

Holdingford City Council Meeting Minutes
April 12, 2021

The Holdingford City Council meeting was called to order at 7:05 p.m. by Mayor Sue Marstein via Microsoft Teams, an electronic teleconferencing resource as per declaration for the Determination Regarding Conducting Meetings by Telephone or Other Electronic Means due to a health pandemic or an emergency declared under MN State Statutes, Chapter 12. The pledge of allegiance was recited.

Present at City Hall: Susan Marstein, Robb Berscheid, Seth Young, Sandra Meer, Keith Hommerding, Bill Shank, Julie Warren, Louie Walz, Jerry Winkler, Travis Harlander, Kimberly Kunstleben, Mathew Kunstleben, David Hagemann, Matt Spies, Ben Skwira, and Robin Heinen.

Present via remote access/electronic teleconferencing: Eric Berscheid, Mike Odden, Steve Horvath, Kate Asfeld, and John Tracy

Robb Berscheid made a motion to approve the consent agenda to include minutes of the March 8th Council meeting, submitted monthly claims, and financial reports. Seth Young seconded the motion. Following a roll call vote, all voted in favor. Motion carried.

Department Reports

Liquor Store financial report was given by Manager, Bill Shank. March Revenue= \$34,122.61, Expenses=\$31,495.89. E-tabs and pull tabs = \$1,244.00. Hours have stayed the same as per the Governor's orders. Band played on the 10th and will have another playing on the 24th. Bar Bingo is still going well. Two new hires are working out well. Supplies are difficult to get at this time due to bottling and packaging issues. There was a health inspection completed on April 6th. Corrections have been addressed.

Fire Department report was given by Chief Keith Hommerding. Total calls for this year are 43. Twenty-three calls were in the city of Holdingford, twelve in Holding Township, three in Brockway Township, and five in Krain Township. The Fire Gambling audit will be done soon. The DNR will have a grant available again this year with 50/50 matching funds. Robb Berscheid made a motion to approve the Fire Department moving forward to apply for the grant. Seth Young seconded the motion. AIF The pancake breakfast went very well. They did run out of food, the community was very generous with donations. The Fire Department had Ice Rescue training at Two Rivers Lake, which went very well.

Amber Molitor has been taking classes for the Emergency Managers position.

Maintenance Report

Steve Horvath gave the Maintenance Department report. They have had a busy month. The ice rink has been taken down and put away, the volleyball posts are back in place. Snow plow marks have been fixed in town. Copper and lead water samples have been collected and sent in. Playground equipment inspection was completed. They have added an agricultural sprayer to the Kubota for weed spraying. Contacted Xcel about the sink hole behind the Municipal, Xcel has marked it for repair. Hydrant flushing has been completed. Bio solid sampling is completed, in preparation of drier weather to apply to the field. They have been working on fence repair on city park property. The new city mower will be dropped off soon. Started chlorine treatment for the April 1st deadline. During water tower inspection, it was noted that the hinge on the hatch was broken due to corrosion. An area company indicated the job was too small for them to take on and be cost effective. Maintenance staff will check into a 110 welder that may work to hoist up and plug in on the water tower. Nitrogen sampling will be done soon.

1,251,000 gallons of well water were pumped. 1,948,000 gallons of wastewater was treated.

Scott Lange, City Engineer, was not available for the meeting. He did meet with Sandra Meer and Mayor Sue Marstein to go over finalizing Safe Routes to Schools and Main St. updates. He will be providing more information to the council. In discussion, it was mentioned that maybe trucks should drive down Main St. to check for problem areas before the final layer is put down. Will check into with Scott.

Guests

Dave Hagemann was present to give an update on his plans for the trailer park. He would like to divide the property into three lots, one large lot on the upper portion, and two lots on the lower portion. Stearns County Environmental Health Inspector, John Tracy was also present to answer questions regarding changes to the trailer park. Closing a trailer park

requires certain legal steps and notification times which are regulated by Stearns County and the State of MN. It is a complicated process and Dave Hagemann has hired a lawyer to begin the process. The city will also need to become involved, and once the trailer park is closed, the process of rezoning will need to be completed. Currently, some of the residents are planning on moving out within the next few months and clean-up will begin with those lots.

Unfinished Business

Sanctuary City – The city checked with the League of MN Cities on “Sanctuary Cities.” This term is loosely used by many cities for a variety of purposes. As such, Holdingford has no intention of becoming a Sanctuary City or taking any actions on this subject.

The City received an email from Xtratyme in response to the request for an updated contract and fee structure for space rental for their equipment. They requested to table the discussion until next month as they will work on ideas for a new contract. Item was tabled until next month.

A new proposal for the Midco contract was sent to the lawyer to review. Eric Berscheid commented he would like to see 5% franchise fee instead of the 3% we are currently receiving. This was tabled until next month.

New Business

Robb Berscheid made a motion to approve Resolution 21-04-12-1 Approving the Assignment and Assumption of Development and Agreement and TIF Note by and between Holdingford Cityview Apartments, LLC, and Teske Properties, LLC. Seconded by Mike Odden. AIF

After discussion, Mike Odden made a motion to accept Resolution 21-04-12-2 Approving a Conditional Use Permit to Use the Second Floor Unit at 521 Main Street as a Residential Dwelling Unit. Mayor Sue Marstein called three times for a second. With lack of a second, motion died. Council members felt this resolution needed clarification regarding second floor unit and first floor second unit before considering.

Resolution 21-04-12-3 Approving State of Minnesota Joint Powers Agreements With the City of Holdingford on Behalf of Its City Attorney was tabled until next month pending clarification of a couple of items.

One proposal for the City’s Building Inspector position was received from Nancy Scott. As the timeframe for receiving RFP’s was short, will contact those we did not hear from to see if they are interested. Research will be done to see how other building inspectors determine valuations for permits. Council will meet with Nancy Scott regarding her submitted proposal.

The skate ramp at Veteran’s Park is no longer safe. After discussion, it was determined it will be taken down. The larger pieces of Skate Lite will be saved for possible further use. A dumpster will be obtained and the rest of the ramp will be disposed of. Until a more permanent use has been determined for the cement slab, a basketball hoop may be put up for use.

There has been a request by a bartender to join a union. Mayor Sue Marstein and Municipal liaison, Robb Berscheid, met with Maintenance staff union representative to determine the appropriate way to address this request. As requirements for a contract are 14 hours or more per week, and 67 days or more per year, only one bartender qualifies. Two options given were to add the position to the existing contract with Maintenance staff, or create a new contract for the bartender position. After discussion, consensus was to create a new contract for the bartender position.

Fire Service Rates for surrounding townships and the city were discussed with four options for calculating these rates presented. After much discussion, the council came to a consensus to use the following formula for calculations: 80% of Estimated Market Value (EMV)/10% of average calls/10% addresses. This proposal will be sent to the townships for calculations for the 2022 budget year.

Residents who are delinquent on their utility payments are: Dave Hagemann \$5,499.24, Jesse Johnson \$576.71, Principal Logistics \$568.22, James Taylor \$550.14, Greg Willenbring \$401.75, Ben Groetsch \$327.40, and Bernard Kolles \$305.35.

Admin Reports

Mayors/Council Discussion notes:

- Community garden was discussed with Jayme Heurung. The grassy area between the bathrooms at the Wobegon trailhead and the Maintenance garage is being considered. Jayme is going to check with the local 4-H group for participation.
- Meeting was held with Nikki Horvath and Bill Shank regarding division of duties at the Municipal. Due to budget constraints, having an Assistant Manager is not feasible. Discussed later hours for Sunday, promotions for game nights. The last 10 years of the Municipal's financials will be reviewed. The process for closing the Municipal will be checked into.
- Several residents at North High Court would like to pave their driveways. The conversation brought about a quote for paving the whole cul-de-sac as a portion would have to be cut away to allow for driveways to come out flush with the cul-de-sac. City will check with Scott Lange as curbs could be installed before the paving of driveways takes place or they will get have to be dug out to put in curbs later.
- Policy for pool filling will be worked out with the Fire Department as requests have come in.
- Add water meters to city buildings.
- Eric Berscheid asked if the council would be willing to consider a TIF agreement for a possible expansion of Berkon Outdoors, Inc. Council agreed they would be willing to consider a TIF agreement if presented.
- Request for TIF or matching grants information from Jason Spyhalla.
- Consider an update of our ordinance on storage buildings on property to address use of storage containers. We will look into what other cities are doing.

Deputy Clerk Julie Warren noted the portal for the audit has been set up. A thank you will be sent for the generous donation for the food shelf from Blattner Energy. Interviews for the Clerk position will be held virtually on Wednesday, April 14th with the second interviews scheduled in a Special Meeting on April 15th. The health inspection of the kitchen was April 6th. Corrections were addressed.

Announcements

Next council meeting: Monday, May 10th at 7:00.

Mike Odden made a motion to adjourn the meeting. Motion was seconded by Robb Berscheid. Eric Berscheid did not vote to adjourn as he was not present at that time. Motion carried. Meeting adjourned at 10:15p.m.

Respectfully submitted,

Julie Warren
Deputy City Clerk, Holdingford

MARCH 2021	
Department	Gross Pay
General	\$ 7,640.45
Public Works	\$ 8,141.60
Fire / EM	\$
Liquor	\$ 6,620.54
Total	\$22,402.59
2 pay periods ending	
3/12, 3/26	

City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2021-3 To 2021-3

For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated

Check #	Type	Date	Vendor Name	Amount	Status
36263	C	3/12/2021	704 AFSCME Council 65	\$102.56	C
36264	C	3/12/2021	517 Alex Air Apparatus, Inc	\$8,295.00	C
36265	C	3/12/2021	691 Allstream	\$237.93	C
36266	C	3/12/2021	6 Aramark	\$142.55	C

36267	C	3/12/2021	9 Bernick's Pepsi-Cola	\$641.10 C
36268	C	3/12/2021	828 Brian Zapzalka	\$650.00 C
36269	C	3/12/2021	18 C & L Distributing, Inc	\$2,091.20 C
36270	C	3/12/2021	817 C Emery Nelson, Inc	\$5,842.18 C
36271	C	3/12/2021	48 Dahlheimer Beverage	\$115.00 C
36273	C	3/12/2021	70 Frito-Lay, Inc	\$38.92 C
36274	C	3/12/2021	787 Granite City Jobbing Co	\$436.17 C
36275	C	3/12/2021	90 Harry's Frozen Foods	\$80.00 C
36276	C	3/12/2021	92 Headley Hardware	\$267.05 C
36277	C	3/12/2021	481 Heggies Pizza	\$87.40 C
36278	C	3/12/2021	614 Holdingford Gas and Grocery	\$140.55 C
36279	C	3/12/2021	119 Johnson Brothers Liquor Co.	\$1,694.98 C
36281	C	3/12/2021	1009 Kennedy & Graven, Chartered	\$264.00 C
36282	C	3/12/2021	1054 Lincoln Marketing, MN	\$449.00 C
36283	C	3/12/2021	1053 MacQueen Emergency	\$887.50 C
36284	C	3/12/2021	730 Midcontinent Business Solutions	\$324.39 C
36285	C	3/12/2021	911 MN PEIP	\$1,222.70 C
36286	C	3/12/2021	179 MN State Fire Dept. Assn	\$154.00 C
36287	C	3/12/2021	752 MN Valley Testing Labs	\$470.75 C
36288	C	3/12/2021	941 Paul Jensen	\$250.00 C
36289	C	3/12/2021	476 Preferred Controls Corp	\$229.82 C
36290	C	3/12/2021	995 Robert Opheim	\$350.00 C
36291	C	3/12/2021	685 Star Publications, LLC	\$297.74 C
36292	C	3/12/2021	254 TriMark	\$114.11 C
36293	C	3/12/2021	804 Toshiba Financial Services	\$147.35 C
36294	C	3/12/2021	271 UC Lab	\$844.00 C
36295	C	3/12/2021	339 Verizon Wireless	\$114.44 C
36296	C	3/12/2021	281 Viking Coca Cola Bottling	\$57.25 C
36298	C	3/12/2021	360 XCEL ENERGY 51-5655037-5	\$2,618.26 C
36299	C	3/12/2021	359 XCEL ENERGY 51-5655038-6	\$997.29 C
36300	C	3/12/2021	361 XCEL ENERGY 51-5655039-7	\$473.42 C
36301	C	3/12/2021	383 XCEL ENERGY 51-5655041-1	\$730.80 C
36302	C	3/12/2021	519 XCEL ENERGY 51-8242904-3	\$23.08 C
36305	C	3/25/2021	6 Aramark	\$126.81 C
36307	C	3/25/2021	411 Braun Intertec Corp.	\$500.00 C
36308	C	3/25/2021	627 Breakthru Beverage Minnesota	\$468.08 C
36309	C	3/25/2021	18 C & L Distributing, Inc	\$1,268.42 C
36310	C	3/25/2021	24 Central McGowan, Inc	\$22.73 C
36313	C	3/25/2021	48 Dahlheimer Beverage	\$355.00 C
36315	C	3/25/2021	632 E C M Publishers, Inc	\$184.76 C
36316	C	3/25/2021	53 Ecolab	\$91.73 C
36318	C	3/25/2021	707 F.I.R.E	\$600.00 C
36319	C	3/25/2021	787 Granite City Jobbing Co	\$1,238.00 C
36321	C	3/25/2021	481 Heggies Pizza	\$188.10 C
36325	C	3/25/2021	134 League of MN Cities Ins. Trust	\$20,566.00 C
36327	C	3/25/2021	984 Net V Pro	\$15.00 C
36328	C	3/25/2021	207 Postmaster	\$105.00 C
36330	C	3/25/2021	223 S.E.H.	\$149.50 C
36333	C	3/25/2021	242 Stearns Cty Auditor-Treas	\$144.20 C
36334	C	3/25/2021	915 Steve Horvath	\$75.00 C
36335	C	3/25/2021	412 Sunset Electric, Inc	\$228.20 C
36336	C	3/25/2021	263 Tom's Refuse	\$6,259.00 C
36337	C	3/25/2021	903 Upper Lakes Foods, Inc.	\$34.11 C
36272	C	3/12/2021	959 Emergency Services Marketing Corp., Inc.	\$800.00 O
36280	C	3/12/2021	1048 Joseph Lashinski	\$116.15 O
36297	C	3/12/2021	759 Volunteer FF Benefit Assoc of MN	\$200.00 O
36303	C	3/25/2021	1013 Anderson Excavating & Septic	\$900.00 O
36304	C	3/25/2021	856 Andy Bartkowicz	\$179.97 O
36306	C	3/25/2021	9 Bernick's Pepsi-Cola	\$1,300.10 O
36311	C	3/25/2021	873 CenturyLink	\$68.98 O
36312	C	3/25/2021	836 Charles Roth	\$300.00 O
36314	C	3/25/2021	1020 DG Central 1, LLC	\$1,530.27 O
36317	C	3/25/2021	959 Emergency Services Marketing Corp., Inc.	\$735.00 O
36320	C	3/25/2021	90 Harry's Frozen Foods	\$106.00 O
36322	C	3/25/2021	1038 Hertzberg Community Solar LLC	\$1,267.93 O
36323	C	3/25/2021	107 Holdingford Fire Relief Assn	\$2,000.00 O
36324	C	3/25/2021	333 Kathy O'Hara	\$75.00 O
36326	C	3/25/2021	687 MN Dept Hlth, MDH	\$23.00 O
36329	C	3/25/2021	476 Preferred Controls Corp	\$1,374.32 O
36331	C	3/25/2021	750 St Cloud Times #1076	\$30.00 O
36332	C	3/25/2021	534 St. Cloud State University	\$145.00 O

Cleared	\$64,502.13
Outstanding	\$11,151.72
Void	\$0.00