

Holdingford City Council Meeting Minutes May 11, 2020

The Holdingford City Council meeting was called to order by Mayor Sue Marstein at 7:00 p.m. via Zoom, an electronic teleconferencing resource. Mayor Susan Marstein read a 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.

Present via remote access/electronic teleconferencing: Susan Marstein, Robb Berscheid, Eric Berscheid, Bob Sanchez, and Mike Odden answered to roll call. Keith Hommerding, Sandra Meer, Steve Horvath, Scott Lange (SEH) and Kate Asfeld (Star-Post) were also present. Resident Jamie Heurung joined the meeting at 7:10p.m.

Robb Berscheid made a motion to approve the consent agenda to include minutes of the April 13th Council Meeting, submitted monthly claims, and financial reports. Bob Sanchez seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

The April 19, 2019 minutes were reviewed to clarify the intent of a motion regarding the Construction Rebate Program. Following discussion, Eric Berscheid made a motion to include prebuilt homes in the Construction Rebate Program. Robb Berscheid seconded the motion. Roll call indicated all voting in favor. Motion passed.

Department Reports

Municipal Liquor Store financial report was given by Clerk Sandra Meer. April gross revenue = \$18,418.75. Expenses= \$20,707.08. The Liquor Store is open for purchases of off-sale liquor and to-go pizza orders Monday-Friday Noon-7 and Saturday, Noon-6pm. Cupboard faces were refinished. The washable wall board in the back room is scheduled to go up this week, followed by resurfacing the floor.

Fire Chief Keith Hommerding gave an update on Fire Department activities. Calls for this year have totaled 57; 50 were medical, three fire, three hazardous conditions, and one cancelled in route. Of the 57 calls, 35 were in the city of Holdingford, 13 in Holding Township, four in Krain Township, four in Brockway Township and one mutual aid in Becker.

Personal Protective Equipment (PPE) has been issued and used on calls; more is being donated from County.

All fire fighters passed their physicals. There was not training in April but they have had seven calls in the last eight days and since many have been together and there is enough space to spread out at city hall, a training meeting is planned for this week. Central Lakes College is offering free online courses and 90% of staff took advantage of the opportunity.

Stearns County Chiefs will meet virtually tomorrow. Melrose Ambulance is hosting an update for PPE requirements.

The new rescue truck is expected to be done in about two weeks.

Amber Molitor is interested in taking on the City Emergency Manager position. Several online classes are required as well as classes hosted at Camp Ripley. The 2020 budget includes \$500 and more can be budgeted for next year. Eric Berscheid made a motion to approve the start of personnel training for an Emergency Managers position. Mike Odden seconded the motion. All voted in favor

Engineer Scott Lange reviewed the bid opening for the Safe Routes to School (SRTS) Project which will be held virtually at 11:00a.m. on Wednesday, May 13th. A virtual Special Meeting is scheduled for next Monday, May 18th at 6:00pm. Final easement requests will be forwarded to the city attorney and paperwork for affected property owners will be completed before work can begin on the project.

Regarding the Main Street Project, the sidewalks levels were re-worked to eliminate a step up at the entrance of the hardware store and Helping Hands but a step will still be needed at the hair salon. Mike Odden made a motion to approve advertisement for bids on the Main Street Project contingent on approval of plans from MnDOT and Stearns County. Bob Sanchez seconded the motion. Roll call indicated all voted in favor. Motion passed.

Scott noted that the scope of the Well House storage project was reviewed with the Maintenance Dept. and the next phase will include getting bids.

Maintenance Department Report was given by Lead Supervisor, Steve Horvath. The Wastewater Treatment Plant (WWTP) feasibility study was completed. The biggest compliance issue is with testing results based on amount of flow instead of daily flow testing and would require about \$20,000 in equipment upgrades.

Anderson Septic land applied 70,200 gallons of biosolids. The spring hydrant flushing was completed as well as spraying for broadleaf weeds, crack filling streets, water testing and the annual playground inspection. Well chlorine injector #3 was replaced. Seeding was done on areas where there was damage from snowplowing. Water treatment process was switched to Ortho-poly blend. New light bulbs were ordered and they will be replacing burnt out bulbs on the covered bridge. Testing requirements for state will also be finished this month.

Last month: 2,164,000 gallons of well water were pumped. 998,000 gallons of wastewater was treated.

Guests

Resident Jamie Heurung noted that there are still loaded semi-trucks coming out of Opatz Metals exit driving up Spring Street even though Opatz has posted a sign at the exit and tells the drivers that they are to exit Left onto Main Street. She notices about 4-5 loaded

semi's a month try to make it up Spring Street, with more in the summer. She has called Opatz when she sees it happening. A speed bump was suggested as well as an additional sign on the city street as well as police presence. The Mayor will follow up with Opatz's.

Unfinished Business

Robb Berscheid gave an update on the Main Street lighting project and noted they are waiting on surveyor to survey lines that will run across private property near the Mill and Jim's Snowmobile & Marine in order for Xcel Energy to get easement for those two areas. Sunset Electric is providing options for light poles, decorative and hopefully, donations will cover the cost of light poles. City staff will work with Xcel Energy and MidCo for removing poles and installing new conduits.

Longevity benefits for part-time staff were discussed and information that was gathered from surrounding cities was reviewed. Council was hesitant to make a policy based on an employee's longevity and noted that the information gathered shows it's unusual for cities to give benefits for part-time (20 hours/week) employees. Bob Sanchez made a motion to show some appreciation, at some increment for longevity for the part-time city employee. Sue Marstein seconded the motion. Following more discussion, Robb Berscheid opposed, Eric Berscheid opposed, Bob Sanchez approved, Mike Odden opposed, and Sue Marstein opposed. Motion failed.

Three letters were sent asking residents to abate nuisance issues, with one property owner responding to the notice. Two have not responded yet. The city ordinance specifies procedures and those will be followed if deadlines are not met.

The Mayor will be meeting with property owners by the old school to discuss clean-up efforts.

Trailer park owner, David Hagemann met with the Mayor and Clerk to discuss clean-up and past due utility accounts. A dumpster will be temporarily placed at the park to facilitate clean-up efforts. Utility payment(s) were made and tax payment discussed. A variance application for a property division was discussed and David will check into options for updating the trailers and property.

New Business

The Holdingford Chamber is attempting to host Holdingford Daze and requested approval for street closures. Eric Berscheid made a motion to accept Resolution 20-05-11-1: Road Closure for Holdingford Daze Events. Bob Sanchez seconded the motion. Mike Odden opposed, Robb Berscheid approved, Eric Berscheid approved, Bob Sanchez approved, Sue Marstein approved. Motion passed.

Robb Berscheid made a motion to accept Resolution 20-05-11-2: Approving Plans and Specifications and Ordering Advertisement for Bids for Main Street Project., contingent on approval from MnDOT. Mike Odden seconded the motion. Following roll call vote, all voted in favor. Motion passed.

Art In Motion on the Lake Wobegon Trail, LLC, doing business as (dba) Boho Café applied and paid for a Sunday liquor license and liquor licenses to sell wine and craft beer on-sale to begin around June 15th and continue through June 30, 2021. Eric Berscheid made a motion to approve the liquor license application for Art In Motion on the Lake Wobegon Trail, LLC, dba Boho Café with two week extension in June prior to the state license period beginning July 1, 2020. Robb Berscheid seconded the motion Roll call indicated all voted in favor. Motion passed.

There was discussion about pro-rating liquor licenses for those businesses that have lost revenue due to Covid-19. Most other cities have been offering relief to bars and restaurants that have been affected. Eric Berscheid made a motion to pro-rate two months (at \$75/month) of license fee for the coming year. Mike Odden seconded the motion. Roll call indicated all voted in favor. Motion passed.

Since there is less business at the liquor store and deposits are made daily, Eric Berscheid made a motion to lower cash-on-hand to \$1,000 and go back to previous amount after state allows. Bob Sanchez seconded the motion. Roll call indicated all voted in favor. Motion passed.

An amendment to the Solar Agreement for Solar Rewards with Schwinghamer Community Solar, LLC was reviewed as well as a response from legal counsel at the League of Minnesota Cities (LMC). The amendment proposed mediation instead of a jury trial along with putting a one year statute of limitations on claims filed. The council agreed to follow LMC advice and Eric Berscheid made a motion to not accept the proposed Amendment #1 to Subscription Agreement for the solar contract. Bob Sanchez seconded the motion. Roll call indicated all voted in favor. Motion passed.

The city's Comprehensive Plan was last completed in 2006 and should be updated. David Drown Associates does not provide those services any longer and forwarded their recommendations for city planners. Initiative Foundation helped with the initial plan and the council agreed that quotes for services should be checked into.

Refinancing the 2011 General Obligation Bond was discussed as well as applying for a bond for the upcoming Main Street Project. Quotes for refinancing the GO bond will be requested.

Announcements

Residents who are delinquent on their utility payments: Dave Hagemann \$3,381.42, Jacob Hanebuth \$630.03, James Taylor \$488.33, Sandra Ross \$581.29, Bill Fellegly \$425.54, Terry Runge \$389.56, Jesse Johnson \$332.42, Andy Higgins \$319.06, Principal Logistics, LLC \$300.21.

It was noted that water will not be shut off for non-payment due to the need to combat the covid-19 virus. The city will continue to work with those who are delinquent and need to make payment arrangements.

Admin Reports

Mayors/Council Discussion notes:

- Cleanup Day will be rescheduled to June 13th due to Covid-19.
- Area communities have businesses petitioning city councils support to open up whether or not the Governor gives go ahead on May 18th. The Mayor will send a similar letter to the Governor, noting the need to lift the restrictions in order for our small town businesses to survive and that they are well equipped to comply with WHO and CDC recommendations. Sheriffs Dept is sympathizing with businesses and will work with them as best they can.
- 20 mph speed sign by the ball park was placed after speeding complaints received by the Sheriff’s Dept.
- All trees and bushes that are planted by north fence line at the ball park are alive.

Clerk Treasurer Sandra Meer noted that the audit is in progress.

Special meeting for SRTS bids will be held virtually on Monday, May 18th at 6:00pm. Please contact city hall for remote access to attend the meeting. Next council meeting: Monday, June 8th at 7:00 p.m. with work session beginning at 6:00p.m.

Robb Berscheid made a motion to adjourn the meeting. Sue Marstein seconded the motion. Meeting adjourned at 9:40 p.m.

Respectfully submitted,
Sandra Meer
City Clerk, Holdingford

APRIL 2020	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 7,205.95
Public Works	\$ 7,824.80
Fire	\$
Liquor	\$ 5,434.71
Total	\$20,465.46
2 pay periods ending	
4/10, 4/24	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2020-4 To 2020-4**

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

Check #	Type	Date	Vendor Name	Amount	Status
35484	C	4/10/2020	704 AFSCME Council 65	\$105.20	C
35485	C	4/10/2020	691 Allstream	\$217.61	C
35486	C	4/10/2020	326 Auto Value	\$165.29	C
35487	C	4/10/2020	828 Brian Zapzalka	\$650.00	C
35488	C	4/10/2020	24 Central McGowan, Inc	\$22.73	C
35489	C	4/10/2020	21 Central MN. Alarms, Inc.	\$218.85	C
35490	C	4/10/2020	1020 DG Central 1, LLC	\$1,655.44	C
35492	C	4/10/2020	550 Everything Signs	\$196.00	C
35493	C	4/10/2020	70 Frito-Lay, Inc	\$43.26	C
35494	C	4/10/2020	92 Headley Hardware	\$384.82	C
35495	C	4/10/2020	948 Henry's Foods, Inc	\$24.45	C
35496	C	4/10/2020	614 Holdingford Gas and Grocery	\$126.63	C
35497	C	4/10/2020	1021 JDL Leafless Gutters	\$3,010.00	C
35498	C	4/10/2020	119 Johnson Brothers Liquor C	\$619.61	C
35499	C	4/10/2020	730 Midcontinent Business Solutions	\$322.73	C
35500	C	4/10/2020	911 MN PEIP	\$1,137.00	C
35501	C	4/10/2020	431 MPCA	\$45.00	C
35502	C	4/10/2020	207 Postmaster	\$105.00	C
35503	C	4/10/2020	534 St. Cloud State University	\$145.00	C
35504	C	4/10/2020	685 Star Publications, LLC	\$182.70	C
35505	C	4/10/2020	242 Stearns Cty Auditor-Treas	\$140.00	C
35506	C	4/10/2020	804 Toshiba Financial Services	\$128.54	C
35507	C	4/10/2020	271 UC Lab	\$1,152.00	C
35508	C	4/10/2020	903 Upper Lakes Foods, Inc.	\$231.56	C

35509	C	4/10/2020	360 XCEL ENERGY 51-5655037-5	\$1,955.98	C
35510	C	4/10/2020	359 XCEL ENERGY 51-5655038-6	\$471.87	C
35511	C	4/10/2020	358 XCEL ENERGY 51-5655040-0	\$415.37	C
35512	C	4/10/2020	383 XCEL ENERGY 51-5655041-1	\$657.01	C
35513	C	4/10/2020	519 XCEL ENERGY 51-8242904-3	\$24.52	C
35514	C	4/27/2020	910 Berkon Industries, LLC	\$36.43	C
35519	C	4/27/2020	864 Eric Berscheid	\$600.00	C
35491	C	4/10/2020	687 Environmental Health Division	\$150.00	O
35515	C	4/27/2020	9 Bernick's Pepsi-Cola	\$328.00	O
35516	C	4/27/2020	18 C & L Distributing, Inc	\$3,662.00	O
35517	C	4/27/2020	873 CenturyLink	\$65.66	O
35518	C	4/27/2020	48 D & D Beverage	\$44.00	O
35520	C	4/27/2020	1022 First Systems Technology, Inc.	\$495.00	O
35521	C	4/27/2020	91 Hawkins, Inc	\$3,243.70	O
35522	C	4/27/2020	106 Holdingford Mill	\$140.00	O
35523	C	4/27/2020	1023 Metering & Technology Solutions	\$138.60	O
35524	C	4/27/2020	905 Midwest Machinery Co	\$70.50	O
35525	C	4/27/2020	223 S.E.H.	\$10,163.53	O
35526	C	4/27/2020	750 St Cloud Times #1076	\$25.00	O
35527	C	4/27/2020	242 Stearns Cty Auditor-Treas	\$292.00	O
35528	C	4/27/2020	960 Summit Companies	\$267.45	O
35529	C	4/27/2020	896 Team Lab	\$692.50	O
35530	C	4/27/2020	263 Tom's Refuse	\$6,248.00	O
35531	C	4/27/2020	972 Tony Abfalter	\$151.00	O
35532	C	4/27/2020	276 Vadim Municipal Software Inc	\$3.84	O
35533	C	4/27/2020	386 USA Bluebook	\$62.91	O
35534	C	4/27/2020	339 Verizon Wireless	\$116.43	O
35535	C	4/27/2020	281 Viking Coca Cola Bottling	\$1,196.10	O
35536	C	4/27/2020	360 XCEL ENERGY 51-5655037-5	\$1,412.32	O
35537	C	4/27/2020	359 XCEL ENERGY 51-5655038-6	\$1,438.41	O
35538	C	4/27/2020	361 XCEL ENERGY 51-5655039-7	\$770.63	O
35539	C	4/27/2020	383 XCEL ENERGY 51-5655041-1	\$499.12	O
			Cleared	\$15,190.60	
			Outstanding	\$31,676.70	
			Void	\$0.00	