

Holdingford City Council Meeting Minutes
March 8, 2021

The Holdingford 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 Statutes, Chapter 12. The pledge of allegiance was recited.

Present at City Hall: Susan Marstein, Eric Berscheid, Robb Berscheid, Mike Odden, Seth Young, Sandra Meer, Keith Hommerding, Bill Shank, Julie Warren, Scott Lange, Louie Walz, Lloyd Rausch, Jason Sachs, and Ernie Schmit,.
Present via remote access/electronic teleconferencing: David Anderson, Kate Asfeld, Jamie Heurung, Nancy Karasch, Heather Plumski, Nancy Scott, Darin Teske, and Scott Wheeler.

Eric Berscheid made a motion to approve the consent agenda to include minutes of the February 8th Council meeting, submitted monthly claims, and financial reports. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Guests

Heather Plumski, legal counsel for Stearns Bank noted that the Cityview Apartments were sold to Teske Properties and requested the reassignment of TIF (Tax Increment Financing) District #1 Note to the new owner. The TIF District note will terminate on December 15, 2023 and provides approximately \$5,500 of tax relief annually to help accommodate affordable housing in the city. Darin Teske, the new owner will continue use of the apartments as is and does not plan to make changes. Concerns regarding the privacy of residents whose back yards abut the apartment complex were brought up although all considered the privacy issue to be separate from the TIF district assignment.

Robb Berscheid made a motion to allow the transfer of the TIF District #1 Note with property owner(s) covering estimated expenses of \$2,500-\$3,500 to reassign the Note. Seth Young seconded the motion. AIF

In regards to the State Building Code, Attorney Dave Anderson summarized the actions leading up to tonight and the next step to finalize the action to possibly repeal the State Building Code (SBC). Scott Wheeler from the State of Minnesota spoke about what the cities responsibility would be if they repealed the SBC. State laws that pertain to bleacher safety and accessibility codes apply to cities regardless of the enforcement of the SBC. State regulates new build permits for commercial properties as it pertains to the accessibility code, parking, entrance and bathrooms. Bleacher safety laws went into place in 2001 and regulate guard rail construction, annual safety compliance inspections, and 10-year structural inspection.

Concerns were also raised about the insurance rating if the SBC was repealed; the best way to accommodate the building/zoning permits. Zoning applications/permits would need to be reviewed by a committee and checked for compliance but not building permits if the code was repealed. Council would then still be the ruling body to approve the zoning applications. It's difficult to know if people are adding on or remodeling and if there are violations if no building permit is required. Fences and utility sheds are the most contested.

Stearns County requires zoning/construction site permit and plumbing, heating and electrical permits would be enforced on a county/state level. The State Building Code sets construction standard and helps protect the consumer if contractor is negligent. Nancy Scott noted that the two biggest benefits of the SBC was set safety standards and accessibility with remodeling jobs, plus the global benefit of having good quality homes.

Resident Jamie Heurung asked if the council members support issues regarding a sanctuary city and if the city chooses to establish policies regarding undocumented individuals. The League of Minnesota Cities will be contacted and it will be addressed at the April council meeting. Ms. Heurung was also seeking information on a community garden and noted that the local 4-H club may be interested in a community project. Former council member, Lloyd Rausch noted that he had researched the possibility several years ago and found that the area by the water tower would be ideal but due to a lack of interest, it wasn't pursued. Mayor Marstein will follow up with details.

Jason Sachs, the area manager with MidCo reported that the Cable Television Franchise agreement that was adopted in 2006 has expired. Holdingford has 148 cable/video customers. The city currently receives 3% of franchise/customer fees. Normally the length of the agreement is 5-10 years. The agreement gives MidCo access to ROW and dictates requirement to bring services to new developments. Recommendations for the new revised contract agreement will be forwarded and notice will be posted for consideration of amending the Ordinance 96-A to extend the contract terms.

Department Reports

Liquor Store financial report was given by Manager, Bill Shank. February Revenue= \$29,118.80, Expenses=\$32,246.79. E-tabs and pull tabs = \$1,370. Bingo is going really well and bands are scheduled to play the next 3 weekends. Council suggested that one manager should be on duty when band is playing and there are a lot of patrons. Greg Breth gave a verbal estimate of \$1,500-\$2,500 to repair the back steps and loading dock. A written estimate will be requested. An estimate for a front awning from G&J Awning for \$3,770 was reviewed. The council noted that the awning expense should wait a few months to get revenues and expenses in line.

Fire Department report was given by Chief Keith Hommerding. Total calls for this year are 24. Eleven calls were in the city of Holdingford, nine in Holding Township, two in Brockway Township, and two in Krain Township. Of the 24 calls; 21 were medical, two car accidents without injury, and one car accident with injuries.

The Fire Relief Association annual breakfast fundraiser will be held this Sunday from 8:00am-12:30pm with a walk-thru, take out menu and free will donations.

A storage container was purchased, set next to the Maintenance Garage and will be used for additional equipment storage.

Amber Molitor is still working her way through classes for the Emergency Managers position.

Maintenance Report was read by Maintenance Department Liaison Eric Berscheid. Met with City engineer Scott Lange to prioritize a list of capital improvements. The lawn mower purchase was finalized and will stay in cold storage in St Martin until needed in the spring. Preferred Controls assisted in resolving some electrical issues at the Wastewater Treatment Plant (WWTP) and will submit a quote to replace the problem relays. The blower was replaced. The skating rink continues to be maintained until it fully melts. The mercury test for wastewater was sent in. Water testing continues to stabilize the ammonia issues.

1,216,000 gallons of well water were pumped. 1,526,000 gallons of wastewater was treated.

Scott Lange, City Engineer noted that road signs have been gone back up on Main Street for spring road restrictions. A project walk-thru with the contractor is scheduled for mid-March. Main Street sanitary sewer issues will be addressed at next month's meeting.

Since 2012, the county has been asking cities to cover the cost of seal coating road shoulders and turn lanes. The proposed estimate to seal coat County Road 9 from CR 17 to Ridge Way is \$3,612. Following discussion, Eric Berscheid made a motion to skip the seal coating of shoulders on County Road 9. Robb Berscheid seconded the motion. AIF

There was also a question on when to seal coat the city streets, which is recommended every 7-8 years. It was listed as a priority on the Capital Improvement Plan for streets, water and wastewater, which was reviewed. The top priority that was identified was the well house rehabilitation. Number one with wastewater was the air lines and valve replacement at the WWTP. The lines are underground and were not replaced when the utility rehab was done in 2010. First priority with streets was seal coating and resurfacing the City Hall/Fire Hall parking lot. The Lift Stations were also identified as areas to start planning for improvements.

The city is operating with an expired permit with the MPCA (Minnesota Pollution Control Agency) since they don't have requirements in place for salty discharge limits and phosphate levels. The MPCA has provided an extension to numerous cities until the reporting requirements are formalized.

Unfinished Business

There was discussion on how to accommodate zoning permits and checking for compliance if the State Building Code (SBC) was repealed. Arguments for repealing the State Building Code was mainly the permit costs that residents pay and rates should be competitive for others and neighboring jurisdictions. City inspector, Nancy Scott noted she has not raised her rates since 2015 and encouraged the council to negotiate favorable rates to make the costs more palatable for the residents but keep the SBC. Arguments to uphold the SBC; extra effort to put new policies in place; consideration for citizens' safety as well as quality and durability of buildings in the city; ISO insurance ratings would be affected; some lending institutions require a building inspector to inspect the property for certain loans.

Robb Berscheid made a motion to adopt Ordinance 156: An Ordinance Repealing Ordinance No. 115 Regarding the Minnesota State Building Code with it to go into effect by July 1st with any outstanding building permits to be completed with the current building inspector. Eric Berscheid seconded the motion. Eric Berscheid and Robb Berscheid voted in favor. Mike Odden, Sue Marstein, and Seth Young opposed. Motion failed.

Robb Berscheid made a motion to put out a Request For Proposals (RFP) for a building inspector and to determine acceptable permit rates. Seth Young seconded the motion. AIF Nancy Scott will complete any permits that she has issued.

Attorney Dave Anderson noted changes to Section 1.8 of Subdivision Ordinance 152 that clarified definitions, applications and actions pertaining to Administrative Subdivisions. Robb Berscheid made a motion to adopt Ordinance 2021-152: An Ordinance Amending Section 1.8 of the Holdingford Subdivision Ordinance Pertaining to Administrative Subdivisions. Sue Marstein seconded the motion. AIF

Sue Marstein made a motion to approve Resolution 21-3-8-1 Approving the Summary Language for Publication of Ordinance 2021-152. Robb Berscheid seconded the motion. AIF An ordinance is not effective until it is published.

A summary of records that provided proof of commercial use in the Main Street ground floor apartment was reviewed. The property was grandfathered in as a non-conforming use until it was leased as commercial space for over two years. The council agreed to have legal counsel write a letter to the property owner to request compliance with the zoning ordinance.

New Business

Eleven donators contributed a total of \$84,500 for new light poles, electrical installation and audio upgrades on Main Street. Two poles still need to be put up as well as a meter by the Triangle garden. Sue Marstein made a motion to approve Resolution 21-03-08-2 Accepting Donations for Main Street Power Poles. Mike Odden seconded the motion. AIF
The balance of \$32,598 was paid by the city.

Mike Odden made a motion to accept Resolution 21-03-08-3 Holdingford Area Chamber of Commerce Gambling Permit for the Ranger raffle to be held August 27, 2021. Seth Young seconded the motion. Mike Odden, Seth Young and Sue Marstein in favor. Eric and Robb Berscheid abstained due to positions on the Chamber.

Robb Berscheid made a motion to approve Resolution 21-03-08-4 Holdingford FFA Alumni Tractor Raffle to be held October 20, 2021. Seth Young seconded the motion. AIF

Renewal of the antenna site use agreement with Xtratyme Technologies was discussed. Several updates to the fees were recommended by IT specialist, Tony Abfalter, as well as an addendum for services provided to the city by Xtratyme. Updates will be brought to the April council meeting.

Residents who are delinquent on their utility payments are: Dave Hagemann \$4,466.75, Jesse Johnson \$742.94, Aubrey Neuman \$680.95, Troy Hansen \$594.73, James Taylor \$585.51, Principal Logistics \$556.52, Jacob Hanebuth \$569.54, Robert Keil \$421.62, Bill Fellegly \$406.13, Brenda Rybak \$319.21, and Andy Higgins \$307.66.
Notices will be sent to property owners who have rental agreements regarding transferring payer's responsibility within the 3 months as per the city ordinance.

Admin Reports

Mayors/Council Discussion notes:

- Complaints regarding parking and garbage at the trailer park have been passed on to owner Dave Hagemann, who will be invited to the next council meeting to address issues, along with John Tracy from Stearns County
- Several unresolved issues that need to be addressed including some nuisance issues and property line issues

Clerk Sandra Meer noted work will begin on the audit and finding members for the HIP (Holding In Partnership) Committee. She notified the council of her resignation from the city and gave three weeks' notice. She will work with the city through the transition to find a replacement. She recommended hiring for a 32 hour/week position and working with Kathleen Murphy to help with the hiring process.

Announcements

Next council meeting: Monday, April 12th at 7:00 and a work session at 6:00 p.m. to discuss fire contract service rates. Mike Odden made a motion to adjourn the meeting. Motion was seconded by Robb Berscheid. Meeting adjourned at 10:23p.m.

Respectfully submitted,
Sandra Meer
City Clerk, Holdingford

FEBRUARY 2021	
Department	Gross Pay
General	\$ 8,797.14
Public Works	\$ 7,441.60
Fire / EM	\$
Liquor	\$ 7,180.88
Total	\$23,419.62
2 pay periods ending	
2/12, 2/26	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2021-2 To 2021-2**

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

Check #	Type	Date	Vendor Name	Amount	Status
36198	C	2/10/2021	704 AFSCME Council 65	\$134.60	C
36199	C	2/10/2021	691 Allstream	\$234.62	C
36200	C	2/10/2021	6 Aramark	\$98.99	C
36201	C	2/10/2021	981 Arnolds of St Martin	\$6,270.62	C
36202	C	2/10/2021	9 Bernick's Pepsi-Cola	\$391.85	C
36203	C	2/10/2021	828 Brian Zapzalka	\$650.00	C
36204	C	2/10/2021	18 C & L Distributing, Inc	\$9,542.35	C
36205	C	2/10/2021	48 Dahlheimer Beverage	\$189.00	C
36206	C	2/10/2021	62 Ernst's Locksmith	\$988.90	C
36207	C	2/10/2021	550 Everything Signs	\$149.98	C
36208	C	2/10/2021	316 GERAD'S OIL CO., INC	\$352.43	C
36209	C	2/10/2021	787 Granite City Jobbing Co	\$441.07	C
36210	C	2/10/2021	90 Harry's Frozen Foods	\$87.50	C
36211	C	2/10/2021	92 Headley Hardware	\$354.16	C
36212	C	2/10/2021	481 Heggies Pizza	\$115.20	C
36214	C	2/10/2021	614 Holdingford Gas and Grocery	\$189.21	C
36215	C	2/10/2021	119 Johnson Brothers Liquor Co.	\$988.43	C
36216	C	2/10/2021	121 KASM Radio	\$200.00	C
36217	C	2/10/2021	730 Midcontinent Business Solutions	\$322.86	C
36218	C	2/10/2021	537 MN Bureau of Criminal Apprehension	\$15.00	C
36219	C	2/10/2021	911 MN PEIP	\$1,222.70	C
36220	C	2/10/2021	685 Star Publications, LLC	\$100.00	C
36221	C	2/10/2021	804 Toshiba Financial Services	\$125.17	C
36222	C	2/10/2021	271 UC Lab	\$690.00	C
36223	C	2/10/2021	276 Vadim Municipal Software Inc	\$4.48	C
36224	C	2/10/2021	386 USA Bluebook	\$258.31	C
36225	C	2/10/2021	281 Viking Coca Cola Bottling	\$333.80	C
36226	C	2/10/2021	360 XCEL ENERGY 51-5655037-5	\$2,320.04	C
36227	C	2/10/2021	361 XCEL ENERGY 51-5655039-7	\$1,238.71	C
36228	C	2/10/2021	383 XCEL ENERGY 51-5655041-1	\$662.11	C
36229	C	2/10/2021	519 XCEL ENERGY 51-8242904-3	\$24.97	C
36230	H	2/19/2021	1036 James Keehr	\$350.00	C
36213	C	2/10/2021	101 Holdingford Chamber of Commerce	\$50.00	O
36231	C	2/24/2021	9 Bernick's Pepsi-Cola	\$582.45	O
36232	C	2/24/2021	825 Bound Tree Medical, LLC	\$31.58	O
36233	C	2/24/2021	627 Breakthru Beverage Minnesota	\$469.75	O
36234	C	2/24/2021	18 C & L Distributing, Inc	\$203.05	O
36235	C	2/24/2021	817 C Emery Nelson, Inc	\$268.17	O
36236	C	2/24/2021	873 CenturyLink	\$68.98	O
36237	C	2/24/2021	869 Customized Fire Rescue Training, Inc	\$600.00	O
36238	C	2/24/2021	48 Dahlheimer Beverage	\$102.00	O
36239	C	2/24/2021	1020 DG Central 1, LLC	\$1,004.59	O
36240	C	2/24/2021	70 Frito-Lay, Inc	\$50.04	O
36241	C	2/24/2021	787 Granite City Jobbing Co	\$506.91	O
36242	C	2/24/2021	90 Harry's Frozen Foods	\$106.50	O
36243	C	2/24/2021	91 Hawkins, Inc	\$2,792.56	O
36244	C	2/24/2021	481 Heggies Pizza	\$119.20	O
36245	C	2/24/2021	1038 Hertzberg Community Solar LLC	\$699.61	O
36246	C	2/24/2021	101 Holdingford Chamber of Commerce	\$50.00	O
36247	C	2/24/2021	1048 Joseph Lashinski	\$300.00	O
36248	C	2/24/2021	1053 MacQueen Emergency	\$1,224.00	O
36249	C	2/24/2021	917 Mike Schmidt	\$49.99	O
36250	C	2/24/2021	354 MN Dept of Public Safety	\$200.00	O

36251	C	2/24/2021	199 Opatz Metals	\$5,800.00O
36252	C	2/24/2021	205 Phillips Wine & Spirits	\$145.40O
36253	C	2/24/2021	207 Postmaster	\$311.00O
36254	C	2/24/2021	682 Ridgewater College	\$150.00O
36255	C	2/24/2021	223 S.E.H.	\$67.50O
36256	C	2/24/2021	225 Schlenner, Wenner & Co	\$250.75O
36257	C	2/24/2021	750 St Cloud Times #1076	\$25.00O
36258	C	2/24/2021	242 Stearns Cty Auditor-Treas	\$7,425.00O
36259	C	2/24/2021	263 Tom's Refuse	\$6,560.00O
36260	C	2/24/2021	339 Verizon Wireless	\$114.44O
36261	C	2/24/2021	281 Viking Coca Cola Bottling	\$1,289.30O
36262	C	2/24/2021	359 XCEL ENERGY 51-5655038-6	\$1,661.13O
			Cleared	\$29,047.06
			Outstanding	\$33,278.90