

Agenda for Monday, September 8<sup>th</sup>, 2025  
Holdingford City Council Meeting  
Public hearing for tax assessments for North High Court

Call to Order  
Pledge of Allegiance

Consent Agenda including:

1. Council Minutes from August
2. Financial documents and claims from August

**Guests:** Alan Fedor, repair quote for City Hall building  
Matt Spies with concerns about Hillside Trailer Park  
Linda Harlander requesting zoning change for 701 4<sup>th</sup> street West

**Department Reports:**

City Engineer's Report: Dave Blommel  
Fire Department Report: Keith Hommerding  
Emergency Manager: Amber Molitor  
Maintenance Department Report: Steve Horvath  
Liquor Store Report: Amy Opatz  
Land Use Committee Report: Seth Young  
Clerk's Report: Nicky Lahr

**Unfinished/Old Business:**

Jeff Ebnet utility hookup fee refund request (\$1800 paid, asking for \$1400 refund)

**New Business:**

Resolution 25-9-8-1 to approve bond in the amount of \$230,000 for upfitting the fire truck.  
Resolution 25-9-8-2 to change of language to ordinance 92.42  
Resolution 25-9-8-3 All Saints Gambling Permit request  
Lions project request for funds to replace shelter door and refurbish picnic tables  
Lions project to repair and repaint wooden train at trailhead  
Certify 2026 prelim levy at this meeting  
2026 Sheriff Contract

**Additional Agenda Items:**

**Looking Forward:**

**Notices Sent for Past Due Water Bills:** Braeden Paavola \$132.03; Dale Lunderg \$440.85; Robert Keil \$114.99; Roger Jensen \$664.26; Julia Jones \$142.50; Holdingford Hillside Trailer Park \$245.16; Joseph & Lana Doll \$354.76; Kevin Feia \$1643.02; Tawner Cleland \$729.47; Covered Bridge \$5697.22

Adjourn

**Work Session agenda:**

Corky's Carwash property

2026 preliminary levy

## Holdingsford City Council Minutes Monday, August 11, 2025.

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

**Others in attendance:** Nicky Lahr, Dave Blommel

Travis called the meeting to order at 7:01 p.m. and the Pledge of Allegiance was recited.

Jayme made a motion to approve the consent agenda, including July 14<sup>th</sup> Council minutes, July 28<sup>th</sup> Council minutes with a correction to the adjournment time changing 6:58 to 7:58, and July financial documents. Tim seconded the motion and it passed with all in favor.

Department reports:

Dave Blommel presented the engineer's report. He gave an update on North High Court, stating that the project was going very smoothly. He asked the Council how the assessments should be split for the project (by frontage or split equally). The Council members agreed that it should be split equally. Dave will prepare the assessments and work with Nicky to post the public hearing necessary for this. Dave said that the City Hall parking lot paving will begin as soon as Scepaniaks complete their retaining wall. He also shared the results of well testing that took place this spring. He said that the results indicated that the most promising new well location would be up by the High School, and would recommend a test drill on the water tower property. His main concern is having enough water available at that site.

Nicky gave the Clerk's report. She is working on the 2026 budget, and working out some issues with the online reservation system. She also mentioned that we received a call from a resident that lives on North High Court with concerns about the construction project. The concerns consisted of Trash left by the concrete contractor, voids in the concrete curbing, and scheduling issues that may affect someone that was having their home reroofed.

The Council reviewed four properties that were issued letters for ordinance violations. Eric made a motion to have citations issued to the property owners of 321 River Street West, 220 Cedar Street, 841 4<sup>th</sup> Street and 231 Gertrude Street. Jayme seconded the motion and it passed with all in favor. The Council also reviewed a letter submitted by Eric Kohorst, property owner of 130 River Street West in regards to floodplain ordinance violations. The letter stated that the City would need to drop the issues, accept responsibility and pay the bills if they want (the dirt/items) removed, or start court proceedings. Jayme made a motion to issue a citation. Seth seconded the motion and it passed with all in favor.

The Holdingsford Dance team requested a gambling permit for a raffle to be held in December. Tim made a motion to approve resolution 25-8-11-1 approving the permit. Seth seconded the motion and it passed with all in favor.

A request was made by the Holdingsford Chamber of Commerce to donate fall decorations to the City. Magnifi Financial volunteered to install and remove the decorations along Main Street annually. Jayme made a motion to approve the donation of Main Street decorations, and Tim seconded it. The motion passed with all in favor.

The City has two CDs at VersaBank that will mature on August 18<sup>th</sup>. Jayme made a motion to roll the Parks reserves account into another CD, and to pull out the general reserves CD to pay for the paving project. Tim seconded that motion and it passed with all in favor.

Jayme mentioned that several residents along North High Court were asking about utility forgiveness for watering their lawns due to seeding for the paving project. Tim mentioned that a fire hose with a reducer could be hooked up to the hydrants. It was determined that this may be too much for maintenance to manage. Instead, it was decided that

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

residents who would like water/sewer forgiveness should contact City Hall to let them know. Staff would then adjust the charges exceeding their average bills for the months of August and September.

Seth made a motion to adjourn the meeting at 7:55 p.m. Tim seconded the motion, and it passed with all in favor.

Looking forward: Next Council meeting is September 8<sup>th</sup>. City Hall is closed August 13-15, closing at noon on 8/21, Closing August 29<sup>th</sup> and September 1<sup>st</sup>.

Notices were sent for past due water bills: Tawner Cleland, Covered Bridge LLC, Joseph and Lana Doll, Kevin Feia, Roger Jensen, Josh Krueger, Dale Lundberg, and Jared Voudry.

Signed:

Nicky Lahr \_\_\_\_\_

City Clerk-Treasurer, Holdingford

DRAFT

**CITY OF HOLDINGFORD**

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**Checking**

**10100 NO DESCR**

**August 2025**

**Account Summary**

Beginning Balance on 8/1/2025	\$790,843.23	Cleared	\$990,708.03
+ Receipts/Deposits	\$297,781.16	Statement	\$990,708.03
- Payments (Checks and Withdrawals)	\$97,916.36	Difference	\$0.00
Ending Balance as of 8/31/2025	\$990,708.03		

**Cash Balance**

Active 101-10100 General Fund	\$282,857.00	Beginng Balance	\$790,843.23
Active 102-10100 Fire Fund	\$142,039.78	+ Total Deposits	\$300,782.66
Active 301-10100 General Debt Fund	\$23,675.38	- Checks Written	\$103,732.63
Active 302-10100 EDU Water-Sewer-Street Project	\$225,616.20	Check Book Balance	\$987,893.26
Active 306-10100 GO Equipment Certificate	\$0.00	Difference	\$0.00
Active 311-10100 TIF Dist 1 Housing	\$77.88		
Active 313-10100 TIF Dist 3 Two Rivers	-\$1,106.00		
Active 314-10100 TIF Dist 4 Berkon-Erythg Signs	\$0.00		
Active 401-10100 General Reserve	\$123,447.86		
Active 402-10100 Main Street Project	\$45,599.80		
Active 403-10100 Fire Dept Capital	\$80,151.54		
Active 404-10100 Parks Capital	\$5,214.95		
Active 405-10100 Maintenance Capital	\$3,225.84		
Active 406-10100 Magnifi Financial	\$96.16		
Active 601-10100 Water Fund	\$45,336.30		
Active 602-10100 Sewer Fund	-\$91,270.12		
Active 603-10100 Refuse Fund	\$11,579.81		
Active 604-10100 Liquor Fund	\$8,119.33		
Active 605-10100 USDA Rural Water Reserve	\$83,231.55		
Cash Balance	\$987,893.26		

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Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
Deposit	8.1.25 Deposit	8/1/2025	(\$11,929.74)	(\$11,929.74)	-	-
Deposit	20250804BANK0	8/4/2025	(\$6,507.40)	(\$6,507.40)	-	-
Deposit	20250801E030	8/4/2025	(\$305.96)	(\$305.96)	-	-
Deposit	20250801E020	8/4/2025	(\$414.25)	(\$414.25)	-	-
Deposit	Muni 7.28.25	8/4/2025	(\$186.50)	(\$186.50)	-	-
Deposit	Muni 7.29.25	8/4/2025	(\$441.00)	(\$441.00)	-	-
Deposit	Muni 7.30.25	8/4/2025	(\$314.50)	(\$314.50)	-	-
Deposit	Muni CC 7.30.25	8/4/2025	(\$333.75)	(\$333.75)	-	-
Deposit	Muni 7.31.25	8/4/2025	(\$502.50)	(\$502.50)	-	-
Deposit	Muni CC 73125	8/4/2025	(\$113.50)	(\$113.50)	-	-
Deposit	20250804E010	8/5/2025	(\$188.35)	(\$188.35)	-	-
Deposit	20250804E012	8/5/2025	(\$800.97)	(\$800.97)	-	-
Deposit	20250804E011	8/5/2025	(\$150.00)	(\$150.00)	-	-
Deposit	Muni 7.8.25	8/5/2025	\$620.00	-	\$620.00	-
Deposit	Deposit 8.11.25	8/6/2025	(\$2,260.52)	(\$2,260.52)	-	-
Deposit	20250805E000	8/7/2025	(\$391.53)	(\$391.53)	-	-
Deposit	20250811BANK0	8/11/2025	(\$8,820.53)	(\$8,820.53)	-	-
Deposit	20250808E000	8/12/2025	(\$100.00)	(\$100.00)	-	-
Deposit	20250811E010	8/13/2025	(\$90.99)	(\$90.99)	-	-
Deposit	20250811E000	8/13/2025	(\$111.46)	(\$111.46)	-	-
Deposit	20250813E000	8/14/2025	(\$100.00)	(\$100.00)	-	-
Deposit	Muni 8.1.25	8/14/2025	(\$444.75)	(\$444.75)	-	-
Deposit	Muni CC 8.1.25	8/14/2025	(\$338.25)	(\$338.25)	-	-
Deposit	Muni 8.2.25	8/14/2025	(\$621.24)	(\$621.24)	-	-
Deposit	Muni CC 8.2.25	8/14/2025	(\$407.25)	(\$407.25)	-	-
Deposit	Muni 8.4.25	8/14/2025	(\$331.50)	(\$331.50)	-	-
Deposit	Muni CC 8.4.25	8/14/2025	(\$68.75)	(\$68.75)	-	-
Deposit	Muni 8.5.25	8/14/2025	(\$315.50)	(\$315.50)	-	-
Deposit	Muni CC 8.5.25	8/14/2025	(\$192.00)	(\$192.00)	-	-
Deposit	Muni 8.6.25	8/14/2025	(\$266.75)	(\$266.75)	-	-
Deposit	Muni CC 8.6.25	8/14/2025	(\$220.75)	(\$220.75)	-	-
Deposit	Muni 8.7.25	8/14/2025	(\$408.75)	(\$408.75)	-	-
Deposit	Muni CC 8.7.25	8/14/2025	(\$475.25)	(\$475.25)	-	-
Deposit	Muni 8.8.25	8/14/2025	(\$936.75)	(\$936.75)	-	-
Deposit	Muni CC 8.8.25	8/14/2025	(\$239.00)	(\$239.00)	-	-
Deposit	Muni 8.9.25	8/14/2025	(\$538.25)	(\$538.25)	-	-
Deposit	Muni CC 8.9.25	8/14/2025	(\$761.50)	(\$761.50)	-	-
Deposit	Muni 8.11.25	8/14/2025	(\$441.75)	(\$441.75)	-	-
Deposit	Muni CC 8.11.25	8/14/2025	(\$148.50)	(\$148.50)	-	-
Deposit	Muni 8.12.25	8/14/2025	(\$441.75)	(\$441.75)	-	-
Deposit	Muni CC 8.12.25	8/14/2025	(\$113.50)	(\$113.50)	-	-
Deposit	Muni 8.13.25	8/14/2025	(\$482.25)	(\$482.25)	-	-
Deposit	Muni CC 8.13.25	8/14/2025	(\$270.75)	(\$270.75)	-	-
Deposit	20250813E010	8/15/2025	(\$104.52)	(\$104.52)	-	-
Deposit	20250818BANK0	8/18/2025	(\$7,107.60)	(\$7,107.60)	-	-
Deposit	20250818E000	8/19/2025	(\$279.31)	(\$279.31)	-	-
Deposit	20250818E010	8/20/2025	(\$103.59)	(\$103.59)	-	-
Deposit	20250818E011	8/20/2025	(\$120.08)	(\$120.08)	-	-
Deposit	20250818E013	8/20/2025	(\$404.54)	(\$404.54)	-	-

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Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
Deposit	20250818E012	8/20/2025	(\$307.36)	(\$307.36)	-	-
Deposit	Muni 8.14.25	8/20/2025	(\$298.25)	(\$298.25)	-	-
Deposit	Muni CC 8.14.25	8/20/2025	(\$301.00)	(\$301.00)	-	-
Deposit	Muni 8.15.25	8/20/2025	(\$2,777.40)	(\$2,777.40)	-	-
Deposit	Muni CC 8.15.25	8/20/2025	(\$311.75)	(\$311.75)	-	-
Deposit	Muni 8.16.25	8/20/2025	(\$459.00)	(\$459.00)	-	-
Deposit	Muni CC 8.16.25	8/20/2025	(\$454.50)	(\$454.50)	-	-
Deposit	Muni 8.18.25	8/20/2025	(\$323.50)	(\$323.50)	-	-
Deposit	Muni CC 8.18.25	8/20/2025	(\$196.00)	(\$196.00)	-	-
Deposit	Muni 8.19.25	8/20/2025	(\$453.00)	(\$453.00)	-	-
Deposit	Muni CC 8.19.25	8/20/2025	(\$55.75)	(\$55.75)	-	-
Deposit	Deposit 8.28.25	8/20/2025	(\$6,140.00)	(\$6,140.00)	-	-
Deposit	20250819E000	8/21/2025	(\$140.00)	(\$140.00)	-	-
Deposit	20250820E001	8/22/2025	(\$199.64)	(\$199.64)	-	-
Deposit	20250820E000	8/22/2025	(\$8,005.66)	(\$8,005.66)	-	-
Deposit	20250825BANK0	8/22/2025	(\$8,060.88)	(\$8,060.88)	-	-
Deposit	20250826BANK0	8/25/2025	(\$807.02)	(\$807.02)	-	-
Deposit	20250822E001	8/25/2025	(\$2,939.14)	(\$2,939.14)	-	-
Deposit	20250822E000	8/25/2025	(\$527.63)	(\$527.63)	-	-
Deposit	20250825E001	8/26/2025	(\$266.30)	(\$266.30)	-	-
Deposit	20250825E000	8/26/2025	(\$1,069.50)	(\$1,069.50)	-	-
Deposit	20250826UB0	8/26/2025	(\$25.00)	-	(\$25.00)	-
Deposit	20250807BANK0	8/26/2025	(\$698.74)	(\$698.74)	-	-
Deposit	20250826UB1	8/26/2025	(\$1,000.00)	-	(\$1,000.00)	-
Deposit	20250825E002	8/26/2025	\$0.00	-	-	-
Deposit	20250826A000	8/26/2025	\$0.00	-	-	-
Deposit	20250825E010	8/27/2025	(\$175.00)	(\$175.00)	-	-
Deposit	20250826E000	8/28/2025	(\$173.11)	(\$173.11)	-	-
Deposit	20250828E000	8/29/2025	(\$89.56)	(\$89.56)	-	-
Deposit	Muni 8.20.25	9/3/2025	(\$548.00)	(\$548.00)	-	-
Deposit	Muni CC 8.20.25	9/3/2025	(\$254.75)	(\$254.75)	-	-
Deposit	Muni 8.21.25	9/3/2025	(\$429.50)	(\$429.50)	-	-
Deposit	Muni CC 8.21.25	9/3/2025	(\$443.50)	(\$443.50)	-	-
Deposit	Muni 8.22.25	9/3/2025	(\$743.00)	(\$743.00)	-	-
Deposit	Muni CC 8.22.25	9/3/2025	(\$525.00)	(\$525.00)	-	-
Deposit	Muni 8.23.25	9/3/2025	(\$413.00)	(\$413.00)	-	-
Deposit	Muni CC 8.23.25	9/3/2025	(\$289.25)	(\$289.25)	-	-
Deposit	Mun8.25.25	9/3/2025	(\$451.00)	(\$451.00)	-	-
Deposit	Muni CC 8.25.25	9/3/2025	(\$182.25)	(\$182.25)	-	-
Deposit	Muni 8.26.25	9/3/2025	(\$441.25)	(\$441.25)	-	-
Deposit	Muni CC 8.26.25	9/3/2025	(\$128.50)	(\$128.50)	-	-
Deposit	Muni 8.27.25	9/3/2025	(\$665.17)	(\$665.17)	-	-
Deposit	Muni CC 8.27.25	9/3/2025	(\$261.25)	(\$261.25)	-	-
Deposit	Muni 8.28.25	9/3/2025	(\$626.00)	(\$626.00)	-	-
Deposit	Muni CC 8.28.25	9/3/2025	(\$270.50)	-	(\$270.50)	-
Deposit	Muni 8.29.25	9/3/2025	(\$633.50)	-	(\$633.50)	-
Deposit	Muni CC 8.29.25	9/3/2025	(\$183.25)	-	(\$183.25)	-
Deposit	Muni 8.30.25	9/3/2025	(\$946.25)	-	(\$946.25)	-
Deposit	Muni CC 8.30.25	9/3/2025	(\$563.00)	-	(\$563.00)	-

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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	Aug25ElectDeposit	9/4/2025	(\$201,667.58)	(\$201,667.58)	-	-
Deposit	Aug25 Interest	9/5/2025	(\$280.25)	(\$280.25)	-	-
Deposit	CD interest Aug25	9/5/2025	(\$3,554.39)	(\$3,554.39)	-	-
001158E	FILPRO CORPORATION	7/30/2025	\$352.80	\$352.80	-	-
001169E	Postmaster	7/30/2025	\$0.00	-	-	-
001172E	FILPRO CORPORATION	8/5/2025	\$25.00	\$25.00	-	-
001173E	HEALTH EQUITY	8/5/2025	\$693.59	\$693.59	-	-
001176E	IRS	8/8/2025	\$3,066.55	\$3,066.55	-	-
001177E	MN DEPARMENT OF REVENUE	8/8/2025	\$578.22	\$578.22	-	-
001178E	PAYCHEX	8/8/2025	\$296.91	\$296.91	-	-
001179E	PERA	8/8/2025	\$1,733.99	\$1,733.99	-	-
001180E	VOYA	8/8/2025	\$298.74	\$298.74	-	-
001182E	City of Holdingford	8/8/2025	\$9,346.06	\$9,346.06	-	-
001175E	City of Holdingford	8/19/2025	\$0.00	-	-	-
001183E	VOYA	8/20/2025	\$307.48	\$307.48	-	-
001184E	MN DEPARMENT OF REVENUE	8/20/2025	\$623.05	\$623.05	-	-
001185E	IRS	8/20/2025	\$3,258.57	\$3,258.57	-	-
001186E	PERA	8/20/2025	\$1,794.17	\$1,794.17	-	-
001187E	HEALTH EQUITY	8/20/2025	\$693.59	\$693.59	-	-
001188E	PAYCHEX	8/20/2025	\$259.86	\$259.86	-	-
001205E	MN DEPARMENT OF REVENUE	8/20/2025	\$4,510.00	\$4,510.00	-	-
001190E	City of Holdingford	8/26/2025	\$9,740.66	\$9,740.66	-	-
001198E	Quadient Finance USA, Inc.	9/4/2025	\$308.15	\$308.15	-	-
001199E	Postmaster	9/4/2025	\$44.30	\$44.30	-	-
001200E	FINKEN	9/4/2025	\$7.00	\$7.00	-	-
001201E	KASEYA US LLC	9/4/2025	\$200.00	\$200.00	-	-
001202E	Minnesota Pollution Control Agency	9/4/2025	\$199.19	\$199.19	-	-
001203E	AMAZON	9/4/2025	\$125.68	\$125.68	-	-
001204E	SHIFT4	9/4/2025	\$677.16	\$677.16	-	-
037330	Andy Bartkowicz	6/9/2022	\$109.43	-	\$109.43	-
039877	HAMANN, JUSTIN	2/26/2025	\$20.93	-	\$20.93	-
040162	HIGGINS, ANDY	6/25/2025	\$41.66	-	\$41.66	-
040211	Andersen Excavating of Central	7/23/2025	\$150.00	\$150.00	-	-
040212	BADGER METER	7/23/2025	\$41.73	\$41.73	-	-
040213	Bernick's Pepsi-Cola	7/23/2025	\$965.21	\$965.21	-	-
040216	Central Minnesota Alarms, Inc.	7/23/2025	\$311.85	\$311.85	-	-
040217	CenturyLink	7/23/2025	\$75.58	\$75.58	-	-
040220	GENERAL RENTAL CENTER OF ALBA	7/23/2025	\$164.00	\$164.00	-	-
040227	MINNESOTA RURAL WATER ASSOCIA	7/23/2025	\$450.00	\$450.00	-	-
040229	Nelson Sanitation & Rental, In	7/23/2025	\$1,279.00	\$1,279.00	-	-
040235	Uline	7/23/2025	\$562.83	\$562.83	-	-
040237	VESTIS (CITY HALL)	7/23/2025	\$47.00	\$47.00	-	-
040238	VESTIS (MUNI)	7/23/2025	\$73.82	\$73.82	-	-
040240	XCEL ENERGY 51-5655039-7	7/23/2025	\$309.89	\$309.89	-	-
040242	AFSCME Council 65	8/6/2025	\$0.00	-	-	-
040243	BADGER METER	8/6/2025	\$41.73	-	\$41.73	-
040244	Bound Tree Medical, LLC	8/6/2025	\$9.94	\$9.94	-	-
040245	BREMER BANK NATIONAL ASSOCIATI	8/6/2025	\$7,063.62	\$7,063.62	-	-
040246	Brian Zapzalka	8/6/2025	\$650.00	\$650.00	-	-

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10100 NO DESCR

Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
040247	C & L Distributing, Inc	8/6/2025	\$4,914.95	\$4,914.95	-	-
040248	Dahlheimer Beverage	8/6/2025	\$80.15	\$80.15	-	-
040249	Gopher State One-Call, Inc	8/6/2025	\$17.55	\$17.55	-	-
040250	Granite City Jobbing Co	8/6/2025	\$319.89	\$319.89	-	-
040251	Harry's Frozen Foods	8/6/2025	\$205.25	\$205.25	-	-
040252	Hawkins, Inc	8/6/2025	\$5,293.72	\$5,293.72	-	-
040253	Holdingford Gas and Grocery	8/6/2025	\$0.00	-	-	-
040254	HOLDINGFORD HARDWARE INC.(NON	8/6/2025	\$687.10	\$687.10	-	-
040255	HOLDINGFORD HARDWARE INC.(TAX	8/6/2025	\$75.20	\$75.20	-	-
040256	Holdingford Mill	8/6/2025	\$164.00	\$164.00	-	-
040257	Kennedy & Graven, Chartered	8/6/2025	\$711.75	\$711.75	-	-
040258	League of MN Cities Insurance	8/6/2025	\$1,484.00	\$1,484.00	-	-
040259	MIDCO (CITY)	8/6/2025	\$196.38	\$196.38	-	-
040260	Speedee	8/6/2025	\$28.02	\$28.02	-	-
040261	STEARNS COUNTY AUDITOR-TREASU	8/6/2025	\$585.00	\$585.00	-	-
040262	STEARNS COUNTY AUDITOR-TREASU	8/6/2025	\$4,080.00	\$4,080.00	-	-
040263	Tidy Tina's	8/6/2025	\$1,397.00	\$1,397.00	-	-
040264	TOSHIBA AMERICA BUSINESS SOLUTI	8/6/2025	\$153.19	\$153.19	-	-
040265	USA Bluebook	8/6/2025	\$160.82	\$160.82	-	-
040266	Utility Consultants, Inc.	8/6/2025	\$1,201.40	\$1,201.40	-	-
040267	VESTIS (CITY HALL)	8/6/2025	\$47.00	\$47.00	-	-
040268	Viking Coca-Cola Bottling Comp	8/6/2025	\$21.50	\$21.50	-	-
040269	XCEL ENERGY 51-5655037-5	8/6/2025	\$1,671.60	\$1,671.60	-	-
040270	XCEL ENERGY 51-5655038-6	8/6/2025	\$282.75	\$282.75	-	-
040271	XCEL ENERGY 51-5655041-1	8/6/2025	\$714.52	\$714.52	-	-
040272	ABDO	8/20/2025	\$370.00	\$370.00	-	-
040273	Arnolds of St Martin	8/20/2025	\$2,578.20	\$2,578.20	-	-
040274	Bernick's Pepsi-Cola	8/20/2025	\$1,038.05	\$1,038.05	-	-
040275	BLUE CROSS BLUE SHIELD MINNESO	8/20/2025	\$21.74	\$21.74	-	-
040276	C & L Distributing, Inc	8/20/2025	\$690.82	\$690.82	-	-
040277	CenturyLink	8/20/2025	\$75.58	-	\$75.58	-
040278	Granite City Jobbing Co	8/20/2025	\$485.55	\$485.55	-	-
040279	Harry's Frozen Foods	8/20/2025	\$150.25	\$150.25	-	-
040280	Hawkins, Inc	8/20/2025	\$5,680.00	\$5,680.00	-	-
040281	Holdingford Gas and Grocery	8/20/2025	\$889.41	\$889.41	-	-
040282	Johnson Brothers Liquor Co.	8/20/2025	\$436.49	\$436.49	-	-
040283	Larson Excavating	8/20/2025	\$4,482.50	\$4,482.50	-	-
040284	League of MN Cities Insurance	8/20/2025	\$1,214.00	\$1,214.00	-	-
040285	MIDCO (MUNI)	8/20/2025	\$367.34	\$367.34	-	-
040286	Minnesota Pollution Control Ag	8/20/2025	\$23.00	\$23.00	-	-
040287	MN PEIP	8/20/2025	\$461.01	\$461.01	-	-
040288	NEXTERA ENERGY	8/20/2025	\$3,837.16	-	\$3,837.16	-
040289	Rudolph's Redneck Roost	8/20/2025	\$100.00	-	\$100.00	-
040290	Shift Technologies, Inc	8/20/2025	\$180.60	\$180.60	-	-
040291	Star Publications, LLC	8/20/2025	\$274.95	\$274.95	-	-
040292	Sysco Western MN	8/20/2025	\$468.40	\$468.40	-	-
040293	USA Bluebook	8/20/2025	\$336.65	\$336.65	-	-
040294	VERSA BANK USA	8/20/2025	\$25.00	\$25.00	-	-
040295	VESTIS (CITY HALL)	8/20/2025	\$62.45	\$62.45	-	-

**CITY OF HOLDINGFORD**

**\*Check Reconciliation©**

**Checking**

**10100 NO DESCR**

Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
040296	Viking Coca-Cola Bottling Comp	8/20/2025	\$219.65	\$219.65	-	-
040297	XCEL ENERGY 51-5655038-6	8/20/2025	\$1,278.48	-	\$1,278.48	-
040298	XCEL ENERGY 51-5655039-7	8/20/2025	\$796.01	\$796.01	-	-
040299	Zachary Thomas	8/20/2025	\$876.36	\$876.36	-	-
040300	AFSCME Council 65	9/2/2025	\$115.68	-	\$115.68	-
040336	PELZER, JAMIE	9/3/2025	\$95.62	-	\$95.62	-
35903814	Unknown	9/9/2022	\$100.00	-	\$100.00	-
Receipts/Deposits			(\$300,782.66)	(\$297,781.16)	(\$3,001.50)	\$0.00
Payments/Withdrawal			\$5,816.27	\$97,916.36	\$5,816.27	\$0.00
<b>Total Deposits</b>						(\$300,782.66)
<b>Total Checks Written</b>						\$103,732.63
<b>(Outstanding + Cleared</b>						

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

# August 2025

## Maintenance Report

- Sat. August 30<sup>th</sup>, we had to bypass pump 6000 gallons from the lift station to the river for a plugged line at the WWTP. State duty officer was notified and MPCA
- WWTP Digesters are full and wouldn't decant properly. Hawkins chemicals brought a tote of biological treatment bugs. Seeing improvement daily
- Filled two potholes on Hill St.
- Kubota side by side had to go too Arnolds for repair of HVAC system
- Biannual Mercury samples taken from WWTP and submitted to Minnesota valley testing labs
- New WWTP operating permit in final stages of issuance. We will need to update our Chloride minimization plan with SEH within 180 days
- Wipes plugging lift pumps has become a weekly event, need to educate the residents again

Month	Well #2	Well #3	Total Gallons	Influent Flow	I & I	Precipitation
June	1,889,000	0	1,889,000	2,099,000	210,000	7in
July	2,070,000	0	2,070,000	3,442,000	1,372,000	6.5in
August	2,001,000	0	2,001,000	2,572,000	571,000	2.75in

HMLS August 2025

We are at about flat for the year. We have been looking at numbers and how to correctly give updates throughout the year that best reflect where we are sitting after building depreciation and inventory. After the state audit figures come out this year, we will run them against ours. We have a nice amount of inventory so we should start to see some profit before the end of the year. The bar industry is struggling right now overall, and I have been watching what the MMBA and MLBA are suggesting. We adjusted our hours to add back Sundays and cut out some of the quieter hours. I have also made a few prices increases. With looking at Holidays and paying double time we are not seeing a profit. We will be open Christmas Eve this year. Next year New Years Day, Labor and Memorial Day will close and be open Easter, July 4<sup>th</sup>, and Christmas Eve.

We have bands booked through the year

I would like to hire Abby Tensen as a Part time bartender

## Clerks' Report

Jan1st 2026 MN will begin paid leave. Highlights include 12 weeks of paid medical leave and 12 weeks of paid family leave (with a max of 20 weeks annually). The employee would get paid 90% of wage with a max of \$1423/week.

- .88% of employee's wages will go to the States insurance fund for this.
- The City is required to pay .44%, and needs to decide if the employee will pay the difference or if the City will.
- The City will need to decide if they will use the State's plan or a private plan (recommending state)
- The City will need to decide if the employee will need to use their sick or vacation time first or supplement the 90% (recommended)

Will non-union employees receive COLA increase for 2026?

The new city budget forms are now set up and will be easy to manage going forward. We will be removing the "Capital Outlay" lines from the general levy, and separating the capital and debt. This should give more transparency to where the City's money is allocated and spent, and we can plan for future projects with dedicated funds.

2026/27 dog tag notices will go out next month and will be due by Dec 31<sup>st</sup>.

Recommendations for the 2026 fee schedule need to be to me by Oct 1<sup>st</sup> so we can approve changes at the Oct meeting.



**CITY OF HOLDINGFORD  
STEARNS COUNTY, MINNESOTA**

**RESOLUTION 25-09-08-1 DETERMINING THE NECESSITY TO ISSUE A  
\$230,000 TAXABLE GENERAL OBLIGATION EQUIPMENT CERTIFICATE  
OF INDEBTEDNESS, SERIES 2025A**

WHEREAS, Minnesota Statutes, Section 412.301, authorizes the council to issue an equipment certificate within existing debt limits for the purpose of purchasing capital equipment; and

WHEREAS, said statute also provides that if the amount of the equipment certificate to be issued to finance such equipment exceeds 0.25% of the market value of taxable property in the City, excluding money and credits, the equipment certificate shall not be issued for at least ten days after publication in the official newspaper of a council resolution determining to issue them; and if before the end of that time, a petition asking for an election on the proposition signed by voters equal to ten percent of the number of voters at the last regular municipal election is filed with the clerk, the equipment certificate shall not be issued until the proposition of their issuance has been approved by a majority of the votes cast on the question at a regular or special election; and

WHEREAS, the council proposes to issue the equipment certificate for said purposes in an amount which exceeds 0.25% of the market value of taxable property in the City, excluding money and credits; and

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Holdingford, Minnesota, as follows:

1. That it is necessary and expedient for the City Council to issue a Taxable General Obligation Equipment Certificate of Indebtedness, Series 2025A, pursuant to Minnesota Statutes, Section 412.301, in the amount of \$230,000 for the purpose of financing the acquisition of a firetruck for the City of Holdingford (the "Certificate").

2. The amount of the Certificate is hereby determined and declared to be in excess of 0.25% of the market value of taxable property in the City, excluding money and credits.

3. The City Clerk is authorized and directed to publish forthwith this resolution in the official newspaper.

4. At least ten days shall elapse after publication in the official newspaper of this resolution before the Certificate shall be issued.

ATTEST:

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Nicky Lahr, Clerk/Treasurer

City of Holdingford

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Travis Harlander, Mayor

City of Holdingford

CITY OF HOLDINGFORD  
STEARNS COUNTY  
STATE OF MINNESOTA

ORDINANCE NO. 25-09-08-2

AN ORDINANCE AMENDING CHAPTER 92 OF THE HOLDINGFORD  
CITY CODE PERTAINING TO WEEDS

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

**SECTION 1.** Chapter 92, Section 92.40 of the Holdingford City Code is hereby amended by removing the ~~stricken text~~ and adding the underlined text to read as follows:

**' 92.40 NOTICE OF VIOLATIONS.**

(A) Upon receiving notice of the probable existence of weeds, grasses, or rank vegetation in violation of this subchapter, a person designated by the City Council shall make an inspection of the property. ~~and prepare a written report to the City Council regarding the condition.~~ If the person designated by the City Council concludes that there is a probable belief that this section has been violated, the person shall issue a written notification in the form of a “Destruction Order” to the property owner, as that information is contained within the records of the City Clerk or any other governmental agency. ~~The City Council, upon concluding that there is a probable belief that this subchapter has been violated, shall forward written notification in the form of a Destruction Order@~~ to the property owner or the person occupying the property as that information is contained within the records of the City Clerk or any other city agency. The notice shall be served in writing by either personal service or through first-class mail to the address listed in the county property tax records. ~~certified mail.~~ The notice shall provide that within seven regular business days after personal service or mailing ~~the receipt~~ of the notice that the designated violation shall be removed by the property owner or person occupying the property.

(B) (1) All notices are to be in writing and all filings are to be with the City Clerk.

(2) ~~Certified mailing to the City Clerk or others~~ Date of mailing is deemed filed on the date of posting to the United States Postal Service.

**SECTION 2.** Chapter 92, Section 92.41 of the Holdingford City Code is hereby amended by removing the ~~stricken text~~ and adding the underlined text to read as follows:

**' 92.41 APPEALS.**

(A) The property owner may appeal by filing written notice of objections with the City Council or the person designated by the City Council within ~~48 hours~~ seven days of the “Destruction Order” notice, excluding weekends and holidays, if the property owner contests the finding of the person designated by the City Council. It is the property owner's responsibility to demonstrate that the matter in question is shrubs, trees, cultivated plants or crops or is not otherwise in violation of this subchapter, and should not be subject to destruction under the subchapter.

(B) An appeal by the property owner shall be brought before the City Council and shall be decided by a majority vote of the Council Members in attendance and being at a regularly scheduled or special meeting of the City Council.

**SECTION 3.** Chapter 92, Section 92.42 of the Holdingford City Code is hereby amended by removing the stricken text and adding the underlined text to read as follows:

**'92.42 ABATEMENT BY CITY.**

In the event that the property owner shall fail to comply with the "Destruction Order" within seven regular business days and has not filed a notice within 48 hours to the City Council or person designated by the City Council Clerk of an intent to appeal, the City Council or the person designated by the City Council may employ the services of city employees ~~or~~ outside contractors and remove the weeds violation to conform to this subchapter by all lawful means. No person shall enter the property to abate the nuisance, except with the permission of the owner, resident or other person in control of the property.

~~**SECTION 4.**~~ Chapter 92, Section 92.43 of the Holdingford City Code is hereby amended by removing the stricken text and adding the underlined text to read as follows:

**' 92.43 LIABILITY.**

(A) Violations of this section are subject to proper enforcement provided herein as well as other applicable statute, laws or code provisions.

(B) The property owner is liable for all costs of removal, cutting or destruction of weeds as defined by this subchapter.

(BC) The property owner is responsible for all collection costs associated with weed destruction, including but not limited to court costs, attorney's fees and interest on any unpaid amounts incurred by the city. If the city uses municipal employees, it shall set and assign an appropriate per hour rate for employees, equipment, supplies and chemicals which may be used.

(CD) All sums payable by the property owner are to be paid to the City Clerk and to be deposited in a general fund as compensation for expenses and costs incurred by the city.

(DE) All sums payable by the property owner may be collected as a special assessment as provided by Minn. Stat. § 429.101, as it may be amended from time to time.

**SECTION 5.** This ordinance shall take effect following its adoption and publication in accordance with law.

Adopted by the Holdingford City Council on this 8th day of September, 2025

**CITY OF HOLDINGFORD:**

ATTEST:

\_\_\_\_\_  
Travis Harlander, Mayor

\_\_\_\_\_  
Nicky Lahr, City Clerk-Treasurer

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

**RESOLUTION 25-9-8-3  
The Church of All Saints Raffle**

WHEREAS, the Church of All Saints 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 25-9-8-3 allow The Church of All Saints to hold a raffle with a total value of approximately \$10,500 on November 2nd, 2025, at St. Mary's Church basement.

Adopted by the Holdingford City Council this 8th day of September, 2025.

Attest:

---

Travis Harlander  
Mayor

---

Attest: Nicky Lahr  
Clerk-Treasurer

# City of Holdingford

# City Project Request

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

PO Box 69  
Holdingford, MN 56340

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



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

Date of Application 8-12-2025

Name: Lloyd Rausch

Organization or Affiliation: Lions Club Holdingford

Contact information:

Phone number 320-428-4602

Email address rsidrausch@aol.com

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

Attach any photos or drawings: Use Back side if needed

Inside of Shelter - fix up ? next Spring  
Clean up picnic tables at park next Spring

What is the projected cost of the project? Shelter Door at Park \$2500.00

Will the project be funded by donations or by the City? Donation City?

Will there be future costs, such as upkeep? No

Who will be responsible for the cost or the labor of upkeep? Holdingford Lions

What is the projected start date of the project? 1 month

What is the projected end date of the project? 2 months

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

Official Use only:

Date Received by in office \_\_\_\_\_ City Council Meeting date \_\_\_\_\_

Signature of City Councilmember \_\_\_\_\_ Date \_\_\_\_\_

Council Members:

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



# City of Holdingford

# City Project Request

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

PO Box 69  
Holdingford, MN 56340

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



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

Date of Application 8-12-2025

Name: Lloyd Rausch

Organization or Affiliation: Holdingford Lions Club

Contact information:

Phone number 320-428-4602

Email address rsldrausch@aol.com

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

Attach any photos or drawings: Use Back side if needed

What is the projected cost of the project? Funded by Lions Club

Will the project be funded by donations or by the City? -

Will there be future costs, such as upkeep? Holdingford Lions Club

Who will be responsible for the cost or the labor of upkeep? Lions Club

What is the projected start date of the project? Next Spring

What is the projected end date of the project? Next Spring

What color does the city wanted painted

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

Official Use only:

Date Received by in office \_\_\_\_\_ City Council Meeting date \_\_\_\_\_

Signature of City Councilmember \_\_\_\_\_ Date \_\_\_\_\_

#### Council Members:

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



## **Contract for Police Services**

This Agreement, made and entered into this 1st day of January, 2026, by and between the County of Stearns, hereinafter referred to as the “County” and the City of Holdingford hereinafter referred to as the “Municipality”, and, Stearns County Sheriff, hereinafter referred to as the “Sheriff”.

Witnesseth;

Whereas, the Municipality desires to enter into a contract with the County and the Sheriff whereby the County, through its Sheriff’s Department, would provide law enforcement services within the boundaries of the Municipality; and

Whereas, the County and the Sheriff agree to render such services upon the terms and conditions hereinafter set forth; and

Whereas, such contracts are authorized by the provisions of Minnesota Statutes 471.59, and 436.05.

Now, therefore, in consideration of the mutual covenants herein contained, it is agreed between the parties as follows:

1) The County agrees, through the office of the Sheriff of the County, to provide police protection within the corporate limits of the Municipality to the extent and in the manner hereinafter set forth.

Except as otherwise specifically provided herein, the service to be provided by the County shall encompass those duties and functions which are the type normally coming within the jurisdiction of the customarily rendered by the Sheriff under the applicable statutes of the State of Minnesota.

It is agreed that the Municipality shall receive police protection to be provided by such personnel as may be assigned by the sheriff using such vehicles as the Sheriff, in his discretion, shall deem necessary. The police protection contemplated hereby shall include patrolling and answering police calls within the Municipality. The manner in which such service is rendered, the standards of performance, discipline of officers and the matters incident to the performance of such service or the control of personnel employed to render such service shall be and remain in the County through its Sheriff’s Department. In the event a dispute arises between the parties concerning the services to be rendered hereunder, the level thereof or the manner in which such service is provided, the Sheriff of the County shall determine such dispute and it shall be conclusive and binding on the parties hereto.

The services contemplated hereby are scheduled police services which will, in fact, be provided to the Municipality for the number of contracted hours reasonably anticipated and required. It shall not include situations in which, in the opinion of the Sheriff, a police emergency occurs which requires a different use of the officer and/or the patrol vehicle or the performance of special details relating to the law enforcement service. It shall not include the enforcement of Municipal ordinances with regard to zoning ordinances, building codes or such other matters, which are primarily regulatory in nature.

2) It is hereby agreed that the Municipality and all of its officers, agents and employees shall render full cooperation and assistance to the County and the Sheriff to facilitate the provision of the services contemplated hereby.

3) It is agreed that the County shall provide all necessary labor, supervision, equipment, communications facilities, dispatching and necessary supplies to maintain and provide the police service to be rendered hereunder.

4) The Municipality does not assume any liability for the direct payment of any salaries, wages, or other compensation to personnel employed by the County to perform the services contemplated hereby, nor does it assume any other liability other than that provided for in this agreement.

It is agreed that all personnel employed to render the services contemplated hereby shall be employees of the County and that the County shall therefore be responsible for providing worker's compensation insurance and all other benefits to which such personnel shall become entitled by reason of their contract with the County entered into through its collective bargaining unit.

The County agrees that all insurance required to adequately cover vehicles, personnel and equipment used by the County in the provision of the services contemplated herein will be provided by the County at its own expense.

5) The term of this contract shall be January 1, 2026, to December 31, 2026. On or before October 1, 2025, the County or the Sheriff shall notify the Municipality of the best estimate of the per hour rate effective for the proposed 2026 contracts.

#### 6) Renewal

The Municipality shall then determine whether or not it desires to re-enter into a contract for police services for the following year. In either case, the Municipality shall notify the County of its intention not later than November 1, 2025. Said notice shall be in writing and shall be received by the Sheriff or his designee at the Stearns County Sheriff's Department, 807 Courthouse Square, PO Box 217, St. Cloud, MN 56302. Said notice must be received by the Sheriff or his designee by November 1, 2025. In the event the Municipality shall fail to give notice as required hereby, the County and the Sheriff shall conclusively presume that said Municipality desires to extend the agreement at the estimated hourly rate specified in the notice given by the County, and the contract shall automatically renew at the same terms and conditions, annually for a period of 12 months.

#### 7) Termination for Convenience

Either party may terminate this contract, with or without cause, at anytime, with 60 days prior written notice.

8) The County, its officers and employees and the Sheriff shall not be deemed to assume liability for any intentional or negligent acts of the Municipality. The Municipality agrees that it will hold the County and the Sheriff harmless from and shall defend its officers, agents and employees against any claim for damages resulting from such acts.

9) For performing the services contemplated hereby, the Municipality agrees to contract for an average of 3 hours per week, subject to seasonal adjustments, and to pay the actual cost thereof. The estimated hourly rate for 2026 is to be \$60.00, for an estimated total yearly payment of \$9,360.00 for the year 2026, and to be paid quarterly or billed for actual hours worked at which time the time the Municipality shall receive credit for its share of any benefit to which it may become entitled pursuant to Minnesota Statutes 69.011(as amended). The Municipality can change number of hours, by submitting a change request, with 60 days prior written notice to the County.

In Witness Thereof, The Municipality has caused this agreement to be executed by its \_\_\_\_\_ and its \_\_\_\_\_ by the authority of its governing body adopted by Resolution on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and the County of Stearns has caused this Agreement to be executed by its Chair and attested by its County Auditor pursuant to the authority of the Board of County Commissioners by Resolution duly adopted on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Municipality:

By \_\_\_\_\_

By \_\_\_\_\_

Dated: \_\_\_\_\_

Stearns County:

By \_\_\_\_\_

Attest:

\_\_\_\_\_

Sheriff of the County of Stearns

\_\_\_\_\_

Dated: \_\_\_\_\_

**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: The Church of All Saints Previous Gambling Permit Number: X- 93057-24-012

Minnesota Tax ID Number, if any: 2420572 Federal Employer ID Number (FEIN), if any: 45-2652096

Mailing Address: PO Box 308

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

Name of Chief Executive Officer (CEO): Rev. Gregory Mastey

CEO Daytime Phone: 320-228-0105 CEO Email: businessmanager@tworiverscatholic.com  
(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](http://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): Church of All Saints - St. Mary's church basement

Physical Address (do not use P.O. box): 311 River St., Holdingsford, MN 56340

Check one:

City: Holdingsford Zip: 56340 County: Stearns

Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): November 2, 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](http://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)**

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

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).

The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before submitting application to the Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**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.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**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: Rev. Gregory Mastey Date: 9-3-2025  
(Signature must be CEO's signature; designee may not sign)

Print Name: Rev. Gregory Mastey

**REQUIREMENTS**

**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 AND ATTACHMENTS**

**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.