

Twin Valley City Council
Regular Council Meeting

Monday, October 13, 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** September Minutes _____ / _____ M/S/P

CLAIMS	09/09/2025 - 09/30/2025	<u>\$65,749.33</u>
	10/01/2025 - 10/13/2025	<u>\$442,479.29</u>

PAYROLL	08/31/2025 - 09/13/2025	<u>\$10,981.52</u>
	09/14/2025 - 09/27/2025	<u>\$9,332.61</u>

DISBURSEMENT TOTAL \$528,542.75 _____ / _____ M/S/P

5 **PROJECT UPDATE** MEST#1 & 2
Resolutions Assessments & Hearing
410 Herold Court Fund (Temporary)

6 **COMMUNITY** Donation Request

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

PUBLIC WORKS General Report

FIRE/RESCUE General Report

LAW ENFORCEMENT REPORT

LIQUOR	General Report	Gross Sales	<u>\$ 46,774.39</u>	ATM	<u>\$458.50</u>
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EDA/PARKS General Report

OTHER COMMITTEE UPDATE(s)

ADMIN Financial Statement

9 **OLD BUSINESS** Nuisance Properties

10 **NEW BUSINESS** Personnel Policy Update - Minnesota Paid Leave Program 2026

11 **FYI/OTHER**

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

**MONDAY, September 8, 2025 – TWIN VALLEY CITY COUNCIL
REGULAR MONTHLY MEETING
Twin Valley Community Center – 7:00 PM**

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

OTHERS: Toni Nysetvold, Prestin Douville, Jess Riepe, Pete Pazdernik, Kerry Askelson, Alex Ranz, Jesse Keller

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly meeting on Monday, September 8, 2025. Mayor Bolton called the meeting to order at 7:00PM.

PLEDGE OF ALLEGIANCE

MONTHLY BUSINESS

Minutes—Lampton/Allrich-m/s/p to approve August minutes as written. Carlsrud asked that the minutes be noted as unapproved prior to Council review.

Disbursements—Allrich/Lampton-m/s/p to approve disbursements totaling \$208,834.59, a full list of which is available for review in the City Clerk’s Office. Carlsrud requested clarification on BMO charges.

PROJECT UPDATE—Alex Ranz updated Council on ongoing projects. Biosolids have been removed from lagoon area; currently contractor is smoothing out and grading the area to return to before project appearance. Contractor work for the wastewater project should be completed by the end of the week. Once this portion of the project is closed Ranz and Askelson will work on using remaining grant funding. Herold Court paving project is completed, Bolton noted it looks nice with all the private driveways paved additionally. Ranz is working on final figures for assessments. Contractor cost is estimated to be \$4,000 higher than original bid due to additional asphalt needed. Engineering estimate should come in under budget. Current estimate for the assessment per frontage foot is around \$44. Ranz would like to close out the wastewater project at the October meeting and call for hearing for assessments for the Herold Court project at that time as well when all figures are available for review. Allrich/Carlsrud-m/s/p to approve holding a special meeting prior to Council meeting on October 13, 2025. This may need to be changed due to legal requirements of publishing, posting and otherwise making notice available to property owners/interested parties.

COMMUNITY—Revisited application for building permit to place a shed at 309 Norman Ave NE. Allrich attempted to make contact with owners to discuss, was not successful. Bolton suggested tabling permit until property is off the nuisance listing for tall grasses and weeds. Allrich/Lampton-m/s/p. Allrich requested building permit applicants flag the areas where the requested building will take place for future applications to assist building committee with any prior investigations.

Permit requested at 104 Main Ave E to add addition to existing home. Plans are within setbacks and ordinance requirements. Allrich/Lampton-m/s/p to approve.

Lampton/Carlsrud-m/s/p to make a donation to the Norman County East Dollars for Scholars to support fall sports—Football \$100, Volleyball \$150, Basketball \$525 for a total of \$775.

FIRE/RESCUE—Pazdernik reported 1 fire and 18 rescue calls for August. New CanAm 6x6 and trailer were purchased and came in under budget. Discussed using old trailer for the public works department. The Department of the Interior has awarded the department \$61,902 for the purchase of new skid units for grass fires. Working on requesting the funding to purchase. Department member Ben Fall is working with dealership in Hibbing to order GMC pickups, will be ordered later this week. County fire meeting sparked discussion regarding generator for fire hall, may be able to use old generator from lagoon—will look into. Discussion regarding town siren and necessity. Once all new equipment is received will look into an auction company to sell old equipment, including old police vehicles and public works equipment at the same time.

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. Fall has been given the list of outstanding nuisance properties to review.

LIQUOR—\$53,390.62 gross sales for August, ATM revenue \$521.50. Nysetvold is planning to be open certain Sundays for Vikings games. Outdoor sign electrical issues have been repaired and this is back operational. Steak night will be Friday 9/12; will wait to see what the weather does in October.

PUBLIC WORKS—Askelson received quote from Green Construction to remove and replace sidewalk at City Hall and the Community Center; total cost will be \$15,630. This will also replace the existing patio block. City has budgeted funds for 2025 to cover expense. Lampton/Carlsrud-m/s/p to approve. Askelson and Utility Clerk have been working on lead and copper water line inventory for the State of Minnesota and the Federal government due to new mandates. Currently have 80+ properties that are uncatalogued. Working to get access to these properties before October. All lead and galvanized lines will need to be replaced.

EDA/PARKS—\$9,021 remains in grant funding for the skating rink project; currently waiting on a quote for additional street lighting and clay. Frisbee golf course has been plotted out. EDA loan request on hold, waiting on additional information from applicant. Will be working on revamping the old EDA loan application for future requests.

FINANCE—August financial statement given to Council for review. Clerk Johnson requested transferring \$10,000 from the lottery back into the liquor store account, \$14,723.91 from the lot incentive fund into the general capital fund to be used towards the paving project and closing out of the old lot incentive fund, and \$20,000 in budgeted general funds to the Blight & Beautification fund. Lampton/Allrich-m/s/p to approve all transfers.

OLD BUSINESS—**NUISANCE PROPERTIES**—Council given full listing of all properties having received notices and/or citations for ordinance violations. Violations continue to be sent biweekly to properties out of compliance. Specifically discussed the Dollar General weeds and overgrowth situation. A notice was sent last month, will move forward with citations.

NEW BUSINESS—**OUTSTANDING ASSESSMENTS**—Council given listing of outstanding ordinance citations over \$75. Clerk requested to assess outstanding fines as well as a \$25 assessment fee against the following properties:

OWNER	ADDRESS	DUE	ASSMT FEE	TOTAL
Jodi Garza	106 1st St NE	\$ 250.00	\$ 25.00	\$ 275.00
Nicole Pederson	302 Norman Ave NE	\$ 450.00	\$ 25.00	\$ 475.00
Jodi Garza	307 1st St NW	\$ 300.00	\$ 25.00	\$ 325.00
Melva Garza Villanueva	310 2nd ST NW	\$ 150.00	\$ 25.00	\$ 175.00
Kristi & Martin Perez	204 1st ST SW	\$ 350.00	\$ 25.00	\$ 375.00
Sheryl Little	305 2nd St SW	\$ 150.00	\$ 25.00	\$ 175.00
Robert Skow	306 3rd St SW	\$ 450.00	\$ 25.00	\$ 475.00
Anthony Heryla	202 4th St SW	\$ 450.00	\$ 25.00	\$ 475.00
Darell Skoy	206 4th St SW	\$ 450.00	\$ 25.00	\$ 475.00
Melinda Holtzlider	210 Cleveland Ave SW	\$ 75.00	\$ 25.00	\$ 100.00
Brent Phillipy	207 Pleasant Ave SW	\$ 450.00	\$ 25.00	\$ 475.00
Kenneth Folstrom	200 Lincoln Ave NW	\$ 450.00	\$ 25.00	\$ 475.00
Reuben Mastin	207 Lincoln Ave NE	\$ 250.00	\$ 25.00	\$ 275.00
Melva Garza Villanueva	103 1st St SE	\$ 75.00	\$ 25.00	\$ 100.00
Ron Lanoue	106 Hanson Ave SW	\$ 340.00	\$ 25.00	\$ 365.00
Jason & Mandy Begg	103 2nd St NE	\$ 150.00	\$ 25.00	\$ 175.00

		\$ 4,790.00	\$ 400.00	\$ 5,190.00
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Lampton/Carlsrud-m/s/p to approve assessment against property taxes. Property owners will be given a final notice of outstanding amount due and a chance to pay prior.

2026 PROPOSED LEVY—Council given proposed budget for 2026 with estimated receipts and disbursements to review. Current budget forecast shows minimal levy increase necessary. Lampton/Allrich-m/s/p to set preliminary levy at a 10% increase, to be reviewed again in December to set the final levy.

Meeting adjourned 8:12PM, Carlsrud/Lampton-m/s/p.

Attest: _____

RACHEL JOHNSON, CLERK-TREASURER

Signed: _____

MICHAEL BOLTON, MAYOR

DISBURSEMENTS FOR APPROVAL

09/09/2025 thru 10/13/2025

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
2ND TO NONE SEPTIC SOLUTIONS, LLC	Contracted Service	\$1,401.24
A.F.L.A.C. WEST REGION	Employee Benefit	\$275.18
ANDERS VALLEY PUBLISHING, LLC	Advertising	\$60.00
ARVIG	Telephone/Internet	\$898.24
BMO BANK	Bankcard Charges	\$1,073.77
EFTPS-ONLINE	Payroll Taxes	\$1,762.59
HEALTH EQUITY	Employee Benefit	\$338.30
JULIN LAW OFFICE, PLLC	Professional Fee	\$30.00
LAKES COMMUNITY COOP	Utility	\$766.79
MARCO TECHNOLOGIES LLC	Contracted Service	\$64.37
MATRIX TRUST COMPANY	Employee Benefit	\$110.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$297.06
MN PEIP	Employee Benefit	\$3,405.46
NCE-DOLLARS FOR SCHOLARS	Donation	\$775.00
NORTHSTAR HARDWARE	Repairs & Maintenance	\$435.75
OFFICE SUPPLIES PLUS*	Operating Supplies	\$209.67
OTTERTAIL POWER CO.	Utility	\$2,309.67
PAYROLL	Wages	\$6,150.07
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,141.98
PITNEY BOWES	Postage	\$149.72
PREMIUM WATERS	Contracted Service	\$15.25
RJ ZAVORAL & SONS, INC	Herold Court	\$114,000.00
TRISTAN STEVENS	Wimmer Deposit	\$185.32
USABLE LIFE	Employee Benefit	\$24.51
VERIZON WIRELESS	Telephone/Internet	\$66.52
VESTIS	Contracted Service	\$349.46
VICTOR LUNDEEN COMPANY	Operating Supplies	\$242.00
WESTLUND FENCE BUILDERS	Heiberg Fence	\$3,000.00
	GENERAL	\$139,537.92
ULTEIG ENGINEERS, INC.	Contracted Service	\$25,696.30
	CAPITAL PROJECTS	\$25,696.30
RJ ZAVORAL & SONS, INC	Herold Court	\$252,038.02
	HEROLD COURT	\$252,038.02
A.F.L.A.C. WEST REGION	Employee Benefit	\$241.91
ARVIG	Telephone/Internet	\$316.86
BMO BANK	Bankcard Charges	\$598.85
CORE & MAIN LP	Repairs & Maintenance	\$505.42
DEAN M THORSEN	Travel Reimbursement	\$313.74
EFTPS-ONLINE	Payroll Taxes	\$813.92
GOPHER STATE ONE-CALL	Contracted Service	\$25.00
HAWKINS, INC.	Operating Supplies	\$545.50
HEALTH EQUITY	Employee Benefit	\$215.74
J & R WASTEWATER SERVICES INC.	Contracted Service	\$2,100.00
LAKES COMMUNITY COOP	Utility	\$107.04
MATRIX TRUST COMPANY	Employee Benefit	\$320.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$131.31
MN DOR - SALES & USE TAX	Sales Tax	\$106.00
MN PEIP	Employee Benefit	\$2,268.88
NORTHSTAR HARDWARE	Repairs & Maintenance	\$30.27
OTTERTAIL POWER CO.	Utility	\$757.82
PAYROLL	Wages	\$2,843.40
P.E.R.A. - SDR DIVISION	Employee Benefit	\$675.53
PITNEY BOWES	Postage	\$450.00
TIDHOLM PRODUCTIONS	Operating Supplies	\$150.00

USABLE LIFE	Employee Benefit	\$20.71
VERIZON WIRELESS	Telephone/Internet	\$66.53
VESTIS	Contracted Service	\$133.02
VICTOR LUNDEEN COMPANY	Operating Supplies	\$241.57
	WATER	\$13,979.02
A.F.L.A.C. WEST REGION	Employee Benefit	\$241.91
ARVIG	Telephone/Internet	\$79.29
EFTPS-ONLINE	Payroll Taxes	\$813.75
GOPHER STATE ONE-CALL	Contracted Service	\$25.00
HEALTH EQUITY	Employee Benefit	\$215.71
LAKES COMMUNITY COOP	Utility	\$21.03
MATRIX TRUST COMPANY	Employee Benefit	\$320.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$131.30
MN PEIP	Employee Benefit	\$2,268.90
NORTHSTAR HARDWARE	Repairs & Maintenance	\$12.31
OTTERTAIL POWER CO.	Utility	\$147.65
PAYROLL	Wages	\$2,843.40
P.E.R.A. - SDR DIVISION	Employee Benefit	\$675.54
PITNEY BOWES	Postage	\$300.00
RMB ENVIRONMENTAL LABS, INC.	Professional Fee	\$161.98
TIDHOLM PRODUCTIONS	Operating Supplies	\$100.00
ULTEIG ENGINEERS, INC.	Contracted Service	\$5,645.00
USABLE LIFE	Employee Benefit	\$20.71
VERIZON WIRELESS	Telephone/Internet	\$66.53
VESTIS	Contracted Service	\$133.02
VICTOR LUNDEEN COMPANY	Operating Supplies	\$200.00
	SEWER	\$14,423.03
FUCHS SANITATION SERVICE, INC.	Contracted Service	\$16,922.69
MN DOR - SALES & USE TAX	Sales Tax	\$1,182.00
TIDHOLM PRODUCTIONS	Operating Supplies	\$25.77
	GARBAGE	\$18,130.46
A.F.L.A.C. WEST REGION	Employee Benefit	\$5.66
AARON'S GROCERY	Merchandise for Resale	\$1,160.82
ABSOLUTE ICE	Merchandise for Resale	\$141.20
ANDERS VALLEY PUBLISHING, LLC	Advertising	\$100.00
ARVIG	Telephone/Internet	\$633.23
BERGSETH BROS.	Merchandise for Resale	\$7,958.20
BEVERAGE WHOLESALERS	Merchandise for Resale	\$322.60
BMO BANK	Bankcard Charges	\$432.90
BREAKTHRU BEVERAGE	Merchandise for Resale	\$1,279.65
COCA-COLA BOTTLING HIGH COUNTRY	Merchandise for Resale	\$442.00
D-S BEVERAGES	Merchandise for Resale	\$11,561.70
ECOLAB PEST ELIMINATION DIVISION	Contracted Service	\$70.36
EFTPS-ONLINE	Payroll Taxes	\$2,097.00
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$250.50
HEALTH EQUITY	Employee Benefit	\$122.75
HEGGIES PIZZA, LLC	Merchandise for Resale	\$1,235.05
HENRY'S FOODS INC.	Merchandise for Resale	\$6,683.98
HOMETOWN GROCERY AND GOODS	Merchandise for Resale	\$75.97
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$5,822.08
KASEYA US, LLC	Contracted Service	\$200.00
LAKES COMMUNITY COOP	Utility	\$41.80
McKINNON COMPANY, INC.	Merchandise for Resale	\$1,874.10
MN DOR - PAYROLL TAX	Payroll Taxes	\$288.36
MN DOR - SALES & USE TAX	Sales Tax	\$4,402.00
MN PEIP	Employee Benefit	\$1,568.68
NORTHSTAR HARDWARE	Repairs & Maintenance	\$84.67
OFFICE SUPPLIES PLUS*	Operating Supplies	\$311.30
OTTERTAIL POWER CO.	Utility	\$847.52
PAYROLL	Wages	\$8,477.26
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,478.47

PEPSI-COLA **	Merchandise for Resale	\$206.25	3
PITNEY BOWES	Postage	\$100.00	
SOMER SORENSON	Wages *Reprint*	\$705.51	
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$1,917.24	
TONI NYSETVOLD	Operating Supplies	\$30.00	
TWEETON REFRIGERATION, INC.	Repairs & Maintenance	\$922.84	
USABLE LIFE	Employee Benefit	\$4.97	
VESTIS	Contracted Service	\$319.38	
VICTOR LUNDEEN COMPANY	Operating Supplies	\$437.00	
YOU BETCHA BOWLING CENTER	Donation *Reprint*	\$125.00	
	LIQUOR STORE	\$64,738.00	
	TOTAL DISBURSEMENTS	\$528,542.75	



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2025 STREET IMPROVEMENTS - HEROLD COURT ADDITION

TWIN VALLEY, MINNESOTA

APPLICATION FOR PAYMENT

Contract No.: 24.03896

Application for Payment No.: 1

Page: 1 of 2

Owner City of Twin Valley	Contractor R.J. Zavoral & Sons, Inc. East Grand Forks, MN	Period of Estimate From: July 14, 2025 To: September 5, 2025
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CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
No.	Agency Approval Date	Amount			
		Additions	Deductions		
				1. Original Contract.....	\$362,120.00
				2. Change Orders.....	\$0.00
				3. Revised Contract (1 + 2)...	\$362,120.00
				4. Work Completed*.....	\$366,038.02
				5. Stored Materials*.....	\$0.00
				6. Subtotal (4 + 5).....	\$366,038.02
				7. Ineligible Work*.....	\$0.00
				8. Adjusted Subtotal (6 - 7)..	\$366,038.02
				9. Retainage*.....	\$18,301.90
				10. Previous Payments.....	\$0.00
				11. Amount Due (8 -9 -10)..	\$347,736.12
				<i>* Detailed breakdown attached</i>	
TOTALS		\$0.00	\$0.00		
NET CHANGE			\$0.00		

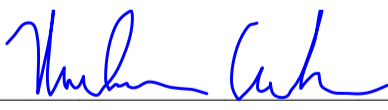
Contract Time

Original Substantial Completion Date: August 31, 2025	Percent Contract Time Expired: 98% (to Final)	Contractor Is (BOLD One): On Schedule Ahead of Schedule Behind Schedule
Revised: _____	Percent of Work Completed: 101.1%	
Original Final Completion Date: september 30, 2025	Percent of Contract Paid: 96.0%	If behind schedule, has Contractor been advised of liquidated damages clauses as outlined in the Contract? _____ Amount: _____
Revised: _____		

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, that all amounts have been paid by the Contractor for work which previous payment estimates were issued and payments received from the Owner, and that current payments shown herein are now due.

Contractor: R.J. ZAVORAL'S & SONS, INC

By:  Date: 09/12/2025

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:  Date: 9/15/2025

APPROVED BY OWNER:

Owner: CITY OF TWIN VALLEY

By: _____

Title: _____ Date: _____

MONTHLY ESTIMATE FORM
2025 STREET IMPROVEMENTS - HEROLD COURT ADDITION

CITY OF TWIN VALLEY, MINNESOTA
24.03896

Contractor:
R.J. Zavoral & Sons, Inc
PO Box 435
East Grand Forks, MN 56721

Estimate No.: 1
Date: September 5, 2025

Original Contract
Amount: \$ 362,120.00
Dated: July 14, 2025

2025 STREET IMPROVEMENTS - HEROLD COURT ADDITION										
Twin Valley, MN										
Item 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.	\$ 32,000.00	\$32,000.00	0.00	1.00	1.00	\$32,000.00	\$32,000.00
2	Remove & Replace Sidewalk (6")	180	S.F.	\$ 49.00	\$8,820.00	0.00	180.00	180.00	\$8,820.00	\$8,820.00
3	Remove & Replace Mailbox	13	Each	\$ 150.00	\$1,950.00	0.00	13.00	13.00	\$1,950.00	\$1,950.00
4	Common Excavation (P)	300	C.Y.	\$ 62.00	\$18,600.00	0.00	300.00	300.00	\$18,600.00	\$18,600.00
5	Topsoil Borrow (LV)	300	C.Y.	\$ 52.00	\$15,600.00	0.00	300.00	300.00	\$15,600.00	\$15,600.00
6	Contractor Crew Time	4	Hr.	\$ 490.00	\$1,960.00	0.00	2.28	2.28	\$1,117.30	\$1,117.30
7	Aggregate Base Class 5 (CV)	250	C.Y.	\$ 50.00	\$12,500.00	0.00	0.00	0.00	\$0.00	\$0.00
8	Bituminous Wearing Course Mix	1,000	Ton	\$ 116.00	\$116,000.00	0.00	994.77	994.77	\$115,393.32	\$115,393.32
9	Bituminous Non-Wear Course Mix	1,000	Ton	\$ 116.00	\$116,000.00	0.00	1142.65	1142.65	\$132,547.40	\$132,547.40
10	Adjust Gate Valve	4	Each	\$ 330.00	\$1,320.00	0.00	8.00	8.00	\$2,640.00	\$2,640.00
11	Adjust Frame and Ring Casting (Sanitary)	11	Each	\$ 1,500.00	\$16,500.00	0.00	11.00	11.00	\$16,500.00	\$16,500.00
12	Temporary Mail Box	1	L.S.	\$ 120.00	\$120.00	0.00	1.00	1.00	\$120.00	\$120.00
13	Traffic Control	1	L.S.	\$ 2,900.00	\$2,900.00	0.00	1.00	1.00	\$2,900.00	\$2,900.00
14	Storm Drain Inlet Protection	10	Each	\$ 240.00	\$2,400.00	0.00	10.00	10.00	\$2,400.00	\$2,400.00
15	Erosion Control	1	L.S.	\$ 3,600.00	\$3,600.00	0.00	1.00	1.00	\$3,600.00	\$3,600.00
16	Turf Establishment	1	L.S.	\$ 11,850.00	\$11,850.00	0.00	1.00	1.00	\$11,850.00	\$11,850.00
TOTAL BID:					\$362,120.00				\$366,038.02	\$366,038.02



We listen. We solve.™

2025 STREET IMPROVEMENTS - HEROLD COURT ADDITION

TWIN VALLEY, MINNESOTA

APPLICATION FOR PAYMENT

Contract No.: 24.03896

Application for Payment No.: 1

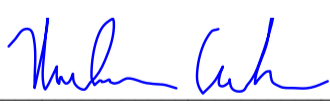

Page: 1 of 2

Owner City of Twin Valley	Contractor R.J. Zavoral & Sons, Inc. East Grand Forks, MN	Period of Estimate From: July 14, 2025 To: September 9, 2025
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CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
No.	Agency Approval Date	Amount			
		Additions	Deductions		
				1. Original Contract.....	\$362,120.00
				2. Change Orders.....	\$0.00
				3. Revised Contract (1 + 2)....	\$362,120.00
				4. Work Completed*.....	\$366,038.02
				5. Stored Materials*.....	\$0.00
				6. Subtotal (4 + 5).....	\$366,038.02
				7. Ineligible Work*.....	\$0.00
				8. Adjusted Subtotal (6 - 7)..	\$366,038.02
				9. Retainage*.....	\$0.00
				10. Previous Payments.....	\$347,736.12
				11. Amount Due (8 -9 -10)..	\$18,301.90
				* Detailed breakdown attached	
TOTALS		\$0.00	\$0.00		
NET CHANGE			\$0.00		

Contract Time			
Original Substantial Completion Date: August 31, 2025	Percent Contract Time Expired:	99% (to Final)	Contractor Is (BOLD One): On Schedule Ahead of Schedule Behind Schedule
Revised: _____	Percent of Work Completed:	101.1%	
Original Final Completion Date: september 30, 2025	Percent of Contract Paid:	101.1%	
Revised: _____	If behind schedule, has Contractor been advised of liquidated damages clauses as outlined in the Contract? _____		Amount: _____

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

<p>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, that all amounts have been paid by the Contractor for work which previous payment estimates were issued and payments received from the Owner, and that current payments shown herein are now due.</p> <p>Contractor: <u>R.J. ZAVORAL'S & SONS, INC</u></p> <p>By: <u></u> Date: <u>09/23/2025</u></p>	<p>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.</p> <p>Engineer: <u>ULTEIG ENGINEERS, INC.</u></p> <p>By: <u></u> Date: <u>9/23/2025</u></p>
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<p>APPROVED BY OWNER:</p> <p>Owner: <u>CITY OF TWIN VALLEY</u></p> <p>By: _____</p> <p>Title: _____ Date: _____</p>	
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MONTHLY ESTIMATE FORM
2025 STREET IMPROVEMENTS - HEROLD COURT ADDITION

CITY OF TWIN VALLEY, MINNESOTA
24.03896

Contractor:
R.J. Zavoral & Sons, Inc
PO Box 435
East Grand Forks, MN 56721

Estimate No.: 1
Date: September 9, 2025

Original Contract
Amount: \$ 362,120.00
Dated: July 14, 2025

2025 STREET IMPROVEMENTS - HEROLD COURT ADDITION										
Twin Valley, MN										
Item 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.	\$ 32,000.00	\$32,000.00	1.00	0.00	1.00	\$0.00	\$32,000.00
2	Remove & Replace Sidewalk (6")	180	S.F.	\$ 49.00	\$8,820.00	180.00	0.00	180.00	\$0.00	\$8,820.00
3	Remove & Replace Mailbox	13	Each	\$ 150.00	\$1,950.00	13.00	0.00	13.00	\$0.00	\$1,950.00
4	Common Excavation (P)	300	C.Y.	\$ 62.00	\$18,600.00	300.00	0.00	300.00	\$0.00	\$18,600.00
5	Topsoil Borrow (LV)	300	C.Y.	\$ 52.00	\$15,600.00	300.00	0.00	300.00	\$0.00	\$15,600.00
6	Contractor Crew Time	4	Hr.	\$ 490.00	\$1,960.00	2.28	0.00	2.28	\$0.00	\$1,117.30
7	Aggregate Base Class 5 (CV)	250	C.Y.	\$ 50.00	\$12,500.00	0.00	0.00	0.00	\$0.00	\$0.00
8	Bituminous Wearing Course Mix	1,000	Ton	\$ 116.00	\$116,000.00	994.77	0.00	994.77	\$0.00	\$115,393.32
9	Bituminous Non-Wear Course Mix	1,000	Ton	\$ 116.00	\$116,000.00	1142.65	0.00	1142.65	\$0.00	\$132,547.40
10	Adjust Gate Valve	4	Each	\$ 330.00	\$1,320.00	8.00	0.00	8.00	\$0.00	\$2,640.00
11	Adjust Frame and Ring Casting (Sanitary)	11	Each	\$ 1,500.00	\$16,500.00	11.00	0.00	11.00	\$0.00	\$16,500.00
12	Temporary Mail Box	1	L.S.	\$ 120.00	\$120.00	1.00	0.00	1.00	\$0.00	\$120.00
13	Traffic Control	1	L.S.	\$ 2,900.00	\$2,900.00	1.00	0.00	1.00	\$0.00	\$2,900.00
14	Storm Drain Inlet Protection	10	Each	\$ 240.00	\$2,400.00	10.00	0.00	10.00	\$0.00	\$2,400.00
15	Erosion Control	1	L.S.	\$ 3,600.00	\$3,600.00	1.00	0.00	1.00	\$0.00	\$3,600.00
16	Turf Establishment	1	L.S.	\$ 11,850.00	\$11,850.00	1.00	0.00	1.00	\$0.00	\$11,850.00
TOTAL BID:					\$362,120.00				\$0.00	\$366,038.02

State of Minnesota
County of Norman
City of Twin Valley

RESOLUTION 2025-XX

**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 _____ 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 _____percent per annum from the date of the adoption of the assessment resolution.
3. The City Administrator, 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 Administrator shall upon the completion of such proposed assessment, notify the Council thereof.

Adopted by the council this 13th, day of October, 2025.

Micheal Bolton, Mayor

Attest: _____
Rachel Johnson, City Clerk

State of Minnesota
County of Norman
City of Twin Valley

RESOLUTION 2025-XX

RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT

WHEREAS, by a Resolution passed by the Council on October 13th,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 7:00 p.m. on November 10th, 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 Administrator 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.

Adopted by the council this 13th, day of October, 2025.

Micheal Bolton, Mayor

Attest: _____
Rachel Johnson, City Clerk

Twin Valley Community Booster Club Donation Letter

October 7th, 2025
TVCBC c/o Leah Lee
PO Box 374
Twin Valley, MN 56584



Dear Community Partner,

We are excited to announce the 7th Annual Fish House Festival taking place on Saturday, November 22nd, 2025, in Twin Valley! We are currently seeking sponsors to contribute door prizes, monetary donations, or other items to help make this event a success.

What is the Fish House Festival?

Bring your Ice Castles, Glaciers, Big Bites, or any fish house and park it right on Main Street! It's a fun afternoon of socializing with friends and neighbors (no ice augers required). Don't have a fish house? No problem—you're still welcome to join us and tour the unique setups on display. Guests can purchase an "Ice Pass" for \$10 for a chance to win exciting door prizes throughout the event.

The Twin Valley Community Booster Club is dedicated to supporting community projects, development, and overall growth in our area. All proceeds raised through the sale of Ice Passes will go directly back into the community.

We would be honored if you would consider supporting this event with a donation. If interested, please send or arrange pickup of your donation by Friday, November 14th, 2025. Sponsors will be recognized during the festival, on our Facebook page, and in our local newspaper as a valued supporter of our community.

Thank you for your consideration and continued support of Twin Valley. We look forward to celebrating another great Fish House Festival with you!

Sincerely,
Leah Lee, VP
Twin Valley Community Booster Club

Call, Text or Email:
Leah: 218-368-8869 | leah-kehl@hotmail.com
Rachel: 218-760-5228 | tvcity@tvutel.com

*As an added bonus, TVCBC is also registered as a 501c3;
any donations made are completely tax deductible.

Don't know what to donate??

Here are some ideas:

Fishing lures/tackle, tackle box, ice scoop, sled, rods, rod case, buddy heater, cooler, rattle reel, shovel, rod holder, company swag (such as hats, shirts, sweatshirt, koozies, etc), coolers, gift cards, candles, blankets, wine, first aid kit, etc.

ICR	Title	Reported Date
25001997	Alarm	9/2/2025
25002000	Traffic Stop	9/2/2025
25002007	Public Assist	9/3/2025
25002018	Welfare Check	9/5/2025
25002019	Traffic Stop	9/5/2025
25002038	Welfare Check	9/7/2025
25002041	Contempt of Court	9/7/2025
25002043	Fires	9/8/2025
25002044	Warrant Served	9/8/2025
25002053	Animal	9/9/2025
25002054	Traffic Stop	9/9/2025
25002055	Theft	9/9/2025
25002059	Public Assist	9/9/2025
25002064	Accident	9/9/2025
25002069	Theft	9/10/2025
25002081	Domestic	9/10/2025
25002084	Public Assist	9/11/2025
25002085	Attempt to Locate	9/11/2025
25002086	Contempt of Court	9/11/2025
25002091	Public Assist	9/12/2025
25002098	Traffic Complaint	9/12/2025
25002104	Traffic Stop	9/13/2025
25002111	Medical	9/14/2025
25002112	Public Assist	9/14/2025
25002113	Medical	9/14/2025
25002129	Animal	9/17/2025
25002147	Traffic Stop	9/19/2025
25002151	Juvenile	9/19/2025
25002152	Theft	9/20/2025
25002348	Public Nuisance	9/20/2025
25002349	Public Nuisance	9/20/2025
25002350	Public Nuisance	9/20/2025
25002351	Public Nuisance	9/20/2025
25002352	Public Nuisance	9/20/2025
25002353	Public Nuisance	9/20/2025
25002354	Public Nuisance	9/20/2025
25002355	Public Nuisance	9/20/2025
25002161	Attempt to Locate	9/21/2025
25002176	Public Assist	9/24/2025
25002181	Attempt to Locate	9/24/2025
25002182	Traffic Stop	9/24/2025
25002184	Contempt of Court	9/24/2025
25002187	Public Assist	9/25/2025
25002194	Coroner	9/26/2025
25002209	Traffic Complaint	9/27/2025
25002213	Disturbance	9/28/2025
25002214	Minor Consuming	9/28/2025
25002224	Medical	9/29/2025
25002227	Medical	9/29/2025
25002228	Disturbance	9/29/2025
25002237	Public Assist	9/30/2025

**LIQUOR STORE DAILY SALES
SEPTEMBER 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	\$ 125.71	\$ 4.20	\$ 156.79	\$ 145.45		\$ 14.00		\$ 448.24	\$ 111.92	\$ 26.95		\$ 4.50	\$ 27.78	\$ -	\$ 1,065.54	\$ 103.54	\$ 1,169.08	\$ 579.94	\$ 15.26		\$ 604.40	\$ 597.00	\$ (7.40)	\$ 233.00
2	\$ 121.75	\$ 13.99	\$ 116.52	\$ 155.87		\$ 14.00		\$ 649.78	\$ 149.21			\$ 1.50	\$ 13.89	\$ (13.00)	\$ 1,223.51	\$ 118.90	\$ 1,342.41	\$ 767.29	\$ 20.89		\$ 596.01	\$ 598.75	\$ 2.74	\$ 53.00
3	\$ 111.53	\$ 16.10	\$ 176.08	\$ 101.27		\$ 84.00		\$ 477.21	\$ 139.90	\$ 26.98	\$ 6.58		\$ 13.89	\$ -	\$ 1,153.54	\$ 104.00	\$ 1,257.54	\$ 712.52	\$ 18.91		\$ 563.93	\$ 693.64	\$ 129.71	\$ 423.00
4	\$ 234.42	\$ 9.80	\$ 232.96	\$ 88.74		\$ 14.00		\$ 434.20	\$ 297.92	\$ 36.97	\$ 9.49	\$ 8.49	\$ 13.89	\$ -	\$ 1,380.88	\$ 129.58	\$ 1,510.46	\$ 751.87	\$ 20.50		\$ 779.09	\$ 649.95	\$ (129.14)	\$ 118.00
5	\$ 168.16	\$ 28.42	\$ 577.20	\$ 217.29	\$ 15.48	\$ 28.00		\$ 761.06	\$ 282.21	\$ 119.95				\$ -	\$ 2,227.64	\$ 213.44	\$ 2,441.08	\$ 1,336.18	\$ 32.49	\$ 48.50	\$ 1,088.89	\$ 1,092.37	\$ 3.48	\$ 339.00
6	\$ 275.85	\$ 45.96	\$ 616.48	\$ 544.04		\$ 14.00		\$ 854.48	\$ 242.85	\$ 68.08	\$ 24.96	\$ 3.00	\$ 46.56	\$ 4.00	\$ 2,740.26	\$ 265.88	\$ 3,006.14	\$ 1,638.99	\$ 44.34	\$ 5.00	\$ 1,406.49	\$ 1,407.70	\$ 1.21	\$ 470.00
7														\$ -	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -
8	\$ 118.25	\$ 12.60	\$ 294.02	\$ 60.99		\$ 14.00		\$ 752.06	\$ 252.82	\$ 139.93		\$ 8.99	\$ 17.16	\$ 5.00	\$ 1,675.82	\$ 161.53	\$ 1,837.35	\$ 937.80	\$ 23.23		\$ 922.78	\$ 702.42	\$ (220.36)	\$ 13.00
9	\$ 168.78	\$ 19.54	\$ 95.32	\$ 63.25		\$ 30.00		\$ 516.74	\$ 141.31	\$ 14.99	\$ 21.28	\$ 1.50		\$ -	\$ 1,072.71	\$ 97.66	\$ 1,170.37	\$ 546.68	\$ 15.65		\$ 437.34	\$ 434.30	\$ (3.04)	\$ (202.00)
10	\$ 99.41	\$ 11.19	\$ 194.99	\$ 132.80		\$ 44.00		\$ 528.20	\$ 127.89	\$ 10.99	\$ 14.98	\$ 15.74		\$ (27.00)	\$ 1,153.19	\$ 107.51	\$ 1,260.70	\$ 587.58	\$ 15.37		\$ 580.49	\$ 662.80	\$ 82.31	\$ (108.00)
11	\$ 181.34	\$ 15.40	\$ 210.93	\$ 143.80		\$ 14.00		\$ 611.48	\$ 163.20	\$ 55.70	\$ 9.99	\$ 4.75		\$ -	\$ 1,410.59	\$ 132.29	\$ 1,542.88	\$ 940.81	\$ 25.18		\$ 616.25	\$ 616.99	\$ 0.74	\$ (11.00)
12	\$ 1,071.20	\$ 35.66	\$ 861.39	\$ 362.88		\$ 42.00		\$ 1,217.26	\$ 293.77	\$ 59.96	\$ 41.24	\$ 7.50	\$ 13.89	\$ 5.00	\$ 4,011.75	\$ 362.57	\$ 4,374.32	\$ 2,537.46	\$ 67.65		\$ 1,875.51	\$ 1,877.22	\$ 1.71	\$ (29.00)
13	\$ 258.16	\$ 37.74	\$ 532.19	\$ 298.08		\$ 32.00		\$ 1,387.34	\$ 415.95	\$ 56.95	\$ 15.91	\$ 46.49	\$ 16.34	\$ (8.00)	\$ 3,089.15	\$ 292.37	\$ 3,381.52	\$ 1,738.63	\$ 48.18	\$ 100.00	\$ 1,591.07	\$ 1,576.47	\$ (14.60)	\$ 131.00
14														\$ -	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -
15	\$ 87.05	\$ 10.72	\$ 101.51	\$ 81.69		\$ 28.00		\$ 508.16	\$ 307.33	\$ 23.99	\$ 24.49	\$ 3.00	\$ 30.23	\$ -	\$ 1,206.17	\$ 116.77	\$ 1,322.94	\$ 371.34	\$ 10.48		\$ 962.08	\$ 970.90	\$ 8.82	\$ 88.00
16	\$ 91.01	\$ 39.17	\$ 150.62	\$ 123.10	\$ 7.74	\$ 74.00		\$ 335.81	\$ 296.33	\$ 10.49	\$ 3.29			\$ (3.00)	\$ 1,128.56	\$ 101.05	\$ 1,229.61	\$ 568.10	\$ 15.96		\$ 480.47	\$ 479.55	\$ (0.92)	\$ (197.00)
17	\$ 159.14	\$ 9.33	\$ 178.39	\$ 85.09		\$ 28.00		\$ 524.65	\$ 227.49	\$ 40.98			\$ 13.89	\$ 16.00	\$ 1,282.96	\$ 119.98	\$ 1,402.94	\$ 759.38	\$ 21.33	\$ 4.00	\$ 660.89	\$ 661.45	\$ 0.56	\$ 49.00
18	\$ 311.94	\$ 32.72	\$ 612.09	\$ 269.85	\$ 11.61	\$ 51.00	\$ 45.00	\$ 853.42	\$ 245.23	\$ 151.77	\$ 15.99		\$ 13.48	\$ 4.00	\$ 2,618.10	\$ 242.09	\$ 2,860.19	\$ 2,033.87	\$ 51.68		\$ 878.00	\$ 887.64	\$ 9.64	\$ 44.00
19	\$ 110.83	\$ 36.81	\$ 312.82	\$ 261.90		\$ 126.82		\$ 519.86	\$ 343.69	\$ 9.99	\$ 25.05	\$ 3.25	\$ 14.68	\$ -	\$ 1,765.70	\$ 159.02	\$ 1,924.72	\$ 1,352.56	\$ 35.93	\$ 4.00	\$ 604.09	\$ 599.10	\$ (4.99)	\$ -
20	\$ 227.66	\$ 30.77	\$ 454.99	\$ 251.14		\$ 84.00		\$ 993.41	\$ 307.71	\$ 172.93	\$ 24.57	\$ 28.47	\$ 39.18	\$ (4.00)	\$ 2,610.83	\$ 245.05	\$ 2,855.88	\$ 1,841.06	\$ 49.44		\$ 1,064.26	\$ 1,067.14	\$ 2.88	\$ 56.00
21	\$ 20.48	\$ 6.99	\$ 71.89	\$ 111.95		\$ 14.00		\$ 93.50	\$ 43.33	\$ 22.48		\$ 3.00		\$ (8.00)	\$ 379.62	\$ 35.37	\$ 414.99	\$ 262.70	\$ 7.07		\$ 159.36	\$ 160.50	\$ 1.14	\$ 29.00
22	\$ 81.94	\$ 10.72	\$ 103.76	\$ 70.07		\$ 14.00		\$ 428.40	\$ 218.87	\$ 64.83	\$ 9.99		\$ 3.90	\$ -	\$ 1,006.48	\$ 95.99	\$ 1,102.47	\$ 379.55	\$ 10.18		\$ 733.10	\$ 723.39	\$ (9.71)	\$ 24.00
23	\$ 88.24	\$ 8.40	\$ 241.63	\$ 185.88		\$ 42.00		\$ 614.60	\$ 259.35	\$ 104.93	\$ 12.98	\$ 8.75	\$ 15.60	\$ -	\$ 1,582.36	\$ 150.65	\$ 1,733.01	\$ 899.60	\$ 24.80		\$ 858.21	\$ 866.12	\$ 7.91	\$ -
24	\$ 58.91	\$ 7.00	\$ 160.65	\$ 56.20		\$ 28.00		\$ 543.99	\$ 204.88		\$ 34.98		\$ 14.33	\$ 4.00	\$ 1,112.94	\$ 106.37	\$ 1,219.31	\$ 501.08	\$ 13.87		\$ 732.10	\$ 732.26	\$ 0.16	\$ 25.00
25	\$ 75.20	\$ 17.71	\$ 378.75	\$ 234.14		\$ 42.00		\$ 772.81	\$ 140.37	\$ 77.18		\$ 3.00	\$ 86.79	\$ (16.00)	\$ 1,811.95	\$ 185.71	\$ 1,997.66	\$ 1,151.36	\$ 31.61	\$ 80.50	\$ 797.41	\$ 797.83	\$ 0.42	\$ 15.00
26	\$ 326.40	\$ 22.15	\$ 364.02	\$ 286.52		\$ 56.00		\$ 1,410.33	\$ 436.58	\$ 56.93	\$ 27.27	\$ 4.00		\$ -	\$ 2,990.20	\$ 279.92	\$ 3,270.12	\$ 2,010.18	\$ 55.07		\$ 1,315.01	\$ 1,334.77	\$ 19.76	\$ 208.00
27	\$ 125.47	\$ 27.02	\$ 752.80	\$ 323.26	\$ 7.74	\$ 84.00		\$ 822.50	\$ 273.74	\$ 127.91	\$ 27.98			\$ (4.00)	\$ 2,568.42	\$ 241.42	\$ 2,809.84	\$ 1,814.46	\$ 46.85		\$ 999.23	\$ 990.12	\$ (9.11)	\$ (43.00)
28														\$ -	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -
29	\$ 121.29	\$ 7.00	\$ 162.02	\$ 67.34		\$ 16.00		\$ 455.72	\$ 270.78	\$ 37.97	\$ 22.48	\$ 6.00		\$ -	\$ 1,166.60	\$ 109.27	\$ 1,275.87	\$ 794.14	\$ 20.67		\$ 502.40	\$ 502.65	\$ 0.25	\$ 29.00
30	\$ 235.12	\$ 12.60	\$ 301.31	\$ 131.74		\$ 28.00		\$ 495.28	\$ 139.98	\$ 14.99	\$ 8.90			\$ (29.00)	\$ 1,338.92	\$ 125.86	\$ 1,464.78	\$ 618.56	\$ 16.27	\$ 4.00	\$ 858.49	\$ 820.50	\$ (37.99)	\$ 63.00
31														\$ -	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -
	\$ 5,055.24	\$ 529.71	\$ 8,412.12	\$ 4,854.33	\$ 42.57	\$ 1,059.82	\$ 45.00	\$ 18,010.49	\$ 6,334.61	\$ 1,534.82	\$ 395.38	\$ 164.93	\$ 409.37	\$ (74.00)	\$ 46,774.39	\$ 4,403.79	\$ 51,178.18	\$ 28,433.69	\$ 758.86	\$ 246.00	\$ 22,667.35	\$ 22,503.53	\$ (163.82)	\$ 1,820.00

September 2025 ATM Report

DNS49583

Total Surcharge:\$458.50

**TWIN VALLEY MUNICIPAL
LIQUOR**

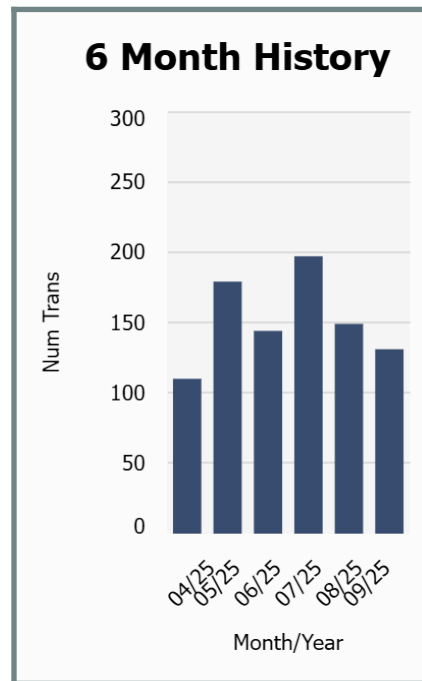
3771 COUNTY HIGHWAY 27

Twin Valley, MN 56584

Date	Wdl Txns	Schg Txns	Dny Txns	Total Txns	Wdl Amt	Schg Colctd
2025-09-01	5	5	2	8	\$520.00	\$17.50
2025-09-02	4	4	0	6	\$340.00	\$14.00
2025-09-03	3	3	3	9	\$320.00	\$10.50
2025-09-04	2	2	0	5	\$240.00	\$7.00
2025-09-05	5	5	0	7	\$360.00	\$17.50
2025-09-06	8	8	0	11	\$700.00	\$28.00
2025-09-07	9	9	3	20	\$920.00	\$31.50
2025-09-08	0	0	0	0	\$0.00	\$0.00
2025-09-09	7	7	0	11	\$620.00	\$24.50
2025-09-10	3	3	0	4	\$380.00	\$10.50
2025-09-11	4	4	0	6	\$800.00	\$14.00
2025-09-12	2	2	0	4	\$300.00	\$7.00
2025-09-13	13	13	1	19	\$1,720.00	\$45.50
2025-09-14	4	4	0	4	\$600.00	\$14.00
2025-09-15	0	0	0	0	\$0.00	\$0.00
2025-09-16	3	3	0	4	\$160.00	\$10.50
2025-09-17	3	3	0	3	\$240.00	\$10.50
2025-09-18	4	4	0	6	\$420.00	\$14.00
2025-09-19	7	7	0	8	\$640.00	\$24.50
2025-09-20	6	6	0	9	\$700.00	\$21.00
2025-09-21	6	6	0	6	\$400.00	\$21.00
2025-09-22	1	1	0	1	\$200.00	\$3.50
2025-09-23	0	0	0	0	\$0.00	\$0.00
2025-09-24	3	3	0	3	\$340.00	\$10.50
2025-09-25	1	1	1	3	\$120.00	\$3.50
2025-09-26	6	6	0	7	\$540.00	\$21.00
2025-09-27	7	7	0	10	\$980.00	\$24.50
2025-09-28	10	10	0	14	\$1,180.00	\$35.00
2025-09-29	0	0	0	0	\$0.00	\$0.00
2025-09-30	5	5	0	5	\$460.00	\$17.50
Totals:	131	131	10	193	\$14,200.00	\$458.50

Month	Num Trans
04/25	110
05/25	179
06/25	144
07/25	197
08/25	149
09/25	131
910	

Average Monthly Trans:	152
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As on 9/30/2025

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	514,535.56	0.00	0.00	441,355.35	0.00	0.00	385,875.80	487,893.51	873,769.31
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	11,514.93	0.00	0.00	0.00	0.00	0.00	28,954.51	0.00	28,954.51
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	75,643.13	0.00	0.00	42,067.15	0.00	42,067.15
Lot Incentive Program	14,723.91	0.00	0.00	0.00	0.00	0.00	14,723.91	0.00	0.00	0.00
2007 Storm Utility Fund	227,481.92	18,961.91	0.00	0.00	67.50	0.00	0.00	246,376.33	0.00	246,376.33
Herold Court Paving Project	0.00	0.00	0.00	14,723.91	0.00	0.00	0.00	14,723.91	0.00	14,723.91
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	157,430.30	0.00	0.00	125,235.93	0.00	0.00	784,188.77	0.00	784,188.77
Sewage Collection and Disposal	304,171.84	3,911,660.26	0.00	0.00	3,818,361.24	0.00	0.00	397,470.86	0.00	397,470.86
Refuse or Garbage Collection	152,362.87	88,837.76	0.00	0.00	81,835.31	0.00	0.00	159,365.32	0.00	159,365.32
Municipal Liquor Store	104,665.48	509,800.93	0.00	0.00	497,038.89	0.00	0.00	117,427.52	81,398.60	198,826.12
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)	4,700.00	0.00	0.00	6,100.00	0.00	0.00	(1,420.88)	0.00	(1,420.88)
Loan Pool/EDA	22,681.57	10,629.53	0.00	0.00	687.00	0.00	0.00	32,624.10	20,023.29	52,647.39
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	5,291,235.33	0.00	62,171.01	5,167,201.89	0.00	62,171.01	2,260,391.50	589,315.40	2,849,706.90

Minnesota Paid Leave



Important note: Remember cities have the option to comply with Minnesota Paid Leave Law (MNPL) by either: participating in the State's MNPL Program or seeking approval from the state to provide an equivalent self-insured plan or equivalent plan through an approved private insurance carrier. Given the wide variety of different options associated with seeking an equivalent plan outside of the state's program, this model policy is drafted as if the city is participating in the MNPL program administered by the State.



Nearly all employers are covered by MNPL. Exemptions exist for: federal government, tribal nations, railroad workers; self-employed and contractors may opt in. Other options include covering employees with what the state defines as "Optional Equivalency Plans." Some notes on opting out:

- *Employers may opt-out of state premiums by offering a state-approved private plan matching or exceeding benefits via:
 - *Insurance Carrier Plans*
 - *Self-Insured Plans**
- ***Regardless, wage reporting and notification requirements still apply.***
- *For more information on this, please see <https://mn.gov/deed/paidleave/employers/equivalent/>*

Overview

The city provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The city of ____ is a participant in the State of Minnesota's Paid Leave program. MNPL benefits are funded through premium contributions payable to the State of Minnesota. The premium cost will be split between the city and employee as follows: The city of _____ will pay 50% [or insert amount above 50%] of the required premium and employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026.



See [Minnesota Paid Leave Program](#) for taxability implications for employer contribution amounts.



Employers should have already started submitting their quarter wage reports as of October 2024. Employes must notify employees about MNPL Benefits by December 2025. A compliance poster prepared by the [Minnesota Department of Employment and Economic Development \(DEED\)](#) is available on DEED's website. It should be noted, that an early release of this policy may lead to premature changes being necessary as the state may make changes before getting ready to go live. Active benefits and payroll deductions from employee/employers do not start until January 1, 2026 with a subsequent quarterly premium filing required by April 2026.



A number of other obligations from the employer that may not be captured by this policy may be required. Please see <https://mn.gov/deed/paidleave/employers/role/> for more information.

Eligibility

Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must:

- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by under Minnesota law at the time of your requested leave.



For reference, the current standard of wages is 5.3% of the state's average annual wage amounting to about \$3,900 in wages for the start of MNPL in 2026. Generally, all jobs count towards this wage requirement, it is not just wages earned at the city.

Benefit Amount

An employee's weekly MNPL benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

Leave Entitlement and Usage

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
 - Bond with a child through birth, adoption, or foster placement
 - Care for a family member with a serious health condition
 - Support a military family member called to active duty
 - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year starts the first day you take Paid Leave. There is no waiting period for MNPL if you are granted the benefit.



The benefit year is defined by the state of Minnesota as the first day the employee takes Paid Leave. This does not necessarily match what the city may have for FMLA's measurement period (where the most common is the rolling-method). The way the state has this defined is going to be the "12-month measured forward" method as seen here:

<https://www.dol.gov/agencies/whd/fact-sheets/28h-fmla-12-month-period> A decision on whether to have these aligned may need to be made.

MNPL Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.



Regarding intermittent leave: Generally, MNPL requires an event to be a seven-day qualifying event unless intermittent. Intermittent leave results in a pro-rated benefit paid from the state and provides employers the option to cap intermittent leave at 480 hours in a 12-month period. Additionally, the minimum increment of leave must be taken in “increments consistent with the established policy of the employer to account for use of other forms of leave, so long as such employer's policy permits a minimum increment of at most one calendar day of intermittent leave. An applicant is not permitted to apply for payment for benefits associated with intermittent leave until the applicant has eight hours of accumulated leave time, unless more than 30 calendar days have lapsed since the initial taking of the leave.”

<https://www.revisor.mn.gov/statutes/cite/268B/full#:~:text=Subd.%206a.,of%20the%20leave>

A) Eligibility

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

B) Notice

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to _____ [insert city contact person administering leave] of the need for intermittent leave *before* applying for MNPL benefits through the State program. As part of the notice, employees must provide the city with the following: 1) proposed intermittent leave schedule; and 2) a completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.



In the DEED's final published administrative rules enforcing the MN Paid Leave law, [Minnesota Rule 3317.4700, Subp. 3](#), provides employers an option to file a dispute with the commissioner in situations where an employee fails to provide notice and a proposed leave schedule with the employer before applying for MNPL benefits.

C) Increments of Leave & Maximum Number of Hours

Consistent with other forms of leave provided by the city, employees may take intermittent leave in increments of **one** calendar day [*or replace with smaller amounts if allowed in other policies*]. If eligible for intermittent leave, the city allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Definitions

- **Family member** includes:
 - Spouse or partner
 - Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
 - Parent or person who raised you
 - Sibling
 - Grandchild or grandparent
 - In-laws (including son, daughter, father, or mother)
 - Anyone close to you who depends on you like family, even if not related by blood

- A **serious health condition** means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.



Both definitions of Family Member and Serious Health Condition under MNPL are broader than how they are similarly used under FMLA. This may mean that at times FMLA does not necessarily run concurrently with MNPL. Examples may include that MNPL covers siblings and “anyone close” which is not covered by FMLA; similarly, serious health condition under MNPL does not necessarily include “continuing treatment by a health care provider” that is included under FMLA’s definition.

Notice

Prior to starting a claim with the State, employees should reach out to [Human Resources / your supervisor] to notify your intention to take leave. [[Optional: If the need is foreseeable, we ask that you provide at least two-weeks notice prior to taking leave. If the leave is not foreseeable you will still be able to take leave under MNPL and we ask that you provide as much notice as possible.]]

How to Apply for Minnesota Paid Leave

After your leave has been discussed you may apply for MNPL through [CHOOSE ONE: the Minnesota Paid Leave's portal online or via their phone provided <https://mn.gov/deed/paidleave/employees/faq/> our third party administrator, [vendor name here]



If the city is just opting into the default option most employees should be instructed how to file with the state if the employee chooses. In some cases a third-party leave administrator may help manage an employee's leave and thus directions may need to be included here for your specific situation. In rarer cases, a private plan may have employees apply directly with the vendor for their leave benefits.

Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law which may include: [CHOOSE ALL THAT APPLY: Family and Medical Leave Act (FMLA) and/or Minnesota Women's Economic Security Act (WESA) pregnancy and parenting leave]]

[[IF OFFERING STD add: The city offers a short-term disability (STD) policy that may run concurrently and require its own filing requirement pursuant to the terms of the STD policy. Please see [[policy name]] for more information. STD payments may be reduced, pursuant to the terms of the STD policy, as a result of receiving state-paid benefits.]]



Minnesota Statute 268B.27 allows employers the option to require MNPL benefits to run concurrently with FMLA and WESA Pregnancy and Parenting Leave where the leave is taken for the same purpose.

Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, the city allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact [appropriate person or department].]



Employers are not required to allow employees to supplement MNPL benefits with accrued employer-provided leave benefits but many might choose to do so. However, it remains an employee's choice whether to use accrued leave with MNPL benefits. In other words, the city cannot require employees to use accrued leave with MNPL benefits.

Maintaining Health Coverage During Leave

Unless the employee revokes coverage while on MNPL, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. If you are not using paid time off to cover part or all of the leave, you will be responsible for remitting your portion of health premiums to the city in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated listing the final date payment is due (30 days past the due date) to avoid cancellation and the date coverage will end if payment is not received.



Each city may have a different method of collecting the employee's share of the insurance premium. This should be addressed with employees. The MNPL FAQs state that coverage must continue with the same employer/employee split for health benefits. The notification timeline above is borrowed from FMLA notification timelines if an employee is delinquent in payment since MN Paid leave law is silent on this process. As a result, cities should consult legal counsel for advice before terminating an employee's benefits while they are receiving MNPL benefits.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions;
2. arranged to write a check every [[X amount of weeks (ideally 2 to 4 weeks)]] for the duration that the employee may be out;
3. be postpaid after the leave has ended in which your health deductions may be modified to accept the agreed upon amounts and cadence of premium deductions.



*Note that option #2 above is paid by an employee's post-tax money. Many benefit premiums are paid pre-tax, so the incentive is to have an arrangement before the employee goes out. This also allows employers to recoup costs in the event that an employee quits on a leave of absence. **Also note: an agreement like this should include a timely signed wage deduction authorization form where an employee is agreeing to the deduction changes.***



Note that option #3 above puts the city at risk of nonpayment if the employee does not return to work following the leave. As a result, cities may choose to remove this option from the list if the city does not wish to offer this option.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Reinstatement

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.



Cities should consult with legal counsel regarding the interactive reasonable accommodation discussion and any other requirements for returning to work from a MNPL absence.

Retaliation

The city will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.