

Holdingsford City Council Meeting October 11, 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, Keith Hommerding, Pat Meier, Dorine Rausch, Frank Haynes, Scott Lange, Melvin Breth, Dan Gerads, Ernie Schmidt, Gordy Sjaaheim, Tony Stalberger and Bob Warzecha.

Department Reports

Fire Department report was given by Chief Keith Hommerding. There were 91 calls to date; one in Avon, 44 in Holdingsford, 27 in Holdings Township, nine in Brockway Township, and 10 in Krain Township. Of the 91 calls, five were fires, 74 medical, nine good intent, one service call, and two severe weather.

The fundraiser calendar is being finalized. A donation was made to the truck fund with Fire Relief Association calendar donations. Aaron Rudolph from Rudolph's Redneck Roost applied to the fire department. He has been with the St Stephen department for several years and is up to date with trainings and certifications. Eric Berscheid made a motion to hire Aaron Rudolph as a new firefighter with the department. Bob Sanchez seconded the motion. AIF Pay scale will be determined by the department taking into consideration his time of service, training, certifications and past practice.

Dorine Rausch submitted a final FEMA grant request which included an additional qualifying invoice for gloves. She is also planning to submit a State Fire Marshall grant request to get a larger washing machine for cleaning turnout gear.

Last month's trailer burn training went well and was paid for with MN Fire Training Board funds.

Fire safety week events include Safe House training with the Kindergarten classes and the annual residential fire alarm battery check.

Liquor Store report was given by manager Patrick Meier. September gross revenue = \$32,869.99. Expenses = \$28,957.13. Year to date lottery proceeds = \$1,599.49. Year to date balance = \$10,401.49. Looking to replace the back door, September events went well. Bands are scheduled for last two weekends in October. Coordinated training for bartenders will be scheduled with the Legion and Rudolph's Redneck Roost. It was suggested that the Muni start carrying 11 Wells Distillery products that are produced locally.

Emergency Managers Report was given by Dorine Rausch. The next Emergency Managers meeting will be in Rockville covering mitigations and winter safety. Copies of the approved Emergency Management Plan and accompanying Resource Guide will be distributed to the high school and WD Scepaniak, Inc.

Maintenance Report was read by Mayor Sue Marstein. Water hydrants have been flushed and winterized. The plow truck is getting DOT inspection. Gravel was put down and graded on road to the maintenance shed and Wastewater Treatment Plant (WWTP). The road edges will be seeded in the spring. Park buildings and water lines will be winterized for the season. Approximately 9,000 feet of jetting sewer lines was completed this year. Everything north of and including County Road 17 has been jetted. A new Unlimited Power Supply (UPS) was ordered after the old one blew a fuse and needed to be replaced. 1,609,200 gallons of water were pumped and 1,801,000 gallons of wastewater were treated.

There was discussion on the amount of the invoice from Hennen's for tile flooring that was laid in the City Center kitchen. A discount for the workmanship and mismatched dye lot tiles had been negotiated. Sue Marstein made a motion to approve payment of the invoice from Hennen's Floor Covering for \$4,397.00 with a \$400 deduction. Bob Sanchez seconded the motion. Walz, Sanchez and Marstein approved. Odden and Berscheid opposed, noting that a larger deduction would have been acceptable for the work that was done.

Alan Walz made a motion to approve the remaining consent agenda items as submitted. Bob Sanchez seconded the motion. AIF

Guests

Frank Haynes of Helping Hands Outreach reviewed their programs which include Alzheimer's education, involvement in community events, congregate dining, health fairs, and a soon-to-be Community and Adult Day Center. He summarized the impact of these programs and publicity brought to the city. Many of the programs have been funded by grants and he's currently writing a grant to facilitate planning strategies for a Helping Hands Community Center. Mike Odden made a motion that the Holdingsford City Council support Helping Hands on a planning project for their future community center. Bob Sanchez seconded the motion. AIF

Scott Lange from SEH discussed two color options for the Water Tower Reconditioning Project. The white paint with green lettering was included in the tower bid. A "Husker" forest green paint with white lettering would cost an additional \$8,000. Scott proposed fundraising efforts focused on a few school and community organizations, so as not to compete with other fundraising efforts. The council agreed that if funding can be secured for the green paint color then a green tower would be preferred.

Scott Lange requested approval on the agreement for professional services for the Water Tower Reconditioning Project. The estimated proposal was \$27,150.00 for construction services and inspections. Bob Sanchez made a motion to accept the professional services agreement from SEH for the Water Tower Reconditioning Project. Alan Walz seconded the motion. There was discussion on the cost of the project and construction fees that opposing council members maintained were unnecessary services and fees were too costly. Favoring council members argued that professional inspection and construction services were needed for the size and significance of the project. Lange noted that their job was to make sure the project is done to specifications for quality assurance not necessarily

quality control and if all of the inspection hours are not needed then the cost would be lower. After further discussion and calling for a vote, Walz, Sanchez, and Marstein voted in favor. Berscheid and Odden opposed.

The WWTP permit renewal is up at the end of October. The city and SEH worked with area businesses to provide data to the Minnesota Pollution Control Agency (MPCA) on cleaning metals and effects on mercury testing results, which had a direct impact on the MPCA keeping the requirement for the city to test for mercury twice a year instead of twice a month. Another permit issue that is affecting many cities is salty discharge. Salty discharge in Holdingford is high and there is a Federal mandate for handling salty discharge, but no State mandates yet so salty discharge will continue to be monitored and reviewed in future permit cycles.

Unfinished Business

Options for the bathroom shower facility and park shelter at Veterans Park were discussed. Ernie Schmit proposed that the bathhouse facility be completed as drafted by St Rosa Lumber and a countertop with sink and water/sewer be installed separately in the existing park shelter building. Mike Odden made a motion to approve the plan design that was presented to the council for the bathroom shower facility and an extension for water, kitchen sink and counter in existing park shelter and to seek bids for the project. Bob Sanchez seconded the motion. AIF Ernie Schmit will get bids for project to start next spring.

Bob Warzecha addressed the council and suggested that if the city has interest in keeping businesses in town, that an Economic Development Committee or Economic Development Authority be re-organized. He cited incentive programs such as (Tax Increment Financing (TIF), tax abatement, forgivable loans, and MN DEED business assistance and suggested hiring a consultant so that development stays in the community. The city works with David Drown Associates as well as MN DEED representatives on qualifying programs and would like to see continued job creation that sustains business growth in the community.

Two homeowners that are in non-compliance with city nuisance ordinances were given notices for cleanup. Eric Berscheid met with Louis Walz who is working towards removing excess vehicles, sheds, trailers and piles of materials. City staff is working with Ed Ehrlichmann to move excess vehicles and boat trailers that are encroaching on neighboring property.

New Business

Two quotes were received to move the Main Lift Station Control Panel above ground with a freestanding enclosure since the current system is housed below ground. Tri-State Pump & Control estimated \$17,989.89. Preferred Controls estimated \$16,826.00 with an enhanced SCADA option for an additional \$2,650.00. A rough estimate for electrical hook up that was not included in the quotes was \$500.00. Mike Odden made a motion to approve the quote from Preferred Controls with the enhanced SCADA option for \$19,746.00. Eric Berscheid seconded the motion. AIF

Annual reviews were completed for Office Assistant, Lisa Silbernack and Clerk-Treasurer, Sandra Meer. Bob Sanchez made motion to approve pay increases for Sandra Meer from Step J4 to J5 and for Lisa Silbernack from Step F2 to F3. Mike Odden seconded the motion. There was discussion on the pay scale and structure for pay increases in regards to annual reviews and annual cost of living pay raises. AIF

Stearns County Attorney's Office requested an increase in their annual contract fees from \$3,000 to \$4,000. Their basic rate structure hasn't changed since 2008. Mike Odden made a motion to approve the 2017-18 agreement for prosecution services with the Stearns County Attorney's Office. Alan Walz seconded the motion. AIF

Admin Reports

Clerks Report: Absentee ballots for the General Election are available at the Stearns County Auditor's Office. Residents can register to vote by picking up a registration application at the City Office, in-person on Election Day or online at www.mnvotes.org.

For safety reasons, we are urging all residents to make sure house numbers are on the front of their house and visible from the street. Several welcome baskets, provided by area businesses have been handed out in the last month. Welcome to all our new neighbors! Microsoft Office was purchased and installed on laptops for the Fire Department and Liquor Store.

Ordinance reviews should be completed by next council work session so a public hearing can be scheduled in December to approve the updated ordinances.

Mayors Report: Stearns County Municipal meeting in Richmond, on Tuesday, October 18th.

Councilmember Reports: Plans are underway for the showing of the Minnesota 13 documentary; From Grain to Glass on Nov 19-20 in Holdingford at a site to be determined. A bus tour from Stearns County Historical Society came to tour the Museum and generated about \$200 in sales. Dumpsters in alley at Redneck Roost will be moved and parking in the alley by Opatz Metals was noted.

Announcements

General Election: Tuesday, November 8, 2016, 7:00AM – 8:00PM at Holdingford City Hall

Next Council Meeting: Monday, November 14, 2016, at 7:00PM, work session 6:00PM.

Clerk's office will be closed Friday, Nov. 11th in observance of Veteran's Day and Nov. 24th-25th for the Thanksgiving weekend.

Residents who are delinquent on their utility payments are: Scott Posch, Wade Rodenwald, Scott Zehowski, Debra Feld, Dave Hagemann, Brian Caruth, Bradley Kronback, Barbara Olson, Ed Ehrlichmann, Travis Harlander, Brenda Rybak, Jesse Johnson, Roger Jensen, and Wayne Johnston.

Five building permits were obtained in September.

Motion to adjourn was made by Alan Walz, seconded by Bob Sanchez. Meeting adjourned at 10:05p.m.

Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

SEPTEMBER 2016	
Department	Gross Pay
General	\$ 5,773.35
Public Works	\$ 6,976.85
Fire	\$
Liquor	\$ 6,582.65
Total	\$19,332.85
2 pay periods ending	
9/6, 9/19	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2016-9 To 2016-9**

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

Check #	Type	Date	Vendor Name	Amount	Status
32201	C	9/14/2016	704 AFSCME Council 65	\$106.80	C
32202	C	9/14/2016	409 Albany Heating, A/C & Service, Inc.	\$85.00	C
32203	C	9/14/2016	328 AllSpec Services, LLC	\$162.45	C
32204	C	9/14/2016	6 AmeriPride Linen	\$63.41	C
32205	C	9/14/2016	825 Bound Tree Medical, LLC	\$153.70	C
32206	C	9/14/2016	18 C & L Distributing, Inc	\$2,397.80	C
32207	C	9/14/2016	24 Central-McGowan, Inc	\$70.00	C
32208	C	9/14/2016	814 Cruise Control	\$300.00	C
32209	C	9/14/2016	52 E. A. Sween Company	\$39.70	C
32210	C	9/14/2016	864 Eric Berscheid	\$268.43	C
32211	C	9/14/2016	80 Gopher State One-Call, Inc	\$24.30	C
32212	C	9/14/2016	787 Granite City Jobbing Co	\$1,043.45	C
32214	C	9/14/2016	92 Headley Hardware	\$431.35	C
32215	C	9/14/2016	614 Holdingford Gas and Grocery	\$186.28	C
32216	C	9/14/2016	119 Johnson Brothers Liquor C	\$499.81	C
32217	C	9/14/2016	136 League of MN Cities	\$889.00	C
32218	C	9/14/2016	730 Midcontinent Business Solutions	\$224.63	C
32219	C	9/14/2016	174 MN Mayors Assn	\$30.00	C
32220	C	9/14/2016	184 MN State Fire Chiefs Assn	\$396.00	C
32221	C	9/14/2016	143 M-R Sign Co.	\$60.35	C
32222	C	9/14/2016	198 Opatz Excavating	\$1,615.00	C
32223	C	9/14/2016	908 Quality Lube Tire and Auto	\$103.95	C
32225	C	9/14/2016	225 Schlenner, Wenner & Co	\$65.00	C
32226	C	9/14/2016	770 St. Cloud Times (Media)	\$42.00	C
32227	C	9/14/2016	685 Star Publications, LLC	\$188.65	C
32229	C	9/14/2016	258 The Nut Man	\$37.00	C
32230	C	9/14/2016	877 Two Dog Night	\$300.00	C
32231	C	9/14/2016	271 UC Lab	\$1,090.50	C
32232	C	9/14/2016	276 United Systems Technology	\$12.32	C
32233	C	9/14/2016	903 Upper Lakes Foods, Inc.	\$316.75	C
32234	C	9/14/2016	339 Verizon Wireless	\$89.56	C
32235	C	9/14/2016	281 Viking Coca Cola Bottling	\$1,715.40	C
32236	C	9/14/2016	360 XCEL ENERGY 51-5655037-5	\$1,039.90	C
32237	C	9/14/2016	358 XCEL ENERGY 51-5655040-0	\$2,473.07	C
32238	C	9/26/2016	6 AmeriPride Linen	\$60.31	C
32241	C	9/26/2016	469 Barb Konsor	\$80.16	C
32243	C	9/26/2016	507 Blue Cross Blue Shield of Minnesota	\$345.03	C
32244	C	9/26/2016	828 Brian Zapzalka	\$179.96	C

Check #	Type	Date	Vendor Name	Amount	Status
32245	C	9/26/2016	18 C & L Distributing, Inc	\$4,086.00	C
32247	C	9/26/2016	873 CenturyLink	\$63.51	C
32249	C	9/26/2016	370 Dorine Rausch	\$50.00	C
32250	C	9/26/2016	52 E. A. Sween Company	\$176.80	C
32252	C	9/26/2016	70 Frito-Lay, Inc	\$59.46	C
32256	C	9/26/2016	91 Hawkins, Inc	\$927.20	C
32257	C	9/26/2016	851 Health Partners	\$1,016.48	C
32258	C	9/26/2016	481 Heggies Pizza	\$446.85	C
32260	C	9/26/2016	119 Johnson Brothers Liquor C	\$1,070.68	C
32263	C	9/26/2016	389 Pat's Floral Design	\$360.00	C
32264	C	9/26/2016	205 Phillips Wine & Spirits	\$127.66	C
32265	C	9/26/2016	207 Postmaster	\$246.00	C
32268	C	9/26/2016	223 S.E.H.	\$1,800.00	C
32269	C	9/26/2016	465 Sandra Meer	\$39.98	C
32272	C	9/26/2016	242 Stearns Cty Auditor-Treas	\$1,500.00	C
32276	C	9/26/2016	359 XCEL ENERGY 51-5655038-6	\$1,330.48	C
32277	C	9/26/2016	361 XCEL ENERGY 51-5655039-7	\$821.06	C
32278	C	9/26/2016	383 XCEL ENERGY 51-5655041-1	\$872.84	C
32279	C	9/26/2016	519 XCEL ENERGY 51-8242904-3	\$88.41	C
32224	C	9/14/2016	893 Rolling Lake Auto	\$19.50	O
32228	C	9/14/2016	243 Stearns County Sheriff's Office	\$6,550.00	O
32239	C	9/26/2016	856 Andy Bartkowicz	\$75.00	O
32240	C	9/26/2016	852 Automatic Systems Co	\$73.00	O
32242	C	9/26/2016	9 Bernick's Pepsi-Cola	\$905.05	O
32246	C	9/26/2016	817 C Emery Nelson, Inc	\$733.30	O
32248	C	9/26/2016	48 D & D Beverage	\$166.50	O
32251	C	9/26/2016	864 Eric Berscheid	\$805.00	O
32253	C	9/26/2016	787 Granite City Jobbing Co	\$362.04	O
32254	C	9/26/2016	340 HACH COMPANY	\$1,961.27	O
32255	C	9/26/2016	90 Harry's Frozen Foods	\$151.25	O
32259	C	9/26/2016	107 Holdingford Fire Relief Assn	\$400.00	O
32261	C	9/26/2016	144 MEDICA	\$1,292.36	O
32262	C	9/26/2016	179 MN State Fire Dept. Assn	\$147.00	O
32266	C	9/26/2016	208 Principal Financial Group	\$106.52	O
32267	C	9/26/2016	893 Rolling Lake Auto	\$356.00	O
32270	C	9/26/2016	750 St Cloud Times #1076	\$37.00	O
32271	C	9/26/2016	237 St Rosa Lumber, Inc	\$1,825.85	O
32273	C	9/26/2016	543 Tim Haussner	\$350.00	O
32274	C	9/26/2016	263 Tom's Refuse	\$6,135.08	O
32275	C	9/26/2016	804 Toshiba Financial Services	\$99.12	O
32213	C	9/14/2016	340 HACH COMPANY	\$2,096.10	V
			Cleared	\$32,270.43	
			Outstanding	\$22,550.84	
			Void	\$2,096.10	