

## Holdingsford City Council Meeting Minutes August 10, 2020

The Holdingsford City Council meeting was called to order by Mayor Sue Marstein at 7:00 p.m. via Zoom, 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.

Council members present via remote access/electronic teleconferencing: Robb Berscheid, Eric Berscheid, Mike Odden, and Bob Sanchez. Mayor Susan Marstein, Keith Hommerding, Sandra Meer, Pat Meier and Bill Shank were present at City Hall. Present via remote access were Steven Horvath, Scott Lange (SEH) and Jason Murray (David Drown Associates).

Robb Berscheid made a motion to approve the consent agenda to include minutes of the July 13<sup>th</sup> Council Meeting, submitted monthly claims and financial reports. Bob Sanchez seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

### Department Reports

Municipal Liquor Store financial report was given by Manager Bill Shank. July revenue=\$35,788.43. Expenses=\$38,463.32. July Lottery=\$545.34. July E-tabs and pull tabs =\$2,498.98. R&R Express is scheduled to play on August 28<sup>th</sup>.

Fire Department report was given by Chief Keith Hommerding. Calls for this year total 100: 59 were in the city of Holdingsford, 25 in Holding Township, ten in Brockway Township, five in Krain Township, and one mutual aid in Becker. Twenty one of the City calls were valid requests from the assisted living facility.

Gambling and e-tabs have been doing well for the Fire Relief Association. A \$3,000 donation was made towards extrication tools that were ordered for the new rescue truck.

In regards to the request to move a fire hydrant to the Mill area during the Main Street Project, the location was directly under power lines and the department suggested it would be most usable on the southwest corner of Paggen's storage lot. The suggestion was taken under consideration by the city engineer.

Training this month is to put the new rescue truck into "soft" service and place all new tools and medical items in the truck.

The upcoming bond payment for the Rescue Truck was noted and Chief Hommerding suggested that \$40,000 of the payment should come out of the Truck Fund.

Maintenance Department Report was given by Lead Supervisor, Steve Horvath. A water main break on Main Street was repaired and back filled. The concession stand was painted and ball field dragged before July 10<sup>th</sup> weekend softball tournament. The alley was swept, fence barricades placed and parking lot leveled in preparation for the Main Street project. Weeds were sprayed along the sidewalks. Ammonia sampling was done and data logged on the well water to help determine and fix erratic chlorine levels. The 4<sup>th</sup> Street Lift Station was unplugged several times last month. Compost piles were cleaned and mixed. Fallen trees were cleaned up. The annual Minnesota Department of Health (MDH) compliance inspection and survey passed. Biannual test resulted in low levels of mercury at the Wastewater Treatment Plant (WWTP).

Last month: 2,567,000 gallons of well water were pumped. 2,146,000 gallons of wastewater were treated.

City Engineer Scott Lange noted Safe Routes to School (SRTS) project is nearly complete. Flasher systems should be installed at the Church and School within a week. Walk through will be done once the systems are placed, with final landscaping and site cleanup punch list checked upon completion. Pay application #2 for \$87,147.38 was presented for approval. Eric Berscheid made a motion to approve Safe Routes To School Pay Application #2 to Kuechle Underground for \$87,147.38. Sue Marstein seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Reclaiming asphalt on Main Street began this week and sidewalks will also be removed. Temporary water lines will be laid down and hooked up next week. Weekly construction update meetings are scheduled at 6:30pm on Wednesday's at City Hall. Meetings are open to the public. Two bids were reviewed for soil testing from Braun Intertec for \$13,312 and ITT for \$6,300. Eric Berscheid made a motion to approve recommended bid of \$6,300 from Independent Testing Technologies (ITT) for gravel, soil and testing samples for the Main Street Utility project. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

In regards to the water tower warranty claim, the city attorney submitted a claim for minor paint repair to the surety company.

The Well House project has been put on hold due to costs but the corrosion issues are ongoing and fixes are temporary.

### Guests

Homeowner, Leiloni Young was unavailable but let the city know that her homeowners insurance would not cover the cost of extra water/sewer charges after a faulty water softener issue. In the past, sewer charges have been forgiven if the water didn't go into the sewer. In this case, the water went through the sewer system and was treated by the city WWTP. Robb Berscheid made a motion that the city accepts a payment plan to help Leiloni Young pay down the water and sewer charges with no additional fees or penalties. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Jason Murray from David Drown Associates reviewed a time line and bond proposal with a 2.08% interest rate for 20 years. The city has a sizable debt service fund with a balance of \$317,312 and the law requires the old bond be diminished with cash. An \$865,000 Utility and Refunding Bond was proposed. After further discussion, the council agreed that it should include approximately \$60,000 in

engineering costs that have already incurred for the Main Street Project to help re-coop some money and maintain budget reserves. Jason noted that including the Main Street lighting costs into the bond would be difficult since there is not clear authority from State statutes and a tax abatement process would be more appropriate but not timely. Sue Marstein made a motion to approve preliminary authorization for David Drown Associates to proceed with bond recommendations of \$925,000. Bob Sanchez seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

A Special Meeting was set for Monday, August 24<sup>th</sup> at 6:00pm to review proposals and award the bond. Notice on the 2011 GO Bond will be forthcoming and the closing date is scheduled for the next council meeting on Monday, September 14<sup>th</sup>.

#### Unfinished Business

Robb Berscheid gave a brief update on the Main Street lighting project, noting that ten new light poles will be put up. The Chamber is looking for individuals or businesses to pledge \$5,000 to sponsor a pole. Three poles have been sponsored so far and will have names plates of the sponsor. The Chamber is also planning more fundraising.

Properties with nuisance violations were briefly discussed including property lines, weeds, and unmown grass on properties between Cedar and Washington Street, garbage and clutter at the trailer park on 2<sup>nd</sup> Street and a crumbling stone wall near the city alley by Washington Street property that's for sale by owner.

The council discussed adding a small administrative fee to the utility bills to cover the cost of printing, stamps and ACH bank fees. A new form and charges for filling residents swimming pools was also reviewed and will be forwarded to the fire depart for their input. Both items will be considered for the 2021 Fee Schedule in January.

Placing an additional street light near the west school entrance and one at North High Court will be brought up to Xcel Energy representatives to improve the lighting in those areas.

Two proposals for updating the city's Comprehensive Plan were discussed at the council work session prior to the meeting and council agreed to consider splitting the cost between two budget years. Proposals ranged from \$8,750 to \$10,000. The discussion was tabled.

The Mayor and council liaison met with HMLS Manager Bill Shank and Lead Bartender Nikki Horvath regarding Horvath's request to be moved to an Assistant Manager position. Several options were discussed including adding levels to the current pay scale, reviewing the job descriptions for better distribution of duties, adjusting point groups for the pay equity reporting requirement, and having co-managers. The Manager should be taking on more personnel management, inventory and POS responsibility.

#### New Business

Robb Berscheid made a motion to cash out the Certificate of Deposit from Central Minnesota Credit Union for cash option on the Utility and Refunding Bond. Sue Marstein seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

There was discussion on posting a reduced speed limit sign on Riverside Road to help slow down drivers. State Statute mandates 30 mph is enforceable on city streets. The electronic speed sign will be moved there to record driving speeds. Scott Lange noted that a simple study could be done to make a 25mph zone enforceable. Purchasing an additional electronic speed sign was discussed. Mike Odden made a motion to purchase an additional speed sign as soon as a discount is offered. Robb Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

There was discussion on distributing CARES Funds that the city received. The state distributed \$54,019 to the city for expenses related directly to Covid-19. Funds must be documented and used by mid-November. The county has set up a program application to distribute available funds to businesses and will give up to 25% additional funds to the city to help offset Covid-19 costs. Local businesses can already apply for the county program through August 28<sup>th</sup>. The city can also choose to administer its own program to distribute the funds which must be approved by the county. Mike Odden made a motion to implement a program locally; use funds for city related Covid-19 expenses and distribute rest of money (possibly \$45,000) to local businesses, with input from the Holdingford Chamber. Robb Berscheid seconded the motion. Distributing through the city may be faster, more efficient, and more money may stay in the community. Robb Berscheid noted he was not eligible for additional funds and would help with criteria for business application. Marstein, Odden, Robb Berscheid approved. Sanchez opposed. Eric Berscheid abstained. Motion passed. A meeting will be set up with Council members Sue Marstein and Bob Sanchez to start application program and set parameters for distributing funding.

Sue Marstein made a motion to approve Resolution 20-8-10-1 Gambling permit for Lions Club raffle scheduled for January 17, 2021. Robb Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

#### Announcements

Residents who are delinquent on their utility payments include Dave Hagemann \$4,519.12, Hyatt House \$1,212.90, Sandra Ross \$540.68, Jesse Johnson \$457.91, Travis Harlander \$391.34, Bill Fellegly \$393.19, Aubrey Neuman \$358.91, Robert Keil \$332.77, Brenda Rybak \$332.59 and Kevin Feia \$324.75.

Admin Reports

Mayors/Council Discussion notes:

- Dave Hageman looking for surveyor, hoping to split upper and lower levels and sell trailer park property.
- Union negotiations have begun and union is asking for: 3% COLA raise for next two years, increase insurance stipend from \$350 to \$400/month, and bump up pay range for Class B licensure by two salary ranges.
- Budget meetings set for Wednesday, August 19<sup>th</sup>: HMLS at 5:30, General/Office at 4:30, Maintenance at 3:30 and, Parks (via Zoom) at 3:00pm. Meeting for Fire will be via Zoom on Wednesday, August 26<sup>th</sup> at 7:00pm.

Clerk noted the Primary Election was Tuesday, August 11<sup>th</sup>. Filing for council seats closes on Tuesday August 11<sup>th</sup> at 5:00pm.

Mike Odden made a motion to adjourn the meeting. Sue Marstein seconded the motion. Meeting adjourned at 10:00p.m.

Respectfully submitted,

Sandra Meer

City Clerk, Holdingford

JULY 2020	
Department	Gross Pay
General	\$ 10,718.95
Public Works	\$ 10,276.32
Fire	\$
Liquor	\$ 9,387.00
<b>Total</b>	<b>\$ 30,382.27</b>
3 pay periods ending	
7/3, 7/17, 7/31	

**City of Holdingford - Equal Opportunity Provider  
Accounts Payable Check Register Report - STEARNS BANK  
For The Fiscal Periods Range From 2020-7 To 2020-7**

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

Check #	Type	Date	Vendor Name	Amount	Status
35668	C	7/14/2020	1027 Aaron Rudolph	\$261.05	C
35669	C	7/14/2020	1028 Action Training Systems, Inc.	\$914.53	C
35670	C	7/14/2020	704 AFSCME Council 65	\$105.20	C
35671	C	7/14/2020	328 AllSpec Services, LLC	\$210.00	C
35672	C	7/14/2020	691 Allstream	\$222.79	C
35673	C	7/14/2020	1013 Anderson Excavating & Septic	\$700.00	C
35674	C	7/14/2020	326 Auto Value	\$65.98	C
35675	C	7/14/2020	9 Bernick's Pepsi-Cola	\$454.60	C
35676	C	7/14/2020	828 Brian Zapzalka	\$650.00	C
35677	C	7/14/2020	18 C & L Distributing, Inc	\$4,517.75	C
35679	C	7/14/2020	48 D & D Beverage	\$434.60	C
35680	C	7/14/2020	965 Dan's Sprinkler Service	\$112.00	C
35681	C	7/14/2020	1029 Engelmeyer Land Services, LLC	\$750.00	C
35682	C	7/14/2020	550 Everything Signs	\$245.00	C
35683	C	7/14/2020	70 Frito-Lay, Inc	\$62.77	C
35684	C	7/14/2020	787 Granite City Jobbing Co	\$198.30	C
35685	C	7/14/2020	81 Granite Electronics, Inc	\$421.85	C
35686	C	7/14/2020	85 Granite Water Works	\$230.00	C
35687	C	7/14/2020	90 Harry's Frozen Foods	\$56.00	C
35688	C	7/14/2020	91 Hawkins, Inc	\$5,227.52	C
35689	C	7/14/2020	92 Headley Hardware	\$523.30	C
35690	C	7/14/2020	481 Heggies Pizza	\$224.85	C
35691	C	7/14/2020	614 Holdingford Gas and Grocery	\$290.20	C
35692	C	7/14/2020	119 Johnson Brothers Liquor C	\$891.25	C
35693	C	7/14/2020	998 Julie Warren	\$331.85	C
35694	C	7/14/2020	1009 Kennedy & Graven, Chartered	\$1,585.00	C
35695	C	7/14/2020	1030 Kuechle Underground, Inc.	\$35,112.02	C
35696	C	7/14/2020	134 League of MN Cities Ins. Trust	\$3,433.00	C
35697	C	7/14/2020	730 Midcontinent Business Solutions	\$318.12	C
35698	C	7/14/2020	905 Midwest Machinery Co	\$644.61	C
35699	C	7/14/2020	687 MN Dept Hlth, MDH	\$697.00	C
35700	C	7/14/2020	191 Northland Trust Services, Inc	\$14,403.75	C
35701	C	7/14/2020	1026 Opatz Heating and Air Conditioning, LLC	\$160.00	C
35702	C	7/14/2020	207 Postmaster	\$56.00	C
35703	C	7/14/2020	995 Robert Opheim	\$300.00	C

35704	C	7/14/2020	237 St Rosa Lumber, Inc	\$277.94	C
35705	C	7/14/2020	685 Star Publications, LLC	\$142.00	C
35706	C	7/14/2020	804 Toshiba Financial Services	\$121.01	C
35707	C	7/14/2020	271 UC Lab	\$1,491.00	C
35708	C	7/14/2020	276 Vadim Municipal Software Inc	\$3.84	C
35709	C	7/14/2020	903 Upper Lakes Foods, Inc.	\$28.66	C
35710	C	7/14/2020	339 Verizon Wireless	\$117.84	C
35711	C	7/14/2020	281 Viking Coca Cola Bottling	\$1,682.40	C
35712	C	7/14/2020	360 XCEL ENERGY 51-5655037-5	\$1,048.35	C
35713	C	7/14/2020	359 XCEL ENERGY 51-5655038-6	\$323.79	C
35714	C	7/14/2020	358 XCEL ENERGY 51-5655040-0	\$473.14	C
35715	C	7/14/2020	383 XCEL ENERGY 51-5655041-1	\$789.97	C
35716	C	7/14/2020	519 XCEL ENERGY 51-8242904-3	\$41.04	C
35678	C	7/14/2020	869 Customized Fire Rescue Training, Inc	\$750.00	O
35717	C	7/28/2020	6 AmeriPride Linen	\$98.57	O
35718	C	7/28/2020	1032 Art in Motion on Lake Wobegon Trail	\$200.00	O
35719	C	7/28/2020	9 Bernick's Pepsi-Cola	\$612.25	O
35720	C	7/28/2020	18 C & L Distributing, Inc	\$7,755.30	O
35721	C	7/28/2020	24 Central McGowan, Inc	\$61.55	O
35722	C	7/28/2020	21 Central MN. Alarms, Inc.	\$218.85	O
35723	C	7/28/2020	873 CenturyLink	\$66.19	O
35724	C	7/28/2020	48 D & D Beverage	\$349.00	O
35725	C	7/28/2020	40 David Drown Associates	\$2,500.00	O
35726	C	7/28/2020	1020 DG Central 1, LLC	\$2,153.60	O
35727	C	7/28/2020	787 Granite City Jobbing Co	\$1,054.41	O
35728	C	7/28/2020	85 Granite Water Works	\$200.45	O
35729	C	7/28/2020	340 HACH COMPANY	\$237.95	O
35730	C	7/28/2020	90 Harry's Frozen Foods	\$77.00	O
35731	C	7/28/2020	481 Heggies Pizza	\$111.20	O
35732	C	7/28/2020	119 Johnson Brothers Liquor C	\$506.20	O
35733	C	7/28/2020	175 MN Municipal Beverage Assoc	\$500.00	O
35734	C	7/28/2020	176 MN Rural Water Assn	\$320.00	O
35735	C	7/28/2020	207 Postmaster	\$105.00	O
35736	C	7/28/2020	476 Preferred Controls Corp	\$541.39	O
35737	C	7/28/2020	605 Robb Berscheid	\$94.29	O
35738	C	7/28/2020	223 S.E.H.	\$13,071.37	O
35739	C	7/28/2020	225 Schlenner, Wenner & Co	\$21,145.00	O
35740	C	7/28/2020	750 St Cloud Times #1076	\$25.00	O
35741	C	7/28/2020	685 Star Publications, LLC	\$92.00	O
35742	C	7/28/2020	243 Stearns County Sheriff's Office	\$7,370.00	O
35743	C	7/28/2020	263 Tom's Refuse	\$6,615.20	O
35744	C	7/28/2020	728 Tri-State Pump & Control, Inc.	\$480.00	O
35745	C	7/28/2020	276 Vadim Municipal Software Inc	\$3.92	O
35746	C	7/28/2020	360 XCEL ENERGY 51-5655037-5	\$1,136.45	O
35747	C	7/28/2020	359 XCEL ENERGY 51-5655038-6	\$1,243.78	O
35748	C	7/28/2020	361 XCEL ENERGY 51-5655039-7	\$1,060.46	O
35749	C	7/28/2020	383 XCEL ENERGY 51-5655041-1	\$878.10	O
				<b>Cleared</b>	<b>\$81,351.87</b>
				<b>Outstanding</b>	<b>\$71,634.48</b>
				<b>Void</b>	<b>\$0.00</b>