

Agenda for Tuesday, October 14th, 2025  
Holdingford City Council Meeting and  
Public Hearing for Well Head Protection Plan  
Public Hearing for North High Court Assessments

Call WHPP Public hearing to order.

Review plan

Close public hearing

Call North High Court Assessment Public hearing to order.

Review public input

Close public hearing

Call regular meeting to Order

Pledge of Allegiance

Consent Agenda including:

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

**Guests:** Josh Winter

**Department Reports:**

Maintenance Department Report: Steve Horvath

City Engineer's Report: Dave Blommel

Emergency Manager: Amber Molitor

Liquor Store Report: Amy Opatz

Fire Department Report: Keith Hommerding

Land Use Committee Report: Seth Young, Request to revise land use schedule (Robb)

Clerk's Report: Nicky Lahr

**Unfinished/Old Business:**

Paving project recap

2<sup>nd</sup> Street patches

Next steps on Ordinance violation letters (Nienaber, snowmobiles, update on trailer park date)

**New Business:** Trash cans on Main street

Post prom gambling permit request

**Additional Agenda Items:**

**Looking Forward:** City Hall will be closed October 15-17, School Board PAT test will be at City Hall on Oct 24 at 10am, School board elections at City Hall on November 4<sup>th</sup>, City Hall Closed November 11<sup>th</sup> for Veterans Day.

**Notices Sent for Past Due Water Bills:** Dale Lundberg \$427.35, Jared Voudry \$36.50, Terry Runge \$118.46, Roger Jensen \$418.33, Robert Keil \$28.99, Brooklyn McGillivray \$103.57, Walker Nienaber \$25.00, Covered Bridge \$6062.45, Kevin Feia \$1772.01, Taxton Edens \$129.48, Joseph & Lana Doll \$261.06, Tawner Cleland \$729.47, Amber & Tom Adelman \$14.22

Adjourn

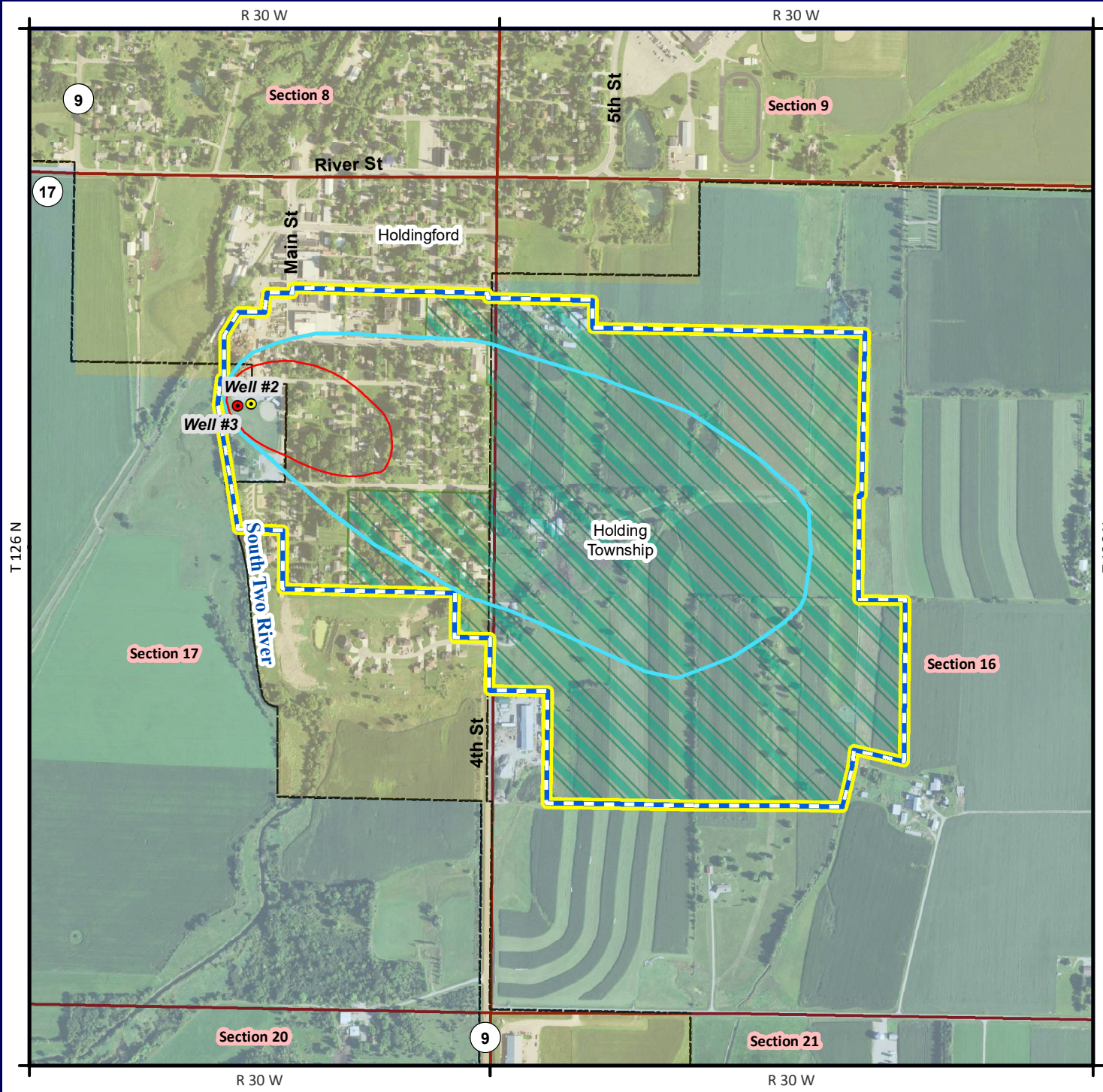
Work Session Agenda:

2<sup>nd</sup> street patch repairs

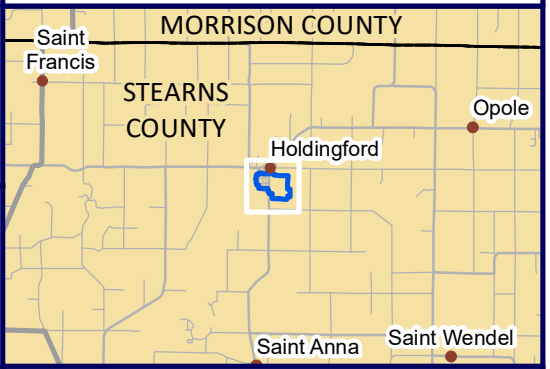
Ordinance violation letters, how to proceed with properties that still did not comply

Corky's Carwash


# Holdingford Drinking Water Supply Management Area (DWSMA) MN-01387 - Low to High Vulnerability



- Primary Well
- Emergency Well
- Emergency Response Area
- Wellhead Protection Area
- DWSMA
- Low Vulnerability
- PLSS Section Line
- Local Government Boundary
- CITY
- TOWNSHIP



DWSMA Approved July, 2024  
2017 Digital Orthorectified Images  
from National Agricultural Imagery Program  
Local Government Boundaries from MnDOT  
Roads from MnDOT Stearns County



1:11,000 0 300 600 900 1,200 Feet

# Chapter 6 – Issues, Problems, and Opportunities

## 6.1 Identification of Issues, Problems and Opportunities

The City has identified water and land use issues and problems and opportunities related to the aquifer used by the city water supply wells, the quality of the well water, or land or water use within the DWSMA. The City assessed 1) issues identified in previously completed WHP plan documents, 2) input from public meetings and written comments it received, 3) the data elements identified by MDH during the scoping meetings, and 4) the status and adequacy of the city’s official controls and plans on land and water uses, in addition to those of local, state, and federal government programs.

The results of these efforts are presented in the following table (Table 4), which defines the nature and magnitude of contaminant source management issues in the City’s DWSMA. Identifying issues, problems and opportunities, including resource needs, enables the city to take advantage of opportunities that may be available to make effective use of existing resources, set meaningful priorities for source management and solicit support for implementing specific source management strategies.

**Table 4 - Issues, Problems, and Opportunities**

Issue identified	Impacted Feature	Problem associated with the identified issue	Opportunity associated with the identified issue	Adequacy of existing controls to address the issue
1) New well needed	Aquifer Well Water Quality DWSMA	The city needs to continuously supply a safe and adequate quantity and quality supply of drinking water and currently both city wells are located in the same aquifer.	The city may request MDH hydro assistance for locating a new well location. City can apply for MDH SWP grants for test well drilling.	MDH has regulatory authority over wells. The MDH SWP and well management units have processes in place to assist with exploration of new drinking water wells.
2) It is possible that one or more unknown or unsealed wells exist within the DWSMA.	Aquifer Well water Quality DWSMA	Unused/Unsealed wells can provide a pathway for contaminants to travel from the land surface into the aquifer.	The City can partner with Stearns County and SWCD to help property owners pay for cost of properly sealing unused wells. MDH source water has grants available to assist with sealing of wells. The city can send private well owners well sealing and well management information.	The City does not have authority to require that unused wells be properly sealed. The MDH has authority to require well sealing and may assist with sealing of unused wells.
3) The City has limited resources to implement all of the management strategies contained within this WHP plan.	DWSMA	With limited resources the implementation of the WHP Plan will be a challenge to the City.	Form working partnerships with local units of government, state agencies and cooperators that have regulatory authority and/or programs to help with implementation.	City has limited time and resources for implantation activities.
4) Some of the DWSMA is outside city limits and the city doesn’t have land use authority over those areas.	Aquifer Well Water Quality DWSMA	Certain land uses could affect the source of drinking water. The City has no jurisdiction outside of city limits.	The city will work closely with land owners and Stearns county planning and zoning on land use decisions.	There are no land use controls for the portion of the DWSMA outside city limits. Stearns County comprehensive plan 2040, and ordinances are in place. Holding township adopted the County’s comprehensive land use plan.

Issue identified	Impacted Feature	Problem associated with the identified issue	Opportunity associated with the identified issue	Adequacy of existing controls to address the issue
5) The city recognizes this is a 10-year plan and that issues, problems and opportunities can change from today which can impact the implementation strategies.	Public Health, Aquifer, DWSMA and Well Water Quality	The city needs to have the flexibility to address changing situations.	The city has the opportunity to work with other local units of government to address those issues, problems and opportunities that may change over the next 10 years.	The city feels local and state governments have existing controls in place to address most issues as they occur. Some issues are uncontrollable and unseen and additional controls might need to be considered to address new issues. Local and state governments are continually updating various controls as new issues, new problems and new opportunities occur.
6) City Comprehensive Plan	Well Water quality	Wellhead protection needs are addressed in the 2006 city comprehensive plan written by David Drown associates.	Update the comprehensive plan to ensure wellhead protection strategies are incorporated and recommend protective zoning within the SWCA.	The City regulates the comprehensive planning process and adoption.
7) Vehicular transportation routes through the DWSMA.	Aquifer DWSMA Well Water quality	Potential spills and leaks from vehicles and accidents within the highway right-of-way are a threat to the aquifer.	The city will work with local first-responders and Stearns County to develop an emergency response plan for contaminant releases. The city can utilize MDH SWP grants for emergency spill response supplies.	Stearns County Emergency Management department is responsible for coordinating County emergency preparedness.
8) The raw well water used by the city exhibits traces of Tritium. (6.08 TU well #2, 4.99 TU well #3)	Aquifer Well Water quality	Tritium (Hydrogen Isotope) in groundwater generally indicates a connection with the earth's surface and/or surface waters.	With the assistance of the MDH SWP unit and others, develop sampling procedures to measure potential changes in the Tritium levels.	The MDH hydrologist and the MDH Well Management unit can be of assistance. City can apply for MDH SWP grants.
9) Unprotected Above and below-ground storage tanks	Aquifer Well Water quality Public health	Petroleum and chemical storage tanks without secondary containment can leak and contribute to GW contamination.	Work with landowners to determine if secondary containment can be placed around all above-ground storage tanks and unused above/below ground tanks can be removed.	City can work with the MPCA. City can apply for MDH SWP grants.
10) Old City dump site	Aquifer Well Water quality DWSMA Public health	The old dump was used for rubbish and was buried when the park was developed.	Previous investigation of the old dump by MDH SWP unit staff identified no apparent threats to the city's drinking water.	The mention of the old city dump site is included in this WHP plan for future reference purposes only.
11) Storm water outfalls located within the IWMZ	Aquifer Well Water quality DWSMA Public health	Stormwater runoff and/or infiltration could impact the PWS wells within the SWCA and/or the high vulnerability areas.	Seek solutions to redirect drainage away from the wells. Utilize MDH SWP grant funds.	The City through local land use controls, can implement safeguards to protect the wells from storm water damage. MPCA regulates stormwater.
12) High Capacity (Irrigation) Wells	Aquifer Well Water quantity and quality DWSMA Public health	Additional high-capacity wells or alterations in pumping capacities can cause the WHPA & DWSMA to change and may impact the availability of ground water.	City will coordinate with MDH SWP Unit and DNR to identify proposed high-capacity well issues and work to ensure that these proposed changes will not impact the city's drinking water supply.	MNDNR has authority over high-capacity well permitting. MDH Source water unit staff can also be of assistance.

Issue identified	Impacted Feature	Problem associated with the identified issue	Opportunity associated with the identified issue	Adequacy of existing controls to address the issue
13) Nitrate levels and high chloride and manganese results.	Aquifer Well Water quality DWSMA Public health	Difficult to treat, and pin point source. Can cause health issues if it gets too high.	Educational information to residents about smart salting. Request that MNDOT be mindful about salt application in the DWSMA.	MNDOT manages Road salt application on all highways.

## 6.2 Comments Received

There have been several occasions for local governments, state agencies, and the general public to identify issues and provide input for the city’s WHP plan. At the beginning of the planning process, local units of government were notified that the City was going to develop its WHP plan and were given the opportunity to identify issues and comment. A public information meeting was held early in the plan amendment process to review the results of the delineation of the wellhead protection area, DWSMA, and the vulnerability assessments and a public hearing was held before the completed WHP plan was sent to MDH for state agency review and approval. No comments have been received at this time.

## Chapter 7 – Existing Authority and Support Provided by Local, State, and Federal Governments

In addition to its own controls, the City will rely upon partnerships formed with local units of government, state agencies, and federal agencies with regulatory controls or resource management programs in place to help implement its WHP plan. The level of support that a local, state, and federal agency can provide depends on its legal authority, as well as the resources available to local governments.

### 7.1 Existing Controls and Programs of the Public Water Supplier

Table 5 shows the legal controls and/or programs that the City has identified to support the management of potential contamination sources in its jurisdiction within the DWSMA.

**Table 5 - Controls and Programs of the City of Holdingford**

Type of Control or Program	Description
Building Permits/Zoning Ordinance	Provides an opportunity to require performance standards to offset potential risk posed by a land use.
Ordinance Requiring Connection to City Services	Reduces the likelihood that the pumping of other wells will impact contaminant movement to the city wells.
Fire Department/Emergency Response	First response to local emergencies related to accidents.

### 7.2 Local Government Controls and Programs

The following departments or programs within Stearns County may be able to assist the city with issues relating to potential contamination sources that 1) have been inventoried or 2) may result from changes in land and water use within the DWSMA.

- Land Use Management
- Potential Contamination Source Management
- Public Education and Outreach
- Reporting and Evaluation
- Water Use and Contingency Strategy

### 9.3 Establishing Priorities

WHP measures reflect the administrative, financial, and technical requirements needed to address the risk to water quality or quantity presented by each type of potential contamination source. Not all of these measures can be implemented at the same time, so the WHP team assigned a priority to each. A number of factors must be considered when WHP action items are selected and prioritized (part 4720.5250, subpart 3):

- Contamination of the public water supply wells by substances that exceed federal drinking water standards.
- Quantifiable levels of contamination resulting from human activity.
- The location of potential contaminant sources relative to the wells.
- The number of each potential contaminant source identified, and the nature of the potential contaminant associated with each source.
- The capability of the geologic material to absorb a contaminant.
- The effectiveness of existing controls.
- The time needed to acquire cooperation from other agencies and cooperators.
- The resources needed, i.e., staff, money, time, legal, and technical resources.

The City of Holdingford considers a priority for implementing a WHP measure to be an action that will have a substantial impact, either direct or indirect, on the reduction of the risk of contamination of the city’s drinking water supply by human-caused activity. The previously identified issues were considered and assessed, and the WHP team members place more priority on monitoring activities within the wells’ ERA’s and helping to identify locations of and provide maintenance education for the wells in the DWSMA. The following table (Table 8) lists each measure that will be implemented over the 10-year period that the City’s WHP plan is in effect, including the priority assigned to each measure.

Table 8- WHP Plan Measures and Implementation Schedule

Measure Id	Objective ID	Category	Management Strategy	Recommended Year(s)	Partners	Resources	Notes	Cost	Funding Source	Contingent Upon Funding	Priority
1	2	Data Collection	(400) Sample primary well(s) for Tritium in preparation for a plan amendment.	2031	MDH, MRWA		Typically sample for tritium, chloride, bromide, nitrate, and ammonia. The city may need to collect the samples and ship them to MDH.	State Staff Time, City Staff Time	MDH Budget, City Budget	yes	High
2	1,2	Data Collection	(401) Sample private wells for quantity and quality as needed.	As Needed / As Occurs	MDH, MRWA		MDH Hydrologist will determine which wells to sample, the parameters and the frequency of sampling.	City Staff Time, State Staff Time	City Budget, MDH Budget	Yes	Medium

Measure Id	Objective ID	Category	Management Strategy	Recommended Year(s)	Partners	Resources	Notes	Cost	Funding Source	Contingent Upon Funding	Priority
3	2	Data Collection	Develop accurate costs for each WHP measure the City is responsible for. Incorporate into annual WHP budget.	Annually				City Staff Time	City Budget		High
4	2,5	Data Collection	Prepare an assessment of WHP Plan implementation efforts according to Rule. (Formally every 2.5 years)	2027, 2030, 2032	MDH, MRWA			City Staff Time, State Staff Time	City Budget, MDH Budget		High
5	2	Data Collection	Work with the MDH Hydrologist to conduct further nitrate testing and research.	As needed, as occurs	MDH, MRWA		Contact the MDH Hydrologist if Nitrate levels reach 3.0 or higher	City Staff Time, State Staff Time	City Budget, MDH Budget		High
6	2	Data Collection	(403) Update the inventory of potential contaminant sources.	2031	MDH, MRWA, MPCA, MDA, County			City Staff Time	SWP Grant		Medium
7	1	Education and Outreach	(599) Update the City website to distribute WHP Plan information, best management strategies, local ordinances and WHP activities.	2028 2031 2034	MDH and MRWA			City Staff Time	City Budget		Low

Measure Id	Objective ID	Category	Management Strategy	Recommended Year(s)	Partners	Resources	Notes	Cost	Funding Source	Contingent Upon Funding	Priority
8	1	Education and Outreach	(504) Post the wellhead protection plan on the public water system's webpage.	2026 2033				City Staff Time	City Budget		Low
9	1	Education and Outreach	(505) Provide MRWA poster contest and water conservation materials to the local schools, and local public.	Annually	MRWA			City Staff Time	City Budget		Low
10	1	Education and Outreach	Provide education material and outreach to the local schools.	Annually	MDH, MRWA			City Staff Time	City Budget, MDH Budget		Medium
11	1,3	Hazardous Waste	Provide information to businesses about Minnesota Technical Assistance program's hazardous waste services.	2026	MDH, MRWA, MN Tap		Concerns for industry Metals near Public supply wells	City staff time	City Budget		Medium
12	2,5	Inner Wellhead Management Zone (IWMZ)	(800) Help planning staff complete or update the Inner Wellhead Management Zone inventory.	2029 2035	MDH, MRWA		Every five (5) years or every time a new well is installed.	State Staff Time, City Staff Time	City Budget		Low

Measure Id	Objective ID	Category	Management Strategy	Recommended Year(s)	Partners	Resources	Notes	Cost	Funding Source	Contingent Upon Funding	Priority
13	2	Inner Wellhead Management Zone (IWMZ)	(802) Implement measures listed in the Inner Wellhead Management Zone report and Sanitary Survey reports.	2026 2032	MDH, MRWA			City Staff Time	City Budget		Medium
14	2	Inner Wellhead Management Zone (IWMZ)	(803) Make sure setback distances are met for new potential contaminant sources in the Inner Wellhead Management Zone.	As needed/ AS Occurs				City Staff Time	City Budget		High
15	1,3,4	Land Use Controls	(903) Ask the county or township to include drinking water protection in their comprehensive plans.	2028				LGU Staff Time, City Staff Time	City Budget		Low
16	4	Land Use Controls	(904) Request City council, Stearns county planning and zoning consider impacts to drinking water during zoning and permit reviews.	2026				City Staff Time, LGU Staff Time	City Budget		High
17	4	Land Use Controls	(906) Take part in One Watershed Plan (1W1P), planning commission, county water plan, SWCD, environmental services meetings related to water planning.	As Needed / As Occurs				City Staff Time	City Budget		Medium

Measure Id	Objective ID	Category	Management Strategy	Recommended Year(s)	Partners	Resources	Notes	Cost	Funding Source	Contingent Upon Funding	Priority
18	1	Lawn and Turf Management	(1004) Provide information to land owners and residents about turf and lawn care best management practices and educational opportunities.	2028 2031 2034			The City is addressing the high Nitrate issues.	City Staff Time	City Budget		Medium
19	4	Security and Emergency Planning	(1300) Provide county emergency management offices, local law enforcement and fire department(s), highway department(s), pipeline and railroad with a Drinking Water Supply Management Area map and wellhead protection information to Improve their ability to respond to spills.	2026 2033				City Staff Time, LGU Staff Time	City Budget		High
20	3	Security and Emergency Planning	(1307) Buy and install lighting, fencing, locks, doors, windows, barriers, video equipment related to drinking water protection.	2028				\$10,000, City Staff Time	SWP Grant, City Budget	yes	Low

Measure Id	Objective ID	Category	Management Strategy	Recommended Year(s)	Partners	Resources	Notes	Cost	Funding Source	Contingent Upon Funding	Priority
21	2,5	Stormwater	Televis the stormwater lines near the well field and surrounding area.	As needed/ as occurs			If Nitrate levels reach 3.0, or higher.	\$30,000		Yes	Medium
22	2,5	Stormwater	(1403) Manage stormwater on your property to minimize impacts on your drinking water system.	2029			Seeking solutions to redirect drainage away from the wells and provide treatment for stormwater	City Staff Time	SWP Grant, City Budget	Yes	Medium
23	1	Tanks	Provide or apply for funding for proper management, removal, or contamination clean-up of above/below tanks.	As needed/ as occurs			Tank removal assistance	City Staff Time	SWP Grant, City Budget	Yes	Medium
24	3	Well Management	(1800) Apply for grants to seal unused wells.	As Needed / As Occurs	MDH, MRWA, SWCD, BWSR, County			City Staff Time, State Staff Time, WBIF	SWP Grant	yes	High

Measure Id	Objective ID	Category	Management Strategy	Recommended Year(s)	Partners	Resources	Notes	Cost	Funding Source	Contingent Upon Funding	Priority
25	3	Well Management	(1803) Construct a public well to ensure water quality and/or quantity needs are met.	2028	MDH, MRWA, Well Contractor			\$20,000, City Staff Time, State Staff Time	SWP Grant, City Budget	yes	High
26	2	Well Management	(1804) Contact MDH Hydrologist and District Engineer for initial discussion prior to planning for a new public well.	As Needed / As Occurs	MDH, MRWA		Continue to work with MDH & engineering firm	\$20000, City Staff Time, State Staff Time	City Budget, SWP Grant		High
27	2	Well Management	Work with the MDH Hydrologist to locate and verify the locations of any new wells constructed within a 1-mile radius.	2031	MDH			City Staff Time, state Staff Time	City Budget, State Budget		Medium



# Stearns Conservation District

Stearns Conservation District  
110 2<sup>nd</sup> Street South – Suite 128  
Waite Park, MN 56387

(320) 251-7800 ext. 3  
info@StearnsCD.org  
www.StearnsCD.org

Date: September 29, 2025

To: Nicky Lahr, City Clerk/Treasurer, City of Holdingford  
Steve Horvath, Maintenance Supervisor, City of Holdingford

From: Stephanie Hatzenbihler, Water Plan Coordinator, Stearns Conservation District

**Re: Wellhead Protection Plan Amendment for the City of Holdingford, Part II**

The Stearns Conservation District submits the following comments in response to the local review request of the Part II Wellhead Protection Plan draft dated July 31, 2025:

- No changes to recommend or request.

Thank you for the opportunity to review and submit comments on the City of Holdingford draft wellhead protection plan, Part II. We look forward to continuing to be a community partner as the city continues to protect its drinking water supply. If you have any questions, please direct all communication to Stephanie Hatzenbihler at (320) 251 7800, extension 3.

Sincerely,

Stephanie Hatzenbihler, Water Plan Coordinator  
Stearns Conservation District

<b>ASSESSMENT RATES</b>
<b>CURB AND GUTTER ONLY \$2,477.00 EACH</b>

	PARCEL ID NO.	OWNER OF RECORD	MAILING ADDRESS	CITY, STATE, ZIP	PROPERTY ADDRESS	PER LOT	ASSESSMENT	4.0% FOR 5 YEARS ANNUAL PAYMENT	
1	58.33668.0000	JEFFREY R & LISA A STOERMANN	1010 NORTH HIGH CT	HOLDINGFORD, MN 56340	1010 NORTH HIGH CT	1	\$2,477.00	\$556.40	
2	58.33668.0002	SCOTT J PAGGEN REV TRUST	PO BOX 273	HOLDINGFORD, MN 56340	1020 NORTH HIGH CT	1	\$2,477.00	\$556.40	
3	58.33668.0004	KEITH PROCHASKA	1030 NORTH HIGH CT	HOLDINGFORD, MN 56340	1030 NORTH HIGH CT	1	\$2,477.00	\$556.40	
4	58.33668.0008	JEREMIAH SKUDLAREK	1050 NORTH HIGH CT	HOLDINGFORD, MN 56340	1050 NORTH HIGH CT	1	\$2,477.00	\$556.40	
5	58.33668.0010	KELLY A KOBERNUSZ	1060 NORTH HIGH CT	HOLDINGFORD, MN 56340	1060 NORTH HIGH CT	1	\$2,477.00	\$556.40	
6	58.33668.0012	JAYME OPATZ	1070 NORTH HIGH CT	HOLDINGFORD, MN 56340	1070 NORTH HIGH CT	1	\$2,477.00	\$556.40	
7	58.33668.0014	KATHLEEN M WOHPLETZ TRUST	1080 NORTH HIGH CT	HOLDINGFORD, MN 56340	1080 NORTH HIGH CT	1	\$2,477.00	\$556.40	
8	58.33668.0016	ALAN L WALZ	1090 NORTH HIGH CT	HOLDINGFORD, MN 56340	1090 NORTH HIGH CT	1	\$2,477.00	\$556.40	
9	58.33668.0018	ASHLEY HOFFMAN	1100 NORTH HIGH CT	HOLDINGFORD, MN 56340	1100 NORTH HIGH CT	1	\$2,477.00	\$556.40	
10	58.33668.0020	NEIL BECKER	1110 NORTH HIGH CT	HOLDINGFORD, MN 56340	1110 NORTH HIGH CT	1	\$2,477.00	\$556.40	
11	N/A	CITY OF HOLDINGFORD	N/A	HOLDINGFORD, MN 56340		1	\$2,477.00	N/A	
<b>TOTAL</b>							<b>11</b>	<b>\$27,247.00</b>	

**FINAL COST SPLIT**

ASSESSMENTS - RESIDENTS	\$24,770.00
ASSESSMENTS - CITY	\$2,477.00
STREETS - CITY	\$102,291.40
	<u>\$129,538.40</u>

**METHODOLOGY**

- (1) NO ASSESSMENT FOR EXISTING CONCRETE CURB.
- (2) EVENLY SPLIT AMONG BENEFITING PARCELS
- (3) CITY ASSESSMENT IS FOR PARTIAL CURB ON PREVIOUSLY ASSESSED PARCELS

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## Notice of Hearing on Proposed Assessment

Holdingford, Minnesota September 8, 2025.

### TO WHOM IT MAY CONCERN:

Notice is hereby given that the council will meet at 7:00 p.m. on October 14, 2025 at City all to consider, and possibly adopt, the proposed assessment for Improvement No. 2024.01, the improvement of North High Court between 4<sup>th</sup> Street and end of cul-de-sac by pavement replacement. Adoption by the council of the proposed assessment may occur at the hearing. The following is the area proposed to be assessed: North High Court from 4<sup>th</sup> Street to the end of the cul-de-sac.

The amount to be specially assessed against your particular lot, piece, or parcel of land is shown in the attachment to this notice. Such assessment is proposed to be payable in equal annual installments extending over a period of 5 years, the first of the installments to be payable on or before the first Monday in January 2026, and will bear interest at the rate of four percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2025 . To each subsequent installment when due shall be added interest for one year on all unpaid installments.

You may at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City Clerk. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is four percent per year. The right to partially prepay the assessment according is available.

The proposed assessment roll is on file for public inspection at the city clerk's office. The total amount of the proposed assessment is \$27,247.00. Written or oral objections will be considered at the meeting. No appeal to district court may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

Under Minn. Stat. §§ 435.193 to 435.195 the council may, in its discretion, defer the payment of this special assessment for any homestead property owned by a person 65 years of age or older, one retired by virtue of a permanent and total disability, or a member of the National Guard or other reserves ordered to active military service for whom it would be a hardship to make the payments. When deferment of the special assessment has been granted and is terminated for any reason provided in that law and Ordinance (Resolution), all amounts accumulated plus applicable interest become due. Any assessed property owner meeting the requirements of this law, may, within 30 days of the confirmation of the assessment, apply to the city clerk for the prescribed form for such deferral of payment of this special assessment on his/her property.

An owner may appeal an assessment to district court pursuant to Minn. Stat. § 429.081 by serving notice of the appeal upon the mayor or clerk of the city within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the mayor or clerk.

Nicole Lahr  
City Clerk

# Holdingsford City Council Minutes

## Monday, September 8, 2025.

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

**Others in attendance:** Nicky Lahr, Dave Blommel, Herman Lansing, Matt Spies, Matt Kunstleben, Allen Fedor, Jeff & Deb Ebnet, Keith Hommerding, Steve Horvath, and Linda Harlander.

Travis called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited.

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

Guests: Allen Fedor gave a presentation on a product that could be used to seal the brick and stucco at City Hall which could prevent further water leakage and damage. He gave a quote for the services and told the council to let him know if they are interested in moving forward with this.

Matt Spies spoke about ongoing concerns with the trailer park. He stated that he has been in contact with Stearns County as well to try to get the property cleaned up and looking better. He would like the City to uphold ordinances that prohibit trash and brush piles on properties as well as removing the condemned trailers. The Council explained that they have issued letters, and asked the Sheriff to issue a citation for the trash and brush on the property. They reminded Matt that this process can take time, and if the owner requests, it can be contested in court. The Council also explained that they will continue to try to work with the owner on getting the trailers maintained as they are attracting wildlife to the neighborhood in the state that they are in.

Linda Harlander stated that she was told that her property located at 701 4<sup>th</sup> Street West needed to be re-zoned from Highway-Business to residential as she has someone living at the property. Nicky explained to the Council that she attempted to find out when the zoning was changed in the past since people had lived on the property prior. She could not find it and believed that the change may have been made inadvertently. She requested to the council that the property would be converted to residential with no cost to the resident. Jayme made a motion to change zoning at 701 4<sup>th</sup> street West from H-B to R-1. Seth seconded the motion and it passed with all in favor.

Jeff Ebnet requested a refund or credit for the water and sewer connections that he paid for his new home. He had paid \$1800, and the price was reduced to \$400 at a previous meeting. Eric said that he did not agree with making the reduction retroactive. No motions were made and the request was denied.

### Department reports:

Engineering: Dave Blommel asked the council to pass two resolutions to move forward with the North High Court assessments. Eric made a motion to approve resolution 25-9-8-34 for the final assessment amount for North High Court in the amount of \$27,247. Jayme seconded the motion and it passed with all in favor. Eric made a motion to approve resolution 25-9-8-5 to approve a hearing date of October 14<sup>th</sup> for the North High Court assessments. Jayme seconded it, and it passed with all in favor. The Council asked Nicky to send WMD Scepaniak a letter asking them to remove or reroute the downspout drain that they placed facing into the City Hall parking lot. Dave Blommel mentioned that he would help them come up with a plan for diverting the water somewhere else. Dave also stated that the City Hall parking lot construction would begin on Wednesday, September 10<sup>th</sup>. He also said that he would be sending cost estimates for drilling a test well.

Fire Department: Keith Hommerding said that there were 121 calls this year so far and he has not received any word from the FEMA grant yet. It was decided that the annual Fire meeting with the Townships will occur in January since we have not heard back from anyone yet. Nicky will set the date and let everyone know.

Maintenance: Steve explained that there have been more issues with pumps at the Wastewater plant getting plugged with wipes. He would like to start a campaign reminding citizens even wipes that claim they are flushable cause damage to the plant. The WWTP operating permit is in the final stages of issuance. The city will need to update the chloride minimization

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

plan with SEH. Steve mentioned that the Kubota had some repairs done and that he also got a quote to trade the unit in. Eric made a motion to move forward with the trade/purchase. Seth seconded and the motion passed with all in favor.

Clerks: Nicky stated that the council will need to make decisions on 2026 COLA increases for non-union employees, as well as how the new MN paid leave rates will be paid. She recapped the new budget process and forms. The council was reminded that dog tag renewal notices will go out next month. She is looking to the council for any adjustments to the fee schedule for 2026 at the October meeting so the final numbers can be accepted at the November meeting.

Travis shared that the City received a letter from Corky's Carwash owners, Corky and Hank VanKoevering. The letter stated that they would be willing to donate the property to the City. Jayme made a motion to accept the property. Eric seconded and the motion passed with all in favor.

Eric made a motion to approve resolution 25-9-8-1 for a bond in the amount of \$230,000 for upfitting a fire truck. Jayme seconded and the motion passed with all in favor.

Jayme made a motion to change ordinance 92.42 as indicated in resolution 25-9-8-2. Seth seconded and the motion passed with all in favor. Resolution 25-9-8-3 was presented requesting approval of a gambling permit from All Saints for an upcoming raffle. Jayme made a motion to approve the resolution with the stipulation that a representative from All Saints church present an update on what they intend to do with the existing churches. Eric seconded and the motion passed with all in favor.

The Lions submitted a project request for replacing the door at the park shelter and refurbishing the picnic tables. They also requested some funds for the project which they estimated at \$2500. Jayme made a motion to approve the project. Seth seconded it. The council discussed and decided not to contribute to the project at this time. The motion passed with all in favor.

Then lions submitted a project request for repairing and repainting the wooden train at the Trail Head Park. Jayme made a motion to approve the project, and Seth seconded it. Discussion on paint color determined that the Lions would decide what was best. The motion passed with all in favor.

Eric made a motion to set the 2026 preliminary levy at 10% above the 2025 levy. Seth seconded and the motion passed with all in favor. Nicky will submit the preliminary levy of \$275,000 to the County.

Jayme made a motion to approve the 2026 Stearns County Sheriff contract at the same rate as the current year. Seth seconded and the motion passed with all in favor.

Jayme made a motion to adjourn the meeting at 8:36 p.m. Seth seconded and the motion passed with all in favor.

Looking forward: Next Council meeting is on Tuesday, October 14<sup>th</sup>. City Hall will be closed on Monday October 13<sup>th</sup> for Columbus Day. The pillow clinic will be held at City Hall on October 2<sup>nd</sup> from 2pm-6pm sponsored by the Lioness Club. October 15<sup>th</sup> Employees from Magnifi Financial will decorate Main Street with new decorations provided by the Chamber of Commerce.

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

**CITY OF HOLDINGFORD**

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**10100 NO DESCR**

**September 2025**

**Account Summary**

Beginning Balance on 9/1/2025	\$990,708.03	Cleared	\$981,023.56
+ Receipts/Deposits	\$85,388.46	Statement	\$981,023.56
- Payments (Checks and Withdrawals)	\$95,072.93	Difference	\$0.00
Ending Balance as of 9/30/2025	\$981,023.56		

**Cash Balance**

Active 101-10100 General Fund	\$51,113.23	Beginng Balance	\$990,708.03
Active 102-10100 Fire Fund	\$138,078.60	+ Total Deposits	\$86,317.71
Active 301-10100 General Debt Fund	\$23,686.67	- Checks Written	\$295,303.29
Active 302-10100 EDU Water-Sewer-Street Project	\$231,805.89	Check Book Balance	\$781,722.45
Active 306-10100 GO Equipment Certificate	\$0.00	Difference	\$0.00
Active 311-10100 TIF Dist 1 Housing	\$77.92		
Active 313-10100 TIF Dist 3 Two Rivers	-\$1,106.00		
Active 314-10100 TIF Dist 4 Berkon-Erythg Signs	-\$1,500.00		
Active 320-10100 MIF Stainless Kings	\$0.00		
Active 401-10100 General Reserve	\$123,506.75		
Active 402-10100 Main Street Project	\$45,621.55		
Active 403-10100 Fire Dept Capital	\$91,195.02		
Active 404-10100 Parks Capital	\$6,106.04		
Active 405-10100 Maintenance Capital	\$3,227.38		
Active 406-10100 Magnifi Financial	\$96.16		
Active 601-10100 Water Fund	\$51,633.59		
Active 602-10100 Sewer Fund	-\$80,842.11		
Active 603-10100 Refuse Fund	\$6,215.87		
Active 604-10100 Liquor Fund	\$9,534.64		
Active 605-10100 USDA Rural Water Reserve	\$83,271.25		
Cash Balance	\$781,722.45		

CITY OF HOLDINGFORD

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Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
Deposit	Muni 7.8.25	8/5/2025	\$620.00	-	\$620.00	-
Deposit	20250826UB0	8/26/2025	(\$25.00)	-	(\$25.00)	-
Deposit	20250826UB1	8/26/2025	(\$1,000.00)	-	(\$1,000.00)	-
Deposit	9.4.25 Deposit	8/28/2025	(\$325.00)	(\$325.00)	-	-
Deposit	20250901E020	9/3/2025	(\$409.29)	(\$409.29)	-	-
Deposit	20250901E023	9/3/2025	(\$247.23)	(\$247.23)	-	-
Deposit	20250901E021	9/3/2025	(\$82.27)	(\$82.27)	-	-
Deposit	20250901E022	9/3/2025	(\$75.00)	(\$75.00)	-	-
Deposit	20250903BANK0	9/3/2025	(\$4,319.64)	(\$4,319.64)	-	-
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)	-	-
Deposit	20250903E000	9/5/2025	(\$300.43)	(\$300.43)	-	-
Deposit	20250904E001	9/8/2025	(\$168.02)	(\$168.02)	-	-
Deposit	20250904E000	9/8/2025	(\$150.00)	(\$150.00)	-	-
Deposit	20250908BANK0	9/8/2025	(\$8,013.49)	(\$8,013.49)	-	-
Deposit	20250908E011	9/10/2025	(\$328.70)	(\$328.70)	-	-
Deposit	20250908E010	9/10/2025	(\$54.31)	(\$54.31)	-	-
Deposit	20250909E000	9/11/2025	(\$536.88)	(\$536.88)	-	-
Deposit	20250910E000	9/12/2025	(\$1,017.90)	(\$1,017.90)	-	-
Deposit	20250915BANK0	9/15/2025	(\$4,504.21)	(\$4,504.21)	-	-
Deposit	9.18.25 Deposit	9/16/2025	(\$11,425.00)	(\$11,425.00)	-	-
Deposit	20250917E013	9/18/2025	(\$90.90)	(\$90.90)	-	-
Deposit	20250917E012	9/18/2025	(\$100.00)	(\$100.00)	-	-
Deposit	20250917E011	9/18/2025	(\$107.69)	(\$107.69)	-	-
Deposit	20250917E010	9/18/2025	(\$256.00)	(\$256.00)	-	-
Deposit	20250917E020	9/19/2025	(\$260.91)	(\$260.91)	-	-
Deposit	20250919E001	9/22/2025	(\$200.00)	(\$200.00)	-	-
Deposit	20250919E000	9/22/2025	(\$10,907.46)	(\$10,907.46)	-	-
Deposit	20250922E000	9/23/2025	(\$124.57)	(\$124.57)	-	-
Deposit	20250922E001	9/23/2025	(\$307.76)	(\$307.76)	-	-
Deposit	20250924A000	9/24/2025	\$0.00	-	-	-
Deposit	20250923E005	9/24/2025	(\$2,426.41)	(\$2,426.41)	-	-
Deposit	20250923E004	9/24/2025	(\$422.48)	(\$422.48)	-	-
Deposit	20250923E003	9/24/2025	(\$79.60)	(\$79.60)	-	-
Deposit	20250923E002	9/24/2025	(\$7,885.40)	(\$7,885.40)	-	-
Deposit	20250923E001	9/24/2025	(\$104.27)	(\$104.27)	-	-
Deposit	20250923E000	9/24/2025	(\$564.32)	(\$564.32)	-	-
Deposit	20250923E010	9/25/2025	(\$562.67)	(\$562.67)	-	-
Deposit	20250926E000	9/29/2025	(\$522.59)	(\$522.59)	-	-
Deposit	20250926E001	9/29/2025	(\$182.02)	(\$182.02)	-	-
Deposit	20250929A000	9/30/2025	\$0.00	-	-	-
Deposit	100125 REC	10/1/2025	\$0.00	-	-	-
Deposit	Muni CC 9.1.2025	10/1/2025	(\$106.00)	(\$106.00)	-	-
Deposit	Muni 9.2.2025	10/1/2025	(\$414.75)	(\$414.75)	-	-
Deposit	Muni 9.1.25	10/1/2025	(\$322.75)	(\$322.75)	-	-
Deposit	Muni CC 9.2.25	10/1/2025	(\$89.25)	(\$89.25)	-	-

CITY OF HOLDINGFORD

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Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
Deposit	Muni 9.2.25	10/1/2025	\$0.00	-	-	-
Deposit	Muni CC 9.3.25	10/1/2025	(\$132.50)	(\$132.50)	-	-
Deposit	Muni 9.4.25	10/1/2025	(\$294.50)	(\$294.50)	-	-
Deposit	Muni CC 9.4.25	10/1/2025	(\$234.50)	(\$234.50)	-	-
Deposit	Muni 9.5.25	10/1/2025	(\$703.75)	(\$703.75)	-	-
Deposit	Muni CC 9.5.25	10/1/2025	(\$582.50)	(\$582.50)	-	-
Deposit	Muni 9.3.25	10/1/2025	(\$408.75)	(\$408.75)	-	-
Deposit	Muni 9.6.25	10/1/2025	(\$404.50)	(\$404.50)	-	-
Deposit	Muni CC 9.6.25	10/1/2025	(\$594.25)	(\$594.25)	-	-
Deposit	Muni 9.7.25	10/1/2025	(\$266.00)	(\$266.00)	-	-
Deposit	Muni CC 9.7.25	10/1/2025	(\$101.25)	(\$101.25)	-	-
Deposit	Muni 9.8.25	10/1/2025	(\$375.00)	(\$375.00)	-	-
Deposit	Muni CC 9.8.25	10/1/2025	(\$108.75)	(\$108.75)	-	-
Deposit	Muni 9.9.25	10/1/2025	(\$412.75)	(\$412.75)	-	-
Deposit	Muni CC 9.9.25	10/1/2025	(\$154.00)	(\$154.00)	-	-
Deposit	Muni 9.10.25	10/1/2025	(\$555.75)	(\$555.75)	-	-
Deposit	Muni CC 9.10.25	10/1/2025	(\$255.50)	(\$255.50)	-	-
Deposit	Muni 9.11.25	10/1/2025	(\$460.50)	(\$460.50)	-	-
Deposit	Muni CC 9.11.25	10/1/2025	(\$204.00)	(\$204.00)	-	-
Deposit	Muni 9.12.25	10/1/2025	(\$3,513.22)	(\$3,513.22)	-	-
Deposit	Muni CC 9.12.25	10/1/2025	(\$167.00)	(\$167.00)	-	-
Deposit	20250930E000	10/2/2025	(\$100.04)	(\$100.04)	-	-
Deposit	Muni 9.13.25	10/2/2025	(\$586.75)	(\$586.75)	-	-
Deposit	Muni CC 9.13.25	10/2/2025	(\$294.25)	(\$294.25)	-	-
Deposit	Muni 9.14.25	10/2/2025	(\$270.75)	(\$270.75)	-	-
Deposit	Muni CC 9.14.25	10/2/2025	(\$79.75)	(\$79.75)	-	-
Deposit	Muni 9.15.25	10/2/2025	(\$459.75)	(\$459.75)	-	-
Deposit	Muni CC 9.15.25	10/2/2025	(\$165.00)	(\$165.00)	-	-
Deposit	Muni 9.16.25	10/2/2025	(\$407.00)	(\$407.00)	-	-
Deposit	Muni CC 9.16.25	10/2/2025	(\$11.75)	(\$11.75)	-	-
Deposit	Muni 9.17.25	10/2/2025	(\$418.75)	(\$418.75)	-	-
Deposit	Muni CC 9.17.25	10/2/2025	(\$194.75)	(\$194.75)	-	-
Deposit	Muni 9.18.25	10/2/2025	(\$333.50)	(\$333.50)	-	-
Deposit	Muni CC 9.18.25	10/2/2025	(\$210.00)	(\$210.00)	-	-
Deposit	Muni CC 9.19.25	10/2/2025	(\$529.00)	(\$529.00)	-	-
Deposit	Muni 9.20.25	10/2/2025	(\$634.75)	(\$634.75)	-	-
Deposit	Muni CC 9.20.25	10/2/2025	(\$402.50)	(\$402.50)	-	-
Deposit	Muni 9.21.25	10/2/2025	(\$198.00)	(\$198.00)	-	-
Deposit	Muni CC 9.21.25	10/2/2025	(\$56.75)	(\$56.75)	-	-
Deposit	Muni 9.22.25	10/2/2025	(\$543.25)	(\$543.25)	-	-
Deposit	Muni CC 9.22.25	10/2/2025	(\$123.25)	(\$123.25)	-	-
Deposit	Muni 9.23.25	10/2/2025	(\$453.50)	(\$453.50)	-	-
Deposit	Muni CC 9.23.25	10/2/2025	(\$61.75)	(\$61.75)	-	-
Deposit	Muni 9.24.25	10/2/2025	(\$474.38)	(\$474.38)	-	-
Deposit	Muni CC 9.24.25	10/2/2025	(\$49.75)	(\$49.75)	-	-
Deposit	Muni 9.25.25	10/2/2025	(\$505.75)	(\$505.75)	-	-
Deposit	Muni CC 9.25.25	10/2/2025	(\$354.75)	(\$354.75)	-	-
Deposit	Muni 9.26.25	10/2/2025	(\$870.00)	(\$870.00)	-	-
Deposit	Muni CC 9.26.25	10/2/2025	(\$287.00)	(\$287.00)	-	-

CITY OF HOLDINGFORD

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Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
Deposit	Muni 9.27.25	10/2/2025	(\$514.75)	(\$514.75)	-	-
Deposit	Muni CC 9.27.25	10/2/2025	(\$299.75)	(\$299.75)	-	-
Deposit	Muni 9.28.25	10/2/2025	(\$139.50)	(\$139.50)	-	-
Deposit	Muni CC 9.28.25	10/2/2025	(\$77.75)	(\$77.75)	-	-
Deposit	Muni 9.29.25	10/2/2025	(\$418.25)	(\$418.25)	-	-
Deposit	Muni CC 9.29.25	10/2/2025	(\$126.50)	-	(\$126.50)	-
Deposit	Muni 9.30.25	10/2/2025	(\$250.75)	-	(\$250.75)	-
Deposit	Muni CC 9.30.25	10/2/2025	(\$147.00)	-	(\$147.00)	-
Deposit	Muni 9.19.25	10/6/2025	(\$1,827.50)	(\$1,827.50)	-	-
Deposit	Sept25 Elect Rev	10/6/2025	(\$1,213.25)	(\$1,213.25)	-	-
Deposit	Sept 25 Interest	10/6/2025	(\$1,300.65)	(\$1,300.65)	-	-
001191E	MN DEPARMENT OF REVENUE	9/3/2025	\$0.00	-	-	-
001192E	IRS	9/3/2025	\$0.00	-	-	-
001193E	PERA	9/3/2025	\$0.00	-	-	-
001194E	PAYCHEX	9/3/2025	\$0.00	-	-	-
001195E	HEALTH EQUITY	9/3/2025	\$0.00	-	-	-
001196E	VOYA	9/3/2025	\$0.00	-	-	-
001197E	City of Holdingford	9/3/2025	\$0.00	-	-	-
001222E	Health Equity	9/5/2025	\$693.59	\$693.59	-	-
001223E	IRS	9/5/2025	\$3,130.02	\$3,130.02	-	-
001224E	MN DEPARMENT OF REVENUE	9/5/2025	\$636.54	\$636.54	-	-
001225E	PAYCHEX	9/5/2025	\$298.21	\$298.21	-	-
001226E	PERA	9/5/2025	\$1,762.29	\$1,762.29	-	-
001227E	VOYA	9/5/2025	\$628.82	\$628.82	-	-
001206E	MN DEPARMENT OF REVENUE	9/8/2025	\$2,384.00	\$2,384.00	-	-
001207E	HEALTH EQUITY	9/16/2025	\$693.59	\$693.59	-	-
001208E	VOYA	9/16/2025	\$303.12	\$303.12	-	-
001209E	PERA	9/16/2025	\$1,702.15	\$1,702.15	-	-
001210E	MN DEPARMENT OF REVENUE	9/22/2025	\$599.01	\$599.01	-	-
001211E	IRS	9/22/2025	\$3,213.25	\$3,213.25	-	-
001212E	PAYCHEX	9/22/2025	\$266.60	\$266.60	-	-
001213E	City of Holdingford	9/22/2025	\$9,622.75	\$9,622.75	-	-
001236E	AMAZON	9/30/2025	\$517.84	\$517.84	-	-
001237E	Country Inn	9/30/2025	\$135.62	\$135.62	-	-
001238E	FINKEN	9/30/2025	\$17.70	\$17.70	-	-
001239E	KASEYA	9/30/2025	\$200.00	\$200.00	-	-
001240E	Neopost INC	9/30/2025	\$300.00	\$300.00	-	-
001241E	SHIFT4	9/30/2025	\$304.19	\$304.19	-	-
001242E	USPS - UNITED STATES POSTAL SER	9/30/2025	\$40.65	\$40.65	-	-
001243E	VERSA BANK USA	9/30/2025	\$8.00	\$8.00	-	-
001221E	City of Holdingford	10/3/2025	\$9,006.37	\$9,006.37	-	-
001228E	Postmaster	10/6/2025	\$0.00	-	-	-
001229E	Versa Bank USA	10/6/2025	\$0.00	-	-	-
001230E	Country Inn	10/6/2025	\$0.00	-	-	-
001231E	AMAZON	10/6/2025	\$0.00	-	-	-
001232E	Neopost INC	10/6/2025	\$0.00	-	-	-
001233E	KASEYA US LLC	10/6/2025	\$0.00	-	-	-
001234E	SHIFT4	10/6/2025	\$0.00	-	-	-
001235E	FINKEN	10/6/2025	\$0.00	-	-	-

CITY OF HOLDINGFORD

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Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
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	-	-
040243	BADGER METER	8/6/2025	\$41.73	\$41.73	-	-
040277	CenturyLink	8/20/2025	\$75.58	\$75.58	-	-
040288	NEXTERA ENERGY	8/20/2025	\$3,837.16	\$3,837.16	-	-
040289	Rudolph's Redneck Roost	8/20/2025	\$100.00	\$100.00	-	-
040297	XCEL ENERGY 51-5655038-6	8/20/2025	\$1,278.48	\$1,278.48	-	-
040300	AFSCME Council 65	9/2/2025	\$115.68	\$115.68	-	-
040301	AFSCME Council 65	9/3/2025	\$0.00	-	-	-
040302	Andersen Excavating of Central	9/3/2025	\$150.00	\$150.00	-	-
040303	AUTO VALUE ALBANY	9/3/2025	\$24.98	\$24.98	-	-
040304	Bernick's Pepsi-Cola	9/3/2025	\$241.31	\$241.31	-	-
040305	Borgmann Disposal Services LLC	9/3/2025	\$11,871.13	\$11,871.13	-	-
040306	Brian Zapzalka	9/3/2025	\$650.00	\$650.00	-	-
040307	C & L Distributing, Inc	9/3/2025	\$1,218.45	\$1,218.45	-	-
040308	Dahlheimer Beverage	9/3/2025	\$128.50	\$128.50	-	-
040309	Dan Lahr	9/3/2025	\$75.00	\$75.00	-	-
040310	David Drown Associates	9/3/2025	\$1,500.00	\$1,500.00	-	-
040311	Don Matson	9/3/2025	\$300.00	\$300.00	-	-
040312	Gopher State One-Call, Inc	9/3/2025	\$9.45	\$9.45	-	-
040313	Granite City Jobbing Co	9/3/2025	\$309.22	\$309.22	-	-
040314	Harry's Frozen Foods	9/3/2025	\$75.00	\$75.00	-	-
040315	HOLDINGFORD HARDWARE INC.(NON	9/3/2025	\$826.34	\$826.34	-	-
040316	Johnson Brothers Liquor Co.	9/3/2025	\$1,442.63	\$1,442.63	-	-
040317	Kennedy & Graven, Chartered	9/3/2025	\$448.50	\$448.50	-	-
040318	MIDCO (CITY)	9/3/2025	\$196.38	\$196.38	-	-
040319	Minnesota Department of Health	9/3/2025	\$763.00	\$763.00	-	-
040320	Minnesota Fire Service Certifi	9/3/2025	\$524.00	\$524.00	-	-
040321	MN PEIP	9/3/2025	\$1,464.58	\$1,464.58	-	-
040322	Nicole Lahr	9/3/2025	\$24.26	\$24.26	-	-
040323	SEH	9/3/2025	\$4,284.45	\$4,284.45	-	-
040324	Southern Glazers of MN	9/3/2025	\$391.02	\$391.02	-	-
040325	Steve Horvath	9/3/2025	\$75.00	\$75.00	-	-
040326	TOSHIBA AMERICA BUSINESS SOLUTI	9/3/2025	\$163.10	\$163.10	-	-
040327	Town Web	9/3/2025	\$2,020.00	\$2,020.00	-	-
040328	Utility Consultants, Inc.	9/3/2025	\$1,201.40	\$1,201.40	-	-
040329	VESTIS (CITY HALL)	9/3/2025	\$47.00	\$47.00	-	-
040330	VESTIS (MUNI)	9/3/2025	\$73.82	\$73.82	-	-
040331	Viking Coca-Cola Bottling Comp	9/3/2025	\$96.80	\$96.80	-	-
040332	XCEL ENERGY 51-5655037-5	9/3/2025	\$1,650.45	\$1,650.45	-	-
040333	XCEL ENERGY 51-5655038-6	9/3/2025	\$159.65	\$159.65	-	-
040334	XCEL ENERGY 51-5655041-1	9/3/2025	\$288.38	\$288.38	-	-
040335	AFSCME Council 65	9/3/2025	\$173.52	\$173.52	-	-
040336	PELZER, JAMIE	9/3/2025	\$95.62	\$95.62	-	-
040337	Two Rivers Enterprise	9/8/2025	\$200,000.00	-	\$200,000.00	-
040338	ABDO	9/17/2025	\$1,480.00	\$1,480.00	-	-
040339	Albany Chrysler Center, Inc.	9/17/2025	\$662.20	\$662.20	-	-
040340	Alex Air Apparatus, Inc	9/17/2025	\$867.23	\$867.23	-	-

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
040341	BADGER METER	9/17/2025	\$41.73	\$41.73	-	-
040342	Bernick's Pepsi-Cola	9/17/2025	\$197.00	\$197.00	-	-
040343	BLUE CROSS BLUE SHIELD MINNESO	9/17/2025	\$21.74	\$21.74	-	-
040344	C & L Distributing, Inc	9/17/2025	\$4,494.95	\$4,494.95	-	-
040345	Dahlheimer Beverage	9/17/2025	\$86.95	\$86.95	-	-
040346	Electric Motor Service	9/17/2025	\$458.78	\$458.78	-	-
040347	FILPRO CORPORATION	9/17/2025	\$35.95	\$35.95	-	-
040348	Fire Safety USA, INC	9/17/2025	\$820.00	\$820.00	-	-
040349	Granite City Jobbing Co	9/17/2025	\$360.57	\$360.57	-	-
040350	Harry's Frozen Foods	9/17/2025	\$95.25	\$95.25	-	-
040351	Hawkins, Inc	9/17/2025	\$60.00	\$60.00	-	-
040352	Hertzberg Community Solar LLC	9/17/2025	\$1,825.52	\$1,825.52	-	-
040353	Holdingford Gas and Grocery	9/17/2025	\$257.36	\$257.36	-	-
040354	Holdingford Mill	9/17/2025	\$30.00	\$30.00	-	-
040355	MIDCO (CITY)	9/17/2025	\$367.34	\$367.34	-	-
040356	Minnesota Secretary of State	9/17/2025	\$20.00	\$20.00	-	-
040357	Minnesota Valley Testing Labor	9/17/2025	\$586.75	\$586.75	-	-
040358	MN PEIP	9/17/2025	\$2,892.59	\$2,892.59	-	-
040359	Steve Horvath	9/17/2025	\$174.20	\$174.20	-	-
040360	Sysco Western MN	9/17/2025	\$959.35	\$959.35	-	-
040361	Tidy Tina's	9/17/2025	\$1,597.00	\$1,597.00	-	-
040362	Viking Coca-Cola Bottling Comp	9/17/2025	\$71.70	\$71.70	-	-
040363	XCEL ENERGY 51-5655038-6	9/17/2025	\$1,280.37	\$1,280.37	-	-
040364	XCEL ENERGY 51-5655039-7	9/17/2025	\$410.86	\$410.86	-	-
35903814	Unknown	9/9/2022	\$100.00	-	\$100.00	-
	Receipts/Deposits		(\$86,317.71)	(\$85,388.46)	(\$929.25)	\$0.00
	Payments/Withdrawal		\$200,230.36	\$95,072.93	\$200,230.36	\$0.00
				<b>Total Deposits</b>		(\$86,317.71)
				<b>Total Checks Written</b>		\$295,303.29
				<b>(Outstanding + Cleared</b>		

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

# Sept 2025

## Maintenance Report

- Holdingford WWTP was formally issued a new operating permit from the MPCA. We need a chloride minimization plan drawn up and to update our mercury minimization plan. SHE will be sending a contract to do that work soon.
- Plow truck is at Ramler trucking for annual DOT.
- Swapped out one mixer at WWTP, prop shaft was loose and caused damage to the threads. Looking into warranty from Newterra.
- Started hydrant flushing, system looks really good.
- Steve attended Biosolids training in Mankato and renewed his license to land apply.
- THM & HAAS water samples taken.
- TKN and N&N wastewater samples taken.
- Copper and lead water samples will be taken at 20 homes in Oct.

Month	Well #2	Well #3	Total Gallons	Influent Flow	I & I	Precipitation
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
September	2,099,000	0	2,099,000	2,040,000	59,000	1.6 in

HMLS Sept 2025:

We are just over even for the year. We should start to see that keep moving upwards as these are our busier months. We had our liquor and gambling enforcement checks this month, both of which we passed with no issues. I have included the liquor report. Sundays have been slow to start; the morning games have not helped. We will watch the numbers over the next few months. A FAQ about The Muni and a coupon was sent out with each utility bill was sent out this month, we are seeing some good return on it.

Upcoming: Oct- Halloween Party and band, Nov- Cruise Control, Dec- Christmas party with Comedian

I would like to hire Abby Tensen as part time bartender

**ALCOHOL AND GAMBLING ENFORCEMENT**  
INSPECTION REPORT

License holder  ID#  DBA   
 Address  City  State  Zip   
 Date  License Type  Agent District  County

Contact Person

License Posted (340A.410 s 4)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Required Sign Posted (340A.410 s4b)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Invoices on Premise (7515.0550)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Storage on Premise (340A.412 s12)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Employee Age 18 & Up (340A.412)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Purity of Product Checked (340A.508)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Valid Retail ID Card (7515.0210)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Location posted on Tax List	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Wholesale Credit List	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	Valid Insurance	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Gambling at Location	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Type of Gambling	<input type="text" value="Charitable, Holdingford Fire Relief"/>			

On-Sale/Wine License Seating Capacity  Food License Yes  No  Type

Club License/C&D Permit: Public  Private  Guest Registration Yes  No

Controlled Entrance Yes  No

Other items checked/areas found to be in need of improvement/agent concerns.

Routine inspection of a city municipal liquor operation.

Provided the required Warning Sign with instructions to post in public view. Also provided the most current version of the Minnesota Liquor Laws and Rules booklet for review.

The tap handles match the kegs

The bottle check was good.

Invoices are maintained at city hall.

Emailed to aopatz@holdingford.gov



IMMEDIATE ADMINISTRATIVE ACTION REQUESTED Yes  No  (Attach Supplemental Report and ICR) Follow up Inspection Required Yes  No  If a follow up inspection is needed it will be conducted after a period of 30 days to verify correction of areas in need of improvement. Items not corrected may lead to a civil penalty being imposed of a fine up to \$2,000 and or license suspension or revocation.

Agent Signature

Licensee Signature

10/2/2025

Dear Holdingford City Council,

As chair of the land use committee, I would recommend the City revise the land use fee schedule to include that accessory buildings 200 square feet and under be added to the \$25 fee and approval by the clerk category. This ensures that the resident is aware of the ordinances and setbacks pertaining to that size building. It would require them to also submit a site plan/drawing indicating the setback of which they plan to put the building and sign off on it. Having this on file could be useful if any issues were to arise in the future.

Thank You,

Robb Berscheid

## **Clerks' Report**

Received request for Unemployment on former employee. State denied the request.

Server drive failure. 2 replacement drives are ordered.

Front door push bar repair/replacement.

City Hall will be closed the rest of the week. I will do some work from home during that time.

# 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:           Holdingford Post Prom           Previous Gambling Permit Number: X- 94765-25-005

Minnesota Tax ID Number, if any: 6211317 Federal Employer ID Number (FEIN), if any: 84-3932514

Mailing Address: PO Box 250

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

Name of Chief Executive Officer (CEO): Laura Johannes

CEO Daytime Phone: 320-492-4994 CEO Email: holdingfordpostprom@gmail.com  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): laura.a.johannes@gmail.com

## 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](http://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): American Legion

Physical Address (do not use P.O. box): 560 Main Street, Holdingford, MN 56340

Check one:

City: Holdingford Zip: MN County: 56340

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

Date(s) of activity (for raffles, indicate the date of the drawing): February 21, 2026

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

Bingo       Paddlewheels       Pull-Tabs       Tipboards       Raffle

Total Cash Prizes: \$4500

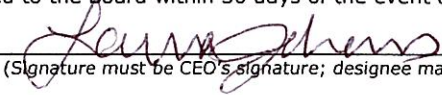
**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized 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)**

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></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: 20px;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></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><b>TOWNSHIP (if required by the county)</b> 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:  Date: 10.4.25  
*(Signature must be CEO's signature; designee may not sign)*

Print Name: Laura Johannes

<b>REQUIREMENTS</b>	<b>MAIL APPLICATION AND ATTACHMENTS</b>
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<p><b>Complete a separate application for:</b></p> <ul style="list-style-type: none"> <li>• all gambling conducted on two or more consecutive days; or</li> <li>• all gambling conducted on one day.</li> </ul> <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p><b>Financial report to be completed within 30 days after the gambling activity is done:</b> 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><b>Mail application with:</b></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 <b>\$100</b>; otherwise the fee is <b>\$150</b>. Make check payable to <b>State of Minnesota</b>.</p> <p><b>To:</b> Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p><b>Questions?</b> 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 &amp; 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 OF HOLDINGFORD  
COUNTY OF STEARNS  
STATE OF MINNESOTA**

**RESOLUTION 25-10-14-1  
Holdingford Post Prom Gambling Permit**

WHEREAS, Holdingford Post Prom 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 25-10-14-1 to allow Holdingford Post Prom to hold a Raffle on February 21<sup>st</sup>, 2026, at the Holdingford American Legion, 560 Main Street, Holdingford, MN.

Adopted by the Holdingford City Council this 14<sup>th</sup> Day of October, 2026.

Attest:

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Travis Harlander  
Mayor  
City of Holdingford

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Attest: Nicky Lahr  
Clerk-Treasurer  
City of Holdingford

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Holdingford ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective July 1, 2017, this Supplemental Letter Agreement dated September 10, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **2025 Well Site Drilling Investigation**.

**Client's Authorized Representative:** Nicky Lahr  
**Address:** 420 Main St, PO Box 69, Holdingford, Minnesota 56340, United States  
**Telephone:** 3207462966 **email:** Clerk@holdingfordmn.us

**Project Manager:** Mark Sherrill  
**Address:** 3535 Vadnais Center Drive, St. Paul, Minnesota 55110  
**Telephone:** 6512626715 **email:** msherrill@sehinc.com

**Scope:** The Services to be provided by Consultant:

The City of Holdingford (Client) is considering the development of a new wellfield to improve water quality while ensuring sufficient capacity for its residents.

The scope of services outlined in this agreement will focus on:

1. Preparation of drilling specifications to help the Client secure the services of a licensed well contractor.
2. Field oversight by a Minnesota licensed Professional Geologist during the completion of a drilling investigation program.
  - a. Including installation of an observation well if aquifer conditions appear favorable for development of a new water supply well.
  - b. Deployment of a temporary transducer in the new observation well (if installed) to monitor water levels and assess for potential interference from nearby irrigation well.
  - c. Water quality sample collection.
3. Provide a report summarizing the 2025 Well Site Drilling Investigation and any recommendations.

To control costs for this project, preliminary capacity testing/pump testing is not proposed under this scope of work. If favorable aquifer conditions are observed during completion of the exploratory soil borings, an observation well would instead be installed to provide a way to collect water quality data. The observation well would also provide a means to establish aquifer properties through future hydraulic testing (slug testing or pump testing).

### Task 1 –Field Investigation

#### Assist Client with Drilling Specifications for Contractor Selection

For this task, Consultant will perform the following activities:

1. Finalize drilling needs, methods, observation well construction details, and soil sampling criteria.
2. Provide proposed drilling specifications for the Client to use during the bidding process to secure the services of a licensed well contractor.

- a. Based on nearby well records obtained from the Minnesota Department of Health (MDH) Minnesota Well Index (MWI) website, the exploratory boring is anticipated to be completed up to 170 feet below ground surface to establish depth to crystalline bedrock.
- b. It is anticipated only unconsolidated soils will be encountered overlying bedrock.

#### Field Prep and Contractor Coordination

For this task, Consultant will perform the following activities:

1. Select final drilling location based on existing information and regulatory setback criteria for water supply wells.
  - a. Work with the Client to select a final location based on property boundaries, known utilities, and other factors.
2. Confirm drilling needs, methods, and soil sampling criteria with contracted driller.
  - a. Drilling subcontractor will obtain utility locates.
  - b. Drilling contractor will coordinate with the Client to obtain water for drilling.
  - c. Drilling contractor will coordinate with the Client to discharge water generated during observation well development to city storm sewers (if discharge to ground surface is not an approved option).
3. The Consultant will contract with Pace Laboratories and National Testing Laboratories (NTL) as a subconsultant to complete water quality screening.
  - a. NTL will provide a cost-effective analysis for an extended list of parameters that is beneficial for screening purposes at this stage of the study.
  - b. Pace laboratories for Dissolved Organic Carbon, Iron, Manganese, Nitrate, Sulfate, and Nitrogen.
  - c. The Consultant will coordinate with NTL prior to the drilling investigation to set up water quality screening by placing an order for the necessary sample bottles/kits needed to complete proposed analytical sampling and analysis.

#### Field Investigation

For this proposal, we have assumed one (1) exploratory soil boring location will be drilled along with the installation of one observation well. An optional task for an additional exploratory soil boring is listed in the cost estimate section below and should only be used if the first exploratory soil boring does not encounter lithology suitable for installation of an observation well.

The exploratory soil boring completed as part of the field investigation will be used for soil characterization purposes and to establish depth to bedrock.

If aquifer conditions look favorable during the completion of the exploratory soil boring at the proposed location, the drilling contractor will install a permanent observation well screened at a depth generally aligning with the anticipated screen interval of a future water supply well.

For this task, Consultant will perform the following activities:

1. Provide contractor coordination for drilling services.
2. Mobilize and provide drilling oversight for completion of proposed drilling program including:
  - a. Log soil boring in accordance with ASTM standards.
    - i. Soil descriptions include, but are not limited to, consistency or density, matrix color (using a Munsell Color Chart), material type (using USCS), field moisture, plasticity, cohesiveness, and sedimentary structure.
  - b. If aquifer conditions look favorable, coordinate with drilling contractor for the installation of a permanent observation well.
    - i. Establish final observation well construction specifications including depth and screened interval.
    - ii. Observation well will be used for the collection of representative water quality samples from the target aquifer a would be used during any future test pumping
  - c. Coordinate with drilling contractor for the selection and evaluation of soils for screen and filter pack sizing of future water supply well.

3. Water quality samples will be collected from the observation well following construction and development of well by the drilling contractor.
  - a. Water quality sampling will include:
    - i. One representative water quality sample collected from the observation well.
  - b. Samples will be analyzed by subconsultant, NTL for a standardized suite of parameters including:
    - i. general chemistry parameters (includes alkalinity, hardness, and TDS)
    - ii. select metals (includes iron, manganese, and uranium)
    - iii. inorganics (includes nitrates)
    - iv. trihalomethanes (THMs)
    - v. volatile organic compounds (VOCs)
    - vi. pesticides, herbicides, and PCBs
    - vii. bacteria
4. A transducer/telemetry unit will be installed by Consultant in the observation well following the collection of the water quality samples.
  - a. Contractor will perform 1 slug test which involves rapidly introducing and removing a known volume of water from the observation well to approximate local transmissivity. Values from slug testing can be used as a screening assessment of near vicinity aquifer properties.
  - b. Water levels will be recorded/monitored in the observation well for a two (2) week period to assess for potential interference from nearby wells. This task is recommended to occur during a period when nearby irrigation wells are known to be running; however timing may not be optimal depending on drilling schedule.

## **Task 2 – Exploratory Drilling Investigation Report Preparation**

For this task, Consultant will perform the following activities:

1. Prepare a final report summarizing the results of the exploratory services. The final report will include the following:
  - a. Soil boring log
  - b. Grain-size distribution and water supply well construction recommendations
  - c. Drilling contractor records
  - d. Water quality results and summary tables
  - e. Recommendations on the feasibility of a future water supply well based on the findings of the 2025 Well Site Drilling Investigation.
    - i. Future well design and permitting would be completed under a separate contract.

## **Assumptions:**

The following assumptions were used:

1. To minimize costs, no preliminary capacity testing/pump testing will be completed as part of this scope of work.
2. Client will obtain right-of-entry or access agreement for field investigation work if it occurs outside of the client's property.
3. For the chosen exploratory boring location, Client will provide to the best of their knowledge any local knowledge on historical site use, nearest utilities, current or former septic tanks, or other setbacks for potential contaminant concerns.
4. Site should be accessible by truck-mounted drill rig.
5. SEH will stake the drilling location.
6. Drilling contractor is responsible for utility locates.
7. Drilling contractor will coordinate with the City to obtain water for drilling.
8. Field geologist will be on site for one (1) exploratory boring, construction of an observation well, well development by the drilling contractor, collection of a water quality sample, and installation/removal of transducer.
  - a. If exploratory boring location does identify lithology indicating a suitable aquifer Client through written communication will authorize option task outlined below for one (1) additional exploratory boring at a different location.

9. Drilling contractor will coordinate with the City to discharge water generated during well development to city storm sewers (if discharge to ground surface is not an approved option).
10. Exploratory borehole cores shall be stored and protected onsite on and under a weighted tarp until SEH approves removal or allowed to be spread thin at the site.
11. Drilling contractor will provide reasonable, but minimal site restoration and cleanup of sediment debris, materials, and surface damage. Drilling-associated material must be removed from the site for proper disposal.
12. NTL analytical testing is a general test for water quality and does not test for all potential contaminants that are often specific to a former or current site use (Such as PFAS, 1,4-Dioxane, Dioxins and Furans). Additional analytical methods for specific contaminants would incur additional testing costs (as well as rental costs if specialized equipment is required for sampling).

**Additional Services:**

Services from Consultant not listed above, if required or requested, can be provided to the Client with a contract amendment or otherwise suitable notice to proceed.

If primary exploratory boring location does identify lithology indicating a suitable aquifer Client through written communication or email will authorize option task outlined below for one (1) additional exploratory boring at a different location.

**Schedule:**

The Consultant will start Task 1 services with the notice to proceed during Fall 2025. However, due to current drilling services demand, the schedule for the actual field investigation outlined in Task 2 will be dependent on subcontractor schedules. Once the selected driller begins the field investigation, the field portion of the project should be completed within two weeks with the final report completed approximately one month after laboratory analytical results are received from the water quality sampling.

<u>Task</u>	<u>Estimated Completion Date</u>
Task 1: Field Investigation	
- Assist Client with Drilling Contractor Selection.....	Summer – Fall 2025
- Exploratory Drilling and Observation Well.....	Fall – Spring 2025/26
Water Level Monitoring.....	2 weeks following drilling
Slug Testing.....	at time of drilling
Water Quality Testing.....	1 month following drilling
 Task 2: Report Preparation.....	 1 month following completion of Task 1

**Payment:**

The hourly not-to-exceed fee is \$15,540 including expenses. An optional task of \$2,400 for oversight of an additional exploratory boring is not included in the \$15,540. This task would be authorized via written communication or email by Client prior to Consultant proceeding. We may shift fee between project phases in order to complete the work but will not exceed the total project fee without approval.

<u>Task</u>	<u>Cost</u>
Task 1: Field Investigation	\$8,950
Laboratory Analytical Services	\$1,027
Task 2: Exploratory Drilling Investigation Report Preparation	\$5,563
<b>Total</b>	<b>\$15,540</b>

Optional Task: Oversight for additional exploratory boring (if authorized by Client) \$2,400

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

**Short Elliott Hendrickson Inc.**

**City of Holdingford**

By: Mark Sherrill

By: \_\_\_\_\_

Full Name: Mark Sherrill

Full Name: \_\_\_\_\_

Title: Project Manager

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

## **Exhibit A-1**

### **Payments to Consultant for Services and Expenses Using the Hourly Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

#### **A. Hourly Basis Option**

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

#### **B. Expenses**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

**C. Equipment Utilization**

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.



Building a Better World  
for All of Us®

October 10, 2025

RE: Holdingford, Minnesota  
Recommendation of Award  
Well Exploration - Drilling Services  
SEH No. HOLDI 183375 14.00

Honorable Mayor and City Council  
City of Holdingford  
420 Main Street  
Holdingford, MN 56340

Dear Mayor and Members of the City Council:

Information was sent to 2 prospective bidders for drilling services associated with the completion of exploratory soils borings utilizing sonic drilling methods and the installation of one monitoring well for the City of Baxter, Minnesota. Note that SEH included in the scope the following two options:

1. **Drill one boring and install one monitoring well at the “water tower” property.** If conditions encountered are not favorable, the well will not be installed and the borehole sealed.
2. **If conditions at “water tower” property are not favorable,** a second boring will be drilled at a pre-selected alternate location and a monitoring well installed. This option will only be implemented if the first location would not appear to provide water supply needed by the City.

Bids received assumed the worst case in that both options will be completed; costs for the second option would not be incurred if option one is successful. The following are the results of the two (2) bids that were received:

Cascade Drilling & Technical Services	\$49,285.00	Schedule: October 27, 2025
Traut Companies	\$49,865.00	Schedule: December 2025

A summary and driller bids are enclosed for City files. Bids were very similar, and we have had good experiences with both companies. Low bid was submitted by Cascade of Little Falls, Minnesota, in the amount of **\$49,285.00**, and Cascade has availability to start much sooner.

If the council wishes to proceed, we recommend that the council award the bid to Cascade as they are the lowest bidder on the basis of the estimated quantities and the provided unit prices, and they are able to start the project sooner. Winter drilling could potentially increase project costs.

Please contact Melanie ([mniday@sehinc.com](mailto:mniday@sehinc.com)) or Aaron ([akutz@sehinc.com](mailto:akutz@sehinc.com)) if you have any questions regarding the award process, project costs, or bids.

Sincerely,

  
Melanie Niday, PG  
Project Manager  
Enclosures

  
Aaron Kutz, PG  
Project Geologist

c. Dave Blommel, SEH; Mark Sherrill, SEH  
x:\fj\h\holdi\180366\1-gen\14-corr\bid recommendation\2025.10.10 | owner recommend award.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 2351 Connecticut Avenue, Suite 300, Sartell, MN 56377  
SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 320.229.4300 | 800.572.0617 | 888.908.8166 fax

**Bid Summary**  
**Drilling and Well Installation Cost Estimate Form**  
**City of Holdingford, Minnesota**

Item No.	Description	Traut Companies				Cascade Environmental			
		Estimated Quantity	Unit	Unit Cost	Extension	Estimated Quantity	Unit	Unit Cost	Extension
1	Mobilization-Demobilization (drill and crew/Health & Safety/per diem/water) <i>Drill Rig Type/Model: Sonic drilling methods required for exploratory boreholes</i>	1	Lump Sum	\$3,000.00	\$3,000.00	1	Lump Sum	\$5,000.00	\$5,000.00
2	Anticipated Start Date	Dec-25	Date	--	--	Dec-25	Date	--	--
3	Anticipated Number of Days to Complete Drilling/Well Installations	3	Days	--	--	5	Days	\$675.00	\$3,375.00
<b>Exploratory Soil Borings</b>									
4	Well MDH Notification and Fees	1	Per Boring	\$450.00	\$450.00	1	Per Boring	\$425.00	\$425.00
5	Soil Boring (continuous soil sampling using roto sonic drill rig, 4" sample core and 6" outer core, or approved alternative)								
	a. 0 to 170 feet (1 location)	170	Per Foot	\$65.00	\$11,050.00	170	Per Foot	\$59.00	\$10,030.00
6	Borehole abandonment for 6" diameter borehole, grout via tremie line								
	a. 0 to 170 feet (1 location if not used for well installation)	170	Per foot	\$25.00	\$4,250.00	170	Per foot	\$15.00	\$2,550.00
7	Soil Laboratory Testing								
	a. Soil sample collection and sieve analysis (4 per exploratory boring)	4	Per Sample	\$250.00	\$1,000.00	4	Per Sample	\$150.00	\$600.00
<b>Well Installation</b>									
<i>Observation/Monitoring Well Installations (Optional Installation Based on Site Conditions)</i>									
8	2-inch, Stainless-steel/Black Iron Well Construction (Minn. Rules 4725), Stainless-steel, black iron riser acceptable above screen, w/ filter pack, bentonite seal, grout (screen length to be determined in the field, up to 15-foot screens)								
	a. 0 to 170 feet stainless-steel/black iron well w/ up to 15-foot steel screen (1 location)	170	Per Foot	\$52.00	\$8,840.00	170	Per Foot	\$60.00	\$10,200.00
	b. Well Protection including locking well protective casing, concrete collar, 3 guard posts, and lock (per Minnesota Rules 4725)	1	Per Well	\$825.00	\$825.00	1	Per Well	\$1,250.00	\$1,250.00
	c. Well Development (Surge/agitate and remove at least three to five well volumes for good well function in accordance with Minn. Rules 4725)	1	Per Well	\$1,000.00	\$1,000.00	1	Per Well	\$1,900.00	\$1,900.00
<b>Reporting/Documentation</b>									
9	MDH Well and Boring Records, Sieve Analysis Results and Filter Pack Recommendations	1	Lump Sum	\$4,000.00	\$4,000.00	1	Lump Sum	\$950.00	\$950.00
<b>Additional Exploratory Borehole (Optional)</b>									
10	Well MDH Notification and Fees	1	Per Boring	\$150.00	\$150.00	1	Per Boring	\$425.00	\$425.00
11	Soil Boring (continuous soil sampling using roto sonic drill rig, 4" sample core and 6" outer core, or approved alternative)								
	a. 0 to 170 feet (1 location)	170	Per Foot	\$65.00	\$11,050.00	170	Per Foot	\$59.00	\$10,030.00
12	Borehole abandonment for 6" diameter borehole, grout via tremie line								
	a. 0 to 170 feet (1 location if not used for well installation)	170	Per foot	\$25.00	\$4,250.00	170	Per foot	\$15.00	\$2,550.00
<b>COST ESTIMATE TOTAL</b>						<b>\$49,865.00</b>			<b>\$49,285.00</b>



Account Name City of Holdingford  
 Address 420 Main Street  
 Holdingford, MN 56340

Bid Date 10/2/2025  
 Quote Number  
 Quote Revision Date  
 Project Name Aquifer Investigation - City of Holdingford

Contact Name Aaron Kutz  
 Email [akutz@sehinc.com](mailto:akutz@sehinc.com)  
 Phone 952-912-2600  
 Bill To Account Number

Project Address 800 River Street  
 Project City Holdingford  
 Project State Minnesota  
 Project Zip 56340

**Cascade Rep Contact Information**

Prepared By Chad Johnson Email [cjohnson@cascade-env.com](mailto:cjohnson@cascade-env.com)

**Scope of Work**

Drill Sonic one boring to an estimated depth of 170', if soil conditions are good set a 2" monitoring well w/ up to a 15' SS screen screen. One optional boring may also be completed if soil conditions are right. Cascade can call in the utilities however it is the owners/clients responsibility to have the locations marked before the one call will be placed. If the locations are not marked Cascade will not call in the one call. **Due to a volatile pricing environment, Cascade is unable to guarantee the pricing for a period longer than SIX MONTHS from the date of the bid submittal. If the work extends past this DATE, the agreement can be amended to extend the period of performance and address any potential adjustment in pricing resulting from actual increases in costs of labor, materials, and fuel. If you would like to discuss it further, please feel free to reach out to your CASCADE CONTACT.**

Description	Quantity	Unit	Sales Price	Subtotal
Mobilization/Demobilization Sonic Rig	1	Lump	\$ 5,000.00	\$ 5,000.00
Per Diem	5	Day	\$ 675.00	\$ 3,375.00
<b><u>Exploratory Soil Borings</u></b>			\$ -	
MDH Well Notification and Fees	1	Per Boring	\$ 425.00	\$ 425.00
Soil Boring 0-170'	170	Foot	\$ 59.00	\$ 10,030.00
Borehole Abandonment	170	Foot	\$ 15.00	\$ 2,550.00
Soil Laboratory Testing	4	Per Sample	\$ 150.00	\$ 600.00
<b><u>Well Installation</u></b>			\$ -	
2" SS Screen & Black Pipe Riser Well Installation	170	Foot	\$ 60.00	\$ 10,200.00
Well Protection - Protective Cover and 3 Guard Posts	1	Per Well	\$ 1,250.00	\$ 1,250.00
Well Development - Surge/Agitate remove at least 3 to 5 well volumes	1	Per Well	\$ 1,900.00	\$ 1,900.00
<b><u>Reporting/Documentation</u></b>				
MDH Well and Boring Records, Sieve Analysis and Filter Pack Recommendations	1	Lump	\$ 950.00	\$ 950.00
<b><u>Additional Exploratory Borehole (optional)</u></b>				
MDH Well Notification and Fees	1	Per Boring	\$ 425.00	\$ 425.00
Soil Boring 0-170'	170	Foot	\$ 59.00	\$ 10,030.00
Borehole Abandonment	170	Foot	\$ 15.00	\$ 2,550.00
			\$ -	
Pre-Tax Total			\$49,285.00	
Tax Percentage				
Taxes				
Quote Total			\$49,285.00	

Minnesota: 209 LEMIEUR ST, LITTLE FALLS MN 56345 ♦ (320) 632-6552



Account Name	City of Holdingford	Bid Date	10/2/2025
Address	420 Main Street Holdingford, MN 56340	Quote Number	
		Quote Revision Date	
		Project Name	Aquifer Investigation - City of Holdingford
Contact Name	Aaron Kutz	Project Address	800 River Street
Email	<a href="mailto:akutz@sehinc.com">akutz@sehinc.com</a>	Project City	Holdingford
Phone	952-912-2600	Project State	Minnesota
Bill To Account Number		Project Zip	56340

Cascade Rep Contact Information

Prepared By	Chad Johnson	Email	<a href="mailto:cjohnson@cascade-env.com">cjohnson@cascade-env.com</a>
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This quote is based on information provided by you and is valid for 30 days from the bid date. Unless previously agreed, Cascade requires a 2-week notice prior to mobilization. Your firm is responsible for 1) Obtaining any site specific permits, 2) Locating and clearly marking underground installations or utilities, 3) Furnishing dig Alert numbers at least three working days prior to scheduled start date and proof of private locating services, 4) Obtaining access to site with no overhead wires within 20' of the holes. Cascade Drilling shall not be responsible for damages to underground improvements not clearly and accurately marked. If bedrock, cobbles, flowing sands or other adverse or unsafe drilling conditions are encountered, drilling may continue on a time and materials basis or be terminated at the discretion of Cascade. Additional costs may apply if scope is significantly changed. Well development by others may void some or all of Cascade warranties of workmanship and materials. Prices assume standard labor rates and no work hour restrictions. Due to a volatile pricing environment, Cascade is unable to guarantee the pricing for a period longer than SIX MONTHS from the date of the bid submittal. If the work extends past this DATE, the agreement can be amended to extend the period of performance and address any potential adjustment in pricing resulting from actual increases in costs of labor, materials, and fuel. If you would like to discuss it further, please feel free to reach out to CASCADE CONTACT.



Account Name	City of Holdingford	Bid Date	10/2/2025
Address	420 Main Street Holdingford, MN 56340	Quote Number	
		Quote Revision Date	
		Project Name	Aquifer Investigation - City of Holdingford
Contact Name	Aaron Kutz	Project Address	800 River Street
Email	<a href="mailto:akutz@sehinc.com">akutz@sehinc.com</a>	Project City	Holdingford
Phone	952-912-2600	Project State	Minnesota
Bill To Account Number		Project Zip	56340

Cascade Rep Contact Information

Prepared By	Chad Johnson	Email	<a href="mailto:cjohnson@cascade-env.com">cjohnson@cascade-env.com</a>
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Cascade will perform the Work as described in this proposal subject to the terms and conditions posted at <https://cascade-env.com/resources/other/terms-and-conditions/> unless MSA is already established between Cascade and Client in which case MSA takes precedence over the aforementioned terms and conditions. By signing this proposal, Client agrees that this proposal together with the terms and conditions referenced above constitute a Subcontract. Client acknowledges that Client has received and agrees with all such documents in the form provided by Cascade. Terms and Conditions are posted and accessible at the website location set forth above.

\_\_\_\_\_  
Signature of Client/Owner Authorized Representative

\_\_\_\_\_  
Signature of Authorized Cascade Representative

\_\_\_\_\_  
Name & Title of Authorized Representative and Company

\_\_\_\_\_  
Name & Title of Authorized Cascade Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Traut Companies Proposal**

October 6, 2025

 SEH  
 10650 Red Circle Drive, Suite 500  
 Minnetonka, MN 55343

 Att: Aaron Kutz (612-508-7860) Email: akutz@sehinc.com  
 Re: City of Holdingford Aquifer Investigation

Estimated quantities;	Drill Days	3	Shift length	Mon-Fri
	Soil Drum	9	Drill Fluid	3,000 Gal

**Est. Geology: 0 - 100' Clay, 100' - 170' Sand, 170' Granite**
**Scope: Exploratory Boring**

- 1 (170') 4" Continuous Core x 6" Sonic Liner, Collect 4 Sand Samples in Aquifer for Sieve Analysis

**Well Install**

\*If Conditions look Favorable, Install (170') 2" Monitor Well w/ up to 15' Stainless Steel 10 Slot Screen, LC Steel Riser, HS Bentonite Grout, 6" Protop w/ 3 Bollards, Develop 5 Well Volumes

**Optional: If Unfavorable Conditions in Boring 1**

- 1 (170') 4" Continuous Core x 6" Sonic Liner, Collect Sand Samples in Aquifer for Sieve Analysis
- 
- Install Monitor Well If Favorable

Assume city will provide own private locates - Traut can perform at additional cost

Assume city will provide water source

Bring soil samples to Johnson Screen for sieve analysis and screen/sandpack recommendations

Thin spread drill fluid and cuttings on site

Service	Unit	Qty	Price	Total	Item #
Mobilization / Demobilization	Ea	1	\$3,000.00	\$ 3,000.00	1
Project Coord & Report	Ea	1	\$4,000.00	\$ 4,000.00	9
<b>Estimated Start Date:</b>				Decmeber 2025	2
<b>Estimated Field Days: To do full Scope</b>				3 Days	3
<b>(170') Sonic Boring</b>					
Temp Enviro. Well Notification	Ea	1	\$150.00	\$ -	4A
Environmental Well Notification 1 - 4 Wells	Ea	1	\$450.00	\$ 450.00	4B
Set Up Charge	Ea	1			
6" Sonic, 4" Core (0-100')	Ft	100			
6" Sonic, 4" Core (100-150')	Ft	50			
6" Sonic, 4" Core (150-200')	Ft	20			
		170	\$65.00	\$ 11,050.00	5
Abandonment of Soil Boring	Ft	170	\$25.00	\$ 4,250.00	6
Collect soil Samples for Johnson Screen	Ea	4	\$250.00	\$ 1,000.00	7
<b>(170') 2" Monitor Well</b>					
2" Stainless Steel Screen	Ft	15			
2" LC Steel Riser Threaded	Ft	157			
Sand Pack, Grout Annulus	Ft	170			
		170	\$52.00	\$ 8,840.00	8A
6" Protective Casing with Locking Cap	Ea	1			
4" Bollards	Ea	3			
		1	\$825.00	\$ 825.00	8B
Development	Hr	2	\$500.00	\$ 1,000.00	8C
<b>Optional: (170') Sonic Boring</b>					
Temp Enviro. Well Notification	Ea	1	\$150.00	\$ 150.00	10
Set Up Charge	Ea	1			
6" Sonic, 4" Core (0-100')	Ft	100			
6" Sonic, 4" Core (100-150')	Ft	50			
6" Sonic, 4" Core (150-200')	Ft	20			
		170	\$65.00	\$ 11,050.00	11
Abandonment of Soil Boring	Ft	170	\$25.00	\$ 4,250.00	12
<b>Estimated Total</b>				<b>\$ 49,865.00</b>	

Prices are subject to change if work is not completed within 120 days of issuance, unless arranged

See back for terms and Conditions

Daryl Karasch - President / Sonic Drill Manager

**Terms, conditions and disclosures**

This proposal is based on the information provided and is valid for 120 days from the bid date, unless otherwise mutually agreed upon. After this period, pricing and terms may be subject to change due to fluctuations in labor, material, or fuel costs. The client is responsible for obtaining any site-specific permits, excluding well or sealing permits. All locations, regardless of project size, must be clearly marked at least 72 business hours in advance to ensure proper public locates can be called, unless otherwise agreed upon in writing. Additionally, the client is required to locate and clearly mark all private underground installations or utilities. If needed, Traut can assist in arranging a private locator at the owner's expense. Traut Companies will not be held liable for any damage to utilities or improvements that are not clearly and accurately marked. While Traut Companies will make reasonable efforts to complete the work within the agreed-upon timeline, delays may occur due to unforeseen circumstances such as adverse weather, supply chain issues, or changes in the project scope. The client will be notified of any delays as soon as possible. Additionally, in the event of unforeseen geological changes or unsafe drilling conditions, drilling may continue on a time and materials basis or be halted at Traut's discretion. The prices provided assume standard labor rates with no work hour restrictions, and any changes to the scope of work may result in additional costs. □

**Payment Terms**

If the invoice remains open and unpaid after 60 days, Traut Companies will send a 60-day notice and flag the invoice. If the invoice is still open and unpaid after 90 days, Traut Companies will send a 90-day late notice, and the unpaid balance will begin accruing interest at a rate of 1.5% per month on the amount due. Additionally, Traut requests a 30-day and 60-day invoice status update to ensure timely communication regarding payment progress.

**Acceptance**

By accepting this quote, the client agrees to the terms and conditions outlined above. Any deviations from these terms must be agreed to in writing by both parties. Should you wish to discuss this further, please do not hesitate to contact our **Traut Companies** team.

**-Traut Companies**