

## Holdingsford City Council Meeting Minutes July 13, 2020

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

Council members present via remote access/electronic teleconferencing: Mike Odden, Bob Sanchez. Council members present at city hall; Susan Marstein, Robb Berscheid, and Eric Berscheid all answered to roll call. Keith Hommerding, Sandra Meer, Steve Horvath, Bill Shank and Jordan Zeller were also present. Present via remote access were Scott Lange (SEH), Kate Asfeld (Star-Post), and residents Chris Swenson and Leiloni Young.

Mike Odden made a motion to approve the consent agenda to include minutes of the June 8<sup>th</sup> Council Meeting and June 29<sup>th</sup> Special meeting with a correction to the Special meeting minutes noting the bid amounts DID include the sewer lining. Submitted monthly claims and financial reports were also included. Eric Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

### Guests

Homeowner, Chris Swenson stated one of his kids left a hose running outside, overnight and asked for forgiveness on the sewer charge of \$65.82 which was averaged from prior use. Robb Berscheid made a motion to forgive the \$65.82 charge since the water didn't go into the sewer. Bob Sanchez seconded the motion. There was discussion on past practices for forgiving sewer charges. Eric Berscheid, Robb Berscheid, Sue Marstein, and Bob Sanchez voted in favor. Mike Odden opposed. Motion passed.

Homeowner, Leiloni Young reported that her water softener was running for two weeks while she was gone and her water bill was over \$900. She was notified by the city after last month's meter reading was so high and found that a gear was broken in her water softener. She will check if homeowners insurance covers the cost and follow up at the next council meeting. The council agreed that no late penalty would be charged.

Homeowner, Mike May requested forgiveness of sewer charges from seeding his lawn, which amounted to \$20.49. Following discussion, the council agreed that voluntary water usage, ie, watering lawns, flowers, gardens, and the like would not be forgiven.

Jordan Zeller, a Community Planner, outlined his proposal for updating the city's Comprehensive Plan, which was last done in 2006. The Comprehensive Plan involves residents in visioning sessions, land use and zoning discussions, and goal setting. Zeller's proposal also included facilitation of meetings and drafting the plan, along with process for public hearing, attorney, recording. Funding options for the comprehensive plan services were discussed. Proposals will be discussed at the August work session.

Ryan Schmidt from Schlenner Wenner reviewed the 2019 audit. The trends were very similar to 2018.

### Department Reports

Municipal Liquor Store financial report was given by Manager Bill Shank. June revenue= \$27,811.21. Expenses= \$32,152.07. Cruise Control is scheduled to play July 24<sup>th</sup>. The back room wall and floor refinish is complete. Work was done on the AC unit and it was found that larger duct work would help with better air flow, to help with Covid 19 compliance. An annual cleaning of the AC unit will be scheduled. Low voltage was causing power fluctuations so Xcel Energy boosted the voltage at the nearest substation. An in-house assessment will be filed with the county in lieu of the annual inspection. Covid 19 precautionary measures are implemented including wiping down and sanitizing surfaces, taking employee's temperatures before each shift and extra precautions with customers

Fire Chief Keith Hommerding gave an update on Fire Department activities. Calls for this year have totaled 88: 78 were medical, seven fires, two hazardous conditions, and one cancelled in route. Of the 88 calls, 50 were in the city of Holdingsford, 23 in Holding Township, nine in Brockway Township, five in Krain Township, and one mutual aid in Becker.

It's been good to have gambling available again to help with fundraising for the Relief Association. Funds will be used to help purchase extrication tools along with funds from a DNR grant. Eric Berscheid made a motion to order the extrication equipment. Sue Marstein seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Special thanks to Jeff and Sue Burg, owners of the Holdingsford Mill, who hosted a grain bin extrication training exercise. The fire department's monthly meeting was held at the new Art In Motion building, with a tour of the facility given by owner, Greg Konsor. The new Rescue Truck is at the Fire Hall but they are waiting to get extrication tools to move all of the equipment to the new truck. Members are thankful for the community support in getting the new vehicle. The old rescue vehicle will most likely go back on the DNR lease program. The Annual State Fire Convention is rescheduled at Breezy Point in August and firefighters who attend will reserve separate rooms due to the pandemic restrictions. Chief Hommerding noted his concern about liability if firefighters voluntarily fill residents' swimming pools. The council will review a draft of the Policy for Filling Pools and forward to the fire department to review.

Maintenance Department Report was given by Lead Supervisor, Steve Horvath. The ball field sprinklers were repaired, the infield groomed, and bases installed. Two leaking fire hydrants were repaired with help from Minnesota Rural Water Association (MRWA). Weed inspections were done and two letters were sent and already resolved. New effluent sampler was installed, programmed and is

operational at the Wastewater Treatment Plant (WWTP). Nitrate and nitrite testing was completed. A new chlorinator head for the well#3 chlorine feed system was installed. Y-catch valves and filters were installed in the booster pump feed lines for both wells which was recommended to extend the life of chlorination equipment. John Deere was repaired after algae were found in the fuel system. The bulk tank and all city equipment using diesel fuel were also treated. Traces of natural ammonia was detected leaching in the well water which affects chlorine levels so staff are keeping records for a month and will meet with MRWA to resolve issues. Sunday's water main break on Main Street was repaired by noon on Monday. Once the system was pressurized, a minor leak was detected at the gate valve which will hopefully hold until Main Street project is started in August. Weeds along 4<sup>th</sup> Street from city limits to the Art In Motion need to be addressed.

Last month: 2,584,000 gallons of well water were pumped. 1,941,000 gallons of wastewater were treated.

Engineer Scott Lange noted that Safe Routes to School (SRTS) project updates are being communicated to affected property owners. Paving for the project should be completed next week. Design Electric is waiting for crosswalk lights to be delivered. A small gas leak was detected at one residential connection between the gas service and the main line. Xcel Energy will be excavating to find the leak. Following review, Robb Berscheid made a motion to approve Payment # 1 to Kuechle Underground for \$35,112.02 for work done through June 26<sup>th</sup>. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Lange's recommendation is to reline the sewer line with Main Street Project while the utilities are uncovered. The total bid item was \$69,000, which included \$46,600 for sewer lining, \$5,350 for new manhole and casting and \$16,260 for temporary services. A preconstruction meeting will be scheduled and the contractor start full force in mid-August. Main Street business owners are invited to an informational meeting on Wed, July 15<sup>th</sup> at 6:00p.m. Eric Berscheid made a motion to approve and accept the full bid of \$510,328.75 by C&L Excavation for the 2020 Main Street Improvement Project. Bob Sanchez seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Eric Berscheid made a motion to accept the agreement for engineering services from SEH for the 2020 Main Street Improvement Project. Robb Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

The well house project will be brought to the August Council meeting, with the SRTS and Main Street project(s) taking precedence and budget constraints at issue.

#### Unfinished Business

Robb Berscheid gave a brief update on the Main Street lighting project. The surveyor is working on the separating the easement survey between properties so Xcel Energy can move forward.

An update of nuisance properties included responding to Washington Street property inquiry and noting that the property is for sale by owner. The Mayor and Clerk met with property owners from Meadow Street regarding the number of vehicles in the yard that exceeded the limit of 4 as stated in the ordinances. The owners noted they have sold three vehicles and are working on three collector's vehicles which will be put into storage in the winter. All vehicles are licensed and in working condition. They do not have a fence or screening around the property or a garage to park them in. The owners asked about changing the ordinance to accommodate larger households with more drivers. The council noted the correlation, but is not planning to change the ordinance. Aerial pictures from prior years show a large number of vehicles and it will continue to be monitored. The Mayor talked to Cedar Street residents about cleaning up wood and brush piles to help keep with raccoon and other scavengers from infesting the area and will also talk to Hyatt House and adjoin property owner regarding upkeep.

No Parking along County Road 17 on the west side of the street from school grounds, around the curve, past Mike Schmit's driveway at 521 River Street was discussed. No Parking while school is in session is restricted on the east side of the street. Visibility is an issue for drivers coming around the curves. Sue Marstein made a motion to extend No Parking on the north side of River Street, just west of the driveway at 521 River Street. Eric Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

#### New Business

Mike Odden made a motion to approve Resolution 20-07-13-1 Exhibit E for Safe Routes to School Grant Agreement to State Transportation Fund-Grant Terms and Conditions. Robb Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Eric Berscheid made a motion to approve Resolution 20-07-13-2 Exhibit F for Safe Routes to School Grant Agreement to State Transportation Fund-Guarantee to Maintain Facilities. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

HMLS Lead Bartender, Nikki Horvath submitted a written request for promotion to Assistant Manager. A meeting will be scheduled with the Mayor, Council liaison, HMLS manager, Bill Shank and Nikki and recommendations brought to the August council meeting.

Utility staff, Kathy O'Hara requested a stipend for employee owned cellular device which is reimbursed at \$25/month. Since she works part-time and responds to calls and texts when she's not at work, she currently records 15 minutes of paid time per call. Following discussion, Eric Berscheid made a motion to accept stipend request in place of recording 15 minutes for each phone call. Sue Marstein seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Eric Berscheid made a motion to accept the Safe Routes to School Grant Agreement between the City of Holdingford and the Minnesota Department of Transportation (MnDOT). Sue Marstein seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Bonding for the Main Street utility project was discussed and suggested that the proposed \$85,800 electrical costs for the Main Street pole relocation be included in the bond as well as checking the options to refinance and include the 2011 Utility Project GO Bond. More information will be brought to the August council meeting.

A work session was scheduled for 6:00pm on Monday, August 10<sup>th</sup> to review the two Comprehensive Plan proposals as well as funding options and to discuss Fee Schedule amounts for ACH admin fees on utility bills and filling residential swimming pools.

Sue Marstein made motion to approve election officials for the 2020 Primary and General Elections as listed: Head Judges-Sandra Meer and Audrey Lange; Election Judges –Amber Baerg, Diane Konsor, Karen Larsen, Lynne Nienaber, Kathy O’Hara, Julie Warren and Linda Zapzalka. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Announcements

Residents who are delinquent on their utility payments include Dave Hagemann \$3,610.17, Sandra Ross \$525.68, Jacob Hanebuth \$478.75, James Taylor \$458.51, Roger Jensen \$392.00, Nick Barbato \$351.70, Bill Fellegly \$350.30, Kevin Feia \$336.03, Jesse Johnson \$323.21, and Jayme Opatz \$310.37.

Admin Reports

The county has issued recommendations and help with the Cares ACT funds that are designated for cities and to be used for costs associated with mitigation of the pandemic. More information will be brought to the next council meeting. Filing for open council positions will open on July 28<sup>th</sup> and closes at 5:00pm on August 11<sup>th</sup>. The filing fee is \$2 and can be completed at City hall during regular office hours. Two, four year council positions and one, two year mayor position will be on the November ballot. The annual TIF Report was completed by David Drown Associates, Inc. and has been submitted to the State.

Mayors/Council Discussion notes:

- The State Demographer estimated the 2019 population of Holdingford at 720 people and 313 households.
- Field corn was planted in the right-of-way on County Road 9 across from old D&D Auto building and is too close to the road.

Robb Berscheid made a motion to adjourn the meeting. Mike Odden seconded the motion. Meeting adjourned at 9:55 p.m.

Respectfully submitted,  
Sandra Meer  
City Clerk, Holdingford

JUNE 2020	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 7,013.04
Public Works	\$ 8,325.30
Fire	\$
Liquor	\$ 5,915.07
Total	\$21,253.41
<u>2 pay periods ending</u>	
6/5, 6/19	

**City of Holdingford - Equal Opportunity Provider  
Accounts Payable Check Register Report - STEARNS BANK  
For The Fiscal Periods Range From 2020-6 To 2020-6**

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

Check #	Type	Date	Vendor Name	Amount	Status
35540	C	5/11/2020	704 AFSCME Council 65	\$105.20	C
35541	C	5/11/2020	691 Allstream	\$217.98	C
35542	C	5/11/2020	326 Auto Value	\$33.07	C
35543	C	5/11/2020	9 Bernick's Pepsi-Cola	\$332.10	C
35544	C	5/11/2020	627 Breakthru Beverage Minnesota	\$145.56	C
35545	C	5/11/2020	828 Brian Zapzalka	\$650.00	C
35546	C	5/11/2020	18 C & L Distributing, Inc	\$3,635.85	C
35547	C	5/11/2020	1020 DG Central 1, LLC	\$1,165.51	C

35548	C	5/11/2020	85 Granite Water Works	\$104.85	C
35549	C	5/11/2020	91 Hawkins, Inc	\$731.34	C
35550	C	5/11/2020	91 Hawkins, Inc	\$200.00	C
35551	C	5/11/2020	92 Headley Hardware	\$790.32	C
35552	C	5/11/2020	948 Henry's Foods, Inc	\$1,220.86	C
35553	C	5/11/2020	614 Holdingford Gas and Grocery	\$116.38	C
35554	C	5/11/2020	899 Illinois Casualty	\$2,073.00	C
35555	C	5/11/2020	119 Johnson Brothers Liquor C	\$2,057.90	C
35556	C	5/11/2020	1009 Kennedy & Graven, Chartered	\$511.50	C
35557	C	5/11/2020	730 Midcontinent Business Solutions	\$316.81	C
35558	C	5/11/2020	911 MN PEIP	\$1,137.00	C
35559	C	5/11/2020	465 Sandra Meer	\$24.36	C
35560	C	5/11/2020	685 Star Publications, LLC	\$554.75	C
35561	C	5/11/2020	242 Stearns Cty Auditor-Treas	\$2,000.00	C
35562	C	5/11/2020	245 Stearns Cty Public Health	\$250.00	C
35563	C	5/11/2020	915 Steve Horvath	\$25.00	C
35564	C	5/11/2020	804 Toshiba Financial Services	\$117.94	C
35565	C	5/11/2020	271 UC Lab	\$1,782.00	C
35566	C	5/11/2020	339 Verizon Wireless	\$116.43	C
35567	C	5/11/2020	281 Viking Coca Cola Bottling	\$1,115.70	C
35568	C	5/11/2020	358 XCEL ENERGY 51-5655040-0	\$1,164.61	C
35569	C	5/11/2020	519 XCEL ENERGY 51-8242904-3	\$24.75	C
35570	C	5/27/2020	9 Bernick's Pepsi-Cola	\$810.75	C
35571	C	5/27/2020	18 C & L Distributing, Inc	\$6,886.85	C
35572	C	5/27/2020	873 CenturyLink	\$65.66	C
35573	C	5/27/2020	48 D & D Beverage	\$433.10	C
35574	C	5/27/2020	550 Everything Signs	\$74.99	C
35575	C	5/27/2020	89 Handyman's Inc	\$175.52	C
35576	C	5/27/2020	119 Johnson Brothers Liquor C	\$1,365.74	C
35577	C	5/27/2020	998 Julie Warren	\$44.80	C
35578	C	5/27/2020	132 Larson Excavating	\$2,458.00	C
35579	C	5/27/2020	1003 Marie Ritzer	\$28.93	C
35580	C	5/27/2020	153 Med-Compass, Inc	\$1,420.00	C
35581	C	5/27/2020	1000 Molly Schnell	\$139.00	C
35582	C	5/27/2020	938 Nathan Pilarski	\$4,900.00	C
35583	C	5/27/2020	207 Postmaster	\$105.00	C
35584	C	5/27/2020	223 S.E.H.	\$14,338.45	C
35585	C	5/27/2020	750 St Cloud Times #1076	\$25.00	C
35586	C	5/27/2020	242 Stearns Cty Auditor-Treas	\$4,965.50	C
35587	C	5/27/2020	1024 Stryker Sales Corporation	\$1,162.80	C
35588	C	5/27/2020	263 Tom's Refuse	\$6,304.00	C
35589	C	5/27/2020	637 Tony Stalberger	\$107.55	C
35590	C	5/27/2020	276 Vadim Municipal Software Inc	\$3.84	C
35591	C	5/27/2020	281 Viking Coca Cola Bottling	\$576.00	C
35592	C	5/27/2020	359 XCEL ENERGY 51-5655038-6	\$1,339.55	C
35593	C	5/27/2020	361 XCEL ENERGY 51-5655039-7	\$1,059.50	C
			<b>Cleared</b>	<b>\$71,511.30</b>	
			<b>Outstanding</b>	<b>\$0.00</b>	
			<b>Void</b>	<b>\$0.00</b>	