

Twin Valley City Council Regular Council Meeting

Monday, August 11, 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** July Minutes

_____/_____/M/S/P

CLAIMS	07/15/2025 - 07/31/2025	<u>\$126,602.26</u>
	08/01/2025 - 08/11/2025	<u>\$96,019.47</u>

PAYROLL	07/06/2025 - 07/19/2025	<u>\$12,717.36</u>
	07/20/2025 - 08/02/2025	<u>\$11,818.13</u>

DISBURSEMENT TOTAL \$247,157.22

_____/_____/M/S/P

5 **PROJECT UPDATE**

6 **COMMUNITY** Building Permit Application(s)
Lawful Gambling Permit (Raffles) Riders Club

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

FIRE/RESCUE General Report

LAW ENFORCEMENT REPORT

LIQUOR	General Report	Gross Sales	<u>\$ 66,555.66</u>	ATM	<u>\$689.50</u>
		Donation - T/C Beer Garden Revenue			

PUBLIC WORKS General Report

EDA/PARKS General Report

OTHER COMMITTEE UPDATE(s)

ADMIN Financial Statement

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

11 **FYI/OTHER** Preliminary Budget - Due September 30th
Norman County Assessors Office: Notice

12 **MEETING ADJOURNED** _____ PM _____ / _____ M/S/P

**MONDAY, July 14, 2025 – TWIN VALLEY CITY COUNCIL
REGULAR 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, Connie Hamernik, Kris Carlson, Katie Vasey, Juan & Jodi Garza.

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly meeting on Monday, July 14, 2025. Mayor Bolton called the meeting to order at 7:00PM.

PLEDGE OF ALLEGIANCE

ADDITIONS TO THE AGENDA—Christianson/Lampton-m/s/p to approve the addition of discussion about sponsoring Town & Country Days to the agenda.

MONTHLY BUSINESS

Minutes—Lampton/Allrich-m/s/p to approve the June minutes as written.

Disbursements—Christianson/Lampton-m/s/p to approve disbursements totaling \$479,410.09, a full list of which is available for review in the City Clerk’s Office.

SEWER PROJECT UPDATE—Allrich/Carlsrud-m/s/p to approve Sellin pay request #9 for \$84,810.04. Askelson is working with Engineers to use excess grant funding for other qualifying expenses.

HEROLD COURT PROJECT—Carlson reviewed bids received for the proposed Herold Court paving project with Council. Carlson was hoping for four bids, however, received only two. RJ Zavoral had the lowest bid at \$362,120 which was higher than the engineer’s estimate, but within 25% so no re-bidding was necessary. The estimated cost per foot increased from \$40.90 to \$49.32. Carlson did not suggest reopening in the bidding to try for a lower rate, felt the low bid received was acceptable. Bolton and Carlsrud both expressed need to proceed with project sooner rather than later; felt the consensus of Herold Court residents affected by the paving was to proceed after the initial hearing.

Motion by Councilmember Allrich, seconded by Councilmember Lampton the following resolution was passed.

RESOLUTION 2025—14 RESOLUTION ACCEPTING BID FOR HEROLD COURT PAVING PROJECT

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.

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 14th day of July, 2025.

RACHEL JOHNSON, CLERK-TREASURER

MICHAEL BOLTON, MAYOR

Carlson will arrange for a pre-construction meeting with RJ Zavoral and begin the project. Another hearing will be held to discuss final parcel assessments at a later date.

COMMUNITY—Katie Vasey from Essentia Health presented the FY26-FY28 Community Health Needs Assessment for the area. Priority need areas were noted as Social Drivers of Health, Nutrition and Physical Activity and Education and Employment. Through this initiative there are new programs for the community, including a bike rodeo, swimming lesson fund, career exploration day, as well as programs for healthy eating in the area and exploring walking routes. There is also a community grant program that non-profits can apply for with projects that improve the health of the community.

PERMITS—Lampton/Allrich-m/s/p to approve extension on building permit #2023-05 to build an unattached garage on existing slab at 102 Garfield Ave NW.

Reviewed building permit request for 307 1st St NW to install privacy fencing along the road and alley. The fencing will be at least 6 feet tall, possibly higher. Garza intends to have this installed in the coming months, before the fall. Christianson/Lampton-m/s/p to approve.

Lampton/Christianson-m/s/p to approve building permit to place a storage shed on a block foundation at 202 Hanson Ave SW.

Christianson/Lampton-m/s/p to approve lawful gambling permit request for Zion Lutheran Church to host raffles for the 2025 calendar year.

FIRE/RESCUE—Pazdernik reported 12 rescue and 2 fire calls in the month of June. Fire department has approved application for a new volunteer—Tyson Christianson, requested Council approval to hire. Carlsrud/Christianson-m/s/p to approve hire. Will have a couple of trucks set up by the fireworks for Town and County Days on Friday night. The monitor for the rescue squad approved for purchase at the June meeting has not been purchased yet, there is a possibility of receiving grant funding that will cover this. A \$500 donation was received for the Rescue Squad in memory of Litzie Bueng, the Council expressed appreciation.

June Sheriff's report distributed. 56 incidents noted with 135 hours of patrol. A request was made to inquire about increasing the patrol hours at Heiberg Park after hours due to an increase of issues.

LIQUOR—Gross sales for June \$51,046.11, ATM revenue \$504. Nysetvold updated Council on upcoming and past events. Fryer was down the week prior and has since been repaired. Gearing up for the busy Town & County Days weekend.

PUBLIC WORKS—Askelson has been investigating an issue with gravel in the new sewer lines since project and local repairs—at this time Askelson, engineers, and the sewer camera/cleaning crews are unsure where the issue is presenting from, will continue to investigate. It was noted a private sewer line to the Soil & Water building was hit by the boring company in town and has been repaired. Mosquito spraying has begun, will spray extra this week for the upcoming event. Discussed having First St SE graded for the tractor pull as well as requesting the land owner to the East mow the ditches in preparation for Town & Country Days. Askelson will contact.

EDA/PARKS—Discussion regarding speed limit signs at Heiberg Park. There have been complaints about vehicles, mostly the off-road type, performing exhibition-type driving through the park and campground. Speed limit will be set at 5MPH and signage will be ordered to assist in enforcement. Askelson spoke with the League of Minnesota Cities Insurance loss control contact and has the specifics on fencing requirements for the Heiberg

Trail. Received a quote for \$6,000 for 200 feet worth of four-foot-high chain link fencing. Christianson/Carlsrud-m/s/p to approve spending up to \$6,500 on fencing this area. Discussed Splash Park/Skating Rink signage, looking into a permanent sign to place along Highway 32 giving directions to turn West on Garfield. Christianson/Lampton-m/s/p to approve purchasing five more pet waste stations to set at the City Park, Lions Gazebo, Splash Park, Memorial Gardens, and Garden Club Gazebo.

The Twin Valley Community Club has historically organized Town & County Days and been the main event sponsor. For the purpose of liability insurance to cover the parade and other downtown events, it was requested that if the City be the official event sponsor, the City insurance will cover the events without needing additional insurance. Lampton/Carlsrud-m/s/p to approve. (Christianson abstained.)

City Council preliminarily approved business plan for Hier Creek Milling and Processing, LLC to acquire city owned RR property for the purposes of erecting a stone flour mill in April. Paperwork has been received back from the City Attorney to finalize the land transfer. Motion by Allrich, seconded by Lampton the following resolution was passed.

RESOLUTION 2025—15 A RESOLUTION TO AUTHORIZE THE SALE OF REAL PROPERTY IN TWIN VALLEY

WHEREAS, The City of Twin Valley is the owner of real property in the City of Twin Valley, Norman County, Minnesota, legally described as follows:

Commencing at a point five hundred sixteen feet (516') South of the Northeast corner of the Southeast quarter of section twenty-eight (28) and Westerly to the intersection of the East right-of-way line of Minnesota State Highway 32; thence Easterly on a line parallel with the South section line of said section twenty-eight (28), to the point of intersection with the West right-of-way line of First Street Southeast, thence Southerly two hundred sixty-six feet (266'), thence Westerly on a line parallel with the South section line of section twenty-eight (28) to the point of intersection with the East right-of-way line on Minnesota State Highway 32, thence Northerly two hundred sixty-six feet (266)' to the point of beginning.

AND, WHEREAS, the City does hereby authorize the transfer of land to Hier Creek Milling and Processing, LL, a limited liability company under the laws of Minnesota; and

WHEREAS, the buyer will have one year from the date of closing to construct building for the business as presented or shall return the land to the City of Twin Valley; and

WHEREAS, a resolution authorizing said conveyance is required.

THEREFORE, BE IT RESOLVED, that the City Council of the City of Twin Valley does hereby authorize the Mayor of the City of Twin Valley and the City Clerk of the City of Twin Valley to execute and deliver a Quit Claim Deed between the two parties for the real property described.

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 14th day of July, 2025.

RACHEL JOHNSON, CLERK-TREASURER

MICHAEL BOLTON, MAYOR

OLD BUSINESS—Council given updated nuisance property listing. Clerk has been in contact with multiple property owners regarding cleanup and is currently working with property owners that have reached out to abate nuisances personally. There are six properties that have now received three citations and no contact has been made. Clerk will continue to send citations per ordinance for outstanding nuisance violations and reach out to the Norman County Sheriff for assistance in issuing criminal citations.

Proposed Rental Property Registration ordinance distributed to Council. Will review further and continue discussion in August.

NEW BUSINESS—City received notice from Hoffman, Philipp, and Martell regarding audit services. Current three-year contract is up. Rates will be increasing from \$8,600 to \$14,200. Clerk researched audit prices for cities of

similar size and this rate is very comparable. Christianson/Carlsrud-m/s/p to enter into new three-year audit services agreement with Hoffman, Philipp & Martell, PLLC for 2025, 2026, and 2027.

Christianson/Lampton-m/s/p to adjourn 8:45PM.

Attest: _____

RACHEL JOHNSON, CLERK-TREASURER

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Signed: _____

MICHAEL BOLTON, MAYOR

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DISBURSEMENTS FOR APPROVAL

07/15/2025 thru 08/11/2025

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
2ND TO NONE SEPTIC SOLUTIONS, LLC	Contracted Service	\$1,079.11
A.F.L.A.C. WEST REGION	Employee Benefit	\$172.09
ARVIG	Telephone/Internet	\$449.70
ASHLEY PHILIPPY	Deposit Refund	\$50.00
BMO BANK	Bankcard	\$92.88
DUSTIN S. CROMPTON	Contracted Service	\$1,035.00
DUSTY GREEN, OWNER	Contracted Service	\$1,850.00
EFTPS-ONLINE	Payroll taxes	\$2,375.74
HEALTH EQUITY	Employee Benefit	\$338.30
JULIN LAW OFFICE, PLLC	Professional Fee	\$195.00
KRJB FM RADIO	Advertising	\$610.00
LAKES COMMUNITY COOP	Utility	\$715.36
LUNDE BLADE & GRAVEL, LLC	Contracted Service	\$412.50
MARCO TECHNOLOGIES LLC	Contracted Service	\$64.37
MATRIX TRUST COMPANY	Employee Benefit	\$82.50
MIDSTATES WIRELESS, INC.	Repairs & Maintenance	\$135.00
MN DOR - PAYROLL TAX	Payroll taxes	\$410.36
MN PEIP	Employee Benefit	\$2,179.03
NORTHSTAR HARDWARE	Repairs & Maintenance	\$94.27
OTTERTAIL POWER CO.	Utility	\$2,650.15
PAYROLL	Wages	\$8,422.94
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,210.30
PREMIUM WATERS	Operating Expense	\$27.25
SELECT AG, INC.	Operating Expense	\$100.82
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$100.00
ULTEIG ENGINEERS, INC.	Contracted Service	\$4,981.30
USABLE LIFE	Employee Benefit	\$24.51
VERIZON WIRELESS	Telephone/Internet	(\$10.04)
VESTIS	Operating Expense	\$380.91
	GENERAL FUND	\$30,229.35
A.F.L.A.C. WEST REGION	Employee Benefit	\$130.57
ARVIG	Telephone/Internet	\$158.39
BMO BANK	Bankcard	\$56.85
EFTPS-ONLINE	Payroll taxes	\$889.63
HAWKINS, INC.	Chemical	\$1,580.80
HEALTH EQUITY	Employee Benefit	\$215.74
LAKES COMMUNITY COOP	Utility	\$225.23
MATRIX TRUST COMPANY	Employee Benefit	\$196.25
MN DOR - PAYROLL TAX	Payroll taxes	\$151.29
MN DOR - SALES & USE TAX	Sales Tax	\$104.00
MN PEIP	Employee Benefit	\$1,491.67
NORTHSTAR HARDWARE	Repairs & Maintenance	\$35.54
OTTERTAIL POWER CO.	Utility	\$849.48
PAYROLL	Wages	\$3,115.36
P.E.R.A. - SDR DIVISION	Employee Benefit	\$709.06
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$200.00
USABLE LIFE	Employee Benefit	\$20.71
USABLUBOOK	Repairs & Maintenance	\$337.50
VERIZON WIRELESS	Telephone/Internet	\$33.24
VESTIS	Operating Expense	\$156.53
	WATER FUND	\$10,657.84
A.F.L.A.C. WEST REGION	Employee Benefit	\$130.56
ARVIG	Telephone/Internet	\$25.65
BMO BANK	Bankcard	\$97.08
EFTPS-ONLINE	Payroll taxes	\$889.47

HEALTH EQUITY	Employee Benefit	\$215.71
LAKES AREA JETTING, LLC	Contracted Service	\$11,375.00
LAKES COMMUNITY COOP	Utility	\$16.67
MATRIX TRUST COMPANY	Employee Benefit	\$196.25
MN DOR - PAYROLL TAX	Payroll taxes	\$151.27
MN PEIP	Employee Benefit	\$1,491.68
NORTHSTAR HARDWARE	Repairs & Maintenance	\$25.55
OTTERTAIL POWER CO.	Utility	\$112.16
PAYROLL	Wages	\$3,115.36
P.E.R.A. - SDR DIVISION	Employee Benefit	\$708.97
RMB ENVIRONMENTAL LABS, INC.	Professional Fee	\$47.03
SELLIN BROTHERS INC	Contracted Service	\$84,810.04
TAFT STETTINIUS & HOLLISTER LLP	Professional Fee	\$25,000.00
U.S. POSTAL SERVICE (CMRS-FP)	Postage	\$100.00
ULTEIG ENGINEERS, INC.	Contracted Service	\$733.80
USABLE LIFE	Employee Benefit	\$20.71
VERIZON WIRELESS	Telephone/Internet	\$33.24
VESTIS	Operating Expense	\$156.53
	SEWER FUND	\$129,452.73
FUCHS SANITATION SERVICE, INC.	Contracted Service	\$8,492.97
MN DOR - SALES & USE TAX	Sales Tax	\$1,109.00
U.S. POSTAL SERVICE (CMRS-FP)	Operating Expense	\$50.00
	GARBAGE FUND	\$9,651.97
A.F.L.A.C. WEST REGION	Employee Benefit	\$5.66
AARON'S GROCERY	Merchandise for Resale	\$1,850.85
ABSOLUTE ICE	Merchandise for Resale	\$204.60
ARVIG	Telephone/Internet	\$632.20
BERGSETH BROS.	Merchandise for Resale	\$6,602.75
BEVERAGE WHOLESALERS	Merchandise for Resale	\$293.85
BMO BANK	Bankcard	\$1,068.40
BREAKTHRU BEVERAGE	Merchandise for Resale	\$510.75
COCA-COLA BOTTLING HIGH COUNTRY	Merchandise for Resale	\$475.00
DANIEL BREKKE	Entertainment	\$3,000.00
DEANNE PETERICK	Reimbursement	\$39.47
D-S BEVERAGES	Merchandise for Resale	\$14,194.04
ECOLAB PEST ELIMINATION DIVISION	Contracted Service	\$70.36
EFTPS-ONLINE	Payroll taxes	\$2,462.96
ELECTRO WATCHMAN, INC.	Contracted Service	\$160.74
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$748.50
HEALTH EQUITY	Employee Benefit	\$122.75
HEGGIES PIZZA, LLC	Merchandise for Resale	\$938.40
HENRY'S FOODS INC.	Merchandise for Resale	\$3,384.44
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$4,638.44
KASEYA US, LLC	Contracted Service	\$200.00
LAKES COMMUNITY COOP	Utility	\$50.66
McKINNON COMPANY, INC.	Merchandise for Resale	\$2,787.90
MINNESOTA SISTERS	Uniform	\$22.00
MINNESOTA UNEMPLOYMENT INSURANCE	Wages	\$14.91
MJM NYSETVOLD INC.	Repairs & Maintenance	\$110.00
MN DOR - PAYROLL TAX	Payroll taxes	\$403.92
MN DOR - SALES & USE TAX	Sales Tax	\$6,411.00
MN MUNICIPAL BEVERAGE ASSN.	Dues	\$600.00
MN PEIP	Employee Benefit	\$784.34
NORMAN COUNTY AGRICULTURAL SOCIETY	Sponsorship	\$250.00
NORTHSTAR HARDWARE	Repairs & Maintenance	\$22.88
OTTERTAIL POWER CO.	Utility	\$988.08
PAYROLL	Wages	\$9,881.83
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,497.59
PEPSI-COLA **	Merchandise for Resale	\$206.25
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$583.44
THE RED RIVER PROMOTER	Advertising	\$139.00

THOMAS ERICKSON
U.S. POSTAL SERVICE (CMRS-FP)
USABLE LIFE
VESTIS
WILD RICE PEACEMAKERS

Entertainment	\$200.00
Postage	\$57.00
Employee Benefit	\$4.97
Operating Expense	\$295.40
Donation	\$250.00
LIQUOR FUND	\$67,165.33
DISBURSEMENT TOTAL	\$247,157.22

In accordance with Twin Valley City Ordinance:

§ 151.54 LAND USE PERMIT REQUIRED. No structure or fence subject to \$151.46 shall be constructed until a land use permit has been obtained from the City Clerk. All permit applications must go before the Twin Valley City Council for approval. Regular meetings of the City Council are held on the second Monday of each month (unless otherwise posted).

§ 151.07 COMPLIANCE WITH ORDINANCE. No structure or land shall hereafter be used or occupied and no structure shall hereafter be erected, constructed, reconstructed, moved or structurally altered, except in conformity with the regulations specified in the Zoning Ordinance for the district in which it is located.

§ 151.64 CERTIFICATION OF TAXES PAID. Prior to approving an application for any city land use permit, the applicant shall provide certification to the city that there are no delinquent property taxes, special assessments, unpaid utility charges certified for payment as taxes, interest, or city utility fees due upon the parcel of land to which the land use permit relates.

Certification Statement:

By signing this document, the applicant certifies:

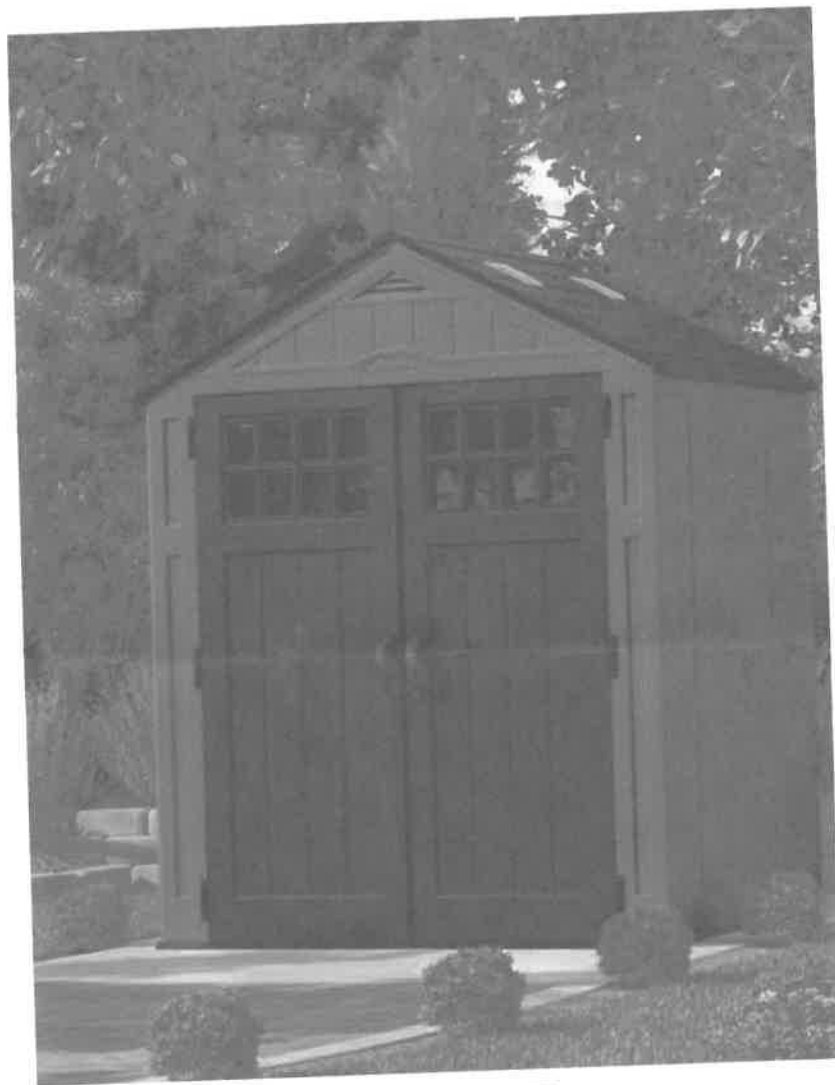
- (1) All submitted information is true and accurate to the best of their knowledge;
- (2) Authorization from the property owner to perform the proposed work has been granted;
- (3) All pertinent and applicable state and local laws and ordinances will be complied with in performing the work for which this permit is issued;
- (4) Any required contractor license, personal license or certificate of competency will be obtained prior to issuance of this permit;
- (5) Unlicensed persons shall not be hired to perform work that requires a license or certificate of competency.
- (6) Property owner applicants acknowledge that they own the property associated with this permit and that the work proposed on this permit meets the requirements of MN Statutes 326B.805.

Signature of Applicant *[Handwritten Signature]*

Date 6/21/2025

Fee Schedule	
Fences.....	\$10.00
Small Storage Unit.....	\$20.00 ✓
Additions, Decks, Porches, Patios, etc.....	\$25.00
Garages, Shops, Out buildings.....	\$50.00
Manufactured Home (1976 or newer).....	\$100.00
New Construction – Residential.....	\$100.00
New Construction – Commercial.....	\$500.00
Penalty Fee (project started without approval).....	\$25.00

For Office Use	
Date Received <u>7/21/25</u>	Fee(s) \$ <u>20.00</u> <input checked="" type="checkbox"/> Paid
Parcel Number <u>32-</u>	
Delinquent Utilities <input type="checkbox"/> \$ _____	Delinquent Property Taxes <input type="checkbox"/> \$ _____
Approved <input type="checkbox"/> Denied <input type="checkbox"/> _____	Council Meeting Date _____/_____/_____



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**LIQUOR STORE DAILY SALES
JULY 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	Misc
1	\$ 171.81	\$ 10.73	\$ 162.26	\$ 171.79		\$ 14.00		\$ 739.04	\$ 390.81	\$ 7.98	\$ 23.97	\$ 13.50	\$ 46.19	\$ 1.00	\$ 1,753.08	\$ 164.30	\$ 1,917.38	\$ 1,136.83	\$ 31.42		\$ 811.97	\$ 812.88	\$ 0.91	\$ 35.00	
2	\$ 81.48	\$ 2.80	\$ 132.68	\$ 101.25		\$ 28.00	\$ 45.00	\$ 938.98	\$ 293.84	\$ 44.94	\$ 5.99	\$ 19.72	\$ 15.82	\$ (3.25)	\$ 1,707.25	\$ 157.07	\$ 1,864.32	\$ 1,408.73	\$ 40.39		\$ 495.98	\$ 490.73	\$ (5.25)	\$ 115.00	
3	\$ 144.34	\$ 15.86	\$ 595.04	\$ 409.14	\$ 46.44	\$ 112.00		\$ 1,636.13	\$ 729.34	\$ 31.97	\$ 49.17	\$ 23.97		\$ (9.00)	\$ 3,784.40	\$ 355.85	\$ 4,140.25	\$ 3,093.27	\$ 84.83		\$ 1,131.81	\$ 1,142.44	\$ 10.63	\$ 142.00	
4	\$ 70.31	\$ 46.59	\$ 242.74	\$ 448.39		\$ 56.00		\$ 1,213.98	\$ 619.48	\$ 58.95	\$ 31.25	\$ 13.48	\$ 68.87	\$ 4.00	\$ 2,874.04	\$ 271.27	\$ 3,145.31	\$ 2,080.41	\$ 57.74		\$ 1,122.64	\$ 1,095.00	\$ (27.64)	\$ 50.00	
5	\$ 113.15	\$ 25.64	\$ 344.01	\$ 254.79		\$ 71.78		\$ 935.20	\$ 210.36	\$ 13.99				\$ -	\$ 2,046.19	\$ 188.98	\$ 2,235.17	\$ 1,132.83	\$ 31.61	\$ 8.00	\$ 1,116.95	\$ 1,076.56	\$ (40.39)	\$ (9.00)	
6														\$ -	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -	
7	\$ 78.68	\$ 36.36	\$ 240.26	\$ 105.35		\$ 14.00		\$ 452.71	\$ 250.15	\$ 130.94	\$ 25.77	\$ 11.97		\$ -	\$ 1,346.19	\$ 126.84	\$ 1,473.03	\$ 1,039.98	\$ 29.47		\$ 462.52	\$ 483.15	\$ 20.63	\$ 21.00	
8	\$ 71.24	\$ 12.58	\$ 335.15	\$ 205.02				\$ 704.95	\$ 124.69	\$ 8.65	\$ 19.98	\$ 35.99		\$ 10.00	\$ 1,528.25	\$ 143.79	\$ 1,672.04	\$ 886.04	\$ 24.72		\$ 732.72	\$ 739.07	\$ 6.35	\$ (78.00)	
9	\$ 136.18	\$ 9.80	\$ 248.46	\$ 212.76	\$ -	\$ 42.00	\$ -	\$ 495.23	\$ 204.31	\$ -	\$ 6.58	\$ 5.98	\$ 12.52	\$ -	\$ 1,373.82	\$ 128.88	\$ 1,502.70	\$ 789.99	\$ 21.60	\$ 12.00	\$ 722.31	\$ 715.94	\$ (6.37)	\$ 34.00	
10	\$ 193.49	\$ 19.57	\$ 377.43	\$ 162.25		\$ 42.00		\$ 603.71	\$ 146.30		\$ 26.25	\$ 28.93		\$ -	\$ 1,599.93	\$ 144.98	\$ 1,744.91	\$ 1,218.80	\$ 33.45		\$ 559.56	\$ 561.29	\$ 1.73	\$ 55.00	
11	\$ 178.33	\$ 20.05	\$ 506.42	\$ 321.54		\$ 28.00		\$ 863.48	\$ 248.32	\$ 19.48	\$ 47.25	\$ 22.48	\$ 27.78	\$ -	\$ 2,283.13	\$ 217.83	\$ 2,500.96	\$ 1,632.85	\$ 44.00		\$ 912.11	\$ 915.65	\$ 3.54	\$ 79.00	
12	\$ 190.68	\$ 27.04	\$ 357.41	\$ 421.86		\$ 14.00		\$ 943.97	\$ 231.31	\$ 11.97	\$ 17.99	\$ 8.99		\$ -	\$ 2,225.22	\$ 211.58	\$ 2,436.80	\$ 1,444.22	\$ 38.98		\$ 1,031.56	\$ 1,030.42	\$ (1.14)	\$ 27.00	
13														\$ -	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -	
14	\$ 104.07	\$ 5.60	\$ 229.60	\$ 158.40		\$ 28.00		\$ 493.70	\$ 276.05				\$ 13.89	\$ (4.00)	\$ 1,305.31	\$ 125.45	\$ 1,430.76	\$ 728.79	\$ 20.56		\$ 722.53	\$ 712.39	\$ (10.14)	\$ 13.00	
15	\$ 101.04	\$ 7.00	\$ 355.38	\$ 227.09		\$ 28.00	\$ 45.00	\$ 533.71	\$ 184.85	\$ 51.96				\$ (24.00)	\$ 1,510.03	\$ 144.09	\$ 1,654.12	\$ 832.03	\$ 22.56	\$ 35.75	\$ 798.90	\$ 782.95	\$ (15.95)	\$ (10.00)	
16	\$ 220.00	\$ 17.72	\$ 422.70	\$ 151.54		\$ 42.00	\$ 25.00	\$ 737.06	\$ 175.82	\$ 28.96	\$ 34.99	\$ 1.50		\$ (5.00)	\$ 1,852.29	\$ 170.64	\$ 2,022.93	\$ 1,357.07	\$ 36.79	\$ 21.75	\$ 680.90	\$ 680.50	\$ (0.40)	\$ 18.00	
17	\$ 278.40	\$ 7.46	\$ 425.12	\$ 187.50				\$ 827.81	\$ 488.15	\$ 70.99	\$ 49.04	\$ 21.48	\$ 43.80	\$ (4.00)	\$ 2,395.75	\$ 228.47	\$ 2,624.22	\$ 1,810.59	\$ 49.83		\$ 863.46	\$ 865.32	\$ 1.86	\$ 44.00	
18	\$ 2,797.99	\$ 150.81	\$ 3,189.26	\$ 2,559.13		\$ 56.00		\$ 1,250.29	\$ 320.85	\$ 70.91	\$ 20.98	\$ 55.41	\$ 13.89	\$ 36.00	\$ 10,521.52	\$ 952.72	\$ 11,474.24	\$ 7,930.64	\$ 205.15	\$ 18.75	\$ 3,730.00	\$ 3,732.87	\$ 2.87	\$ 62.00	
19	\$ 121.98	\$ 118.22	\$ 2,745.94	\$ 2,606.11	\$ 3.87	\$ 138.57		\$ 2,080.44	\$ 438.24	\$ 44.97	\$ 253.93	\$ 116.78	\$ 39.94	\$ 39.00	\$ 8,747.99	\$ 828.32	\$ 9,576.31	\$ 5,632.21	\$ 148.19		\$ 4,092.29	\$ 4,092.45	\$ 0.16	\$ 109.00	
20	\$ 93.83	\$ 24.73	\$ 466.57	\$ 234.82		\$ 42.00		\$ 367.80	\$ 58.40	\$ 3.29	\$ 34.99	\$ 35.93	\$ 31.05	\$ 16.00	\$ 1,409.41	\$ 127.33	\$ 1,536.74	\$ 675.39	\$ 18.03		\$ 879.38	\$ 839.20	\$ (40.18)	\$ 9.00	
21	\$ 109.43	\$ 27.05	\$ 387.41	\$ 64.40				\$ 463.70	\$ 142.40	\$ 32.97	\$ 11.48	\$ 1.50	\$ 13.89	\$ (9.00)	\$ 1,245.23	\$ 121.79	\$ 1,367.02	\$ 804.76	\$ 22.05	\$ 25.00	\$ 559.31	\$ 557.10	\$ (2.21)	\$ 19.00	
22	\$ 73.57	\$ 6.99	\$ 212.77	\$ 166.81		\$ 54.16		\$ 665.97	\$ 240.11	\$ 23.98		\$ 1.50		\$ -	\$ 1,445.86	\$ 135.25	\$ 1,581.11	\$ 1,163.13	\$ 32.60		\$ 433.58	\$ 419.90	\$ (13.68)	\$ (17.00)	
23	\$ 142.70	\$ 16.33	\$ 224.32	\$ 219.11		\$ 14.00		\$ 266.34	\$ 326.74		\$ 9.99	\$ 1.50		\$ (7.50)	\$ 1,213.53	\$ 114.86	\$ 1,328.39	\$ 622.23	\$ 16.92	\$ 3.25	\$ 719.83	\$ 724.44	\$ 4.61	\$ 52.00	
24	\$ 106.40	\$ 19.60	\$ 303.83	\$ 212.78		\$ 46.00		\$ 589.67	\$ 168.38	\$ 16.99		\$ 8.99	\$ 13.89	\$ (5.00)	\$ 1,481.53	\$ 139.78	\$ 1,621.31	\$ 767.64	\$ 20.82		\$ 874.49	\$ 873.18	\$ (1.31)	\$ 14.00	
25	\$ 155.98	\$ 68.75	\$ 448.40	\$ 283.95		\$ 65.00		\$ 1,039.32	\$ 341.28	\$ 12.99	\$ 8.78	\$ 36.54	\$ 34.32	\$ -	\$ 2,495.31	\$ 234.85	\$ 2,730.16	\$ 1,850.51	\$ 47.45		\$ 927.10	\$ 937.14	\$ 10.04	\$ 103.00	
26	\$ 133.40	\$ 35.44	\$ 430.01	\$ 411.81		\$ 14.00		\$ 1,115.87	\$ 265.78	\$ 101.96		\$ 37.46		\$ (10.00)	\$ 2,535.73	\$ 242.11	\$ 2,777.84	\$ 1,775.84	\$ 48.13		\$ 1,050.13	\$ 1,088.23	\$ 38.10	\$ 23.00	
27														\$ -	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -	
28	\$ 96.37	\$ 9.80	\$ 280.82	\$ 94.87		\$ 112.00		\$ 582.10	\$ 145.94	\$ 34.97	\$ 32.45	\$ 7.74		\$ (16.00)	\$ 1,381.06	\$ 122.63	\$ 1,503.69	\$ 583.87	\$ 16.31		\$ 936.13	\$ 936.50	\$ 0.37	\$ 54.00	
29	\$ 54.95	\$ 2.80	\$ 235.51	\$ 114.68		\$ 56.00		\$ 614.59	\$ 158.85	\$ 22.98	\$ 15.00	\$ 11.98		\$ 20.00	\$ 1,307.34	\$ 118.58	\$ 1,425.92	\$ 820.12	\$ 22.60		\$ 628.40	\$ 630.20	\$ 1.80	\$ 31.00	
30	\$ 74.03	\$ 6.99	\$ 190.44	\$ 153.15		\$ 28.00		\$ 575.14	\$ 436.85	\$ 16.99		\$ 1.50	\$ 17.16	\$ -	\$ 1,500.25	\$ 145.33	\$ 1,645.58	\$ 762.15	\$ 20.99	\$ 4.00	\$ 900.42	\$ 890.68	\$ (9.74)	\$ 39.00	
31	\$ 91.26	\$ 12.12	\$ 314.66	\$ 234.83	\$ 19.35	\$ 56.00		\$ 623.12	\$ 263.80	\$ 12.99			\$ 13.89	\$ 44.00	\$ 1,686.02	\$ 155.75	\$ 1,841.77	\$ 1,041.00	\$ 27.61		\$ 828.38	\$ 828.69	\$ 0.31	\$ 31.00	
	\$ 6,185.09	\$ 764.43	\$ 14,404.60	\$ 10,895.12	\$ 69.66	\$ 1,201.51	\$ 115.00	\$ 22,354.01	\$ 7,881.40	\$ 876.77	\$ 778.29	\$ 533.81	\$ 422.72	\$ 73.25	\$ 66,555.66	\$ 6,219.32	\$ 72,774.98	\$ 45,021.92	\$ 1,214.80	\$ 128.50	\$ 28,725.36	\$ 28,654.87	\$ (70.49)	\$ 1,065.00	

July 2025 ATM Report

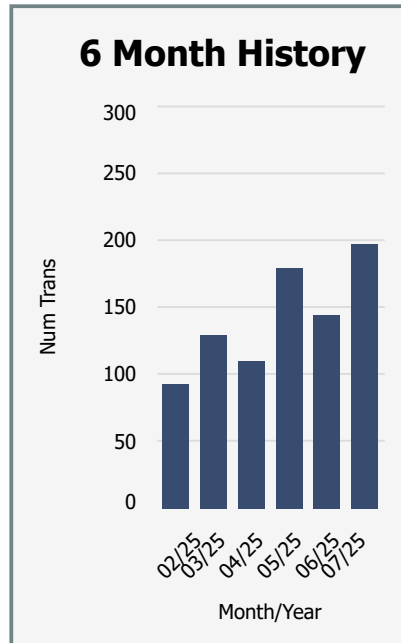
DNS49583
TWIN VALLEY MUNICIPAL LIQUOR
 3771 COUNTY HIGHWAY 27
 Twin Valley, MN 56584

Total Surcharge:\$689.50

Date	Wdl Txns	Schg Txns	Dny Txns	Total Txns	Wdl Amt	Schg Colctd
2025-07-01	3	3	0	4	\$560.00	\$10.50
2025-07-02	6	6	0	7	\$460.00	\$21.00
2025-07-03	5	5	1	9	\$600.00	\$17.50
2025-07-04	7	7	0	11	\$840.00	\$24.50
2025-07-05	6	6	0	8	\$720.00	\$21.00
2025-07-06	9	9	0	12	\$820.00	\$31.50
2025-07-07	0	0	0	0	\$0.00	\$0.00
2025-07-08	7	7	0	9	\$660.00	\$24.50
2025-07-09	5	5	4	11	\$380.00	\$17.50
2025-07-10	4	4	1	7	\$480.00	\$14.00
2025-07-11	3	3	0	4	\$140.00	\$10.50
2025-07-12	11	11	1	17	\$1,460.00	\$38.50
2025-07-13	3	3	0	3	\$340.00	\$10.50
2025-07-14	0	0	0	0	\$0.00	\$0.00
2025-07-15	2	2	1	3	\$300.00	\$7.00
2025-07-16	4	4	0	4	\$520.00	\$14.00
2025-07-17	5	5	0	6	\$740.00	\$17.50
2025-07-18	14	14	1	20	\$2,200.00	\$49.00
2025-07-19	36	36	1	47	\$4,180.00	\$126.00
2025-07-20	22	22	2	30	\$2,360.00	\$77.00
2025-07-21	6	6	0	10	\$620.00	\$21.00
2025-07-22	0	0	0	2	\$0.00	\$0.00
2025-07-23	2	2	0	3	\$260.00	\$7.00
2025-07-24	6	6	0	9	\$780.00	\$21.00
2025-07-25	5	5	0	5	\$520.00	\$17.50
2025-07-26	12	12	0	15	\$680.00	\$42.00
2025-07-27	5	5	2	8	\$220.00	\$17.50
2025-07-28	0	0	0	0	\$0.00	\$0.00
2025-07-29	0	0	1	2	\$0.00	\$0.00
2025-07-30	5	5	0	7	\$460.00	\$17.50
2025-07-31	4	4	1	6	\$380.00	\$14.00
Totals:	197	197	16	279	\$21,680.00	\$689.50

Month	Num Trans
02/25	93
03/25	129
04/25	110
05/25	179
06/25	144
07/25	197
	852

Average Monthly Trans:	142
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As on 8/11/2025

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	435,997.08	0.00	0.00	333,361.49	0.00	0.00	415,331.18	482,925.36	898,256.54
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	10,210.16	0.00	0.00	0.00	0.00	0.00	27,649.74	0.00	27,649.74
2012A Refunding Bond	0.00	17,849.56	0.00	0.00	0.00	0.00	0.00	17,849.56	0.00	17,849.56
2013A Refunding Bond	0.00	38,355.96	0.00	0.00	119,315.00	0.00	0.00	(80,959.04)	0.00	(80,959.04)
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	6,708.63	0.00	46,447.10	0.00	0.00	0.00	117,710.28	0.00	117,710.28
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	15,204.45	0.00	0.00	67.50	0.00	0.00	242,618.87	0.00	242,618.87
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	126,080.02	0.00	0.00	104,961.24	0.00	0.00	773,113.18	0.00	773,113.18
Sewage Collection and Disposal	304,171.84	3,818,863.96	0.00	0.00	3,798,192.00	0.00	0.00	324,843.80	0.00	324,843.80
Refuse or Garbage Collection	152,362.87	70,138.34	0.00	0.00	80,852.31	0.00	0.00	141,648.90	0.00	141,648.90
Municipal Liquor Store	104,665.48	389,606.47	0.00	0.00	410,922.99	0.00	0.00	83,348.96	80,569.11	163,918.07
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	172.53	0.00	0.00	221.52	0.00	221.52
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	8,949.07	0.00	0.00	687.00	0.00	0.00	30,943.64	20,023.29	50,966.93
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
Total :	2,136,358.06	4,938,213.70	0.00	47,447.10	4,856,022.06	0.00	47,447.10	2,218,549.70	583,517.76	2,802,067.46

**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.

Applications for properties with delinquent utility billing, citations, property taxes or other City fees will be automatically rejected.

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.



NORMAN COUNTY ASSESSOR

16 3RD AVENUE EAST SUITE 103

ADA MN 56510

PHONE: 218-784-5487 FAX: 218-784-3441

EMAIL: assessor@normanmn.gov

August 5, 2025

To whom it may concern:

The Norman County Assessor's Office would like to make people aware that there is tax relief available for those who have suffered structural damage to their property as a result of a natural disaster for example flooding, tornado, wind or hail, or something such as a structure fire. If a building has sustained 50% or more damage or was destroyed the owner may be eligible for property tax relief

If you believe this applies to property you own, you will need to request an application from the assessor's office, complete it and submit it to the county assessor.

What Property Owners Should Do:

Visually inspect your property and make notes of the damage. Document the damage with photographs whenever possible.

If the assessor has not reassessed your property already and you believe your estimated market value has been reduced due to the disaster or damage, contact the county assessor's office. Ask to have an assessor view the damage for the purpose of property tax relief.

An assessor will view the property to estimate the damage resulting from the disaster. The assessor will determine how much your property's estimated market value has been reduced as a result of the damage.

To make certain that all damage is noted, be sure that your property has been reassessed before you begin to reconstruct or repair your property. Keep copies of any estimates you receive from contractors regarding the estimated costs to repair the damage.

Marti Sip, SAMA

Norman County Assessor Office

218-784-5487

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