

Holdingsford Public Hearing and City Council Meeting Minutes (Unapproved) December 14, 2020

Mayor Sue Marstein called the annual Truth in Taxation public hearing to order at 7:00 p.m. 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. No public comments were received. There was discussion on the expenses at the Wastewater Treatment Plant (WWTP), the 2020 Main Street Project bond as well as the amount of reserve savings the city needs. Mike Odden made a motion to close the public hearing. Eric Berscheid seconded the motion. Public hearing was closed at 7:20 p.m.

The Public Hearing for consideration of a Conditional Use Permit (CUP) for the building at 521 Main Street was opened at 7:20 pm. Owner Chandrowtia Somaiah requested a CUP since she is planning to sell the apartment and would like to list it as such. She has owned the building since 2004 as three apartments with one having access to Main Street. In 2007 the city passed an ordinance that stipulates the ground floor level buildings on Main Street are to be used for businesses. For a brief time in 2007-2008 the front apartment was rented for commercial purposes as church office space. In order to keep using the apartment on the Main Street level as an apartment the council suggested options to dress the windows with suitable coverings, instead of sheets or blankets, and make sure renters kept it presentable. Ms. Somaiah was agreeable to working with city staff for conditions on the CUP. Eric Berscheid made motion to close the public meeting. Bob Sanchez seconded the motion. Public hearing closed at 7:35.

The Holdingsford City Council meeting was called to order at 7:35 p.m. The pledge of allegiance was recited.

Present via remote access/electronic teleconferencing: Susan Marstein, Robb Berscheid, Eric Berscheid, Mike Odden, Bob Sanchez, Steve Horvath, Sandra Meer, Keith Hommerding, Scott Lange, and Bill Shank. Guests present virtually: Jordy Opatz and Seth Young.

Eric Berscheid made a motion to approve the consent agenda including the November 9, 2020 council meeting minutes, submitted monthly claims, and financial reports. There was a question regarding an invoice paid to Rocks to Roses for plowing on Main Street, due to the weight of the plow truck and the condition of the new asphalt. Sue Marstein seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Department Reports

Liquor Store report was given by Manager Bill Shank. November gross revenue = \$25,808.02. Expenses = \$32,428.43. November lottery proceeds = \$1,641.67. Since November 16th the HMLS has been open for off-sale only per the Governors' mandate and Bill has been working the majority of the hours. The annual inventory is scheduled for Friday, January 1st at 9:00am.

Fire Department report was given by Chief Keith Hommerding. There have been 183 calls this year, including 109 in the city of Holdingsford, 48 in Holding Township, 13 in Krain Township, 12 in Brockway Township, and one mutual aid in Becker. Of those calls: 150 were rescue, 12 good intent, 10 fire, seven hazardous materials, two false alarms and one weather related. Payroll for December 1, 2019-November 30, 2020 totaled \$36,078.25. Eric Berscheid made a motion to approve the fire department payroll as submitted. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Chief Hommerding also noted that many of the fire fighters donate a lot of time and don't ask for compensation. Mayor Marstein shared the city's appreciation of the department members' commitment and donated time.

The department received CARES Act money from Brockway Township and used it to purchase seven new radios.

Robb Berscheid made a motion to approve hiring Samantha Angevine as a new firefighter. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed. The department is still looking to hire more fire fighters, especially people who would be available for day time calls.

City Emergency Management; Amber Molitor has started training courses for Emergency Manager Certification.

Maintenance Report was given by Steve Horvath. A lockable gate was installed on the salt shed to restrict access to it. Christmas decorations were put up downtown and at Veterans Park by the campground. Hydrants were flushed at some trouble spots around town and poly feed rates were adjusted to combat higher oxidation levels. Water samples were collected for fluoride, Bac-T, and water quality parameters for MN Dept. of Health quarterly reporting. Salt sanded and cleared sidewalks a few times for light snow and ice. Tri-State Pump came and pulled Pump #2 at the 4th Street lift station to clear a plug. Thanks to a few council members who helped prep the volleyball court area for the skating rink installation. The drainage trench was cleaned out and new floor drain covers were installed at the maintenance shop. Mayor Marstein noted that the Fire Department is looking into putting a storage unit at the Maintenance Garage, since their storage needs are changing.

1,328,000 gallons of well water were pumped. 1,924,000 gallons of wastewater was treated.

City Engineer Scott Lange asked for approval on Main Street Project Pay Application No. 4 for gravel that was approved last week with change order number 2. Sue Marstein made a motion to approve Pay Application No. 4 for \$8,299.96. Eric Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Scott Lange also noted that the water and sewer lines were installed on the annexed Konsor property last week. The lines have not been hooked up to the house and have not been pressure tested or televised.

Guests

Jordy Opatz asked what could be done about the sewer and water at one of their rental properties on Third Street. The renters have not responded to her or city inquiries to collect payments for past due utilities and rent. City Ordinance says if unpaid it will be shut off, but with the Governor's COVID mandates and the League of Minnesota Cities recommendations, the city has not made a decision to shut off residents' water when their payments are past due, but prefers to work with those who are having trouble keeping up. The decision to shut off water has been left up to each city. Jordy was asking for help reaching this renter since there has not been contact and she has had to pay past due utility bills in order to keep it from going on the property taxes. The council agreed that since there has not been any attempt to pay the bill or communicating with the city or landlord, a notice will be put on the door and 24 hours given for the renter to either communicate or make payment before the water is shut off. Opatz' will also give the renters notice of a welfare check to the house.

Unfinished Business

Personnel matters were briefly discussed including Nikki Horvath's request for position and title change to go along with added duties. She is laid off since the store hours have been trimmed for off-sale only. Another meeting with the HMSL Manager will be set up before the next January council meeting.

Kathy O'Hara's request for phone reimbursement was discussed again. Following discussion and suggestions for reservations to go through the city office, scheduling rental appointments during Kathy's regular hours and being consistent with the phone use policy, Mike Odden made a motion to pay Kathy \$75 per quarter as per the Personnel Policy and similar to what is done for the Maintenance staff. Bob Sanchez seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Steve Horvath was re-hired as a volunteer fire fighter since they are in need of additional help especially during day time hours. Since the position is considered volunteer according to the (FSLA) and Steve's pay is 20% less than prevailing wage, a Memorandum of Understanding will be written and included in the union contract.

Eric Berscheid made motion to approve Resolution 19-12-9-1 Adopting 2020 Levy at \$200,000 and adopting the proposed 2021 budget. Robb Berscheid seconded the motion. Eric recommended raising the water and sewer rates to increase revenue in those funds and make up the difference for the decreased levy income. Following discussion, Eric Berscheid and Robb Berscheid voted in favor. Sue Marstein, Mike Odden, and Bob Sanchez opposed. Motion failed. Water and sewer rates will be discussed in January.

Mike Odden made a motion to reduce the 2021 tax levy from \$235,000 to \$220,000. Robb Berscheid seconded the motion. Eric Berscheid, Robb Berscheid and Mike Odden voted in favor. Bob Sanchez and Sue Marstein opposed. Motion passed.

Following discussion, Robb Berscheid made a motion to approve the Resolution 20-12-14-1 Adopting the 2021 Levy at \$220,000 and approving the 2021 budget. Mike Odden seconded the motion. Robb Berscheid, Sue Marstein, Mike Odden, and Bob Sanchez voted in favor. Eric Berscheid opposed citing his original recommendation at \$200,000. Motion passed.

Robb Berscheid made a motion to approve a Conditional Use Permit for the building located at 521 Main Street with stipulations that the owner works with city staff and agrees to appropriate door and window dressings on the ground level of the building that faces Main Street. There was also a suggestion that the use of the Main Street side walk be kept clear for foot traffic in front of the building. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

New Business

Bob Sanchez made a motion to approve Resolution 20-12-14-2 Accepting a Donation from Brockway Township for \$20,380.15 to the Holdingford Fire Department for the purchase of radio equipment. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Eric Berscheid made a motion to approve Resolution 20-12-14-3 Accepting Utilities for Lot 1, Block 1, Plat 2 as set forth and constructed according to the Developers Agreement with Gregory Konsor recorded on December 18, 2018. Sue Marstein seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Mike Odden made a motion to approve Resolution 20-12-14-4 Designating a Polling Place. The Holdingford City Hall is the designated election polling place for Precinct 13. Sue Marstein seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Eric Berscheid made a motion to approve Resolution 20-12-14-5 Approving Raffle Permit for the Holdingford Post Prom Committee to be held on March 27, 2021. Robb Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Robb Berscheid made a motion to approve Resolution 20-12-14-6 Allocating CARES Act Funds for the period ending November 15, 2020 in the amount of \$3774.82. Sue Marstein seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Positive employee evaluations for bartenders Jen Feldewerd and Nadine Frieler were reviewed. Since HMLS sales are limited to off-sale the bartenders are not working consistently. Cost Of Living Allowance (COLA) raises will go into effect in January 2021.

The evaluation for Maintenance Specialist Andy Bartkowicz was also positive. He is eligible to take the Class B water exam this year. He is at Level I-5 on the pay scale, which could change if he passes the exam and receives his Class B certification.

Eric Berscheid made a motion to approve the 2021-22 Union Contact with a 3% COLA increase each year. Following discussion, Bob Sanchez seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Mike Odden made a motion to approve a 3% COLA increase for non-union employees for 2021. Bob Sanchez seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Following discussion, Eric Berscheid made a motion to apply delinquent utility fees to the 2021 property taxes for nine properties with a total of \$4,557.55. Sue Marstein seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Sue Marstein made a motion to approve the transfer of \$22,383.00 from the General business account to the USDA Rural Development savings account. Bob Sanchez seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Eric Berscheid made a motion to transfer the balance of the \$32,500 payment for the Kubota, less the budgeted amount of \$20,000 from the Capital Equipment savings account to the General business account. Robb Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Eric Berscheid made motion to transfer the balance of \$10,000, less the cost for the gutters on the Park bath facility of \$3,010 from the General business account to the Park savings account. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Residents who are delinquent on their utility payments are: Dave Hagemann \$3,860.20, Jacob Hanebuth \$741.71, Walker Nienaber \$571.29, Brenda Rybak \$427.99, Principal Logistics \$427.37, Bill Fellegly \$347.19, Dan Bieniek \$385.30, Jesse Johnson \$359.27, Dustin Siegle \$343.70, Troy Hansen \$324.62, Dominic Ruegemer \$312.24, Joseph Doll \$305.04. Assistance may be available for those who are experiencing financial hardship and residents are encouraged to contact the city office.

Mayors/Council Discussion notes:

- Items that were tabled and will be discussed at a January work session included, campground dump station site, ordinance for tiny houses, storage containers and campers, and nuisance properties
- The security camera at the museum doesn't have sufficient storage and needs to be updated. Three of the new light poles were wired so they can be used for such amenities.

Announcements

City offices will be closed for the holidays at noon on December 24th and 31st, and all day December 25th and January 1, 2020. Next meeting will be Monday, January 11th at 7:00 p.m. with a work session at 6:00 p.m. on updated Fee Schedule and ordinance changes. Mike Odden made a motion to adjourn the meeting. Eric Berscheid seconded the motion. Meeting adjourned at 10:30 p.m.

Respectfully submitted,

Sandra Meer

City Clerk, Holdingford

NOVEMBER 2020	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 7,590.64
Public Works	\$ 7,875.00
Fire	\$
Liquor	\$ 6,920.74
Total	\$22,386.38
2 pay periods ending	
11/6, 11/20	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2020-11 To 2020-11**

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

Check #	Type	Date	Vendor Name	Amount	Status
35984	C	11/10/2020	704 AFSCME Council 65	\$104.59	C
35985	C	11/10/2020	45 Alcohol Gambling Enforcement Div.	\$20.00	C
35986	C	11/10/2020	691 Allstream	\$241.21	C
35987	C	11/10/2020	1035 Amber Baerg	\$119.50	C
35988	C	11/10/2020	6 Aramark	\$71.17	C
35989	C	11/10/2020	981 Arnolds of St Martin	\$134.87	C
35991	C	11/10/2020	9 Bernick's Pepsi-Cola	\$258.44	C

35992	C	11/10/2020	966 Birchwood	\$72.80	C
35993	C	11/10/2020	828 Brian Zapzalka	\$650.00	C
35994	C	11/10/2020	18 C & L Distributing, Inc	\$2,262.45	C
35996	C	11/10/2020	24 Central McGowan, Inc	\$22.73	C
35997	C	11/10/2020	814 Cruise Control	\$300.00	C
35998	C	11/10/2020	48 Dahlheimer Beverage	\$157.70	C
35999	C	11/10/2020	676 Diane Konsor	\$153.00	C
36000	C	11/10/2020	1010 Erin & Luke Mosey	\$1,600.63	C
36001	C	11/10/2020	70 Frito-Lay, Inc	\$29.65	C
36002	C	11/10/2020	76 General Rental Center of Albany	\$60.00	C
36003	C	11/10/2020	787 Granite City Jobbing Co	\$871.51	C
36004	C	11/10/2020	81 Granite Electronics, Inc	\$104.25	C
36005	C	11/10/2020	90 Harry's Frozen Foods	\$87.00	C
36006	C	11/10/2020	91 Hawkins, Inc	\$55.00	C
36007	C	11/10/2020	92 Headley Hardware	\$407.80	C
36008	C	11/10/2020	614 Holdingford Gas and Grocery	\$280.67	C
36009	C	11/10/2020	1016 Independent Testing Technologies, Inc.	\$1,695.00	C
36010	C	11/10/2020	845 Jeff Burg	\$1,000.00	C
36011	C	11/10/2020	119 Johnson Brothers Liquor Co.	\$1,730.65	C
36013	C	11/10/2020	1048 Joseph Lashinski	\$300.00	C
36015	C	11/10/2020	975 Karen Larsen	\$127.50	C
36016	C	11/10/2020	333 Kathy O'Hara	\$156.75	C
36017	C	11/10/2020	1030 Kuechle Underground, Inc.	\$25,216.70	C
36018	C	11/10/2020	977 Linda Zapzalka	\$152.00	C
36019	C	11/10/2020	976 Lynne Nienaber	\$155.50	C
36020	C	11/10/2020	730 Midcontinent Business Solutions	\$321.98	C
36021	C	11/10/2020	911 MN PEIP	\$1,137.00	C
36023	C	11/10/2020	301 Ramler Truck & Trailer Repair	\$1,246.53	C
36024	C	11/10/2020	605 Robb Berscheid	\$463.77	C
36025	C	11/10/2020	465 Sandra Meer	\$332.58	C
36026	C	11/10/2020	685 Star Publications, LLC	\$118.75	C
36028	C	11/10/2020	244 Stearns Cty Environmental	\$485.00	C
36029	C	11/10/2020	960 Summit Companies	\$98.40	C
36030	C	11/10/2020	804 Toshiba Financial Services	\$126.43	C
36031	C	11/10/2020	271 UC Lab	\$1,741.00	C
36032	C	11/10/2020	875 Upsala Motors, Inc	\$515.94	C
36033	C	11/10/2020	281 Viking Coca Cola Bottling	\$1,132.80	C
36034	C	11/10/2020	360 XCEL ENERGY 51-5655037-5	\$1,063.76	C
36035	C	11/10/2020	359 XCEL ENERGY 51-5655038-6	\$1,002.49	C
36036	C	11/10/2020	361 XCEL ENERGY 51-5655039-7	\$861.18	C
36037	C	11/10/2020	519 XCEL ENERGY 51-8242904-3	\$59.49	C
36041	C	11/24/2020	1013 Anderson Excavating & Septic	\$2,525.00	C
36045	C	11/24/2020	24 Central McGowan, Inc	\$39.51	C
36052	C	11/24/2020	787 Granite City Jobbing Co	\$500.82	C
36055	C	11/24/2020	119 Johnson Brothers Liquor Co.	\$1,665.51	C
36063	C	11/24/2020	412 Sunset Electric, Inc	\$42,782.00	C
36067	C	11/24/2020	383 XCEL ENERGY 51-5655041-1	\$653.89	C
36039	H	11/13/2020	972 Tony Abfalter	\$2,525.00	C
36040	H	11/13/2020	972 Tony Abfalter	\$550.00	C
35990	C	11/10/2020	674 Audrey Lange	\$319.50	O
35995	C	11/10/2020	1039 C&L Excavating, Inc	\$170,554.92	O
36012	C	11/10/2020	494 Jon Halverson	\$675.00	O
36014	C	11/10/2020	998 Julie Warren	\$50.18	O
36022	C	11/10/2020	941 Paul Jensen	\$250.00	O
36027	C	11/10/2020	478 Stearns County Recorder	\$92.00	O
36042	C	11/24/2020	856 Andy Bartkowicz	\$77.43	O
36043	C	11/24/2020	9 Bernick's Pepsi-Cola	\$262.10	O
36044	C	11/24/2020	18 C & L Distributing, Inc	\$3,837.65	O
36046	C	11/24/2020	873 CenturyLink	\$67.98	O
36047	C	11/24/2020	934 Color Dynamics LLC	\$500.00	O
36048	C	11/24/2020	48 Dahlheimer Beverage	\$153.00	O
36049	C	11/24/2020	1018 Ellingson Plumbing, Heating, A/C & Electrical	\$633.50	O
36050	C	11/24/2020	550 Everything Signs	\$40.00	O
36051	C	11/24/2020	316 GERAD'S OIL CO., INC	\$120.15	O
36053	C	11/24/2020	481 Heggies Pizza	\$151.00	O
36054	C	11/24/2020	1038 Hertzberg Community Solar LLC	\$1,150.80	O
36056	C	11/24/2020	1009 Kennedy & Graven, Chartered	\$1,860.50	O
36057	C	11/24/2020	1050 Maximum Tree Service & Landscaping	\$2,750.00	O
36058	C	11/24/2020	179 MN State Fire Dept. Assn	\$175.00	O
36059	C	11/24/2020	984 NetvPro	\$2,000.00	O
36060	C	11/24/2020	207 Postmaster	\$105.00	O
36061	C	11/24/2020	223 S.E.H.	\$15,170.78	O
36062	C	11/24/2020	1049 Stearns Cooperative Electric Assoc	\$24,775.42	O
36064	C	11/24/2020	263 Tom's Refuse	\$6,351.00	O
36065	C	11/24/2020	637 Tony Stalberger	\$143.75	O
36066	C	11/24/2020	339 Verizon Wireless	\$114.35	O

Cleared **\$100,547.90**
Outstanding **\$232,381.01**