

## Holdingsford City Council Meeting August 8, 2016

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, Keith Hommerding, Dorine Rausch, Melvin Breth, Scott Lange, Molly Thompson, Jeremy Freudenrich, Gary Opatz, Jordy Opatz, and Gordy Sjaaheim.

Following a brief discussion, Eric Berscheid made a motion to approve the consent agenda, with the exception of the payment to Hennen Floor Covering to be discussed under New Business. Alan Walz seconded the motion. AIF

### Department Reports

Fire Department report was given by Chief Keith Hommerding. The department has responded to 72 calls this year, including ten in Krain, six in Brockway, 22 in Holding Township, one City of Avon and 33 in Holdingsford. Of the 72 calls; two were fires, seven were good intent/canceled in route, 58 were medical calls, one service call, two severe weather calls and one illegal burn.

Member Mike Schmit is spear heading the Fire Relief calendar fundraiser. Gambling is well received at Rudolph's Redneck Roost. A new infrared camera was purchased with Fire Relief Association funds.

One fire fighter has moved out of the area, south of Albany and plans to remain on the department. A retired firefighter asked to buy his helmet and will replace it with a new one. Mike Odden made a motion to sell the used helmet and in exchange for a new helmet. Eric Berscheid seconded the motion. AIF

There has been no word yet on the FEMA grant application for air packs. Training this month involved cutting up cars. Thanks to Opatz Metals for donating the vehicles. Custom Fire will provide September training. The fire department budget meeting was set for Wednesday, August 24<sup>th</sup> at 7:00pm at city hall.

Emergency Managers Report was given by Dorine Rausch. She attended a hazardous mitigation work session in Kimball in July and is working on updating the city's Hazardous Mitigation Plan.

The control boards on the city sirens were brought to Granite Electronics for reprogramming. When the siren was originally set up with the county, it sounded with the City of St Rose. Cost to reprogram and test the sirens was estimated at \$100. The two emergency sirens are set off by the county, not by the city. The siren at city hall can be set off manually by the city. Dorine will check into getting the equipment to set off the all sirens manually. An optional service agreement will be discussed at the budget meeting as well as a battery pack charger for the sirens.

Several firefighters work in the shop at Two Rivers Enterprises and an antenna was installed to ensure that emergency calls were received there. The Emergency Management Plan will be reviewed and discussed at next month's meeting.

Dorine submitted 43.5 hours for completing the City Emergency Plan, Resource listings and getting the siren repaired. Mike Odden made a motion to pay the Emergency Managers time card at current rate of \$12/hour. Motion was seconded by Alan Walz. AIF

Liquor Store Report was given by manager Patrick Meier. July gross revenue = \$46,977.86. Expenses = \$38,607.93. Year to date lottery proceeds = \$1,438.14. Year to date balance = \$11,008.42. Quote for south side deck of \$15,000 wouldn't change much if it was built smaller. The Mayor met with Charles Warga from Rocks to Roses for ideas on south side alley improvement. Pat has been called for jury duty on August 22<sup>nd</sup>. Sunday hours and sales were discussed. Pat noted that Sunday receipts average \$200-\$300. He works most Sundays and is open noon to 6:00pm for patrons who come in to watch racing and football.

Maintenance Report was read by Mayor Sue Marstein. Maintenance Supervisor Brian Zapzalka is working on the Wastewater Treatment Plant (WWTP) permit with SEH engineers and MPCA representatives. Tree and brush removal was started on the maintenance road (1<sup>st</sup> Street). Repairs on the loader included manifold bolt, air ride seat and throttle cable. Curb stops are being located and recorded. The sanitary sewer will be jetted in mid-August. Dead end hydrants were flushed. The emergency siren is working. Repairs estimated at about \$12,500 for the main lift station as well as the annual inspection of the 4<sup>th</sup> Street station will be completed this week. 2,057,000 gallons of wastewater were treated in July and 1,578,500 gallons of water were pumped.

### Guests

Molly Thompson from Schlenner Wenner presented audit results for fiscal year 2015. Overall, assets went up and liabilities went down. There were not a lot of significant changes from the prior year. In the Enterprise Funds (water, sewer and liquor) revenues were down and expenses were up, largely due to depreciation and she suggested raising rates periodically or even annually. Water and Sewer funds operated at a loss. The Liquor Store had net income of \$3,865. To comply with MN statutes, checks for over the sale amount should not be cashed and petty cash payments should be documented and approved on a monthly basis by the council. Recommendations included purchasing a Point of Sale system for the Liquor Store, looking at a rate increase or fund transfer to keep the Sewer Fund in the positive and approve the closing of Fund 401 effective December 31, 2015.

Scott Lange from SEH noted that three logo quote options for the water tower will be requested. Options: wording "Holdingsford" as it is now, wording "Holdingsford" with a picture of covered bridge and the Husker "H" behind wording "Holdingsford". Bid opening will be held on Thursday, September 1<sup>st</sup> at 10:00am at City Hall and a decision made at a following council meeting.

Advice from the League of Minnesota Cities (LMC) was noted regarding rezoning procedures for the proposed Opatz Metals expansion. Until Opatz Metals buys the property and submits a rezoning application and all facts and options are considered, the council cannot give an opinion as to whether they would support the project. The LMC noted that the council is to act as an impartial body until the proper channels have been followed. Stearns County Assessor's Office was also contacted regarding concerns expressed at the public hearing on changes in values for neighboring properties. The county was not able predict property value implications one way or the other.

An expense sheet for the softball tournaments was submitted by Kayla and Mark Solarz. Several questions were raised and Park liaison Mike Odden will follow up. A request was made for temporary liquor licenses for two tournaments; a men's tournament on August 27<sup>th</sup> and co-ed tournament on Sept 10<sup>th</sup>. Eric Berscheid made a motion to approve two, one day temporary liquor licenses at no cost if they meet with a council member and if not the \$25 fee per liquor license will apply. Mike Odden seconded the motion. AIF

#### Unfinished Business

Ernie Schmit brought in plans for new shower-bath house facility at Veterans Park. He noted that the Holdingford Lions Club would help with fundraising, building demolition or where they can and asked for a council liaison. Mike Odden volunteered to be the liaison. If weather permits cement will be poured this fall and construction would begin next spring. Three changes to the plans were suggested including moving the raised mop sink to floor level, adding a drinking fountain in front of the building and a faucet on south side of the building. The building will not be heated and will be shut down in the winter. A donation of stainless steel sinks will be requested as well as other donations from area businesses. A commercial sink was also suggested, but Council agreed that it would be better placed in the shelter and water and sewer lines could possibly be dug now for future hookups. A dump station was also discussed for the camp site and it was noted that it may be better placed by the Maintenance Garage. Eric Berscheid made a motion to move forward with the demolition of the old bathroom building this fall and if funding is not fully secured, the city will cover additional costs until it can be funded. Alan Walz seconded the motion. AIF

After reviewing three data and technology policies, Alan Walz made a motion to approve the Social Media Policy, Computer Use Policy and Fire Department and EMS Social Media and Digital Image Policy. Eric Berscheid seconded the motion. AIF

#### New Business

Alan Walz made a motion to approve Resolution 16-08-08-1 Chamber of Commerce Raffle Permit for a raffle held at the American Legion on November 5, 2016. Mike Odden seconded the motion. AIF

Mike Odden made a motion to approve Resolution 16-08-08-2 Accepting Donation from Ernie & Lois Schmit for the TV screen which allows reports and correspondence to be viewed by the council at monthly meetings. Alan Walz seconded the motion. AIF

Mike Odden made a motion to adopt Ordinance 155: Opting out of the Requirements of Minnesota Statute, Section 462.3593. Alan Walz seconded the motion. Minnesota Statute, Section 462.3593 permits and regulates temporary family health care dwellings and Section 9 of the statute allows cities to "opt-out" of the state regulations. Cities must opt-out before September 1, 2016 and can then create and approve an ordinance that fits the individual city. AIF

After comparing rates, Eric Berscheid made a motion for renew the \$150,000 Certificate of Deposit for 12 months with Central Minnesota Credit Union at a rate of .95%. Mike Odden seconded the motion. AIF

Department budget meetings were scheduled for Wednesday, August 24<sup>th</sup> at 7:00pm -Fire, 6:00pm -Parks, and 4:30pm -Liquor Store and Friday, August 19<sup>th</sup> at 9:00am for Maintenance and 10:00am for City General.

Due to Columbus Day falling on the second Monday in October, the council meeting was set for Tuesday, October 11<sup>th</sup>.

Last year several manholes on city streets were lowered at a total cost of \$2,865. About ten manhole covers were identified that may need to be raised at a cost of about \$300 per cover. The council agreed to wait until spring to see if the manholes need to be adjusted.

Mayor Sue Marstein noted Maintenance Supervisor Brian Zapzalka's two year evaluation was done and will review it with department liaison Eric Berscheid. In order to move Brian into the next pay range, pay equity points and job duties will need to be reviewed.

Two nuisance properties were identified as having unlicensed vehicles and stored junk. There was discussion on the nuisance ordinance and procedures for addressing property cleanup. The council agreed that pictures should be taken and specific items noted that violate the ordinance. The owners will be notified and invited to the September meeting to address cleanup efforts.

There was discussion regarding the payment to Hennen Floor Covering for \$4,167 for tiling the city hall kitchen. Council expressed their concern about the tiles from two different dye lots that were sporadically placed, the workmanship and mess left by the subcontractor and the city having to shorten the doors, which was not accounted for in the original quote. Joe Hennen suggested the \$230 for shortening the doors be deducted from the total bill and then a donation would be made to the city. Council suggested asking Hennen to donate tile and labor for showers in new shower-bath house facility. Hennen Floor Covering payment was left unapproved.

Admin Reports

Councilmember Reports: The Grass to Glass documentary which highlights Minnesota 13 and moonshining will be shown on October 2<sup>nd</sup> at 3:00pm at the Paramount Theater. Tickets can be purchased on the Paramount Theater website. Pictures of the lift station were previewed. Grease clogged and shut down the Main lift station and Brian Zapzalka came in early Sunday morning to get it started. The hedge near the road on corner of Gertrude and County Road 9 needs to be trimmed and the city will take care of it if the owners cannot trim it down this week. The pedestrian crossing sign was cut up and put back in the middle of County Road 17 by the crossing. The sign will be replaced either with a permanent street sign or similar sign. The county washed and repainted the covered bridge as well as cleared brush to increase visibility.

Clerk Sandra Meer noted that polls are open from 7am-8pm for voting in the primary Election on Tuesday, August 9<sup>th</sup>. Filing for two council positions and one mayor position is open August 2<sup>nd</sup> and closes at 5pm on August 16<sup>th</sup>. The dishwasher and disposal in the city hall kitchen are leaking and Appliance Repair will submit an estimate for repairs. Artist Frank Gosiek will give an estimate to repaint the vandalized area on the boxcar at the Wobegon Trailhead Park. The vandals were caught on camera and footage will be sent to the Chamber of Commerce to post on their Facebook page to help identify the individuals.

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

Announcements

Residents who are delinquent on their utility payments are: Mara Glader, Dave Hagemann, Kirsten Pfannenstein, Duane Young, Janice Zarbok, Brian Caruth, Jesse Johnson, Bradley Kronback, Dan Ziemer, Roger Jensen, Barbara Olson, James Taylor, and Wayne Johnston.

Motion to adjourn was made by Mike Odden, seconded by Alan Walz. Meeting adjourned at 10:05p.m.

Respectfully submitted,

Sandra Meer  
City Clerk, Holdingford

JULY 2016	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 5,872.16
Public Works	\$ 7,049.95
Fire	\$
Liquor	\$ 7,575.34
Total	\$ 20,497.45
2 pay periods ending	
7/10, 7/24	

**City of Holdingford - Equal Opportunity Provider**  
**Accounts Payable Check Register Report - STEARNS BANK**  
*For The Fiscal Periods Range From 2016-7 To 2016-7*  
**For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated**

Check #	Type	Date	Vendor	Name	Amount	Status
32020	C	7/11/2016	704	AFSCME Council 65	\$102.41	C
32021	C	7/11/2016	517	Alex Air Apparatus, Inc	\$730.00	C
32022	C	7/11/2016	328	AllSpec Services, LLC	\$195.70	C
32023	C	7/11/2016	6	AmeriPride Linen	\$252.94	C
32024	C	7/11/2016	469	Barb Konsor	\$92.75	C
32025	C	7/11/2016	9	Bernick's Pepsi-Cola	\$1,709.35	C
32026	C	7/11/2016	18	C & L Distributing, Inc	\$6,816.80	C
32027	C	7/11/2016	24	Central-McGowan, Inc	\$45.67	C
32028	C	7/11/2016	48	D & D Beverage	\$367.00	C
32029	C	7/11/2016	370	Dorine Rausch	\$22.68	C
32030	C	7/11/2016	52	E. A. Sween Company	\$69.08	C
32031	C	7/11/2016	80	Gopher State One-Call, Inc	\$10.80	C
32032	C	7/11/2016	787	Granite City Jobbing Co	\$851.98	C
32033	C	7/11/2016	92	Headley Hardware	\$650.81	C
32034	C	7/11/2016	481	Heggies Pizza	\$163.25	C
32035	C	7/11/2016	104	Holdingford Community Ed	\$50.00	C

Check #	Type	Date	Vendor	Name	Amount	Status
32036	C	7/11/2016	614	Holdingford Gas and Grocery	\$303.13	C
32037	C	7/11/2016	691	Integra Telecom	\$231.80	C
32038	C	7/11/2016	119	Johnson Brothers Liquor C	\$806.67	C
32039	C	7/11/2016	843	K & S Pharmacy	\$550.00	C
32040	C	7/11/2016	539	League of MN Cities Ins. Tr/BKLY	\$23,631.00	C
32041	C	7/11/2016	730	Midcontinent Business Solutions	\$224.57	C
32042	C	7/11/2016	687	MN Dept Hlth, MDH	\$456.00	C
32043	C	7/11/2016	191	Northland Trust Services, Inc	\$16,553.75	C
32044	C	7/11/2016	205	Phillips Wine & Spirits	\$225.49	C
32045	C	7/11/2016	207	Postmaster	\$48.00	C
32046	C	7/11/2016	904	Roger Holm	\$20.84	C
32048	C	7/11/2016	234	St Cloud Technical College	\$1,575.00	C
32049	C	7/11/2016	750	St Cloud Times #1076	\$37.00	C
32050	C	7/11/2016	685	Star Publications, LLC	\$65.00	C
32051	C	7/11/2016	412	Sunset Electric, Inc	\$391.12	C
32052	C	7/11/2016	258	The Nut Man	\$28.00	C
32053	C	7/11/2016	637	Tony Stalberger	\$306.60	C
32054	C	7/11/2016	271	UC Lab	\$918.00	C
32055	C	7/11/2016	276	United Systems Technology	\$12.16	C
32056	C	7/11/2016	903	Upper Lakes Foods, Inc.	\$490.78	C
32057	C	7/11/2016	281	Viking Coca Cola Bottling	\$280.00	C
32058	C	7/11/2016	282	Viking Industrial Center	\$95.00	C
32059	C	7/11/2016	360	XCEL ENERGY 51-5655037-5	\$814.30	C
32060	C	7/11/2016	358	XCEL ENERGY 51-5655040-0	\$2,899.85	C
32068	C	7/25/2016	91	Hawkins, Inc	\$1,320.63	C
32069	C	7/25/2016	144	MEDICA	\$1,292.36	C
32072	C	7/25/2016	208	Principal Financial Group	\$106.52	C
32079	C	7/25/2016	359	XCEL ENERGY 51-5655038-6	\$1,290.36	C
32080	C	7/25/2016	361	XCEL ENERGY 51-5655039-7	\$775.28	C
32083	C	7/25/2016	507	Blue Cross Blue Shield of Minnesota	\$345.03	C
32087	C	7/25/2016	655	David Yurczyk	\$36.00	C
32088	C	7/25/2016	687	MN Dept Hlth, MDH	\$23.00	C
32090	C	7/25/2016	787	Granite City Jobbing Co	\$1,043.76	C
32093	C	7/25/2016	841	Holdingford CC Fireworks Account	\$500.00	C
32094	C	7/25/2016	851	Health Partners	\$1,016.48	C
32047	C	7/11/2016	893	Rolling Lake Auto	\$77.25	O
32061	C	7/25/2016	6	AmeriPride Linen	\$63.41	O
32062	C	7/25/2016	18	C & L Distributing, Inc	\$3,719.45	O
32063	C	7/25/2016	21	Central MN. Alarms, Inc.	\$203.85	O
32064	C	7/25/2016	48	D & D Beverage	\$180.60	O
32065	C	7/25/2016	70	Frito-Lay, Inc	\$57.66	O
32066	C	7/25/2016	81	Granite Electronics, Inc	\$497.60	O
32067	C	7/25/2016	90	Harry's Frozen Foods	\$46.00	O
32070	C	7/25/2016	175	MN Municipal Beverage Assoc	\$500.00	O
32071	C	7/25/2016	207	Postmaster	\$102.00	O
32073	C	7/25/2016	223	S.E.H.	\$3,500.00	O
32074	C	7/25/2016	225	Schlenner, Wenner & Co	\$17,330.00	O
32075	C	7/25/2016	250	Albany Enterprise	\$77.00	O
32076	C	7/25/2016	263	Tom's Refuse	\$6,245.08	O
32077	C	7/25/2016	281	Viking Coca Cola Bottling	\$2,352.00	O
32078	C	7/25/2016	339	Verizon Wireless	\$89.62	O
32081	C	7/25/2016	468	AMPS, Inc	\$436.50	O
32082	C	7/25/2016	481	Heggies Pizza	\$117.70	O
32084	C	7/25/2016	508	Internet Planners, LLC	\$65.45	O
32085	C	7/25/2016	519	XCEL ENERGY 51-8242904-3	\$207.68	O
32086	C	7/25/2016	539	League of MN Cities Ins. Tr/BKLY	\$1,618.00	O
32089	C	7/25/2016	750	St Cloud Times #1076	\$37.00	O
32091	C	7/25/2016	804	Toshiba Financial Services	\$99.12	O
32092	C	7/25/2016	836	Charles Roth	\$500.00	O
32095	C	7/25/2016	873	CenturyLink	\$63.53	O
32096	C	7/25/2016	893	Rolling Lake Auto	\$123.33	O
32097	C	7/25/2016	903	Upper Lakes Foods, Inc. \$	249.61	O
				Cleared	\$70,844.70	
				Outstanding	\$38,559.44	
				Void	\$0.00	