

Holdingsford City Council Meeting Minutes April 10, 2017

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

Present: Susan Marstein, Eric Berscheid, Mike Odden, Bob Sanchez, Sandra Meer, Lisa Silbernack, Keith Hommerding, Steve Horvath, Dorine Rausch, Scott Lange, Elizabeth Bethke, Jeremiah Christensen, Jim Christensen, Coelan Dewar, Jeremy Freudenrich, Frank Haynes, Chase Larsen, Jake Knettel, Jordy & Gary Opatz and Gordy Sjaaheim.

Excused: Alan Walz

Eric Berscheid made a motion to approve the consent agenda to include March 13, 2017 Council Meeting minutes, finance reports, and submitted claims. Mike Odden seconded the motion. AIF

Department Reports

Liquor Store report was given by Mayor Sue Marstein. March gross revenue = \$27,528.83. Expenses = \$27,671.40. Year to date lottery proceeds = \$551.30. Year to date balance = \$589.57. Training for bartenders is being planned as well as Charlie Roth, Cruise Control and several events in May.

Fire Department report was given by Chief Keith Hommerding. In 2017, they have responded to 39 calls: three were fires, 32 medical, two cancelled in route, one hazardous condition, and one severe weather: two in Krain Township, 15 in Holding Township and 19 in the City, four in Brockway Township.

Gambling proceeds to the Relief Association have improved. Dorine Rausch and Dan Gerads worked with the auditors to complete the audit for the Fire Relief Association.

Dylan Risberg submitted a grant to the DNR which was awarded and may be used for equipment and/or radios.

Emergency Managers Report was given by Dorine Rausch. She plans to attend an Emergency Managers meeting in St Joe next week. At this time there is not FEMA grant money available for backup generators for the city.

Maintenance Report was given by Maintenance Specialist Steve Horvath. Chlorine and sulfur treatment testing equipment needs routine calibration and will be sent in. Chlorine adjustments were made at the well house, with power surges possibly causing disruption. Playground and ballpark inspections were completed and minor repairs made. Repairs are needed on the broom attachment for the John Deere. Streets and gutters were swept and cleaned. A temporary stop sign was put up on Washington Street and County Road 9. Potholes were filled. The well house and water tower communication radios weren't working and the problem was identified. Preferred Controls provided a quote with two options for the well house control panel to either modify the existing controls or to switch to the new control panel which will include SCADA programming and would be a change order from the Lift Station project that was included in the 2017 budget. Eric Berscheid made a motion to go with Option 2 from Preferred Controls to switch to a new control panel to include programming to SCADA. Bob Sanchez seconded the motion. AIF

Guests:

Frank Haynes from Helping Hands Outreach updated the council on two new services coming to the Holdingsford area. Bus service will be available starting July 1st two days per week, one day to Albany and one to St Cloud. The Department of Transportation sponsors the rural transportation initiative. Free grocery delivery is available through Coborn's and Helping Hands. Orders will be taken at Helping Hands and groceries are delivered on Mondays. Frank also noted that construction on the Day Center is about 65% complete. An open house is planned during Holdingsford Daze.

Scott Lange from SEH gave an update on the water tower project which will start mid-June and be completed within 49 days, most likely sooner. Antennas will be moved and internet providers will erect a temporary stand-alone tower to provide service to customers. Work on the inside or outside of the tower will depend on weather conditions. Sherwin Williams Paint is offering a new paint option at no additional cost, to use inside the riser that has insulating value to reduce the amount of condensation.

Quotes for a new generator were reviewed with the lowest bid coming in at \$36,692.00. The council agreed that the cost was prohibitive and a used generator or rental generators would be most economical. Scott will gather information for rentals and look for used generators and bring to next council meeting.

Opatz Metals submitted property survey to Scott Lange who reviewed flood plain elevations. Provided that all activity stays out of the flood plain (elevations below 1134.2), they are within the ordinance. Opatz Metals operations should stay clear of the wetland as specified by Stearns County Environmental Services. Jordy Opatz noted that a letter was sent to neighbors Bob & Isabelle Lane after the survey showed that their buildings were encroaching on the rental property. All trees will be taken down. Opatz's requested a zero setback for the fence on south side by the ball park. Bob Sanchez made a motion to allow zero setbacks on the fence line on the south side of the property next to the ball park. Eric Berscheid seconded the motion. AIF

An easement agreement will be drawn up by the city attorney to allow for use of the right-of-way. Items discussed for the agreement includes any damage incurred to the right-of-way would be Opatz's responsibility, the gate off of Main Street should be confirmed as 25' from the road right-of-way and a sign stating left turn only is to be placed at exit gate on Main Street. The rezoning request has been approved and will be finalized with the easement agreement.

Dan Brady from Two Rivers Lake Association provided information about drainage issues in Ditch 28 (Two Rivers River). An engineer modeled the ditch from Two Rivers Lake past County Road 17 and identified areas where water backs up when it floods. The two areas are Meier's pasture on the west side of the river and the area just south of County Road 17. Ditch 28 elevation drops a little over three feet in three miles from Two Rivers Lake to County Road 17.

Jeremiah Christensen presented a proposal for his Eagle Scout project. He suggested laying wood borders and wood chips around two swing sets and the merry-go-round at Veteran's Park. After discussion options the council suggested he lay the wood border around the merry-go-round and repaint the swing sets, slide, horses and monkey bars. Jeremiah noted that the Holdingford Boy Scout Troop 63 will be reorganized. He is currently connected to the St Joseph Scout Troop.

Coelan Dewar and Jake Knettel expressed an interest in helping to renovate the half pipe ramp at the skate park. Ezra Jacobson, who built the half pipe, gave an estimate to repair the rotted structure of \$900 for materials and \$3,000 for labor. Mr. Jacobson will be contacted to coordinate with the two interested in helping and see if there are others who can help to keep labor costs to a minimum.

Unfinished Business

Options for a water tower mixer will be researched and brought to the May meeting.

Water & sewer rate changes and worksheets were discussed at the work session and additional options will be brought to the May work session.

Logan Oelien stepped forward to coordinate the Holdingford Daze softball tournament and past teams will be contacted to participate. The bases at the field may need to be replaced and a step built in front of the bleachers, so the first step up isn't so high.

Following discussion on the raised sidewalk levels at the back entrance to Stearns Bank, the Council agreed to offer to grind the portion of the sidewalk that has risen. Due to expense, they will not attempt to lift the cement panels that settled. In regards to the sidewalk in front of Waletzko's garage, the City was informed last fall that work would be done to correct the slope to conform to guidelines of the Americans with Disabilities Act. Council requested that sidewalk renovation be redone by July 1, 2017.

New Business

Mike Odden made a motion to approve Resolution 17-04-10-1 Holdingford FFA Alumni Tractor Raffle to be held on October 18, 2017. Bob Sanchez seconded the motion. AIF

Eric Berscheid made a motion to approve Resolution 17-04-10-2 Resolution Granting Easement. The easement is for a portion of the Polar/Scepaniak building that encroaches on the south side of the city hall parking lot. Bob Sanchez seconded the motion. AIF

Bob Sanchez made a motion to accept Resolution 17-04-10-3 Church of All Saints Raffle to be held on November 1, 2017. Mike Odden seconded the motion. AIF

Mike Odden made a motion to accept Resolution 17-04-10-4 Road Closure for Holdingford Daze Events that are scheduled July 7- July 9, 2017. Eric Berscheid seconded the motion. AIF

After reviewing information from three law firms, Eric Berscheid made a motion to appoint attorneys from Eckberg Lammers as legal counsel. Mike Odden seconded the motion. AIF

Bartender performance evaluations for Nikki Horvath and Jackie Hadley were reviewed. Mike Odden made a motion to give pay raise to Nikki Horvath, moving from E0 to E2, based on her performance and over three years of job experience. Bob Sanchez seconded the motion. Odden, Sanchez, and Marstein voted in favor. Eric Berscheid opposed noting one step advance would be more appropriate. Other concerns regarding bartenders were addressed including taking smoke breaks when patrons are in the bar and manager Pat Meier closing and locking the bar when he has to leave on a rescue call.

A summary from Community Education of their 2016 events was submitted. Following discussion, Mike Odden made motion to approve \$3,000 donation to support Community Education 2016 activities. Bob Sanchez seconded the motion. Marstein, Odden, Sanchez voted in favor. Berscheid opposed citing that the program was not running in a deficit and would prefer to subsidize participants from the City of Holdingford, not everyone in the school district.

Admin Reports

Clerks Report: Sandra Meer reported on workshops she attended at the MCFOA (Municipal Clerk and Finance Officers Association) annual conference in March. Work on the annual audit is in progress. The asset management project that MN Rural Water is completing for the city will be presented to the council in the next few months. The Source Water Grant has been completed and close out documents will be sent to the Minnesota Department of Health (MDH).

Mayors/Council Discussion notes:

- Possibility of changing 2-way stop to 4-way stop at Main Street and Washington.
- Parked cars (on west side of old Kramer building) and dumpsters from Opatz Metals infringing on traffic in the alley.
- Paving the pedestrian road, the alley behind Headley's to Opatz Metals and the parking area next to Municipal Liquor Store.

- Responsibility for strip of tar that runs from pedestrian road to North High Court should be with adjacent land owners.
- Ideas to level out parking area behind the Municipal Liquor Store and next to Amerigas to improve drainage.
- Placing parking curb stops on south side of city hall parking lot to eliminate damage to building stucco.

Announcements

Residents who are delinquent on their utility payments are: Dave Hagemann, Hyatt House, Wayne Johnston, Shannon Backlund, Jenny Gunderson, Jesse Johnson, Troy Sobania, Scott Zehowski, James Taylor, Bill Fellegly, and Pat Rooney.

The annual MDH Consumers Confidence Report (CCR) for 2016 is available on the city website and in paper form at City Hall.

Next Council Meeting: Monday, May 8, 2017, at 7:00pm, work session at 6:00pm for water & sewer rate adjustments and Mayor/Council Discussion notes.

Mike Odden made a motion to adjourn the meeting, seconded by Bob Sanchez. Meeting adjourned at 10:30 p.m.

Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

MARCH 2017	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 8,713.12
Public Works	\$ 10,610.99
Fire	\$
Liquor	\$ 9,288.82
Total	\$ 28,612.93
3 pay periods ending	
3/3, 3/17, 3/31	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Period 2017-3**

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

Check #	Type	Date	Vendor Name	Amount	Status
32658	C	3/13/2017	704 AFSCME Council 65	\$77.10	C
32659	C	3/13/2017	328 AllSpec Services, LLC	\$213.30	C
32660	C	3/13/2017	6 AmeriPride Linen	\$132.04	C
32661	C	3/13/2017	856 Andy Bartkowicz	\$90.00	C
32662	C	3/13/2017	9 Bernick's Pepsi-Cola	\$252.05	C
32663	C	3/13/2017	18 C & L Distributing, Inc	\$3,075.56	C
32664	C	3/13/2017	823 CentraCare Health Systems	\$409.50	C
32665	C	3/13/2017	24 Central-McGowan, Inc	\$36.44	C
32666	C	3/13/2017	370 Dorine Rausch	\$99.36	C
32667	C	3/13/2017	53 Ecolab	\$80.15	C
32668	C	3/13/2017	80 Gopher State One-Call, Inc	\$2.70	C
32669	C	3/13/2017	787 Granite City Jobbing Co	\$651.28	C
32670	C	3/13/2017	90 Harry's Frozen Foods	\$90.75	C
32671	C	3/13/2017	92 Headley Hardware	\$332.68	C
32673	C	3/13/2017	614 Holdingford Gas and Grocery	\$323.69	C
32674	C	3/13/2017	351 Holdingford Public Schools	\$75.00	C
32675	C	3/13/2017	691 Integra Telecom	\$204.98	C
32676	C	3/13/2017	119 Johnson Brothers Liquor C	\$2,206.12	C
32677	C	3/13/2017	730 Midcontinent Business Solutions	\$225.25	C
32678	C	3/13/2017	354 MN Dept of Public Safety	\$200.00	C
32679	C	3/13/2017	216 Reichert, Wenner,Koch	\$197.50	C
32680	C	3/13/2017	914 Ryan Winter	\$500.00	C
32681	C	3/13/2017	685 Star Publications, LLC	\$92.00	C
32682	C	3/13/2017	915 Steve Horvath	\$75.00	C
32683	C	3/13/2017	412 Sunset Electric, Inc	\$3,288.00	C
32685	C	3/13/2017	877 Joel Knutson	\$300.00	C
32686	C	3/13/2017	271 UC Lab	\$844.00	C

Check #	Type	Date	Vendor Name	Amount	Status
32687	C	3/13/2017	339 Verizon Wireless	\$89.43	C
32688	C	3/13/2017	281 Viking Coca Cola Bottling	\$240.40	C
32690	C	3/13/2017	359 XCEL ENERGY 51-5655038-6	\$1,546.85	C
32691	C	3/13/2017	361 XCEL ENERGY 51-5655039-7	\$583.32	C
32692	C	3/13/2017	358 XCEL ENERGY 51-5655040-0	\$2,340.75	C
32697	C	3/27/2017	52 E. A. Sween Company	\$80.40	C
32698	C	3/27/2017	550 Everything Signs	\$60.00	C
32699	C	3/27/2017	787 Granite City Jobbing Co	\$1,073.38	C
32707	C	3/27/2017	465 Sandra Meer	\$178.20	C
32712	C	3/27/2017	360 XCEL ENERGY 51-5655037-5	\$1,692.62	C
32713	C	3/27/2017	383 XCEL ENERGY 51-5655041-1	\$635.60	C
32714	C	3/27/2017	519 XCEL ENERGY 51-8242904-3	\$24.49	C
32672	C	3/13/2017	101 Holdingford Chamber of Commerce	\$200.00	O
32684	C	3/13/2017	637 Tony Stalberger	\$37.80	O
32689	C	3/13/2017	759 Volunteer FF Benefit Assoc of MN	\$162.00	O
32693	C	3/27/2017	9 Bernick's Pepsi-Cola	\$697.90	O
32694	C	3/27/2017	873 CenturyLink	\$63.42	O
32695	C	3/27/2017	48 D & D Beverage	\$245.60	O
32696	C	3/27/2017	370 Dorine Rausch	\$57.78	O
32700	C	3/27/2017	90 Harry's Frozen Foods	\$60.00	O
32701	C	3/27/2017	481 Heggies Pizza	\$109.95	O
32702	C	3/27/2017	119 Johnson Brothers Liquor C	\$1,646.13	O
32703	C	3/27/2017	911 MN PEIP	\$667.88	O
32704	C	3/27/2017	205 Phillips Wine & Spirits	\$37.66	O
32705	C	3/27/2017	207 Postmaster	\$102.00	O
32706	C	3/27/2017	223 S.E.H.	\$258.05	O
32708	C	3/27/2017	451 Servocal Instruments, Inc	\$350.00	O
32709	C	3/27/2017	750 St Cloud Times #1076	\$37.00	O
32710	C	3/27/2017	263 Tom's Refuse	\$6,224.33	O
32711	C	3/27/2017	804 Toshiba Financial Services	\$99.12	O
				Cleared	\$22,619.89
				Outstanding	\$11,056.62
				Void	\$0.00