

Holdingsford City Council Meeting Minutes January 13, 2020

The Holdingsford City Council meeting was called to order by Mayor Sue Marstein at 7:00 p.m. The pledge of allegiance was recited.

Present: Susan Marstein, Eric Berscheid, Robb Berscheid, Mike Odden, Bob Sanchez, Sandra Meer, Keith Hommerding, Bill Shank, Scott Lange and Kate Asfeld.

Mike Odden made a motion to approve the consent agenda to include minutes of the December 9th Council Meeting, submitted monthly claims, financial reports. Robb Berscheid seconded the motion. AIF

Robb Berscheid made a motion to approve the following designations:

Depository	Stearns Bank – Holdingsford N.A.	Primary
	Central Minnesota Credit Union	Secondary

Acting Mayor	Eric Berscheid
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Asst. Clerk-Treasurer	Sue Marstein
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Attorney	Eckberg, Lammers
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Auditor	Schlenner, Wenner & Co
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Building Official	Nancy Scott
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Emergency Manager	Dorine Rausch
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Engineer	SEH – Scott Lange
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Insurance Agency	Advantage One-Dan Fiedler
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	Ebner Insurance-Jenny Pederson
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Newspaper	Albany Enterprise
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Polling Place	Holdingsford City Hall
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Liaisons to departments: Clerk – Sue Marstein; Fire – Bob Sanchez; Maintenance – Eric Berscheid; Liquor – Robb Berscheid; Parks – Mike Odden. Bob Sanchez seconded the motion. AIF

Fee schedule items were reviewed. Robb Berscheid made a motion to approve the 2020 Fee Schedule with the following changes:

- Dog license late fee; \$10 if renewed after January 1, 2020 and additional \$10/each month thereafter
- Increase camping for cement pad campsites to \$35/day
- City will no longer issue or require annual golf carts licenses
- Water: Residential base rate increase from \$12 to \$13/month and gallons over 1200 to \$.008/gallon and non-profit entities increase for gallons over 1200 to .011/gallon (10% increase)
- Sewer: Residential base rate increase from \$16 to \$17/month and gallons over 1200 to \$.011/gallon and non-profit entities increase for gallons over 1200 to \$.01375/gallon 10% increase
- Monthly stipend increase for Mayor and Councilmembers that will take effect next year, (Jan 1, 2021) will reflect same rate as COLA increase that is approved for city staff
- Zoning: Variance and Appeals Fees: Verbiage change: These fees do not include *recording fees* or additional publication fees. Replace recording fees with legal fees.
- Liquor License: add Craft Beer license for \$375/year

Mike Odden seconded the motion. AIF

Department Reports

Liquor Store financial report was given by Clerk-Treasurer, Sandra Meer. December gross revenue was \$36,954.50. Annual expenses before adjustments = \$440,867.06, compared to 2018 expenses before adjustments at \$401,669.79. A new Point Of Sale (POS) system was installed on December 17th. An associate from the Municipal Beverage Association, who has worked with the same POS system, provided on-site training to staff, and gave insights as to market trends, sample worksheets and procedural help. Year End Inventory was valued at \$51,722.80. Manager Bill Shank reported on changes with prices and events. All rail drinks and beer increased by \$.25 with new POS system. Price of cigarettes went up \$1 due to increased costs. Friday's Buck Beer/Happy Hour, now \$1/beer from 5-6pm, will change to \$2/beer from 5-8 p.m. starting in February. Options to move a TV and add a 70" TV will be looked into. A three month review will be scheduled for Bill Shank.

Fire Department report was given by Chief Keith Hommerding. Keith was reelected as Fire Chief. Total calls for last year were about 110, which was down significantly from 2018.

A DNR grant for \$5,100 was awarded to purchase new boots, masks and a hose extension. The new Rescue Truck will be picked up on January, 17th.

Dave Yurczyk submitted his retirement notice effective for February 1st. New applicants are encouraged to apply.

The annual Fire Board meeting is scheduled for Wednesday, January 29th at 7:00p.m. at City Hall.

Eighteen staff are completing their first responder refresher courses over the next two weeks.

Emergency Manager, Dorine Rausch did not have a report.

Maintenance Report was given by department liaison, Eric Berscheid. The ice rink was opened before Christmas and has had lots of use the past few weeks. Nelson's televised Main Street sewer and storm drains with no major structural deficiencies found. Snow removal has been done. Some roadways are tight getting through especially by Hyatt House on Washington when employees are parked on both sides of the street and by St Hedwig's on Cedar Street on Wednesday nights. Several equipment breakdowns and repairs were made. Yearend administrative task were completed including tracking the 2020 monitoring schedule and testing dates, 2019 snow report, Workers Comp Man hour report, and annual DNR reports. A furnace went out at the WWTP causing burst pipes and pump, which were repaired and by passed. We are working with Hawkins to revise the water treatment solution blend in order to pass the required copper and lead testing.

1,290,000 gallons of well water were pumped. 1,183,000 gallons of wastewater was treated.

Engineer Scott Lange gave 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 preliminary budget for the Main Street Project was reviewed and discussed. Three blocks of Main Street are a County Road and the county budgeted for the resurfacing the road in this summer. The City is planning to update underground utilities to coincide with the resurfacing. The estimates are for re-lining the sanitary and storm sewers, rather than replacing them since they are in good shape considering their age. It will be more cost effective to do the work during the re-construction project. The estimate was about \$400,000. A meeting with the Main Street business owners is scheduled for Thursday, January 16th at City Hall.

An estimate for upgrading the well house was about \$80,000. This included putting a block addition on the east side of building for storage of fluoride and polyphosphates, securing a metal storage cabinet to the north side of the building for chlorine, updating electrical and HVAC that has been degraded by chemicals stored inside the well house, and replacing the outer door. A preliminary sketch will be forwarded to St Rose Lumber and Avon Lumber for estimates.

Unfinished Business

Changes to the Personnel Policy were discussed to add longevity option for part-time employees who work more than twenty hours per week. The proposed changes were sent to the union rep but council was hesitant to make changes before union negotiations. Further inquiries will be made and brought to the next council meeting. There was also discussion on the weekly Way Back When submittals that are published in the Enterprise and compiled by Kathy O'Hara. It started when HIP Committee was granted funds with an agreement between the Historical Society and the Enterprise that the original Holdingford Herald newspapers were turned over to, with the idea that the city/Historical Society would continue publishing Way Back When.

The health insurance benefit amount Clerk-Treasurer Sandra Meer was discussed again since she reduced hours from full time status to part time status. Meer asked for benefit amount of 75 % of full time benefit amount of \$10,082 which was approved in December, council had approved 60% of \$10,082 in November and suggested "meeting in the middle". Eric Berscheid made motion to change health benefit for Sandra Meer for part time status at \$6,950 per year. Robb Berscheid seconded the motion. E. Berscheid, R. Berscheid, Marstein, and Odden approved. Bob Sanchez opposed.

Estimates for new furnace units at city hall were reviewed. An estimate for two four ton (16 SEER) rooftop units and one four ton (16 IEER) unit from McDowall Comfort Management was \$24,594 and from Ellingsons was \$21,382.00. Following discussion, Eric Berscheid made a motion to upgrade the three rooftop units and accept quote from Ellingsons with upgrade Options 1 and 2. Sue Marstein seconded the motion. AIF

Funding options for the 2020 Main Street Project and Well House Project were discussed. Utilizing Reserve Funds and cashing in the CD would cover the majority of costs of the Main Street Project without having to take on a Bond. Grants would also be help to reduce costs. The cost of remodeling the Well House could be reduced if it was done "in-house". Eric Berscheid will meet with maintenance staff to look at options.

New Business

Employee evaluation from Steve Horvath was reviewed. Eric Berscheid made a motion to move Maintenance lead Supervisor Steve Horvath from H3-H4. Robb Berscheid seconded the motion. AIF

Adopting GASB 68 accounting standards that has to do with Fire Relief Association pension reporting was postponed until next meeting.

Following review of the Tri-County Humane Society contract, Mike Odden made a motion to approve the 2020 Tri-County Humane Society contract. Bob Sanchez seconded the motion. AIF

Eric Berscheid made the motion to approve the Election Judges for Presidential Nomination Primary on March 3rd. Head Judge- Sandra Meer; Election Judges - Diane Konsor, Karen Larsen, Lynne Nienaber, Kathy O'Hara, and Julie Warren. Sue Marstein seconded the motion. AIF

Residents who are delinquent on their utility payments are: Dave Hagemann, Hyatt House, Jacob Hanebuth, James Taylor, Walker Neinaber, Robert Keil, Robert Opheim, Reed Allanson, Shannon Backlund, Joseph Doll, Sandra Ross, Scott Hinkemeyer, Roger Jensen, Terry Runge, and Mara Glader.

Admin Reports

Clerk Treasurer Sandra Meer noted City Hall Rental Revenue Report submitted by Kathy O’Hara. Year-end reporting is in process. The State Presidential Primary is March 3rd and election judges have been going to training provided by Stearns County. Staff will meet with IT Specialist Tony Abfalter this week.

Mayors/Council Discussion notes:

- Central MN Arts board awarded grant for “Music of Our Heartland” Polka Parties that are scheduled for Sundays in Feb, March and April at the Holdingford American Legion
- Resident concerns: Cedar Street residence has unlicensed vehicles and 2nd Street resident living in fish house
- Look into getting lighting on flags in front of city hall
- Lights at ice rink can be turned on/off by skaters; a sign is posted on light pole by the concession stand

Announcements

City offices will be closed on January 20, 2020 in observance of Martin Luther King, Jr. Day.
 Stearns County Municipal League meeting is on Tuesday, January 21, 2020 at Kimball Fire Hall.
 Next council meeting: Monday, February 10th at 7:00 p.m. with a work session at 6:00p.m.

Robb Berscheid made a motion to adjourn the meeting. Motion was seconded by Mike Odden. Meeting adjourned at 10:00pm.

Respectfully submitted,
 Sandra Meer
 City Clerk, Holdingford

DECEMBER 2019	
Department	Gross Pay
General	\$ 7,008.30
Public Works	\$11,022.81
Fire	\$27,585.25
Liquor	\$ 9,589.68
Total	\$55,206.04
2 pay periods ending	
12/6, 12/20	

**City of Holdingford - Equal Opportunity Provider
 Accounts Payable Check Register Report - STEARNS BANK
 For The Fiscal Periods Range From 2019-12 To 2019-12**

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

Check #	Type	Date	Vendor	Name	Amount	Status
35185	C	12/9/2019	949	Aeration Industries International	\$2,700.00	C
35186	C	12/9/2019	704	AFSCME Council 65	\$150.22	C
35187	C	12/9/2019	328	AllSpec Services, LLC	\$340.00	C
35188	C	12/9/2019	691	Allstream	\$220.34	C
35189	C	12/9/2019	6	AmeriPride Linen	\$83.04	C
35190	C	12/9/2019	326	Auto Value	\$40.21	C
35191	C	12/9/2019	910	Berkon Industries, LLC	\$11,773.65	C
35192	C	12/9/2019	9	Bernick's Pepsi-Cola	\$250.30	C
35193	C	12/9/2019	627	Breakthru Beverage Minnesota	\$915.05	C
35194	C	12/9/2019	828	Brian Zapzalka	\$650.00	C
35195	C	12/9/2019	18	C & L Distributing, Inc	\$4,419.45	C
35196	C	12/9/2019	898	Cityview Townhomes	\$5,560.35	C
35197	C	12/9/2019	48	D & D Beverage	\$359.20	C
35198	C	12/9/2019	550	Everything Signs	\$14,800.00	C
35199	C	12/9/2019	940	Flow Measurement and Control Co	\$270.00	C
35200	C	12/9/2019	70	Frito-Lay, Inc	\$79.61	C
35201	C	12/9/2019	787	Granite City Jobbing Co	\$358.62	C
35202	C	12/9/2019	90	Harry's Frozen Foods	\$76.50	C
35203	C	12/9/2019	91	Hawkins, Inc	\$3,071.92	C
35204	C	12/9/2019	481	Heggies Pizza	\$63.60	C

35205	C	12/9/2019	948 Henry's Foods, Inc	\$767.41	C
35206	C	12/9/2019	614 Holdingford Gas and Grocery	\$171.48	C
35207	C	12/9/2019	730 Midcontinent Business Solutions	\$317.10	C
35208	C	12/9/2019	905 Midwest Machinery Co	\$211.55	C
35209	C	12/9/2019	718 Nelson's Septic Service	\$2,380.00	C
35210	C	12/9/2019	1014 Nikki Horvath	\$43.83	C
35212	C	12/9/2019	205 Phillips Wine & Spirits	\$175.40	C
35213	C	12/9/2019	207 Postmaster	\$120.00	C
35214	C	12/9/2019	685 Star Publications, LLC	\$175.45	C
35215	C	12/9/2019	242 Stearns Cty Auditor-Treas	\$1,625.00	C
35216	C	12/9/2019	804 Toshiba Financial Services	\$117.61	C
35217	C	12/9/2019	270 Two Rivers Enterprise	\$14,730.62	C
35218	C	12/9/2019	271 UC Lab	\$862.50	C
35219	C	12/9/2019	276 United Systems Technology	\$3.68	C
35220	C	12/9/2019	281 Viking Coca Cola Bottling	\$1,747.20	C
35221	C	12/9/2019	287 Wm D. Scepianiak, Inc	\$2,921.31	C
35222	C	12/9/2019	360 XCEL ENERGY 51-5655037-5	\$1,456.96	C
35223	C	12/9/2019	358 XCEL ENERGY 51-5655040-0	\$2,061.59	C
35224	C	12/9/2019	519 XCEL ENERGY 51-8242904-3	\$21.20	C
35229	C	12/26/2019	825 Bound Tree Medical, LLC	\$3,627.12	C
35230	C	12/26/2019	18 C & L Distributing, Inc	\$3,565.05	C
35234	C	12/26/2019	550 Everything Signs	\$60.00	C
35238	C	12/26/2019	787 Granite City Jobbing Co	\$112.44	C
35240	C	12/26/2019	92 Headley Hardware	\$333.92	C
35241	C	12/26/2019	92 Headley Hardware	\$636.43	C
35243	C	12/26/2019	948 Henry's Foods, Inc	\$510.24	C
35244	C	12/26/2019	119 Johnson Brothers Liquor C	\$661.48	C
35245	C	12/26/2019	1009 Kennedy & Graven, Chartered	\$258.50	C
35252	C	12/26/2019	223 S.E.H.	\$11,759.75	C
35254	C	12/26/2019	240 Stearns Bank-Holdingford	\$15.35	C
35255	C	12/26/2019	915 Steve Horvath	\$75.00	C
35259	C	12/26/2019	281 Viking Coca Cola Bottling	\$1,352.80	C
35260	C	12/26/2019	359 XCEL ENERGY 51-5655038-6	\$1,498.36	C
35261	C	12/26/2019	361 XCEL ENERGY 51-5655039-7	\$998.87	C
35262	C	12/26/2019	383 XCEL ENERGY 51-5655041-1	\$662.35	C
35211	C	12/9/2019	941 Paul Jensen	\$250.00	O
35226	C	12/26/2019	856 Andy Bartkowicz	\$75.00	O
35227	C	12/26/2019	981 Arnolds of St Martin	\$160.00	O
35228	C	12/26/2019	9 Bernick's Pepsi-Cola	\$635.40	O
35231	C	12/26/2019	873 CenturyLink	\$66.09	O
35232	C	12/26/2019	48 D & D Beverage	\$394.00	O
35233	C	12/26/2019	958 Dan Lahr	\$75.00	O
35235	C	12/26/2019	70 Frito-Lay, Inc	\$27.42	O
35236	C	12/26/2019	316 GERAD'S OIL CO., INC	\$343.05	O
35237	C	12/26/2019	889 GovOffice LLC	\$550.00	O
35239	C	12/26/2019	90 Harry's Frozen Foods	\$66.00	O
35242	C	12/26/2019	481 Heggies Pizza	\$366.90	O
35246	C	12/26/2019	297 McDowall Company	\$3,375.69	O
35247	C	12/26/2019	537 MN Bureau of Criminal Apprehension	\$15.00	O
35248	C	12/26/2019	911 MN PEIP	\$1,661.58	O
35249	C	12/26/2019	718 Nelson's Septic Service	\$2,725.00	O
35250	C	12/26/2019	209 Public Employees Retire Assn	\$629.27	O
35251	C	12/26/2019	343 ROTO-ROOTER	\$190.00	O
35253	C	12/26/2019	750 St Cloud Times #1076	\$25.00	O
35256	C	12/26/2019	263 Tom's Refuse	\$6,257.50	O
35257	C	12/26/2019	728 Tri-State Pump & Control, Inc.	\$274.24	O
35258	C	12/26/2019	339 Verizon Wireless	\$117.16	O
35225	H	12/19/2019	537 MN Bureau of Criminal Apprehension	\$30.00	O
				Cleared	
				Outstanding	\$102,219.61
				Void	\$18,309.30
					\$0.00