

Holdingford City Council Meeting Minutes February 11, 2019

The Holdingford 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, Steve Horvath, Sandra Meer, Keith Hommerding, Patrick Meier, Larry Hadley, Herman Lansing, Michael Schmidt, Gordy Sjaaheim and Tim Winter.

Mike Odden made a motion to approve the consent agenda to include minutes of the January 14th Council Meeting, submitted monthly claims, and financial reports. Bob Sanchez seconded the motion. AIF

Department Reports

Liquor Store report was given by Manager Patrick Meier. January gross revenue = \$31,742.48. Expenses = \$29,864.84. Year to date lottery proceeds = \$264.03 Year to date adjusted balance = \$1,981.80. Snowmobilers have been bringing in more business. Pat will revisit roofing quotes from last year.

Fire Department report was given by Chief Keith Hommerding. There were 15 calls so far this year; ten medical, two fires, 2 accidents with injuries, and one good intent/false alarm. Seven calls were in the city, four in Holding Township, two in Krain Township and two in Brockway Township.

The Relief Association calendar fundraiser has raised almost \$5,000 from donations, thanks to many generous donors. The annual Fire Relief Fundraiser Breakfast is scheduled for Sunday, March 10th from 8am-1:00pm at City Hall.

Following similar action at the annual fire board meeting, Eric Berscheid made a motion to increase the fire fighters relief benefit by \$100 from \$1,400 to \$1,500 per year. Mike Odden seconded the motion. AIF

Robb Berscheid made a motion in favor of the Fire Department beginning to look at pricing a new rescue unit. Bob Sanchez seconded the motion. AIF

An updated draft of Mutual Aid Agreement was submitted to the council. Upon approval it will be forwarded to the attorney.

No report from Dorine Rausch, the city Emergency Manager.

Maintenance Report was given by Steve Horvath. Fluoride tests for the well were done. Bac-T sample needs to be retaken after first test didn't get delivered on time due to weather issues. After troubleshooting issues at the well house, the poly pumps were rebuilt and foot valves replaced. Chemical supplier, Hawkins, Inc. analyzed the well water and found poly feed rates could be adjusted to better sequester the iron. Maintenance staff will work with Minnesota Rural Water Association to review the water test and see what other factors might change level of iron and manganese. Xtratyme replaced the antenna on the water tower so the tower and well house are communicating again. Skating rink is filled and ready for skaters.

One of the original mixers stopped working at Wastewater Treatment Plant (WWPT) was replaced with a rebuilt one. One more mixer is yet to be replaced. Mixers can be rebuilt at about half the cost of a new one. Eric Berscheid made a motion to have Aeration Industries rebuild the mixer that was taken out. Mike Odden seconded the motion. AIF

Repairs were made to snow removal equipment including the plow and the broom for the skid steer.

1,406,800 gallons of well water were pumped. 1,689,000 gallons of wastewater was treated.

Guests

Mike Schmidt brought in four bottles of discolored hard/soft water from his house. Tim Winter also noted the water was discolored at his house but he contacts Maintenance staff when it happens. The poly was not binding, which helps to keep iron out of the city water. As reported by the Maintenance Specialist Steve Horvath, poly levels have been adjusted and it should clear up in the next week. The hydrant will also be flushed up in that area.

Unfinished Business

A sample ordinance from the League of Minnesota Cities for regulating specifications and backflow prevention in potable water systems was reviewed. According to local plumber, Keith Hommerding it is needed for installs in cities and other jurisdictions. Testing should be done any place where there is possibility of cross contamination, like car washes, swimming pools, or the WWTP. Scott Lange will look into what other cities our size are doing.

The city has not adopted Governmental Accounting Standards #68 or #71 (GASB) accounting changes mainly due to cost associated with auditing and actuaries. The State strongly suggests it be done to eliminate possibility of fraud. Since the city accountant would need council action to make the change and the Relief Association would be required to hire an actuary, the decision will be postponed and addressed after this year's audit.

Ordinance 103 for the annexation has been filed with the State Office of Administrative Hearings. Following review of the property tax agreement, Eric Berscheid made a motion to accept the property tax agreement between the city of Holdingford and Holding Township. Bob Sanchez seconded the motion. AIF The agreement will be forwarded to the township for approval.

No further changes were suggested after a draft of the personnel policy was forwarded to the union representative. Holiday pay for part time employees was briefly discussed. Eric Berscheid made a motion to accept the personnel policy as drafted. Following discussion, Bob Sanchez seconded the motion. Eric Berscheid, Mike Odden, Sue Marstein and Bob Sanchez voted in favor. Robb Berscheid abstained since he didn't take part in the process.

New Business

Mike Odden made a motion to approve Resolution 19-02-11-1 Stearns County Sheriff's Office Contract for Police Services for 2019. Robb Berscheid seconded the motion. AIF

Eric Berscheid made motion to approve Resolution 19-02-11-2 Helping Hands Cash Raffle to be held July 13, 2019. Mike Odden seconded the motion. AIF

At the annual Fire Board meeting on February 6th, the townships requested that the basis for determining the percentage of shared costs be revised. Cost share is currently based on the property market value of the area served. One option to determine costs was by averaging 1/3 each of area market values, call volumes and addresses served. Another option was to take 50% of market value and 50% of the last 3 years of call volume of each area. Both options increased the city share to around 30%. Currently, the city covers an average of 12%. The council agreed that the percentage that the city pays should be adjusted but suggested raising the amount by a smaller percentage either by removing some of the shared costs, such as building maintenance and utilities, or to add the market value of public properties back into the city equation. Percentages will be recalculated and discussed at the next monthly meeting.

The three year lease agreement to rent ten acres of city owned land is up for renewal. The land has been rented for crops with the condition that the city will land apply biosolids twice per year and the leaser will till in the biosolids. Sealed bids will be accepted until noon on Monday, March 11th. Robb Berscheid made a motion to put advertisement out for bids for crop land lease. Mike Odden seconded the motion. AIF

The results of the League of Minnesota Cities Insurance annual survey were discussed. Safety concerns focused on ADA guidelines and accessibility to existing and new structures mainly at the park facilities and playground area. That led to discussion by the council on other items on a list of items that the council has prepared to take action on this year. An additional action item discussed was to follow up on a recommendation from Xcel Energy to meet with Main Street business owners regarding moving existing utilities and poles from Main Street to alleyways. Other items on a list included: planting trees between bushes by the fence on the north side of the ball field; patching potholes; laying a skin coat of asphalt instead of grinding and repaving on the portion of River Street by the water tower; and options for getting water line to the WWTP whether through an easement across the Wobegon Trail or from Maintenance Garage.

Office Assistant Shawn Williams resigned after accepting a job with the city of St Martin. Clerk-Treasurer, Sandra Meer requested change of hours to three days per week and the council agreed to hire a full time Deputy Clerk. Meer will stay on as the clerk-treasurer and train the new person to eventually take over more clerk-treasurer duties. Mike Odden made a motion to retain consultant, Kathleen Murphy who helped with prior hiring, if the cost is reasonable. Bob Sanchez seconded the motion. AIF

Residents who are delinquent on their utility payments are: Shannon Backlund, Bill Felleggy, Mara Glader, Jenny Gunderson, Dave Hagemann, Troy Hanson, Hyatt House, Robert Opheim, Walker Neinaber, Katie Severson, and James Taylor.

Admin Reports

Mayors/Council Discussion notes:

- Graffiti is still left on several buildings, these areas may be repainted by volunteers on Holdingford Cares Day
- The city's Nuisance Ordinance regarding building maintenance and appearance: buildings that look derelict give a bad first impression of the city and it affects property values, a letter will be crafted and steps taken to help owners move towards compliance with ordinance
- Two lots in the trailer court don't have running water and management will be working with the County
- A sidewalk closed sign should be posted along fence on Main Street
- Research options for ACH withdrawals for utility payments to the city

The clerk will be on vacation first week of March and the office will be open on a limited basis.

Announcements

City offices will be closed on February 18, 2019 in observance of President's Day.

Next council meeting: Monday, March 11th at 7:00 p.m. with a work session at 6:00p.m.

Robb Berscheid made a motion to adjourn the meeting. Motion was seconded by Mike Odden. Meeting adjourned at 9:25pm.

Respectfully submitted,
 Sandra Meer
 City Clerk, Holdingford

JANUARY 2019	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 5,780.18
Public Works	\$ 6,680.87
Liquor	\$ 7,225.67
Total	\$19,686.72
2 pay periods ending	
01/04, 01/18	

**City of Holdingford - Equal Opportunity Provider
 Accounts Payable Check Register Report - STEARNS BANK
 For The Fiscal Periods Range From 2019-1 To 2019-1**

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

Check #	Type	Date	Vendor Name	Amount	Status
34324	C	1/10/2019	704 AFSCME Council 65	\$90.56	C
34325	C	1/10/2019	409 Albany Heating, A/C & Service, Inc.	\$406.00	C
34326	C	1/10/2019	691 Allstream	\$214.25	C
34327	C	1/10/2019	6 AmeriPride Linen	\$81.63	C
34328	C	1/10/2019	9 Bernick's Pepsi-Cola	\$239.30	C
34329	C	1/10/2019	627 Breakthru Beverage Minnesota	\$653.60	C
34330	C	1/10/2019	828 Brian Zapzalka	\$650.00	C
34331	C	1/10/2019	24 Central McGowan, Inc	\$113.55	C
34332	C	1/10/2019	21 Central MN. Alarms, Inc.	\$203.85	C
34333	C	1/10/2019	48 D & D Beverage	\$100.50	C
34334	C	1/10/2019	926 Eckberg Lammers, P.C.	\$203.00	C
34335	C	1/10/2019	550 Everything Signs	\$19.29	C
34336	C	1/10/2019	983 EZ ICE, Inc	\$5,525.00	C
34337	C	1/10/2019	70 Frito-Lay, Inc	\$65.83	C
34338	C	1/10/2019	316 GERAD'S OIL CO., INC	\$427.27	C
34339	C	1/10/2019	889 GovOffice LLC	\$550.00	C
34340	C	1/10/2019	787 Granite City Jobbing Co	\$1,025.01	C
34341	C	1/10/2019	92 Headley Hardware	\$432.48	C
34342	C	1/10/2019	481 Heggies Pizza	\$127.50	C
34343	C	1/10/2019	948 Henry's Foods, Inc	\$761.13	C
34344	C	1/10/2019	101 Holdingford Chamber of Commerce	\$50.00	C
34345	C	1/10/2019	614 Holdingford Gas and Grocery	\$160.19	C
34346	C	1/10/2019	119 Johnson Brothers Liquor C	\$1,475.44	C
34347	C	1/10/2019	136 League of MN Cities	\$225.00	C
34348	C	1/10/2019	730 Midcontinent Business Solutions	\$232.10	C
34349	C	1/10/2019	905 Midwest Machinery Co	\$68.83	C
34350	C	1/10/2019	687 MN Dept Hlth, MDH	\$456.00	C
34351	C	1/10/2019	172 MN Licensed Beverage Assoc	\$360.00	C
34352	C	1/10/2019	184 MN State Fire Chiefs Assn	\$492.00	C
34354	C	1/10/2019	984 NetvPro	\$3,994.00	C
34355	C	1/10/2019	191 Northland Trust Services, Inc	\$55,108.75	C
34356	C	1/10/2019	962 Physio-Control, Inc	\$165.00	C
34357	C	1/10/2019	207 Postmaster	\$500.00	C
34358	C	1/10/2019	685 Star Publications, LLC	\$271.86	C
34359	C	1/10/2019	243 Stearns County Sheriff's Office	\$7,480.00	C
34360	C	1/10/2019	804 Toshiba Financial Services	\$129.94	C
34361	C	1/10/2019	271 UC Lab	\$1,454.00	C
34362	C	1/10/2019	985 Universal Printing Solutions, Inc	\$95.85	C
34363	C	1/10/2019	903 Upper Lakes Foods, Inc.	\$255.95	C
34364	C	1/10/2019	281 Viking Coca Cola Bottling	\$136.00	C
34365	C	1/10/2019	359 XCEL ENERGY 51-5655038-6	\$1,030.85	C
34366	C	1/10/2019	361 XCEL ENERGY 51-5655039-7	\$1,374.40	C
34367	C	1/10/2019	358 XCEL ENERGY 51-5655040-0	\$3,345.92	C
34368	C	1/10/2019	519 XCEL ENERGY 51-8242904-3	\$29.75	C
34387	C	1/28/2019	107 Holdingford Fire Relief Assn	\$250.00	C
34353	C	1/10/2019	179 MN State Fire Dept. Assn	\$148.00	O
34369	C	1/28/2019	691 Allstream	\$214.34	O
34370	C	1/28/2019	9 Bernick's Pepsi-Cola	\$108.40	O

34371	C	1/28/2019	18 C & L Distributing, Inc	\$4,712.35	O
34372	C	1/28/2019	24 Central McGowan, Inc	\$113.55	O
34373	C	1/28/2019	873 CenturyLink	\$65.60	O
34374	C	1/28/2019	836 Charles Roth	\$400.00	O
34375	C	1/28/2019	814 Cruise Control	\$300.00	O
34376	C	1/28/2019	48 D & D Beverage	\$132.00	O
34377	C	1/28/2019	655 David Yurczyk	\$128.76	O
34378	C	1/28/2019	370 Dorine Rausch	\$90.48	O
34379	C	1/28/2019	53 Ecolab	\$86.05	O
34380	C	1/28/2019	70 Frito-Lay, Inc	\$63.50	O
34381	C	1/28/2019	80 Gopher State One-Call, Inc	\$50.00	O
34382	C	1/28/2019	787 Granite City Jobbing Co	\$230.78	O
34383	C	1/28/2019	81 Granite Electronics, Inc	\$12.50	O
34384	C	1/28/2019	91 Hawkins, Inc	\$2,524.54	O
34385	C	1/28/2019	481 Heggies Pizza	\$81.00	O
34386	C	1/28/2019	933 Helping Hands Outreach	\$100.00	O
34388	C	1/28/2019	657 Huls Bros Trucking	\$5,045.04	O
34389	C	1/28/2019	986 Industrial Safety LLC	\$511.59	O
34390	C	1/28/2019	324 Initiative Foundation	\$500.00	O
34391	C	1/28/2019	118 Jim's Snowmobile & Marine	\$196.47	O
34392	C	1/28/2019	119 Johnson Brothers Liquor C	\$1,864.46	O
34393	C	1/28/2019	686 Lake Region Firefighters Ass'n	\$40.00	O
34394	C	1/28/2019	950 Lake Wobegon Trail Association	\$100.00	O
34395	C	1/28/2019	553 Melvin Breth	\$51.32	O
34396	C	1/28/2019	987 Mid-Minnesota EMS Education	\$600.00	O
34397	C	1/28/2019	354 MN Dept of Public Safety	\$200.00	O
34398	C	1/28/2019	638 MN DNR	\$168.51	O
34399	C	1/28/2019	911 MN PEIP	\$528.81	O
34400	C	1/28/2019	495 MN Trails	\$969.00	O
34401	C	1/28/2019	207 Postmaster	\$116.00	O
34402	C	1/28/2019	223 S.E.H.	\$385.18	O
34403	C	1/28/2019	750 St Cloud Times #1076	\$25.00	O
34404	C	1/28/2019	391 Stearns Co. Municipal League	\$40.00	O
34405	C	1/28/2019	241 Stearns County Chiefs Assn	\$15.00	O
34406	C	1/28/2019	454 Sue Marstein	\$38.28	O
34407	C	1/28/2019	263 Tom's Refuse	\$6,197.50	O
34408	C	1/28/2019	386 USA Bluebook	\$210.54	O
34409	C	1/28/2019	339 Verizon Wireless	\$114.24	O
34410	C	1/28/2019	281 Viking Coca Cola Bottling	\$926.50	O
34411	C	1/28/2019	759 Volunteer FF Benefit Assoc of MN	\$161.00	O
34412	C	1/28/2019	360 XCEL ENERGY 51-5655037-5	\$2,474.84	O
34413	C	1/28/2019	359 XCEL ENERGY 51-5655038-6	\$730.75	O
34414	C	1/28/2019	383 XCEL ENERGY 51-5655041-1	\$842.51	O

Cleared	\$91,031.58
Outstanding	\$32,614.39
Void	\$0.00