

Holdingsford City Council Meeting
August 9th, 2021

The Holdingsford City Council meeting was called to order at 7:02 p.m. by Mayor Sue Marstein. The Pledge of Allegiance was recited.

Present at City Hall: Sue Marstein, Robb Berscheid, Seth Young, Eric Berscheid, Mike Odden, Steve Horvath, Jennifer Hegna, Keith Hommerding, Bill Shank, Scott Lange, Boy Scout Troop 63, Jason Kubat, Angel Becker, Gordan Sjaaheim, Craig Dewar, Carlena Johnson, Adam Achmann and Matt Spies.

Robb Berscheid made a motion to approve the consent agenda to include minutes of the July 12th Council meeting, submitted monthly claims, financial reports and received TIF Management letter from David Drown Associates. Eric Berscheid seconded the motion. All voted in favor.

Department Reports

Liquor Store report was given by Bill Shank. July Revenue= \$46,034.92 E-tabs and pull tabs = \$2,212.00. Bar Bingo is on Wednesday nights. The Lead Bartender position is posted for hire. There will be a band on August 27th and the Ranger Raffle. The liquor store passed their compliance check with Stearns County. Bill reported that Tom Bernard stopped by The Muni while on a bike ride. Tom spoke about Holdingsford and The Muni on his radio show. The Muni needs the loading dock repaired, Bill will reach out for quotes to repair the loading dock.

Fire Department report was given by Chief Keith Hommerding. Total calls for this year are 105. 5 fire calls, 95 medical calls, 2 Good Intent, 2 false alarm calls. 62 calls were in the city of Holdingsford, 30 in Holding Township, 7 in Krain Township, and one in Two Rivers Township. They had water rescue training last month. They will be doing driving evaluations this month. The Fire Department has had one new applicant. The Fire Department should be getting more funds back from Fire Training Reimbursements. Farm Safety day will be on September 11th at Albany School. Motion was made for the Fire Department to apply to the Compeer Financial (AgStar) Grant. Motion was made by Eric Berscheid and seconded by Seth Young. All in favor.

Steve Horvath gave the Maintenance Department report. In July, they completed crack sealing, completed 200 hour maintenance on loader, completed 200 hour maintenance on Skid steer, completed 250 hour maintenance on Kubota Side by Side and completed and submitted annual bio solids report to Minnesota Pollution Control Agency. Generator Power Systems came to service the backup generator. There was an electrical fire in the breaker panel at the Waste Water Treatment Plant. The cause is unknown until parts arrive and electrician can start up blower #1. The Oxidation Ditch Control Panel at the Waste Water Treatment plant was not working. They replaced the GFI power outlet inside. The Maintenance Staff has been cleaning garbage out of the South Two River as it is currently dry. Steve will be sweeping Upsala's streets this week as part of their agreement. Steve will be attending the Minnesota Rural Water annual water/wastewater conference and taking his Class C water license. This month they will be doing mercury, bacteria and fluoride testing. They will also be doing soil samples for the bio solids application area, this is done every 3 years. 2,975,600 gallons of well water were pumped. 1,490,000 gallons of wastewater was treated.

Scott Lange, City Engineer, updated the Council on the Main Street project. Scott presented pay application #5. Mike Odden made a motion to pay Pay Application #5, Robb Berscheid seconded the motion. All in favor. The plan for the Well House update has been submitted to the Department of Health, we are waiting for a review and will check into the status. The flashing crosswalk sign near the school was damaged in an accident. Scott is working on getting a replacement cost estimate from the manufacturer. There was discussion about adding a cement barrier around the new sign, Scott cautioned against this because signs are made to break off when struck to try to minimize human risk. It was also noted that the sign is in the county right of way.

Guests

Adam Achmann presented the council with a letter asking the council to allow him to keep his chickens. This letter was signed by several of his surrounding neighbors. Council listened to his concerns and will revisit the request next month after time to research and modify ordinance 91.04 Farm Animals.

Matt Spies expressed concerns about activity in the trailer park. Council listened to his concerns and stated they would be in contact with the trailer park owner.

Unfinished Business

Council spoke about building permits and the Planning and Zoning Committee. They are looking for 3 Holdingford Residents to volunteer on the Committee. A permit application form will be available at City Hall. Permits must be submitted to City Hall and approved by the Planning and Zoning Committee and City Council prior to beginning the work. The Planning and Zoning Committee will meet the Wednesday prior to the City Council meeting at 5:30pm with the City Council reviewing and giving final approval on the second Monday of every month. Any permit applications requiring committee approval must be received by 4pm the Monday prior to the Planning and Zoning committee meeting to be reviewed. The Planning and Zoning Committee will not meet if there are not applications. Those who wish to expedite a permit may request a Special Meeting for \$200. Requests for a Special Meeting must be made 5 business days in advance. All required paperwork and drawings must be turned into with request. All Special Meetings will be held on Wednesdays at 5:30pm. A Special Meeting does not guarantee approval for a permit. Failure to obtain a Land Use Permit will result in immediate stopping of the project and a possible fine of a minimum of double the permit fee. Electrical, plumbing, heating and cooling inspections must be done as required by the state.

Eric Berscheid made a motion to accept these terms, Seth Young seconded. In favor- Eric Berscheid, Robb Berscheid, Seth Young and Mayor Sue Marstein, Opposed- Mike Odden.

The City is working on creating a Fire Department Service Contract for service to Holding, Krain and Brockway Township. Eric Berscheid made a motion to use the Fire Department Service Contract, Robb Berscheid seconded. All in favor.

The City is working to update the Water Meter reading technology. The option they are looking into is the Cellular program. This would allow for residents to choose to see their water meter usage each day. Robb Berscheid made a motion to proceed with the Cellular meter option, Seth Young seconded the motion. All in favor.

New Business

Mayor Sue Marstein spoke about the idea of requiring landlords to do background checks on their tenants. City Clerks will look into if other cities have this requirement. Several residents expressed concerns on a recent Stearns County Sheriffs arrest at a house in City limits. A letter has been sent to that residence requesting clean-up of the yard and a time limit for the request before legal action is taken.

Admin Reports

Mayors/Council Discussion notes:

- Fourth Street- Clerks will reach out to the City Engineer to see if putting a 3 way stop will reduce speed on this road.
- The Clerks will reach out to the City Engineer about putting a 4 way stop on Main Street and Washington Avenue.
- Mayor Sue Marstein will be attending the 2021 Minnesota Mayors Association Annual Conference in St. Joseph September 17th and 18th.
- Budget Meetings were set with each department to prepare for the 2022 budget. All meetings will be held at City Hall. Parks will meet on August 18th at 3:30 pm. Liquor store will meet on August 18th at 4:30 pm. Maintenance and General will meet at 11:00 a.m. on August 20th. Fire Department will meet on August 25th at 7pm.
- The alley from Stoermann's to 2nd street was discussed about vacating with a utility easement.
- Mike Odden spoke about rebuilding the skate ramp. He has been in contact with builders from St. Cloud and received a bid from them as well as images of previous projects completed. Mike Odden made a motion to move forward with Obstacle A. Eric Berscheid seconded this motion. All in favor.

Residents who are delinquent on their utility payments are: Dave Hagemann \$2,865.62, Hyatt House \$2,727.07, Jesse & Carlena Johnson \$684.45, Ben Groetsch \$486.80, Duane Young \$467.32, Roger Jensen \$371.31 and Terry Runge \$384.26.

Clerks Notes:

- Clerk reported that the City has received Local Government Aid and Small City Assist funds.
- Clerk has been in contact with Xtratyme and has not been notified of Xtratyme accepting the rent increase.
- There will be a free CPR and AED training. This will be at City Hall on August 25th at 5pm.

Announcements

Next council meeting: Monday, September 13th at 7:00 p.m. at City Hall.

Eric Berscheid made a motion to adjourn the meeting. Motion was seconded by Seth Young. AIF Meeting adjourned at 9:49 p.m.

Respectfully submitted,
Jenn Hegna
City Clerk-Treasurer, Holdingford

July 2021	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 11,353.21
Public Works	\$ 12,625.54
Fire / EM	
Liquor	\$ 11,529.61
Total	\$35,509.36
3 pay periods ending	
7/2, 7/16 & 7/30	

City of Holdingford - Equal Opport
Accounts Payable Check Register Report
For The Date Range From 7/1/2021 To 7/31/2021

eCheck ID	Type	Date	Vendor Name	Amount	Status
36546	C	7/7/2021	704 AFSCME Council 65	\$102.56	C
36547	C	7/7/2021	691 Allstream	\$241.01	C
36548	C	7/7/2021	1013 Anderson Excavating & Septic	\$100.00	C
36549	C	7/7/2021	432 Appliance Repair Center, Inc.	\$148.40	C
36550	C	7/7/2021	9 Bernick's Pepsi-Cola	\$939.80	C
36551	C	7/7/2021	627 Breakthru Beverage Minnesota	\$505.75	C
36552	C	7/7/2021	828 Brian Zapzalka	\$650.00	C
36553	C	7/7/2021	18 C & L Distributing, Inc	\$8,007.75	C
36554	C	7/7/2021	21 Central MN. Alarms, Inc.	\$75.00	C
36555	C	7/7/2021	996 Core & Main LP	\$1,694.38	C
36556	C	7/7/2021	48 Dahlheimer Beverage	\$505.40	C
36557	C	7/7/2021	550 Everything Signs	\$120.00	C
36558	C	7/7/2021	707 F.I.R.E	\$1,650.00	C
36559	C	7/7/2021	787 Granite City Jobbing Co	\$534.07	C
36560	C	7/7/2021	90 Harry's Frozen Foods	\$74.00	C
36561	C	7/7/2021	92 Headley Hardware	\$1,187.20	C
36562	C	7/7/2021	481 Heggies Pizza	\$195.45	C
36563	C	7/7/2021	614 Holdingford Gas and Grocery	\$813.07	C
36564	C	7/7/2021	1016 Independent Testing Technologies, Inc.	\$220.00	C
36565	C	7/7/2021	119 Johnson Brothers Liquor Co.	\$1,139.38	C
36566	C	7/7/2021	1060 King's Mechanical	\$450.00	C
36567	C	7/7/2021	140 Little Falls Radio	\$110.00	C
36568	C	7/7/2021	687 MN Dept Hlth, MDH	\$697.00	C
36569	C	7/7/2021	718 Nelson's Septic Service	\$675.00	C
36570	C	7/7/2021	199 Opatz Metals	\$100.00	C
36571	C	7/7/2021	207 Postmaster	\$56.00	C
36572	C	7/7/2021	685 Star Publications, LLC	\$172.00	C
36573	C	7/7/2021	263 Tom's Refuse	\$6,406.57	C
36574	C	7/7/2021	804 Toshiba Financial Services	\$132.20	C
36575	C	7/7/2021	271 UC Lab	\$1,090.50	C
36576	C	7/7/2021	281 Viking Coca Cola Bottling	\$209.25	C
36577	C	7/7/2021	360 XCEL ENERGY 51-5655037-5	\$1,062.70	C
36578	C	7/7/2021	359 XCEL ENERGY 51-5655038-6	\$25.34	C
36579	C	7/7/2021	383 XCEL ENERGY 51-5655041-1	\$102.57	C
36580	C	7/7/2021	519 XCEL ENERGY 51-8242904-3	\$40.33	C
36581	H	7/13/2021	651 MDH Environmental Hlth Div	\$80.00	C
36582	H	7/13/2021	651 MDH Environmental Hlth Div	\$150.00	C
36583	C	7/28/2021	1013 Anderson Excavating & Septic	\$100.00	O

36584	C	7/28/2021	6 Aramark	\$102.55O
36585	C	7/28/2021	326 Auto Value	\$81.49O
36586	C	7/28/2021	9 Bernick's Pepsi-Cola	\$739.10O
36587	C	7/28/2021	627 Breakthru Beverage Minnesota	\$468.08O
36588	C	7/28/2021	18 C & L Distributing, Inc	\$8,298.65O
36589	C	7/28/2021	21 Central MN. Alarms, Inc.	\$143.85O
36590	C	7/28/2021	873 CenturyLink	\$68.99O
36591	C	7/28/2021	869 Customized Fire Rescue Training, Inc	\$1,500.00O
36592	C	7/28/2021	48 Dahlheimer Beverage	\$501.00O
36593	C	7/28/2021	1020 DG Central 1, LLC	\$4,663.84O
36594	C	7/28/2021	53 Ecolab	\$91.73O
36595	C	7/28/2021	542 Environmental Equipment & Services	\$469.60O
36596	C	7/28/2021	550 Everything Signs	\$394.00O
36597	C	7/28/2021	70 Frito-Lay, Inc	\$100.08O
36598	C	7/28/2021	316 GERAD'S OIL CO., INC	\$506.55O
36599	C	7/28/2021	787 Granite City Jobbing Co	\$1,086.92O
36600	C	7/28/2021	90 Harry's Frozen Foods	\$167.00O
36601	C	7/28/2021	91 Hawkins, Inc	\$2,721.65O
36602	C	7/28/2021	481 Heggies Pizza	\$252.50O
36603	C	7/28/2021	1038 Hertzberg Community Solar LLC	\$2,555.92O
36604	C	7/28/2021	101 Holdingford Chamber of Commerce	\$50.00O
36605	C	7/28/2021	351 Holdingford Public Schools	\$75.00O
36607	C	7/28/2021	121 KASM Radio	\$600.00O
36608	C	7/28/2021	1059 Krista Nieland	\$129.42O
36609	C	7/28/2021	136 League of MN Cities	\$99.00O
36610	C	7/28/2021	134 League of MN Cities Ins. Trust	\$205.00O
36611	C	7/28/2021	730 Midcontinent Business Solutions	\$335.10O
36612	C	7/28/2021	687 MN Dept Hlth, MDH	\$32.00O
36613	C	7/28/2021	911 MN PEIP	\$1,728.70O
36614	C	7/28/2021	176 MN Rural Water Assn	\$250.00O
36615	C	7/28/2021	718 Nelson's Septic Service	\$965.00O
36616	C	7/28/2021	984 Net V Pro	\$827.50O
36617	C	7/28/2021	207 Postmaster	\$108.00O
36618	C	7/28/2021	223 S.E.H.	\$5,490.60O
36619	C	7/28/2021	242 Stearns Cty Auditor-Treas	\$480.00O
36620	C	7/28/2021	263 Tom's Refuse	\$6,380.57O
36621	C	7/28/2021	276 Vadim Municipal Software Inc	\$12.72O
36622	C	7/28/2021	339 Verizon Wireless	\$114.47O
36623	C	7/28/2021	281 Viking Coca Cola Bottling	\$993.25O
36624	C	7/28/2021	360 XCEL ENERGY 51-5655037-5	\$1,359.42O
36625	C	7/28/2021	359 XCEL ENERGY 51-5655038-6	\$1,070.12O
36626	C	7/28/2021	361 XCEL ENERGY 51-5655039-7	\$126.31O
36627	C	7/28/2021	119 Johnson Brothers Liquor Co.	\$2,940.37O
36606	C	7/28/2021	119 Johnson Brothers Liquor Co.	\$5,904.74 V

Cleared \$30,462.68

Outstanding \$49,386.05

Void \$5,904.74