

Holdingsford City Council Meeting Minutes February 8, 2021

The Holdingsford City Council meeting was called to order at 7:00 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 Statues, Chapter 12. The pledge of allegiance was recited.

Present at City Hall and via remote access: Susan Marstein, Eric Berscheid, Robb Berscheid, Seth Young, Steve Horvath, Sandra Meer, Bill Shank, Ernie Schmit, George Fiedler from Brockway Township, and Dave Yurczyk from Holding Township.

Present via remote access/electronic teleconferencing: Mike Odden, Keith Hommerding, Scott Lange, Kate Asfeld, Stearns County Attorney Janelle Kendall, Special Assistant to the Attorney Justin Lysen, and Jordy Opatz.

Robb Berscheid made a motion to approve the consent agenda to include, minutes of the January 11th Council meeting, submitted monthly claims, and financial reports. Seth Young seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Guests

Stearns County Attorney Janelle Kendall reported on the 2020 statistics from the county and the city. Counties are required by the State to have a diversion program for first time offenders. Countywide, an average of 250 first time offenders enter the program each year. In 2020, there were 150 first time offenders. Three juveniles from Holdingsford entered and completed the program. Assault numbers were down last year in the county. In Holdingsford, there were two felonies, both domestic violence offenders. Due to the pandemic those who harmed others were jailed but other felonies didn't get processed. Drug conviction cases will catch up once they can prosecute. In keeping with past years, felony crimes, sex assaults, domestics and burglaries were up. As expected, truancy wasn't reported by school officers, since kids weren't in school. Jury trials continued with social distancing protocol in the spacious basement at the Waite Park facility.

Dave Yurczyk and George Fiedler from Brockway Township addressed the council regarding a proposed change in how the fire service rates are calculated. Since the Fire Hall was built, the rates have been based on Estimated Market Value (EMV) of land in the fire district. Dave submitted projections using an average of EMV, number of addresses served and a 3 year call average to balance the split between the four entities that the department serves. Council members acknowledged room for improvement on how service rates are split but noted the city didn't budget for an increase this year. The council agreed to re-work the numbers and have proposal options within 90 days. Dave Yurczyk also asked about establishing a joint board with one voting member from each entity. George Fiedler from Brockway Township is pleased with the input they have, even without decision making votes.

Ernie Schmit was not in favor of repealing the State Building Code. He spoke of his 19 years invested in city government and when the city adopted the State Building Code (SBC) in 2005 and hired a building inspector, they saw a dramatic change in the quality of buildings and homes. It sets a standard and puts safeguards in place for the health of people. It's a way for builders to be held responsible. If the SCB is eliminated there's no conformity, people are more likely to cut corners and a new process will need to be set up. He felt it would be a setback for the city.

Ernie also had some history on the way the Fire Department service rates were set. In 1991, when the Fire Hall was built, the townships agreed to rates based on EMV and paid for construction to be part owners of the Fire Department. They aren't paying to rent a building to house trucks and equipment because the city owns the building and they helped pay for that.

Department Reports

Liquor Store financial report was given by manager, Bill Shank. February lottery = \$2,165.00. Bingo started last week and there was a good turnout, about three dozen. January Revenue = \$25,489.42 January Expenses = \$32,601.96. Bill will get estimates for an awning for the front of the building, similar to the one on Headley's.

Fire Department report was given by Chief Keith Hommerding. Total calls for this year are 14. Eight calls were in the city of Holdingsford, three in Holding Township, two in Brockway Township, one in Krain Township. Of the 14 calls; 12 were medical and two car accidents. It's been pretty quiet so far this year.

At the annual Fire Board meeting it was suggested the townships and city establish a contract for services. A template is available on the LMC website that was approved by the State Fire Marshall.

The Annual Fire Relief Breakfast will be held Sunday, March 14th from 8am-12:30pm. It will be a drive-thru fundraiser this year with free will offerings greatly appreciated.

Mayor Marstein noted that Amber Molitor has completed three online classes towards certification for the city Emergency Manager.

City Engineer Scott Lange noted that they will be working with the contractor in March to determine a schedule for finishing Main Street and plan for completion by the end of June. Stearns County will be repaving County Road 9 south of the city this spring and sent an estimate for seal coating the shoulders within city limits. The estimate of \$3,263 would be the city's share of the cost. Scott will follow up with the county and get details for the March council meeting.

Maintenance Report was given by Lead Supervisor, Steve Horvath. The ice rink is being well used. A hand-crafted Zamboni was fabricated for daily ice maintenance. Christmas decorations were taken down with the exception of some light strings at the campground that are frozen in. Four quotes for a lawn mower were reviewed since the John Deere and attachments were sold for \$5,200. Quotes for used and new Exmark, zero turn mowers with 52-60" mower decks from PowerHouse in St Joe and Arnolds in St Martin ranged from \$5,999 to \$8,999. The lowest priced used machine was \$5,999 with no warranty. Eric Berscheid made a motion to purchase Exmark, stock # W005161 for \$6,200 from Arnolds. Sue Marstein seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Tree limbs were trimmed in several alleys for ease of access during snow removal. Snow was cleared to widen streets on Washington, Cedar, and Plymouth near downtown. Water quality continues to be monitored. There is still bile build up/film that binds on the inside of the water pipes and we are looking at an additive to break down bio-film, and get rid of oxidation and rust build up. The blower pack on one of the compressors went down and will likely need to be brought in for repair. A capital improvement planning meeting will be set up with Scott Lange.

1,224,000 gallons of well water were pumped. 1,619,000 gallons of wastewater was treated.

Guests

Jordy Opatz addressed the council regarding an overdue utility bill that their renter hasn't paid and requested that the city require proof that residents have applied for financial assistance if they are delinquent. She asked that the city shut off water since the renters aren't paying and she doesn't want to be responsible for their water use. Legal counsel recommended that the city not shut water off due to the pandemic and the governors' peacetime emergency. Following discussion, Eric Berscheid made a motion that residents with delinquent utility accounts must make a payment, be on a payment plan or show proof that they've applied for assistance or the city will shut off water. Robb Berscheid seconded the motion. Eric Berscheid, Robb Berscheid, Mike Odden and Seth Young voted in favor. Sue Marstein opposed. Motion passed.

Unfinished Business

Personnel matters: Still working with Lead Bartender Nikki Horvath and Manager Bill Shank on job duties and responsibilities.

The requirements for GASB 68 (Governmental Accounting Standards Board) reporting were reviewed. It involves the Fire Relief Association pension investments. The actuarial study and accounting services are cost prohibitive and the council agreed that it would not be adopted this year.

After further inquiry, the property located at 511 Main Street isn't entitled to a conditional use or interim use permit which invalidates Resolution 21-01-11-1 Conditional Use Permit Terms of Agreement. Eric Berscheid made a motion to refund money for the Conditional Use Permit application. Mike Odden seconded motion. Following a roll call vote, all voted in favor. Motion passed.

To allow for residential use on the ground floor of the building it must be deemed a lawful conforming use (grandfathered in) and could only lose that status if it was not used for residential use for more than one year. Robb Berscheid will follow up.

Repealing the State Building Code was discussed. Arguments for repealing it: The cost to build a house in city limits is higher than if you built next to a neighbor who was in the township. A lot of cities our size (Population 720) don't have building codes. It costs thousands of dollars extra to potential builders. The building inspector has unequal way of determining fees. Permits will still be required by the city. Electrical and plumbing permits will go through the county. All building permits that were started with the current inspector will need to be followed through.

Arguments against repealing it: All sides of the city are next to township properties. The city gives tax rebate incentives for builders and new construction. The city will need to establish due diligence and a new process to determine permit costs and procedures, something that's already in place. It'll remove protection for the safety and welfare of the residents that the building code provides. A lot of small cities have adopted the State Building Code. The Building Code didn't deter two new businesses from building in the city in the last few years.

Eric Berscheid made a motion to repeal the State Building Code. Robb Berscheid seconded the motion. Following further discussion, the motion was rescinded.

Eric Berscheid made a motion to give notice of 180 days to terminate the building inspector as stipulated in her contract. Robb Berscheid seconded the motion. Eric Berscheid, Robb Berscheid, Mike Odden and Seth Young voted in favor. Sue Marstein opposed. Motion passed.

Eric Berscheid made a motion to repeal the State Building Code. In accordance with state statute, a notice will be posted to repeal the Ordinance that adopted the State Building Code and will be voted on at the March 8th city council meeting. A detailed plan with new procedures would then be submitted at the April 13th city council meeting. Robb Berscheid seconded the motion. Eric Berscheid, Robb Berscheid and Seth Young voted in favor. Mike Odden and Sue Marstein opposed. Motion passed.

Three changes to the Fee Schedule were discussed. All involved the Hall Rental:

- Combine \$50 Hall rental (1-3 hours) and \$75 Hall/ Kitchen (1-3 hours) and change to \$60 Hall/Kitchen (1-3 hours)
- Increase Hall/Library monthly meeting (1-3 hours) by \$10 to \$20
- Increase Non-profit rate for Hall/Library monthly meetings (1-3 hours) by \$5 to \$10

Robb made motion to change the Fee Schedule as discussed. Sue Marstein seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

New Business

There was discussion on businesses and others piling snow in the parking lot behind city hall and behind the Muni and the city’s cost to move the snow piles when they get too big. A meeting with business owners and snow removal contractors who work in town will be scheduled next fall before the beginning of the snow season.

Mayor Marstein suggested the HIP (Holding In Partnership) Committee be re-established to review and update the city’s Comprehensive Plan. The existing Plan could be used as a template and community members would be invited to give input and make changes. Other areas to potentially address could include Park improvements like a Pickleball court, splash pad and the Skate board ramp, applying for a DNR grant and looking at an internship with a student who’s interested in city planning.

Every three years the State requires a Pay Equity Report to be filed. Seth Young made motion to approve the Pay Equity Report as submitted. Sue Marstein seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Clerk Sandra Meer noted discrepancies in the title, wording and procedures in the ordinance, Chapter 152 on subdivisions. In particular Section 1.8 Minor subdivision vs administrative subdivision. Staff is working with legal counsel to interpret intent and determine proper procedure. Noting that city will be looking at changing the language in the ordinance

The employee evaluation for bartender Krista Nieland was reviewed. Bartender evaluations for Jen Feldewerd and Nadine Frieling were reviewed in November. Due to limited work during Covid shutdowns and reviews that were not completed since July 2019, Eric Berscheid made a motion to move Jen, Nadine and Krista up one Step. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Residents who are delinquent on their utility payments are: Dave Hagemann \$3,402.59, Jesse Johnson \$611.47, Aubrey Neuman \$557.03, Troy Hansen \$498.53, Principal Logistics \$494.82, Jacob Hanebuth \$426.74, Bill Fellegly \$376.83, Robert Keil \$329.12, Brenda Rybak \$333.51, Dustin Siegle \$327.39 and Travis Harlander \$321.33.

Admin Reports

Mayors/Council Discussion notes:

- An AED (Automatic Emergency Defibrillator) machine, donated by the Holdingford Lions, will be installed outside the front door of city hall.
- Dates for Clean-Up Day and Holdingford Cares were discussed and planned for Saturday, June 12th.

Announcements

City offices will be closed on February 15, 2021 in observance of Presidents Day.

Next council meeting: Monday, March 8th at 7:00 and a work session at 6:00 p.m. to discuss building code procedures.

Robb Berscheid made a motion to adjourn the meeting. Motion was seconded by Seth Young. Meeting adjourned at 10:30p.m.

Respectfully submitted,
Sandra Meer
City Clerk, Holdingford

JANUARY 2021	
Department	Gross Pay
General	\$10,681.32
Public Works	\$11,226.40
Fire / EM	\$ 42.00
Liquor	\$ 6,633.21
Total	\$28,582.93
3 pay periods ending	
1/1, 1/15, 1/29	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2021-1 To 2021-1**

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

Check #	Type	Date	Vendor	Name	Amount	Status
36138	C	1/11/2021	704	AFSCME Council 65	\$98.84	C
36139	C	1/11/2021	328	AllSpec Services, LLC	\$157.35	C
36140	C	1/11/2021	627	Breakthru Beverage Minnesota	\$907.35	C
36141	C	1/11/2021	828	Brian Zapzalka	\$650.00	C
36142	C	1/11/2021	18	C & L Distributing, Inc	\$4,004.20	C
36143	C	1/11/2021	22	Central Hydraulics	\$13.40	C
36144	C	1/11/2021	21	Central MN. Alarms, Inc.	\$75.00	C
36146	C	1/11/2021	787	Granite City Jobbing Co	\$181.90	C
36147	C	1/11/2021	92	Headley Hardware	\$390.93	C
36148	C	1/11/2021	481	Heggies Pizza	\$276.10	C
36149	C	1/11/2021	614	Holdingford Gas and Grocery	\$125.70	C
36150	C	1/11/2021	590	Kris Engineering, Inc	\$223.25	C
36151	C	1/11/2021	730	Midcontinent Business Solutions	\$322.64	C
36152	C	1/11/2021	687	MN Dept Hlth, MDH	\$697.00	C
36153	C	1/11/2021	172	MN Licensed Beverage Assoc	\$360.00	C
36154	C	1/11/2021	911	MN PEIP	\$1,222.70	C
36155	C	1/11/2021	495	MN Trails	\$855.00	C
36156	C	1/11/2021	995	Robert Opheim	\$300.00	C
36157	C	1/11/2021	685	Star Publications, LLC	\$154.25	C
36158	C	1/11/2021	240	Stearns Bank-Holdingford	\$11.80	C
36159	C	1/11/2021	804	Toshiba Financial Services	\$131.93	C
36160	C	1/11/2021	271	UC Lab	\$1,324.50	C
36161	C	1/11/2021	276	Vadim Municipal Software Inc	\$4.40	C
36162	C	1/11/2021	339	Verizon Wireless	\$114.44	C
36163	C	1/11/2021	281	Viking Coca Cola Bottling	\$537.60	C
36164	C	1/11/2021	519	XCEL ENERGY 51-8242904-3	\$25.00	C
36167	C	1/25/2021	24	Central McGowan, Inc	\$39.51	C
36175	C	1/25/2021	787	Granite City Jobbing Co	\$707.02	C
36181	C	1/25/2021	119	Johnson Brothers Liquor Co.	\$1,578.55	C
36186	C	1/25/2021	207	Postmaster	\$105.00	C
36187	C	1/25/2021	207	Postmaster	\$120.00	C
36194	C	1/25/2021	281	Viking Coca Cola Bottling	\$760.20	C
36196	C	1/25/2021	359	XCEL ENERGY 51-5655038-6	\$1,595.17	C
36197	C	1/25/2021	361	XCEL ENERGY 51-5655039-7	\$949.37	C
36145	C	1/11/2021	889	GovOffice LLC	\$660.00	O
36165	C	1/25/2021	9	Bernick's Pepsi-Cola	\$112.15	O
36166	C	1/25/2021	18	C & L Distributing, Inc	\$5,369.75	O
36168	C	1/25/2021	21	Central MN. Alarms, Inc.	\$143.85	O
36169	C	1/25/2021	873	CenturyLink	\$67.95	O
36170	C	1/25/2021	814	Cruise Control	\$300.00	O
36171	C	1/25/2021	48	Dahlheimer Beverage	\$265.00	O
36172	C	1/25/2021	1020	DG Central 1, LLC	\$886.24	O
36173	C	1/25/2021	70	Frito-Lay, Inc	\$58.08	O
36174	C	1/25/2021	80	Gopher State One-Call, Inc	\$50.00	O
36176	C	1/25/2021	90	Harry's Frozen Foods	\$76.50	O
36177	C	1/25/2021	481	Heggies Pizza	\$25.20	O
36178	C	1/25/2021	1038	Hertzberg Community Solar LLC	\$594.05	O
36179	C	1/25/2021	104	Holdingford Community Ed	\$1,500.00	O
36180	C	1/25/2021	324	Initiative Foundation	\$500.00	O
36182	C	1/25/2021	167	MN Dept of Public Safety	\$62.25	O
36183	C	1/25/2021	638	MN DNR	\$195.25	O
36184	C	1/25/2021	1051	Motorola Solutions	\$20,380.15	O
36185	C	1/25/2021	431	MPCA	\$315.00	O
36188	C	1/25/2021	223	S.E.H.	\$214.00	O
36189	C	1/25/2021	750	St Cloud Times #1076	\$23.68	O
36190	C	1/25/2021	242	Stearns Cty Auditor-Treas	\$34.69	O
36191	C	1/25/2021	1052	T&S Agency, Inc	\$499.80	O
36192	C	1/25/2021	263	Tom's Refuse	\$6,238.00	O
36193	C	1/25/2021	903	Upper Lakes Foods, Inc.	\$446.39	O
36195	C	1/25/2021	759	Volunteer FF Benefit Assoc of MN	\$22.00	O
				Cleared	\$19,020.10	
				Outstanding	\$39,039.98	
				Void	\$0.00	