

Holdingsford City Council Meeting Minutes

Monday, August 8, 2022

Public Hearing regarding Lot Split of Property at 131 Cedar Street, Lots 13 and 14 and the west 30 feet of lot 15 in block 2 in the townsite of Wardville, now part of the City of Holdingsford, otherwise known as the Gaida House, this home has been bought by Robb Berscheid. Robb Berscheid, provided an overview of the lot split and rezoning request. No comments from the public. A motion to close public hearing made by Eric Berscheid, the motion was seconded by Seth Young, All in Favor. The public hearing was closed at 7:05pm

The City Council Meeting was called to order at 7:05pm, Pledge of Allegiance was recited.

Consent Agenda for City Council Meeting Minutes, July 11, 2022 and submitted Financial Documents and Claims. A Motion to approve consent agenda by Jayme Opatz, seconded by Mike Odden, All in Favor, no opposed.

Department Reports:

- Liquor Store Report:

- Holdingsford Daze 2022 – Revenue total was \$23,957.75
- A new pop cooler was put in, to replace the one that went down during Holdingsford Daze
- An undercover sting operation on 7/20/22 was passed
- Booster Club E-Tabs for the month of July - \$1,816.00
- A bid for an Awning was discussed, quote is for \$3,990.00. A motion to move forward with the Quote, with discussion with the Booster Club was motioned by Eric Berscheid, seconded by Jayme Opatz, All in Favor

- Fire Department Report:

- Total Calls: 103 calls; including 73 medical calls, 5 motor vehicle accidents, 5 hazards, 4 Structure Fires, 3 Vehicle Fire, 2 Miscellaneous Fire, 10 False Alarm, and 1 Severe Weather. Out of the 103 calls, 57 were located in the City of Holdingsford, 32 in Holdings Township, 6 in Brockway Township, 6 in Krain Township, and 2 in Elmdale Township.
- Calendar Donations are still coming in.
- Last months training was a car fire burn
- Received a DNR Grant; matching grant for \$2,500. Plan to look into a new skid unit for wildland fire fighting.

- Emergency Managers Report

- Amber Molitor has been working with Stearns County and FEMA, the May flooding declared a state of emergency, this will open up additional funding sources.

- Maintenance Department Report presented by Steve Horvath,

- Submitted quarterly Bac-T and Fluoride water samples to MDH,
- Well House Controls upgrade to begin August 15th – Water tower communication system already done.
- Pump #1, main lift station volute bolts repaired, pump #2 still needs to be completed, work done by Tri-State
- Traut Wells Chlorinated Well #3 to treat iron bacteria, will retest on 8/10/22, if results come back good, this well will be put back into service.
- Replaced Stop signs at Park & Main and Plymouth & Main.
- Sprayed weeds around the city sidewalks, streets and properties; Stearns County Agricultural Inspector has sprayed several areas around the city including the fence line at Memorial Park, City Shop, for slowing the spread of noxious Rough potato plant. City maintenance has also sprayed areas behind WWTP, compost area, and maintenance road to the corn field. Stearns County has given a backpack sprayer with herbicide. It is suggested as this herbicide will kill all vegetation to use this as an opportunity to clean up those areas.
- The resident from 130 Rivercrest Road, who's house flooded in May, had requested the water be turned off, maintenance had noted in May they were not able to turn off the water due to damage done over the winter, Maintenance will take another look at trying to get the water turned off. The clerks will contact the resident to discuss the bill.
- Maintenance department has requested the purchase of a Honda 3-inch trash pump for emergencies. Current pump is very old, unreliable and underpower. Motion to approve purchase by Mike Odden, Seconded by Seth Young, All in Favor. No opposed
- Dan and Steve would like to attend MRWA for Continuing Education Hours, September 19th – September 20th. Dan's for a license renewal, Steve's for class B exam preparation.
- Union Negotiation – Luke from the Union emailed about open dates, on August 25, 2022, at 1:00pm Seth Young and Eric Berscheid will attend this meeting at the City Hall.

- City Engineer Report

- Start the discussion about the main lift station, was put into commission in 1965, to start looking for funding sources to replace this station, we should have a few years before replacement is needed, but we need to start these conversations.

Guests:

- Badger Meter, John Wilkinson, presented a quote to the city council to replace the Trimble Handheld device, if ordered the lead time would be about 3 months, Training would be at no charge, the replacement pad would be able to read both of the CE/ME meters currently at residents. A motion to move forward with the quote was made by Eric Berscheid, Seconded by Mike Odden, All in Favor
- 2021 Audit, Molly Thompson, presented Audit findings to the City Council, the Audit is not final at this time, a final Audit will be submitted, soon. Audit overview is it looks good. A State Report of the Final Audit will be submitted for approval at the next City Council Meeting.
- Borgmann Disposal, Jeremy and Staci Borgmann were present, Borgmann Disposal took over for Tom's Refuse starting August 1, 2022. The Contract with Tom's Refuse would transfer over to Borgmann Disposal, an updated contract with Borgmann Disposal was looked over by the city council, an updated signed contact will be sent to Borgmann Disposal for signature. New Recycling Bins have been delivered to residents.

Unfinished Business:

- Stearns County Criminal Prosecution Contract for 2023 and 2024, discussion about how many hours and/or case are. A motion to sign the contact was approved by Eric Berscheid, Seconded by Mike Odden, All in Favor.
- Abdo Contract Renewal – Discussion, to modify contract to help the new clerks with training. Current contract expires August 15th, 2022.
 - o Nicky Lahr was introduced to the City Council as the City of Holdingford Clerk/Treasure, and Kelly Abfalter is the Deputy Clerk/Treasure. Welcome!
- Staffing Developments
 - o The Holdingford Municipal Liquor Store Manager position was reviewed and discussed. A further discussion by Eric Berscheid, Jayme Opatz, Mayor Sue Marstein, and the Liquor Store Manager. A motion by Mike Odden to terminate the Liquor Store Manager, seconded by Eric Berscheid. All in Favor. The Liquor Store Manager was requested to turn in all keys and passwords.
 - o Discussion by the Council to consider changing the Liquor Store to Off Sales only, or possible selling off the Liquor Store to a private party.

New Business:

- Land Use Permits
 - o Larry Hadley & Jeff Ebnet, in regards to Pam Voss Property, building permit #22-14. Robb Berscheid, advised the council the building will meet all setback for building, discussion about the water and sewer connections if an easement would be needed. Motion to approve building permit #22-14 by Eric Berscheid, seconded by Jayme Opatz, All in Favor
 - o Eric Berscheid – has requested to amend building permit 22-13, to add a structure to go along with the pool installation, structure will be attached to the house, with no walls, just a roof. Discussion about should a new Land Use Permit should be submitted. Motion to approve building permit #22-13 by Jayme Opatz, seconded by Seth Young, All in Favor, Opposed Mike Odden, abstained Eric Berscheid. Motion carries with 3 approvals by Jayme Opatz, Seth Young, and Sue Marstein.
 - o Robb Berscheid – Lot Split and Rezoning of 131 Cedar Street. Motion to approve by Jayme Opatz, seconded by Seth Young. Discussion about will the house be left with enough room for a garage if someone would like to add. All in Favor
- Renewal of FCC License – Discussion
- City of Holdingford open Council Positions
 - o 1 Mayor – two-year term, currently held by Sue Marstein
 - o 2 Council Members – Four-year term, currently held by Eric Berscheid and Mike Odden
 - o 1 Council Member – remaining two-year term, currently held by Jayme Opatz
 - o If interested in serving on the city council, file an Affidavit of Candidacy with the City Clerk by August 16, 2022 at 5:00pm, Filing fee is \$2.00
- TIF – updates
 - o David Drown Associates Inc. has submitted report updates for TIF reports for 2021.
 - o Two River Enterprise TIF submitted to the City Council at the July 11, 2022 meeting was withdrawn at this time.

Admin Reports:

- **Mayor's Report**
 - o City Hall upgrades, a quote from KJohnson Construction Inc, to repair the front pillars of City Hall building. If this quote is not also including the wall by Fire Department entrance then the additional cost should go before the Council for approval A motion to move forward by Eric Berscheid, Seconded by Jayme Opatz. All in Favor.
 - o An opening should be posted for Liquor Store Manager.
 - o Schedule budget meeting – All meeting will be held at the City Hall
 - Parks - scheduled for August 17, 2022 at 5pm, Sue and Mike
 - Liquor Store – Scheduled for August 17, 2022 at 6pm Sue and Jayme
 - Maintenance – Scheduled for August 17, 2022 at 4:30pm Seth and Sue
 - Fire Department – Township Fire Board Meeting August 24, 2022 at 7pm
- **Council Report**

- Holdingford Welcome Sign – The quote to replace/repair the signs was for \$34,000.00, council discussed looking into other options.

- Clerk’s Report

- The clerks have requested to purchase dual monitors. Motion approved by Mike Odden, seconded by Eric Berscheid, All in Favor

Notices Sent for Past Due Water Bills:

Dale Lundberg	\$ 482.06
Greg Willenbring	\$ 382.05
Jacob Fischer	\$ 503.58
Brenda Rybak	\$ 433.88
Joseph Doll	\$ 636.96
Hyatt House	\$ 7506.22
Aubrey Neuman	\$ 260.19
Jesse & Carlena Johnson	\$ 613.32
Principle Logistics	\$ 323.60

Motion to Adjourn made by Jayme Opatz, seconded by Seth Young, All in Favor Adjourn at 10:00pm

Present:

Mayor	Sue Marstein
Council Member	Eric Berscheid
Council Member	Seth Young
Council Member	Jayme Opatz
Council Member	Mike Odden
Clerk/Treasure	Nicky Lahr
Deputy Clerk/Treasure	Kelly Abfalter
Maintenance Department	Steve Horvath
City Engineer	Scott Lange
Star Post	Herman Lensing
MTS	John Wilkinson
	Larry Hadley
	Jeff Ebnet
	William Shank
Borgmann Disposal	Jeremy Borgmann
	Staci Borgmann
Everything Signs	Robb Berscheid
	Terry Range
	Naomi Ring
	Alex Schmitt
Schlenner Wenner & Co	Molly Thompson

Upcoming Events:

- Next City Council Meeting: September 12th at 7:00pm