

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

**MEMBERS:** Harold Allrich, Michael Bolton, Tammy Carlsrud, Tracy Christianson **VIRTUAL:** Mike Lampton  
**OTHERS:** Toni Nysetvold, Prestin Douville, Jess Riepe, Pete Pazdernik, Kerry Askelson, Alex Ranz, Connie Hamernik, Brent Phillipy

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

**PLEDGE OF ALLEGIANCE**

**CITIZENS FORUM**—Brent Phillipy addressed Council over nuisance violations and citations at his property. Questioned the process and asked for clarification. Mayor Bolton will get information from clerk's office and meet with Phillipy to personally review property.

**ADDITION TO AGENDA**—Christianson/Carlsrud-m/s/p to approve adding request for approval of MEST#10 for \$37,661.56 for the Sewer Project to the agenda.

**MONTHLY BUSINESS**

Minutes—Christianson/Allrich-m/s/p to approve September minutes as written.

Disbursements—Christianson/Lampton-m/s/p to approve disbursements totaling \$528,542.75, a full list of which is available for review in the City Clerk's Office. It was noted this includes the MEST #1 and MEST #2 for RJ Zavoral for the Herold Court Project.

**PROJECT UPDATE**—Ranz updated Council on Herold Court Paving project and Sewer Project. All construction is wrapped up and projects are both in final stages. Distributed memo to Council with final costs on Herold Court Paving Project. Estimated total cost \$372,500, actual total cost \$412,551.33. City will pay \$165,020.53 with the remaining \$247,530.80 assessable against the properties at a cost per frontage foot of \$44.56. Discussed assessment term and interest rate. Councilmember Christianson motioned to introduce a resolution declaring costs and ordering the preparation of assessments, seconded by Councilmember Lampton the following resolution was passed.

**RESOLUTION 2025—16 A RESOLUTION DECLARING COST TO BE ASSESSED, AND ORDERING PREPARATION OF PROPOSED ASSESSMENT**

**WHEREAS**, a contract has been let (estimated costs have been calculated) for the street improvements of:

- Herold Court North
- Oppegard Ave NW
- Herold Court South

and the contract (bid) price (estimated cost) for such improvement is \$366,038.02 and the expenses incurred or to be incurred in the making of such improvement amount to was less \$46,513.31 so that the total cost of the improvement will be \$412,551.33.

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$165,020.53 and the portion of the cost to be assessed against benefited property owners is declared to be \$247,530.80.
2. Assessments shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before the first Monday in January, 2026, and shall bear interest at the rate of 1.25 percent per annum from the date of the adoption of the assessment resolution.
3. The City Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district

affected, without regard to cash valuation, as provided by law, and he/she shall file a copy of such proposed assessment in his/her office for public inspection.

4. The City Clerk shall upon the completion of such proposed assessment, notify the Council thereof.

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

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RACHEL JOHNSON, CLERK-TREASURER

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MICHAEL BOLTON, MAYOR

Motion by Councilmember Carlsrud, seconded by Councilmember Allrich, the following Resolution calling for special hearing was passed.

**RESOLUTION 2025—17 A RESOLUTION CALLING FOR HEARING ON PROPOSED ASSESSMENT**

**WHEREAS**, by a Resolution passed by the Council on October 13<sup>th</sup>,2025 the City Clerk was directed to prepare a proposed assessment of the cost for the street improvements of:

- Herold Court North
- Oppegard Ave NW
- Herold Court South

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

1. A hearing shall be held at 6:30 p.m. on November 10<sup>th</sup>, 2025 at the Twin Valley City Hall to pass upon such proposed assessment. All people owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he/she shall state in the notice the total cost of the improvement. He/she shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Twin Valley, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. An owner may at any time thereafter, pay to the City of Twin Valley the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

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

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RACHEL JOHNSON, CLERK-TREASURER

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MICHAEL BOLTON, MAYOR

Received payment request #10 from Sellin’s, final payment withholding retainage for completed paperwork. Received two payment requests from Zavoral’s for Herold Court, full payment and retainage. Allrich/Lampton-m/s/p to approve MEST#10 from Sellin’s for \$37,661.56, and MEST #1 & #2 from Zavoral totaling \$366,038.02. Ranz asked that City hold payment for retainage amounting to \$18,301.90 until paperwork is completed. Lampton/Carlsrud-m/s/p to approve creating of fund 410 Herold Court Paving Project as a sub fund to the General Fund to track and monitor expenditures and revenues for the project.

**COMMUNITY**—Carlsrud/Lampton-m/s/p to approve up to \$100 in donation/prizes for the Twin Valley Community Club Fish House Festival. Christianson abstained from vote.

**PUBLIC WORKS**—Askelson distributed quotes for purchase of new John Deere X739 tractor with cab, mower, and blower, with trade in of current 2017 model. True North Equipment \$22,453.00. RDO Equipment of Ada \$19,144.33. Budgeted capital outlay funding available under Highway & Streets as well as Snow Removal, sufficient to cover purchase with trade in. Christianson/Carlsrud-m/s/p to approve purchase from RDO.

**EDA/PARKS**—New guard fencing has been installed along the trail at Heiberg North trail. Discussed remaining grant funding that needs to be spent before year end. Clay has been ordered for the skating rink and should be delivered within the week. Requested approval to use grant funding to purchase two streetlights and poles for the skating rink, cost will be \$6013.20 plus applicable sales tax. Christianson/Lampton-m/s/p to approve. Will work with contractors to install as soon as able. Remaining grant funding will possible cover additional new skates for the facility.

Questioned status of land transfer to Hier Creek for the flour mill site. Johnson will reach out for status update.

**FIRE/RESCUE**—Pazdernik reported 3 fire and 15 rescue calls for September. An application for the rescue squad was received and is currently being ran for background check through sheriff's department. New rescue monitor has been purchased and is in use. Received grant funding from Greater Northwest MN EMS that reimbursed half the cost. Two members of the fire department will be attending Fire Fighter I training in February. Two new pickups have been ordered and are in production, estimated to be completed in November. Grant for skid units has been received, Pazdernik working on ordering units.

**LAW ENFORCEMENT**—Sheriff Fall provided via e-mail activity report for August showing 42 calls for service and 170 total hours worked in Twin Valley.

**LIQUOR**—\$46,774.39 gross sales for September, ATM revenue \$458.50. Nysetvold updated Council on previous and upcoming events. Final steak night was held 10/10, 30 attendees. November will be busy with an event every weekend. Inventory completed in September—addressing clerical issues and doing spot checks weekly.

**FINANCE**—Financial statement through 09/30/2025 distributed.

**OLD BUSINESS**—Reviewed listing of nuisance properties. E-mail received from 305 Pleasant Ave SW requesting lenience as they work to clean up property for sale. Christianson/Carlsrud-m/s/p to continue weekly reviews of property for progress but hold off on citations until November meeting at which point will reassess. Discussed 307 1<sup>st</sup> St, appears to be no progress on clean up or fencing. Fines have resumed.

**NEW BUSINESS**—The State of Minnesota has new paid leave requirements for employers starting January 2026. Presented proposed policy drafted by the League of Minnesota Cities to adopt into current Personnel Policy. Councilmember Christianson motioned to adopt the policy, seconded by Councilmember Lampton the following Resolution was passed.

**RESOLUTION 2025—18 A RESOLUTION AMENDING CITY PERSONNEL POLICY WITH ADDITIONAL PAID LEAVE PROGRAM INFORMATION**

**WHEREAS**, the Minnesota Legislature passed the Paid Leave law in 2023; and

**WHEREAS**, the City of Twin Valley opts to participate in the State MN Paid Leave Program

**WHEREAS**, in accordance with MN State Statutes the new policy must be in effect on or before January 1, 2026.

**THEREFORE, BE IT RESOLVED** by the Twin Valley City Council, that the Paid Leave Policy (available for review in the City Clerk's Office) be added into the City's Personnel Policy, effective as of January 1, 2026.

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

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RACHEL JOHNSON, CLERK-TREASURER

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MICHAEL BOLTON, MAYOR

Carlsrud asked about City policy on yearly employee reviews and updating job descriptions. Johnson will research what other City's procedures are for future discussion. Discussion on personnel problems and what the Council's next steps are when issues are not resolved with Personnel Committee and Employees. Clerk will reach out to League HR for direction.

Meeting adjourned 8:26PM, Lampton/Christianson-m/s/p.

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

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

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