

Holdingsford City Council Meeting Minutes

January 10, 2022

The Holdingsford City Council meeting was called to order at 7:00 p.m. by Mayor Sue Marstein, the Pledge of Allegiance was recited.

Present at City Hall: Susan Marstein, Eric Berscheid, Robb Berscheid, Mike Odden, Seth Young, Jenn Hegna, Steve Horvath and Herman Lensing.

Mike Odden made a motion to approve the consent agenda to include minutes of the December 13th Council Meeting, submitted monthly claims, contract hours and financial reports. Eric Berscheid seconded the motion. All in favor.

Following review, Mike Odden 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	Planning and Zoning Committee	
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 –Eric Berscheid; Maintenance – Seth Young; Liquor –Robb Berscheid; Parks – Mike Odden. Seth Young seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Department Reports

Liquor Store financial report was given by Robb Berscheid. December Revenue = \$30,337.90. December Expenses = \$27,447.10. E-tabs and Pull tabs was \$1,709. Inventory was completed on January 2nd with a total of \$42,977.46. There will be a band on Saturday January 22nd and DJ Karaoke on the 21st. Bar BINGO is every Wednesday. It was reported that the punch cards are going well, as is Happy Hour, which is held 4-7 every Monday through Thursday and Friday from 5-8 which offers \$2 beers.

Fire Department report was given Mayor Sue Marstein. Total calls for 2021 were at 187. 111 calls were in the city of Holdingsford, 52 in Holding Township, 11 in Brockway Township, 11 in Krain Township, and mutual aid in Avon Township and Two River Township. Of the 187 calls; 168 were medical, 3 good intent, 9 fire, 4 hazardous conditions, and 1 severe weather call. In 2022 there has been 5 medical calls, 1 in Holding Township and 2 in Brockway. Calendars were sent out at the end of December and donations are generous. It was noted that Recycling is off by one week, the corrected dates are posted on the city website. The annual Fire Relief breakfast fundraiser will be on March 13th. The Annual Fire Relief Association has decided to do a gun raffle with a drawing to be held at Rudolph's Redneck Roost after the breakfast on March 13th. It was noted the charitable gambling has been decent but generally slows down after the holidays. Thank You to Wm. D Scepaniak Inc for a donation which allows the Fire Department to look into purchasing a new Positive Pressure fan. Fire Chief, Keith Hommerding noted in his report that he is always amazed at the generosity of the community to support the needs of Fire and Rescue, it is very much appreciated large or small. In January, the fire department will be doing in house training. Both Lake Region and Stearns County Fire Chiefs Meetings are in January. In February, they will be taking the First Responder Refresher training. It was noted that they ordered four handheld thermal imagers for fire and search rescue. The bi-annual truck maintenance will be this year. The CentraCare Medical Director has been updated and renewed all prescriptions Fire Fighters are allowed to carry. The annual Fire Board meeting was scheduled for Wednesday, January 26th at 7:00pm at City Hall.

Maintenance Report was given by Lead Maintenance Supervisor, Steve Horvath. It was noted that Well #2 is not working presently and Preferred Controls has a relay on order. We are still waiting on a Control Screen for the Waste Water Treatment Plant. The booster pump on well #3 was replaced. It was noted that Hawkins reported that this well has a high level of rust and magnesium, this will be retested. If still high, the well may need to be abandoned. It was noted that this water is safe to use. In December there were 4 significant snowfalls to plow, there have been "No Snowmobile" signs put up on Main Street and the sidewalks, a sign "Skate at your own risk" has been put up at the Ice Rink, snow was removed from the Boulevards on Cedar St, more of the brush pile was burned, installed heat tape on water line at Waste Water Treatment Plant to prevent freezing, flushed water mains at dead end by school. Pump #2 main lift station was repaired by TriState who also made 2 trips to clean 4th Street lift station pumps of wipes. Steve is in the process of ordering new pumps for the 4th street lift station this would also require a new rail system.

1,421,000 gallons of well water were pumped. 1,631,000 gallons of wastewater was treated.

The City Engineer report was read by Mayor Sue Marstein. Council discussed the completion of St. Rosa's portion of the Well House. There will be further discussion before payment is made.

Robb Berscheid made a motion to pay the remaining balance on the Main Street project and lining of the Sanitary Sewer using ARPA funds. Eric Berscheid seconded this motion. All in favor.

New Business

Schedule of fees and charges were reviewed and discussed. Robb Berscheid made a motion to approve the 2022 Fee Schedule with the following changes:

- Remove Monthly charge for Senior Dining it will fall into a different category
- Change the wording to Hall/Kitchen 3 hours
- \$30 for Non-Profit Hall/Kitchen rental 1-3 Hours
- Add \$25 minimum cleaning charge at the discretion of Clerks and City Center Maintenance.
- Increase penalty for Dog with No License to \$200.
- Increase the water rate per month, to 0.085 per gallon over 1000 gallons per month.
- Increase School and Churches water rate per month; to 0.1475 per gallon over 1000 gallons per month.
- Post Office will be charged the commercial rate.
- Garbage will remain the same through current contract this spring.
- Copies has increased to \$0.25 per page.
- Increase City services water usage to \$25.00 per 1000 gallons for first 5000 gallons and minimum \$50 maintenance assistance fee.
- Increase City services water usage rate to \$20 per 1000 gallons over first 5000 gallons.
- Implement \$100 charge for Repeat Non-Emergency Fire Service calls at the discretion of the Fire Chief.
- Change Mileage rate to match federal = \$.585/mile
- Increase Election Judge pay to \$10 for judges and \$12 an hour for Head Judge.
- \$250 Building Permit fee and approval by Planning and Zoning Committee for- New House, New Shed, garage or any other building over 200 feet, Building Addition, Moving a Building, In ground pool or Industrial Structure.
- \$50 Building Permit fee and approval by Planning and Zoning Committee for- Deck/Patio 200 square feet or larger, Fence 4 feet or higher, Additional Driveway (not required if driveway is part of an existing permit) or Handicap ramp.
- \$25 Building Permit fee and approval by Clerk for- Building demolition, siding, shingles, retaining walls 3 feet or higher, deck or patio less than 200 square feet, window replacement or finishing basement/interior remodeling.
- Fees are at a minimum doubled if project is started without a permit.

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

Sue Marstein made a motion to renew the annual contract with Tri- County Humane Society. Seth Young seconded the motion. All in favor.

Employee evaluation for Nadine Freieier was reviewed.

Employee evaluation from Steve Horvath was reviewed. Steve is eligible to take Class B water in spring 2022. Eric Berscheid made a motion to move Lead Maintenance Supervisor Steve Horvath from current Step I-3 to I-4. Seth Young seconded the motion. All voted in favor.

Residents who are delinquent on their utility payments are: Hyatt House: \$3,066.62, Dave Hagemann \$3,006.03, Aubrey Neuman \$518.93, Joseph Doll \$344.12, Bernard Kolles, Jr. \$322.91 and Nick Barbato \$303.16.

Admin Reports

Mayors/Council Discussion notes:

- The Mayor recognized Steve Horvath and Andy Bartkowicz for a successful completion of the Bio solids annual report.
- The Council accepted a Letter of Resignation from Council Member, Robb Berscheid in mid-April as he purchased a home out of the city limits. There will be an application process for any resident who is interested in becoming a council member. They will also need to attend a Council meeting to express interest. Council will then appoint the new member.

Clerk Report

- Council received the 2021 rental and campground report.
- Andy Bartkowicz received a resident compliment for his thoughtfulness while plowing snow.
- Steve Horvath and Andy Bartkowicz received a compliment from an area community resident on the great work on the Ice Rink. The compliment highlighted how much the kids enjoy ice skating and they are grateful Holdingford has this well maintained rink.
- Kathy O'Hara received many resident compliments on the Holiday Décor at City Hall. Her hard work has been greatly appreciated by residents of Holdingford and visitors to City Hall.
- It was noted that that the radio station 98.1 wrote an article about the ice rink opening.
- The City will be posting a request for Bids for Refuse Service and Audit Services.

- The Star Post had an article highlighting the new street lights and holiday décor. This highlighted Robb Berscheid, Andy Bartkowicz and Steve Horvath.
- Xcel Energy is proposing a 12.2% increase in 2022.

Announcements

City offices will be closed on January 17, 2021 in observance of Martin Luther King, Jr. Day.

Annual Fire Board meeting: Wednesday, January 26th at 7:00p.m.

Next council meeting: Monday, February 14th at 7:00 p.m.

Mike Odden made a motion to adjourn the meeting. Motion was seconded by Eric Berscheid. Meeting adjourned at 8:17p.m.

Respectfully submitted,

Jenn Hegna

City Clerk, Holdingford

DECEMBER 2021	
<u>Department</u>	<u>Gross Pay</u>
General	\$11,485.29
Public Works	\$11,930.76
Fire	\$34,999.13
Liquor	\$10,116.62
Total	\$68,531.80
3 pay periods ending	12/3, 12/17, 12/31

City of Holdingford - Equal Opport

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Accounts Payable Check Register Report

For The Date Range From 12/1/2021 To 12/31/2021Check # /

eCheck ID	Type	Date	Vendor	Name	Amount	Status
36903	C	12/8/2021	1036	James Keehr	\$375.00	C
36904	C	12/8/2021	704	AFSCME Council 65	\$102.56	C
36905	C	12/8/2021	691	Allstream	\$235.32	C
36906	C	12/8/2021	6	Aramark	\$105.18	C
36907	C	12/8/2021	910	Berkon Industries, LLC	\$9,406.76	C
36908	C	12/8/2021	9	Bernick's Pepsi-Cola	\$282.70	C
36909	C	12/8/2021	1011	Blue Lake Plastics LLC	\$425.00	C
36910	C	12/8/2021	828	Brian Zapzalka	\$650.00	C
36911	C	12/8/2021	18	C & L Distributing, Inc	\$3,663.67	C
36912	C	12/8/2021	814	Cruise Control	\$375.00	C
36913	C	12/8/2021	1020	DG Central 1, LLC	\$2,959.78	C
36914	C	12/8/2021	53	Ecolab	\$91.73	C
36915	C	12/8/2021	550	Everything Signs	\$14,800.00	C
36917	C	12/8/2021	316	GERAD'S OIL CO., INC	\$344.48	C
36918	C	12/8/2021	787	Granite City Jobbing Co	\$413.40	C
36919	C	12/8/2021	85	Granite Water Works	\$189.39	C
36920	C	12/8/2021	92	Headley Hardware	\$665.04	C
36922	C	12/8/2021	614	Holdingford Gas and Grocery	\$142.53	C
36923	C	12/8/2021	118	Jim's Snowmobile & Marine	\$5.00	C
36924	C	12/8/2021	119	Johnson Brothers Liquor Co.	\$450.41	C
36925	C	12/8/2021	730	Midcontinent Business Solutions	\$334.03	C
36926	C	12/8/2021	172	MN Licensed Beverage Assoc	\$360.00	C
36927	C	12/8/2021	1015	Patricia Browen	\$180.00	C
36928	C	12/8/2021	207	Postmaster	\$130.00	C
36930	C	12/8/2021	465	Sandra Meer	\$36.50	C
36931	C	12/8/2021	685	Star Publications, LLC	\$124.74	C
36932	C	12/8/2021	242	Stearns Cty Auditor-Treas	\$13,885.57	C
36933	C	12/8/2021	242	Stearns Cty Auditor-Treas	\$25.00	C
36934	C	12/8/2021	915	Steve Horvath	\$39.98	C
36935	C	12/8/2021	263	Tom's Refuse	\$6,386.71	C
36936	C	12/8/2021	804	Toshiba Financial Services	\$160.04	C
36937	C	12/8/2021	270	Two Rivers Enterprise	\$12,867.30	C
36938	C	12/8/2021	271	UC Lab	\$1,189.00	C
36939	C	12/8/2021	386	USA Bluebook	\$428.21	C
36940	C	12/8/2021	287	Wm D. Scepaniak,		
Inc	\$2,261.60	C				
0000 36941	C	12/8/2021	360	XCEL ENERGY 51-5655037-5	\$1,656.17	C
36942	C	12/8/2021	383	XCEL ENERGY 51-5655041-1	\$166.52	C
36943	C	12/8/2021	519	XCEL ENERGY 51-8242904-3	\$24.46	C
36946	C	12/28/2021	856	Andy Bartkowicz	\$75.00	C
36949	C	12/28/2021	627	Breakthru Beverage Minnesota	\$1,158.73	C
36970	C	12/28/2021	915	Steve Horvath	\$317.16	C
36916	C	12/8/2021	76	General Rental Center of Albany	\$115.00	O
36921	C	12/8/2021	104	Holdingford Community Ed	\$1,500.00	O
36929	C	12/8/2021	815	Rocks to Roses Landscaping	\$133.91	O
36944	C	12/28/2021	691	Allstream	\$234.80	O

36945	C	12/28/2021	1013 Anderson Excavating & Septic	\$100.00 O
36947	C	12/28/2021	6 Aramark	\$210.10 O
36948	C	12/28/2021	9 Bernick's Pepsi-Cola	\$254.80 O
36950	C	12/28/2021	18 C & L Distributing, Inc	\$2,567.40 O
36951	C	12/28/2021	873 CenturyLink	\$68.63 O
36952	C	12/28/2021	1020 DG Central 1, LLC	\$2,125.06 O
36953	C	12/28/2021	62 Ernst's Locksmith	\$99.03 O
36954	C	12/28/2021	70 Frito-Lay, Inc	\$63.94 O
36955	C	12/28/2021	787 Granite City Jobbing Co	\$786.71 O
36956	C	12/28/2021	90 Harry's Frozen Foods	\$118.50 O
36957	C	12/28/2021	91 Hawkins, Inc	\$1,577.86 O
36958	C	12/28/2021	481 Heggies Pizza	\$165.20 O
36959	C	12/28/2021	1038 Hertzberg Community Solar LLC	\$633.14 O
36960	C	12/28/2021	585 Holdingford Lioness Club	\$200.00 O
36961	C	12/28/2021	119 Johnson Brothers Liquor Co.	\$602.75 O
36962	C	12/28/2021	333 Kathy O'Hara	\$75.00 O
36963	C	12/28/2021	911 MN PEIP	\$1,924.71 O
36964	C	12/28/2021	143 M-R Sign Co.	\$80.40 O
36965	C	12/28/2021	718 Nelson's Septic Service	\$130.00 O
36966	C	12/28/2021	984 Net V Pro	\$15.00 O
36967	C	12/28/2021	207 Postmaster	\$120.00 O
36968	C	12/28/2021	223 S.E.H.	\$962.50 O
36969	C	12/28/2021	237 St Rosa Lumber, Inc	\$15,000.00 O
36971	C	12/28/2021	263 Tom's Refuse	\$6,408.71 O
36972	C	12/28/2021	728 Tri-State Pump & Control, Inc.	\$4,449.15 O
36973	C	12/28/2021	276 Vadim Municipal Software Inc	\$13.92 O
36974	C	12/28/2021	386 USA Bluebook	\$182.34 O
36975	C	12/28/2021	339 Verizon Wireless	\$113.72 O
36976	C	12/28/2021	281 Viking Coca Cola Bottling	\$152.00 O
36977	C	12/28/2021	360 XCEL ENERGY 51-5655037-5	\$2,628.70 O
36978	C	12/28/2021	359 XCEL ENERGY 51-5655038-6	\$1,598.53 O
36979	C	12/28/2021	361 XCEL ENERGY 51-5655039-7	\$335.57 O
			Cleared	\$77,489.67
			Outstanding	\$45,747.08
			Void	\$0.00