

## Holdingsford City Council Meeting Minutes Monday March 13, 2023

Holdingsford City Council meeting was called to order by acting Mayor Jayme Opatz at 7:00 pm. The Pledge of Allegiance was recited.

**Present:** Seth Young, Jayme Opatz, Tim Winter, Nicky Lahr, Steve Horvath, Sandy Skwira, Deb Meier, Andy Higgins, Dave Yurczyk, Scot Laing, Herman Lensing, Gordy Sjaaheim, Allen Fador.

Seth made a motion to accept the Consent agenda including February financial documents and February meeting minutes. Tim seconded the motion. AIF

Jayme made a motion to approve resolution 23-03-13-01 declaring a council vacancy. Seth Seconded the motion. AIF

### **Department reports:**

**Fire Department report** was read by Tim Winter on behalf of Keith Hommerding. He stated that the gambling and relief association donated \$5000 to the truck fund. They will have a gun raffle in the next week with a drawing at Rudolph's Redneck Roost on April 28<sup>th</sup>. Calendar donation are still coming in and the breakfast fundraiser had a turnout of over 900 people, even with bad weather. They raised approximately \$7000. Thank you to all that attended.

33 total calls, 26 medical calls, 2 MV accidents, 2 structure fires, 1 vehicle fire. 20 in Holdingsford, 7 in Holdings Township, 4 in Brockway and 2 in Krain. On member resigned due to health issues. A house burn is set up for May 6<sup>th</sup>, and SCBA training took place last month. Congratulations to Brian Donabauer as he completed his firefighter 1 and 2 training and state certification. The new grass rig has been purchased and upfitting on it will begin. The overhead doors and openers will be installed as weather permits. Aaron Rudolph and Tim Winter attended DNR fire warden meeting, they will both be able to issue burning permits. Thank you to the Holdingsford Area Resurrected Artists who donated \$1000 from their annual dinner proceeds towards the purchase of fire uniform dress shirts.

**Maintenance report** was given by Steve Horvath. Continued nickel testing at waste water treatment plant. No results yielded yet. Steve and Dan attended the annual wastewater conference for continued education hours. More snow was moved to the ballpark out of downtown, as well as many hours of plowing after several more snow events. Repairs to snow removal equipment are preventing the sidewalks from being cleared in a timely manner. Seeking bids from Rice Lake Construction to replace corroded fasteners at the WWTP. Seeking approval to get quotes on replacement of the City Maintenance truck as well as a plow to attach. Council members agreed to move forward with quotes.

**Liquor Store report** was read by Council Liaison Jayme Opatz. He stated, the two newly hired bartenders did not work out, but two more were hired in their place. Seth made a motion to accept Tyler Bryan as PT bartender, and Jared Hillesheim as Lead bartender. Tim seconded the motion. AIF. More staffing is still needed, with an ad posted on Indeed. Getting more SOPs and resource materials for training. The walls and outlets have been updated in the new food safe area, and Two Rivers took the final measurements for the stainless table. Sales were down from February of last year, however profit for the month was at \$7,703.84.

**Emergency Manager Report** Nicky read for Amber. Amber provided an outline of Goals for a Mitigation Action Chart, she developed. She also requested a resolution to be passed for the Stearns County all-hazard mitigation plan which makes the city eligible to FEMA assistance and possible grants in the future. Jayme made a motion to approve resolution 23-03-13-02. Tim seconded the motion. AIF

**City Engineer's report** Scott was not present and did not have any new updates, however he will be meeting with the clerks and Maintenance to establish a plan for the lift station project.

**Clerk's Report:** was presented by Nicky Lahr. She reported the clerks updated some city forms including letterhead, invoices, and application for utility services. They are looking for approval to start looking into the idea of re-branding the city, looking ahead to next budget year. The health inspector gave a favorable report upon inspecting the City Hall Kitchen. Renewed the copy machine rental, and will receive a new unit and a fax option with no land line needed. Getting Eric and Jayme on bank accounts. Working with the Lionesses for Holdingsford Cares days. They are looking for small projects around the city, they can do. Nicky let the council members know, they are encouraged to help out at the event. Nicky asked for approval to work some overtime to get prepared for the audit. The council members agreed. Continuing to purge files, and clean out closets. Preparing for a spring-cleaning sale/auction. Request from the council

to consider who will be managing the park/campgrounds this season, as well as lawn mowing, and cleaning duties. Council recommended filling a PT position for these duties.

**Unfinished/Old Business:** Midco internet still has not communicated with the city on where install is at. Community Country Church is moving forward with the annexation, but will need to apply for the conditional use permit since they are starting a school on the property. If application received, a public hearing will take place at the next meeting. Dave Yurczyk, Scot Laing, and Gordy Sjaheim were present and inquired about the fire contract. They stated that it had not been signed, as there was disagreement on the length of the contract. Council members were invited to attend the next Township meeting to discuss further.

**New Business:**

Sandy Skwira explained that she has been having issues with her sewer connection. Steve Horvath explained that from the pictures, RotoRooter supplied, the connection of 2 pipes is causing the issue, as it was installed poorly. Steve explained that the City would not be liable for the repair, however Sandy is requesting some compensation since the install was done incorrectly initially. The council asked her to get a quote from Larson's (with Steve's help) on the repair of the pipes, and to bring it to the next council meeting.

Clerks shared quotes for (3) payroll outsourcing companies, and (3) software companies. The council decided to table the decision until Eric is present. Requested changing the city domain to a .gov instead of .us as it is no cost and more secure. Jayme made a motion to approve this, and Seth seconded the motion. AIF. The initiative foundation requested a donation of \$525. The city had \$500 budgeted for this. Jayme made a motion to approve a \$525 donation to the initiative foundation. Seth seconded the motion. AIF. A request was made to promote No Mow May. The council asked that a resolution or ordinance be presented at the next meeting to make the initiative permanent. FFA requested a gambling permit for a raffle in October. Jayme made a motion to approve the permit. Seth seconded it. AIF. Employee evaluation for Nicky Lahr will be tabled until April.

**Past Due Water Bills:** Joe Lashinski, David Hagemann, Dale Lundberg, Nancy Mager, Walker Neinaber, Chris Mosel, Duane Young, Greg Willenbring, Jacob Fischer, Hyatt House, Jesse & Carlena Johnson, Roger Jensen, Principal Logistics LLC, Jacob Hanebuth, Nathaniel Posch.

**Looking Forward:**

Next Council Meeting: Monday, April 10, 2023

Office Closed March 21-24, for Annual MCFOA Conference, and March 15<sup>th</sup> from 8-12

Music of the Heartland Polka at the American legion April 23rd

April 4<sup>th</sup> Board of Appeals and Equalization 6:00pm

**Adjourn:** Tim made a motion to adjourn the meeting at 8:10 pm. Seth seconded the motion. AIF