

Holdingsford Public Hearing and City Council Meeting Minutes (Unapproved) December 9, 2019

Mayor Sue Marstein called the annual Truth in Taxation public hearing to order at 7:00 p.m. No public comments were received. Following review of the levy and budget changes including the 2020 Main Street project, Mike Odden made a motion to close the public hearing. Robb Berscheid seconded the motion. Public hearing was closed at 7:05 p.m.

The Holdingsford City Council meeting was called to order at 7:05 p.m. The pledge of allegiance was recited.

Present: Susan Marstein, Robb Berscheid, Mike Odden, Bob Sanchez, Steve Horvath, Sandra Meer, Keith Hommerding, Patrick Meier, Dorine Rausch, Bill Shank and Louie Walz.

Absent: Eric Berscheid.

Robb Berscheid made a motion to approve the consent agenda to include an addition to the agenda of Greg Konsor's Planning and Zoning application under New Business and correction to the minutes of the November 12th Council Meeting under New Business: *motion to change non-profit rates for water to be based on 1,200 gallons with any overage charged at \$.011/gallon.* Bob Sanchez seconded the motion. AIF

Department Reports

Liquor Store report was given by Manager Patrick Meier. November gross revenue = \$34,118.17. Expenses = \$35,469.92. Year to date lottery proceeds = \$2,211.71. Year to date adjusted balance = \$4,463.41. A quote was received from Hennen Flooring for \$2,040.35 for sheet vinyl on floor in back room. The walls would require sheet rock to bring it up to code, which was estimated at about \$200, plus labor. Upcoming events include meat raffle, live music by Paul Jensen, and a foosball tournament. Ice machine was repaired.

Fire Department report was given by Chief Keith Hommerding. There have been 105 calls this year, including 48 in the city of Holdingsford, 35 in Holding Township, 14 in Brockway Township, 8 in Krain Township. Of those calls: 87 rescue, six fire, five good intent, five hazardous materials and two false alarms.

No training scheduled for this month. Emergency response training starts in January. The department will be hosting the Stearns County Chief's meeting at City Hall on January 14th. Chief Hommerding requested approval of annual pay in the amount of \$27,585.25. Many hours are put in and not written down, so Keith wanted to publicly thank all of the members for their commitment. Mike Odden made a motion to approve the fire department payroll of \$27,585.25. Robb Berscheid seconded the motion. AIF

City Emergency Manager, Dorine Rausch did not have a report.

Maintenance Report was given by Steve Horvath. The bi-annual biosolids application was completed. A new ice rink liner was picked up in Sauk Centre and the infield of the ball field was prepped. Ice rink will be filled as weather permits. Water quality parameter samples were collected for Minnesota Department of Health. Christmas lights were put up on City Hall. Snow was plowed. The window and alternator on the John Deere tractor were repaired and the battery was replaced. Staff met with SEH engineers for the Main Street and Well House projects. The parking bollards were removed from city hall parking lot to facilitate snow removal as well as one bollard from the Pedestrian Trail. Water meter for Well #2 was tested and found to be off by about 20k gallons, which would better reflect total I&I numbers. The meter was recalibrated. McDowall replaced and repaired the heating unit at the Wastewater Treatment Plant (WWTP) and provided a proposal to replace the heating unit, which will no longer be necessary. 1,332,000 gallons of well water were pumped. 1,903,000 gallons of wastewater was treated.

Guests

Pat Weir from IPS Solar was contacted via telephone and contract items in question that were sent to the attorneys were reviewed. He noted that the city should start to receive bill credits in the first quarter of next year. Robb Berscheid made a motion to approve the contracts for three solar gardens including Schwinghamer Community Solar LLC, Hertzberg Community Solar LLC and New Energy Equity LLC, with approved changes. Mike Odden seconded the motion. AIF

Scott Lange reported that the final contract close out from Northland Lining for lining the sanitary sewer has not been received yet, but should be forthcoming. Safe Routes to School (SRTS) plans will be forwarded to Stearns County and MnDOT for their review in December. Two quotes for soil borings for the Main Street resurfacing and utility project were reviewed. Independent Testing Technologies, Inc (ITT, Inc) gave a quote for \$1,905 and Braun Intertec submitted quote for \$4,425. Robb Berscheid made a motion to approve quote for soil borings from ITT, Inc. for \$1,905. Bob Sanchez seconded the motion. AIF

Lange discussed options for remodeling the Well House and move chemicals out that are corroding equipment. Either an addition will be built onto the east side or separate storage lockers will be attached to the outside of the existing Well House building for chlorine and fluoride tanks. Then existing phosphate and fluoride pumps can still be utilized. Quotes will be requested.

A meeting with Main Street business owners will be set up in January to talk about the upcoming street and utility project. There was brief discussion on replacing some curb, gutter and sidewalk areas as well as moving some fire hydrants. All sidewalk improvements would have to meet ADA requirements and expenses would be the responsibility of the city.

Unfinished Business

The encroachment agreement for a fence located on city property was signed and legal fees paid by Opatz Metals. Robb Berscheid made a motion to approve Resolution 19-11-12-1 Accepting Encroachment Agreement for Fence on the City Right-Of-Way on Washington Street. Bob Sanchez seconded the motion. R. Berscheid, Marstein, and Sanchez voted in favor. Odden opposed. Motion passed.

The six month evaluation for Deputy Clerk-Treasurer Julie Warren was reviewed. Robb Berscheid made a motion to approve step increase for Julie Warren from Step H-0 at \$19.13 to H-1 at \$19.49. Mike Odden seconded the motion. AIF

The annual evaluation for Maintenance Specialist Andy Bartkowicz was reviewed. Mike Odden made a motion to approve step increase for Andy Bartkowicz from Step I-4 at \$21.66 to I-5 at \$22.10. Bob Sanchez seconded the motion. AIF

Estimates for replacing furnace units at City Hall were received from Ellingson for \$11,980 and from McDowall Company for \$28,798. One quote included replacing two units and the other included replacing three units, so a revised quote will be requested for three 14-SEER units as well as upgrade option to 16 SEER units. The entry way heaters would not be replaced since repair parts are available for the existing units, it would be cost prohibitive to replace them and they are as energy efficient as new units.

The Lead Bartender position was offered to Nikki Horvath. HMLS Manager Bill Shank asked for approval to hire Nikki Horvath for Lead Bartender position at \$14.19 and Jude Barnes for a part-time bartender position. Robb Berscheid made motion to hire Nikki Horvath as Lead Bartender and Jude Barnes as a part-time bartender. Sue Marstein seconded the motion. AIF

Clerk Sandra Meer requested revisiting the health insurance benefit amount since her hours were reduced by 25%, from 32 to 24 hours /week, but benefits were reduced by 40%. The timeline of benefit changes and reduction of hours was discussed. Sue Marstein made a motion to change the insurance benefit to reflect 25% reduction from annual amount of \$10,082. Bob Sanchez seconded the motion. AIF

Part-time Janitor/Utility Worker, Kathy O'Hara submitted a request for holiday and vacation benefits. The council was in favor of adding longevity benefits for part time employees to the Personnel Policy. A proposal will be prepared, sent to the union rep and brought to the January meeting.

New Business

Robb Berscheid made a motion to approve Resolution 19-12-9-1 Adopting 2020 Levy at \$235,000 and adopting the proposed 2020 budget. Bob Sanchez seconded the motion. AIF

Mike Odden made a motion to approve Resolution 19-12-9-2 Designating a Polling Place. The Holdingford City Hall is the designated election polling place for Precinct 13. Robb Berscheid seconded the motion. AIF

Sue Marstein made a motion to approve Resolution 19-12-9-3 Knights of Columbus Raffle. The raffle will be held on May 7, 2020 at the Church of All Saints-St. Mary's. Bob Sanchez seconded the motion. AIF

Following discussion, Mike Odden made a motion to approve the 2020 contract for Police Services from the Stearns County Sheriff's Department. Bob Sanchez seconded the motion. AIF

Following review, Robb Berscheid made a motion to levy delinquent utility fees to the 2020 property taxes for six properties for a total of \$1,813.43. Mike Odden seconded the motion. AIF

Gregory Konsor submitted an application for a property division and rezoning of Parcel #58.33668.0027 for part of Outlot A and Lot 1, Block 1 of Roman's View Plat 2 to plat one acre to allow Community Country Church to increase their surface area and add a parking lot to their existing township property. A Public Hearing was set for 7:00p.m. on Monday, January 13th for rezoning and lot split for said property.

The quote from JDL Leafless Gutters for aluminum gutters on the Wobegon Trailhead Shelter was discussed. Mike Odden made a motion to approve the quote from JDL Leafless Gutters for \$1,770 contingent on the price remaining the same if work is done next spring. Bob Sanchez seconded the motion. AIF

Admin Reports

Mayors/Council Discussion notes:

- A warning sign will be put up by dumpsters at the WWTP and they will be monitored because there has been some illegal dumping. Please respect the use of these dumpsters and the dumpster labeled for BRUSH ONLY or they will be removed.
- Mayor Marstein reported on attending Holding Township meeting and possibly coordinating the Clean-Up Day event.
- Thanks to Kathy O'Hara for submitting an annual revenue report and for collecting fees and maintaining the campground.
- Robb Berscheid noted Stearns County Public Hearing for Parks and Trails on December 17th at 9am for use of snowmobiles with studded tracks on the Wobegon Trail. It tears up the pavement and sidewalks at entrance and exits.

- Residents who have unlicensed and inoperable vehicles who have received notices for removal will be sent final notice for removal options and if no action is taken a citation will be issued.

Clerks Report: MS Office 365 and malware quote was discussed. An insurance refund of \$1650 was received from LMCIT. Election judges will receive additional training from the county before the State Presidential Primary Election on March 3, 2020.

Residents who are delinquent on their utility payments are: James Taylor, Principal Logistics, Brenda Rybak, Sandra Ross, Robert Keil, Joseph Doll, and William Wolter.

Announcements

City offices will be closed for the holidays at noon on December 24th, all day on December 25th and January 1, 2020. Next meeting will be Monday, January 13th at 7:00 p.m. with a work session at 6:00 p.m. on updated Fee Schedule and HMLS changes.

Mike Odden made a motion to adjourn the meeting. Bob Sanchez seconded the motion. Meeting adjourned at 9:35 p.m.

Respectfully submitted,
Sandra Meer
City Clerk, Holdingford

NOVEMBER 2019	
Department	Gross Pay
General	\$ 6,994.33
Public Works	\$ 9,937.62
Fire	\$
Liquor	\$ 9,708.63
Total	\$26,640.58
2 pay periods ending	
11/9, 11/23	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2019-11 To 2019-11**

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

Check #	Type	Date	Vendor Name	Amount	Status
35111	C	11/12/2019	704 AFSCME Council 65	\$150.22	C
35112	C	11/12/2019	496 Albany Chrysler Center	\$189.56	C
35113	C	11/12/2019	328 AllSpec Services, LLC	\$498.85	C
35114	C	11/12/2019	939 American Door Works	\$817.41	C
35115	C	11/12/2019	6 AmeriPride Linen	\$83.04	C
35116	C	11/12/2019	326 Auto Value	\$329.11	C
35118	C	11/12/2019	9 Bernick's Pepsi-Cola	\$339.75	C
35119	C	11/12/2019	828 Brian Zapzalka	\$650.00	C
35120	C	11/12/2019	18 C & L Distributing, Inc	\$4,994.70	C
35121	C	11/12/2019	48 D & D Beverage	\$228.80	C
35123	C	11/12/2019	53 Ecolab	\$86.85	C
35125	C	11/12/2019	940 Flow Measurement and Control Co	\$414.99	C
35126	C	11/12/2019	70 Frito-Lay, Inc	\$60.89	C
35127	C	11/12/2019	76 General Rental Center of Albany	\$60.00	C
35128	C	11/12/2019	787 Granite City Jobbing Co	\$66.49	C
35129	C	11/12/2019	81 Granite Electronics, Inc	\$82.00	C
35130	C	11/12/2019	90 Harry's Frozen Foods	\$82.50	C
35131	C	11/12/2019	91 Hawkins, Inc	\$200.00	C
35132	C	11/12/2019	92 Headley Hardware	\$1,514.00	C
35133	C	11/12/2019	481 Heggies Pizza	\$127.10	C
35134	C	11/12/2019	948 Henry's Foods, Inc	\$547.59	C
35135	C	11/12/2019	614 Holdingford Gas and Grocery	\$215.78	C
35136	C	11/12/2019	585 Holdingford Lioness Club	\$250.00	C
35137	C	11/12/2019	119 Johnson Brothers Liquor C	\$2,245.19	C
35138	C	11/12/2019	1009 Kennedy & Graven, Chartered	\$742.50	C
35139	C	11/12/2019	730 Midcontinent Business Solutions	\$391.49	C
35140	C	11/12/2019	45 MN Department of Public Safety	\$20.00	C
35141	C	11/12/2019	911 MN PEIP	\$3,229.24	C
35142	C	11/12/2019	821 RDJ Specialties, Inc	\$438.38	C
35143	C	11/12/2019	223 S.E.H.	\$2,337.42	C

35144	C	11/12/2019	685 Star Publications, LLC	\$142.63	C
35145	C	11/12/2019	804 Toshiba Financial Services	\$123.13	C
35146	C	11/12/2019	271 UC Lab	\$1,943.50	C
35147	C	11/12/2019	903 Upper Lakes Foods, Inc.	\$174.78	C
35148	C	11/12/2019	339 Verizon Wireless	\$117.16	C
35149	C	11/12/2019	281 Viking Coca Cola Bottling	\$136.00	C
35150	C	11/12/2019	360 XCEL ENERGY 51-5655037-5	\$1,205.56	C
35151	C	11/12/2019	358 XCEL ENERGY 51-5655040-0	\$2,374.03	C
35152	C	11/12/2019	519 XCEL ENERGY 51-8242904-3	\$31.16	C
35169	C	11/25/2019	333 Kathy O'Hara	\$146.95	C
35178	C	11/25/2019	915 Steve Horvath	\$34.80	C
35117	C	11/12/2019	8 Becker Septic Pumping	\$60.00	O
35122	C	11/12/2019	655 David Yurczyk	\$71.48	O
35124	C	11/12/2019	1010 Erin & Luke Mosey	\$1,647.73	O
35154	C	11/25/2019	1013 Anderson Excavating & Septic	\$100.00	O
35155	C	11/25/2019	9 Bernick's Pepsi-Cola	\$200.20	O
35156	C	11/25/2019	1011 Blue Lake Plastics LLC	\$643.50	O
35157	C	11/25/2019	18 C & L Distributing, Inc	\$1,673.75	O
35158	C	11/25/2019	873 CenturyLink	\$66.09	O
35159	C	11/25/2019	316 GERAD'S OIL CO., INC	\$589.17	O
35160	C	11/25/2019	787 Granite City Jobbing Co	\$203.95	O
35161	C	11/25/2019	85 Granite Water Works	\$42.75	O
35162	C	11/25/2019	340 HACH COMPANY	\$1,053.00	O
35163	C	11/25/2019	481 Heggies Pizza	\$194.70	O
35164	C	11/25/2019	948 Henry's Foods, Inc	\$693.61	O
35165	C	11/25/2019	585 Holdingford Lioness Club	\$350.00	O
35166	C	11/25/2019	657 Huls Bros Trucking	\$9,248.75	O
35167	C	11/25/2019	119 Johnson Brothers Liquor C	\$2,347.04	O
35168	C	11/25/2019	1012 Justin Spanier	\$63.20	O
35170	C	11/25/2019	1009 Kennedy & Graven, Chartered	\$1,564.10	O
35171	C	11/25/2019	587 Knights of Columbus	\$20.00	O
35172	C	11/25/2019	297 McDowall Comfort Management	\$471.35	O
35173	C	11/25/2019	718 Nelson's Septic Service	\$506.25	O
35174	C	11/25/2019	207 Postmaster	\$105.00	O
35175	C	11/25/2019	476 Preferred Controls Corp	\$165.32	O
35176	C	11/25/2019	223 S.E.H.	\$4,522.60	O
35177	C	11/25/2019	750 St Cloud Times #1076	\$25.00	O
35179	C	11/25/2019	263 Tom's Refuse	\$6,281.00	O
35180	C	11/25/2019	276 United Systems Technology	\$3.76	O
35181	C	11/25/2019	281 Viking Coca Cola Bottling	\$211.60	O
35182	C	11/25/2019	359 XCEL ENERGY 51-5655038-6	\$1,305.58	O
35183	C	11/25/2019	361 XCEL ENERGY 51-5655039-7	\$1,179.96	O
35184	C	11/25/2019	383 XCEL ENERGY 51-5655041-1	\$592.45	O
			Cleared	\$27,823.55	
			Outstanding	\$36,202.89	
			Void	\$0.00	