

## Holdingsford City Council Meeting April 13, 2015

Mayor Sue Marstein called the meeting to order at 7:00 p.m. and the pledge of allegiance was recited.

Present: Lewis Becker, Eric Berscheid, Sue Marstein, Mike Odden, Alan Walz, Sandra Meer, Keith Hommerding, Pat Meier, Tony Stalberger, Janelle Kendall, Scott Lange, Robb Berscheid, Kayla Ebnet, Jeremy Freudenrich, Mark Huls, Everett Olson, Ernie Schmit, Gordy Sjaaheim, and Liz Vos.

### Guests

Stearns County Attorney Janelle Kendall reported on criminal prosecutions, the adult and juvenile diversion programs and other trends that the attorney's office tracks. The City contracts with Stearns County Attorney's office for all criminal prosecutions. According to the attorney's report there were 22 misdemeanor and gross misdemeanor charges that were prosecuted for the City last year, which was one more than in 2013. Trends show that when the economy is better, crime rates increase. The City of Holdingsford and Stearns County are following national and statewide trends that show juvenile offenses are down.

Scott Lange reviewed the grant application for the storm shelter at Veteran's Park. The preliminary budget estimates amounted to \$110,600.00 which included non-eligible costs and a 25% City match of FEMA funds. Lange noted that rules of the construction standard cause the prices to skyrocket and suggested the council consider foregoing the storm shelter shower facility and work with a local contractor to build just a shower bathhouse to meet the campgrounds needs. Following discussion, the council agreed to ask for an estimate to build a shower bathhouse to see if costs would come in under \$110,000 and put the FEMA grant application on hold until next month's meeting since the application deadline is in June.

Scott Lange also addressed a drainage issue on River Street by St Hedwig Cemetery. Water is eroding the field on the north side of River Street and the estimated cost would be less than \$500 to reshape the ditch on River Street and build a small berm.

Mike Odden made a motion to have Ed Opatz re-grade the ditch on the north side of River Street and build a small berm to keep water in the ditch as proposed. Lewis Becker seconded the motion. AIF

Drainage is also a problem in alley between Cedar and Plymouth Streets where water coming down the hill to the alley flows north and west by Stearns Bank. It may need to be milled, reshaped and repaved which was not in the budget. Scott Lange will look at options and get an estimate on paving the alley.

Mark Huls purchased lot next to his house on Ridge Way and is in the process of combining the parcels. He has a permit to build a garage on the lot which includes a toilet and sink. The water line will come from the house but logistically he cannot hookup sewer from the house to the garage and requests permission to hook up the sewer line from the garage lot. Since sewer charges are based on water usage, the monthly utility bill would reflect the water usage coming through the house meter. No additional hookup fee would be collected since the council waived hookup fees for new construction at the March 2015 council meeting.

Eric Berscheid made a motion to allow Mark Huls to hook up to the sewer line for the garage from the garage lot with the water lines running from and metered through the house. Lewis Becker seconded the motion. AIF

Motion to approve checks was made by Mike Odden, seconded by Alan Walz. AIF

Motion to approve bank reconciliation, electronic transfers and withdrawals was made by Eric Berscheid, seconded by Alan Walz. AIF

Lewis Becker made a motion to approve minutes of the March 9, 2015 council meeting. Motion seconded by Alan Walz. AIF

Lewis Becker made a motion to approve minutes of the April 9<sup>th</sup> Board of Appeals meeting. Motion seconded by Mike Odden. AIF

### Department Reports

Liquor Store report was given by Pat Meier. March gross revenue = \$33,596.97. Expenses = \$29,213.53. YTD lottery = \$706.29. Year to date balance = \$421.27. Wednesday Bingo is going well. Upcoming events scheduled include Game Day, Pot of Green Raffle and a Cancer Benefit Bike Run. Charlie Roth played last weekend and bands help keep patrons in bar. Convection oven needs tile surface behind the oven at cost of \$350 from St Rose. No ventilation for oven is needed.

Fire Department report was given by Chief Keith Hommerding. Fire Relief Association gambling proceeds have been down. The Relief Association received notice of a \$2,100 fine from the IRS for not submitting paperwork as tax exempt 501c3 non-profit organization. They are working with the accountant to remedy the matter.

There have been 34 calls this year including twenty in the City, four in Krain, four in Brockway, and six in Holding Township.

Lewis Becker made a motion to apply for DNR grant for fire reel for the 600 truck. Alan Walz seconded the motion. AIF

The old fire truck was sold for \$1,500 and the Ranger and trailer for \$4,800 which will go towards the new equipment. The 1946 fire truck is out of storage and they are planning to get it in running condition by Holdingsford Daze parade.

Two individuals are interested in EMT training. There is money in the training budget and it will be set up like new firefighter training to be completed over a three year period and paid for by the individual if not certified in that time. Currently there are two EMT's on the department. HazMat training is scheduled for this month.

The department is looking into calculating charges for truck and firefighter time that stems from extended wait time at an electrical pole fire that Xcel Energy didn't respond quickly to. They will also consider charging fees for illegal burns.

Maintenance Report was read by Mayor Sue Marstein. Street sweeping is about half done. Hydrant flushing is in progress and will take one more day this week to complete the west side of town. Repairs were done by Ripplinger Plumbing at the Wastewater Treatment Plant (WWTP) to replace injectors/ejectors. Veteran's Park bathrooms were opened. Xcel Energy and MP Technologies have started restoration of yards, sidewalks and alleys. John Deere snow blower was taken in for repair and a verbal estimate for \$500-\$1,000 was received. Council requested detailed quote before making decision on extent of repair.

The Mayor noted that Maintenance asked about two weight indicator scales for the well house to weigh chlorine tanks. Each scale costs \$425. No action was taken.

#### Guests

Kayla Ebnet reported that there will not be a summer softball league due to small number of teams; however they are planning three tournaments; May 30<sup>th</sup> men's tournament, June 27<sup>th</sup> co-rec tournament and Holdingford Daze men's tournament. They plan to have a food booth during Holdingford Daze Car Show to raise funds for field expenses. Used gold fence protector from the Melrose School District is being mounted. Other planned updates include a cosmetic facelift on the scoreboard with donations from area businesses in exchange for advertising and a load of dirt spread at end of season. Kayla provided an income/expense spreadsheet that showed losses from 2014 season. She asked that the City spray weeds on the infield and check on leaking sink in women's bathroom.

Everett Olson noted that the lateral line sewer line coming from his house freezes when it drains into the old lift station because it is only about two feet underground and has a sag in the line. He asked that the city pay to scope it and have it dug out and corrected. City is responsible to curb stop and normally doesn't put in lateral lines from house. It will need to be determined if it's an easement or an alley where the old lift station is located and who's responsible for the property to the lift station. Everett will check on cost to scope the line.

#### Old Business

There was discussion on the SCADA system quotes from Automated Systems and Preferred Controls, Inc. The SCADA system provides technology to monitor and alert Maintenance of equipment malfunctions, emergency situations and lift station flow reports. Preferred Controls quoted \$45,500.00. Automated Systems was 79,978.00. Preferred Controls would do break down quote and install partial systems as budget and time allows.

Eric Berscheid made a motion to approve quote from Preferred Controls and installation of the SCADA System Master Control Panel in the Maintenance Building and a control panel in the Main Lift Station. Mike Odden seconded the motion. AIF

Mayor Marstein reviewed five quotes for jetting and cleaning part of the city's sewer system, ranging from \$4,845 -\$9545. In an effort to cut down on expenses, the Mayor is working on an agreement with the City of Upsala to share and use equipment, since Upsala has a jetter and Holdingford has a street sweeper.

A gate valve on the unpaved part of south Main Street was broken off in March when it was run over. The marker post will be replaced and valve repaired when the street is paved.

There was discussion on exploring options to have residents work down outstanding utility bills caused by malfunctions with water softeners, running toilets, broken water pipes, etc. by helping with projects at the community gardens, covered bridge and park areas. Insurance liability may be an issue and will need to be looked into.

#### New Business

Alan Walz made a motion to approve Resolution 15-04-13-1 to approve an off-site gambling application for the Husker Athletic Booster Club to hold a raffle at the Holdingford High School on Monday, April 27, 2015. Lewis Becker seconded the motion. AIF

Mike Odden made a motion to approve Resolution 15-04-13-2 to approve a gambling permit for the Holdingford FFA Alumni to hold a raffle on Friday, September 18, 2015. Eric Berscheid seconded the motion. AIF

Lewis Becker made a motion to approve Resolution 15-04-13-3 to approve a gambling permit for the Holdingford Lions Club to hold a raffle and Bingo at Veteran's Park on Sunday, August 30, 2015. Mike Odden seconded the motion. AIF

Eric Berscheid made a motion to approve Resolution 15-04-13-4 to Thank Blattner Energy for the generous donation to the Holdingford Food Shelf of 4,115 pounds of food, cleaning, and paper products and \$1,000 cash. Alan Walz seconded the motion. AIF

Alan Walz made a motion to approve Resolution 15-04-13-5 to approve an off-site gambling application for the Holdingford Commercial Club to hold a raffle at the Holdingford Municipal Liquor Store on August 21, 2015. Mike Odden seconded the motion. Walz, Odden, Becker and Marstein approved, Berscheid abstained.

Maintenance vehicles were discussed. Upsala Motors has a 1997 Chevy Silverado 4 wheel drive pickup with 125,000 miles, one owner, well maintained and rust free for \$7,000 with 90 day full warranty and 1 year warranty on motor & transmission. Mike Odden made a motion to approve the purchase of 1997 Chevrolet Silverado pickup from Upsala Motors after Brian Zapzalka inspects and approves the vehicle. Lewis Becker seconded the motion. AIF  
The seals are leaking on the loader. Maintenance will have Zeigler come out and give estimate for repair.

#### Admin Reports

Mayors Report: Mayor Marstein reported on meeting with Schwalbe's who own a home on Washington Street. Windows were boarded up since the house had been broken into several times and there is no fence between adjoining property with Opatz Metals. The Garden Club has an account balance that the City has maintained since the Garden Club began as part of the HIP grant program. The County will be contacted regarding putting up speed limit signs on County Road 9 coming into town. Ridge Way and North High Court have street lights at the entrance of the cul de sacs, but not at the end of the cul de sac. The City zoning policy specified one street light at each intersection and cul de sac's were not addressed. Note to residents to watch what is flushed down toilets and per City ordinance, sump pumps should be discharged outside, not down sewer. See end of minutes for full Mayor's Report.

Council Report: Noticing broken glass on streets on recycling days. Tom's Refuse will be notified. There were questions and clarification on the Clerk's office hours which will change with new office staff. Donna Nentl expressed interest in donating a tree to plant in the park. Hazard signs for sunken sidewalks and other areas were put up by MP Technologies. The internet at the museum has not been connected by Xtratyme yet. Mayor will follow up with another email regarding antennas on the water tower and service to the museum. New member of Holdingford Historical Society is contributing lots of great new and old news about the City of Holdingford on their Facebook page. Tax capacity rates were reviewed. A representative from Innovative Power Systems met with the council at the work session prior to the council meeting to give brief overview of community solar garden program.

Clerk's Report: Applications for the part time office position are due on April 15<sup>th</sup> and interviews will be scheduled before the end of April. CW Technology will bring new computer and set it up next week. Additional desk space is in the works.

#### Announcements

Residents who are delinquent in their utility payments are: Brian Mader, Jayson Burgardt, Debra Feld, Jesse Johnson, Roger Jensen, Brandon Cottrell, Matt Philippi and Tim Rudnick.

Next council work session will be 6:00 p.m. on May 11<sup>th</sup> before the regular meeting. Agenda includes sidewalk and snow ordinances.

Motion to adjourn was made by Alan Walz, seconded by Lewis Becker. Meeting adjourned at 10:15 p.m.

Respectfully submitted,

Sandra Meer  
City Clerk, Holdingford