

**MONDAY, NOVEMBER 10, 2025 – TWIN VALLEY CITY COUNCIL  
PUBLIC HEARING – HEROLD COURT ASSESSMENTS  
REGULAR MONTHLY MEETING  
Twin Valley Community Center – 6:30 PM**

**MEMBERS:** Harold Allrich, Michael Bolton, Tammy Carlsrud, Tracy Christianson **VIRTUAL:** Mike Lampton  
**OTHERS:** Kerry Askelson, Prestin Douville, Jess Riepe, Pete Pazdernik, Alex Ranz, Kris Carlson, Ben Fall, Bonnie Werpy, Jack & Sue Plattner, Mark & Cindy Seeger, Brent Solseng, Nonda Mack.

**PURSUANT DUE TO CALL** and notice thereof the Twin Valley City Council held its public hearing regarding proposed assessments for the Herold Court Project on Monday, November 10, 2025. Mayor Bolton called the hearing to order at 6:30PM.

Alex Ranz distributed project overview presentation packet. Reviewed project area, costs, and proposed assessments. City special assessment policy sets a 40/60 split between the city and property owners for the overall project cost. Final cost for the project was \$412,551.31; the City will pay \$165,050.53 and assess the remaining \$247,530.80. Final assessment is set to be \$44.56 per frontage foot. The Council has proposed a 15-year term with the interest set annual at 1.25%. Johnson noted that she reached out to the Norman County Auditor-Treasurer's office and was told that all assessments need to be in by October 15<sup>th</sup> of the prior year to hit taxes the upcoming year, therefore assessments will not reach the taxes until 2027.

Residents each given opportunity to a give input. Mark & Cindy Seeger expressed appreciation, inquired about making payment to the City prior to assessment. Bonnie Werpy noted the contractors were all very friendly and did a fantastic job. Brent Solseng & Nonda Mack are concerned about the amount of the assessment in relation to the value of their parcel at purchase—have made improvements to the lots and will not be able to continue to do so with such a large assessment and therefore will likely be contesting the assessment. Ben Fall noted he is glad to see this is finally completed.

Mayor Bolton thanked everyone for their input, hearing closed at 6:45PM.

**PURSUANT DUE TO CALL** and notice thereof the Twin Valley City Council held its regular monthly meeting on Monday, November 10, 2025. Mayor Bolton called the regular meeting to order at 7:00PM.

**PLEDGE OF ALLEGIANCE**

**ADDITION TO AGENDA**—Christianson/Lampton-m/s/p to approve addition to agenda to discuss LG230 Application to Conduct Off-Site Gambling for the American Legion.

**MONTHLY BUSINESS**

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

Disbursements—Lampton/Allrich-m/s/p to approve disbursements totaling \$142,607.30, a full list of which is available for review in the City Clerk's Office.

**PROJECT UPDATE**—Bolton addressed Council if there were any comments regarding the Herold Court Project and called for a motion to adopt assessment. Motioned by Councilmember Christianson, seconded by Councilmember Lampton the following resolution was passed.

**RESOLUTION 2025—19 RESOLUTION ADOPTING ASSESSMENT**

**WHEREAS**, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the improvement of:

- Herold Court North
- Opegard Ave NW
- Herold Court South

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

1. Such proposed assessment as amended, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such 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, 2027, and shall bear interest at the rate of 1.25% percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2025. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
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 treasurer, except that no interest shall be charged if the entire assessment is paid before December 31, 2025; and he/she may, at any time thereafter, pay to the city treasurer 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 October 15 or interest will be charged through December 31 of the next succeeding year.
4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

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 10th day of November, 2025.

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RACHEL JOHNSON, CLERK-TREASURER

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MICHAEL BOLTON, MAYOR

Motioned by Councilmember Christianson, seconded by Councilmember Allrich the following resolution was passed.

**RESOLUTION 2025—20 RESOLUTION ACCEPTING WORK**

**WHEREAS**, pursuant to a written contract signed with the city on July 14, 2025, R.J. ZAVORAL & SON’S, EAST GRAND FORKS, Minnesota has satisfactorily completed the 2025 STREET IMPROVEMENTS – HEROLD COURT ADDITION project in accordance with such contract,

**NOW THEREFORE, BE IT RESOLVED** BY THE CITY OF TWIN VALLEY, MINNESOTA. The work completed under said contract is hereby accepted and approved, and,

**BE IT FURTHER RESOLVED:** That the city clerk and mayor are hereby directed to issue a proper order for the final payment on such contract, in exchange for the contractor’s receipt evidencing payment in full.

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 10th day of November, 2025.

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RACHEL JOHNSON, CLERK-TREASURER

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MICHAEL BOLTON, MAYOR

**COMMUNITY**—Lampton/Carlsrud-m/s/p to approve \$100 donation to the Twin Valley Community Booster Club towards Holiday events. (Christianson abstained from vote).

Christianson/Lampton-m/s/p to approve placement of 12’x10’ prefabricated storage shed at 304 Pleasant Ave SW.

Carlsrud/Allrich-m/s/p to approve Off-Site Gambling request for the Twin Valley American Legion POST 431 to host pull-tabs at and event to be held in the Twin Valley Community Center on Saturday, November 22, 2025.

**FIRE/RESCUE**—Pazdernik reported 4 fire and 9 rescue calls for October. Tri-State has completed yearly compressor maintenance. Only one member will now be attending Fire Fighter I training. Ben Fall was re-elected as department Secretary/Treasurer. Fire School will be held in Mahnomen in February, hoping to have some members attend. New pickup trucks are built, unsure when they will be picked up. Rescue squad applicant has passed background check through Sheriff's Department, Dobmeyer will be in contact.

**LAW ENFORCEMENT**—Fall distributed activity report for October showing 47 calls for service and 120 hours worked in Twin Valley. Wanted to touch base with Council to see if there were any complaints or concerns he could address. A new deputy has been hired at the department and will be on patrol in a few weeks. Hoping to do some work on the old Police Office to make it more usable as a satellite office for deputies. Addressed Animal calls in town, clerk's office is also aware of ongoing issues that are being addressed with dogs at large. Discussion on nuisance properties. Fall has completed reports on all properties Clerk requested, will touch base with Clerk on which properties are not currently working with the City and will be turned over to the County Attorney for criminal prosecution.

**LIQUOR**—Gross sales for October \$52,754.35, ATM Revenue \$532. Christianson/Lampton-m/s/p to approve hiring new part time bartender Selena Korzek. Update given on upcoming and past events. Busy couple of weeks with hunting, the WRCC will host a raffle event at the TVLS on Saturday 11/15. Council questioned if they needed any additional LG forms for the State of MN from the Council to host raffle at Liquor Store. Johnson will look into.

**PUBLIC WORKS**—Askelson updated Council, new John Deere has arrived. RV Park has been winterized; porta potties will be removed from Heiberg Park after hunting. Discussed possible updates to the Community Center kitchens this winter, will look into pricing and options.

**EDA/PARKS**—New clay has been placed on skating rink area. Lights have been ordered, poles estimated to arrive in January. New skates purchased, looking into storage options. Continuing to work on signage for the Splash Park/Skating Rink for along Highway 32.

**OTHER COMMITTEES**—Johnson has pulled Human Resources Manual from the League of Minnesota Cities to review discipline policies and procedures. Suggested Personnel Committee to utilize a performance improvement plan (PIP) as the next step if there continues to be issues between employees. Johnson has also reached out to other Cities, noting that the Cities that do hold yearly employee reviews do not have a written policy, but tend to hold these in January in conjunction with raises or in July. The City is on a wage step schedule and does not at this time receive raises based on performance. Will work on implementing either a policy or standard practice for employee reviews for the new year.

**OLD BUSINESS**—NUISANCE PROPERTIES—A violation was issued to 103 Main Ave E for nuisance storage and vehicles. Violation issued requested that all vehicles on the property be properly licensed and in operating condition, discarded machinery and tires be stored inside a building or otherwise out of view from the street out alley. A rebuttal to all alleged nuisances was received; Nuisance Committee reviewed property prior to meeting. It was agreed that all vehicles need to be licensed to include the white truck with expired North Dakota license plates and the RV with expired Minnesota registration; and all tires visible from the street need to be contained in another manor. Property owner will be sent a notice and given the opportunity to request to be heard before the Council in accordance with City Ordinance. Committee also reviewed 207 Pleasant Ave SW as a follow up to last months meeting, has seen some improvements. Discussed 307 1<sup>st</sup> St NW (Old Standard Station); not seeing much improvement in clean up or putting fence up. Questioned material being used for fencing—if there is anything in the ordinance about using new or like new materials. Noted Council was told fence would be up before the end of summer. Office has had contact with multiple property owners on the nuisance list to work on making improvements.

RENTAL ORDINANCE—Council given updated proposed rental ordinance—to be created as Chapter 115 in the Twin Valley City Ordinance book—for discussion. Proposed ordinance will require a license for all rental units in the City and sets stipulations for application and compliance with ordinance. The following proposed intent was given: *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 use 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 use 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 use 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 use 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.*

Discussed the meaning behind disorderly conduct and agreed to update these references to state disorderly use; to be defined as "conduct occurring on the Licensed Premises or Premises which violates a provision of this chapter or City Code or State Law." Certificates or 'registration' will be required for any dwelling or rooming unit, apartment, manufactured home, or similar rental unit excluding campgrounds. Updates will be made to the proposed ordinance for a reading to be held December 8, 2025 during the regular council meeting. Ordinance set to be fully adopted and enacted by January 30, 2026. A full copy of the proposed ordinance is available for review in the City Clerk's Office.

**NEW BUSINESS**—DNR requires a yearly resolution of sponsorship from the City for the Moonshiners Snowmobile club to receive grant funding. Motion by councilmember Christianson seconded by Councilmember Lampton the following resolution was passed.

**RESOLUTION 2025—21 A RESOLUTION AUTHORIZING CONTINUED SPONSORSHIP OF THE SNOWMOBILE TRAILS OPERATED BY THE MOONSHINERS SNOWMOBILE CLUB**

**BE IT RESOLVED** that the City of Twin Valley will continue to act as the legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources for maintenance of the snowmobile trails managed by the Moonshiners Snowmobile Club.

**BE IT FURTHER RESOLVED**, that upon approval of its application by the State, the City of Twin Valley may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement.

**BE IT FURTHER RESOLVED**, that the City Clerk-Treasurer is hereby authorized to serve as fiscal agent for the above referenced project, and this Resolution will be effective until further council action is taken.

Upon a roll call vote the following members voted in favor: Harold Allrich, Michael Bolton, Tammy Carlsrud, Tracy Christianson, Mike Lampton and the following voted against the same: None. **WHEREUPON**, said resolution was duly adopted this 10<sup>th</sup> day of November, 2025.

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RACHEL JOHNSON, CLERK-TREASURER

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MICHAEL BOLTON, MAYOR

**FYI/OTHER**—Council set budget work session to discuss 2027 general fund budget and levy for Monday, December 1<sup>st</sup> at 6:00PM. Truth in Taxation Hearing set for Monday, December 8<sup>th</sup> at 6:30PM. Local Board of

Appeals and Equalization hearing date has been set for Monday, April 20, 2026 at 6:00PM in the Community Center.

Meeting adjourned 8:08PM, Lampton/Carlsrud-m/s/p.

Attest: \_\_\_\_\_

RACHEL JOHNSON, CLERK-TREASURER

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Signed: \_\_\_\_\_

MICHAEL BOLTON, MAYOR

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