

Holdingsford City Council Meeting Minutes

January 9, 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, Alan Walz, Keith Hommerding, Pat Meier, Dorine Rausch, Scott Lange, Nancy Bieniek, Gene Cipala, Milton Eiden, Jeremy Freudenrich, Larry Hadley, Kevin Headley, Jordy & Gary Opatz, Gordy Sjaaheim, Rick Solinger, Liz, Vos, Louie Walz, Jerry Winkler.

Eric Berscheid made a motion to approve the consent agenda to include December 12th Council Meeting and Public Hearing minutes, December 19th Special Meeting minutes, December 21st Special Meeting minutes, finance reports, and submitted claims. Mike Odden seconded the motion to approve the consent agenda. AIF

Steve Horvath was elected to the city council at the November General Election. In December he accepted the City Maintenance Staff position. Full time city employees cannot serve on the council. Eric Berscheid made a motion to declare a vacant seat on the city council. Bob Sanchez seconded the motion. AIF

Louis Walz and Alan Walz expressed interest in serving on the council and filling the vacancy. Following discussion, Bob Sanchez made a motion to appoint Alan Walz to the open council seat. Motion was seconded by Mike Odden. AIF

Re-elected and appointed officials Bob Sanchez, Alan Walz and Sue Marstein took the Oath of Office.

2017 Official appointments and department liaisons were designated as follows:

Depository	Stearns Bank – Holdingsford N.A.	Primary
	Central Minnesota Credit Union	Secondary
Acting Mayor	Eric Berscheid	
Asst. Clerk-Treasurer	Sue Marstein	
Attorney	Reichert, Wenner	
Auditor	Schlenner, Wenner & Co	
Building Official	Nancy Scott	
Emergency Manager	Dorine Rausch	
Engineer	SEH – Scott Lange	
Insurance Agency	Advantage One-Dan Fiedler	
	Ebner Insurance-Jenny Pederson	
Newspaper	Albany Enterprise	
Liaison Officers:	Clerk – Sue Marstein	
	Fire – Alan Walz/Sue Marstein	
	Maintenance – Eric Berscheid	
	Liquor – Bob Sanchez/Sue Marstein	
	Parks – Mike Odden	

Eric Berscheid made a motion to approve the official depository, appointments, department liaisons and the 2017 Fee Schedule (Appendix A). Bob Sanchez seconded the motion. AIF

Guests

Janelle Kendall from Stearns County Attorney's Office reported on last year's prosecutions of offenders from the City of Holdingsford as well as overall criminal activity in Stearns County. She highlighted the Adult and Juvenile Diversion Programs that has been successful in keeping first time offenders from becoming repeat offenders. Crime comes back when the economy is better and most areas, like Holdingsford saw an increase in crime in 2016.

A rezoning application was submitted by Opatz Metals and property owner, Karen Schwalbe for two parcels of property on Main Street and Washington Street. Opatz Metals is looking to expand their business to provide drive through access from Washington Street to Main Street. The council expressed concern about use of the property and how it would affect the city wells. Part of the property is located in the high vulnerability area of the Wellhead Protection Plan. Jordy Opatz noted that they have an EPA Industrial Stormwater Plan on file and buy dry materials (without gas or oil) and potential contaminants are contained. The council requested written plans and a map of the drive way, storage area specifics and fence setbacks. The view from the trail, property in the flood plain, the alley utility right-of-way and expanding in other areas were also discussed. Bob Sanchez made a motion to set a public hearing to consider the rezoning request for February 13, 2017 at 6:00pm. Eric Berscheid seconded the motion. AIF

Larry Hadley addressed concern about the poor condition of the pedestrian road. The asphalt is breaking up and snow removal increases damage to the road. Hadley noted that in the past the east gates were left open in the winter so it could be plowed. Two options were brought up; one was to resurface the road when County Road 17 is done this coming summer and the other was to mill

and grind the existing materials and either compact it or pave it. SEH Engineer, Scott Lange's rough estimate was about \$15-\$20,000 to mill, grind and pave the road. Two driveways are accessed on the west end of the pedestrian road and would be affected.

Nancy Bieniek requested an exception to the city ordinance on keeping of more than three dogs. A family member was diagnosed with health issues and according to a note submitted from the Behavioral Health Clinic, a therapy dog would help maintain his health and treat diagnosed symptoms. Bienieks currently have three licensed dogs that have been with the family for several years. The new dog is not a certified therapy dog but they are looking to have it trained. Alan Walz made a motion to allow Bieniek's to keep the therapy dog, with the understanding that if one of the other licensed dogs die, they would not be replaced but would then be within the ordinance. Bob Sanchez seconded the motion. Berscheid, Marstein, Sanchez and Walz voted in favor. Odden opposed.

Department Reports

Liquor Store report was given by manager Patrick Meier. December gross revenue = \$33,938.95. Expenses = \$30,581.06. Year to date lottery proceeds = \$2,236.87. Year to date balance = \$ 21,289.40. All food tests have been completed and the food license was renewed. Inventory was done on January 1st. Pat is looking at new bar stools to replace the existing ones.

Fire Department report was given by Chief Keith Hommerding. In 2016 there were 119 calls, including one in Avon, 58 in Holdingford, 37 in Holding Township, 11 in Brockway Township, and 12 in Krain Township. Of the 119 calls, nine were fires, 95 medical, 11 good intent, one service call, one hazardous material and two severe weather.

The calendar fundraiser has generated about \$2,000 already this year, Thank you to all who have donated. Gambling donations were also up this past year.

Since Steve Horvath is now on the city Maintenance Staff, any calls that he responds to will be recorded as usual at the department office. He will also plan to physically clock out if possible or write down his time when he is called out.

Hazardous mitigation training is scheduled for January 26th at city hall. The annual budget meeting will be on January 25th at 7:00pm. Dorine Rausch and Pat Meier will attend EMT refresher training in Melrose which will be taught by North Memorial Medical staff.

Emergency Managers Report was given by Dorine Rausch. She will attend the quarterly Hazardous Mitigation meeting on Tuesday, January 17th.

Maintenance Report was read by Mayor Sue Marstein. An O ring on the loader was repaired. Steve Horvath was hired and started working on January 3rd. A one year contract was signed with Ryan Winter to cover wastewater certifications. Skid loader tire was replaced. Dissolved oxygen probe system was checked and replaced. Regular snow removal went well. 1,173,400 gallons of well water were pumped. 2,049,000 gallons of wastewater was treated.

Unfinished Business

The State requires at least one council member be trained in order to hold the local Board of Appeals. Sue Marstein and Alan Walz have the required certifications.

The council work session included spreadsheets and formulas to adjust the water and sewer rates to cover more of the expenses for the Water and Sewer funds and bond payments. Options and suggestions will be brought to the next meeting.

New Business

After review of the easement request from Polar and WD Scepaniak to facilitate the sale of the building on Main Street, Eric Berscheid made a motion to pass Resolution 17-01-09-2 Granting Easement over a portion of the right of way located adjacent to the property. According to the survey, the building is not set square on the property. Mike Odden seconded the motion. AIF

Equivalent Dwelling Unit's (EDU's) for commercial properties were reviewed and changes were made based on the amount of water used in the past year. EDU's are collected with the monthly utility bill to pay for the 2011-12 Utility Project bond. Without past history and with new ownership of the Polar building, the EDU for Scepaniak's will be set at one and reviewed every three months for the first year. Alan Walz made a motion to approve and update the commercial EDU rates for year 2017. Bob Sanchez seconded the motion. AIF

An estimate for an air mixing system for the water tower was received for \$7,500 which is considerably less than other systems. The mixer would cycle the water in the tower, eliminate ice buildup during the winter and lengthen the life of the inside coating. There was opposition to installing it before the interior was sandblasted during the recoating. Sue Marstein made a motion to purchase the air mixing system for water tower. Bob Sanchez seconded the motion. Marstein and Sanchez voted in favor. Berscheid, Odden, and Walz opposed citing the expense outweighed the benefits.

Since the personnel changes, Scott Lange met with Maintenance personnel to address ventilation, chemical storage and replacing or repairing the heater in the well house and other issues. During the water tower reconditioning project the water pressure will go down especially for the school and a backup generator would be needed. Scott suggested either renting a generator or purchase one that can then be used as a backup generator at the WWTP. The two companies that rent water tower space for their antennas have been contacted to start looking for alternate means of servicing their customers during the project timeframe.

There was discussion to clarify Ordinance 90.72 and the use of an external solid-fuel fired heating device. The council agreed that an external solid-fuel fired heating device pipes heat into a building or structure but isn't located within the building. An internal solid-fuel fired heating device is located inside a building or structure and provides heat for that structure. According to the ordinance an external solid-fuel fired heating device is prohibited on lots in the city that are less than four acres.

Mike Odden made a motion to approve Resolution 17-01-09-1 for the Holdingford Knights of Columbus gambling permit. The cash raffle will be held on May 4, 2017. Bob Sanchez seconded the motion. AIF

After review of her annual employee evaluation, Mike Odden made a motion to move Kathy O'Hara from Step F4 to F5 as of January 1, 2017. Alan Walz seconded the motion. AIF

Admin Reports

See end of minutes for the Mayors Report. A Stearns County Municipal League meeting is scheduled for January 17th in Waite Park. The Maintenance Department's Union contract has not been approved or signed due to updating language on longevity pay. The union representative will be contacted.

Councilmember Reports: Mike Odden noted that the trees and brush by the covered bridge could be cut and offered to whoever would be willing to take it down. Overnight parking of tractor trailers should be limited to the Veteran's parking lot by the campground not next to the ball field or possibly at the church parking lot.

Eric Berscheid noted that a movable solar speed sign could be purchased for \$2,500 to be used at the Wobegon Trail crossing, by the park and other areas where excessive speed is a problem. This would replace the sign that was destroyed last fall. Mike Odden made a motion to purchase a solar powered speed sign when it goes "on sale". Bob Sanchez seconded the motion. Berscheid, Odden, Sanchez and Walz voted in favor. Marstein opposed.

Other items noted: smoking policy for employees, Holdingford Daze theme, and skating rink should be set up down at Veteran's Park.

Following discussion, Eric Berscheid made a motion to increase Office Assistant Lisa Silbernack's hours from 20 to 23 hours per week with an additional two hours that the city office will be open until 2:00pm on Fridays. Bob Sanchez seconded the motion. AIF

Clerks Report: An option for putting council meeting packets in an online folder will be investigated. New payroll ACH deposits have been implemented and year end reporting has begun.

Announcements

Residents who are delinquent on their utility payments are: Dave Hagemann, Hyatt House, Mary Voss, James Taylor, Scott Zehowski, Wayne Johnston, Jenny Gunderson and Katie Severson.

Next Council Meeting: Monday, February 13, 2017, at 7:00pm, public hearing at 6:00pm.
City offices will be closed on January 16th for Martin Luther King Jr Day.

A motion was made by Alan Walz to adjourn the meeting and seconded by Bob Sanchez. Meeting adjourned at 10:25p.m.
Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

DECEMBER 2016	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 6,585.40
Public Works	\$ 7,128.16
Fire	\$22,416.25
Liquor	\$ 6,327.46
Total	\$42,457.27
2 pay periods ending	
12/11, 12/25	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2016-12 To 2016-12**

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

Check #	Type	Date	Vendor Name	Amount	Status
32425	C	12/8/2016	704 AFSCME Council 65	\$92.58	C
32426	C	12/8/2016	409 Albany Heating, A/C & Service, Inc.	\$105.00	C
32427	C	12/8/2016	6 AmeriPride Linen	\$71.72	C
32428	C	12/8/2016	9 Bernick's Pepsi-Cola	\$101.76	C
32429	C	12/8/2016	828 Brian Zapzalka	\$85.00	C
32430	C	12/8/2016	18 C & L Distributing, Inc	\$4,784.25	C
32431	C	12/8/2016	836 Charles Roth	\$500.00	C
32432	C	12/8/2016	909 Chemical Brokers, Inc	\$251.28	C
32433	C	12/8/2016	52 E. A. Sween Company	\$100.32	C
32434	C	12/8/2016	53 Ecolab	\$77.43	C
32435	C	12/8/2016	316 GERAD'S OIL CO., INC	\$434.75	C
32436	C	12/8/2016	80 Gopher State One-Call, Inc	\$5.40	C
32437	C	12/8/2016	787 Granite City Jobbing Co	\$760.41	C
32438	C	12/8/2016	92 Headley Hardware	\$331.47	C
32439	C	12/8/2016	481 Heggies Pizza	\$114.00	C
32440	C	12/8/2016	614 Holdingford Gas and Grocery	\$150.66	C
32441	C	12/8/2016	691 Integra Telecom	\$201.63	C
32442	C	12/8/2016	882 Jason Peterson	\$840.00	C
32443	C	12/8/2016	495 MN Trails	\$17.00	C
32444	C	12/8/2016	431 MPCA	\$15.00	C
32445	C	12/8/2016	301 Ramler Truck & Trailer Repair	\$984.41	C
32446	C	12/8/2016	216 Reichert, Wenner,Koch	\$28.50	C
32447	C	12/8/2016	502 Ruth Odden	\$50.00	C
32448	C	12/8/2016	750 St Cloud Times #1076	\$38.00	C
32449	C	12/8/2016	258 The Nut Man	\$46.00	C
32450	C	12/8/2016	263 Tom's Refuse	\$6,123.08	C
32451	C	12/8/2016	271 UC Lab	\$1,016.50	C
32452	C	12/8/2016	276 United Systems Technology	\$12.48	C
32453	C	12/8/2016	360 XCEL ENERGY 51-5655037-5	\$790.13	C
32454	C	12/8/2016	359 XCEL ENERGY 51-5655038-6	\$371.43	C
32455	C	12/8/2016	292 Ziegler	\$1,019.95	C
32456	C	12/15/2016	517 Alex Air Apparatus, Inc	\$322.00	C
32457	C	12/15/2016	889 Avenet, LLC	\$500.00	C
32458	C	12/15/2016	910 Berkon Industries, LLC	\$8,237.08	C
32459	C	12/15/2016	22 Central Hydraulics	\$69.70	C
32460	C	12/15/2016	898 Cityview Townhomes	\$6,384.61	C
32461	C	12/15/2016	869 Customized Fire Rescue Training, Inc	\$1,900.00	C
32462	C	12/15/2016	40 David Drown Associates	\$2,500.00	C
32463	C	12/15/2016	550 Everything Signs	\$5,883.85	C
32464	C	12/15/2016	810 INSCCU - ASFE	\$55.00	C
32465	C	12/15/2016	730 Midcontinent Business Solutions	\$190.46	C
32466	C	12/15/2016	911 MN PEIP	\$2,262.80	C
32467	C	12/15/2016	207 Postmaster	\$110.00	C
32468	C	12/15/2016	912 Signal Systems, Inc	\$31.25	C
32469	C	12/15/2016	685 Star Publications, LLC	\$108.66	C
32470	C	12/15/2016	791 Thomas Van Hove	\$70.00	C
32473	C	12/15/2016	270 Two Rivers Enterprise	\$9,679.10	C
32474	C	12/15/2016	903 Upper Lakes Foods, Inc.	\$435.32	C
32475	C	12/15/2016	339 Verizon Wireless	\$89.50	C
32476	C	12/15/2016	359 XCEL ENERGY 51-5655038-6	\$996.36	C
32477	C	12/15/2016	361 XCEL ENERGY 51-5655039-7	\$673.14	C
32478	C	12/15/2016	358 XCEL ENERGY 51-5655040-0	\$517.44	C
32479	C	12/15/2016	291 Yes Co. Inc.	\$139.30	C
32507	C	12/30/2016	240 Stearns Bank-Holdingford	\$17.65	C
32471	C	12/15/2016	804 Toshiba Financial Services	\$99.12	O
32472	C	12/15/2016	877 Two Dog Night	\$275.00	O
32482	C	12/30/2016	409 Albany Heating, A/C & Service, Inc.	\$581.10	O
32483	C	12/30/2016	856 Andy Bartkowicz	\$75.00	O
32484	C	12/30/2016	432 Appliance Repair Center, Inc.	\$587.60	O
32485	C	12/30/2016	9 Bernick's Pepsi-Cola	\$216.78	O
32486	C	12/30/2016	627 Breakthru Beverage Minnesota	\$712.16	O
32487	C	12/30/2016	18 C & L Distributing, Inc	\$2,232.00	O
32488	C	12/30/2016	24 Central-McGowan, Inc	\$31.95	O
32489	C	12/30/2016	873 CenturyLink	\$63.47	O
32490	C	12/30/2016	814 Cruise Control	\$500.00	O
32491	C	12/30/2016	48 D & D Beverage	\$79.40	O
32492	C	12/30/2016	70 Frito-Lay, Inc	\$99.09	O
32493	C	12/30/2016	787 Granite City Jobbing Co	\$1,180.13	O
32494	C	12/30/2016	84 Granite City Refrigeration	\$425.15	O
32495	C	12/30/2016	81 Granite Electronics, Inc	\$2,340.00	O
Check #	Type	Date	Vendor Name	Amount	Status
32496	C	12/30/2016	90 Harry's Frozen Foods	\$143.75	O

32497	C	12/30/2016	481 Heggies Pizza	\$159.95	O
32498	C	12/30/2016	901 Holdingford Area Food Shelf	\$398.24	O
32499	C	12/30/2016	101 Holdingford Chamber of Commerce	\$40.00	O
32500	C	12/30/2016	119 Johnson Brothers Liquor C	\$2,976.37	O
32501	C	12/30/2016	891 Lisa Silbernack	\$30.24	O
32502	C	12/30/2016	913 Minnesota Computer Systems, Inc	\$110.00	O
32503	C	12/30/2016	905 Midwest Machinery Co	\$221.15	O
32504	C	12/30/2016	207 Postmaster	\$149.00	O
32505	C	12/30/2016	216 Reichert, Wenner,Koch	\$78.00	O
32506	C	12/30/2016	750 St Cloud Times #1076	\$37.00	O
32508	C	12/30/2016	263 Tom's Refuse	\$6,123.08	O
32509	C	12/30/2016	281 Viking Coca Cola Bottling	\$838.00	O
32510	C	12/30/2016	360 XCEL ENERGY 51-5655037-5	\$1,531.47	O
32511	C	12/30/2016	359 XCEL ENERGY 51-5655038-6	\$579.71	O
32512	C	12/30/2016	383 XCEL ENERGY 51-5655041-1	\$696.79	O
32513	C	12/30/2016	519 XCEL ENERGY 51-8242904-3	\$32.36	O
32514	C	12/30/2016	292 Ziegler	\$444.75	O
			Cleared	\$60,693.36	
			Outstanding	\$24,087.81	
			Void	\$0.00	