

Agenda for Monday, March 10, 2025
Holdingford City Council Meeting

Call to Order
Pledge of Allegiance

Consent Agenda including:

1. Council Minutes from, February
2. Financial documents and claims from February

Andy Higgins Resignation

Action Item: Resolution declaring council vacancy 2025-3-10-4

Department Reports:

City Engineer's Report: Dave Blommel

Choose bids for North High Court project

Fire Department Report: Keith Hommerding

Maintenance Department Report: Steve Horvath

Liquor Store Report: Amy Opatz

Clerk's Report: Nicky Lahr

Unfinished/Old Business:

Holdingford Hillside Trailer Park LLP

Chicken ordinance 2025-3-10-1

Chicken resolution approving publication 2025-3-10-3

New Business:

Washington Street Alley (between 110 Washington and 130 Washington. (Alley is access to 1130-Schave's garage)

Gambling permits:

25-3-10-1 Helping Hands Raffle

25-3-10-2 FFA Raffle

The Holdingford Lioness Club donated a new coffee maker to the city. Helping hands uses it weekly and the old one was no longer working.

City Clean-up Day

Action Item: Approve fee schedule

Additional Agenda Items: Mayor's office hours

Looking Forward: City Hall will be closed March 27th, April 25th, 28th, and 29th. May 5th-9th. May 29th-June 4th.

Notices sent for past-due water bills: Brooklyn McGillivray 83.13, Nathaniel Posch 270.24, Robert Keil 144.64, Roger Jensen 216.27, Kevin Feia 527.98, Joseph & Lana Doll 108.95, Shannon Dalcin 286.20, Covered Bridge 848.42,

Adjourn

Andrew Higgins
(320) 249-4380

Friday, March 7th 2025

Dear Mayor Harlander and Members of the City Council,

I am writing to formally resign from my position as a city councilman for the City of Holdingford, effective March 7th 2025.

It has been an honor and privilege to serve the people of Holdingford during my time in office. I am proud of the work we have done together to improve our community, and I remain committed to supporting Holdingford in the future. However, due to recent life events, my main focus is needed elsewhere at this time. I feel that it is in the best interest of the city and my own well-being to step down from my position as councilman.

I want to thank my fellow council members, the mayor, and all city staff for their cooperation and dedication during my tenure. I am confident that Holdingford will continue to thrive, and I look forward to seeing the ongoing progress of our community.

Please let me know if there is anything I can do to assist in the transition during this time. I am committed to ensuring a smooth handover and supporting the next steps in the council's efforts.

Thank you again for the opportunity to serve, and I wish the city continued success in the future.

Sincerely,

Andrew Higgins
City Councilman

**CITY OF HOLDINGFORD
STEARNS COUNTY, MINNESOTA**

Resolution No. 2025-3-10-4

RESOLUTION DECLARING COUNCIL VACANCY

WHEREAS, on March 7, 2025, councilmember Andy Higgins submitted to the City of Holdingford his written resignation from his city council position, effective immediately; and

WHEREAS, the term of councilmember Higgins' seat is scheduled to expire at the end of 2026; and

WHEREAS, Minn. Stat. § 412.02, subd. 2a. provides that when less than two years remain in an unexpired term of a vacant office, there need not be a special election to fill the vacancy and the city council shall appoint a person to serve the unexpired portion of the vacant seat; and

WHEREAS, because the term of the vacated council seat expires at the end of 2026, the city council will fill the vacated office by appointment until the term expires.

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

1. The City Council hereby declares a vacancy in the office of councilmember, effective March 7, 2025.
2. Pursuant to Minn. Stat. § 412.02, subd. 2a., the Holdingford City Council will appoint a person to fill the remaining term of the vacancy.

Adopted this 10th day of March, 2025.

BY THE CITY COUNCIL:

Travis Harlander, Mayor

Attest: _____
Nicky Lahr, City Clerk/Treasurer

Holdingsford City Council Minutes and Public Hearing Minutes Monday, February 10th, 2025.

Council Members in attendance: Jayme Opatz, Tim Winter, Travis Harlander.

Others in attendance: Nicky Lahr, Herman Lensing, Karla and Tom Kalla, Jenny Gunderson, Steve Horvath, Bryon Kester, Eric Kohorst, Bruce Gerads, Brent Gerads, Carlena Johnson, Angel Becker, Josh Becker, Jacob Becker, Adam Achmann.

Travis opened the public hearing for discussion on allowing backyard chickens within the city limits, and the Pledge of Allegiance was recited. Travis asked for input on the pros and cons of allowing backyard chickens at residences within the city limits of Holdingsford. Jenny Gunderson and Eric Kohorst presented a plan to include some of the following: creating an Urban Chicken Committee to manage compliance with regulations to reduce city staff involvement; creating a permit system in which the city will collect a yearly fee, helping to identify who has backyard flocks; limiting flock size to 12 hens, with no roosters; keeping chickens confined in a house or coop that must be kept clean, with waste and bedding disposed of in a responsible manner (city staff stated that it could be brought to the city compost site); and ensuring that runs have fencing on all sides, including a roof. Chicken coops/runs would not be included in the accessory building count per city ordinance. Councilmember Opatz explained that he didn't think many people are against chickens but the issue is more about policing the ordinance without utilizing more staff time. Tim mentioned that other cities had similar policies to the items presented. Jayme recommended that all the information should be compiled, and Nicky and the city attorney would draft the language for approval at the next city council meeting. Karla Kalla stated that she is in favor of chickens in the city. No other input was given.

Travis closed the public hearing, and opened the City Council meeting at 7:12pm.

Josh and Jacob Becker, along with Carlena Johnson, presented a service project they are proposing for the city. Josh requested to install approximately 10 bat houses to help preserve the bat species and keep them out of residents' homes. Tim asked where they would like to install them and reminded them that a full plan needs to be provided. After some discussion, Jayme made a motion to approve the City Project request, contingent on them working directly with Maintenance Supervisor Steve Horvath to determine appropriate locations. Travis seconded the motion, and it passed with all in favor.

Brent Gerads was present with Bruce Gerads to petition a reduction of his water bill. They stated that his latest utility bill was excessive, approximately \$1,600, due to a faulty water softener. They requested forgiveness of the sewer portion. Bruce stated that they were told that because the water was treated and the wastewater also had to be treated, city policy states that there will not be forgiveness. Bruce stated that he felt the policy should not be in place and that the water sent to the wastewater plant actually helps the treatment via dilution. He also mentioned that he was disappointed the city does not monitor household usage on a regular basis, as his research showed that other cities have that ability. Staff explained that the only way to monitor usage is when manual reads are done monthly. It was also explained that if a resident would like to purchase a cellular endpoint for their meter, they would be able to monitor their own usage daily; however, the city would still not have the ability to monitor it daily on the resident's behalf. Jayme said the city would be able to facilitate a repayment plan, and Brent would not be charged late fees as long as the plan was upheld. Brent said he would come in and make those arrangements.

Jayme made a motion to approve the consent agenda, including January council minutes and financials. Tim seconded the motion, and it passed with all in favor.

Travis read the City Engineer report for Dave Blommel. He reported that bids are now being accepted for the pavement projects at North High Court and the City Hall parking lot. The bids will be opened in early March and brought to the March 10th meeting for approval.

Steve Horvath gave the Maintenance report. He said that the two repaired mixers were back from repair. One was installed but not working. He is working with Newterra for a solution to get it replaced under warranty. He replaced one of the blower pack compressors at the WWTP. They have been staying busy with the snow events and had to do repairs to the loader and the skid steer.

Nicky gave the Clerk's report. She is reviewing accounting entries in preparation for the 2024 audit and purging old files. She is working on township billing for fire services, completed the report of outstanding indebtedness, and PERA exemption reporting. She paid the annual GO bond payment of \$62,581 and submitted final 2025 budgets to the state. She also stated that the clerk computers were replaced with laptops and docking stations and the hardware is in place for the new SCADA computer. She is continuing to work with Shift Technologies to implement an offsite data storage plan.

Tim made a motion to remove Kelly Abfalter from the Magnifi Credit Union account and add Travis Harlander to it. Jayme seconded the motion, and it passed with all in favor.

The local board of appeal and equalization will be in Holdingford on April 1st at 6:00 p.m. to address any disputes with the county tax valuations on properties. It was presented that the County would take over these meetings in the future; however, the council chose to continue to hold the meetings locally.

City Hall will be closed from February 14th-18th. The next meeting will take place on March 10th.

Notices were sent for past-due water bills to Walker Nienaber, Dale Lundberg, Roger Jensen, Kevin Feia, Joseph and Lana Doll, Shannon Dalcin, Shannon Backlund, and Covered Bridge.

Jayme made a motion to adjourn the meeting at 8:00 p.m. Tim seconded the motion, and it passed with all in favor.

Signed:

Nicky Lahr _____

City Clerk-Treasurer, Holdingford

CITY OF HOLDINGFORD

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February 2025

Account Summary

Beginning Balance on 2/1/2025	\$599,833.83	Cleared	\$539,802.75
+ Receipts/Deposits	\$90,787.25	Statement	\$539,802.75
- Payments (Checks and Withdrawals)	\$150,818.33	Difference	\$0.00
Ending Balance as of 2/28/2025	\$539,802.75		

Cash Balance

Active 101-10100 General Fund	\$54,886.96	Beginng Balance	\$599,833.83
Active 102-10100 Fire Fund	\$68,197.06	+ Total Deposits	\$93,049.63
Active 301-10100 General Debt Fund	-\$6,916.69	- Checks Written	\$192,393.62
Active 302-10100 EDU Water-Sewer-Street Project	\$95,112.68	Check Book Balance	\$500,489.84
Active 306-10100 GO Equipment Certificate	\$0.00	Difference	\$0.00
Active 311-10100 TIF Dist 1 Housing	\$7,935.37		
Active 313-10100 TIF Dist 3 Two Rivers	\$2,379.67		
Active 314-10100 TIF Dist 4 Berkon-Erythg Signs	-\$10,271.06		
Active 401-10100 General Reserve	\$121,682.86		
Active 402-10100 Main Street Project	\$45,527.98		
Active 403-10100 Fire Dept Capital	\$40,050.96		
Active 404-10100 Parks Capital	\$7,679.48		
Active 405-10100 Maintenance Capital	\$3,814.21		
Active 406-10100 Magnifi Financial	\$73.55		
Active 601-10100 Water Fund	\$60,663.20		
Active 602-10100 Sewer Fund	-\$63,690.80		
Active 603-10100 Refuse Fund	\$8,706.26		
Active 604-10100 Liquor Fund	\$4,240.66		
Active 605-10100 USDA Rural Water Reserve	\$60,417.49		
Cash Balance	\$500,489.84		

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Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
Deposit	20250203BANK0	2/3/2025	(\$3,289.75)	(\$3,289.75)	-	-
Deposit	Muni CC 1.30.25	2/3/2025	(\$370.00)	(\$370.00)	-	-
Deposit	Muni 1.31.25	2/3/2025	(\$550.50)	(\$550.50)	-	-
Deposit	Muni CC 1.31.25	2/3/2025	(\$328.50)	(\$328.50)	-	-
Deposit	20250204E000	2/4/2025	(\$384.99)	(\$384.99)	-	-
Deposit	Muni 2.1.25	2/6/2025	(\$721.75)	(\$721.75)	-	-
Deposit	Muni CC 2.1.25	2/6/2025	(\$432.00)	(\$432.00)	-	-
Deposit	20250210E000	2/12/2025	(\$1,105.50)	(\$1,105.50)	-	-
Deposit	20250210BANK0	2/12/2025	(\$14,031.94)	(\$14,031.94)	-	-
Deposit	20250204E010	2/12/2025	(\$222.68)	(\$222.68)	-	-
Deposit	20250205E000	2/12/2025	(\$129.29)	(\$129.29)	-	-
Deposit	Deposit 2.13.25	2/13/2025	(\$3,050.10)	(\$3,050.10)	-	-
Deposit	20250218BANK0	2/18/2025	(\$6,790.76)	(\$6,790.76)	-	-
Deposit	20250218E000	2/18/2025	(\$620.26)	(\$620.26)	-	-
Deposit	20250213E000	2/18/2025	(\$211.42)	(\$211.42)	-	-
Deposit	20250210E010	2/18/2025	(\$414.00)	(\$414.00)	-	-
Deposit	20250211E000	2/18/2025	(\$110.55)	(\$110.55)	-	-
Deposit	20250218E020	2/19/2025	(\$344.53)	(\$344.53)	-	-
Deposit	20250218E030	2/19/2025	(\$85.99)	(\$85.99)	-	-
Deposit	20250218E040	2/19/2025	(\$41.86)	(\$41.86)	-	-
Deposit	June24PropTax	2/19/2025	\$0.00	-	-	-
Deposit	July 24 Elect Dep.1	2/19/2025	\$0.00	-	-	-
Deposit	July24PropTax	2/19/2025	\$0.00	-	-	-
Deposit	20250218E010	2/20/2025	(\$109.64)	(\$109.64)	-	-
Deposit	20250218E050	2/20/2025	(\$112.64)	(\$112.64)	-	-
Deposit	20250219E000	2/20/2025	(\$125.39)	(\$125.39)	-	-
Deposit	Muni 2.2.25	2/21/2025	(\$233.50)	(\$233.50)	-	-
Deposit	Muni CC 2.2.25	2/21/2025	(\$392.25)	(\$392.25)	-	-
Deposit	Muni 2.3.25	2/21/2025	(\$328.25)	(\$328.25)	-	-
Deposit	Muni CC 2.3.25	2/21/2025	(\$142.75)	(\$142.75)	-	-
Deposit	Muni 2.4.25	2/21/2025	(\$347.75)	(\$347.75)	-	-
Deposit	Muni CC 2.4.25	2/21/2025	(\$121.00)	(\$121.00)	-	-
Deposit	Muni 2.5.25	2/21/2025	(\$362.75)	(\$362.75)	-	-
Deposit	Muni CC 2.5.25	2/21/2025	(\$192.25)	(\$192.25)	-	-
Deposit	Muni 2.6.25	2/21/2025	(\$497.50)	(\$497.50)	-	-
Deposit	Muni CC 2.6.25	2/21/2025	(\$88.50)	(\$88.50)	-	-
Deposit	Muni 2.7.25	2/21/2025	(\$821.50)	(\$821.50)	-	-
Deposit	Muni CC 2.7.25	2/21/2025	(\$569.25)	(\$569.25)	-	-
Deposit	Muni 2.8.25	2/21/2025	(\$1,717.75)	(\$1,717.75)	-	-
Deposit	Muni CC 2.8.25	2/21/2025	(\$956.00)	(\$956.00)	-	-
Deposit	Muni 2.9.25	2/21/2025	(\$325.25)	(\$325.25)	-	-
Deposit	Muni CC 2.9.25	2/21/2025	(\$226.75)	(\$226.75)	-	-
Deposit	Muni 2.10.25	2/21/2025	(\$409.00)	(\$409.00)	-	-
Deposit	Muni CC 2.10.25	2/21/2025	(\$118.00)	(\$118.00)	-	-
Deposit	Muni 2.11.25	2/21/2025	(\$434.50)	(\$434.50)	-	-
Deposit	Muni CC 2.11.25	2/21/2025	(\$182.50)	(\$182.50)	-	-
Deposit	20250220E000	2/22/2025	(\$193.01)	(\$193.01)	-	-
Deposit	20250221E000	2/24/2025	(\$6,528.61)	(\$6,528.61)	-	-
Deposit	20250224BANK0	2/24/2025	(\$10,639.87)	(\$10,639.87)	-	-

CITY OF HOLDINGFORD

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10100 NO DESCR

Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
Deposit	20250224A000	2/24/2025	\$0.00	-	-	-
Deposit	20250224A010	2/24/2025	\$0.00	-	-	-
Deposit	20250221E010	2/25/2025	(\$4,477.95)	(\$4,477.95)	-	-
Deposit	Muni 2.12.25	2/26/2025	(\$536.25)	(\$536.25)	-	-
Deposit	Muni CC 2.12.25	2/26/2025	(\$85.50)	(\$85.50)	-	-
Deposit	Muni 2.13.25	2/26/2025	(\$436.25)	(\$436.25)	-	-
Deposit	Muni CC 2.13.25	2/26/2025	(\$192.75)	(\$192.75)	-	-
Deposit	20250222E000	2/26/2025	(\$49.68)	(\$49.68)	-	-
Deposit	Muni 2.14.25	2/26/2025	(\$1,023.75)	(\$1,023.75)	-	-
Deposit	20250225E000	2/26/2025	(\$503.20)	(\$503.20)	-	-
Deposit	20250224E000	2/26/2025	(\$200.00)	(\$200.00)	-	-
Deposit	20250222E010	2/26/2025	(\$367.35)	(\$367.35)	-	-
Deposit	Muni CC 2.14.25	2/26/2025	(\$323.75)	(\$323.75)	-	-
Deposit	Muni 2.15.25	2/26/2025	(\$801.00)	(\$801.00)	-	-
Deposit	Muni CC 2.15.25	2/26/2025	(\$401.50)	(\$401.50)	-	-
Deposit	Muni 2.17.25	2/26/2025	(\$360.00)	(\$360.00)	-	-
Deposit	Muni CC 2.16.25	2/26/2025	(\$152.25)	(\$152.25)	-	-
Deposit	Deposit 2.27.25	2/27/2025	(\$8,170.00)	(\$8,170.00)	-	-
Deposit	Muni 2.18.25	3/3/2025	(\$2,669.89)	(\$2,669.89)	-	-
Deposit	Muni CC 2.18.25	3/3/2025	(\$22.75)	(\$22.75)	-	-
Deposit	Muni 2.19.25	3/3/2025	(\$351.50)	(\$351.50)	-	-
Deposit	Muni CC 2.19.25	3/3/2025	(\$82.50)	(\$82.50)	-	-
Deposit	Muni 2.20.25	3/3/2025	(\$600.66)	(\$600.66)	-	-
Deposit	Muni CC 2.20.25	3/3/2025	(\$164.75)	(\$164.75)	-	-
Deposit	Muni 2.21.25	3/3/2025	(\$666.50)	(\$666.50)	-	-
Deposit	20250228E000	3/3/2025	(\$114.83)	(\$114.83)	-	-
Deposit	Muni CC 2.21.25	3/3/2025	(\$376.50)	(\$376.50)	-	-
Deposit	Muni 2.22.25	3/3/2025	(\$683.75)	(\$683.75)	-	-
Deposit	Muni CC 2.22.25	3/3/2025	(\$1,176.45)	(\$1,176.45)	-	-
Deposit	Muni 2.24.25	3/3/2025	(\$508.75)	(\$508.75)	-	-
Deposit	Muni CC 2.24.25	3/3/2025	(\$58.00)	(\$58.00)	-	-
Deposit	Muni 2.25.25	3/3/2025	(\$350.75)	(\$350.75)	-	-
Deposit	Muni CC 2.25.25	3/3/2025	(\$200.50)	(\$200.50)	-	-
Deposit	Muni 2.26.25	3/3/2025	(\$515.00)	(\$515.00)	-	-
Deposit	Muni CC 2.26.25	3/3/2025	(\$114.75)	(\$114.75)	-	-
Deposit	Muni 2.27.25	3/3/2025	(\$262.00)	(\$262.00)	-	-
Deposit	Muni CC 2.27.25	3/3/2025	(\$177.00)	-	(\$177.00)	-
Deposit	Muni 2.28.25	3/3/2025	(\$1,084.75)	-	(\$1,084.75)	-
Deposit	Muni CC 2.28.25	3/3/2025	(\$657.96)	-	(\$657.96)	-
Deposit	20250304UB1.A	3/4/2025	(\$76.00)	-	(\$76.00)	-
Deposit	20250226E000	3/4/2025	(\$145.79)	(\$145.79)	-	-
Deposit	20250304UB0.SEPT	3/4/2025	(\$76.00)	-	(\$76.00)	-
Deposit	20250304UB0OCT	3/4/2025	(\$76.00)	-	(\$76.00)	-
Deposit	20250304UB0.C	3/4/2025	(\$76.00)	-	(\$76.00)	-
Deposit	20250304UB0.AUG	3/4/2025	(\$76.00)	-	(\$76.00)	-
Deposit	20250304UB0July	3/4/2025	(\$76.00)	-	(\$76.00)	-
Deposit	20250304UB0.A	3/4/2025	\$0.00	-	-	-
Deposit	Dec24 Elct Reciept.1	3/5/2025	\$0.00	-	-	-
Deposit	Feb25ElectReciept	3/6/2025	(\$4,057.79)	(\$4,057.79)	-	-

CITY OF HOLDINGFORD

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10100 NO DESCR

Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
Deposit	Feb25Interest	3/6/2025	(\$170.13)	(\$170.13)	-	-
Deposit	20240927E010	3/7/2025	\$0.00	-	-	-
Deposit	20241122BANK0.1	3/7/2025	\$113.33	-	\$113.33	-
Deposit	Feb25ElectDeposti	3/7/2025	\$0.00	-	-	-
Deposit	June Electr deposit.	3/7/2025	\$0.00	-	-	-
000944E	Quadient	1/31/2025	\$600.00	\$600.00	-	-
000949E	City of Holdingford	2/7/2025	\$9,032.26	\$9,032.26	-	-
000958E	EMPOWER HCSP	2/7/2025	\$297.83	\$297.83	-	-
000959E	MN DEPARMENT OF REVENUE	2/7/2025	\$565.42	\$565.42	-	-
000960E	IRS	2/7/2025	\$3,169.56	\$3,169.56	-	-
000961E	Minnesota UI Fund	2/7/2025	\$146.79	\$146.79	-	-
000962E	PERA	2/7/2025	\$1,745.54	\$1,745.54	-	-
000963E	FURTHER HSA	2/7/2025	\$693.59	\$693.59	-	-
000964E	PAYCHEX	2/7/2025	\$284.86	\$284.86	-	-
000948E	MN DEPARMENT OF REVENUE	2/10/2025	\$2,308.00	\$2,308.00	-	-
000950E	City of Holdingford	2/21/2025	\$10,771.94	\$10,771.94	-	-
000951E	EMPOWER HCSP	2/21/2025	\$291.13	\$291.13	-	-
000952E	PAYCHEX	2/21/2025	\$263.96	\$263.96	-	-
000953E	FURTHER HSA	2/21/2025	\$693.59	\$693.59	-	-
000954E	PERA	2/21/2025	\$1,627.18	\$1,627.18	-	-
000955E	Minnesota UI Fund	2/21/2025	\$169.24	\$169.24	-	-
000956E	IRS	2/21/2025	\$3,610.20	\$3,610.20	-	-
000957E	MN DEPARMENT OF REVENUE	2/21/2025	\$682.56	\$682.56	-	-
000965E	AMAZON	2/28/2025	\$0.00	-	-	-
000990E	Albany Chrysler Center, Inc.	2/28/2025	\$0.00	-	-	-
000966E	Albany Chrysler Center, Inc.	3/4/2025	\$0.00	-	-	-
000967E	FINKEN	3/4/2025	\$0.00	-	-	-
000968E	Postmaster	3/4/2025	\$0.00	-	-	-
000969E	MN RURAL WATER ASSOCIATION	3/4/2025	\$0.00	-	-	-
000970E	KASEYA US LLC	3/4/2025	\$0.00	-	-	-
000971E	OFFICE DEPOT	3/4/2025	\$0.00	-	-	-
000972E	SHIFT4	3/4/2025	\$0.00	-	-	-
000973E	AMAZON	3/4/2025	\$0.00	-	-	-
000974E	AMAZON	3/4/2025	\$0.00	-	-	-
000975E	AMAZON	3/4/2025	\$0.00	-	-	-
000976E	AMAZON	3/4/2025	\$0.00	-	-	-
000978E	Albany Chrysler Center, Inc.	3/6/2025	\$0.00	-	-	-
000979E	FINKEN	3/6/2025	\$0.00	-	-	-
000980E	Postmaster	3/6/2025	\$0.00	-	-	-
000981E	MN RURAL WATER ASSOCIATION	3/6/2025	\$0.00	-	-	-
000982E	KASEYA US LLC	3/6/2025	\$0.00	-	-	-
000983E	OFFICE DEPOT	3/6/2025	\$0.00	-	-	-
000984E	SHIFT4	3/6/2025	\$0.00	-	-	-
000985E	AMAZON	3/6/2025	\$0.00	-	-	-
000986E	AMAZON	3/6/2025	\$0.00	-	-	-
000987E	AMAZON	3/6/2025	\$0.00	-	-	-
000988E	AMAZON	3/6/2025	\$0.00	-	-	-
000989E	AMAZON	3/6/2025	\$0.00	-	-	-
000991E	Albany Chrysler Center, Inc.	3/6/2025	\$35.20	\$35.20	-	-

CITY OF HOLDINGFORD

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Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
000992E	FINKEN	3/6/2025	\$31.95	\$31.95	-	-
000993E	Postmaster	3/6/2025	\$63.45	\$63.45	-	-
000994E	MN RURAL WATER ASSOCIATION	3/6/2025	\$700.00	\$700.00	-	-
000995E	KASEYA US LLC	3/6/2025	\$200.00	\$200.00	-	-
000996E	OFFICE DEPOT	3/6/2025	\$71.98	-	\$71.98	-
000997E	SHIFT4	3/6/2025	\$407.51	\$407.51	-	-
000998E	AMAZON	3/6/2025	\$59.98	\$59.98	-	-
000999E	AMAZON	3/6/2025	\$59.39	\$59.39	-	-
001000E	AMAZON	3/6/2025	\$34.99	\$34.99	-	-
001001E	AMAZON	3/6/2025	\$119.82	\$119.82	-	-
001002E	AMAZON	3/6/2025	\$31.05	\$31.05	-	-
001003E	AMAZON	3/6/2025	\$134.79	\$134.79	-	-
001004E	Versa Bank	3/6/2025	\$4.00	\$4.00	-	-
037330	Andy Bartkowicz	6/9/2022	\$109.43	-	\$109.43	-
039664	ZOLL MEDICAL CORPORATION	11/25/2024	\$2,936.08	-	\$2,936.08	-
039689	Berkon Industries, LLC	12/9/2024	\$8,424.00	-	\$8,424.00	-
039707	MSFDA	12/9/2024	(\$7.00)	-	(\$7.00)	-
039707	MSFDA	12/9/2024	\$7.00	-	\$7.00	-
039743	USA Bluebook	12/20/2024	(\$280.23)	-	(\$280.23)	-
039743	USA Bluebook	12/20/2024	\$280.23	-	\$280.23	-
039769	Larson Excavating	1/9/2025	\$1,361.58	\$1,361.58	-	-
039776	Shift Technologies, Inc	1/9/2025	\$351.40	\$351.40	-	-
039792	Bernick's Pepsi-Cola	1/24/2025	\$737.67	\$737.67	-	-
039796	Central Minnesota Alarms, Inc.	1/24/2025	\$311.85	\$311.85	-	-
039797	CenturyLink	1/24/2025	\$75.61	\$75.61	-	-
039816	Toshiba America Business Solutions	1/24/2025	(\$1,090.14)	-	(\$1,090.14)	-
039816	TOSHIBA AMERICA BUSINESS SOLUTI	1/24/2025	\$1,090.14	-	\$1,090.14	-
039817	VESTIS (MUNI)	1/24/2025	\$47.00	\$47.00	-	-
039819	XCEL ENERGY 51-5655038-6	1/24/2025	\$1,210.30	\$1,210.30	-	-
039820	XCEL ENERGY 51-5655039-7	1/24/2025	\$435.71	\$435.71	-	-
039822	Abdo Financial Services	2/10/2025	\$462.50	\$462.50	-	-
039823	AFSCME Council 65	2/10/2025	\$117.40	\$117.40	-	-
039824	Andersen Excavating of Central	2/10/2025	\$300.00	\$300.00	-	-
039825	API Garage Door Inc	2/10/2025	\$825.00	\$825.00	-	-
039826	BADGER METER	2/10/2025	\$41.86	\$41.86	-	-
039827	Bernick's Pepsi-Cola	2/10/2025	\$350.67	\$350.67	-	-
039828	BLUE CROSS BLUE SHIELD MINNESO	2/10/2025	\$21.74	\$21.74	-	-
039829	Borgmann Disposal Services LLC	2/10/2025	\$5,877.50	\$5,877.50	-	-
039830	BREMER BANK NATIONAL ASSOCIATI	2/10/2025	\$62,581.60	\$62,581.60	-	-
039831	Brian Zapzalka	2/10/2025	\$650.00	\$650.00	-	-
039832	C & L Distributing, Inc	2/10/2025	\$3,039.85	\$3,039.85	-	-
039833	CALIBRATIONS AND CONTROLS, INC.	2/10/2025	\$595.00	-	\$595.00	-
039834	CENTRAL MCGOWAN, INCORPORATE	2/10/2025	\$92.52	\$92.52	-	-
039835	CORE & MAIN LP	2/10/2025	\$39.57	\$39.57	-	-
039836	Gopher State One-Call, Inc	2/10/2025	\$33.80	\$33.80	-	-
039837	Granite City Jobbing Co	2/10/2025	\$1,050.08	\$1,050.08	-	-
039838	HACH COMPANY	2/10/2025	\$941.00	\$941.00	-	-
039839	HEGGIES PIZZA LLC	2/10/2025	\$127.60	\$127.60	-	-
039840	Holdingford Gas and Grocery	2/10/2025	\$338.64	\$338.64	-	-

CITY OF HOLDINGFORD

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Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
039841	HOLDINGFORD HARDWARE INC.(NON	2/10/2025	\$660.77	\$660.77	-	-
039842	Johnson Brothers Liquor Co.	2/10/2025	\$597.61	\$597.61	-	-
039843	Kennedy & Graven, Chartered	2/10/2025	\$351.50	\$351.50	-	-
039844	Larson Excavating	2/10/2025	\$13,245.09	-	\$13,245.09	-
039845	MIDCO (CITY)	2/10/2025	\$2.32	\$2.32	-	-
039846	MIDCO (MUNI)	2/10/2025	\$366.88	\$366.88	-	-
039847	Mid-Minnesota EMS Education	2/10/2025	\$290.00	\$290.00	-	-
039848	MN PEIP	2/10/2025	\$2,409.09	\$2,409.09	-	-
039849	MSFDA	2/10/2025	\$168.00	-	\$168.00	-
039850	NEWTERRA CORPORATION, INC.	2/10/2025	\$5,298.04	\$5,298.04	-	-
039851	Patrick Meier	2/10/2025	\$111.50	\$111.50	-	-
039852	Shift Technologies, Inc	2/10/2025	\$441.00	\$441.00	-	-
039853	STEARNS COUNTY AUDITOR-TREASU	2/10/2025	\$5,445.00	\$5,445.00	-	-
039854	Sysco Western MN	2/10/2025	\$700.27	\$700.27	-	-
039855	TOSHIBA AMERICA BUSINESS SOLUTI	2/10/2025	\$149.14	\$149.14	-	-
039856	USPS - UNITED STATES POSTAL SER	2/10/2025	\$154.00	\$154.00	-	-
039857	VESTIS (CITY HALL)	2/10/2025	\$47.00	\$47.00	-	-
039858	VESTIS (MUNI)	2/10/2025	\$80.16	\$80.16	-	-
039859	Viking Coca-Cola Bottling Comp	2/10/2025	\$512.82	\$512.82	-	-
039860	VOLUNTEER FF BENEFIT ASSOC OF	2/10/2025	\$240.00	-	\$240.00	-
039861	XCEL ENERGY 51-5655037-5	2/10/2025	\$3,339.01	\$3,339.01	-	-
039862	XCEL ENERGY 51-5655038-6	2/10/2025	\$894.76	\$894.76	-	-
039863	XCEL ENERGY 51-5655041-1	2/10/2025	\$582.26	\$582.26	-	-
039864	Zachary Thomas	2/10/2025	\$897.78	\$897.78	-	-
039865	Shift Technologies, Inc	2/10/2025	\$5,630.27	\$5,630.27	-	-
039866	Utility Consultants, Inc.	2/10/2025	\$1,598.92	\$1,598.92	-	-
039867	AED SMART MONITORING	2/26/2025	\$790.00	-	\$790.00	-
039868	AFSCME Council 65	2/26/2025	\$117.40	-	\$117.40	-
039869	Arnolds of St Martin	2/26/2025	\$188.00	-	\$188.00	-
039870	Bernick's Pepsi-Cola	2/26/2025	\$816.04	-	\$816.04	-
039871	Brian Zapzalka	2/26/2025	\$650.00	-	\$650.00	-
039872	C & L Distributing, Inc	2/26/2025	\$2,429.60	-	\$2,429.60	-
039873	CenturyLink	2/26/2025	\$75.61	-	\$75.61	-
039874	Dahlheimer Beverage	2/26/2025	\$112.45	-	\$112.45	-
039875	Granite City Jobbing Co	2/26/2025	\$627.37	-	\$627.37	-
039876	Granite Electronics, Inc	2/26/2025	\$194.06	-	\$194.06	-
039877	HAMANN, JUSTIN	2/26/2025	\$20.93	-	\$20.93	-
039878	Hawkins, Inc	2/26/2025	\$130.00	-	\$130.00	-
039879	Hertzberg Community Solar LLC	2/26/2025	\$436.32	-	\$436.32	-
039880	NEXTERA ENERGY	2/26/2025	\$2,464.70	-	\$2,464.70	-
039881	Nicole Lahr	2/26/2025	\$109.99	-	\$109.99	-
039882	Shift Technologies, Inc	2/26/2025	\$1,076.80	-	\$1,076.80	-
039883	Southern Glazers of MN	2/26/2025	\$397.78	-	\$397.78	-
039884	Steve Horvath	2/26/2025	\$199.95	-	\$199.95	-
039885	Tidy Tina's	2/26/2025	\$465.34	-	\$465.34	-
039886	TIM WINTER	2/26/2025	\$110.82	-	\$110.82	-
039887	TOSHIBA AMERICA BUSINESS SOLUTI	2/26/2025	\$171.90	-	\$171.90	-
039888	Utility Consultants, Inc.	2/26/2025	\$1,109.84	-	\$1,109.84	-
039889	VESTIS (CITY HALL)	2/26/2025	\$94.00	-	\$94.00	-

CITY OF HOLDINGFORD

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Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
039890	VESTIS (MUNI)	2/26/2025	\$82.08	-	\$82.08	-
039891	Viking Coca-Cola Bottling Comp	2/26/2025	\$453.80	-	\$453.80	-
039892	XCEL ENERGY 51-5655038-6	2/26/2025	\$1,310.22	-	\$1,310.22	-
039893	XCEL ENERGY 51-5655039-7	2/26/2025	\$1,050.71	-	\$1,050.71	-
039894	AMAZON	2/28/2025	\$0.00	-	-	-
039895	FINKEN	2/28/2025	\$0.00	-	-	-
039896	KASEYA US LLC	2/28/2025	\$0.00	-	-	-
039897	MN RURAL WATER ASSOCIATION	2/28/2025	\$0.00	-	-	-
039898	OFFICE DEPOT	2/28/2025	\$0.00	-	-	-
039899	SHIFT4	2/28/2025	\$0.00	-	-	-
039900	Postmaster	2/28/2025	\$0.00	-	-	-
35903814	Unknown	9/9/2022	\$100.00	-	\$100.00	-
Receipts/Deposits			(\$93,049.63)	(\$90,787.25)	(\$2,262.38)	\$0.00
Payments/Withdrawal			\$41,575.29	\$150,818.33	\$41,575.29	\$0.00
Total Deposits						(\$93,049.63)
Total Checks Written						\$192,393.62
(Outstanding + Cleared						

*Next month items not included in Total Deposits & Checks Written



Building a Better World
for All of Us®

March 5, 2025

RE: Holdingford, Minnesota
2025 North High Court and City Hall
Paving Improvements
SEH No. HOLDI 180279 14.00

Honorable Mayor and City Council
c/o Ms. Nicky Lahr, Clerk
420 Main Street
PO Box 69
Holdingford, MN 56340-0069

Dear Ms. Lahr:

Bids were opened via QuestCDN at 10:00 a.m. on March 5, 2025, for the above-referenced improvement. A total of 8 bids were received ranging between \$199,859.75 and \$259,776.86. The low bid was submitted by Omann Brothers Paving Inc. of Albertville, Minnesota in the amount of \$199,859.75. A complete tabulation of bids is enclosed.

The project is separated into 2 sections, North High Court and City Hall Parking Lot. The North High Court portion is \$119,538.40 and City Hall Parking Lot is \$80,321.35. We anticipate the City will receive a little less than \$22,000 in revenue from the assessments against the benefiting parcels on North High Court.

The project may be awarded by either section, but the most efficient scenario is to award both. Given the results, we know of no reason the project should not be awarded to the low bidder for the amount of \$199,859.75.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Dave Blommel".

Dave Blommel, PE
City Engineer
(Lic. MN)

mrbl
Enclosure

x:\fj\h\hold\180279\1-gen\14-corr\2025.03.05 | owner recommend award.docx

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



TABULATION OF BIDS

SEH NO.: HOLD1 180279
NAME: 2025 NORTH HIGH COURT AND CITY HALL PAVING IMPROVEMENTS
OWNER: CITY OF HOLDINGFORD, MN
BID DATE: 10:00 A.M., WEDNESDAY, MARCH 5, 2025

ITEM	DESCRIPTION	UNIT	QUANTITY	ENGINEER'S ESTIMATE		1 OMANN BROTHERS PAVING		2 ASTECH		3 KNIFE RIVER CORP.		4 KRAEMER EXCAVATING	
				UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
SCHEDULE A - NORTH HIGH COURT													
1	MOBILIZATION	LUMP SUM	1.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$16,000.00	\$16,000.00	\$19,000.00	\$19,000.00	\$24,000.00	\$24,000.00
2	DEWATERING	LUMP SUM	1.00	\$500.00	\$500.00	\$550.00	\$550.00	\$1,100.00	\$1,100.00	\$605.00	\$605.00	\$2,000.00	\$2,000.00
3	TRAFFIC CONTROL	LUMP SUM	1.00	\$500.00	\$500.00	\$1,350.00	\$1,350.00	\$1,320.00	\$1,320.00	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00
4	FULL DEPTH SAWCUT BITUMINOUS PAVEMENT	LIN FT	250.00	\$5.00	\$1,250.00	\$3.00	\$750.00	\$3.00	\$750.00	\$2.40	\$600.00	\$4.00	\$1,000.00
5	FULL DEPTH SAWCUT CONCRETE PAVEMENT	LIN FT	15.00	\$10.00	\$150.00	\$4.00	\$60.00	\$5.00	\$75.00	\$4.00	\$60.00	\$10.00	\$150.00
6	FULL DEPTH SAWCUT CURB AND GUTTER	LIN FT	5.00	\$10.00	\$50.00	\$4.00	\$20.00	\$10.00	\$50.00	\$7.25	\$36.25	\$10.00	\$50.00
7	REMOVE EXISTING BITUMINOUS DRIVEWAY	SQ YD	150.00	\$10.00	\$1,500.00	\$6.01	\$901.50	\$9.24	\$1,386.00	\$8.00	\$1,200.00	\$10.00	\$1,500.00
8	REMOVE EXISTING CONCRETE DRIVEWAY	SQ YD	10.00	\$10.00	\$100.00	\$20.00	\$200.00	\$9.24	\$92.40	\$23.00	\$230.00	\$25.00	\$250.00
9	REMOVE EXCESS MILLINGS	LUMP SUM	1.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$4,620.00	\$4,620.00	\$6,100.00	\$6,100.00	\$4,000.00	\$4,000.00
10	SALVAGE & INSTALL MAILBOX BANK	LUMP SUM	1.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$330.00	\$330.00	\$1,000.00	\$1,000.00	\$700.00	\$700.00
11	STREET SWEEPER W/PICKUP BROOM	HOUR	8.00	\$150.00	\$1,200.00	\$145.00	\$1,160.00	\$165.00	\$1,320.00	\$175.00	\$1,400.00	\$200.00	\$1,600.00
12	6" RECLAIMED PAVEMENT AND AGGREGATE BASE (P)	SQ YD	1890.00	\$2.50	\$4,725.00	\$5.00	\$9,450.00	\$2.97	\$5,613.30	\$6.00	\$11,340.00	\$5.00	\$9,450.00
13	1.5" BITUMINOUS WEARING COURSE	TON	160.00	\$100.00	\$16,000.00	\$108.40	\$17,344.00	\$118.75	\$19,000.00	\$116.00	\$18,560.00	\$115.00	\$18,400.00
14	2" BITUMINOUS BASE	TON	210.00	\$100.00	\$21,000.00	\$94.75	\$19,897.50	\$108.40	\$22,764.00	\$107.00	\$22,470.00	\$95.00	\$19,950.00
15	BITUMINOUS TACK COAT	GAL	100.00	\$5.00	\$500.00	\$3.50	\$350.00	\$3.00	\$300.00	\$2.00	\$200.00	\$2.50	\$250.00
16	D412 CONCRETE CURB & GUTTER DESIGN	LIN FT	1100.00	\$30.00	\$33,000.00	\$24.77	\$27,247.00	\$24.20	\$26,620.00	\$20.00	\$22,000.00	\$22.00	\$24,200.00
17	6" CONCRETE DRIVEWAY (6" BEDDING INCLUDED)	SQ FT	90.00	\$15.00	\$1,350.00	\$9.22	\$829.80	\$11.00	\$990.00	\$23.00	\$2,070.00	\$13.00	\$1,170.00
18	2.5" BITUMINOUS DRIVEWAY (6" BEDDING INCLUDED)	SQ YD	200.00	\$40.00	\$8,000.00	\$41.00	\$8,200.00	\$29.37	\$5,874.00	\$50.00	\$10,000.00	\$46.50	\$9,300.00
19	4" PE PIPE DRAIN TILE W/ COARSE FILTER AGGREGATE	LIN FT	400.00	\$10.00	\$4,000.00	\$10.32	\$4,128.00	\$28.82	\$11,528.00	\$8.55	\$3,420.00	\$20.00	\$8,000.00
20	4" STORM SEWER SERVICE (INCL. TEE, 20' PIPE, INSULATION & APPURTENANCES)	EACH	3.00	\$250.00	\$750.00	\$550.00	\$1,650.00	\$748.00	\$2,244.00	\$250.00	\$750.00	\$700.00	\$2,100.00
21	CONNECT DRAIN TILE TO EXISTING CATCH BASIN	EACH	1.00	\$1,000.00	\$1,000.00	\$516.00	\$516.00	\$715.00	\$715.00	\$540.00	\$540.00	\$1,300.00	\$1,300.00
22	INLET PROTECTION	EACH	2.00	\$150.00	\$300.00	\$154.80	\$309.60	\$165.00	\$330.00	\$150.00	\$300.00	\$200.00	\$400.00
23	ROCK CONSTRUCTION ENTRANCE	EACH	1.00	\$500.00	\$500.00	\$100.00	\$100.00	\$440.00	\$440.00	\$600.00	\$600.00	\$800.00	\$800.00
24	TEMPORARY SEEDING (INC. SEED MIXTURES, MULCH, DISK ANCHORING, FERTILIZER AND PERMANENT SEEDING (INC. SEED MIXTURES, MULCH, DISK ANCHORING, FERTILIZER AND TOPSOIL BORROW (LV)	SQ YD	2500.00	\$1.50	\$3,750.00	\$1.03	\$2,575.00	\$0.10	\$250.00	\$0.15	\$375.00	\$0.20	\$500.00
25	TEMPORARY SEEDING (INC. SEED MIXTURES, MULCH, DISK ANCHORING, FERTILIZER AND TOPSOIL BORROW (LV)	SQ YD	2500.00	\$1.50	\$3,750.00	\$2.58	\$6,450.00	\$0.10	\$250.00	\$2.25	\$5,625.00	\$2.40	\$6,000.00
26	TEMPORARY SEEDING (INC. SEED MIXTURES, MULCH, DISK ANCHORING, FERTILIZER AND TOPSOIL BORROW (LV)	CU YD	100.00	\$35.00	\$3,500.00	\$55.00	\$5,500.00	\$5.50	\$550.00	\$36.00	\$3,600.00	\$58.00	\$5,800.00
TOTAL SCHEDULE A					\$115,875.00		\$119,538.40		\$124,511.70		\$134,081.25		\$146,370.00
SCHEDULE B - CITY HALL PARKING LOT													
27	FULL DEPTH SAWCUT BITUMINOUS PAVEMENT	LIN FT	70.00	\$5.00	\$350.00	\$3.00	\$210.00	\$3.00	\$210.00	\$2.40	\$168.00	\$4.00	\$280.00
28	FULL DEPTH SAWCUT CONCRETE PAVEMENT	LIN FT	50.00	\$10.00	\$500.00	\$4.00	\$200.00	\$5.00	\$250.00	\$4.00	\$200.00	\$10.00	\$500.00
29	FULL DEPTH SAWCUT CURB AND GUTTER	LIN FT	5.00	\$10.00	\$50.00	\$4.00	\$20.00	\$10.00	\$50.00	\$7.25	\$36.25	\$10.00	\$50.00
30	REMOVE EXISTING BITUMINOUS PAVEMENT	SQ YD	1950.00	\$2.00	\$3,900.00	\$2.75	\$5,362.50	\$6.60	\$12,870.00	\$3.00	\$5,850.00	\$1.50	\$2,925.00
31	REMOVE EXISTING CONCRETE DRIVEWAY	SQ YD	100.00	\$10.00	\$1,000.00	\$15.48	\$1,548.00	\$15.95	\$1,595.00	\$5.70	\$570.00	\$20.00	\$2,000.00
32	REMOVE CONCRETE CURB AND GUTTER	LIN FT	70.00	\$10.00	\$700.00	\$5.16	\$361.20	\$8.80	\$616.00	\$3.65	\$255.50	\$10.00	\$700.00
33	STREET SWEEPER W/PICKUP BROOM	HOUR	6.00	\$150.00	\$900.00	\$145.00	\$870.00	\$165.00	\$990.00	\$175.00	\$1,050.00	\$200.00	\$1,200.00
34	COMMON EXCAVATION	CU YD	325.00	\$15.00	\$4,875.00	\$26.00	\$8,450.00	\$19.80	\$6,435.00	\$13.75	\$4,468.75	\$30.00	\$9,750.00
35	AGGREGATE BASE, CLASS 5	CU YD	325.00	\$15.00	\$4,875.00	\$24.25	\$7,881.25	\$20.35	\$6,613.75	\$50.00	\$16,250.00	\$30.00	\$9,750.00
36	1.5" BITUMINOUS WEARING COURSE	TON	210.00	\$85.00	\$17,850.00	\$108.40	\$22,764.00	\$118.75	\$24,937.50	\$113.00	\$23,730.00	\$115.00	\$24,150.00
37	2" BITUMINOUS BASE	TON	260.00	\$80.00	\$20,800.00	\$94.75	\$24,635.00	\$108.40	\$28,184.00	\$104.00	\$27,040.00	\$98.00	\$25,480.00
38	BITUMINOUS TACK COAT	GAL	150.00	\$5.00	\$750.00	\$3.50	\$525.00	\$3.00	\$450.00	\$2.00	\$300.00	\$2.50	\$375.00
39	D412 CONCRETE CURB & GUTTER DESIGN	LIN FT	70.00	\$50.00	\$3,500.00	\$20.64	\$1,444.80	\$27.50	\$1,925.00	\$25.00	\$1,750.00	\$26.25	\$1,837.50
40	8" CONCRETE DRIVEWAY (6" BEDDING INCLUDED)	SQ FT	560.00	\$20.00	\$11,200.00	\$10.25	\$5,740.00	\$8.80	\$4,928.00	\$12.00	\$6,720.00	\$11.00	\$6,160.00
41	INLET PROTECTION	EACH	2.00	\$150.00	\$300.00	\$154.80	\$309.60	\$165.00	\$330.00	\$150.00	\$300.00	\$200.00	\$400.00
TOTAL SCHEDULE B					\$71,550.00		\$80,321.35		\$90,384.25		\$88,688.50		\$85,557.50
SUMMARY													
TOTAL SCHEDULE A					\$115,875.00		\$119,538.40		\$124,511.70		\$134,081.25		\$146,370.00
TOTAL SCHEDULE B					\$71,550.00		\$80,321.35		\$90,384.25		\$88,688.50		\$85,557.50
GRAND TOTAL BID					\$187,425.00		\$199,859.75		\$214,895.95		\$222,769.75		\$231,927.50

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TABULATION OF BIDS

SEH NO.: HOLD1 180279
 NAME: 2025 NORTH HIGH COURT AND CITY HALL PAVING IMPROVEMENTS
 OWNER: CITY OF HOLDINGFORD, MN
 BID DATE: 10:00 A.M., WEDNESDAY, MARCH 5, 2025

ITEM	DESCRIPTION	UNIT	QUANTITY	5 LARSON EXCAVATING		6 GERTKEN BROTHERS		7 BURSKI EXCAVATING		8 MID MINNESOTA	
				UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL	UNIT COST	TOTAL
SCHEDULE A - NORTH HIGH COURT											
1	MOBILIZATION	LUMP SUM	1.00	\$35,958.00	\$35,958.00	\$24,000.00	\$24,000.00	\$20,000.00	\$20,000.00	\$14,500.00	\$14,500.00
2	DEWATERING	LUMP SUM	1.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$4,500.00	\$4,500.00	\$550.00	\$550.00
3	TRAFFIC CONTROL	LUMP SUM	1.00	\$500.00	\$500.00	\$1,500.00	\$1,500.00	\$1,750.00	\$1,750.00	\$1,350.00	\$1,350.00
4	FULL DEPTH SAWCUT BITUMINOUS PAVEMENT	LIN FT	250.00	\$4.00	\$1,000.00	\$4.50	\$1,125.00	\$6.00	\$1,500.00	\$2.00	\$500.00
5	FULL DEPTH SAWCUT CONCRETE PAVEMENT	LIN FT	15.00	\$4.00	\$60.00	\$7.00	\$105.00	\$8.00	\$120.00	\$6.00	\$90.00
6	FULL DEPTH SAWCUT CURB AND GUTTER	LIN FT	5.00	\$10.00	\$50.00	\$25.00	\$125.00	\$15.00	\$75.00	\$8.80	\$44.00
7	REMOVE EXISTING BITUMINOUS DRIVEWAY	SQ YD	150.00	\$5.00	\$750.00	\$6.00	\$900.00	\$5.00	\$750.00	\$20.00	\$3,000.00
8	REMOVE EXISTING CONCRETE DRIVEWAY	SQ YD	10.00	\$5.00	\$50.00	\$18.00	\$180.00	\$45.00	\$450.00	\$55.00	\$550.00
9	REMOVE EXCESS MILLINGS	LUMP SUM	1.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00	\$14,500.00	\$14,500.00	\$1,100.00	\$1,100.00
10	SALVAGE & INSTALL MAILBOX BANK	LUMP SUM	1.00	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$350.00	\$350.00	\$1,000.00	\$1,000.00
11	STREET SWEEPER W/PICKUP BROOM	HOUR	8.00	\$10.00	\$80.00	\$150.00	\$1,200.00	\$145.00	\$1,160.00	\$155.00	\$1,240.00
12	6" RECLAIMED PAVEMENT AND AGGREGATE BASE (P)	SQ YD	1890.00	\$14.04	\$26,535.60	\$3.00	\$5,670.00	\$1.10	\$2,079.00	\$9.74	\$18,408.60
13	1.5" BITUMINOUS WEARING COURSE	TON	160.00	\$108.63	\$17,380.80	\$140.00	\$22,400.00	\$127.00	\$20,320.00	\$138.00	\$22,080.00
14	2" BITUMINOUS BASE	TON	210.00	\$89.76	\$18,849.60	\$118.00	\$24,780.00	\$105.00	\$22,050.00	\$120.00	\$25,200.00
15	BITUMINOUS TACK COAT	GAL	100.00	\$2.30	\$230.00	\$15.00	\$1,500.00	\$2.58	\$258.00	\$2.00	\$200.00
16	D412 CONCRETE CURB & GUTTER DESIGN	LIN FT	1100.00	\$19.36	\$21,296.00	\$20.00	\$22,000.00	\$23.00	\$25,300.00	\$26.40	\$29,040.00
17	6" CONCRETE DRIVEWAY (6" BEDDING INCLUDED)	SQ FT	90.00	\$74.26	\$6,683.40	\$65.00	\$5,850.00	\$75.00	\$6,750.00	\$7.70	\$693.00
18	2.5" BITUMINOUS DRIVEWAY (6" BEDDING INCLUDED)	SQ YD	200.00	\$44.88	\$8,976.00	\$30.00	\$6,000.00	\$58.00	\$11,600.00	\$65.00	\$13,000.00
19	4" PE PIPE DRAIN TILE W/ COARSE FILTER AGGREGATE	LIN FT	400.00	\$16.32	\$6,528.00	\$18.00	\$7,200.00	\$23.00	\$9,200.00	\$11.00	\$4,400.00
20	4" STORM SEWER SERVICE (INCL. TEE, 20' PIPE, INSULATION & APPURTENANCES)	EACH	3.00	\$1,205.74	\$3,617.22	\$600.00	\$1,800.00	\$850.00	\$2,550.00	\$366.67	\$1,100.01
21	CONNECT DRAIN TILE TO EXISTING CATCH BASIN	EACH	1.00	\$1,055.01	\$1,055.01	\$1,000.00	\$1,000.00	\$1,800.00	\$1,800.00	\$550.00	\$550.00
22	INLET PROTECTION	EACH	2.00	\$100.00	\$200.00	\$250.00	\$500.00	\$195.00	\$390.00	\$165.00	\$330.00
23	ROCK CONSTRUCTION ENTRANCE	EACH	1.00	\$500.00	\$500.00	\$600.00	\$600.00	\$3,500.00	\$3,500.00	\$2,500.00	\$2,500.00
24	TEMPORARY SEEDING (INC. SEED MIXTURES, MULCH, DISK ANCHORING, FERTILIZER AND PERMANENT SEEDING (INC. SEED MIXTURES, MULCH, DISK ANCHORING, FERTILIZER AND TOPSOIL BORROW (LV)	SQ YD	2500.00	\$0.10	\$250.00	\$0.50	\$1,250.00	\$0.70	\$1,750.00	\$0.17	\$425.00
25	PERMANENT SEEDING (INC. SEED MIXTURES, MULCH, DISK ANCHORING, FERTILIZER AND TOPSOIL BORROW (LV)	SQ YD	2500.00	\$1.02	\$2,550.00	\$2.75	\$6,875.00	\$3.62	\$9,050.00	\$2.48	\$6,200.00
26	TOPSOIL BORROW (LV)	CU YD	100.00	\$10.00	\$1,000.00	\$35.00	\$3,500.00	\$50.00	\$5,000.00	\$55.00	\$5,500.00
TOTAL SCHEDULE A					\$159,599.63		\$149,060.00		\$166,752.00		\$153,550.61
SCHEDULE B - CITY HALL PARKING LOT											
27	FULL DEPTH SAWCUT BITUMINOUS PAVEMENT	LIN FT	70.00	\$4.00	\$280.00	\$4.50	\$315.00	\$5.00	\$350.00	\$2.00	\$140.00
28	FULL DEPTH SAWCUT CONCRETE PAVEMENT	LIN FT	50.00	\$4.00	\$200.00	\$7.00	\$350.00	\$6.00	\$300.00	\$6.00	\$300.00
29	FULL DEPTH SAWCUT CURB AND GUTTER	LIN FT	5.00	\$10.00	\$50.00	\$25.00	\$125.00	\$12.00	\$60.00	\$8.80	\$44.00
30	REMOVE EXISTING BITUMINOUS PAVEMENT	SQ YD	1950.00	\$2.00	\$3,900.00	\$6.00	\$11,700.00	\$1.30	\$2,535.00	\$4.55	\$8,872.50
31	REMOVE EXISTING CONCRETE DRIVEWAY	SQ YD	100.00	\$5.00	\$500.00	\$18.00	\$1,800.00	\$15.00	\$1,500.00	\$5.50	\$550.00
32	REMOVE CONCRETE CURB AND GUTTER	LIN FT	70.00	\$5.00	\$350.00	\$20.00	\$1,400.00	\$6.00	\$420.00	\$5.50	\$385.00
33	STREET SWEEPER W/PICKUP BROOM	HOUR	6.00	\$10.00	\$60.00	\$150.00	\$900.00	\$145.00	\$870.00	\$155.00	\$930.00
34	COMMON EXCAVATION	CU YD	325.00	\$30.00	\$9,750.00	\$22.00	\$7,150.00	\$22.00	\$7,150.00	\$37.55	\$12,203.75
35	AGGREGATE BASE, CLASS 5	CU YD	325.00	\$35.00	\$11,375.00	\$34.00	\$11,050.00	\$33.00	\$10,725.00	\$45.00	\$14,625.00
36	1.5" BITUMINOUS WEARING COURSE	TON	210.00	\$108.63	\$22,812.30	\$130.00	\$27,300.00	\$127.00	\$26,670.00	\$121.00	\$25,410.00
37	2" BITUMINOUS BASE	TON	260.00	\$93.84	\$24,398.40	\$117.00	\$30,420.00	\$110.00	\$28,600.00	\$136.00	\$35,360.00
38	BITUMINOUS TACK COAT	GAL	150.00	\$2.30	\$345.00	\$11.00	\$1,650.00	\$2.58	\$387.00	\$2.00	\$300.00
39	D412 CONCRETE CURB & GUTTER DESIGN	LIN FT	70.00	\$26.50	\$1,855.00	\$25.00	\$1,750.00	\$30.00	\$2,100.00	\$26.40	\$1,848.00
40	8" CONCRETE DRIVEWAY (6" BEDDING INCLUDED)	SQ FT	560.00	\$14.18	\$7,940.80	\$10.00	\$5,600.00	\$13.00	\$7,280.00	\$8.80	\$4,928.00
41	INLET PROTECTION	EACH	2.00	\$100.00	\$200.00	\$250.00	\$500.00	\$195.00	\$390.00	\$165.00	\$330.00
TOTAL SCHEDULE B					\$84,016.50		\$102,010.00		\$89,337.00		\$106,226.25
SUMMARY											
TOTAL SCHEDULE A					\$159,599.63		\$149,060.00		\$166,752.00		\$153,550.61
TOTAL SCHEDULE B					\$84,016.50		\$102,010.00		\$89,337.00		\$106,226.25
GRAND TOTAL BID					\$243,616.13		\$251,070.00		\$256,089.00		\$259,776.86

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Feb 2025

Maintenance Report

- Dropping off the bad waste water mixer for warranty work next week.
- Pulled raw well water samples for analysis on well 2 to dial in our dosage rates for ortho poly
- Working on annual Biosolids report for MPCA.
- Completed the MDH requirement for completing the optimal corrosion control treatment recommendation form, due March 31st.
- Several snow events and maint to snow removal equipment.
- Attended the MRWA technical conference for continuing education credits
- Looking for 10 more homes to add to the copper and lead testing list for April.

Month	Well #2	Well #3	Total Gallons	Influent Flow	I & I	Precipitation
January	January	1,591,000	0	1,591,000	1,737,000	146,000
February	February	1,141,000	0	1,141,000	1,449,000	308,000
March						

HMLS February 2025

We are -\$2000 for the year. We had a few bigger liquor and wine buys that attributed to this. The lack of snow was a huge factor in the fun run low numbers and no snowmobile traffic. Keep in mind it is typical to be negative until after Holdingford Daze.

Had a good start to the year. Dart leagues and the Tournament went over well. Bands have been producing a profit. Margins on Mondays are higher now that it is a 1 person shift and then shortened hours. I will continue to watch hours on Monday and possible adjustment to open again Sundays in the fall...

March has band booked along with April and July I am working with a few other bands to book and the possibility of another dart tourney.

Health inspection passed without issue.

Clerks' Report March, 2025

2024 Financial audit is April 7th-10th. Council member may receive a call from the Auditors for a fraud interview.

The Lawsuit against Jared Hillesheim is concluded. Jared plead guilty to the charges, however they will be stayed if he follows the terms of his probation for the next 5 years. (will go from a felony to a petty misdemeanor. He was charged with a \$500 fine and restitution to the City which he has set up monthly payments to resolve.

LMCIT property/casual insurance annual premiums will be due this month, as well as workers comp coverage.

Cleaned up the Mayor's office and library space, making them more usable again.

Planning for spring conferences and vacations, which will cause City Hall closures.

Townships have been billed for the first ½ of 2025

Will be gone for Clerk's Training, conference and vacation this spring.

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

ORDINANCE NO. 2025-03-10-1

**AN ORDINANCE AMENDING CHAPTER 91 OF THE HOLDINGFORD CITY CODE
PERTAINING TO KEEPING CHICKENS IN RESIDENTIAL AREAS**

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

SECTION 1. Chapter 91 of the Holdingford City Code is hereby amended by adding a new section 91.20 as follows:

‘ 91.20. – RESIDENTIAL CHICKENS

(A) Purpose and intent.

The keeping of chickens in residential areas provides a source of food and is an important part of life for some city residents, but if left unregulated, may pose a threat to public health and safety and may interfere with the residential character of certain neighborhoods. Notwithstanding section 91.04, it is the purpose and intent of this section to permit, with express rules and limitations, the keeping of chickens in such areas in a clean and sanitary manner so that they do not become a nuisance or become detrimental to the public health, safety, and welfare of the community.

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

- (1) *CHICKEN* means a domesticated bird of the species *Gallus gallus domesticus* that serves as a source of food.
- (2) *CHICKEN COOP* means structure for the keeping and housing of chickens.
- (3) *HEN* means a female chicken.
- (4) *ROOSTER* means a male chicken.
- (5) *RUN* means an enclosed area attached to a chicken coop where chickens can roam unsupervised.

(C) Permit required; application.

- (1) *Permit Required.* No person shall keep one or more chickens on a residential lot less than ten acres in size in the city without a permit to do so issued by the city. A permit will be issued administratively pursuant to the provisions of this section, by city staff, provided that the applicant has met all requirements of this section. Permits are non-transferrable and non-assignable. If a permit holder moves from the property but the chickens remain on the property, the new owner must apply for a new permit.

DRAFT FOR DISCUSSION

- (2) *Permit Term.* A permit issued by the city under this section will allow chickens for one year following its issuance. Renewals shall be administered through the same process as the initial permit issuance.
- (3) *Permit Applications.* The permit application or any renewal shall be made by any person occupying the property. Application forms are available from the city and must be completed in full and accompanied by the appropriate permit fee as established by the city council in its fee schedule.
- (4) *Review.* Upon receipt of an application and payment of the requisite fee, the City Clerk-Treasurer, or his or her designee, will determine if the application is complete. An application will be considered complete if all required information is provided and the fee is paid. If staff determines that the application is incomplete, they will inform the applicant of any information that is missing. If the application is complete, the city will make investigation to verify that the information provided with the application is true and accurate. Following any review deemed necessary, in the city's sole discretion, staff will issue the permit administratively unless the circumstances indicate non-compliance or an inability to comply with any applicable requirement of state or local law, in which case staff will deny the application and inform the applicant of any and all reasons why.
- (5) *Exception.* No permit is required under this section for the keeping of chickens in the R-A zoning district, provided, however, that all other applicable state and local requirements must be strictly adhered to when keeping chickens in said locations.

(D) *Chicken general requirements.* In addition to maintaining a valid city permit, any person keeping chickens pursuant to this section shall adhere to all requirements below. No permit shall be issued under this section unless an applicant demonstrates an ability to comply with such requirements.

- (1) Chickens shall be kept in a coop or other similar type of structure. No free range keeping of chickens is allowed.
- (2) All keeping of chickens shall be for personal use.
- (3) A maximum of twelve (12) hens may be kept.
- (4) The keeping of roosters is strictly prohibited.
- (5) The property shall be maintained in neat and sanitary condition so as not to become a public nuisance. The construction and use of any enclosures or pens and storage areas shall comply with all applicable building codes, to any extent applicable, and this section.
- (6) Chickens must not be permanently kept inside of a residential house or in an attached or detached garage, except that chickens under the age of six (6) weeks may be kept inside for brooding purposes.
- (7) Slaughtering and processing of chickens on the property is prohibited.

- (8) No chicken may be kept or raised in a manner as to cause injury or annoyance to persons or other animals on other property in the vicinity by reason of noise, odor, or filth.
- (9) Only chickens are allowed under this section. The keeping of other types of farm animals, poultry or birds, including, but certainly not limited to, pigs, sheep, goats, cows, ducks, geese, swans, pheasants, pigeons, peacocks, turkeys, emus, and ostriches, is strictly prohibited.

(E) Chicken coop/run requirements. All permit holders shall adhere to the following requirements below related to chicken coops and runs. No permit shall be issued under this section unless an applicant can demonstrate an ability to comply with such requirements.

- (1) Chickens must be provided with a secure and well-ventilated roofed chicken coop in compliance with this section. Any chicken coop and run fencing must be consistent with building and zoning codes, to any extent applicable, except that coops shall not be included toward the maximum number of allowable accessory structures.
- (2) No chicken coop or run shall be constructed on any lot prior to the time of Certificate of Occupancy of the principal structure.
- (3) A chicken coop and run must be located in the rear yard, with the exception of corner lots. A chicken coop and run may be located in the side yard of a corner lot but may not encroach into the front yard setback. For the avoidance of doubt, chicken coops and runs shall not be located in any front yard under any circumstance or in any side yard except in the case of a corner lot.
- (4) A chicken coop or run shall be set back at least ten feet from the property line, including the right of way, and 20 feet from the principal structure on any adjacent lot, as measured in all directions. Measurement shall be a straight-line distance between the closest points on each structure. The requirements in this paragraph are in addition to any setback requirements for accessory structures contained in the city's zoning regulations. If these requirements conflict with any such setback requirements, the stricter regulation shall apply.
- (5) The chicken coop must be enclosed, wind and weatherproof, and have sufficient natural light.
- (6) All chicken coops must have a minimum two square feet per chicken, must be elevated with a clear open space of at least nine inches between the ground and the floor or framing of the coop, and must not exceed six feet in total height. The coop's floor, foundation or footings must be constructed in such a manner as to make the coop rodent-resistant.
- (7) Chicken runs must be a minimum of three-square feet per chicken with fencing to contain chickens. Chicken runs must not exceed six feet in total height. Runs may be enclosed with wood and/or woven wire materials and may allow chickens to contact the ground. Runs must have a protective overhead netting or be constructed under the coop to keep

the chickens separated from other nearby animals. The run must be constructed in such a manner as to make it rodent-resistant.

- (8) Chicken grains and feed must be stored in rodent-proof and racoon-proof containers inside a structure.
- (9) Only one chicken coop and one run may be constructed on any lot.

(F) Inspections; enforcement.

- (1) Any property permitted to have chickens under this section, including any chicken coop or run located thereon, may be inspected at any reasonable time by authorized city staff to inspect for compliance with this section and any other applicable laws and regulations.
- (2) A failure to meet any of the requirements outlined in this section may result in an immediate written order to correct the violation(s) by city staff or local law enforcement. A failure to abide by such an order is considered a violation of this section.
- (3) Any permit requested or issued pursuant to this section may be denied or revoked by a city official if the permit holder has violated any part of this section or any other applicable regulation related to the keeping of chickens. Falsification of information required for a permit is also grounds for denial or revocation of a permit. The adverse action will become final if the holder does not file an appeal pursuant to this paragraph. When taking adverse action on any permit requested or issued under this section, the city official shall provide the applicant or permit holder, as the case may be, with written notice of the adverse action and reasons for said adverse action. The notice shall inform the person of their right to be heard before the City Council by requesting a hearing within 10 calendar days. The City Council shall only conduct a hearing on an adverse action if such a request is made by the aggrieved party in writing within that 10-day period. If a request for a hearing is properly made, the City Council shall conduct the hearing at a City Council meeting within 45 days of the aggrieved party's request, and following such hearing, the City Council shall issue the city's final decision based on its findings.

(G) Violations. Any person who violates any provision of this section shall also be guilty of a misdemeanor, and upon conviction may be subject to no more than the maximum penalties provided in Minnesota Statutes, section 609.02, subd. 3, as amended. Each day a violation continues to exist shall constitute a separate offense. Nothing herein shall preclude the city from enforcing this section through other available mechanisms, including, but certainly not limited to, a civil action seeking injunctive relief or any other remedy in law or equity.

SECTION 2. The City of Holdingford's official fee schedule is hereby amended by adding the following application fee for chicken permits:

<u>Chicken Permit</u>	<u>\$25.00</u>
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SECTION 3. This ordinance shall take effect following its adoption and publication in accordance with law.

Adopted by the Holdingford City Council on this 10th day of March, 2025.

CITY OF HOLDINGFORD:

ATTEST:

Travis Harlander, Mayor

Nicky Lahr, City Clerk-Treasurer

**CITY OF HOLDINGFORD
RESOLUTION NO. 2025-3-10-3
STEARNS COUNTY, MINNESOTA**

**A RESOLUTION APPROVING PUBLICATION OF
ORDINANCE NO. 2025-03-10-1BY TITLE AND SUMMARY**

WHEREAS, the City Council of the City of Holdingford has adopted Ordinance No. 2025-03-10-1 entitled “**AN ORDINANCE AMENDING CHAPTER 91 OF THE HOLDINGFORD CITY CODE PERTAINING TO KEEPING CHICKENS IN RESIDENTIAL AREAS.**”; and

WHEREAS, the ordinance is approximately five pages in length; and

WHEREAS, Minnesota Statutes, section 412.191, subd. 4 allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

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

**SUMMARY PUBLICATION
ORDINANCE NO. 2025-03-10-1
AN ORDINANCE AMENDING CHAPTER 91 OF THE HOLDINGFORD CITY CODE
PERTAINING TO KEEPING CHICKENS IN RESIDENTIAL AREAS**

On March 10, 2025, the City Council of the City of Holdingford adopted Ordinance No. 2025-03-10-1, the title of which is stated above. The Ordinance adds new section 91-20 to the Holdingford City Code, which establishes regulations regarding the keeping of residential backyard chickens within the City. The new regulations forth various requirements related to the keeping of backyard chickens, including establishing various definitions, permit requirements, cleanliness and sanitation standards, chicken coop/run standards, as well as City inspection and enforcement provisions. The text of Ordinance No. 2025-03-10-1is available for inspection at Holdingford City Hall during regular business hours.

NOW, THEREFORE, IT IS HEREBY FURTHER RESOLVED by the City Council of the City of Holdingford that the City Clerk/Treasurer is directed to publish the above summary in lieu of publication of the entire ordinance, and is further directed to post a copy of the entire text of the ordinance in the community library, if there is one, or if not, in any other public location of staff’s choosing. In addition, a printed copy of the ordinance is available for inspection by any person during regular office hours at Holdingford City Hall.

Adopted by the Holdingford City Council on this 10th day of March, 2025.

CITY OF HOLDINGFORD:

ATTEST:

Travis Harlander, Mayor

Nicky Lahr, City Clerk-Treasurer



THE
JENSEN LITIGATION FIRM
PLLC

March 7, 2025

VIA EMAIL

Council Members
City of Holdingford
Email: clerk@holdingford.gov

Re: Holdingford Hillside Trailer Park, LLP

Dear Council Members:

I am an attorney representing Holdingford Hillside Trailer Park, LLP.

There is a council meeting scheduled for Monday, March 10, 2025 at 7:00 p.m. Steve Andersen, a co-owner of Holdingford Hillside Trailer Park, LLP, and I previously penciled ourselves in for the meeting. Yesterday, the Clerk indicated that they wanted us to appear at 6:00 p.m.

Unfortunately, my client and I are no longer able to appear on Monday. However, I do not want to you to conclude that we are avoiding a conversation with the City. We have previously expressed our openness to a discussion with the City about issues with this park. I am sending this letter in lieu of our in-person appearance so that the Council can better understand our perspective.

As the Council may know, this manufactured home park within the City of Holdingford has been existence for many years. More recently, the park was co-owned and operated by the Kunstleben family and David Hagemann. I do not know what kind of relationship they had with the City or exactly how smoothly the park was operated. I gather that the City had some issues with the way the park was previously operated.

Without going into details, Mr. Andersen had significant issues with the purchase of this park that led to litigation. In recent months, Holdingford Hillside Trailer Park, LLP finally became the full owner of the real estate that comprises the park. Robert Kunstleben, a former co-owner, resided in the park until approximately the end of 2024. Except for a few remaining issues with Mr. Kunstleben's conservator, the disputes have been resolved.

Mr. Andersen has encountered many challenges with this park. Initially, he had to pay significant unpaid property taxes and assessments when he acquired a partial interest in the park. Also, utility arrearages have taken time to pay down. Additionally, he had to perform significant cleanup efforts to the park when he took an interest in it. Further, there has been low occupancy in the park and issues with collection of rent. I understand that there are

currently only one or two paying renters in the park. As a result, there are limited resources presently available to drastically develop or improve the park.

Mr. Andersen intends to continue the use of this property as a manufactured home park. Ideally, he would increase occupancy and perhaps bring in further homes to be owned by Holdingford Hillside Trailer Park, LLP. If homes are brought into the park, we would review any permitting requirements at that time. My brief review of the City's ordinances did not reveal any specific move-in type ordinance for manufactured homes and I am unclear whether other generic ordinances apply to houses being moved in. I understand that the City takes the position that some type of permitting is required.

Mr. Anderson also has interest in improving some aspects of the park infrastructure and the existing homes in it. These would be long-term goals and the timing of improvements would be dependent on the ability to generate cash flow. Undoubtedly, Mr. Andersen intends to make this park a better place. That would serve the interests of all interested parties. I understand that over the past year or two, his involvement has resulted in incremental improvements to the operation of this park.

I gather that the City has concern about unoccupied homes in this park. This is an issue that would be part of Mr. Andersen's goals but dependent on resources. I would caution council members that the existence of older, unoccupied homes in a park does not justify action by a city. In recent years, I was involved in a case where a city issued an abatement order claiming that an unoccupied home moved into a park was a nuisance and had to be demolished. After a trial, a district court judge concluded that the city's abatement order was unsupported and that the home was not a nuisance. The home was allowed to remain in place and be improved by the park owners. While Mr. Andersen would get any necessary permits if he was to improve homes in this park, the City should exercise some restraint as to any formal action.

Manufactured home parks in Minnesota require licensing. Counties administer the licenses, along with some involvement from the State. Cities generally do not supervise manufactured home park licenses. Mr. Andersen has confirmed with Stearns County that his park license is currently in good standing, that he is compliant with license requirements and regulations, and that he is able to continue operating this park in the City of Holdingford.

Because this park has continuously been used as a park in Holdingford for years, it receives the benefit of grandfathering of rules and ordinances that were in place when it began operating. While I am aware that the City of Holdingford has updated various aspects of its Ordinance for manufactured home parks in the City, I do not believe that the new rules apply to this park. For example, the City should not micromanage the layout and setback of homes within this park due to grandfathering of existing rules.

While I understand that the City and Mayor Harlander (a neighboring owner to the park) have an interest in seeing improvements, changes to this park will not happen overnight. Changes will depend on resources and the ability to attract new residents to the park. If the city is aware of any grants or government resources available to this manufactured home park, we are open to suggestions.

We appreciate the opportunity for the Council to consider this letter as part of its meeting.

Sincerely,

Chris Jensen

Christopher A. Jensen
Attorney at Law

chris@jensenlawmn.com

Cc: Client (via email)

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

**RESOLUTION 25-3-10-1
HELPING HANDS OUTREACH**

WHEREAS, Helping Hands Outreach has applied for and submitted all necessary paperwork for a lawful gambling permit:

NOW, THEREFORE BE IT RESOLVED that the Holdingford City Council approve Resolution 25-3-10-1 to allow Helping Hands Outreach to hold Bingo on Saturday, July 12th, 2025, at the Holdingford Daze Event, 531 Main Street, Holdingford, MN.

Adopted by the Holdingford City Council this 10th day of March, 2025

Attest:

Travis Harlander
Mayor
City of Holdingford

Attest: Nicky Lahr
Clerk-Treasurer
City of Holdingford

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Helping Hands Outreach Previous Gambling Permit Number: X- 34257-24-015

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 01-0697213

Mailing Address: 531 Main Street PO Box 293

City: Holdingsford State: MN Zip: 56340 County: Stearns

Name of Chief Executive Officer (CEO): Denise Leahy

CEO Daytime Phone: 320-746-9960 CEO Email: denise.leahy@holdingsfordhelpinghands.org
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Helping Hands Outreach

Physical Address (do not use P.O. box): 531 Main Street

Check one:
 City: Holdingsford Zip: _____ County: _____
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): July 12th, 2025

Check each type of gambling activity that your organization will conduct:

- Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Denise Leech* Date: 2-3-2025
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Mail application with:

_____ a copy of your proof of nonprofit status; and

_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

This form will be made available in alternative format (i.e. large print, braille) upon request.

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

**RESOLUTION 25-03-10-2
Holdingford FFA Alumni Raffle**

WHEREAS, the Holdingford FFA Alumni has applied for and submitted all necessary paperwork for a lawful gambling permit:

NOW, THEREFORE BE IT RESOLVED that the Holdingford City Council approve Resolution 25-03-10-2 to allow the Holdingford FFA Alumni to hold a raffle with a total value of approximately \$3000 on October 20th, 2025, at the Holdingford High School.

Adopted by the Holdingford City Council this 10th day of March, 2025.

Attest:

Travis Harlander
Mayor
City of Holdingford

Attest: Nicky Lahr
Clerk-Treasurer
City of Holdingford

LG220 Application for Exempt Permit

<p>An exempt permit may be issued to a nonprofit organization that:</p> <ul style="list-style-type: none"> • conducts lawful gambling on five or fewer days, and • awards less than \$50,000 in prizes during a calendar year. <p>If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.</p>	<p>Application Fee (non-refundable)</p> <p>Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.</p> <p>Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.</p>
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ORGANIZATION INFORMATION

Organization Name: <u> </u> Holdingford FFA Alumni	Previous Gambling Permit Number: X- <u> </u> 93029-24-013
Minnesota Tax ID Number, if any: <u> </u> 3026257	Federal Employer ID Number (FEIN), if any: <u> </u> 45-4637688
Mailing Address: <u> </u> 36118 County Road 155	
City: <u> </u> Avon	State: <u> </u> MN
Zip: <u> </u> 56310	County: <u> </u> Stearns
Name of Chief Executive Officer (CEO): <u> </u> Loreli Yurczyk	
CEO Daytime Phone: <u> </u> 320-249-0696	CEO Email: <u> </u> lmyurczyk@gmail.com
<small>(permit will be emailed to this email address unless otherwise indicated below)</small>	
Email permit to (if other than the CEO): <u> </u>	

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal
 Religious
 Veterans
 Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Holdingford High School

Physical Address (do not use P.O. box): 900 5th Street

Check one:

City: Holdingford Zip: 56340 County: Stearns

Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): October 20, 2025

Check each type of gambling activity that your organization will conduct:

Bingo
 Paddlewheels
 Pull-Tabs
 Tipboards
 Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Loreli Yurczyk* Date: 2-25-25

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

Print Name: Loreli Yurczyk

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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<p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

CITY WIDE CLEAN-UP DAY

For residents of Holdingford

Saturday, May 17, 2025

9:00-12:00

DUMPSTERS WILL BE AT THE HISTORICAL MUSEUM.

City employees will be on hand to help unload items.

Accepted Items:

Lawn chairs, bikes, doors & windows, swing sets, carpet and padding, humidifiers, lawn mowers, toilets, sinks, grills, small TVs, computers, monitors, printers, stoves, microwaves, washing machines, dishwashers, dryers, water heaters, water softeners, refrigerators, freezers with no Freon or ammonia filled, air conditioners. All sizes of mattresses, box springs, couches, sofa chairs, sectionals and recliners, fiberglass tubs, console TVs and TVs over 36", Car and truck tires.

Items not accepted:

No building materials, such as wood, shingles, or siding from home remodeling. No branches, lawn clippings, regular garbage, or tractor tires. Hazardous materials will not be accepted, however, there will be a special pickup for this on June 26th.

**The following items are \$10 a piece
for disposal, with the first \$30 FREE:**

Tires, mattresses, box springs, couches, chairs, sectionals, recliners, fiberglass tubs, console TVs, and TVs greater than 36"

Questions? Call City Hall 746-2966 ext. 1