

Holdingsford City Council Meeting Minutes September 14, 2020

The Holdingsford City Council meeting was called to order by Mayor Sue Marstein at 7:00 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, Steve Horvath, Keith Hommerding, Sandra Meer, and Bill Shank were present at City Hall. Scott Lange (SEH) was also present via remote access.

Robb Berscheid made a motion to approve the consent agenda including minutes of the August 10th Council Meeting and August 24th Special Meeting, submitted monthly claims and financial reports. Bob Sanchez seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Department Reports

Municipal Liquor Store financial report was given by Manager Bill Shank. August revenue=\$30,989.23. Expenses=\$29,322.57. Year to date Lottery balance=\$-94.51. August E-tabs and pull tab revenue is estimated at \$2,400. The HMLS/Relief Association lease doesn't cover meat raffles because they're using paddle wheels. A new lease will be submitted to the State. Signage will be put up to let people on the bike trail know that the Liquor Store open. A lot of compliments were received on the 58th Street Band that played last week and they will be back to play in October.

Fire Department report was given by Chief Keith Hommerding. Calls for this year total 119: 70 were in the city of Holdingsford, 31 in Holding Township, 12 in Brockway Township, five in Krain Township, and one mutual aid in Becker. Of the 119 calls; 97 were rescue, eight fire, seven good intent, four hazardous conditions, two cancelled in route, and one severe weather call. The department is looking for more members, especially those who live in town. Applications are available at City Hall and positions will be advertised around town. Gambling and e-tabs have been doing well for the Relief Association. Training this month will focus on an LP gas burn. The department is coordinating the transfer and return of the old rescue unit back to the DNR in Little River.

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. The annual pump inspections were completed by Tri-State Pump. The snow plow was brought to Ramler Trucking for the annual DOT inspection. The Street Sweeper was towed into Ramler Trucking for repair after it died on the way to Upsala to do their annual street sweeping. Staff is continuing to work with C&L Excavating on the Main Street Utility Project. Thirteen gate valves were identified as needing silt/sand cleaned out after all gate valves were inspected. The quarterly Water Quality Parameters testing was completed and the annual bio-solids report was calculated and submitted. An insulated box for the new sampler is being constructed at the Wastewater Treatment Plant (WWTP). Testing for triton isotopes for Wellhead Protection compliance will be completed in September.

Last month: 2,445,000 gallons of well water were pumped. 3,455,000 gallons of wastewater were treated.

City Engineer Scott Lange noted Safe Routes to School (SRTS) project is nearly complete. The crosswalk flasher system has been installed and tested up by the school.

C&L Excavating completed the pipework on the Main Street Utility Project and Bardson Excavating will begin working on the street this week to get it ready for the first layer of asphalt millings. Weekly Wednesday night update meetings at city hall have been suspended for lack of attendance and weekly updates will continue via email. It was determined that the clay sewer pipe under Main Street was very fragile and council agreed it should be replaced. Stearns County requested that the city take over County Road 162 (Main Street) as a city street after the project is complete, since the street is no longer eligible for the State Aid that the county received in the past. Robb Berscheid made a motion that the city take ownership of County Road 162 (Main Street) as a city street following the completion of the road construction and sewer replacement. Eric Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Sue Marstein made a motion to approve Pay Application #1 to C&L Excavating for \$159,874.64 for work on the Main Street Utility Project. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Guests:

The Holdingsford Lions would like to donate and have an AED machine installed outside the front doors of city hall. Mike Odden made a motion to approve the donation of an AED machine to be mounted and installed outside the front doors of city hall. Bob Sanchez seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Pickle ball court that the Lions were proposing to build at Veterans Park is on hold due to excessive costs.

Unfinished Business

The city closed on a \$925,000 General Obligation Utility Bond, Series 2020A and will be paying off the \$705,000 balance and accrued interest on the 2011B General Obligation Utility Bond before October 1st.

Robb Berscheid noted that Xcel Energy is still working to remove the old power lines and light poles from Main Street. A light pole above the crosswalk at the school will be installed at no charge. Xcel Energy was going to check on cost and area for an additional pole by North High Court entrance.

Five local businesses have applied for grant funds that are available through the local government/CARES Act Funds. Other city expenditures that are related to Covid-19, including new computers for teleconferencing were also discussed and reviewed.

The Mayor and council liaison will meet with HMLS Manager Bill Shank and Lead Bartender Nikki Horvath regarding splitting the duties of their positions. Bill Shank's annual review will be done before the next meeting. Sue Marstein and Parks Liaison, Mike Odden will meet with Utility Staff Kathy O'Hara regarding requests for additional compensation for mileage and phone.

New Business

The city has received funding through the CARES Act and sends monthly reports to the State of Minnesota to document those expenses. Eric Berscheid made a motion to approve Resolution 20-9-14-1 allocating \$4,017.03 of the Coronavirus Aid Relief and Economic Security (CARES) Act Funds. Robb Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Donations are being accepted to offset the cost of the new light poles that will be located on Main Street. A resolution to accept the donations will be approved by year end.

Following review of the proposed contract with no cost increases for prosecution services for the city, Eric Berscheid made a motion to approve the contract for Stearns County Prosecution services for 2021 and 2022 at \$4,000 per year. Mike Odden seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

The 2021 preliminary budget was reviewed. Mike Odden made a motion to set the 2021 levy at \$235,000. Following discussion, Bob Sanchez seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Sue Marstein made a motion to set the Truth-in-Taxation public hearing for Monday, December 14th at 7:00p.m. Robb Berscheid seconded the motion. Following a roll call vote, all voted in favor. Motion passed.

Maintenance Department Lead Supervisor, Steve Horvath presented 3 quotes to replace the John Deere mower/snow blower machine that is over 15 years old. One of the hydraulic lifts will need to be replaced for about \$500 and the snow blower auger is worn down and other worn parts need to be replaced at a cost of \$1,800 in order to get it usable for this winter. The quote for a Kubota utility vehicle with attachments is \$32,500. A new Bobcat Toolcat with blower and broom attachments is about \$62,000. A new John Deere was quoted at \$42,000, which included \$2,500 for the trade in. The council asked for quotes for a used vehicle, that's not more than 5 years old and a breakdown of prices on used accessories. A separate lawn mower would also be needed if the Kubota or Bobcat were purchased.

Announcements

Residents who are delinquent on their utility payments include Dave Hagemann \$5,401.59, Jesse Johnson \$621.58, Travis Harlander \$496.96, Aubrey Neuman \$470.12, Brenda Rybak \$418.20, Walker Nienaber \$368.31, Will Wolter \$331.31, Troy Hansen \$329.36, and Bill Fellegly \$323.47.

Admin Reports

Mayors/Council Discussion notes:

- Nuisance properties: the Mayor met with property owner(s) between Cedar and Washington to determine property lines and who is responsible for cleaning up piles of junk that were left by the previous owner.
- Halvorson's sump pump drains into the storm sewer and runs continuously when water flows down the hill from the church parking lot. It was determined that the storm drain is blocked and Halvorson's requested a cost share for the \$500 estimate. The council agreed that the work should be done. Once a bill is submitted, the council will act on it.
- Dead trees between Scegur's and the parking lot at the Wobegon Trailhead need to be removed.
- Union negotiations are continuing.

Clerk Sandra Meer reported that Dave Hagemann, the owner of the trailer court is working with the city to pay down his utility bill and has noted that trailer owners are working to get the area cleaned up and there may be a survey done to split the property.

The clerks have been working with Net V Pro and Tony Abfalter to get the new Microsoft Office 365 email applications up and running. A new laptop was bought for the online teleconferencing council meetings. The city has the option to lock in pricing for either 1, 3, or 5 years to get a better price on MS Office 365. Tony will be replacing the hard drives for the office computers.

The "Rough Potato" is an invasive vine that was identified in areas around the Covered Bridge and some residential areas in the city. Crews were collecting the seed pods (which look similar to milk weed pods) to curtail the spread of the invasive plant.

Mike Odden made a motion to adjourn the meeting. Eric Berscheid seconded the motion. Meeting adjourned at 9:40p.m.

Respectfully submitted,
 Sandra Meer
 City Clerk, Holdingford

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|-----------------------------|---------------------|
| AUGUST 2020 | |
| <u>Department</u> | <u>Gross Pay</u> |
| General | \$ 6,678.47 |
| Public Works | \$ 8,139.70 |
| Fire | \$ |
| Liquor | \$ 6,219.45 |
| | |
| Total | \$ 21,037.62 |
| | |
| 2 pay periods ending | |
| 8/11, 8/25 | |

**City of Holdingford - Equal Opportunity Provider
 Accounts Payable Check Register Report - STEARNS BANK
 For The Fiscal Periods Range From 2020-8 To 2020-8**

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

| Check # | Type | Date | Vendor Name | Amount | Status |
|----------------|-------------|-------------|---|---------------|---------------|
| 35750 | C | 8/11/2020 | 704 AFSCME Council 65 | \$123.60 | C |
| 35751 | C | 8/11/2020 | 409 Albany Heating, A/C & Service, Inc. | \$2,357.50 | C |
| 35752 | C | 8/11/2020 | 328 AllSpec Services, LLC | \$144.75 | C |
| 35753 | C | 8/11/2020 | 691 Allstream | \$238.00 | C |
| 35754 | C | 8/11/2020 | 924 Belgrade Co-op Association | \$50.36 | C |
| 35755 | C | 8/11/2020 | 9 Bernick's Pepsi-Cola | \$230.92 | C |
| 35756 | C | 8/11/2020 | 411 Braun Intertec Corp. | \$5,329.00 | C |
| 35757 | C | 8/11/2020 | 18 C & L Distributing, Inc | \$2,140.20 | C |
| 35758 | C | 8/11/2020 | 21 Central MN. Alarms, Inc. | \$85.00 | C |
| 35759 | C | 8/11/2020 | 48 D & D Beverage | \$25.50 | C |
| 35760 | C | 8/11/2020 | 1033 Dennis Hoppe | \$462.42 | C |
| 35761 | C | 8/11/2020 | 1020 DG Central 1, LLC | \$1,943.79 | C |
| 35762 | C | 8/11/2020 | 1034 Emergency Medical Products | \$502.38 | C |
| 35763 | C | 8/11/2020 | 70 Frito-Lay, Inc | \$34.32 | C |
| 35764 | C | 8/11/2020 | 787 Granite City Jobbing Co | \$551.29 | C |
| 35765 | C | 8/11/2020 | 90 Harry's Frozen Foods | \$59.50 | C |
| 35766 | C | 8/11/2020 | 91 Hawkins, Inc | \$150.00 | C |
| 35767 | C | 8/11/2020 | 92 Headley Hardware | \$540.37 | C |
| 35768 | C | 8/11/2020 | 481 Heggies Pizza | \$105.00 | C |
| 35769 | C | 8/11/2020 | 614 Holdingford Gas and Grocery | \$72.88 | C |
| 35770 | C | 8/11/2020 | 119 Johnson Brothers Liquor C | \$1,383.78 | C |
| 35771 | C | 8/11/2020 | 1009 Kennedy & Graven, Chartered | \$1,012.50 | C |
| 35772 | C | 8/11/2020 | 1030 Kuechle Underground, Inc. | \$87,147.38 | C |
| 35773 | C | 8/11/2020 | 730 Midcontinent Business Solutions | \$316.28 | C |
| 35775 | C | 8/11/2020 | 911 MN PEIP | \$2,274.00 | C |
| 35776 | C | 8/11/2020 | 995 Robert Opheim | \$300.00 | C |
| 35777 | C | 8/11/2020 | 685 Star Publications, LLC | \$798.00 | C |
| 35778 | C | 8/11/2020 | 804 Toshiba Financial Services | \$122.18 | C |
| 35779 | C | 8/11/2020 | 271 UC Lab | \$918.00 | C |
| 35780 | C | 8/11/2020 | 903 Upper Lakes Foods, Inc. | \$289.38 | C |
| 35781 | C | 8/11/2020 | 339 Verizon Wireless | \$117.84 | C |
| 35782 | C | 8/11/2020 | 519 XCEL ENERGY 51-8242904-3 | \$86.94 | C |
| 35783 | C | 8/25/2020 | 1035 Amber Baerg | \$63.00 | C |
| 35787 | C | 8/25/2020 | 825 Bound Tree Medical, LLC | \$48.98 | C |
| 35789 | C | 8/25/2020 | 828 Brian Zapzalka | \$650.00 | C |
| 35794 | C | 8/25/2020 | 550 Everything Signs | \$120.00 | C |
| 35796 | C | 8/25/2020 | 787 Granite City Jobbing Co | \$939.76 | C |
| 35802 | C | 8/25/2020 | 333 Kathy O'Hara | \$233.52 | C |
| 35807 | C | 8/25/2020 | 207 Postmaster | \$550.00 | C |
| 35809 | C | 8/25/2020 | 465 Sandra Meer | \$191.72 | C |
| 35811 | C | 8/25/2020 | 240 Stearns Bank-Holdingford | \$25.00 | C |
| 35814 | C | 8/25/2020 | 276 Vadim Municipal Software Inc | \$4.00 | C |
| 35774 | C | 8/11/2020 | 917 Mike Schmidt | \$13.12 | O |
| 35784 | C | 8/25/2020 | 6 AmeriPride Linen | \$98.57 | O |
| 35785 | C | 8/25/2020 | 674 Audrey Lange | \$192.50 | O |
| 35786 | C | 8/25/2020 | 9 Bernick's Pepsi-Cola | \$597.80 | O |
| 35788 | C | 8/25/2020 | 627 Breakthru Beverage Minnesota | \$1,131.20 | O |
| 35790 | C | 8/25/2020 | 18 C & L Distributing, Inc | \$653.80 | O |
| 35791 | C | 8/25/2020 | 873 CenturyLink | \$67.22 | O |

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|-------|---|-----------|-------------------------------|---------------------|---|
| 35792 | C | 8/25/2020 | 48 D & D Beverage | \$84.00 | O |
| 35793 | C | 8/25/2020 | 676 Diane Konsor | \$85.50 | O |
| 35795 | C | 8/25/2020 | 70 Frito-Lay, Inc | \$39.60 | O |
| 35797 | C | 8/25/2020 | 90 Harry's Frozen Foods | \$55.00 | O |
| 35798 | C | 8/25/2020 | 481 Heggies Pizza | \$115.20 | O |
| 35799 | C | 8/25/2020 | 119 Johnson Brothers Liquor C | \$1,457.53 | O |
| 35800 | C | 8/25/2020 | 998 Julie Warren | \$18.00 | O |
| 35801 | C | 8/25/2020 | 975 Karen Larsen | \$90.00 | O |
| 35803 | C | 8/25/2020 | 977 Linda Zapzalka | \$94.50 | O |
| 35804 | C | 8/25/2020 | 976 Lynne Nienaber | \$94.50 | O |
| 35805 | C | 8/25/2020 | 905 Midwest Machinery Co | \$193.94 | O |
| 35806 | C | 8/25/2020 | 752 MN Valley Testing Labs | \$455.00 | O |
| 35808 | C | 8/25/2020 | 223 S.E.H. | \$22,287.25 | O |
| 35810 | C | 8/25/2020 | 750 St Cloud Times #1076 | \$25.00 | O |
| 35812 | C | 8/25/2020 | 412 Sunset Electric, Inc | \$27,322.50 | O |
| 35813 | C | 8/25/2020 | 637 Tony Stalberger | \$79.90 | O |
| 35815 | C | 8/25/2020 | 875 Upsala Motors, Inc | \$127.60 | O |
| 35816 | C | 8/25/2020 | 281 Viking Coca Cola Bottling | \$1,165.95 | O |
| 35817 | C | 8/25/2020 | 359 XCEL ENERGY 51-5655038-6 | \$1,289.83 | O |
| 35818 | C | 8/25/2020 | 361 XCEL ENERGY 51-5655039-7 | \$1,143.23 | O |
| 35819 | C | 8/25/2020 | 383 XCEL ENERGY 51-5655041-1 | \$895.27 | O |
| | | | Cleared | \$112,739.04 | |
| | | | Outstanding | \$59,873.51 | |
| | | | Void | \$0.00 | |