

Holdingsford City Council Meeting Minutes August 12, 2019

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

Present: Susan Marstein, Eric Berscheid, Robb Berscheid, Mike Odden, Bob Sanchez, Sandra Meer, Keith Hommerding, Pat Meier, Dorine Rausch, Scott Lange, Melvin Breth, Patrick Wier, Dave Hagemann, Herman Lansing, and Gordy Sjaaheim.

Mike Odden made a motion to approve the consent agenda and monthly claims, financial reports, and minutes for the July 15th Council Meeting. Robb Berscheid seconded the motion. AIF

Department Reports

The Liquor Store report was given by Patrick Meier. July income was \$51,143.00; expenses were \$65,705.40, which included \$25,391 for the re-roof. Year-to-date balance: (\$135.75) Pat suggested using Lottery Savings to cover the roof expense. Holdingsford Daze went well. The County Health inspection requires some back room improvements including approved, easily cleanable floor and wall surfaces. Options for epoxy poured floors were discussed. Budget meeting was set for Wednesday, August 21st at 4:30p.m.

Fire Chief Keith Hommerding reported there have been 71 calls which included six fire, two good intent/cancelled in route and 63 medical. Thirty three calls were in Holdingsford, 21 in Holding Township, 11 in Brockway Township and six in Krain Township.

E-tab gambling has been doing well and an additional \$2,000 donation was made to the Truck Fund from the proceeds.

Eric Berscheid made a motion to approve Resolution 19-08-12-3 Accepting a \$1,200 Donation from Holdingsford SnoFlyers Club. The donation was for the Truck Fund. Bob Sanchez seconded the motion. AIF

Training this month is with North Memorial Hospital and trainers will fly in with a helicopter.

Department members will drive the new chassis from Albany to Sioux Falls, South Dakota where new rescue equipment will be fitted onto the chassis.

The amount for the Certificate of Indebtedness was rounded up to cover 1% interest expense and legal fees.

Eric Berscheid made a motion to approve Resolution 19-08-12-1 Determining the Necessity to Issue \$200,000 Taxable General Obligation Equipment Certificate of Indebtedness, Series 2019A. Robb Berscheid seconded the motion. AIF

Mike Odden made a motion to approve Resolution 19-08-12-2 Providing for the Issuance and Sale of a \$200,000 Taxable General Obligation Equipment Certificate, Series 2019A and Levying a Tax for the Payment Thereof. The levied tax is optional and can be voided annually. Bob Sanchez seconded the motion. AIF

Chief Hommerding asked about coverage for prescription glasses and frames that are specially made to fit inside a helmet. Frames are about \$200 each. Options for covering just frames or lenses or both were discussed and will be brought to the budget meeting. Budget meeting was scheduled for Wednesday, August 28th at 7p.m. at City Hall

A grant opportunity from Ag Star opened on August 1st and Dorine submitted a grant asking for \$8,000 for a new machine that measures blood pressure, oxygen, pulse, etc.

City Emergency Manager Dorine Rausch noted that the next County Emergency Manager quarterly meeting will be hosted in Holdingsford at City Hall on Tuesday, October 15th from 6:30-8:30p.m.

Maintenance Report was given by Mayor Sue Marstein. Twenty-three manholes and the sewer collection system on the northwest side of town were jetted. A leaking 6" air pipe at the Wastewater Treatment Plant (WWPT) was repaired. The sprinkler system at the softball field was repaired and spray patterns adjusted. Traut Wells finished sealing the abandoned wells at the WWTP. Survey for MPCA was completed and submitted. Second application of weed control was done. Several downed trees were removed from behind the WWTP to field approach. Picnic tables at the campground were repainted. Two new water/sewer service connections were made at 130 Gertrude and 220 Main Street.

1,898,000 gallons of well water were pumped. 2,333,000 gallons of wastewater was treated.

Guests

Patrick Wier from Innovative Power Systems (IPS) Solar reviewed the proposal to subscribe to a solar garden for increased savings on electricity. Each garden is to have at least five subscribers and no entity can hold more than 40%. The bill credit rate is fixed by Xcel Energy and PPA rate is contracted with IPS. Degradation and a bill credit escalator are the only variables. Payback is immediate. A subscription to a solar garden would be available later this Fall and begin in 2019. A proposal was requested and received from Geronimo Energy with a similar rate structure. Geronimo would not have subscriptions available until Spring 2020. Mike Odden made a motion to accept the IPS Solar proposal and subscription to the 2019 solar gardens. Bob Sanchez seconded the motion. AIF

Dave Hagemann had another leak in trailer Lot 4-5 and calculated about 111,032 gallons of the 141,230 that was read from the meter didn't go down the drain. He asked for forgiveness of 111,032 gallons, will give payment of \$4,209.54 to cover balance and has repaired and replaced rusted pipes along the bottom row of trailers. Robb Berscheid made a motion to forgive \$2,554.80 since it was from multiple trailers on condition that \$4,209.54 was paid by August 29th and new balance billed at end of August is paid on time in September even if it has overages. Mike Odden seconded the motion. AIF

Dave Hagemann agreed that any further overages would not be refutable. He also noted that he is looking to sell part of the property and may have a buyer for the lower half of the trailer park on Second Street, who will take out trailers and put in 2-3 houses.

Tony Abfalter was not available to review SCADA access options and security systems but will plan to be at the September meeting.

Scott Lange updated the council on active projects. The sanitary sewer lining project is planned for the week of Sept 9th. The Safe Routes to School (STRS) project site was surveyed and design plans will be submitted to MnDOT and the County in September. The trail/sidewalk between North High Court and the pedestrian Road needs to have an easement in order to use SRTS funds so city staff will plan to meet with neighboring property owners to discuss options.

A Feasibility Report was submitted regarding road improvements to North High Court. Utilities were not televised for the study. The project would include property assessments for pavement mill and overlay as well as concrete curb and gutter. The estimated cost was \$71,530. A map of assessed properties was included. A public hearing would be needed to start the assessed improvement project. The current condition of the road was discussed which showed significant alligator cracking and settlement. It was agreed to put the project on hold, although the area of pavement on the north side of North High Court where the cement curb meets the bituminous curb may have to be replaced in the next year due to water runoff and deterioration. A meeting will be scheduled to determine and prioritize this and other needed road improvements and look at budget considerations.

An application for a setback variance was submitted by Obermiller Nelson Engineering for school property located along County Road 17. The property line is in the County right-of-way (ROW) and a variance is needed to improve the traffic flow for the pick-up/off area and new parking lot at the elementary school entrance and to address safety concerns. Eric Berscheid made motion to set a public hearing for September 9th at 7:00p.m. for consideration of the variance. Bob Sanchez seconded the motion. AIF

Unfinished Business

Quotes from Craig Bardson Excavating for a RV dump station were reviewed. The quote to install a dump station by the new bath/showerhouse facility was \$3,770 or \$8,470 to install by the bathroom north of the ball field. Mike Odden made a motion to approve installing an RV dump station by the new facility for \$3,770 if, after meeting with Bardson's, the cost is no more than a 10% increase from the quote. Bob Sanchez seconded the motion. AIF

Request for Proposals (RFP's) were received from three law firms including: Dryer Reed Peterson Bray Storaasli & Knutson, Jovanovich Kadlec & Athmann, PLLP and Kennedy & Graven, Chartered. Following discussion, Bob Sanchez made a motion to retain attorneys from Kennedy and Graven, Chartered. Mike Odden seconded the motion. AIF

Discussion of an addition to the city ordinances regarding moving in existing building structures resulted in a suggestion to include pictures of any existing structure that is to be moved into town on the city building permit applications. The council agreed that the whole council should review building permits that request moving in existing structures and put timelines on the moving in/out.

Applications for the Liquor Store Manager position were reviewed and interviews will be set up for early next week, with second interviews to be scheduled in September with the full council.

New Business

An annual employee review and step increase from H-1 to H-2 for Dan Lahr was discussed. Lahr was hired to a temporary maintenance position to fill in when Andy Bartkowicz was deployed. Lahr has stayed on since Bartkowicz is scheduled for an extended military training in 2020. Mike Odden made a motion to give Dan Lahr a raise from H1(\$19.32/hour) to H-2(\$19.66/hour). Robb Berscheid seconded the motion. AIF

Mike Odden made a motion to renew the Certificate of Deposit with CMCU if they will match the rate that Stearns Bank is offering for a 12 month CD. If the credit union rate is lower than the CD will be moved to Stearns Bank. Bob Sanchez seconded the motion. AIF

The annual Tax Increment Financing (TIF) reports were filed with the State by David Drown Associates. The management letter was reviewed.

Following discussion of crack sealing products, timing of work and processes for sealing pavement cracks, and consideration of quotes reviewed at the July council meeting, Robb Berscheid made a motion to approve quote of \$6,138.70 from Bertam Asphalt Company to fill cracks as per their proposal. Bob Sanchez seconded the motion. AIF

Residents who are delinquent on their utility payments are: Wade & Cathy Birt/Mark MacArthur \$331.85, Joseph Doll \$332.44, Bill Fellegly \$395.65, Mara Glader 357.49, Dave Hagemann \$6,764.34, Troy Hansen \$423.08, Travis Harlander 321.15, Hyatt House \$1,465.00, Jesse Johnson \$416.24, Josh Krueger \$418.24, Mel Nierenhausen 454.73, Scott Pueringer 412.77, Scott Reidy \$323.75 and Terry Runge \$322.15.

Admin Reports

Clerk Sandra Meer noted that Stearns Bank accounts were rolled over into new accounts that offerings with higher interest rates. The audit will be completed and submitted to the State this week. Accountants from Schlenner Wenner will be at the September council meeting. Budget meeting for Parks will be at 4:00p.m. on August 21st. Budget meeting for General Fund and Maintenance will be scheduled with staff.

Mayors/Council Discussion notes:

- Nuisance grass and weeds to west of Hyatt House property will be addressed as well as property at 230 Washington St.
- Stone walls that are in need of repair include wall by St Hedwigs alley and between Scepaniak’s and city hall parking lot.
- A notice of Public Hearing for the Reestablishment of Stearns County Ditch 28 Drainage Records is August 20th at the Stearns County Admin Center at 9:00a.m.
- Sytek has options to bring fiber optics into the city and rates were reviewed.

Announcements

Next council meeting: Monday, September 9th immediately following Public Hearing at 7:00 p.m. with a work session beginning at 6:00 p.m.

Eric Berscheid made a motion to adjourn the meeting. Mike Odden seconded the motion. Meeting adjourned at 9:50p.m.

Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

JULY 2019	
Department	Gross Pay
General	\$ 7,828.93
Public Works	\$ 9,880.00
Liquor	\$ 6,818.80
Fire	\$
Total	\$ 24,527.73
2 pay periods ending	
7/5, 7/19	

City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2019-7 To 2019-7

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

Check #	Type	Date	Vendor Name	Amount	Status
34802	C	7/10/2019	704 AFSCME Council 65	\$150.01	C
34803	C	7/10/2019	328 AllSpec Services, LLC	\$611.00	C
34804	C	7/10/2019	691 Allstream	\$220.95	C
34805	C	7/10/2019	856 Andy Bartkowicz	\$25.00	C
34806	C	7/10/2019	9 Bernick's Pepsi-Cola	\$1,101.00	C
34807	C	7/10/2019	627 Breakthru Beverage Minnesota	\$901.70	C
34808	C	7/10/2019	828 Brian Zapzalka	\$650.00	C
34809	C	7/10/2019	18 C & L Distributing, Inc	\$8,530.25	C
34810	C	7/10/2019	997 Caroline R. Bielejeski Trust	\$39.04	C
34811	C	7/10/2019	24 Central McGowan, Inc	\$20.79	C
34812	C	7/10/2019	21 Central MN. Alarms, Inc.	\$85.00	C
34813	C	7/10/2019	996 Core & Main LP	\$17.77	C
34814	C	7/10/2019	869 Customized Fire Rescue Training, Inc	\$1,200.00	C
34815	C	7/10/2019	48 D & D Beverage	\$474.80	C
34817	C	7/10/2019	965 Dan's Sprinkler Service	\$115.00	C
34818	C	7/10/2019	787 Granite City Jobbing Co	\$121.29	C
34819	C	7/10/2019	81 Granite Electronics, Inc	\$267.61	C
34820	C	7/10/2019	90 Harry's Frozen Foods	\$156.50	C
34821	C	7/10/2019	91 Hawkins, Inc	\$1,578.00	C
34822	C	7/10/2019	92 Headley Hardware	\$564.26	C
34823	C	7/10/2019	481 Heggies Pizza	\$230.70	C
34824	C	7/10/2019	948 Henry's Foods, Inc	\$713.52	C
34825	C	7/10/2019	614 Holdingford Gas and Grocery	\$240.23	C
34826	C	7/10/2019	119 Johnson Brothers Liquor C	\$1,041.04	C

34827	C	7/10/2019	998 Julie Warren	\$192.10	C
34828	C	7/10/2019	730 Midcontinent Business Solutions	\$235.94	C
34829	C	7/10/2019	687 MN Dept Hlth, MDH	\$456.00	C
34830	C	7/10/2019	718 Nelson's Septic Service	\$400.00	C
34831	C	7/10/2019	191 Northland Trust Services, Inc	\$15,003.75	C
34832	C	7/10/2019	207 Postmaster	\$56.00	C
34833	C	7/10/2019	476 Preferred Controls Corp	\$302.32	C
34834	C	7/10/2019	999 Roof 1 - RBR Inc.	\$25,391.00	C
34835	C	7/10/2019	685 Star Publications, LLC	\$205.26	C
34836	C	7/10/2019	243 Stearns County Sheriff's Office	\$7,480.00	C
34837	C	7/10/2019	915 Steve Horvath	\$75.00	C
34838	C	7/10/2019	804 Toshiba Financial Services	\$113.09	C
34839	C	7/10/2019	266 Traut Wells	\$435.00	C
34840	C	7/10/2019	271 UC Lab	\$517.50	C
34841	C	7/10/2019	276 United Systems Technology	\$3.60	C
34842	C	7/10/2019	360 XCEL ENERGY 51-5655037-5	\$1,145.56	C
34843	C	7/10/2019	361 XCEL ENERGY 51-5655039-7	\$749.85	C
34844	C	7/10/2019	358 XCEL ENERGY 51-5655040-0	\$2,465.76	C
34845	C	7/10/2019	383 XCEL ENERGY 51-5655041-1	\$841.87	C
34846	C	7/10/2019	519 XCEL ENERGY 51-8242904-3	\$38.18	C
34878	C	7/25/2019	359 XCEL ENERGY 51-5655038-6	\$1,293.17	C
34816	C	7/10/2019	958 Dan Lahr	\$75.00	O
34847	C	7/25/2019	6 AmeriPride Linen	\$92.18	O
34848	C	7/25/2019	9 Bernick's Pepsi-Cola	\$358.60	O
34849	C	7/25/2019	18 C & L Distributing, Inc	\$4,140.15	O
34850	C	7/25/2019	21 Central MN. Alarms, Inc.	\$218.85	O
34851	C	7/25/2019	873 CenturyLink	\$66.02	O
34852	C	7/25/2019	48 D & D Beverage	\$573.20	O
34853	C	7/25/2019	70 Frito-Lay, Inc	\$133.39	O
34854	C	7/25/2019	787 Granite City Jobbing Co	\$525.18	O
34855	C	7/25/2019	89 Handyman's Inc	\$73.51	O
34856	C	7/25/2019	90 Harry's Frozen Foods	\$54.00	O
34857	C	7/25/2019	481 Heggies Pizza	\$143.10	O
34858	C	7/25/2019	948 Henry's Foods, Inc	\$850.24	O
34859	C	7/25/2019	101 Holdingford Chamber of Commerce	\$50.00	O
34860	C	7/25/2019	119 Johnson Brothers Liquor C	\$2,170.65	O
34861	C	7/25/2019	333 Kathy O'Hara	\$131.15	O
34862	C	7/25/2019	1001 Kotzer Excavating Inc.	\$12,962.14	O
34863	C	7/25/2019	1002 Lester Water Works LLC	\$15,975.00	O
34864	C	7/25/2019	1003 Marie Ritzer	\$66.80	O
34865	C	7/25/2019	456 MDH Public Water Supply Unit	\$23.00	O
34866	C	7/25/2019	911 MN PEIP	\$1,098.56	O
34867	C	7/25/2019	176 MN Rural Water Assn	\$279.90	O
34868	C	7/25/2019	1000 Molly Schnell	\$115.78	O
34869	C	7/25/2019	906 Pete's Portables	\$1,081.96	O
34870	C	7/25/2019	205 Phillips Wine & Spirits	\$145.27	O
34871	C	7/25/2019	207 Postmaster	\$105.00	O
34872	C	7/25/2019	872 Precise Ice, Inc.	\$280.00	O
34873	C	7/25/2019	223 S.E.H.	\$2,225.90	O
34874	C	7/25/2019	750 St Cloud Times #1076	\$25.00	O
34875	C	7/25/2019	263 Tom's Refuse	\$6,414.00	O
34876	C	7/25/2019	339 Verizon Wireless	\$117.02	O
34877	C	7/25/2019	281 Viking Coca Cola Bottling	\$1,300.00	O
				Cleared	\$76,456.41
				Outstanding	\$51,870.55
				Void	\$0.00