

## Holdingsford City Council Meeting June 13, 2016

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, Alan Walz, Sandra Meer, Lisa Silbernick, Keith Hommerding, Dorine Rausch, Janelle Kendall, Scott Lange, Jeremy Freudenrich, Anna Haynes, Frank Haynes, Gary and Jordy Opatz, Ernie Schmit, Bill Scepaniak, Gordy Sjaenheim, Liz Vos and Linda Zapzalka.

Alan Walz made a motion to approve the consent agenda, consisting of claims, checks, electronic transfers and withdrawals, bank reconciliation, and minutes of the May 9, 2016 council meeting. Bob Sanchez seconded the motion. AIF

### Guests

Janelle Kendall, the Stearns County Attorney highlighted 2015 criminal prosecutions and activity in Stearns County as well as the City of Holdingsford. The largest numbers of misdemeanor charges in Holdingsford were for driving violations which included lack of insurance and expired tabs. The county offers a diversion program for first time adults and juvenile offenders. The juvenile program quadrupled its numbers in 2015. Crime rate is higher across the county. Child protection services also increased. Juvenile crime is down. Volume of cases the Attorney's Office is at an all-time high.

Frank Haynes from Helping Hands requested a Conditional Use Permit for an adult day care. They are in the process of purchasing Blonda B's building located on Main Street in the Central Business District which requires a permit to use the building for that purpose. Mike Odden made a motion to approve a Conditional Use Permit for a day care and activity center for Helping Hands Outreach. Eric Berscheid seconded the motion. AIF

Jordy Opatz from Opatz Metals and Rolloffs asked if the council would work with them to look at expansion options for their business. Referring to a letter outlining the Council's recommendations from the May council meeting, she noted that fencing along the back property may not be an option because of wet lands, again requested a Main Street entrance near Spring Street, and asked about grant options to help with expenses for extending storm sewer drain. The council agreed to walk the property to look at it and set Monday, June 20<sup>th</sup> at 4:30p.m. Also noted; weed control is needed in the back of the city property behind the ball park bathrooms.

Scott Lange asked for consideration on the schedule for bidding the reconditioning of the water tower. He suggested making plans for normal maintenance when the project is in progress. The tenants who rent antenna space will need to be contacted. Lettering and a logo were discussed and Scott asked that a decision be made on it before the bid is publicized. Advertising was set for July 27<sup>th</sup>, with a bid opening on September 1, 2016 at 10:00am and award to be announced at September 12<sup>th</sup> council meeting. Eric Berscheid made a motion to authorize Scott Lange from SEH to advertise for bids for reconditioning the water tower. Bob Sanchez seconded the motion. AIF

Kayla and Mark Solorz requested a temporary liquor license for softball tournaments on June 18<sup>th</sup> and during Holdingsford Daze, July 8-10<sup>th</sup>. The council reviewed the 2015 worksheet and requested a current income/expense worksheet. Mike Odden made a motion to approve the June 18<sup>th</sup> Tournament license at no charge and the Holdingsford Daze temporary license fee at \$25 unless a 2016 income/expense sheet is provided, at which time the fee would be waived. Alan Walz seconded the motion. AIF

Linda Zapzalka addressed the council regarding her parents, George and Donna Kierzek's adjoining property, for permission to place a movable accessory building on the property with the following condition: If at any time the city would need to use the easement area for utilities, the shed and retaining wall would have to be moved and/or rebuilt at the owner's expense. Following discussion, Bob Sanchez made a motion to approve the proposal of Kierzek's for a movable accessory building with setbacks and permit requirements met as discussed and noted in the proposal. Alan Walz seconded the motion. Odden, Sanchez, Marstein and Walz voted in favor. Berscheid opposed, since this was in addition to what was originally proposal and it was the second request for an exception to the initial variance. A natural back yard tree line was also suggested which Linda noted was landscaped, seeded and lilacs already planted.

### Department Reports

Liquor Store Report was read by Mayor Susan Marstein. May gross revenue = \$32,397.31. Expenses = \$34,419.96. Year to date lottery proceeds = \$551.59. Year to date balance = -5,252.21. There were a few excess expenditures in May and sales were down from the last two years. A quote for building a deck on the south side of the building came in at \$15,000 and it raised a question of spending money for a deck or possible storage area. A department meeting will be set up to discuss the deck, employee smoke breaks, and Sunday hours.

Fire Department report was given by Chief Keith Hommerding. The department has responded to 50 calls, including seven in Krain, five in Brockway, 13 in Holding Township, one City of Avon and 24 in Holdingsford. Of the 50 calls; two were fires, seven were good intent/canceled in route and 41 were medical calls.

The Fire Relief Association used donations to purchase a new infra-red camera with advanced technology, as well as some new utensils for the City Hall kitchen, which they use for their breakfast fundraiser.

Pump training this month and a burn trailer training in July. Upsala Fire Department will be burning a house and invited new Holdingford fire fighters to the training. They also requested use of an additional pumper for the house burn, which was approved. The FEMA grant is still being finalized. Three members attended the State Fire Convention in Detroit Lakes this past weekend.

Emergency Managers Report was given by Dorine Rausch, who met with Emergency Management personnel from Stearns County regarding the emergency plan review. The plan will be edited and completed copies distributed as needed.

Maintenance Report was read by Mayor Sue Marstein. Streets were swept and cracks filled around town. Timing chain was repaired on the Ford Ranger at Rolling Lake Auto. The John Deere engine/ broom was brought to Little Falls for repair, with thanks to Eric Berscheid for use of trailer to haul equipment. The three phase generator was repaired after below normal water levels were discovered in the water tower. 1,728,000 gallons of wastewater were treated in May and 1,479,000 gallons of water were pumped.

Upkeep of vacant homes was discussed as well as safety concerns and neighborhood yard maintenance issues. Resident Concern Forms were introduced by city staff to help track concerns and complaints. The forms are available in the City Office and online.

#### Unfinished Business

Ernie Schmit reported on plans for new campground bath/shower building. He is working with the Holdingford Lions and St Rosa Lumber. Initial estimates for the building are \$85,000-\$90,000 and the city has about half of it budgeted so the remaining funds would need to be raised. Two bids for the building would need to be obtained. Building plans and bids will be requested when more funding is secured.

Involvement in community solar gardens was discussed and declined since there are too many unknowns with the programs being so new and by waiting to commit, more information and benefits would be certain.

#### New Business

Alan Walz made a motion to approve both Sunday and On-Sale liquor licenses for the American Legion and Always 5 O'Clock/Rudolph's Redneck Roost effective July 1, 2016-June 30, 2017. Bob Sanchez seconded the motion. AIF

Eric Berscheid made a motion to approve Resolution 16-06-13-1 Road Closure for Holdingford Daze events to include the car show, parade and street dance on July 8<sup>th</sup> and 9<sup>th</sup>. Mike Odden seconded the motion. AIF

A gambling license application was submitted for council approval. Mike Odden made a motion to approve Resolution 16-06-13-2 Church of All Saints raffle to be held November 1, 2016. Alan Walz seconded the motion. AIF

Jeff Konsor submitted a request for property options behind the Museum on city owned section that adjoins their property. He proposed buying the parcel from the city or obtaining a 25-50 year land use lease, so trees could be planted for a visual barrier between his property and the Wobegon Trail. Options were discussed, council agreed that a lease was not in the city's best interest, but a land exchange may be agreeable. A prior land survey will be looked at and the Mayor will follow up with Konsors.

#### Admin Reports

Councilmember Reports: Eric Berscheid asked about installing pipes from the holding pond for sprinkling his and neighbors lawns. Swenson's, Bialka's and Berscheid's property border the pond. Following discussion, Mike Odden made a motion to allow pumping for sprinkler use from the drainage pond located to the west of Ridge Way with the following stipulations; noise from pumps should not be disturbing, water systems are located on owners property near property lines, three abutting properties to the pond are only allowed access to water, the agreement is on a one year trial basis, and systems can be put into place as soon as possible. Bob Sanchez seconded the motion. Odden, Marstein, Sanchez and Walz voted in favor. Eric Berscheid abstained.

Black spray paint was used to vandalize school and business buildings, stop signs, the Maintenance Garage, the Soo Line boxcar and bathroom at the Wobegon Trailhead over Memorial Day weekend. Some images were caught on camera and are being identified. There was discussion on adding more security cameras in the area and an estimate for equipment will be brought to the next meeting.

Clerk Sandra Meer reported that the water tower lease agreement with Stearns Comsis (AMTA) has an automatic five year renewal clause that goes until 2034. Election judges will attend training in July for the upcoming elections. The Primary Election will be on Tuesday, August 9<sup>th</sup>. Onsite audit meeting is scheduled for Monday, June 20<sup>th</sup>. Dram shop insurance for the Municipal Liquor Store was switched to Illinois Casualty Company, which will save approximately \$3,000/year compared to coverage through the League of Minnesota Cities Insurance Trust. The city office is now set up to take debit and/or credit payments for utility bills. Residents may also pay online through the city website.

Mayors Report was given by Mayor Sue Marstein. See end of minutes for detailed report.

#### Announcements

Residents who are delinquent on their utility payments are: Debra Feld, James Urbashich, Dave Hagemann, Duane Young, Janice Zarbok, Hyatt House, Jesse Johnson, Roger Jensen, Jayme Opatz and Dan Ziemer.

Motion to adjourn was made by Eric Berscheid, seconded by Alan Walz. Meeting adjourned at 9:45p.m.

Respectfully submitted,

Sandra Meer  
City Clerk, Holdingford

MAY 2016	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 8,440.34
Public Works	\$ 10,622.13
Fire	\$
Liquor	\$ 10,104.73
<b>Total</b>	<b>\$ 29,167.20</b>
3 pay periods ending	
5/2, 5/16, 5/31	

**City of Holdingford - Equal Opportunity Provider  
Accounts Payable Check Register Report - STEARNS BANK  
For The Fiscal Periods Range From 2016-5 To 2016-5**

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

Check #	Type	Date	Vendor	Name	Amount	Status
31870	C	5/9/2016	704	AFSCME Council 65	\$102.40	C
31871	C	5/9/2016	328	AllSpec Services, LLC	\$1,697.70	C
31872	C	5/9/2016	6	AmeriPride Linen	\$127.94	C
31873	C	5/9/2016	8	Becker Septic Pumping	\$130.00	C
31874	C	5/9/2016	9	Bernick's Pepsi-Cola	\$1,348.80	C
31875	C	5/9/2016	18	C & L Distributing, Inc	\$4,369.30	C
31876	C	5/9/2016	24	Central-McGowan, Inc	\$54.99	C
31877	C	5/9/2016	48	D & D Beverage	\$246.00	C
31879	C	5/9/2016	416	Detroit Lakes Fire Department	\$350.00	C
31880	C	5/9/2016	370	Dorine Rausch	\$36.72	C
31881	C	5/9/2016	550	Everything Signs	\$26.00	C
31882	C	5/9/2016	70	Frito-Lay, Inc	\$44.08	C
31883	C	5/9/2016	80	Gopher State One-Call, Inc	\$8.70	C
31884	C	5/9/2016	787	Granite City Jobbing Co	\$1,068.38	C
31885	C	5/9/2016	84	Granite City Refrigeration	\$1,108.77	C
31886	C	5/9/2016	90	Harry's Frozen Foods	\$72.00	C
31887	C	5/9/2016	92	Headley Hardware	\$572.61	C
31888	C	5/9/2016	481	Heggies Pizza	\$293.80	C
31889	C	5/9/2016	614	Holdingford Gas and Grocery	\$232.77	C
31890	C	5/9/2016	691	Integra Telecom	\$289.00	C
31891	C	5/9/2016	119	Johnson Brothers Liquor C	\$2,403.18	C
31892	C	5/9/2016	122	Keith R. Hommerding	\$34.56	C
31893	C	5/9/2016	730	Midcontinent Business Solutions	\$183.14	C
31894	C	5/9/2016	160	Mies Outland, Inc	\$115.13	C
31895	C	5/9/2016	897	Quill.com	\$75.30	C
31896	C	5/9/2016	685	Star Publications, LLC	\$45.00	C
31897	C	5/9/2016	242	Stearns Cty Auditor-Treas	\$1,500.00	C
31898	C	5/9/2016	454	Sue Marstein	\$155.00	C
31899	C	5/9/2016	258	The Nut Man	\$13.50	C
31900	C	5/9/2016	266	Traut Wells	\$413.00	C
31901	C	5/9/2016	271	UC Lab	\$1,763.50	C
31902	C	5/9/2016	276	United Systems Technology	\$11.84	C
31903	C	5/9/2016	281	Viking Coca Cola Bottling	\$985.60	C
31904	C	5/9/2016	360	XCEL ENERGY 51-5655037-5	\$940.88	C
31905	C	5/9/2016	359	XCEL ENERGY 51-5655038-6	\$1,448.26	C
31906	C	5/9/2016	361	XCEL ENERGY 51-5655039-7	\$779.09	C
31907	C	5/9/2016	358	XCEL ENERGY 51-5655040-0	\$2,877.21	C
31908	C	5/9/2016	383	XCEL ENERGY 51-5655041-1	\$646.62	C
31909	C	5/9/2016	519	XCEL ENERGY 51-8242904-3	\$29.98	C
31919	C	5/25/2016	787	Granite City Jobbing Co	\$337.98	C

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**For The Fiscal Periods Range From 2016-5 To 2016-5**

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

Check #	Type	Date	Vendor	Name	Amount	Status
31922	C	5/25/2016	91	Hawkins, Inc	\$5,364.83	C
31930	C	5/25/2016	144	MEDICA	\$1,292.36	C
31946	C	5/25/2016	359	XCEL ENERGY 51-5655038-6	\$335.39	C
31947	C	5/25/2016	383	XCEL ENERGY 51-5655041-1	\$694.19	C
31948	C	5/25/2016	519	XCEL ENERGY 51-8242904-3	\$41.31	C
31878	C	5/9/2016	655	David Yurczyk	\$5.94	O
31910	C	5/25/2016	6	AmeriPride Linen	\$119.83	O
31911	C	5/25/2016	9	Bernick's Pepsi-Cola	\$271.45	O
31912	C	5/25/2016	507	Blue Cross Blue Shield of Minnesota	\$345.03	O
31913	C	5/25/2016	627	Breakthru Beverage Minnesota	\$1,196.60	O
31914	C	5/25/2016	18	C & L Distributing, Inc	\$4,708.60	O
31915	C	5/25/2016	873	CenturyLink	\$62.89	O
31916	C	5/25/2016	814	Cruise Control	\$300.00	O
31917	C	5/25/2016	48	D & D Beverage	\$198.50	O
31918	C	5/25/2016	52	E. A. Sween Company	\$470.75	O
31920	C	5/25/2016	81	Granite Electronics, Inc	\$35.00	O
31921	C	5/25/2016	90	Harry's Frozen Foods	\$187.50	O
31923	C	5/25/2016	851	Health Partners	\$1,016.48	O
31924	C	5/25/2016	481	Heggies Pizza	\$82.35	O
31925	C	5/25/2016	107	Holdingford Fire Relief Assn	\$200.00	O
31926	C	5/25/2016	119	Johnson Brothers Liquor C	\$793.26	O
31927	C	5/25/2016	333	Kathy O'Hara	\$29.70	O
31928	C	5/25/2016	452	Kris Linquist, Treasurer	\$70.00	O
31929	C	5/25/2016	651	MDH Environmental Hlth Div	\$70.00	O
31931	C	5/25/2016	181	MN Assoc of Small Cities	\$438.15	O
31932	C	5/25/2016	753	MPCA License Renewal	\$1,450.00	O
31933	C	5/25/2016	207	Postmaster	\$102.00	O
31934	C	5/25/2016	208	Principal Financial Group	\$106.52	O
31935	C	5/25/2016	502	Ruthe Odden	\$201.99	O
31936	C	5/25/2016	223	S.E.H.	\$2,925.00	O
31937	C	5/25/2016	750	St Cloud Times #1076	\$38.00	O
31938	C	5/25/2016	254	Strategic Equipment & Supply	\$254.28	O
31939	C	5/25/2016	258	The Nut Man	\$14.00	O
31940	C	5/25/2016	263	Tom's Refuse	\$6,099.08	O
31941	C	5/25/2016	804	Toshiba Financial Services	\$99.12	O
31942	C	5/25/2016	267	Tri-County Septic Service	\$1,265.00	O
31943	C	5/25/2016	514	Tri-City Paving, Inc.	\$155.25	O
31944	C	5/25/2016	339	Verizon Wireless	\$89.59	O
31945	C	5/25/2016	281	Viking Coca Cola Bottling	\$398.20	O
31949	C	5/26/2016	898	Cityview Townhomes	\$5,082.82	O
31950	C	5/26/2016	270	Two Rivers Enterprise	\$10,530.87	O
					<b>Cleared</b>	
					<b>Outstanding</b>	<b>\$34,666.81</b>
					<b>Void</b>	<b>\$0.00</b>