

## Holdingsford City Council Meeting March 14, 2016

Mayor Sue Marstein called the March Holdingsford City Council meeting to order at 7:00 p.m. The pledge of allegiance was recited.

Present: Eric Berscheid, Susan Marstein, Mike Odden, Alan Walz, Sandra Meer, Lisa Silbernack, Keith Hommerding, Patrick Meier, Dorine Rausch, Scott Lange, Butch Bauer, Robb Berscheid, Charla Bueckers, Mike Donnelly, Jeremy Freudenrich, Debra Haus, Ron Hylla, George Keirzek, Gary and Jordy Opatz, Aaron and Renee Rudolph, Ernie Schmit, Tony Stalberger, Liz Vos, Tim Winter, 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 February 8, 2016 council meeting. Motion seconded by Eric Berscheid. AIF

### Department Reports

Liquor Store Report was given by Manager Patrick Meier. February gross revenue = \$28,746.75. Expenses = \$23,707.93. Year to date lottery proceeds = \$551.59. Year to date balance = -\$4,528.55. Pat is still looking for a double door freezer and is asking for quotes for an outdoor deck on south side of the bar.

Fire Department report was given by Chief Keith Hommerding. The department has responded to 29 calls, including four in Krain, three in Brockway, ten in Holding Township, one City of Avon and eleven in Holdingsford; of the 29 calls, two were fire calls, 22 medical and five good intent/false alarm.

Annual fundraiser breakfast was on March 13<sup>th</sup>, netting around \$3,900. Approximately 680 people ate breakfast which was down about 200 people from last year. Calendar donations amount to almost \$4,700. The fundraising efforts will go towards upgrading the infrared camera.

A new firefighter has applied and will be hired, provided his background check comes back clean. Training this month will involve new-used air packs. Physicals for all firefighters are being completed tonight onsite at the fire hall. Thanks to fire personnel who replaced leaking valves on the 600 truck, saving the department about \$2,000 in labor charges. Other vehicles were serviced this month at the Maintenance Garage. Mayor Marstein thanked the department personnel for helping with kitchen remodeling project including moving equipment, plumbing and cleaning.

Following last month's motion, Mike Odden made a motion to approve Resolution 16-03-14-1 Holdingsford Fire Department Increase of Retirement Benefit Pension. Alan Walz seconded the resolution. AIF

Emergency Managers Report was given by Dorine Rausch. Dorine received her Emergency Management certification at the Governor's Conference last month. She is putting together an emergency plan for the city and looking for grant money to help with the plan since it's not budgeted. Congratulations to Dorine on her Emergency Managers Certification.

Maintenance Report was read by Mayor Sue Marstein. Maintenance Supervisor Brian Zapzalka attended the 2.5 day Minnesota Rural Water Association (MRWA) Annual Training Conference. Streets are being swept and hydrant flushing will continue this week. The street sweeper was serviced and the hopper was painted. Quotes for crack filling, pavement and patch are being requested. New crack filling material allows for cold filling versus hot tar, which the county and area cities are also using successfully. Brian Zapzalka sought an additional bid for repairing the main lift station pump impellers, but didn't get a response. He did, however find a quote from 1989 from Tri-State Pump which was about \$2,500 less than current bid for \$16,570.38.

Eric Berscheid made a motion to accept Estimate #131205 from Tri-State Pump & Control for \$16,570.38 for repair of two lift station pumps. Mike Odden seconded the motion. AIF

1,628,000 gallons of wastewater were treated last month and 1,328,000 gallons of water were pumped.

The safety grant for an eyewash station and the noxious gas meter was approved from MN Department of Labor & Industry and equipment has been ordered. The grant award shares half of the cost of the equipment with the city.

### Guests

Deb Haus from the Stearns County Assessor's office reported on home sales in the city in 2015. There were nine home sales in 2015 which didn't include new construction. New construction, including new homes, a business and remodeling totaled \$1,306,928 which will increase the tax base for the city. There were no sales of commercial property or apartment complexes in the city last year.

Aaron and Renee Rudolph requested approval for an on-sale intoxicating liquor license and a Sunday Liquor license for Rudolph's Redneck Roost. The restaurant and bar is scheduled to open in April. The liquor licenses are prorated and renewable in June. Eric Berscheid made a motion to approve liquor licenses for Always 5 O'Clock, LLC, contingent on receiving the Workers Comp insurance policy number and the Certificate of Liability. Alan Walz seconded the motion. AIF

Both the Holdingsford Fire Relief Association and the Husker Booster Club requested gambling permits for Rudolph's Redneck Roost. Alan Walz made a motion to approve Resolution 16-03-14-3; Gambling License for Holdingsford Firemen's Relief Association at Rudolph's Redneck Roost and Resolution 16-03-14-4; Gambling License for Husker Athletic Booster Club at Rudolph's Redneck Roost. Mike Odden seconded the motion. AIF

Mayor Marstein noted to the Rudolph's, with the upcoming street dance for Holdingford Daze, that normally the cost of the band is divided among the liquor establishments on Main Street.

George and Donna Kierzek submitted a variance application request for an enclosed garage storage space on the north east side of the existing garage. The temporary structure that is on the lot will be taken down. The proposed project would encroach into the utility easement by 2 feet. The original variance that was approved for the building on the property included a 13 foot right-of-way (ROW) over the utility easement instead of the 25 foot ROW per zoning ordinance, since the property is abutting the pedestrian road and is an odd shaped lot. Mayor Marstein called three times for a motion to approve a variance application. Variance application was not approved for lack of a motion due to the proposed structure encroaching on the narrow ROW over the utility easement.

There was discussion on proposals for garbage and recycling hauling from Waste Management and Tom's Refuse. Eric Berscheid presented a comparison of proposed costs, updated from Waste Management. City staff also provided a cost comparison with the cost proposals received in February. One of the main differences in cost was in the yard waste pickup; Waste Management offered an optional pickup with a fee; Tom's Refuse included yard waste pickup in the cost of garbage pickup, which was higher than Waste Management. Tipping fees, brush pickup and recycling sorting, as well as supporting local businesses were discussed.

The League of Minnesota Cities advised the council to seek legal counsel if they were considering rescinding the motion that was passed last month at the February council meeting, approving the contract with Tom's Refuse. Mike Odden stated that he would not rescind the motion unless all the council members were in favor. He was in favor of staying with Tom's Refuse because of the long standing relationship and good service record with the city. Alan Walz agreed to stay with motion that was made. Bob Sanchez emailed his opinion to stay with a local hauler. Eric Berscheid voiced his opposition to the motion due to the \$50,000 difference in cost that the residents would be paying over the life of the contract.

The Wastewater Treatment Plant (WWTP) permit renewal application is due end of April and SEH submitted an estimate of \$2,500-\$3,000 to help prepare the application. The WWTP's permit for National Pollution Discharge Elimination System (NPDES) is a 5 year permit that expires in October with the application due six months prior. Scott Lange noted they didn't anticipate much change in the permit structure and the phosphorus levels that have been reported on separately in the past. Eric Berscheid made a motion to have SEH complete the Wastewater Treatment Plants NPDES permit renewal application. Alan Walz seconded the motion. AIF

#### Old Business

Scott Lange from SEH proposed a consulting agreement for water tower coating project design and bidding for \$14,000. Pending an inspection of the water tower, the cost would be over \$130,000 to recondition the tower, inside and out. Scott suggested bidding the project this year with two alternate schedules for completion either in Fall, 2016 or late Summer, 2017. The council had discussed completing the project in two phases, but agreed that it would be cheaper and more practical to only drain the tower once. There was discussion on budgeting and paying for the project, either with a loan through Minnesota Rural Water Association or from city funds. Alan Walz made a motion to approve the proposal from SEH to prepare design and bid work for the water tower reconditioning project. Mike Odden seconded the motion. AIF

Hydrant flushing began earlier this spring as weather cooperated and the school was experiencing discolored, rusty water. There is an old line that comes from the school and the water tower that may be lined or a replaced when County Road 17 is under construction in 2018, which would help eliminate the problem.

Ernie Schmit submitted a design for a new Park Shelter, bathroom, shower facility recommended by the Park Committee. The council was in favor of getting construction estimates for the building, starting fundraising efforts and asking for volunteer help.

Community solar garden discussion will be tabled until next meeting. After following up with the Sunshare representative, more direction is needed and the League of Minnesota Cities has been contacted for information.

The new website will be live in about a week. Survey respondents asked to see forms on the website and promotion of area businesses. There have been requests for taking utility payments online or over the phone, so low cost options will be explored.

#### New Business

Staff from the Minnesota Rural Water Association helped to write a grant for implementing three initiatives identified in the Wellhead Protection Plan for the City of Holdingford. Mike Odden made a motion to submit the grant application for Source Water Protection Plan Implementation Grant period March 2016. Eric Berscheid seconded the motion. AIF

Helping Hands requested approval for a gambling permit for a cash raffle and bingo to be held during Holdingford Daze. Alan Walz made a motion to approve Resolution 16-03-14-2 for Helping Hands Bingo and Cash Raffle. Eric Berscheid seconded the motion. AIF

The Holdingford Lions requested a gambling permit for a raffle to be held this summer. Mike Odden made motion to approve Resolution 16-03-14-5 for Holdingford Lions raffle for summer 2016. Eric Berscheid seconded the motion. AIF

Opatz Metals requested a refund for an unused building permit from 2015. Eric Berscheid made a motion to refund 75% of the building permit fee to Opatz Metals and Rolloffs, as specified in the Refund Policy that was implemented in February 2016. Alan Walz seconded the motion. AIF

Admin Reports

Councilmember Reports: Minor maintenance, cleaning and staining needs to be done on the Wobegon Covered Bridge. Stearns County Parks Department is working with the Holdingford Lions to take care of needed upkeep.

Mike Odden reported on a project of photo shopping the old Holdingford Herald papers that he started several years ago, when he completed years 1908-1922. He is now working on the project again and has completed 1922 -1953. The paper was published through 1973 and he is hoping to start editing the project and completing it for the Historical Society.

Clerk Sandra Meer reported on the kitchen remodeling project. A sincere thank you to city staff that helped clean, move and replace equipment. Thanks to Two Rivers Enterprises and Marty O’Hara for shortening the doors. Hennen’s Flooring was contacted about different tile dye lots on the flooring that was laid and the job that was done by their subcontractor. Old dishwasher, heater and disposal were moved to the maintenance garage and will be kept for parts.

The office will be closed on Thursday, March 17th; both clerks will be attending the annual MCFOA clerk’s conference in St. Cloud. Thanks to the American Legion for donating the Minnesota State flag and pole for the city office/council chambers.

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

Announcements

Residents who are delinquent in their utility payments are: Dave Hagemann, Edward Ehrlichmann, and Dan Ziemer.

Motion to adjourn was made by Alan Walz, seconded by Mike Odden. Meeting adjourned at 9:35 p.m.

Respectfully submitted,

Sandra Meer  
City Clerk, Holdingford

FEBRUARY 2016	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 5,716.00
Public Works	\$ 6,744.00
Fire	\$
Liquor	\$ 6,480.38
Total	\$ 18,940.38
2 pay periods ending	
2/8, 2/22	

**City of Holdingford - Equal Opportunity Provider**  
**Accounts Payable Check Register Report - STEARNS BANK**  
*For The Fiscal Periods Range From 2016-2 To 2016-2*  
**For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated**

Check #	Type	Date	Vendor	Name	Amount	Status
31651	C	2/8/2016	704	AFSCME Council 65	\$97.42	C
31652	C	2/8/2016	6	AmeriPride Linen	\$127.94	C
31653	C	2/8/2016	326	Auto Value	\$58.11	C
31654	C	2/8/2016	9	Bernick's Pepsi-Cola	\$74.60	C
31655	C	2/8/2016	18	C & L Distributing, Inc	\$4,619.65	C
31656	C	2/8/2016	21	Central MN. Alarms, Inc.	\$128.85	C
31657	C	2/8/2016	24	Central-McGowan, Inc	\$31.95	C
31658	C	2/8/2016	890	City of Golden Valley	\$3,200.00	C
31659	C	2/8/2016	48	D & D Beverage	\$137.40	C
31660	C	2/8/2016	405	DVS Renewal	\$16.00	C
31661	C	2/8/2016	53	Ecolab	\$77.43	C
31662	C	2/8/2016	70	Frito-Lay, Inc	\$72.86	C
31663	C	2/8/2016	316	GERAD'S OIL CO., INC	\$359.75	C

Check #	Type	Date	Vendor	Name	Amount	Status
31664	C	2/8/2016	787	Granite City Jobbing Co	\$503.47	C
31665	C	2/8/2016	90	Harry's Frozen Foods	\$107.50	C
31666	C	2/8/2016	92	Headley Hardware	\$613.89	C
31667	C	2/8/2016	481	Heggies Pizza	\$394.40	C
31668	C	2/8/2016	614	Holdingsford Gas and Grocery	\$421.63	C
31669	C	2/8/2016	886	Holdingsford Hometown Happenings	\$850.00	C
31670	C	2/8/2016	324	Initiative Foundation	\$500.00	C
31671	C	2/8/2016	691	Integra Telecom	\$282.81	C
31672	C	2/8/2016	121	KASM Radio	\$200.00	C
31675	C	2/8/2016	730	Midcontinent Business Solutions	\$183.14	C
31676	C	2/8/2016	161	Mike Odden	\$75.00	C
31677	C	2/8/2016	207	Postmaster	\$392.00	C
31678	C	2/8/2016	821	RDJ Specialties, Inc	\$228.02	C
31679	C	2/8/2016	893	Rolling Lake Auto	\$11.25	C
31680	C	2/8/2016	685	Star Publications, LLC	\$164.78	C
31681	C	2/8/2016	243	Stearns County Sheriff's Office	\$6,840.00	C
31682	C	2/8/2016	271	UC Lab	\$1,226.00	C
31684	C	2/8/2016	360	XCEL ENERGY 51-5655037-5	\$1,863.72	C
31685	C	2/8/2016	358	XCEL ENERGY 51-5655040-0	\$2,611.23	C
31686	C	2/8/2016	383	XCEL ENERGY 51-5655041-1	\$618.25	C
31687	C	2/9/2016	535	Albany Apothecary	\$490.00	C
31688	C	2/9/2016	370	Dorine Rausch	\$64.52	C
31689	C	2/9/2016	405	DVS Renewal	\$16.00	C
31690	C	2/9/2016	894	Generator Power Systems	\$1,290.03	C
31691	C	2/9/2016	638	MN DNR- Ecological & Water Resources	\$152.81	C
31692	C	2/9/2016	853	Rosenbauer South Dakota, LLC	\$1,096.29	C
31699	C	2/24/2016	81	Granite Electronics, Inc	\$326.20	C
31708	C	2/24/2016	292	Ziegler	\$122.92	C
31718	C	2/24/2016	519	XCEL ENERGY 51-8242904-3	\$32.35	C
31719	C	2/24/2016	550	Everything Signs	\$189.00	C
31722	C	2/24/2016	787	Granite City Jobbing Co	\$818.18	C
31673	C	2/8/2016	891	Lisa Silbernack	\$50.44	O
31683	C	2/8/2016	759	Volunteer FF Benefit Assoc of MN	\$154.00	O
31693	C	2/24/2016	8	Becker Septic Pumping	\$130.00	O
31694	C	2/24/2016	9	Bernick's Pepsi-Cola	\$376.65	O
31695	C	2/24/2016	18	C & L Distributing, Inc	\$1,266.90	O
31696	C	2/24/2016	48	D & D Beverage	\$388.90	O
31697	C	2/24/2016	52	E. A. Sween Company	\$278.97	O
31698	C	2/24/2016	70	Frito-Lay, Inc	\$30.56	O
31700	C	2/24/2016	84	Granite City Refrigeration	\$248.19	O
31701	C	2/24/2016	144	MEDICA	\$1,292.36	O
31702	C	2/24/2016	160	Mies Outland, Inc	\$122.00	O
31703	C	2/24/2016	207	Postmaster	\$105.00	O
31704	C	2/24/2016	208	Principal Financial Group	\$106.52	O
31705	C	2/24/2016	223	S.E.H.	\$468.00	O
31706	C	2/24/2016	263	Tom's Refuse	\$5,179.08	O
31707	C	2/24/2016	291	Yes Co. Inc.	\$165.45	O
31709	C	2/24/2016	316	GERAD'S OIL CO., INC	\$495.00	O
31710	C	2/24/2016	339	Verizon Wireless	\$89.61	O
31711	C	2/24/2016	354	MN Dept of Public Safety	\$200.00	O
31712	C	2/24/2016	359	XCEL ENERGY 51-5655038-6	\$1,688.68	O
31713	C	2/24/2016	361	XCEL ENERGY 51-5655039-7	\$854.41	O
31714	C	2/24/2016	370	Dorine Rausch	\$247.30	O
31715	C	2/24/2016	473	Doug Legatt	\$1,000.00	O
31716	C	2/24/2016	481	Heggies Pizza	\$66.60	O
31717	C	2/24/2016	507	Blue Cross Blue Shield of Minnesota	\$345.03	O
31720	C	2/24/2016	750	St Cloud Times #1076	\$34.00	O
31721	C	2/24/2016	752	MN Valley Testing Labs	\$434.75	O
31723	C	2/24/2016	804	Toshiba Financial Services	\$99.12	O
31725	C	2/24/2016	851	Health Partners	\$1,016.48	O
31726	C	2/24/2016	873	CenturyLink	\$62.91	O
31674	C	2/8/2016	892	Matt Abraham	\$1,000.00	V
31724	C	2/24/2016	809	Lisa Burlage	\$595.00	V
				<b>Cleared</b>	<b>\$31,687.35</b>	
				<b>Outstanding</b>	<b>\$16,996.91</b>	
				<b>Void</b>	<b>\$1,595.00</b>	