

Holdingsford City Council Meeting Minutes October 12, 2020

The Holdingsford City Council meeting was called to order by Mayor Sue Marstein at 7:03 p.m. 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 Statutes, Chapter 12. The pledge of allegiance was recited.

Council members present via remote access/electronic teleconferencing: Robb Berscheid, Eric Berscheid, Mike Odden, and Bob Sanchez. Mayor Susan Marstein, Keith Hommerding, Julie Warren, and Jeff Burg were present at City Hall. Steve Horvath, Scott Lange (SEH), Matthew Spies, and Chandrowtia Somaiah were also present via remote access.

Eric Berscheid made a motion to approve the consent agenda including minutes of the September 14th Council Meeting, submitted monthly claims and financial reports. Robb Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Department Reports

Municipal Liquor Store financial report was given by Mayor Sue Marstein. September revenue=\$32,520.37, Expenses=\$29,364.11. Lottery balance=\$22,074.83. September E-tabs and pull tab revenue is \$1,080. Bands have been planned for October 16th and 24th.

Fire Department report was given by Chief Keith Hommerding. Calls for this year total 140: 82 were in the city of Holdingsford, 37 in Holding Township, 12 in Brockway Township, eight in Krain Township, and one mutual aid in Becker. Of the 140 calls; 111 were rescue, 11 fire, eight good intent, seven hazardous conditions, two cancelled in route, and one severe weather call.

Steve Horvath, City Lead Supervisor, is interested in rejoining the fire department. The city is looking into how other cities make sure overtime hours and hours worked for the fire department do not conflict with hours worked for the city. Eric Berscheid made a motion to accept the Fire Departments recommendation of hiring Steve Horvath. Mayor Sue Marstein seconded the motion. Following a roll call, all voted in favor. Motion passed. The Fire Department is still looking for more members, especially those who live in town. Applications are available at City Hall and positions will be advertised around town. The Fire Relief Association gambling audit went well. Gambling and e-tabs were slow for September for the Fire Relief Association. The fire department had a unique training opportunity with the First Response team in Upsala for search and rescue with a state helicopter involved. The new tools they purchased should be arriving soon. Keith thanked everyone for all the support they provide to the fire department.

Maintenance Department Report was given by Lead Supervisor, Steve Horvath. Staff is continuing to work with Minnesota Rural Water Association (Mwra) on ammonia and chlorine adjustments to the water supply. Tri-State Pump & Control, Inc. replaced the lifting handles on the Fourth Street lift pump. The City snow plow passed the annual DOT inspection. A fuel pressure repair was completed on the street sweeper. Staff is continuing to work with C&L Excavating on the Main Street Utility Project. A new booster pump was installed for well #3 (last one was 8 years old). Bio-solids pathogen testing was completed in preparation of application in October. Crops on the field should be off by the end of this week. An insulated box for the new sampler at the Wastewater Treatment Plant (WWTP) has been completed. Bi-annual flow meter calibration at WWTP is done. I & I is high due to manhole covers being removed on Main Street for construction and all the water from Main Street run off is flowing into the sewer.

Last month: 1,504,000 gallons of well water were pumped. 3,926,000 gallons of wastewater were treated.

There was discussion regarding purchasing a new Kubota to replace the John Deere that will need repairs to stay in good functioning condition. The new Kubota discussed last month is still available in St. Martin. Eric Berscheid made a motion to purchase the new Kubota utility vehicle with additional equipment for \$32,500. Motion was seconded by Mike Odden. Following a roll call vote, all voted in favor. Motion passed. Selling the John Deere equipment will be pursued.

Also discussed a two-year trade in plan for the Kubota skid steer. As it is only used for approximately 200 hours per year, it was determined the trade in plan was too expensive at this time.

City Engineer Scott Lange noted Safe Routes to School (SRTS) project is complete. The contractor is working on completing the final documents and they should be ready for consideration at the November meeting. A pine tree moved with the project did not survive. Lange is talking about the replacement with the property owner and will provide an update at the next meeting. Council discussed speaking with the school to encourage use of the flasher system at the CR 17 crosswalk.

Change order #1 for the Storm Sewer for \$34,374 was discussed. The city portion will be approximately \$5,800, with the remainder of the responsibility being billed to Stearns County. Robb Berscheid made a motion to approve the Change Order #1. Motion was seconded by Bob Sanchez. Following a roll call vote, all voted in favor. Motion passed.

Eric Berscheid made a motion to approve Pay Application #2 to C&L Excavating for \$145,048.35 for work on Main Street Improvement Project. Motion was seconded by Mike Odden. Following a roll call vote, all voted in favor. Motion passed.

Lange discussed a pending Change Order #2 for the Main Street project for the geogrid. This change order will be ready for consideration in November.

Color Dynamics agreed to comply with their warranty obligations on the water tower. They should be on site Tuesday, October 13th to complete the work.

Lange updated the council on acceptance of the water and sewer utilities on 4th Street constructed by Greg Konsor to support his Art in Motion project. The utilities were constructed to city standards with the warranty period provided by the contractor expiring in October. Following recording of easements over the water and sewer lines, the council may consider accepting the utilities into the City system which is expected to be considered at the November meeting.

In anticipation of future development, Greg is looking to extend water and sewer east from 4th Street this Fall. Council reviewed a preliminary route plan. Like with the utilities on 4th Street, Greg will fund the construction with an eventual turn over to the city at an appropriate time. The route of the water and sewer will not include a street but rather remain a “green space” covered by an easement. Konsor would like concurrence from the council to carry this plan forward. Robb Berscheid made a motion to accept the general alignment of the proposed water and sewer extension to the homestead on the Konsor property. Provided the lines are constructed to the city’s standards and tested appropriately, the city will consider acceptance of the water and sewer lines one year after the expiration of the warranty period provided the utilities are placed in a drainage and utility easement. Motion was seconded by Mike Odden. Following a roll call vote, all voted in favor. Motion passed.

Guests

Jeff Burg from the Holdingford Mill discussed a quote for \$6,500 to move the fire hydrant located by the mill. The hydrant is no longer in a good location and in danger of being hit by trucks going in and out and during snow plowing. The Fire Department stated it is not a real usable hydrant but would like to leave in the area. The shut off would be moved along with the hydrant. Jeff would like the city to approve moving the hydrant and possibly pay for a portion of the cost for having it moved. If moved, the city would like an easement so the city has access to the hydrant. The city has agreed to replace the 1966 model with a newer used hydrant. Eric Berscheid made a motion to use the city’s updated used hydrant if Jeff pays for the removal and new placement of the hydrant, with the city possibly contributing to the bill once other quotes are received. Motion was seconded by Bob Sanchez. Following a roll call vote, all voted in favor. Motion passed.

Matt Spies discussed the issues with the trailer park in town. It is filling up again with clutter and bringing in raccoons. He would like to see it cleaned up. The Mayor, Clerk, and Deputy Clerk have been communicating with the owner, Dave Hagemann. He is currently working on getting the property split and would like to sell off the lower portion. The City will continue to work to get this settled.

Chandrowtia Somaiah discussed her two properties on Main Street. These properties are up for sale and the council has concerns regarding the one building which has three apartments. Two of these apartments are on the lower level. The city approved an ordinance to only allow commercial businesses on the street level on Main Street in 2007. As this building had apartments before the ordinance, it has been allowed to continue as apartments. Since it is now for sale, it has been determined with the ordinance change it would need to have a Conditional Use Permit approved to stay apartments. Chandrowtia will complete a Conditional Use Permit to bring to the council for approval.

Unfinished Business

New light poles will be put in place after the sidewalks are finished and Main Street has been paved. Xcel Energy will be placing a light at North High Court at no charge to the city.

Personnel matters– employee requests. Conflicting schedules have made personnel meetings difficult with HMLS Manager Bill Shank and Lead Bartender Nikki Horvath. Meetings will be set up as soon as possible. Mike Odden and Mayor Sue Marstein met via electronic meeting with Utility Staff Kathy O’Hara about her request for compensation for mileage and phone. Verizon was contacted about updating phone and other options will be checked into and brought to the November meeting.

New Business

The city has received funding through the CARES Act and sends monthly reports to the State of Minnesota to document those expenses. Robb Berscheid made a motion to approve Resolution 20-10-12-1 allocating \$44,775.07 of the Coronavirus Aid Relief and Economic Security (CARES) Act Funds. Bob Sanchez seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Stearns County’s Small Business Relief Program had funds available from the CARES Act which they are using for economic support programs. The City of Holdingford requested dollars to help fulfill the requests of local businesses applying for CARES Act grant relief. These businesses applied through Stearns County and a local committee processed the applications. The city had set aside \$44,000 in CARES Act funds but could not meet the \$73,217.68 in requests. Robb Berscheid made a motion to approve the Grant Agreement for Stearns County COVID-19 Small Business Relief Program in the amount of \$29,217.68 to fulfill the additional amount of local requests. Motion was seconded by Bob Sanchez. Following a roll call vote, all voted in favor. Motion passed.

Following review of the proposed contract for police services for the city, Eric Berscheid made a motion to approve the contract for Stearns County Police services for 2021. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

The floor drains in the Maintenance shop have rusted away and need to be replaced. The city has received one bid for \$950 for painted, and \$1,050 for galvanized. Mayor Sue Marstein made a motion to purchase galvanized drains. Motion was seconded by Robb Berscheid. Motion was withdrawn in order to get a second bid.

Holdingford Community Education sent a summary of summer programs that were conducted in 2020. Eric Berscheid made a motion to donate \$1,500 to the Holdingford Community Education program. Motion was seconded by Robb Berscheid. Following a roll call vote, all voted in favor. Motion passed.

Stearns County mailed a survey to all residents who may be affected by a potential project for Stearns County Ditch 28. After discussion, Mayor Sue Marstein will complete the survey. For question #4-Are you in favor of the County proceeding to hire an engineer to prepare

and engineer's repair report? (Bob Sanchez – yes, Eric Berscheid – no, Mike Odden – yes, Robb Berscheid – yes, Sue Marstein – yes). Mayor Sue Marstein will complete the rest of the survey.

Announcements

Residents who are delinquent on their utility payments include Dave Hagemann \$4,517.51 (to be placed on taxes), Jesse Johnson \$761.53, Travis Harlander \$610.71, Brenda Rybak \$506.06, Walker Nienaber \$495.43, Will Wolter \$443.26, Troy Hansen \$437.74, Jacob Hanebuth \$432.72, Terry Runge \$396.00, and Bill Fellegly \$351.42, Jamie Opatz \$334.14, Robert Keil \$327.37, Aubrey Neuman \$318.30.

Building Permits

940 4th Street – Loehning; install deck

Admin Reports

Mayors/Council Discussion notes:

- Thanks to Robb Berscheid for arranging with Xcel Energy for school crosswalk, and working on adding a light to North High Court. Xcel will not charge the city for light.
- Nuisance properties: After the scheduled meeting with property owner(s) between Cedar and Washington, a letter was mailed outlining who was responsible for taking care of the issues. One of the residents has responded.
- Halvorson's old storm drain was dug out. Cost came to more than the estimate and there will be more discussion once the bill is received.
- Received two bids for removal of dead trees and two live trees between Scegurans and the parking lot at the Wobegon Trailhead. One bid was \$4,000 for dead trees, \$8,000 for all. Second bid was \$2,700 for all. After discussion, it was determined to just remove dead trees and dead branch(es) and to leave the live trees. Tabled until November meeting to see what the estimates will be with changes.
- Discussion regarding property at 540 4th St. Property is for sale and potential buyer is enquiring if the portion outside the city limits could be used for a gun range (for personal use) and having a few animals.
- Union negotiations are continuing.
- Temporary "No Parking" signs on 4th Street should be replaced with more permanent signs.

Deputy Clerk Julie Warren reported on Stearns County Municipality CARES Act Election Grant. Robb Berscheid made a motion to spend the approximate \$100 and accept the Grant Funds of \$577.39 if needed. Motion was seconded by Mike Odden. Following a roll call vote, all voted in favor. Motion carried

Robb Berscheid made a motion to adjourn the meeting. Mike Odden seconded the motion. Meeting adjourned at 10:13p.m.

Respectfully submitted,

Julie Warren

Deputy City Clerk, Holdingford

SEPTEMBER 2020	
Department	Gross Pay
General	\$ 7,097.37
Public Works	\$ 8,171.61
Fire	\$
Liquor	\$ 5,940.54
Total	\$ 21,209.52
2 pay periods ending	9/11, 9/25

City of Holdingford
Accounts Payable Check Register Report - STEARNS BANK
 For The Fiscal Periods Range From 2020-9 To 2020-9

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

Check #/Type	Date	Vendor	Name	Amount	Status
35820	C	9/15/2020	704 AFSCME Council 65		\$105.20 C
35821	C	9/15/2020	517 Alex Air Apparatus, Inc		\$532.42 C
35822	C	9/15/2020	328 AllSpec Services, LLC		\$1,135.95 C
35823	C	9/15/2020	691 Allstream		\$232.66 C
35824	C	9/15/2020	6 AmeriPride Linen		\$98.57 C
35825	C	9/15/2020	326 Auto Value		\$328.76 C
35826	C	9/15/2020	9 Bernick's Pepsi-Cola		\$216.68 C

35827	C	9/15/2020	828 Brian Zapzalka	\$650.00 C	
35828	C	9/15/2020	18 C & L Distributing, Inc	\$4,246.30 C	
35829	C	9/15/2020	817 C Emery Nelson, Inc	\$273.33 C	
35830	C	9/15/2020	24 Central McGowan, Inc	\$45.63 C	
35831	C	9/15/2020	1037 Collins Brothers Towing of St. Cloud, Inc.	\$250.00 C	
35832	C	9/15/2020	48 D & D Beverage	\$349.00 C	
35833	C	9/15/2020	1020 DG Central 1, LLC	\$2,414.59 C	
35834	C	9/15/2020	787 Granite City Jobbing Co	\$1,003.64 C	
35835	C	9/15/2020	85 Granite Water Works	\$12.00 C	
35836	C	9/15/2020	340 HACH COMPANY	\$448.93 C	
35837	C	9/15/2020	90 Harry's Frozen Foods	\$69.00 C	
35838	C	9/15/2020	92 Headley Hardware	\$668.70 C	
35839	C	9/15/2020	481 Heggies Pizza	\$184.80 C	
35840	C	9/15/2020	948 Henry's Foods, Inc	\$417.14 C	
35841	C	9/15/2020	614 Holdingford Gas and Grocery	\$189.16 C	
35842	C	9/15/2020	119 Johnson Brothers Liquor Co.	\$930.77 C	
35844	C	9/15/2020	333 Kathy O'Hara	\$69.77 C	
35846	C	9/15/2020	1009 Kennedy & Graven, Chartered	\$380.90 C	
35847	C	9/15/2020	132 Larson Excavating	\$3,368.50 C	
35848	C	9/15/2020	136 League of MN Cities	\$917.00 C	
35849	C	9/15/2020	537 MN Bureau of Criminal Apprehension	\$15.00 C	
35850	C	9/15/2020	174 MN Mayors Assn	\$30.00 C	
35851	C	9/15/2020	911 MN PEIP	\$1,137.00 C	
35852	C	9/15/2020	685 Star Publications, LLC	\$70.00 C	
35853	C	9/15/2020	915 Steve Horvath	\$82.96 C	
35854	C	9/15/2020	263 Tom's Refuse	\$6,344.00 C	
35855	C	9/15/2020	972 Tony Abfalter	\$635.00 C	
35856	C	9/15/2020	804 Toshiba Financial Services	\$128.07 C	
35857	C	9/15/2020	728 Tri-State Pump & Control, Inc.	\$640.00 C	
35858	C	9/15/2020	271 UC Lab	\$745.50 C	
35859	C	9/15/2020	339 Verizon Wireless	\$114.31 C	
35860	C	9/15/2020	360 XCEL ENERGY 51-5655037-5	\$1,073.04 C	
35861	C	9/15/2020	359 XCEL ENERGY 51-5655038-6	\$989.04 C	
35862	C	9/15/2020	361 XCEL ENERGY 51-5655039-7	\$911.83 C	
35863	C	9/15/2020	519 XCEL ENERGY 51-8242904-3	\$39.41 C	
35884	C	9/25/2020	995 Robert Opheim	\$300.00 C	
35886	C	9/25/2020	915 Steve Horvath	\$75.00 C	
35887	C	9/25/2020	972 Tony Abfalter	\$2,370.00 C	
35891	C	9/25/2020	383 XCEL ENERGY 51-5655041-1	\$825.41 C	
35843	C	9/15/2020	1012 Justin Spanier	\$17.00 O	
35845	C	9/15/2020	122 Keith R. Hommerding	\$125.07 O	
35864	C	9/25/2020	856 Andy Bartkowicz	\$75.00 O	
35865	C	9/25/2020	9 Bernick's Pepsi-Cola	\$594.96 O	
35866	C	9/25/2020	411 Braun Intertec Corp.	\$398.00 O	
35867	C	9/25/2020	18 C & L Distributing, Inc	\$5,551.40 O	
35868	C	9/25/2020	1039 C&L Excavating, Inc	\$159,876.64 O	
35869	C	9/25/2020	873 CenturyLink	\$67.22 O	
35870	C	9/25/2020	48 D & D Beverage	\$124.00 O	
35871	C	9/25/2020	40 David Drown Associates	\$12,000.00 O	
35872	C	9/25/2020	53 Ecolab	\$89.07 O	
35873	C	9/25/2020	70 Frito-Lay, Inc	\$63.36 O	
35874	C	9/25/2020	787 Granite City Jobbing Co	\$841.40 O	
35875	C	9/25/2020	90 Harry's Frozen Foods	\$102.00 O	
35876	C	9/25/2020	481 Heggies Pizza	\$73.50 O	
35877	C	9/25/2020	1038 Hertzberg Community Solar LLC	\$1,846.20 O	
35878	C	9/25/2020	1016 Independent Testing Technologies, Inc.	\$985.00 O	
35879	C	9/25/2020	119 Johnson Brothers Liquor Co.	\$526.63 O	
35880	C	9/25/2020	730 Midcontinent Business Solutions	\$317.00 O	
35881	C	9/25/2020	905 Midwest Machinery Co	\$358.44 O	
35882	C	9/25/2020	984 NetvPro	\$2,808.00 O	
35883	C	9/25/2020	207 Postmaster	\$105.00 O	
35885	C	9/25/2020	223 S.E.H.	\$14,174.28 O	
35888	C	9/25/2020	903 Upper Lakes Foods, Inc.	\$286.35 O	
35889	C	9/25/2020	1040 Upsala Farm Store	\$36.50 O	
35890	C	9/25/2020	281 Viking Coca Cola Bottling	\$359.90 O	
				Cleared	\$36,064.97
				Outstanding	\$275,019.60