

Holdingsford City Council Meeting Minutes (Unapproved) November 12, 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, Sandra Meer, Steve Horvath, Keith Hommerding, Dorine Rausch, Bill Shank, Scott Lange, Rod Harren, Al Leinen and Jeremy Freudenrich.

Council Member Absent: Bob Sanchez

Robb Berscheid made a motion to approve the consent agenda and monthly claims, financial reports, and minutes for the October 14th Council Meeting and Public Hearings. Mike Odden seconded the motion. AIF

Department Reports

The Liquor Store report was read by Mayor Sue Marstein. October income=\$32,412.75; October expenses=\$34,231.30; YTD net income=\$4,017.37. Several events are scheduled in the next month including a Silent Auction, entertainment, and a Foosball Tournament. Two bartenders attended alcohol compliance training. Bids are being requested for the back room floor and walls, as well as for closing a roof vent and new windows.

The Fire Department report was given by Chief Keith Hommerding. So far there are 98 calls this year, including 80 rescue, six fire, five good intent, five hazardous, and two false alarms. Of those, 47 were in the city of Holdingsford, 30 in Holdings Township, 13 in Brockway Township and eight in Krain Township.

The department received a \$3,000 grant from Compeer Financial (Ag Star) to purchase a vitals machine. Eric Berscheid made a motion to approve Resolution 19-11-12-4 Accepting \$3,000 Grant from Compeer Financial. Mike Odden seconded the motion. AIF
A DNR matching grant for \$2,500 was also awarded to the department and will be used to purchase a new hose and boots.
The department is looking to apply for a FEMA grant next year for new turn out gear which costs about \$3,000 per person.

City Emergency Manager Dorine Rausch asked for renewed approval of the County Mutual Aid Agreement. Eric Berscheid made a motion to approve the Stearns County Mutual Aid Agreement for Emergency Management and Homeland Security. Robb Berscheid seconded the motion. AIF

Maintenance Report was given by Steve Horvath. Nelson Septic cleaned out lift stations for the winter. Sunset Electric repaired heater in the new bathroom shower house and installed a default light that will go on if the temperature inside gets too low. The LCD screen and the door assembly on the D.O. (Dissolved Oxygen) meter at the WWTP were replaced. Lighted EXIT signs and emergency lights were installed at city shop. Fire hydrants were winterized. Andy and Steve completed continuing education hours at St Johns. Compliance checks for sign reflectivity were completed and one sign replaced. Salt sand truck has been out already and maintenance was done on the snow removal equipment. Quotes are being requested for two electric heaters in the entry ways and furnaces on the roof at city hall as well as for the WWTP air exchanger/heater. Nelsons are scheduled to do televising of the sewer system on Main Street next week.

Three areas have been identified in the city where sump pumps that are pumping outside are causing safety hazards. With the saturated and now frozen ground, sump pump flows are freezing and ice is forming on roadways. Those residents are being contacted and asked to pump inside or re-direct flow during the winter months to help resolve the public safety issue.

2,371,000 gallons of well water was pumped. 4,821,000 gallons of wastewater was treated

Guests

Al Leinen and Rod Harren of the Holdingsford Lions, addressed the council with plans for a Pickleball Court to be erected at Veteran's Park. It's proposed to be put between the volleyball court, skateboard pad, parking lot and street. The 68'x74' court area would be enclosed by an eight foot plastic coated chain link fence with a four foot fence in between the two courts. The playing surface is poured concrete with special paint. Total cost will be \$40,000-\$45,000. The Lions will be fundraising for all monies and are asking for approval to request money in the city's name as its tax exempt. The goal is to secure all funds so construction can be completed next summer. Pickleball is the fastest growing sport in the country. Inside courts/leagues are organized and running in several surrounding communities. A local couple has agreed to set up a Pickleball League in Holdingsford. Robb Berscheid made a motion to allow Holdingsford Lions Club to work through the city to gather funds for a Pickleball Court at Veterans Park. Eric Berscheid seconded the motion. AIF

It was also noted that a Splash Pad is being considered for the park. There are grant opportunities through the DNR for outdoor facilities so collaboration would benefit both proposed projects.

City Engineer Scott Lange reviewed project statuses. The sanitary sewer lining project is waiting for final close out contract requirements from Northland Lining. The Safe Routes to School project design plans will be ready for city review this month with plans to submit to MnDOT and Stearns County in December. Well house project planning meeting with city staff will be scheduled in the next few weeks.

A proposal for 2020 Main Street Reconstruction Project was previewed. The City would lead the project and bidding since we have utilities under the street. The timeline and estimated construction costs, which would be split between the city and county, were

reviewed. Stearns County has \$150,000 budgeted already and the city share is estimated at \$344,000. State Aid funds would be used so approval from County and MnDOT is needed. When authorization for design is done, it would be sent to the County and MnDOT so it can go out for bids in March. The summer project should take 8-12 weeks. Robb Berscheid made a motion to give SEH authorization to begin design of the 2020 Main Street project as proposed. Mike Odden seconded the motion. AIF

Unfinished Business

A revised solar agreement was sent to the League of Minnesota Cities (LMC) for review and several suggested revisions were discussed with Pat Weir from IPS Solar. Mr. Weir agreed to bring suggested revisions back to their legal counsel for consideration and will work with the LMC to have a new agreement ready by the December 9th council meeting.

Approval of Resolution 19-11-12-1 Accepting Encroachment Agreement for Fence on the City Right-Of-Way on Washington Street was postponed until the December meeting to make sure all outstanding invoices for legal fees are forwarded to and paid by Opatz Metals. If not, the agreement would not be approved, the fence would need to come down and the city would cover legal fees.

A motion was made by Eric Berscheid to approve Resolution 19-11-12-2 Adopting Findings of Fact and Denial for Variance Application of G&J Metals, LLC to Allow a Fence within the Right-of-Way. Motion was seconded by Mike Odden. AIF

A motion was made by Eric Berscheid to approve Resolution 19-11-12-3 Adopting Findings of Fact and Approval for Setback Variance Application of G&J Metals, LLC. Motion was seconded by Robb Berscheid. AIF

One application was received for the posted Lead Bartender position at the Municipal Liquor Store. An interview will be set up. Hours of operation were discussed. Bill Shank noted that usually 12-15 people come in for coffee every morning between 8-9am. The council accepted Pat Meier's resignation effective December 31, 2019.

Quotes for a new Point Of Sale (POS) system were reviewed after staff met with two representatives who demonstrated their systems. The quote from BNG Point-Of-Sale, which includes an inventory module, was \$4,017.19 with an additional \$200/month service agreement. The quote for Foremost Business Systems Aloha POS System was \$6,388.89 which included a year of support but didn't include an inventory module. The inventory module was an important part of the POS system for saving time, having accurate reports and sales records. Mike Odden made a motion to buy POS system from BNG Point-Of-Sale as per quote. Robb Berscheid seconded the motion. AIF

Eric Berscheid made a motion to approve 2.5% Cost Of Living Adjustment (COLA) increase for all city employees. Mike Odden second the motion. AIF

Benefit changes for Clerk-Treasurer Sandra Meer were discussed since she reduced hours from full-time status at four days/week to part-time status at three days/week. Eric Berscheid made a motion that benefits including holiday, vacation and sick leave accumulate at 60% and 60% of prior annual \$10,082 insurance total would be paid by the city. Mike Odden seconded the motion. AIF

The budget review will be completed at the December meeting after all approved changes are calculated and added to the spreadsheet.

New Business

McDowell Company repaired air blower on one of the roof top furnaces on City Hall and determined that furnaces have met their life expectancy and recommended they be replaced soon. Moving furnaces indoors won't necessarily increase life of the furnace and would be costly to reroute duct work, install floor drain and renovate closet space. Quotes are being sought from three companies to replace roof top furnace units.

Following discussion and review of 2018 income/expenses for the water and sewer funds, Mike Odden made a motion to increase the water base rates to \$13 per month for 1,200 gallons of water and increase rate to .008/gallon used over 1,200 from .007/gallon over 1,250. The sewer base rate would increase to \$17 per month and .011 per gallon for usage over 1,200 gallons. Eric Berscheid seconded the motion. AIF

Eric Berscheid made a motion to change non-profit (churches, school and post office) rates for water to be based on 1,200 gallons with any overage charged at .010/gallon for both the water and sewer rates. No change to the base rates. Mike Odden seconded the motion. AIF

A resident had inquired about a buyback policy for used water meters. If they bought a water meter for a rental unit and wanted to take it out at some future date would the city buy it back? Staff researched LMC site and other cities policies and found none. The council agreed that for the minimal cost of a water meter (\$250) and time spent evaluating meters, calculating usage, etc. a buyback policy was not practical.

There were questions on a quote for gutters on the Wobegon Trailhead bathroom building from JDL Leafless Gutters. Gutters are also needed above the entrance door at the Maintenance Garage. City staff will follow up.

Residents who are delinquent on their utility payments are: Walker Nienaber \$609.23, James Taylor \$463.94, Principal Logistics (571 Main) \$411.62, Principal Logistics (511 Main) 405.52, Jessie & Carlena Johnson \$394.23, Aubrey Neuman \$384.12, Nick Barbato \$379.54, Ed Ehrlichmann \$304.18

Admin Reports

Clerk's Report:

- Draft of Policy for Obtaining for Building Permit was handed out
- Presented quote for MS Office 365, email exchange and malware solutions through NetVPro

Mayors/Council Discussion notes:

- Doors on skate ramp at Veteran's Park need to be closed up for the winter
- In contact with Tony from Sunset Electric to install lights with night sensor at front doors and back parking lot of city hall

Announcements

Truth-In-Taxation Public Hearing is December 9th at 7:00 p.m.

Next council meeting: Monday, December 9th, with a work session beginning at 6:00 p.m.

Robb Berscheid made a motion to adjourn the meeting. Sue Marstein seconded the motion. Meeting adjourned at 9:25 p.m.

Respectfully submitted,

Sandra Meer

Clerk-Treasurer, Holdingford

October 2019	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 6,883.63
Public Works	\$ 10,987.60
Liquor	\$ 8,824.90
Fire	\$
Total	\$ 24,416.31
2 pay periods ending	
10/11, 10/25	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK-1000141
For The Fiscal Periods Range From 2019-10 To 2019-10**

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

Check #	Type	Date	Vendor Name	Amount	Status
35039	C	10/9/2019	704 AFSCME Council 65	\$150.22	C
35040	C	10/9/2019	328 AllSpec Services, LLC	\$140.71	C
35041	C	10/9/2019	691 Allstream	\$217.19	C
35042	C	10/9/2019	6 AmeriPride Linen	\$83.04	C
35043	C	10/9/2019	326 Auto Value	\$81.97	C
35044	C	10/9/2019	9 Bernick's Pepsi-Cola	\$202.00	C
35045	C	10/9/2019	627 Breakthru Beverage Minnesota	\$1,559.15	C
35046	C	10/9/2019	828 Brian Zapzalka	\$650.00	C
35047	C	10/9/2019	18 C & L Distributing, Inc	\$3,720.80	C
35048	C	10/9/2019	814 Cruise Control	\$300.00	C
35049	C	10/9/2019	48 D & D Beverage	\$283.70	C
35050	C	10/9/2019	550 Everything Signs	\$100.00	C
35051	C	10/9/2019	76 General Rental Center of Albany	\$155.00	C
35052	C	10/9/2019	787 Granite City Jobbing Co	\$301.83	C
35053	C	10/9/2019	90 Harry's Frozen Foods	\$69.00	C
35054	C	10/9/2019	92 Headley Hardware	\$427.53	C
35055	C	10/9/2019	481 Heggies Pizza	\$127.20	C
35056	C	10/9/2019	948 Henry's Foods, Inc	\$653.02	C
35057	C	10/9/2019	107 Holdingford Fire Relief Assn	\$22,602.75	C
35058	C	10/9/2019	107 Holdingford Fire Relief Assn	\$200.00	C
35059	C	10/9/2019	614 Holdingford Gas and Grocery	\$268.81	C
35060	C	10/9/2019	119 Johnson Brothers Liquor C	\$966.64	C
35061	C	10/9/2019	730 Midcontinent Business Solutions	\$235.73	C
35062	C	10/9/2019	687 MN Dept Hlth, MDH	\$456.00	C
35063	C	10/9/2019	431 MPCA	\$15.00	C
35064	C	10/9/2019	685 Star Publications, LLC	\$180.75	C

Check #	Type	Date	Vendor Name	Amount	
35065	C	10/9/2019	412 Sunset Electric, Inc	\$305.60	C
35066	C	10/9/2019	804 Toshiba Financial Services	\$122.48	C
35067	C	10/9/2019	271 UC Lab	\$1,060.50	C
35068	C	10/9/2019	276 United Systems Technology	\$2,649.46	C
35069	C	10/9/2019	903 Upper Lakes Foods, Inc.	\$323.61	C
35070	C	10/9/2019	360 XCEL ENERGY 51-5655037-5	\$1,201.30	C
35071	C	10/9/2019	358 XCEL ENERGY 51-5655040-0	\$2,513.32	C
35072	C	10/9/2019	383 XCEL ENERGY 51-5655041-1	\$886.47	C
35073	C	10/9/2019	519 XCEL ENERGY 51-8242904-3	\$37.99	C
35087	C	10/28/2019	787 Granite City Jobbing Co	\$270.70	C
35100	C	10/28/2019	915 Steve Horvath	\$53.55	C
35106	C	10/28/2019	1008 William Shank	\$29.58	C
35107	C	10/28/2019	359 XCEL ENERGY 51-5655038-6	\$1,309.17	C
35108	C	10/28/2019	361 XCEL ENERGY 51-5655039-7	\$911.23	C
35109	C	10/28/2019	383 XCEL ENERGY 51-5655041-1	\$820.82	C
35110	C	10/28/2019	292 Ziegler	\$428.09	C
35074	C	10/28/2019	949 Aeration Industries International	\$2,237.00	O
35075	C	10/28/2019	409 Albany Heating, A/C & Service, Inc.	\$660.08	O
35076	C	10/28/2019	517 Alex Air Apparatus, Inc	\$335.00	O
35077	C	10/28/2019	691 Allstream	\$220.58	O
35078	C	10/28/2019	9 Bernick's Pepsi-Cola	\$638.80	O
35079	C	10/28/2019	688 Briggs & Morgan	\$3,500.00	O
35080	C	10/28/2019	18 C & L Distributing, Inc	\$5,622.61	O
35081	C	10/28/2019	21 Central MN. Alarms, Inc.	\$218.85	O
35082	C	10/28/2019	873 CenturyLink	\$66.09	O
35083	C	10/28/2019	836 Charles Roth	\$350.00	O
35084	C	10/28/2019	550 Everything Signs	\$629.00	O
35085	C	10/28/2019	70 Frito-Lay, Inc	\$131.46	O
35086	C	10/28/2019	316 GERAD'S OIL CO., INC	\$29.00	O
35088	C	10/28/2019	81 Granite Electronics, Inc	\$90.00	O
35089	C	10/28/2019	90 Harry's Frozen Foods	\$198.50	O
35090	C	10/28/2019	948 Henry's Foods, Inc	\$937.18	O
35091	C	10/28/2019	107 Holdingford Fire Relief Assn	\$2,000.00	O
35092	C	10/28/2019	911 MN PEIP	\$1,052.62	O
35093	C	10/28/2019	431 MPCA	\$45.00	O
35094	C	10/28/2019	207 Postmaster	\$105.00	O
35095	C	10/28/2019	301 Ramler Truck & Trailer Repair	\$1,668.76	O
35097	C	10/28/2019	750 St Cloud Times #1076	\$25.00	O
35098	C	10/28/2019	230 St Paul Stamp Works, Inc	\$98.11	O
35099	C	10/28/2019	478 Stearns County Recorder	\$92.00	O
35101	C	10/28/2019	263 Tom's Refuse	\$6,281.00	O
35102	C	10/28/2019	877 Joel Knutson	\$275.00	O
35103	C	10/28/2019	935 Uline	\$228.31	O
35104	C	10/28/2019	339 Verizon Wireless	\$117.16	O
35105	C	10/28/2019	281 Viking Coca Cola Bottling	\$54.00	O
35096	C	10/28/2019	223 S.E.H.	\$5,687.42	V
				Cleared	\$47,071.91
				Outstanding	\$27,906.11
				Void	\$5,687.42