

Public Hearing and Holdingford City Council Meeting Minutes August 14, 2017

Mayor Sue Marstein opened the Public Hearing at 7:00 p.m. Chad Randall, owner of Randall Metal Works is looking to buy the old Briar Patch Primitives building at 121 Plymouth Street. A neighboring property owner voiced concerns about parking along back alley and wants to make sure he has access to his garage in back of the property. Randall is having the property surveyed which will help determine if there is an easement over the back of the property where the alley currently runs. A building permit will be needed if an addition is put on the back. A rear overhead door will be installed so equipment and tools can be brought in. If there was a second story addition then it would need to be determined if the building was structurally sound. Other concerns were in regards to metal materials being stored outside, noise levels, smoke hazards. Randall is looking into a filtration system to filter smoke and fumes. Mike Odden motioned to close the public hearing. Eric Berscheid seconded the motion. Public hearing closed at 7:25p.m.

Mayor Sue Marstein called the Holdingford City Council meeting to order at 7:25 p.m. The pledge of allegiance was recited.

Present: Susan Marstein, Eric Berscheid, Mike Odden, Bob Sanchez, Keith Hommerding, Steve Horvath, Sandra Meer, Pat Meier, Scott Lange, Robb Berscheid, Elizabeth Bethke, Melvin Breth, Courtney Lange, Jeff and Pam Lichy, Chad Randall, Gordy Sjaaheim, Robert Stoermann, and Joan Wenning.

Mike Odden made a motion to approve the consent agenda to include July 10, 2017 council meeting minutes, agenda, finance reports, and submitted claims. Eric Berscheid seconded the motion. AIF

Department Reports

Liquor Store report for June and July was given by Manager Patrick Meier. June gross revenue = \$29,038.65. Expenses = \$34,365.33. Year to date lottery proceeds = \$1,210.00. Year to date balance = \$6,299.82. July gross revenue = \$45,985.62. Expenses = \$37,280.61. Year to date lottery proceeds = \$1,531.54. Year to date balance = \$12,315.22. Back door is scheduled to be replaced this week by subcontractor from St Rosa Lumber. New bar stools should be coming in this week as well. Flooring in front of bar will be replaced in September.

Fire Department report was given by Chief Keith Hommerding. The department has responded to 87 calls: five were fire, 69 medical, eight cancelled in route, three hazardous condition, and two severe weather: six in Krain Township, 30 in Holding Township, 35 in the City, 14 in Brockway Township, one in Avon Township and one at Two Rivers.

Gambling proceeds were up this month and the Relief Association made a \$6,000 deposit into the Truck Fund.

At last week's department meeting a company came and demonstrated air pack equipment. Air packs from two other companies will be demoed at the next meeting. New air packs will be bought with FEMA grant funds, as well as pagers and radio equipment that were ordered. A Department of Natural Resources grant was applied for but not approved. The Fire Department budget meeting will be on Wednesday, August 30th at 7:00 p.m.

Training this month was set up through the County and will be on administering Narcan, an opioid counteractive drug.

The department took second in the Upsala heritage Days water ball fight. There are two new applicants to the department.

Congratulations to Keith Hommerding, Patrick Meier and Bruce Gerads who were awarded honorary lifetime membership to the Minnesota State Fire Fighters Association.

City Emergency Manager Dorine Rausch did not have a report.

Maintenance Report was given by Maintenance Specialist Steve Horvath. The water tower is still offline and the reconditioning project is well underway. There have been water discoloration issues because the water tower is offline and the water is running through a closed loop system. With old ductile pipes in parts of the city that have iron buildup, the water keeps moving in different directions and is pulling iron off the pipe walls and getting into the water. Adjustments have been made with the chlorine, fluoride and phosphate feeds to try to eliminate some buildup and hydrants have been flushed in problem areas.

Curb stops are being cataloging in case they need to be found during winter snow cover.

The well at the Wastewater Treatment Plant (WWTP) has excessive iron buildup that is causing plugged water lines and sprinkler system issues within the WWTP. Staff is working with well experts to resolve the issue. The blower at the WWTP has been repaired and installed.

Ditches on the Pedestrian Road have been filled in with extra black dirt from the elementary school playground reconstruction project, compost and other fill.

Streets in Upsala were swept, as part of the city's mutual agreement with Upsala. Minor engine problems with the sweeper are being repaired by Rolling Lakes Auto. Pump #2 at the Lift Station was reinstalled. The pumps are still being pulled weekly to clean out rags and "disposable" wipes. Jetting will be done this fall on the south part of town as well as other sections. which may help to pinpoint where the wipes and rags are coming from.

Thistle was removed from ball field parking lot area and it was noted that large timbers have been placed on city property next to Opatz Metals new fence. The council agreed that shrubs could be planted along the fence line to help reduce damage to the fence and still keep area accessible to mow.

Last month 3,271,000 gallons of water were pumped and 1,622,000 gallons of wastewater were treated.

Guests

Following discussion, Mike Odden made motion to approve the Conditional Use Permit for applicant Chad Randall to establish an ornamental welding and fabrication business in the building located at 121 Plymouth Street with the stipulations that there is no storage of materials outside of the building for more than one week and all safety issues are addressed and the built to code. The approval is also on condition that Lisa Pfannenstein, the current property owner signs the application. Bob Sanchez seconded the motion. Motion passed. AIF

SEH Engineer Scott Lange reported on the water tower reconditioning project. The water tower will be back online by August 23rd. The interior is complete and Project Manager Chris Wolfram will meet on Wednesday with officials and Color Dynamics to talk about the placement of the logo so that it can be seen from River Road, County Road 9, and County Road 17. Lange also reviewed the first payment application request from Color Dynamics, LLC for the water tower project. The payment for \$65,930.00 was approved under the consent agenda.

Unfinished Business

Courtney Lange presented signatures from three of her neighbors who gave permission for Lange's to have chickens on their property on South Main Street. A letter signed by four residents on Plymouth Street was received and they were against having chickens in their neighborhood. The council agreed to wait one more month for more signatures to be gathered and brought in to city hall.

Ernie Schmidt is organizing planning efforts and gathering bids for the new bathhouse shower facilities at Veteran's Park. Bids will be presented at the September council meeting with an estimated cost of the project to be about \$110,000. The work is scheduled to start next spring and facilities complete for use next summer.

New Business

Eric Berscheid made motion to approve Resolution 17-08-14-1 for a Holdingford Chamber of Commerce Raffle to be held on November 3, 2017 at the Holdingford American Legion. Mike Odden seconded the motion. Motion passed. AIF

Six month review for Maintenance Specialist Steve Horvath was discussed. Separation of duties will be looked at since there is no supervisor in the Maintenance Department. Communication has been important for both maintenance staff since they are active National Guard members and have to make sure weekend checks are covered. Eric Berscheid made a motion to approve pay increase for Steve Horvath from Step I -0 to I-1. Mike Odden seconded the motion. Motion passed. AIF

There was discussion on plowing alleys and where to pile snow since a few new fences have been put up along the alley ways and areas where snow has been piled in the past are no longer assessable. It will take more time to move the snow out of alleys, onto road, then removed from the roads. The issue will be postponed until maintenance staff and council members can meet and drive through areas in question.

Budget meetings were set for Liquor Store at 4:15p.m. and General Fund at 5:15p.m. on Wednesday, August 23rd and Public Works at 4:15p.m. and Parks at 5:00p.m. on Thursday, August 24th. The Fire Department budget meeting will be on August 30th at 7:00p.m.

Eric Berscheid made a motion to move \$20,000 into Parks savings account and \$22,383 into Rural Development savings from the General account. Bob Sanchez seconded the account. Motion passed. AIF

Eric Berscheid made a motion to move \$150,000 from General account to Select Reserve account to take advantage of higher interest rates. Mike Odden seconded the motion. Motion passed. AIF

Eric Berscheid made a motion to renew the Certificate of Deposit at highest rate available. The renewal rates from Central Minnesota Credit Union and Stearns Bank will be obtained. Bob Sanchez seconded the motion. AIF

Following up on auditors recommendations, the amount of petty cash that is held at the liquor store and the check cashing policy were discussed. Eric Berscheid made a motion that checks may be accepted for no more than \$50.00 over the amount of purchase. Bob Sanchez seconded the motion. Motion passed. AIF

Eric Berscheid made motion to lower petty cash on hand at the Municipal Liquor Store to \$1,000.00. Mike Odden seconded the motion. Motion passed. AIF

A letter signed by four neighboring residents of Bieniek's challenged the council's decision to approve a fourth dog for the purpose of a therapy dog and asked that the city maintain the three dog limit per household. Eric Berscheid made a motion to notify Bieniek's that they have until the end of the year (2017) to get their dog, Riley trained as a therapy dog or the city's motion to keep four dogs at their property may be rescinded. Sue Marstein seconded the motion. Berscheid, Marstein and Sanchez voted in favor. Odden opposed citing his opposition to the initial decision to make an exception for the fourth dog.

There was discussion on purchasing a movable solar speed sign to be placed on County Road 17 to remind motorists to slow down for pedestrians crossing on the Wobegon Trail. The solar sign would replace the crossing sign that was destroyed last fall. Eric Berscheid made a motion to purchase a mobile solar speed sign next time the company offers a 25% discount sale. Mike Odden seconded the motion. AIF

Admin Reports

Mayors/Council Discussion notes:

- The Mayor met with Waletzko’s and Jeff Kostreba regarding the sidewalk slope. Kostreba requested a sign off for approval on forms before he pours the cement. The work will be done within the next month.
- Volunteers will finish patching the skatelite on the skate ramp and were asked to paint the base all one color.
- The museum will no longer be open on a consistent basis but by appointment only by contacting Herman Ebnet, Mike Odden, or Ernie Schmidt.
- Parking in front of church on Cedar Street is an issue when cars are parked diagonally out in roadway. Cars should be parked parallel on both sides of the street to help with traffic flow.

Clerk noted the annual Tax Increment Financing (TIF) report was completed and the summary letter from David Drown Associates was reviewed.

Announcements

Residents who are delinquent on their utility payments are: Hyatt House, James Taylor, Mara Glader, Troy Sobania, Cody Woidylla, Sandra Ross and Travis Harlander.

Next Council Meeting: Monday, September 11, 2017 at 7:00pm, work session at 6:00pm for Personnel Manual, community solar gardens.

Eric Berscheid made a motion to adjourn the meeting. Mike Odden seconded the motion. Meeting adjourned at 9:20p.m.

Respectfully submitted,
Sandra Meer
City Clerk, Holdingford

JULY 2017	
Department	Gross Pay
General	\$ 6,062.98
Public Works	\$ 6,764.28
Fire	\$
Liquor	\$ 7,535.96
Total	\$20,363.22
2 pay periods ending	
7/7, 7/21	

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

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

Check	Type	Date	Vendor Name	Amount	Status
32947	C	7/12/2017	704 AFSCME Council 65	\$100.60	C
32948	C	7/12/2017	6 AmeriPride Linen	\$60.31	C
32949	C	7/12/2017	9 Bernick's Pepsi-Cola	\$1,304.75	C
32950	C	7/12/2017	18 C & L Distributing, Inc	\$5,428.15	C
32951	C	7/12/2017	24 Central-McGowan, Inc	\$59.40	C
32953	C	7/12/2017	48 D & D Beverage	\$294.40	C
32954	C	7/12/2017	926 Eckberg Lammers, P.C.	\$277.00	C
32955	C	7/12/2017	53 Ecolab	\$80.15	C
32956	C	7/12/2017	787 Granite City Jobbing Co	\$758.02	C
32957	C	7/12/2017	90 Harry's Frozen Foods	\$36.00	C
32958	C	7/12/2017	92 Headley Hardware	\$704.64	C
32959	C	7/12/2017	481 Heggies Pizza	\$121.20	C

32962	C	7/12/2017	614 Holdingford Gas and Grocery	\$240.07	C
32963	C	7/12/2017	691 Allstream	\$203.75	C
32964	C	7/12/2017	508 Internet Planners, LLC	\$65.45	C
32965	C	7/12/2017	119 Johnson Brothers Liquor C	\$2,644.80	C
32966	C	7/12/2017	730 Midcontinent Business Solutions	\$232.78	C
32967	C	7/12/2017	687 MN Dept Hlth, MDH	\$456.00	C
32968	C	7/12/2017	191 Northland Trust Services, Inc	\$16,203.75	C
32969	C	7/12/2017	198 Opatz Excavating	\$135.00	C
32970	C	7/12/2017	906 Pete's Portables	\$1,079.44	C
32971	C	7/12/2017	207 Postmaster	\$52.00	C
32972	C	7/12/2017	476 Preferred Controls Corp	\$8,600.00	C
32973	C	7/12/2017	914 Ryan Winter	\$500.00	C
32974	C	7/12/2017	932 Sharon Zilke	\$75.00	C
32975	C	7/12/2017	237 St Rosa Lumber, Inc	\$751.62	C
32976	C	7/12/2017	685 Star Publications, LLC	\$105.00	C
32977	C	7/12/2017	243 Stearns County Sheriff's Office	\$6,900.00	C
32978	C	7/12/2017	915 Steve Horvath	\$30.24	C
32979	C	7/12/2017	728 Tri-State Pump & Control, Inc.	\$625.00	C
32980	C	7/12/2017	271 UC Lab	\$1,090.50	C
32981	C	7/12/2017	276 United Systems Technology	\$52.88	C
32982	C	7/12/2017	903 Upper Lakes Foods, Inc.	\$340.39	C
32983	C	7/12/2017	339 Verizon Wireless	\$89.53	C
32984	C	7/12/2017	360 XCEL ENERGY 51-5655037-5	\$906.41	C
32985	C	7/12/2017	361 XCEL ENERGY 51-5655039-7	\$845.76	C
32986	C	7/12/2017	358 XCEL ENERGY 51-5655040-0	\$2,614.32	C
32987	C	7/12/2017	519 XCEL ENERGY 51-8242904-3	\$47.17	C
32988	C	7/12/2017	291 Yes Co. Inc.	\$46.50	C
32989	C	7/12/2017	292 Ziegler	\$243.12	C
32952	C	7/12/2017	836 Charles Roth	\$300.00	O
32960	C	7/12/2017	104 Holdingford Community Ed	\$100.00	O
32961	C	7/12/2017	841 Holdingford CC Fireworks Account	\$500.00	O
32999	C	7/25/2017	6 AmeriPride Linen	\$69.94	O
33000	C	7/25/2017	9 Bernick's Pepsi-Cola	\$673.70	O
33001	C	7/25/2017	18 C & L Distributing, Inc	\$1,776.05	O
33002	C	7/25/2017	21 Central MN. Alarms, Inc.	\$75.00	O
33003	C	7/25/2017	24 Central-McGowan, Inc	\$18.63	O
33004	C	7/25/2017	873 CenturyLink	\$63.89	O
33005	C	7/25/2017	48 D & D Beverage	\$381.80	O
33006	C	7/25/2017	716 Ezra Jacobson	\$114.62	O
33007	C	7/25/2017	70 Frito-Lay, Inc	\$79.34	O
33008	C	7/25/2017	787 Granite City Jobbing Co	\$833.15	O
33009	C	7/25/2017	90 Harry's Frozen Foods	\$72.00	O
33010	C	7/25/2017	481 Heggies Pizza	\$175.45	O
33011	C	7/25/2017	933 Helping Hands Outreach	\$500.00	O
33012	C	7/25/2017	882 Jason Peterson	\$525.00	O
33013	C	7/25/2017	134 League of MN Cities Ins. Trust	\$13,875.00	O
33014	C	7/25/2017	157 Mid Central Door Co	\$7,144.00	O
33015	C	7/25/2017	175 MN Municipal Beverage Assoc	\$500.00	O
33016	C	7/25/2017	911 MN PEIP	\$1,764.56	O
33017	C	7/25/2017	176 MN Rural Water Assn	\$275.00	O
33018	C	7/25/2017	893 Rolling Lake Auto	\$56.25	O
33019	C	7/25/2017	225 Schlenner, Wenner & Co	\$17,980.00	O
33020	C	7/25/2017	750 St Cloud Times #1076	\$32.00	O
33021	C	7/25/2017	242 Stearns Cty Auditor-Treas	\$480.00	O
33022	C	7/25/2017	254 Strategic Equipment & Supply	\$54.17	O
33023	C	7/25/2017	412 Sunset Electric, Inc	\$256.95	O
33024	C	7/25/2017	263 Tom's Refuse	\$99.45	O
33025	C	7/25/2017	804 Toshiba Financial Services	\$117.79	O
33026	C	7/25/2017	281 Viking Coca Cola Bottling	\$1,256.25	O
33027	C	7/25/2017	360 XCEL ENERGY 51-5655037-5	\$1,046.90	O
33028	C	7/25/2017	359 XCEL ENERGY 51-5655038-6	\$1,300.95	O
33029	C	7/25/2017	383 XCEL ENERGY 51-5655041-1	\$904.71	O
33030	C	7/25/2017	292 Ziegler	\$243.12	O
				Cleared	\$54,401.10
				Outstanding	\$53,645.67
				Void	\$0.00