

## Holdingsford City Council Meeting Minutes May 10, 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 Statutes, Chapter 12. The pledge of allegiance was recited.

Present at City Hall: Susan Marstein, Robb Berscheid, Seth Young, Eric Berscheid, Steve Horvath, Jennifer Hegna, Keith Hommerding, Bill Shank, Julie Warren, Scott Lange, Jeff Burg, Jeremy Freudenrich, Scot Laing, Gary Opatz, Jordy Opatz, Roxanne Urbaschich, Louie Walz, Jason Welle, and Dave Yurczyk.

Present via remote access/electronic teleconferencing: Council Member Mike Odden, Kate Asfeld

Robb Berscheid made a motion to approve the consent agenda to include minutes of the April 12th Council meeting, submitted monthly claims, and financial reports. Eric Berscheid seconded the motion. Following a roll call vote, all voted in favor. AIF

### Department Reports

Liquor Store report was given by Manager, Bill Shank. April Revenue= \$31,002.89, Expenses=\$33,381.45.

E-tabs and pull tabs = \$2,480. Bar hours have been extended to 1:00 am. Band played on May 8<sup>th</sup> and will have another playing on May 22<sup>nd</sup>. 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. Total calls for this year are 55. Thirty calls were in the city of Holdingsford, fifteen in Holding Township, three in Brockway Township, and six in Krain Township, one in Two Rivers Township.

Steve Horvath gave the Maintenance Department report. Bio-solids have been applied to the field. The street sweeper was repaired. Steve swept for the city of Upsala as they were not able to do it last fall. They will sweep another time this year, if needed, before Upsala's city celebration. Most of Holdingsford has been swept. The department hosted a college intern for two weeks who said he appreciated his time and experience. Repaired the sprinkler line by the Wobegon trailhead that was damaged. The skate ramp that was in unsafe condition was removed at Veteran's park. Still waiting for Xcel to repair sink hole behind the Municipal Liquor Store. Both Steve and Andy will be taking a bio-solids refresher course online. Discussed dust control for the road past the museum and maintenance garage, which was going to be done in conjunction with the township. The township is unsure when or if they will be doing dust control this year. Steve will get quotes to have someone to come and do it. Crack sealing will be done when the weather warms up. 1,724,000 gallons of well water were pumped. 2,701,000 gallons of wastewater was treated.

Scott Lange, City Engineer, updated the Council on the Main Street Project. Areas that settled are being patched. He feels the base has settled well. Concrete repairs are under way. Final paving will be mid/late June. The project is tracking where it should be so far and should be completed before the street Polka Party on June 26<sup>th</sup>.

Capital improvement plan updates include seal coating roads, chip sealing following a six-year plan at approximately \$20,000 per year. Well-house update to include basic floor plans for a new structure to store chemicals with pre-manufactured cabinets which needs to be approved by MN Department of Health.

Safe Routes to School is basically completed with the completion of vegetation and replacement of a resident's trees.

### Guests

Aaron Rudolph requested a part of Main Street be shut-down on June 4<sup>th</sup> for a celebration of Holdingsford being selected the winner in the Wild Country 99 Hometown Challenge. The closure would be after business hours and run approximately 6 pm – 10 pm. There will be a billboard with the announcement put up outside of town. Eric Berscheid made a motion to close Main Street from Stearns Bank to Cedar Street from 6 pm – 10 pm on Friday, June 4, 2021. Seconded by Seth Young. AIF

Township Officials were present to discuss the proposal from the Council for fire services. While they believe it is a step in the right direction, some still feel it does not go far enough. The possibility of a Joint Powers Agreement was mentioned.

Also mentioned was having a written contract between the city and townships. Research will be gathered on contracts and Joint Powers Agreements.

#### Unfinished Business

The City received an email from Xtratyme with a proposal to continue to pay \$200 per month, along with a 1% revenue sharing based on gross monthly income from customers, which would be approximately \$40. The city would also be provided with unlimited speed packages as part of the proposal. After discussion, Xtratyme will be contacted about an increase in the percentage and the breakdown for the city.

The proposed Midco contract is still with the lawyer. Upon discussion, Eric Berscheid made a motion to have the lawyer increase the franchise fee to 5%. Seconded by Robb Berscheid. Mike Odden commented he would like the franchise fee to remain at 3%. A roll call vote was called. Eric Berscheid, Robb Berscheid, and Seth Young voted yes. Sue Marstein and Mike Odden voted no. Motion passed.

#### New Business

Following clarification of Resolution 21-04-12-2a Approving a Conditional Use Permit to Use the Second Floor Unit at 521 Main Street as a Residential Dwelling Unit. Robb Berscheid made a motion to approve Resolution 21-04-12-2a. Seconded by Mike Odden. Mayor Sue Marstein, Robb Berscheid, Seth Young, and Mike Odden voted yes. Eric Berscheid voted no. Motion passed.

Eric Berscheid made a motion to approve Resolution 21-04-12-3a Approving State of Minnesota Joint Powers Agreements With the City of Holdingford on Behalf of Its City Attorney. Seconded by Robb Berscheid. AIF

A second proposal from a building inspector, Andrew Sharpe, was received. This proposal requires a retainer in addition to fees charged. Seth Young stated he would like to change his vote from last month's meeting regarding Repealing Ordinance No. 115 Regarding the MN State Building Code. This would require a notice to be published prior to a public hearing in order to be acted upon. Following discussion, a notice will be published and a public hearing will be held on June 14th at 7:00 pm prior to the regularly scheduled Council meeting.

Mike Odden made a motion to hire Nancy Scott as the building inspector. Seconded by Mayor Sue Marstein. Following discussion, a roll call vote was taken. Mayor Sue Marstein and Mike Odden voted yes. Robb Berscheid, Eric Berscheid, and Seth Young voted no. Motion failed.

Mike Odden made a motion to hire Andrew Sharpe as building inspector. After a call three times for a second, motion failed for lack of a second.

Storage containers – More research is needed to address this issue. Tabled until next month.

Trailer Park update – No new information, tabled until next month.

Signage for “No Parking” on 4<sup>th</sup> Street was discussed. This was put in place during construction of the Art in Motion building but has stayed in effect. Safety was discussed with additional traffic and large trucks using the road, mailboxes, and narrowness of the road itself being a problem. Roxanne Urbaschich, a resident on 4<sup>th</sup> Street, said it is not fair that residents cannot park along the street as some do not have enough driveway space to accommodate guests parking. Many options were considered, but the Council felt they needed more time to look at it thoroughly. It was decided to move the flashing speed limit sign to 4<sup>th</sup> Street to get drivers to slow down in the meantime. After more discussion, Eric Berscheid made a motion to post 20 MPH speed limit signs going North and South on 4<sup>th</sup> Street, North. Seconded by Robb Berscheid. AIF

A 20 MPH speed limit on all city streets was discussed. The speed limit, Main Street 2-hour parking limit, No Outlet sign for Ridge Way, and Deaf Child Sign will be addressed in the near future.

Mayor Sue Marstein made a motion to approve Resolution 21-05-10-1 Church of All Saints Raffle with addition of dollar amount for prizes, and Resolution 21-05-10-2 Holdingford Lions Club Raffle with correction of dollar amount of prizes. Seconded by Seth Young. AIF

Discussion regarding North High Court residents paving their driveways. The street would need to be cut into to provide a good base and allow for drainage. If curb and gutter are installed at a later date this paving will need to be disturbed to

complete. Scott Lange will communicate with the contractor as an agreement will be needed to ensure the project is completed correctly and with enough drainage.

Residents who are delinquent on their utility payments are: Dave Hagemann \$4,014.42, Jesse Johnson \$547.46, James Taylor \$591.92, Jacob Hanebuth \$378.31, Aubrey Neuman \$371.24, and Ben Groetsch \$327.40.

Admin Reports

Mayors/Council Discussion notes:

-AED signage with arrow to indicate where AED is located at City Hall will be placed at Veteran’s Park and Wobegon Trailhead.

Building Permits: Hometown Feeds – Bin Addition; Jayme Opatz - Garage

Introduction of Jennifer Hegna, new City Clerk-Treasurer.

Announcements

Next council meeting: Monday, June 14<sup>th</sup> at 7:00. A public hearing will be held at 7:00 pm for Repealing Ordinance No. 115 Regarding the MN State Building Code.

Robb Berscheid made a motion to adjourn the meeting. Motion was seconded by Eric Berscheid. AIF Meeting adjourned at 9:46 p.m.

Respectfully submitted,

Julie Warren  
Deputy City Clerk, Holdingford

APRIL 2021	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 7,573.52
Public Works	\$ 8,141.60
Fire / EM	\$
Liquor	\$ 7,456.29
<b>Total</b>	<b>\$23,171.41</b>
2 pay periods ending	
4/9, 4/23	

**City of Holdingford - Equal Opport Providr**  
**Accounts Payable Check Register Report - STEARNS BANK**  
**For The Fiscal Periods Range From 2021-4 To 2021-4**

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

Check #	Type	Date	Vendor Name	Amount	Status
36338	C	4/8/2021	1036 James Keehr	\$350.00	C
36339	C	4/8/2021	704 AFSCME Council 65	\$102.56	C
36340	C	4/8/2021	328 AllSpec Services, LLC	\$457.50	C
36341	C	4/8/2021	691 Allstream	\$239.12	C
36342	C	4/8/2021	326 Auto Value	\$238.00	C
36343	C	4/8/2021	828 Brian Zapzalka	\$650.00	C
36344	C	4/8/2021	18 C & L Distributing, Inc	\$1,344.80	C
36345	C	4/8/2021	24 Central McGowan, Inc	\$57.80	C
36346	C	4/8/2021	48 Dahlheimer Beverage	\$335.40	C
36347	C	4/8/2021	632 E C M Publishers, Inc	\$164.76	C
36348	C	4/8/2021	1022 First Systems Technology, Inc.	\$495.00	C
36349	C	4/8/2021	70 Frito-Lay, Inc	\$44.48	C
36350	C	4/8/2021	80 Gopher State One-Call, Inc	\$150.00	C
36351	C	4/8/2021	787 Granite City Jobbing Co	\$596.76	C
36352	C	4/8/2021	90 Harry's Frozen Foods	\$197.50	C
36353	C	4/8/2021	92 Headley Hardware	\$1,102.22	C
36354	C	4/8/2021	481 Heggies Pizza	\$139.00	C

36355	C	4/8/2021	101 Holdingford Chamber of Commerce	\$300.00 O	
36356	C	4/8/2021	119 Johnson Brothers Liquor Co.	\$1,261.66 C	
36357	C	4/8/2021	1009 Kennedy & Graven, Chartered	\$2,095.50 C	
36358	C	4/8/2021	686 Lake Region Firefighters Ass'n	\$40.00 C	
36359	C	4/8/2021	730 Midcontinent Business Solutions	\$324.05 C	
36360	C	4/8/2021	687 MN Dept Hlth, MDH	\$697.00 C	
36361	C	4/8/2021	753 MPCA License Renewal	\$1,450.00 C	
36362	C	4/8/2021	237 St Rosa Lumber, Inc	\$556.09 C	
36363	C	4/8/2021	685 Star Publications, LLC	\$426.58 C	
36364	C	4/8/2021	242 Stearns Cty Auditor-Treas	\$308.00 C	
36365	C	4/8/2021	804 Toshiba Financial Services	\$123.45 C	
36366	C	4/8/2021	271 UC Lab	\$998.00 C	
36367	C	4/8/2021	281 Viking Coca Cola Bottling	\$349.80 C	
36368	C	4/8/2021	360 XCEL ENERGY 51-5655037-5	\$1,911.96 C	
36369	C	4/8/2021	359 XCEL ENERGY 51-5655038-6	\$471.02 C	
36370	C	4/8/2021	383 XCEL ENERGY 51-5655041-1	\$648.55 C	
36371	C	4/8/2021	519 XCEL ENERGY 51-8242904-3	\$23.08 C	
36372	H	4/22/2021	537 MN Bureau of Criminal Apprehension	\$30.00 O	
36373	C	4/23/2021	883 Amber Molitor	\$134.08 O	
36374	C	4/23/2021	6 Aramark	\$98.99 C	
36375	C	4/23/2021	9 Bernick's Pepsi-Cola	\$991.57 O	
36376	C	4/23/2021	18 C & L Distributing, Inc	\$10,684.63 C	
36377	C	4/23/2021	21 Central MN. Alarms, Inc.	\$218.85 C	
36378	C	4/23/2021	873 CenturyLink	\$69.08 O	
36379	C	4/23/2021	814 Cruise Control	\$300.00 C	
36380	C	4/23/2021	1020 DG Central 1, LLC	\$2,032.65 O	
36381	C	4/23/2021	959 Emergency Services Marketing Corp., Inc.	\$10.00 O	
36382	C	4/23/2021	70 Frito-Lay, Inc	\$22.35 O	
36383	C	4/23/2021	787 Granite City Jobbing Co	\$373.92 C	
36384	C	4/23/2021	90 Harry's Frozen Foods	\$106.00 O	
36385	C	4/23/2021	91 Hawkins, Inc	\$1,274.49 C	
36386	C	4/23/2021	1038 Hertzberg Community Solar LLC	\$1,404.30 O	
36387	C	4/23/2021	998 Julie Warren	\$56.84 O	
36388	C	4/23/2021	917 Mike Schmidt	\$71.37 O	
36389	C	4/23/2021	911 MN PEIP	\$1,222.70 C	
36390	C	4/23/2021	431 MPCA	\$200.00 O	
36391	C	4/23/2021	984 Net V Pro	\$15.00 O	
36392	C	4/23/2021	207 Postmaster	\$108.00 C	
36393	C	4/23/2021	223 S.E.H.	\$1,163.60 C	
36394	C	4/23/2021	478 Stearns County Recorder	\$46.00 O	
36395	C	4/23/2021	915 Steve Horvath	\$139.58 C	
36396	C	4/23/2021	1047 Taft Stettinius & Hollister	\$1,000.00 C	
36397	C	4/23/2021	896 Team Lab	\$708.50 O	
36398	C	4/23/2021	637 Tony Stalberger	\$85.75 O	
36399	C	4/23/2021	276 Vadim Municipal Software Inc	\$246.00 C	
36400	C	4/23/2021	339 Verizon Wireless	\$114.50 C	
36401	C	4/23/2021	281 Viking Coca Cola Bottling	\$1,130.40 C	
36402	C	4/23/2021	359 XCEL ENERGY 51-5655038-6	\$997.62 C	
36403	C	4/23/2021	361 XCEL ENERGY 51-5655039-7	\$784.77 C	
				<b>Cleared</b>	<b>\$38,207.69</b>
				<b>Outstanding</b>	<b>\$6,283.49</b>
				<b>Void</b>	<b>\$0.00</b>