

Agenda for Monday, February 10th, 2025
Public Hearing for Chickens in City limits/Ordinance change,
Holdingford City Council Meeting

Call to Order
Pledge of Allegiance

Open public hearing for potential change in ordinance to allow chickens in the city limits of Holdingford.

Open City Council meeting.

Guests: Brent Gerads-requesting forgiveness on utility bill due to water softener issue.

Consent Agenda including:

1. Council Minutes from January 13, 2025.
2. Financial documents and claims from January.

Department Reports:

City Engineer's Report: Dave Blommel
Fire Department Report: Keith Hommerding
Maintenance Department Report: Steve Horvath
Liquor Store Report: Amy Opatz
Clerk's Report: Nicky Lahr

Unfinished/Old Business:

Remove Kelly and add Travis to Magnifi Credit Union account

New Business: Consideration of transferring the local board of appeal and equalization to the County for 2026-2028.

Additional Agenda Items:

Looking Forward: Local Board of Appeal and Equalization hearing will be at City Hall on April 1st at 6:00pm., City Hall will be closed February 14-18th. The next meeting will be on March 10th.

Notices sent for past-due water bills:

Adjourn

Holdingford City Council Minutes

Monday, January 13th, 2025

Council Members in attendance: Andy Higgins, Jayme Opatz, Seth Young, Tim Winter, Travis Harlander.

Others in attendance: Nicky Lahr, Keith Hommerding, Herman Lensing, Karla Kalla, Jenny Gunderson, Bryon Kester, Mike Trettle, Steve Horvath, Jim VanderHeyden, Katie Auer, Emma Butkowski, Agnes Randt, Carol Harlander, Kiera Dehn, Kaydince Dehn, Susan Sanchez Mohs, Mathew Kunstleben, Kimberly Kunstleben, Ana Harlander.

Acting Mayor, Jayme Opatz, opened the meeting at 7:00 and the Pledge of Allegiance was recited.

Jayme Opatz, Seth Young, and Andy Higgins were sworn in as Council Members and Travis Harlander was sworn in as Mayor. May it be noted that Eric Berscheid and Kelly Abfalter are to be removed from the Versa Bank and the Magnifi Credit Union accounts.

Guests: Girl Scout troop 952 representatives, Katie Auer, Kaydince Dehn, Kiera Dehn, and Emma Butkowski presented a proposal to install 2 little libraries. One would replace the existing one at the trailhead park, and the other would be installed at Veteran's Park. Tim made a motion to approve the installation of the little libraries as long as they are to work with Maintenance Supervisor, Steve Horvath, to find a location that works for everyone. Andy seconded the motion and it passed with all in favor.

Representatives Mike Trettle and Jim Vander Heyden spoke on behalf of the AA group, which rents City Hall every Wed evening. They requested a reduction of cost since the non-profit rate went up from \$10 to \$15 in 2025. The Council stated that they already had a reduced rate specifically for non-profits and would not be able to offer the reduction.

Jayme made a motion to approve the December consent agenda. Seth seconded the motion and it passed with all in favor.

Keith Hommerding gave the Fire Department report, including the following call numbers for the year: Krain Twsp (8), Holding Twsp (63), City of Holdingford (65), Brockway Twsp (17), Albany Twsp (1), and one weather call with no district listed. He stated that he was elected Chief again this year, and would send an updated officer's list to the Clerk. Jayme made a motion to approve Keith as the Holdingford Fire Department Chief. Andy seconded it and it passed with all in favor. The fire department is working on updating SOPs and SOGs. Keith said he would sit down with the Clerk to review this. Seth made a motion to increase the annual fire dept retirement contribution by \$100. Jayme seconded the motion and it passed with all in favor, with Tim abstaining from the vote.

Jayme read the liquor store report. He stated that 2024 preliminary numbers showed a profit of over \$8k, which is a large swing in the right direction compared to the last few years. 2024 inventory was completed on January 1st, and results will be submitted to the auditors. New Year's Eve, the Muni was the only bar open until midnight. Due to paying the bartender double-time, profits were still low for the night. Future holiday openings may need to change due to the low numbers. Looking ahead to 2025, there will be some minor price changes to keep up with the rising distributor costs. Hours will be adjusted including Closing Sundays effective February 23rd, and reducing hours on Monday to 1-9pm. The Muni will be available to rent on Sundays, as soon as a fee schedule is worked out. A dart league has been started, a chili cookoff is planned for February 2nd and a jukebox party will be on February 16th.

Dave Blommel was not present for the Engineer's report; however, he prepared a resolution to begin the bidding process for repaving North High Court. Jayme made a motion to approve resolution 25-1-13-2. Andy seconded the motion and it passed with all in favor.

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

Nicky read the Clerk's report. She reported that the City received the 2nd half of LGA and 2nd half of property tax payments. She also reported that the City's large bond payment was made as well as the audit fees, keeping the finances pretty neutral. She is working on closing out 2024 and preparing for the audit scheduled in April. The new website is up and running and she is still working on getting the online rental module and the land use permit module up and running. The new IT support is in place and all information has been migrated to the server. They also assisted getting email transferred to .gov. 1099s are being completed along with PERA exclusion reporting. Nicky mentioned that newsletter has been discontinued, however the City Council minutes will still remain available at City Hall. Important information will be communicated through the City Website, the City's Facebook page, and occasionally in the mailed utility bills.

Steve gave the Maintenance report. He found out that the two mixers that went out will not be covered under warranty. They replaced all of the lights at City Hall and the Maintenance shop with LED. Completed annual reports and sampling. Worked with Larsen Excavating on the Water Main Break on the 200 block of 2nd Street. Steve asked the council for input on the ice-skating rink. He mentioned the temps were too high in December to set it up and now it's late in the year. The decision was made to hold off until next winter to set it up. Steve also mentioned to the council that the sidewalk on South Side of Washington Street is getting too difficult to clear with our equipment due to the leaning retaining walls. It was decided that it would no longer be maintained by the city, and the Clerk would send letters to the property owners letting them know.

Jayme made a motion to approve resolution 25-1-13-1 approving the official designations for the City for 2025. Tim seconded the motion and it passed with all in favor.

Andy made a motion to send a letter of support to Stearns County to apply for a grant that would supply funding for seal coating and patching the Lake Wobegon Trail. Tim seconded the motion and it passed with all in favor.

Notices sent for past-due water bills: Andy Higgins, Kevin Feia, Joseph and Lana Doll, Shannon Dalcin, Robert Keil, Dale Lundberg, Greg and Kyna Reiter, and Covered Bridge.

Looking forward; the next Council meeting will be on February 10th at 7:00 p.m.

City Hall will be closed January 20th, February 14th-18th, and Feb 6th closing at Noon

Jayme made a motion to adjourn the meeting at 8:46 pm. Andy seconded the motion and it passed with all in favor.

Signed:

Nicky Lahr_____

City Clerk-Treasurer, Holdingford

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Current Period: January 2025

			2025	2025	January	2025	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
General Fund							
Active	R 101-31000	General Property Taxes	\$250,000.00	\$1,915.71	\$1,915.71	\$248,084.29	0.77%
Active	R 101-32000	Licenses and Permits	\$2,800.00	\$0.00	\$0.00	\$2,800.00	0.00%
Active	R 101-32210	Building Permits	\$2,500.00	\$50.00	\$50.00	\$2,450.00	2.00%
Active	R 101-32240	Animal Licenses	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
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	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-33401	Local Government Aid	\$256,000.00	\$0.00	\$0.00	\$256,000.00	0.00%
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	\$100.00	\$0.00	\$0.00	\$100.00	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	\$20,000.00	\$0.00	\$0.00	\$20,000.00	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	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 101-34107	Assessment Search Fee	\$200.00	\$0.00	\$0.00	\$200.00	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	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 101-34780	Park Fees	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
Active	R 101-34800	Hall Rental Fee	\$4,500.00	\$1,380.00	\$1,380.00	\$3,120.00	30.67%
Active	R 101-34900	Antenna Fund	\$4,500.00	\$375.00	\$375.00	\$4,125.00	8.33%
Active	R 101-35000	Fines and Forfeits	\$1,200.00	\$239.53	\$239.53	\$960.47	19.96%
Active	R 101-36100	Special Assessments	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00%
Active	R 101-36200	Miscellaneous Revenue	\$2,000.00	\$1.07	\$1.07	\$1,998.93	0.05%
Active	R 101-36210	Interests Earnings	\$3,500.00	\$38.21	\$38.21	\$3,461.79	1.09%
Active	R 101-36260	Rents & Royalties	\$1,550.00	\$0.00	\$0.00	\$1,550.00	0.00%
Active	R 101-36280	Contributions and Donati	\$2,500.00	\$0.00	\$0.00	\$2,500.00	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	\$3,500.00	\$296.43	\$296.43	\$3,203.57	8.47%
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	\$152,000.00	\$0.00	\$0.00	\$152,000.00	0.00%
Active	R 101-39400	Unbudgeted Grant Reve	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total General Fund			\$720,850.00	\$4,295.95	\$4,295.95	\$716,554.05	0.60%
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	\$0.00	\$0.00	\$0.00	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	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
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	\$0.00	\$0.00	\$0.00	0.00%
Active	R 102-36210	Interests Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 102-36220	Training Reimbursement	\$4,000.00	\$0.00	\$0.00	\$4,000.00	0.00%
Active	R 102-36230	Contributions and Donati	\$1,100.00	\$10,000.00	\$10,000.00	-\$8,900.00	909.09%
Active	R 102-39101	Sales of General Fixed	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 102-39200	Transfers In	\$38,000.00	\$0.00	\$0.00	\$38,000.00	0.00%
Active	R 102-39400	Unbudgeted Grant Reve	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
Total Fire Fund			\$144,100.00	\$10,000.00	\$10,000.00	\$134,100.00	6.94%

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Current Period: January 2025

			2025	2025	January	2025	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-36210	Interests Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 301-39200	Transfers In	\$8,224.00	\$0.00	\$0.00	\$8,224.00	0.00%
Active	R 301-39300	Debt Proceeds	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total General Debt Fund			\$10,224.00	\$0.00	\$0.00	\$10,224.00	0.00%
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	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 302-36210	Interests Earnings	\$250.00	\$43.52	\$43.52	\$206.48	17.41%
Active	R 302-37140	Equivalent Dwelling Unit	\$69,000.00	\$0.00	\$0.00	\$69,000.00	0.00%
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			\$69,250.00	\$43.52	\$43.52	\$69,206.48	0.06%
GO Equipment Certificate							
Active	R 306-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total GO Equipment Certificate			\$0.00	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	\$0.00	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	\$0.00	\$0.00	\$0.00	0.00%
TIF Dist 4 Berkon-Erythg Signs							
Active	R 314-31050	Tax Increments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 314-36210	Interests Earnings	\$0.00	\$0.00	\$0.00	\$0.00	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			\$0.00	\$0.00	\$0.00	\$0.00	0.00%
General Reserve							
Active	R 401-36210	Interests Earnings	\$0.00	\$35.87	\$35.87	-\$35.87	0.00%
Active	R 401-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total General Reserve			\$0.00	\$35.87	\$35.87	-\$35.87	0.00%
Main Street Project							
Active	R 402-36210	Interests Earnings	\$0.00	\$18.82	\$18.82	-\$18.82	0.00%
Active	R 402-36230	Contributions and Donati	\$0.00	\$0.00	\$0.00	\$0.00	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	\$18.82	\$18.82	-\$18.82	0.00%
Fire Dept Capital							
Active	R 403-36210	Interests Earnings	\$0.00	\$44.84	\$44.84	-\$44.84	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	\$0.00	\$0.00	\$0.00	0.00%
Total Fire Dept Capital			\$0.00	\$44.84	\$44.84	-\$44.84	0.00%

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				2025	2025	January	2025	% of YTD
				YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Parks Capital								
Active	R 404-36210	Interests Earnings		\$0.00	\$2.26	\$2.26	-\$2.26	0.00%
Active	R 404-39200	Transfers In		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Parks Capital				\$0.00	\$2.26	\$2.26	-\$2.26	0.00%
Maintenance Capital								
Active	R 405-36210	Interests Earnings		\$0.00	\$1.12	\$1.12	-\$1.12	0.00%
Active	R 405-39200	Transfers In		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Maintenance Capital				\$0.00	\$1.12	\$1.12	-\$1.12	0.00%
Magnifi Financial								
Active	R 406-36210	Interests Earnings		\$0.00	\$5.61	\$5.61	-\$5.61	0.00%
Active	R 406-39200	Transfers In		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total Magnifi Financial				\$0.00	\$5.61	\$5.61	-\$5.61	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		\$200.00	\$20.30	\$20.30	\$179.70	10.15%
Active	R 601-36400	Special Assessment Re		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37100	Water Sales		\$145,000.00	\$0.00	\$0.00	\$145,000.00	0.00%
Active	R 601-37103	Water Access		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 601-37105	Water Meter Reim		\$1,200.00	\$0.00	\$0.00	\$1,200.00	0.00%
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	\$0.00	\$0.00	\$1,000.00	0.00%
Active	R 601-37160	Water Penalty		\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
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		\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
Total Water Fund				\$173,900.00	\$20.30	\$20.30	\$173,879.70	0.01%
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	\$0.00	\$0.00	\$25.00	0.00%
Active	R 602-36400	Special Assessment Re		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 602-37200	Sewer Sales		\$180,000.00	\$0.00	\$0.00	\$180,000.00	0.00%
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				\$180,225.00	\$0.00	\$0.00	\$180,225.00	0.00%
Refuse Fund								
Active	R 603-36200	Miscellaneous Revenue		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 603-36210	Interests Earnings		\$20.00	\$2.36	\$2.36	\$17.64	11.80%
Active	R 603-37300	Refuse Sales		\$70,860.00	\$0.00	\$0.00	\$70,860.00	0.00%
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				\$70,880.00	\$2.36	\$2.36	\$70,877.64	0.00%
Liquor Fund								
Active	R 604-34207	Insurance Refund		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 604-36200	Miscellaneous Revenue		\$500.00	\$33.60	\$33.60	\$466.40	6.72%

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			2025	2025	January	2025	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
Active	R 604-36210	Interests Earnings	\$175.00	\$0.44	\$0.44	\$174.56	0.25%
Active	R 604-36280	Contributions and Donati	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 604-37811	Liquor-Off Sale	\$35,000.00	\$1,579.73	\$1,579.73	\$33,420.27	4.51%
Active	R 604-37812	Beer-Off Sales	\$70,000.00	\$4,331.12	\$4,331.12	\$65,668.88	6.19%
Active	R 604-37911	Liquor-On Sale	\$55,000.00	\$2,762.01	\$2,762.01	\$52,237.99	5.02%
Active	R 604-37912	Beer-On Sale	\$105,000.00	\$7,462.66	\$7,462.66	\$97,537.34	7.11%
Active	R 604-37915	Miscellaneous Sales	\$18,000.00	\$1,865.00	\$1,865.00	\$16,135.00	10.36%
Active	R 604-37916	Non Tax Cigarettes	\$7,000.00	\$867.25	\$867.25	\$6,132.75	12.39%
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	-\$20.80	(\$20.80)	\$20.80	0.00%
Active	R 604-38000	Other Proprietary Fund	\$20,000.00	\$2,598.50	\$2,598.50	\$17,401.50	12.99%
Active	R 604-38010	Credit Card Revenue	\$0.00	\$0.00	\$0.00	\$0.00	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	\$310,675.00	\$21,479.51	\$21,479.51	\$289,195.49	6.91%
USDA Rural Water Reserve							
Active	R 605-36210	Interests Earnings	\$0.00	\$17.81	\$17.81	-\$17.81	0.00%
Active	R 605-39200	Transfers In	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		Total USDA Rural Water Reserve	\$0.00	\$17.81	\$17.81	-\$17.81	0.00%
		Report Total	\$1,680,104.00	\$35,967.97	\$35,967.97	\$1,644,136.03	2.14%

CITY OF HOLDINGFORD

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January 2025

Name		Check Date	Check Amt	
10100 Checking				
883e	MN DEPARMENT OF REVENUE	1/6/2025	\$2,583.00	MONTH YEAR Sales Tax, paid in MONTH
905e	City of Holdingford	1/7/2025	\$8,729.43	To record 1.10.25
907e	City of Holdingford	1/27/2025	\$11,028.75	To record 1.24.25
908e	EMPOWER HCSP	1/27/2025	\$289.76	1.10.25 Payroll
909e	FURTHER HSA	1/27/2025	\$693.59	1.10.25 Payroll
910e	PAYCHEX	1/27/2025	\$759.21	1.10.25 Payroll
911e	PERA	1/27/2025	\$1,643.67	1.10.25 Payroll
912e	Minnesota UI Fund	1/27/2025	\$140.22	
913e	MN DEPARMENT OF REVENUE	1/27/2025	\$547.08	1.10.25 Payroll
914e	IRS	1/27/2025	\$2,998.39	
915e	EMPOWER HCSP	1/27/2025	\$297.36	
916e	FURTHER HSA	1/27/2025	\$693.59	
917e	PAYCHEX	1/27/2025	\$293.21	
918e	PERA	1/27/2025	\$1,576.84	
919e	Minnesota UI Fund	1/27/2025	\$172.52	
920e	IRS	1/27/2025	\$3,639.27	
921e	MN DEPARMENT OF REVENUE	1/27/2025	\$696.29	
922e	Postmaster	1/27/2025	\$0.00	Postage for Water samples
923e	Postmaster	1/27/2025	\$0.00	
924e	PERA	1/27/2025	\$0.00	Unpaid portion from Naomi Ring in 2022
925e	SHIFT4	1/27/2025	\$0.00	
926e	SHIFT4	1/27/2025	\$0.00	
927e	USDA	1/27/2025	\$0.00	
928e	MPCA	1/27/2025	\$0.00	Service fees for training-Steve
929e	MPCA	1/27/2025	\$0.00	Training and Certification fees-Steve
930e	Postmaster	1/28/2025	\$42.55	
931e	MENARDS	1/29/2025	\$99.99	48in Pipe Wrench
932e	AMAZON	1/31/2025	\$0.00	bingo Daubers
933e	HSEM	1/31/2025	\$0.00	2025 dues
934e	KASEYA US LLC	1/31/2025	\$0.00	Dec 2024 support fees
935e	MPCA	1/31/2025	\$0.00	Test fee for Class B WW-Steve
936e	NUVEI	1/31/2025	\$0.00	Bank Card Merch Fees
937e	Quadient Finance USA, Inc.	1/31/2025	\$0.00	Postage - General, Period MONTH YEAR
938e	AMAZON	1/31/2025	\$56.46	bingo Daubers
939e	HSEM	1/31/2025	\$127.69	2025 dues
940e	KASEYA US LLC	1/31/2025	\$200.00	Dec 2024 support fees
941e	MPCA	1/31/2025	\$653.76	Service fees for training-Steve
942e	NUVEI	1/31/2025	\$140.00	Bank Card Merch Fees
943e	PERA	1/31/2025	\$36.73	Unpaid portion from Naomi Ring in 2022
944e	Quadient Finance USA, Inc.	1/31/2025	\$600.00	Postage - General, Period MONTH YEAR
945e	SHIFT4	1/31/2025	\$799.19	
946e	USDA	1/31/2025	\$147,471.25	
947e	Postmaster	1/31/2025	\$139.15	Postage for Water samples
39749	Arnold's of St Martin	1/9/2025	\$60.24	Cutting edge & Shoes, misc bolts and oil
39750	BADGER METER	1/9/2025	\$41.86	Beacon MBL Hosting Serv Unit MONTH YEAR
39751	Bauman & Associates	1/9/2025	\$31,688.55	For Audit Services for 2023
39752	Bernick's Pepsi-Cola	1/9/2025	\$138.11	Beer Resale
39753	Blue Cross Blue Shield Minneso	1/9/2025	\$21.74	Vision Insurance -Eric COVERAGE for Dec 24
39754	Borgmann Disposal Services LLC	1/9/2025	\$5,971.00	December 2024 Refuse Service
39755	Bound Tree Medical, LLC	1/9/2025	\$309.76	
39756	Brian Zapzalka	1/9/2025	\$650.00	Subcontracted Services for January 2025
39757	C&L Distributing	1/9/2025	\$2,674.75	Beer Resale
39758	CenturyLink	1/9/2025	\$75.56	Monthly Telephone - SCADA Access Line - 1/2
39759	Dahlheimer Beverage	1/9/2025	\$30.00	Beer Resale

CITY OF HOLDINGFORD

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***Check Summary Register©**

January 2025

	Name	Check Date	Check Amt	
39760	Ernst's Locksmith	1/9/2025	\$428.09	Lock replacement in Kitchen
39761	FINKEN	1/9/2025	\$7.00	Water Cooler Rental
39762	Granite City Jobbing Co	1/9/2025	\$816.07	Tobacco, Snacks & Convenience Items
39763	Heggies Pizza LLC	1/9/2025	\$274.55	Pizza
39764	Holdingford Area Chamber of Co	1/9/2025	\$50.00	Dues for 2025, Municipal Liquor Store
39765	Holdingford Gas and Grocery	1/9/2025	\$0.00	Maintenance Fuel December 24
39766	Holdingford Hardware Inc.	1/9/2025	\$733.14	Nov and Dec 2024
39767	Holdingford Hardware Inc.	1/9/2025	\$46.55	Ziploc bags
39768	Huls Bros Trucking Inc.	1/9/2025	\$3,833.20	For Salt/Sand
39769	Larson Excavating	1/9/2025	\$1,361.58	Repair 2 gate valves
39770	League of MN Cities	1/9/2025	\$1,095.00	Annual Dues for 2025
39771	LEIGHTON ENGINEERING	1/9/2025	\$1,001.88	To Close out account
39772	MIDCONTINENT COMMUNICATIO	1/9/2025	\$397.60	Internet& Phone Services, Service Period
39773	Minnesota Licensed Beverage As	1/9/2025	\$360.00	2025 General Membership Dues
39774	MNDNR - Ecological and Water R	1/9/2025	\$300.10	2025 Water Use Permit Number 1984-3180
39775	Nelson Sanitation & Rental, In	1/9/2025	\$1,040.00	Jetting
39776	Shift Technologies, Inc	1/9/2025	\$351.40	December 2024 IT services
39777	Star Publications, LLC	1/9/2025	\$209.99	Publications
39778	Sysco Western MN	1/9/2025	\$762.21	Resale Food Items
39779	Taft Stettinius & Hollister LL	1/9/2025	\$2,200.00	For TIF M10327/00017
39780	Tidy Tina's	1/9/2025	\$400.00	Janitorial Service - City Center
39781	Toshiba America Business Solut	1/9/2025	\$147.51	Printer/Copier Rental
39782	USA Bluebook	1/9/2025	\$152.35	
39783	Utility Consultants, Inc.	1/9/2025	\$799.56	Testing
39784	VESTIS	1/9/2025	\$47.00	Mops & Rugs
39785	VESTIS	1/9/2025	\$80.16	Linen, towels, mops, paper supplies
39786	Viking Coca-Cola Bottling Comp	1/9/2025	\$348.90	Beer Resale
39787	XCEL ENERGY	1/9/2025	\$2,434.89	Electric Utilities - City Center
39788	XCEL ENERGY	1/9/2025	\$466.35	Gas Utilities - Maintenance Garage - 800 1st St
39789	Joe Lashinski	1/10/2025	\$600.00	Joe and Lydia 1.10.24
39790	AIR MAX LLC	1/24/2025	\$158.00	
39791	Arnold's of St Martin	1/24/2025	\$0.00	
39792	Bernick's Pepsi-Cola	1/24/2025	\$737.67	Beer Resale
39793	C&L Distributing	1/24/2025	\$4,369.35	Beer Resale
39794	C. Emery Nelson, Inc	1/24/2025	\$8,654.69	Quart Oil, case of 12
39795	CENTRAL MCGOWAN, INCORPO	1/24/2025	\$352.51	Medical Oxygen
39796	Central Minnesota Alarms, Inc.	1/24/2025	\$311.85	Quarterly Alarm Service
39797	CenturyLink	1/24/2025	\$75.61	Monthly Telephone - SCADA Access Line - 1/2
39798	CORE & MAIN	1/24/2025	\$536.62	For Water Main Break
39799	Dahlheimer Beverage	1/24/2025	\$161.10	Beer Resale
39800	Dan Lahr	1/24/2025	\$169.99	Uniform Allowance
39801	Ecolab Pest Elimination	1/24/2025	\$112.04	Pest Control
39802	Everything Signs	1/24/2025	\$75.00	Logo design
39803	GERAD'S OIL CO., INC	1/24/2025	\$310.80	Diesel Fuel
39804	Hawkins, Inc	1/24/2025	\$130.00	Chlorine and Sulfur Dioxide
39805	Heggies Pizza LLC	1/24/2025	\$128.45	Pizza
39806	Hertzberg Community Solar LLC	1/24/2025	\$436.32	Solar - Electric Power Services
39807	Holdingford Gas and Grocery	1/24/2025	\$200.59	Maintenance Fuel
39808	Initiative Foundation - 446122	1/24/2025	\$525.00	
39809	MIDCONTINENT COMMUNICATIO	1/24/2025	\$376.68	Monthly TV & Telephone Service, Service Peri
39810	MNDNR - Ecological and Water R	1/24/2025	\$300.10	2025 Water Use Permit Number 1984-3180
39811	MN PEIP - C/O MMB Fiscal Servi	1/24/2025	\$2,409.09	Employee Dental Insurance Premium -Eric - C
39812	DG Minnesota CS 2021, LLC	1/24/2025	\$1,184.03	Solar Production - General
39813	Rice Lake Construction Group	1/24/2025	\$4,750.00	Clarifier Sharf Replacement
39814	Stearns County Auditor-Treasur	1/24/2025	\$47.45	Space on ballot for local election

CITY OF HOLDINGFORD

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January 2025

	Name	Check Date	Check Amt	
39815	Sysco Western MN	1/24/2025	\$113.90	Resale Food Items
39816	Toshiba America Business Solut	1/24/2025	\$1,090.14	Service Contract for repair and calibration
39817	VESTIS	1/24/2025	\$47.00	Linen, towels, mops, paper supplies
39818	Viking Coca-Cola Bottling Comp	1/24/2025	\$387.20	Beer Resale
39819	XCEL ENERGY	1/24/2025	\$1,210.30	Gas Utilities - Maintenance Garage - 800 1st St
39820	XCEL ENERGY	1/24/2025	\$435.71	Water Tower - 800 River Street
39821	Ziegler	1/24/2025	\$5.43	Service Charge
	Total Checks		\$279,358.22	



Building a Better World
for All of Us®

MEMORANDUM

TO: Holdingford City Council

FROM: Dave Blommel, PE (Lic. MN)

DATE: February 5, 2025

RE: Council Update
SEH No. HOLDI GEN 14.00

North High Court

Bids for the North High Court project are currently being advertised. We will be opening bids in early March for approval at the meeting on the March 10th meeting. The project will secure bids for City Hall parking lot as well as North High Court. Once tabulated the council will need to decide which portion of the project will be awarded based on the budget.

Well Sampling

Cold temperatures have prevented sampling of well water in the city, but that is anticipated as soon as weather allows. For members of the council that have sampling location ideas, please provide those to Nicky or Steve and we will coordinate the sampling.

Lift Station Replacement Funding

We have continued to pursue funding to replace the main lift station. Last year Holdingford was a stop on the Senate Bonding Tour and submitted to the Minnesota Pollution Control Agency (MPCA) through their Wastewater Infrastructure Fund (WIF).

As we know the bonding bill was never passed by the legislature last year, but the MPCA application put us into funding consideration (we ranked 19th out of 315 applications). Additional submittals have been completed on the City's behalf to try and get the project funded through WIF. We have also renewed our bonding request and are looking forward to the possibility of inclusion on the bill this year should one pass. Ideally we would receive funds from both sources to fully fund the project, but we won't know that outcome until after the legislative session ends in May.

dwb

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 2351 Connecticut Avenue, Suite 300, Sartell, MN 56377-2485

320.229.4300 | 800.572.0617 | 888.908.8166 fax

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

January, 2025

Maintenance Report

- **2 mixers for WWTP back from repair, one installed and not working properly. New terra is working with their vendor for a solution.**
- **Replaced one of the blower pack compressors at WWTP.**
- **Began working on annual Biosolids report for MPCA.**
- **Working with MRWA to complete the MDH requirement for completing the optimal corrosion control treatment recommendation form, due March 31st.**
- **Several snow events and maintenance to snow removal equipment.**

Month	Well #2	Well #3	Total Gallons	Influent Flow	I & I	Precipitation
January	1,591,000	0	1,591,000	1,737,000	146,000	3.4 snow
February						
March						

Clerks' Report February 10, 2025

Reviewing all 2024 accounting entries for accuracy, prepping for the Audit

Purging more old files and continuing to clean out the Mayor's office

Working with Travis to set up a space and time to meet with citizens

Paid the GO bond \$62,581.60

Working on township billing for Fire services for the first ½ of 2025

Completed report of outstanding indebtedness

Working on PERA exemption reporting

Submitted final budgets to the State

Starting to book the shelter for grad parties and reunions

Will work with Amy on the new local tax (Stearns County) and how to add that into our accounting

Got our new laptops installed. The next step with IT will be to give remote access so Amy and I can do some work from home. Also chose not to do cloud server backups, which would cost apx \$200 per month, and instead start to do external hard drive backups, that will be stored off site to preserve data in case of fire/destruction. Shift Tech also set up the new SCADA computer. PCI will need to install the software for that system.



COUNTY OF STEARNS

PROPERTY SERVICES DIVISION

Property Assessment Services

Service Center Rm 2500 • 3301 County Road 138 • Waite Park, MN 56387
320-656-3680 • Fax: 320-229-7032 • www.stearnscountymn.gov

LOCAL BOARD OF APPEAL & EQUALIZATION TRANSFER AGREEMENT

NOTICE IS HEREBY GIVEN, that the **City of Holdingford** in Stearns County, Minnesota, has opted to transfer their power and duties of a Local Board of Appeal and Equalization to the County under the Open Book format. This agreement to transfer said duties is effective for the **2026** assessment year and shall be:

CHECK ONE BOX:

- ☐ **a. considered permanent**
- ☐ **b. for a minimum period of three (3) assessment years and will automatically renew from year to year thereafter**

As a condition of this transfer, the County shall make available to those taxpayers within the **City of Holdingford** a procedure for review of their assessments, including but not limited to, onsite appointments. The County Appraisal Staff will work with taxpayers at a date, place, and time that is convenient to the taxpayer to review their property assessment. The County Assessor will be allowed to make changes during this review time through May 31st after which time appeals will be moved to the County Board of Appeal which is typically held in mid-June.

The **City of Holdingford** may terminate its transfer after three assessment years if the three-year option was chosen above. Termination for the next assessment year will need to occur in writing at least 120 days prior to the reinstatement date of February 1st.

Given under my hand this date of _____, 2025

City of Holdingford

Council Members, please sign below and return no later than December 1, 2025

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

OPEN BOOK MEETINGS

THE BENEFITS OF OPEN BOOK MEETINGS

The Open Book Process

- Valuation Notices are mailed in March of each year
- Property owners contact the assessor's office to discuss any concerns or questions they have regarding the assessment at any time after receiving their notice. Changes can be made through May 31st after which time appeals would move straight to the County Board of Appeal and Equalization in June
- Property owners do not need to attend a meeting. A staff appraiser will make an appointment to view the property and address the property owner's concerns on the spot
- Property owners have an extended period of time in which to appeal their classification or valuation. There is no need to appeal at the local level in order to appeal to the County Board

25 Jurisdictions Currently Participating in Open Book Meetings

- Cities of:
Belgrade, Cold Spring, Elrosa, Freeport, Greenwald, Lake Henry, New Munich, Paynesville, Richmond, Rockville, Roscoe, St. Anthony, St. Joseph, St. Martin, St. Rosa, St. Stephen, Sartell, Spring Hill, and Waite Park
- Townships of:
Crow River, Getty, Grove, Lake George, North Fork and Raymond

Planning Ahead for the Next Assessment (If Not Already Open Book)

- Interested jurisdictions need to inform the County Assessor of their intent to transfer the local board duties to an open book format before December 1st for the next year's assessment.
- The initial term runs for three years (the upcoming year plus the following two years).
- After three years, the jurisdiction can request that their local board be reinstated if they choose. They will need a MN Department of Revenue Board of Appeal trained member by February 1st in order for that to happen.

Benefits for the Property Owner:

- More flexibility in scheduling a time for the assessor to review properties
- Personalized one on one meeting with the assessor at their home or property
- Property owner can still appeal even if they open their value notice late (after local board would've normally met)
- The setting is less intimidating; with no need for the owner to "present" their appeal to a board made up of their neighbors or acquaintances
- Property owners can compare their values to the values of other similar properties more easily
- Questions and concerns are often resolved immediately
- Property owners may appeal to the County Board of Appeal and Equalization without having to attend the Local Board
- County Board of Appeal is made up of trained real estate professionals

Benefits for the City/Township:

- Reduces the need to have a trained board member
- Board members do not need to be present
- Eliminates the need for the board to become familiar with the local real estate market
- Confrontational situations with constituents can be avoided
- No need to disrupt board/council meetings if this is where local boards were typically held, or no need to open up the building after hours on an off day/night

Benefits for the County:

- Allows for immediate consideration of issues
- An efficient use of resources due to the ability to directly meet with property owners at their home or property
- Fewer deadlines and an extended period of time (through May 31st) to work with property owners on resolving issues