

## Holdingsford City Council Meeting Minutes January 11, 2021

Before the meeting began Clerk Sandra Meer administered the Oath of Office to Mayor Susan Marstein and Council Members Robb Berscheid and Seth Young.

The Holdingsford City Council meeting was called to order at 7:00 p.m. by Mayor Sue Marstein 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 Statues, Chapter 12. The pledge of allegiance was recited.

Present via remote access/electronic teleconferencing: Susan Marstein, Eric Berscheid, Robb Berscheid, Mike Odden, Seth Young, Present at City Hall via remote access: Sandra Meer, Keith Hommerding, Pat Meier, Kathy O'Hara, Bill Shank, Tim Speier.

Eric Berscheid made a motion to approve the consent agenda to include agenda addition under New Business: State Building Code, minutes of the December 14<sup>th</sup> Council Meeting, submitted monthly claims, and financial reports. Seth Young seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Following review, 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	
Asst. Clerk-Treasurer	Sue Marstein	
Attorney	Kennedy Graven, LTD	
Auditor	Schlenner Wenner & Co	
Building Official	Nancy Scott	
Emergency Manager	Amber Molitor	
Engineer	SEH – Scott Lange	
Insurance Agency	Advantage One-Dan Fiedler	
	Ebner Insurance-Jenny Pederson	
Newspaper	Star-Post	
Polling Place	Holdingsford City Hall	

Liaisons to departments: Clerk – Sue Marstein; Fire –Seth Young; Maintenance – Eric Berscheid; Liquor –Robb Berscheid; Parks – Mike Odden. Seth Young seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Schedule of fees and charges were reviewed and discussed. Sue Marstein made a motion to approve the 2021 Fee Schedule with the following changes:

- Remove Hall without Kitchen full day (same fee as Hall/Kitchen full day)
- Require documentation for registered service dogs
- Water and Sewer basis changed for water use over 1100 gallons/month (lowered from 1200 gallons/month)
- Change Mileage rate to match federal = \$.56/mile
- Look at election judge rates around the County to establish increase for 2022 elections
- Mayor and council member Monthly salary increase of same COLA as Union = 3%) was approved in 2020 for 2021
- Remove Craft Beer License (falls under 3.2 On-sale according to A.G.E guidelines)
- Letters will go out for city council appearance for establishments that fail a compliance check

Robb Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

### Department Reports

Liquor Store financial report was given by manager, Bill Shank. New Liquor Store hours beginning January 11<sup>th</sup> since the Governor has loosed restrictions again: Monday-Thursday 11am-10pm; Saturday 10am-10pm; Sunday 12 noon-6pm. December Revenue = \$23,055.27. December Expenses = \$19,779.01. Yearend balance in the Lottery account was \$20,685.25. Inventory was completed on January 1<sup>st</sup> with a total of \$49,409.66. This was down about \$2,300 from last year. Occasional spot checking of inventory should be done periodically throughout the year. Since hours are being extended, Bill requested that the cash on hand be increased. Eric Berscheid made motion to return to previous cash-on-hand amount before the shutdown. Sue Marstein seconded the motion. Following a roll call vote, all voted in favor. Motion passed. The amount will be monitored at the end of the weekend for next few weeks and will be adjusted as needed. R&R Express will be playing on January 22<sup>nd</sup>.

Fire Department report was given by Chief Keith Hommerding. Total calls for 2020 were at 190, which was up significantly from 2019. 111 calls were in the city of Holdingsford, 52 in Holding Township, 13 in Brockway Township, 13 in Krain Township, and one mutual aid in Becker. Of the 190 calls; 155 were medical, 13 good intent, 11 fire, seven hazardous conditions, three cancelled in route, and one severe weather call.

Calendars were sent out at the end of December and donations are generous. Wm. D Scepaniak, Inc also donated money which will be used to replace the old infrared camera. Racking was fabricated and installed in the rescue truck, thanks to Two Rivers Enterprises and Danny Gerads. The annual Fire Board meeting was scheduled for Wednesday, January 27<sup>th</sup> at 7:00pm both in person and virtually. Stearns County is providing Covid-19 vaccines to fire fighters that are interested. They have not decided yet if they will host the breakfast fundraiser in March.

Maintenance Report was read by Eric Berscheid. Ice rink was opened before Christmas and has seen lots of skaters since other rinks don't have lights for night use. Snow was removed and the loader was repaired after it broke down. Several yearend administrative tasks were completed including, plotting, tracking, setting the 2021 monitoring schedule and test dates, and completing the 2020 snow report. Worn parts were replaced on the plow truck. Main Street was opened to heavy truck traffic until the Spring road restrictions go on. Online training was done through Minnesota Rural Water Association. Testing has begun on the water system for iron, hardness and oxidation. A meeting will be set up with the city engineer for capital improvement planning. The John Deere mower and attachments will be listed for \$5,200 on Facebook marketplace and the League of Minnesota Cities website. 1,461,000 gallons of well water were pumped. 1,817,000 gallons of wastewater was treated.

No report from the city engineer or the emergency manager.

#### Unfinished Business

There was discussion on the permanency of Resolution 21-01-11-1 Conditional Use Permit Terms of Agreement for property located at 511 Main Street. A Conditional Use Permit typically stays with the property and is not contingent on ownership. Property owner, Chandrowtie Somaiah applied for a Conditional Use Permit to keep the Main Street ground level apartment. The council agreed the intent was to have a temporary conditional use permit and if property was sold, the new owner would need to request a conditional use permit to use the Main Street space as an apartment or utilize it as business space. A revised agreement will be brought to the February council meeting.

Personnel matters: Kathy O'Hara submitted her request for longevity benefits for vacation and holiday pay for part-time employees who have been with the city more than 15 years. The council recognized Kathy for her dedication to the City as Utility staff for over 21 years. Following discussion, Eric Berscheid made a motion to approve holiday pay for part-time employees who have worked for 15 years at 3 hours per holiday and 20 years at 4 hours per holiday with no vacation pay. Mike Odden seconded the motion. Following a roll call vote, Eric Berscheid voted in favor. Seth Young, Mike Odden, Sue Marstein, and Robb Berscheid opposed. Motion failed. Seth Young made a motion to approve holiday pay for part-time employees who have worked for 15 years at 3 hours per holiday and 20 years at 4 hours per holiday as requested and pay 6 vacation hours per year for employees who have worked for 15 years and 10 vacation hours per year for 20 years of service. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

The request from Nikki Horvath to review the HMLS lead bartender and assistant manager job description is still being considered. The Mayor and Clerk met with HMLS manager Bill Shank for bi-monthly probation evaluation and reviewed progress as well as items and areas for improvement.

#### New Business

Robb Berscheid made a motion to accept Resolution 21-01-1-2 Addressing the Rising Cost of water and Wastewater Issus and the Impact on Businesses and Residents of Our City. The mayor of Royalton is seeking support for the resolution to begin a conversation with area cities and state legislators about the challenges of providing clean, safe water and wastewater services. Eric Berscheid seconded the motion. Following a roll call vote, Eric Berscheid, Robb Berscheid, Sue Marstein and Seth Young voted in favor. Mike Odden opposed. Motion passed.

Employee evaluation from Steve Horvath was reviewed. Steve is eligible to take Class B water in Spring 2022. Robb Berscheid made a motion to move Lead Maintenance Supervisor Steve Horvath from current Step I-2 to I-3 (\$22.43). Eric Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

The MN State Auditor recommends we adopt the GASB 68 reporting standards which require additional time from the accountant and an actuary (pertaining to the Fire Relief Association). Each of these entities would charge \$2,000-\$3,000 per year to comply with the additional reporting standards. More information will be brought to the February council meeting.

The annual contract with the Tri-County Humane Society (TCHS) was discussed. City staff is checking with TCHS to see if there is a free program for lost and found animals. Eric Berscheid made a motion to approve the Tri-County Humane Society contract for 2021. Robb Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Eric Berscheid suggested the city un-adopt State Building Code to relieve extra financial burden on residences and businesses. He suggested the city would continue to have building permits submitted to the city, and all electrical and other inspections would comply with the State. There was discussion on the process and who would sign off on the permits. Eric Berscheid made motion to find out the process to un-adopt the state building code and figure out the details as how it can be done, to be addressed at the next council

meeting. Robb Berscheid seconded the motion. Eric Berscheid, Robb Berscheid and Seth Young voted in favor. Sue Marstein and Mike Odden opposed. Motion passed.

Residents who are delinquent on their utility payments are: Dave Hagemann \$4,848.72, Jesse Johnson \$489.48, Principal Logistics \$433.12, James Taylor \$428.81, Aubrey Neuman \$423.93, Troy Hansen \$412.34, Bill Fellegly \$345.15, Walker Neinaber 337.64, Robert Keil \$329.12 and Reed Allenson \$305.94.

Admin Reports

Mayors/Council Discussion notes:

- The CMAB grant for the 2020 Polka Parties has been extended since they were cancelled due to the pandemic. Options for scheduling at the Legion in March and April or as an outside event in the summer are being considered.
- The Mayor is continuing to look for Covid19 relief funds for the HMLS since it had to comply with the governor’s shut down orders and didn’t qualify for other relief programs.
- Xcel Energy installed a new light pole by North High Court. New light poles on Main Street are getting many compliments

Announcements

City offices will be closed on January 18, 2021 in observance of Martin Luther King, Jr. Day.

Annual Fire Board meeting: Wednesday, January 27<sup>th</sup> at 7:00p.m.

Next council meeting: Monday, February 8<sup>th</sup> at 7:00 p.m.

Seth Young made a motion to adjourn the meeting. Motion was seconded by Mike Odden. Meeting adjourned at 9:10p.m.

Respectfully submitted,

Sandra Meer

City Clerk, Holdingford

DECEMBER 2020	
Department	Gross Pay
General	\$ 7,169.67
Public Works	\$ 7,858.41
Fire	\$36,078.25
Liquor	\$ 4,277.61
<b>Total</b>	<b>\$55,383.94</b>
2 pay periods ending	
12/4, 12/18	

**City of Holdingford - Equal Opportunity Provider  
Accounts Payable Check Register Report - STEARNS BANK  
For The Fiscal Periods Range From 2020-12 To 2020-12**

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

Check #	Type	Date	Vendor	Name	Amount	Status
36069	C	12/14/2020	704	AFSCME Council 65	\$104.59	C
36070	C	12/14/2020	691	Allstream	\$232.26	C
36071	C	12/14/2020	6	Aramark	\$48.06	C
36072	C	12/14/2020	981	Arnolds of St Martin	\$34.32	C
36073	C	12/14/2020	910	Berkon Industries, LLC	\$1,050.00	C
36074	C	12/14/2020	910	Berkon Industries, LLC	\$11,800.19	C
36075	C	12/14/2020	825	Bound Tree Medical, LLC	\$140.28	C
36076	C	12/14/2020	828	Brian Zapzalka	\$650.00	C
36077	C	12/14/2020	18	C & L Distributing, Inc	\$5,048.40	C
36079	C	12/14/2020	898	Cityview Townhomes	\$5,372.10	C
36080	C	12/14/2020	1020	DG Central 1, LLC	\$1,501.67	C
36082	C	12/14/2020	1018	Ellingson Plumbing, Heating, A/C & Electrical	\$293.00	C
36083	C	12/14/2020	550	Everything Signs	\$14,800.00	C
36084	C	12/14/2020	707	F.I.R.E	\$600.00	C
36085	C	12/14/2020	76	General Rental Center of Albany	\$60.00	C
36086	C	12/14/2020	787	Granite City Jobbing Co	\$231.75	C
36087	C	12/14/2020	92	Headley Hardware	\$399.49	C
36088	C	12/14/2020	95	Heiman Inc.	\$31,815.50	C
36089	C	12/14/2020	614	Holdingford Gas and Grocery	\$89.66	C
36091	C	12/14/2020	1016	Independent Testing Technologies, Inc.	\$1,545.00	C
36092	C	12/14/2020	119	Johnson Brothers Liquor Co.	\$425.29	C

36093	C	12/14/2020	730 Midcontinent Business Solutions	\$322.18	C
36094	C	12/14/2020	911 MN PEIP	\$1,222.70	C
36095	C	12/14/2020	304 PERSONNEL CONCEPTS	\$15.90	C
36096	C	12/14/2020	207 Postmaster	\$120.00	C
36097	C	12/14/2020	682 Ridgewater College	\$495.00	C
36098	C	12/14/2020	815 Rocks to Roses Landscaping	\$50.00	C
36099	C	12/14/2020	685 Star Publications, LLC	\$162.83	C
36100	C	12/14/2020	242 Stearns Cty Auditor-Treas	\$25.00	C
36101	C	12/14/2020	804 Toshiba Financial Services	\$129.80	C
36102	C	12/14/2020	728 Tri-State Pump & Control, Inc.	\$320.00	C
36103	C	12/14/2020	270 Two Rivers Enterprise	\$13,800.09	C
36104	C	12/14/2020	271 UC Lab	\$690.00	C
36105	C	12/14/2020	935 Uline	\$238.76	C
36106	C	12/14/2020	276 Vadim Municipal Software Inc	\$8.32	C
36107	C	12/14/2020	339 Verizon Wireless	\$114.35	C
36109	C	12/14/2020	360 XCEL ENERGY 51-5655037-5	\$1,537.46	C
36110	C	12/14/2020	359 XCEL ENERGY 51-5655038-6	\$1,425.09	C
36111	C	12/14/2020	361 XCEL ENERGY 51-5655039-7	\$869.11	C
36112	C	12/14/2020	519 XCEL ENERGY 51-8242904-3	\$23.47	C
36119	C	12/28/2020	550 Everything Signs	\$210.00	C
36129	C	12/28/2020	915 Steve Horvath	\$294.98	C
36133	C	12/28/2020	360 XCEL ENERGY 51-5655037-5	\$1,990.20	C
36134	C	12/28/2020	359 XCEL ENERGY 51-5655038-6	\$514.76	C
36135	C	12/28/2020	383 XCEL ENERGY 51-5655041-1	\$571.30	C
36078	C	12/14/2020	1039 C&L Excavating, Inc	\$8,299.96	O
36081	C	12/14/2020	470 Dylan Risberg	\$64.79	O
36090	C	12/14/2020	657 Huls Bros Trucking	\$2,512.00	O
36108	C	12/14/2020	287 Wm D. Scepaniak, Inc	\$2,662.12	O
36113	C	12/28/2020	691 Allstream	\$233.36	O
36114	C	12/28/2020	856 Andy Bartkowicz	\$75.00	O
36115	C	12/28/2020	981 Arnolds of St Martin	\$32,500.00	O
36116	C	12/28/2020	18 C & L Distributing, Inc	\$1,861.10	O
36117	C	12/28/2020	873 CenturyLink	\$67.57	O
36118	C	12/28/2020	1020 DG Central 1, LLC	\$1,227.14	O
36120	C	12/28/2020	787 Granite City Jobbing Co	\$821.28	O
36121	C	12/28/2020	90 Harry's Frozen Foods	\$66.50	O
36122	C	12/28/2020	1038 Hertzberg Community Solar LLC	\$809.40	O
36123	C	12/28/2020	119 Johnson Brothers Liquor Co.	\$323.60	O
36124	C	12/28/2020	207 Postmaster	\$105.00	O
36125	C	12/28/2020	223 S.E.H.	\$1,978.50	O
36126	C	12/28/2020	750 St Cloud Times #1076	\$46.42	O
36127	C	12/28/2020	1049 Stearns Cooperative Electric Assoc	\$22,222.00	O
36128	C	12/28/2020	242 Stearns Cty Auditor-Treas	\$1,700.00	O
36130	C	12/28/2020	412 Sunset Electric, Inc	\$24,003.50	O
36131	C	12/28/2020	263 Tom's Refuse	\$6,240.00	O
36132	C	12/28/2020	386 USA Bluebook	\$277.73	O
36136	C	12/28/2020	292 Ziegler	\$876.92	O
				<b>Cleared</b>	<b>\$101,392.86</b>
				<b>Outstanding</b>	<b>\$108,973.89</b>
				<b>Void</b>	<b>\$0.00</b>