

Agenda for Monday, January 12, 2026
Public Hearing for Land Use – Initial Plat
Holdingford City Council Meeting

Open public hearing
Adjourn public hearing

Call regular meeting to Order
Pledge of Allegiance

Motion to approve preliminary plat including zoning change

Consent Agenda including:

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

Guests: Albany Mutual, to discuss brining fiber into town.

Department Reports:

Maintenance Department Report: Steve Horvath
City Engineer's Report: Dave Blommel (will not be present)
Emergency Manager: Amber Molitor (will not be present)
Liquor Store Report: Amy Opatz (will not be present)
Fire Department Report: Keith Hommerding
Land Use Committee Report: Seth Young - Nothing to review
Clerk's Report: Nicky Lahr

Unfinished/Old Business:

MOU for union PFMLA

New Business: Resolution 26-1-12-1 official designations for 2026
Steve Horvath's Annual review

Additional Agenda Items:

Looking Forward: City Hall will be closed on January 19th for MLK day. There will be no open Mayor's hours on January 21.

Adjourn

**Minutes for Truth in Taxation and
Holdingford City Council Meeting
Monday, December 8th, 2025.**

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

Others in attendance: Nicky Lahr, Herman Lensing.

Travis called the Truth in Taxation hearing open at 7:00pm. No residents were present, no comments/questions were made. Tim made a motion to close the meeting at 7:02. Jayme seconded it and it passed with all in favor.

Travis called the City Council meeting to order at 7:03 and the Pledge of Allegiance was recited.

Department reports:

Steve presented the maintenance report. He mentioned that a loader tire had to be replaced. He also asked the Council to approve an agreement with SEH to prepare a chloride investigation and update a Mercury minimization plan as required by the MPCA as terms for the City's waste water permit. Eric made a motion to approve the contract in the amount of \$12,500 and Tim seconded it. The motion passed with all in favor.

Keith gave the Fire Department report. They responded to 157 calls this year, with 1 mutual aid in Avon, 14 in Brockway TWP, 83 in Holdingford, 53 in Holding TWP and 6 in Krain TWP.

They have 4 quotes for turnout gear, and will make final decisions soon for the purchase. If the cost is more than the grant the Fire Relief association will cover the difference. Tim made a motion to approve the purchase. Seth seconded it and it passed with all in favor. Budget for 2026 will be the same, except for a slight increase for physicals this year. Payroll was submitted for approval coming in approximately \$5000 below budget at \$40,380. Eric made a motion to approve payment, and Seth seconded it. The motion passed with all in favor. Calendars will be mailed out soon. Keith also mentioned that the Department is looking into purchasing 2 mini splits this coming year to keep the facility dryer, and add supplemental heat.

Nicky gave the Clerk's report. She explained that the carwash is officially in the City's name and we applied for tax exemption status. This may not take effect until 2027. We received the 2nd half of the property tax levy from Stearns County. We also received the Fire relief Associations pension funds and paid the City's portion of the pension funds to the Relief Association. Nicky shared that the Stearns County prosecutor's office called and explained that they do not prosecute the City's ordinances, so we would need to use a private prosecutor to defend the two outstanding violations. The Council discussed and asked Nicky to look into discontinuing the County prosecuting contract. They also decided to decline hiring an attorney for the two outstanding violations as they will be approving administrative fines in lieu of criminal charges in the near future.

Old Business: The City received payment on the \$10,000 clean water grant and applied it to the first round of well test drillings. Nicky also applied for two more grants, each for \$15,000 (one is a matching grant) that will help cover the remaining charges for the test drills.

New Business: Eric made a motion to approve the 2026 budget. Tim seconded the motion and it passed with all in favor.

Eric made a motion to approve resolution 25-12-8-1 for the final 2026 levy in the amount of \$262,500 which is a 5% increase. Jayme seconded the motion. Nicky reminded the council that there are many expensive projects that need to be completed in the near future. Eric stated that an increase in utility bills would help to cover those future costs as well as make up the deficit in the water and sewer budgets. The motion passed with all in favor.

Eric made a motion approve resolution 25-12-8-2 2026 fee schedule with changes to the water and sewer fees and the addition of administrative fees for ordinance violations in the amount of \$10 per day. Tim seconded the motion and it passed with all in favor.

Jayme made a motion to approve the 2026 Council meeting schedule. Tim seconded it and it passed with all in favor.

Jayme made a motion to appoint the Clerk to sign on behalf of the Council authorizing her to close an investment with New York Depository, and roll the proceeds into a CD. Tim seconded the motion and it passed with all in favor.

Additional items: The Council discussed AFSME's MOU in regards to the State's paid leave insurance. Nicky will reach out to the union representative to schedule negotiations, or find out if email negotiation would be adequate.

The Council also discussed changing the City's ordinance 10.98 from criminal fines to administrative fines. Eric made a motion to set the fine to \$10. Tim seconded the motion and it passed with all in favor. Nicky will verify with the City Attorney that the fine can be charge daily and also how many days' notice must be given before fines start accruing.

Looking forward: City Hall is closed December 11th, 24th-26th and January 1st-2nd. The next council meeting will be January 12th.

Jayme made a motion to adjourn at 8:10 pm. Eric seconded it and it passed with all in favor.

Signed:

Nicky Lahr _____

City Clerk-Treasurer, Holdingford

CITY OF HOLDINGFORD

*Check Summary Register©

December 2025

Name	Check Date	Check Amt	
10100 Checking			
1300e	MN DEPARMENT OF REVENUE	12/8/2025	\$2,698.00 MONTH YEAR Sales Tax, paid in MONTH
1301e	KASEYA US LLC	12/8/2025	\$200.00 Dec 25 POS Kaseya Support Fees
1302e	Versa Bank USA	12/8/2025	\$977.00 Returned check fee
1303e	PAYCHEX	12/12/2025	\$706.24 Invoice for payroll
1304e	PERA	12/12/2025	\$1,569.68 12.12.25
1305e	City of Holdingford	12/12/2025	\$42,263.71 To record 12.12.25
1306e	HEALTH EQUITY	12/12/2025	\$693.59
1307e	IRS	12/12/2025	\$12,535.14
1308e	MN DEPARMENT OF REVENUE	12/12/2025	\$2,293.90 12.12.25
1309e	VOYA	12/12/2025	\$301.21
1313e	PAYCHEX	1/7/2026	\$259.86 12.26.25 Payroll
1314e	VOYA	1/7/2026	\$693.59 12.26.25 Payroll
1315e	HEALTH EQUITY	1/7/2026	\$321.08 12.26.25 Payroll
1316e	PERA	1/7/2026	\$1,765.35 12.26.25 Payroll
1317e	MN DEPARMENT OF REVENUE	1/7/2026	\$651.09 12.26.25 Payroll
1318e	City of Holdingford	1/7/2026	\$9,776.71 To record 12.26.25
1319e	IRS	12/23/2025	\$3,398.51
1320e	FINKEN	1/8/2026	\$7.00 Water Cooler Rental
1321e	Borgmann Disposal Services LLC	1/8/2026	\$12,046.65 Oct and Nov 25 Refuse Service
1322e	Postmaster	1/8/2026	\$10.90 Samples
1323e	SHIFT4	1/8/2026	\$378.25
40509	AFSCME Council 65	12/3/2025	\$115.68 Monthly Union Dues - Dan 100%
40510	Arnold's of St Martin	12/3/2025	\$1,868.28
40511	Auto Value Albany	12/3/2025	\$13.96
40512	BADGER METER	12/3/2025	\$61.94 Beacon MBL Hosting Serv Unit MONTH YEAR
40513	Bernick's Pepsi-Cola	12/3/2025	\$169.43 Non Alcoholic Beverage Resale
40514	Brian Zapzalka	12/3/2025	\$650.00 Subcontracted Services
40515	C&L Distributing	12/3/2025	\$4,952.70 Beer Resale
40516	Dan Lahr	12/3/2025	\$75.00 XXX Quarter Phone Stipend
40517	Domain listings	12/3/2025	\$288.00 Domain listing
40518	General Rental Center of Alban	12/3/2025	\$180.00 Air Compressor
40519	Gopher State One-Call, Inc	12/3/2025	\$12.15 Gopher State One Call
40520	Gregerson, Rosow, Johnson & Ni	12/3/2025	\$407.89 Ordinance Violations
40521	HACH COMPANY	12/3/2025	\$961.00 maintenance contract
40522	Holdingford Fire Relief Assn	12/3/2025	\$36,398.37 State Fire pension contribution
40523	Holdingford Hardware Inc.	12/3/2025	\$120.87 Fire Dept
40524	Holdingford Hardware Inc.	12/3/2025	\$29.63 toilet repair
40525	HOMMERDING PLUMBING	12/3/2025	\$811.56 Replace blower motor on furnace
40526	Kevin Craft	12/3/2025	\$450.00 Muni Entertainment
40527	Robert Knacke Band	12/3/2025	\$0.00 Grunge Box
40528	Steve Horvath	12/3/2025	\$75.00 XXX Quarter Phone Stipend
40529	Tidy Tina's	12/3/2025	\$475.00 Janitorial Service - City Center
40530	VESTIS	12/3/2025	\$236.07 Linen, towels, mops, paper supplies
40531	XCEL ENERGY	12/3/2025	\$1,626.55 Electric Utilities - City Center
40532	XCEL ENERGY	12/3/2025	\$143.78 Municipal Liquor Store
40533	Everything Signs	11/3/2025	\$50.00 Lettering for Kubota
40534	Minnesota Municipal Beverage A	11/3/2025	\$500.00 Annual Dues
40535	Abdo LLP	12/17/2025	\$292.50 budget training
40536	Albany Chrysler Center, Inc.	12/17/2025	\$180.39
40537	Alex Air Apparatus, Inc	12/17/2025	\$655.00
40538	Arnold's of St Martin	12/17/2025	\$2,056.28 Chains
40539	Berkon Industries, LLC	12/17/2025	\$1,880.00 Fall Main Street Decorations
40540	Bernick's Pepsi-Cola	12/17/2025	\$103.80 Beer Resale
40541	Blue Cross Blue Shield Minneso	12/17/2025	\$21.74 Vision Insurance - Aaron Coverage

CITY OF HOLDINGFORD

*Check Summary Register©

December 2025

Name	Check Date	Check Amt	
40542	C&L Distributing	12/17/2025	\$724.75 Beer Resale
40543	Cascade Drilling, LP	12/17/2025	\$30,035.00 Soil Boring 2 locations
40544	CDW Government LLC	12/17/2025	\$210.40 2 annual Adobe licenses
40545	Dahlheimer Beverage	12/17/2025	\$151.65 Beer Resale
40546	DVS Renewal	12/17/2025	\$40.50 Tabs for Maint. Dodge
40547	Electric Motor Service	12/17/2025	\$704.74
40548	GERAD'S OIL CO., INC	12/17/2025	\$327.00 Diesel Fuel
40549	Granite City Jobbing Co	12/17/2025	\$859.51 Tobacco, Snacks & Convenience Items
40550	Harry's Frozen Foods	12/17/2025	\$331.25 Pizza
40551	Hawkins, Inc	12/17/2025	\$130.00 Chlorine
40552	HEARTLAND TIRE	12/17/2025	\$3,386.07 Loader Tire and install
40553	Hertzberg Community Solar LLC	12/17/2025	\$786.64 Solar - Electric Power Services
40554	Holdingford Gas and Grocery	12/17/2025	\$420.30 Maintenance Fuel
40555	Huls Bros Trucking Inc.	12/17/2025	\$3,193.10 Salt/Sand
40556	Kennedy & Graven, Chartered	12/17/2025	\$1,483.00 general legal matters
40557	Larson Excavating	12/17/2025	\$15,424.63 CR 17 water Main Break 11.11.25
40558	METERING AND TECHNOLOGY	12/17/2025	\$617.84 Replacement meteres for HHS
40559	MIDCONTINENT COMMUNICATIO	12/17/2025	\$197.01 Internet& Phone Services
40560	MIDCONTINENT COMMUNICATIO	12/17/2025	\$368.85 Monthly TV & Telephone Service
40561	Mike Schmidt	12/17/2025	\$106.61 Reimbursement for Diabetic Supplies
40562	MN PEIP - C/O MMB Fiscal Servi	12/17/2025	\$2,376.69 Employee Dental Insurance Premium -Aaron -
40563	Nelson Sanitation & Rental, In	12/17/2025	\$215.00 Emplty bins
40564	Omann Brothers Paving Inc	12/17/2025	\$7,550.00 Watermain Street Repair
40565	Short Elliot Hendrickson, Inc.	12/17/2025	\$7,121.95 Well Investigation project 188333
40566	Shift Technologies, Inc	12/17/2025	\$206.00 (2) hard drives for server
40567	Sysco Western MN	12/17/2025	\$761.71 Resale Food Items
40568	USA Bluebook	12/17/2025	\$199.03 gloves
40569	Postmaster	12/17/2025	\$162.00 PO Box annual fee
40570	Utility Consultants, Inc.	12/17/2025	\$1,733.92 Testing
40571	VESTIS	12/17/2025	\$57.52 Mops & Rugs
40572	Viking Coca-Cola Bottling Comp	12/17/2025	\$427.75 Beer Resale
40573	XCEL ENERGY	12/17/2025	\$1,253.77 Electric Utilities - Street Lights - PO BOX 69
40574	XCEL ENERGY	12/17/2025	\$432.90 Water Tower - 800 River Street
Total Checks			\$231,407.12



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MEMORANDUM

TO: Holdingford City Council

FROM: Dave Blommel, PE (Lic. MN)

DATE: January 7, 2026

RE: Council Update
SEH No. HOLDI GEN 14.00

I apologize that I cannot be at your meeting as I have a conflict that evening. I have provided a brief summary of the findings and options to move forward below. I will be at your February meeting to participate in discussion and further evaluate the options.

New Well Search

Drilling was completed at a total of 3 locations to try to find water similar to the School's irrigation well. Original drilling records showed over 50 feet of sand and gravel that supported a very productive well.

Location 1- Water Tower Site

This location was selected as it would be the most efficient connection to the city's existing system and is located on land already owned by the City. Results were a bit mixed at the location. A relatively thin layer (17') of sand (finer grain than the school well) was found. It is possible, but perhaps unlikely the geology could support a municipal well.

Wells 2 and 3 were located on the school's property and were drilled with their permission in locations agreeable to their future plans.

Location 2 – South of the school's discus field

This location resulted in a small sand layer shallow in the boring but did not encounter anything capable of producing water at a depth suitable for use by the city.

Location 3 – West of the school parking lot

Despite drilling to bedrock, no useable well site was found in the area.

Given the results above, the city has 3 options to move forward.

Option 1 – Continue to work with the School District and see if the existing well could be shared with the City. This would require test pumping and further analysis to see if the well actually produces what the old records indicate that it could. Approximate cost to test pump \$10,000. Formal agreements with the School district and the City would need to be negotiated. Final infrastructure cost is unknown based on findings from the test pumping, but costs would still exceed \$1,000,000 with a well house and piping to the city system.

Engineers | Architects | Planners | Scientists

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

320.229.4300 | 800.572.0617 | 888.908.8166 fax

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Option 2 – Put in a test well to see if the sand at the water tower can support a well. Approximate Cost \$25,000 - \$30,000. If a productive well is found, then a new well house and municipal well would be constructed. Approximate cost \$1,000,000 – \$1,500,000.

Option 3 – Abandon the search for new water that doesn't require treatment and place a filtration plant near the existing wells. Total cost for a new filtration plant is about \$5,000,000. It is likely that some portion of this cost could be obtained through grants and low interest loans, but the ongoing operation and maintenance costs would be born by the water utility. It would be safe to assume the O&M costs would be about double what it takes to maintain the system we have now.

Again, I would like the council to think about the options to move forward for future discussion. Grant applications for any of the options will be open in February for March submittal, so the timing will be good for discussion on Feb 9.

dwb

**CITY OF HOLDINGFORD
CITY COUNCIL**

**RESOLUTION 26-1-12-1
A RESOLUTION OF OFFICIAL DESIGNATIONS FOR 2026**

BE IT RESOLVED, by the City Council of Holdingford, that the following have been appointed to hold the positions of the various designations beginning on January 12, 2026.

Liaison Designations for 2026:

Clerks/City Hall	Travis Harlander
Municipal Liquor Store	Jayne Opatz
Fire Department	Tim Winter
Parks	Eric Berscheid
Maintenance Department	Seth Young

Acting Mayor Designation for 2026: Jayme Opatz

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

Adopted by the City Council of the City of Holdingford this 12th day of January, 2026.

Travis Harlander, Mayor

ATTEST:

Nicky Lahr, Clerk/Treasurer