

Holdingsford Public Hearing and City Council Meeting Minutes February 10, 2020

The Public Hearing was opened at 7:00 p.m. to hear comments on an application from Gregory Konsor regarding a property division application for property at Lot 1, Block 1, Roman's View Plat 2, Holdingsford. The property is currently zoned Residential Ag (R-A) and is an open field. Owner, Gregory Konsor is requesting a minor property subdivision to allow the sale of a one (1) acre parcel to Community Country Church to increase the surface area of their property to allow for future expansion of impervious parking surfaces. Rezoning the property to R-1 to keep church properties zoned the same versus keeping it zoned as Residential Ag was discussed. Mike Odden made a motion to close the public hearing at 7:06 p.m. Robb Berscheid seconded the motion. AIF

The Holdingsford City Council meeting was called to order by Mayor Sue Marstein at 7:07 p.m. The pledge of allegiance was recited.

Present: Susan Marstein, Eric Berscheid, Robb Berscheid, Mike Odden, Bob Sanchez, Sandra Meer, Steve Horvath, Keith Hommerding, Dan Brady, Jeremy Freudenrich, and Gordy Sjaaheim.

Eric Berscheid made a motion to approve the consent agenda to include minutes of the January 13th Council Meeting, submitted monthly claims, and financial reports. Bob Sanchez seconded the motion. AIF

Department Reports

Municipal Liquor Store financial report was given by Clerk-Treasurer, Sandra Meer. January gross revenue = \$28,212.26. Expenses = \$44,006.44, which included additional wage and benefit payouts, payment for an ice machine and the final payment for the new Point-Of-Sale System. A comparison of last year's expenses and income was reviewed. Two Dog Night is performing on February 21st.

Fire Department report was given by Chief Keith Hommerding. There were 18 rescue calls last month. Eleven calls were in the city of Holdingsford, four calls in Holding Township, two calls in Brockway Township and one call in Krain Township.

The Fire Relief Association's Annual Breakfast Fundraiser is Sunday, March 8th at City Hall from 8:30 a.m.-12:30 p.m.

Following approval at the Annual Fire Board meeting in January, Eric Berscheid made motion to increase benefits level for retired firefighters from \$1,500 to \$1,600 per year of service. Bob Sanchez seconded the motion. AIF

Chief Hommerding will be accepting a \$500 donation from the MN Darkhouse Association.

DNR grant funds for equipment were received. Thanks to Everything Signs for donating the printing of names on the new gear.

Emergency Manager, Dorine Rausch did not have a report.

Maintenance Department Report was given Steve Horvath. A new flow meter was installed on Well #2. The annual TIER II report to the Department of Homeland Security was completed. Minnesota Pollution Control Agency visited the WWTP for a compliance check and record inspection going back to year 2015. There were no violations, although minor equipment updates are needed and several DMR reports need to be revised. The official report will be forthcoming. Quarterly water sampling for Bac-T, fluoride and water quality parameters were completed. Snow was removed from downtown and around major intersections to the ballpark. Staff are still working with Hawkins for a new water treatment solution and are planning to switch to an ortho-poly blend for chemicals that will help reduce leaching of minerals and reduce corrosiveness in copper pipes that are in some older homes. There is no copper in the city water supply. The John Deere with broom was used to clear off the skating rink and another layer will be added before the temps drop again. 1,236,000 gallons of well water were pumped. 1,130,000 gallons of wastewater was treated.

Engineer Scott Lange submitted a project update: Still waiting on final contract close out requirements from Northland Lining for sewer lining under River Street. The Safe Routes to School plans have been forwarded to Stearns County and MnDOT for review.

A meeting with Main Street business owners was held on January 16th to discuss how to maintain access during construction. Also met with the County Public Works Dept and Parks to discuss the storm sewer and trail crossing. Soil borings have been completed and plans should be ready for review by month end. They expect to have a simple set of plans ready to submit to the Dept of Health for the Well House Storage Project by the end of the month as well.

Guests

Dan Brady president of the Two Rivers Lake Association shared concerns about the size, flow capacity and sludge in the culverts that run under County Road 17 in town. Stearns County engineers reestablished the bottom elevation of Ditch 29 (Two Rivers River) from Schwinghammer Lake past County Road 17 (the original elevations were established in 1908) and found there is about a foot of sediment in the culverts. The Lake Association would like to determine the flow capacity of the culverts and asked for support from the city. If culverts are found to be lacking, a proposal would be to replace them with a bridge which would restrict traffic and close the road for a few months. The County is not as concerned with the sentiment but with the size and flow through the culverts. Mr. Brady was asking for council decision before June so discussion was postponed until March.

Unfinished Business

The Property division and rezoning application was discussed. The applicant requested the property zoning remain the same (Residential-Ag), and since the property could be farmed as in the past and the church could request rezoning at a later date, rezoning

was not an issue. Eric Berscheid made a motion to approve a property division as proposed for Lot 1, Block 1, Roman's View Plat 2 in Holdingford. Mike Odden seconded the motion. AIF

Longevity benefits for part-time staff were discussed. The city hadn't yet received feedback from the union regarding adding language for longevity into the personnel policy. The council asked about the feasibility of having a personnel policy for non-union employees and a separate policy for union employees so that changes to the policy for non-union members could be made without approval from the union. The issue was postponed until the March meeting.

Maintenance staff, Andy Bartkowicz returned from training and started back this week. Temporary maintenance employee, Dan Lahr was given notice and his last day was Friday, February 7th. Thanks to Dan for his service to our community.

Payout of comp time for the liquor store manager was discussed since he has moved from hourly to salary status. The time will be paid out as specified in the Personnel Policy.

There are two building permits that were incomplete from 2019. The council agreed to keep them on hold until the property owners are ready to act on them.

New Business

A three month employee evaluation for HMLS Manager, Bill Shank was reviewed. Training opportunities will be sought. Some areas were not evaluated since more time on the job is needed to make effective evaluations. Comp time was calculated and paid through January 26th when the position became salaried (exempt). Robb Berscheid made a motion to move Manager Bill Shank from range I0 \$20.74 to J0 \$21.88. Bob Sanchez seconded the motion. Following discussion on performance, moving to salaried/exempt employee status and pay rate Councilmembers E. Berscheid, R. Berscheid, Marstein, and Sanchez voted in favor. Odden opposed the motion. Motion passed.

The Main Street Power Pole Relocation Project estimates from Xcel, Sunset Electric, Century Link and MidCo totaled \$120,040. The estimates included light poles, rewiring and moving service for street lights and businesses, and pole installation. Funding options for the project were explored including asking for pole sponsors, looking for grants, and asking for donations. The Chamber of Commerce has agreed to donate \$50,000 towards the project and is planning to add additional activities to their upcoming Ranger Raffle. The City and the Chamber have already paid \$10,000 toward the project. The electrical estimate from Sunset Electric was \$85,000 and an additional estimate will be requested. Robb Berscheid will follow up with the electrical estimates. Xcel quoted \$23,240 to move power, CenturyLink serviced two businesses and quoted \$11,800 to move service and MidCo didn't charge to move services so some savings could be realized if the CenturyLink customers changed to MidCo. Eric Berscheid made a motion to go ahead with the estimated quote of \$23,240 from Xcel Energy so they can begin engineering plans and move forward with the project. Mike Odden seconded the motion. AIF

Mike Odden made a motion to accept Resolution 20-02-10-1 Holdingford Area Chamber of Commerce Ranger Raffle to be held August 28, 2020. Bob Sanchez seconded the motion. Marstein, Odden and Sanchez voted on favor. E. Berscheid and R. Berscheid abstained. Motion passed.

Office staff and two councilmembers met with IT Tech Tony Abfalter regarding office support, upgrading computers and cyber security. Sue Marstein made a motion to approve the cost estimate given offered through NetVPro for malware and MS Office 365. Mike Odden seconded the motion. AIF

Admin Reports

Clerk Treasurer Sandra Meer reported that year-end reports have been completed with two are due at the end of February. The State Presidential Primary is March 3rd with polls open from 7 a.m.-8 p.m. A Public Accuracy Test is scheduled for Feb 19th at 1:00 p.m.

Mayors/Council Discussion notes:

- A date for Cleanup Day will be coordinated with Lioness Club and the Mayor will attend the next Holding Township meeting to share information for a township cleanup day.
- Another Splash Pad Committee meeting will be set for Spring and announced in the School April Newsletter and other school flyers to get young families involved. DNR grant is due March 27th and grant funds need to be used within two years. Lions club will be notified regarding the grant as well for the proposed Pickleball Court.
- Chain link fence at Scepaniak's was pushed over when snow was moved. Back wall on property line was also discussed with them.

Announcements

Residents who are delinquent on their utility payments are: Dave Hagemann \$2,379.32, Walker Neinaber \$496.32, Shannon Backlund \$371.34, Andy Higgins \$362.23, Tamara Shaughnessy \$349.61, Troy Hansen \$345.19, Mel Nierenhausen \$341.72, Aubrey Neuman \$339.69, Scott Hinkemeyer \$309.74 and Robert Opheim \$304.93.

City offices will be closed on February 17, 2020 in observance of President's Day.

Next council meeting: Monday, March 9th at 7:00 p.m.

Robb Berscheid made a motion to adjourn the meeting. Motion was seconded by Eric Berscheid. Meeting adjourned at 9:25pm.
 Respectfully submitted,
 Sandra Meer
 City Clerk, Holdingford

JANUARY 2020	
Department	Gross Pay
General	\$10,795.39
Public Works	\$15,543.31
Fire	\$
Liquor	\$18,237.18
Total	\$44,575.88
3 pay periods ending	
1/3, 1/17, 1/31	

**City of Holdingford - Equal Opportunity Provider
 Accounts Payable Check Register Report - STEARNS BANK
 For The Fiscal Periods Range From 2020-1 To 2020-1**

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

Check #	Type	Date	Vendor Name	Amount	Status
35263	C	1/13/2020	704 AFSCME Council 65	\$142.11	C
35265	C	1/13/2020	691 Allstream	\$222.22	C
35266	C	1/13/2020	6 AmeriPride Linen	\$83.04	C
35268	C	1/13/2020	326 Auto Value	\$133.99	C
35269	C	1/13/2020	9 Bernick's Pepsi-Cola	\$240.25	C
35270	C	1/13/2020	828 Brian Zapzalka	\$650.00	C
35271	C	1/13/2020	18 C & L Distributing, Inc	\$3,455.86	C
35272	C	1/13/2020	24 Central McGowan, Inc	\$315.00	C
35273	C	1/13/2020	316 GERAD'S OIL CO., INC	\$597.25	C
35274	C	1/13/2020	787 Granite City Jobbing Co	\$91.74	C
35275	C	1/13/2020	90 Harry's Frozen Foods	\$84.50	C
35276	C	1/13/2020	92 Headley Hardware	\$697.61	C
35277	C	1/13/2020	481 Heggies Pizza	\$210.60	C
35278	C	1/13/2020	948 Henry's Foods, Inc	\$552.23	C
35280	C	1/13/2020	614 Holdingford Gas and Grocery	\$193.79	C
35281	C	1/13/2020	333 Kathy O'Hara	\$68.95	C
35282	C	1/13/2020	730 Midcontinent Business Solutions	\$319.36	C
35283	C	1/13/2020	687 MN Dept Hlth, MDH	\$456.00	C
35284	C	1/13/2020	172 MN Licensed Beverage Assoc	\$360.00	C
35286	C	1/13/2020	191 Northland Trust Services, Inc	\$54,508.75	C
35288	C	1/13/2020	207 Postmaster	\$670.00	C
35289	C	1/13/2020	685 Star Publications, LLC	\$273.04	C
35290	C	1/13/2020	243 Stearns County Sheriff's Office	\$7,425.00	C
35291	C	1/13/2020	804 Toshiba Financial Services	\$132.58	C
35292	C	1/13/2020	271 UC Lab	\$844.00	C
35293	C	1/13/2020	276 United Systems Technology	\$3.76	C
35294	C	1/13/2020	339 Verizon Wireless	\$116.67	C
35295	C	1/13/2020	281 Viking Coca Cola Bottling	\$54.00	C
35296	C	1/13/2020	282 Viking Industrial Center	\$126.55	C
35297	C	1/13/2020	360 XCEL ENERGY 51-5655037-5	\$2,008.82	C
35298	C	1/13/2020	361 XCEL ENERGY 51-5655039-7	\$1,228.42	C
35299	C	1/13/2020	358 XCEL ENERGY 51-5655040-0	\$2,724.65	C
35300	C	1/13/2020	519 XCEL ENERGY 51-8242904-3	\$25.86	C
35339	C	1/29/2020	637 Tony Stalberger	\$95.00	C
35264	C	1/13/2020	328 AllSpec Services, LLC	\$340.00	O
35279	C	1/13/2020	104 Holdingford Community Ed	\$2,000.00	O
35285	C	1/13/2020	179 MN State Fire Dept. Assn	\$175.00	O
35287	C	1/13/2020	1015 Patricia Browen	\$225.00	O
35301	C	1/29/2020	328 AllSpec Services, LLC	\$173.70	O
35302	C	1/29/2020	923 Arlene Warga	\$362.50	O
35303	C	1/29/2020	981 Arnolds of St Martin	\$21.66	O
35304	C	1/29/2020	9 Bernick's Pepsi-Cola	\$1,481.68	O
35305	C	1/29/2020	18 C & L Distributing, Inc	\$2,442.40	O
35306	C	1/29/2020	24 Central McGowan, Inc	\$53.89	O
35307	C	1/29/2020	21 Central MN. Alarms, Inc.	\$218.85	O

35308	C	1/29/2020	873 CenturyLink	\$65.78	O
35309	C	1/29/2020	996 Core & Main LP	\$2,394.46	O
35310	C	1/29/2020	814 Cruise Control	\$300.00	O
35311	C	1/29/2020	48 D & D Beverage	\$166.50	O
35312	C	1/29/2020	655 David Yurczyk	\$16.90	O
35313	C	1/29/2020	655 David Yurczyk	\$23.20	O
35314	C	1/29/2020	53 Ecolab	\$89.07	O
35315	C	1/29/2020	56 Emergency Apparatus Maint	\$2,177.17	O
35316	C	1/29/2020	70 Frito-Lay, Inc	\$39.40	O
35317	C	1/29/2020	316 GERAD'S OIL CO., INC	\$317.77	O
35318	C	1/29/2020	80 Gopher State One-Call, Inc	\$33.30	O
35319	C	1/29/2020	787 Granite City Jobbing Co	\$40.03	O
35320	C	1/29/2020	89 Handyman's Inc	\$32.95	O
35321	C	1/29/2020	90 Harry's Frozen Foods	\$132.00	O
35322	C	1/29/2020	481 Heggies Pizza	\$244.30	O
35323	C	1/29/2020	948 Henry's Foods, Inc	\$474.22	O
35324	C	1/29/2020	101 Holdingford Chamber of Commerce	\$100.00	O
35325	C	1/29/2020	324 Initiative Foundation	\$500.00	O
35326	C	1/29/2020	119 Johnson Brothers Liquor C	\$4,394.22	O
35327	C	1/29/2020	297 McDowall Company	\$352.95	O
35328	C	1/29/2020	638 MN DNR	\$192.09	O
35329	C	1/29/2020	911 MN PEIP	\$612.42	O
35330	C	1/29/2020	176 MN Rural Water Assn	\$250.00	O
35331	C	1/29/2020	179 MN State Fire Dept. Assn	\$147.00	O
35332	C	1/29/2020	431 MPCA	\$55.00	O
35333	C	1/29/2020	989 Nathan Neuman	\$500.00	O
35334	C	1/29/2020	223 S.E.H.	\$11,911.70	O
35335	C	1/29/2020	750 St Cloud Times #1076	\$25.00	O
35336	C	1/29/2020	699 Stearns Co. Trails Assoc.	\$125.00	O
35337	C	1/29/2020	412 Sunset Electric, Inc	\$2,674.90	O
35338	C	1/29/2020	263 Tom's Refuse	\$6,291.00	O
35340	C	1/29/2020	271 UC Lab	\$844.00	O
35341	C	1/29/2020	935 Uline	\$76.40	O
35342	C	1/29/2020	903 Upper Lakes Foods, Inc.	\$349.19	O
35343	C	1/29/2020	281 Viking Coca Cola Bottling	\$272.00	O
35344	C	1/29/2020	759 Volunteer FF Benefit Assoc of MN	\$147.00	O
35345	C	1/29/2020	359 XCEL ENERGY 51-5655038-6	\$1,666.83	O
35267	C	1/13/2020	981 Arnolds of St Martin	\$181.66	V
			Cleared	\$79,111.60	
			Outstanding	\$45,528.43	
			Void	\$181.66	