

Holdingsford City Council Meeting Minutes July 15, 2019

The Holdingsford 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, Scott Lange, Nancy Scott, Patrick Wier, Tony Abfalter, Kate Asfeld, Julie Dufner, Jeremy Freudenrich, Leslie Lane, Dawn Marstein, Jordy Opatz, Cory Sand, and Alan Walz.

Robb Berscheid made a motion to approve the consent agenda and approve monthly claims, financial reports, and minutes for the June 10th Council Meeting and Public Hearing. Bob Sanchez seconded the motion. AIF

Guests

Representatives from Central Minnesota Credit Union reviewed new products, investments and services they offer. Commercial Banker Cory Sand, Branch Manager Julie Dufner, and Commercial Banker Leslie Lane presented a package to the city that featured business savings/checking account adjustable rates, no minimum balance or monthly fees, ACH payments and payroll, ACH collection at \$10/file, merchant services for credit/debit cards, and employee HSA options.

Dawn Marstein, Branch Manager from Stearns Bank ,N.A. reviewed their simplified product line that included business savings and checking account rates, a 1% debit card rebate on all transactions and CD rates at 2% for 1 year or 2.25% for 2 years. The council will review the proposals.

Patrick Wier from Innovative Power Systems (IPS) Solar presented their energy savings program with community solar gardens. He presented revised bill credit calculations according to updated Xcel Energy usage reports. Savings are based on usage, a fixed rate guaranteed savings of .007 per kWh, bill credits and PPA rate. Subscriptions can be accessed from solar fields in Stearns County or an adjacent county which are currently being built and will be available this fall. The biggest risk for the city is the 25 year subscription requirement, but there is a two year buyout option. The city will forward the contract to the League of Minnesota Cities to review.

Opatz Metals submitted a site survey for a building permit that showed the fence along Washington Street was erected (in 2014) on city property. Several options were discussed: Take fence down and put it up along actual property line; sell, rent or lease the parcel of property to Opatz Metals; allow variance and approve easement on the property. Discussion included liability to city with fence on public property, visibility for drivers on Main Street if fence was moved back, removing fence and using public property for parking area, possibility of taking entire fence down and what screening requirements are, contacting an attorney to write up agreement for easement, and cost share for removing the fence. The building setbacks were reviewed as well. Since the property is a separate lot, zoned Limited Industrial and is a corner lot, both the front and side yard setbacks are required to be 20 feet from the property line. Following discussion of options, Jordy Opatz and Jeremy Freudenrich agreed to take the fence down.

Mike Odden made a motion that fence on south side of the lot be taken down within 60 days and if Opatz choses to, they can replace it on property line. Bob Sanchez seconded the motion. E. Berscheid, Marstein, Odden and Sanchez voted in favor. R. Berscheid opposed siting cost share for taking down fence. Motion passed.

Eric Berscheid made a motion to waive \$250 fee for variance application if Opatz Metals chooses to apply for a variance for building setbacks. Mayor Marstein called for second to the motion. Robb Berscheid seconded the motion. E. Berscheid, R. Berscheid and Marstein voted in favor. Odden and Sanchez opposed, siting practice of waiving fees opens door for others. Motion passed.

Opatz Metals also recently completed a remodeling project on their main building and didn't apply for a permit. They agreed to have building inspector, Nancy Scott look at the remodeling project to determine permit needs.

Bids were obtained for crack filling and street repair. Resident Alan Walz requested that another layer of tar should be laid in North High Court area instead of chip sealing. The street area has settled, cracked, and separated from the asphalt curb. North High Court was originally tarred in 1994 and needs some repair. City Engineer, Scott Lange recommended a mill and overlay on the court and cement curb to replace the existing one. The project could be completed at the same time as the Safe Routes to School (SRTS) project which would encompass the Pedestrian Road and possibly the pathway that connects the Pedestrian road to North High Court. In order to use SRTS grant funds, the path needs to be on public property or have an easement.

Scott Lange presented a proposal for engineering work for the Safe Routes To School grant project. The city was awarded \$165,850 in grant funds. The SEH proposal included design and survey as well as bidding and construction of the project at a total cost of \$38,000, which would be considered part the city's share of grant project funding. Mike Odden made a motion to approve the SEH proposal to move forward with design and construction with SRTR project and acknowledge the schedule for design this Fall, bids solicited late winter and build next Summer when school is not in session. Bob Sanchez seconded the motion. AIF

Department Reports

The Liquor Store report and total sales from Holdingsford Daze will be forwarded to the council after completed.

Fire Chief Keith Hommerding reported there have been 68 calls this year.

Paperwork for Stearns Electric loan for the new fire equipment is being work on. The chassis was delivered and both the truck and the chassis will be sent to South Dakota. Robb Berscheid extended "Thank You" to the fire department members on behalf of the Chamber for their help and involvement with Holdingford Daze events.

Maintenance Report was given by Lead Supervisor Steve Horvath. City water line to the Wastewater Treatment Plant (WWTP) was completed and the existing lines were blown out. Traut Wells sealed the old well and bought back the filter and the motor that were installed last fall. A portable Dissolved Oxygen meter was purchased after the old one quit. A concrete floor was poured in chemical cabinet and broken scale bases were replaced at the WWTP. The overhead fill pipe at the well house was fixed and replaced. The broken section of sewer line on River Street was jetted and televised for closer inspection. References for Northland checked out and they will give start date for lining the broken section of sewer line.

Three quotes were obtained for crack sealing and street repair: Bertram Asphalt Company bid for crack sealing is \$6,138.70. Simply Surfacing is \$7,222.00. Central MN Sealcoating is \$8,645.00. The best time of year to seal was discussed and Steve will check with county Highway Department to get opinion. Benefits of crack sealing, chip sealing, and seal coating were also discussed. Cleared clogged lift pumps twice in June. Weeds were sprayed in alleys and around city buildings. New utility services at 130 Gertrude Street were connected, inspected and documented.

1,526,000 gallons of well water were pumped. 2,536,000 gallons of wastewater was treated.

Unfinished Business

Handicapped parking area at Veteran's Park was painted blue. Possible sidewalk access from parking lot to the shower/bathhouse facility was reviewed as well as dump station on southeast side of the new building. A water meter will be installed in building. Locations for other water meters were discussed and Hommerding will be contacted to install meters at Wobegon Trailhead bathroom facility, the Municipal Liquor Store, city hall and the WWTP.

Request For Proposals (RFP's) were received from three law firms including: Dryer Reed Peterson Bray Storaasli & Knutson, Jovanovich Kadlec & Athmann, PLLP and Kennedy & Graven, Chartered. The RFP's will be reviewed for the August meeting.

New Business

An ordinance from a neighboring city regarding moving existing buildings into or within the city was reviewed and will be brought to the next meeting.

Five bartender evaluations were submitted by Manager Pat Meier, who recommended a one-step pay increase for Jennifer Feldewerd, Nikki Horvath, and Jesse Reinert and a two-step pay increase for Kate Feia and Krista Neiland. Following discussion, Eric Berscheid made a motion to give all five employees a one-step pay increase. Mike Odden seconded the motion. AIF

Admin Reports

Clerk Sandra Meer noted that an audit extension was submitted and should be completed by the end of July. City Hall office hours were discussed. The office will remained closed on Fridays this summer until after Labor Day, then will be open Fridays 8am-Noon. The deadline to accept applications for the Liquor Store manager position is July 18th and so far the response has been minimal.

Residents who are delinquent on their utility payments are: Wade & Cathy Birt/Mark MacArthur \$331.85, Dylan Charon \$330.10, Joseph Doll \$350.37, Bill Fellegly \$357.06, Dave Hagemann \$3,999.25, Troy Hansen/James Weilinski \$410.80, Hyatt House \$1,090.02, Walker Neinaber \$354.19, Nathaniel Posch \$334.72, Scott Reidy \$369.25, James Urbashich \$302.74, Scott Zehowski \$360.92. There was discussion on landlords who have renters who haven't paid past due utility bills and when water can legally be shut off by the city.

Mayors/Council Discussion notes:

- Population estimates from the state demographer estimated the population of Holdingford was 717 with 312 households.
- HMLS passed a compliance check and the annual county inspection report was reviewed
- Security cameras should be installed to cover city hall and a few other buildings down Main Street. IT Specialist Tony Abfalter will research network access options for SCADA and security issues and bring them to the next meeting

Announcements

Next council meeting: Monday, August 12th at 7:00 p.m. with a work session beginning at 6:00 p.m.

Bob Sanchez made a motion to adjourn the meeting. Motion was seconded by Robb Berscheid. Meeting adjourned at 10:45 pm.

Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

JUNE 2019	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 7,828.93
Public Works	\$ 9,880.00
Liquor	\$ 6,818.80
Fire	\$
Total	\$ 24,527.72
2 pay periods ending	
6/2, 6/16	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2019-6 To 2019-6**

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

Check #	Type	Date	Vendor Name	Amount	Status
34726	C	6/11/2019	704 AFSCME Council 65	\$138.81	C
34727	C	6/11/2019	517 Alex Air Apparatus, Inc	\$654.78	C
34728	C	6/11/2019	328 AllSpec Services, LLC	\$13,618.55	C
34729	C	6/11/2019	691 Allstream	\$214.87	C
34730	C	6/11/2019	326 Auto Value	\$244.39	C
34731	C	6/11/2019	9 Bernick's Pepsi-Cola	\$380.20	C
34732	C	6/11/2019	828 Brian Zapzalka	\$650.00	C
34733	C	6/11/2019	991 Brock White Company, LLC	\$204.21	C
34734	C	6/11/2019	18 C & L Distributing, Inc	\$4,235.55	C
34735	C	6/11/2019	48 D & D Beverage	\$375.60	C
34736	C	6/11/2019	926 Eckberg Lammers, P.C.	\$210.00	C
34737	C	6/11/2019	53 Ecolab	\$86.05	C
34738	C	6/11/2019	787 Granite City Jobbing Co	\$204.06	C
34739	C	6/11/2019	90 Harry's Frozen Foods	\$206.50	C
34740	C	6/11/2019	91 Hawkins, Inc	\$1,603.38	C
34741	C	6/11/2019	92 Headley Hardware	\$617.76	C
34742	C	6/11/2019	481 Heggies Pizza	\$133.20	C
34743	C	6/11/2019	948 Henry's Foods, Inc	\$1,184.58	C
34744	C	6/11/2019	614 Holdingford Gas and Grocery	\$355.55	C
34745	C	6/11/2019	119 Johnson Brothers Liquor C	\$5,086.01	C
34746	C	6/11/2019	963 Karen Booth	\$54.64	C
34747	C	6/11/2019	134 League of MN Cities Ins. Trust	\$22,422.00	C
34749	C	6/11/2019	452 MCFOA Region III	\$10.00	C
34750	C	6/11/2019	730 Midcontinent Business Solutions	\$235.41	C
34751	C	6/11/2019	671 Ripplinger Plumbing	\$494.10	C
34752	C	6/11/2019	775 Royal Tire, Inc,	\$440.78	C
34753	C	6/11/2019	982 Scooter's Auto Repair, LLC	\$77.74	C
34754	C	6/11/2019	685 Star Publications, LLC	\$228.57	C
34755	C	6/11/2019	804 Toshiba Financial Services	\$118.61	C
34756	C	6/11/2019	271 UC Lab	\$918.00	C
34757	C	6/11/2019	276 United Systems Technology	\$6.48	C
34758	C	6/11/2019	903 Upper Lakes Foods, Inc.	\$235.44	C
34759	C	6/11/2019	339 Verizon Wireless	\$116.14	C
34760	C	6/11/2019	360 XCEL ENERGY 51-5655037-5	\$887.91	C
34761	C	6/11/2019	358 XCEL ENERGY 51-5655040-0	\$1,440.51	C
34762	C	6/11/2019	383 XCEL ENERGY 51-5655041-1	\$459.93	C
34763	C	6/11/2019	519 XCEL ENERGY 51-8242904-3	\$29.90	C
34782	C	6/26/2019	101 Holdingford Chamber of Commerce	\$250.00	C
34783	C	6/26/2019	841 Holdingford CC Fireworks Account	\$1,000.00	C
34764	H	6/13/2019	995 Robert Opheim	\$150.00	C
34748	C	6/11/2019	613 Lois Schmit	\$297.28	O
34765	C	6/26/2019	6 AmeriPride Linen	\$120.63	O
34766	C	6/26/2019	856 Andy Bartkowicz	\$149.99	O
34767	C	6/26/2019	432 Appliance Repair Center, Inc.	\$2,813.80	O
34768	C	6/26/2019	8 Becker Septic Pumping	\$195.00	O
34769	C	6/26/2019	9 Bernick's Pepsi-Cola	\$145.75	O
34770	C	6/26/2019	18 C & L Distributing, Inc	\$1,661.30	O
34771	C	6/26/2019	873 CenturyLink	\$65.51	O
34772	C	6/26/2019	996 Core & Main LP	\$3,404.82	O
34773	C	6/26/2019	946 Emergency Response Solutions	\$376.07	O
34774	C	6/26/2019	550 Everything Signs	\$60.00	O
34775	C	6/26/2019	70 Frito-Lay, Inc	\$159.17	O
34776	C	6/26/2019	787 Granite City Jobbing Co	\$280.81	O
34777	C	6/26/2019	89 Handyman's Inc	\$823.04	O

34778	C	6/26/2019	90 Harry's Frozen Foods	\$90.00	O
34779	C	6/26/2019	91 Hawkins, Inc	\$1,690.75	O
34780	C	6/26/2019	481 Heggies Pizza	\$233.70	O
34781	C	6/26/2019	948 Henry's Foods, Inc	\$578.51	O
34784	C	6/26/2019	119 Johnson Brothers Liquor C	\$1,015.88	O
34785	C	6/26/2019	963 Karen Booth	\$69.74	O
34786	C	6/26/2019	134 League of MN Cities Ins. Trust	\$3,615.00	O
34787	C	6/26/2019	613 Lois Schmit	\$107.13	O
34788	C	6/26/2019	321 MIDSOTA MANUFACTURING, INC	\$37.42	O
34789	C	6/26/2019	905 Midwest Machinery Co	\$112.30	O
34790	C	6/26/2019	911 MN PEIP	\$1,530.49	O
34791	C	6/26/2019	962 Physio-Control, Inc	\$1,162.80	O
34792	C	6/26/2019	207 Postmaster	\$105.00	O
34793	C	6/26/2019	223 S.E.H.	\$4,288.13	O
34794	C	6/26/2019	660 Saints to Lakes Garage Door	\$99.00	O
34795	C	6/26/2019	750 St Cloud Times #1076	\$25.00	O
34796	C	6/26/2019	412 Sunset Electric, Inc	\$535.27	O
34797	C	6/26/2019	263 Tom's Refuse	\$6,341.00	O
34798	C	6/26/2019	386 USA Bluebook	\$1,083.46	O
34799	C	6/26/2019	281 Viking Coca Cola Bottling	\$2,086.05	O
34800	C	6/26/2019	359 XCEL ENERGY 51-5655038-6	\$1,351.52	O
34801	C	6/26/2019	361 XCEL ENERGY 51-5655039-7	\$619.14	O
			Cleared	\$59,980.21	
			Outstanding	\$37,330.46	
			Void	\$0.00	