

Twin Valley City Council
Regular Council Meeting
Monday, May 11, 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** April Minutes _____ / _____ M/S/P

CLAIMS	04/14/2026 - 04/30/2026	\$37,872.44			
	05/01/2026 - 05/11/2026	<u>\$60,892.90</u>			

PAYROLL	03/29/2026 - 04/11/2026	\$10,903.49			
	04/12/2026 - 04/25/2026	<u>\$10,277.67</u>			

DISBURSEMENT TOTAL \$119,946.50 _____ / _____ M/S/P

6 **COMMUNITY** Building Permit
Advertising/Sponsorship Request
Lot Purchase Request

9 **OLD BUSINESS** Rental Ordinance

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

FIRE/RESCUE General Report

LAW ENFORCEMENT REPORT

LIQUOR	General Report	Gross Sales	<u>\$ 42,763.25</u>		
	Donation - American Legion			ATM	<u>\$399.00</u>

PUBLIC WORKS General Report
Cyber Security Upgrade
Lead & Copper Service Lines - FYI

EDA/PARKS General Report

OTHER COMMITTEE UPDATE(s)

ADMIN April Financial Statement

10 **NEW BUSINESS** DNR Sponsorship for Moonshiners
Local Purchasing Policy

11 **FYI/OTHER** Forecasted Small City Assistance 2026 \$15,779

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

**MONDAY, April 13, 2026 – TWIN VALLEY CITY COUNCIL
REGULAR MONTHLY MEETING
Twin Valley Community Center – 7:00 PM**

MEMBERS: Harold Allrich, Michael Bolton, Tracy Christianson **VIRTUAL:** Tammy Carlsrud, Mike Lampton
OTHERS: Kerry Askelson, Toni Nysetvold, Pete Pazdernik, Prestin Douville, Jess Riepe, Kris Carlson

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its regular monthly meeting on Monday, April 13, 2026. Mayor Bolton called the meeting to order at 7:00PM.

ADDITIONS TO THE AGENDA—Christianson/Carlsrud—m/s/p to approve adding building permit request to the agenda.

MONTHLY BUSINESS

Minutes—Allrich/Lampton-m/s/p to approve March minutes, Carlsrud requested notation that a landlord did not receive the mailed notice of meeting.

Disbursements—Lampton/Christianson-m/s/p to approve disbursements totaling \$237,884.41, a full list of which is available for review in the City Clerk’s Office.

PROJECT UPDATE—Carlson attended meeting to close out construction on sewer project. Besides landscaping work, everything is completed. Askelson will keep in touch with Alex Ranz and USDA to spend remaining grant money. Final request for payment received from Sellin’s for \$9,988.49, Allrich/Lampton-m/s/p to approve MEST#11.

Motion by Councilmember Christianson, seconded by Councilmember Carlsrud, **RESOLUTION 2026—06 A RESOLUTION ACCEPTING WORK COMPLETED FOR THE 2024 SANITARY SEWER COLLECTION SYSTEM AND WASTEWATER TREATMENT FACILITY IMPROVEMENT PROJECT**, was approved by a 5:0 vote.

COMMUNITY—Christianson/Lampton-m/s/p to approve LG230 for conduct off-site gambling permit for the American Legion to host pull-tabs at the Community Center on 4/25/26 during an event.

Carlsrud/Allrich-m/s/p to approve \$100 sponsorship to the Wild Rice Peacemakers.

Lampton/Allrich-m/s/p to approve building permit request to move existing garage from 213 to 215 Norman Ave NW.

FIRE/RESCUE—Pazdernik reported 1 fire and 13 rescue calls for March. Fire Department recently lost longtime volunteer firefighter and previous mayor Joe Peterick; Pazdernik and Bolton expressed appreciation to surrounding departments for their show of support; many donations for the department were also received in his memory. 4 members of the Fire/Rescue department attended grain bin rescue training in March. Live Burn training scheduled for 4/22. Distributed updated budget and expense report for new equipment purchases. New skid units arrived and have been installed. Skid unit cost came in under budget; Pazdernik is looking into excess grant funds received and how to proceed. Steffes auction scheduled online April 21-28 for surplus city equipment.

LAW ENFORCEMENT—No report available. Sheriff Fall reached out to Mayor Bolton prior to meeting and will have something sent as soon as he is able.

LIQUOR—March gross sales \$49,105.73, ATM revenue \$479.50. Nysetvold requested Council approval to hire Andy Flyberg as Part-Time Custodian. Christianson verified that employee will report to both Askelson and Nysetvold. Christianson/Allrich-m/s/p to approve hire. Autofry was ordered with a final price of \$14,010.70 and is scheduled to arrive 4/14. Discussed what to do with old unit, will look into selling or scrapping. Council discussed donating proceeds from bar sales at the community center during the Legion Pig Roast back to the Legion as has been done in previous years. Council in agreement to make donation again. Nysetvold will be donating her time to operate the bar as well.

PUBLIC WORKS—City cleanup day is set for Thursday 4/23. There are a few large trees in Heiberg park Askelson will be looking into taking down before camping season. Seasonal employee Fred Thornton will be back to work tentative date 5/1. Brief discussion regarding open lots in Herold Court; interest was shown in corner lot (500 Herold) which does not have connections to the water or sewer as other lots already do. Bolton and Askelson agree they do not want to see the new road torn up to accommodate.

EDA/PARKS—Discussed installing new lighting at skating rink, Matt Nysetvold with Nysetvold Electric has agreed to donate his time to assist in installation. Frolf course is still in the works, committee member Prestin Douville has been tasked with creating a course and this project is set to be completed this year. Splash Park/Skating rink sign has been ordered and is in production phase.

FINANCIALS—March financial statement given to Council for review. Carlsrud questioned Wimmer rentals, if tenants are up to date on rent, how long the waiting list is and who handles the application process.

CAFETERIA PLAN—Health insurance premiums are increasing 20% for 2026. City currently provides \$700 to full time employees for a cafeteria plan to pay for insurance premiums/health savings. The single insurance rate through PEIP will be raised from \$713.04 to \$855.66 as of July 1st. Clerk requested Council consider increasing cafeteria plan amount to cover a single employee health insurance rate. Christianson/Allrich-m/s/p to increase cafeteria plan from \$700 to \$850 beginning 07/01/26.

OLD BUSINESS—RENTAL ORDINANCE—Clerk distributed updated draft ordinance with all notations of tenant disorderly conduct redacted. Christianson/Allrich-m/s/p to approve updated draft and continue process for ordinance adoption. Landlords will be mailed notice of updates and asked to provide feedback before meeting, if possible, to aid in future discussion.

NEW BUSINESS—Reviewed Norman County Hazard Mitigation Planning process. City will be asked to give input towards the plan as planning stages progress. Discussed possible options for storm shelters in Twin Valley.

Carlsrud expressed concerns regarding the open meeting law, requested that all members of the Council read the State Statute and sign off as having done so.

FYI/OTHER—Board of Appeal & Equalization Hearing scheduled for Monday, 4/20 at 6:00PM.

Allrich/Christianson-m/s/p to adjourn, 8:17PM.

Attest: _____
RACHEL JOHNSON, CLERK TREASURER

Signed: _____
MICHAEL BOLTON, MAYOR

**MONDAY, April 20, 2026 – TWIN VALLEY CITY COUNCIL
BOARD OF APPEAL AND EQUALIZATION HEARING
Twin Valley Community Center – 6:00 PM**

MEMBERS: Michael Bolton, Tammy Carlsrud, Tracy Christianson

ABSENT: Harold Allrich, Mike Lampton

OTHERS: Marti Sip, Mindy Kinkade, Connie Anderson, Shirley Moteberg

PURSUANT DUE TO CALL and notice thereof the Twin Valley City Council held its Board of Appeal and Equalization Hearing on Monday, April 20, 2026. Mayor Bolton called the hearing to order at 6:00PM.

County Assessor, Marti Sip, explained the 2026 city assessment summary. Estimated market values are based upon sales taking place between October 1, 2024 and September 30, 2025. Norman County had an aggregate adjustment increase of 15%, with the City of Twin Valley having an additional adjustment of 10% based on 9 sales with the majority of sales more than 10% above estimated market value.

Sip and Kinkade presented property 202 Norman Ave NE for valuation review, on behalf of property owner. Property was valued at \$91,400 increasing to \$111,600. Council reviewed similar home sales. Council in agreement that home is fairly valued. Bolton/Carlsrud-m/s/p to make no adjustment to the estimated market value as assessed.

Carlsrud/Christianson-m/s/p to adjourn, 6:49PM.

Attest: _____

RACHEL JOHNSON, CLERK TREASURER

* * * * *

* * * * *

Signed: _____

MICHAEL BOLTON, MAYOR

* * * * *

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DISBURSEMENTS FOR APPROVAL
04/14/2026 THRU 05/11/2026

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
A.F.L.A.C. WEST REGION	Employee Benefit	\$275.18
ANDERS VALLEY PUBLISHING, LLC	Advertising/Publishing	\$240.25
ARVIG	Telephone/Internet	\$381.99
BMO BANK	Bankcard Expense	\$448.50
BULLDOG DESIGNS	Decals/Fire Truck	\$1,250.00
BURLEY'S TREE SERVICE	Contracted Service	\$4,350.00
EFTPS-ONLINE	Payroll Taxes	\$1,888.50
HEALTH EQUITY	Employee Benefit	\$166.30
LAKES COMMUNITY COOP	Utility	\$1,843.72
LEAGUE OF MINNESOTA CITIES	Training	\$15.00
MARCO TECHNOLOGIES LLC	Contracted Service	\$64.37
MATRIX TRUST COMPANY	Employee Benefit	\$110.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$329.69
MN PEIP	Employee Benefit	\$1,702.73
MOONSHINERS SNOWMOBILE CLUB, INC	DNR Grant	\$7,164.30
NORMAN CO. AUDITOR/TREASURER	Professional Fee	\$4,960.00
NORTH STAR TRAINING & CONSULTING	Training	\$2,095.00
NORTHERN FIRE EQUIP.SERVICE	Contracted Service	\$308.00
OTTERTAIL POWER CO.	Utility	\$523.35
PAYROLL	Wages	\$6,644.28
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,160.85
PETE PAZDERNIK	Reimbursement	\$15.00
PITNEY BOWES	Rent	\$147.00
RACHEL JOHNSON	Reimbursement	\$192.86
TRACY CHRISTIANSON	Wages (reprint)	\$138.52
VERIZON WIRELESS	Telephone/Internet	\$33.25
VESTIS	Contracted Service	\$421.26
	GENERAL FUND	\$36,869.90
A.F.L.A.C. WEST REGION	Employee Benefit	\$241.91
ANDERS VALLEY PUBLISHING, LLC	Publishing	\$1,674.00
ARVIG	Telephone/Internet	\$158.40
BMO BANK	Bankcard Expense	\$26.48
CORE & MAIN LP	Repairs & Maintenance	\$305.11
EFTPS-ONLINE	Payroll Taxes	\$856.35
HEALTH EQUITY	Employee Benefit	\$106.74
LAKES COMMUNITY COOP	Utility	\$372.03
MATRIX TRUST COMPANY	Employee Benefit	\$320.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$146.64
MN DOR - SALES & USE TAX	Sales Tax	\$114.00
MN PEIP	Employee Benefit	\$1,134.44
NORTHERN FIRE EQUIP.SERVICE	Contracted Service	\$104.25
PAYROLL	Wages	\$3,062.67
P.E.R.A. - SDR DIVISION	Employee Benefit	\$712.01
PITNEY BOWES	Postage	\$500.00
USABUEBOOK	Repairs & Maintenance	\$322.80
VERIZON WIRELESS	Telephone/Internet	\$33.26
VESTIS	Contracted Service	\$182.58
	WATER FUND	\$10,373.67
A.F.L.A.C. WEST REGION	Employee Benefit	\$241.91
AMAZON	Repairs & Maintenance	\$19.32
ARVIG	Telephone/Internet	\$39.68
EFTPS-ONLINE	Payroll Taxes	\$856.23
HEALTH EQUITY	Employee Benefit	\$106.71
LAKES COMMUNITY COOP	Utility	\$107.63

MATRIX TRUST COMPANY	Employee Benefit	\$320.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$146.64
MN PEIP	Employee Benefit	\$1,134.45
NORTHERN FIRE EQUIP.SERVICE	Contracted Service	\$103.50
OTTERTAIL POWER CO.	Utility	\$72.87
PAYROLL	Wage	\$3,062.67
P.E.R.A. - SDR DIVISION	Employee Benefit	\$711.97
RMB ENVIRONMENTAL LABS, INC.	Professional Fee	\$59.57
ULTEIG ENGINEERS, INC.	Contracted Service	\$2,599.76
VERIZON WIRELESS	Telephone/Internet	\$33.26
VESTIS	Contracted Service	\$182.58
	SEWER FUND	\$9,798.75
FUCHS SANITATION SERVICE, INC.	Contracted Service	\$8,474.27
MN DOR - SALES & USE TAX	Sales Tax	\$1,181.00
NORMAN CO. AUDITOR/TREASURER	Professional Fee	\$987.00
	GARBAGE FUND	\$10,642.27
A.F.L.A.C. WEST REGION	Employee Benefit	\$5.66
BERGSETH BROS.	Merchandise for Resale	\$1,505.35
BEVERAGE WHOLESALERS	Merchandise for Resale	\$739.25
BMO BANK	Bankcard Expense	\$616.63
BREAKTHRU BEVERAGE	Merchandise for Resale	\$984.86
COCA-COLA BOTTLING HIGH COUNTRY	Merchandise for Resale	\$622.50
D-S BEVERAGES	Merchandise for Resale	\$13,876.09
EFTPS-ONLINE	Payroll Taxes	\$2,119.33
GREAT NORTH PIZZA CO., LLP.	Merchandise for Resale	\$348.00
HEALTH EQUITY	Employee Benefit	\$12.75
HEGGIES PIZZA, LLC	Merchandise for Resale	\$492.40
HENRY'S FOODS INC.	Merchandise for Resale	\$3,184.80
J & S MARKETING, LLC	Merchandise for Resale	\$95.00
JOHNSON BROS. LQ-ST.PAUL	Merchandise for Resale	\$5,516.47
KASEYA US, LLC	Contracted Service	\$200.00
LAKES COMMUNITY COOP	Utility	\$135.28
McKINNON COMPANY, INC.	Merchandise for Resale	\$2,101.00
MINNESOTA SISTERS	Operating Supplies	\$1,480.00
MN DOR - PAYROLL TAX	Payroll Taxes	\$308.73
MN DOR - SALES & USE TAX	Sales Tax	\$4,059.00
MN PEIP	Employee Benefit	\$784.34
OLE & LENA'S PIZZERIA	Merchandise for Resale	\$264.00
OTTERTAIL POWER CO.	Utility	\$1,082.75
PAYROLL	Wages	\$8,411.54
P.E.R.A. - SDR DIVISION	Employee Benefit	\$1,388.51
SOREN HOEKSTRA	Wages (reprint)	\$82.60
SOUTHERN GLAZER'S OF MN*	Merchandise for Resale	\$1,187.51
TONI NYSETVOLD	Reimbursement	\$40.00
VESTIS	Contracted Service	\$517.56
WILD RICE PEACEMAKERS	Donation	\$100.00
	LIQUOR FUND	\$52,261.91
	DISBURSEMENT TOTAL	\$119,946.50



Application for Land Use | Building Permit

OFFICE OF THE CLERK
 107 2nd Street SW
 P.O. Box 307
 Twin Valley, MN 56584-0307
 Office 218.584.5254
 Fax 218.584.5723
www.TwinValleyMN.com

Zone: <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Urban/Agriculture		
Applicant Type: <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Contractor		
Job Address 100 3rd St SW		Twin Valley, Minnesota 56584
Property Owner Tracy Christianson	Phone Number (701) 412 - 1403	
Mailing Address 100 3rd St SW		<input checked="" type="checkbox"/> Check here if same as job address
Contractor Name		License Number
Phone Number () -	Address	
Work Type		
<input checked="" type="checkbox"/> Fencing <input type="checkbox"/> Small Storage Unit <input type="checkbox"/> Addition (decks, porches, patios) <input type="checkbox"/> Garages/Shops/Outbuilding <input type="checkbox"/> Manufactured Home <input type="checkbox"/> New Construction <input type="checkbox"/> Miscellaneous (roofing, siding, windows)		
Description of Work (include materials, i.e. Wood, metal, concrete, etc.)		
taking down old fence, building new one - extending out a little closer to the road		
Front Width _____	Side Width _____	Height <u>6ft</u>
No. of Stories _____	Total Square Feet _____	
Details and Remarks		

Include a site plan showing the location on the structure or fence on the property that demonstrates that all requirements of this code will be met.

In accordance with Twin Valley City Ordinance:

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

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

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

Certification Statement:

By signing this document, the applicant certifies:

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

Signature of Applicant 

Date 5-6-26

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

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



Application for Land Use | Building Permit

OFFICE OF THE CLERK
107 2nd Street SW
P.O. Box 307
Twin Valley, MN 56584-0307
Office 218.584.5254
Fax 218.584.5723
www.TwinValleyMN.com

Zone: <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Urban/Agriculture		
Applicant Type: <input checked="" type="checkbox"/> Property Owner <input type="checkbox"/> Contractor		
Job Address: Twin Valley, Minnesota 56584		
Property Owner <i>Dean Thorsen</i>	Phone Number (A/B) - <i>350-2262</i>	
Mailing Address <i>203 2nd St NW</i>		<input checked="" type="checkbox"/> Check here if same as job address
Contractor Name		License Number
Phone Number () -	Address	
Work Type		
<input checked="" type="checkbox"/> Fencing <input type="checkbox"/> Small Storage Unit <input type="checkbox"/> Addition (decks, porches, patios) <input type="checkbox"/> Garages/Shops/Outbuilding <input type="checkbox"/> Manufactured Home <input type="checkbox"/> New Construction <input type="checkbox"/> Miscellaneous (roofing, siding, windows)		
Description of Work (include materials, i.e. Wood, metal, concrete, etc.)		
<i>Wooden privacy fence</i>		
Front Width <i>80 FT</i>	Side Width _____	Height <i>6 FT</i>
No. of Stories _____	Total Square Feet _____	
Details and Remarks		

Include a site plan showing the location on the structure or fence on the property that demonstrates that all requirements of this code will be met.

Twin Valley Community Booster Club
P.O. Box 374
Twin Valley, MN 56584

May 6th, 2026

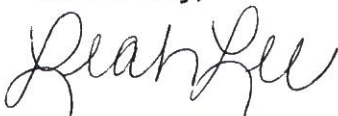
Dear: City of Twin Valley

The Twin Valley Community Booster Club will be taking over what was previously known as the Twin Valley Lions Community Calendar. If you would like to continue to sponsor an ad for the calendar, please review the copy of your previous ad (below), making any necessary changes or updates. If this is your first time sponsoring the community calendar, please enclose a copy of your ad when returning the Calendar Invoice form.

The cost of the ad is \$50.00 this year. Please send a copy of your changes and/or new ad and a check for \$50.00 to the Twin Valley Community Booster Club at P.O. Box 374, Twin Valley, MN 56584. You can also email digital artwork to tvcity@tvutel.com. To ensure that your ad is included on the calendar, please make sure payment is received before June 10th, 2026. If payment is received after, your ad is not guaranteed to be on the calendar.

If you have any questions or would like someone to stop and visit you personally, please contact me by calling or texting:
218.368.8869

Sincerely,



Leah Lee

Vice President of the TVCBC

Twin Valley Community Booster Club Calendar

Advertising Invoice

Advertisement on Calendar \$50.00

\$ _____

**includes a free calendar

Advertising Dates ***first 12 dates only \$10, includes a *free* calendar*

Please include club/organization meetings and event dates you wish to have published below.

Additional dates, \$1.00 each

TOTAL DATES # _____ = \$ _____

Additional Calendars requested (\$10.00 each) # _____ = \$ _____

TOTAL \$ _____

Please return before JUNE 10, 2026. If you have any questions, please e-mail tvcity@tvutel.com or call Leah Lee @ 218-368-8869.

Please make checks payable to Twin Valley Community Booster Club.
PO BOX 374, Twin Valley, MN 56584

Application for a free lot

Name Tony Stueness			
Current Mailing Address 704 3rd St W			
City Ada	State Mn	Zip 56510	
Telephone 218 849 2874			
How do you want to hold title to the property?	<input checked="" type="checkbox"/> Individual	<input type="checkbox"/> Joint	
Do you currently own a home?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, where? 704 3rd St W Ada Mn 56510			
Briefly describe the type of house you are planning 12 foot side walls / attached garage 1 level			
Barn/Minimium			
Area requested:	Subdivision Harold Court South West		
	Block Number		
	Lot Number 500		
OR property description			
<p><i>Lot selection is on a first-come, first-choice basis and the lot(s) the applicant chooses will be held for a minimum of 90 days, commencing from the date the application is received by the City of Twin Valley. The lot(s) will be held in the applicant's name after that period until either another request is made for the same lot(s) or if the applicant requests a different location or withdraws the application.</i></p>			
Signature Tony Stueness		Date 4-14-26	
Joint Signature (if applicable)		Date	

RECEIVED APR 15

Approved / Denied

Twin Valley City Council

Date ___/___/___

New home construction and free lot program agreement

This agreement is made and entered into this _____ day of _____, _____ by and between the City of Twin Valley, a municipal corporation and political subdivision of the State of Minnesota, in the County of Norman, hereinafter referred to as "City" and _____, applicant, hereinafter referred to as "Applicant".

STATEMENT OF AGREEMENT

- A. City hold all rights, title and interest in certain real property, known as the "Buildable Lot", legally described as:

Grantor knows of no wells on premises.

REQUIREMENTS:

1. All construction shall comply with all State, County, and Local Building codes and regulations.
2. The applicant shall have adequate financing approved, if applicable.
3. Final site selection to be approved by the City Council.
4. The dates for commencement of construction and completion of the house will be pursuant to a schedule both the City Council and the applicant agree to accept. Construction schedule shall be effective for the period of one year.
5. A City building permit shall be required prior to start of construction. All plans and designs shall be submitted with permit application, for final approval by the City.
6. All lot recipients will be responsible for preparing the lot for proper grading and drainage, according to current local, county or state guidelines.
7. The City reserves the right to reject application for the "Free Lot" Incentive Program if building structure does not meet covenants, however rejection may not be based on race, creed, sex, age, or disability.
8. The closing of a construction loan, with a provision that the house will be completed and occupied within 12 months and all other terms will be complied with.
9. That moving a house onto the premises meets all requirements of local, county, and/or state building codes and complies with the designated terms of the "Free Lot" Incentive program.
10. The taxes will be paid by the City for the current year, ending December 31 of the contract year. Tax liability, thereafter, becomes the sole responsibility of the lot recipient.
11. The City of Twin Valley assumes no liability for any consequences resulting from the recipient's non-use of drainage and grading guidelines.
12. The house occupied on the recipient's lot must have a minimum of 1,200 square feet of living space, or 10 percent of the lot size, whichever is greater and meet all local zoning ordinance requirements.

13. The property title will be transferred to the owner by Quit Claim Deed prepared by the City Attorney. Buyer's may have an abstract prepared at their own expense.
14. Penalties: Applicant/owner shall not be eligible for incentives of the program if requirements stated herein are not met, or if construction will not be completed within the designated 12 months. At the City's election, the applicant/owner shall be liable for all connection charges for water and sewer services; reimbursement of all water, sewer and garbage collection service charges for the six-month period of the program; the cost of the telephone and cable television wiring and the telephone and cable television service charges that were not paid during the program period, and the value of the free lot, \$5,000. In addition, the applicant/owner shall be liable to the City for all costs and expenses incurred by the City in recovering these incentives or enforcing the terms of the agreement, including, but not limited to all reasonable attorney's fees and costs.

The City and Owner hereby agree that this New Home Builder's Agreement is made in accordance with the preceding program guidelines:

I, the undersigned recipient of the "Free Lot" Incentive Program hereby understands and agrees to comply with the requirements of the Free Lot/New Home Building Agreement and Incentive program.

Applicant: Tony Stueness

Joint Applicant: _____

Date Signed: 4-14-26

The Twin Valley City Council, on the _____ day of _____, 20____, approves Applicant's request of final plat of : Subdivision _____, Block _____ Lot (s) _____, City of Twin Valley, County of Norman, Minnesota, (Exhibit A) as evidenced by Resolution _____ - _____ a true and correct copy of which is attached (Exhibit B).

Herold's Addition, Available Lots



Open Lot

Unavailable



April 22, 2026

Dear Property Owner/Landlord,

The City of Twin Valley would like to provide an update regarding the proposed rental ordinance currently under review.

Based on feedback received, the City has revised the draft ordinance to remove language related to tenant conduct on rental premises. The intent of this revision is to better focus the ordinance on property standards. The updated proposed is enclosed.

The City Council will continue discussion of the proposed rental ordinance at its next regular meeting scheduled for May 11, 2026, 7:00PM. We encourage your participation and welcome your input as we work through this process.

To ensure that questions and concerns can be thoroughly reviewed and addressed, we ask that you please contact City Hall prior to the meeting. This will allow staff and Council members adequate time to consider your feedback and provide informed responses.

Please feel free to reach out by phone or email with any questions, comments, or concerns.

Thank you for your continued engagement and cooperation.

Sincerely,

Rachel Johnson
Clerk-Treasurer
City of Twin Valley
218-584-5254
tvcity@tvutel.com

Legal

NOTICE IS HEREBY GIVEN

NOTICE IS HEREBY GIVEN that the Twin Valley City Council will continue considerations, and possible adoption of, City Ordinance Chapter 115—An Ordinance for the Registration of Rental Units, at their next regularly scheduled meeting. The meeting will be held on Monday, May 11, 2026, at 7:00p.m. The meeting will take place in the Twin Valley Community Center.

A copy of the proposed Ordinance with ongoing updates and changes is available for review on the City Website (<https://twinvalleymn.com/city-ordinance/>) or in alternate formats by request during regular office hours in the City Clerk's Office, 107 Second ST SW, Twin Valley, MN 56584.

Rachel Johnson,
City Clerk-Treasurer

(Publ. April 29, 2026)

CHAPTER 115: REGISTRATION OF RENTAL UNITS

Section

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§ 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 of those who live there. The city council determined that:

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 of those who live there.

(B) 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.

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.

§ 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, 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.

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(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.

(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

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

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Whenever the investigation of an application for registration certificate indicates that the dwelling, apartment or rooming unit does not comply with the provisions of this code, and from the nature of the violations, the dwelling, apartment or rooming unit cannot be brought up to meet the minimum requirements, the city clerk shall return the application to the applicant stating the reasons for the rejection of the application.

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

§ 115.10 TEMPORARY RENTAL REGISTRATION CERTIFICATES

The city clerk may issue a temporary rental registration certificate when corrections required following inspection do not constitute a fire, safety or health hazard to the tenants or the general public, and the repairs are not practically feasible as a result of factors beyond the rental property owner's control. Such factors may include climatic conditions or the unavailability of contractors, supplies or materials needed to make the corrections. A temporary rental registration certificate shall be conditioned upon the rental property owner's making the needed corrections with timelines determined by the city clerk and identified on the temporary certificate. The temporary certificate shall expire if the work is not completed, inspected and approved by the city clerk by the date listed thereon.

§ 115.11 APPEALS

Any applicant whose application for registration certificate, after investigation has been rejected by the city clerk, may request 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

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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.

(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

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(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.

§ 115.99 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

Title	Reported Date
Medical	3/1/2026
Suspicious	3/2/2026
Medical	3/4/2026
Traffic Complaint	3/4/2026
Medical	3/4/2026
Mental Health	3/4/2026
Medical	3/5/2026
Theft	3/5/2026
POR Check	3/6/2026
Medical	3/8/2026
Traffic Stop	3/8/2026
Traffic Complaint	3/9/2026
Traffic Stop	3/10/2026
Warrant Served	3/11/2026
Traffic Complaint	3/11/2026
Public Assist	3/12/2026
Coroner	3/13/2026
Public Assist	3/14/2026
Traffic Stop	3/16/2026
Medical	3/17/2026
Medical	3/18/2026
Burglary	3/18/2026
Public Assist	3/20/2026
Animal	3/20/2026
Medical	3/21/2026
Traffic Stop	3/22/2026
Traffic Stop	3/22/2026
Traffic Stop	3/23/2026
Public Assist	3/24/2026
Public Assist	3/24/2026
Medical	3/25/2026
Traffic Stop	3/26/2026
Accident	3/26/2026
Medical	3/27/2026
Animal	3/27/2026
Traffic Stop	3/27/2026
Traffic Stop	3/28/2026

TOTAL CALLS - MARCH 2026 37

TOTAL HOURS - MARCH 2026 210.50

Title	Reported Date
Public Assist	4/1/2026
Child Protection	4/1/2026
Suspicious	4/1/2026
Assist Other Agency	4/1/2026
Medical	4/2/2026
Juvenile	4/2/2026
Public Assist	4/4/2026
Medical	4/4/2026
Medical	4/6/2026
Medical	4/7/2026
Fires	4/7/2026
Public Assist	4/7/2026
Accident	4/9/2026
Suspicious	4/9/2026
Public Assist	4/9/2026
Medical	4/10/2026
Animal	4/10/2026
Public Assist	4/10/2026
Traffic Stop	4/11/2026
Public Assist	4/12/2026
Alarm	4/12/2026
Alarm	4/12/2026
Public Assist	4/13/2026
Weapons	4/16/2026
Motorist Assist	4/16/2026
Traffic Complaint	4/18/2026
Traffic Stop	4/18/2026
Public Assist	4/18/2026
Theft	4/18/2026
Medical	4/19/2026
Escort	4/19/2026
Public Assist	4/19/2026
Suspicious	4/20/2026
Domestic	4/20/2026
Public Assist	4/20/2026
Public Assist	4/21/2026
Traffic Stop	4/22/2026
Traffic Stop	4/22/2026
Traffic Complaint	4/23/2026
Public Assist	4/23/2026
Traffic Stop	4/23/2026
Medical	4/24/2026
Scams	4/25/2026
Traffic Complaint	4/25/2026
Coroner	4/26/2026
Attempt to Locate	4/28/2026
Medical	4/28/2026
Theft	4/29/2026
Harassing Communications	4/29/2026
Child Protection	4/29/2026
Medical	4/29/2026

TOTAL CALLS - APRIL 2026 51
TOTAL HOURS - APRIL 2026 178.50

LIQUOR STORE DAILY SALES
April 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
1	\$ 27.47	\$ 27.50	\$ 155.21	\$ 103.29		\$ 23.00		\$ 569.82	\$ 203.22	\$ 14.99			\$ 26.05	\$ -	\$ 1,150.55	\$ 113.48	\$ 1,264.03	\$ 656.35	\$ 18.30		\$ 625.98	\$ 627.31	\$ 1.33	\$ 109.00
2	\$ 56.80	\$ 12.11	\$ 268.92	\$ 76.01		\$ 56.00		\$ 717.06	\$ 212.33	\$ 14.99	\$ 15.48		\$ 15.60	\$ -	\$ 1,445.30	\$ 137.22	\$ 1,582.52	\$ 805.36	\$ 22.13		\$ 799.29	\$ 799.44	\$ 0.15	\$ 15.00
3	\$ 162.49	\$ 27.73	\$ 602.69	\$ 427.57		\$ 70.00		\$ 732.05	\$ 316.91	\$ 104.76	\$ 1.50		\$ 14.77	\$ -	\$ 2,460.47	\$ 233.16	\$ 2,693.63	\$ 1,760.90	\$ 44.94	\$ 8.00	\$ 953.67	\$ 954.41	\$ 0.74	\$ (16.00)
4	\$ 59.59	\$ 22.84	\$ 257.50	\$ 165.61	\$ 3.87	\$ 43.99		\$ 591.61	\$ 229.31	\$ 62.94	\$ 29.97	\$ 1.50	\$ 17.38	\$ 9.00	\$ 1,495.11	\$ 141.90	\$ 1,637.01	\$ 996.92	\$ 27.56		\$ 667.65	\$ 667.95	\$ 0.30	\$ 299.00
5														\$ -	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -
6	\$ 50.28	\$ 11.66	\$ 185.02	\$ 125.34		\$ 14.00		\$ 507.10	\$ 333.01	\$ 6.35	\$ 14.48	\$ 6.25		\$ 4.00	\$ 1,257.49	\$ 121.36	\$ 1,378.85	\$ 677.75	\$ 19.23		\$ 717.33	\$ 718.30	\$ 0.97	\$ (3.00)
7	\$ 40.04	\$ 3.26	\$ 196.59	\$ 91.49		\$ 28.00		\$ 337.79	\$ 168.91	\$ 16.98		\$ 1.75		\$ (4.75)	\$ 880.06	\$ 83.34	\$ 963.40	\$ 471.54	\$ 12.61		\$ 504.47	\$ 504.60	\$ 0.13	\$ 4.00
8	\$ 79.15	\$ 4.20	\$ 174.57	\$ 208.91		\$ 9.00		\$ 509.12	\$ 125.93	\$ 27.97	\$ 34.99			\$ -	\$ 1,173.84	\$ 111.26	\$ 1,285.10	\$ 776.53	\$ 21.09		\$ 529.66	\$ 530.31	\$ 0.65	\$ 47.00
9	\$ 78.22	\$ 29.37	\$ 191.80	\$ 213.19		\$ 56.00		\$ 602.63	\$ 336.80	\$ 68.94		\$ 3.50		\$ (4.00)	\$ 1,576.45	\$ 147.48	\$ 1,723.93	\$ 826.31	\$ 22.68	\$ 8.00	\$ 912.30	\$ 912.76	\$ 0.46	\$ 31.00
10	\$ 99.63	\$ 6.76	\$ 514.16	\$ 268.71		\$ 85.99		\$ 989.95	\$ 297.81	\$ 46.96	\$ 5.29	\$ 3.00	\$ 12.19	\$ 8.00	\$ 2,338.45	\$ 221.54	\$ 2,559.99	\$ 1,463.46	\$ 39.95		\$ 1,136.48	\$ 1,137.17	\$ 0.69	\$ 7.00
11	\$ 67.51	\$ 32.14	\$ 803.05	\$ 343.54		\$ 35.98		\$ 648.59	\$ 207.86	\$ 33.98	\$ 5.49	\$ 3.00		\$ 8.00	\$ 2,189.14	\$ 209.43	\$ 2,398.57	\$ 1,032.20	\$ 28.40	\$ 9.00	\$ 1,385.77	\$ 1,386.00	\$ 0.23	\$ 53.00
12														\$ -	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -
13	\$ 75.89	\$ 2.80	\$ 97.17	\$ 140.87		\$ 28.00		\$ 366.78	\$ 220.85	\$ 11.99				\$ -	\$ 944.35	\$ 89.12	\$ 1,033.47	\$ 461.81	\$ 13.40	\$ 21.00	\$ 218.06	\$ 239.64	\$ 21.58	\$ (346.00)
14	\$ 81.94	\$ 8.39	\$ 256.03	\$ 122.21		\$ 28.00		\$ 658.47	\$ 88.09	\$ 24.48	\$ 3.50		\$ 7.80	\$ (4.00)	\$ 1,274.91	\$ 121.91	\$ 1,396.82	\$ 776.57	\$ 22.05		\$ 642.30	\$ 644.90	\$ 2.60	\$ 109.00
15	\$ 189.97	\$ 43.36	\$ 267.13	\$ 77.84		\$ 40.16		\$ 719.33	\$ 261.39	\$ 37.97	\$ 21.06	\$ 1.50		\$ -	\$ 1,659.71	\$ 153.31	\$ 1,813.02	\$ 1,068.41	\$ 29.00		\$ 773.61	\$ 774.53	\$ 0.92	\$ 118.00
16	\$ 176.00	\$ 12.13	\$ 315.13	\$ 124.47		\$ 26.06		\$ 839.94	\$ 287.81	\$ 34.48				\$ 5.00	\$ 1,821.02	\$ 172.03	\$ 1,993.05	\$ 1,172.65	\$ 31.38	\$ 12.00	\$ 839.78	\$ 840.34	\$ 0.56	\$ 55.00
17	\$ 90.33	\$ 29.84	\$ 493.76	\$ 248.49		\$ 42.00		\$ 824.99	\$ 375.60	\$ 86.87	\$ 29.67			\$ 4.00	\$ 2,225.55	\$ 211.41	\$ 2,436.96	\$ 1,153.84	\$ 31.24	\$ 4.00	\$ 1,310.36	\$ 1,310.75	\$ 0.39	\$ 36.00
18	\$ 152.63	\$ 11.66	\$ 538.05	\$ 252.33		\$ 37.60		\$ 1,002.82	\$ 362.28	\$ 105.94	\$ 3.29	\$ 1.75	\$ 14.77	\$ 4.00	\$ 2,487.12	\$ 239.35	\$ 2,726.47	\$ 1,305.76	\$ 36.60	\$ 12.50	\$ 1,444.81	\$ 1,445.12	\$ 0.31	\$ 229.00
19	\$ -													\$ -	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -
20	\$ 177.85	\$ 4.20	\$ 187.29	\$ 92.83		\$ 42.00		\$ 488.62	\$ 398.26	\$ 67.95	\$ 44.46	\$ 1.00	\$ 14.77	\$ -	\$ 1,519.23	\$ 142.11	\$ 1,661.34	\$ 944.47	\$ 25.86		\$ 742.73	\$ 733.45	\$ (9.28)	\$ 52.00
21	\$ 119.65	\$ 14.46	\$ 281.23	\$ 90.80				\$ 771.03	\$ 301.40	\$ 3.99	\$ 3.29	\$ 2.84		\$ 10.00	\$ 1,598.69	\$ 153.16	\$ 1,751.85	\$ 877.26	\$ 24.27	\$ 10.00	\$ 888.86	\$ 889.70	\$ 0.84	\$ 82.00
22	\$ 223.49	\$ 28.46	\$ 240.29	\$ 81.00		\$ 85.99		\$ 542.16	\$ 237.79	\$ 23.94	\$ 11.99	\$ 1.50	\$ 22.57	\$ 26.00	\$ 1,525.18	\$ 135.85	\$ 1,661.03	\$ 1,042.90	\$ 28.35	\$ 25.25	\$ 621.23	\$ 622.94	\$ 1.71	\$ -
23	\$ 75.89	\$ 5.13	\$ 372.67	\$ 167.95		\$ 14.00		\$ 669.70	\$ 89.20	\$ 24.61	\$ 3.29	\$ 4.25		\$ (4.00)	\$ 1,422.69	\$ 136.98	\$ 1,559.67	\$ 848.84	\$ 22.54		\$ 733.37	\$ 733.70	\$ 0.33	\$ 73.00
24	\$ 254.67	\$ 43.13	\$ 333.55	\$ 174.99		\$ 71.99		\$ 810.51	\$ 244.82	\$ 33.45	\$ 20.47	\$ 1.50		\$ (4.00)	\$ 1,985.08	\$ 181.18	\$ 2,166.26	\$ 1,242.09	\$ 33.78		\$ 957.95	\$ 958.08	\$ 0.13	\$ 41.00
25	\$ 297.05	\$ 26.57	\$ 993.48	\$ 301.96		\$ 129.03		\$ 1,108.38	\$ 453.09	\$ 38.98	\$ 34.26			\$ 8.00	\$ 3,390.80	\$ 312.47	\$ 3,703.27	\$ 2,187.06	\$ 58.68		\$ 1,574.89	\$ 1,575.45	\$ 0.56	\$ 38.00
26	\$ -													\$ -	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -
27	\$ 51.69	\$ 5.60	\$ 110.81	\$ 53.46		\$ 41.30		\$ 353.27	\$ 219.88	\$ 9.68	\$ 11.99	\$ 1.00		\$ -	\$ 858.68	\$ 79.19	\$ 937.87	\$ 629.29	\$ 17.56		\$ 326.14	\$ 326.80	\$ 0.66	\$ 20.50
28	\$ 69.37	\$ 7.00	\$ 339.46	\$ 81.47		\$ 42.00		\$ 450.71	\$ 198.87	\$ 42.97	\$ 9.99	\$ 2.75		\$ -	\$ 1,244.59	\$ 116.35	\$ 1,360.94	\$ 637.38	\$ 17.98	\$ 17.50	\$ 724.04	\$ 727.85	\$ 3.81	\$ 297.00
29	\$ 116.39	\$ 10.72	\$ 271.44	\$ 112.62		\$ 43.99		\$ 472.17	\$ 373.88	\$ 21.98	\$ 9.78			\$ (4.00)	\$ 1,428.97	\$ 133.77	\$ 1,562.74	\$ 614.25	\$ 16.40	\$ 4.00	\$ 960.89	\$ 941.67	\$ (19.22)	\$ 46.00
30	\$ 180.63	\$ 11.18	\$ 224.15	\$ 117.65		\$ 43.99		\$ 448.93	\$ 262.06	\$ 75.97	\$ 9.99	\$ 12.50	\$ 14.77	\$ 8.00	\$ 1,409.82	\$ 22.67	\$ 1,432.49	\$ 836.28	\$ 129.80		\$ 726.01	\$ 743.47	\$ 17.46	\$ 134.00
31	\$ -													\$ -	\$ -		\$ -				\$ -	\$ -	\$ -	\$ -
	\$ 3,054.62	\$ 442.20	\$ 8,671.15	\$ 4,264.60	\$ 3.87	\$ 1,138.07	\$ -	\$ 16,733.53	\$ 6,807.36	\$ 1,044.11	\$ 324.23	\$ 49.59	\$ 160.67	\$ 69.25	\$ 42,763.25	\$ 3,921.03	\$ 46,684.28	\$ 25,266.18	\$ 795.78	\$ 131.25	\$ 21,717.63	\$ 21,746.64	\$ 29.01	\$ 1,530.50

April 2026 ATM Report

DNS49583

Total Surcharge:\$399.00

**TWIN VALLEY MUNICIPAL
LIQUOR**

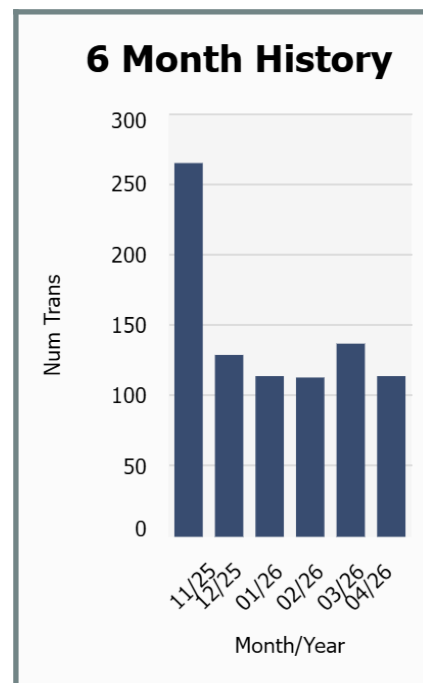
3771 COUNTY HIGHWAY 27

Twin Valley, MN 56584

Date	Wdl Txns	Schg Txns	Dny Txns	Total Txns	Wdl Amt	Schg Collctd
2026-04-01	2	2	1	6	\$200.00	\$7.00
2026-04-02	2	2	0	2	\$160.00	\$7.00
2026-04-03	8	8	2	15	\$1,020.00	\$28.00
2026-04-04	8	8	0	11	\$1,260.00	\$28.00
2026-04-05	3	3	0	3	\$380.00	\$10.50
2026-04-06	0	0	0	0	\$0.00	\$0.00
2026-04-07	4	4	0	4	\$520.00	\$14.00
2026-04-08	2	2	0	2	\$80.00	\$7.00
2026-04-09	0	0	0	0	\$0.00	\$0.00
2026-04-10	6	6	2	8	\$480.00	\$21.00
2026-04-11	9	9	1	12	\$1,340.00	\$31.50
2026-04-12	6	6	0	9	\$720.00	\$21.00
2026-04-13	0	0	0	0	\$0.00	\$0.00
2026-04-14	2	2	1	4	\$140.00	\$7.00
2026-04-15	3	3	0	3	\$360.00	\$10.50
2026-04-16	3	3	0	3	\$320.00	\$10.50
2026-04-17	2	2	0	2	\$160.00	\$7.00
2026-04-18	11	11	0	17	\$1,600.00	\$38.50
2026-04-19	4	4	0	4	\$560.00	\$14.00
2026-04-20	0	0	0	0	\$0.00	\$0.00
2026-04-21	3	3	0	3	\$320.00	\$10.50
2026-04-22	0	0	0	0	\$0.00	\$0.00
2026-04-23	3	3	0	4	\$260.00	\$10.50
2026-04-24	6	6	1	11	\$900.00	\$21.00
2026-04-25	10	10	0	13	\$1,640.00	\$35.00
2026-04-26	8	8	0	9	\$840.00	\$28.00
2026-04-27	0	0	0	0	\$0.00	\$0.00
2026-04-28	4	4	1	5	\$700.00	\$14.00
2026-04-29	2	2	0	3	\$240.00	\$7.00
2026-04-30	3	3	0	9	\$340.00	\$10.50
Totals:	114	114	9	162	\$14,540.00	\$399.00

Month	Num Trans
11/25	265
12/25	129
01/26	114
02/26	113
03/26	137
04/26	114
	872

Average Monthly Trans:	145
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04/25/2026 BAR SALES, LEGION PIG ROAST

DEPOSIT	\$ 931.00
STARTER CASH REDEPOSIT	\$ (500.00)
COST OF GOODS SOLD	\$ (115.12)
SALES TAX	\$ (38.74)
PROPOSED DONATION	\$ 277.14



Integrated Process Solutions, Inc.

Corporate Office:
34696 412th St SE | PO Box 26
Fosston, MN 56542
218.435.1703
ipsamerica.biz

Regional Office:
Albany, MN - 320.345.1457
Grand Forks, ND - 218.791.2996
Waunakee, WI - 608.849.4375

Date: May 7, 2026

Project: City of Twin Valley – Firewall Upgrade

Project Engineer: NA

Project Location: Twin Valley, MN

Bid Date: RFP

IPS Project: J002887

Integrated Process Solutions, Inc., is pleased to provide the following proposal for the above-mentioned project. This proposal is based on our knowledge and experience of your systems.

This proposal is valid for 30 days from the date above and is subject to change after the indicated date.

Thank you for the opportunity to provide this proposal for your consideration. Should you have questions, please contact me at 218-791-2996.

Best regards,

Jason Whitesock

Jason Whitesock
Integrated Process Solutions, Inc.

**City of Twin Valley – Firewall Upgrade
Twin Valley, MN
Bill-of-Materials**

A. Firewall Upgrade

1. (1) *UniFi Cloud Gateway Max*
 - a. *Overview*
 - i. *UniFi Application Suite – Network, Protect, Access*
 - ii. *30+ Managed UniFi Devices*
 - iii. *Expansion for up to 15 HD Cameras*
 - iv. *300+ User Connections*
 - v. *5 – 2.5 GbE Port (2.5G/1G/100M/10M)*
 - vi. *Compact desktop form factor*
 - b. *Security*
 - i. *Stateful Firewall*
 - ii. *Application-Aware Layer 7 Firewall*
 - iii. *DPI & Traffic Identification*
 - iv. *Zone-Based Firewall Advanced Filtering*
 - v. *Content Filtering*
 - vi. *Ad Blocking*
 - c. *VPN & SD-WAN*
 - i. *License-Free SD-WAN*
 - ii. *Site-to-Site VPN (IPsec / OpenVPN)*
 - iii. *VPN Server (Teleport Zero-Configuration VPN / WireGaurd / OpenVPN / L2TP)*
 - iv. *VPN Client (OpenVPN / WireGaurd)*
 - d. *Hardware*
 - i. *NVR Storage – Up to 2 TB SSD*
 - ii. *16.1 Max. Power Consumption*
 - iii. *3 GB System Memory*
 - iv. *Ethernet and Bluetooth Management*
 - v. *14 to 104 Deg F Ambient Operating Temperature*
 - vi. *5 to 95% noncondensing Ambient Operating Humidity*
2. *Setup and Configuration*
 - a. *Firewall Configuration for existing Internet Service Provider and Local Area Network*
 - b. *Setup VPN access on Operator Devices for access to SCADA System*
 - c. *Test VPN access from IPS office and from Operator Devices.*
 - d. *Provide OpenVPN encryption certificate and documentation on how to setup and configure remote access on additional devices.*

Our Price for the Bill-Of-Materials Above, Excluding Taxes: \$ 2,950.00

2026 Service Line Inventory Data Review

The Lead and Copper Rule Revisions (LCRR) require community public water systems to review and update the service line inventory data on an annual basis.

This form is being used as part of the process for the 2026 annual review and updates being submitted to the Minnesota Department of Health (MDH).

MDH requires all community public water systems to complete this form, even if the water system has no updates to the service line inventory data for 2026.

Please submit this completed form to Health.LSInventory@state.mn.us by **June 30, 2026, if your system is applying to the 2027 Intended Use Plan (IUP) for service line replacements during the 2027 construction season. All other systems must submit this form by July 31, 2026.** Provide all updated inventory data to MDH using the MDH approved method.

Please note that 2026 inventory updates include information on connectors (goosenecks) and year built to assist with gaining information for the Lead and Copper Rule Improvements (LCRI). If you do not update this inventory information now it will be required in 2027. Information is provided about schools or daycares which may be connected to your system. All systems are strongly encouraged to review this information now to prepare for LCRI requirements in 2027.

Please review the data spreadsheet provided by MDH and the statewide [Lead Inventory Tracking Tool \(LITT\) \(https://maps.umn.edu/LSL/\)](https://maps.umn.edu/LSL/).

Please complete

Water system name _____

PWSID _____

Please provide the name and email for the water system representative responsible for the service line inventory review and public notifications. This contact person cannot be a consultant; it must be a representative of the water system. The contact email will be used by MDH to contact the water system regarding the status of the inventory.

Name _____

Email _____

Service line ownership

Split ownership

Privately owned

Select the appropriate one

The information for this water system provided by MDH and available on LITT is complete and accurate. No updates to the data are being provided at this time. The customer notifications will be completed based on the existing data.

The water system has updates to the service line inventory data, and the data has been provided to MDH following the process as outlined by MDH. Updated information will be used to complete the customer notifications.

I hereby certify that I am a representative of the water system identified above, and the service line inventory information provided to the Minnesota Department of Health (MDH) is complete, accurate to the best of my knowledge, and follows the MDH inventory requirements.

Name _____

Signature _____

Date _____

Minnesota Department of Health
Drinking Water Protection Program
PO Box 64975
St. Paul, MN 55164-0975
651-201-4700
health.drinkingwater@state.mn.us
www.health.state.mn.us

March 2026

To obtain this information in a different format, call: 651-201-4700.

May 8, 2026

Mr. Paul Perez
Senior Loan Officer
Minnesota Public Facilities Authority
1st National Bank Bldg, Suite W820
332 Minnesota Street
St. Paul, Minnesota 55101-1378

RE: Lead Service Line Replacement Project
Twin Valley, Minnesota

Dear Mr. Perez:

The City of Twin Valley is requesting to be placed on the 2027 Drinking Water Revolving Fund (DWRF) Intended Use Plan (IUP) for a project to replace the City's existing 45 lead/galvanized service lines. The estimated cost for the proposed improvements is \$1,125,000.00, which is the amount that the City of Twin Valley is requesting from the DWRF. The DWRF is the only source from which the City is seeking funds for this project.

The City of Twin Valley appreciates your review and consideration of this request.

Sincerely,

CITY OF TWIN VALLEY

By: _____
Rachel Johnson – City Clerk

cc: Corey.Mathisen@state.mn.us

As on 4/30/2026

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	70,762.43	28,633.05	0.00	277,768.33	0.00	28,633.05	189,699.77	498,350.78	688,050.55
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	0.00	28,633.05	16,295.34	0.00	0.00	(23,460.43)	0.00	(23,460.43)
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	8,145.48	0.00	0.00	54.32	0.00	0.00	267,385.26	0.00	267,385.26
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	66,898.28	0.00	0.00	59,322.20	0.00	0.00	758,613.04	0.00	758,613.04
Sewage Collection and Disposal	402,372.29	74,787.44	0.00	0.00	49,273.63	0.00	0.00	427,886.10	0.00	427,886.10
Refuse or Garbage Collection	152,621.62	41,059.74	0.00	0.00	39,089.26	0.00	0.00	154,592.10	0.00	154,592.10
Municipal Liquor Store	111,981.29	204,610.04	0.00	0.00	254,125.58	0.00	0.00	62,465.75	83,122.44	145,588.19
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	4,535.48	0.00	0.00	4,804.09	0.00	0.00	35,660.54	20,674.05	56,334.59
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 :	2,038,279.13	482,824.82	28,633.05	28,633.05	796,900.00	0.00	28,633.05	1,752,837.00	602,147.27	2,354,984.27



RESOLUTION 2026—

**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.

Upon a roll call vote the following members voted in favor: _____
and the following voted against the same: _____. **WHEREUPON**, said resolution was duly adopted
this _____.

RACHEL JOHNSON, CLERK-TREASURER

MICHAEL BOLTON, MAYOR

Proposed

City of Twin Valley Purchasing Policy – Local Vendor Credit Accounts

Purpose

The purpose of this policy is to establish guidelines for employees making purchases from local vendors using established credit accounts, ensuring accountability, transparency, and proper use of public funds in accordance with applicable Minnesota statutes.

Statutory Authority

This policy is adopted in accordance with, and subject to, the following Minnesota laws:

- Minnesota Statutes § 471.345
- Minnesota Statutes § 412.271

Where conflicts arise, state law shall supersede this policy.

Authorized Use

1. Only authorized employees may make purchases using City credit accounts.
2. Authorized employees shall be designated by the City Clerk or Department Head.
3. Purchases must be for official City business only.
4. All purchases must serve a public purpose consistent with Minnesota law.

Approved Vendors

1. The City may establish credit accounts with approved local vendors.
2. In accordance with Minnesota Statutes § 471.345, purchases shall consider cost, availability, and best value.
3. Local vendors may be used when practical, provided pricing is reasonable and competitive.

Purchase Limits

1. Employees may make purchases up to \$200 per transaction without prior approval.
2. Purchases exceeding this limit require prior approval from a Department Head or City Clerk.
3. Splitting purchases to avoid bidding thresholds is strictly prohibited and may constitute a violation of state law.

Purchase Procedures

1. Employees must:
 - Identify themselves as City employees at the time of purchase
 - Charge purchases only to the authorized City account
2. A detailed receipt or invoice must be obtained for every purchase.

Documentation & Submission

1. All receipts must be submitted to the City Clerk-Treasurer within 15 business days.
2. Documentation must include:
 - Department
 - Purpose (demonstrating public purpose requirement)

Prohibited Purchases

The following purchases are strictly prohibited:

- Personal items (violation of public purpose doctrine)
- Alcohol or tobacco
- Gift cards (unless expressly approved for public purpose)
- Any purchase not compliant with state law or City policy

Unauthorized purchases may result in:

- Employee reimbursement
- Disciplinary action
- Potential legal consequences

Monthly Reconciliation

1. Vendor statements shall be reviewed monthly.
2. Purchases must be matched to receipts and approved by a supervisor.
3. Any discrepancies must be investigated promptly.
4. Financial controls must align with Minnesota municipal accounting standards.

Sales Tax Exemption

1. Employees must ensure the City's tax-exempt status is applied.
2. Failure to apply exemption may require reimbursement to the City.

Returns & Credits

1. Employees are responsible for returning incorrect or damaged items.
2. Credits must be applied back to the City account and documented.

Account Security & Misuse

1. Employees shall not allow unauthorized use of City accounts.
2. Misuse may constitute misappropriation of public funds.
3. Violations may result in:
 - o Loss of purchasing privileges
 - o Disciplinary action

Policy Compliance

All employees must comply with this policy and applicable Minnesota statutes. Failure to do so may result in disciplinary action up to and including termination and recovery of funds.

Effective Date

This policy shall become effective on: _____

Approved By

City Council Approval Date: _____

City	Distribution %	Total TAA Funds \$
Sobieski city	0.00098434	11,630
Solway city	0.00077588	9,167
South Haven city	0.00077241	9,126
Spicer city	0.00145840	17,231
Spring Grove city	0.00167186	19,753
Spring Hill city	0.00053034	6,266
Spring Park	0.00149327	17,643
Spring Valley city	0.00267253	31,576
Springfield city	0.00246678	29,145
Squaw Lake city	0.00066602	7,869
Stacy city	0.00499289	58,991
Staples city	0.00358256	42,328
Starbuck city	0.00206661	24,417
Steen city	0.00073957	8,738
Stephen city	0.00129369	15,285
Stewart city	0.00109590	12,948
Stockton city	0.00128845	15,223
Storden city	0.00076919	9,088
Strandquist city	0.00065061	7,687
Strathcona city	0.00071807	8,484
Sturgeon Lake city	0.00129564	15,308
Sunburg city	0.00061303	7,243
Sunfish Lake	0.00104723	12,373
Swanville city	0.00090402	10,681
Taconite city	0.00120753	14,267
Tamarack city	0.00052653	6,221
Taopi city	0.00065222	7,706
Taunton city	0.00074905	8,850
Taylors Falls city	0.00127601	15,076
Tenstrike city	0.00086111	10,174
Tintah city	0.00063360	7,486
Tonka Bay	0.00183419	21,671
Tower city	0.00109200	12,902
Tracy city	0.00232890	27,516
Trail city	0.00069293	8,187
Trimont city	0.00129166	15,261
Trommald city	0.00077579	9,166
Trosky city	0.00062641	7,401
Truman city	0.00148565	17,553
Turtle River city	0.00062302	7,361
Twin Lakes city	0.00063995	7,561
Twin Valley city	0.00133551	15,779
Two Harbors city	0.00299365	35,370
Tyler city	0.00155692	18,395
Ulen city	0.00109945	12,990
Underwood city	0.00101701	12,016
Upsala city	0.00093534	11,051