

Agenda for Monday, December 9th, 2024 Holdingford City Council Meeting

Open Council meeting
Pledge of Allegiance

Public Hearing for Cannabis Ordinance
Public Hearing for Municipal Liquor Store
Public Hearing for Truth in Taxation

Consent Agenda including:

1. Council Minutes from November 12th, 2024
2. Financial documents and claims from November.

Department Reports:

City Engineer's Report: Dave Blommel – No updates
Fire Department Report: Keith Hommerding
 Action Item: approve 2025 Fire dept payroll total amount of \$37,511.90
Liquor Store Report: Amy Opatz
 Action Item: Hire Jordan Hagburg
Maintenance Report: Steve Horvath
 Action Item, approve employee annual review
Land Use Committee Report: Seth Young
 Action Item, Motion to approve permit 29-24-12-3
Clerk's Report: Nicky Lahr

Unfinished/Old Business:

Ordinance 24-12-9-2 amending the City code pertaining to Cannabis and Hemp Business.
Resolution 24-12-9-3 approving summary publication of Ordinance
Motion approving 2025-2027 union contract

New Business:

Motion to decertify TIF district 4
Resolution 24-12-9-4 approving 2025 Levy
Motion 24-12-9-5 approving 2025 budget
Knights of Columbus gambling permit
 Action item: Resolution 24-12-9-1
2025 COLA for non-union employees
 Action item: Motion to approve
Resolution 24-12-9-6 designating polling place
Resolution 24-12-9-7 approving 2025 fee schedule
Resolution 24-12-9-8 approving 2025 Council Meeting Schedule
Motion approving the addition of Travis Harlander to the Versa Bank accounts effective January 13th, 2025.

Additional Agenda Items:

Looking Forward:

Next Council Meeting, Monday, January 13th, 2025
City Hall will be closed December 24th-January 1st. Voicemail and email will be checked periodically.

Notices Sent for Past Due Water Bills: Past due bills were assessed to property taxes.
Adjourn

Work Session Agenda:

Union Contract

Cannabis Ordinance discussion

Non-union COLA increase

Final budgets and Levy

Holdingford City Council Minutes

Tuesday, November 12th, 2024

Council Members in attendance: Eric Berscheid, Jayme Opatz, Seth Young, Andy Higgins, Tim Winter.

Others in attendance: Nicky Lahr, Keith Hommerding, Travis Harlander.

Eric opened the City Council meeting at 7:05 and the Pledge of Allegiance was recited.

Jayme made a motion to approve the consent agenda items including October minutes, and financial statements. Tim seconded the motion, and it passed with all in favor.

The proposed delinquent utility bills were presented to be assessed to 2025 property taxes. No citizens came forward to oppose the assessments. Tim made a motion to approve resolution 24-11-12-1 to adopt and certify liens for delinquent utilities on exhibit A, which will be updated to reflect payments made before November 25th. Jayme seconded the motion and it passed with all in favor.

Keith Hommerding gave the Fire Department report. They have had 152 calls for the year. Keith inquired about the annual payroll. Nicky recommended a motion to approve paper paychecks for those who prefer them. Seth made a motion to approve, Tim seconded the motion, and it passed unanimously. Keith will provide Nicky with a list of those who prefer paper checks.

Jayme made a motion to approve HMLS lead bartender Eric Kohorst's 6-month review, including a step increase from F3 to F4. Andy seconded the motion, and it passed unanimously.

Nicky gave the Clerks report. She mentioned that final budgets are due for the Dec meeting. Final levy will also be approved at that meeting. Several bond payments are due in the next month. The second LGA and 2nd Tax payments will also be coming in December. Health insurance costs are going down slightly. Nicky said that the 3 CDs will expire this week. She will reach out to Keith to see if he wants to reinvest the FD money. Eric made a motion to put the other 2 CDs into 9-month CDs again. Andy seconded the motion and it passed with all in favor. Nicky shared that the City terminated the IT contract with Leighton Technology, and will bring on Shift Technology.

Jayme made a motion to accept the quote from Hommerding Plumbing to move the outlets on the light poles on Main street lower. Andy seconded the motion and it passed with all in favor.

Stearns County's Cannabis moratorium is ending at the end of the month. The City needs to decide if they will pass their own ordinance for cannabis sales, or if they want to be placed under the County's ordinance. Jayme made a motion to first check with the county to see if the decision needs to be made now, or if we can easily pass an ordinance in the future. If we cannot easily do that, then a will publish notice of a public hearing for a City Cannabis Ordinance. Andy seconded the motion and it passed with all in favor.

Jayme made a motion to approve the canvassing of the election results. Tim seconded the motion, and it passed unanimously.

Nicky stated that several letters need to go out to properties for not pulling land use permits. Discussion around this concluded that an invoice would be sent for double the permit cost in the case of all basic remodel projects. If the permit required committee and/or Council approval, then the individual would be charged double the permit cost and be required to make an appearance the next council meeting for permit approval. If no payment is still made, the fee

Minutes are not official until approved by the City Council and signed by the Clerk.

will increase more and the building project will be forced to stop. Several nuisance ordinance violation properties will also be receiving fines for failure to comply.

Eric mentioned that he followed up with Father Gregory in regard to the safety concerns with St. Hedwig's Church. Fr Greg said that he will have definitive answers on building a new church within the next few weeks. Eric asked Nicky to follow up with then for a report before the next meeting.

Seth made a motion to approve SHE to begin well sampling to help determine the best location for sample drilling for a new well. Andy seconded the motion, and it passed unanimously.

Looking forward: Next meeting is Monday, December 9th at 7pm. This will also be the annual truth in taxation meeting, with the final 2025 levy being set.

Jayme made a motion to adjourn at 7:45 p.m. and Andy seconded the motion and it passed with all in favor.

Past due water bills: Covered Bridge LLC, Shannon Dalcin, Joseph and Lana Doll, Brooklyn McGillivray, Nathaniel Posch, Andy Higgins, and Duane Young.

Signed:

Nicky Lahr _____

City Clerk-Treasurer, Holdingford

CITY OF HOLDINGFORD

12/05/24 2:19 PM

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***Check Detail Register©**

November 2024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Checking					
819 e	11/05/24	City of Holdingford			
E 101-41000-100		Wages Administrative	\$3,303.53		To record 11.01.24
E 101-41000-121		PERA	\$241.69		To record 11.01.24
E 101-41000-122		FICA	\$242.32		To record 11.01.24
E 101-41000-132		Employer Paid HSA	\$197.66		To record 11.01.24
E 101-43100-100		Wages Administrative	\$2,079.20		To record 11.01.24
E 101-43100-121		PERA	\$155.94		To record 11.01.24
E 101-43100-122		FICA	\$153.49		To record 11.01.24
E 101-43100-132		Employer Paid HSA	\$127.52		To record 11.01.24
E 601-49400-132		Employer Paid HSA	\$63.76		To record 11.01.24
E 602-49450-132		Employer Paid HSA	\$63.76		To record 11.01.24
E 102-42280-100		Wages Administrative	\$105.00		To record 11.01.24
E 102-42280-121		PERA	\$7.87		To record 11.01.24
E 102-42280-122		FICA	\$7.64		To record 11.01.24
E 601-49400-100		Wages Administrative	\$1,241.98		To record 11.01.24
E 601-49400-121		PERA	\$87.09		To record 11.01.24
E 601-49400-122		FICA	\$95.01		To record 11.01.24
E 602-49450-100		Wages Administrative	\$1,241.97		To record 11.01.24
E 602-49450-121		PERA	\$87.09		To record 11.01.24
E 602-49450-122		FICA	\$95.01		To record 11.01.24
G 604-21714		Tips Paid Out	\$147.50		To record 11.01.24
E 604-49750-100		Wages Administrative	\$3,596.38		To record 11.01.24
E 604-49750-121		PERA	\$239.46		To record 11.01.24
E 604-49750-122		FICA	\$278.34		To record 11.01.24
E 604-49750-132		Employer Paid HSA	\$184.90		To record 11.01.24
G 101-21701		Federal Withholding	(\$943.33)		To record 11.01.24
G 101-21702		State Withholding	(\$496.03)		To record 11.01.24
G 101-21703		FICA Tax Withholding	(\$1,743.60)		To record 11.01.24
G 101-21704		PERA Payable	(\$1,529.06)		To record 11.01.24
G 101-21705		Insurance Payable	(\$326.72)		To record 11.01.24
G 101-21710		Employer HSA Contributio	(\$637.60)		To record 11.01.24
G 101-21711		Union Dues	(\$56.30)		To record 11.01.24
G 604-21714		Tips Paid Out	(\$147.50)		To record 11.01.24
E 101-41000-100		Wages Administrative	(\$3,303.53)		To record 11.01.24
E 101-41000-121		PERA	(\$241.69)		To record 11.01.24
E 101-41000-122		FICA	(\$242.32)		To record 11.01.24
E 101-41000-132		Employer Paid HSA	(\$197.66)		To record 11.01.24
E 101-43100-100		Wages Administrative	(\$2,079.20)		To record 11.01.24
E 101-43100-121		PERA	(\$155.94)		To record 11.01.24
E 101-43100-122		FICA	(\$153.49)		To record 11.01.24
E 101-43100-132		Employer Paid HSA	(\$127.52)		To record 11.01.24
E 601-49400-132		Employer Paid HSA	(\$63.76)		To record 11.01.24
E 602-49450-132		Employer Paid HSA	(\$63.76)		To record 11.01.24
E 102-42280-100		Wages Administrative	(\$105.00)		To record 11.01.24
E 102-42280-121		PERA	(\$7.87)		To record 11.01.24
E 102-42280-122		FICA	(\$7.64)		To record 11.01.24
E 601-49400-100		Wages Administrative	(\$1,241.98)		To record 11.01.24
E 601-49400-121		PERA	(\$87.09)		To record 11.01.24
E 601-49400-122		FICA	(\$95.01)		To record 11.01.24

***Check Detail Register©**

November 2024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-100		Wages Administrative	(\$1,241.97)		To record 11.01.24
E 602-49450-121		PERA	(\$87.09)		To record 11.01.24
E 602-49450-122		FICA	(\$95.01)		To record 11.01.24
G 604-21714		Tips Paid Out	(\$147.50)		To record 11.01.24
E 604-49750-100		Wages Administrative	(\$3,596.38)		To record 11.01.24
E 604-49750-121		PERA	(\$239.46)		To record 11.01.24
E 604-49750-122		FICA	(\$278.34)		To record 11.01.24
E 604-49750-132		Employer Paid HSA	(\$184.90)		To record 11.01.24
G 101-21701		Federal Withholding	\$943.33		To record 11.01.24
G 101-21702		State Withholding	\$496.03		To record 11.01.24
G 101-21703		FICA Tax Withholding	\$1,743.60		To record 11.01.24
G 101-21704		PERA Payable	\$1,529.06		To record 11.01.24
G 101-21705		Insurance Payable	\$326.72		To record 11.01.24
G 101-21710		Employer HSA Contributio	\$637.60		To record 11.01.24
G 101-21711		Union Dues	\$56.30		To record 11.01.24
G 604-21714		Tips Paid Out	\$147.50		To record 11.01.24
Total			\$0.00		
827 e	11/05/24	MN DEPARMENT OF REVENUE			
G 604-20850		Sales Tax Payable	\$1,980.00		Oct 2024 Sales Tax, paid in November
G 603-20850		Sales Tax Payable	\$372.00		Oct 2024 Sales Tax, paid in November
G 601-20850		Sales Tax Payable	\$121.00		Oct 2024 Sales Tax, paid in November
G 101-20850		Sales Tax Payable	\$0.00		Oct 2024 Sales Tax, paid in November
Total			\$2,473.00		
828 e	11/19/24	City of Holdingford			
E 101-41000-100		Wages Administrative	\$3,303.54		To record 11.15.24
E 101-41000-121		PERA	\$243.12		To record 11.15.24
E 101-41000-122		FICA	\$243.71		To record 11.15.24
E 101-41000-132		Employer Paid HSA	\$197.66		To record 11.15.24
E 101-41110-100		Wages Administrative	\$784.32		To record 11.15.24
E 101-41110-122		FICA	\$59.98		To record 11.15.24
E 101-41410-100		Wages Administrative	\$931.00		To record 11.15.24
E 101-41410-122		FICA	\$71.21		To record 11.15.24
E 101-43100-100		Wages Administrative	\$2,264.25		To record 11.15.24
E 101-43100-121		PERA	\$169.82		To record 11.15.24
E 101-43100-122		FICA	\$167.15		To record 11.15.24
E 101-43100-132		Employer Paid HSA	\$127.52		To record 11.15.24
E 101-45200-100		Wages Administrative	\$242.28		To record 11.15.24
E 101-45200-122		FICA	\$18.53		To record 11.15.24
E 601-49400-132		Employer Paid HSA	\$63.76		To record 11.15.24
E 602-49450-132		Employer Paid HSA	\$63.76		To record 11.15.24
E 102-42280-100		Wages Administrative	\$105.00		To record 11.15.24
E 102-42280-121		PERA	\$7.87		To record 11.15.24
E 102-42280-122		FICA	\$7.64		To record 11.15.24
E 601-49400-100		Wages Administrative	\$1,241.97		To record 11.15.24
E 601-49400-121		PERA	\$87.09		To record 11.15.24
E 601-49400-122		FICA	\$95.01		To record 11.15.24
E 602-49450-100		Wages Administrative	\$1,241.97		To record 11.15.24
E 602-49450-121		PERA	\$87.09		To record 11.15.24
E 602-49450-122		FICA	\$95.01		To record 11.15.24

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November 2024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
G 604-21714		Tips Paid Out	\$194.75		To record 11.15.24
E 604-49750-100		Wages Administrative	\$3,285.75		To record 11.15.24
E 604-49750-121		PERA	\$229.77		To record 11.15.24
E 604-49750-122		FICA	\$256.47		To record 11.15.24
E 604-49750-132		Employer Paid HSA	\$184.90		To record 11.15.24
G 101-21701		Federal Withholding	(\$1,016.82)		To record 11.15.24
G 101-21702		State Withholding	(\$526.87)		To record 11.15.24
G 101-21703		FICA Tax Withholding	(\$2,029.50)		To record 11.15.24
G 101-21704		PERA Payable	(\$1,539.55)		To record 11.15.24
G 101-21705		Insurance Payable	(\$337.67)		To record 11.15.24
G 101-21710		Employer HSA Contributio	(\$637.60)		To record 11.15.24
G 101-21711		Union Dues	(\$56.30)		To record 11.15.24
G 604-21714		Tips Paid Out	(\$194.75)		To record 11.15.24
		Total	\$9,732.84		
829 e	11/19/24	EMPOWER HCSP			
G 101-21707		Health Care Sav. Plan	\$286.80		11.15.24 Payroll AP
		Total	\$286.80		
830 e	11/19/24	MN DEPARMENT OF REVENUE			
G 101-21702		State Withholding	\$526.87		11.15.24 Payroll AP
		Total	\$526.87		
831 e	11/19/24	IRS			
G 101-21701		Federal Withholding	\$1,016.82		11.15.24 Payroll AP
G 101-21703		FICA Tax Withholding	\$1,644.78		11.15.24 Payroll AP
G 101-21703		FICA Tax Withholding	\$384.72		11.15.24 Payroll AP
		Total	\$3,046.32		
832 e	11/19/24	Minnesota UI Fund			
E 101-41000-140		Unemployment Insurance	\$43.19		11.15.24 Payroll AP
E 101-41000-140		Unemployment Insurance	\$4.34		MN work Enhance
		Total	\$47.53		
833 e	11/19/24	PERA			
G 101-21704		PERA Payable	\$1,539.55		11.15.24 Payroll AP
		Total	\$1,539.55		
834 e	11/19/24	FURTHER HSA			
G 101-21709		Health Savings Account	\$637.60		11.15.24 Payroll AP
		Total	\$637.60		
835 e	11/19/24	PAYCHEX			
E 101-41000-310		Other Professional Servic	\$196.55		11.15.24 Payroll AP
		Total	\$196.55		
839 e	11/29/24	AMAZON			
E 101-43100-207		Computer Supplies	\$80.24		Printer and Ink
E 101-41940-401		Repairs & Maintenance-B	\$56.09		11459366335 LED replacement lights for entryway
E 101-41940-401		Repairs & Maintenance-B	\$30.39		11480050021 LED lightbulbs for Community Room
E 101-43100-221		Repair & Maintenance Su	\$399.99		11484486895 Drain Cleaner Machine
E 101-43100-404		Repair & Maintenance-Eq	\$33.99		11484486895 LED surgace mount flashing strobe light
E 101-41000-200		Office Supplies	\$8.38		11486938207 Paper Clips

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November 2024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41000-200		Office Supplies	\$6.82	11486938207	Paper Clips
E 101-41940-210		Operating Supplies	\$35.47	11486938207	Furniture Dolly
E 101-41940-210		Operating Supplies	\$27.23	11486938207	Trifold paper towels
E 602-49450-221		Repair & Maintenance Su	\$34.99	11494454665	4 pack garage LED lights
E 101-43100-404		Repair & Maintenance-Eq	\$55.98	11494454665	Rooftop Strobe lights - Steve's truck
		Total	\$769.57		
840 e	11/29/24	COBORNS			
E 604-49750-254		Non Alcoholic Beverage R	\$15.05		Liquid Ice
		Total	\$15.05		
841 e	11/29/24	FILPRO CORPORATION			
E 604-49750-210		Operating Supplies	\$336.00		Filters
E 604-49750-210		Operating Supplies	\$25.00		Shipping
		Total	\$361.00		
842 e	11/29/24	KASEYA US LLC			
E 604-49750-433		Dues/Subsc/Fees	\$200.00		Oct 2024 POS Kaseya Support Fees
		Total	\$200.00		
843 e	11/29/24	MENARDS			
E 101-41940-404		Repair & Maintenance-Eq	\$149.21		Misc electrical parts
		Total	\$149.21		
844 e	11/29/24	Neopost INC			
E 101-43100-322		Postage	\$100.00		Postage for the quadient machine
E 601-49400-322		Postage	\$200.00		Postage for the quadient machine
		Total	\$300.00		
845 e	11/29/24	NUVEI			
E 601-49400-433		Dues/Subsc/Fees	\$140.00		Annual Fees for each pay account (35.00 each)
		Total	\$140.00		
846 e	11/29/24	ROTO-ROOTER			
E 602-49450-310		Other Professional Servic	\$420.00		
		Total	\$420.00		
847 e	11/29/24	Rudolph's Redneck Roost			
E 101-41410-430		Miscellaneous Expenses	\$87.68		Lunch for Election Judges
		Total	\$87.68		
848 e	11/29/24	Sam's Club			
E 604-49750-259		Other Resale	\$3.78		Hamburger buns
E 604-49750-259		Other Resale	\$53.39		Candybars
E 101-41940-210		Operating Supplies	\$22.98		Toilet Paer
		Total	\$80.15		
849 e	11/29/24	SHIFT4			
E 604-49750-265		Credit Card Finance Char	\$53.95		
E 604-49750-265		Credit Card Finance Char	\$318.49		
		Total	\$372.44		
850 e	11/29/24	Stearns Bank-Holdingford N.A.			

***Check Detail Register©**

November 2024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 603-49500-433		Dues/Subsc/Fees	\$4.00		Redeposited item fee
		Total	\$4.00		
851 e	11/29/24	Postmaster			
E 601-49400-322		Postage	\$1.77		
		Total	\$1.77		
39589	11/12/24	Abdo Financial Services			
E 101-41000-301		Auditing and Acct'g Servic	\$4,135.00	496510	Audit work
E 101-41000-301		Auditing and Acct'g Servic	\$2,452.50	498335	
		Total	\$6,587.50		
39590	11/12/24	Alex Air Apparatus, Inc			
E 102-42280-406		Repair & Maint -Air Packs/	\$412.24	INV-50946	E-Spot Upgrade Kit, Battery
		Total	\$412.24		
39591	11/12/24	Andersen Excavating of Central			
E 602-49450-310		Other Professional Servic	\$3,567.12	4953	Pump Sludge 86,800 gallons
		Total	\$3,567.12		
39592	11/12/24	BADGER METER			
E 601-49400-309		Technology Services	\$41.86	80174620	Beacon MBL Hosting Serv Unit Oct 2024
		Total	\$41.86		
39593	11/12/24	Bernick's Pepsi-Cola			
E 604-49750-252		Beer Resale	\$238.85	10283339	Beer Resale
E 604-49750-254		Non Alcoholic Beverage R	\$16.80	10283340	Non Alcoholic Beverage Resale
E 604-49750-252		Beer Resale	(\$95.00)	10283341	Credit
		Total	\$160.65		
39594	11/12/24	Blue Cross Blue Shield Minnesota			
E 604-49750-130		Employer Paid Insurance	\$6.41	24110119553	Vision Insurance - Eric Oct 2024 Coverage
E 101-41000-130		Employer Paid Insurance	\$15.33	24110119553	Vision Insurance - Nicky Family Oct 2024 Coverage
		Total	\$21.74		
39595	11/12/24	Borgmann Disposal Services LLC			
E 603-49500-384		Refuse	\$6,015.00	October	Oct 24 Refuse Service
		Total	\$6,015.00		
39596	11/12/24	Brian Zapzalka			
E 602-49450-318		WWTP Subcontracted Ser	\$650.00		Subcontracted Services
		Total	\$650.00		
39597	11/12/24	C&L Distributing			
E 604-49750-252		Beer Resale	\$341.50	2007056	Beer Resale
		Total	\$341.50		
39598	11/12/24	Central Minnesota Alarms, Inc.			
E 604-49750-404		Repair & Maintenance-Eq	\$140.00	97223	Alarm repair sercie and test - battery replacement
		Total	\$140.00		
39599	11/12/24	FINKEN			
E 101-41940-240		Minor Equipment	\$7.00	1453887	Water Cooler Rental

***Check Detail Register©**

November 2024

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$7.00		
39600	11/12/24	FIRE INSTRUCTION RESCUE EDUCATION			
E 102-42280-308		Training and Professional	\$2,000.00	7092	Live Burn Training
Total			\$2,000.00		
39601	11/12/24	General Rental Center of Albany			
E 101-45200-416		Equipment Rentals	(\$81.00)	191503	Air Compressor Rental
E 101-45200-416		Equipment Rentals	\$81.00	191503	Air Compressor Rental
Total			\$0.00		
39602	11/12/24	Gopher State One-Call, Inc			
E 101-41000-310		Other Professional Servic	\$31.05	4100480	Gopher State One Call
E 101-41000-310		Other Professional Servic	\$31.05	4100480	Gopher State One Call
Total			\$62.10		
39603	11/12/24	Granite City Jobbing Co			
E 604-49750-259		Other Resale	\$399.39	420496	Tobacco, Snacks & Convenience Items
E 604-49750-259		Other Resale	\$72.37	422260	Tobacco, Snacks & Convenience Items
Total			\$471.76		
39604	11/12/24	Hawkins, Inc			
E 601-49400-210		Operating Supplies	\$50.00	6888585	Chlorine
E 602-49450-210		Operating Supplies	\$40.00	6888585	Sulfur Dioxide
E 602-49450-210		Operating Supplies	\$30.00	6888586	Chlorine
Total			\$120.00		
39605	11/12/24	Heggies Pizza LLC			
E 604-49750-259		Other Resale	\$78.30	1072138013	Pizza
Total			\$78.30		
39606	11/12/24	Holdingford Gas and Grocery			
E 101-43100-212		Motor Fuels	\$253.44		Maintenance Fuel
E 102-42280-212		Motor Fuels	\$251.57		Fire Department Fuel
E 101-45200-212		Motor Fuels	\$20.00		Parks Department Fuel
Total			\$525.01		
39607	11/12/24	Holdingford Hardware Inc.			
E 602-49450-221		Repair & Maintenance Su	\$262.54		
E 102-42280-221		Repair & Maintenance Su	\$74.75		
E 101-41940-210		Operating Supplies	\$113.59		
E 101-45200-210		Operating Supplies	\$3.99		
E 601-49400-221		Repair & Maintenance Su	\$41.98		
E 101-43100-210		Operating Supplies	\$7.49		
Total			\$504.34		
39608	11/12/24	Holdingford Hardware Inc.			
E 604-49750-221		Repair & Maintenance Su	\$34.24		Filters
Total			\$34.24		
39609	11/12/24	HOMMERDING PLUMBING			
E 101-43100-500		Capital Outlay	\$5,952.73	0368	Boiler for Maintenance Shop
Total			\$5,952.73		

***Check Detail Register©**

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
39610	11/12/24	LEIGHTON ENGINEERING			
E 101-41000-309		Technology Services	\$1,696.00	INV 71	For August and Sept.
E 101-41000-309		Technology Services	\$400.00	INV-010657	October 2024 Retainer
		Total	\$2,096.00		
39611	11/12/24	MIDCONTINENT COMMUNICATIONS			
E 101-41000-325		Communication Services	\$363.73	137399501	Internet& Phone Services, November, 2024
E 101-41000-325		Communication Services	\$193.80	d3708447011	Internet& Phone Services, Service Period
		Total	\$557.53		
39612	11/12/24	MN Department of Public Safety			
E 604-49750-433		Dues/Subsc/Fees	\$20.00	2025	Buyers Card for 2025
		Total	\$20.00		
39613	11/12/24	MN PEIP - C/O MMB Fiscal Services			
G 604-21705		Insurance Payable	\$30.15	1450343	Employee Dental Insurance Premium -Eric -Dec 24
E 604-49750-130		Employer Paid Insurance	\$12.45	1450343	Employer Dental Insurance Premium - Eric -Dec 24
G 101-21705		Insurance Payable	\$59.90	1450343	Employee Health Insurance Premium - Nicky -Dec 24
E 101-41000-130		Employer Paid Insurance	\$1,641.40	1450343	Employer Health Insurance Premium - Nicky - Dec 24
G 101-21705		Insurance Payable	\$63.80	1450343	Employee Dental Insurance Premium - Nicky - Dec 24
E 101-41000-130		Employer Paid Insurance	\$37.71	1450343	Employer Dental Insurance Premium - Nicky - Dec 24
E 101-41000-130		Employer Paid Insurance	\$1.80	1450343	Employer Life Insurance Premium - Nicky - Dec 24
E 101-41000-130		Employer Paid Insurance	\$1.80	1450343	Employer Life Insurance Premium - Dan - Dec 24
G 101-21705		Insurance Payable	\$39.60	1450343	Employee Supplemental Life Insurance - Dan - Dec 24
E 604-49750-130		Employer Paid Insurance	\$1.80	1450343	Employer Life Insurance Premium - Eric - Dec 24
E 604-49750-130		Employer Paid Insurance	\$637.28	1450343	Employer Health Insurance Premium - Nicky - Dec 24
		Total	\$2,527.69		
39614	11/12/24	Nicole Lahr			
E 101-41410-332		Mileage	\$84.42		Pick up PAT, Pick up Voting, Return Voting
		Total	\$84.42		
39615	11/12/24	PREMIER PYROTECHNICS			
E 101-41000-430		Miscellaneous Expenses	\$5,500.00	2025	Fireworks for Holdingford Daze
		Total	\$5,500.00		
39616	11/12/24	ROTO-ROOTER			
E 602-49450-401		Repairs & Maintenance-B	(\$420.00)	71304205	
E 602-49450-401		Repairs & Maintenance-B	\$420.00	71304205	
		Total	\$0.00		
39617	11/12/24	Short Elliot Hendrickson, Inc.			
E 101-43100-303		Engineering Fees	\$3,397.00	472532	North High Court
		Total	\$3,397.00		
39618	11/12/24	Southern Glazers of MN			
E 604-49750-253		Wine Resale	\$340.00	2550367	
E 604-49750-251		Liquor Resale	\$31.40	2550367	

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$371.40		
39619	11/12/24	Star Publications, LLC			
E 101-41000-352		General Notices and Publi	\$728.84	227206	Summary Financial Report for 2023
E 101-41410-352		General Notices and Publi	\$20.54	227206	Notice of PAT testing
Total			\$749.38		
39620	11/12/24	Sysco Western MN			
E 604-49750-259		Other Resale	\$574.90	253764635	Resale Food Items
E 604-49750-259		Other Resale	\$61.99	253765441	Resale Food Items
Total			\$636.89		
39621	11/12/24	Utility Consultants, Inc.			
E 602-49450-407		Testing	\$4,264.40	121846	Testing
Total			\$4,264.40		
39622	11/12/24	VESTIS			
E 101-41940-210		Operating Supplies	\$31.55		Mops & Rugs
E 101-41940-210		Operating Supplies	\$45.18	2530335292	Mops & Rugs
Total			\$76.73		
39623	11/12/24	VESTIS			
E 604-49750-210		Operating Supplies	\$80.16	2530332815	Linen, towels, mops, paper supplies
Total			\$80.16		
39624	11/12/24	Viking Coca-Cola Bottling Comp			
E 604-49750-252		Beer Resale	\$50.20	3558292	Beer Resale
E 604-49750-252		Beer Resale	\$103.75	3558391	Beer Resale
E 604-49750-254		Non Alcoholic Beverage R	\$30.80	3558392	Non Alcoholic Beverage Resale
Total			\$184.75		
39625	11/12/24	XCEL ENERGY			
E 101-41940-381		Electric Utilities	(\$99.47)		Credit from October billing
E 101-41950-383		Gas Utilities	\$59.18	0543708836	Gas Utilities - Historical Society - 101 River Street West
E 101-41950-381		Electric Utilities	(\$28.44)	0543708836	Electric Utilities - Historical Society - Solar Rewards Community Solar
E 101-41940-383		Gas Utilities	\$448.43	0543710983	Gas Utilities - City Center
E 101-41940-381		Electric Utilities	(\$0.38)	0543710983	Electric Utilities - City Center
E 101-41940-381		Electric Utilities	\$625.60	1139816085	Electric Utilities - City Center
E 101-41950-381		Electric Utilities	\$20.26	1139816766	Electric Utilities - Historical Society - 101 River Street West
E 101-45200-381		Electric Utilities	(\$59.73)	1139820850	Electric Utilities - Picnic Shelter - Solar Rewards Community Solar
E 101-45200-381		Electric Utilities	\$27.43	1139820850	Electric Utilities - Picnic Shelter - 231 Main Street
E 101-45200-381		Electric Utilities	\$91.84	1139820870	Electric Utilities - Picnic Shelter - 231 Main Street
Total			\$1,084.72		
39626	11/12/24	XCEL ENERGY			
E 101-43100-381		Electric Utilities	\$0.00		Electric Utilities - Maintenance Garage - 800 1st Street W
E 101-43100-381		Electric Utilities	\$0.00		Electric Utilities - Maintenance Garage - Solar Rewards Community Solar - 800 1st Street W
E 101-41960-381		Electric Utilities	\$0.00		Electric Utilities - Marquee - 630 S Main Street

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41960-381		Electric Utilities	\$0.00		Electric Utilities - Marquee - Solar Rewards Community Solar - 630 S Main Street
E 101-43100-381		Electric Utilities	\$11.79		Electric Utilities - Street Lights - 42161 Riverside Road
E 101-43100-381		Electric Utilities	\$145.79		Electric Utilities - Street Lights - PO BOX 69
E 101-43100-383		Gas Utilities	\$0.00	1142090278	Gas Utilities - Maintenance Garage - 800 1st Street W
E 101-43100-381		Electric Utilities	\$10.86	1142090440	Electric Utilities - Street Lights - 521 S Main Street
E 101-43100-381		Electric Utilities	\$9.00	1142091198	Electric Utilities - Street Lights - 521 S Main Street
E 101-43100-381		Electric Utilities	\$1,104.69	1142092249	Electric Utilities - Street Lights - PO BOX 69
E 101-43100-381		Electric Utilities	\$73.69	1142093703	Electric Utilities - Street Lights - PO BOX 69
E 101-43100-381		Electric Utilities	\$9.70	1142094366	Electric Utilities - Street Lights - 721 2nd Street
Total			\$1,365.52		
39627	11/12/24	Ziegler			
E 101-43100-404		Repair & Maintenance-Eq	\$1,021.10		Cutting edge, end edge
E 101-43100-404		Repair & Maintenance-Eq	(\$376.83)	CM00017177	Credit
Total			\$644.27		
39628	11/12/24	ZOLL MEDICAL CORPORATION			
E 102-42280-240		Minor Equipment	\$2,936.08	Q-93156	(2) AED Units
Total			\$2,936.08		
39630	11/25/24	AIR MAX LLC			
E 602-49450-404		Repair & Maintenance-Eq	\$215.00	29222442	Repair furnace at WWTP
Total			\$215.00		
39631	11/25/24	Auto Value Albany			
E 101-43100-221		Repair & Maintenance Su	\$41.96	26453429	Wiper Blades and washer fluid for RAM 2500
Total			\$41.96		
39632	11/25/24	Bernick's Pepsi-Cola			
E 604-49750-252		Beer Resale	\$216.55	10288686	Beer Resale
E 604-49750-254		Non Alcoholic Beverage R	\$33.60	10288687	Non Alcoholic Beverage Resale
Total			\$250.15		
39633	11/25/24	Bound Tree Medical, LLC			
E 102-42280-210		Operating Supplies	\$175.45	40058566	Misc medical supplies
Total			\$175.45		
39634	11/25/24	C&L Distributing			
E 604-49750-252		Beer Resale	\$18.25		Balance due from underpayment
E 604-49750-252		Beer Resale	\$2,517.65	2010626	Beer Resale
E 604-49750-252		Beer Resale	\$2,713.05	2014364	Beer Resale
Total			\$5,248.95		
39635	11/25/24	CenturyLink			
E 602-49450-321		Telephone	\$37.78	Nov 24	Monthly Telephone - SCADA Access Line - 1/2
E 601-49400-321		Telephone	\$37.78	Nov 24	Monthly Telephone - SCADA Access Line - 1/2
Total			\$75.56		
39636	11/25/24	Dahlheimer Beverage			
E 604-49750-252		Beer Resale	\$288.35	2338002	Beer Resale

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$288.35		
39637	11/25/24	Ecolab Pest Elimination			
E 604-49750-310		Other Professional Servic	\$122.68	6752923	Pest Control
Total			\$122.68		
39638	11/25/24	Everything Signs			
E 102-42280-217		Uniform Allowance	\$590.00	16680	Fire Dept T-shirts
Total			\$590.00		
39639	11/25/24	Granite City Jobbing Co			
E 604-49750-259		Other Resale	\$136.32	423104	Tobacco, Snacks & Convenience Items
Total			\$136.32		
39640	11/25/24	Hawkins, Inc			
E 601-49400-210		Operating Supplies	\$25.00	6915332	Chlorine
E 602-49450-210		Operating Supplies	\$25.00	6915332	Chlorine
E 602-49450-210		Operating Supplies	\$10.00	6915332	Sulfur Dioxide
E 601-49400-210		Operating Supplies	\$15.00	6915333	Chlorine
E 602-49450-210		Operating Supplies	\$15.00	6915333	Chlorine
E 602-49450-210		Operating Supplies	\$40.00	6915333	Sulfur Dioxide
Total			\$130.00		
39641	11/25/24	Heggies Pizza LLC			
E 604-49750-259		Other Resale	\$61.95	1072153013	Pizza
Total			\$61.95		
39642	11/25/24	Hertzberg Community Solar LLC			
E 602-49450-381		Electric Utilities	\$1,487.28	18249	Solar - Electric Power Services
Total			\$1,487.28		
39643	11/25/24	Holdingford Fire Relief Assn			
E 102-42280-124		Fire Pension Contribution	\$24,864.84		State Pension Payment
Total			\$24,864.84		
39644	11/25/24	Holdingford Lioness Club			
E 101-41000-490		Donations to Civic Organiz	\$100.00		Donation for Santa night from the American Legion
E 101-41000-490		Donations to Civic Organiz	\$100.00		Donation from Holdingford Fire Relief for Santa Night
Total			\$200.00		
39645	11/25/24	Kennedy & Graven, Chartered			
E 604-49750-304		Legal Fees	\$555.00		Employment discussions
E 601-49400-304		Legal Fees	\$592.00		Water shut off discussions
E 101-41000-304		Legal Fees	\$240.50		Cannabis discussions
Total			\$1,387.50		
39646	11/25/24	KORELEWSKI, ANITA			
G 101-11500		Accounts Receivable	\$114.36		000005970200
Total			\$114.36		
39647	11/25/24	METERING AND TECHNOLOGY SOLUTIONS			
E 601-49400-404		Repair & Maintenance-Eq	\$630.22	INV6636	(6) 8-dial HRE
E 601-49400-404		Repair & Maintenance-Eq	\$155.64	INV6675	(12) couplings with wire hole and gasket

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$785.86		
39648	11/25/24	Mike Schmidt			
E 102-42280-210		Operating Supplies	\$599.30		Reimbursement for medical supplies
Total			\$599.30		
39649	11/25/24	Minnesota Department of Health			
E 601-49400-433		Dues/Subsc/Fees	\$801.00	Oct 2024	Community Water Supply Service Connection Fee for 10.1.24-12.31.24
Total			\$801.00		
39650	11/25/24	MSFDA			
E 102-42280-433		Dues/Subsc/Fees	\$175.00	2025	2025 Membership Dues
Total			\$175.00		
39651	11/25/24	Nelson Sanitation & Rental, In			
E 102-42280-208		Training and Instruction S	\$145.00	INV/2024/150	Restroom Rental - Tax exempt
Total			\$145.00		
39652	11/25/24	Net V Pro			
E 101-41000-309		Technology Services	\$200.00	6127	File Recovery and Veeam Setup on 2 computers and server
Total			\$200.00		
39653	11/25/24	DG Minnesota CS 2021, LLC			
E 101-41940-381		Electric Utilities	\$64.76	5418	Solar Production - General
E 604-49750-381		Electric Utilities	\$674.25	5418	Solar Production - Liquor
E 602-49450-381		Electric Utilities	\$1,892.78	5418	Solar Production - Sewer
E 101-43100-381		Electric Utilities	\$214.14	5418	Solar Production - Street
E 601-49400-381		Electric Utilities	\$628.43	5418	Solar Production - Water
Total			\$3,474.36		
39654	11/25/24	Ramler Truck & Trailer Repair, Inc			
E 101-43100-404		Repair & Maintenance-Eq	\$644.09	R1065397	DOT inspection, oil change, minor repairs
Total			\$644.09		
39655	11/25/24	Short Elliot Hendrickson, Inc.			
E 601-49400-303		Engineering Fees	\$1,392.00	477766	Well investigating
Total			\$1,392.00		
39656	11/25/24	Stearns Electric Association			
E 306-50400-600		Debt Principal	\$88,890.00	128213	Final Loan Payoff
E 306-50400-610		Interest Expense	\$888.90	128213	Final Loan Payoff
Total			\$89,778.90		
39657	11/25/24	Tidy Tina's			
E 101-41940-310		Other Professional Servic	\$400.00	242	Janitorial Service - City Center 1/3 of the cost
E 101-45200-310		Other Professional Servic	\$450.00	242	Janitorial Service - Parks 2/3 of the cost
Total			\$850.00		
39658	11/25/24	Tim Berscheid			
E 101-41000-430		Miscellaneous Expenses	\$563.00		Refund of Property split escrow balance
Total			\$563.00		

***Check Detail Register©**

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
39659	11/25/24	Toshiba America Business Solutions			
E 101-41000-413		Office Equipment Rentals	\$147.00	5032121608	Printer/Copier Rental
E 101-41000-413		Office Equipment Rentals	\$4.12	5032121608	Printer/Copier Rental - Color Copy Overages
		Total	\$151.12		
39660	11/25/24	VESTIS			
E 101-41940-210		Operating Supplies	\$45.18	2530340274	Mops & Rugs
		Total	\$45.18		
39661	11/25/24	VESTIS			
E 604-49750-210		Operating Supplies	\$80.16	2530313331	Linen, towels, mops, paper supplies
		Total	\$80.16		
39662	11/25/24	XCEL ENERGY			
E 101-43100-381		Electric Utilities	(\$189.80)		Electric Utilities - Maintenance Garage - Solar Rewards Community Solar - 800 1st Street W
E 101-41960-381		Electric Utilities	(\$40.44)		Electric Utilities - Marquee - Solar Rewards Community Solar - 630 S Main Street
E 101-43100-383		Gas Utilities	\$194.87	0545768089	Gas Utilities - Maintenance Garage - 800 1st Street W
E 101-41960-381		Electric Utilities	\$63.98	1144947449	Electric Utilities - Marquee - 630 S Main Street
E 101-43100-381		Electric Utilities	\$20.86	1144952068	Electric Utilities - Maintenance Garage - 800 1st Street W
E 101-43100-381		Electric Utilities	\$20.86	1144952080	Electric Utilities - Maintenance Garage - 800 1st Street W
E 101-43100-381		Electric Utilities	\$235.51	1144952088	Electric Utilities - Maintenance Garage - 800 1st Street W
		Total	\$305.84		
39663	11/25/24	XCEL ENERGY			
E 601-49400-383		Gas Utilities	\$65.94	0544807571	City Water Pump - 271 Main Street
E 601-49400-381		Electric Utilities	\$10.75	1142407986	City Water Pump - Solar Rewards
E 601-49400-381		Electric Utilities	(\$582.73)	1142407986	City Water Pump - 271 Main Str
E 601-49400-381		Electric Utilities	(\$0.38)	1142407986	City Water Pump - Solar Rewards
E 601-49400-381		Electric Utilities	\$689.85	1142407999	City Water Pump - 271 Main Str
E 601-49400-381		Electric Utilities	\$10.78	1142409376	Water Tower - 800 River Street
E 601-49400-381		Electric Utilities	(\$272.79)	1142409376	Water Tower - Solar Rewards
E 601-49400-381		Electric Utilities	\$149.97	1142409387	Water Tower - 800 River Street
		Total	\$71.39		
39664	11/25/24	ZOLL MEDICAL CORPORATION			
E 102-42280-240		Minor Equipment	\$2,985.20	4089308	(2) AED units
E 102-42280-240		Minor Equipment	\$150.88	4089308	Lithium batteries
E 102-42280-240		Minor Equipment	(\$200.00)	4089420	Credit for trade in
		Total	\$2,936.08		
		10100	\$214,046.59		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary**10100 Checking**

101 General Fund	\$44,115.15
102 Fire Fund	\$35,280.82
306 GO Equipment Certificate	\$89,778.90
601 Water Fund	\$6,432.90
602 Sewer Fund	\$14,479.72
603 Refuse Fund	\$6,391.00
604 Liquor Fund	\$17,568.10
	\$214,046.59

CITY OF HOLDINGFORD

12/05/24 2:21 PM

*Revenue Guideline©

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Current Period: November 2024

			2024	2024	November	2024	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
General Fund							
Active	R 101-31000	General Property Taxes	\$250,000.00	\$153,657.86	\$0.00	\$96,342.14	61.46%
Active	R 101-32000	Licenses and Permits	\$2,700.00	\$2,825.00	\$0.00	-\$125.00	104.63%
Active	R 101-32210	Building Permits	\$2,500.00	\$2,350.00	\$25.00	\$150.00	94.00%
Active	R 101-32240	Animal Licenses	\$300.00	\$1,375.00	\$0.00	-\$1,075.00	458.33%
Active	R 101-33100	Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33180	Federal Grants-CARES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33400	State Grants and Aids	\$0.00	\$10,000.00	\$0.00	-\$10,000.00	0.00%
Active	R 101-33401	Local Government Aid	\$255,795.00	\$127,897.50	\$0.00	\$127,897.50	50.00%
Active	R 101-33402	Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33404	PERA Rate Increase Sta	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33425	Residential Market Valu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33426	Agricultural Market Valu	\$0.00	\$128.35	\$0.00	-\$128.35	0.00%
Active	R 101-33427	Manufactured Home MV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
In-Active	R 101-33430	LGA Small City Assistan	\$0.00	\$13,699.50	\$0.00	-\$13,699.50	0.00%
Active	R 101-33465	State Grant ARPA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33600	Region/County Grants/Ai	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34103	Zoning and Subdivision	\$0.00	\$1,250.00	\$0.00	-\$1,250.00	0.00%
Active	R 101-34107	Assessment Search Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34200	Public Safety Charges fo	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-34207	Insurance Refund	\$1,000.00	\$190.00	\$0.00	\$810.00	19.00%
Active	R 101-34780	Park Fees	\$7,500.00	\$6,565.00	\$0.00	\$935.00	87.53%
Active	R 101-34800	Hall Rental Fee	\$3,000.00	\$4,170.00	\$200.00	-\$1,170.00	139.00%
Active	R 101-34900	Antenna Fund	\$4,500.00	\$3,750.00	\$0.00	\$750.00	83.33%
Active	R 101-35000	Fines and Forfeits	\$1,000.00	\$1,660.77	\$153.31	-\$660.77	166.08%
Active	R 101-36100	Special Assessments	\$0.00	\$700.13	\$0.00	-\$700.13	0.00%
Active	R 101-36200	Miscellaneous Revenue	\$1,500.00	\$11,231.53	\$137.65	-\$9,731.53	748.77%
Active	R 101-36210	Interests Earnings	\$2,600.00	\$4,145.92	\$0.00	-\$1,545.92	159.46%
Active	R 101-36260	Rents & Royalties	\$1,250.00	\$1,550.00	\$0.00	-\$300.00	124.00%
Active	R 101-36280	Contributions and Donati	\$0.00	\$2,950.00	\$200.00	-\$2,950.00	0.00%
Active	R 101-36500	CMAG grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-38050	Cable TV Revenues	\$4,200.00	\$3,484.06	\$311.59	\$715.94	82.95%
Active	R 101-39101	Sales of General Fixed	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-39102	Capital Contribution	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-39400	Unbudgeted Grant Reve	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total General Fund			\$537,845.00	\$353,580.62	\$1,027.55	\$184,264.38	65.74%
Fire Fund							
Active	R 102-33100	Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 102-33400	State Grants and Aids	\$0.00	\$46,544.72	\$24,864.84	-\$46,544.72	0.00%
Active	R 102-33600	Region/County Grants/Ai	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 102-34200	Public Safety Charges fo	\$100,836.00	\$120,930.21	\$0.00	-\$20,094.21	119.93%
Active	R 102-34202	Special Fire Protection S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 102-34207	Insurance Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 102-36200	Miscellaneous Revenue	\$0.00	\$5.00	\$0.00	-\$5.00	0.00%
Active	R 102-36210	Interests Earnings	\$0.00	\$231.86	\$0.00	-\$231.86	0.00%
Active	R 102-36220	Training Reimbursement	\$4,000.00	\$2,903.31	\$0.00	\$1,096.69	72.58%
Active	R 102-36230	Contributions and Donati	\$1,500.00	\$48,590.00	\$10,590.00	-\$47,090.00	3239.33%
Active	R 102-39101	Sales of General Fixed	\$0.00	\$1,000.00	\$0.00	-\$1,000.00	0.00%
Active	R 102-39200	Transfers In	\$37,764.00	\$0.00	\$0.00	\$37,764.00	0.00%
Active	R 102-39400	Unbudgeted Grant Reve	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Fire Fund			\$144,100.00	\$220,205.10	\$35,454.84	-\$76,105.10	152.81%

CITY OF HOLDINGFORD

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Current Period: November 2024

			2024 YTD Budget	2024 YTD Amt	November MTD Amt	2024 YTD Balance	% of YTD Budget
General Debt Fund							
Active	R 301-31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-31050	Tax Increments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-36100	Special Assessments	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	R 301-36200	Miscellaneous Revenue	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
Active	R 301-36210	Interests Earnings	\$50.00	\$43.98	\$0.00	\$6.02	87.96%
Active	R 301-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-39300	Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total General Debt Fund			\$2,100.00	\$43.98	\$0.00	\$2,056.02	2.09%
EDU Water-Sewer-Street Project							
Active	R 302-31000	General Property Taxes	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-31050	Tax Increments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36100	Special Assessments	\$9,049.00	\$1,616.99	\$0.00	\$7,432.01	17.87%
Active	R 302-36210	Interests Earnings	\$500.00	\$105.87	\$0.00	\$394.13	21.17%
Active	R 302-37140	Equivalent Dwelling Unit	\$69,000.00	\$60,010.00	\$6,013.71	\$8,990.00	86.97%
Active	R 302-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-39300	Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total EDU Water-Sewer-Street Project			\$78,549.00	\$61,732.86	\$6,013.71	\$16,816.14	78.59%
GO Equipment Certificate							
Active	R 306-39200	Transfers In	\$23,000.00	\$0.00	\$0.00	\$23,000.00	0.00%
Total GO Equipment Certificate			\$23,000.00	\$0.00	\$0.00	\$23,000.00	0.00%
TIF Dist 1 Housing							
Active	R 311-31050	Tax Increments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 311-36210	Interests Earnings	\$0.00	\$4.15	\$0.00	-\$4.15	0.00%
Active	R 311-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total TIF Dist 1 Housing			\$0.00	\$4.15	\$0.00	-\$4.15	0.00%
TIF Dist 3 Two Rivers							
Active	R 313-31050	Tax Increments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 313-36210	Interests Earnings	\$0.00	\$3.63	\$0.00	-\$3.63	0.00%
Active	R 313-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total TIF Dist 3 Two Rivers			\$0.00	\$3.63	\$0.00	-\$3.63	0.00%
TIF Dist 4 Berkon-Erythg Signs							
Active	R 314-31050	Tax Increments	\$16,300.00	\$0.00	\$0.00	\$16,300.00	0.00%
Active	R 314-36210	Interests Earnings	\$0.00	\$153.06	\$0.00	-\$153.06	0.00%
Active	R 314-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total TIF Dist 4 Berkon-Erythg Signs			\$16,300.00	\$153.06	\$0.00	\$16,146.94	0.94%
General Reserve							
Active	R 401-36210	Interests Earnings	\$0.00	\$4,188.48	\$0.00	-\$4,188.48	0.00%
Active	R 401-39200	Transfers In	\$0.00	\$114,707.09	\$0.00	-\$114,707.09	0.00%
Total General Reserve			\$0.00	\$118,895.57	\$0.00	-\$118,895.57	0.00%
Main Street Project							
Active	R 402-36210	Interests Earnings	\$0.00	\$161.02	\$0.00	-\$161.02	0.00%
Active	R 402-36230	Contributions and Donati	\$0.00	\$5,000.00	\$0.00	-\$5,000.00	0.00%
Active	R 402-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 402-39300	Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Main Street Project			\$0.00	\$5,161.02	\$0.00	-\$5,161.02	0.00%
Fire Dept Capital							
Active	R 403-36210	Interests Earnings	\$0.00	\$308.64	\$0.00	-\$308.64	0.00%
Active	R 403-36230	Contributions and Donati	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 403-39200	Transfers In	\$0.00	\$64,454.56	\$0.00	-\$64,454.56	0.00%
Total Fire Dept Capital			\$0.00	\$64,763.20	\$0.00	-\$64,763.20	0.00%

CITY OF HOLDINGFORD

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Current Period: November 2024

			2024	2024	November	2024	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Parks Capital							
Active	R 404-36210	Interests Earnings	\$0.00	\$4,891.52	\$0.00	-\$4,891.52	0.00%
Active	R 404-39200	Transfers In	\$0.00	\$2,117.30	\$0.00	-\$2,117.30	0.00%
Total Parks Capital			\$0.00	\$7,008.82	\$0.00	-\$7,008.82	0.00%
Maintenance Capital							
Active	R 405-36210	Interests Earnings	\$0.00	\$1,184.95	\$0.00	-\$1,184.95	0.00%
Active	R 405-39200	Transfers In	\$0.00	\$2,624.87	\$0.00	-\$2,624.87	0.00%
Total Maintenance Capital			\$0.00	\$3,809.82	\$0.00	-\$3,809.82	0.00%
Magnifi Financial							
Active	R 406-36210	Interests Earnings	\$0.00	\$52.25	\$0.00	-\$52.25	0.00%
Active	R 406-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Magnifi Financial			\$0.00	\$52.25	\$0.00	-\$52.25	0.00%
Water Fund							
Active	R 601-33100	Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36100	Special Assessments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-36200	Miscellaneous Revenue	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 601-36210	Interests Earnings	\$45.00	\$205.45	\$0.00	-\$160.45	456.56%
Active	R 601-36400	Special Assessment Re	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37100	Water Sales	\$135,000.00	\$129,536.45	\$12,523.54	\$5,463.55	95.95%
Active	R 601-37103	Water Access	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37105	Water Meter Reim	\$500.00	\$794.52	\$0.00	-\$294.52	158.90%
Active	R 601-37140	Equivalent Dwelling Unit	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37150	Water Connect/Reconne	\$1,000.00	\$2,881.80	\$307.95	-\$1,881.80	288.18%
Active	R 601-37160	Water Penalty	\$2,000.00	\$6,870.48	\$0.00	-\$4,870.48	343.52%
Active	R 601-39101	Sales of General Fixed	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39102	Capital Contribution	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-39400	Unbudgeted Grant Reve	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Water Fund			\$139,045.00	\$140,288.70	\$12,831.49	-\$1,243.70	100.89%
Sewer Fund							
Active	R 602-33100	Federal Grants and Aids	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-36200	Miscellaneous Revenue	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
Active	R 602-36210	Interests Earnings	\$25.00	\$31.69	\$0.00	-\$6.69	126.76%
Active	R 602-36400	Special Assessment Re	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-37200	Sewer Sales	\$170,000.00	\$180,103.24	\$17,243.20	-\$10,103.24	105.94%
Active	R 602-37250	Sewer Connect/Reconne	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-37260	Sewer Penalty	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-39102	Capital Contribution	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-39400	Unbudgeted Grant Reve	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Sewer Fund			\$170,225.00	\$180,134.93	\$17,243.20	-\$9,909.93	105.82%
Refuse Fund							
Active	R 603-36200	Miscellaneous Revenue	\$0.00	\$97.54	\$0.00	-\$97.54	0.00%
Active	R 603-36210	Interests Earnings	\$0.00	\$18.14	\$0.00	-\$18.14	0.00%
Active	R 603-37300	Refuse Sales	\$76,000.00	\$65,828.26	\$6,580.88	\$10,171.74	86.62%
Active	R 603-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 603-39400	Unbudgeted Grant Reve	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Refuse Fund			\$76,000.00	\$65,943.94	\$6,580.88	\$10,056.06	86.77%
Liquor Fund							
Active	R 604-34207	Insurance Refund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 604-36200	Miscellaneous Revenue	\$1,000.00	\$599.54	\$50.40	\$400.46	59.95%

CITY OF HOLDINGFORD

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Current Period: November 2024

			2024	2024	November	2024	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 604-36210	Interests Earnings	\$100.00	\$5.33	\$0.00	\$94.67	5.33%
Active	R 604-36280	Contributions and Donati	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 604-37811	Liquor-Off Sale	\$40,000.00	\$21,235.56	\$1,845.43	\$18,764.44	53.09%
Active	R 604-37812	Beer-Off Sales	\$90,000.00	\$60,468.43	\$4,954.11	\$29,531.57	67.19%
Active	R 604-37911	Liquor-On Sale	\$62,000.00	\$53,070.73	\$4,639.79	\$8,929.27	85.60%
Active	R 604-37912	Beer-On Sale	\$120,000.00	\$80,354.42	\$6,702.69	\$39,645.58	66.96%
Active	R 604-37915	Miscellaneous Sales	\$27,000.00	\$24,669.57	\$1,834.27	\$2,330.43	91.37%
Active	R 604-37916	Non Tax Cigarettes	\$12,000.00	\$9,457.95	\$515.95	\$2,542.05	78.82%
Active	R 604-37940	Cash Over/Short	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 604-37945	Over/Short	\$0.00	-\$88.18	\$18.25	\$88.18	0.00%
Active	R 604-38000	Other Proprietary Fund	\$25,000.00	\$23,415.24	\$1,934.70	\$1,584.76	93.66%
Active	R 604-38010	Credit Card Revenue	\$0.00	-\$327.00	(\$371.75)	\$327.00	0.00%
Active	R 604-39101	Sales of General Fixed	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 604-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 604-39400	Unbudgeted Grant Reve	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		Total Liquor Fund	\$377,100.00	\$272,861.59	\$22,123.84	\$104,238.41	72.36%
USDA Rural Water Reserve							
Active	R 605-36210	Interests Earnings	\$0.00	\$186.73	\$0.00	-\$186.73	0.00%
Active	R 605-39200	Transfers In	\$0.00	\$60,161.23	\$0.00	-\$60,161.23	0.00%
		Total USDA Rural Water Reserve	\$0.00	\$60,347.96	\$0.00	-\$60,347.96	0.00%
		Report Total	\$1,564,264.00	\$1,554,991.20	\$101,275.51	\$9,272.80	99.41%

HMLS November 2024

We are at even for the year. A few slower months along with some bigger orders and 3 pay periods in November were huge factors. We also had some staff turnover resulting in training hours. I see us coming ahead in December and we should end the year in the positive. Looking forward to 2025 I will be making some small price adjustments which should offer a better profit margin. There were little to no increases for many years and I have slowly fixed things through the year to not shock the customers. I have been pulling reports on profitability each day of the week and will meet with Jayme to discuss different options. This has been a year of many changes but we are moving in the right direction.

We have a Christmas party and band night booked for 12/13 with Charlie Roth and Cruise Control booked for New Years Eve. We will be open 12-6 on Christmas Eve and Closed on Christmas Day.

The sale on the dead stock has done well and we are almost fully sold out.

I would like to hire Jordan Hagburg as a part time bartender

For the rest of the year we will work on audit prep for 1/1 and the adjustments that we will be making to the price structure. Staffing is full now.

Nov 2024

Maintenance Report

- Rice lake construction completed repairs to clarifier @ WWTP
- 2 mixers went out at WWTP, both still under warranty. Pulled mixers and brought to Newterra for repair
- Replaced several lighting fixtures at City Hall. Will continue too update light from fluorescent to LED
- Water Quality Parameters testing completed for MDH
- Made repairs to loader, updated warning lights for safety
- Purchased a 100ft drain cleaner for \$400 for the city. (Roto router is \$400 each visit – 3 times this year alone
- Cleaned up sidewalks and salt sanded after a few light snow events
- Hung holiday decorations on Main Street

Month	Well #2	Well #3	Total Gallons	Influent Flow	I & I	Precipitation
September	1,920,000	0	1,920,000	2,175,000	255,000	.35 rain
October	1,929,000	0	1,929,000	1,748,000	0	1.16 rain
November	1,422,000	0	1,422,000	1,776,000	354,000	2.1rain

City of Holdingford

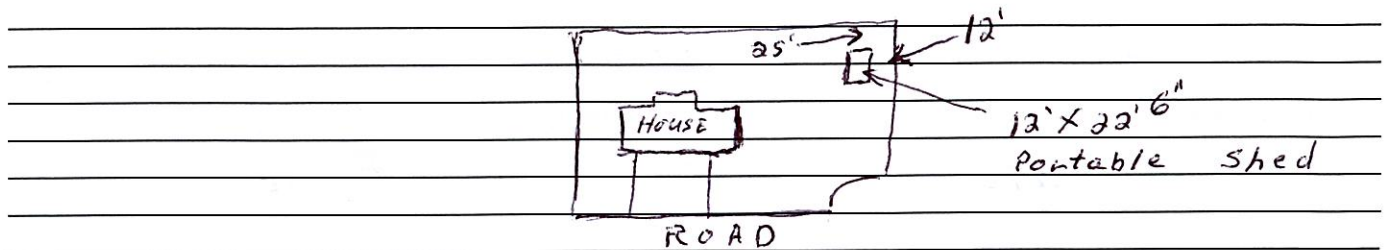
For Office Use Only:

Permit # 29-24-12-3
Permit Effective Dates 12/3/24 - 12/3/25
Parcel ID (PIN) _____
Received \$ 250.00 check # 443

Application for Land Use Permit

Property Owner Tim Berscheid
Property Address 700 Rivercrest Rd.
Phone Number 320-249-3971
Email address Tim@Berscheidproperties.com
Contractor Name and phone owner

Description of Project. ***Drawings and site plans must be included****



Please check one of the following (see next page for descriptions and fees):

- ☐ Remodeling Permit. Clerk Signature Required: _____
- ☐ Small Construction Permit. Sign below and continue to page 2
- ☒ New Construction or Additions. Sign below and continue to page 2

Applicant Signature:

I hereby attest that, in case such a permit is granted, that all methods and materials comply with the plans and specifications submitted and will be in compliance with all current codes and all ordinances of the City of Holdingford and the State of Minnesota.

Owner Signature: Tim Berscheid

Contractor's Signature: owner

Date: 11/29/24

Phone 320-746-2966
Fax 320-746-3297

PO Box 69
Holdingford, MN 56340

www.holdingfordmn.us
Email: Clerk@holdingfordmn.us



Clerks' Report December 9, 2024

Received \$137 from the County for election costs

Worked on new website-it's now live with a few more additions to make

Worked on an IT plan with Shift Technologies.

Created a 2025 Fee Schedule

Assessed the following late utility bills to Stearns County:

	Past Due Amount	City Fee	County Fee	Amount for Lien
Totals	\$ 2,151.54	\$ 1,250.00	\$ 36.00	\$ 3,437.54

Worked on 2025 budget

Received 2nd ½ of 2024 tax levy from Stearns County

Put up holiday decorations

Worked with maintenance to update City Hall lights with LEDs.

Received thank you cards from Holdingford Elementary School

Inventory for Muni on January 1st

Made the last TIF payment for Everything Signs of \$14,800.00. Need to decertify the district.

Made tax abatement payments to Wm. D. Scepaniak \$1,733.55

Made tax abatement payment to Berkon \$8,424.00

**CITY OF HOLDINGFORD, MINNESOTA
ORDINANCE NO. 24-12-9-2**

**AN ORDINANCE AMENDING THE HOLDINGFORD CITY CODE
PERTAINING TO CANNABIS AND HEMP BUSINESSES**

THE CITY COUNCIL OF THE CITY OF HOLDINGFORD, MINNESOTA DOES HEREBY ORDAIN:

SECTION 1. Title XI of the Holdingford City Code is hereby amended by adding a new Chapter 118 as follows:

**CHAPTER 118
CANNABIS AND HEMP BUSINESSES**

118.01. Findings and Purpose. The purpose of this chapter is to protect the public health, safety, welfare in the City by implementing regulations pursuant to Minnesota Statutes, chapter 342, as it may be amended from time to time, related to cannabis and hemp businesses within the City. The City finds and concludes that these regulations are appropriate and lawful, that the proposed provisions will promote the community's interest in reasonable stability in the development and redevelopment of the City for now and in the future, and that the regulations are in the public interest and for the public good.

118.03. Definitions. The following words, terms and phrases, when used in this chapter, shall have the following meanings ascribed to them, except where the context clearly indicates a different meaning:

Applicant means an entity that is applying for an initial registration or for registration renewal under this chapter.

The Act means Minnesota Statutes, chapter 342, as is may be amended from time to time.

Cannabis Business shall have the meaning ascribed in Minnesota Statutes, section 342.01 and generally includes any business licensed by OCM, but pursuant to law shall not include lower-potency hemp edible retailers or lower-potency hemp edible manufacturers.

Cannabis Retailer means a business with a cannabis retailer license or cannabis retail endorsement from OCM.

Retailer means every business that is licensed under the Act and required to register with the City under Minnesota Statutes, section 342.22 including cannabis businesses and lower-potency hemp edible retailers.

OCM means the Minnesota Office of Cannabis Management.

118.05. Certification of Cannabis Businesses License Application. The City Clerk-Treasurer or their designee is authorized to certify whether a proposed Cannabis Business complies with the City's zoning ordinances, this section, and, if applicable, state fire code and building code pursuant to Minnesota Statutes, section 342.13.

118.07. Registration of Cannabis Retailers and Lower-Potency Hemp Edible Retailers.

Subd. 1. Retail Registration Required. Before making retail sales to customers or patients in the City, a Retailer must register with the City. Making retail sales to customers or patients without an active registration is prohibited.

Subd. 2. Civil Penalties. Subject to Minnesota Statutes, section 342.22, subd. 5(e) the City may impose a civil penalty, as specified in the City's Fee Schedule, for making a sale to a customer or patient without a valid registration from the City and a valid license from the OCM.

Subd. 3. Fee Required.

- (a) At the time of initial application, and prior to the City's consideration of any renewal application, each Retailer must submit, as established in the City's fee schedule, the following fees:
 - (i) At the time of initial registration:
 - (1) An initial registration fee.
 - (2) The renewal fee for the second year of operation.
 - (ii) At the time of the first annual renewal (prior to the second year of operation), no fee will be due.
 - (iii) At the time of the second annual renewal, and each year thereafter, the renewal fee must be paid prior to the city at the time of renewal request and prior to issuance of any renewal registration.
 - (iv) Initial registration fees and renewal registration fees are nonrefundable.

Subd. 4. Processing Registrations.

- (a) Applications will be processed on a first-come, first-served basis based on the City receiving a complete application and payment of all fees.
- (b) The date a certification under section 118.05 is issued will have no impact on the applicant's registration processing.
- (c) An application will be considered complete when all material in Subd. 5 below is received by the City and includes all required information and the fee described in Subd. 3 is received. If the City Clerk-Treasurer, or their designee, determines that an application is incomplete, they shall notify an applicant.
- (d) Once an application is considered complete, the City Clerk-Treasurer shall inform the applicant as such, process the application fees, and approve or deny the application.
- (e) Preliminary Compliance Check. The City may conduct a preliminary compliance check to ensure compliance with this chapter and any other regulations established pursuant to Minnesota Statutes, section 342.13.

- (f) An application for annual registration renewal shall be submitted at least 30 days prior to expiration.

Subd. 5. Application Requirements. The applicant must submit a registration application or renewal form provided by the City. The form may be amended from time to time by the City Clerk-Treasurer, or their designee, but must include or be accompanied by:

- (a) Name of the property owner;
- (b) Name of the applicant;
- (c) Address and parcel ID for the property for which the registration is sought;
- (d) Certification that the applicant complies with the requirements of this chapter;
- (e) The fees as described in Subd. 3 of this section;
- (f) Proof of taxes, assessments, utility charges or other financial claims of the city or the state are current; and
- (g) A copy of a valid state license or written notice of OCM license preapproval.

Subd. 6. Limitations on Cannabis Retailer Registrations.

- (a) The City will issue no more than one Cannabis Retailer registration for every 12,500 residents in the City, except that the City will not issue any Cannabis Retailer registrations if there is one registration for every 12,500 residents in Stearns County.
- (b) If the number of registrations available within the City decreases based on the County reaching the one for every 12,500 threshold or the City's population decreases below a previous threshold, businesses with current registrations will be allowed to maintain and renew their registrations but no new registration will be issued.
- (c) Registrations issued to businesses with a license preapproval will count toward the City's registration limit.
- (d) Businesses operating under a tribal compact entered into under Minnesota Statutes, section 3.9224 or 3.9228 and tribally issued licenses and registrations are counted towards the City's registration limit and the County registration limit.

Subd. 7. Reasons for Denial. The City shall not issue a registration or renewal if any of the following conditions are true:

- (a) The applicant has not submitted a complete application.
- (b) The applicant does not comply with the requirements of this chapter.
- (c) The applicant does not comply with applicable zoning and land use regulations.
- (d) The applicant is found to not comply with the requirements of the Act or this chapter at the preliminary compliance check.
- (e) The applicant is seeking Cannabis Retailer registration and the maximum number of Cannabis Retailer registrations pursuant to section 118.07, subd. 6 have been issued by the City or the County.
- (f) The applicant does not have a valid license from the OCM.

Subd. 8. Issuing the Registration or Renewal. The City shall issue the registration or renewal if the Retailer meets the requirements of this section, including that none of the reasons for denial in Subd. 7 are true.

Subd. 9. Expiration of Registration. A registration shall expire annually. An applicant may request renewal of a registration as described herein.

Subd. 10. Nontransferable. A registration is not transferable.

Subd. 11. Location Change. A registered business that wishes to move locations within the City must submit the new proposed location to the City as part of a new application for registration, including a certification that the location meets all zoning requirements. Such change will be approved provided that it complies with this section and there are no other grounds for denial as described in Subd. 7.

Subd. 12. Registration Enforcement.

- (a) Generally. The City Clerk-Treasurer may suspend a registration under this chapter on a finding that the business has failed to comply with the requirements of this section or any applicable statute or regulation.
- (b) Notice and Right to Hearing. Prior to suspending any registration under this chapter, the City Clerk-Treasurer shall provide the business with written notice of the alleged violations and inform the business of their right to a hearing on the alleged violation.
 - (i) Notice shall be delivered in person or by regular mail to the address of the business and shall inform the business of its right to a hearing. The notice will indicate that a response must be submitted within ten (10) business days of receipt of the notice, or the right to a hearing will be waived.
 - (ii) The business will be given an opportunity for a hearing before the City Council before final action to suspend a registration, provided, the business has submitted a written application for appeal within 10 business days after the notice was served. The City Council shall give due regard to the frequency and seriousness of the violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and shall issue a decision to suspend the registration only upon written findings.
 - (iii) If no request for a hearing is received within ten (10) days following the service of the notice, the suspension shall be effective.
- (c) Emergency. If, in the discretion of the City's law enforcement agency, a business poses an imminent threat to the health or safety of the public, the City may immediately suspend the registration and provide notice of the right to hold a subsequent hearing as prescribed in Subd. 12(b)(ii) of this section.
- (d) Notice to OCM. In the case of suspension, the City Clerk-Treasurer shall provide any such notice required by statute or rule.
- (e) Term of Suspension. The retail registration suspension must be for up to 30 days unless the OCM suspends the license and operating privilege of the business for a longer period or revokes its license.
- (f) Reinstatement. The City may reinstate a registration if it determines that the violations have been resolved. The City shall reinstate a registration if the OCM orders reinstatement.

118.09. Compliance Checks. The City shall complete, at minimum, one compliance check per calendar year of every registered Retailer to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24, and any applicable cannabis or hemp regulations adopted by the City.

The City shall conduct a minimum of at least one unannounced age verification compliance check per calendar year. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the City. Any failures under this section are a basis for enforcement action and must be reported to the OCM.

118.11. Hours of Operation. Cannabis Retailers are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 10:00 a.m.-9:00 p.m. daily.

118.13. Administration and Enforcement

Any violation of the provisions of this chapter or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Each day each violation continues or exists, constitutes a separate offense. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

118.15. Severability

If any subsection, subdivision, clause, provision, or portion of this chapter is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this chapter shall not be affected thereby.

118.17. Temporary Cannabis Event Standards. The following standards apply to any temporary cannabis event held in the City by a licensed Cannabis Event Organizer, as defined and provided for in the Act.

- (a) Temporary cannabis events are prohibited on City property.
- (b) Temporary cannabis events shall not occur upon property zoned for residential purposes.
- (c) Temporary cannabis events shall only be held between the hours of 10 a.m. to 9 p.m.
- (d) Pursuant to Minnesota Statutes, section 342.40, subd. 8, the City prohibits on-site consumption of cannabis and hemp products at temporary cannabis events.
- (e) Temporary cannabis events must occur inside a building.
- (f) Temporary cannabis events shall be located a minimum of 1000 feet from any school as measured from the building in which the event is located to the property line of the school.
- (g) Temporary cannabis events shall be located a minimum of 500 feet from any daycare or residential treatment facility as measured from the building in which the event is located to the property line of the property on which the daycare or residential treatment facility is located.

- (h) Temporary cannabis events shall be located at least 500 feet from any attraction within a public park that is regularly used by minors, including, but not limited to, a playground or athletic field, measured from the building in which the event is located to the attraction.
- (i) The organizer shall meet the requirements of Minnesota Statutes, section 342.40 regarding security and limited access to the event.

SECTION 2. The city's official fee schedule is hereby amended by adding the following registration fees, which city staff is hereby authorized to incorporate said fee into the fee schedule:

Initial Cannabis/Hemp Retail Registration	Amount
Cannabis Retailer	\$500
Cannabis Mezzobusiness	\$500
Cannabis Microbusiness	No Fee
Lower-Potency Hemp Edible Retailer	\$125
Medical Cannabis Combination Business	\$500
Renewal Cannabis/Hemp Retail Registration	Amount
Cannabis Retailer	\$1,000
Cannabis Mezzobusiness	\$1,000
Cannabis Microbusiness	\$500
Lower-Potency Hemp Edible Retailer	\$125
Medical Cannabis Combination Business	\$1,000

SECTION 3. Chapter 151, Section 2 of the Holdingford Zoning Ordinance is hereby amended by adding the following new definitions and renumbering the respective subdivisions accordingly:

Subd. XX. Cannabis Cultivation. A business with a cannabis cultivator license, medical cannabis cultivator license, or cultivation endorsement from the OCM.

Subd. XX. Cannabis Delivery. A business with a cannabis delivery service license or delivery service endorsement from the OCM.

Subd. XX. Cannabis Manufacturing. A business with a cannabis manufacturer license or manufacturing endorsement from the OCM.

Subd. XX. Cannabis Processing. A business with a medical cannabis processor license or processing endorsement from the OCM.

Subd. XX. Cannabis Retail. A business with a cannabis retailer license or medical cannabis retailer license from the OCM and the retail location(s) of a cannabis mezzobusiness with a retail operations endorsement, cannabis microbusiness with a retail operations endorsement, or cannabis medical combination business operating a retail location. Cannabis Retail shall exclude lower-potency hemp edible retail businesses.

Subd. XX. Cannabis Testing. A business with a cannabis testing facility license or testing endorsement from the OCM.

Subd. XX. Cannabis Transportation. A business with a cannabis transporter or cannabis delivery service license or transportation endorsement from OCM.

Subd. XX. Cannabis Wholesaling. A business with a cannabis wholesaler license or wholesaling endorsement from the OCM.

Subd. XX. Lower Potency Hemp Edible Manufacturer. A business with a lower-potency hemp edible manufacturer license from the OCM.

Subd. XX. Lower Potency Hemp Edible Retailer. A retail location with a lower-potency hemp edible retailer license from the OCM, including on-site consumption as allowed by State of Minnesota regulations.

Subd. XX. Office of Cannabis Management (OCM). The State of Minnesota Office of Cannabis Management.

Subd. XX. Park Feature. An attraction within a public park that is regularly used by minors, including, but not limited to, a playground or athletic field.

Subd. XX. Residential Treatment Facility. A residential facility providing mental health, alcohol, or drug treatment services established or operated in accordance with Minnesota Rules,

SECTION 4. Chapter 151, Section 8, Subd. 2 of the Holdingford Zoning Ordinance, which contains a list of permitted uses in the City's Central Business District, is hereby amended by adding the double-underlined language as follows:

Subd. 2. Permitted Uses. The following are permitted uses:

- A. Antique stores, appliance and furniture stores, bakeries, barber shops, bars and taverns, business offices, clinics, clothing and apparel stores, drug stores, financial institutions, florists, gift stores grocery stores, hardware stores, hobby shops, meat markets, music stores, newspaper offices and press rooms, optical stores, packaged beverage stores, professional offices, restaurants, self service and pick up laundry and dry cleaning establishments, sporting goods stores, and variety stores.
- B. Other commercial uses determined by the City Council to be of the same general character as the permitted uses.
- C. Government and cultural uses, such as, fire and polices stations, public parking lots, community centers, and libraries.
- D. Cannabis retail, provided, however, that such use must be at least 1,000 feet from any property containing a school and 500 feet from any park feature or property containing a daycare or residential treatment facility.
- E. Lower potency hemp edible retailer.

SECTION 5. Chapter 151, Section 10, Subd. 2 of the Holdingford Zoning Ordinance, which contains a list of permitted uses in the City's Limited Industrial District, is hereby amended by adding the double-underlined language as follows:

Subd. 2. Permitted Uses. The following are permitted uses:

- A. Warehousing, wholesaling and distribution operations.
- B. Research Facilities.
- C. Light manufacturing and assembly.
- D. Grain elevators and grain and feed milling.
- E. Public Utility structures and government buildings.
- F. Other industrial uses determined by the City Council to be of the same general character as the permitted uses.
- G. Cannabis cultivation, cannabis delivery, cannabis manufacturing, cannabis processing.

cannabis testing, cannabis transportation, cannabis wholesaling, and lower-potency hemp edible manufacturer. All cannabis and hemp cultivation, manufacturing, processing, testing, and storage activities shall occur entirely inside of an enclosed structure and shall otherwise comply with any odor requirements promulgated by the Minnesota Pollution Control Agency.

SECTION 6. This ordinance shall take effect following its adoption and publication in accordance with law.

Adopted by the Holdingford City Council on this 9th day of December, 2024.

CITY OF HOLDINGFORD:

ATTEST:

Eric Berscheid, Mayor

Nicky Lahr, City Clerk/Treasurer

**CITY OF HOLDINGFORD, MINNESOTA
RESOLUTION NO. 24-12-9-3**

**A RESOLUTION AUTHORIZING SUMMARY
PUBLICATION OF ORDINANCE NO. 24-12-9-2**

WHEREAS, the City Council of the City of Holdingford has adopted Ordinance No. 24-12-9-2, titled “AN ORDINANCE AMENDING THE HOLDINGFORD CITY CODE PERTAINING TO CANNABIS AND HEMP BUSINESSES”; and

WHEREAS, in the case of lengthy ordinances or those containing charts or maps, Minnesota state law allows the City Council to approve, by a four-fifths vote, the publication of an ordinance by title and summary only; and

WHEREAS, the expense to publish the complete text of the ordinance is not justified; and

WHEREAS, the following summary clearly informs the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Holdingford, Minnesota, that the following summary is hereby approved for publication:

**SUMMARY PUBLICATION
ORDINANCE NO. 24-12-9-2**

The City Council of the City of Holdingford has adopted Ordinance No. 24-12-9-2, titled “AN ORDINANCE AMENDING THE HOLDINGFORD CITY CODE PERTAINING TO CANNABIS AND HEMP BUSINESSES.” The purpose of the ordinance is to (i) create a new chapter in the city code consisting of regulations and performance standards for cannabis and hemp businesses, including retail registration requirements and other standards, and (ii) establish zoning regulations for cannabis and hemp businesses. The ordinance includes, without limitation, provisions establishing the city’s cannabis/hemp retail registration program and establishes locations where various cannabis and hemp businesses may operate in the city. The ordinance also amends the city’s fee schedule to incorporate retail registration fees that are consistent with state law. This public notice is intended only to summarize the ordinance. The full text of the ordinance is available for inspection at Holdingford City Hall during regular business hours.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the City Council of the City of Holdingford, Minnesota, that the City Clerk-Treasurer keep a copy of Ordinance No. 24-12-9-2 at City Hall for public inspection during business hours and post a full copy of the ordinance in a public place in the City.

Adopted and approved by the City Council of the City of Holdingford effective on the 9th day of December, 2024.

Eric Berscheid, Mayor

Attest:

Nicky Lahr, City Clerk-Treasurer

**LABOR AGREEMENT BETWEEN THE
CITY OF HOLDINGFORD**

AND

**AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, AFL-CIO
LOCAL UNION NO. 748, COUNCIL 65**

HOLDINGFORD PUBLIC WORKS UNION

2025-2027

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ARTICLE 1. PURPOSE

1.1 This Agreement, entered into by the City of Holdingford, hereinafter referred to as the "EMPLOYER", and Local 748, Council 65, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the "UNION", has as its purpose the promotion of harmonious relations between the EMPLOYER and the UNION, the establishment of an equitable and peaceful procedure for the resolution of differences concerning the interpretation or application of this Agreement, and the establishment of rates of pay, hours of work, and other conditions of employment.

1.2 This Agreement is pursuant to and in compliance with the Minnesota Public Employment Labor Relations Act of 1971, as amended, hereinafter referred to as the Act.

ARTICLE 2. RECOGNITION

2.1 The EMPLOYER recognizes the UNION as the sole and exclusive bargaining agent for the purpose of establishing wages, hours and other conditions of employment for all employees in the City of Holdingford Department of Public Works who are:

- a) Employed for more than 14 (fourteen) hours per week;
- b) Employed for more than 67 (sixty-seven) work days per year;
- c) Not supervisory and confidential employees;
- d) Non- students who work more than 100 working days in a calendar year and are under the age of 22 and are full-time students enrolled in a nonprofit or public educational institution prior to being hired by the employer, and have indicated, either by application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as students during or after their temporary employment.

2.2 The EMPLOYER shall not enter into any agreement with employees coming under this jurisdiction, either individually or collectively, which conflicts with the terms of this Agreement.

2.3 The EMPLOYER shall retain all managerial rights as established by the Minnesota Public Employees Labor Relations Act, 197A.

ARTICLE 3. PERSONNEL POLICY MANUAL- OBLIGATION TO BARGAIN

3.1 Adoption by Reference The Union and Employer agree to adopt, by reference, all applicable provisions of the Employer's Personnel Policy and Manual in effect on September 10th, 2012 that do not conflict with the specific terms and conditions of this agreement.

3.2 Notification of Changes The Employer agrees to notify all employees of any proposed changes to the Personnel Policy at least 30 days prior to adoption by the City Council.

3.3 Obligation to Bargain If the Union considers the proposed changes a departure from the wages, benefits and working conditions of employment currently enjoyed by employees, the

Union shall then notify the Employer. The Union and Employer shall meet and negotiate those changes prior to implementation by the Employer.

3.4 Resolution of Disputes Any dispute arising over the application or interpretation of the Personnel Policy and Manual shall be promulgated through the Grievance Procedure (Article 7) established by this Agreement.

ARTICLE 4. UNION SECURITY

4.1 Dues The EMPLOYER agrees to deduct union dues or fair share fee from the wages of employees who have authorized in writing such a deduction. The amount of the Union dues to be deducted shall be certified to the EMPLOYER by the Treasurer of the UNION, and the aggregate deductions of all employees shall be remitted with an itemized statement to the Treasurer by the tenth (10th) of the succeeding month, after such deductions are made.

4.2 Stewards The Union may designate certain employees from the bargaining unit to act as stewards and shall inform the EMPLOYER in writing of such choices.

4.3 Payroll Deduction The EMPLOYER agrees to make payroll deductions from the pay of those employees who wish to participate in such voluntary plans as are approved by the UNION.

Section A. The EMPLOYER shall remit to the address designated by the Union the aggregate deductions of all employees together with an itemized statement showing the name of each employee from whose pay deductions have been made and amount deducted during the period covered by the remittance. Such remittance shall be made on a monthly basis or on such other periodic basis as may be agreed upon.

Section B. The EMPLOYER and the UNION shall agree on such forms, rules and regulations as may become necessary for the operation of such payroll deduction plans.

4.4 Steward and Bargaining Pay Members of the UNION bargaining committee shall be paid for attending bargaining sessions held during their working hours. Union steward and grievants shall be paid for attending grievance and investigatory meetings held during their working hours.

4.5 Union Bulletin Board/Internet Use The Employer shall provide space for a union bulletin board. Employees are allowed reasonable use of Employer computer to communicate union notices, grievances and other union-related correspondence with each other and union representatives during non-working hours.

ARTICLE 5. PROMOTION

5.1 Promotion from Lower Pay Classification to a Higher Paid Classification.

Section A. Filling Vacancies The EMPLOYER and the UNION agree that the procedure for promotion of an employee from Lower Pay Classification to a Higher Paid

Classification shall be based on the concept of promotion from within-- based on seniority-- provided that the applicant:

1. Has the necessary qualifications to meet the standards of the job vacancy; and
2. Has the ability to perform the duties and responsibilities of the job vacancy.
3. An employee who does not have the required licenses for the open position shall be granted reasonable time to obtain such licenses including passing tests when time qualifications are met.

5.2 Obligation to Promote Where an employee meets the job qualifications and possesses the required abilities, the senior employee shall be awarded the position and granted a trial period.

5.3 Trial Period Employees promoted to a higher job classification shall serve a sixty (60) work day continuous trial work period during which time the employee's fitness and ability to perform the job classification duties and responsibilities shall be evaluated, and any necessary retraining or re-instruction shall be undertaken.

5.4 Trial Period Revert Rights

Section A. At any time during the trial period, an employee may be demoted by the EMPLOYER for just cause because based upon job performance to the job classification from which the employee was promoted without loss in pay, benefit or seniority. An employee demoted during the trial period shall receive written notice of such demotion, which will include the reason(s) for demotion, a copy of which will be sent to the UNION.

Section B. Employees shall have the right, during a trial period, to voluntarily demote to their previously held job classification, upon written request. Employees serving a trial period based on a promotion shall suffer no loss or reduction of benefits.

5.5 Pay on Promotion Employees promoted to a higher job classification shall receive starting pay at the next highest rate on the pay schedule for said higher classification and thereafter be governed by all other provisions of the pay schedule.

ARTICLE 6. SENIORITY AND REDUCTION IN FORCE

6.1 Seniority Employees shall be laid off in accordance with the overall seniority based on date of hire with the Employer.

6.2 Layoff The word layoff shall mean a reduction in the working force due to the decrease of work. If it becomes necessary for a layoff, the following procedure shall be mandatory. Probationary, temporary, and seasonal employees will be laid off first. Employees will then be laid off according to seniority starting with the least senior employee.

6.3 Bumping If the Maintenance Specialist is the senior employee, then he/she may bump the Maintenance Supervisor providing the Maintenance Specialist possesses the necessary licenses to operate the Employer's facilities.

6.4 Recall When the working force is increased after a layoff, employees will be recalled according to seniority in the inverse order of layoff, and the ability and qualification to perform the work available. Notice of recall shall be sent to employees at their last known address by Registered or Certified mail. If the employee fails to report to work within ten (10) calendar days from the date of mailing of notice of recall, he/she shall be considered as having resigned.

ARTICLE 7. GRIEVANCE PROCEDURE

7.1 Defined For purpose of the grievance procedure, grievance is defined as a dispute or disagreement as to the interpretation or application of any term or terms of this Agreement.

7.2 Grievances shall be resolved in the following manner:

STEP 1: An employee and the Union Steward or Union Representative claiming a violation of this Agreement shall within twenty (20) working days after the occurrence of the event giving rise to the grievance, or twenty (20) working days after the employee, through use of reasonable diligence, gained knowledge of the occurrence, meet on an informal basis-with the City Council's Personnel Committee in an attempt to resolve the grievance. The City Council's Personnel Committee shall attempt to resolve the grievance within three (3) working days after next regular council meeting.

STEP 2: In the event the grievance is not satisfactorily resolved in Step 1, the employee and/or Union Steward shall reduce the alleged grievance to writing to serve it upon the City Council at the next regular City Council Meeting following the receipt of the EMPLOYER'S Step 1 answer. The City Council shall attempt to resolve the grievance within ten (10) working days after the meeting.

Written Statement The written statement of the grievance shall set forth the nature of the grievance, the facts on which it is based, the alleged section(s) of the Agreement violated, and the relief requested.

Meeting with Council At the next scheduled City Council meeting following written receipt of the grievance, the City Council shall meet with the grieving parties, attempt to resolve the grievance, and serve the EMPLOYER'S answer upon the UNION within ten (10) working days of the meeting.

STEP 3: Arbitration and/or Mediation If the parties are unable to reach agreement within ten (10) working days after receipt of the Step 2 response, either party may request mediation or arbitration by serving a written notice on the other party of their intention to proceed with mediation or arbitration.

The Bureau of Mediation Services will be petitioned within ten (10) working days after the notice of the intent to mediate/arbitrate is served on the City. Any mediation of a grievance will be by mutual agreement.

7.3 Arbitration In the event grievance arbitration becomes necessary; a list of qualified arbitrators shall be requested from the Minnesota Bureau of Mediation Services. The EMPLOYER and the UNION shall alternately strike names from the list until only one (1) remains. The remaining arbitrator shall hear and determine the grievance. The side striking the first name shall be decided by lot.

7.4 Hearing A hearing on the grievance will be held promptly by the arbitrator, and a final and binding decision shall be rendered within thirty (30) calendar days of the hearing.

7.5 Arbitrator's Right The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the specific issue submitted and shall have no authority to make a decision on any other issue not so submitted to him/her.

7.6 Decision The decision regarding the grievance shall be binding upon both parties, and the parties shall share equally the costs and fees of the arbitrator.

7.7 Timelines If a grievance is not responded to by the Employer or the Union within the time limits set forth above, it shall be considered as automatically appealed to the next step. The time limit in each step may be extended by mutual agreement of the EMPLOYER and the UNION.

ARTICLE 8. OVERTIME AND COMPENSATORY TIME

8.1 Maximum Accumulation Commencing January 1, 2011 and thereafter, the Employer will allow up to 40 hours maximum accumulation of compensatory (comp) time. An employee who earns comp time over 40 hours may be subject to mandatory scheduled time-off in order to reduce the comp time bank balance to equal 40 hours.

8.2 Annual Cash-Out On December 31st of each year employees may elect to cash-out up to 40 hours of compensatory time. This comp time conversion payment shall be made in the second pay period of the next calendar year.

8.3 Weekend On-Call After completing morning weekend duties, employees are relieved from further duties and travel restrictions provided they are able to respond to a call-back within 1 hour.

ARTICLE 9. GENERAL PROVISIONS

9.1 Tools and Equipment The EMPLOYER shall furnish all tools necessary to accomplish their assigned tasks and work responsibilities. Replacement tools shall also be provided. An employee who provides a needed piece of equipment or machinery for use by the Employer shall be reimbursed at a rate no greater than the usual and customary commercial rental fee.

9.2 Step Increases An employee shall advance to the next step on their anniversary date of employment provided that they satisfactorily perform their duties and obtain licenses for which they were eligible since their last step increase. If an employee fails an exam for a license for which he or she is eligible for since the last step increase, the next annual step increase will be given when the city is notified the employee has successfully passed the exam. If an employee is eligible for more than one license since their last step increase, the employee shall only need to pass one license exam to receive their step increase.

9.3 License Renewal EMPLOYER shall cover the costs for renewal of necessary licenses.

9.4 Testing Help The EMPLOYER shall provide employees use of Employer vehicles in preparation for use in conducting required state truck driver license tests.

9.5 Required Tuition The EMPLOYER shall pay all tuition and textbook costs for schooling required by the EMPLOYER. The EMPLOYER shall compensate employees at their regular rate of pay for travel to and attendance at any training session mandated by the EMPLOYER.

9.7 Sick Leave Accumulation An Employee may earn unused sick leave to a maximum accrual of 336 hours.

9.8 Time clock Employees will clock in to start the workday, clock out for lunch, clock back in after lunch and clock out at the end of the workday.

9.9 Vacation Leave –

Employees will earn vacation time per pay period on an accrual basis based on their anniversary date.

All new full-time hires will earn vacation time but may not use it until they have completed their first year of employment. Any employee who leaves prior to completing their first year of employment shall not be compensated for any accrued vacation time.

<u>Length of service</u>	<u>Hours per Pay Period</u>	<u>Yearly Vacation Accrual</u>
Start – 1 year (May not use until 1 st year completed)	1.538	40 hours
1 - 2 years as of date of hire	1.538	40 hours
2 years, 1 day - 5 years as of date of hire	3.692	96 hours
5 years, 1 day -10 years as of date of hire	4.616	120 hours
10 years, 1 day - 11 years as of date of hire	4.9231	128 hours
11 years, 1 day - 12 years as of date of hire	5.2308	136 hours
12 years, 1 day - 13 years as of date of hire	5.538	144 hours
13 years, 1 day - 14 years as of date of hire	5.8462	152 hours
14 years, 1 day - 15 years or more as of date of hire	6.1554	160 hours

Usage

Vacation leave may be used as earned except that the Department heads shall approve the time at which the vacation leave may be taken. Vacation shall be requested and approved in advance.

Vacation Accumulation

Employees may carry over their 120 hours of unused accrued vacation leave from year to year. An employee leaving City service shall be compensated for all earned and unused vacation time.

ARTICLE 10 INSURANCE AND BENEFITS

10.1 Employee Benefits: The Employer will pay the full cost of the Minnesota Public Employees Insurance Program (PEIP) Advantage Plan, Delta Dental Preventative Dental Plan and Basic Life/AD&D to the Maximum \$50,000 for Employee Only **Single Coverage**. Employees opting for any additional coverage under the Health, Dental & Life insurance plans for themselves, their family, spouse or dependents shall be solely responsible for any and all additional costs.

10.2 Employees choosing a reduced level of health insurance coverage (HSA Plan) shall be eligible to receive the difference in the Employer's contribution allocated to the employees' Health Savings Account (HSA). Example, the 2025 Advantage High Plan Single premium is \$875.52 & the HSA Plan Single is \$604.96. The employee choosing the HSA Single would be eligible to receive \$270.56 in a monthly HSA contribution.

10.3 All costs charged to the Employer for administration & maintenance of a participating employees HSA account identified in 10.2 shall be charged to the employees HSA account (currently Further \$3.00 monthly charged to the employees account in 2018).

10.4 Insurance Re-opener; Should the Employer annual insurance renewal exceed a ten (10) percent increase in premium the parties agree to meet and bargain the effects & alternatives to include substantially similar coverage alternatives.

10.5 When an employee and the employee's spouse are both employed by the City of Holdingford, the employer shall pay the equivalent of two single plan health insurance premiums towards a family health insurance premium.

Example A: Two married union employees would receive two times the High Plan Single premium.

Example B: A union employee married to a non-union employee would receive one High Plan Single premium plus one HSA Plan premium.

- Example B employees enrolled into the Family HSA Plan shall also receive a contribution of \$75.00 per month into their HSA.

10.6 Insurance Opt. Out: Employees who do not elect to take health insurance will receive \$350 per month

10.7 HCSP (Health Care Savings Plan)

All full time City of Holdingford and future full-time employees shall participate in a Minnesota State Health Care Savings Plan. 3.5% of the employee's gross salary will be put into this plan, pre-taxed every pay period. In any case of which vacation, sick, or comp leave payouts occur, these amounts will also be paid pretax into the plan. If an employee has been approved as "exempt" from participating in the HCSP, they will not be required to contribute to the plan. For details on how the HCSP may be used by the employee, see the MSRS website: www.msrs.state.mn.us

ARTICLE 11 DURATION

11.1 The terms and provisions of this Agreement, except where specifically noted otherwise herein, shall become effective January 1, 2025 and shall extend through December 31, 2027. This agreement shall remain in effect until a new Agreement or Contract supersedes it. Either party wishing to amend this agreement shall notify the other in writing in August prior to the date of expiration of this Agreement.

Witness our hands and seals this _____ day of _____, _____ at Holdingford, Minnesota.

FOR THE EMPLOYER:
City of Holdingford

Mayor

City Council

City Council

FOR THE UNION:
AFSCME Holdingford Public Works, Local 748,
Council 65

Labor Representative, AFSCME C.65

Chapter Representative Local 748

Chapter Representative, Local 748

2025 Union Salary Range (4% increase)

Group	Steps	A	B	C	D	E	F	G
Point Grps Salary Ranges		98-108	109-118	119-130	131-143	144-162	163-183	184-206
	0	\$ 10.92	\$ 11.59	\$ 12.22	\$ 12.87	\$ 13.71	\$ 15.89	\$ 18.84
	1	\$ 11.12	\$ 11.79	\$ 12.45	\$ 13.12	\$ 14.00	\$ 16.19	\$ 19.22
	2	\$ 11.33	\$ 12.01	\$ 12.70	\$ 13.39	\$ 14.25	\$ 16.52	\$ 19.61
	3	\$ 11.59	\$ 12.26	\$ 12.96	\$ 13.63	\$ 14.50	\$ 16.85	\$ 19.98
	4	\$ 11.79	\$ 12.50	\$ 13.19	\$ 13.91	\$ 14.81	\$ 17.19	\$ 20.39
	5	\$ 12.01	\$ 12.74	\$ 13.48	\$ 14.18	\$ 15.12	\$ 17.53	\$ 20.79

Group	Steps	H	I	J	K	L	M
Point Grps Salary Ranges		207-233	234-263	264-317	318-381	382-457	458-548
	0	\$ 23.17	\$ 24.51	\$ 25.85	\$ 28.44	\$ 32.82	\$ 36.96
	1	\$ 23.61	\$ 24.96	\$ 26.20	\$ 29.01	\$ 33.18	\$ 37.69
	2	\$ 24.05	\$ 25.47	\$ 26.60	\$ 29.58	\$ 33.86	\$ 38.45
	3	\$ 24.51	\$ 25.98	\$ 27.03	\$ 30.19	\$ 34.54	\$ 39.20
	4	\$ 24.97	\$ 26.50	\$ 27.77	\$ 30.79	\$ 35.25	\$ 40.01
	5	\$ 25.47	\$ 27.03	\$ 28.54	\$ 31.42	\$ 35.94	\$ 40.82
			Maint. Spec "D"	Maint. Spec "C"	Maint. Spec "B"		
				Lead Maint Spec.	Maint. Supv.		

2026 Union Salary Range (4% increase)

Group	Steps	A	B	C	D	E	F	G
Point Grps Salary Ranges		98-108	109-118	119-130	131-143	144-162	163-183	184-206
	0	\$ 11.36	\$ 12.05	\$ 12.70	\$ 13.38	\$ 14.26	\$ 16.53	\$ 19.60
	1	\$ 11.57	\$ 12.26	\$ 12.95	\$ 13.64	\$ 14.56	\$ 16.83	\$ 19.99
	2	\$ 11.78	\$ 12.49	\$ 13.21	\$ 13.92	\$ 14.82	\$ 17.19	\$ 20.39
	3	\$ 12.05	\$ 12.75	\$ 13.48	\$ 14.18	\$ 15.08	\$ 17.52	\$ 20.78
	4	\$ 12.26	\$ 13.00	\$ 13.72	\$ 14.47	\$ 15.41	\$ 17.88	\$ 21.21
	5	\$ 12.49	\$ 13.25	\$ 14.01	\$ 14.75	\$ 15.72	\$ 18.23	\$ 21.62

Group	Steps	H	I	J	K	L	M
Point Grps Salary Ranges		207-233	234-263	264-317	318-381	382-457	458-548
	0	\$ 24.10	\$ 25.49	\$ 26.88	\$ 29.57	\$ 34.14	\$ 38.44
	1	\$ 24.56	\$ 25.96	\$ 27.25	\$ 30.17	\$ 34.51	\$ 39.20
	2	\$ 25.01	\$ 26.49	\$ 27.67	\$ 30.77	\$ 35.21	\$ 39.99
	3	\$ 25.49	\$ 27.02	\$ 28.11	\$ 31.40	\$ 35.93	\$ 40.77
	4	\$ 25.97	\$ 27.56	\$ 28.88	\$ 32.02	\$ 36.66	\$ 41.61
	5	\$ 26.49	\$ 28.11	\$ 29.68	\$ 32.67	\$ 37.38	\$ 42.45
			Maint. Spec "D"	Maint. Spec "C"	Maint. Spec "B"		
				Lead Maint Spec.	Maint. Supv.		

2027 Union Salary Range (4% increase)

Group	Steps	A	B	C	D	E	F	G
Point Grps Salary Ranges		98-108	109-118	119-130	131-143	144-162	163-183	184-206
	0	\$ 11.81	\$ 12.53	\$ 13.21	\$ 13.92	\$ 14.83	\$ 17.19	\$ 20.38
	1	\$ 12.03	\$ 12.75	\$ 13.47	\$ 14.19	\$ 15.15	\$ 17.51	\$ 20.79
	2	\$ 12.25	\$ 12.99	\$ 13.74	\$ 14.48	\$ 15.41	\$ 17.87	\$ 21.21
	3	\$ 12.53	\$ 13.26	\$ 14.02	\$ 14.75	\$ 15.68	\$ 18.23	\$ 21.61
	4	\$ 12.75	\$ 13.52	\$ 14.27	\$ 15.05	\$ 16.02	\$ 18.59	\$ 22.06
	5	\$ 12.99	\$ 13.78	\$ 14.58	\$ 15.34	\$ 16.35	\$ 18.96	\$ 22.48

Group	Steps	H	I	J	K	L	M
Point Grps Salary Ranges		207-233	234-263	264-317	318-381	382-457	458-548
	0	\$ 25.06	\$ 26.51	\$ 27.96	\$ 30.76	\$ 35.50	\$ 39.98
	1	\$ 25.54	\$ 27.00	\$ 28.34	\$ 31.38	\$ 35.89	\$ 40.77
	2	\$ 26.01	\$ 27.55	\$ 28.77	\$ 32.00	\$ 36.62	\$ 41.59
	3	\$ 26.51	\$ 28.10	\$ 29.24	\$ 32.65	\$ 37.36	\$ 42.40
	4	\$ 27.01	\$ 28.66	\$ 30.04	\$ 33.30	\$ 38.13	\$ 43.28
	5	\$ 27.55	\$ 29.24	\$ 30.87	\$ 33.98	\$ 38.87	\$ 44.15
			Maint. Spec "D"	Maint. Spec "C"	Maint. Spec "B"		
				Lead Maint Spec.	Maint. Supv.		

Range Assignment Determined by Waste Water License:

Effective 1/1/2017

Public Works Employees Salary Schedule Range Assignment will be determined by their current Wastewater Treatment License. Unlicensed or Class D assigned to Range I, Class C Range J, Class B Range K.

**CITY OF HOLDINGFORD
COUNTY OF STEARNS
STATE OF MINNESOTA**

**RESOLUTION 24-12-9-4
ADOPTING 2025 LEVY**

WHEREAS, the Holdingford City Council has held department budget meetings to review expenses and budget requests for the upcoming year; and

WHEREAS, the Holdingford City Council has heard tax payers' comments at the December 9, 2024 public hearing for Truth-in Taxation; and

WHEREAS, with due diligence, the Holdingford City Council has considered all aspects of the proposed budget;

NOW, THEREFORE, BE IT RESOLVED, the Holdingford City Council approves Resolution 24-12-9-4 Adopting 2025 Levy set at \$270,000.

Adopted by the City Council of Holdingford, this 9th day of December 2024

Eric Berscheid
Mayor
City of Holdingford

Attest: Nicky Lahr
Clerk-Treasurer
City of Holdingford

GENERAL

		Expenses	Revenues	
101-00003-31000	Property Taxes	General Property Taxes	\$270,000.00	Levy amount
101-00003-32000	Licenses and Permits	Licenses and Permits	\$2,800.00	Liquor License
101-00003-32210	Licenses and Permits	Building Permits	\$2,500.00	
101-00003-32240	Licenses and Permits	Animal Licenses	\$2,500.00	
101-00003-33100	Intergovernmental	Federal Grants and Aids	\$0.00	
101-00003-33400	Intergovernmental	State Grants and Aids	\$0.00	
101-00003-33401	Intergovernmental	Local Government Aid	\$256,000.00	LGA
101-00003-33426	Intergovernmental	Ag Market Value Credit	\$100.00	
101-00003-33430	Intergovernmental	LGA-Small City Assistance	\$20,000.00	For Street Improvements (North High Court)
101-00003-33600	Intergovernmental	Region/County Grants/Aids	\$0.00	
101-00003-34103	Charges for Services	Zoning & Variance Fees	\$500.00	
101-00003-34107	Charges for Services	Assessment Search Fees	\$200.00	
101-00003-34207	Miscellaneous	Insurance Refund	\$1,000.00	
101-00003-34780	Charges for Services	Park Fees	\$7,000.00	
101-00003-34800	Charges for Services	Hall Rental Fee	\$4,500.00	
101-00003-34900	Charges for Services	Antenna Fund	\$4,500.00	Extratyme Tower Rent
101-00003-35000	Fines and Forfeits	Fines and Forfeits	\$1,200.00	
101-00003-36100	Other Taxes	Special Assessments	\$3,000.00	
101-00003-36200	Miscellaneous	Miscellaneous Revenues	\$2,000.00	
101-00003-36210	Interest Earnings	Interests Earnings	\$3,500.00	
101-00003-36260	Charges for Services	Rents & Royalties	\$1,550.00	Land Lease
101-00003-36280	Miscellaneous	Contributions and Donations	\$2,500.00	
101-00003-38050	Charges for Services	Cable TV Revenues	\$3,500.00	
101-00003-39101	Miscellaneous	Sales of General Fixed Assets	\$0.00	
101-00003-39200	Other Financing Sources	Transfers In	\$152,000.00	From General Reserves for Parking lot and North High Court and \$25K from Parks for parking lot
		General City	\$740,850.00	

ADMINISTRATION

101-41000-00100	Clerk	Wages Administrative	\$86,000.00	95% Nicky and 51% Amy
101-41000-00121	Clerk	PERA	\$8,500.00	95% Nicky, 100% Amy
101-41000-00122	Clerk	FICA	\$8,500.00	95% Nicky, 100% Amy
101-41000-00130	General Government	Employer Paid Insurance	\$4,700.00	including in leiu Amy 100%
101-41000-00132	General Government	Employer Paid H.S.A.	\$6,500.00	Nicky and Amy 100%
101-41000-00140	General Government	Unemployment Insurance	\$2,000.00	
101-41000-00151	General Government	Worker's Comp Insurance Prem	\$600.00	
101-41000-00200	General Government	Office Supplies	\$1,000.00	
101-41000-00207	General Government	Computer Supplies	\$5,000.00	Replace 2 desktop computers
101-41000-00301	Auditor	Auditing and Acct'g Services	\$30,000.00	
101-41000-00302	General Government	Criminal Prosecutions	\$4,500.00	
101-41000-00303	General Government	Engineering Fees	\$1,500.00	
101-41000-00304	General Government	Legal Fees	\$4,000.00	
101-41000-00308	General Government	Training and Professional Dev	\$5,000.00	
101-41000-00309	General Government	Technology Services	\$8,500.00	NetV Pro, IT' support, Website hosting, Banyon Accounting annual fees
101-41000-00310	General Government	Other Professional Services	\$8,000.00	Tidy Tina's (other portion in Parks)
101-41000-00311	Assessor	Assessor Fees	\$5,000.00	
101-41000-00317	General Government	Economic Development	\$0.00	
101-41000-00322	General Government	Postage	\$600.00	
101-41000-00325	General Government	Communication Services	\$3,000.00	Phone and internet

2025 Budget

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		Expenses	Revenues
101-41000-00331	General Government	Travel Expenses	\$0.00
101-41000-00332	General Government	Mileage	\$250.00
101-41000-00352	General Government	General Notices and Publications	\$1,000.00
101-41000-00361	General Government	General Liability Insurance	\$5,000.00
101-41000-00413	General Government	Office Equipment Rentals	\$2,500.00
101-41000-00430	General Government	Miscellaneous Expenses	\$1,000.00
101-41000-00433	General Government	Dues/Subsc/Fees	\$1,500.00
101-41000-00440	General Government	Property Taxes	\$400.00
101-41000-00490	General Government	Donations to Civic Organizations	\$750.00
101-41000-00500	General Government	Capital Outlay	\$0.00
101-41000-00700	General Government	Fire & Rescue	\$36,150.00
101-41000-00810	General Government	Refunds and Reimbursements	\$0.00
		General-City Admin	\$241,450.00
CITY COUNCIL			
101-41110-00100	Council/Board	Wages Council	\$85,000.00
101-41110-00122	Council/Board	FICA	\$650.00
101-41110-00308	Council/Board	Training and Professional Dev	\$500.00
101-41110-00331	Council/Board	Travel Expenses	\$200.00
101-41110-00332	Council/Board	Mileage Council	\$100.00
		General-City Council	\$86,450.00
ELECTIONS			
101-41410-00100	Elections	Election Wages	\$200.00
101-41410-00332	Elections	Mileage	\$0.00
101-41410-00352	Elections	Notices & Publications	\$0.00
101-41410-00404	Elections	Repair & Maintenance-Equipment	\$1,850.00
101-41410-00430	Elections	Misc.	\$0.00
		General-Elections	\$2,050.00
CITY CENTER			
101-41940-00210	General Government	Operating Supplies	\$2,500.00
101-41940-00221	General Government	Repair & Maintenance Supplies	\$1,000.00
101-41940-00240	General Government	Minor Equipment	\$2,000.00
101-41940-00310	General Government	Other Professional Services	\$2,000.00
101-41940-00381	General Government	Electric Utilities	\$8,500.00
101-41940-00383	General Government	Gas Utilities	\$12,000.00
101-41940-00401	General Government	Repairs & Maintenance-Buildings	\$5,000.00
101-41940-00404	General Government	Repair & Maintenance-Equipment	\$1,000.00
101-41940-00500	General Government	Capital Outlay	\$5,000.00
		General-City Center	\$39,000.00
HISTORICAL SOCIETY			
101-41950-361		General Liability Insurance	\$1,650.00
101-41950-381		Electric Utilities	\$375.00

Copy machine, postage machine
ACH Fees

Initiative Foundation

To FD for twsp pmnt

Not an election year-potential training wages

Annual equip fees

Soap, TP, Water, rugs/mops

Camera System

Paving Parking lot - 75k Pull \$25k from Parks fund?

2025 Budget

		Expenses	Revenues
101-41950-383		Gas Utilties \$975.00	
		General-Historical Society \$3,000.00	
MARQUEE			
101-41960-381		Electric Utilities \$300.00	
		General-Marquee \$300.00	
101-42110-00310	Civil Defense	Other Professional Services-Sheriff \$16,000.00	
		General-Police & Protective Services \$16,000.00	
EMERGENCY MGMT			
101-42500-00100	Civil Defense	Wages Emergency Mgmt \$1,000.00	
101-42500-00122	Civil Defense	FICA \$70.00	
101-42500-00210	Civil Defense	Operating Supplies \$100.00	
101-42500-00308	Civil Defense	Training and Professional Dev \$730.00	
101-42500-00332	Civil Defense	Mileage \$100.00	
		General-Emergency Management \$2,000.00	
STREETS & MAINT			
101-43100-00100	Public Works	Wages Street Maint \$62,000.00	Dan 100%
101-43100-00110	Public Works	Other Wages Snow \$500.00	snow plow 100%
101-43100-00121	Public Works	PERA \$4,600.00	
101-43100-00122	Public Works	FICA \$4,800.00	
101-43100-00130	Public Works	Employer paid insurance \$11,000.00	
101-43100-00132	Public Works	Employer Pd H.S.A \$4,200.00	
101-43100-00151	Public Works	Worker's Comp Insurance Prem \$8,500.00	
101-43100-00200	Public Works	Office Supplies \$200.00	
101-43100-00207	Public Works	computer supplies \$1,500.00	Replace SCADA Computer
101-43100-00210	Public Works	Operating Supplies \$1,400.00	
101-43100-00212	Public Works	Motor Fuels \$4,500.00	
101-43100-00217	Public Works	Uniform Allowance \$500.00	
101-43100-00221	Public Works	Repair & Maintenance Supplies \$2,300.00	
101-43100-00224	Public Works	Street Maintenance Materials \$162,450.00	North High Court Project \$157k
101-43100-00240	Public Works	Small Tools & Minor Equipment \$1,500.00	
101-43100-00303	Public Works	Engineering Fees \$5,000.00	
101-43100-00321	Public Works	Telephone \$500.00	
101-43100-00332	Public Works	Mileage \$150.00	
101-43100-00361	Public Works	General Liability Insurance \$4,000.00	
101-43100-00381	Public Works	Electric Utilities \$20,000.00	
101-43100-00383	Public Works	Gas Utilities \$2,700.00	
101-43100-00401	Public Works	Repairs & Maintenance-Buildings \$800.00	

2025 Budget

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		Expenses	Revenues
101-43100-00404	Public Works	Repair & Maint-Vehicle & Equipment	\$9,000.00
101-43100-00412	Public Works	Tree Maintenance	\$200.00
101-43100-00416	Public Works	Equipment Rentals	\$500.00
101-43100-00430	Public Works	Miscellaneous Expenses	\$100.00
101-43100-00433	Public Works	Dues/Subsc/Fees	\$350.00
101-43100-00500	Public Works	Capital Outlay	\$10,000.00
		General-Streets & Maint	\$323,250.00
PARKS			
101-45200-00100	Parks	Wages Parks	\$6,000.00
101-45200-00121	Parks	PERA	\$0.00
101-45200-00122	Parks	FICA	\$300.00
101-45200-00151	Parks	Worker's Comp Insurance Prem	\$1,000.00
101-45200-00210	Parks	Operating Supplies	\$1,000.00
101-45200-00212	Parks	Motor Fuels	\$400.00
101-45200-00217	Parks	Uniform Allowance	\$50.00
101-45200-00221	Parks	Repair & Maintenance Supplies	\$700.00
101-45200-00310	Parks	Other Professional Services	\$7,000.00
101-45200-00313	Parks	Pedals to Petals Garden Club	\$1,000.00
101-45200-00340	Parks	Advertising	\$0.00
101-45200-00361	Parks	General Liability Insurance	\$6,000.00
101-45200-00381	Parks	Electric Utilities	\$1,700.00
101-45200-00384	Parks	Refuse	\$0.00
101-45200-00401	Parks	Repairs & Maintenance-Buildings	\$250.00
101-45200-00404	Parks	Repairs & Maintenance-Equip.	\$250.00
101-45200-00416	Parks	Equipment Rentals	\$0.00
101-45200-00419	Parks	Summer Recreation	\$0.00
101-45200-00430	Parks	Miscellaneous Expenses	\$0.00
101-45200-00500	Parks	Capital Outlay	\$5,000.00
		General-Parks	\$30,650.00
		Total General	\$740,850.00
			\$0.00
GENERAL FUND		TOTAL REVENUE-EXPENSES	

FIRE

		Expenses	Revenues
102-00003-33100		Federal Grants and Aids	\$0.00
102-00003-33400		State Grants and Aids	\$0.00
102-00003-33600		Region/County Grants/Aids	\$0.00
102-00003-34200		Public Safety Charges for Srvs	\$100,000.00
102-00003-34202		Special Fire Protection Srvs	\$0.00
102-00003-36200		Miscellaneous Revenues	\$0.00
102-00003-36210		Interests Earnings	\$0.00
102-00003-36220		Training Reimbursement	\$4,000.00
102-00003-36230		Contributions and Donations	\$1,100.00
102-00003-39101		Sales of General Fixed Assets	\$0.00
102-00003-39200	Fire & Rescue	Transfers In	\$38,000.00
102-00003-39400		Unbudgeted Grant Revenue	\$1,000.00
		Fire Revenue	\$144,100.00

Designate \$10K this year and next to put towards trading Kubota in 2026

Andy-lawnmowing/plowing

Tidy Tinas (other part in City Center)

Community Education - not this year

City's portion of twsp costs

		Expenses	Revenues
102-42280-00100	Wages	\$46,000.00	
102-42280-00106	Administration Wages	\$5,050.00	5% of Nicky's payroll
102-42280-00121	PERA	\$350.00	5% of Nicky's PERA
102-42280-00122	FICA	\$2,500.00	5% of Nicky's FICA Plus the rest
102-42280-00124	Fire Pension Contribution	\$7,400.00	
102-42280-00140	Unemployment Insurance	\$200.00	
102-42280-00151	Worker's Comp Insurance Prem	\$5,800.00	
102-42280-00200	Office Supplies	\$250.00	
102-42280-00207	Computer Supplies	\$200.00	
102-42280-00210	Operating Supplies	\$7,400.00	
102-42280-00212	Motor Fuels	\$2,500.00	
102-42280-00240	Minor Equipment/Radio Units	\$500.00	
102-42280-00304	Legal Fees	\$0.00	
102-42280-00305	Physicals-Medical Services	\$1,000.00	
102-42280-00308	Training and Professional Dev	\$7,500.00	
102-42280-00310	Other Professional Services	\$0.00	
102-42280-00322	Postage	\$150.00	
102-42280-00331	Travel Expenses	\$0.00	
102-42280-00332	Mileage	\$100.00	
102-42280-00334	Meal/Meeting Expense	\$100.00	
102-42280-00361	General Liability Insurance	\$5,000.00	
102-42280-00381	Electric Utilities	\$3,000.00	
102-42280-00383	Gas Utilities	\$4,500.00	
102-42280-00384	Refuse	\$0.00	
102-42280-00401	Repair & Maint.-Building	\$1,000.00	
102-42280-00404	Repair & Maint-Vehicle & Equipment	\$4,000.00	
102-42280-00406	Repair & Maint-Compressor/Air Packs	\$2,500.00	
102-42280-00430	Miscellaneous Expenses	\$1,600.00	
102-42280-00433	Dues/Subsc/Fees	\$1,500.00	
102-42280-00500	Capital Outlay	\$7,000.00	
102-42280-00700	Transfers Out/Truck Fund	\$25,000.00	Bond Payment
102-42280-00950	Unbudgeted Grant Expense	\$2,000.00	
	Fire Expenses	\$144,100.00	
	TOTAL REVENUE-		
FIRE FUND	EXPENSES		\$0.00

		Expenses	Revenues
301-00003-31000	General Property Taxes		\$0.00
301-00003-36100	Special Assessments		\$2,000.00
301-00003-36200	Miscellaneous Revenues		\$0.00
301-00003-36210	Interests Earnings		\$0.00
301-00003-39200	Transfers In		\$8,224.00
301-50000-00301	Auditing and Acct'g Services	\$0.00	
301-50000-00430	Miscellaneous Expenses	\$0.00	
301-50000-00620	Fiscal Agent's Fee	\$0.00	
301-50000-00640	Tax Abatement	\$10,224.00	
301-50000-00700	Transfers Out	\$0.00	
	Special Assessments	\$10,224.00	\$10,224.00 \$0.00

Berkon and Wm. D. Scepaniak

		Expenses	Revenues	
302-00003-31000	General Property Taxes		\$0.00	
302-00003-36100	Special Assessments		\$0.00	
302-00003-36210	Interests Earnings		\$250.00	
302-00003-37140	Equivalent Dwelling Unit		\$69,000.00	
302-00003-39200	Transfers In			
302-50100-00320	Other Long-Term Oblig Princ'al	\$0.00		
302-50100-00430	Miscellaneous Expenses	\$0.00		
302-50100-00600	Debt Principal	\$53,000.00		
302-50100-00610	Interest Expense	\$15,750.00		
302-50100-00620	Fiscal Agent's Fee	\$500.00		
302-50100-00700	Transfers Out	\$0.00		
	(\$925,000) EDU Bond	\$69,250.00	\$69,250.00	\$0.00
Go Bond				
3XX-00003-36211	Intrest Earning			
3XX-00003-39200	Transfers In			
3XX-50400-00600	Debit Principal			
3XX-50400-00610	Debit Interest			
3XX-50400-00620	Fiscal Agent Fee			
	GO Bond	\$0.00	\$0.00	
3XX-00003-31050	Tax Increments		\$0.00	
3XX-00003-36210	Interest		\$0.00	
3XX-00003-39200	Transfers In		\$0.00	
3XX-50000-00310	Administrative Fees	\$0.00		
3XX-50000-00650	TIF Payments	\$0.00		
3XX-50000-00700	Transfers Out			
	Two Rivers Enterprise TIF			
	District 5	\$0.00	\$0.00	
DEBT FUND				
	TOTAL REVENUE-EXPENSES		\$0.00	
WATER				
601-00003-36200	Miscellaneous Revenues		\$500.00	Pool Fill/ bulk Water Sales
601-00003-36210	Interests Earnings		\$200.00	
601-00003-37100	Water Sales		\$145,000.00	
601-00003-37103	Water Access		\$0.00	
601-00003-37105	Water Meter Reimbursement (sale)		\$1,200.00	
601-00003-37150	Water Connect/Reconnect Fee		\$1,000.00	
601-00003-37160	Water Penalty		\$6,000.00	
601-00003-39200	Transfers In		\$0.00	
601-00003-39400	Unbudgeted Grant Revenue		\$20,000.00	
	Water Revenue		\$173,900.00	
601-49400-00100	Wages	\$34,000.00		Steve 50%
601-49400-00121	PERA	\$2,400.00		
601-49400-00122	FICA	\$2,400.00		
601-49400-00130	Insurance Compensation	\$2,100.00		
601-49400-00132	Employer Paid H.S.A.	\$1,400.00		

2025 Budget

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	Expenses	Revenues
601-49400-00151	Worker's Comp Insurance Prem	\$200.00
601-49400-00200	Office Supplies	\$100.00
601-49400-00207	Computer Supplies	\$500.00
601-49400-00210	Operating Supplies	\$7,500.00
601-49400-00217	Uniform Allowance	\$250.00
601-49400-00221	Repair & Maintenance Supplies	\$2,500.00
601-49400-00303	Engineering Fees	\$3,937.00
601-49400-00308	Training and Professional Dev	\$1,500.00
601-49400-00309	Technology Services	\$2,000.00
601-49400-00310	Other Professional Services	\$5,000.00
601-49400-00315	Well Head Protection Plan	\$0.00
601-49400-00321	Telephone	\$580.00
601-49400-00322	Postage - Water	\$1,200.00
601-49400-00361	General Liability Insurance	\$4,000.00
601-49400-00381	Electric Utilities	\$12,000.00
601-49400-00383	Gas Utilities	\$1,200.00
601-49400-00401	Repair & Maintenance-Buildings	\$500.00
601-49400-00404	Repair & Maintenance-Equip	\$2,500.00
601-49400-00405	Depreciation	\$0.00
601-49400-00407	Testing	\$600.00
601-49400-00430	Miscellaneous Expenses	\$100.00
601-49400-00433	Dues/Subsc/Fees	\$5,000.00
601-49400-00500	Capital Outlay	\$6,900.00
601-49400-00600	Equip bond and USDA Bond	\$32,800.00
601-49400-00610	Interest Expense	\$26,188.50
601-49400-00700	Transfers Out	\$11,533.00
	Water Expenses	\$170,888.50
	TOTAL REVENUE-EXPENSES	\$3,011.50

SEWER

602-00003-36200	Miscellaneous Revenues	\$200.00
602-00003-36210	Interests Earnings	\$25.00
602-00003-36400	Special Assessment Revenue	\$0.00
602-00003-37200	Sewer Sales	\$180,000.00
602-00003-39200	Transfers In	\$0.00
602-00003-39400	Unbudgeted Grant Revenue	\$0.00
	Sewer Revenue	\$180,225.00
602-49450-00100	Wages	\$36,000.00
602-49450-00121	PERA	\$2,400.00
602-49450-00122	FICA	\$2,400.00
602-49450-00130	Insurance Compensation	\$2,100.00
602-49450-00133	Employer paid H.S.A.	\$1,400.00
602-49450-00151	Worker's Comp Insurance Prem	\$200.00
602-49450-00200	Office Supplies	\$100.00
602-49450-00210	Operating Supplies/Expenses	\$4,500.00
602-49450-00217	Uniform Allowance	\$250.00
602-49450-00221	Repair & Maintenance Supplies	\$2,000.00
602-49450-00303	Engineering Fees	\$1,000.00

Annual subscription and monthly posting fees from Beacon. Banyon utility module annual fee
Water tower, lift station, well inspec.

40% to water other portion in sewer

USDA Savings

Steve 50%

	Expenses	Revenues
602-49450-00308	Training and Professional Dev	\$500.00
602-49450-00309	Technology Services	\$650.00
602-49450-00310	Other Professional Services	\$7,500.00
602-49450-00318	Subcontracted Services	\$8,000.00
602-49450-00321	Telephone	\$580.00
602-49450-00322	Postage - Sewer	\$800.00
602-49450-00332	Mileage	\$100.00
602-49450-00361	General Liability Insurance	\$7,800.00
602-49450-00381	Electric Utilities	\$35,000.00
602-49450-00383	Gas Utilities	\$3,000.00
602-49450-00384	Refuse	\$0.00
602-49450-00401	Repair & Maint-Buildings	\$1,000.00
	Repair & Maint equip-Sewer System	
602-49450-00404	Depreciation	\$0.00
602-49450-00405	Testing	\$15,000.00
602-49450-00416	Equipment Rentals	\$0.00
602-49450-00433	Dues/Subsc/Fees	\$1,000.00
602-49450-00500	Capital Outlay	\$10,000.00
602-49450-00600	Equip bond and USDA Bond	\$49,200.00
602-49450-00610	Interest Expense	\$32,800.00
602-49450-00700	Transfers Out	\$11,150.00
	Sewer Expenses	\$236,430.00

Banyon
Sewer Pumping
Brian Zapzalka

60% to sewer other portion in water

USDA Savings

TOTAL REVENUE-EXPENSES**(\$56,205.00)****REFUSE**

603-00003-36200	Miscellaneous Revenues	\$0.00
603-00003-36210	Interests Earnings	\$20.00
603-00003-37300	Refuse Sales	\$70,860.00
603-00003-39200	Transfers In	\$0.00
	Refuse Revenue	\$70,880.00
603-49500-00200	Office Supplies	\$70.00
603-49500-00210	Operating Supplies	\$0.00
603-49500-00309	Technology Services	\$410.00
603-49500-00322	Postage - Refuse	\$400.00
603-49500-00384	Refuse	\$70,000.00
603-49500-00433	Dues/Subsc/Fees	\$0.00
603-49500-00700	Transfers Out	\$0.00
	Refuse Expenses	\$70,880.00

Banyyon

\$0.00

TOTAL REVENUE-EXPENSES**(\$53,193.50)****UNALLOCATED TOTAL
REVENUE-EXPENSES****W/S/R FUND****LIQUOR**

604-00003-34207	Insurance Refund	\$0.00
604-00003-36200	Miscellaneous Revenues	\$500.00
604-00003-36210	Interests Earnings	\$175.00

	Expenses	Revenues
604-00003-36280	Lottery Revenue	\$0.00
604-00003-37811	Liquor-Off Sale	\$35,000.00
604-00003-37812	Beer-Off Sales	\$70,000.00
604-00003-37911	Liquor-On Sale	\$55,000.00
604-00003-37912	Beer-On Sale	\$105,000.00
604-00003-37915	Miscellaneous Sales	\$18,000.00
604-00003-37916	Non Tax Cigarettes	\$7,000.00
604-00003-38000	Other Proprietary Fund Revenue	\$20,000.00
604-00003-39200	Transfers In	Gambling Rent Pay ins
	Liquor Revenue	\$310,675.00
604-49750-00100	Wages	\$94,205.00
604-49750-00121	PERA	\$6,600.00
604-49750-00122	FICA	\$6,800.00
604-49750-00130	Employer Paid Insurance	\$10,800.00
604-49750-00151	Worker's Comp Insurance Prem	\$3,200.00
604-49750-00200	Office Supplies	\$500.00
604-49750-00207	Computer Supplies	\$200.00
604-49750-00210	Operating Supplies	\$5,000.00
604-49750-00217	Uniform Allowance	\$300.00
604-49750-00221	Repair & Maintenance Supplies	\$600.00
604-49750-00242	Furniture & Fixtures	\$1,500.00
604-49750-00251	Liquor Resale	\$20,000.00
604-49750-00252	Beer Resale	\$75,000.00
604-49750-00253	Wine Resale	\$2,000.00
604-49750-00254	Non Alcoholic Beverage Resale	\$6,000.00
604-49750-00259	Other Resale	\$25,000.00
604-49750-00260	Promotional Giveaways	\$450.00
604-49750-00265	Credit Card Finance Charges	\$4,700.00
604-49750-00301	Auditing and Acct'g Services	\$2,000.00
604-49750-00304	Legal Fees	\$300.00
604-49750-00307	Entertainment	\$8,500.00
604-49750-00308	Training and Professional Dev	\$1,500.00
604-49750-00310	Other Professional Services	\$2,000.00
604-49750-00322	Postage	\$20.00
604-49750-00325	Communication Services	\$4,500.00
604-49750-00332	Mileage	\$100.00
604-49750-00340	Advertising	\$1,000.00
604-49750-00361	General Liability Prop. Cnt. Insur	\$3,000.00
604-49750-00364	Dram Shop Insurance	\$1,800.00
604-49750-00381	Electric Utilities	\$8,000.00
604-49750-00383	Gas Utilities	\$2,000.00
604-49750-00384	Refuse	\$0.00
604-49750-00401	Repair & Maint-Building	\$2,500.00
604-49750-00404	Repair & Maint-Equipment	\$1,500.00
604-49750-00416	Equipment Rentals	\$0.00
604-49750-00430	Miscellaneous Expenses	\$100.00
604-49750-00433	Dues/Subsc/Fees	\$4,000.00
604-49750-00500	Capital Outlay	\$5,000.00
604-49750-00700	Transfers Out	\$0.00

Shift4 Credit Card Fees

HD staffing

Change to Phone, internet and TV

BNG (200/month), Central MN Alarm (152.85/quarter)

604-49750-00830
604-49750-00920

LIQUOR FUND

	Expenses	Revenues
Coupon Discount Reimbursements	\$0.00	
CARES Expenses		
Liquor Expenses	\$310,675.00	\$0.00
TOTAL REVENUE-EXPENSES	\$1,753,297.50	\$1,700,104.00
TOTAL REVENUE OVER EXPENSES		(\$53,193.50)

**CITY OF HOLDINGFORD
COUNTY OF STEARNS
STATE OF MINNESOTA**

**RESOLUTION 24-12-09-01
Knights of Columbus Raffle**

WHEREAS, the St Isidore Knights of Columbus #9307 has applied for and submitted all necessary paperwork for a lawful gambling permit:

NOW, THEREFORE BE IT RESOLVED that the Holdingford City Council approve Resolution 24-12-9-1 to allow the Holdingford Knights of Columbus to hold a raffle with a total value of approximately \$5,000 on May 1st, 2025.

Adopted by the Holdingford City Council this 9th day of December, 2024.

Eric Berscheid
Mayor
City of Holdingford

Attest: Nicky Lahr
Clerk-Treasurer
City of Holdingford

**CITY OF HOLDINGFORD
COUNTY OF STEARNS
STATE OF MINNESOTA**

**RESOLUTION 24-12-9-6
DESIGNATING A POLLING PLACE**

WHEREAS, Minnesota Statute section 204B.16, Subdivision 1 requires the governing body of each municipality designate a polling place for each election precinct;

WHEREAS, this designation must be made by December 31 of each year, and said designation is effective for the following calendar year, unless a change is made pursuant to Minnesota Statute 204B.175 or because the polling place becomes unavailable;

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Holdingford hereby establishes the boundaries of the voting precinct and polling place as follows:

Precinct Name: Precinct 13 Holdingford City

Polling Place Location: Holdingford City Hall
 420 Main Street
 Holdingford MN 56340

Adopted by the Holdingford City Council this 9th day of December, 2024

Attest:

Eric Berscheid
Mayor
City of Holdingford

Nicky Lahr
Clerk-Treasurer
City of Holdingford

CITY OF HOLDINGFORD,
COUTY OF STEARNS, MINNESOTA
Resolution No. 24-12-9-7

A RESOLUTION AUTHORIZING THE ADOPTION OF THE 2025 FEE SCHEDULE

WHEREAS, the Holdingford City Council has determined to implement an annual fee schedule; and
WHEREAS, The Holdingford City Council presents the following list of fees to implement effective January 1, 2025; and

WHEREAS, by the Holdingford City Council that the fee schedule is to be adopted as follows:

2025 City of Holdingford Fee Schedule:

Facility Rentals:	Rate:	Non-Profit Rate:
Community Center (no kitchen) 1-3 hours	\$30.00	\$15.00
Community Center (with Kitchen) 1-3 hours	\$60.00	\$30.00
Community Center Full Day*	\$100 .00	\$50.00
*\$50 refundable deposit required		
Veteran's Park Shelter Full Day*	\$100.00	\$50.00
*\$50 refundable deposit required		
Camping Site with Electricity	\$30.00	N/A
Camping site, non-electrical Tent only	\$15.00	N/A
Equipment Rentals:		
Loader with Operator	\$150.00/hour	\$125.00/hour
Plow with Operator	\$125.00	N/A
Maintenance Crew Assistance per person	\$75.00/hour	N/A
Lawn Mowing	\$100.00/hour	N/A
Sweeper or Snowblower with Operator	\$150.00/hour	N/A
Notary of the Public:	\$5.00	
Special Assessment Property Search:	\$10.00 per property	
Reimbursable Expenses:		
Mileage	\$.67/mile	
Meals	With receipt, not to exceed federal per diem	
Training, Conference, Meetings	at cost with receipt	
Non-Sufficient Funds, Returned Check	\$30.00	
Non-Sufficient Funds, Re-deposited Check	\$20.00	

2025 City of Holdingford Fee Schedule:

Dog Licenses:

Rate:

Altered Dog Two-Year tag (excludes registered service dogs) Valid January 1, 2024-December 31, 2025	\$25.00
Non- Altered Dog Two-Year tag (excludes registered service dogs) Valid January 1, 2024-December 31, 2025	\$45.00
Per Month Late fee for renewing after 1/1/24	\$10.00
Penalty for Dog with no license	\$200.00
Fee for transporting dog to Tri-County Humane Society	\$200.00
Fee for Reclaiming dog from Tri-County Humane Society	\$100.00
Fee for Reclaiming dog from City Workers	\$100.00

Adult Entertainment Fees:

Non-Refundable Application Fee	\$1,000.00
Yearly License fee, Permit Required	\$10,000.00

Liquor Licenses:

On-Sale intoxicating (prorated from July 1 st)	\$700.00
Sunday Liquor (prorated from July 1 st)	\$200.00
One-Day License	\$35.00
Wine License	\$125.00
Set-up License	\$125.00
Club License	\$300.00
3.2 On-Sale	\$150.00
Fine for failing compliance check	\$100.00
*Required City Council Meeting appearance)	

Zoning Fees:

Variance and Appeals Fees	\$250 & \$1000 escrow
*escrow to be used towards engineer and/or attorney fee. Any remaining escrow will be returned.	

Land Use Permits:

Remodeling Permit	\$25.00
Small Construction Permit	\$50.00
New Construction or addition Permit	\$250.00
Failure to obtain permit	Minimum of double the permit fee.
*May require a City Council appearance.	

2025 City of Holdingford Fee Schedule:

City Council Stipend:

Mayor, per month	\$235.00
Council Member, per month	\$120.00
Additional Meetings	\$30.00

Fee for calling a Special Meeting	\$250.00
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Election Judge Wages:

Election Judge, per hour	\$14.00
Head Election Judge, per hour	\$16.00

Utility Fees (Water, Sewer, Refuse)

Residential Water, Minimum per month, up to 1000 Gallons	\$14.50
Residential Water, Per Gallon over 1000 Gallons	\$0.009
Residential Sewer, Minimum per month, up to 1000 Gallons	\$19.00
Residential Sewer, Per Gallon over 1000 Gallons	\$0.015
Residential Sewer Only, Per Month, no water connection	\$38.00
Commercial Water, Minimum per month, up to 1000 Gallons	\$15.50
Commercial Water, Per Gallon over 1000 Gallons	\$0.009
Commercial Sewer, Minimum per month, up to 1000 Gallons	\$19.00
Commercial Sewer, Per Gallon over 1000 Gallons	\$0.014
School and Churches Water, Minimum per month, up to 1000 Gallons	\$28.00
School and Churches Water, Per Gallon over 1000 Gallons	\$.0125
School and Churches Sewer, Minimum per month, up to 1000 Gallons	\$30.00
School and Churches Sewer, Per Gallon over 1000 Gallons	\$0.016
Water Hook-up Fees	\$900.00
Sewer Hook-up Fees	\$900.00
Trash 35 Gallon \$13.00, Recycling \$4.50	\$17.50
Trash 65 Gallon \$18.50, Recycling \$4.50	\$23.00
Trash 95 Gallon \$27.50, Recycling \$4.50	\$32.00
Late Fee per month	\$20.00
Reconnection Fee	\$50.00
Snowbird, per month, must contact city clerks before leaving	\$20.00
Equivalent Dwelling Unit per month	\$15.00
Minnesota Department of Health Fees per month	\$0.81
Fee for Assessing Past Due Utilities to Property Taxes	
The higher of the two	\$250 or 15%
Minimum water Usage Other than City	
Per 1000 Gallon for the first 5000 Gallons	\$20.00
Water Usage Other than City, Per 1000 Gallons over 1 st 5000 Gallons	\$15.00
Maintenance Assistance, (for Water Usage Other than City only)	\$50.00
New Water Meter (11/24 cost is \$366.88)	Actual Cost

NOW, THEREFORE, BE IT RESOLVED, by the Holdingford City Council, the 2025 Schedule of fees shall be adopted and effective on January 1, 2025.

Adopted by the Holdingford City Council this 9th day of December, 2024.

Eric Berscheid, Mayor

Attest: Nicky Lahr, City Clerk-Treasurer

**CITY OF HOLDINGFORD
COUNTY OF STEARNS
STATE OF MINNESOTA**

**RESOLUTION 24-12-9-8
Designation of 2025 Council Meeting Dates**

WHEREAS, the Holdingford City Council has designated the 2nd Monday of each month as the regular Council Meeting days, unless that day falls on a holiday, in which case the meeting is to be held on the 2nd Tuesday of the month.

WHEREAS, the Holdingford City Council has designated that each regular City Council meeting will be scheduled at 7:00 p.m. and

WHEREAS, prior to each regular City Council meeting there will be a work session scheduled at 6:00 p.m.

NOW, THEREFORE, BE IT RESOLVED, the Holdingford City Council approves the following schedule for 2025:

January 13th, February 10th, March 10th, April 14th, May 12th, June 9th, July 14th, August 11th, September 8th, October 14th (Tuesday), November 10th, December 8th.

Adopted by the City Council of Holdingford, this 9th day of December 2024.

Eric Berscheid
Mayor
City of Holdingford

Attest: Nicky Lahr
Clerk-Treasurer
City of Holdingford