

Holdingford City Council Public Hearing and Meeting Minutes (Unapproved)  
 December 13th, 2021

The Public Hearing for the annual Truth in Taxation was called to order at 7:00 p.m. Mayor Sue Marstein asked for any comments or concerns, there was a comment about valuation of a property. They were advised to reach out to the county assessor. There were no comments on Truth in Taxation. Robb Berscheid made a motion to close the public hearing. Mike Odden seconded the motion. All voted in favor. Public hearing closed at 7:08 pm.

Senator Jeff Howe was recognized by the Minnesota Association of Small Cities (MAOSC) as a Legislative Champion of Small Cities. MAOSC Executive Director, Cap O'Rourke presented the Senator with the award.

The Holdingford City Council meeting was called to order at 7:15 p.m. by Mayor Sue Marstein. The Pledge of Allegiance was recited.

Present at City Hall: Mayor Sue Marstein, Robb Berscheid, Seth Young, Eric Berscheid, Mike Odden, Jenn Hegna, Scott Lange, Gordy Sjaheim, Herman Lensing, Terry Pogatchnik, Louis Walz, Karen Larsen, Tim Yurczyk and Sharon Berscheid.

Eric Berscheid made a motion to approve the consent agenda to include minutes of the November 8<sup>th</sup>, 2021, Council meeting, contact report, submitted monthly claims and financial reports. Mike Odden seconded the motion. All voted in favor.

Guests

Representatives from Community Country Church spoke about future goals of the church. They would eventually like to expand the church and add an electric sign to their current church sign. They advised the council they are debating between a petition to annex into the city or detach their one acre lot from the City to Holding Township. They stated they are in the very early planning stages.

Department Reports

Liquor Store report was given by Robb Berscheid. November revenue \$26,260.61. November expenses \$25,643.19. E-tabs and pull tabs \$2,523. Bar Bingo is on Wednesday nights. There will be a band on December 11<sup>th</sup> and 18<sup>th</sup> and DJ Karaoke on the 17<sup>th</sup>.

Fire Department report was given by Mayor Sue Marstein. Total calls for this year are 177. Nine fire calls, 158 medical calls, 4 Hazardous, 3 Good Intent, 2 false alarm calls and 1 weather call. 105 calls were in the city of Holdingford, 51 in Holding Township, 9 in Krain Township, 10 in Brockway Township, 1 in Avon Township and 1 in Two Rivers Township. The Fire Relief Association was able to make another donation to the Fire Truck Fund. The Fire Department has scheduled their First Responder Refresher course dates in February. Thank you to the Holdingford Mill for allowing the Fire Department to train with their new rescue auger. There will be no training in December. It was noted that the Hyatt House is frequently calling the Fire Department.

Mayor Sue Marstein gave the Maintenance Department report. In November, Well #3 was repaired by Preferred Controls, Ripplinger Plumbing repaired leaking pipes on recirculating pump, and MDH took Diquat and Endothal samples. The Maintenance Department took Bi- Annual Copper and Lead Samples, they winterized the fire hydrants, took quarterly water samples for MDH, put up Christmas decorations and lights, installed snow stops on the roof of the City Shop, trimmed branches in alleyways for snow removal, shingled roof on sampler shed at the treatment plant and burnt 10 dumpsters of brush from the brush pile. The Ice Rink is up and has a few inches of base layer. Well #2 Chlorine booster pump is broken and Hawkins Chemical will be bringing a replacement. The 4<sup>th</sup> street lift station pumps are experiencing clogging due to "flushable" wipes and debris. Their cutting assembly has worn down and needs to be replaced. Council stated the 4<sup>th</sup> Street Lift Station pumps have become costly with repairs and outdated equipment. Eric Berscheid made a motion to get quotes to replace the pumps and order if the cost is under \$20,000. Mike Odden seconded the motion. All in Favor. 1,444,000 gallons of well water were pumped. 1,637,000 gallons of wastewater was treated.

Scott Lange, City Engineer, updated the Council on the Well House, it is expected to be built by the end of the month. Robb Berscheid made a motion to pay St. Rosa the requested \$15,000 down payment for the Well House. Seth Young seconded the motion. All in favor. On December 17<sup>th</sup> the sanitary sewer will be lined in Main Street. There were no updates on the Waste Water permit. The replacement crosswalk flashing sign at school will be installed this week.

Old Business

Robb Berscheid made a motion to approve Resolution 21-12-13-1 Adopting 2022 Levy at \$230,000 and adopting the proposed 2022 budget. Mike Odden seconded the motion. All in favor.

New Business

Mike Odden made the motion to approve Resolution 21-12-13-2 Knights of Columbus Raffle to hold a raffle with a total value of \$2,450 on May 5<sup>th</sup>, 2022. Robb Berscheid seconded the motion. All in favor.

Eric Berscheid made the motion to approve Resolution 21-12-13-3 Accepting ARPA funds, seconded by Seth Young. All in favor.

Seth Young made the motion to approve Resolution 21-12-13-4 designating a polling place for 2022 at City Hall. Robb Berscheid seconded the motion. All in favor.

Mike Odden made the motion to approve Resolution 21-12-13-5 accepting donation from Minnesota Corn Growers Association. Seth Young seconded the motion. All in favor.

Robb Berscheid made the motion to approve Resolution 21-12-13-6 accepting donation from DeZURIK Inc. Seth Young seconded the motion. All in favor.

Mike Odden made the motion to approve Resolution 21-12-13-7 approving the decertification of Tax Increment Financing District No. 1. Eric Berscheid seconded the motion. All in favor.

Seth Young made the motion to approve Resolution 21-12-13-8 approving the memorandum of agreement between the state of Minnesota and local governments and authorizing participation in national opioid settlements. Robb Berscheid seconded the motion. All in favor.

Seth Young made a motion to approve the 2022 City Council Meeting Schedule. The meetings will be on January 10<sup>th</sup>, February 14<sup>th</sup>, March 14<sup>th</sup>, April 11<sup>th</sup>, May 9<sup>th</sup>, June 13<sup>th</sup>, July 11<sup>th</sup>, August 8<sup>th</sup>, September 12<sup>th</sup>, October 11<sup>th</sup>, November 14<sup>th</sup> and December 12<sup>th</sup> starting at 7pm. Work sessions will be at 6pm as needed. Eric Berscheid seconded the motion. All in favor.

A positive annual review for Andy Bartkowicz was discussed. Andy is at the top of his pay scale, no pay increase was discussed.

The 6<sup>th</sup> month probationary review for Jenn Hegna was discussed and was also positive. Robb Berscheid made a motion to move Jenn from J0 to J1 on the pay scale. Mike Odden seconded. All in favor.

Mike Odden made a motion authorizing non-union employees a 3% cost of living increase starting in 2022, this will match the Union employee's cost of living increase. Robb Berscheid seconded the motion. All in favor.

Robb Berscheid made a motion to approve the Fire Department payroll, Seth Young seconded. All in favor.

Eric Berscheid made a motion to approve anyone who has requested delinquent utilities to be accessed to taxes and are not behind on their taxes, can have their utilities accessed to taxes. Robb Berscheid seconded. All in favor.

Eric Berscheid made a motion to transfer remaining Capital Outlay funds into saving accounts, Seth Young seconded the motion. All in favor.

Seth Young made a motion to approve the transfer of \$22,383.00 from the General business account to the USDA Rural Development savings account. Robb Berscheid seconded the motion. All in favor.

Seth Young made a motion to approve the TIF payments, Mayor Sue Marstein seconded the motion. Mayor Sue Marstein, Seth Young and Mike Odden voted in favor of the motion. Eric Berscheid and Robb Berscheid abstained from the vote. Motion passed.

#### Admin Reports

Mayors/Council Discussion notes:

- The population signs for Holdingford at the city limits are in need of updating as the population has changed with the census. Also, some of the signs have lost their reflectivity. Stearns County Highway Department has been contacted and will be providing information on replacement/updating of the signs.
- Council received a letter of a \$5 an hour rate increase from Kennedy and Graven, City Attorney.
- Thank you to WDS Scepaniak for letting the City borrow their lift to install the holiday décor on the Main Street light poles.
- Thank you to the Holdingford Chamber of Commerce for purchasing the new holiday décor.
- Council spoke about the clean-up process at the trailer park.
- Council spoke about Hyatt House demolishing the middle part of the school.
- Inventory of The Municipal was scheduled for January 2<sup>nd</sup>.

Residents who are delinquent on their utility payments are: Dave Hagemann \$3,852.99, Hyatt House \$3,066.62, Jesse & Carlena Johnson \$792.90, Jacob Hanebuth, \$471.89, Duane Young \$459.76, Aubrey Neuman \$413.63, Cody Ritter \$393.72, Roger Jensen \$370.78, Brenda Rybak \$359.70, Nick Barbato \$310.59 and Joseph Doll \$301.87.

Clerks Notes:

- The Council received 2 complaints from residents. Complaints will be addressed.

#### Announcements

Next council meeting: Monday, January 10<sup>th</sup> at 7:00 p.m. at City Hall. With a work session at 6 p.m.  
City Hall will be closed December 24<sup>th</sup> and December 31<sup>st</sup>.

Mike Odden made a motion to adjourn the meeting. Motion was seconded by Robb Berscheid. AIF Meeting adjourned at 8:48 p.m.

Respectfully submitted,  
Jenn Hegna  
City Clerk-Treasurer, Holdingford

| November 2021 Pay Periods 11/5 & 11/19 |                  |
|--|------------------|
| <u>Department</u>                      | <u>Gross Pay</u> |
| General                                | \$ 7,118.28      |
| Public Works                           | \$ 8,292.76      |
| Fire / EM                              | \$113.03         |
| Liquor                                 | \$ 6,383.00      |
| Total                                  | \$21,907.07      |

**City of Holdingford - Equal Opport Providr  
Accounts Payable Check Register  
For The Date Range From 11/1/2021 To 11/30/2021**

| Check # /<br>eCheck ID | Type | Date       | Vendor Name                             | Amount             | Status             |
|------------------------|------|------------|---|--------------------|--------------------|
| 36838                  | C    | 11/10/2021 | 704 AFSCME Council 65                   | \$102.56           | C                  |
| 36839                  | C    | 11/10/2021 | 45 Alcohol_Gambling Enforcement Div.    | \$20.00            | C                  |
| 36840                  | C    | 11/10/2021 | 691 Allstream                           | \$238.18           | C                  |
| 36841                  | C    | 11/10/2021 | 432 Appliance Repair Center, Inc.       | \$383.00           | C                  |
| 36842                  | C    | 11/10/2021 | 6 Aramark                               | \$105.18           | C                  |
| 36843                  | C    | 11/10/2021 | 981 Arnolds of St Martin                | \$1,800.00         | C                  |
| 36844                  | C    | 11/10/2021 | 326 Auto Value                          | \$86.99            | C                  |
| 36845                  | C    | 11/10/2021 | 9 Bernick's Pepsi-Cola                  | \$328.45           | C                  |
| 36846                  | C    | 11/10/2021 | 627 Breakthru Beverage Minnesota        | \$1,105.86         | C                  |
| 36847                  | C    | 11/10/2021 | 828 Brian Zapzalka                      | \$650.00           | C                  |
| 36848                  | C    | 11/10/2021 | 18 C & L Distributing, Inc              | \$2,715.60         | C                  |
| 36849                  | C    | 11/10/2021 | 24 Central McGowan, Inc                 | \$24.80            | C                  |
| 36850                  | C    | 11/10/2021 | 836 Charles Roth                        | \$350.00           | C                  |
| 36851                  | C    | 11/10/2021 | 550 Everything Signs                    | \$136.00           | C                  |
| 36852                  | C    | 11/10/2021 | 70 Frito-Lay, Inc                       | \$55.60            | C                  |
| 36853                  | C    | 11/10/2021 | 787 Granite City Jobbing Co             | \$696.78           | C                  |
| 36854                  | C    | 11/10/2021 | 92 Headley Hardware                     | \$1,241.34         | C                  |
| 36855                  | C    | 11/10/2021 | 481 Heggies Pizza                       | \$179.00           | C                  |
| 36856                  | C    | 11/10/2021 | 614 Holdingford Gas and Grocery         | \$398.83           | C                  |
| 36857                  | C    | 11/10/2021 | 657 Huls Bros Trucking                  | \$1,692.00         | C                  |
| 36858                  | C    | 11/10/2021 | 131 Lange Trenching, Inc                | \$250.00           | C                  |
| 36859                  | C    | 11/10/2021 | 730 Midcontinent Business Solutions     | \$334.13           | C                  |
| 36860                  | C    | 11/10/2021 | 911 MN PEIP                             | \$1,766.07         | C                  |
| 36861                  | C    | 11/10/2021 | 753 MPCA License Renewal                | \$23.00            | C                  |
| 36863                  | C    | 11/10/2021 | 685 Star Publications, LLC              | \$990.15           | C                  |
| 36866                  | C    | 11/10/2021 | 915 Steve Horvath                       | \$92.12            | C                  |
| 36867                  | C    | 11/10/2021 | 804 Toshiba America Business Solutions  | \$106.05           | C                  |
| 36868                  | C    | 11/10/2021 | 804 Toshiba Financial Services          | \$174.25           | C                  |
| 36869                  | C    | 11/10/2021 | 271 UC Lab                              | \$1,253.50         | C                  |
| 36870                  | C    | 11/10/2021 | 281 Viking Coca Cola Bottling           | \$554.40           | C                  |
| 36871                  | C    | 11/10/2021 | 360 XCEL ENERGY 51-5655037-5            | \$1,238.08         | C                  |
| 36872                  | C    | 11/10/2021 | 383 XCEL ENERGY 51-5655041-1            | \$231.89           | C                  |
| 36873                  | C    | 11/10/2021 | 519 XCEL ENERGY 51-8242904-3            | \$0.86             | C                  |
| 36896                  | C    | 11/24/2021 | 750 St Cloud Times #1076                | \$35.00            | C                  |
| 36862                  | C    | 11/10/2021 | 1015 Patricia Browen                    | \$180.00           | O                  |
| 36864                  | C    | 11/10/2021 | 478 Stearns County Recorder             | \$46.00            | O                  |
| 36865                  | C    | 11/10/2021 | 478 Stearns County Recorder             | \$46.00            | O                  |
| 36874                  | C    | 11/24/2021 | 9 Bernick's Pepsi-Cola                  | \$245.95           | O                  |
| 36875                  | C    | 11/24/2021 | 18 C & L Distributing, Inc              | \$5,212.10         | O                  |
| 36876                  | C    | 11/24/2021 | 873 CenturyLink                         | \$68.63            | O                  |
| 36877                  | C    | 11/24/2021 | 448 Clarey's Safety Equipment, Inc      | \$940.61           | O                  |
| 36878                  | C    | 11/24/2021 | 48 Dahlheimer Beverage                  | \$297.60           | O                  |
| 36879                  | C    | 11/24/2021 | 70 Frito-Lay, Inc                       | \$47.26            | O                  |
| 36880                  | C    | 11/24/2021 | 1067 Glenn Tamm (Stone Road)            | \$1,250.00         | O                  |
| 36881                  | C    | 11/24/2021 | 787 Granite City Jobbing Co             | \$486.89           | O                  |
| 36882                  | C    | 11/24/2021 | 90 Harry's Frozen Foods                 | \$141.50           | O                  |
| 36883                  | C    | 11/24/2021 | 481 Heggies Pizza                       | \$149.40           | O                  |
| 36884                  | C    | 11/24/2021 | 1038 Hertzberg Community Solar LLC      | \$921.89           | O                  |
| 36885                  | C    | 11/24/2021 | 585 Holdingford Lioness Club            | \$500.00           | O                  |
| 36886                  | C    | 11/24/2021 | 657 Huls Bros Trucking                  | \$960.10           | O                  |
| 36887                  | C    | 11/24/2021 | 119 Johnson Brothers Liquor Co.         | \$405.04           | O                  |
| 36888                  | C    | 11/24/2021 | 539 League of MN Cities Ins. Tr/BKLY    | \$43.00            | O                  |
| 36889                  | C    | 11/24/2021 | 984 Net V Pro                           | \$15.00            | O                  |
| 36890                  | C    | 11/24/2021 | 1066 Northern Lights Display            | \$6,029.46         | O                  |
| 36891                  | C    | 11/24/2021 | 207 Postmaster                          | \$120.00           | O                  |
| 36892                  | C    | 11/24/2021 | 671 Ripplinger Plumbing                 | \$165.00           | O                  |
| 36893                  | C    | 11/24/2021 | 223 S.E.H.                              | \$1,353.48         | O                  |
| 36894                  | C    | 11/24/2021 | 225 Schlenner, Wenner & Co              | \$472.16           | O                  |
| 36895                  | C    | 11/24/2021 | 849 Ski's Lumber Inc.                   | \$258.70           | O                  |
| 36897                  | C    | 11/24/2021 | 1049 Stearns Cooperative Electric Assoc | \$23,787.30        | O                  |
| 36898                  | C    | 11/24/2021 | 903 Upper Lakes Foods, Inc.             | \$448.06           | O                  |
| 36899                  | C    | 11/24/2021 | 339 Verizon Wireless                    | \$113.72           | O                  |
| 36900                  | C    | 11/24/2021 | 281 Viking Coca Cola Bottling           | \$71.10            | O                  |
| 36901                  | C    | 11/24/2021 | 359 XCEL ENERGY 51-5655038-6            | \$1,367.65         | O                  |
| 36902                  | C    | 11/24/2021 | 361 XCEL ENERGY 51-5655039-7            | \$173.90           | O                  |
|                        |      |            |   | <b>Cleared</b>     | <b>\$19,359.67</b> |
|                        |      |            |   | <b>Outstanding</b> | <b>\$46,317.50</b> |
|                        |      |            |   | <b>Void</b>        | <b>\$0.00</b>      |