

Holdingsford City Council Meeting and Public Hearing Minutes (Unapproved)

June 14, 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: Susan Marstein, Robb Berscheid, Seth Young, Eric Berscheid, Mike Odden, Steve Horvath, Jennifer Hegna, Keith Hommerding, Bill Shank, Amber Molitor, Julie Warren, Scott Lange, Tim Berscheid, Jeff Burg, Gary Opatz, Jordy Opatz, Aaron Rudolph, Tom Sanquist, Joe Scepaniak, Gordy Sjaheim, and Louie Walz.

Present via remote access/electronic teleconferencing: Kate Asfeld, Nancy Scott

Robb Berscheid made a motion to approve the consent agenda to include minutes of the May 10th Council meeting, submitted monthly claims, financial reports, and addition of Resolution 21-06-14-3. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. AIF

Department Reports

Liquor Store report was given by Manager, Bill Shank. May Revenue= \$32,218.22, Expenses=\$35,339.08.

E-tabs and pull tabs = \$3,044.60. Band played on June 4th. Bar Bingo is still going well. Supplies from vendors are becoming more available. Will continue to look into a solution for the loading dock at the Municipal.

Fire Department report was given by Chief Keith Hommerding. There is again talk at the state legislature about closing down electronic e-tab gambling. This is a source of funding for small cities, so please call your representatives. Total calls for this year are 76. Forty-five calls were in the city of Holdingsford, twenty in Holding Township, three in Brockway Township, and seven in Krain Township, one in Two Rivers Township. Four were fires, 68 were medical, 4 car accidents. They held burn trailer training. There is still some training money available and they hope to receive more. A sample contract from the League of MN Cities for city-township fire service and a Joint Powers Agreement for Fire Protection and Rescue Services was given to the Council by Keith as requested. Keith's recommendation was to not have a Joint Powers Agreement as it creates a need to set up another board and concerns about liability issues. For ten years, the Fire Department has included the townships on major purchases. The fire department has had one new applicant, they could use two new hires.

Emergency Manager report was given by Amber Molitor. She is currently completing her emergency management training. She has completed 28 hours; she has 90 more online hours and 53 in class hours to complete. Currently they are working on a hazard mitigation plan for 2022. She has received a radio for communication, just need to pay for upkeep and repairs. With Covid, classes and training have not been in person but will hopefully be soon.

Steve Horvath gave the Maintenance Department report. They were having difficulties with the flow to the Wastewater Treatment plant and spent a fair amount of time troubleshooting. This was corrected with an air release valve, but they are again having difficulties; if the air release valve does not work this time, they will contact Core & Main to release a pipeline inspection gauge (PIG) to help determine the cause of the issue. The sprinkler system manifold was repaired at the ballfield. They repaired several underground leaks and broken fittings to get the sprinklers to overlap spray area to cover most of the field. Water testing device DR2800 annual service was completed and contract renewed with HACH. Trimmed branches and brush at parks. They have begun crack sealing. They have begun painting the yellow no parking areas downtown. Painted the handicapped parking spaces at City Hall. Replaced the chlorine regulator and hoses at the well house. The control screen went out at the well house and a new one was ordered for \$1,400. Both Steve and Andy renewed their Bio-solids licenses through free online training.

2,102,000 gallons of well water were pumped. 2,181,000 gallons of wastewater was treated.

Scott Lange, City Engineer, updated the Council on the Main Street Project. Final layer of asphalt has been placed on Main Street. Final costs are tracking close to expectations with \$35,000 left to pay for the city; \$32,000 of that is for the sanitary sewer lining. The city will need to decide if they want to complete it now or put it on hold. Council to make a final decision at the July meeting. Also, the pay application for the asphalt work will be reviewed at the July meeting.

Well house update. Scott Lange submitted an action plan for rehabilitation of the well house. He recommends submitting a plan to the Minnesota Department of Health (MDH) with a floor plan, chemical schematic, and cover letter. The revisions

will include a 10 x 4 storage structure on the east side of the existing building to contain the fluoride and polyphosphates, and pre-manufactured cabinets on the north wall of the well house for chlorine. After discussion, Eric Berscheid made a motion to authorize submittal of plan to MDH with the \$150 fee. Motion seconded by Seth Young. AIF

Guests

Tom Sanquist is interested in purchasing the vacant house at 230 Washington Street. This property has retaining walls and garage that are in dangerous condition and he is looking for guidance from the Council on how it can be corrected for city approval. Discussion was held on closing the north end of the alley so the wall and garage can be removed, and fill brought in to slope that area as the south end of the alley is already closed and part of the property. Currently, the city places snow there in the winter when plowing streets. Scott Lange will check into the property corner to help determine lot lines. Council will table until July meeting to get more information.

Aaron Rudolph requested a temporary, off premise malt liquor (beer) license during the tractor pull at Holdingford Daze. Eric Berscheid made a motion to approve Resolution 21-06-14-1 Temporary Off-Premise Malt Liquor Sales. Motion seconded by Mike Odden. AIF

Terri & Steve Stoermann were not present as minutes from a 2003 meeting showed the portion of alley they were requesting be vacated had already been "closed" approved by council. From the minutes, it was unclear if the needed easements for utilities were completed. More information will be looked into for recording this with the county.

Unfinished Business

The City has not received the requested break down for what it receives for services from Xtratyme along with information regarding bouncing signals from the tower. Eric Berscheid made a motion to bill Xtratyme double if we do not hear from them by the next meeting. Motion was seconded by Robb Berscheid. AIF

Shipping containers used for storage was discussed. Samples of storage container ordinances were handed out to review. Discussed needing a permit for 150 sq. ft. or more and having them painted similar to current buildings on the property, and grandfathering in those already in place. This will be discussed more at the July work session.

Trailer park update. The City has been in communication with the owner regarding the process of closing the park and issues with water coming from one of the trailers.

The Public Hearing for Ordinance 156 Repealing the Ordinance 115 Regarding the State Building Code was opened at 8:19 pm. Comments and concerns were heard regarding the building code and inspections. After much discussion, the hearing ended at 8:46 pm

Robb Berscheid made a motion to approve Ordinance 156 Repealing the Ordinance 115 Regarding the State Building Code with an effective date of six months from notification to Nancy Scott and for Nancy Scott to complete any permits begun before this date. Motion was seconded by Eric Berscheid. Nancy Scott offered to terminate the contract immediately. This was not accepted as the City does not yet have a process in place for handling permits. Discussion followed in regards to a process to implement the permits when Nancy is not here and timing for permits to be completed. Mayor Sue Marstein called for a vote. Voting in favor were Robb Berscheid, Eric Berscheid, and Seth Young. Opposing Mayor Sue Marstein and Mike Odden. Motion passed.

New Business

Liquor license renewals were requested by Rudolph's Redneck Roost, the American Legion Post 211 and BoHo Café. Discussed a reminder that any violation required an appearance before the Council and failure to do so may result in revocation of license. Seth Young made a motion to approve liquor licenses for Rudolph's Redneck Roost, the American Legion Post 211 and BoHo Café with a reminder that any infraction requires an appearance before the Council and failure to do so may result in revocation of license. Motion seconded by Mike Odden. AIF

Andy Bartkowicz has completed and passed his testing for his class B license. Currently, Brian Zapzalka is contracted as a consultant to provide this service. After discussion, it was decided to send a letter to Brian thanking him for his years of service and providing him notification the City no longer is need of those services. After discussion and reviewing the salary schedule, Mike Odden made a motion to move Andy from I-5 to J-5 on the salary schedule. Motion was seconded by Eric Berscheid. AIF This will begin with the next pay period.

Annual review for Julie Warren was discussed. Eric Berscheid made a motion to move Julie from H-2 to H-3 on the salary schedule. Motion was seconded by Robb Berscheid. AIF

Resolution 21-06-14-2 Road Closure for Holdingford Daze Events was reviewed. Mike Odden made a motion to approve Resolution 21-06-14-2. Motion was seconded by Mayor Sue Marstein. AIF

Discussed Temporary Liquor License for Holdingford Wrestling Club for Holdingford Daze. Paperwork has not currently been completed. Robb Berscheid made a motion to approve a Temporary Liquor License if paperwork is completed and they can provide proof of Dram Insurance. Motion seconded by Seth Young. Voting in favor Seth Young, Mayor Sue Marstein, Robb Berscheid and Eric Berscheid. Opposed Mike Odden. Motion passed.

Resolution 21-06-14-03 Resolution to Authorize Application for American Rescue Plan Act (ARPA) Funds was reviewed. Cities under 50,000 need to apply to receive the funds. Mike Odden made a motion to approve Resolution 21-06-14-3. Motion was seconded by Robb Berscheid. AIF

Admin Reports

Mayors/Council Discussion notes:

- Fourth Street "No Parking" was discussed. Mail boxes are in the way in on the street for parking on one side of the street to work. Safety and fairness of not having parking on the street available were concerns raised. A new 20 mph sign has been ordered. This item was tabled until effectiveness of the new speed limit is determined.
- North High Court damage to the Cul de sac from a resident taking out driveways on their own in preparation for new driveways to be installed was discussed. As city staff had to go in to clean up debris from this work done by a resident, due to safety concerns of the Cul de sac, the council determined the city should bill for the time. This time amounted to 1.5 hours times two city staff and equipment used. Bill will be sent out.

Residents who are delinquent on their utility payments are: Dave Hagemann \$5,100.37, Hyatt House \$1,764.27, Jesse & Carlena Johnson \$572.49, Jacob Hanebuth \$549.01, Ben Groetsch \$407.00, and Greg Willenbring \$379.21.

Update of water meter reading equipment was discussed as current meter reader can no longer be updated or supported. Two quotes for these updates were given to Council members. After discussion, staff will check with the representative to clarify some of the features offered.

Sandra Meers last day of work was today, June 14th. As the new clerk, Jenn Hegna, has received very few days of training since beginning in May, it was requested that Sandra be a consultant as needed to help with clerk duties. She has offered to be a consultant at the rate of \$30 per hour. Eric Berscheid made a motion to contract with Sandra Meer at \$30 per hour as needed. Motion was seconded by Mike Odden. AIF

A few residents have requested sewer water forgiveness for filling pools. Roger Jensen – 3,861 gallons for \$42.47; Chris Swenson – 6,950 gallons for \$76.45; and Tim Winter – 5,130 gallons for \$56.43. Eric Berscheid made a motion to forgive sewer charges for these individuals. Motion was seconded by Mike Odden. In favor Eric Berscheid, Robb Berscheid, Mayor Sue Marstein, and Mike Odden. Opposed Seth Young. Motion passed. Discussion on further filling of pools with the heat and dry conditions. It was determined to continue to allow pool fillings, if the water flow does go down, council will need to reconsider at that time.

Discussion regarding the city ordinance regarding campers, trailers, etc. in front yards. With so many residents now owning campers, trailers, boats, etc., the city may want to consider revising the ordinance to allow a bit more freedom for residents to store these items. A minimum setback may be required for parking close to road for safety purposes. This will be followed up with at the work session in July.

A lot split has been requested for a property in town, but more paperwork is required in order to call a public hearing that will be needed.

Clerks Notes:

Workers Comp audit has been completed.

Annual audit is being worked on.

Jenn Hegna has new clerks training June 15 – 18th in St. Cloud.

Announcements

Next council meeting: Monday, July 12th at 7:00. A work session will be held at 6:00 pm.

Mike Odden made a motion to adjourn the meeting. Motion was seconded by Eric Berscheid. AIF Meeting adjourned at 10:15 p.m.

Respectfully submitted,

Julie Warren
Deputy City Clerk, Holdingford

MAY 2021	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 7,462.04
Public Works	\$ 8,371.64
Fire / EM	\$ 52.50
Liquor	\$ 7,155.42
Total	\$23,041.60
2 pay periods ending	
5/7 & 5/21	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK-1000141**

For The Date Range From 5/1/2021 To 5/31/2021

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

Check # / eCheck ID	Type	Date	Vendor	Name	Amount Status
36404	C	5/10/2021	704	AFSCME Council 65	\$102.56 C
36405	C	5/10/2021	328	AllSpec Services, LLC	\$707.25 C
36406	C	5/10/2021	691	Allstream	\$243.43 C
36407	C	5/10/2021	856	Andy Bartkowicz	\$99.99 C
36408	C	5/10/2021	432	Appliance Repair Center, Inc.	\$170.40 C
36409	C	5/10/2021	326	Auto Value	\$60.06 C
36410	C	5/10/2021	9	Bernick's Pepsi-Cola	\$838.35 C
36411	C	5/10/2021	627	Breakthru Beverage Minnesota	\$651.58 C
36412	C	5/10/2021	828	Brian Zapzalka	\$650.00 C
36413	C	5/10/2021	18	C & L Distributing, Inc	\$621.00 C
36414	C	5/10/2021	542	Environmental Equipment & Services	\$1,699.30 C
36415	C	5/10/2021	787	Granite City Jobbing Co	\$848.16 C
36416	C	5/10/2021	90	Harry's Frozen Foods	\$210.00 O
36417	C	5/10/2021	91	Hawkins, Inc	\$1,038.54 C
36418	C	5/10/2021	92	Headley Hardware	\$527.18 C
36419	C	5/10/2021	481	Heggies Pizza	\$341.00 C
36420	C	5/10/2021	899	Illinois Casualty Company	\$1,918.00 C
36421	C	5/10/2021	119	Johnson Brothers Liquor Co.	\$3,050.10 C
36422	C	5/10/2021	1009	Kennedy & Graven, Chartered	\$1,229.76 C
36423	C	5/10/2021	1055	Leighton Broadcasting	\$149.00 C
36424	C	5/10/2021	730	Midcontinent Business Solutions	\$331.75 C
36425	C	5/10/2021	911	MN PEIP	\$1,222.70 C
36426	C	5/10/2021	431	MPCA	\$45.00 C
36427	C	5/10/2021	189	Murphy Management Consultants	\$1,575.00 C
36428	C	5/10/2021	718	Nelson's Septic Service	\$263.25 O
36429	C	5/10/2021	984	Net V Pro	\$15.00 C
36430	C	5/10/2021	199	Opatz Metals	\$1,080.00 C
36431	C	5/10/2021	995	Robert Opheim	\$350.00 C
36432	C	5/10/2021	750	St Cloud Times #1076	\$30.00 C
36433	C	5/10/2021	685	Star Publications, LLC	\$294.25 C
36434	C	5/10/2021	242	Stearns Cty Auditor-Treas	\$2,000.00 C
36435	C	5/10/2021	245	Stearns Cty Public Health	\$250.00 C
36436	C	5/10/2021	960	Summit Companies	\$636.50 C
36437	C	5/10/2021	263	Tom's Refuse	\$6,311.00 C
36438	C	5/10/2021	804	Toshiba Financial Services	\$139.44 C

Check # / eCheck ID	Type	Date	Vendor Name	Amount	Status
36439	C	5/10/2021	271 UC Lab	\$1,550.00	C
36440	C	5/10/2021	276 Vadim Municipal Software Inc	\$12.88	C
36441	C	5/10/2021	903 Upper Lakes Foods, Inc.	\$373.29	C
36442	C	5/10/2021	339 Verizon Wireless	\$114.50	C
36443	C	5/10/2021	281 Viking Coca Cola Bottling	\$1,460.20	C
36444	C	5/10/2021	360 XCEL ENERGY 51-5655037-5	\$1,411.72	C
36445	C	5/10/2021	359 XCEL ENERGY 51-5655038-6	\$1,405.81	C
36446	C	5/10/2021	361 XCEL ENERGY 51-5655039-7	\$797.16	C
36447	C	5/10/2021	383 XCEL ENERGY 51-5655041-1	\$743.54	C
36448	C	5/10/2021	519 XCEL ENERGY 51-8242904-3	\$23.00	C
36449	C	5/25/2021	1013 Anderson Excavating & Septic	\$200.00	O
36450	C	5/25/2021	6 Aramark Uniform Services	\$84.34	O
36451	C	5/25/2021	9 Bernick's Pepsi-Cola	\$260.40	O
36452	C	5/25/2021	682 Business Office	\$250.00	O
36453	C	5/25/2021	18 C & L Distributing, Inc	\$3,417.85	O
36454	C	5/25/2021	24 Central McGowan, Inc	\$23.23	O
36455	C	5/25/2021	873 CenturyLink	\$69.08	O
36456	C	5/25/2021	48 Dahlheimer Beverage	\$499.50	O
36457	C	5/25/2021	1020 DG Central 1, LLC	\$3,158.46	O
36458	C	5/25/2021	70 Frito-Lay, Inc	\$187.20	O
36459	C	5/25/2021	787 Granite City Jobbing Co	\$506.81	O
36460	C	5/25/2021	90 Harry's Frozen Foods	\$76.50	O
36461	C	5/25/2021	481 Heggies Pizza	\$77.40	O
36462	C	5/25/2021	1038 Hertzberg Community Solar LLC	\$1,572.75	O
36463	C	5/25/2021	119 Johnson Brothers Liquor Co.	\$885.95	O
36464	C	5/25/2021	333 Kathy O'Hara	\$150.05	O
36465	C	5/25/2021	1009 Kennedy & Graven, Chartered	\$1,013.00	O
36466	C	5/25/2021	1054 Lincoln Marketing, MN	\$499.00	O
36467	C	5/25/2021	452 Monica Hennessy Hohan	\$90.00	O
36468	C	5/25/2021	718 Nelson's Septic Service	\$480.00	O
36469	C	5/25/2021	984 Net V Pro	\$15.00	O
36470	C	5/25/2021	207 Postmaster	\$108.00	O
36471	C	5/25/2021	223 S.E.H.	\$1,279.60	O
36472	C	5/25/2021	750 St Cloud Times #1076	\$60.00	O
36473	C	5/25/2021	478 Stearns County Recorder	\$46.00	O
36474	C	5/25/2021	242 Stearns Cty Auditor-Treas	\$4,960.75	O
36475	C	5/25/2021	1024 Stryker Sales Corporation	\$1,193.40	O
36476	C	5/25/2021	960 Summit Companies	\$198.50	O
36477	C	5/25/2021	281 Viking Coca Cola Bottling	\$22.90	O
				Cleared	\$37,118.40
				Outstanding	\$21,858.92
				Void	\$0.00