

Agenda for Monday, January 13, 2025

Holdingford City Council Meeting

Call to Order
Pledge of Allegiance

Oath of Office for new Mayor and Council Member

Guests: Girl Scouts, troop 952, Seeking approval for project.

Consent Agenda including:

1. Council Minutes from December 9, 2024.
2. Financial documents and claims from December.

Department Reports:

City Engineer's Report: Dave Blommel
Action Item Resolution 25-1-13-2
Maintenance Department Report: Steve Horvath
Fire Department Report: Keith Hommerding
Liquor Store Report: Amy Opatz
Clerk's Report: Nicky Lahr

Unfinished/Old Business:

New Business:

Resolution for official Designation for 2025
Action item: Resolution 25-1-13-1
Request for grant support for Wobegon Trail
Action item, Motion and signature

Additional Agenda Items:

Looking Forward: City Hall will be closed for MLK Day on January 20th.

Notices sent for past-due water bills: Andy Higgins 341.44; Kevin Feia 767.94; Joseph & Lana Doll; Shannon Dalcin; Robert Keil 524.71; Dale Lundberg 705.53; Greg & Kyna Reiter 491.19; Covered Bridge 3059.81

Adjourn

Work Session Agenda:

Discuss annual designations
Discuss acting Mayor and department liaisons.

City of Holdingford

City Project Request

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

PO Box 69
Holdingford, MN 56340

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



The City of Holdingford welcomes your request to make improvements to our community. Please provide the following information with as much detail as possible. You will then be invited to attend the next City Council meeting to answer any questions Councilmembers might have before approving the project.

Date of Application 1/8/2025

Name: Katie Auer

Organization or Affiliation: Holdingford Girl Scouts Troop #952

Contact information:

Phone number 320-428-9052

Email address katie.auer@isd738.org

Please provide details about the type of project you are requesting and location:

Attach any photos or drawings: Use Back side if needed

What is the projected cost of the project? \$200- ?

Will the project be funded by donations or by the City? donations *If the city would like to contribute - it would be welcomed

Will there be future costs, such as upkeep? replacement as needed.

Who will be responsible for the cost or the labor of upkeep? Holdingford Girl Scouts Troop #952

What is the projected start date of the project? Jan. 2025

What is the projected end date of the project? Aug. 2025 - may be completed sooner

Any changes must be brought to the City Council for prior approval

Official Use only:

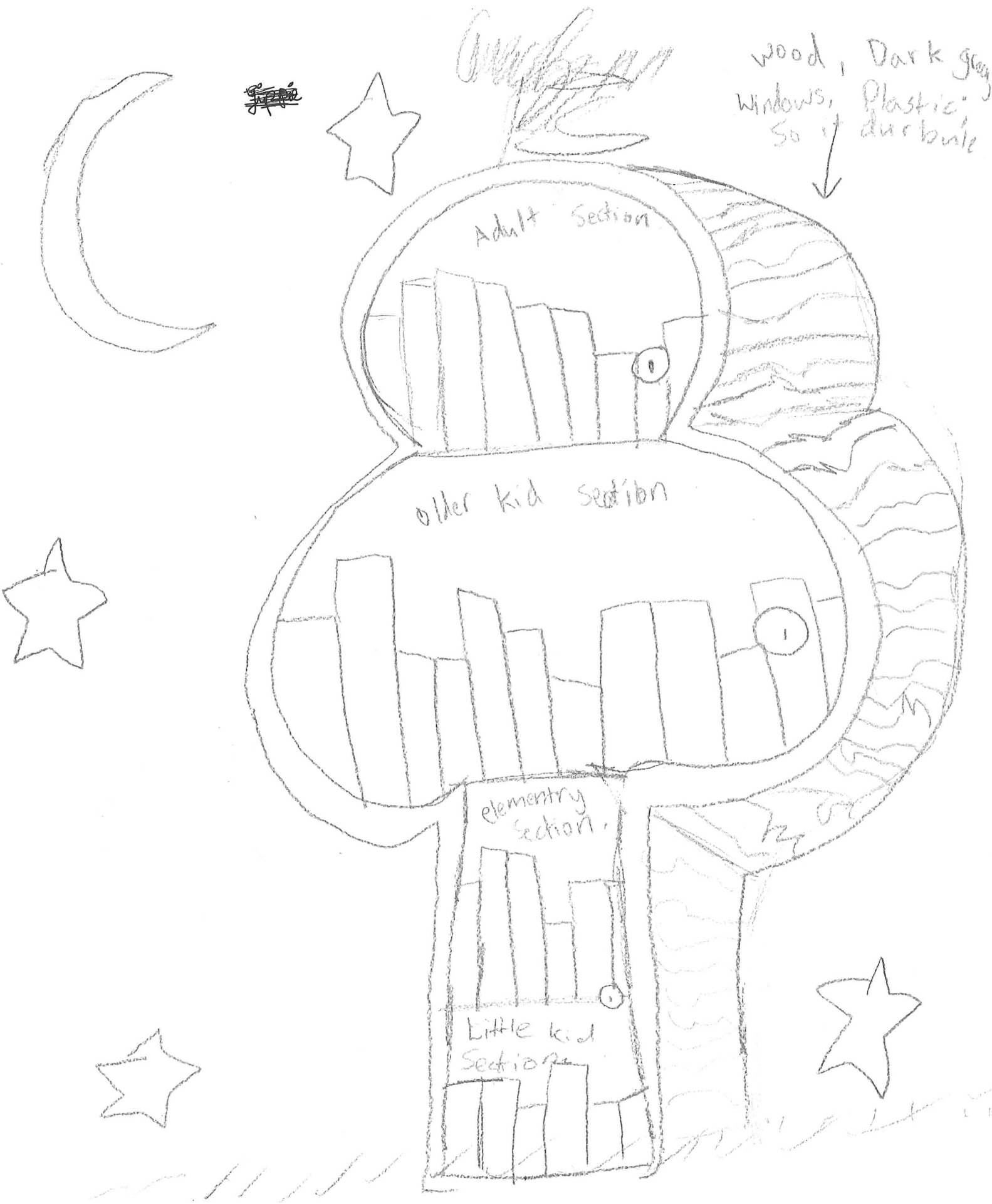
Date Received by in office _____ City Council Meeting date _____

Signature of City Councilmember _____ Date _____

Council Members:

Mayor: Eric Berscheid eberscheid.council@holdingfordmn.us | Jayme Opatz jopatz.council@holdingfordmn.us
Seth Young syoung.council@holdingfordmn.us | Tim Winter twinter.council@holdingfordmn.us
Andy Higgins: ahiggins@holdingfordmn.us | Clerk/Treasurer: Nicole Lahr clerk@holdingfordmn.us





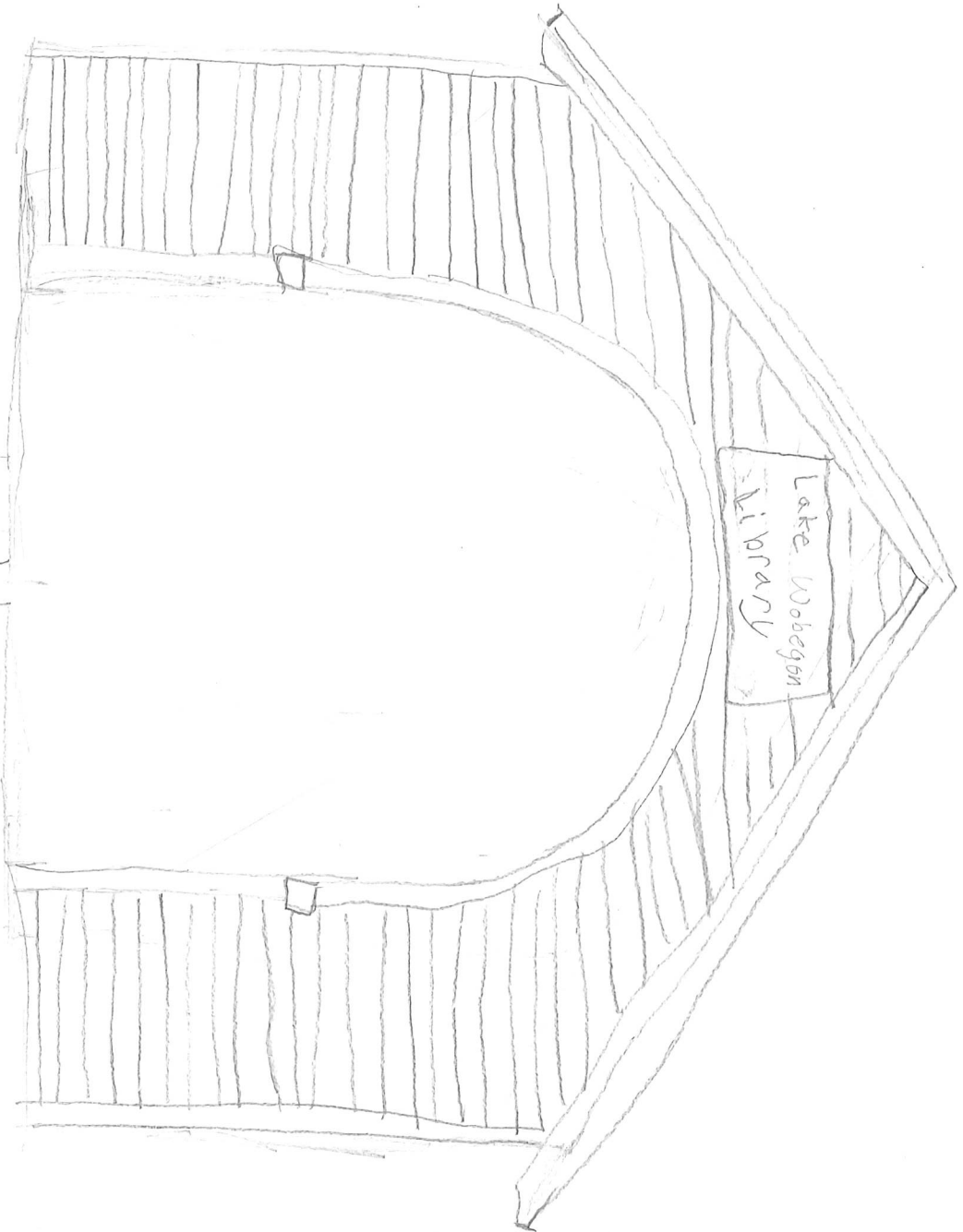
wood, Dark gray
Windows, Plastic,
So it durable

Adult Section

Older Kid Section

elementary
Section.

Little Kid
Section



Heck

Holdingford City Council Minutes

Monday, December 9th, 2024

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

Others in attendance: Nicky Lahr, Keith Hommerding, Travis Harlander, Amy Opatz, Herman Lensing, Gordy Sjaaheim, Greg Breth, Eric Kohorst, Alicia Nierenhausen, Melvin Breth.

Eric opened the meeting at 7:00 and the Pledge of Allegiance was recited.

Eric opened the public hearing at 7:01 for adding a Cannabis Ordinance. He explained that if the city did not pass its own ordinance, then they would fall under the County's guidelines. There were no public comments, and the hearing was closed at 7:02.

Eric opened the public hearing for the Municipal Liquor Store. Eric explained that the Muni operated at a loss 2 of the last 3 years, therefore a public hearing must be held per MN statute. There were no public comments, and the hearing was closed at 7:03.

Eric opened the public hearing for Truth in Taxation at 7:03. He explained that the Council had set the preliminary levy for 2025 at \$270,000, and they cannot set the final levy any higher than that amount but they could reduce it. There were no public comments and the hearing was closed at 7:04.

Eric opened the regular meeting at 7:04. Jayme made a motion to approve the consent agenda. Tim seconded it and it passed with all in favor.

Keith gave a fire department report. He stated that they are at 144 calls for the year. He also stated that the annual fire department payroll was below budget. Jayme made a motion to approve the 2024 payroll. Seth seconded the motion and it passed with all in favor.

Amy gave the Muni report. She stated that there will be some price increases coming soon to keep up with vendor prices. There are 2 bands scheduled for December 13th, and December 31st. She also offered a part time fill in bartender position to Jordan Hagburg. Tim made a motion to hire Jordan Hagburg. Jayme seconded the motion and it passed with all in favor. Amy stated that the annual inventory will take place on January first, however the auditors will not be present this year. Amy asked Jayme and Seth if they would be available again to assist with the counts, and they both said they would be available at 9:00 a.m.

Steve Horvath had his annual review. Seth made a motion to approve his step increase from K3 to K4. Tim seconded the motion and it passed with all in favor.

The Land Use Committee had one land use permit for a new garage build at 700 Rivercrest Road. Seth made a motion to approve permit 29-24-12-3. Tim seconded the motion and it passed with all in favor.

Nicky gave the Clerk's report. She stated that the City's new website is now up and running. Additional features such as online campground and facility rentals will be coming soon. Also, the email address will be switching to .GOV soon. Nicky said that the new IT support, Shift Technologies, was in place and solved many ongoing issues, such as moving Banyon to the server, getting Amy's computer to run without crashing, and making it possible to send emails to yahoo accounts again. Nicky put up the Christmas decorations in City Hall and will be asking for volunteer help next year. She mentioned that thank you letters were received from the elementary school students and were put on the tree. She stated that the last TIF payment to Everything Signs was made, and tax abatement payments to Berkon and Wm. D. Scepaniak have been sent out.

As there was no opposition in the public hearing, Jayme made a motion to approve Ordinance 24-12-9-2 amending the City code pertaining to Cannabis and Hemp business. Tim seconded the motion and it passed

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

with all in favor. Jayme also made a motion to approve Resolution 24-12-9-3 approving a summary publication of the new Ordinance as the full ordinance would be too large. Tim seconded that motion and it passed with all in favor.

Eric presented the new union contract that was negotiated, that included a 3-year term, with a 4% wage increase each of the 3 years, along with several other changes. Seth made a motion to approve the 2025-2027 AFSME local 65 Union contract. Jayme seconded the motion and it passed with all in favor.

Jayme made a motion to decertify TIF district 4 effective December 31st. Eric recommended looking into spending funds instead of returning the \$87,541 to the Stearns County. Nicky said she would look into it and if it wasn't possible the check would be mailed out. Tim seconded the motion and it passed with all in favor.

The council members discussed setting the 2025 tax levy. Eric suggested keeping the levy at the same amount as 2023 and 2024, and instead raising the Sewer utility fees. Jayme made a motion to approve resolution 24-12-9-4 setting the 2025 tax levy at \$250,000. Tim seconded the motion and it passed with all in favor.

Jayme made a motion to approve resolution 24-12-9-5 approving the 2025 budget with the levy changed to \$250,00 and the sewer fees raised. Seth seconded the motion and it passed with all in favor. A budget summary will be published in the Star Tribune.

Tim made a motion to approve resolution 24-12-9-1 for the Knights of Columbus gambling permit. Seth seconded the motion and it passed with all in favor.

Seth made a motion to approve a 2025 Non-Union employee COLA increase of 4%. Jayme seconded the motion and it passed with all in favor.

Seth made a motion to approve resolution 24-12-9-6 approving the polling place for 2025. Tim seconded the motion and it passed with all in favor.

Jayme made a motion to approve resolution 24-12-9-7 approving the 2025 fee schedule. The approved changes include an increase to the sewer utility charges, an increase to the community Center rental fees, the addition of a fee for non-sufficient funds re-deposited check, a fee of \$250 for calling a special meeting, and the increase of the late fee per month for outstanding utility payments. Seth seconded the motion and it passed with all in favor.

Seth made a motion to approve resolution 24-12-9-8 approving the 2025 council meeting schedule. Tim seconded the motion and it passed with all in favor.

Jayme made a motion to approve adding Travis Harlander to the Versa Bank accounts effective January 13th, 2025. Seth seconded the motion and it passed with all in favor. Eric will be removed from the account at this time as well.

Looking forward, the next Council meeting will be on January 13th at 7:00 p.m. City Hall will be closed December 24th-January 1st. Voicemail, email and utility drop box will be checked periodically during that time.

Jayme made a motion to adjourn at 7:28 p.m. and Tim seconded the motion and it passed with all in favor.

Signed:

Nicky Lahr _____

City Clerk-Treasurer, Holdingford

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*Revenue Guideline©

Page 1

Current Period: December 2024

			2024	2024	December	2024	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
General Fund							
Active	R 101-31000	General Property Taxes	\$250,000.00	\$157,325.27	\$0.00	\$92,674.73	62.93%
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	\$2,625.00	\$275.00	-\$125.00	105.00%
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%
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	\$4,540.00	\$4,350.00	-\$3,540.00	454.00%
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	\$4,460.00	\$290.00	-\$1,460.00	148.67%
Active	R 101-34900	Antenna Fund	\$4,500.00	\$4,125.00	\$375.00	\$375.00	91.67%
Active	R 101-35000	Fines and Forfeits	\$1,000.00	\$1,660.77	\$0.00	-\$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	\$0.00	-\$9,731.53	748.77%
Active	R 101-36210	Interests Earnings	\$2,600.00	\$4,126.61	\$0.00	-\$1,526.61	158.72%
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	\$3,150.00	\$200.00	-\$3,150.00	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	\$0.00	\$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	\$362,718.72	\$5,490.00	\$175,126.28	67.44%
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	\$0.00	-\$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	\$273.04	\$0.00	-\$273.04	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	\$58,590.00	\$10,000.00	-\$57,090.00	3906.00%
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	\$230,246.28	\$10,000.00	-\$86,146.28	159.78%

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Page 2

Current Period: December 2024

			2024 YTD Budget	2024 YTD Amt	December 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	\$45.02	\$0.00	\$4.98	90.04%
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	\$45.02	\$0.00	\$2,054.98	2.14%
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	\$1,752.29	\$0.00	\$7,296.71	19.36%
Active	R 302-36210	Interests Earnings	\$500.00	\$147.36	\$0.00	\$352.64	29.47%
Active	R 302-37140	Equivalent Dwelling Unit	\$69,000.00	\$30,046.67	\$5,557.88	\$38,953.33	43.55%
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	\$31,946.32	\$5,557.88	\$46,602.68	40.67%
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	\$179.39	\$0.00	-\$179.39	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	\$179.39	\$0.00	\$16,120.61	1.10%
General Reserve							
Active	R 401-36210	Interests Earnings	\$0.00	\$6,874.86	\$0.00	-\$6,874.86	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	\$121,581.95	\$0.00	-\$121,581.95	0.00%
Main Street Project							
Active	R 402-36210	Interests Earnings	\$0.00	\$183.15	\$0.00	-\$183.15	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	\$5,183.15	\$0.00	-\$5,183.15	0.00%
Fire Dept Capital							
Active	R 403-36210	Interests Earnings	\$0.00	\$3,004.79	\$0.00	-\$3,004.79	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	\$67,459.35	\$0.00	-\$67,459.35	0.00%

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*Revenue Guideline©

Page 3

Current Period: December 2024

			2024	2024	December	2024	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Parks Capital							
Active	R 404-36210	Interests Earnings	\$0.00	\$5,555.81	\$0.00	-\$5,555.81	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	\$7,673.11	\$0.00	-\$7,673.11	0.00%
Maintenance Capital							
Active	R 405-36210	Interests Earnings	\$0.00	\$1,186.18	\$0.00	-\$1,186.18	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	\$3,811.05	\$0.00	-\$3,811.05	0.00%
Magnifi Financial							
Active	R 406-36210	Interests Earnings	\$0.00	\$57.68	\$0.00	-\$57.68	0.00%
Active	R 406-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Magnifi Financial			\$0.00	\$57.68	\$0.00	-\$57.68	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	\$241.91	\$0.00	-\$196.91	537.58%
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	\$66,648.72	\$12,546.44	\$68,351.28	49.37%
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	\$397.26	\$0.00	\$102.74	79.45%
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	\$1,719.19	\$314.11	-\$719.19	171.92%
Active	R 601-37160	Water Penalty	\$2,000.00	\$5,803.79	(\$436.69)	-\$3,803.79	290.19%
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	\$74,810.87	\$12,423.86	\$64,234.13	53.80%
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	\$37.23	\$0.00	-\$12.23	148.92%
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	\$92,877.15	\$17,792.95	\$77,122.85	54.63%
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	\$92,914.38	\$17,792.95	\$77,310.62	54.58%
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	\$20.73	\$0.00	-\$20.73	0.00%
Active	R 603-37300	Refuse Sales	\$76,000.00	\$32,548.31	\$6,026.97	\$43,451.69	42.83%
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	\$32,666.58	\$6,026.97	\$43,333.42	42.98%
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	\$616.34	\$16.80	\$383.66	61.63%

CITY OF HOLDINGFORD

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*Revenue Guideline©

Page 4

Current Period: December 2024

			2024	2024	December	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	\$23,141.88	\$1,906.32	\$16,858.12	57.85%
Active	R 604-37812	Beer-Off Sales	\$90,000.00	\$65,071.73	\$4,603.30	\$24,928.27	72.30%
Active	R 604-37911	Liquor-On Sale	\$62,000.00	\$57,188.76	\$4,118.03	\$4,811.24	92.24%
Active	R 604-37912	Beer-On Sale	\$120,000.00	\$87,979.26	\$7,624.84	\$32,020.74	73.32%
Active	R 604-37915	Miscellaneous Sales	\$27,000.00	\$26,702.36	\$2,032.79	\$297.64	98.90%
Active	R 604-37916	Non Tax Cigarettes	\$12,000.00	\$10,408.19	\$950.24	\$1,591.81	86.73%
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	-\$254.39	(\$125.21)	\$254.39	0.00%
Active	R 604-38000	Other Proprietary Fund	\$25,000.00	\$25,702.56	\$2,287.32	-\$702.56	102.81%
Active	R 604-38010	Credit Card Revenue	\$0.00	-\$1,147.50	(\$1,192.25)	\$1,147.50	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	\$295,414.52	\$22,222.18	\$81,685.48	78.34%
USDA Rural Water Reserve							
Active	R 605-36210	Interests Earnings	\$0.00	\$206.15	\$0.00	-\$206.15	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	\$60,367.38	\$0.00	-\$60,367.38	0.00%
		Report Total	\$1,564,264.00	\$1,387,083.53	\$79,513.84	\$177,180.47	88.67%

CITY OF HOLDINGFORD

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Page 1

***Check Detail Register©**

January 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 Checking					
883 e	01/06/25	MN DEPARMENT OF REVENUE			
G 604-20850		Sales Tax Payable	\$1,965.00		MONTH YEAR Sales Tax, paid in MONTH
G 603-20850		Sales Tax Payable	\$504.00		MONTH YEAR Sales Tax, paid in MONTH
G 601-20850		Sales Tax Payable	\$114.00		MONTH YEAR Sales Tax, paid in MONTH
G 101-20850		Sales Tax Payable	\$0.00		MONTH YEAR Sales Tax, paid in MONTH
		Total	\$2,583.00		
39749	01/09/25	Arnold's of St Martin			
E 101-43100-404		Repair & Maintenance-Eq	(\$341.97)		Credit on File
E 101-43100-404		Repair & Maintenance-Eq	\$402.21	P39544	Cutting edge & Shoes, misc bolts and oil
		Total	\$60.24		
39750	01/09/25	BADGER METER			
E 601-49400-309		Technology Services	\$41.86	80180567	Beacon MBL Hosting Serv Unit MONTH YEAR
		Total	\$41.86		
39751	01/09/25	Bauman & Associates			
E 101-41000-301		Auditing and Acct'g Servic	\$20,000.00	INV19735	For Audit Services for 2023
E 101-41000-301		Auditing and Acct'g Servic	\$11,000.00	INV19735	For Accounting Services for Audit Prep
E 101-41000-301		Auditing and Acct'g Servic	\$688.55	INV19735	Out of pocket expenses for 2023 Audit
		Total	\$31,688.55		
39752	01/09/25	Bernick's Pepsi-Cola			
E 604-49750-252		Beer Resale	(\$92.80)	10298590.1	Credit
E 604-49750-251		Liquor Resale	\$133.36	10303104	Liquor resale
E 604-49750-252		Beer Resale	\$63.95	10303105	Beer Resale
E 604-49750-254		Non Alcoholic Beverage R	\$33.60	10303106	Non Alcoholic Beverage Resale
		Total	\$138.11		
39753	01/09/25	Blue Cross Blue Shield Minnesota			
E 604-49750-130		Employer Paid Insurance	\$6.41	24123116485	Vision Insurance -Eric COVERAGE for Dec 24
E 101-41000-130		Employer Paid Insurance	\$15.33	24123116485	Vision Insurance - Nicky COVERAGE for Dec 24
		Total	\$21.74		
39754	01/09/25	Borgmann Disposal Services LLC			
E 603-49500-384		Refuse	\$5,971.00	Dec24	December 2024 Refuse Service
		Total	\$5,971.00		
39755	01/09/25	Bound Tree Medical, LLC			
E 102-42280-210		Operating Supplies	\$309.76	85591035	
		Total	\$309.76		
39756	01/09/25	Brian Zapzalka			
E 602-49450-318		WWTP Subcontracted Ser	\$650.00	Jan25	Subcontracted Services for January 2025
		Total	\$650.00		
39757	01/09/25	C&L Distributing			
E 604-49750-252		Beer Resale	\$291.55	2028699	Beer Resale
E 604-49750-252		Beer Resale	\$2,234.20	2035195	Beer Resale
E 604-49750-252		Beer Resale	\$149.00	2037129	Beer Resale
		Total	\$2,674.75		

CITY OF HOLDINGFORD

01/09/25 1:02 PM

Page 2

***Check Detail Register©**

January 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
39758	01/09/25	CenturyLink			
E 602-49450-321		Telephone	\$37.78	12.24	Monthly Telephone - SCADA Access Line - 1/2
E 601-49400-321		Telephone	\$37.78	12.24	Monthly Telephone - SCADA Access Line - 1/2
		Total	\$75.56		
39759	01/09/25	Dahlheimer Beverage			
E 604-49750-252		Beer Resale	\$30.00	2366754	Beer Resale
		Total	\$30.00		
39760	01/09/25	Ernst's Locksmith			
E 101-41940-401		Repairs & Maintenance-B	\$421.59	11927	Lock replacement in Kitchen
E 604-49750-210		Operating Supplies	\$6.50	11927	Keys for Muni
		Total	\$428.09		
39761	01/09/25	FINKEN			
E 101-41940-240		Minor Equipment	\$7.00	1464405	Water Cooler Rental
		Total	\$7.00		
39762	01/09/25	Granite City Jobbing Co			
E 604-49750-259		Other Resale	\$446.19	430577	Tobacco, Snacks & Convenience Items
E 604-49750-259		Other Resale	\$369.88	432691	Tobacco, Snacks & Convenience Items
		Total	\$816.07		
39763	01/09/25	Heggies Pizza LLC			
E 604-49750-259		Other Resale	\$172.30	1072196017	Pizza
E 604-49750-259		Other Resale	\$102.25	500589	Pizza
		Total	\$274.55		
39764	01/09/25	Holdingford Area Chamber of Commere			
E 604-49750-433		Dues/Subsc/Fees	\$50.00		Dues for 2025, Municipal Liquor Store
		Total	\$50.00		
39765	01/09/25	Holdingford Gas and Grocery			
E 101-43100-212		Motor Fuels	\$404.06		Maintenance Fuel December 24
		Total	\$404.06		
39766	01/09/25	Holdingford Hardware Inc.			
E 602-49450-221		Repair & Maintenance Su	\$111.00		Nov and Dec 2024
E 102-42280-210		Operating Supplies	\$84.10		Nov and Dec 2024
E 101-43100-221		Repair & Maintenance Su	\$394.48		Nov and Dec 2024
E 101-45200-313		Pedals to Petals Garden C	\$76.25		Nov and Dec 2024
E 101-41940-210		Operating Supplies	\$46.96		Nov and Dec 2024
E 101-43100-221		Repair & Maintenance Su	\$20.35		Service Charges
		Total	\$733.14		
39767	01/09/25	Holdingford Hardware Inc.			
E 604-49750-210		Operating Supplies	\$5.35	59237	Ziploc bags
E 604-49750-221		Repair & Maintenance Su	\$19.80	59957	silicone and wax ring
E 604-49750-221		Repair & Maintenance Su	\$21.40	60053	metal shaver and wax ring
		Total	\$46.55		
39768	01/09/25	Huls Bros Trucking Inc.			
E 101-43100-224		Street Maintenance Materi	\$3,833.20	47676	For Salt/Sand

***Check Detail Register©**

January 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$3,833.20		
39769	01/09/25	Larson Excavating			
E 602-49450-310		Other Professional Servic	\$1,361.58	42176	Repair 2 gate valves
Total			\$1,361.58		
39770	01/09/25	League of MN Cities			
E 101-41000-433		Dues/Subsc/Fees	\$1,095.00	419234	Annual Dues for 2025
Total			\$1,095.00		
39771	01/09/25	LEIGHTON ENGINEERING			
E 101-41000-309		Technology Services	\$1,001.88	Final	To Close out account
Total			\$1,001.88		
39772	01/09/25	MIDCONTINENT COMMUNICATIONS			
E 101-41000-325		Communication Services	\$397.60	37084470114	Internet& Phone Services, Service Period
Total			\$397.60		
39773	01/09/25	Minnesota Licensed Beverage Associa			
E 604-49750-433		Dues/Subsc/Fees	\$360.00	2010559	2025 General Membership Dues
Total			\$360.00		
39774	01/09/25	MNDNR - Ecological and Water Resour			
E 601-49400-433		Dues/Subsc/Fees	\$300.10	Jan25	2025 Water Use Permit Number 1984-3180
Total			\$300.10		
39775	01/09/25	Nelson Sanitation & Rental, In			
E 602-49450-310		Other Professional Servic	\$1,040.00	INV/2024/178	Jetting
Total			\$1,040.00		
39776	01/09/25	Shift Technologies, Inc			
E 101-41000-309		Technology Services	\$351.40	14016	December 2024 IT services
Total			\$351.40		
39777	01/09/25	Star Publications, LLC			
E 101-41000-352		General Notices and Publi	\$209.99	228649	Publications
Total			\$209.99		
39778	01/09/25	Sysco Western MN			
E 604-49750-259		Other Resale	\$762.21	253812320	Resale Food Items
Total			\$762.21		
39779	01/09/25	Taft Stettinius & Hollister LLP			
E 101-41000-304		Legal Fees	\$2,200.00	6523410	For TIF M10327/00017
Total			\$2,200.00		
39780	01/09/25	Tidy Tina's			
E 101-41940-310		Other Professional Servic	\$400.00	252	Janitorial Service - City Center
Total			\$400.00		
39781	01/09/25	Toshiba America Business Solutions			
E 101-41000-413		Office Equipment Rentals	\$147.00	5032514370	Printer/Copier Rental
E 101-41000-413		Office Equipment Rentals	\$0.51	5032514370	Printer/Copier Rental - Color Copy Overages

***Check Detail Register©**

January 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$147.51		
39782	01/09/25	USA Bluebook			
E 602-49450-210		Operating Supplies	\$75.55	INV00572679	
E 602-49450-210		Operating Supplies	\$76.80	INV00575564	
Total			\$152.35		
39783	01/09/25	Utility Consultants, Inc.			
E 602-49450-407		Testing	\$799.56	122532	Testing
Total			\$799.56		
39784	01/09/25	VESTIS			
E 101-41940-210		Operating Supplies	\$47.00	2530355130	Mops & Rugs
Total			\$47.00		
39785	01/09/25	VESTIS			
E 604-49750-210		Operating Supplies	\$80.16	2530353168	Linen, towels, mops, paper supplies
Total			\$80.16		
39786	01/09/25	Viking Coca-Cola Bottling Comp			
E 604-49750-252		Beer Resale	\$153.95	3590427	Beer Resale
E 604-49750-252		Beer Resale	\$179.55	3590595	Beer Resale
E 604-49750-254		Non Alcoholic Beverage R	\$15.40	3590596	Non Alcoholic Beverage Resale
Total			\$348.90		
39787	01/09/25	XCEL ENERGY			
E 101-41940-383		Gas Utilities	\$161.03	0548219841	Gas Utilities - City Center
E 101-41940-381		Electric Utilities	(\$11.53)	0548219841	Electric Utilities - City Center - Solar Rewards Community Solar
E 101-41940-381		Electric Utilities	(\$6.87)	0548219841	Electric Utilities - City Center
E 101-41950-383		Gas Utilities	\$1,607.26	0548222383	Gas Utilities - Historical Society - 101 River Street West
E 101-45200-381		Electric Utilities	(\$24.22)	1151599507	Electric Utilities - Picnic Shelter - Solar Rewards Community Solar
E 101-45200-381		Electric Utilities	\$26.51	1151599507	Electric Utilities - Picnic Shelter - 231 Main Street
E 101-45200-381		Electric Utilities	(\$25.34)	1151599507	Electric Utilities - Picnic Shelter - 231 Main Street
E 101-45200-381		Electric Utilities	\$72.24	1151599526	Electric Utilities - Picnic Shelter - 231 Main Street
E 101-41950-381		Electric Utilities	\$44.57	1151610180	Electric Utilities - Historical Society - 101 River Street West
E 101-41940-381		Electric Utilities	\$676.17	1171602385	Electric Utilities - City Center
E 101-41940-381		Electric Utilities	(\$84.93)	1171602385	Electric Utilities - City Center
Total			\$2,434.89		
39788	01/09/25	XCEL ENERGY			
E 101-43100-381		Electric Utilities	\$0.00		Electric Utilities - Street Lights - 42161 Riverside Road
E 101-43100-381		Electric Utilities	\$0.00		Electric Utilities - Street Lights - 521 S Main Street
E 101-43100-381		Electric Utilities	\$0.00		Electric Utilities - Street Lights - 721 2nd Street
E 101-43100-381		Electric Utilities	\$0.00		Electric Utilities - Street Lights - PO BOX 69
E 101-43100-383		Gas Utilities	\$371.40	0548053741	Gas Utilities - Maintenance Garage - 800 1st Street W
E 101-41960-381		Electric Utilities	\$35.71	1151035914	Electric Utilities - Marquee - 630 S Main Street
E 101-41960-381		Electric Utilities	(\$20.76)	1151035914	Electric Utilities - Marquee - Solar Rewards Community Solar - 630 S Main Street

***Check Detail Register©**

January 2025

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41960-381		Electric Utilities	(\$9.83)	1151035914	Electric Utilties - Marquee - 630 S Main Street
E 101-41960-381		Electric Utilities	(\$99.24)	1151035914	Combined refund credit Electric Utilties - Marquee - 630 S Main Street
E 101-43100-381		Electric Utilities	\$20.33	1151037707	Electric Utilties - Maintenance Garage - 800 1st Street W
E 101-43100-381		Electric Utilities	(\$97.45)	1151037724	Electric Utilities - Maintenance Garage - Solar Rewards Community Solar - 800 1st Street W
E 101-43100-381		Electric Utilities	\$20.33	1151037724	Electric Utilties - Maintenance Garage - 800 1st Street W
E 101-43100-381		Electric Utilities	(\$61.80)	1151037724	Electric Utilties - Maintenance Garage - 800 1st Street W
E 101-43100-381		Electric Utilities	\$307.66	1151037739	Electric Utilties - Maintenance Garage - 800 1st Street W
Total			\$466.35		
10100			\$64,793.71		

Fund Summary**10100 Checking**

101 General Fund	\$45,719.63
102 Fire Fund	\$393.86
601 Water Fund	\$493.74
602 Sewer Fund	\$4,152.27
603 Refuse Fund	\$6,475.00
604 Liquor Fund	\$7,559.21
	\$64,793.71

**CITY OF HOLDINGFORD
STEARNS COUNTY,
MINNESOTA**

**Resolution 25-1-13-2 Approving Plans and Specifications and
Ordering Advertisement for Bids**

WHEREAS, pursuant to a resolution passed by the council July 8, 2024 the city engineer (consulting engineer retained for the purpose) has prepared plans and specifications for Improvement No 2025.01, the proposed improvement North High Court between 4th Street and end of cul-de-sac by pavement replacement and repaving of city hall parking lot, and has presented such plans and specifications to the council for approval;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HOLDINGFORD, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper (and on Quest CDN) an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the clerk until 10:00 a.m. on March 5th, 2025, at which time they will be publicly opened in the council chambers of the city hall by the city clerk and engineer, will then be tabulated, and will be considered by the council at 7:00 p.m. on March 10, 2025, in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for five percent of the amount of such bid.

Travis Harlander
Mayor

Nicky Lahr
City Clerk - Treasurer

SECTION 01 11 00
SUMMARY OF WORK

PART 1 GENERAL

1.01 SUMMARY

- A. Section Includes:
 - 1. Work Included in Contract Documents
 - 2. Contract Information
 - 3. Future Work
 - 4. Contractor Use of Premises
 - 5. Occupancy Requirements
 - 6. Products Ordered in Advance
 - 7. Owner Furnished Products
 - 8. Work Restrictions

1.02 WORK INCLUDED IN CONTRACT DOCUMENTS

- A. Description of the Project:
 - 1. Pavement replacement and associated improvements.

1.03 CONTRACT INFORMATION

- A. Type of Contract: Owner will award a Single Prime Contract.
- B. Scope of Contract:
 - 1. This Contractor is solely responsible for the Work.
 - 2. The Contract will include:
 - a. Contract Forms:
 - 1) Agreement
 - 2) Performance Bond
 - 3) Payment Bond
 - 4) Certificates
 - b. Conditions of the Contract:
 - 1) General Conditions
 - 2) Supplementary Conditions
 - c. Specifications:
 - 1) Division 1 - General Requirements
 - 2) Applicable Technical Sections
 - d. Addenda
 - e. Contract Modifications

1.04 CONTRACTOR USE OF PREMISES

- A. Confine operations at Site to areas permitted under contract or as directed by Owner.
- B. Conform to site rules and regulations affecting Work while engaged in Project construction.
- C. Existing Structures:
 - 1. Keep existing driveways, and adjacent streets clear and available to public in accordance with Owner's or local authority's requirements.
 - 2. Protect building and occupants during construction period.
 - 3. Repair damages caused to existing public and private property and structures due to operations of Contractor to the satisfaction of, and at no additional cost to Owner.

- D. Construction personnel may park only in areas designated by the Owner.
- E. Damaged Property:
 - 1. Patch and/or clean existing improvements and restore damage of property on, or adjacent to Site occasioned by this Work, including, but not limited to, lawns, walks, curbs, pavements, roadways, structures, and utilities which are cut or damaged by operations and are not designated for removal, relocation, or replacement in the course of construction.
 - 2. Public Property or Utilities: Comply with laws, ordinances, rules, regulations, standards, orders of utility owner or any public authority having jurisdiction.
 - 3. Provide written acceptance of restoration work by authority or Owner.
- F. Product Requirements:
 - 1. Confine stockpiling of materials or equipment to areas approved by owner.
 - 2. If additional storage is necessary and is not allowed by Owner, obtain and pay for such storage offsite.

1.05 OCCUPANCY REQUIREMENTS

- A. General Requirements:
 - 1. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
 - 2. Schedule the Work to accommodate this requirement.
 - 3. Coordinate activities which could cause interruption to Owner's activities.
 - 4. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.
- B. Owner Occupation During Construction:
 - 1. Owner will occupy Site during the Work.

1.06 PRODUCTS ORDERED IN ADVANCE

- A. Storage:
 - 1. Products will not be allowed to be stored at the Site prior to commencement of construction activities.
 - 2. Contractor shall store such items as directed by Owner.

1.07 OWNER FURNISHED PRODUCTS

- A. Items furnished by Owner will be identified in the Specification sections.
- B. Owner's Responsibilities:
 - 1. Arrange for, and deliver Owner reviewed Shop Drawings, Product Data and samples to Contractor.
 - 2. Arrange and pay for product delivery to Site.
 - 3. At time of delivery, inspect products jointly with Contractor.
 - 4. Submit claims for transportation damage and replace damaged, defective or deficient items.
 - 5. Arrange for manufacturer's warranties, inspections and service.
- C. Contractor's Responsibilities:
 - 1. Review Owner reviewed Shop Drawings, Product Data and samples.
 - 2. Receive and unload products at Site; inspect for completeness or damage, jointly with Owner.
 - 3. Provide support systems to receive Owner's equipment.
 - 4. Protect Owner-furnished items from damage during storage and handling, including damage from exposure to the elements.
 - 5. Install and otherwise incorporate Owner-furnished items into the Work.
 - 6. Repair or replace items damaged after receipt, except that damage caused by Owner's employees or agents.

1.08 WORK RESTRICTIONS

- A. On-Site Work Hours:
 - 1. Normal business working hours of 7:00 a.m. to 7:00 p.m. Monday through Friday.
 - 2. Weekend Hours: Saturday 7:00 a.m. to 3:00 p.m.
 - 3. Legal Holidays: No work allowed.
- B. Existing Utility Interruption:
 - 1. Do not interrupt utilities serving facilities occupied by Owner or others without written permission by Owner.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION

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SECTION 32 01 15

PULVERIZING BITUMINOUS PAVEMENT (MnDOT 2215)

PART 1 GENERAL

1.01 SUMMARY

- A. Section includes full depth reclamation (FDR) consisting of mechanically pulverizing existing bituminous pavement and aggregate base in place to provide a blended aggregate and bituminous mixture for use as a base course.
- B. Method of Measurement:
 - 1. FDR:
 - a. Measure FDR by area in square yards regardless of pavement depth.
 - b. Unit includes cost of production, testing, placement, occasional variations in bituminous pavement thickness, removing vegetation and topsoil adjacent to the surface, repair to structures damaged by Contractor's operations or negligence, and necessary maintenance.
 - c. Integrant curb shall be considered part of the pavement area.
 - 2. Additional Aggregate Base: Measure additional aggregate base by weight in tons of material acceptably placed.
- C. Basis of Payment:
 - 1. Payment for acceptable quantities of pulverizing bituminous pavement shall be at the contract unit price as listed on the Bid Form. All associated work items shall be considered incidental.

1.02 REFERENCES

- A. MnDOT:
 - 1. 2215 - Reclamation

1.03 DEFINITIONS

- A. Pulverized Mixture: That portion of pavement and aggregate base that is reclaimed and blended to produce a uniform graded aggregate base.

1.04 EXISTING CONDITIONS

- A. Reclamation Pavement Section:
 - 1. Depth of Bituminous Pavement: 3-4 inches.
 - 2. Depth of Aggregate Base: 4-6 inches.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Gradation of the Pulverized Mixture: Comply with MnDOT 2215 Table 2215.3-1.
- B. Additional aggregate base: Comply with MnDOT 3138.2.B, Class 6.

2.02 EQUIPMENT

- A. The pulverizing machine utilized shall have the following capabilities:
 - 1. Comply with MnDOT 2215.3.D.1.a.
 - 2. Control dust and particulate matter created by the pulverizing process.

3. Variable depth control.
4. Variable speed control.

PART 3 EXECUTION

3.01 PULVERIZING OPERATION

- A. Comply with MnDOT 2215.3E.
- B. Pulverize pavement through the entire depth of bituminous and aggregate base.
- C. Establish and maintain grade control as required.
- D. Vary machine speed to produce required aggregate blend.
- E. Incorporate screening and crushing capabilities to reduce or remove oversized particles.
- F. Remove excessive oversized particles.
- G. At Contractor's option, pavement and base materials may be blended in a separate operation after pulverizing.
- H. Compact pulverized mixture to provide temporary driving surface.

3.02 SPREADING AND COMPACTION

- A. Comply with MnDOT .2215.3.E.3.
- B. Compact the full thickness to achieve a penetration index value of 10 millimeters and a seating value of 40 millimeters as measured by MnDOT standard Dynamic Cone Penetrometer (DCP) method, as determined by MnDOT Form Grading and Base - 205.
- C. Construct the layer to +/- 0.05 feet of the profile and cross section as required by the Contract in accordance with MnDOT 2112 - Subgrade Preparation.

3.03 WORKMANSHIP AND QUALITY

- A. Comply with MnDOT 2215.3.E.4,

3.04 PROTECTION

- A. Locate and mark all inplace structures within the pavement area prior to pulverized operations.
- B. Repair or replace inplace structures damaged or disturbed by the pulverizing operations.

END OF SECTION

SECTION 32 11 11

SUBGRADE PREPARATION (MnDOT 2112)

PART 1 GENERAL

1.01 SUMMARY

- A. Section includes shaping and compacting of subgrade prior to placement of base course.
- B. This work is not intended to repair embankment below the 9-inch Subgrade Preparation layer.
- C. Related Sections:
 - 1. Section 32 11 14 - Test Rolling
- D. Method of Measurement:
 - 1. Measure by length in road stations of 100 feet along the centerline.
- E. Basis of Payment:
 - 1. Payment for subgrade preparation shall be at the contract unit price as listed on the Bid Form. All associated work items shall be considered incidental.

1.02 REFERENCES

- A. MnDOT 2112 - Subgrade Preparation

1.03 SEQUENCING AND SCHEDULING

- A. Prepare subgrade after unstable areas have been repaired and in place surface courses have been removed.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

3.01 CONSTRUCTION

- A. Re-excavate, compact and shape the top 9 inches of subgrade area to provide smooth, stable surface for the placement of base course thereon.
- B. Compact subgrade material to 100 percent of Standard Proctor Density.
- C.
- D. Produce and maintain the necessary moisture content in the subgrade material by scarification or application of water.
- E. Continue operations until no rutting or displacement occurs under construction traffic.
- F. Provide a finished surface within 0.05 foot of the prescribed elevation at all locations.

END OF SECTION

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SECTION 32 11 14

TEST ROLLING (MnDOT 2111)

PART 1 GENERAL

1.01 SUMMARY

- A. Provide testing of subgrade stability prior to aggregate base construction by rolling with heavy equipment.
- B. Related Sections:
 - 1. Section 31 23 10 - Excavation and Embankment
 - 2. Section 32 11 11 - Subgrade Preparation
- C. Method of Measurement:
 - 1. Included in subgrade preparation unit price.
 - 2. Measure along roadway centerline.
- D. Basis of Payment:
 - 1. Correcting and retesting of sections found to be unstable will be considered incidental.
 - 2. Payment for acceptable quantities of test rolling shall be at the Contract Unit Price as listed on the Bid Form. Associated Work items shall be incidental.

1.02 REFERENCES

- A. MnDOT 2111 - Test Rolling

1.03 SCHEDULING AND SEQUENCING

- A. Perform test rolling after subgrade is established to proposed width and within 0.1 foot of staked grades at all locations.
- B. Do not perform test rolling until both Engineer and Contractor agree subgrade is acceptable.

PART 2 PRODUCTS

2.01 EQUIPMENT

- A. Perform test rolling using one of the following:
 - 1. A pneumatic-tired roller (TR30) in accordance with MnDOT 2111.3.A.1.a.
 - 2. A loaded dump truck (TR10) in accordance with MnDOT 2111.3.A.2.a.
- B. Provide load for equipment:
 - 1. Load for TR30 in accordance with MnDOT 2111.3.A.1.b.
 - 2. Load for TR10 in accordance with MnDOT 2111.3.A.2.b.

PART 3 EXECUTION

3.01 PROTECTION

- A. Protect culverts and other structures during test rolling.
- B. Provide additional cover as required over inplace structures as protection during test rolling.

- C. Replace structures damaged during test rolling.

3.02 APPLICATION

- A. Test roll entire width of proposed pavement structure.
- B. Operate roller at a speed between 2-1/2 and 5 miles per hour.
- C. Make 2 passes over all surface areas.
- D. Unrolled areas between tire path shall not exceed 12 inches.

3.03 FIELD QUALITY CONTROL

- A. Refer to MnDOT 2111.3B Testing Requirements.
- B. The roadbed will be considered unstable at any location where surface shows yielding or rutting of more than 2 inches (TR30) or 0.4-0.6 inches (TR10) during test rolling in accordance with MnDOT 2111.3.C.
- C. Correct unstable areas in accordance with Engineers recommendation.
- D. Retest all corrected areas.

END OF SECTION

SECTION 32 12 16

PLANT-MIXED ASPHALT PAVEMENT (MnDOT 2360)

PART 1 GENERAL

1.01 SUMMARY

- A. Section Includes:
 - 1. Construction of pavement courses from hot plant-mixed bituminous - aggregate mixture.
 - 2. Demonstration of quality control through quality control testing.
- B. Related Sections:
 - 1. Section 32 12 13 - Bituminous Tack Coat
- C. Method of Measurement:
 - 1. Bituminous Mixture:
 - a. Measure each mixture type by weight in tons acceptably placed.
 - b. Weight shall be based on the sum of individual load tickets provided within 24 hours of the time of delivery to the Site.
 - c. If material is being wasted or placed excessively thick, Owner reserves the right to deduct quantities that are in excess of 1/4-inch over the plan thickness based on material weighing 110 pounds per square yard of area per inch of thickness.
 - 2. Bituminous Material: Incidental to the bituminous mixture.
 - 3. Contractor Testing and Quality Control: Incidental to bituminous mixture.
- D. Basis of Payment:
 - 1. Mixture cost includes additives as required.
 - 2. Payment for acceptable quantities of bituminous pavement shall be at the Contract Unit Price as listed on the Bid Form. All associated Work items shall be considered incidental.
- E. No incentives apply to this Project.

1.02 REFERENCES

- A. AI SP-2 - Superpave Mix Design - Third Edition
- B. MnDOT 2360 - Plant Mixed Asphalt Pavement

1.03 DEFINITIONS

- A. Quality Control Program: All activities, including mix design, process control inspection, sampling, testing, and necessary adjustments in process that are related to the production of a hot mix asphalt (HMA) pavement which meets the requirements of this section.

1.04 SUBMITTALS

- A. Job Mix Formula:
 - 1. Submit 1 Job Mix Formula (JMF) for each mix to be used on the project.
 - 2. Each JMF as a minimum shall contain the information listed in MnDOT 2360.2.E.9.
 - 3. The JMF shall be signed by a Level II Quality Management mix designer, and submitted on MnDOT approved forms.

4. Submit the JMF to Engineer at least 7 working days prior to the start of asphalt production for Laboratory Mixture Design or 2 working days prior to the start of asphalt production for Modified Mixture Design.

B. Asphalt Plant Inspection Report:

1. Prior to beginning asphalt production, submit an Asphalt Plant Inspection Report (TP 02142-02, TP 02143-02) to Engineer.
2. This report must have been performed during the current construction season.
3. If the asphalt plant has been moved since the most recent Asphalt Plant Inspection Report was written:
 - a. Request that the plant be re-certified by MnDOT according to MnDOT 2360.2.G.1.a.
 - b. Submit the new Asphalt Plant Inspection Report to Engineer.

1.05 PROJECT CONDITIONS

- A. Do not place mixtures when weather or roadbed conditions are determined to be unfavorable.
- B. Obtain written permission from E/A to place mixture after October 15.

PART 2 PRODUCTS

2.01 MIXTURE DESIGNATION

- A. Provide the following:
 1. Base Course: MNDOT SPWEB240B
 2. Wearing Course: MNDOT SPEWEA240C

2.02 MATERIALS

- A. Aggregate: MnDOT 2360.2.A.
- B. Asphalt Binder Material: MnDOT 2360.2.B: PG 64-28 and PG 58-34.
- C. Additives: MnDOT 2360.2.C.
- D. Bituminous Mixture: MnDOT 2360.2.E.

2.03 EQUIPMENT

- A. All equipment used in production and placement shall be in accordance with MnDOT 2360.3.B.
- B. Produce all bituminous mixtures at a Contractor-certified HMA plant in accordance with MnDOT 2360.2.G.1.a.

2.04 MIXTURE PROPORTIONS

- A. Submit a trial mix design for each mixture for review by Engineer in accordance with MnDOT 2360.2.E.
 1. Supply a Gyratory mixture in accordance with the following:
 - a. MnDOT 2360.2.E.
 - b. The Asphalt Institute's Superpave Mix Design Manual SP-2.
 - c. MnDOT Laboratory Manual such that it meets the requirements of this specification.
 2. Addition of aggregates and materials not included in the mixture design submittals is prohibited.
 3. Supply a Modified Mixture Design according to MnDOT 2360.2.E.5.b or Production Mixture Design according to MnDOT 2360.2.E.5.c.

2.05 SOURCE QUALITY CONTROL

- A. Provide and maintain a quality control program for HMA production.
 - 1. The quality control program shall meet the requirements of MnDOT 2360.2.G, Sections G.1.a, G.1.b, and G.4 through G.14.
- B. Quality Assurance - Plant: The project owner will retain Minnesota Department of Transportation Materials Personnel to conduct quality assurance observations and testing. The Quality Assurance program will comply with MnDOT 2360.2, Sections G.2, and G.3.

PART 3 EXECUTION

3.01 PREPARATION

- A. Treatment of the Surface: Apply bituminous tack coat to existing bituminous or concrete surfaces and to surface of each course except final surface in accordance with MnDOT 2360.3.B.3.

3.02 PLACEMENT

- A. Spreading Operations:
 - 1. Spread each mixture to the required cross section with an approved paver.
 - 2. Spread by hand or motor grader only in areas not accessible to a paver.
 - 3. Coordinate paver speed with rate of delivery of mix to provide a uniform rate of placement.
 - 4. Complete placement of each course over full width of the section each day.
- B. Compacting Operations:
 - 1. Conduct initial and final rolling with a steel-wheeled roller in accordance with MnDOT 2360.3.D.
 - 2. Conduct secondary rolling with a pneumatic-tired roller.
 - 3. Commence compaction as soon as possible after mixture has been spread, without causing undue displacement of mixture.
 - 4. Operate rollers continuously until all areas are compacted to required density and all roller marks are eliminated.
 - 5. Compact each course uniformly by Ordinary Compaction method in accordance with MnDOT 2360.3.D.2.
- C. Thickness and Surface Requirements:
 - 1. After compaction, each course shall be within 1/4 inch of the required thickness.
 - 2. The provisions of MnDOT 2399 – Pavement Surface Smoothness do not apply to this Project.
- D. Construction Joints:
 - 1. Compact to produce a tightly bonded joint meeting surface tolerances.
 - 2. Transverse Joints:
 - a. Place at right angles to centerline whenever placement operations are suspended. Suspension of Work will be allowed only at specified transverse joint locations as shown on Drawings.
 - b. Upon resumption of work, cut vertically for full depth of the course.
 - 3. Longitudinal Joints:
 - a. Place parallel to centerline.
 - b. Place joints between strips not less than 6 inches measured transversely from like joints placed in underlying course.
 - c. Place all surface courses to not greater than 1/4 inch above adjacent manhole frames, valve boxes, or other fixed structures.
 - d. Place all surface courses a minimum of 1/4-inch above adjacent gutters.
 - 4. Perform in accordance with MnDOT 2360.3.C.
- E. Small Quantity HMA Paving:
 - 1. A Modified Mixture Design Report shall be supplied in accordance with Article 1.04 for quantities less than 500 tons or 4,500 square yards per 2 inch thickness.

2. Material sampling shall be in accordance with MnDOT 2360.3.G to verify percent design air voids and gradation for material acceptance.

3.03 FIELD QUALITY CONTROL

- A. Contractor is responsible for all field quality control.
- B. All field quality control testing personnel, facilities, and requirements shall be in accordance with MnDOT 2360.2.G.
- C. Perform compaction testing of bituminous mixtures in accordance with MnDOT 2360.3.D.

END OF SECTION

SECTION 32 16 20

CONCRETE CURBING (MnDOT 2531)

PART 1 GENERAL

1.01 SUMMARY

- A. Section Includes:
 - 1. Concrete curb.
 - 2. Concrete curb and gutter.
 - 3. Concrete medians.
 - 4. Concrete driveway pavement.
- B. Related Sections:
 - 1. Section 32 13 10 - Concrete Pavement
 - 2. Section 32 18 20 - Walks
 - 3. Section 33 41 00 - Storm Sewer Systems
- C. Method of Measurement:
 - 1. Curb and Gutter:
 - a. Measure by length in linear feet along face of the curb at gutter line.
 - b. Measure each design type separately.
 - 2. Driveway Pavement: Measure by area in square yards for each thickness.
- D. Basis of Payment:
 - 1. Payment for concrete construction shall be at the Contract Unit Price listed on Bid Form. All associated Work items shall be considered incidental.

1.02 REFERENCES

- A. MnDOT:
 - 1. 2531 - Concrete Curbing
 - 2. 3149 - Granular Material
 - 3. 3754 - Poly-Alpha Methyl Styrene (AMS) Membrane Curing Compound
 - 4. 3755 - Linseed Oil Membrane Curing Compound
 - 5. 3756 - Plastic Curing Blankets
 - 6. 3902 - Form Coating Material

1.03 DEFINITIONS

- A. Surface Defects: Any of the following conditions:
 - 1. Any loss of aggregate or mortar from the surface that is larger than 1/4-inch in diameter and greater than 1/4-inch in depth.

1.04 SUBMITTALS

- A. Concrete Mix Submittals:
 - 1. Include name and address of transit-mix concrete supplier with submittals.
 - 2. Catalog information on admixtures or agents to be included in mix.
 - 3. List of concrete mix designs at least 15 days prior to start of Work.
- B. Quality Assurance/Control Submittals:
 - 1. Test Reports: Report test results to Engineer.
 - 2. Certificates: If transit-mix concrete is used, the transit-mix concrete supplier shall furnish Certificate of Compliance with Construction Documents.

- C. Cold Weather Protection Plan:
 - 1. Submit proposed time schedule and plans for cold weather protection in writing to E/A in accordance with MnDOT 2531.3.G.3

1.05 QUALITY ASSURANCE

- A. Regulatory Agencies:
 - 1. Comply with local governing regulations if more stringent than specified.
 - 2. Curb edges and curb cuts on public property shall conform to the requirements of authorities having jurisdiction.

1.06 PROJECT CONDITIONS

- A. Maintain access for vehicular and pedestrian traffic.

PART 2 PRODUCTS

2.01 MATERIALS

- A. Concrete: MnDOT 2461.
- B. Preformed Joint Filler: MnDOT 3702.
- C. Granular Materials: MnDOT 3149.
- D. Forms:
 - 1. Straight, clean, and adequately interlocked and braced.
 - 2. Provide wood or steel forms capable of sustaining concrete in proper line, grade, and cross section until set.
- E. Accessories:
 - 1. Curing Materials:
 - a. Burlap Curing Blankets MnDOT 3751
 - b. Plastic Curing Blankets: MnDOT 3756.
 - c. Poly-Alpha Methyl Styrene (AMS) Membrane Curing Compound: MnDOT 3754.
 - d. Linseed Oil Membrane Curing Compound: MnDOT 3755.
 - 2. Sealants
 - a. Silane-siloxane

2.02 CONCRETE MIXTURES

- A. Based on method of placement as follows:
 - 1. Manual Placement: Mix No. 3F32 or 3F52.
 - 2. Slip-form Placement: Mix No. 3F32.
- B. Adjust the aggregate class A and gradation in the mixture to ensure compliance with 3.03 A.

PART 3 EXECUTION

3.01 FOUNDATION PREPARATION

- A. Excavate shape and compact foundation to planned section and grade.
- B. Remove unsuitable subgrade soil as directed.
- C. Provide and compact granular material to required depth.

3.02 INSTALLATION

- A. Form Installation:
 - 1. Coat contact surfaces with form treating material conforming to MnDOT 3902 prior to concrete placement.
 - 2. Clean forms after each use.
- B. Slip-form Machine Placement: Inspect string line grade and verify with Engineer prior to placement.
- C. Placing and Finishing:
 - 1. Contactor shall have at least 2 people with a current ACI concrete flatwork associate, concrete flatwork finisher, or advanced flatwork finisher certification, and at least 1 of them must be onsite for every concrete pour.
 - 2. Wet foundation and inside form faces immediately prior to concrete placement.
 - 3. Strike off to required grade and float smooth.
 - 4. Hand-float top surface of curb face.
 - 5. Round joints and edges to 1/4 inch radii or sawcut to 1/8 inch wide within PAR.
 - 6. Lightly brush exposed surfaces to uniform texture.
 - 7. Fill cavities with mortar when side forms are removed.
 - 8. Check drainage. Finish gutter flowlines to eliminate low spots and avoid water entrapment.
- D. Joint Construction: Construct perpendicular to subgrade and aligned with similar joints in adjacent work.
 - 1. Transverse Isolation Joints:
 - a. Fill with 1/2 inch preformed joint filler material.
 - b. Place transverse joints at right angles to alignment.
 - c. Place as follows:
 - 1) At 60-foot intervals on tangent sections.
 - 2) 3 feet on each side of catch basins.
 - 3) At end of curved sections.
 - 4) At ends of curved portions of entrance and street returns.
 - 5) Where new construction surrounds or adjoins any existing fixed object.
 - 6) To separate curbs with isolation joints at driveway entrances with curved concrete aprons.
 - 7) To separate pedestrian ramps at intersection corners from curbs.
 - 2. Contraction Joints:
 - a. Provide at 10 -foot intervals in curb or curb and gutter constructions.
- E. Curing and Protection:
 - 1. Provide in accordance with MnDOT 2531.3G:
 - 2. Cure minimum 72 hours after finishing.
 - 3. Protect from loss of moisture, rain damage, traffic, and extreme hot or cold temperatures.
 - 4. Curing Blanket Method:
 - a. Cover concrete with plastic or saturated burlap curing blankets as soon as practical without marring the surface.
 - b. Envelop concrete and prevent water vapor loss.
 - c. After curing, apply membrane curing compound to exposed surfaces.
 - 5. Membrane Curing Method:
 - a. Coat exposed surfaces with curing compound within 30 minutes after:
 - 1) Finishing or once bleed water has dissipated.
 - 2) Permanent removal of forms or curing blankets.
 - b. Apply uniformly at a rate of 1 gallon per 150 square feet of surface area with approved airless spraying machine.
 - 1) Provide airless spraying machines equipped with a recirculating bypass system that provides for continuous agitation of the reservoir material, separate filters for the hose and nozzle, and multiple or adjustable nozzle system that provides for variable spray patterns.

- 2) Apply homogeneously to provide a uniform, solid, white, opaque coverage on exposed concrete surfaces (equal to a white sheet of typing paper) at the time of application.
- c. Re-spray to provide proper coating.

F. Joint Sealing: Not required.

G. Deviations greater than 3/8 inch from a 10-foot straight edge on tangent lines or grades will be considered as defective work.

3.03 FIELD QUALITY CONTROL

A. Surface Requirements: Within the warranty period, no finished surface area shall contain more than 2 surface defects per square yard. Any area not meeting this requirement will be considered as defective work.

B. Other Defective Work:

- 1. Any of the following conditions that occur within the warranty period will be considered as defective work.
 - a. Cracking outside of the control joints.
 - b. Surface imprints or chipping that does not conform to the specified texture and finish.

3.04 PROTECTION

A. Backfill and compact adjacent area to cross-section shown on Drawings.

B. Protect concrete from damage during backfill and compaction.

- 1. Perform vibratory operations and backfilling at least 72 hours after placing the concrete or after the concrete reaches a compressive strength of at least 2,000 psi.

C. Protect curbing from damage until acceptance of Work.

3.05 REPAIRS

A. Remove and replace defective work in kind to the nearest control joint.

B. In lieu of replacement of the defective work, Owner will have the option of deducting 100 percent of the contract price for concrete curbing.

END OF SECTION

SECTION 33 41 00
STORM SEWER SYSTEMS

PART 1 GENERAL

1.01 SUMMARY

- A. Section Includes:
 - 1. Storm sewer pipe.
 - 2. Manholes and appurtenances.
 - 3. Catch basins and appurtenances.
 - 4. Aprons.
- B. Method of Measurement:
 - 1. Drain Tile:
 - a. Measure by distance in linear feet.
 - b. Measure from structure centers and pipe ends not including end sections.
 - c. Measure each pipe size and class separately.
 - 2. Drain tile service
 - a. Measure by each installed
 - b. Includes Wye, 4" tile, and PVC plug.
 - 3. Connect to existing manhole
 - a. Measure by each core drilled hole
 - b. Includes drilling and grouting of doghouse following pipe installation.
- C. Basis of Payment:
 - 1. Payment for acceptable quantities of storm sewer items shall be at the Contract Unit Price as listed on the Bid Form. All associated Work items shall be considered incidental.

1.02 DELIVERY OF MATERIALS

- A. Inspect all pipe and materials during the unloading process.
- B. Notify Engineer of any cracked, flawed or otherwise defective material.
- C. Remove all materials found to be unsatisfactory by Engineer from the Site.

PART 2 PRODUCTS

2.01 PIPE

- A. Corrugated High Density Polyethylene
- B. Provide all pipe from the same manufacturer.

PART 3 EXECUTION

3.01 PREPARATION

- A. Line and Grade:
 - 1. Conform to lines, elevations, and grades shown on the Drawings.
 - 2. Provide means for accurately transferring line and grade from ground surface stakes to the working point in the trench.

3.02 CONSTRUCTION REQUIREMENTS

- A. Pipe Installation:
 - 1. Inspect pipe for defects and cracks while suspended before lowering into the trench.
 - 2. Comply with ASTM D2321 for HDPE installation.
 - a. See Drawings for bedding details.
 - 3. Place pipe bell at upstream end of pipe length.
 - 4. Install pipe from lower to higher invert elevation.

3.03 CLEANING

- A. Remove all dirt and foreign material from the pipe and structure interiors.

END OF SECTION

STREET PAVING, STORM SEWER, AND TURF ESTABLISHMENT

**NORTH HIGH COURT STREET
REHABILITATION**



THE CONTRACTOR SHALL CALL THE GOPHER STATE ONE CALL SYSTEM AT 811 BEFORE COMMENCING EXCAVATION.



Know what's **below**.
Call before you dig.

CITY OF HOLDINGFORD,
STEARNS COUNTY



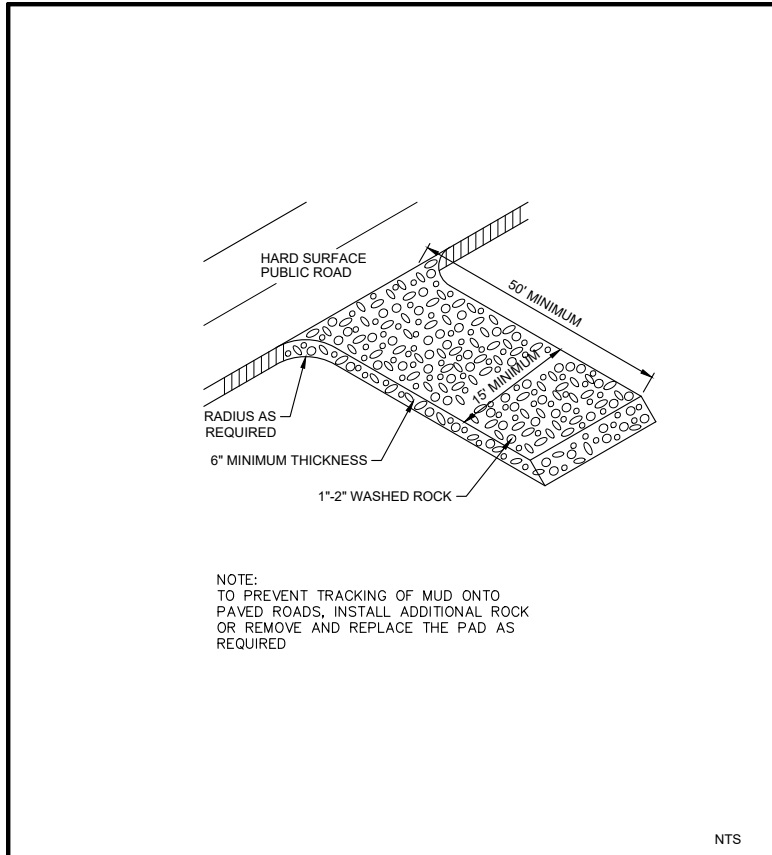
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MINNETONKA, MN 55343
www.sehinc.com

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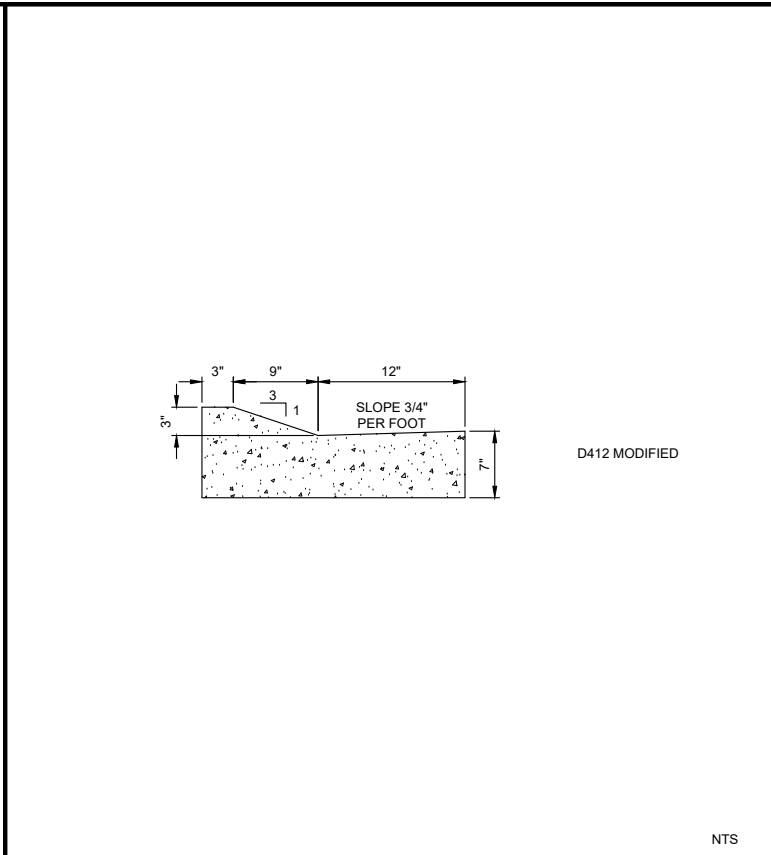
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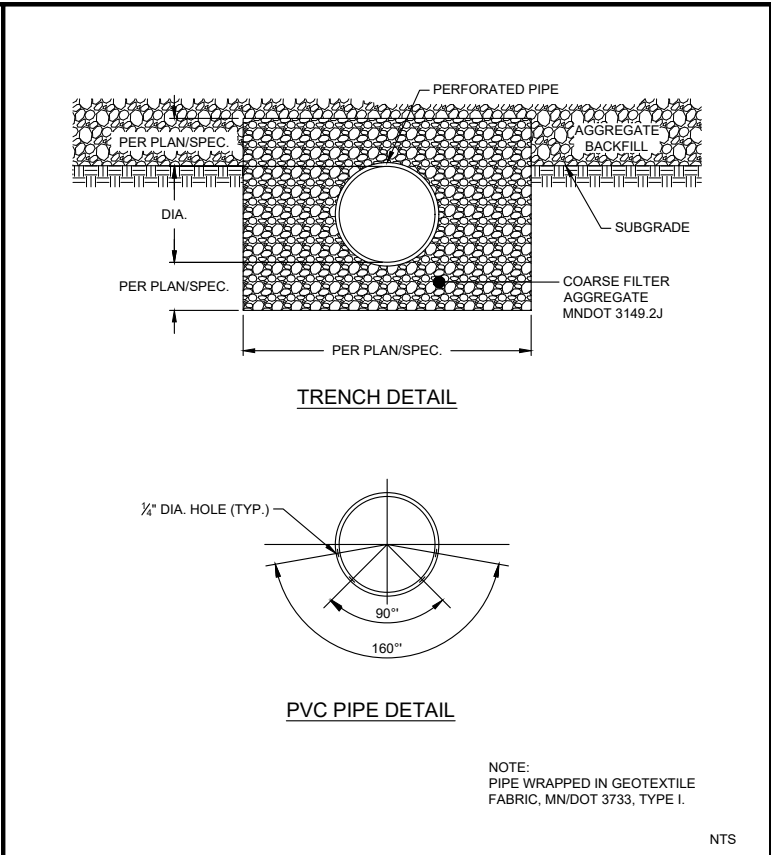
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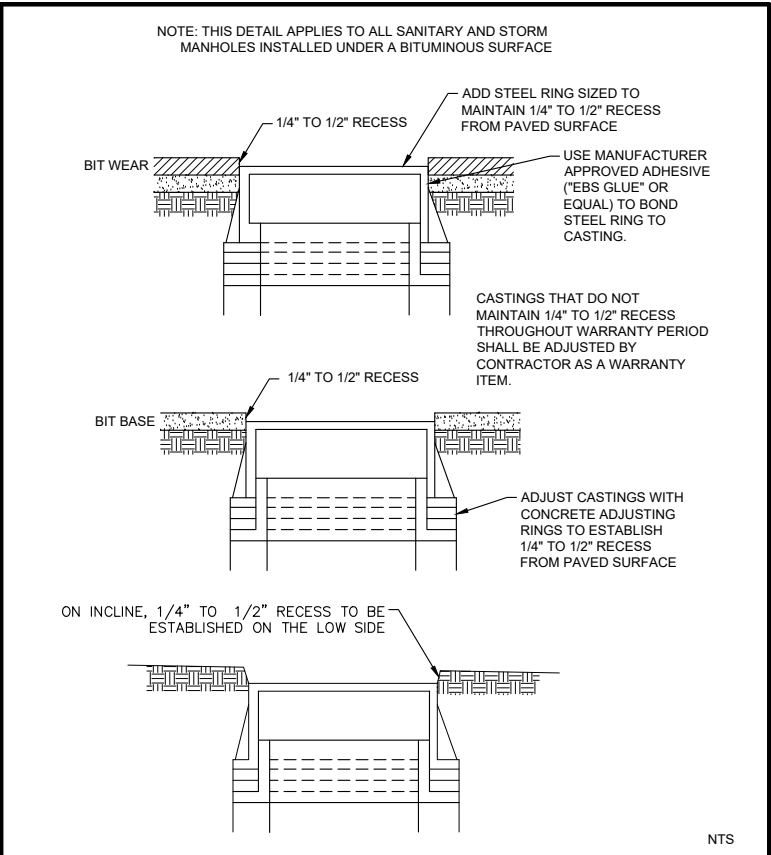
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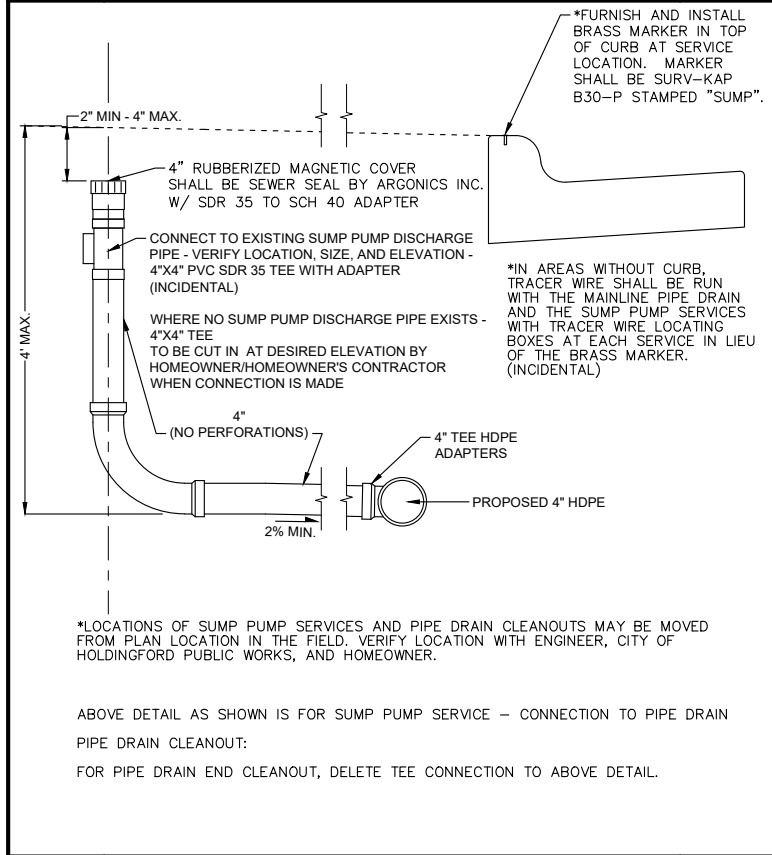
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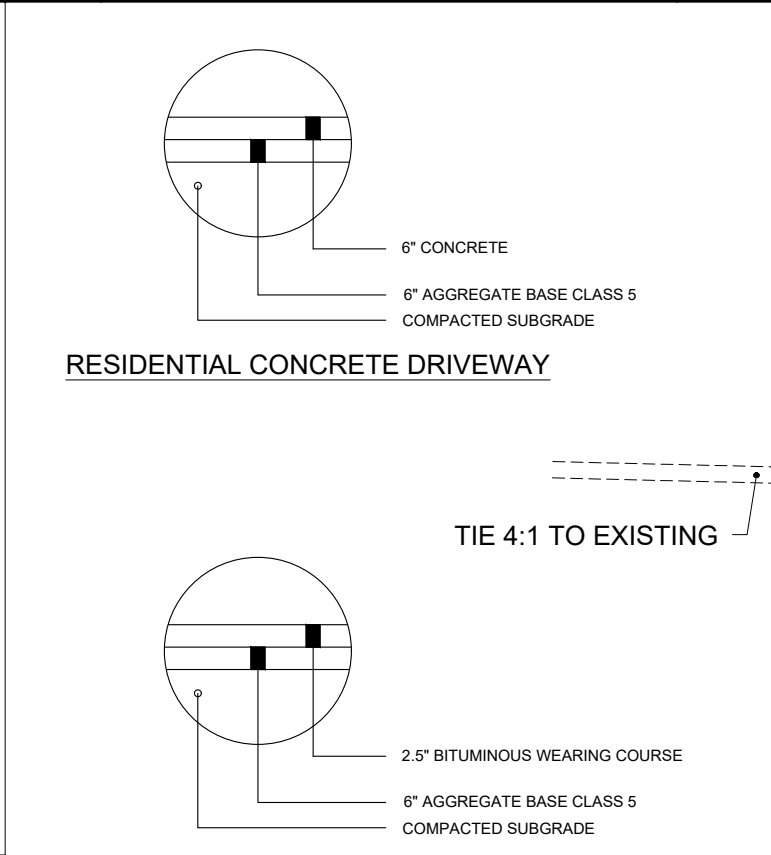
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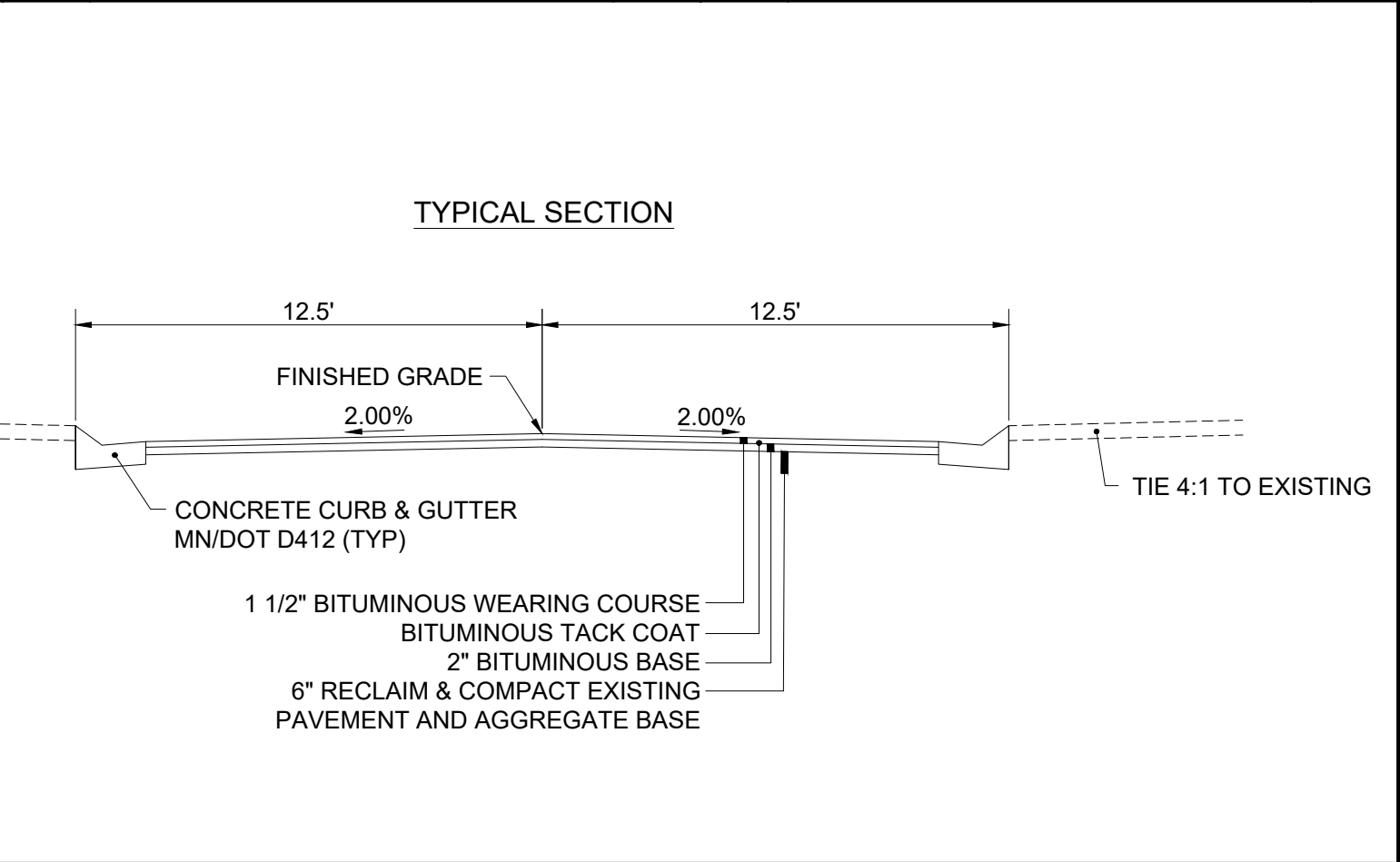
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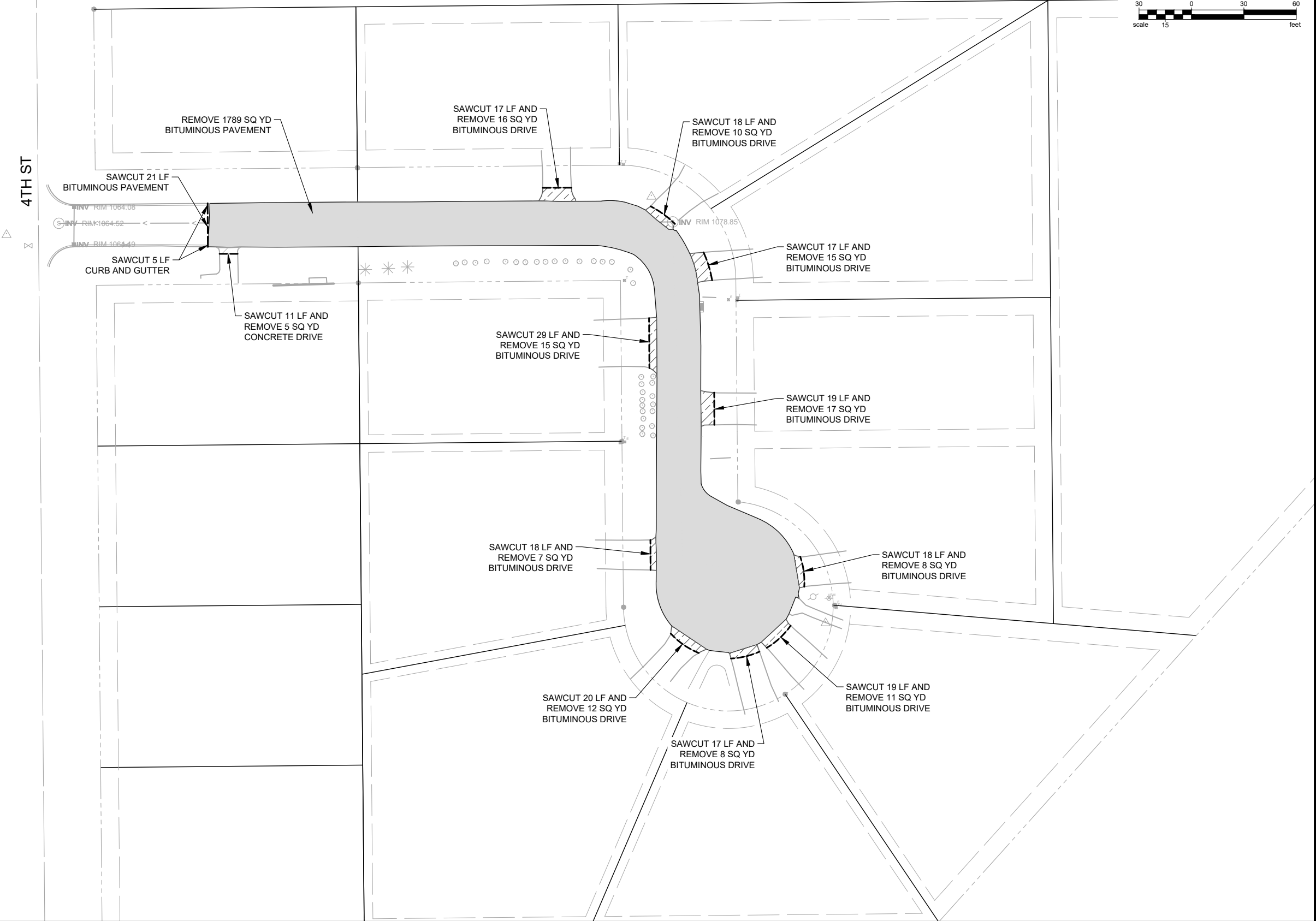
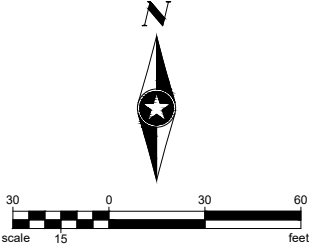


	RESIDENTIAL BITUMINOUS DRIVEWAY	



REMOVALS

- BITUMINOUS PAVEMENT REMOVAL
- BITUMINOUS DRIVE REMOVAL
- CONCRETE DRIVE REMOVAL
- SAWCUT



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I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

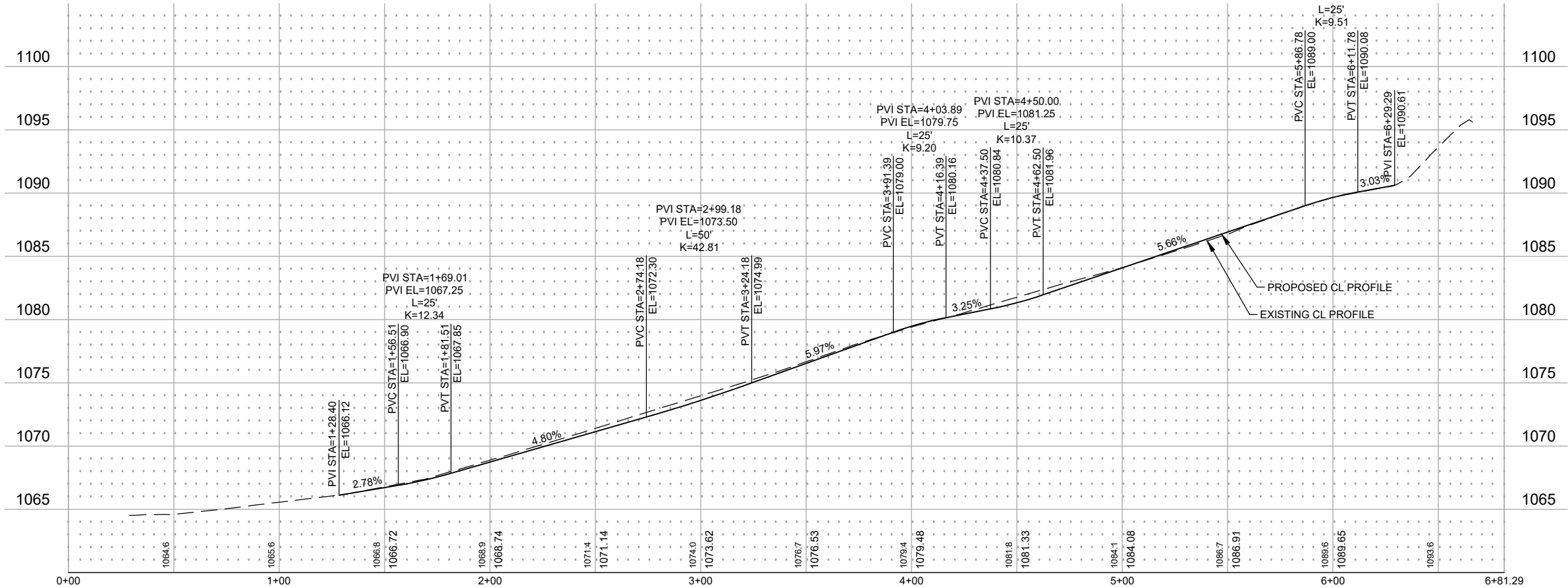
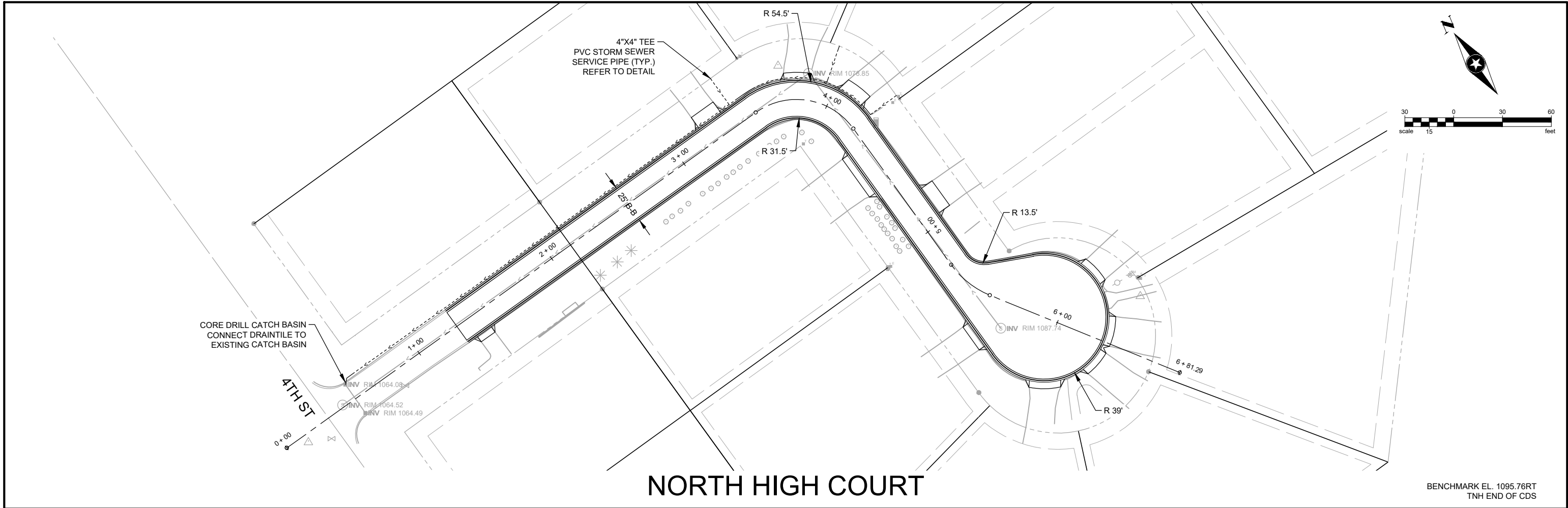
Dave Blommel

DAVE BLOMMEL, PE
DATE 08-26-2024 LICENSE NO. 46725

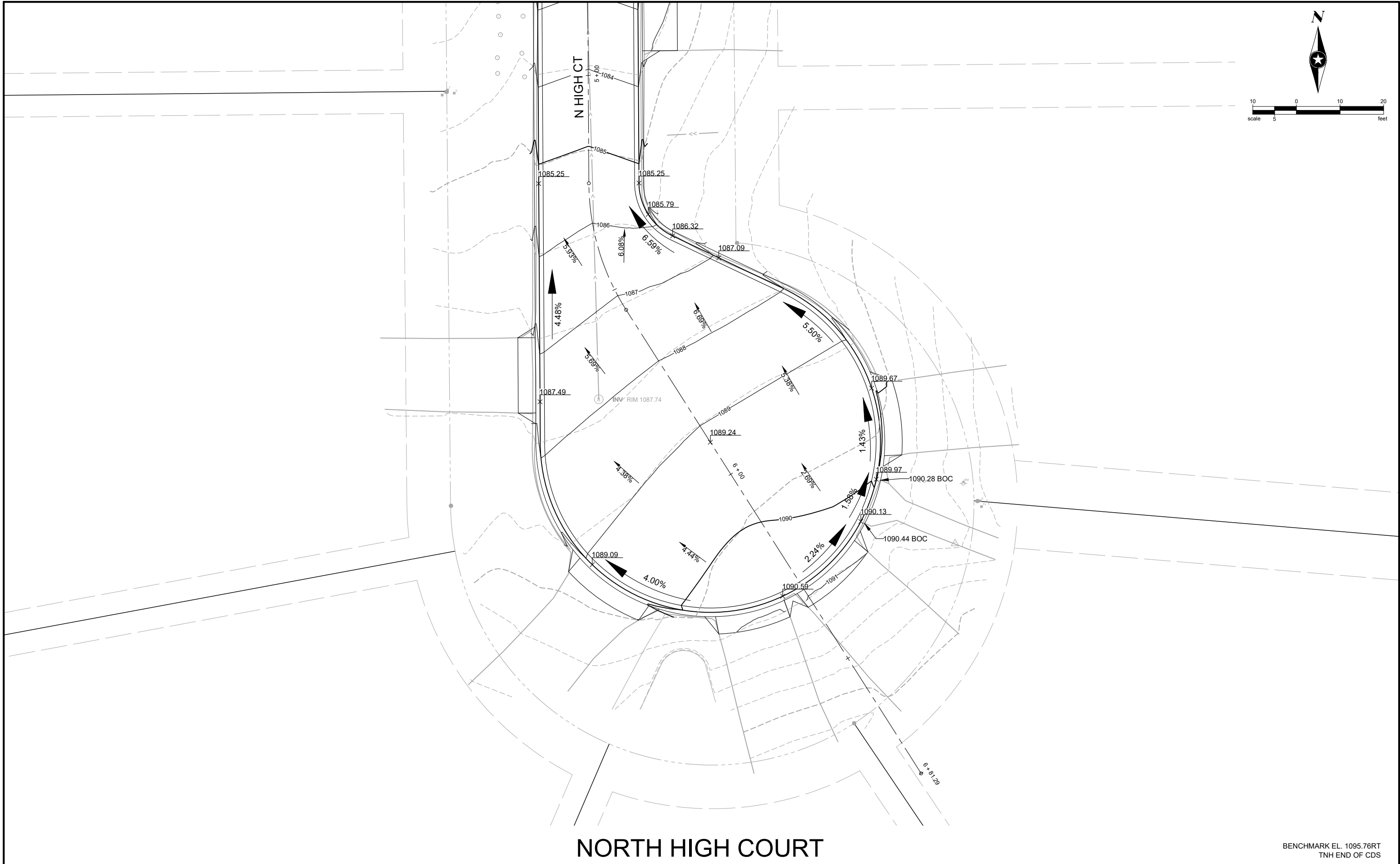
NORTH HIGH COURT STREET
REHABILITATION
HOLDINGFORD, MINNESOTA

REMOVAL PLAN

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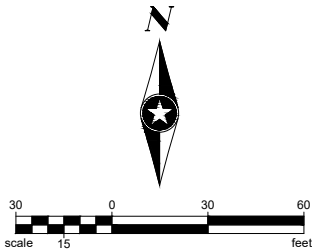


SEH Project		HOLD1180279	Rev.#	Plan Revision Issue	Date	Rev.#	Sheet Revision Issue	Date	I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.		NORTH HIGH COURT STREET REHABILITATION		INTERSECTION DETAIL		5	
Drawn By		--	.			.			DAVE BLOMMEL, PE		HOLDINGFORD, MINNESOTA				of 8	
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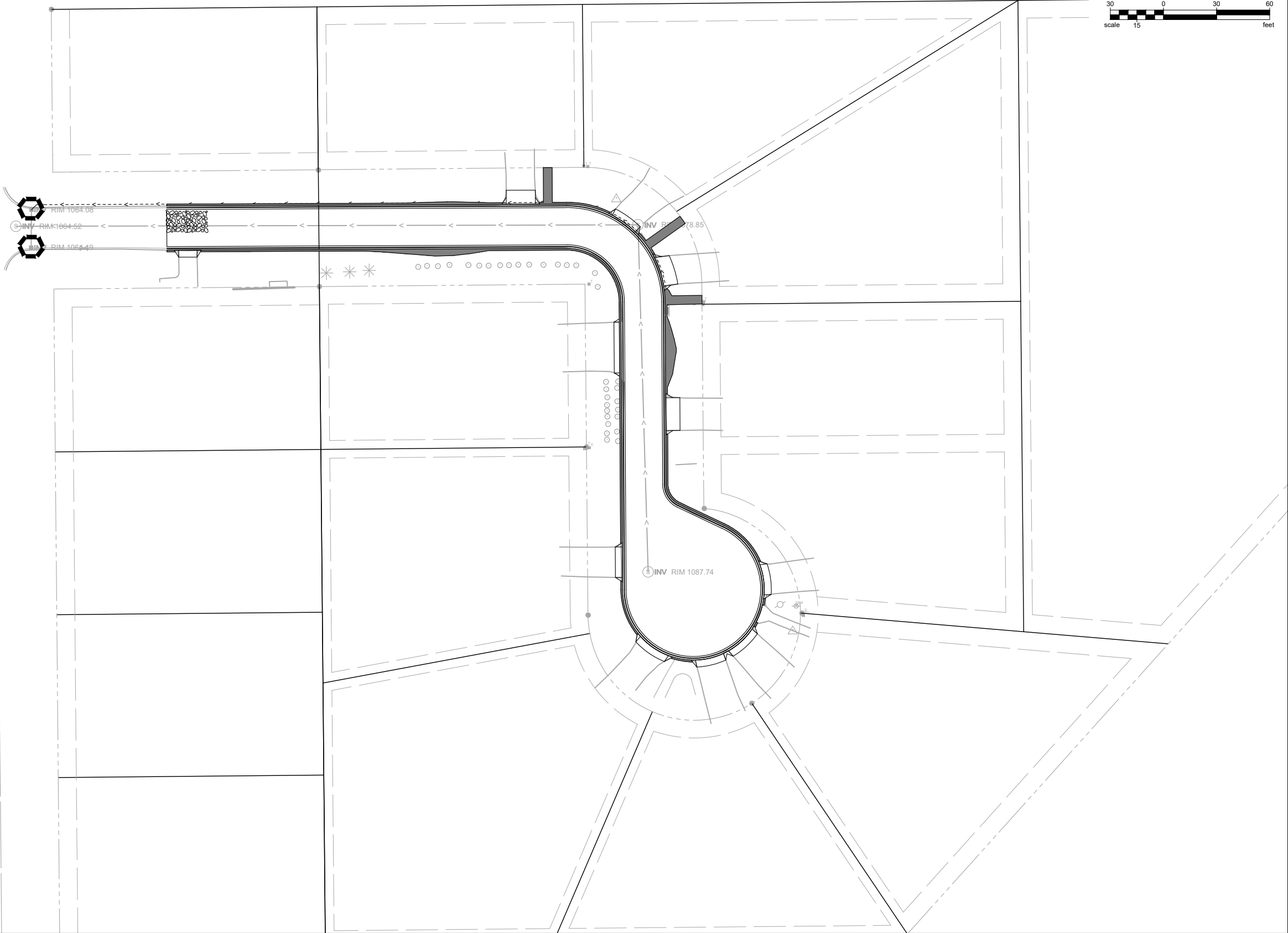
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EROSION CONTROL

- PERMANENT SEEDING
- TEMPORARY ROCK CONSTRUCTION
ENTRANCE
- STORM DRAIN INLET PROTECTION



4TH ST



SEH Project	HOLD180279	Rev.#	Plan Revision Issue Description	Date	Rev.#	Sheet Revision Issue Description	Date
Drawn By	--	.			.		
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I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

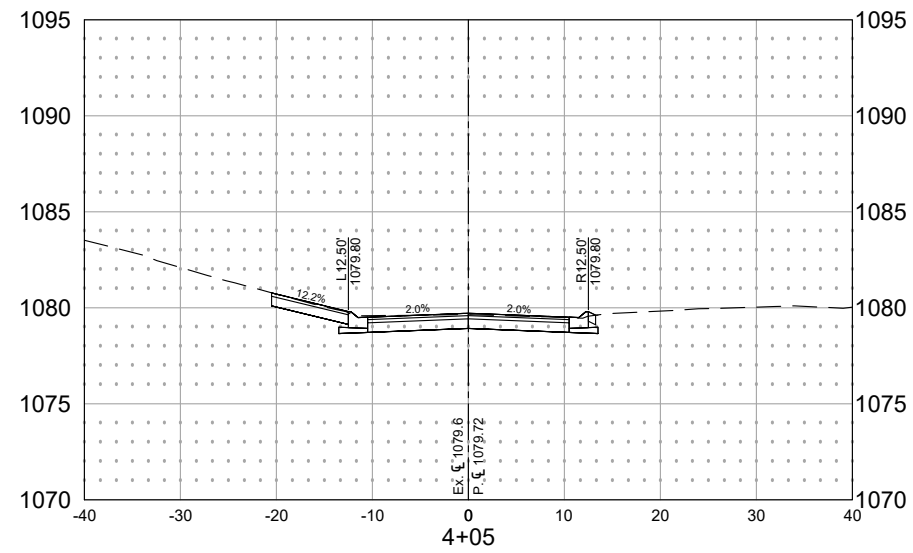
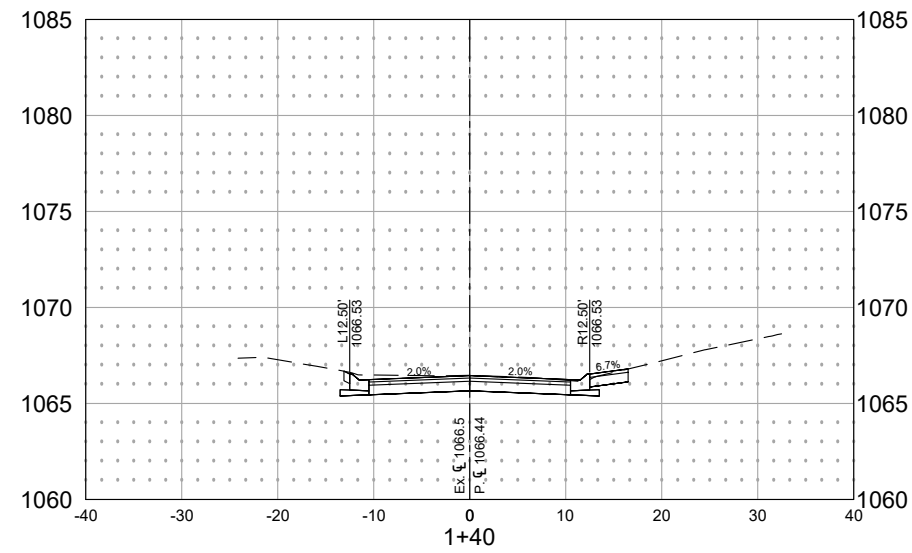
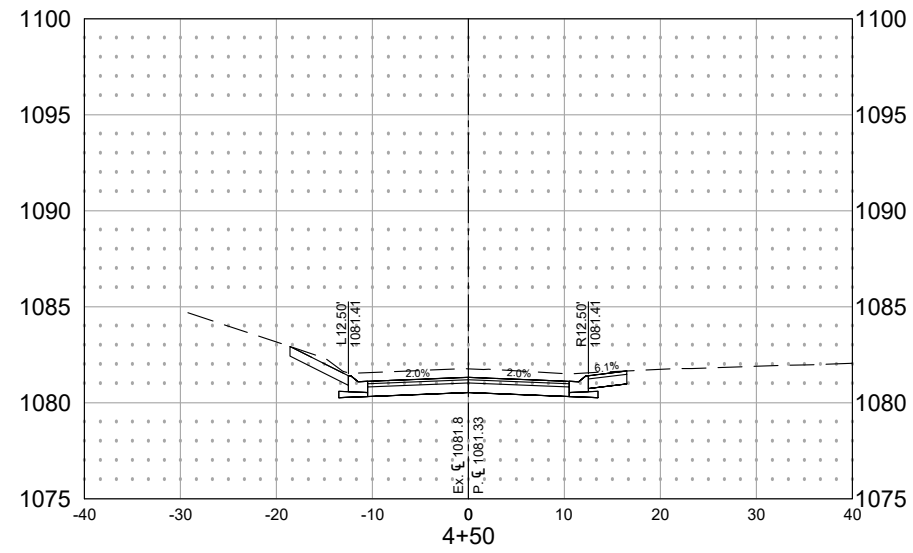
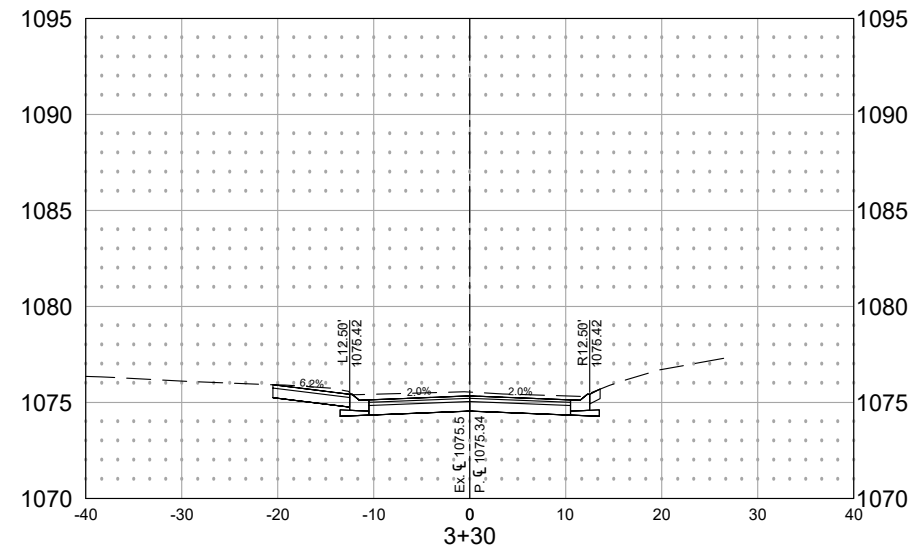
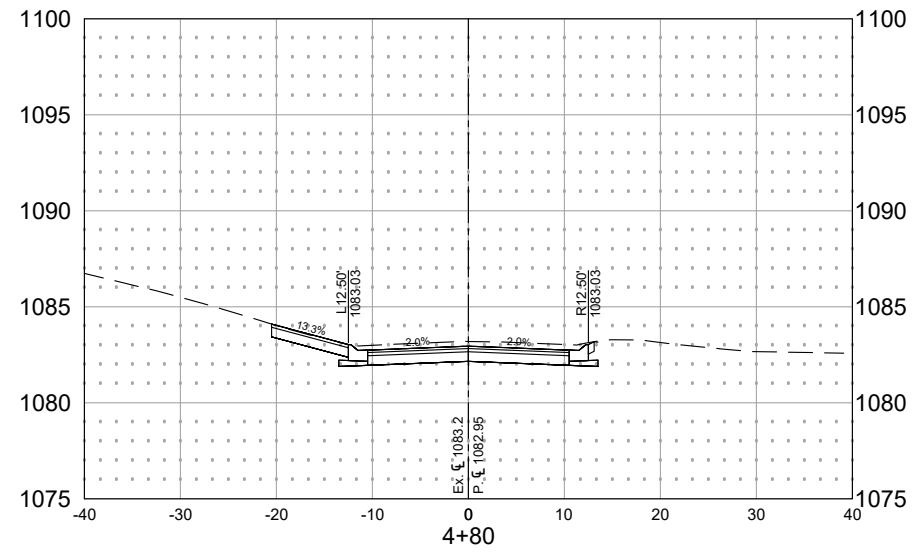
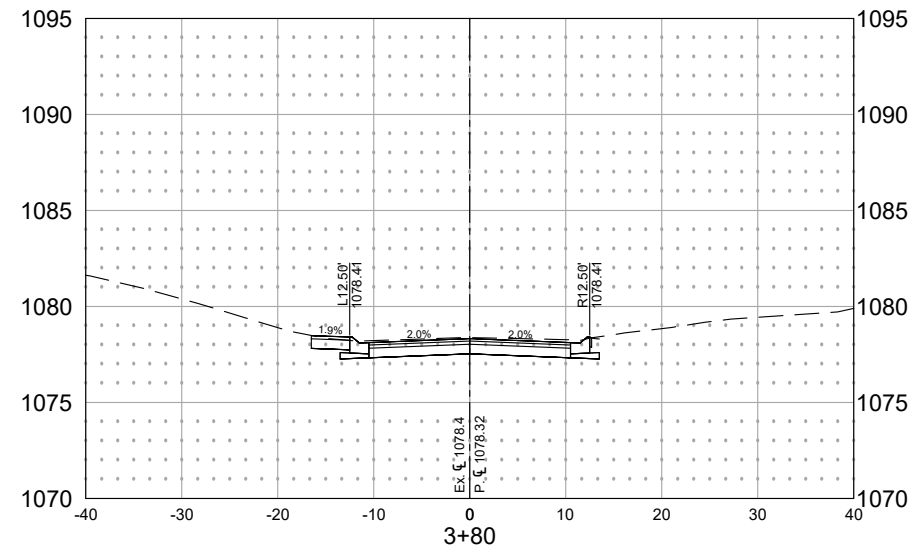
Dave Blommel

DAVE BLOMMEL, PE
DATE 08-26-2024 LICENSE NO. 46725

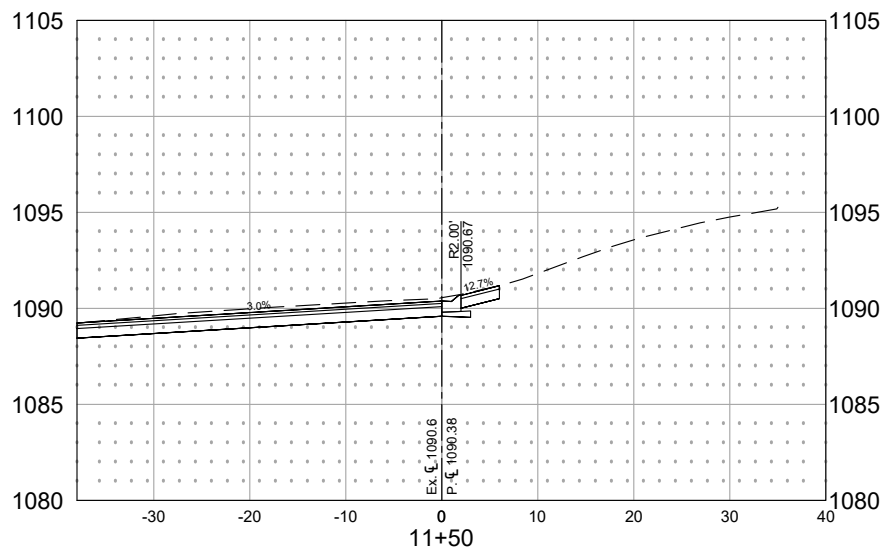
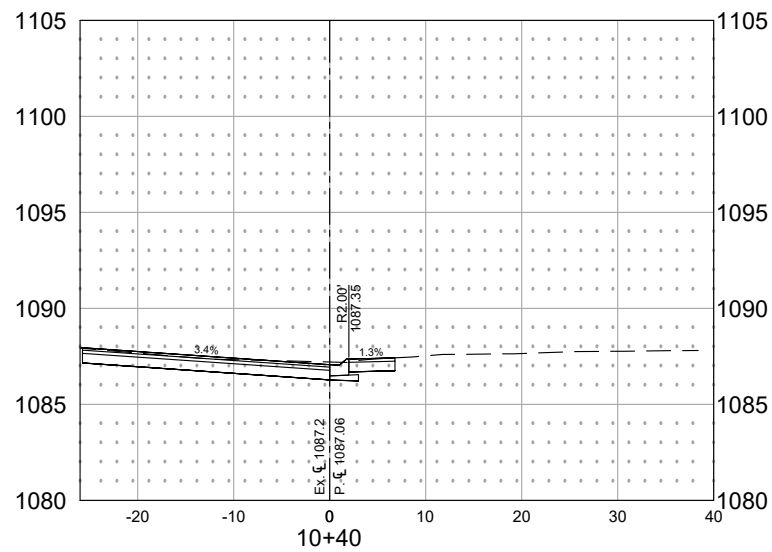
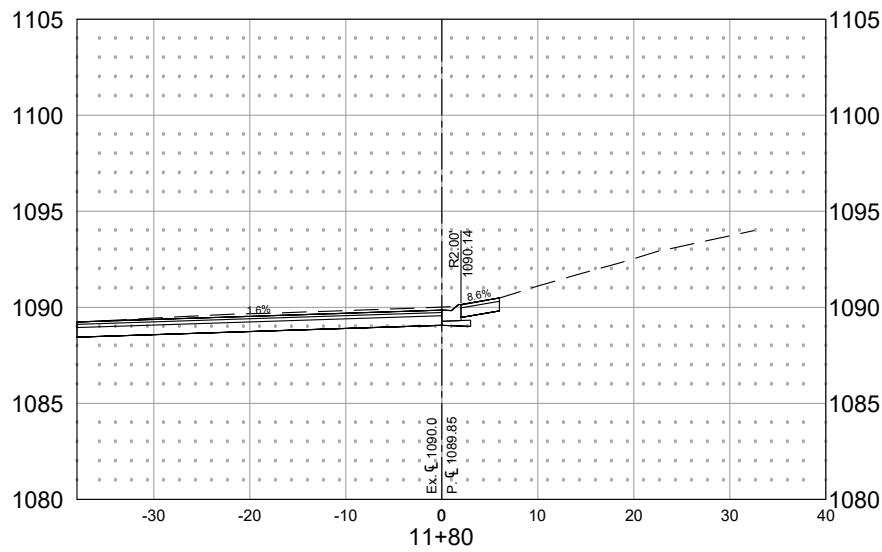
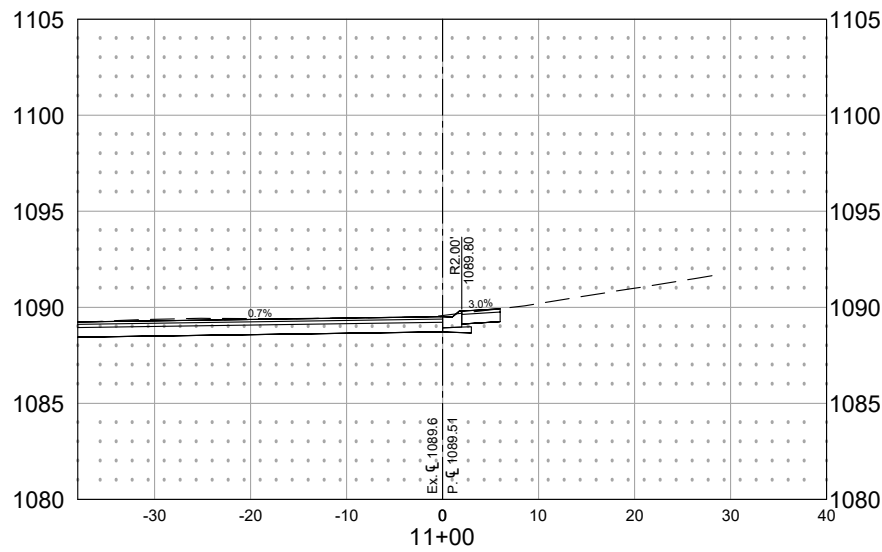
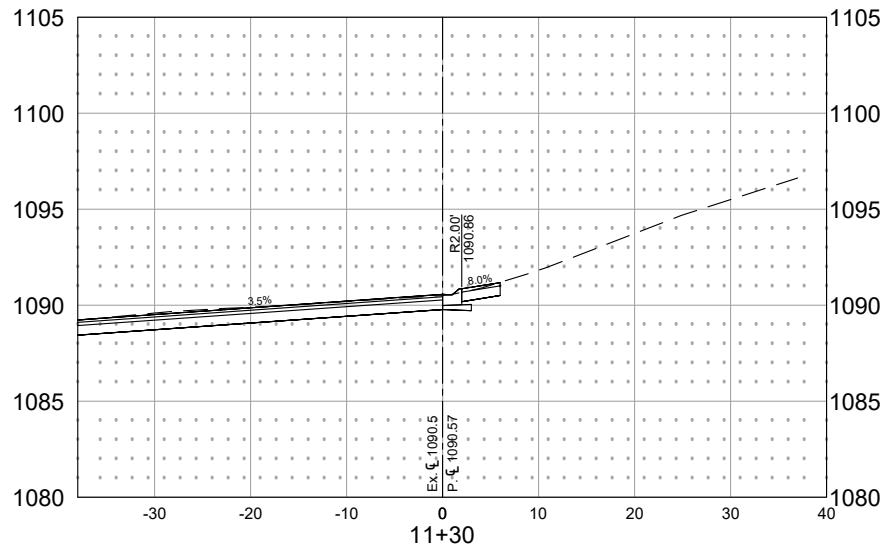
NORTH HIGH COURT STREET
REHABILITATION
HOLDINGFORD, MINNESOTA

EROSION CONTROL AND
TURF ESTABLISHMENT

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Dec 2024

Maint Report

- **2 mixers went out at WWTP, both still at Newterra for repair, won't be covered under warranty.**
- **Replaced all fluorescent bulbs at the city shop with LEDs bypassed ballast in all fixtures.**
- **Quarterly water samples submitted: Bac-T, Flouride, Water quality parameters.**
- **Assisted MDH with PFAS testing in city wells. No results back yet.**
- **Dept of Homeland Security SARA Tier II reports submitted. (chemical inventory @ WWTP and Wellhouse)**
- **Completed DNR annual water use report and paid permit fees.**
- **Water main break in 200 blk of 2nd St**

Month	Well #2	Well #3	Total Gallons	Influent Flow	I & I	Precipitation
November	1,422,000	0	1,422,000	1,776,000	354,000	2.1rain
December	1,214,000	0	1,214,000	1,705,000	491,000	5.6 snow
2024 Totals	19,502,000	0	19,502,000	25,392,000	6,071,000	

HMLS December 2025

From the preliminary numbers Nicky and I have pulled, the Muni looks to be around \$8k ahead for the year. We are still working on the end of the year closeouts and making sure allocations are correct. This is quite the swing from the last few years. It was defiantly a year of rebuilding and restructure but we are obviously on the right track.

The 2024 inventory is complete and all the numbers have been compiled and are ready for the city audit later this year. With the reduction of stock, remodeling the back-stock area, and all-around better prep it went swiftly and without issue.

New Years eve went really well as we were the only bar open until midnight. New years day the profit was minimal with paying double time and we will need to look at adjusting the hours next year along with all Holidays to make sure we are hitting the best open times. I will pull numbers and talk to with Jayme and the lead bartender to find the best solution.

Looking forward to 2025 I have made some minor price changes to reflect the increases we have seen. The decision has been made to close Sundays for the time being. After looking at the numbers for the year both Sunday and Monday had very low profit margins and far lower off sale numbers than other days. Monday we will be open 1-9pm. This shortens the shift and allows the Lead to work the whole day. Shortening the shift will allow for a higher profit margin as the first 2 hours of the day saw very few sales. These changes will allow us to focus our time and attention on increasing sales and margins the rest of the week. We have started in house dart leagues on Monday, and traveling league on Tuesday, hoping this will bring in new traffic. We have new bands and karaoke booked for the beginning of the year, which has been bringing in new customers. There is a Chili Cook off set for February 2nd and a jukebox party February 16th which will be our last open Sunday. Excited to see how these new events pay off.

Moving forward I will work on preparation for the Health inspection and updating all education items, May meeting I will present numbers on how the days of the week are looking and we can readdress Sundays.

Clerks' Report January 13th, 2025

Received 2024 dividend check from LMCIT \$1677 for Property Casualty and \$2673 for Work Comp.

Received LGA \$129,401.35, Tax Levy \$129,830.23, and TIF repayment \$34,327.46 from the County

Made final TIF payment for District 4, and tax abatement payments.

Paid USDA bond \$147,471.25.

Started closing out 2024, and prepping 2025 files.

Purged files that were scheduled for disposal in 2025.

Posted the new Website, and working with them to get the land use permits automated, as well as facility/campground reservations. This will be completed in the next few weeks.

Worked with IT to get email switched over to .GOV

**CITY OF HOLDINGFORD
CITY COUNCIL**

**RESOLUTION 25-1-13-2
A RESOLUTION OF OFFICIAL DESIGNATIONS FOR 2025**

BE IT RESOLVED, by the City Council of Holdingford, that the following have been appointed to hold the positions of the various designations beginning on January 13, 2025.

Liaison Designations for 2025:

Clerks/City Hall	Travis Harlander
Municipal Liquor Store	Jayme Opatz
Fire Department	Tim Winter
Parks	Andy Higgins
Maintenance Department	Seth Young

Acting Mayor Designation for 2024: Jayme Opatz

City Attorney	Kennedy and Graven
Public Accountant- Auditor	Bauman & Associates, Ltd.
Municipal Advisor	ABDO
Official Depository	Versa Bank
Additional Depository	Magnifi Financial
Official Newspaper	Star Post
Land Use Committee	Robb Berscheid, Seth Young
Emergency Manager	Amber Molitor

Adopted by the City Council of the City of Holdingford this 13th day of January, 2025.

Travis Harlander, Mayor

ATTEST:

Nicky Lahr, Clerk/Treasurer

Nicky Lahr

From: Weed, Sarah <Sarah.Weed@stearnscountymn.gov>
Sent: Thursday, January 9, 2025 12:25 PM
To: Clerk
Subject: Request for Letter of Support for the Lake Wobegon Trail
Attachments: LOS.docx

The Stearns County Parks Department is applying for the 2025 Federal Recreational Trail Grant Program through the Minnesota DNR. We will be seal cracking, crack filling, and air patching the Lake Wobegon Trail. The application strongly suggests Letters of Support. Please forward this along to the correct person to add any additional information as they see fit, sign, and return on letterhead as a PDF. The application needs to be submitted no later than February 28th, 2025. The other Cities along the trail, snowmobile clubs, and private organization will be submitting letters of support as well. Please let me know if you have any questions or concerns.

Sarah Weed
Parks Department
Parks Operations Coordinator
320-654-4726

Quarry Park & Nature Preserve
1802 County Road 137
Waite Park, MN 56387

January 13, 2025

Grant Manager
Department of Natural Resources
Parks, Trails, & Waterways Division
500 Lafayette Rd. Box 52
St. Paul, MN 55155-4052

Dear Grant Manager,

This letter is to serve as our support for the Stearns County Parks Department as they seek grant funding for the Federal Recreational Trail Program for the Lake Wobegon Trail Enhancement. We support the County's request for funding assistance and support for the proposed enhancement practices on Lake Wobegon Trail. The trail is an important trail connection to local and regional destinations in greater Minnesota.

The proposed enhancement to the trail is important to keep local users and tourists safe as they enjoy all that Central Minnesota has to offer. The Lake Wobegon Trail is an important element to our local economics and community.

Thank you for your consideration and the support for outdoor trails and recreation.

Sincerely,

Travis Harlander
Mayor,
City of Holdingford