

## Holdingsford City Council Meeting May 11, 2015

Mayor Sue Marstein called the meeting to order at 7:00 p.m. and the pledge of allegiance was recited.

Present: Lewis Becker, Eric Berscheid, Sue Marstein, Mike Odden, Alan Walz, Sandra Meer, Keith Hommerding, Pat Meier, Dorine Rausch, Tony Stalberger, Scott Lange, Jason Murray, Robb Berscheid, Tim Berscheid, Lonnie Kornovich, Ernie Schmit, Bill Scepaniak, Mike Simones, Gordy Sjaheim, and Linda Zapzalka.

Motion to approve claims, checks, electronic transfers and withdrawals was made by Eric Berscheid, seconded by Mike Odden. AIF Bank reconciliation was not submitted due to clerk attending Municipal Clerks Institute the week prior.

Alan Walz made a motion to approve minutes of the April 13, 2015 council meeting. Motion seconded by Lewis Becker. AIF

### Guests

Lonnie Kornovich of Kornovich Development Company requested approval of basic site plan for addition of six units at City View Townhomes and adoption of new addition into the existing TIF Housing District #1. The original TIF District budget should accommodate the expansion without having to create an additional district. The plan also includes a complete remodel of existing 12 units. Water and sewer is already installed. Council had two recommendations, that the pond meets the pre-development as well as the post development requirements and a privacy fence be erected along west property line of existing 12 units. Building timeline would be contingent on approval at state level in early November for construction to start next spring.

Eric Berscheid made a motion for preliminary approval of additional six units and remodel at City View Townhomes in TIF Housing District #1. Mike Odden seconded the motion. AIF

Scott Lange from SEH reported that estimates are being sought from builders for new bathroom and shower facility at Veterans Park and will be ready at the June council meeting. Estimates will not be based on FEMA specifications, since initial cost estimates with FEMA funding exceeded city budget and other financing options would need to be pursued. FEMA funding request is due the end of June, if the Council approves that option.

Tim Berscheid and Bill Scepaniak addressed the council regarding lots between South Main Street and Two Rivers River that are in the 100 year flood plain. FEMA designated the area flood plain in 2012 using old elevation maps. The area has since had fill brought in and the elevation raised. The current elevation needs to be determined to submit to FEMA to prove that it's not in the flood plain. Neighboring lots with existing structure have been taken out of the flood plain. The Mayor will follow up to get FEMA contact information and work with the County to determine elevation.

### Department Reports

Fire Department report was given by Chief Keith Hommerding. Fire Relief Association gambling proceeds have been slow. The Relief Association is looking for another auditor who will meet filing deadlines with the State Auditor and other reporting deadlines. There have been 40 calls this year including 23 in the City, five in Krain, five in Brockway, six in Holding and one in Avon Township. Of the 40 calls, one was hazardous condition, three were fire, three were cancelled in route, and 33 were medical. In regards to billing for service calls such as illegal burn or auto extrication, they have checked with area cities and there is a wide range of rates. The computer program the department uses to track calls has capabilities to generate hours per incident reports and other reports to help calculate billing charges.

Dorine Rausch noted that Erin Hausauer, Stearns County Emergency Management Director will be at City Hall on Tuesday, May 12<sup>th</sup> to talk about responsibilities of Council and City employees in community emergency situations. Dorine has three more classes to complete for her Emergency Managers certification.

Liquor Store report was given by Pat Meier. April gross revenue = \$35,258.55. Expenses = \$31,850.71. YTD lottery = \$1,181.06. Year to date balance = \$4,303.88. Events include bingo on Wednesdays, bean bag tournament, Cruise Control performing on May 16<sup>th</sup> and a bike run benefit on May 23<sup>rd</sup>. Food grade paneling was mounted on walls around the oven. Sign was put back up on front of building. Door chime was installed for alert in office. Plans and estimates for a deck in alley are being requested. Central MN Alarms estimated \$1,865.00 for an updated security camera and DVR since camera is about 15 years old and should be replaced.

Maintenance Report was read by Mayor Sue Marstein. Cleaned snowplow and took plow off, got lawn equipment ready, completed spring street sweeping, cleaned outside shop area, completed hydrant maintenance and flushing, and addressed drainage issue on River Crest and Rolling River Road. Snow blower repair cost \$950 and council suggested MP Technologies pay for part of the bill since damage was from debris on sidewalks after natural gas installation. City Maintenance will coordinate with the City of Upsala to use Upsala's jetter to clean sewer lines in exchange for use of Holdingsford's street sweeper. Jetting of the clay utility pipes by school and the older lines on the west side will be done this summer and a rotating schedule will be established for cleaning sections of the city sewer lines on a yearly basis. Maintenance Supervisor Brian Zapzalka passed his Class B wastewater license and subcontract with Jerry Schueler ended the month of April.

### Unfinished Business

Mayor Marstein is working on the details for residents to work down outstanding utility bills caused by malfunctions with water softeners, running toilets, broken water pipes, etc. and will bring to the June meeting.

Stearns County Commissioners passed a resolution revoking the right of way on a portion of former County State Aid Highway 17 to the City of Holdingford. The portion of CSAH 17 has been used as a pedestrian road and driveway access for many years and was not formally vacated by the County. Eric Berscheid made a motion to approve Resolution 15-05-11-1 Accepting Vacated CSAH 17 Right of Way. Mike Odden seconded the motion. AIF

Scott Lange, city engineer will work with adjoining property owners and surveyor and bring recommendations for right of way determinations to June council meeting. Council will also determine designation of right of way as alley, walkway, road, or other.

There was discussion on paving the alley between Cedar & Plymouth Streets and assessing the adjoining property owners. Preliminary estimate to pave the alley was about \$13,000. Not all adjoining property owners may be assessed since benefit is mainly to the businesses. An assessment hearing would take place after the project is approved. Mike Odden made a motion to order a Feasibility Study from SEH and set a public hearing for June 8, 2015 at 7:00 p.m. at City Hall to review the feasibility study for the project. Alan Walz seconded the motion. AIF

The Maintenance Department has been looking to replace the failing 1999 Dodge pickup. The 1997 pickup from Upsala Motors was not purchased. A 2002 Chevy Silverado pickup from Gilleland was test driven. The truck had one owner, no rust, 4 wheel drive with new tires, battery and bed liner for \$8,990 not including tax and title fees. \$30,000 was budgeted for Capital Equipment in Street Fund. Mike Odden made a motion to purchase the 2002 Chevy Silverado from Gilleland Chevrolet. Lewis Becker seconded the motion. AIF

The proposal for a community solar garden was discussed and compared to other entities. Innovative Power Systems will be asked to come to the June work session to review proposal details.

### New Business

Several streets need to be closed off in order to accommodate the Holdingford Daze activities scheduled for July 10<sup>th</sup>-12<sup>th</sup>, including the car show, parade and street dance. Mike Odden made a motion to accept Resolution 15-05-11-2 Road Closure for Holdingford Daze Events. Lewis Becker seconded the motion. AIF

Alan Walz made a motion to approve the step increase from H0-H1 for Maintenance Specialist Andy Bartkowicz's 6 month review. Mike Odden seconded the motion. AIF Andy did not pass his test for certification for Class C wastewater licensure but is studying to retest this summer.

The City-wide Cleanup Day is scheduled for Saturday, June 20, 2015. Alan Walz & Mike Odden will help from 8-10am. Sue Marstein & Lewie Becker will help from 10am- noon. Items that are in usable condition will be set aside to be donated to Treasure Chest or other resale outlet. Tom's Refuse will bring dumpsters and Opatz Metals will be contacted for a recycling dumpster.

### Admin Reports

Mayors Report: Attended the dedication for Girl Scout Little Library at the Wobegon Trailhead Park and started 340 runners for the annual Lake Wobegon Trail Marathon. See end of minutes for full report.

Council Report: Holdingford Historical Museum will be open on June 6<sup>th</sup> for Hometown Happenings event. Check out Museum's Facebook page for more information.

Clerk's Report: Kathy Yamry was hired for part time office assistant position. Computer, desk space and other logistics are in progress. The 2015 Pay Equity report was approved and in compliance with State requirements.

A new scoreboard for the softball field was donated, a banner will be put up on County Road 17 to advertise the upcoming tournaments and the field is being prepped.

The Council agreed to have Maintenance identify nuisance properties including unlicensed vehicles, construction trailers and other nuisance areas that need to be cleaned up.

City list of charges should also be reviewed.

The contract for SCADA system from Preferred Controls was reviewed. The contract total for the 1<sup>st</sup> step of SCADA system was \$28,050. Mike Odden made a motion to approve the contract for the SCADA system with Preferred Controls. Lewis Becker seconded the motion. AIF

### Announcements

Residents who are delinquent in their utility payments are: Brian Mader, Bill Fellegly, Jayson Burgardt, Scott Zehowski, Jesse Johnson, Mara Glader, Roger Jensen, and Tim Rudnick. The council discussed raising delinquent fees. No action was taken.

Next council work session will be 6:00 p.m. on June 8<sup>th</sup> before the public hearing. Agenda includes sidewalk ordinance and solar gardens.

Motion to adjourn was made by Lewis Becker, seconded by Alan Walz. Meeting adjourned at 9:15 p.m.

Respectfully submitted,

Sandra Meer  
City Clerk, Holdingford