

Public Hearing and Holdingford City Council Meeting Minutes  
December 11, 2017

Mayor Sue Marstein opened the Public Hearing at 7:00 p.m. to hear comments on the 2018 proposed levy amount of \$233,663.00. Budget line items were discussed. Public hearing closed at 7:10 p.m. Mike Odden motion, Bob Sanchez seconded the motion.

Mayor Sue Marstein called the Holdingford City Council meeting to order at 7:10p.m. The pledge of allegiance was recited.

Present: Susan Marstein, Eric Berscheid, Mike Odden, Bob Sanchez, Alan Walz, Melvin Breth, Keith Hommerding, Steve Horvath, Sandra Meer, Pat Meier, Aaron Rudolph, Tim Berscheid, Gordy Sjaaheim and Louie Walz.

Eric Berscheid made a motion to approve the consent agenda to include the November 13, 2017 Public Hearing and council meeting minutes, finance reports, and submitted claims. Bob Sanchez seconded the motion. AIF

Department Reports

Liquor Store report for September was given by Manager Patrick Meier. Gross revenue = \$31,585.20. Expenses = \$29,630. Year to date lottery proceeds = \$2,019.98. Year to date balance = \$7,346.09.

Eric Berscheid made a motion to transfer \$13,865 to pay for paving the properties on the north and south sides of the liquor store. Mike Odden seconded the motion. AIF

Counting inventory was scheduled for 9:30am on Monday, January 1<sup>st</sup>. The liquor store will be closed on Sunday, December 24<sup>th</sup> at 6pm for both on and off sale. Henry's in Sauk Centre is a new supplier for cigarettes, bar food and snacks. Food training is in progress and will be completed by December 15<sup>th</sup>. New steps and a covered entrance on the south side of the building are done. Security cameras were installed to keep the alley visible.

Fire Department report was given by Chief Keith Hommerding. The department has responded to 131 calls this year: seven were fire, 107 medical, ten cancelled in route, four hazardous conditions, one false alarm. two severe weather. Of the 131 calls; 58 were in the City, 42 in Holding Township, 20 in Brockway Township, eight in Krain Township, one in Albany Township, one in Avon Township and one at Two Rivers.

Gambling has been slow. Calendar will be printed and sent out soon.

Eric Berscheid made a motion to approve the fire/rescue payroll of \$32,354.76 for 2017. Bob Sanchez seconded the motion. AIF  
Chief Hommerding thanked the crew and expressed his appreciation for their dedication and for the many hours that are volunteered and not written down. Fit testing for new air packs which is OSHA requirement will be done at the next meeting. First responder refresher dates are to set for January.

City Emergency Manager Dorine Rausch was not available for a report.

Maintenance Report was given by Maintenance Specialist Steve Horvath. An 8" water main break on 5<sup>th</sup> Street, across from the school occurred over the Thanksgiving weekend. It was dug up and repaired on Monday. A driveway had water damage and millings were used temporarily until the asphalt can be replaced. A new booster pump was installed at the well house, but it blew out the controller shortly after it was connected. Circuit breakers were wired around and other electrical issues were discovered that dated back to 2014. Preferred Controls will reconnect and install new overload switches. Sunset Electric will take care of the controller. Equipment and streets were prepped for winter. Speed sign was installed and holiday decorations put up. Millings were used to fill several manholes. A sewer back up was reported at school, manholes were checked but nothing was found in the city sewer system. Atkinson Wells has not responded to inquiries regarding rusty water, well issues, and loss of water pressure in the pretreatment room. Traut Wells has responded and will help determine problems and give a quote. After two minor (less than 1") snowfalls, sidewalks were cleared and intersections and hills were sanded. Three applicants will be interviewed this week for the temporary Maintenance Staff position that will begin in April when Andy Bartkowicz is deployed.

Last month 1,230,700 gallons of water were pumped and 2,594,000 gallons of wastewater were treated.

Guests

Tim Berscheid requested that the past due balance of utilities for a property on Ridge Way not be levied to 2018 taxes. The prior owners defaulted on a contract for deed and he is waiting on a court ruling.

Unfinished Business

The council participated in a telephone conference with representatives from NRG Solar at the work session and reviewed sample bill credits, escalator amounts, and other data. Information will be gathered from the League of Minnesota Cities as far as their experience with other cities and contract issues that legal staff have found. Eric Berscheid will check into escalator amounts and options.

Following suggestion to review the fee schedule and penalty for delinquent fees, Mike Odden made a motion to approve the list of delinquent utilities to be submitted to Stearns County and collected with 2018 taxes. Bob Sanchez seconded the motion. AIF

An emailed response was received from Nancy Bieniek regarding the council variance that was granted to allow a fourth dog for therapy reasons. In the past five months, six citations have been issued for the dog for barking, running at large and public nuisance. There was discussion on keeping the dog if it's not trained as a therapy dog, complying with the ordinance in keeping no more than 3 dogs and consequences for non-compliance. Eric Berscheid made a motion to notify owners that if another citation is given to the dog for barking, nuisance or running at large, then the variance for a fourth dog will be rescinded. Bob Sanchez seconded the motion. AIF

Posting No Parking signs in the alley behind the old Kramer/Opatz Metals storage building and alley behind Rudolph's Redneck Roost was discussed. There was a request to also post a caution sign in the alley by Corky's storage building. Opatz Metals preferred posted signs versus signs mounted to their building and Rudolph's will be contacted for feedback. A suggestion was made to look at vacating and/or giving easements on other alleyways in the city.

During the work session, feedback was received regarding clearing snow from all city sidewalks. Main Street business owners expressed appreciation that sidewalks are normally cleaned before the businesses open. When they are cleared before the streets are plowed it eliminates the need to plow streets twice. The city uses a broom mounted to the John Deere and there are two sidewalks in town that are too narrow for the machine to fit on. The council agreed that if there is a narrow sidewalk with a usable sidewalk on the opposite side of the road, then the sidewalk that is too narrow for city equipment will not be cleared. The city ordinance states that property owners are responsible for clearing their own sidewalks and a public hearing would need to be set before the ordinance is changed to reflect what is currently being done.

#### New Business

Eric Berscheid made motion to approve Resolution 17-12-11-1 Adopting the 2018 Levy at \$233,663.00 Mike Odden seconded the motion. AIF

An annual report from Community Education on their summer programs was reviewed. Following discussion regarding the city funds supporting all school district residents versus city residents, the council agreed to decrease their level of support by \$1,000. Eric Berscheid made a motion to donate \$2,000 to the Holdingford Community Education summer recreation program. Mike Odden seconded the motion. AIF

Several employee reviews will be completed in the next month. Maintenance Specialist Andy Bartkovicz, whose anniversary date is December 9<sup>th</sup>, will have a review in December. Reviews will also be scheduled with Utility Staff Kathy O'Hara and Maintenance Specialist Steve Horvath and Clerk-Treasurer Sandra Meer. No cost of living increases were approved last year. Eric Berscheid made motion to give cost of living increase of 2.5% for non-union employees. Mike Odden seconded the motion. AIF

Clerk Sandra Meer negotiated for keeping employee health benefits status quo. Last year the council had stipulated all full time employees would receive health benefits for single coverage only and family benefits would be the responsibility of each employee. This change resulted in substantial increase and burden of insurance premiums put on employees. Following discussion, Bob Sanchez made a motion to pay \$10,560 per year for benefits to Sandra Meer. Since the motion didn't include a benefit amount for Pat Meer and exceeded the amount that could be put into a single HSA account, Sue Marstein made a motion to pay \$10,082 per year for health insurance for the two full-time, non-union employees. Mike Odden seconded the motion. AIF

Mike Odden made a motion to approve a contract for services with the Tri-County Humane Society for 2018. Bob Sanchez seconded the motion. AIF

Eric Berscheid made a motion to approve the contract for police services with Stearns County Sheriff's Department for 2018. Bob Sanchez seconded the motion. AIF

#### Admin Reports

Mayors/Council Discussion notes:

- Forming a Planning & Zoning Committee and/or reactivating the Economic Development Authority were discussed.
- Follow up on scrap piles that are encroaching on city property and into wetland area behind Opatz Metals expanded area.
- Chamber of Commerce is brainstorming ways to attract new businesses into the city and help clean up around businesses.
- Safe routes to school update, most improvements will need to be written into a grant. Planning grant is progressing.
- A few driveways as well as the Pedestrian Road will be paved during road construction along County Road 17 next summer.
- Utility rate changes and a comparison between 2016 and 2017 billing was briefly reviewed.

Clerk Sandra Meer noted that property classifications in the Zoning Ordinance don't match the Zoning map and need to be revised to help clarify zoning issues. Any changes to the ordinance would require a public hearing. The personnel policy needs to be updated and will be reviewed in upcoming work sessions.

#### Announcements

Residents who are delinquent on their utility payments are: Dave Hageman, Travis Harlander, Roger Jensen, Jesse Johnson, Jayme Opatz, Pat Rooney, Sandra Ross, Brenda Rybak, Duane Young, Janice Zarbok and Scott Zehowski.

Next Council Meeting: Monday, January 8, 2018 at 7:00pm. Work session at 6:00pm will include fee schedule and annexation.

Mike Odden made a motion to adjourn the meeting. Bob Sanchez seconded the motion. Meeting adjourned at 9:55 p.m.  
Respectfully submitted,

Sandra Meer  
City Clerk, Holdingford

November 2017	
Department	Gross Pay
General	\$ 6,603.80
Public Works	\$ 6,433.10
Fire	\$
Liquor	\$ 6360.18
<b>Total</b>	<b>\$19,397.09</b>
2 pay periods ending	
11/10, 11/24	

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

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

Check	Type	Date	Vendor Name	Amount	Status
33255	C	11/6/2017	704 AFSCME Council 65	\$97.57	C
33256	C	11/6/2017	328 AllSpec Services, LLC	\$350.96	C
33257	C	11/6/2017	944 Amanda Bialka	\$1,562.93	C
33258	C	11/6/2017	910 Berkon Industries, LLC	\$2,574.41	C
33259	C	11/6/2017	9 Bernick's Pepsi-Cola	\$313.12	C
33260	C	11/6/2017	664 Berscheid Properties, LLC	\$813.95	C
33261	C	11/6/2017	828 Brian Zapzalka	\$650.00	C
33262	C	11/6/2017	18 C & L Distributing, Inc	\$3,679.10	C
33263	C	11/6/2017	24 Central-McGowan, Inc	\$32.78	C
33264	C	11/6/2017	945 Darin Christenson	\$250.00	C
33265	C	11/6/2017	927 Dave Gerads Construction Co, Inc	\$1,820.00	C
33266	C	11/6/2017	655 David Yurczyk	\$10.00	C
33267	C	11/6/2017	45 Department of Public Safety	\$20.00	C
33268	C	11/6/2017	56 Emergency Apparatus Maint	\$1,649.92	C
33269	C	11/6/2017	864 Eric Berscheid	\$1,520.20	C
33270	C	11/6/2017	70 Frito-Lay, Inc	\$114.84	C
33271	C	11/6/2017	76 General Rental Center of Albany	\$51.60	C
33272	C	11/6/2017	787 Granite City Jobbing Co	\$491.73	C
33273	C	11/6/2017	90 Harry's Frozen Foods	\$43.00	C
33274	C	11/6/2017	481 Heggies Pizza	\$60.15	C
33275	C	11/6/2017	351 Holdingford Public Schools	\$80.00	C
33276	C	11/6/2017	691 Allstream	\$202.83	C
33277	C	11/6/2017	119 Johnson Brothers Liquor C	\$1,869.64	C
33278	C	11/6/2017	730 Midcontinent Business Solutions	\$232.05	C
33279	C	11/6/2017	205 Phillips Wine & Spirits	\$1,620.89	C
33280	C	11/6/2017	685 Star Publications, LLC	\$252.29	C
33281	C	11/6/2017	263 Tom's Refuse	\$6,132.08	C
33282	C	11/6/2017	271 UC Lab	\$1,913.50	C
33283	C	11/6/2017	276 United Systems Technology	\$12.72	C
33284	C	11/6/2017	903 Upper Lakes Foods, Inc.	\$85.72	C
33285	C	11/6/2017	281 Viking Coca Cola Bottling	\$256.00	C
33286	C	11/6/2017	360 XCEL ENERGY 51-5655037-5	\$841.42	C
33287	C	11/6/2017	519 XCEL ENERGY 51-8242904-3	\$32.29	C
33288	C	11/29/2017	6 AmeriPride Linen	\$69.04	O
33289	C	11/29/2017	773 Astech Surface	\$604.00	O
33290	C	11/29/2017	8 Becker Septic Pumping	\$150.00	O
33291	C	11/29/2017	9 Bernick's Pepsi-Cola	\$879.52	O
33292	C	11/29/2017	18 C & L Distributing, Inc	\$1,081.10	O
33293	C	11/29/2017	873 CenturyLink	\$63.88	O
33294	C	11/29/2017	836 Charles Roth	\$500.00	O
33295	C	11/29/2017	48 D & D Beverage	\$349.70	O
33296	C	11/29/2017	53 Ecolab	\$80.15	O
33297	C	11/29/2017	946 Emergency Response Solutions	\$162.19	O
33298	C	11/29/2017	550 Everything Signs	\$38.00	O

Check	Type	Date	Vendor Name	Amount	Status
33299	C	11/29/2017	70 Frito-Lay, Inc	\$40.12	O
33300	C	11/29/2017	787 Granite City Jobbing Co	\$1,269.71	O
33301	C	11/29/2017	90 Harry's Frozen Foods	\$179.50	O
33302	C	11/29/2017	91 Hawkins, Inc	\$1,108.58	O
33303	C	11/29/2017	92 Headley Hardware	\$1,008.70	O
33304	C	11/29/2017	481 Heggies Pizza	\$277.20	O
33305	C	11/29/2017	107 Holdingford Fire Relief Assn	\$200.00	O
33306	C	11/29/2017	614 Holdingford Gas and Grocery	\$424.45	O
33307	C	11/29/2017	691 Allstream	\$204.82	O
33308	C	11/29/2017	119 Johnson Brothers Liquor C	\$1,791.94	O
33309	C	11/29/2017	524 Knife River	\$65,502.00	O
33310	C	11/29/2017	911 MN PEIP	\$1,764.56	O
33311	C	11/29/2017	718 Nelson's Septic Service	\$843.75	O
33312	C	11/29/2017	205 Phillips Wine & Spirits	\$118.79	O
33313	C	11/29/2017	207 Postmaster	\$136.00	O
33314	C	11/29/2017	223 S.E.H.	\$954.00	O
33315	C	11/29/2017	750 St Cloud Times #1076	\$25.00	O
33316	C	11/29/2017	242 Stearns Cty Auditor-Treas	\$119.60	O
33317	C	11/29/2017	263 Tom's Refuse	\$6,111.08	O
33318	C	11/29/2017	804 Toshiba Financial Services	\$99.12	O
33319	C	11/29/2017	903 Upper Lakes Foods, Inc.	\$112.28	O
33320	C	11/29/2017	339 Verizon Wireless	\$89.65	O
33321	C	11/29/2017	281 Viking Coca Cola Bottling	\$768.80	O
33322	C	11/29/2017	359 XCEL ENERGY 51-5655038-6	\$1,361.18	O
33323	C	11/29/2017	361 XCEL ENERGY 51-5655039-7	\$654.71	O
33324	C	11/29/2017	358 XCEL ENERGY 51-5655040-0	\$5,383.53	O
33325	C	11/29/2017	383 XCEL ENERGY 51-5655041-1	\$618.34	O
				<b>Cleared</b>	<b>\$29,637.69</b>
				<b>Outstanding</b>	<b>\$95,144.99</b>
				<b>Void</b>	<b>\$0.00</b>

