

**Twin Valley City Council
Regular Council Meeting**

Monday, April 13, 2026 7:00 PM
Twin Valley Community Center

In accordance with the requirements of Minn. Stat. Section 13D.02, one or more members may participate remotely via interactive technology.

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** March Minutes _____ / _____ M/S/P

CLAIMS	03/10/2026 - 03/31/2026	<u>\$31,519.86</u>
	04/01/2026 - 04/13/2026	<u>\$186,022.96</u>

PAYROLL	03/01/2026 - 03/14/2026	<u>\$9,928.63</u>
	03/15/2026 - 03/28/2026	<u>\$10,412.96</u>

DISBURSEMENT TOTAL \$237,884.41 _____ / _____ M/S/P

5 **PROJECT UPDATE** Construction Closeout MEST#11 \$9,988.49

6 **COMMUNITY** Gambling Permit - American Legion
Sponsorship Request(s)

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

FIRE/RESCUE General Report

LAW ENFORCEMENT REPORT

LIQUOR	General Report	Gross Sales	<u>\$ 49,105.73</u>	ATM	<u>\$479.50</u>
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PUBLIC WORKS General Report

EDA/PARKS General Report

OTHER COMMITTEE UPDATE(s)

ADMIN March Financial Statement
Employee Cafeteria Plan

9 **OLD BUSINESS** Rental Ordinance

10 **NEW BUSINESS** Norman County Hazard Mitigation Planning
Discussion--Open Meeting Law

11 **FYI/OTHER** Board of Appeal & Equalization Hearing - April 20, 6PM

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

**MONDAY, March 9, 2026 – TWIN VALLEY CITY COUNCIL
REGULAR & ORGANIZATIONAL MONTHLY MEETING
Twin Valley Community Center – 7:00 PM**

MEMBERS: Harold Allrich, Tammy Carlsrud, Tracy Christianson, Mike Lampton **ABSENT:** Michael Bolton
OTHERS: Kerry Askelson, Toni Nysetvold, Pete Pazdernik, Prestin Douville, Samantha Fortier, Jodi Garza, Justin Jerde, Austin Lanoue, Ron Lanoue, Jess Riepe, Gene Thompson

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly meeting on Monday, March 9, 2026. Vice Mayor Lampton called the meeting to order at 7:03PM.

ADDITIONS TO THE AGENDA—Christianson/Allrich-m/s/p to approve Carlsrud request to discuss open meeting law and video conferencing meetings.

MONTHLY BUSINESS

Minutes—Christianson/Allrich-m/s/p to approve February minutes, Carlsrud requested notation regarding sending letters and publishing notice be added under Rental Ordinance.

Disbursements—Carlsrud/Christianson-m/s/p to approve disbursements totaling \$164,580.98, a full list of which is available for review in the City Clerk’s Office.

FIRE/RESCUE—Pazdernik reported 4 fire and 8 rescue calls for February. Had to make a few larger purchases for the Fire Department—\$2,695 for a gas detector, \$1,100 battery maintainer, and two new cold weather batteries for thermal imaging. Will be attending County Fire meeting in Halstad 3/19. Skid units are estimated to ship on 3/12. Tentative date for auction April 17-22. Alternator on Rescue Squad vehicle is out; unit is currently in Hawley for repairs. Working on updating the bylaws for the Fire & Rescue Department. Carlsrud inquired about City Emergency Operation Plan; no old plans have been located in City Offices or Fire Hall at this time.

LAW ENFORCEMENT—Report distributed from Sheriff Fall showing 37 calls for service and 185.75 hours of patrol for the month of January.

LIQUOR—February gross sales \$38,186.477, ATM revenue \$395.50. Christianson/Carlsrud-m/s/p to approve hiring Mark Korinta and Erika Ruud as part-time bartenders. Fryer has broken again; repairs parts were \$2,079.86. Nysetvold distributed quotes for the purchase of an AutoFry machine to replace current Perfect Fry unit. Council asked that she look into warranties and report back. Bar beer cooler has cooling issue, being repaired this week. Updated Council on events—last weekend held meat raffles and horse races, upcoming indoor fishing derby and live music.

Resignation received from M. Rosales, city custodian. Christianson/Allrich-m/s/p to accept resignation and thank her for her time and years of service to the City. Christianson/Carlsrud-m/s/p to advertise part-time position between 20-30 hours per week for two weeks.

EDA/PARKS—Committee met with representative to discuss upgrading playground equipment at community park. Requested Council approval to move forward with the purchase of a double-sided Splash Park & Skating rink sign for \$1,180 + tax from Indigo signs. Allrich/Carlsrud-m/s/p to approve. Public works dept. will assist in installation. Will be taking skates to get sharpened and will label as things are put away for the spring/summer. Campground reservations are coming in for summer months. RV Park is fully reserved again for Beet Harvest workers.

FINANCIALS—February financial statement for February given to Council for review. Per USDA Loan agreements, Johnson requested permission to create long-term sewer replacement fund and transfer \$12,000 from sewer fund for year end 2025 requirements. Carlsrud/Christianson-m/s/p to approve.

OLD BUSINESS—RENTAL ORDINANCE—Local landlords Austin Lanoue, Ron Lanoue, Jodi Garza, and Justin Jerde attended meeting to discuss proposed rental ordinance. It was explained that the ordinance was sent to the attorney for review and no issues were found. Noted City attorney stated that the grandfather clause would not

be applicable for licensing ordinances. Austin and Ron Lanoue distributed letter from Attorney Levi Liebl with dissenting opinion on the matter. Letter will be sent to Julin Law office for review. Discussed concerns with landlord responsibility over the personal matters of tenants, specifically concerned with illegal activities and/or disorderly conduct. Landlords are in agreement that they should not be held liable for the conduct on their leased premises, stating that landlords have less rights than tenants and it is very difficult to control what goes on at a property; outside of property maintenance and appearance. Feel that the Norman County Sheriff’s department need be the only authority over conduct issues. Jerde expressed concerns regarding Contract for Deed properties and landlord authority, individuals qualified for rental inspection, and privacy of tenants. Johnson expressed that original need for ordinance stemmed from the City’s attempt to assist landlords in correcting issues with properties due to complaints regarding tenant disregard for local ordinance. Council agreed to take ordinance back for review, specifically regarding tenant conduct. Christianson/Carlsrud-m/s/p to table passing ordinance for further discussion and review. Allrich/Carlsrud-m/s/p to forward letter received from Mr. Liebl to Julin Law Office for official opinion.

NEW BUSINESS—Christianson/Allrich-m/s/p to approve 1/8-page advertisement in the Promotor for Ada’s 150th Anniversary edition. Discussed advertising opportunities with KRJB.

FYI/OTHER—Board of Appeal and Equalization hearing will be held on Monday, April 20, 2026 at 6:00PM in the Community Center. Thank you note received from the Twin Valley Rider’s Club for City Donation. Carlsrud requested discussion on open meeting law be added to April agenda for discussion. Clerk has purchased a conference speaker and iPad tripod to assist with virtual attendance to future meetings.

Christianson/Carlsrud-m/s/p to adjourn, 8:49PM.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
MIKE LAMPTON, VICE MAYOR

**MONDAY, March 30, 2026 – TWIN VALLEY CITY COUNCIL
SPECIAL MEETING
Twin Valley City Clerk’s Office – 12:00 PM**

MEMBERS: Michael Bolton, Tammy Carlsrud, Tracy Christianson
ABSENT: Harold Allrich

VIRTUAL: Mike Lampton

OTHERS: Toni Nysetvold

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held a special meeting on Monday, March 30, 2026, to discuss the purchase of a new fryer for the Twin Valley Liquor Store. Mayor Bolton called the meeting to order at 12:00PM.

Nysetvold distributed updated quotes with warranty information for the purchase of a Autofry Ventless Fryer, model MTI-5. Discussed capabilities and specifications of the new machine. Reviewed warranties offered. Nysetvold will also be requesting a donation towards the purchase from the Twin Valley American Legion at their next meeting. Christianson/Bolton-m/s/p to approve purchase from RestaurantSupply.Com the unit priced at \$12,500, with a 5-year extended warranty at \$524, plus tax and shipping, up to a total cost of \$15,000.

Carlsrud/Lampton-m/s/p to adjourn meeting at 12:13PM.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
MICHAEL BOLTON, MAYOR

DISBURSEMENTS FOR APPROVAL

03/10/2026 thru 04/13/2026

<u>Vendor</u>	<u>Decription</u>	<u>Amount</u>
4L FLORAL	Flowers	\$107.38
A.F.L.A.C. WEST REGION	Employee Benefit	\$69.00
ADA BUILDING CENTER, INC.	Repairs & Maintenance	\$86.86
ANDERS VALLEY PUBLISHING, LLC	Advertising	\$130.00
ARVIG	Telephone/Internet	\$392.80
BMO BANK	Bankcard Expense	\$459.65
BRENDA DOBMEYER	Travel Reimbursement	\$87.00
CRAIG BENTLEY	Rental Reimbursement	\$200.00
EFTPS-ONLINE	Payroll Taxes	\$1,579.99
GRAND FORKS FIRE EQUIPMENT LLC	Capital Outlay - Skid Unit	\$43,217.74
HEALTH EQUITY	Employee Benefit	\$338.30
JOHN DEERE FINANCIAL	Repairs & Maintenance	\$406.17
JULIN LAW OFFICE, PLLC	Professional Fee	\$495.00
KARIN ANDERSON GRANTWRITING	Contracted Service	\$800.00
KRJB FM RADIO	Advertising	\$375.00
LAKES COMMUNITY COOP	Utility	\$1,409.58
LARSON PARTS & REPAIR, INC.	Repairs & Maintenance	\$260.63
LYLA GUNDERSON	Rental Reimbursement	\$1,150.00
MARCO TECHNOLOGIES LLC	Contracted Service	\$64.37
MATRIX TRUST COMPANY	Employee Benefit	\$110.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$283.33
MN PAID FAMILY MEDICAL LEAVE	Payroll Taxes	\$294.90
MN PEIP	Employee Benefit	\$1,702.73
MUSCATELL-BURNS AUTOMTV GROUP, INC	Repairs & Maintenance	\$1,623.05
NORMAN CO. AUDITOR/TREASURER	Taxes	\$2,013.32
NORMAN CO. SHERIFF'S OFFICE	Contracted Service	\$41,608.00
NORTH STAR TRAINING & CONSULTING	Training	\$995.00
NORTHSTAR HARDWARE	Repairs & Maintenance	\$462.54
OFFICE SUPPLIES PLUS*	Operating Supplies	\$70.85
OTTERTAIL POWER CO.	Utility	\$3,504.91
PAYROLL	Wages	\$5,286.15
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,085.94
PITNEY BOWES	Postage	\$100.00
PREMIUM WATERS	Operating Supplies	\$35.75
SENSIT TECHNOLOGIES, LLC	Repairs & Maintenance	\$1,062.95
TWIN VALLEY RIDERS CLUB	Deposit Reimbursment	\$50.00
ULTIMATE SAFETY CONCEPTS, INC	Repairs & Maintenance	\$1,181.43
VERIZON WIRELESS	Telephone/Internet	\$33.26
VESTIS	Contracted Service	\$366.40
VOL. FIREFIGHTER'S BENEFIT ASSN-MN	Employee Benefit	\$204.00
GENERAL FUND TOTAL		\$113,703.98
A.F.L.A.C. WEST REGION	Employee Benefit	\$19.23
ANDERS VALLEY PUBLISHING, LLC	Operating Supplies	\$104.00
ARVIG	Telephone/Internet	\$158.50
BMO BANK	Bankcard Expense	\$27.25
EFTPS-ONLINE	Payroll Taxes	\$797.43
HAWKINS, INC.	Operating Supplies	\$3,195.46
HEALTH EQUITY	Employee Benefit	\$215.74
LAKES COMMUNITY COOP	Utility	\$401.52
MATRIX TRUST COMPANY	Employee Benefit	\$320.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$131.73
MN DOR - SALES & USE TAX	Sales Tax	\$94.00
MN PAID FAMILY MEDICAL LEAVE	Payroll Taxes	\$100.68
MN PEIP	Employee Benefit	\$1,134.44

MN RURAL WATER ASSN.	Membership Due	\$475.00
NORMAN CO. AUDITOR/TREASURER	Taxes	\$55.00
NORTHSTAR HARDWARE	Repairs & Maintenance	\$76.27
OTTERTAIL POWER CO.	Utility	\$1,491.70
PAYROLL	Wages	\$2,861.82
P.E.R.A. - SDR DIVISION	Employee Benefit	\$673.88
PITNEY BOWES	Postage	\$200.00
VERIZON WIRELESS	Telephone/Internet	\$33.25
VESTIS	Contracted Service	\$147.19
	WATER FUND TOTAL	\$12,714.09
A.F.L.A.C. WEST REGION	Employee Benefit	\$19.21
ANDERS VALLEY PUBLISHING, LLC	Operating Supplies	\$23.77
ARVIG	Telephone/Internet	\$39.72
EFTPS-ONLINE	Payroll Taxes	\$797.31
HEALTH EQUITY	Employee Benefit	\$215.71
LAKES COMMUNITY COOP	Utility	\$180.57
MATRIX TRUST COMPANY	Employee Benefit	\$320.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$131.71
MN PAID FAMILY MEDICAL LEAVE	Payroll Taxes	\$100.68
MN PEIP	Employee Benefit	\$1,134.45
MN POLLUTION CONTROL AGENCY	Professional Fee	\$345.00
NORMAN CO. AUDITOR/TREASURER	Taxes	\$55.00
NORTHSTAR HARDWARE	Repairs & Maintenance	\$98.63
OTTERTAIL POWER CO.	Utility	\$127.68
PAYROLL	Wages	\$2,861.82
P.E.R.A. - SDR DIVISION	Employee Benefit	\$673.85
PITNEY BOWES	Postage	\$100.00
RMB ENVIRONMENTAL LABS, INC.	Professional Fee	\$175.56
SELLIN BROTHERS INC	Contracted Service	\$9,988.49
VERIZON WIRELESS	Telephone/Internet	\$33.25
VESTIS	Contracted Service	\$147.19
	SEWER FUND TOTAL	\$17,569.60
FUCHS SANITATION SERVICE, INC.	Contracted Service	\$8,453.62
MN DOR - SALES & USE TAX	Sales Tax	\$1,055.00
	GARBAGE FUND TOTAL	\$9,508.62
A.F.L.A.C. WEST REGION	Employee Benefit	\$5.66
ALLEN SOLHEIM	Contracted Service	\$60.00
ANDERS VALLEY PUBLISHING, LLC	Operating Supplies	\$50.00
ARVIG	Telephone/Internet	\$981.25
BERGSETH BROS.	Merchandise for Resale	\$6,821.29
BEVERAGE WHOLESALERS	Merchandise for Resale	\$711.60
BMO BANK	Bankcard Expense	\$473.61
BREAKTHRU BEVERAGE	Merchandise for Resale	\$1,383.30
COCA-COLA BOTTLING HIGH COUNTRY	Merchandise for Resale	\$602.50
D-S BEVERAGES	Merchandise for Resale	\$12,293.00
EFTPS-ONLINE	Payroll Taxes	\$2,295.16
ERIC J. REITAN	Entertainment	\$400.00
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$123.00
HEALTH EQUITY	Employee Benefit	\$122.75
HEGGIES PIZZA, LLC	Merchandise for Resale	\$854.25
HENRY'S FOODS INC.	Merchandise for Resale	\$5,884.93
J & S MARKETING, LLC	Advertising	\$90.00
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$7,709.42
KASEYA US, LLC	Contracted Service	\$200.00
LAKES COMMUNITY COOP	Utility	\$122.14
McKINNON COMPANY, INC.	Merchandise for Resale	\$4,059.50
MJM NYSETVOLD INC.	Repairs & Maintenance	\$259.49
MN DOR - PAYROLL TAX	Payroll Taxes	\$311.28
MN DOR - SALES & USE TAX	Sales Tax	\$4,627.00

MN PAID FAMILY MEDICAL LEAVE	Payroll Taxes	\$218.23
MN PEIP	Employee Benefit	\$784.34
NORMAN CO. AUDITOR/TREASURER	Taxes	\$450.00
NORTHSTAR HARDWARE	Repairs & Maintenance	\$11.77
OLE & LENA'S PIZZERIA	Merchandise for Resale	\$364.50
OTTERTAIL POWER CO.	Utility	\$1,266.31
PAYROLL	Wages	\$9,331.80
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,618.33
PITNEY BOWES	Postage	\$102.25
RESTAURANTSUPPLY.COM	Capital Outlay - Fryer	\$14,010.70
RICK FIEDLER	Entertainment	\$450.00
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$1,115.20
THE RED RIVER PROMOTER	Advertising	\$69.00
TONI NYSETVOLD	Reimbursement	\$15.00
TWEETON REFRIGERATION, INC.	Repairs & Maintenance	\$3,759.08
VESTIS	Contracted Service	\$340.21
	LIQUOR FUND TOTAL	\$84,347.85
NORTHSTAR HARDWARE	Repairs & Maintenance	\$40.27
	EDA FUND TOTAL	\$40.27
	DISBURSEMENT TOTAL	\$237,884.41

LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: _____ License Number: _____

Address: _____ City: _____, MN Zip: _____

Chief Executive Officer (CEO) Name: _____ Daytime Phone: _____

Gambling Manager Name: _____ Daytime Phone: _____

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From ____/____/____ to ____/____/____

Check the type of games that will be conducted:

Raffle Pull-Tabs Bingo Tipboards Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: _____

Street address and City (or township): _____ Zip: _____ County: _____

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

Yes If yes, a lease is not required.
 No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$_____ (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: _____ Date: _____

Print Lessor's Name: _____

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<p>Local unit of government must sign.</p>	<p>TOWNSHIP NAME: _____</p> <p>Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

Signature of CEO (must be CEO's signature; designee may not sign) _____
Date

<p>Mail or fax to:</p> <p>Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 Fax: 651-639-4032</p>	<p>No attachments required.</p> <p>Questions? Contact a Licensing Specialist at 651-539-1900.</p>
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This publication will be made available in alternative format (i.e. large print, braille) upon request.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.</p> <p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.</p>	<p>If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.</p> <p>Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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March 30, 2026

The Wild Rice Peacemakers, Cowboy Mounted Shooters, want to thank those that helped sponsor our events held in Twin Valley in 2025 and in the past. We are one big family and cherish the time we have on weekends during the summer to spend with our shooting friends and compete – kids and adults alike. Twin Valley is one of the favorite arenas and campgrounds to go for competition and bonding time.

Our club is continuing to grow, averaging 50+ shooters at our competitions. These shooters come from Minnesota, North Dakota, Canada and even Nebraska. In 2026, the Wild Rice Peacemakers will host 14 single day shoots, including hosting the Minnesota State Shoot. Many hours of work go into preparing and putting on a shoot.

The sponsorships we receive are used to purchase awards for Overall Cowboy and Cowgirl, Level Winners 1-6, Wranglers (which are the kids), and shotgun and rifle competitions and help cover expenses of arena rent, ammunition, balloons, and upkeep on our automatic balloon setters, etc. Competitors are also responsible to pay entry fees at each shoot.

I mentioned Wranglers – Wranglers are kids under 12 years of age. They ride the same patterns the grown-ups do, but they don't shoot real blanks. Cap guns are often used. The Wild Rice Peacemakers have 12-15 Wranglers riding at each one of the shoots. The future of the club is very bright!

We rely on businesses, our local communities and individuals to help us out in turn for promoting your business and our sponsors during our shoots. We also ask our participants to support you while they are in the area.

We host two shoots in Twin Valley at the Riders Club Arena, the Shoot and Shine Shoot I & II held June 6th & 7th and the Northern Prairie Shootout, September 12th and 13th. Each shoot has a different set of match directors and they are responsible for obtaining the sponsorships. Your monetary donations and gift cards are much appreciated and your business will be announced several times during the two day shoot. The shoots are open to the public and we encourage spectators to come on down and watch!

Thank you in advance for your support of the Wild Rice Peacemakers. If you have questions, please feel free to contact, Danette Gwin @ 218-784-8141.

Sincerely,

Wayne & Danette Gwin

Wayne & Danette Gwin, Match Directors

SPONSORSHIP FORM



SPONSOR NAME (as WRPM should use): _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

WEBSITE: _____

SPONSORSHIP AMOUNT: _____

Level 1: \$100.00

Level II: \$200.00

Level III: \$300.00

As always, any dollar amount is always appreciated by the Wild Rice Peacemakers.

PLEASE MAKE CHECKS PAYABLE TO: WILD RICE PEACEMAKERS (OR WRPM)

MAIL TO:
Danette Gwin
Wild Rice Peacemakers
3595 State Hwy 200
Ada, MN 56510

CONTACT INFORMATION:

Wayne & Danette Gwin
218-784-8411 or 218-784-8141
wdgwin@arvig.net

Match Directors



Thank you to all of our sponsors for your generosity in 2025 and past years. Without you, our Cowboy Mounted Shooting Events would not be possible. Soon we will start our 2026 season and our shooters and families say it can't come too soon!

The Wild Rice Peacemakers

CONSTRUCTION CHANGE ORDER NO. 4

Date of Issuance: April 2, 2026

Effective Date: _____

Project: 2024 Sanitary Sewer Collection and Treatment Facility Improvements	Owner: City of Twin Valley	Owner's Contract No.
Contract: 2024 Sanitary Sewer Collection and Treatment Facility Improvements		Date of Contract: August 30, 2024
Contractor: Sellin Brothers, Inc.		Engineer's Project No.: 23.24232

The Contract Documents are modified as follows upon execution of the Change Order:

Description:
Decrease construction contract amount to match final.

Attachments (list documents supporting change):
Narrative

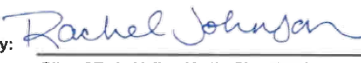
CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ <u>3,397,240.00</u>	Original Contract Times: <input type="checkbox"/> Working Days <input checked="" type="checkbox"/> Calendar Dates
Increase from previously approved Change Orders No. <u>_1_</u> to No. <u>_2_</u> : \$ <u>42,612.32</u>	Substantial Completion (days or date): <u>September 30, 2024</u> Substantial Completion (days or date): <u>September 30, 2025</u> Ready for final payment (days or date): <u>November 30, 2025</u>
Contract Price prior to this Change Order: \$ <u>3,439,852.32</u>	Increase from previously approved Change Orders No. <u>_1_</u> to No. <u>_2_</u> : Substantial Completion (dates): <u>October 5, 2024</u> Ready for final payment (dates): <u>November 30, 2025</u>
Decrease of this Change Order: \$ <u>(110,358.02)</u>	Contract Times prior to this Change Order: Substantial Completion (dates): <u>September 30, 2024</u> Substantial Completion (dates): <u>September 30, 2025</u> Ready for final payment (dates): <u>November 30, 2025</u>
Contract Price incorporating this Change Order: \$ <u>3,329,494.30</u>	Increase of this Change Order: Substantial Completion (dates): <u>October 5, 2024</u> Substantial Completion (dates): <u>September 30, 2025</u> Ready for final payment (dates): <u>November 30, 2025</u>
	Contract Times with all approved Change Order(s): Substantial Completion (dates): <u>October 5, 2024</u> Substantial Completion (dates): <u>September 30, 2025</u> Ready for final payment (dates): <u>November 30, 2025</u>

RECOMMENDED:

By: 
Engineer (Authorized Signature)

Date: 4-6-2026

ACCEPTED:

By: 
City of Twin Valley (Auth. Signature)

Date: 04/07/2026

ACCEPTED:

By: 
Contractor (Authorized Signature)

Date: 4-6-2026

APPROVAL BY FUNDING AGENCY

By: _____
USDA RD (Authorized Signature)

Date: _____



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

Contract No.: 23.24232
Application for Payment No.: 11 - Final
Page: 1 of 3

APPLICATION FOR PAYMENT

Owner CITY OF TWIN VALLEY	Contractor SELLIN BROTHERS INC. HAWLEY, MN	Period of Estimate From: September 25, 2025 To: April 2, 2026
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CONTRACT CHANGE ORDER SUMMARY			
No.	Agency Approval Date	Amount	
		Additions	Deductions
1	September 20, 2024	\$0.00	\$0.00
2	November 12, 2024	\$17,309.42	\$0.00
3	June 3, 2025	\$25,302.90	
4	April 6, 2026		\$110,358.02
TOTALS		\$42,612.32	\$110,358.02
NET CHANGE			-\$67,745.70

ESTIMATE	
1. Original Contract.....	\$3,397,240.00
2. Change Orders.....	-\$67,745.70
3. Revised Contract (1 + 2)...	\$3,329,494.30
4. Work Completed*.....	\$3,329,494.30
5. Stored Materials*.....	\$0.00
6. Subtotal (4 + 5).....	\$3,329,494.30
7. Ineligible Work*.....	\$0.00
8. Adjusted Subtotal (6 - 7)..	\$3,329,494.30
9. Retainage*.....	\$0.00
10. Previous Payments.....	\$3,319,505.81
11. Amount Due (8 - 9 - 10)..	\$9,988.49

* Detailed breakdown attached

Contract Time

Original Substantial Completion Date: SEPTEMBER 30, 2024	Percent Contract Time Expired: 92% (to Final)	Contractor Is (BOLD One): On Schedule Ahead of Schedule Behind Schedule
Revised: OCTOBER 5, 2024	Percent of Work Completed: 100.0%	
Original Final Completion Date: November 30, 2025	Percent of Contract Paid: 100.0%	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: SELLIN BROTHERS INC.

By: Date: 4-6-26

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: 4-6-2026

APPROVED BY OWNER:
Owner: CITY OF TWIN VALLEY
By: _____
Title: _____ Date: _____

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

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

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

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

Estimate No.: 11 - Final
 Date: March 17, 2026

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

BASE BID: SECTION A - SANITARY SEWER COLLECTION SYSTEM IMPROVEMENTS										
No.	Item	Bid Quantity	Unit	Unit Price	Bid Total	Previous Quantity	Quantity this Period	Quantity to Date	Amount this Period	Amount to Date
1	Mobilization	1	L.S.	\$ 190,000.00	\$ 190,000.00	1.00	0.00	1.00	\$0.00	\$190,000.00
2	Clearing	4	Tree	\$ 750.00	\$ 3,000.00	3.00	0.00	3.00	\$0.00	\$2,250.00
3	Grubbing	4	Tree	\$ 750.00	\$ 3,000.00	3.00	0.00	3.00	\$0.00	\$2,250.00
4	Remove Watermain Service Pipe	79	L.F.	\$ 1.00	\$ 79.00	80.00	0.00	80.00	\$0.00	\$80.00
5	Remove Sewer Pipe (Sanitary)	2240	L.F.	\$ 1.00	\$ 2,240.00	2,273.00	0.00	2,273.00	\$0.00	\$2,273.00
6	Remove Sewer Pipe (Storm)	110	L.F.	\$ 24.00	\$ 2,640.00	0.00	0.00	0.00	\$0.00	\$0.00
7	Remove Curb Stop	2	Each	\$ 300.00	\$ 600.00	2.00	0.00	2.00	\$0.00	\$600.00
8	Remove Pavement	966	S.Y.	\$ 7.00	\$ 6,762.00	966.00	0.00	966.00	\$0.00	\$6,762.00
9	Remove Hydrant	2	Each	\$ 525.00	\$ 1,050.00	2.00	0.00	2.00	\$0.00	\$1,050.00
10	Remove Manhole (Sanitary)	18	Each	\$ 540.00	\$ 8,640.00	19.00	0.00	19.00	\$0.00	\$10,260.00
11	Salvage & Reinstall Riprap (FES)	20	C.Y.	\$ 135.00	\$ 2,700.00	20.00	0.00	20.00	\$0.00	\$2,700.00
12	Common Excavation	3,470	C.Y.	\$ 17.00	\$ 58,990.00	3,470.00	0.00	3,470.00	\$0.00	\$58,990.00
13	Topsoil Borrow (LV)	100	C.Y.	\$ 66.00	\$ 6,600.00	22.00	0.00	22.00	\$0.00	\$1,452.00
14	Contractor Crew Time	8	Hr.	\$ 825.00	\$ 6,600.00	50.99	0.00	50.99	\$0.00	\$42,083.00
15	Aggregate Base Class 5 (CV)	2,118	C.Y.	\$ 43.00	\$ 91,074.00	2,134.00	0.00	2,134.00	\$0.00	\$91,762.00
16	Bituminous Wearing Course Mix	110	Ton	\$ 128.00	\$ 14,080.00	106.73	0.00	106.73	\$0.00	\$13,661.44
17	Bituminous Non-Wear Course Mix	110	Ton	\$ 128.00	\$ 14,080.00	106.73	0.00	106.73	\$0.00	\$13,661.44
18	4" PVC Sanitary Sewer Service SDR 26	1,300	L.F.	\$ 37.00	\$ 48,100.00	1,226.00	0.00	1,226.00	\$0.00	\$45,362.00
19	8" PVC Sanitary Sewer SDR 26	2,565	L.F.	\$ 57.00	\$ 146,205.00	2,852.00	0.00	2,852.00	\$0.00	\$162,584.00
20	10" PVC Sanitary Sewer SDR 26	4,928	L.F.	\$ 58.00	\$ 285,824.00	4,927.00	0.00	4,927.00	\$0.00	\$285,766.00
21	8" x 4" PVC Wye	32	Each	\$ 625.00	\$ 20,000.00	30.00	0.00	30.00	\$0.00	\$18,750.00
22	10" x 4" PVC Wye	7	Each	\$ 805.00	\$ 5,635.00	9.00	0.00	9.00	\$0.00	\$7,245.00
23	4" Cleanout	39	Each	\$ 820.00	\$ 24,180.00	36.00	0.00	36.00	\$0.00	\$22,320.00
24	Construct Drainage Structure 48-4007C	27	Each	\$ 7,900.00	\$ 213,300.00	27.00	0.00	27.00	\$0.00	\$213,300.00
25	24" Steel Casin Pipe (Jacked)	130	L.F.	\$ 575.00	\$ 74,750.00	130.00	0.00	130.00	\$0.00	\$74,750.00
26	12" HDPE Storm Sewer	100	L.F.	\$ 83.00	\$ 8,300.00	70.00	0.00	70.00	\$0.00	\$5,810.00
27	Hydrant	2	Each	\$ 7,205.00	\$ 14,410.00	2.00	0.00	2.00	\$0.00	\$14,410.00
28	6" Gate Valve and Box Watermain	2	Each	\$ 3,580.00	\$ 7,120.00	2.00	0.00	2.00	\$0.00	\$7,120.00
29	8" PVC Watermain C900	8	L.F.	\$ 222.00	\$ 1,776.00	8.00	0.00	8.00	\$0.00	\$1,776.00
30	Adjust Frame and Ring Casting (Sanitary)	1	Each	\$ 925.00	\$ 925.00	1.00	0.00	1.00	\$0.00	\$925.00
31	Temporary Mail Box	1	L.S.	\$ 775.00	\$ 775.00	1.00	0.00	1.00	\$0.00	\$775.00
32	Traffic Control	1	L.S.	\$ 5,115.00	\$ 5,115.00	1.00	0.00	1.00	\$0.00	\$5,115.00
33	Storm Drain Inlet Protection	10	Each	\$ 165.00	\$ 1,650.00	10.00	0.00	10.00	\$0.00	\$1,650.00
34	Bio Roll	345	L.F.	\$ 9.00	\$ 3,105.00	526.00	0.00	526.00	\$0.00	\$4,734.00
35	Erosion Control	1	L.S.	\$ 3,200.00	\$ 3,200.00	1.00	0.00	1.00	\$0.00	\$3,200.00
36	Turf Establishment	1	L.S.	\$ 25,000.00	\$ 25,000.00	1.00	0.00	1.00	\$0.00	\$25,000.00
TOTAL BASE BID - SECTION A:					\$ 1,301,505.00				\$0.00	\$1,340,386.88

BASE BID: SECTION B - WASTEWATER TREATMENT FACILITY IMPROVEMENTS

No.	Item	Bid Quantity	Unit	Unit Price	Bid Total	Previous Quantity	Quantity this Period	Quantity to Date	Amount this Period	Amount to Date
1	Mobilization	1	L.S.	55,000.00	\$55,000.00	1.00	0.00	1.00	\$0.00	\$55,000.00
2	Remove Sewer Pipe (Sanitary)	225	L.F.	1.00	\$225.00	225.00	0.00	225.00	\$0.00	\$225.00
3	Remove Manhole Valve MH	1	Each	4,200.00	\$4,200.00	1.00	0.00	1.00	\$0.00	\$4,200.00
4	Remove Pond Structures	4	Each	2,060.00	\$8,240.00	4.00	0.00	4.00	\$0.00	\$8,240.00
5	Remove Pond Liner	41,700	S.Y.	0.55	\$22,935.00	41,700.00	0.00	41,700.00	\$0.00	\$22,935.00
6	Salvage & Reinstall Rip-Rap (Pond)	1,924	C.Y.	70.00	\$134,680.00	1,924.00	0.00	1,924.00	\$0.00	\$134,680.00
7	Salvage & Reinstall Fence	315	L.F.	27.00	\$8,505.00	351.30	0.00	351.30	\$0.00	\$8,485.10
8	8" PVC Sanitary Sewer	145	L.F.	140.00	\$20,300.00	154.00	0.00	154.00	\$0.00	\$21,580.00
9	12" PVC Sanitary Sewer	30	L.F.	200.00	\$6,000.00	30.00	0.00	30.00	\$0.00	\$6,000.00
10	24" PVC Sanitary Sewer	50	L.F.	225.00	\$11,250.00	74.00	0.00	74.00	\$0.00	\$16,650.00
11	6" PVC Force Main	40	L.F.	67.00	\$2,680.00	40.00	0.00	40.00	\$0.00	\$2,680.00
12	Ductile Iron Fittings	4	Each	825.00	\$3,300.00	4.00	0.00	4.00	\$0.00	\$3,300.00
13	Rehabilitate Lift Station	1	L.S.	250,000.00	\$250,000.00	1.00	0.00	1.00	\$0.00	\$250,000.00
14	Sanitary Sewer Bypass Pumping	1	L.S.	7,500.00	\$7,500.00	1.00	0.00	1.00	\$0.00	\$7,500.00
15	Primary Pond Sludge Excavation	13,000	C.Y.	35.00	\$455,000.00	8,783.43	0.00	8,783.43	\$0.00	\$307,420.00
16	Primary Pond Liner	41,700	S.Y.	6.25	\$260,625.00	41,700.00	0.00	41,700.00	\$0.00	\$260,625.00
17	Primary Pond Sand to Cover Liner (CV)	15,070	C.Y.	17.00	\$256,190.00	15,070.00	0.00	15,070.00	\$0.00	\$256,190.00
18	Pond Inlet Structure	1	Each	65,000.00	\$65,000.00	1.00	0.00	1.00	\$0.00	\$65,000.00
19	Pond Transfer Structure #1	1	Each	93,000.00	\$93,000.00	1.00	0.00	1.00	\$0.00	\$93,000.00
20	Pond Transfer Structure #2	1	Each	53,000.00	\$53,000.00	1.00	0.00	1.00	\$0.00	\$53,000.00
21	Pond Outlet Structure	1	Each	93,000.00	\$93,000.00	1.00	0.00	1.00	\$0.00	\$93,000.00
22	Pond Splash Pad	1	Each	3,000.00	\$3,000.00	1.00	0.00	1.00	\$0.00	\$3,000.00
23	Pond Discharge Structure	1	Each	9,450.00	\$9,450.00	1.00	0.00	1.00	\$0.00	\$9,450.00
24	Random Riprap Class 2	1,581	C.Y.	125.00	\$197,625.00	1,519.60	0.00	1,519.60	\$0.00	\$189,950.00
25	Geotextile Filter, Type 3	9,812	S.Y.	2.50	\$24,530.00	8,162.00	0.00	8,162.00	\$0.00	\$20,405.00
26	Pond Water Balance Test	1	Each	24,000.00	\$24,000.00	1.00	0.00	1.00	\$0.00	\$24,000.00
27	Erosion Control	1	L.S.	4,000.00	\$4,000.00	0.50	0.50	1.00	\$2,000.00	\$4,000.00
28	Turf Establishment	1	L.S.	25,000.00	\$25,000.00	0.50	0.50	1.00	\$12,500.00	\$25,000.00
TOTAL BASE BID - SECTION B:					\$2,095,735.00				\$14,500.00	\$1,946,495.10
GRAND TOTAL FOR BASE BIDS:					\$3,397,240.00				\$14,500.00	\$3,286,881.98

MATERIALS ON HAND

No.	Item	Total Cost	Amount Used	Amount Still Stored
1	Ferguson	\$220,196.58	\$220,196.58	\$0.00
2	Simbeck Associates - Geosynthetic Liner	\$141,889.58	\$141,889.58	\$0.00
3	Rinker Materials	\$13,094.54	\$13,094.54	\$0.00
4	Plasti-Fab	\$13,357.45	\$13,357.45	\$0.00
5	Rinker - 3063295	\$10,279.01	\$10,279.01	\$0.00
6	Ferguson - WA008473	\$1,146.67	\$1,146.67	\$0.00
7	Ferguson - 050648C	\$248.92	\$248.92	\$0.00
8	Ferguson - WAD08506	\$3,631.08	\$3,631.08	\$0.00
9	Ferguson - WAD08175-4	\$1,337.90	\$1,337.90	\$0.00
10	Ferguson - WAD08176	\$21,051.18	\$21,051.18	\$0.00
11	Ferguson - WAD08419	\$20,810.62	\$20,810.62	\$0.00
12	Rinker - 30136907	\$66,358.07	\$66,358.07	\$0.00
13	Minnesota Pump Works	\$40,367.65	\$40,367.65	\$0.00
14	Minnesota Pump Works	\$47,253.87	\$47,253.87	\$0.00
15	Ferguson - WAD08176-2	\$18,393.94	\$18,393.94	\$0.00
Totals			\$619,527.06	\$0.00

Change Orders

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

CHANGE ORDER #4
2024 Sanitary Sewer Collection and Treatment Facility Improvement
Twin Valley, Minnesota
April 02, 2026

NARRATIVE FOR ITEMS

A change request is being submitted as a result of the completion of the construction contract. The quantities for sludge removal and riprap class 2 were lower than originally planned. These adjustments occurred during construction due to repurposing and a reduced need for sludge removal. Additionally, there were several minor items within the project that differed from the original bid.

This change order has been initiated by the engineer along with Rural Development to close the construction contract.

The City of Twin Valley acknowledges this change order and is committed to its completion.

DEDUCT: Less quantities than planned

Total Deduction for Change Order.....\$(110,358.02)

SUMMARY OF CHANGE ORDER #4

Item #1	=DEDUCT	\$110,358.02
TOTAL CO#4	=DEDUCT	\$110,358.02

USDA-Rural Development
MN 1780, Guide 8
(Rev. 12/04)

CERTIFICATE OF FINAL APPROVAL

As Project Engineer for City of Twin Valley (Owner), and as a Registered Professional Engineer in the State of Minnesota, I do hereby certify that I have inspected the improvements for the 2024 Sanitary Sewer Collection System and Wastewater Treatment Facility Improvements Project performed by SELLIN BROTHER, INC. (Contractor) and find them accomplished according to the plans, specifications and duly authorized change orders. I do hereby approve the above-mentioned improvements and recommend acceptance of this work. (If applicable: I also hereby certify that all correction's listed on the Certificate of Substantial Completion "Punch List" have been completed in satisfactory manner and in accordance with all Contract requirements.)

THE WARRANTY PERIOD BEGAN September 25, 2025 AND ENDS September 25, 2026

(IF REQUIRED: THE LETTER OF INITIATION OF OPERATIONS WAS SENT TO MPCA OR MDOH DATED _____.)

March 26th, 2026
DATE


PROJECT ENGINEER

Ulteig Engineers, Inc.
FIRM

I HEREBY CERTIFY THAT THE WORK DONE BY THE ABOVE-MENTIONED CONTRACTOR HAS BEEN ACCEPTED BY FORMAL COUNCIL RESOLUTION DATED April 13, 2026 .

(SEAL)

MAYOR

CLERK

Resolution Accepting Work

WHEREAS, pursuant to a written contract signed with the city on May 23, 2024, SELLIN BROTHERS, INC of Hawley, Minnesota has satisfactorily completed the 2024 Sanitary Sewer Collection System and Wastewater Treatment Facility Improvements 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.

Adopted by the council this 13th day of April, 2026.

Mayor

City Clerk

**LIQUOR STORE DAILY SALES
MARCH 2026**

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															\$ -		\$ -				\$ -	\$ -	\$ -	\$ -	
2	\$ 88.23	\$ 11.52	\$ 197.30	\$ 137.91		\$ 42.00		\$ 738.57	\$ 266.81	\$ 93.97		\$ 1.50			\$ 1,577.81	\$ 149.12	\$ 1,726.93	\$ 749.66	\$ 20.84	\$ 4.00	\$ 994.11	\$ 994.75	\$ 0.64	\$ 40.00	
3	\$ 112.44	\$ 25.18	\$ 257.60	\$ 152.89		\$ 70.00		\$ 560.19	\$ 388.88	\$ 12.99		\$ 1.50		\$ 4.00	\$ 1,585.67	\$ 145.62	\$ 1,731.29	\$ 1,132.27	\$ 30.01		\$ 629.03	\$ 629.25	\$ 0.22	\$ 34.00	
4	\$ 67.53	\$ 17.01	\$ 287.15	\$ 182.00		\$ 14.00	\$ 45.00	\$ 529.65	\$ 133.36	\$ 51.16	\$ 29.55	\$ 23.74			\$ 1,380.15	\$ 125.24	\$ 1,505.39	\$ 715.21	\$ 18.55		\$ 775.73	\$ 776.30	\$ 0.57	\$ (33.00)	
5	\$ 98.24	\$ 9.10	\$ 193.36	\$ 221.64		\$ 71.99		\$ 445.73	\$ 259.87	\$ 23.97					\$ 1,353.16	\$ 125.17	\$ 1,478.33	\$ 822.24	\$ 23.04	\$ 23.00	\$ 656.13	\$ 656.50	\$ 0.37	\$ 42.00	
6	\$ 236.99	\$ 14.46	\$ 690.71	\$ 191.58		\$ 28.00		\$ 800.62	\$ 291.70	\$ 40.46	\$ 8.49	\$ 8.75		\$ 18.00	\$ 2,329.76	\$ 218.24	\$ 2,548.00	\$ 1,217.12	\$ 33.13	\$ 13.00	\$ 1,351.01	\$ 1,351.55	\$ 0.54	\$ 48.00	
7	\$ 123.39	\$ 15.86	\$ 1,052.75	\$ 440.55	\$ 23.22	\$ 65.97		\$ 727.03	\$ 324.83			\$ 1.50	\$ 33.44	\$ (20.00)	\$ 2,788.54	\$ 271.94	\$ 3,060.48	\$ 1,579.79	\$ 41.20	\$ 5.00	\$ 1,516.89	\$ 1,517.01	\$ 0.12	\$ 43.00	
8															\$ -		\$ -				\$ -	\$ -	\$ -	\$ -	
9	\$ 29.33	\$ 5.60	\$ 243.94	\$ 144.26		\$ 55.18		\$ 374.23	\$ 143.85	\$ 99.77		\$ 2.75	\$ 22.57	\$ -	\$ 1,121.48	\$ 107.21	\$ 1,228.69	\$ 650.71	\$ 18.09		\$ 589.07	\$ 589.95	\$ 0.88	\$ (7.00)	
10	\$ 125.49	\$ 4.20	\$ 178.62	\$ 18.67		\$ 14.00		\$ 484.15	\$ 82.90	\$ 29.96				\$ 5.00	\$ 942.99	\$ 87.97	\$ 1,030.96	\$ 528.01	\$ 14.46		\$ 517.41	\$ 517.54	\$ 0.13	\$ 5.00	
11	\$ 93.93	\$ 14.45	\$ 270.11	\$ 104.91		\$ 28.00		\$ 612.14	\$ 184.86	\$ 33.96	\$ 23.46	\$ 7.50		\$ 8.00	\$ 1,381.32	\$ 129.13	\$ 1,510.45	\$ 776.02	\$ 21.01	\$ 5.00	\$ 750.44	\$ 750.65	\$ 0.21	\$ 100.00	
12	\$ 66.13	\$ 7.46	\$ 109.43	\$ 110.84		\$ 28.00		\$ 484.18	\$ 183.30	\$ 7.98			\$ 18.67	\$ (4.00)	\$ 1,011.99	\$ 98.22	\$ 1,110.21	\$ 624.51	\$ 17.90	\$ 4.00	\$ 496.60	\$ 496.81	\$ 0.21	\$ (3.00)	
13	\$ 197.88	\$ 26.82	\$ 444.12	\$ 410.76		\$ 31.99		\$ 1,255.25	\$ 466.15	\$ 71.45	\$ 34.56	\$ 1.75	\$ 33.17	\$ (1.00)	\$ 2,972.90	\$ 292.45	\$ 3,265.35	\$ 1,881.64	\$ 51.41		\$ 1,338.12	\$ 1,375.02	\$ 36.90	\$ (97.00)	
14	\$ 213.05	\$ 17.72	\$ 1,497.00	\$ 476.42		\$ 61.98	\$ 45.00	\$ 817.96	\$ 241.87	\$ 67.46	\$ 49.03	\$ 1.75		\$ 16.00	\$ 3,505.24	\$ 327.01	\$ 3,832.25	\$ 2,215.70	\$ 57.24	\$ 20.00	\$ 1,616.79	\$ 1,610.25	\$ (6.54)	\$ (37.00)	
15															\$ -		\$ -				\$ -	\$ -	\$ -	\$ -	
16	\$ 164.39	\$ 7.00	\$ 159.00	\$ 76.68		\$ 35.98		\$ 440.21	\$ 264.85			\$ 6.50	\$ 18.67	\$ -	\$ 1,173.28	\$ 109.95	\$ 1,283.23	\$ 545.43	\$ 15.13	\$ 4.00	\$ 748.93	\$ 749.35	\$ 0.42	\$ 52.00	
17	\$ 67.98	\$ 15.40	\$ 308.79	\$ 148.58				\$ 412.03	\$ 216.53	\$ 81.98				\$ 4.00	\$ 1,255.29	\$ 121.39	\$ 1,376.68	\$ 867.03	\$ 24.38		\$ 534.03	\$ 534.97	\$ 0.94	\$ 23.00	
18	\$ 199.06	\$ 29.83	\$ 588.89	\$ 273.54		\$ 14.00		\$ 1,125.33	\$ 344.85	\$ 93.94	\$ 41.26	\$ 7.75	\$ 7.80	\$ -	\$ 2,726.25	\$ 261.28	\$ 2,987.53	\$ 1,649.81	\$ 44.15	\$ 16.25	\$ 1,365.62	\$ 1,358.99	\$ (6.63)	\$ 125.00	
19	\$ 276.32	\$ 60.30	\$ 1,307.05	\$ 737.24		\$ 35.98		\$ 777.08	\$ 221.38	\$ 52.46	\$ 23.27	\$ 7.75	\$ 36.50	\$ 2.50	\$ 3,537.83	\$ 340.93	\$ 3,878.76	\$ 2,167.50	\$ 50.35	\$ 14.00	\$ 1,747.61	\$ 1,781.25	\$ 33.64	\$ 4.00	
20	\$ 201.38	\$ 15.40	\$ 397.56	\$ 161.79		\$ 56.00		\$ 994.84	\$ 259.45	\$ 65.45	\$ 7.78	\$ 4.75		\$ (4.00)	\$ 2,160.40	\$ 210.29	\$ 2,370.69	\$ 1,286.60	\$ 35.32		\$ 1,119.41	\$ 1,119.48	\$ 0.07	\$ 34.00	
21	\$ 150.65	\$ 8.40	\$ 509.15	\$ 296.69		\$ 14.00		\$ 915.82	\$ 386.86	\$ 20.98		\$ 1.50		\$ 21.00	\$ 2,325.05	\$ 222.08	\$ 2,547.13	\$ 1,712.70	\$ 45.28		\$ 879.71	\$ 886.85	\$ 7.14	\$ 183.00	
22															\$ -		\$ -				\$ -	\$ -	\$ -	\$ -	
23	\$ 127.11	\$ 1.40	\$ 302.39	\$ 78.76		\$ 69.18		\$ 429.78	\$ 249.86	\$ 82.77	\$ 5.29	\$ 3.00	\$ 14.77	\$ 13.00	\$ 1,377.31	\$ 126.25	\$ 1,503.56	\$ 607.29	\$ 16.26	\$ 12.00	\$ 900.53	\$ 901.19	\$ 0.66	\$ 12.00	
24	\$ 138.79	\$ 19.58	\$ 286.92	\$ 86.00		\$ 14.00	\$ 45.00	\$ 589.68	\$ 107.41		\$ 3.29	\$ 6.00		\$ -	\$ 1,296.67	\$ 117.54	\$ 1,414.21	\$ 640.64	\$ 16.13	\$ 3.25	\$ 786.45	\$ 786.94	\$ 0.49	\$ 36.00	
25	\$ 60.53	\$ 2.80	\$ 443.04	\$ 128.80		\$ 14.00		\$ 638.09	\$ 320.34		\$ 3.29	\$ 1.50		\$ 20.00	\$ 1,632.39	\$ 155.97	\$ 1,788.36	\$ 771.28	\$ 21.93		\$ 1,039.01	\$ 1,039.50	\$ 0.49	\$ 65.00	
26	\$ 29.33	\$ 8.40	\$ 261.21	\$ 165.24		\$ 84.05		\$ 596.55	\$ 209.38	\$ 15.96	\$ 9.99		\$ 14.77	\$ 3.00	\$ 1,397.88	\$ 130.18	\$ 1,528.06	\$ 613.73	\$ 17.48	\$ 8.00	\$ 923.81	\$ 884.03	\$ (39.78)	\$ 79.00	
27	\$ 112.44	\$ 9.56	\$ 581.72	\$ 255.08		\$ 40.16		\$ 1,274.19	\$ 278.29	\$ 20.98	\$ 21.76	\$ 2.25		\$ (4.00)	\$ 2,592.43	\$ 248.67	\$ 2,841.10	\$ 1,720.45	\$ 45.06		\$ 1,165.71	\$ 1,165.89	\$ 0.18	\$ 103.00	
28	\$ 162.61	\$ 53.38	\$ 829.20	\$ 492.82		\$ 21.98		\$ 986.27	\$ 404.80	\$ 18.98	\$ 13.28	\$ 37.74	\$ 17.15	\$ (12.00)	\$ 3,026.21	\$ 291.71	\$ 3,317.92	\$ 1,570.41	\$ 42.24	\$ 38.00	\$ 1,751.75	\$ 1,713.45	\$ (38.30)	\$ 105.00	
29															\$ -		\$ -				\$ -	\$ -	\$ -	\$ -	
30	\$ 20.95	\$ 4.20	\$ 138.79	\$ 99.68		\$ 127.99		\$ 450.63	\$ 477.42	\$ 88.97		\$ 4.25	\$ 14.77	\$ -	\$ 1,427.65	\$ 135.80	\$ 1,563.45	\$ 658.46	\$ 19.07		\$ 924.06	\$ 993.85	\$ 69.79	\$ 37.00	
31	\$ 71.70	\$ 3.26	\$ 234.80	\$ 98.30				\$ 521.20	\$ 255.86	\$ 45.96				\$ (5.00)	\$ 1,226.08	\$ 119.74	\$ 1,345.82	\$ 567.22	\$ 15.58		\$ 794.18	\$ 800.24	\$ 6.06	\$ 83.00	
	\$ 3,235.87	\$ 408.29	\$ 11,770.60	\$ 5,691.63	\$ 23.22	\$ 1,038.43	\$ 135.00	\$ 17,981.40	\$ 6,965.66	\$ 1,121.56	\$ 284.29	\$ 138.23	\$ 247.05	\$ 64.50	\$ 49,105.73	\$ 4,669.10	\$ 53,774.83	\$ 28,271.43	\$ 755.24	\$ 169.50	\$ 25,912.14	\$ 25,981.56	\$ 69.42	\$ 1,076.00	

March 2026 ATM Report

DNS49583

Total Surcharge:\$479.50

**TWIN VALLEY MUNICIPAL
LIQUOR**

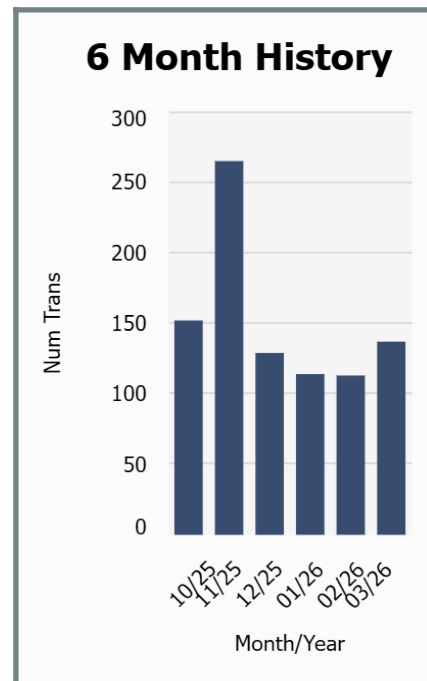
3771 COUNTY HIGHWAY 27

Twin Valley, MN 56584

Date	Wdl Txns	Schg Txns	Dny Txns	Total Txns	Wdl Amt	Schg Collctd
2026-03-01	8	8	0	9	\$900.00	\$28.00
2026-03-02	0	0	0	0	\$0.00	\$0.00
2026-03-03	9	9	0	15	\$760.00	\$31.50
2026-03-04	5	5	0	6	\$640.00	\$17.50
2026-03-05	6	6	2	9	\$700.00	\$21.00
2026-03-06	6	6	2	9	\$780.00	\$21.00
2026-03-07	8	8	1	12	\$1,300.00	\$28.00
2026-03-08	3	3	0	4	\$600.00	\$10.50
2026-03-09	0	0	0	0	\$0.00	\$0.00
2026-03-10	5	5	0	7	\$420.00	\$17.50
2026-03-11	5	5	2	9	\$440.00	\$17.50
2026-03-12	6	6	0	7	\$480.00	\$21.00
2026-03-13	5	5	0	7	\$520.00	\$17.50
2026-03-14	11	11	0	18	\$1,300.00	\$38.50
2026-03-15	9	9	1	12	\$960.00	\$31.50
2026-03-16	0	0	0	0	\$0.00	\$0.00
2026-03-17	3	3	0	7	\$240.00	\$10.50
2026-03-18	7	7	3	14	\$880.00	\$24.50
2026-03-19	3	3	0	5	\$500.00	\$10.50
2026-03-20	4	4	0	5	\$380.00	\$14.00
2026-03-21	3	3	0	3	\$320.00	\$10.50
2026-03-22	8	8	1	10	\$840.00	\$28.00
2026-03-23	0	0	0	0	\$0.00	\$0.00
2026-03-24	1	1	0	2	\$40.00	\$3.50
2026-03-25	1	1	0	1	\$200.00	\$3.50
2026-03-26	3	3	0	5	\$220.00	\$10.50
2026-03-27	2	2	0	2	\$200.00	\$7.00
2026-03-28	4	4	0	5	\$460.00	\$14.00
2026-03-29	10	10	0	11	\$1,120.00	\$35.00
2026-03-30	0	0	0	0	\$0.00	\$0.00
2026-03-31	2	2	0	2	\$400.00	\$7.00
Totals:	137	137	12	196	\$15,600.00	\$479.50

Month	Num Trans
10/25	152
11/25	265
12/25	129
01/26	114
02/26	113
03/26	137
	910

Average Monthly Trans:	152
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As on 4/1/2026

Fund	Beginning Balance	Receipts	Sale of Investments	Transfers In	Disbursements	Purchase of Investments	Transfers Out	Ending Balance	Investment Balance	Total Balance
General Fund	396,705.68	52,586.41	0.00	0.00	163,939.84	0.00	0.00	285,352.25	498,350.78	783,703.03
Other Federal Programs - ARP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	32,868.82	5,219.08	0.00	0.00	0.00	0.00	0.00	38,087.90	0.00	38,087.90
2012A Refunding Bond	0.00	2,476.35	0.00	0.00	0.00	0.00	0.00	2,476.35	0.00	2,476.35
2013A Refunding Bond	0.00	3,711.26	0.00	0.00	96,167.25	0.00	0.00	(92,455.99)	0.00	(92,455.99)
MPFA DWRF 2019 Replacement Fund	49,935.00	0.00	0.00	0.00	0.00	0.00	0.00	49,935.00	0.00	49,935.00
General Capital Projects	(36,417.38)	619.24	28,633.05	0.00	16,295.34	0.00	0.00	(23,460.43)	(28,633.05)	(52,093.48)
Lot Incentive Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utility Improvement Fund	259,294.10	6,230.25	0.00	0.00	0.00	0.00	0.00	265,524.35	0.00	265,524.35
Herold Court Paving Project	(216,100.11)	0.00	0.00	0.00	0.00	0.00	0.00	(216,100.11)	0.00	(216,100.11)
Blight & Beautification	26,711.58	0.00	0.00	0.00	0.00	0.00	0.00	26,711.58	0.00	26,711.58
Water	751,036.96	50,912.53	0.00	0.00	46,733.51	0.00	0.00	755,215.98	0.00	755,215.98
Sewage Collection and Disposal	402,372.29	60,844.72	0.00	0.00	30,517.41	0.00	0.00	432,699.60	0.00	432,699.60
Refuse or Garbage Collection	152,621.62	31,430.72	0.00	0.00	29,105.86	0.00	0.00	154,946.48	0.00	154,946.48
Municipal Liquor Store	111,898.69	155,470.58	0.00	0.00	161,688.51	0.00	0.00	105,680.76	82,571.18	188,251.94
Swimming Pool	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SHIP - City projects	221.52	0.00	0.00	0.00	0.00	0.00	0.00	221.52	0.00	221.52
Memorial Gardens	79.12	0.00	0.00	0.00	0.00	0.00	0.00	79.12	0.00	79.12
Loan Pool/EDA	35,929.15	3,318.48	0.00	0.00	4,404.44	0.00	0.00	34,843.19	20,674.05	55,517.24
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 :	2,038,196.53	372,819.62	28,633.05	0.00	548,852.16	0.00	0.00	1,890,797.04	572,962.96	2,463,760.00



March 30, 2026

Rachel Johnson
 City Of Twin Valley & Municipal Liquor Dispensary
 PO Box 307
 Twin Valley, MN 56584

RE: 2026 PEIP Renewal for July 1, 2026 - City Of Twin Valley & Municipal Liquor Dispensary

Dear Rachel:

Thank you for your participation in the Public Employees Insurance Program (PEIP). We hope the program continues to fulfill your insurance needs.

2025 vs 2026 MEDICAL RATES

		Current Rate	2026 Renewal Rate Without Commission	2026 Renewal Rate With Commission	Projected Enrollment
High Option	Single	N/A	N/A	N/A	N/A
	Family	N/A	N/A	N/A	N/A
HSA Option	Single	\$713.04	\$855.66	\$855.66	4
	Family	\$1,903.80	\$2,284.56	\$2,284.56	1

In accordance with MN Stat. 471.61, renewal rates for retirees who are under age 65 are blended with the rates for active employees. Eligible retirees currently on continuation are included in the rate structure.

The information below is being provided to you as required by Minn. Stat. 471.6161, Subd. 8.(d).

Summary	
Agent Commissions Paid as Part of the Premium	\$0.00 PCPM / PMPM
Total Premium Dollars in the First 12 Month Period of the Quote, Not Including Commissions	\$68,486.00
Total Premium Dollars Per Member Per Month Not Including Commissions	\$951.00
Number of Expected Members	6
Type of Provider Network	Broad Tiered Network HMO ¹

¹The PEIP network operates as an HMO within each cost level tier.

2026 Actuarial Value Plan % of Total Allowed Costs		2026 Cost Sharing Projection Plan % of Total Allowed Costs	
High	HSA	HIGH	HSA
*89.8%	74.0%	93.6%	85.9%

*Please find additional commentary regarding the source of these actuarial values and their applicability on page 4.

JULIN LAW OFFICE, PLLC

318 East Main Street
Ada, Minnesota 56510

Sunny D. Resnick
Attorney & Counselor at Law

Office 218-784-2520
Fax 218-784-2521
sresnick@julinlaw.com

March 11, 2026

City of Twin Valley
P.O. Box 307
Twin Valley, MN 56584

RE: City of Twin Valley – Ordinance Matter

Dear Rachel,

I am writing in response to the correspondence submitted by Attorney Levi Liebel regarding the proposed Chapter 115: *Registration of Rental Units*. I appreciate Mr. Liebel's analysis of Minnesota's nonconforming-use statute and agree with his general statement that nonconformities arising under zoning ordinances are protected under **Minn. Stat. § 462.357, subd. 1e**.

However, I believe the conclusion that existing rental properties would constitute protected nonconforming uses under this ordinance is based on a misclassification of the ordinance itself. Chapter 115 is not a zoning ordinance. It is a regulatory licensing ordinance enacted under the City's police power (**Minn. Stat. § 412.221, subd. 32**), and therefore the nonconforming-use protections in § 462.357 do not apply.

1. The ordinance expressly identifies itself as a police-power regulation

Section **115.01(A)**—states that the purpose of the ordinance is to protect the public health, safety, welfare, and morals of the community. This language directly mirrors the authority granted to statutory cities under **Minn. Stat. § 412.221, subd. 32**, which empowers cities to enact ordinances “for the promotion of health, safety, order, convenience, and the general welfare.”

2. The ordinance does not regulate land use or create new zoning classifications

Chapter 115 does not:

- change any zoning district,
- alter permitted or conditional uses,
- restrict residential use of property, or
- reclassify rental use as a prohibited or conditional land use.

Instead, it regulates the business activity of renting residential property, requiring owners to obtain a registration certificate, maintain compliance with building and safety codes, and respond to disorderly-use issues. These are administrative licensing requirements, not land-use controls.

3. Section 115.06 confirms that zoning is governed elsewhere

Section 115.06 requires applicants to provide an acknowledgment that the property is already in compliance with existing zoning requirements. This reinforces that Chapter 115 does not modify zoning or regulate land use. It presumes zoning compliance and regulates only the licensing of rental operations.

Conclusion

While Mr. Liebel is correct that zoning ordinances may create protected nonconforming uses, the proposed Chapter 115 ordinance is not a zoning ordinance and therefore does not create nonconforming rental-use exemptions. It is a standard rental-licensing ordinance enacted under the City's police power pursuant to Minn. Stat. § 412.221, subd. 32.

For these reasons, existing rental properties should not exempt from the registration and licensing requirements of Chapter 115.

Respectfully,
Sunny D. Resnick

CHAPTER 115: REGISTRATION OF RENTAL UNITS

Section

- 115.01 Purpose
- 115.02 Definitions
- 115.03 Registration Certificate Required
- 115.04 Application for Registration Certificate
- 115.05 Applications
- 115.06 Compliance with Zoning
- 115.07 Issuance and Posting of Registration Certificate
- 115.08 Notice of Violation
- 115.09 Rejection of Application
- 115.10 Temporary Rental Registration Certificates
- 115.11 Appeals
- 115.12 Failure to Register
- 115.13 Certificate Renewal and Non-transferability
- 115.14 Suspension or Revocation of Registration Certificate
- 115.15 Fees
- ~~115.16 Conduct on Licensed Premises~~

115.99 Penalty

§ 115.01 PURPOSE.

(A) 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.

Proposed City Ordinance

~~(B) 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.

§ 115.02 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 or State Law.~~

§ 115.03 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 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,

Proposed City Ordinance

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.

§ 115.04 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.

§ 115.05 APPLICATIONS

Each application for registration certificate shall contain the following information:

(1) Name, residence address, and telephone number of the owner of the dwelling. If the owner is a partnership, the name of the partnership, and the name, residence address, and telephone number of the managing partner. If the owner is a corporation, the name and address of the corporation, and the name, address, and telephone number 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, and telephone number 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 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, as well as an updated list of tenant(s), with such 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 of the person making the application. *Proof of ownership?*

(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 ZONING

Proposed City Ordinance

Every application for registration certificate shall be accompanied by an acknowledgement from 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 via first class mail. 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 feasibly 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 **in writing**, and shall be granted a hearing on the matter before the City Council.

§ 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 reviewed within the preceding 12 months, a renewal registration certificate may be issued without being reviewed 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 city ordinance.

Proposed City Ordinance

(B) 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.

(C) 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.

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

§ 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

Proposed City Ordinance

~~(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~~

Proposed City Ordinance
~~the entire licensed premises.~~

~~(D) If another *uncorrected* 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.~~

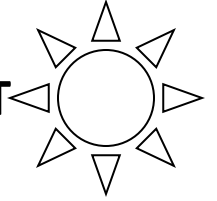
~~(H) This ordinance is not intended to supersede criminal sanctions that may be applied to the individual who violates the statutes and ordinances listed in this chapter.~~

Penalty, see § 10.99

§ 115.99 PENALTY.

Any person who violates any provision of this chapter shall be guilty of a misdemeanor and shall be punished as provided in § 10.99

NORMAN COUNTY EMERGENCY MANAGEMENT



Garry Johanson, Norman County Emergency Manager: 218-784-5493

816 East Main Street - Ada, MN 56510-1318



NORMAN COUNTY NEWS RELEASE

February 12, 2026

Public Input Wanted as Norman County

Updates Hazard Mitigation Plan

Norman County residents, community leaders, business owners, area agencies and organizations now have an opportunity to share how severe weather events impact their property and lives. There is also an opportunity to share their ideas on how to reduce local impacts in the future.

The Norman County Office of Emergency Management is working with U-Spatial at the University of Minnesota Duluth to update the county's Hazard Mitigation Plan (HMP). The plan assesses the natural hazards that pose risk to the county, such as flooding, tornadoes, windstorms, winter storms, extreme temperatures, wildfire, and drought. The plan further identifies local vulnerabilities and ways to minimize damage from future events. As the county works to update the plan, it wants to hear from the public.

The Norman County HMP is a multi-jurisdictional plan that covers Norman County, including all cities and townships within the county. The Norman County HMP also incorporates the concerns and needs of school districts, watershed districts, and other related agencies, organizations, or businesses participating in the planning process. The plan will be updated by a planning team made up of representatives from county departments, local municipalities, and other key stakeholders. When completed, the plan will be

submitted to the Minnesota Department of Homeland Security and Emergency Management and the Federal Emergency Management Agency (FEMA) for approval.

“Hazard mitigation planning is a central part of our emergency management program,” said Garry Johanson, Norman County Emergency Management Director. “Understanding the natural hazards that can cause serious impact to our communities and taking action to reduce or eliminate the impact of future disasters makes us more resilient. Hazard mitigation helps us to break the cycle of damage and repair caused by things like flooding, ice storms, and severe wind events that can damage property, stress economies, and threaten life safety in our county.”

Examples of hazard mitigation include:

- Conducting public outreach on severe weather awareness and preparedness
- Improving stormwater management systems to better handle high-rain events
- Removing existing buildings from flood or erosion prone hazard areas
- Increasing defensible space around homes in high-risk wildfire areas
- Constructing tornado safe rooms in vulnerable areas such as mobile home parks
- Burying overhead powerlines that may fail due to heavy snow, ice, or windstorms

Some mitigation activities may be eligible for future FEMA Hazard Mitigation Assistance grant funding.

As part of the planning process, gathering input from the public is an important and required step. Residents of cities and townships, local businesses, and other stakeholders are encouraged to share feedback on the following to incorporate into the plan:

- **What are the natural hazards you feel pose the greatest risk to your community?**
- **Are there specific populations or assets in your community that you feel are more vulnerable to future storm events?**
- **What concerns do you have, and what sorts of actions do you feel would help to reduce damages of future hazard events in your community or the county as a whole?**

To provide your feedback, please contact Norman County Emergency Management or submit your comments via the online [HMP public feedback form](#).

There will be additional opportunities for public feedback throughout the planning process. A draft of the plan will be made available for public review prior to submission of the plan to the State of Minnesota. Future news releases will be shared with the media to notify the public of these opportunities.

The Federal Disaster Mitigation Act of 2000 (DMA 2000) requires counties to update their plan every 5 years to maintain eligibility for FEMA's Hazard Mitigation Assistance (HMA) grant programs.

Contact

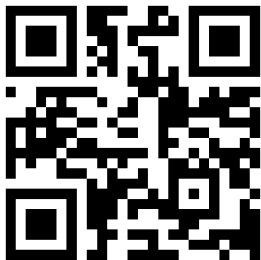
Garry Johanson

Norman County Emergency Management Director

Phone: 218-784-5493

Email: garry.johanson@co.norman.mn.us

The following QR code may be used to directly access the HMP public feedback form:



Local Mitigation Survey Report

Part A: Past Events & Vulnerability Assessment

1. In the last 5 years, has your community experienced any severe weather or disaster events that posed risk to life safety, caused property damage, or incurred costs for recovery?
2. In the last 5 years, has your community taken any particular actions to reduce the vulnerability of your community against future severe weather or disaster events?
3. In the past 5 years, has anything, especially related to zoning or development, changed that you feel has increased your community's vulnerability to future severe weather or disaster events?
4. What concerns do you have / what mitigation actions do you think would help your community to reduce or eliminate risk against future severe weather or disaster events?

Part B: Local Mitigation Capabilities Assessment

1. What plans, authorities, or policies are in place to help accomplish mitigation in your community?
2. What staff (organizational capacity) are in place to help accomplish mitigation in your community?
3. What programs are in place to help accomplish mitigation in your community?
4. What funding or other resources are available to help accomplish mitigation in your community?
5. What program gaps or deficiencies do you feel exist that are a barrier to accomplishing mitigation in your community?

Bonnie Hundrieser is talking...

FEMA Mitigation Grant Funding



FEMA

FEMA's hazard mitigation assistance provides funding for eligible long-term solutions that reduce the impact of future disasters.

- All applicants **must** be covered by an approved HMP and have formally adopted the plan.
- Projects **must** be addressed in the risk assessment and be identified in the plan of action.

Examples of eligible grant activities:

- Property Acquisition
- Tornado Safe Rooms
- Bury Overhead Powerlines
- Wildfire Mitigation
- Soil Stabilization
- Flood Risk Reduction
- Green Infrastructure
- Other projects may be eligible (e.g. tornado warning sirens, generators for critical facilities)

PRESENTER: BONNIE HUNDRIESER