

Holdingford City Council Meeting Minutes January 14, 2019

The oath of office was administered to new city council member, Robb Berscheid as well as re-elected Mayor Susan Marstein, and council members Eric Berscheid and Mike Odden.

The Holdingford City Council meeting was called to order by Mayor Sue Marstein at 7:05 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, Dorine Rausch, Craig Dewar, and Gordy Sjaaheim.

Robb Berscheid made a motion to approve the consent agenda to include minutes of the December 10th Council Meeting, submitted monthly claims, financial reports and yearend rental revenue report. Bob Sanchez seconded the motion. AIF

Mike Odden made a motion to approve the following designations:

Depository	Stearns Bank – Holdingford N.A.	Primary
	Central Minnesota Credit Union	Secondary
Acting Mayor	Eric Berscheid	
Asst. Clerk-Treasurer	Sue Marstein	
Attorney	Eckberg, Lammers	
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	
Polling Place	Holdingford City Hall	

Eric Berscheid seconded the motion. AIF

Liaisons to departments were designated as: Clerk – Sue Marstein; Fire – Bob Sanchez; Maintenance – Eric Berscheid; Liquor –Robb Berscheid; Parks – Mike Odden. Eric Berscheid made a motion to approve the liaison officers. Mike Odden seconded the motion. AIF

Fee schedule items were discussed and reviewed. Eric Berscheid made a motion to approve the fee schedule with increases to City Hall rental, Park Shelter rental, tent camping, fees for city staff to bring a dog to the Tri-County Humane Society, sewer rates, utility billing late fees, city equipment and operator fees, and bulk water fees. Mike Odden seconded the motion. AIF

Department Reports

Liquor Store report was given by Manager Patrick Meier. December gross revenue = \$36,756.70. Expenses = \$39,774.96. Year to date lottery proceeds = \$1,830.86. Year to date adjusted balance = \$18,137.76. Beer specials last month attributed to high expenses. Snowmobile Fun Run starts this weekend. Two Dog Night will be playing on January 19th and music is also scheduled in February.

Fire Department report was given by Chief Keith Hommerding. There were 171 total calls in 2018. So far this year there have been six calls; four medical and two fires with four of the calls from Holding Township and two from the City.

The Relief Association calendar fundraiser has raised about \$3,600 from donations and about \$4,000 from business ads. A \$4,000 deposit was made to the Truck Fund from gambling proceeds.

The air compressor quit working and donations will be used to buy another. Other equipment repair needs include a leaking oil pan on Rescue 1 truck and a smoldering control box on Rescue 2 that was pulled out of the truck. The department will begin to look for options to replace Rescue 2 Truck.

Pat Meier and Dorine Rausch are taking 3-day EMT refresher course this weekend.

The annual Fire Board meeting is scheduled for Wednesday, January 30th at 7:00p.m. at City Hall.

Emergency Manager, Dorine Rausch noted the upcoming quarterly meeting in St Joseph which will focus on mutual aid agreements.

Maintenance Report was given by Steve Horvath. Snowplowing and sanding was done. A booster pump was replaced in Well #2. Minnesota Rural Water Association (MRWA) completed an energy electrical analysis at the Wastewater Treatment Plant (WWTP) and determined that the plant was very energy efficient with the exception of some light bulbs. The water tower and water lines around the tower were flushed due to oxidation caused by the mixer. The mixer in the water tower helps keep the water in the bowl from freezing in the winter but due to the size of the bowl and the amount of water our community uses it is oxidizing and causing more discolored water. Two chemical feed pumps at the well house were rebuilt instead of replaced which saved several hundred

dollars. Annual reports to the DNR and Department of Homeland Security were completed. Thirty loads of snow were removed from the downtown area and piled at the ball park parking lot. The snow blower, broom and hydraulics on the loader were repaired. Ongoing electrical problems at the WWTP were investigated. The blower is causing an overload switch on an inside control to pop and gauge wire may be too small for the draw on the blower. Sunset Electric cleaned up connections and will return this week to make recommendations. SEH is looking at original design to see if specs are up to par. Nitrate and nitrogen testing at the wells was completed. Maintenance staff will meet with SEH engineers this week to look at ideas to separate chemicals at the well house in order to keep corrosion to a minimum.

1,411,000 gallons of well water were pumped. 2,052,000 gallons of wastewater was treated.

Guests

Following up from last month's meeting, Sue Marstein noted that no reference was found in prior meeting minutes about returning a parking area to its original state in front of Dewar's 4th Street residence after the road reconstruction project in 2011. Craig Dewar requested that it still be done especially if the parking restrictions continue. He got a quote of \$500 to gravel an area approximately 100'x10'. The council requested that the cost be shared if it was approved but parking shouldn't be restricted after the snow season. The option to widen his driveway to allow for more off-street parking was also proposed. Craig Dewar will bring a second bid for a front yard parking area to the March meeting and discussion will be postponed until the spring. Parking restrictions on Fourth Street during the winter season have not been an issue.

Residents Pat and Lisa Rooney sent a request asking the council to forgive sewer charges in the amount of \$379.14 due to an outside water line break that was undetected and spilled over 50,000 gallons of water. Since the water did not go down the sewer, Rooneys' were asking that sewer charges above their average usage be forgiven. Eric Berscheid made a motion to forgive the sewer portion of charges for a total of \$379.14. Bob Sanchez seconded the motion. AIF

Unfinished Business

An update on the annexation process was received from the city attorney. He is working with Greg Konsor to get permit signed for the State Chief Administrative Law Judge. Stearns County has received the annexation records. The tax payment agreement with Holding Township will be forthcoming.

Three change requests were discussed with the union representative which included aligning the definition of a seasonal worker with the MN state statute, keeping Columbus Day as a paid holiday and clothing that should be returned upon separation of employment. Eric Berscheid made a motion to approve the Personnel Policy with changes to the definition of a seasonal worker, keeping Columbus Day as a paid holiday and specifying that all "logged" clothing be returned upon separation of employment. Bob Sanchez seconded the motion. All in favor. A final draft will be sent to the union representative.

Council members were given information regarding PERA benefits for elected officials and will review for individual preferences and bring to February meeting.

New Business

Following review of the Stearns County Sheriff's contract, Eric Berscheid made a motion to approve the 2019 contract for 5.5 hours a week at \$55/hour with the Stearns County Sheriff's Department. Bob Sanchez seconded the motion. AIF

The performance review for Steve Horvath was very positive. Steve will be eligible to take the Class C wastewater test in about a year. Bob Sanchez made a motion to approve performance evaluation and pay raise from H2 to H3 at \$20.04, plus \$.75 per hour for (temporary) Lead Supervisor position. Eric Berscheid seconded the motion. AIF

Andy Bartkowicz will return from deployment in April and has up to 90 days before he has to report back to work. Schedules with military obligations have overlapped in the past and Steve is working with his Unit to try to eliminate scheduling conflicts. Adam Achman has been working with maintenance staff to substitute as a snowplow driver if needed. Eric Berscheid made a motion to approve Adam Achman at pay rate of \$16.50 per hour for snow removal duties in the absence of maintenance staff. Mike Odden seconded the motion. AIF

Two donation requests were considered. Eric Berscheid made a motion to approve \$100 donation to Lake Wobegon Trails Association. Mike Odden seconded the motion. AIF

Eric Berscheid made a motion to approve a \$500 donation to the Initiative Foundation. Mike Odden seconded the motion. AIF

A model ordinance from the League of Minnesota Cities regarding regulating specifications for cross connections and backflow prevention in potable water systems was introduced. More research and investigation will be done.

Residents who are delinquent on their utility payments are: Bill Fellegly, Jenny Gunderson, Dave Hagemann, Troy Hanson, Travis Harlander, Hyatt House, Carlena Johnson, Pat Rooney, Terry Runge, Brenda Rybak, and Katie Severson.

Admin Reports

Mayors/Council Discussion notes:

- A recommendation from the State Auditor regarding qualified opinions on the annual audit and GASB standards was discussed and more information will be requested.
- Opatz Metals asked for clarification on clearing sidewalks. The ordinances and Snowplowing Policy will be reviewed.
- The Mayor will follow up with Fire Department about the option of the chief and one officer being paid meeting wage for giving the department report at city council meetings instead of paying all who sign in for the meeting.
- Christmas trees can be dropped off at the brush dumpster by the Maintenance Garage.
- Look into possibility of city Facebook page where announcements can be posted/published.

Announcements

City offices will be closed on January 21, 2019 in observance of Martin Luther King, Jr. Day.

Stearns County Municipal League meeting for Tuesday, January 22, 2019 at Eden Valley Fire Hall.

Next council meeting: Monday, February 11th at 7:00 p.m. with a work session at 6:00p.m. for WWTP water line.

Mike Odden made a motion to adjourn the meeting. Motion was seconded by Bob Sanchez. Meeting adjourned at 9:40pm.

Respectfully submitted,

Sandra Meer

City Clerk, Holdingford

DECEMBER 2018	
Department	Gross Pay
General	\$ 6,041.77
Public Works	\$ 6,930.40
Fire	\$ 34,439.75
Liquor	\$ 7,091.61
Total	\$ 54,503.53
3 pay periods ending	
11/30, 12/6, 12/20	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2018-12 To 2018-12**

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

Check #	Type	Date	Vendor	Name	Amount	Status
34252	C	12/10/2018	981	Arnolds of St Martin	\$28,000.00	C
34253	C	12/10/2018	910	Berkon Industries, LLC	\$11,406.90	C
34254	C	12/10/2018	828	Brian Zapzalka	\$650.00	C
34255	C	12/10/2018	898	Cityview Townhomes	\$5,586.50	C
34256	C	12/10/2018	550	Everything Signs	\$14,800.00	C
34257	C	12/10/2018	270	Two Rivers Enterprise	\$13,452.71	C
34258	C	12/10/2018	287	Wm D. Scepaniak, Inc	\$3,070.88	C
34259	C	12/13/2018	704	AFSCME Council 65	\$90.09	C
34260	C	12/13/2018	6	AmeriPride Linen	\$135.16	C
34261	C	12/13/2018	326	Auto Value	\$175.85	C
34262	C	12/13/2018	8	Becker Septic Pumping	\$160.00	C
34263	C	12/13/2018	9	Bernick's Pepsi-Cola	\$434.10	C
34264	C	12/13/2018	18	C & L Distributing, Inc	\$2,229.00	C
34265	C	12/13/2018	24	Central McGowan, Inc	\$56.72	C
34266	C	12/13/2018	836	Charles Roth	\$400.00	C
34267	C	12/13/2018	965	Dan's Sprinkler Service	\$110.00	C
34268	C	12/13/2018	53	Ecolab	\$83.14	C
34269	C	12/13/2018	56	Emergency Apparatus Maint	\$678.91	C
34270	C	12/13/2018	864	Eric Berscheid	\$2,394.07	C
34271	C	12/13/2018	550	Everything Signs	\$248.53	C
34272	C	12/13/2018	956	Frank Haynes Consulting	\$165.00	C
34273	C	12/13/2018	70	Frito-Lay, Inc	\$75.17	C
34275	C	12/13/2018	316	GERAD'S OIL CO., INC	\$176.68	C
34276	C	12/13/2018	787	Granite City Jobbing Co	\$854.34	C
34277	C	12/13/2018	90	Harry's Frozen Foods	\$492.50	C
34278	C	12/13/2018	91	Hawkins, Inc	\$850.61	C
34279	C	12/13/2018	92	Headley Hardware	\$558.32	C
34280	C	12/13/2018	481	Heggies Pizza	\$337.50	C
34281	C	12/13/2018	948	Henry's Foods, Inc	\$882.58	C

34282	C	12/13/2018	614 Holdingford Gas and Grocery	\$195.25	C
34283	C	12/13/2018	119 Johnson Brothers Liquor C	\$1,248.03	C
34284	C	12/13/2018	730 Midcontinent Business Solutions	\$232.03	C
34285	C	12/13/2018	205 Phillips Wine & Spirits	\$594.12	C
34286	C	12/13/2018	207 Postmaster	\$116.00	C
34287	C	12/13/2018	982 Scooter's Auto Repair, LLC	\$472.34	C
34288	C	12/13/2018	685 Star Publications, LLC	\$112.25	C
34289	C	12/13/2018	242 Stearns Cty Auditor-Treas	\$1,600.00	C
34290	C	12/13/2018	972 Tony Abfalter	\$105.00	C
34291	C	12/13/2018	804 Toshiba Financial Services	\$113.09	C
34292	C	12/13/2018	266 Traut Wells	\$360.10	C
34294	C	12/13/2018	903 Upper Lakes Foods, Inc.	\$153.12	C
34295	C	12/13/2018	281 Viking Coca Cola Bottling	\$3,478.90	C
34296	C	12/13/2018	360 XCEL ENERGY 51-5655037-5	\$1,600.24	C
34297	C	12/13/2018	358 XCEL ENERGY 51-5655040-0	\$3,040.16	C
34298	C	12/13/2018	519 XCEL ENERGY 51-8242904-3	\$24.45	C
34309	C	12/27/2018	91 Hawkins, Inc	\$1,085.29	C
34316	C	12/27/2018	240 Stearns Bank-Holdingford	\$15.60	C
34317	C	12/27/2018	915 Steve Horvath	\$75.00	C
34274	C	12/13/2018	942 George Kierzek	\$632.66	O
34293	C	12/13/2018	271 UC Lab	\$480.50	O
34300	C	12/27/2018	328 AllSpec Services, LLC	\$114.18	O
34301	C	12/27/2018	9 Bernick's Pepsi-Cola	\$590.35	O
34302	C	12/27/2018	18 C & L Distributing, Inc	\$8,126.75	O
34303	C	12/27/2018	873 CenturyLink	\$65.61	O
34304	C	12/27/2018	48 D & D Beverage	\$230.60	O
34305	C	12/27/2018	958 Dan Lahr	\$75.00	O
34306	C	12/27/2018	70 Frito-Lay, Inc	\$52.02	O
34307	C	12/27/2018	787 Granite City Jobbing Co	\$332.94	O
34308	C	12/27/2018	90 Harry's Frozen Foods	\$103.50	O
34310	C	12/27/2018	481 Heggies Pizza	\$150.50	O
34311	C	12/27/2018	905 Midwest Machinery Co	\$1.92	O
34312	C	12/27/2018	911 MN PEIP	\$528.81	O
34313	C	12/27/2018	207 Postmaster	\$105.00	O
34314	C	12/27/2018	223 S.E.H.	\$161.06	O
34315	C	12/27/2018	750 St Cloud Times #1076	\$25.00	O
34318	C	12/27/2018	263 Tom's Refuse	\$6,213.08	O
34319	C	12/27/2018	281 Viking Coca Cola Bottling	\$52.50	O
34320	C	12/27/2018	360 XCEL ENERGY 51-5655037-5	\$2,288.19	O
34321	C	12/27/2018	359 XCEL ENERGY 51-5655038-6	\$1,675.53	O
34322	C	12/27/2018	361 XCEL ENERGY 51-5655039-7	\$1,090.58	O
34323	C	12/27/2018	383 XCEL ENERGY 51-5655041-1	\$789.90	O
				Cleared	\$103,176.23
				Outstanding	\$23,886.18
				Void	\$0.00