

Holdingsford City Council Meeting April 11, 2016

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

Present: Eric Berscheid, Susan Marstein, Mike Odden, Sandra Meer, Lisa Silbernack, Melvin Breth, Keith Hommerding, Scott Lange, Gordy Sjaaheim, Tony Stalberger and Jeremy Freudenrich. Alan Walz arrived at 8:00 p.m.

Eric Berscheid made a motion to approve the consent agenda, consisting of claims, checks, electronic transfers and withdrawals, bank reconciliation, and minutes of the March 14, 2016 council meeting. Motion seconded by Bob Sanchez. AIF

Department Reports

Liquor Store Report was read by Mayor Sue Marstein. March gross revenue = \$29,425.96. Expenses = \$34,310.98. Year to date lottery proceeds = \$551.59. Year to date balance = -285.31. Upcoming events were noted. A new food menu is being considered. Hangers were mounted under the bar for purses and coats. Manager Pat Meier recommended switching phone companies since Midcontinent offers lower monthly rates. Eric Berscheid made a motion to switch from Integra to Midcontinent for phone services for the Municipal Liquor Store. Mike Odden seconded the motion. AIF

Fire Department report was given by Chief Keith Hommerding. The department has responded to 36 calls, including 4 in Krain, 3 in Brockway, 12 in Holding Township, one City of Avon and 16 in Holdingsford.

New firefighter, Joe Mroska was hired. Mike Schmidt has already completed his Firefighter 1 & Firefighter 2 classes.

Firefighter physicals were completed on site last month and all firefighters passed their physicals.

Mike Odden made motion to donate and send old air packs overseas as they have in the past. Eric Berscheid seconded the motion. AIF Last month's training on new air packs went well. Training for this month will include a mock crash on April 28th in cooperation with the high school. A few members attended a pipeline safety meeting in Foley and others attended SkyWarn training in Melrose.

There is an upcoming Lake Region meeting in Elbow Lake and Chiefs meeting in Paynesville.

Dorine Rausch was not available for Emergency Managers Report.

Maintenance Report was read by Mayor Sue Marstein. Street sweeping is almost complete. Sprinklers at the ball field need repair. The council agreed that broken sprinkler heads should be replaced and any other needed repair should be completed since there are 3-4 softball tournaments confirmed, although there will be no regular night leagues. Swings were replaced at the playground at Veterans Park. Chlorine scales were installed at the well house. The permit for the Wastewater Treatment Plant (WWTP) was completed with the help of Colin at SEH and is ready to be signed and submitted to MPCA. Inspections of the playground and ball park were done with the goal to have minor repairs and safety concerns completed by the beginning of May.

The Safety Committee, consisting of Brian Zapzalka, Andy Bartkowicz, Kathy O'Hara and Lisa Silbernack, will be meeting the first Wednesday of each month to address safety concerns. Playground, skateboard park and ball park safety issues were addressed at the April meeting, May meeting agenda includes crack filling and traffic control.

Mayor Marstein noted that the Maintenance crew is looking to improve the road from the Maintenance Garage to the WWTP. They plan to fill potholes, slope road to improve runoff, level berm and clean out brush along the west side of road, and get few loads of gravel. 1,992,000 gallons of wastewater were treated and 1,624,200 gallons of water were pumped in March.

Guests

Jeremy Freudenrich from Opatz Metals is interested in expanding and buying residential property that is in between their existing salvage yard and rental properties. He intends to extend the salvage yard for stock piling raw iron and metals. His request included the city vacating the Spring Street alleyway located behind the ball park, a zero foot setback for fencing along neighboring residential property, rezoning the residential property to commercial/industrial, extending the city storm sewer drainage about 50 feet towards the river, and making another entrance to the salvage yard from Main Street, behind the ball park bathrooms. The City would want to maintain an easement over the storm sewer. Freudenrich has met with the county and there is a 50 foot setback from river and wetlands. More information will be gathered from Minnesota Rural Water Association (MRWA) since the property is located in the Wellhead Protection area, MPCA for compliance with storm water permits and plans, and building inspector for zoning ordinance restrictions. Consideration was postponed until the May council meeting.

Old Business

Maintenance staff and two council members will meet with Scott and Chris from SEH this week to start the water tower recoating bid process.

Plans for the park shelter/bathhouse facility are being presented to the Holdingsford Lions for fundraising and construction assistance.

The League of Minnesota Cities (LMC) has finalized an agreement for community solar gardens with Geronimo Energy that would be acceptable for cities to use. The LMC does not have an agreement in place for SunShare, so the agreement that the city received last fall was forwarded to them for review and comment.

Lisa Silbernack reported on online utility payment options with GovPayNet and Payment Service Network. GovPayNet offers a no cost to the city option and fees are paid by the consumer. A link will be available on the city website for residents who want to make a utility payment with a credit or debit card. The new city web pages went "live" the last week of March and information will continue to be added and updated. Comments and suggestions can be emailed to the city office at webmaster@holdingfordmn.us. A web page policy was discussed regarding space limitations in the community section of the city website. Bob Sanchez made a motion to approve the City of Holdingford's Web Page Policy. Alan Walz seconded the motion. AIF
Lisa is also working to update the acceptable use policy, the disaster recovery plan and made recommendations to improve network security at City Hall as well as the possibility of a TV screen in council chambers for presentations and sharing information.

New Business

A resolution to renew the agreement between the City and the State of Minnesota for joint powers with the Stearns County Attorney's office and the County Law Enforcement was reviewed. The agreement is normally a five year agreement. Mike Odden made a motion to approve Resolution 16-04-11-1 Approving State of Minnesota Joint Powers Agreements with the City of Holdingford on behalf of its City Attorney and Law Enforcement Agency. Eric Berscheid seconded the motion. AIF

Stearns County is no longer collecting annual permit fees for golf carts and it is up to each city to determine permits and fees. Following discussion, Mike Odden made a motion to continue requiring permits for golf carts at same \$10 per year rate with renewals due in April of each year. Eric Berscheid seconded the motion. AIF

Following review of Office Assistant Lisa Silbernack's 6 month performance evaluation, Eric Berscheid made a motion to move Lisa Silbernack from Step F0 to Step F2. Bob Sanchez seconded the motion. AIF

A new application form was reviewed for rental of the City Center and city park facilities as recommended by the League of Minnesota Cities for release of liability. Alan Walz made a motion to approve the Holdingford City Center, Park and Shelter Rental Application. Bob Sanchez seconded the motion. AIF

The Holdingford Snoflyers submitted a proposal to place a portable groomer shed near the Maintenance Garage and located north of the salt shed. The location would allow direct access to the Wobegon Trail and would be placed so as not to interfere with city maintenance activity. The Snoflyers would provide liability coverage on groomer and the shed. The council did not object to the idea and the Snoflyers will present a formal proposal in the next few months.

Admin Reports

Mayors Report was given by Mayor Sue Marstein. See end of minutes for detailed report.

Councilmember Reports: Mike Odden noted that a Korean War Veteran and POW from Princeton contacted him about donating a bench for the Wobegon Trailhead. It will be located north of the boxcar by the park shelter. One of the original millstones was donated and is displayed at the park and the petrified wood will soon be moved from behind St Mary's to the Trailhead. Mike reported that he has all 63 years of the Holdingford Advertiser scanned into digital form.

Clerk Sandra Meer noted that information is being compiled and sent to the auditor for last year's audit preparation.

Announcements

Residents who are delinquent in their utility payments are: Mara Glader, James Urbasich, Dave Hagemann, Janice Zarbok, Jesse Johnson, Pat Rooney, Sheila Lenarz and Dan Ziemer.

The Holdingford Lionesses and Helping Hands Outreach are sponsoring *Holdingford Cares Day* on the morning of Saturday, April 30th and are looking for volunteers to help clean up park areas and neighborhood yards.

Motion to adjourn was made by Alan Walz, seconded by Mike Odden. Meeting adjourned at 9:10 p.m.

Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

MARCH 2016	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 5,829.37
Public Works	\$ 6,744.00
Fire	\$
Liquor	\$ 6,590.12
Total	\$ 19,163.49
2 pay periods ending	
3/7, 3/21	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2016-3 To 2016-3**

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

Check #	Type	Date	Vendor	Name	Amount	Status
31727	C	3/10/2016	704	AFSCME Council 65	\$99.91	C
31728	C	3/10/2016	6	AmeriPride Linen	\$127.94	C
31729	C	3/10/2016	326	Auto Value	\$431.50	C
31730	C	3/10/2016	9	Bernick's Pepsi-Cola	\$371.40	C
31731	C	3/10/2016	18	C & L Distributing, Inc	\$422.20	C
31732	C	3/10/2016	48	D & D Beverage	\$127.50	C
31733	C	3/10/2016	70	Frito-Lay, Inc	\$59.96	C
31734	C	3/10/2016	787	Granite City Jobbing Co	\$294.94	C
31735	C	3/10/2016	90	Harry's Frozen Foods	\$195.75	C
31736	C	3/10/2016	92	Headley Hardware	\$134.47	C
31737	C	3/10/2016	481	Heggies Pizza	\$334.40	C
31738	C	3/10/2016	101	Holdingford Chamber of Commerce	\$200.00	C
31739	C	3/10/2016	614	Holdingford Gas and Grocery	\$200.39	C
31740	C	3/10/2016	585	Holdingford Lioness Club	\$150.00	C
31741	C	3/10/2016	691	Integra Telecom	\$283.32	C
31742	C	3/10/2016	119	Johnson Brothers Liquor C	\$2,571.97	C
31743	C	3/10/2016	809	Lisa Burlage	\$300.00	C
31744	C	3/10/2016	730	Midcontinent Business Solutions	\$183.14	C
31745	C	3/10/2016	161	Mike Odden	\$75.00	C
31746	C	3/10/2016	205	Phillips Wine & Spirits	\$36.66	C
31747	C	3/10/2016	685	Star Publications, LLC	\$85.00	C
31748	C	3/10/2016	271	UC Lab	\$462.00	C
31749	C	3/10/2016	276	United Systems Technology	\$10.96	C
31750	C	3/10/2016	281	Viking Coca Cola Bottling	\$2,588.00	C
31751	C	3/10/2016	360	XCEL ENERGY 51-5655037-5	\$1,666.37	C
31752	C	3/10/2016	359	XCEL ENERGY 51-5655038-6	\$1,056.91	C
31753	C	3/10/2016	361	XCEL ENERGY 51-5655039-7	\$831.26	C
31754	C	3/10/2016	358	XCEL ENERGY 51-5655040-0	\$2,645.07	C
31755	C	3/10/2016	383	XCEL ENERGY 51-5655041-1	\$724.01	C
31766	C	3/28/2016	370	Dorine Rausch	\$92.31	C
31772	C	3/28/2016	851	Health Partners	\$1,016.48	C
31778	C	3/28/2016	144	MEDICA	\$1,292.36	C
31786	C	3/28/2016	502	Ruthe Odden	\$161.00	C
31787	C	3/28/2016	465	Sandra Meer	\$38.08	C
31756	C	3/28/2016	856	Andy Bartkowicz	\$75.00	O
31757	C	3/28/2016	469	Barb Konsor	\$72.52	O
31758	C	3/28/2016	9	Bernick's Pepsi-Cola	\$433.14	O
31759	C	3/28/2016	507	Blue Cross Blue Shield of Minnesota	\$345.03	O
31760	C	3/28/2016	18	C & L Distributing, Inc	\$7,770.35	O
31761	C	3/28/2016	24	Central-McGowan, Inc	\$50.17	O
31762	C	3/28/2016	873	CenturyLink	\$62.91	O
31763	C	3/28/2016	448	Clarey's Safety Equipment, Inc	\$25.00	O
31764	C	3/28/2016	869	Customized Fire Rescue Training, Inc	\$750.00	O
31765	C	3/28/2016	48	D & D Beverage	\$133.00	O
31767	C	3/28/2016	52	E. A. Sween Company	\$343.30	O
31768	C	3/28/2016	53	Ecolab	\$77.43	O
31769	C	3/28/2016	70	Frito-Lay, Inc	\$110.29	O
31770	C	3/28/2016	787	Granite City Jobbing Co	\$925.28	O
31771	C	3/28/2016	90	Harry's Frozen Foods	\$70.50	O
31773	C	3/28/2016	481	Heggies Pizza	\$320.85	O
31774	C	3/28/2016	101	Holdingford Chamber of Commerce	\$50.00	O
31775	C	3/28/2016	119	Johnson Brothers Liquor C	\$3,195.31	O
31776	C	3/28/2016	891	Lisa Silbernick	\$70.48	O

31777	C	3/28/2016	153 Med-Compass, Inc	\$2,066.00	O
31779	C	3/28/2016	495 MN Trails	\$969.00	O
31780	C	3/28/2016	431 MPCA	\$200.00	O
31781	C	3/28/2016	199 Opatz Metals	\$180.00	O
31782	C	3/28/2016	205 Phillips Wine & Spirits	\$597.27	O
31783	C	3/28/2016	207 Postmaster	\$70.00	O
31784	C	3/28/2016	208 Principal Financial Group	\$106.52	O
31785	C	3/28/2016	861 Randy Grebinoski	\$843.44	O
31788	C	3/28/2016	750 St Cloud Times #1076	\$36.81	O
31789	C	3/28/2016	258 The Nut Man	\$27.50	O
31790	C	3/28/2016	263 Tom's Refuse	\$6,164.53	O
31791	C	3/28/2016	804 Toshiba Financial Services	\$99.12	O
31792	C	3/28/2016	270 Two Rivers Enterprise	\$230.00	O
31793	C	3/28/2016	339 Verizon Wireless	\$89.61	O
31794	C	3/28/2016	281 Viking Coca Cola Bottling	\$45.50	O
31795	C	3/28/2016	282 Viking Industrial Center	\$1,380.00	O
			Cleared	\$19,270.26	
			Outstanding	\$27,985.86	
			Void	\$0.00	

Golf cart permits will be available at City Hall after April 18, 2016.
Annual permit fees are \$10 and expire on April 1st of the following year.
Applicants should bring proof of insurance and valid driver's license.

Permit conditions:

1. Only valid driver's license holders may operate golf carts on city streets and county roads.
2. Motorized golf carts may be operated within the city on county roads where roads are posted at 30 mph or under.
3. Motorized golf carts may only be operated on designated roadways from sunrise to sunset. They shall not be operated in inclement weather or when visibility is impaired by weather, smoke, fog, other conditions or at any time when there is insufficient light to clearly see persons and vehicles on the roadway at a distance of 500 feet.
4. Motorized golf carts shall display the slow moving vehicle emblem provided in Minnesota Statutes Section 169-522, when operated on designated roadways.
5. Motorized golf carts shall be operated at all times as close to the right hand curb as possible, except with the driver is making a left hand turn.
6. No person shall operate a motorized golf cart on a public sidewalk or trail unless otherwise authorized by the county.
7. The number of occupants in the motorized golf cart shall not exceed the design occupant load. Each occupant must be seated in a seat designed for occupants.
8. All operator permits shall be issued for a specific motorized golf cart. A current city issued operator's permit tag shall be plainly visible from the front of the motorized golf cart.
9. Every motorized golf cart operator must have proof of insurance in possession while operating the motorized golf cart on designated streets and shall produce such proof of insurance on demand of a police officer as specified in Minnesota Statutes Section 169-791.
10. The motorized golf cart is in good working condition and safe for the transportation of passengers.