

Holdingsford City Council Meeting February 9, 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, Scott Lange, Kayla Ebnet, Jeremy Freudenrich, Doug Pagen, Ernie Schmit, Mark Solorz, and Liz Vos.

Mayor Marstein welcomed new council member Alan Walz who was appointed to fill the vacant council position at a special meeting on January 28, 2015.

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

Motion to approve electronic transfers and withdrawals was made by Eric Berscheid, seconded by Lewis Becker. AIF

Bank reconciliation for January 2015 statement was still in progress, tabled until March meeting.

Motion to approve minutes of the January 12, 2015 council meeting was made by Mike Odden, seconded by Alan Walz. AIF

Motion to approve minutes of the January 28, 2015 Special Meeting was made by Mike Odden, seconded by Eric Berscheid. AIF

Department Reports

Liquor Store report was read by Mayor Marstein. January gross revenue = \$ 32,613.61. Expenses = \$35,828.69. Year to date balance = -\$3,215.08. Capital outlay for convection oven = \$6,735.73. Mayor Marstein reviewed notes from meeting with Manager Pat Meier and Lead Bartender, Pam Voss. Building updates and procedural changes were discussed as well as inside clutter and bathroom cleanliness. The maintenance department put up shelves in the basement for inventory stock. The monitor or recorder on the security camera needs updating. Sales, beer prices and out of stock inventory sale area were discussed.

Fire Department report was given by Chief Keith Hommerding. The Fire Relief Association breakfast is March 8th. Donations from the calendar are ahead of last years. There have been seven calls this year, all medical, including two in Brockway Township, four in the City, and one in Krain Township. One new firefighter application has been turned in and they are expecting another one. The Chain of Command will be determined at this week's meeting.

Retirement pension was discussed at the annual fire board meeting in January and the townships agreed that the contribution should be raised. Increasing pension contributions will not affect the budget and will help attract and retain members. Eric Berscheid made a motion to raise the pension contribution from \$1,100 to \$1,200 per year. Mike Odden seconded the motion. AIF

New tires were put on the *Bulldog* (correction 3/9/15) truck. Members will plan to ask SnoFlyers for donation for new 6x6 wild lands ATV. Application for FEMA grant for air packs was submitted. Rapid Intervention Training is scheduled this month and will be paid for through MN Fire Training Board. Chief Hommerding asked about parking solution for Polar employees. It's hard to move around the parking lot when there are fire calls and fire trucks are coming in and out.

See end of minutes for Mayor's Report.

Clerk Sandra Meer reviewed the Pay Equity Report that was submitted to the State in January. Lewis Becker made a motion to approve the Minnesota Pay Equity Report as submitted. Alan Walz seconded the motion. AIF

The League of Minnesota Cities was contacted for clarification on health insurance coverage and compliance issues and we are waiting on a response before returning the third party administrator contract to HR Simplified.

Scott Lange from SEH gave an update on the storm shelter/shower facility at Veteran's Park. The initial design is a concrete structure 27'x36' that meets federal standards to shelter campers and park users and provide bathroom and shower facilities. Building features were reviewed. FEMA funding will be applied for but not all design aspects may be eligible. In the next month, the completed design will be reviewed by at least two contractors for budget estimates, there will be a scheduled meeting with FEMA and grant applications will be submitted. If funding is approved for the project, construction will happen this summer.

Scott Lange suggested the blower problem was most likely due to power fluctuations in voltage, in conjunction with an increase in electricity load and filters that need to be changed. Warranty on blowers is no longer in effect. Two quotes were received on SCADA system which would send automated message to alert personnel when equipment is not functioning properly. Quote from Automatic Systems = \$74,978 and from Preferred Controls = \$25,250. Scott Lange will compare quotes and bring recommendation to March meeting.

Kayla Ebnet and Mark Solorz reported on starting summer softball leagues at the ball park. The season would run May through August, with at least four co-ed teams on Friday nights. Advertising was placed in Morrison County Record, Stearns Enterprise and Melrose Beacon for interested teams and players. A 2.5 day co-rec tournament is scheduled for June 27th and a men's tournament

during Holdingford Daze, July 11th. Both would require 3-day liquor licenses. Coolers in concession stand may need to be replaced or repaired. 2014 men's tournament went well but co-rec tournament in September was a loss with concessions and work that went into the field prep and maintenance. The field needs some dirt work and excavating which can be done before the season. Lime should be put down after the season. Donations will be sought for fence topper, foot markers for outfield fence and cushions on poles.

Jeremy Freudenrich requested a reduction on the sewer portion of the prior month's utility bill for rental property on Washington Street after a pipe broke and water went out in yard. Mike Odden made a motion to allow reduction of sewer charges based on prior seven month average and water would be paid at present usage, since water was used but did not go into sewer system. Eric Berscheid seconded the motion. AIF

Maintenance Report: Doug Paggen diagnosed problems on white dodge truck. It needs major work. Doug Paggen recommended putting sealant in radiator, watch the anti-freeze levels and drive it in the city until it dies. The capital improvement fund has money budgeted that could be used for a new or used vehicle. Minor repair on red pickup is needed. Doug offered to look over any vehicle that the city is considering to purchase.

There was a water main break by Voss' on Third Street that was discovered on Sunday afternoon, February 8th. Water was shut off at Fairview Apartments and some residences until Larson Excavating found and repaired the break late Monday afternoon.

Blower problems were diagnosed at the Wastewater Treatment Plant where motor overloads and trips blower. Mike Odden made a motion for Mayor Marstein to give approval to replace the Smart Motor Controller on Blower #2 as per the proposal quote from Automatic Systems Company, after consulting with Maintenance Supervisor Brian Zapzalka and Xcel Energy regarding power surges. Alan Walz seconded the motion. AIF

Mayor Marstein read the remaining report; Christmas decorations were taken down and moved to boxcar for storage. Annual DNR water report was completed. Snow and ice were removed. Well relay problems at the pump house were resolved with help from Preferred Controls. Shelves were put up at the liquor store and city hall. Shop, tools and equipment were cleaned and organized. There is now internet access at the Maintenance garage and an email address for the Maintenance Department.

Old Business

Discussion on the assistant clerk position included how reduction in Clerk's hours would be handled, how insurance benefits would be affected and full time status. Additional office personnel would extend current office hours and keep regular hours when Clerk is at training or on vacation. Currently when Clerk is out, the office is closed and Utility Janitor, Kathy O'Hara picks up mail, answers phones and relays phone messages if necessary. Discussion was tabled until March meeting.

New Business

Bottom burner pan of the dishwasher needs to be converted to natural gas to heat water for the sanitizing cycle. The repairman is concerned about age and condition of dishwasher and recommended replacing the dishwasher with an electric model. New dishwashers have heating element inside. Initial estimates for a commercial dishwasher were around \$3,800. Council suggested looking for a used appliance for restaurant supply dealer.

Mayor Marstein noted several updates for City Hall which included painting in the foyers and office, mounting a business card holder and/or additional bulletin board in the foyer, hanging a map in the hall, scrubbing kitchen walls and replacing old halide lightbulbs with energy efficient bulbs. Kathy O'Hara agreed to work additional hours to paint foyer areas.

Council Report: Eric Berscheid reported on attending Newly Elected Leader Conference hosted by League of Minnesota Cities (LMC). Mayor Marstein will attend February conference and Alan Walz is registered for March workshop put on by LMC and Minnesota Association of Townships.

There was discussion on the nightly 9:35p.m. curfew siren and if it can be turned off. Mayor Marstein will check with Pat Meier.

Mayor Marstein noted that the contract with Xtratyme for service antennas on the water tower needs to be updated. She will follow up with Kyle Ackerman. There was also discussion on cleaning up old ice machine behind Maintenance garage and utilizing empty lot on south side of the liquor store.

Announcements

Residents who are delinquent in their utility payments are: Jayson Burghardt, Scott Zehowski, Derek Woidyla, Mara Glader, Rough Riders, David Hageman, Mike Byland, Janice Zarbok, Jesse Johnson, Brandon Cottrell, and Tim Rudnick.

Holdingford Schools Superintendent Eric Williams will host presentation on solar "garden" on February 18th at school board room.

Motion to adjourn was made by Alan Walz, seconded by Lewis Becker. Meeting adjourned at 9:40 p.m.

Respectfully submitted,
Sandra Meer
City Clerk, Holdingford