

Agenda for Monday, September 14th Holdingford City Council Meeting

Call to Order
Pledge of Allegiance

Consent Agenda including:

1. Council Minutes from August
2. Financial documents and claims for August
3. Journal Entries from August

Guests:

Department Reports:

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

Unfinished/Old Business:

Sheriff contract for 2027
2027 Criminal prosecution contract

New Business:

Motion to accept donation of \$25,000 from the American Legion. \$5,000 for landscaping at veteran's park, \$10,000 to Pedals to Petals for triangle garden upgrades/repairs, and \$10,000 to Parks Capital for future use.
Lynn Nienaber raffle for dance team 900 tickets (\$20) Dec 12 at school.
Approved Preliminary budget

Additional Agenda Items:

Looking Forward: Next meeting is Tuesday, October 13th.

Notices Sent for Past Due Water Bills: Joseph & Lana Doll \$468.59; Roger Jensen \$2041.80; Nathaniel Posch \$257.43; Nick Barbato \$1410.39; Dale Lundberg \$1401.85; Ashley Carbert \$25.00

Adjourn

Work Session Agenda: David Oehrelein requesting partnership for Sheriff services with the school
Preliminary Levy discussion

Minutes for Holdingford City Council Meeting Monday, August 10, 2026

Council members in attendance: Travis Harlander, Tim Winter, Seth Young, Eric Berscheid

Others in attendance: Nicky Lahr, Herman Lansing, Karla Kalla, Julie Jones, Steve Horvath, Matt Spies

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

Eric made a motion to approve the consent agenda including minutes, journal entries and financials documents. Seth seconded the motion and it passed unanimously.

Department reports:

City Engineer Report: Dave submitted a response to a concern about damaged pavement on North High Court. It stated that the failures were not due to errors from the paving company. He believes that it was a combination of new pavement, high temperatures and heavy equipment.

Fire Department update: Keith submitted quotes for 2 options to replace a cracked water heater at City Hall. Travis will seek out two more quotes as well.

Maintenance report: Steve inquired about the removal of trees near the shop. He reminded the Council that they could not do fireworks from that location if that is not completed. The council agreed that he should proceed with quotes for removal. Steve also reported that dirt and gravel were washing down from the unfinished portion of the retaining wall between the City Hall parking lot, and Scepaniak's. Eric will bring this forward to Scepaniak's and see if a solution can be found. Steve is working on getting quotes to repair and/or remove the wall by the Fire Department entrance that was damaged by a snowplow. Insurance will cover some of the cost. He will try to tie in some repair quotes for the front of the building as well. Landscaping was completed at the park, and the Legion will be donating \$3300 to the city to cover the cost.

Emergency Management report: Eric made a motion to approve the EM consulting agreement with Stearns County with Steve Horvath being appointed as the Emergency Manager. Seth seconded the motion and it passed unanimously.

Municipal Liquor Store report: Amy submitted a report stating that the Muni is up \$6443 from last year at this time.

Clerk's report: Nicky had the front door latches repaired as the doors were not locked well. She also received a quote from Hommerding for replacing the leaking water heater at City Hall. Travis will seek out 2 more quotes. Nicky is working with Paycom to fix incorrect State wage reporting needed for the annual work comp audit. She is also seeking out a quote for ABDO to do payroll services. She is prepping for primary elections. Nicky reported LGA payments and tax levy payments were received, and the 2026 audit is scheduled.

Unfinished/Old Business: Nicky reported that insurance will cover repairs to the fire department's wing wall that was hit by a snowplow a few years ago. Steve will gather estimates from at least two places to both repair and fix the wall.

Eric made a motion to approve reimbursement of up to \$10,000 to owners of 521 Main Street (he will send the indicated receipts to Nicky for payment and exact cost) upon completion of renovations to the commercial space. Tim seconded the motion and it passed with all in favor.

New Business:

Joyce Brenny, of Brenny Transportation worked with Nicky to get the repairs needed to reopen the restrooms by the ballfields. The repairs have been completed, and Nicky will send her a copy of the bill once it has been received.

The Council discussed the 2027 Sheriff contract. They discussed not renewing the contract. No motion was made.

The 2027-2028 Criminal prosecution contract was discussed. Nicky was asked to check to see if this service is necessary and it was tabled until next meeting.

Eric made a motion to approve a donation of \$525 to the Initiative Foundation for 2027. Tim seconded the motion and it passed with all in favor. Eric requested that we look into services that they may be able to provide for the city.

Eric made a motion to approve Nicky's annual review and step increase. Seth seconded the motion and it passed with all in favor.

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

Additional Agenda Items: Matt Spies indicated that at Holdingford Hillside Trailer Park put tin sheets over a few of the trailers making them look worse than before. He stated that there were several trailers that were supposed to be removed within 60 days. Seth has been working with the County Commissioner to help come up with solutions for the park. Nicky was asked to send an ordinance violation letter to Holdingford Hillside Trailer Park, and also to 321 River Street West.

Eric made a motion to adjourn the meeting at 7:30 p.m. Tim seconded and the motion passed with all in favor.

Notices for Past Due Water Bills: Joe Lashinski, Joeseeph and Lana Doll, Roger Jensen, Nathaniel Posch, Nick Barbato, Dale Lundberg.

Looking forward: Next Council meeting is September 14th. City Hall will be closed on August 31, September 1, 7, 21, 22.

Signed:

Nicky Lahr _____

City Clerk-Treasurer, Holdingford

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August 2026

Account Summary

Beginning Balance on 8/1/2026	\$888,524.67
+ Receipts/Deposits	\$125,736.81
- Payments (Checks and Withdrawals)	\$119,439.85
Ending Balance as of 8/31/2026	\$894,821.63

Cleared	\$894,821.63
Statement	\$894,821.63
Difference	\$0.00

Cash Balance

Active 101-10100 General Fund	\$96,250.00
Active 102-10100 Fire Fund	\$182,250.73
Active 301-10100 General Debt Fund	\$22,011.57
Active 302-10100 EDU Water-Sewer-Street Project	\$235,227.48
Active 303-10100 Tax Abatement Berkon	-\$6,788.31
Active 306-10100 GO Equipment Certificate	\$0.00
Active 307-10100 2025 GO Equip Bond FD	\$0.00
Active 311-10100 TIF Dist 1 Housing	\$0.00
Active 313-10100 TIF Dist 3 Two Rivers	\$0.00
Active 314-10100 TIF Dist 4 Berkon-Erythg Signs	\$0.00
Active 315-10100 TIF Dist 5 Stainless Kings	-\$721.15
Active 320-10100 MIF Stainless Kings	\$9,540.49
Active 401-10100 General Reserve	\$23,798.18
Active 402-10100 Main Street Project	\$45,767.56
Active 403-10100 Fire Dept Capital	\$197,301.80
Active 404-10100 Parks Capital	\$16,126.39
Active 405-10100 Maintenance Capital	-\$22,321.14
Active 406-10100 Magnifi Financial	\$281.51
Active 601-10100 Water Fund	-\$10,313.02
Active 602-10100 Sewer Fund	\$11,084.89
Active 603-10100 Refuse Fund	\$3,033.78
Active 604-10100 Liquor Fund	\$20,229.52
Active 605-10100 USDA Rural Water Reserve	\$25,798.71
Cash Balance	\$848,558.99

Beginng Balance	\$888,524.67
+ Total Deposits	\$127,691.56
- Checks Written	\$167,657.24
Check Book Balance	\$848,558.99
Difference	\$0.00

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Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
Deposit		8/3/2026	(\$391.75)	-	(\$391.75)	-
Deposit	Muni CC 7.30.26	8/3/2026	(\$173.75)	(\$173.75)	-	-
Deposit	Muni 7.31.26	8/3/2026	(\$481.50)	(\$481.50)	-	-
Deposit	Muni CC 7.31.26	8/3/2026	(\$417.30)	(\$417.30)	-	-
Deposit	20260804BANK0	8/5/2026	(\$5,751.88)	(\$5,751.88)	-	-
Deposit	20260803E002	8/5/2026	(\$249.62)	(\$249.62)	-	-
Deposit	20260803E001	8/5/2026	(\$626.56)	(\$626.56)	-	-
Deposit	20260803E000	8/5/2026	(\$197.88)	(\$197.88)	-	-
Deposit	20260805E003	8/10/2026	(\$6,672.76)	(\$6,672.76)	-	-
Deposit	20260805E002	8/10/2026	(\$388.98)	(\$388.98)	-	-
Deposit	20260805E001	8/10/2026	(\$250.00)	(\$250.00)	-	-
Deposit	20260805E000	8/10/2026	(\$452.27)	(\$452.27)	-	-
Deposit	20260810A001	8/11/2026	\$0.00	-	-	-
Deposit	20260810A000	8/11/2026	(\$905.08)	(\$905.08)	-	-
Deposit	8.17.26 Deposit	8/17/2026	(\$15,636.61)	(\$15,636.61)	-	-
Deposit	20260817BANK0	8/17/2026	(\$8,779.79)	(\$8,779.79)	-	-
Deposit	20260810E014	8/17/2026	(\$296.55)	(\$296.55)	-	-
Deposit	20260810E013	8/17/2026	(\$261.12)	(\$261.12)	-	-
Deposit	20260810E012	8/17/2026	(\$141.17)	(\$141.17)	-	-
Deposit	20260810E011	8/17/2026	(\$300.00)	(\$300.00)	-	-
Deposit	20260810E010	8/17/2026	(\$287.40)	(\$287.40)	-	-
Deposit	Muni 8.1.26	8/18/2026	(\$253.75)	(\$253.75)	-	-
Deposit	Muni CC 8.1.26	8/18/2026	(\$741.50)	(\$741.50)	-	-
Deposit	Muni 8.3.26	8/18/2026	(\$244.50)	(\$244.50)	-	-
Deposit	Muni CC 8.3.26	8/18/2026	(\$125.50)	(\$125.50)	-	-
Deposit	Muni 8.4.26	8/18/2026	(\$277.00)	(\$277.00)	-	-
Deposit	Muni CC 8.4.26	8/18/2026	(\$70.00)	(\$70.00)	-	-
Deposit	Muni 8.5.26	8/18/2026	(\$462.50)	(\$462.50)	-	-
Deposit	Muni CC 8.5.26	8/18/2026	(\$256.25)	(\$256.25)	-	-
Deposit	Muni 8.6.26	8/18/2026	(\$525.75)	(\$525.75)	-	-
Deposit	Muni CC 8.6.26	8/18/2026	(\$215.00)	(\$215.00)	-	-
Deposit	Muni 8.7.26	8/18/2026	(\$370.00)	(\$370.00)	-	-
Deposit	Muni CC 8.7.26	8/18/2026	(\$516.25)	(\$516.25)	-	-
Deposit	Muni 8.8.26	8/18/2026	(\$739.50)	(\$739.50)	-	-
Deposit	Muni CC 8.8.26	8/18/2026	(\$405.25)	(\$405.25)	-	-
Deposit	20260818E002	8/19/2026	(\$150.00)	(\$150.00)	-	-
Deposit	20260818E001	8/19/2026	(\$125.56)	(\$125.56)	-	-
Deposit	20260818E000	8/19/2026	(\$49.68)	(\$49.68)	-	-
Deposit	Muni 8.10.26	8/19/2026	(\$375.00)	(\$375.00)	-	-
Deposit	Muni CC 8.10.26	8/19/2026	(\$82.50)	(\$82.50)	-	-
Deposit	Muni 8.11.26	8/19/2026	(\$314.00)	(\$314.00)	-	-
Deposit	Muni CC 8.11.26	8/19/2026	(\$237.75)	(\$237.75)	-	-
Deposit	Muni 8.12.26	8/19/2026	(\$553.00)	(\$553.00)	-	-
Deposit	Muni CC 8.12.26	8/19/2026	(\$107.50)	(\$107.50)	-	-
Deposit	Muni 8.13.26	8/19/2026	(\$292.50)	(\$292.50)	-	-
Deposit	Muni CC 8.13.26	8/19/2026	(\$192.00)	(\$192.00)	-	-
Deposit	Muni 8.14.26	8/19/2026	(\$925.25)	(\$925.25)	-	-
Deposit	Muni CC 8.14.26	8/19/2026	(\$183.00)	(\$183.00)	-	-
Deposit	Muni 8.15.26	8/19/2026	(\$805.50)	(\$805.50)	-	-

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Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
Deposit	Muni CC 8.15.26	8/19/2026	(\$710.50)	(\$710.50)	-	-
Deposit	Muni 8.17.26	8/19/2026	(\$2,643.91)	(\$2,643.91)	-	-
Deposit	Muni 8.18.26	8/19/2026	(\$283.50)	(\$283.50)	-	-
Deposit	Muni CC 8.18.26	8/19/2026	(\$235.75)	(\$235.75)	-	-
Deposit	20260819E000	8/21/2026	(\$828.53)	(\$828.53)	-	-
Deposit	20260820E011	8/24/2026	(\$292.97)	(\$292.97)	-	-
Deposit	20260820E010	8/24/2026	(\$11,120.00)	(\$11,120.00)	-	-
Deposit	20260810BANK0	8/24/2026	\$604.00	\$604.00	-	-
Deposit	20260821E012	8/25/2026	(\$169.94)	(\$169.94)	-	-
Deposit	20260821E011	8/25/2026	(\$2,934.70)	(\$2,934.70)	-	-
Deposit	20260821E010	8/25/2026	(\$9,841.05)	(\$9,841.05)	-	-
Deposit	8.27.26 Deposit	8/26/2026	(\$28,996.95)	(\$28,996.95)	-	-
Deposit	20260831HEL0	9/1/2026	(\$213.68)	(\$213.68)	-	-
Deposit	20260831HEL5	9/1/2026	(\$480.00)	(\$480.00)	-	-
Deposit	20260831HEL4	9/1/2026	(\$104.06)	(\$104.06)	-	-
Deposit	20260831HEL3	9/1/2026	(\$250.00)	(\$250.00)	-	-
Deposit	20260831HEL1	9/1/2026	(\$110.50)	(\$110.50)	-	-
Deposit	20260831HEL6	9/1/2026	\$0.00	-	-	-
Deposit	Muni 8.19.26	9/2/2026	(\$297.00)	(\$297.00)	-	-
Deposit	Muni CC 8.19.26	9/2/2026	(\$38.50)	(\$38.50)	-	-
Deposit	Muni 8.20.26	9/2/2026	(\$582.00)	(\$582.00)	-	-
Deposit	Muni CC 8.20.26	9/2/2026	(\$212.25)	(\$212.25)	-	-
Deposit	Muni 8.21.26	9/2/2026	(\$653.00)	(\$653.00)	-	-
Deposit	Muni CC 8.21.26	9/2/2026	(\$408.25)	(\$408.25)	-	-
Deposit	Muni 8.22.26	9/2/2026	(\$480.25)	(\$480.25)	-	-
Deposit	Muni CC 8.22.26	9/2/2026	(\$337.75)	(\$337.75)	-	-
Deposit	Muni 8.24.26	9/2/2026	(\$438.25)	(\$438.25)	-	-
Deposit	Muni CC 8.24.26	9/2/2026	(\$286.75)	(\$286.75)	-	-
Deposit	Muni 8.25.26	9/2/2026	(\$398.00)	(\$398.00)	-	-
Deposit	Muni CC 8.25.26	9/2/2026	(\$126.75)	(\$126.75)	-	-
Deposit	Muni 8.26.26	9/2/2026	(\$411.00)	(\$411.00)	-	-
Deposit	Muni CC 8.26.26	9/2/2026	(\$257.00)	(\$257.00)	-	-
Deposit	Muni 8.27.26	9/3/2026	(\$382.50)	(\$382.50)	-	-
Deposit	Muni CC 8.27.26	9/3/2026	(\$243.50)	(\$243.50)	-	-
Deposit	Muni 8.28.26	9/3/2026	(\$698.50)	-	(\$698.50)	-
Deposit	Muni CC 8.28.26	9/3/2026	(\$408.75)	(\$408.75)	-	-
Deposit	Muni 8.29.26	9/3/2026	(\$736.00)	-	(\$736.00)	-
Deposit	Muni CC 8.29.26	9/3/2026	(\$642.75)	(\$642.75)	-	-
Deposit	Muni 8.31.26	9/3/2026	(\$516.25)	-	(\$516.25)	-
Deposit	Muni CC 8.31.26	9/3/2026	(\$216.25)	-	(\$216.25)	-
Deposit	Muni CC 8.17.26	9/3/2026	(\$73.50)	(\$73.50)	-	-
Deposit	Aug26 Elect Deposit	9/3/2026	(\$7,734.41)	(\$7,734.41)	-	-
Deposit	Aug26 Interest	9/4/2026	(\$73.07)	(\$73.07)	-	-
Deposit	20260824YNG0	9/9/2026	(\$169.33)	(\$169.33)	-	-
001632E	MN DEPARMENT OF REVENUE	8/7/2026	\$1,247.04	\$1,247.04	-	-
001634E	City of Holdingford	8/7/2026	\$8,866.25	\$8,866.25	-	-
001602E	VOYA	8/18/2026	\$319.50	\$319.50	-	-
001603E	MN DEPARMENT OF REVENUE	8/18/2026	\$1,848.74	\$1,848.74	-	-
001604E	IRS	8/18/2026	\$2,338.89	\$2,338.89	-	-

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001605E	PERA	8/18/2026	\$1,867.79	\$1,867.79	-	-
001606E	HEALTH EQUITY	8/18/2026	\$693.59	\$693.59	-	-
001607E	PAYCHEX	8/18/2026	\$0.00	-	-	-
001601E	MN DEPARMENT OF REVENUE	8/20/2026	\$4,330.00	\$4,330.00	-	-
001633E	City of Holdingford	8/21/2026	\$10,863.58	\$10,863.58	-	-
001608E	City of Holdingford	8/25/2026	\$0.00	-	-	-
001615E	AMAZON	8/31/2026	\$141.88	\$141.88	-	-
001616E	ART IN MOTION	8/31/2026	\$93.64	\$93.64	-	-
001617E	Borgmann Disposal Services LLC	8/31/2026	\$6,053.05	\$6,053.05	-	-
001618E	Cash Wise Food	8/31/2026	\$66.52	\$66.52	-	-
001619E	FILPRO CORPORATION	8/31/2026	\$853.11	\$853.11	-	-
001620E	FINKEN	8/31/2026	\$25.45	\$25.45	-	-
001621E	KASEYA	8/31/2026	\$200.00	\$200.00	-	-
001622E	Rudolph's Redneck Roost	8/31/2026	\$36.46	\$36.46	-	-
001623E	SHIFT4	8/31/2026	\$1,731.63	\$1,731.63	-	-
001624E	STEARNS BANK	8/31/2026	\$18.00	\$18.00	-	-
001625E	The Store of St. Anna	8/31/2026	\$15.00	\$15.00	-	-
001626E	USPS - UNITED STATES POSTAL SER	8/31/2026	\$492.00	\$492.00	-	-
001627E	PAYCHEX	9/4/2026	\$65.72	\$65.72	-	-
001628E	HEALTH EQUITY	9/4/2026	\$693.59	-	\$693.59	-
001629E	PERA	9/4/2026	\$1,796.69	-	\$1,796.69	-
001630E	VOYA	9/4/2026	\$306.53	-	\$306.53	-
001631E	IRS	9/4/2026	\$2,409.63	\$2,409.63	-	-
040919	Marti Bartels	6/10/2026	\$30.00	\$30.00	-	-
040977	Dahlheimer Beverage	7/7/2026	\$844.42	-	\$844.42	-
040981	HEIMAN FIRE EQUIPMENT	7/7/2026	\$290.03	-	\$290.03	-
040989	MN State Fire Dept. Assn	7/7/2026	\$200.00	\$200.00	-	-
040999	Arnolds of St Martin	7/22/2026	\$181.88	-	\$181.88	-
041000	Bernick's Pepsi-Cola	7/22/2026	\$857.21	\$857.21	-	-
041002	Central Minnesota Alarms, Inc.	7/22/2026	\$297.00	\$297.00	-	-
041006	Design Electric Inc.	7/22/2026	\$1,211.02	\$1,211.02	-	-
041007	Harry's Frozen Foods	7/22/2026	\$156.00	\$156.00	-	-
041009	Larson Excavating	7/22/2026	\$4,909.27	\$4,909.27	-	-
041021	TRI-COUNTY HUMANE SOCIETY	7/22/2026	\$125.00	\$125.00	-	-
041025	ABDO	8/6/2026	\$810.00	\$810.00	-	-
041026	AFSCME Council 65	8/6/2026	\$118.44	\$118.44	-	-
041027	ALBANY MUTUAL TELEPHONE	8/6/2026	\$130.21	\$130.21	-	-
041028	Andersen Excavating of Central	8/6/2026	\$330.00	\$330.00	-	-
041029	BADGER METER	8/6/2026	\$130.69	\$130.69	-	-
041030	Brian Zapzalka	8/6/2026	\$650.00	\$650.00	-	-
041031	C & L Distributing, Inc	8/6/2026	\$673.55	\$673.55	-	-
041032	CM2 Supply	8/6/2026	\$35.13	\$35.13	-	-
041033	Dahlheimer Beverage	8/6/2026	\$287.07	\$287.07	-	-
041034	David Drown Associates	8/6/2026	\$1,500.00	\$1,500.00	-	-
041035	Gopher State One-Call, Inc	8/6/2026	\$229.50	\$229.50	-	-
041036	Granite City Jobbing Co	8/6/2026	\$51.60	\$51.60	-	-
041037	Harry's Frozen Foods	8/6/2026	\$103.50	\$103.50	-	-
041038	HEARTLAND TIRE	8/6/2026	\$2,436.69	\$2,436.69	-	-
041039	HOLDINGFORD HARDWARE INC.(NON	8/6/2026	\$3,117.47	\$3,117.47	-	-

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041040	HOLDINGFORD HARDWARE INC.(TAX	8/6/2026	\$23.53	\$23.53	-	-
041041	Holdingford Mill	8/6/2026	\$6,137.21	\$6,137.21	-	-
041042	Kennedy & Graven, Chartered	8/6/2026	\$537.50	\$537.50	-	-
041043	MCFOA	8/6/2026	\$50.00	-	\$50.00	-
041044	Mid Central Door	8/6/2026	\$405.00	\$405.00	-	-
041045	Nelson Sanitation & Rental, In	8/6/2026	\$1,223.00	\$1,223.00	-	-
041046	OLD NATIONAL BANK	8/6/2026	\$6,427.20	\$6,427.20	-	-
041047	Randy Warga	8/6/2026	\$200.00	\$200.00	-	-
041048	Rocks to Roses Landscaping	8/6/2026	\$3,300.00	\$3,300.00	-	-
041049	School Bus Training, LLC	8/6/2026	\$600.00	\$600.00	-	-
041050	Sysco Western MN	8/6/2026	\$612.72	\$612.72	-	-
041051	Tidy Tina's	8/6/2026	\$1,496.25	\$1,496.25	-	-
041052	TOSHIBA AMERICA BUSINESS SOLUTI	8/6/2026	\$167.03	\$167.03	-	-
041053	Town Web	8/6/2026	\$2,020.00	\$2,020.00	-	-
041054	USA Bluebook	8/6/2026	\$195.04	\$195.04	-	-
041055	Utility Consultants, Inc.	8/6/2026	\$977.28	\$977.28	-	-
041056	VESTIS (MUNI)	8/6/2026	\$81.91	\$81.91	-	-
041057	XCEL ENERGY 51-5655037-5	8/6/2026	\$1,601.14	\$1,601.14	-	-
041058	XCEL ENERGY 51-5655038-6	8/6/2026	\$110.62	\$110.62	-	-
041059	XCEL ENERGY 51-5655041-1	8/6/2026	\$138.92	\$138.92	-	-
041060	League of MN Cities Insurance	8/6/2026	\$29,452.00	\$29,452.00	-	-
041061	Void	8/27/2026	\$0.00	-	-	-
041062	Void	8/27/2026	\$0.00	-	-	-
041063	Void	8/27/2026	\$0.00	-	-	-
041064	Void	8/27/2026	\$0.00	-	-	-
041065	Void	8/27/2026	\$0.00	-	-	-
041066	Void	8/27/2026	\$0.00	-	-	-
041067	Void	8/27/2026	\$0.00	-	-	-
041068	Void	8/27/2026	\$0.00	-	-	-
041069	Void	8/27/2026	\$0.00	-	-	-
041070	Void	8/27/2026	\$0.00	-	-	-
041071	Void	8/27/2026	\$0.00	-	-	-
041072	Void	8/27/2026	\$0.00	-	-	-
041073	Void	8/27/2026	\$0.00	-	-	-
041074	Void	8/27/2026	\$0.00	-	-	-
041075	Void	8/27/2026	\$0.00	-	-	-
041076	Void	8/27/2026	\$0.00	-	-	-
041077	Void	8/27/2026	\$0.00	-	-	-
041078	Void	8/27/2026	\$0.00	-	-	-
041079	Void	8/27/2026	\$0.00	-	-	-
041080	Void	8/27/2026	\$0.00	-	-	-
041081	Void	8/27/2026	\$0.00	-	-	-
041082	Void	8/27/2026	\$0.00	-	-	-
041083	Void	8/27/2026	\$0.00	-	-	-
041084	Void	8/27/2026	\$0.00	-	-	-
041085	Void	8/27/2026	\$0.00	-	-	-
041086	Void	8/27/2026	\$0.00	-	-	-
041087	Void	8/27/2026	\$0.00	-	-	-
041088	Void	8/27/2026	\$0.00	-	-	-

CITY OF HOLDINGFORD

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10100 NO DESCR**

Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
041089	Void	8/27/2026	\$0.00	-	-	-
041090	Void	8/27/2026	\$0.00	-	-	-
041091	Void	8/27/2026	\$0.00	-	-	-
041092	Void	8/27/2026	\$0.00	-	-	-
041093	Void	8/27/2026	\$0.00	-	-	-
041094	Void	8/27/2026	\$0.00	-	-	-
041095	Void	8/27/2026	\$0.00	-	-	-
041096	Void	8/27/2026	\$0.00	-	-	-
041097	Void	8/27/2026	\$0.00	-	-	-
041098	Void	8/27/2026	\$0.00	-	-	-
041099	Void	8/27/2026	\$0.00	-	-	-
041100	Void	8/27/2026	\$0.00	-	-	-
041101	Void	8/27/2026	\$0.00	-	-	-
041102	Void	8/27/2026	\$0.00	-	-	-
041103	Void	8/27/2026	\$0.00	-	-	-
041104	Void	8/27/2026	\$0.00	-	-	-
041105	Void	8/27/2026	\$0.00	-	-	-
041106	Void	8/27/2026	\$0.00	-	-	-
041107	Void	8/27/2026	\$0.00	-	-	-
041108	Void	8/27/2026	\$0.00	-	-	-
041109	Void	8/27/2026	\$0.00	-	-	-
041110	Void	8/27/2026	\$0.00	-	-	-
041111	Void	8/27/2026	\$0.00	-	-	-
041112	Void	8/27/2026	\$0.00	-	-	-
041113	Void	8/27/2026	\$0.00	-	-	-
041114	Void	8/27/2026	\$0.00	-	-	-
041115	Void	8/27/2026	\$0.00	-	-	-
041116	Void	8/27/2026	\$0.00	-	-	-
041117	Void	8/27/2026	\$0.00	-	-	-
041118	Void	8/27/2026	\$0.00	-	-	-
041119	Void	8/27/2026	\$0.00	-	-	-
041120	Void	8/27/2026	\$0.00	-	-	-
041121	Void	8/27/2026	\$0.00	-	-	-
041122	Void	8/27/2026	\$0.00	-	-	-
041123	Void	8/27/2026	\$0.00	-	-	-
041124	Void	8/27/2026	\$0.00	-	-	-
041125	Void	8/27/2026	\$0.00	-	-	-
041126	Void	8/27/2026	\$0.00	-	-	-
041127	Void	8/27/2026	\$0.00	-	-	-
041128	Void	8/27/2026	\$0.00	-	-	-
041129	Void	8/27/2026	\$0.00	-	-	-
041130	Void	8/27/2026	\$0.00	-	-	-
041131	Void	8/27/2026	\$0.00	-	-	-
041132	Void	8/27/2026	\$0.00	-	-	-
041133	Void	8/27/2026	\$0.00	-	-	-
041134	Void	8/27/2026	\$0.00	-	-	-
041135	Void	8/27/2026	\$0.00	-	-	-
041136	Void	8/27/2026	\$0.00	-	-	-
041137	AFSCME Council 65	8/27/2026	\$177.66	-	\$177.66	-

CITY OF HOLDINGFORD

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10100 NO DESCR**

Check Nbr	Vendor Name	Check Date	Amount	Cleared This Month	Amount Not Cleared	Partially Cleared Last Month
041138	Alex Air Apparatus, Inc	8/27/2026	\$234.67	-	\$234.67	-
041139	Andersen Excavating of Central	8/27/2026	\$165.00	-	\$165.00	-
041140	Audrey Lange	8/27/2026	\$42.56	-	\$42.56	-
041141	AUTO VALUE ALBANY	8/27/2026	\$8.99	-	\$8.99	-
041142	Bernick's Pepsi-Cola	8/27/2026	\$1,009.44	-	\$1,009.44	-
041143	BLUE CROSS BLUE SHIELD MINNESO	8/27/2026	\$21.74	-	\$21.74	-
041144	C & L Distributing, Inc	8/27/2026	\$6,801.90	-	\$6,801.90	-
041145	CenturyLink	8/27/2026	\$74.47	-	\$74.47	-
041146	Dahlheimer Beverage	8/27/2026	\$388.40	-	\$388.40	-
041147	GERAD'S OIL CO., INC	8/27/2026	\$643.86	-	\$643.86	-
041148	Granite City Jobbing Co	8/27/2026	\$292.08	-	\$292.08	-
041149	Harry's Frozen Foods	8/27/2026	\$169.25	-	\$169.25	-
041150	Hawkins, Inc	8/27/2026	\$90.00	-	\$90.00	-
041151	HEIMAN FIRE EQUIPMENT	8/27/2026	\$711.68	-	\$711.68	-
041152	Hertzberg Community Solar LLC	8/27/2026	\$7,541.47	-	\$7,541.47	-
041153	Holdingford Gas and Grocery	8/27/2026	\$417.80	-	\$417.80	-
041154	Kennedy & Graven, Chartered	8/27/2026	\$942.50	-	\$942.50	-
041155	McDowall Company	8/27/2026	\$3,970.00	-	\$3,970.00	-
041156	MIDCO (CITY)	8/27/2026	\$217.41	-	\$217.41	-
041157	MIDCO (MUNI)	8/27/2026	\$53.68	-	\$53.68	-
041158	Minnesota Department of Health	8/27/2026	\$1,194.00	-	\$1,194.00	-
041159	Minnesota Valley Testing Labor	8/27/2026	\$423.25	-	\$423.25	-
041160	MN DEED	8/27/2026	\$1,428.57	-	\$1,428.57	-
041161	MN PEIP	8/27/2026	\$2,376.69	-	\$2,376.69	-
041162	NEXTERA ENERGY	8/27/2026	\$5,304.33	-	\$5,304.33	-
041163	Nicole Lahr	8/27/2026	\$127.68	\$127.68	-	-
041164	PANEK, TERRANCE	8/27/2026	\$52.57	-	\$52.57	-
041165	SEH	8/27/2026	\$500.00	-	\$500.00	-
041166	Shift Technologies, Inc	8/27/2026	\$775.00	-	\$775.00	-
041167	Star Publications, LLC	8/27/2026	\$161.37	-	\$161.37	-
041168	STEARNS BANK	8/27/2026	\$35.00	\$35.00	-	-
041169	STEARNS COUNTY AUDITOR-TREASU	8/27/2026	\$4,500.00	-	\$4,500.00	-
041170	Sysco Western MN	8/27/2026	\$297.81	-	\$297.81	-
041171	TOSHIBA AMERICA BUSINESS SOLUTI	8/27/2026	\$147.00	-	\$147.00	-
041172	Utility Consultants, Inc.	8/27/2026	\$2,113.58	-	\$2,113.58	-
041173	Wishes & More	8/27/2026	\$100.00	-	\$100.00	-
041174	XCEL ENERGY 51-5655038-6	8/27/2026	\$1,309.52	-	\$1,309.52	-
Receipts/Deposits			(\$127,691.56)	(\$125,736.81)	(\$2,558.75)	\$0.00
Payments/Withdrawal			\$48,821.39	\$119,439.85	\$48,821.39	\$0.00

Total Deposits (\$127,691.56)
Total Checks Written \$167,657.24
(Outstanding + Cleared)

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

Contract for Police Services

This Agreement, made and entered into this 1st day of January, 2027, by and between the County of Stearns, hereinafter referred to as the "County" and the City of Holdingford hereinafter referred to as the "Municipality", and, Stearns County Sheriff, hereinafter referred to as the "Sheriff".

Witnesseth;

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

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

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

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

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

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

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

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

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

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

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

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

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

5) The term of this contract shall be January 1, 2027, to December 31, 2027. On or before October 1, 2026, the County or the Sheriff shall notify the Municipality of the best estimate of the per hour rate effective for the proposed 2027 contracts.

6) Renewal - The Municipality shall then determine whether or not it desires to re-enter into a contract for police services for the following year. In either case, the Municipality shall notify the County of its intention not later than November 1, 2026. Said notice shall be in writing and shall be received by the Sheriff or his designee at the Stearns County Sheriff's Department, 807 Courthouse Square, PO Box 217, St. Cloud, MN 56302. Said notice must be received by the Sheriff or his designee by November 1, 2026. In the event the Municipality shall fail to give notice as required hereby, the County and the Sheriff shall conclusively presume that said Municipality desires to extend the agreement at the estimated hourly rate specified in the notice given by the County, and the contract shall automatically renew at the same terms and conditions, annually for a period of 12 months.

7) Termination for Convenience - Either party may terminate this contract, with or without cause, at anytime, with 60 days prior written notice.

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

9) For performing the services contemplated hereby, the Municipality agrees to contract for an average of 3 hours per week, subject to seasonal adjustments, and to pay the actual cost thereof. The estimated hourly rate for 2027 is to be \$60.00, for an estimated total yearly payment of \$9,360.00 for the

year 2027, and to be paid quarterly or billed for actual hours worked at which time the Municipality shall receive credit for its share of any benefit to which it may become entitled pursuant to Minnesota Statutes 69.011(as amended). The Municipality can change number of hours, by submitting a change request, with 60 days prior written notice to the County.

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

Municipality:

By _____

By _____

Dated: _____

Stearns County:

By _____

Attest:

Sheriff of the County of Stearns

Dated: _____



JANELLE P. KENDALL

Stearns County Attorney

July 10, 2026

Nicky Lahr
City Clerk/Treasurer
P.O. Box 69
Holdingford, MN 56340

Re: Criminal Prosecution Contract for 2027 and 2028

Dear Ms. Lahr:

The Stearns County Attorney's Office prosecutes misdemeanor and petty misdemeanor violations of Minnesota's state statutes for the City of Holdingford pursuant to contract. Based on our experiences over the years, this has been a mutually efficient and cost-effective way to provide professional prosecution services to your city. Since our current contract ends December 31, 2026, I am writing to present you with a proposal to extend this contract beyond that date.

As a result of increased personnel and other costs incurred by the county since the last contract price adjustment, the yearly contract rate for the calendar years of 2027 and 2028 will increase by approximately 11% to \$5,000.00. As has been the case in past years, this rate is guaranteed not to increase through the duration of the contract. City contract rates are based on a review of the historical number of prosecution files, the population of your city, personnel and administrative costs to our office, and comparison to other contracts for cities of comparable size in Stearns County.

Our services under the contract will continue to include victim and witness assistance, civil asset forfeiture, appellate representation on these cases, law enforcement training, and 24/7 availability for law enforcement questions.

Despite the lack of major changes, please re-familiarize yourself with the contract. If you have any questions or concerns, please do not hesitate to contact me or Chief Deputy County Attorney Michael Lieberg at the number below.

Sincerely,

Janelle P. Kendall
Stearns County Attorney

JPK/MJL/jtl
Enclosure

AGREEMENT FOR PROSECUTION SERVICES

THIS AGREEMENT is made and entered into by and between the COUNTY OF STEARNS and the STEARNS COUNTY ATTORNEY, hereinafter referred to collectively as the "County," and the CITY OF HOLDINGFORD, MINNESOTA, hereinafter referred to as the "Municipality:"

WHEREAS, the Municipality desires to engage the services of the County to prosecute petty misdemeanor, misdemeanor and gross misdemeanor criminal and traffic offenses, including criminal and traffic state law violations and criminal and traffic probation violations that arise under state law which occur within the jurisdiction of the Municipality;

WHEREAS, Minn. Stat. § 484.87, subd. 3, allows for a Municipality to enter into an Agreement with the County Board and the County Attorney for the County to provide such prosecution services for criminal offenses that occur within the Municipality. Said "Prosecution Services" include the following: (1) prosecuting petty misdemeanor, misdemeanor and gross misdemeanor criminal and traffic offenses arising under state law and criminal and traffic probation violations that occur within the jurisdiction of the Municipality; (2) giving advice and guidance on prosecution matters, procedures and policies to Municipal law enforcement relating to criminal prosecutions; (3) providing P.O.S.T. accredited law enforcement training for the Municipality law enforcement officers when such training is being provided or sponsored by the County; (4) providing victim assistance and/or services as mandated by Minn. Stat. § 611A; (5) completing criminal appeals before the Minnesota Court of Appeals and the Minnesota Supreme Court on matters arising under state law which occur within the jurisdiction of the Municipality; and, (6) providing administrative advice and assistance and legal services in district court and Minnesota's courts of appeal related to civil administrative and judicial forfeitures originated by the Municipality's law enforcement agency;

WHEREAS, logistically, functionally and financially such an Agreement is mutually beneficial to both the County and Municipality.

NOW, THEREFORE, in consideration of the mutual covenants and understandings contained herein, the County and Municipality enter into the following Agreement:

1. TERM AND COST OF THE AGREEMENT

- A) The County will provide the Municipality with the prosecution services above-referenced for cases that occur within the jurisdiction of the Municipality. This Agreement will continue for the calendar years 2027 and 2028. Any Agreement for prosecution services for future years will be finalized by November 1 of the year before such service is to commence. If such an Agreement is not reached, this Agreement will expire on January 1 of the following year.
- i) For calendar year 2027, the Municipality will pay \$5,000 (five thousand dollars) to the County, said money to be used to fulfill this Agreement, including the payment of salary, benefits, and other costs incurred by the County in performance of its obligations hereunder. Municipality will pay County one-half on May 15 of each contract year, and one-half on October 15 of each contract year.

- ii) For calendar year 2028, the Municipality will pay \$5,000 (five thousand dollars) to the County, said money to be used to fulfill this Agreement, including the payment of salary, benefits, and other costs incurred by the County in performance of its obligations hereunder. Municipality will pay County one-half on May 15 of each contract year, and one-half on October 15 of each contract year.

B) The County will provide all prosecution services, administrative services, overhead, secretary and paralegal support in fulfilling its obligations under and for the term of this Agreement. The Municipality will forward all law enforcement files to the County at no charge to the County.

2. **MODIFICATION**

Any alteration, modification, amendment or waiver of provisions of the Agreement shall be valid only when it has been reduced to writing and signed by representatives of all parties.

3. **TERMINATION OF AGREEMENT**

Either party may terminate this Agreement at any time, with or without cause, upon 90 days notice, in writing, delivered by certified mail or in person to the City Clerk for the Municipality or County Attorney for the County. During the term of this Agreement, the County will not increase the fees stipulated to in this Agreement. Unless a separate written agreement is reached, on expiration or termination of this contract, the Municipality's new attorney(s) will undertake representation of the Municipality in all matters then filed, pending, or otherwise before the Court as a result of the County's representation of the Municipality. On expiration or termination of this contract, at the Municipality's request, the County will electronically duplicate and deliver files that were the subject of representation pursuant to this agreement to the Municipality in the electronic format that suits the business needs and practices of the County.

4. **INTEGRATION**

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

5. **SERVICES SPECIFICALLY EXCLUDED**

The Parties acknowledge and agree that the County will not prosecute violations of local ordinances adopted by the Municipality. Local ordinance enforcement remains the sole responsibility of the Municipality. The Parties further acknowledge and agree that as a term or condition of this contract, the County will not provide representation to the Municipality on criminal prosecution related matters, if any, venued in any federal district or federal appellate court. Likewise, the County will not provide representation or advice or otherwise participate in any administrative citation process, regardless of statutory authorization for such programs.

6. **RELEASE AND INDEMNIFICATION**

The Parties further acknowledge and agree that the County will not indemnify in any way or defend civil claims for damages or any other cause(s) of action alleging wrongdoing by the County on behalf of the Municipality, whether in federal or state court, if any, arising in relation to any criminal prosecution or administrative or judicial forfeiture action undertaken by the County on behalf of Municipality. The Municipality remains solely responsible for defense of such claims, including but not limited to civil litigation expenses, settlement costs, and court ordered awards.

IN WITNESS WHEREOF, the Municipality, by motion duly adopted by its governing body, caused this Agreement to be signed by its Mayor and attested by its Clerk; and the County of Stearns, by the County Board of Commissioners, has caused this Agreement to be signed by the Chair Person and Clerk of said Board, and by the Stearns County Attorney, effective on the date and for the duration as above-referenced.

Dated: _____

CITY OF HOLDINGFORD

By: _____
Travis Harlander, Mayor

Attest: _____
Nicky Lahr
City Clerk/Treasurer

Dated: _____

COUNTY OF STEARNS

By: _____
Steven L. Notch, Chair
Stearns County Board

By: _____
Randy Schreifels
County Auditor/Treasurer

Dated: 7/10/2026

STEARNS COUNTY ATTORNEY

By: Janelle P. Kendall
Janelle P. Kendall
County Attorney

**CITY OF HOLDINGFORD
STEARNS COUNTY, MINNESOTA**

RESOLUTION NO. 26-9-1

**RESOLUTION APPROVING A LAWFUL GAMBLING PERMIT REQUEST FOR THE
HOLDINGFORD DANCE TEAM BOOSTER CLUB**

WHEREAS, the Holdingford Dance Team Booster Club has submitted a request to conduct a raffle within the City of Holdingford to be held on December 19, 2026, at Holdingford Public School, located in Holdingford, Minnesota; and

WHEREAS, the Holdingford Dance Team Booster Club intends to sell 900 raffle tickets at \$20.00 per ticket of which the proceeds from the raffle will be used to support the activities and purposes of the Holdingford Dance Team Booster Club; and

WHEREAS, the Holdingford Dance Team Booster Club is responsible for obtaining and maintaining any required permits and complying with all applicable Minnesota Statutes, Minnesota Gambling Control Board requirements, and other applicable laws and regulations governing lawful gambling activities; and

WHEREAS, the City Council of the City of Holdingford has reviewed the request and finds that approval of the request is appropriate.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Holdingford, Minnesota, that the City hereby approves the gambling permit request of the Holdingford Dance Team Booster Club for the raffle to be held on December 19, 2026, at Holdingford Public School, with 900 tickets to be sold at \$20.00 each, subject to compliance with all applicable state and local laws, ordinances, rules, and regulations.

Adopted by the Holdingford City Council this 14th day of September, 2026.

Travis Harlander, Mayor

Attested:

Nicky Lahr, City Clerk-Treasurer



Proposed by

Leah Davis, CPA

Partner | Abdo

leah.davis@abdosolutions.com

P 507.524.2347

August 31, 2026

SERVICE PROPOSAL FOR

City of Holdingford

PO Box 69, Holdingford, Minnesota 56340-0069

abdosolutions.com | Mankato, MN - Edina, MN - Scottsdale, AZ



Nicky Lahr, City Clerk | Treasurer
City of Holdingford
PO Box 69
Holdingford, Minnesota 56340-0069

August 31, 2026

Dear Nicky,

Payroll is one of the most visible and essential functions of city operations. Employees depend on accurate and timely pay, elected officials expect strong stewardship of public resources, and compliance requirements leave little room for error. For the City of Holdingford, payroll is more than an administrative function. It is an important part of maintaining trust, accountability, and uninterrupted service to the community.

We are pleased to present this proposal to the City of Holdingford for payroll services. The scope of this engagement includes payroll processing and the implementation of a payroll platform suited to the way your city operates. Our objective is straightforward: to help City of Holdingford move to a payroll solution that works well, is easy to manage, and supports the people who keep the city running.

The City of Holdingford already has a relationship with Abdo through our financial services team, and we welcome the opportunity to build on that foundation. You'll work with advisors who understand the compliance, reporting, and operational realities specific to small Minnesota cities — and who will bring that same level of knowledge and care to your payroll function.

With a Council decision date of September 14th and a January 1, 2027 service start on the horizon, this proposal is structured to give you the clarity and confidence to move forward.

We appreciate your consideration and look forward to the opportunity to serve Holdingford well.

Sincerely,

Abdo

Leah Davis, CPA

Partner | Abdo

The current state

WHAT WE HEARD

Finding a payroll solution that fits.

The City of Holdingford is actively evaluating payroll platforms with a clear goal: land on a solution that is right-sized, reliable, and built for the way a small local government operates. With 38 employees and limited administrative bandwidth, the City of Holdingford needs a system that simplifies the process, not one that adds to it. Abdo's Workforce Solutions team will work directly with Nicky Lahr to assess the City's current workflow, evaluate platform options, and support implementation from start to finish so that the transition is smooth and the end result is a system the City can depend on.

Reducing administrative burden on a lean team.

In a city office where staff responsibilities span many functions, payroll should not be a source of uncertainty or unnecessary time investment. Abdo's payroll solutions simplify every step of the process from preparation to reporting, ensuring every employee is paid accurately and on time. As members of the American Payroll Association, Abdo proactively reviews industry updates to payroll laws and tax compliance — covering everything from direct deposit to payroll tax filing and W-2s. That means one less area where your team has to stay on top of changing requirements.

Moving through council approval with clarity.

Transitioning to a new payroll platform requires City Council approval, with the next scheduled meeting on September 14th. Getting to that vote confidently means having well-organized, accurate information available well in advance. Abdo will work within your timeline and provide the documentation and support needed to keep the approval process on track and free of surprises.

The path forward

OUTCOMES OF A SUCCESSFUL PARTNERSHIP

This engagement is designed to make your payroll function one less area of concern.

Payroll processing: Full-service payroll from preparation through reporting, including, direct deposit, payroll tax filing, and W-2s

Payroll software implementation: Assessment of platform options and structured support through the transition to your selected solution

Council-ready communication: Clear, organized information to support a confident September 14th approval
January 1, 2027 service start: A realistic timeline built around what the City needs

Access to broader services as needs grow: Additional Abdo capabilities, including government financial management, HR advisory, and government compensation studies, are available to support the City's evolving priorities

With an existing Abdo relationship already in place and a team that works exclusively with government entities, you're not starting from scratch. You're making a practical decision that keeps the City moving forward.

Your Team

Abdo has spent nearly 50 years serving local governments, providing services to more than 400 governmental entities throughout the region. Our Workforce Solutions advisors bring that same public sector expertise to payroll engagements, with a deep understanding of the compliance requirements, fund accounting considerations, labor agreements, and operational realities unique to cities like Holdingford.

Our team approaches each engagement with a practical, solutions-oriented perspective, helping organizations strengthen compliance, improve efficiency, and reduce administrative risk. When you work with Abdo, you are supported by professionals who specialize in government payroll and HR operations and understand the challenges public employers face every day.

The City of Holdingford also benefits from an existing Abdo relationship through our financial services team. That connection means you're not starting over with a new firm. You're extending a partnership that already has a foundation of familiarity and trust, and bringing that same level of service into your payroll function.

KEY CONTACTS

Key team members are briefly profiled below, with additional staff providing support as needed throughout the engagement.



LEAH DAVIS, CPA

Partner

leah.davis@abdosolutions.com

P 507.524.2347

Leah joined Abdo in 2016 and now leads the Firm's HR and Payroll Advisory practice. She has many years of experience in Human Resources management, consulting, and compliance, including a focus on leveraging technology to maximize employee experience and streamline administrative workflows and compliance.



SARAH RUGGER

Manager

sarah.rugger@abdosolutions.com

P 507.304.6864

Sarah oversees the entire payroll process for clients to ensure timely, efficient, and accurate payroll operations and outcomes. Sarah is responsible for the coordination and processing of all payroll related transactions, including wages, garnishments, benefits, taxes, and other deductions. She partners with clients to ensure compliance with federal, state, and local tax laws and focuses on sharing her experience and knowledge to develop creative payroll solutions that work in "real life."



Payroll Experience

Our talented payroll team members recognize that our primary focus must always be providing outstanding service to your most valuable resource – your people. Our team is comprised of HR and payroll industry experts with over 75 combined years of service, including two Certified Public Accountants. Beyond having a deep knowledge of payroll tax, compliance, and processes, our team also understands that payroll is a critical piece of a much larger strategic objective - attracting and retaining the workforce necessary to drive your city's goals.

As your payroll partner, we bring the experience and expertise to offer payroll support that reduces stress and ensures deadlines and compliance requirements are met. We provide proactive and value-added suggestions for improvement to our valued clients and will do the same for you and your team. We're not just gathering data and completing a transaction, we're committed service providers who understand the payroll process and its impact on your city. Your people are your biggest asset and there will always be someone to help you each time you call.

In addition to payroll support, Abdo is a full-service firm with over 225 experienced experts in areas ranging from accounting, audit, taxation, human resources, business valuation, and estate planning. Our team is here to help bring your city to the next level of success.

PROCESS

From the start, you will experience the difference working with Abdo, as we begin our relationships by getting to know your city. We focus on learning your unique payroll timing, policies, processes, challenges, and opportunities. During this phase, we transition your city to an integrated software platform to streamline confidential payroll communication and information sharing, while allowing us to stay connected to your management team and employees. Through this process, we will uncover opportunities to improve compliance, employee experience, and payroll process efficiencies for your team. Upon completion of set-up, we provide the necessary process and software training to you and your staff.

With our experience and commitment to quality service, you can be confident that we're the right payroll partner for your city. Let us help you take the stress and anxiety out of payroll to allow you to focus on what you do best.

OUR PAYROLL EXPERTS PROVIDE:

- Integrated payroll software options that keep you connected with management and employees
- Guaranteed on-time payroll processing and employee pay delivery
- Proactive and expert payroll compliance support to keep you out of trouble
- Worry-free tax and regulatory reporting and filing with anytime access to management and labor reports
- Employee-friendly self-service access and information updating
- Integrated time and PTO tracking, approval, and scheduling
- No-hassle accounting entries and general ledger integration
- Integrated software support and utilization
- Specialized labor cost analysis and reporting
- Multi-department labor cost allocation



Technology

We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and everyone's data more secure. The use of technology in our payroll services enables us to streamline our processes and helps to automate certain functions of our work so we are able to spend more time analyzing our results and working directly with you.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote payroll services using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your city may use, our team will continue to work through normal procedures, including regular meetings with you during the engagement to ensure effective collaboration with your team. Through SuraLink, you'll be able to see what documents have been uploaded, what documents are still needed, and access important reports securely and easily.

We take the security of our clients' data - and our own - very seriously. A number of systems are in place to ensure the safety of your city's data. We operate on a remote distributed infrastructure leveraging Microsoft's Cloud Platform Azure. This not only allows our staff to securely work from any computer, anywhere, anytime, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in secure data centers that reside exclusively in the U.S. and not on laptops or local servers which could be stolen or misplaced. We continually provide security awareness training to our staff members to ensure they are good digital stewards of your data. In addition to this, we also consult biannually with third-party security experts to conduct risk assessments and conduct annual penetration tests.

IT ALSO MEANS:



All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.



All data is saved on redundant servers and data centers so if one server fails, another immediately takes over with no data lost.



All data is backed up continually which means we always have an extra copy for safe-keeping.



All incoming emails, attachments, and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our cloud platform, Azure, is globally trusted by companies and governments and has numerous security compliance standards they adhere to. Reports of these can be provided as requested.

Value

SERVICE & PRICE GUARANTEE

Our work is guaranteed to the complete satisfaction of the client. Upon payment of your invoices, we will assume you have been satisfied with our services, however, we welcome further conversation, if, in any way, you feel your expectations are not being met.

Please understand, however, that the price we have quoted considers and relies upon the following:

- The information you agree to provide is on time and complete to the degree indicated in our agreement.
- Your key management, finance, or human resources team members don't change during our service period.
- No undisclosed or newly arising complexities, claims, or significant transactions, occur that impact our service period. This includes emergence of yet unspecified revisions to any prior period work that would need to occur before we can perform our agreed services.
- No new tax, regulatory, or other reporting requirements are introduced between now and the end of our service period.

A full scope of services, including estimated hourly charges, is listed on the following page.

ADDITIONAL SERVICES

Should you request services in addition to the Contracted Services, we will provide you with proposed fees for the services to be provided. You shall be required to sign a written or electronic confirmation of your request for additional services prior to implementation.

ABDO FULL-SERVICE PAYROLL SOLUTION**\$675/ MONTH ***

One-time onboarding fee, includes:

\$4,250

- Onboarding/Transition meetings to gather processing data & state agency credentials and ensure successful access.
- Input year-to-date employee earnings totals and complete initial reconciliation and compliance review to document state and local filing requirements and assess compliance prior to full transition of filings.
- Set up cost centers for reporting needs and import/input general ledger accounts to create custom GL entry or integration function for payroll entry into accounting system.
- Training key staff on new systems and processes for seamless transition and employee troubleshooting support.

Guaranteed on-time payroll processing and employee pay delivery, including direct deposit

Bi-weekly for 8 employees

Monthly for 5 Council Members

Annually for 25 firefighters

Election Judge payroll as needed

*** Your Responsibility:** Submit all approved time and payroll information at least 4 business days prior to check date

Worry-free payroll tax and regulatory reporting with anytime access to management and labor reports

Included

Proactive and expert payroll compliance support to keep you compliant.

Included

Employee record maintenance, including: New hire set up, employee termination processing, employee benefit updates, and other changes related to employee earnings and deductions

Included

Submission of all post-payroll contribution amounts, including retirement, HSA, child support, etc.

Included

Integrated time & PTO tracking, approval & scheduling

Included (Setup and policy changes billed hourly - Software Fees may also apply)

Employee friendly self-service portal access and information updating

Included

On-call access to Abdo experts including responsive access for management or supervisor questions

Out-of-scope services billed hourly

No-hassle accounting entries or integration customized to your general journal (*some accounting systems don't support this functionality*)

Updates and new account mapping changes billed hourly

ADDITIONAL SERVICES, BILLED AS NEEDED

Changes to city policies or payroll set-up that require system reconfiguration (i.e. PTO accrual changes, general ledger set-up, etc.)	Billed hourly
W-2 reprints	Billed hourly + software fees (if any)
Special/historical reporting or analysis	Billed hourly
Work comp audit reporting	Billed hourly
Verification of employment reporting	Billed hourly
1095C/1094C (ACA) reporting	Billed hourly + software fees (if any)
Special/additional payroll runs and corrections (due to client error or changes)	Billed hourly + software fees (if any)
Client payroll bank account changes	Billed hourly
Payroll filing amendments (due to client errors or changes)	Billed hourly + software fees (if any)
Expedited processing fee due to late submission of payroll information (payroll information is due by 12:00 p.m. CST, four business days prior to your check date)	\$95.00 per applicable check date

HOURLY BILLING RATES

Our hourly rates are based upon the experience and level of the individuals to be assigned to perform the work ranging from \$200 - \$535 per hour and are subject to change on September 1st each year.

****Items that may affect your contracted monthly amount***

- Changes in employee headcount
- Additional state/jurisdiction filing requirements
- New child support submissions
- New 401(k)/IRA/PERA/HSA/AFLAC submissions
- New garnishments/levy calculation and submissions

Value-Added Services

When you partner with Abdo, you get access to our entire catalog of services. Below is a selection of the additional solutions that we believe could be of great value to your city. If you need any of these services, please reach out to us so we can help! Our additional service offerings can be found at www.abdosolutions.com.

HR & PAYROLL SERVICES

We help employers better support their most valuable resource - their people. Having clear and consistent HR practices that best suit the individuality of your city is key, even more so in today's tight employment environment. And because the right policies are just as important, we lend our HR expertise to help you strategically plan for your future.

We help cities with:

- Employee management and development
- Regulatory compliance
- Benefits analysis and administration, including the Affordable Care Act (ACA) and workers' compensation
- HR/Payroll software implementation and management
- Advisory services such as specialized labor cost analysis, compensation studies, and HR process development and implementation

PROCESS SOLUTIONS

"Because we've always done it that way" is an easy trap to fall into. But outdated processes or systems might not be delivering the best results and cause redundancies, unreliable outcomes, and frustrated staff. An ineffective process can become your Achilles' heel in a crisis. Our customized process improvement solutions will meet you where you are - and guide you to a better tomorrow.

Our process solution services include:

- Process Mapping Documentation - *How do transactions and data flow through your city?*
- Abdo ProEval - *Removing waste in your processes allows your team members to focus on what they were hired to do - and to spend more time on value-added initiatives.*
- Abdo ProEval - Kaizen - *Does the project seem too large, or the change too overwhelming? The Kaizen approach is a pared-down version of our ProEval service. Instead of a full operational review, we'll focus on one aspect of your operation.*
- Software Inventory & Assessment - *Including recommendations for increasing efficiency and, if possible, reducing software-related costs.*

Why Partner with Abdo

LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic, and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For over 60 years, Abdo has provided insights for our clients to help them achieve their goals.

That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."

-- Steve McDonald, CPA | Managing Partner



THE ABDO DIFFERENCE

At Abdo, we believe in the importance of relationships. This core value is the foundation of our approach to delivering the best experience and outcomes for our clients. It's inherent in our people and the way we work.

We know that for our clients to be successful, it takes more than having experience and credentials – we take the time to listen to their unique motivations, goals, and challenges. We truly care about their journey and where their path leads.

[Learn more on our website](#)

A thin orange line starts at the top left, goes down, then right, and then down again, forming an L-shape.

Appendix A

AGREEMENT FOR SERVICES

Agreement for Services

THIS AGREEMENT, is made and entered into on August 31, 2026, by and between City of Holdingford (hereinafter referred to as the "Client"), and Abdo LLP (hereinafter referred to as "Abdo" or the "Contractor").

Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; a

WHEREAS, the Contractor understands and agrees that:

The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees related to its own operations and arising out of the Contractor's activities;

The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold itself out as such;

The Contractor shall be the exclusive outsourced payroll service provider for the Client during the term of this Agreement;

The Contractor shall perform professional services in a competent and professional manner in accordance with the level of professional care customarily observed by skilled professionals rendering similar services.

The Contractor may make recommendations and/or perform services on behalf of the Client but the Client is responsible for all final management decisions and for setting and administering any organizational policies, procedures, or other guidance that result in the services being performed. Further, with respect to the payroll services that are being provided, the Client is responsible for all originating documents (i.e. salary or hourly wage amounts, hours worked, benefits, premium pay policies, etc.) that affect payroll processing, and the Client will review and approve the payroll before or after its processed. The Contractor will not hold or have access to any Client funds as part of the services being provided.

If applicable, the Client will approve all general ledger setup and mapping related to payroll journal entries provided or initiated by the Contractor. The Contractor will be responsible for notifying the Contractor of any changes to the general ledger or journal entry and all changes will be approved by the Client.

The Contractor shall not accrue any continuing contract rights for the services performed under this contract.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follow

ARTICLE I

INCORPORATION OF RECITAL

The recitals and agreement set forth above are hereby incorporated into this Agreement.

ARTICLE II

LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at its expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide the Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and shall remain in effect for the duration of the consulting engagement, unless earlier terminated as provided in Subsections 2 or 3.

Section 2 Client's Termination Rights: The Client may terminate this Agreement upon sixty (60) days written notice in the event the Client determines in its sole discretion that it is not in the Client's best interest to continue using Contractor's services. The Client may terminate upon ten (10) days written notice of the Contractor fails to perform its obligations under this Agreement. If this Agreement is terminated before services are completed, Client agree to pay all undisputed fees and expenses incurred by Contractor through the effective date of termination.

Section 3 Contractor's Termination Rights: Contractor may suspend or terminate this Agreement upon thirty (30) days written notice to the Client in the event the Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by the Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination.

In the event that work is discontinued, either temporarily or permanently, as a result of delinquent or non-payment, Contractor shall not be liable for any loss you may incur as a result of the work stoppage, including penalties, interest, fines or fees assessed against you. Contractor can also terminate the Agreement with one hundred twenty (120) days written notice if the Contractor believes it is in its best interests to terminate the Agreement. We have the right to withdraw from this engagement, at our discretion, if you do not provide us with any information we request in a timely manner; refuse to cooperate with our reasonable requests or misrepresent any facts; we have reason to believe you may have engaged, or may be planning to engage, in conduct that is unethical and/or unlawful; you engage in conduct directed toward or affecting firm personnel that is disrespectful, inappropriate, and/or potentially unlawful; or we determine that continuing the engagement is not in the best interests of the firm or threatens legal or reputational harm to the firm. In the event of withdrawal under any of these circumstances, such withdrawal will release us from any obligation to complete the services and will constitute completion of our engagement.

Section 4 Additional Services: Upon expiration or termination this Agreement, all rights granted to Client hereunder shall terminate, and Contractor shall have the right to deny or block all access to the applicable software and to invalidate any access codes, passwords, or other authentication method. Termination of this Agreement and/or any applicable agreed upon services shall not relieve Client and Firm of its obligations to pay all amounts due under this Agreement.

ARTICLE IV

GENERAL

Section 1 Authorized Client Agent: The Client's authorized agent for the purpose of administration of this Agreement is the Client Operations and/or Payroll Manager. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The rights and obligations under this Agreement are not assignable or transferable by either party.

ARTICLE IV (CONTINUED)

GENERAL (CONTINUED)

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor from any and all claims made by third parties arising from this engagement, regardless of the nature of the claim, and including the negligence of any party, excepting claims found to have arisen from the gross negligence or intentional acts of our firm. Subject to the aforementioned, Contractor agrees to defend and indemnify the Client from any claim, liability, damage or loss incurred by the Client as a direct result of Contractor's failure to comply with the requirements of the Act as finally determined by a trier of fact.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions.

Section 5 No Legal Advice: Client understands, acknowledges and agrees that the consulting services provided by Contractor under this Agreement do not include or constitute legal advice and that Contractor is not undertaking to provide Client legal advice in connection with the consulting engagement hereunder. Client further understands, acknowledges and agrees that the subject matter of this engagement, including regulatory compliance, implicates complex legal issues requiring assessment and advice from competent legal counsel. Client shall be responsible for engaging and/or consulting with legal counsel of its choosing to assess and advise Client regarding the propriety and legality of any recommendations, guidance or advice of Contractor arising from or relating to Contractor's performance of its services under this Agreement. Client agrees to indemnify, hold harmless and defend Contractor from and against any liability, expense, cost, damages, claim and action, including attorneys' fees and costs, arising from or relating to Client's payroll or other human resources policies and/or practices both prior to, during and following Contractor's provision of services under this Agreement, including, but not limited to, any claims by current or former employees of Client challenging the propriety or legality of said practices.

ARTICLE IV (CONTINUED)

GENERAL (CONTINUED)

Section 6 Data Accuracy and Prompt Delivery: Client understands, acknowledges and agrees that Contractor's performance of services under this Agreement is dependent on Client promptly providing Contractor with accurate data, documents, and other information pertinent to the subject consulting engagement. Client shall provide Contractor access to data, documents and other information requested by Contractor in accordance with the project schedule mutually agreed to by Client and Contractor. Contractor also represents and warrants that said data, documents and information shall be reliable and accurate to the best of Client's knowledge and agrees that Contractor shall be entitled to rely on the accuracy of the same in the performance of its services under this Agreement. Client agrees to indemnify, hold harmless and defend Contractor from and against any liability, expense, cost, damages, claim and action, including attorneys' fees and costs, arising out of or relating to any errors, inaccuracies, or omissions in the data, documents and other information provided by Client to Contractor pursuant to this Agreement. Further, in the event of any delay on the part of Client to provide to Contractor required data, documents or other information or the identification of any errors, inaccuracies, or omissions in the data, documents or other information provided by Client, Contractor shall be entitled to an equitable adjustment of the schedule and compensation for the performance of its services resulting from said delay or need to address any errors, inaccuracies, or omissions in the data, documents or other information provided by Client.

Section 7 Entire Agreement: This Agreement is the entire agreement between the Client and the Contractor and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 8 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 9 Contractor Fiscal Decision Waiver: Contractor is responsible for providing the Client with timely and accurate payroll and human resource recommendations and information that allows the Client the ability to make final payroll and human resource decisions. Contractor will provide final payroll and human resource recommendations, but Contractor is not responsible for the final decisions made regarding payroll human resource matters and Client shall indemnify and hold Contractor harmless from the same.

Client is responsible for performing the following in connection with our services.

- making all management decisions and performing all management functions;
- establishing and maintaining internal controls, including monitoring ongoing activities;
- designating an individual who possesses suitable skill, knowledge, and/or experience, preferably within senior management, to oversee our services;
- evaluating the adequacy and results of the services performed; and
- accepting responsibility for the results of the services.

Section 10 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, based on the fees indicated in the proposed client investment schedule and under the attached scope of services. Additional fees will not be incurred without prior approval of the Client.

Initial invoice for anticipated first month fees will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this contract. If the contract is for an hourly fee basis, invoices will be sent monthly.

ARTICLE IV (CONTINUED)

GENERAL (CONTINUED)

Section 11 Additional Services: Should the Client request additional services in addition to the Contracted Services, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services may necessitate that we amend the Agreement or issue a separate agreement to reflect the obligations of all parties. In the absence of any other written communications from us documenting additional services, our services will be limited to and governed by the terms of this Agreement.

Section 12 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill its obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

Section 13 Equal Employment Opportunity: Abdo, LLP and its subsidiary companies are committed to providing equal employment opportunities to all employees and applicants for employment without regard to any legally-recognized basis "protected class" including but not limited to: veteran status, uniform service member status, race, color, religion, sex, national origin, age, physical or mental disability, sexual orientation or marital preference, genetic information or any other protected class under federal, state, or local law.

LIMITATION OF LIABILITY

Section 14 Disputes: If any dispute arises between Abdo and the Client under this Agreement, the dispute shall first be submitted to mediation. The costs of mediation shall be shared equally by the parties. All disputes between Abdo and the Client arising out of this Agreement which cannot be settled directly or through mediation shall be resolved through binding arbitration in Mankato, Minnesota in accordance with the rules for resolution of commercial disputes then in effect of the American Arbitration Association, and judgment upon the award may be entered in any court having jurisdiction thereof. It is further agreed that the arbitrator may, in its sole discretion, award attorneys' fees and costs to the prevailing party.

Section 15 Limitation of Liability: Abdo's entire liability, and the Client's exclusive remedy, for Abdo's performance or non-performance under this Agreement shall be for Abdo to reimburse the Client the total charges for related services provided during the previous twelve months. ABDO WILL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OR FOR LOST PROFITS, SAVINGS OR REVENUES WHICH THE CLIENT MAY INCUR AS A RESULT OF ABDO'S FAILURE TO PERFORM ANY TERM OR CONDITION OF THIS AGREEMENT (EVEN IF IT HAS BEEN SPECIFICALLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES). The Client shall indemnify Abdo against, and hold each of them harmless from, any and all liabilities, claims, costs, expenses and damages of any nature (including reasonable attorney's fees and costs) in any way arising out of or relating to disputes or legal actions with Client's employees or any third parties concerning the provision of the services under this Agreement. The Client's obligations under the preceding sentence shall survive termination of this Agreement.



Appendix B

AGREEMENT FOR THE PROVISION OF
PROFESSIONAL SERVICES

Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

City of Holdingford

PO Box 69

Holdingford, Minnesota 56340-0069



SIGNATURE

Nicky Lahr

Abdo, LLP

100 Warren Street, Suite 600

Mankato, Minnesota 56001

A handwritten signature in black ink that reads "Leah Davis".

Leah Davis, CPA

Partner | Abdo

August 31, 2026