00	\$93,000.00	1.00	0.00	1.00	\$0.00	\$93,000.00
20	Pond Transfer Structure #2	1	Each	53,000.00	\$53,000.00	1.00	0.00	1.00	\$0.00	\$53,000.00
21	Pond Outlet Structure	1	Each	93,000.00	\$93,000.00	1.00	0.00	1.00	\$0.00	\$93,000.00
22	Pond Splash Pad	1	Each	3,000.00	\$3,000.00	1.00	0.00	1.00	\$0.00	\$3,000.00
23	Pond Discharge Structure	1	Each	9,450.00	\$9,450.00	1.00	0.00	1.00	\$0.00	\$9,450.00
24	Random Riprap Class 2	1,561	C.Y.	125.00	\$195,125.00	1,519.80	0.00	1,519.80	\$0.00	\$189,950.00
25	Geotextile Filter, Type 3	9,812	S.Y.	2.50	\$24,530.00	8,162.00	0.00	8,162.00	\$0.00	\$20,405.00
26	Pond Water Balance Test	1	Each	24,000.00	\$24,000.00	0.50	0.50	1.00	\$12,000.00	\$24,000.00
27	Erosion Control	1	L.S.	4,000.00	\$4,000.00	0.00	0.50	0.50	\$2,000.00	\$2,000.00
28	Turf Establishment	1	L.S.	25,000.00	\$25,000.00	0.00	0.50	0.50	\$12,500.00	\$12,500.00
<b>TOTAL BASE BID - SECTION B:</b>					<b>\$2,095,735.00</b>				<b>\$35,985.00</b>	<b>\$1,931,995.00</b>
<b>GRAND TOTAL FOR BASE BIDS:</b>					<b>\$3,397,240.00</b>				<b>\$35,985.00</b>	<b>\$3,272,381.88</b>

**MATERIALS ON HAND**

No.	Item	Total Cost	Amount Used	Amount Still Stored
1	Ferguson	\$220,196.58	\$220,196.58	\$0.00
2	Simbeck Associates - Geosynthetic Liner	\$141,839.58	\$141,839.58	\$0.00
3	Rinker Materials	\$13,084.54	\$13,084.54	\$0.00
4	Plasti Fab	\$13,367.45	\$13,367.45	\$0.00
5	Rinker - 3063285	\$10,279.01	\$10,279.01	\$0.00
6	Ferguson - WA008473	\$1,146.67	\$1,146.67	\$0.00
7	Ferguson - 0506480	\$248.92	\$248.92	\$0.00
8	Ferguson - WA008509	\$3,631.08	\$3,631.08	\$0.00
9	Ferguson - WA008175-4	\$1,337.90	\$1,337.90	\$0.00
10	Ferguson - WA008175	\$21,051.18	\$21,051.18	\$0.00
11	Ferguson - WA008419	\$20,910.62	\$20,910.62	\$0.00
12	Rinker - 30139907	\$68,358.07	\$68,358.07	\$0.00
13	Minnesota Pump Works	\$40,367.65	\$40,367.65	\$0.00
14	Minnesota Pump Works	\$47,253.87	\$47,253.87	\$0.00
15	Ferguson - WA008178-2	\$18,393.94	\$18,393.94	\$0.00
<b>Totals</b>			<b>\$619,527.06</b>	<b>\$0.00</b>

**Change Orders**

No.	Item	Total Cost
1	Time Extension	\$0.00
2	Replacement of MH12A	\$17,309.42
3	Update to 3-Phase Power - Lift Station	\$25,302.90
<b>Totals</b>		<b>\$42,612.32</b>



We listen. We solve.®

---

July 1<sup>st</sup>, 2025

Ms. Rachel Johnson  
City Clerk/Treasurer  
City of Twin Valley  
107 Second Street SW  
P.O. Box 307  
Twin Valley, MN 56584

Subject: Bid Recommendation  
2025 Street Improvements – Herold Court Addition

Dear Rachel,

Bids were received at 10:00 a.m. on June 24<sup>th</sup>, 2025 for the above-referenced project. Two (2) bids were received and are summarized on the enclosed Bid Tabulation.

These bids have been reviewed and found to be in order. We have completed the required debarment checks on the low bidder and his listed subcontractors and they are clear. It is the recommendation of Ulteig to award the project to the low bidder, R.J. Zavoral and Sons, Inc. of Grand Forks, ND based on the Base Bid for a total project amount of \$362,120.00.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Kris Carlson".

Kris Carlson, PE  
Associate Director - Civil

Enc.

**Bid Tab**


UEI Project No. 24.03896

Bid Letting: Tuesday, June 24, 2025

Engineer's Estimate \$291,5002025 Street Improvements - Herold Court Addition  
Twin Valley, Minnesota

No.	Item	Amount	Unit	Engineers Estimate		R.J. Zavoral and Sons, Inc Grand Forks, ND		Mark Sand & Gravel Co.	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	1	L.S.	20,000.00	\$20,000.00	32,000.00	\$32,000.00	45,000.00	\$45,000.00
2	Remove & Replace Sidewalk (6")	180	S.F.	10.00	\$1,800.00	49.00	\$8,820.00	90.00	\$16,200.00
3	Remove & Replace Mailbox	13	Each	400.00	\$5,200.00	150.00	\$1,950.00	650.00	\$8,450.00
4	Common Excavation (P)	300	C.Y.	10.00	\$3,000.00	62.00	\$18,600.00	75.00	\$22,500.00
5	Topsoil Borrow (LV)	300	C.Y.	55.00	\$16,500.00	52.00	\$15,600.00	92.40	\$27,720.00
6	Contractor Crew Time	4	Hr.	500.00	\$2,000.00	490.00	\$1,960.00	1,000.00	\$4,000.00
7	Aggregate Base Class 5 (CV)	250	C.Y.	45.00	\$11,250.00	50.00	\$12,500.00	84.75	\$21,187.50
8	Bituminous Wearing Course Mix	1,000	Ton	100.00	\$100,000.00	116.00	\$116,000.00	127.00	\$127,000.00
9	Bituminous Non-Wear Course Mix	1,000	Ton	100.00	\$100,000.00	116.00	\$116,000.00	127.00	\$127,000.00
10	Adjust Gate Valve	4	Each	750.00	\$3,000.00	330.00	\$1,320.00	1,250.00	\$5,000.00
11	Adjust Frame and Ring Casting (Sanitary)	11	Each	750.00	\$8,250.00	1,500.00	\$16,500.00	1,800.00	\$19,800.00
12	Temporary Mail Box	1	L.S.	2,500.00	\$2,500.00	120.00	\$120.00	5,000.00	\$5,000.00
13	Traffic Control	1	L.S.	2,500.00	\$2,500.00	2,900.00	\$2,900.00	10,000.00	\$10,000.00
14	Storm Drain Inlet Protection	10	Each	250.00	\$2,500.00	240.00	\$2,400.00	500.00	\$5,000.00
15	Erosion Control	1	L.S.	5,000.00	\$5,000.00	3,600.00	\$3,600.00	15,000.00	\$15,000.00
16	Turf Establishment	1	L.S.	8,000.00	\$8,000.00	11,850.00	\$11,850.00	10,000.00	\$10,000.00
<b>TOTAL FOR BASE BID:</b>					<b>\$291,500.00</b>		<b>\$362,120.00</b>		<b>\$468,857.50</b>

I hereby certify that there were 2 sealed bids received and opened and 0 bids rejected on June 24, 2025 at Twin Valley, Minnesota.



Kristopher R. Carlson, P.E., Ulteig Engineers, Inc.

**Assessment Rates****PRELIMINARY ESTIMATE**

<b>ITEM</b>	<b>CITY</b>	<b>ASSESSABLE</b>	<b>TOTAL</b>
Construction Total	\$ 116,600.00	\$ 174,900.00	\$ 291,500.00
Contingencies	\$ 4,800.00	\$ 7,200.00	\$ 12,000.00
Engineering - Design	\$ 6,200.00	\$ 9,300.00	\$ 15,500.00
Engineering - Construction	\$ 21,400.00	\$ 32,100.00	\$ 53,500.00
<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$ 149,000.00</b>	<b>\$ 223,500.00</b>	<b>\$ 372,500.00</b>

<b>ITEM</b>	<b>COST/FRONT FOOT</b>
Street Reconstruction	\$ 40.90

**AS - BID**

<b>ITEM</b>	<b>CITY</b>	<b>ASSESSABLE</b>	<b>TOTAL</b>
Construction Total	\$ 144,848.00	\$ 217,272.00	\$ 362,120.00
Contingencies	\$ 7,242.40	\$ 10,863.60	\$ 18,106.00
Engineering - Design	\$ 6,200.00	\$ 9,300.00	\$ 15,500.00
Engineering - Construction	\$ 21,400.00	\$ 32,100.00	\$ 53,500.00
<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$ 179,690.40</b>	<b>\$ 269,535.60</b>	<b>\$ 449,226.00</b>

<b>ITEM</b>	<b>COST/FRONT FOOT</b>
Street Reconstruction	\$ 49.32

**Resolution Accepting Bid**

WHEREAS, pursuant to an advertisement for bids for **2025 Street Improvements – Herold Court Addition** bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

R.J. Zavoral and Sons, Inc.	\$362,120.00
Mark Sand & Gravel Co.	\$468,857.50

AND WHEREAS, it appears that R.J. Zavoral and Sons, Inc. of Grand Forks, North Dakota is the lowest responsible bidder,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF TWIN VALLEY, MINNESOTA:

1. The mayor and clerk, are hereby authorized and directed to enter into the attached contract with R.J. Zavoral and Sons, Inc. of GRAND FORKS, NORTH DAKOTA in the name of the CITY OF TWIN VALLEY for the improvement of **2025 STREET IMPROVEMENTS – HEROLD COURT ADDITION** according to the plans and specifications therefor approved by the city council and on file in the office of the city clerk.
2. The city clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

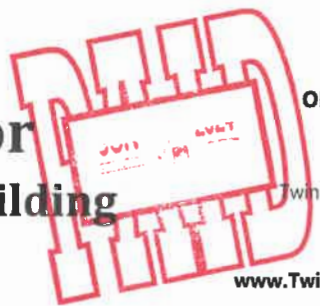
Adopted by the city council this Fourteen Day of July, 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk



# Application for Land Use | Zoning | Building Permit



**OFFICE OF THE CLERK**  
107 2nd Street SW  
P.O. Box 307  
Twin Valley, MN 56584-0307  
Office 218.584.5254  
Fax 218.584.5723  
[www.TwinValley.govoffice.com](http://www.TwinValley.govoffice.com)

Date of Application 7/3/25 City Permit No. \_\_\_\_\_

Fee(s) \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Parcel Number \_\_\_\_\_ - \_\_\_\_\_

**Zone**       R-1 Residential     R-2 Residential     Commercial     Industrial     Urban/Agricultural

<b>Job Address (Include address #, Street Name, &amp; Direction)</b> <u>102 Garfield Ave NW</u>	
<b>Property Owner</b> <u>Joe Boe / Whitney Boe</u>	<b>Owner Phone</b> <u>218-261-0975</u>
<b>Work Type</b>	

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Addition (e.g. Decks, fences, out buildings)   | <input type="checkbox"/> Dwelling Unit Conversion | <input type="checkbox"/> Dwelling Unit Finish |
| <input type="checkbox"/> Misc (e.g. Reroof, siding, window replacement) | <input type="checkbox"/> New Construction         | <input type="checkbox"/> Remodel              |

**Description of Work** (indicate type/kind of construction materials to be used: wood, metal, concrete, etc.)

extension - starting soon!!

*(Use reverse side for further description/drawing of changes—Diagrams or plans can also be attached)*

Front Width \_\_\_\_\_ Side Length \_\_\_\_\_ Height \_\_\_\_\_  
 No. of Stories \_\_\_\_\_ Total Square Feet \_\_\_\_\_

**\*\* All construction must meet all setback and zoning ordinance requirements. \*\***

In accordance with State law the applicant must indicate the Contractor's name, address, phone number and License number who will be performing the construction, remodeling etc. or hereby sign that they are the person(s) performing the work as described above. (If the Contractor is not licensed he/she must provide a copy of the State Exemption Certificate as in compliance with the Department of Commerce.

<b>Contractor Name:</b>	<b>License Number:</b>
<b>Phone:</b> (    )    -	<b>Address:</b>

I hereby agree that in case such permit is granted, that all work which shall be done and all materials which shall be used shall comply with the plans, specifications, and details submitted and with all the ordinances of the City of Twin Valley applicable thereto.

**Signature of Applicant/Owner** Whitney Boe

Parcel No. 32-8628000

Fee \$ 25.00

Permit No. 2023-05

STATE OF MINNESOTA

CITY OF TWIN VALLEY

COUNTY OF NORMAN

OFFICE OF CLERK/TREASURER

# CITY OF TWIN VALLEY

## Land Use/Zoning/Building Permit

In consideration of the statements and representations as made by JOE/CHERIE BOE in his/her/their application filed in this office, of which this application is hereby made a part of, PERMISSION IS HEREBY GRANTED by the Twin Valley City Council to said individual(s) as owner/applicant to complete the following work:

**BUILD A 26' X 30' X 9' GARAGE UPON EXISTING CONCRETE SLAB**

At the location 102 GARFIELD AVE NW City of Twin Valley, County of Norman, State of Minnesota.

This permit is granted upon the express conditions that said owner and his/her/their contractors, agents, workers and employees, shall comply in all respects with ordinances of the CITY OF TWIN VALLEY, MINNESOTA; that it does not cover the use of public property, such as streets, sidewalks, alleys, etc., for which special permits must be secured by the applicant and that it does not cover the following items: (to include but not be limited to electrical, plumbing, heating, plastering, etc.) as may be required by State or other Licensing Agents.

Given under the hand of the MAYOR/COUNCIL of the CITY OF TWIN VALLEY and its corporate seal and attested by its CLERK/TREASURER this

8<sup>TH</sup> day of MAY, 2023.

(CITY SEAL)

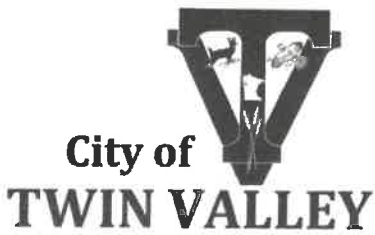
*Michael Bolton*

Michael Bolton, Mayor

Attest:

*Rachel Johnson*

Rachel Johnson, Clerk/Treasurer



# Application for Land Use | Building Permit

**OFFICE OF THE CLERK**  
 107 2nd Street SW  
 P.O. Box 307  
 Twin Valley, MN 56584-0307  
 Office 218.584.5254  
 Fax 218.584.5723  
[www.TwinValleyMN.com](http://www.TwinValleyMN.com)

**Zone:**  Residential  Commercial  Industrial  Urban/Agriculture

**Applicant Type:**  Property Owner  Contractor

Job Address  
 307 1st St NW  
 Twin Valley, Minnesota 56584

Property Owner  
 Judi Garza  
 Phone Number (701) 306-1208

Mailing Address  
 PO Box 241 Twin Valley Mn 56584  Check here if same as job address

Contractor Name  
 self  
 License Number

Phone Number ( ) - Address

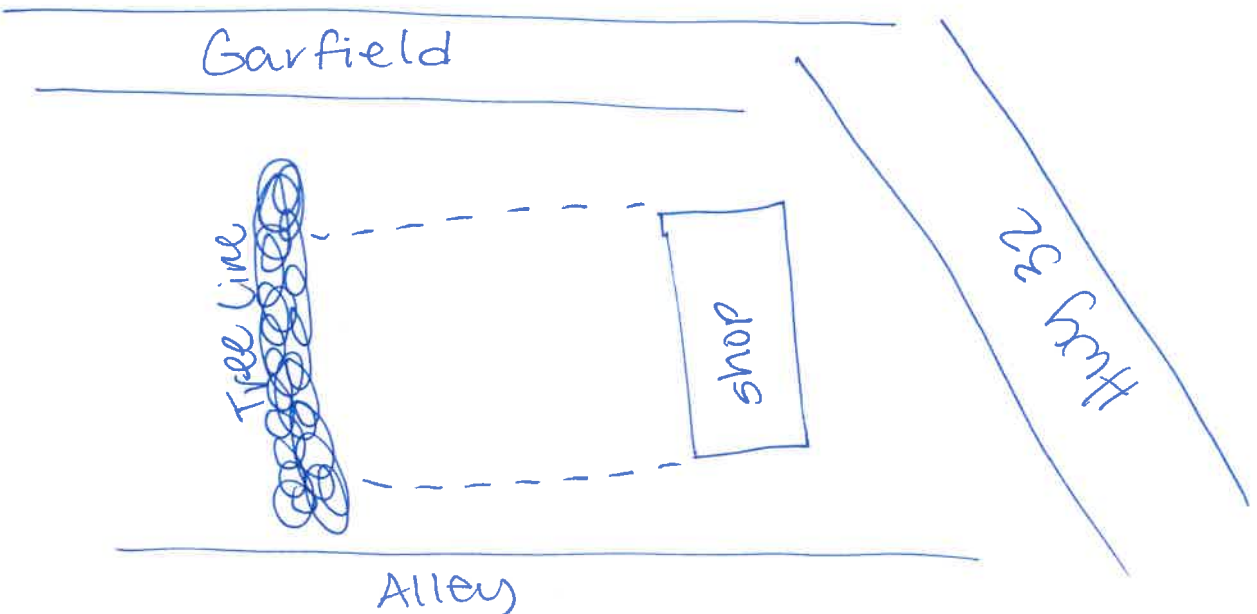
### Work Type

- Fencing
- Small Storage Unit
- Addition (decks, porches, patios)
- Garages/Shops/Outbuilding
- Manufactured Home
- New Construction
- Miscellaneous (roofing, siding, windows)

**Description of Work** (include materials, i.e. Wood, metal, concrete, etc.)  
 wood fencing, poles, concrete  
 and road side of property  
 fencing for alley side

Front Width \_\_\_\_\_ Side Width \_\_\_\_\_ Height \_\_\_\_\_  
 No. of Stories \_\_\_\_\_ Total Square Feet \_\_\_\_\_

### Details and Remarks



Include a site plan showing the location on the structure or fence on the property that demonstrates that all requirements of this code will be met.



City of  
**TWIN VALLEY**

# Application for Land Use | Zoning | Building Permit

**OFFICE OF THE CLERK**  
107 2nd Street SW  
P.O. Box 307  
Twin Valley, MN 56584-0307  
Office 218.584.5254  
Fax 218.584.5723  
[www.TwinValley.govoffice.com](http://www.TwinValley.govoffice.com)

Date of Application June 25, 2025 City Permit No. \_\_\_\_\_  
Fee(s) \$ 25.00 cash Date Paid June 25, 25 Parcel Number \_\_\_\_\_  
Zone  R-1 Residential  R-2 Residential  Commercial  Industrial  Urban/Agricultural

**Job Address (Include address #, Street Name, & Direction)**  
202 Hanson Av SW Twin Valley, MN 56584

<b>Property Owner</b> <u>Gloria Nohrenberg</u> <u>Pat Richardson</u>	<b>Owner Phone</b> <u>736-318-5890</u>
--	---

**Work Type**

Addition (e.g. Decks, fences, out buildings)  Dwelling Unit Conversion  Dwelling Unit Finish  
 Misc (e.g. Reroof, siding, window replacement)  New Construction  Remodel

**Description of Work** (indicate type/kind of construction materials to be used: wood, metal, concrete, etc.)  
Steel Storage Shed Gable Roof Floor Framing  
on Block Patio Foundation

*(Use reverse side for further description/drawing of changes—Diagrams or plans can also be attached)*

Front Width 12' Side Length 12' Height 12'  
No. of Stories 1 Total Square Feet \_\_\_\_\_

**\*\* All construction must meet all setback and zoning ordinance requirements. \*\***

In accordance with State law the applicant must indicate the Contractor's name, address, phone number and License number who will be performing the construction, remodeling etc. or hereby sign that they are the person(s) performing the work as described above. (If the Contractor is not licensed he/she must provide a copy of the State Exemption Certificate as in compliance with the Department of Commerce.

<b>Contractor Name:</b> <u>Self</u>	<b>License Number:</b> _____
<b>Phone:</b> ( ) -	<b>Address:</b> _____

I hereby agree that in case such permit is granted, that all work which shall be done and all materials which shall be used shall comply with the plans, specifications, and details submitted and with all the ordinances of the City of Twin Valley applicable thereto.

**Signature of Applicant/Owner** Gloria Nohrenberg

Approved \_\_\_\_\_ Denied \_\_\_\_\_ By Council on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

GLORIA NOHRENBERG  
202 HANSON AV S W  
TWIN VALLEY, MN 56584  
June 2025

TWIN VALLEY CITY COUNCIL

To Whom It May Concern :

I would like Your Approval to Place a Steel Storage Shed with Gable Roof, Floor Frame Kit on top of a Patio Foundation in the Back Yard at :

202 Hanson AV S W  
Twin Valley, MN 56584

The reasons I feel that I need this Shed are :

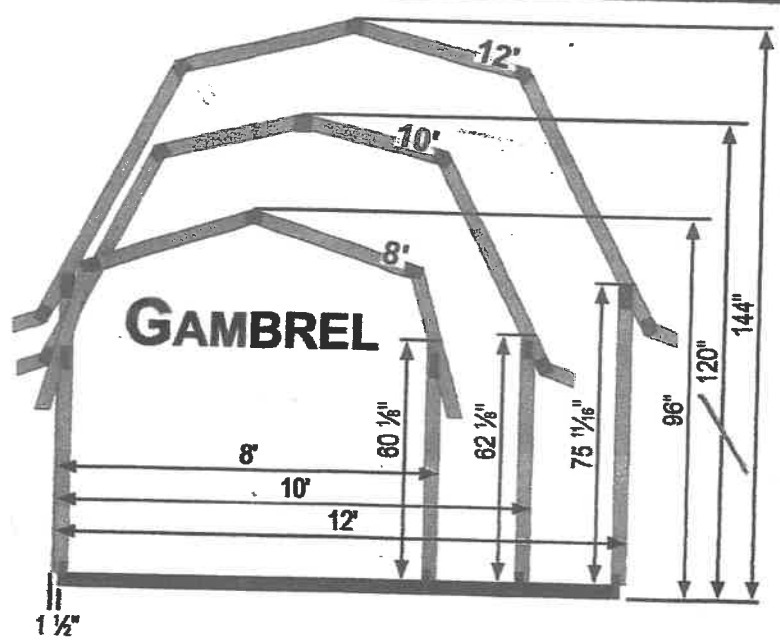
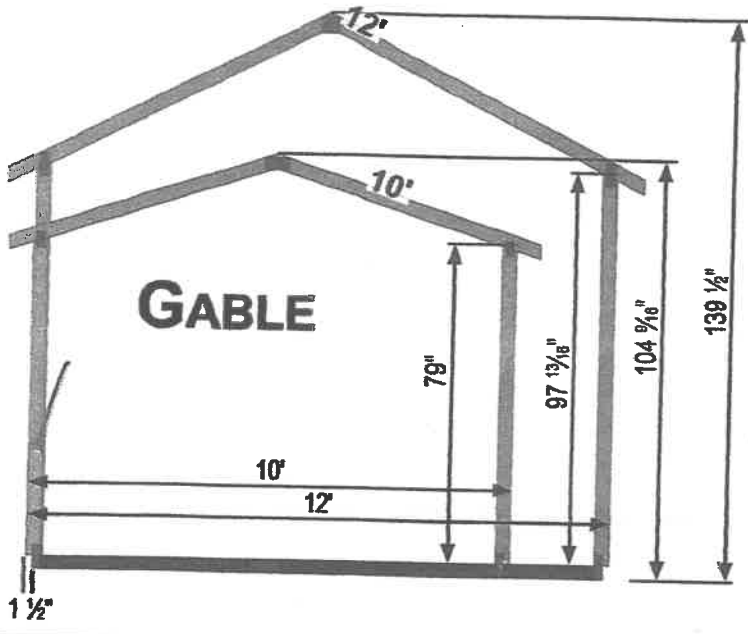
1. I am disabled and feel that I can easily access the Unit. I am unable to climb stairs without help. I have a Wheel Chair Ramp at My home which enables Me to access My Home without assisance.
2. For the Storage of Seasonal Equipement i.e. :Snow Blower, Lawn Mower and Garden / Yard Accessories.
3. Placing car into the Garage, which would mean less clutter in the Yard.

Please find enclosed a Picture of Storage Unit, Floor Foundation which would be on top of a Patio Foundation Placed for drainage.

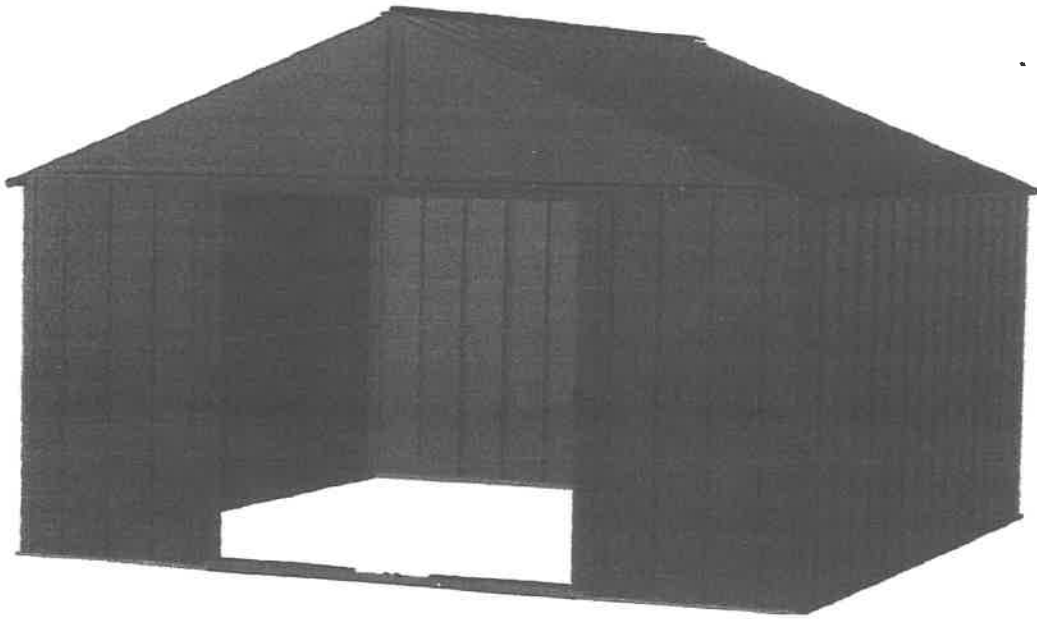
Thank You

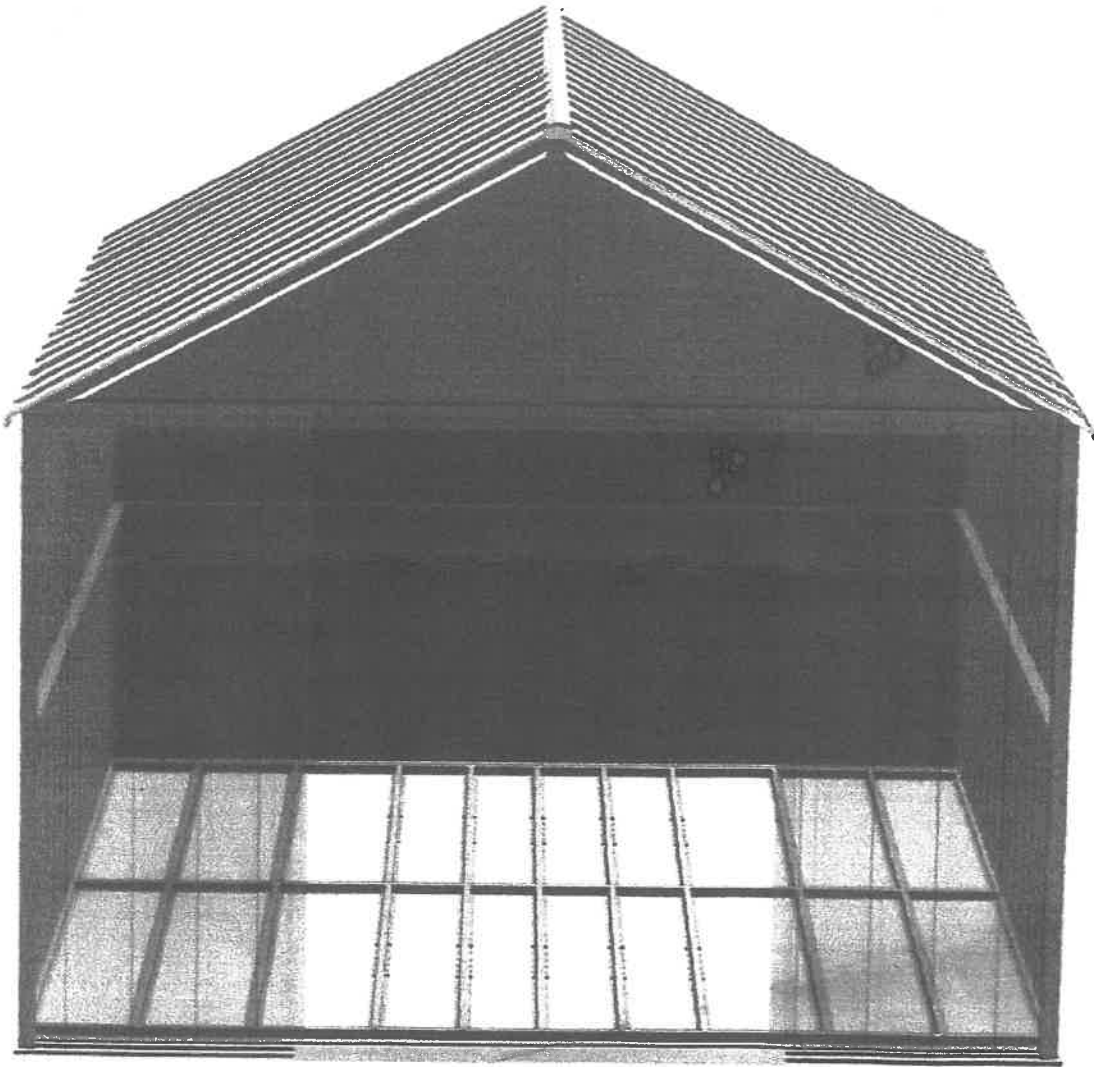


Gloria Nohrenberg

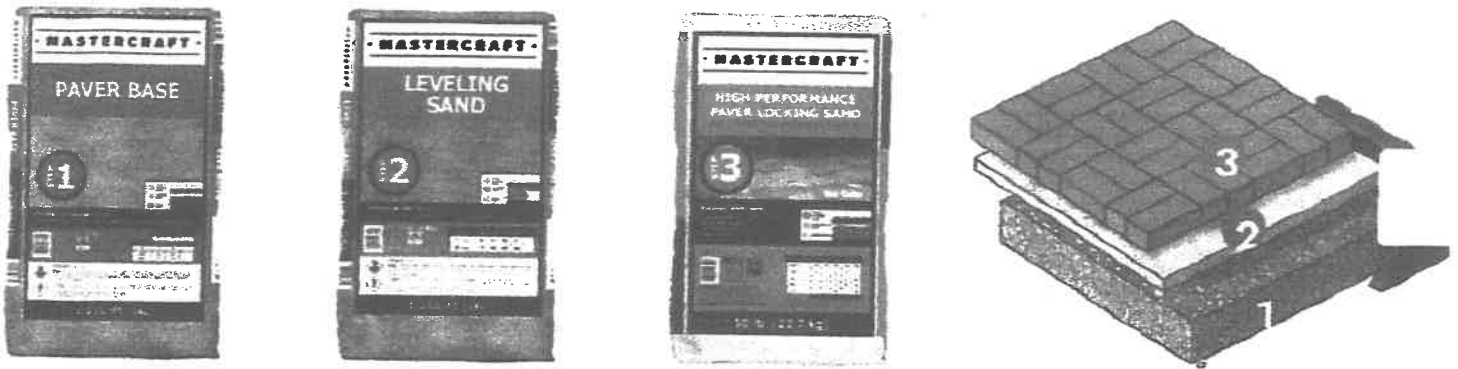


Available at **MENARDS**





steps to ensure a long-lasting and stable foundation for your outdoor space.



### Step 1: Paver Base

Start your project right by establishing a robust foundation with Mastercraft® Paver Base. This essential layer ensures proper drainage, prevents settling, and lays the groundwork for a lasting outdoor surface. Compact 4 to 8 inches of paver base for patio projects and 8 to 12 inches for residential driveways.

### Step 2: Leveling Sand

Achieve perfection with Mastercraft® Leveling Sand, designed to create a flat and even surface for your concrete pavers. This step ensures a professional finish and minimizes the risk of uneven settling, providing a solid base for your outdoor living space. Screed 1 inch of leveling sand on top of the paver base.

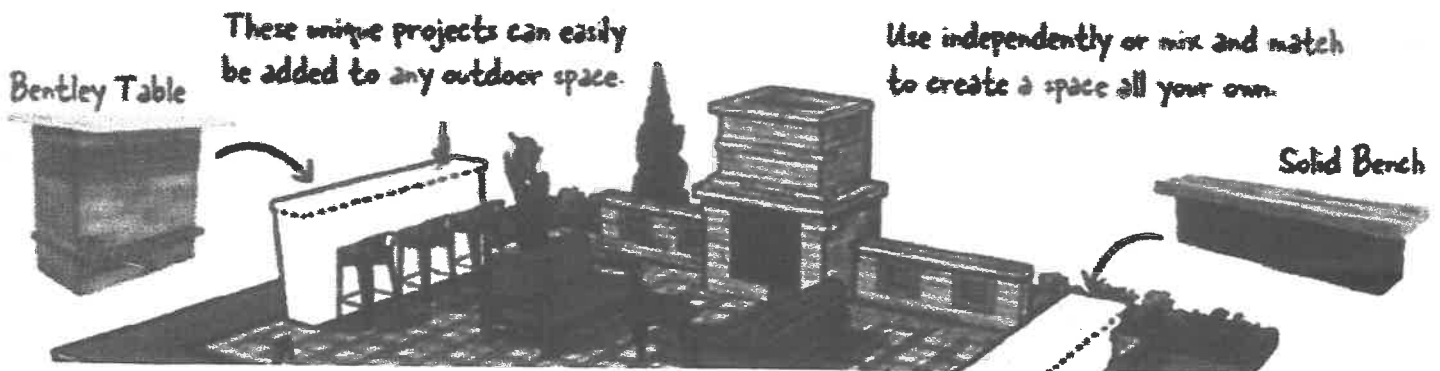
### Step 3: Paver Locking Sand

Complete your project with Mastercraft® High Performance Paver Locking Sand. This specialized sand acts as a secure joint filler, preventing weed growth and maintaining the structural integrity of your pavers. Fill paver locking sand to the top of the paver joint or align with the beveled edge.

## EASY DIY NO-CUT BLOCK PROJECTS

### STACK, GLUE & ENJOY

It's never been quicker or simpler to get the outdoor space you and your family have always wanted. We have projects and kits for all experience levels—from small projects that add a little flair, to larger projects that completely transform. You're sure to find one that suits your skill level and your style. **SHOP NOW!**



LIQUOR STORE DAILY SALES  
JUNE 2025

Date	Food	Beverage	Bar Beer	Bar Liquor	Bar Wine	Cigs	Clothing	Off Beer	Off Liquor	Off Wine	Off Taxable	Bar Misc.	THC Bev	Drink Chip	Total Daily Sales	Sales Tax Collected	Total Sales w/tax	CC Sales	CC Surg	Gift Cert	Adjusted Daily Sales	Daily Deposit	(+/-)	Lottery Deposit
1														\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
2	\$ 108.47	\$ 17.25	\$ 401.18	\$ 188.96		\$ 32.00	\$ 45.00	\$ 410.77	\$ 155.81	\$ 60.96			\$ 26.64	\$ -	\$ 1,447.04	\$ 132.01	\$ 1,579.05	\$ 920.58	\$ 24.31	\$ 4.00	\$ 678.78	\$ 672.08	\$ (6.70)	\$ 63.00
3	\$ 193.68	\$ 10.26	\$ 105.58	\$ 86.25		\$ 14.00		\$ 320.80	\$ 160.37					\$ -	\$ 890.94	\$ 81.48	\$ 972.42	\$ 382.29	\$ 9.85	\$ 3.00	\$ 596.98	\$ 598.96	\$ 1.98	\$ 10.00
4	\$ 75.42	\$ 4.20	\$ 182.95	\$ 176.60		\$ 84.00		\$ 807.06	\$ 206.86	\$ 14.98	\$ 26.26	\$ 1.50		\$ -	\$ 1,579.83	\$ 144.88	\$ 1,724.71	\$ 609.28	\$ 17.28		\$ 1,132.71	\$ 1,132.88	\$ 0.17	\$ 103.00
5	\$ 78.22	\$ 7.00	\$ 283.70	\$ 113.52		\$ 56.00		\$ 579.18	\$ 257.32					\$ -	\$ 1,396.35	\$ 129.75	\$ 1,526.10	\$ 462.69	\$ 13.02		\$ 1,076.43	\$ 1,075.37	\$ (1.06)	\$ 18.00
6	\$ 391.79	\$ 24.70	\$ 433.70	\$ 318.39		\$ 56.00		\$ 1,438.59	\$ 569.75	\$ 53.46	\$ 16.99		\$ 15.82	\$ (8.00)	\$ 3,311.19	\$ 309.65	\$ 3,620.84	\$ 2,034.96	\$ 56.27		\$ 1,642.15	\$ 1,642.56	\$ 0.41	\$ 4.00
7	\$ 259.54	\$ 33.58	\$ 815.81	\$ 298.98		\$ 88.00		\$ 1,175.88	\$ 631.18	\$ 3.99	\$ 19.86	\$ 3.00	\$ 35.37	\$ 8.00	\$ 3,373.19	\$ 314.78	\$ 3,687.97	\$ 1,813.29	\$ 48.13		\$ 1,922.81	\$ 1,915.57	\$ (7.24)	\$ 86.00
8														\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
9	\$ 94.75	\$ 7.00	\$ 162.90	\$ 143.11		\$ 14.00		\$ 441.04	\$ 226.88	\$ 115.97	\$ 4.49	\$ 1.75	\$ 12.42	\$ (9.00)	\$ 1,215.31	\$ 116.64	\$ 1,331.95	\$ 510.22	\$ 14.25	\$ 3.75	\$ 832.23	\$ 832.59	\$ 0.36	\$ 99.00
10	\$ 67.27	\$ 16.80	\$ 165.43	\$ 93.07				\$ 469.86	\$ 120.72	\$ 27.48	\$ 4.00			\$ -	\$ 964.63	\$ 93.05	\$ 1,057.68	\$ 492.42	\$ 14.00		\$ 579.26	\$ 574.08	\$ (5.18)	\$ 6.00
11	\$ 185.65	\$ 15.40	\$ 330.41	\$ 122.41		\$ 112.00		\$ 504.72	\$ 180.32	\$ 70.99	\$ 20.00		\$ 15.82	\$ -	\$ 1,557.72	\$ 134.96	\$ 1,692.68	\$ 969.60	\$ 26.03	\$ 4.00	\$ 745.11	\$ 746.05	\$ 0.94	\$ 55.00
12	\$ 124.54	\$ 23.32	\$ 238.21	\$ 193.89		\$ 28.00		\$ 322.49	\$ 228.53	\$ 13.99	\$ 3.29		\$ 21.41	\$ -	\$ 1,197.67	\$ 111.14	\$ 1,308.81	\$ 598.29	\$ 16.35		\$ 726.87	\$ 727.79	\$ 0.92	\$ 28.00
13	\$ 154.10	\$ 40.31	\$ 486.48	\$ 232.56	\$ 11.61	\$ 42.00		\$ 1,213.84	\$ 337.26	\$ 46.96	\$ 3.29	\$ 17.23		\$ -	\$ 2,585.64	\$ 244.51	\$ 2,830.15	\$ 1,580.88	\$ 43.09		\$ 1,292.36	\$ 1,272.52	\$ (19.84)	\$ 30.00
14	\$ 289.61	\$ 65.75	\$ 534.39	\$ 220.47		\$ 48.00		\$ 892.08	\$ 648.65	\$ 37.96		\$ 9.00	\$ 31.64	\$ -	\$ 2,777.55	\$ 259.05	\$ 3,036.60	\$ 1,851.89	\$ 51.56		\$ 1,236.27	\$ 1,235.42	\$ (0.85)	\$ 30.00
15														\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
16	\$ 108.73	\$ 14.92	\$ 134.92	\$ 84.86		\$ 28.00		\$ 338.28	\$ 268.79	\$ 6.99	\$ 9.99			\$ (4.00)	\$ 991.48	\$ 92.22	\$ 1,083.70	\$ 409.35	\$ 11.58		\$ 685.93	\$ 685.63	\$ (0.30)	\$ 45.00
17	\$ 91.26	\$ 7.00	\$ 194.32	\$ 113.32		\$ 65.00		\$ 566.63	\$ 238.34	\$ 17.97			\$ 21.41	\$ -	\$ 1,315.25	\$ 120.44	\$ 1,435.69	\$ 785.32	\$ 22.06	\$ 4.00	\$ 668.43	\$ 671.45	\$ 3.02	\$ 49.00
18	\$ 55.40	\$ 20.05	\$ 92.60	\$ 50.28		\$ 28.00		\$ 675.57	\$ 252.98	\$ 20.98	\$ 25.99		\$ 21.41	\$ -	\$ 1,243.26	\$ 116.94	\$ 1,360.20	\$ 814.63	\$ 23.25		\$ 568.82	\$ 569.34	\$ 0.52	\$ 70.00
19	\$ 130.14	\$ 40.55	\$ 293.75	\$ 219.61		\$ 30.00		\$ 890.98	\$ 294.51	\$ 157.92	\$ 6.49	\$ 3.25		\$ 4.00	\$ 2,071.20	\$ 196.42	\$ 2,267.62	\$ 1,482.35	\$ 40.98		\$ 826.25	\$ 827.00	\$ 0.75	\$ 16.00
20	\$ 238.39	\$ 13.06	\$ 396.16	\$ 160.91		\$ 70.00		\$ 1,181.14	\$ 316.79	\$ 43.18	\$ 11.98	\$ 16.49		\$ (4.00)	\$ 2,444.10	\$ 229.39	\$ 2,673.49	\$ 1,902.66	\$ 51.88		\$ 822.71	\$ 822.77	\$ 0.06	\$ 62.00
21	\$ 425.32	\$ 48.01	\$ 388.54	\$ 145.39		\$ 42.00		\$ 2,190.35	\$ 533.12	\$ 52.93	\$ 9.28	\$ 202.16	\$ 15.82	\$ -	\$ 4,052.92	\$ 363.76	\$ 4,416.68	\$ 2,818.76	\$ 78.86		\$ 1,676.78	\$ 1,676.22	\$ (0.56)	\$ 61.00
22														\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
23	\$ 163.90	\$ 5.60	\$ 155.17	\$ 95.10		\$ 84.00		\$ 634.17	\$ 356.31	\$ 27.98		\$ 13.24		\$ 17.00	\$ 1,552.47	\$ 137.78	\$ 1,690.25	\$ 760.29	\$ 20.45		\$ 950.41	\$ 951.25	\$ 0.84	\$ 62.00
24	\$ 200.65	\$ 6.53	\$ 195.88	\$ 86.91		\$ 70.00		\$ 590.60	\$ 208.78	\$ 14.99		\$ 1.75	\$ 15.82	\$ -	\$ 1,391.91	\$ 124.88	\$ 1,516.79	\$ 721.06	\$ 20.50		\$ 816.23	\$ 816.78	\$ 0.55	\$ 60.00
25	\$ 85.44	\$ 8.39	\$ 150.40	\$ 107.62				\$ 599.64	\$ 115.40	\$ 57.94	\$ 11.98	\$ 43.20	\$ 31.64	\$ 4.00	\$ 1,215.65	\$ 111.96	\$ 1,327.61	\$ 845.59	\$ 23.20		\$ 505.22	\$ 494.37	\$ (10.85)	\$ 49.00
26	\$ 180.90	\$ 46.62	\$ 621.65	\$ 373.84		\$ 56.00		\$ 703.76	\$ 349.54	\$ 44.96	\$ 27.78		\$ 15.82	\$ 45.50	\$ 2,466.37	\$ 226.67	\$ 2,693.04	\$ 1,420.26	\$ 36.08	\$ (0.50)	\$ 1,309.36	\$ 1,308.27	\$ (1.09)	\$ 69.00
27	\$ 1,461.41	\$ 61.51	\$ 1,170.95	\$ 546.37	\$ 30.96	\$ 84.00		\$ 1,173.29	\$ 406.23	\$ 152.90	\$ 42.54	\$ 1.50	\$ 96.82	\$ (12.25)	\$ 5,216.23	\$ 466.40	\$ 5,682.63	\$ 4,158.74	\$ 110.16	\$ 9.50	\$ 1,624.55	\$ 1,626.65	\$ 2.10	\$ 69.00
28	\$ 145.73	\$ 14.91	\$ 364.50	\$ 260.51		\$ 112.00	\$ 45.00	\$ 1,378.24	\$ 301.73	\$ 47.94	\$ 58.52	\$ 26.97	\$ 88.42	\$ -	\$ 2,844.47	\$ 255.09	\$ 3,099.56	\$ 2,013.02	\$ 55.48		\$ 1,142.02	\$ 1,136.65	\$ (5.37)	\$ 131.00
29														\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
30	\$ 67.06	\$ 2.80	\$ 257.60	\$ 120.58		\$ 42.00	\$ 25.00	\$ 1,056.75	\$ 228.81	\$ 13.99	\$ 7.78	\$ 92.16	\$ 29.21	\$ -	\$ 1,943.74	\$ 174.82	\$ 2,118.56	\$ 717.04	\$ 20.20		\$ 1,421.72	\$ 1,422.47	\$ 0.75	\$ 32.00
31														\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
	\$ 5,377.37	\$ 555.52	\$ 8,557.18	\$ 4,553.51	\$ 42.57	\$ 1,285.00	\$ 115.00	\$ 20,555.71	\$ 7,594.98	\$ 1,107.41	\$ 310.51	\$ 433.20	\$ 516.90	\$ 41.25	\$ 51,046.11	\$ 4,688.67	\$ 55,734.78	\$ 31,075.46	\$ 848.82	\$ 27.75	\$ 25,480.39	\$ 25,434.72	\$ (45.67)	\$ 1,307.00

# June 2025 ATM Report

**DNS49583**

Total Surcharge:\$504.00

**TWIN VALLEY MUNICIPAL  
LIQUOR**

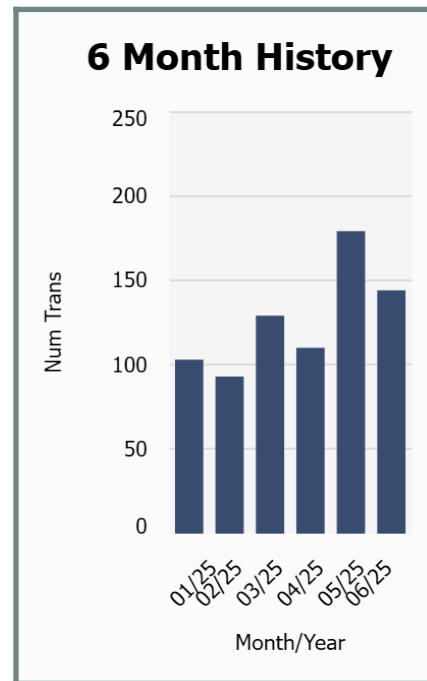
3771 COUNTY HIGHWAY 27

Twin Valley, MN 56584

Date	Wdl Txns	Schg Txns	Dny Txns	Total Txns	Wdl Amt	Schg Collctd
2025-06-01	10	10	0	12	\$1,100.00	\$35.00
2025-06-02	0	0	0	0	\$0.00	\$0.00
2025-06-03	0	0	0	0	\$0.00	\$0.00
2025-06-04	8	8	0	9	\$680.00	\$28.00
2025-06-05	3	3	0	6	\$360.00	\$10.50
2025-06-06	1	1	0	2	\$100.00	\$3.50
2025-06-07	10	10	0	13	\$1,140.00	\$35.00
2025-06-08	10	10	0	12	\$1,320.00	\$35.00
2025-06-09	0	0	0	0	\$0.00	\$0.00
2025-06-10	5	5	0	7	\$320.00	\$17.50
2025-06-11	4	4	0	7	\$400.00	\$14.00
2025-06-12	2	2	0	4	\$100.00	\$7.00
2025-06-13	6	6	0	8	\$940.00	\$21.00
2025-06-14	10	10	1	18	\$1,280.00	\$35.00
2025-06-15	9	9	0	12	\$940.00	\$31.50
2025-06-16	0	0	0	0	\$0.00	\$0.00
2025-06-17	7	7	0	7	\$540.00	\$24.50
2025-06-18	3	3	0	5	\$140.00	\$10.50
2025-06-19	8	8	1	9	\$980.00	\$28.00
2025-06-20	7	7	0	10	\$880.00	\$24.50
2025-06-21	5	5	0	6	\$460.00	\$17.50
2025-06-22	6	6	0	9	\$700.00	\$21.00
2025-06-23	0	0	0	0	\$0.00	\$0.00
2025-06-24	1	1	0	1	\$20.00	\$3.50
2025-06-25	3	3	0	3	\$180.00	\$10.50
2025-06-26	5	5	0	7	\$600.00	\$17.50
2025-06-27	6	6	0	11	\$800.00	\$21.00
2025-06-28	12	12	0	18	\$1,460.00	\$42.00
2025-06-29	3	3	0	3	\$260.00	\$10.50
2025-06-30	0	0	0	0	\$0.00	\$0.00
<b>Totals:</b>	<b>144</b>	<b>144</b>	<b>2</b>	<b>199</b>	<b>\$15,700.00</b>	<b>\$504.00</b>

Month	Num Trans
01/25	103
02/25	93
03/25	129
04/25	110
05/25	179
06/25	144
<b>758</b>	

Average Monthly Trans:	126
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As on 6/30/2025

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	312,695.59	260,793.80	0.00	0.00	290,897.01	0.00	0.00	282,592.38	482,925.36	765,517.74
Other Federal Programs - ARP	46,447.10	0.00	0.00	0.00	0.00	0.00	46,447.10	0.00	0.00	0.00
Public Housing (Optional)	69,486.90	0.00	0.00	0.00	0.00	0.00	0.00	69,486.90	0.00	69,486.90
LEASE Revenues - Tower Antenna Placement	17,439.58	7,600.62	0.00	0.00	0.00	0.00	0.00	25,040.20	0.00	25,040.20
2012A Refunding Bond	0.00	15,676.47	0.00	0.00	0.00	0.00	0.00	15,676.47	0.00	15,676.47
2013A Refunding Bond	0.00	30,668.40	0.00	0.00	97,147.75	0.00	0.00	(66,479.35)	0.00	(66,479.35)
MPFA DWRF 2019 Replacement Fund	37,875.00	0.00	0.00	0.00	0.00	0.00	0.00	37,875.00	0.00	37,875.00
General Capital Projects	64,554.55	6,265.96	0.00	46,447.10	0.00	0.00	0.00	117,267.61	0.00	117,267.61
Lot Incentive Program	14,723.91	0.00	0.00	0.00	0.00	0.00	0.00	14,723.91	0.00	14,723.91
2007 Storm Utility Fund	227,481.92	12,552.75	0.00	0.00	63.00	0.00	0.00	239,971.67	0.00	239,971.67
Blight & Beautification	8,101.58	0.00	0.00	0.00	1,390.00	0.00	0.00	6,711.58	0.00	6,711.58
Water	751,994.40	103,709.32	0.00	0.00	80,194.72	0.00	0.00	775,509.00	0.00	775,509.00
Sewage Collection and Disposal	304,171.84	3,707,618.48	0.00	0.00	3,666,271.60	0.00	0.00	345,518.72	0.00	345,518.72
Refuse or Garbage Collection	152,362.87	58,083.91	0.00	0.00	61,473.50	0.00	0.00	148,973.28	0.00	148,973.28
Municipal Liquor Store	104,665.48	310,133.22	0.00	0.00	310,238.11	0.00	0.00	104,560.59	79,950.95	184,511.54
Swimming Pool	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00
SHIP - City projects	(855.95)	250.00	0.00	1,000.00	125.68	0.00	0.00	268.37	0.00	268.37
Memorial Gardens	(20.88)	0.00	0.00	0.00	6,100.00	0.00	0.00	(6,120.88)	0.00	(6,120.88)
Loan Pool/EDA	22,681.57	7,043.84	0.00	0.00	687.00	0.00	0.00	29,038.41	20,023.29	49,061.70
City Cemetery	1,552.60	0.00	0.00	0.00	0.00	0.00	0.00	1,552.60	0.00	1,552.60
General Trust - Special Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total :</b>	<b>2,136,358.06</b>	<b>4,520,396.77</b>	<b>0.00</b>	<b>47,447.10</b>	<b>4,514,588.37</b>	<b>0.00</b>	<b>47,447.10</b>	<b>2,142,166.46</b>	<b>582,899.60</b>	<b>2,725,066.06</b>

2025 Nuisance Listing  
Citations Issued  
NUISANCE PROPERTY LISTING

7/10/2025

OWNER	PARCEL	NUM	STREET	QUARTER	VIOLATION	1ST CITATION	2ND CITATION	3RD CITATION	TOTAL OUTSTANDING
Jodi Garza/Renter	32-8533000	106	1st	NE	92.18, 92.19	5/8/2025	5/29/2025	6/24/2025	\$ 150.00
Nicole Pederson	32-8582000	302	Norman	NE	92.18, 92.19, 92.20, 151.39	5/6/2025	5/29/2025	6/24/2025	\$ 150.00
Jodi Garza	32-8300000	307	1st	NW	92.20, 92.18	5/6/2025	5/29/2025	6/24/2025	\$ 150.00
Jodi Garza	32-8301000	307	1st	NW	92.20, 92.18, 151.26	5/6/2025	5/29/2025	6/24/2025	\$ 110.00
Melva Garza Villanueva	32-8303000	310	2nd	NW	92.20, 151.39	5/6/2025	5/29/2025	6/24/2025	\$ 150.00
Kenneth Folstrom	32-8323000	200	Lincoln	NW	92.18, 92.19, 92.20, 151.39	5/8/2025	5/29/2025	6/24/2025	\$ 150.00
Melva Garza Villanueva	32-8542000	103	1st	SE	92.20, 151.39	5/6/2025	5/29/2025	6/24/2025	\$ 150.00
Kristi & Martin Perez	32-8463000	204	1st	SW	92.18, 92.19, 92.20, 151.39	5/8/2025	5/29/2025	6/24/2025	\$ 150.00
Robert Skow	32-8518000	306	3rd	SW	92.18, 92.19, 92.20, 151.39	5/6/2025	5/29/2025	6/24/2025	\$ 150.00
Anthony Heryla	32-8720000	202	4th	SW	92.18, 92.19, 92.20, 151.39	5/6/2025	5/29/2025	6/24/2025	\$ 150.00
Darell Skoy	32-8722000	206	4th	SW	92.18, 92.19, 92.20, 151.39	5/6/2025	5/29/2025	6/24/2025	\$ 150.00
Brent Phillipy	32-8483000	207	Pleasant	SW	92.18, 92.19	5/8/2025	5/29/2025	6/24/2025	\$ 150.00
Berquam/Alterburg	32-8444000	305	Pleasant	SW	92.15, 92.16, 92.18, 92.19, 92.20	5/6/2025	5/29/2025	6/24/2025	\$ -
Jason/Mandy Begg	32-8537000	103	2nd	NE	92.20, 151.39	5/8/2025	6/24/2025		\$ 75.00
Reuben Mastin	32-8643000	207	Lincoln	NE	92.20, 151.39	5/6/2025	6/24/2025		\$ 75.00
Eric Begg	32-8597000	203	Cleveland	SE	92.20, 151.39	5/6/2025	6/24/2025		\$ 75.00

**PROPOSED TWIN VALLEY CITY ORDINANCE – CHAPTER 115  
REGISTRATION OF RENTAL UNITS**

***Intent***

*It is declared to be the purpose and intent of this chapter to protect and preserve this city's neighborhoods and the public health, safety, welfare and morals of those who live there. The city council determined that:*

*1. There are persons residing in rental property in the city engaging in disorderly conduct which results in a hostile environment for other citizens living close to the rental property;*

*2. There is currently no city ordinance which provides a formal procedure by which the city can notify a rental property owner or manager of the disorderly conduct occurring on the property;*

*3. There is currently no procedure by which the city can require a rental property owner or manager to respond to and resolve the occurrences of disorderly conduct occurring on his or her rental property and to take administrative action against his or her rental registration certificate or right to obtain a rental registration certificate should he or she fail to do so;*

*4. The existence of debris or other public nuisances on the exterior premises or in the common areas of rental properties has a detrimental effect upon the city's neighborhoods, the tenants residing in the rental properties, citizens residing in close proximity to the rental properties, and the public health, safety, welfare and morals of those who live there.*

*Accordingly, it is the intent of this chapter to address the serious and, at times, life threatening problems posed by the occurrence of disorderly conduct to the health and safety of all city residents in all portions of the city. At the same time, the city council recognizes, acknowledges, and complies with all due process and property rights enjoyed by those who own or manage rental property as well as those who reside in such property. This ordinance represents the city's good faith effort to balance those competing and legitimate interests.*

**115.01. DEFINITIONS.**

For the purpose of this chapter, the following terms shall have the meanings ascribed to them.

**APPROPRIATE ACTION** shall mean that action which a reasonable rental property owner would take based upon the facts and circumstances of each case so as to prevent a reoccurrence of the disorderly use.

**LICENSE** shall mean a registration certificate or the right to receive a registration certificate as required by this chapter.

**RENTAL PROPERTY OWNER** shall mean one who holds the license or who is otherwise obligated to obtain and maintain the license as required by this chapter.

**LICENSED PREMISES** or **PREMISES** shall mean the property owned, operated, or managed by a rental property owner and shall refer to an individual unit within a multi-unit complex when applicable.

**DISORDERLY** or **DISORDERLY USE** shall mean that conduct occurring on the Licensed Premises or Premises which violates a provision of this chapter or City Code.

### **115.02. REGISTRATION CERTIFICATE REQUIRED.**

(A) No owner shall allow another person to occupy, nor shall any person let to another for occupancy, any dwelling or rooming unit in any dwelling, any apartment, manufactured home, campground facility or similar rental unit without first obtaining a registration certificate as provided in this chapter, or at such time that the registration certificate, or the right to receive such a registration certificate, is suspended or revoked. This registration certificate is also referred to within this chapter as a "rental license" or "license." Any registration certificate obtained pursuant to this section shall be issued in the name of the property owner. In the case of a multiple unit dwelling, a registration certificate issued pursuant to this section includes and applies to both the entire dwelling as well as each individual rental unit within the dwelling. Any suspension or revocation of the registration certificate or the right to receive a registration certificate may involve the entire dwelling or an individual unit or units within the dwelling.

(B) The occupancy or rental of any dwelling, or any apartment, or rooming unit in any dwelling for which a registration certificate is required, need not be interrupted or suspended for lack of a registration certificate if the same is due to the inability of the city clerk to process the application in a timely manner, or if the owner is in the process of complying with a notice of deficiencies from the city clerk within the period of time authorized by the city clerk.

### **115.03. APPLICATION FOR REGISTRATION CERTIFICATE.**

An application for a registration certification shall be filed by the owner with the city clerk. An application for any dwelling to be converted to a use which would require a registration certificate shall be made and filed with the city clerk at least 30 days prior to such conversion.

### **115.04. APPLICATION FORMS.**

Forms of applications for registration certificate that shall be supplied by the city clerk will be available at City Hall.

### **115.05. APPLICATIONS.**

Each application for registration certificate shall contain the following information:

1. Name, residence address, telephone number, and date of birth of the owner of the dwelling. If the owner is a partnership, the name of the partnership, and the name, residence address, telephone number, and date of birth of the managing partner. If the owner is a corporation, the name and address of the corporation, and the name, address, telephone number, and date of birth of the chief operating officer. If the dwelling is being sold on a contract for deed, the name and address of the contract vendee. Where the word "owner" is used in any part of the city housing code, it shall include all persons as outlined in this section.

2. Name, residence address, telephone number, and date of birth of any agent appointed by the owner to accept service of process and to receive or give receipt for notices.

3. Name, residence address, telephone number, and date of birth of any operator or agent actively involved in maintenance or management of said dwelling.

4. Legal street address of the dwelling.

5. Complete details of the number and kind of units offered for rent, classified as to the type of unit on the application, and the facilities incorporated in such rental units, including updated floor plans for emergency response purposes, as well as an updated list of tenant(s), with such updated floor plans and list of tenant(s) requirements constituting a continuing obligation of the applicant during the registration certificate period.

6. Any person making application for a rental registration certificate must provide proof of identification by the use of a driver's license, state issued identification card, military identification card, or such other identification as is acceptable to the city clerk. The identification provided must set forth the full name and date of birth of the person making the application.

7. An acknowledgment that the applicant has reviewed and understands the provisions of this chapter, intends to abide by the provisions and will include reference to this chapter in any written lease used in renting the property.

#### **115.06. COMPLIANCE WITH THE ZONING.**

Every application for registration certificate shall be accompanied by a certificate issued by the city clerk indicating that the proposed use of the dwelling is in compliance with zoning requirements.

#### **115.07. ISSUANCE AND POSTING OF REGISTRATION CERTIFICATE.**

Whenever the investigation of an application indicates that the dwellings, apartments, or rooming units offered for rent comply with all provisions of this code, including any provisions of the zoning, building, fire safety, or health ordinances set forth in the city code, the city clerk shall issue a registration certificate. Every registrant of a dwelling, apartment or rooming unit offered for rent shall post the registration certificate in a conspicuous place.

#### **115.08. NOTICE OF VIOLATION.**

Whenever the investigation of an application for registration certificate indicates that the dwelling, apartment or rooming unit offered for rent does not comply with the provisions of this code, the city clerk shall serve a notice to the applicant. Additionally, owners of rental property must give notice of outstanding violations under this chapter to purchasers of such property.

#### **115.09. REJECTION OF APPLICATION.**

Whenever the investigation of an application for registration certificate indicates that the dwelling, apartment or rooming unit does not comply with the provisions of this code, and from the nature of the violations, the dwelling, apartment or rooming unit cannot be brought up to meet the minimum requirements, the city clerk shall return the application to the applicant stating the reasons for the rejection of the application.

#### **115.10. TEMPORARY RENTAL REGISTRATION CERTIFICATES.**

The city clerk may issue a temporary rental registration certificate when corrections required following inspection do not constitute a fire, safety or health hazard to the tenants or the general public, and the repairs are not practically feasible as a result of factors beyond the rental property owner's control. Such factors may include climatic conditions or the unavailability of contractors, supplies or materials needed to make the corrections. A temporary rental registration certificate shall be conditioned upon the rental property owner's making the needed corrections with timelines determined by the city clerk and identified on the temporary certificate. The temporary certificate shall expire if the work is not completed, inspected and approved by the city clerk by the date listed thereon.

#### **115.11. APPEALS.**

Any applicant whose application for registration certificate, after investigation has been rejected by the city clerk, may request and shall be granted a hearing in the matter before the City Council pursuant to, and under the procedures set forth in Section 115.17 of this chapter.

#### **115.12. FAILURE TO REGISTER.**

Every person required to register a dwelling, apartment, or rooming unit offered for rent under the provisions of this chapter and who fails to do so, or who allows the property to be occupied when the registration certificate or right to receive such registration certificate is revoked or suspended, shall be guilty of a violation of this code. Each day that a property is rented out without a valid rental registration certificate on file for that property is a separate violation. A violation of this section is a misdemeanor under Minnesota law and is subject to the penalties and provisions of § 10.99

#### **115.13. CERTIFICATE RENEWAL AND NON-TRANSFERABILITY.**

(A) All registration certificates shall expire on January 31st and must be renewed annually. Fees for new registration certificates which take place after January 31st shall be determined by the City Clerk on a prorated basis. All information required by this chapter must be submitted at the time of renewal. Whenever the applicant certifies that no change has been made in a registered dwelling, apartment, or rooming unit, and the registered unit has been inspected within the preceding 12 months, a renewal registration certificate may be issued without reinspection by the City Clerk, provided the owner certifies that the units are in compliance with this code, including any applicable provisions of zoning, building, fire safety, or health ordinances.

(B) Every person who transfers title to property registered under this chapter shall provide the city clerk with the name, residence address, telephone number, and date of the transfer of title to the new owner within 10 days of the date of such transfer. Within 30 days of the date of such transfer, the new owner shall apply for a new registration certificate. In the case of an option contract where the holder of the option is collecting rents and/or is paying on the mortgage to the

property while the option remains unexercised, the holder of the option shall be deemed to be the owner of the property for purposes of this section and shall be required to apply for a rental registration certificate in his/her name. The date the option contract is created shall be deemed to be the date the holder of the option becomes the "owner" for purposes of this section.

(C). Registration certificates may not be transferred or assigned.

#### **115.14. SUSPENSION OR REVOCATION OF REGISTRATION CERTIFICATE.**

(A) Any registration certificate issued by the city pursuant to the provisions of this chapter may be suspended or revoked upon a finding that the certificate holder, during the term of the certificate, failed to comply with any provision of the City Code, any applicable federal or state statute or administrative rule, or any county ordinance.

(B) A person's right to apply and receive a registration certificate may be suspended or revoked upon a finding that the applicant has let to another for occupancy any dwelling, or any apartment or rooming unit in any dwelling, without first obtaining a registration certificate as required by this chapter and, during such time, has failed to comply with any provision of the City Code, any applicable federal or state statute or administrative rule, or any county ordinance.

(C) Whenever it appears to the council that adequate grounds may exist for the suspension or revocation of a registration certificate, or the right to receive a registration certificate, the council shall by resolution specify the nature of the alleged grounds and order that a hearing on the matter be held as provided below.

(D) No such suspension or revocation shall be effective until the license or permit holder has been afforded an opportunity for a hearing under sections 14.57 to 14.70 of the Minnesota Administrative Procedure Act.

(E) Upon a finding that the registration certificate holder or applicant has violated any such statute, rule, or ordinance, the council may invoke any of the sanctions provided in this chapter.

#### **115.15. FEES.**

As provided by M.S. § 462.353, Subd. 4, as it may be amended from time to time, fees may be established as follows:

(A) The Council may in a separate ordinance, or in the Ordinance Establishing Fees and Charges, prescribe fees sufficient to defray the costs incurred in reviewing, investigating, and administering applications for an amendment to the provisions of this chapter and to all official maps, and applications for a permit, or for some other approval required under this chapter.

(B) These fees must be fair, reasonable and proportionate to the actual cost of the service for which the fee is imposed. The city shall adopt management and accounting procedures to ensure that fees are maintained and used only for the purpose for which they are collected.

#### **115.16. CONDUCT ON LICENSED PREMISES.**

(A) Any rental property owner shall be responsible to take appropriate action against persons occupying or visiting the licensed premises, whether within a specific unit or within a

common area. For purposes of this chapter, the term "persons occupying the premises" shall include tenants as defined in Minn. Stat. § 566.18, and those persons on the licensed premises whose presence the tenant has invited or to which the tenant has acquiesced. Violations of this section, whether occurring within a specific unit, within a common area, or on the exterior of the premises, shall apply to the entire licensed premises.

(B) The following ordinances and statutes are applicable to this section:

- (1) Minnesota Statutes Sections 617.80 through 617.87 regarding public nuisances;
- (2) Minnesota Statutes Sections 617.23 through 617.299 prohibiting obscenity;
- (3) Minnesota Statutes Sections 609.75 through 609.76 prohibiting gambling;
- (4) Minnesota Statutes Sections 152.01 through 152.025 and Section 152.027, Subdivisions 1 and 2, prohibiting the unlawful sale or possession of controlled substances;
- (5) Minnesota Statutes Chapter 340A prohibiting the unlawful sale, use or possession of alcoholic beverages;
- (6) Minnesota Statutes Section 97B.021, 97B.045, 609.66 through 609.67 and 624.712 through 624.716, prohibiting the unlawful possession, transportation, sale, or use of a weapon;
- (7) Minnesota Statutes Section 609.72 prohibiting disorderly conduct;
- (8) Minnesota Statutes Sections 609.221, 609.222, 609.223, 609.2231, and 609.224 prohibiting assaults, except that domestic assaults, as the same are defined by state law, are not included herein; or,
- (9) Title IX, Chapters 90-93 regarding abandoned property, animals, health and safety; nuisances, and Streets and Sidewalks. Nuisance violations shall also constitute a violation of this Section.

(C) Upon determination by the Norman County Sheriff or city clerk that the licensed premises were involved in a disorderly use or public nuisance, the city clerk shall notify the license holder by regular mail of such violation and direct the license holder to take appropriate corrective action to prevent further violations. Notice shall be effective if mailed to the license holder at that person's last known address. The license holder shall submit to the city clerk a written report of appropriate corrective actions taken by the rental property owner within fourteen (14) days of the date the notice was sent. Failure to submit the written report as required herein, or failure to take appropriate corrective actions, shall be a basis for the imposition of a fine and the revocation or suspension of the license or right to receive the license for the entire licensed premises.

(D) If another instance of disorderly use or public nuisance occurs within twelve (12) months of the issuance of a prior notice of violation, the license or right to obtain such license may be revoked or suspended for the entire licensed premises.

(E) No suspension or revocation or other sanctions shall be imposed where a violation involves disorderly use or public nuisance and the license holder has filed an unlawful detainer action with the district court to address the violation. Calls to the sheriff made by rental property owners shall not be considered incidents of disorderly use or public nuisance in the implementation

of this chapter. The initiation of an unlawful detainer action shall not be a bar to sanctions, however, unless the action is diligently pursued by the rental property owner. Notice of and a copy of the unlawful detainer action shall be delivered to the city clerk. A determination that the licensed premises have been involved in a disorderly use or public nuisance as described in this chapter shall be made upon a preponderance of the evidence. It shall not be necessary that criminal charges be brought to support a determination of disorderly use or public nuisance, nor shall the fact of dismissal or acquittal of such a criminal charge operate as a bar to adverse license action under this section.

(F) No suspension or revocation or other sanctions shall be imposed where one or more of the three required disorderly use notices were mailed or delivered to the landlord after the rental property owner has filed an unlawful detainer action with the district court for the particular unit or units identified in the disorderly use notice. Calls to the sheriff made by rental property owners shall not be considered incidents of disorderly use in the implementation of this chapter. The initiation of an unlawful detainer action shall not be a bar to sanctions, however, unless the action is diligently pursued by the rental property owner. Notice of and a copy of the unlawful detainer action shall be delivered to the city clerk. A determination that the licensed premises have been involved in a disorderly use as described in this chapter shall be made upon a preponderance of the evidence. It shall not be necessary that criminal charges be brought to support a determination of disorderly use, nor shall the fact of dismissal or acquittal of such a criminal charge operate as a bar to adverse license action under this section.

(G) This section applies to all leases, whether written or oral, and a landlord may consider any tenant's conduct listed in this chapter to be both a material breach of the lease and grounds for termination in any unlawful detainer action.

(H) This ordinance is not intended to supersede criminal sanctions that may be applied to the individual who violates the statutes and ordinances listed in this chapter.

#### **115.17. LICENSE SUSPENSION AND REVOCATION.**

(A) No suspension or revocation shall be effective until the rental property owner has been afforded an opportunity for a hearing. Upon a determination that a license or right to obtain such a license may be suspended or revoked or other sanctions may be imposed, a public hearing shall be held before the city council. All parties shall be afforded an opportunity to appear at such hearing after receiving reasonable notice. The notice shall state the time, place, and issues involved. At this hearing, license holders may present evidence of mitigating circumstances that would allow a rental property to retain its license. The city council shall in good faith hear and consider this evidence in making a determination to revoke or suspend the license or right to receive a license, impose civil penalties, or impose other reasonable conditions based upon violations of this chapter. The city council may postpone or discontinue such proceedings if it appears that the licensee has taken appropriate measures that will prevent further instances of disorderly use.

(B) The city council reserves the right to impose any of the following sanctions for violations of this chapter:

1. Suspend the license or right to receive a license for up to 60 days; or
  2. Revoke the license or right to receive a license and establish the time period after which an application for a new certificate for the premises may be made; or
  3. Impose an administrative fine for each violation found as a result of the hearings;
- or
4. Impose other reasonable conditions intended to limit future incidents of disorderly use.

(C) Upon expiration of the suspension or revocation period, a license holder shall pay to the city a reinstatement fee as set by City Ordinance.

Colleen Hoffman, Director  
Crystelle Philipp, CPA  
Marit Martell, CPA



## Hoffman, Philipp, & Martell, PLLC

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July 9, 2025

City of Twin Valley  
Attn: Rachel Johnson, Clerk-Treasurer

Dear Rachel:

The governmental auditing firm of Hoffman, Philipp & Martell, PLLC, would like to offer you a contract renewal for the audit of the City of Twin Valley. If you have any questions regarding your audit or this proposal, please do not hesitate to contact us.

Our firm exclusively provides quality governmental audits. Our audits are performed in accordance with *Government Auditing Standards* and the *OMB Uniform Guidance* Single Audit Requirements, when applicable. We use a straight-forward, effective audit approach, and are available to you throughout the year.

Due to the pace of changes in governmental reporting and auditing, we are forced to pass along a cost increase. The annual audit for the City of Twin Valley will be \$14,200 for each year 2025-2027, which includes all travel and related expenses. We have been performing your audit since 2005 when the audit cost was \$7,200.

A three-year contract is included for signature should you choose to hire our firm. We look forward to continue working with you and the City of Twin Valley.

Respectfully,

A handwritten signature in blue ink that reads "Colleen Hoffman". The signature is fluid and cursive, with the first name being more prominent.

Colleen Hoffman  
Hoffman, Philipp & Martell, PLLC

