

Holdingsford City Council Meeting Minutes March 13, 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, Alan Walz, Sandra Meer, Lisa Silbernack, Keith Hommerding, Steve Horvath, Pat Meier, Dorine Rausch, Elizabeth Bethke, Scott Lange and Gordy Sjaaheim.

Excused: Bob Sanchez

Alan Walz made a motion to approve the consent agenda to include February 13, 2017 Public Hearing and Council Meeting minutes, finance reports, and submitted claims. Mike Odden seconded the motion. AIF

Department Reports

Liquor Store report was given by Manager Pat Meier. February gross revenue = \$27,356.90. Expenses = \$31,554.80. Year to date lottery proceeds = \$551.30. Year to date balance = \$74.73. Two Dog Night is performing on March 24th. Inventory was completed for the audit. Alcohol training for bartenders will be scheduled in the next month. Pat is looking into getting new bar stools as well as replacing floor tiles along the bar. Bartender evaluations are still in the works.

Fire Department report was given by Chief Keith Hommerding. In 2017, they have responded to 28 calls: two were fires, 20 medical, one cancelled in route, three auto accident and one hazardous condition, and one weather: two in Krain Township, 13 in Holding Township and 12 in the City, one in Brockway.

The calendar fundraiser has generated over \$3,000 in donations for the Fire Relief Association. The annual breakfast fundraiser held on March 12th, served 907 people and made about \$7,000 profit. Thank you to all who volunteered and those who supported the event. Personnel changes include Arlene Warga, a new firefighter who passed all tests and the physical. Joe Mrsola is moving out of the area and will not be staying with the department.

Last month training included diabetes glucometer refresher and next month will be active threat training at the school.

The FEMA grant has been reapplied for. Mike Odden made a motion to approve filing an EMS grant through the DNR for gear and equipment. Alan Walz seconded the motion. AIF

Ceiling lights were upgraded in the fire hall and a rebate was submitted.

Emergency Managers Report was given by Dorine Rausch. Emergency mitigation goals for the city were updated and submitted to the county. Through the mitigation program and FEMA funds, the city is looking to get two emergency backup generators to satisfy mitigation goals. Alan Walz made a motion to approve Emergency Management grant funding for the two emergency backup generators. Eric Berscheid seconded the motion. AIF

Maintenance Report was read by Maintenance Specialist Steve Horvath. With help from Preferred Controls, the Lift Station panel that was sending out alarm codes was adjusted and fixed. Lock boxes for shop and water tower were installed at the Maintenance Garage. The skate ramp at Veterans Park was inspected and wrapped with caution tape until repairs are done. There was a chlorine spike in water due to control panel issue on Pump #3. Adjustments were made to the panel programming to correct the issue. The 4th Street Lift Station pump was unplugged after clothing was pulled out. It was determined that there are over 3,300 feet of cracks to fill on city streets. Mike Odden made a motion to approve an order of two 55 gallon drums of cold crack fill. Alan Walz seconded the motion. AIF Maintenance will coordinate with local cities to save on shipping costs for cold crack sealer.

Quotes were obtained for an NFPA compliant storage cabinet for flammable materials. Mike Odden made a motion to approve the purchase of a flammable storage cabinet for the Maintenance Garage. Alan Walz seconded the motion. AIF

In February; 1,233,000 gallons of well water were pumped and 1,750,000 gallons of wastewater were treated.

Guests:

Scott Lange from SEH reviewed schedule for the water tower rehabilitation project and the upcoming preconstruction meeting on April 7th. Backup generators will be needed for the project, which will be coordinated with the generators for the mitigation program. Scott Lange presented water production and flow trends which have been going down over last 30 years. Average daily flow and well water production is lower most likely due to loss of tank manufacturing and testing at Polar. More water is produced than waste water is treated, which is a positive trend.

Unfinished Business

Scott Lange noted that Opatz Metals has hired a surveyor to survey the proposed expansion area and get topographic map to determine the floodplain. Once the survey is completed and elevations are staked, the city will work with attorney for agreement of use over utility easement and right of way.

Options for a water tower mixer will be researched and brought to the April meeting.

Water & sewer rate changes and worksheets were reviewed at the work session and will be discussed at the April meeting.

Following discussion on changes to Resolution 17-01-09-2 Granting Easement on the building adjacent to city hall and owned by Scepaniak properties, LLC, Sue Marstein made a motion to amended Resolution 17-01-09-2 Granting Easement on building that encroaches on right of way, to include Proposed Easement A and building encroachment easement, and that any costs associated with the amended resolution would be the responsibility of Polar and/or Scepaniak. Mike Odden seconded the motion. AIF

The Annual City Cleanup Day will be coordinated with Holdingford Cares Day sponsored by the Holdingford Lionesses on May 6th. Dumpsters will be available near the Historical Museum for furniture, appliances, etc.

New Business

Following discussion, Alan Walz made a motion to accept Resolution 17-03-13-1 Stearns County Sheriff's Office Contract for Police Services. Eric Berscheid seconded the motion. AIF

Mike Odden made a motion to accept Resolution 17-03-13-2 Helping Hands Cash Raffle. Alan Walz seconded the motion. AIF

Eric Berscheid made a motion to accept Resolution 17-03-13-3 Holdingford Lions Club Cash Raffle. Mike Odden seconded the motion. AIF

Alan Walz made a motion to accept Resolution 17-03-13-4 Chamber of Commerce Ranger Raffle. Mike Odden seconded the motion. AIF

The gentleman who constructed the skateboard ramp offered to repair the ramp at no charge if the city would supply materials and volunteers to help with repairs. Council agreed to improvements for the skateboard ramp using funds designated for the park. The city is still looking for individual(s) who would be willing to spearhead the softball tournament during Holdingford Daze.

Admin Reports

Clerks Report: A grant for Safe Routes to School has been submitted. Sarah Jewell, the city attorney is moving to a new law firm. The clerk recommended retaining Kennedy & Graven who has attorneys that specialize in municipal law. Rates and information will be obtained from area law firms.

Councilmembers Report: Mike Odden reported on Historical Museum purchase of new TV, speakers, computer, printer and hard drive that were bought with proceeds from sale of "MN 13: From Grain to Glass" DVD. They have also purchased a new still for display and are getting some parts from genuine stills that were used in the Holdingford area. All newspapers from 1908-1972 have been digitalized so they can be viewed on screen at the museum.

Mayor's Report: See end of minutes for Mayors Report.

Other notes: Tax capacity rates were received from the county and reviewed.

A time off request form is being implemented for city employees.

Any issues with neighbor's dogs, cats or pets should be directed to the Stearns County Sheriff's Department. Call the non-emergency line 320.251.4240 and reference the address where the animals and owners can be found, so officers can work to resolve issues.

A quote from Knife River for reclaiming and paving the Pedestrian Road was submitted and will be forwarded to Scott Lange and discussed at the April council meeting.

Announcements

Residents who are delinquent on their utility payments are: Dave Hagemann, Wayne Johnston, Katie Severson, Sandra Ross, and Mara Glader.

Next Council Meeting: Monday, April 10, 2017, at 7:00pm, work session at 6:00pm for water & sewer rate adjustments.

Local Board of Appeals: Wednesday, April 12, 2017 at 7:00pm.

A motion was made by Alan Walz to adjourn the meeting, seconded by Mike Odden. Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

FEBRUARY 2017	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 6,023.75
Public Works	\$ 6,545.66
Fire	\$
Liquor	\$ 7,302.10
Total	\$ 19,871.51
2 pay periods ending	
2/3, 2/17	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Period 2017-2**

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

Check #	Type	Date	Vendor	Name	Amount	Status
32584	C	2/9/2017	704	AFSCME Council 65	\$34.38	C
32585	C	2/9/2017	824	American Solutions for Business	\$121.57	C
32586	C	2/9/2017	6	AmeriPride Linen	\$136.94	C
32587	C	2/9/2017	9	Bernick's Pepsi-Cola	\$94.20	C
32588	C	2/9/2017	919	Bob Sanchez	\$479.10	C
32589	C	2/9/2017	18	C & L Distributing, Inc	\$8,545.39	C
32591	C	2/9/2017	814	Cruise Control	\$300.00	C
32592	C	2/9/2017	48	D & D Beverage	\$115.20	C
32593	C	2/9/2017	53	Ecolab	\$80.15	C
32595	C	2/9/2017	550	Everything Signs	\$145.00	C
32596	C	2/9/2017	70	Frito-Lay, Inc	\$88.12	C
32597	C	2/9/2017	316	GERAD'S OIL CO., INC	\$412.50	C
32598	C	2/9/2017	80	Gopher State One-Call, Inc	\$101.35	C
32599	C	2/9/2017	787	Granite City Jobbing Co	\$1,857.11	C
32600	C	2/9/2017	90	Harry's Frozen Foods	\$58.00	C
32601	C	2/9/2017	91	Hawkins, Inc	\$3,277.34	C
32602	C	2/9/2017	92	Headley Hardware	\$384.02	C
32603	C	2/9/2017	481	Heggies Pizza	\$115.80	C
32604	C	2/9/2017	614	Holdingford Gas and Grocery	\$190.76	C
32605	C	2/9/2017	324	Initiative Foundation	\$500.00	C
32606	C	2/9/2017	691	Integra Telecom	\$201.60	C
32607	C	2/9/2017	121	KASM Radio	\$200.00	C
32608	C	2/9/2017	730	Midcontinent Business Solutions	\$225.11	C
32609	C	2/9/2017	905	Midwest Machinery Co	\$606.92	C
32610	C	2/9/2017	402	MN Ambulance Association	\$75.00	C
32611	C	2/9/2017	176	MN Rural Water Assn	\$230.00	C
32612	C	2/9/2017	143	M-R Sign Co.	\$284.40	C
32614	C	2/9/2017	216	Reichert, Wenner,Koch	\$222.50	C
32615	C	2/9/2017	920	Rudolph's Redneck Roost	\$260.00	C
32616	C	2/9/2017	685	Star Publications, LLC	\$168.33	C
32617	C	2/9/2017	242	Stearns Cty Auditor-Treas	\$36.98	C
32618	C	2/9/2017	454	Sue Marstein	\$27.00	C
32619	C	2/9/2017	271	UC Lab	\$998.00	C
32620	C	2/9/2017	276	United Systems Technology	\$278.64	C
32621	C	2/9/2017	281	Viking Coca Cola Bottling	\$1,232.80	C
32622	C	2/9/2017	360	XCEL ENERGY 51-5655037-5	\$2,090.29	C
32623	C	2/9/2017	358	XCEL ENERGY 51-5655040-0	\$3,104.88	C
32624	C	2/9/2017	292	Ziegler	\$127.90	C
32590	C	2/9/2017	836	Charles Roth	\$400.00	O
32594	C	2/9/2017	64	Eugene Cipala	\$62.69	O
32613	C	2/9/2017	184	MSFCA	\$321.00	O
32625	C	2/27/2017	8	Becker Septic Pumping	\$160.00	O
32626	C	2/27/2017	9	Bernick's Pepsi-Cola	\$1,145.67	O
32627	C	2/27/2017	18	C & L Distributing, Inc	\$1,309.10	O
32628	C	2/27/2017	24	Central-McGowan, Inc	\$118.80	O
32629	C	2/27/2017	873	CenturyLink	\$63.42	O
32630	C	2/27/2017	921	Chris Hofmann	\$700.00	O
32631	C	2/27/2017	48	D & D Beverage	\$84.00	O
32632	C	2/27/2017	550	Everything Signs	\$40.00	O
32633	C	2/27/2017	70	Frito-Lay, Inc	\$86.13	O
32634	C	2/27/2017	316	GERAD'S OIL CO., INC	\$570.07	O
32635	C	2/27/2017	787	Granite City Jobbing Co	\$777.64	O
32636	C	2/27/2017	481	Heggies Pizza	\$321.35	O
32637	C	2/27/2017	882	Jason Peterson	\$350.00	O
32638	C	2/27/2017	911	MN PEIP	\$2,312.90	O

Check #	Type	Date	Vendor Name	Amount	Status
32639	C	2/27/2017	495 MN Trails	\$969.00	O
32640	C	2/27/2017	752 MN Valley Testing Labs	\$455.00	O
32641	C	2/27/2017	207 Postmaster	\$102.00	O
32642	C	2/27/2017	476 Preferred Controls Corp	\$8,413.00	O
32643	C	2/27/2017	223 S.E.H.	\$665.00	O
32644	C	2/27/2017	750 St Cloud Times #1076	\$38.00	O
32645	C	2/27/2017	254 Strategic Equipment & Supply	\$79.17	O
32646	C	2/27/2017	263 Tom's Refuse	\$6,050.08	O
32647	C	2/27/2017	804 Toshiba Financial Services	\$125.56	O
32648	C	2/27/2017	728 Tri-State Pump & Control, Inc.	\$4,505.03	O
32649	C	2/27/2017	903 Upper Lakes Foods, Inc.	\$447.38	O
32650	C	2/27/2017	339 Verizon Wireless	\$89.43	O
32651	C	2/27/2017	281 Viking Coca Cola Bottling	\$382.50	O
32652	C	2/27/2017	360 XCEL ENERGY 51-5655037-5	\$1,587.79	O
32653	C	2/27/2017	359 XCEL ENERGY 51-5655038-6	\$996.45	O
32654	C	2/27/2017	361 XCEL ENERGY 51-5655039-7	\$1,195.54	O
32655	C	2/27/2017	383 XCEL ENERGY 51-5655041-1	\$634.03	O
32656	C	2/27/2017	519 XCEL ENERGY 51-8242904-3	\$26.74	O
32657	C	2/27/2017	291 Yes Co. Inc.	\$299.80	O
			Cleared	\$27,407.28	
			Outstanding	\$35,884.27	
			Void	\$0.00	