

## Holdingsford City Council Meeting Minutes December 10, 2018

Mayor Sue Marstein called the annual Truth in Taxation public hearing to order at 7:00p.m. Following review of the levy and budget changes, Alan Walz made a motion to close the public hearing. Mike Odden seconded the motion. Public hearing was closed at 7:05p.m.

The Holdingsford City Council meeting was called to order at 7:05 p.m. The pledge of allegiance was recited.

Present: Susan Marstein, Mike Odden, Alan Walz, Steve Horvath, Sandra Meer, Keith Hommerding, Patrick Meier, Dorine Rausch, Melvin Breth, Tony Stalberger, Katelyn Asfeld, Robb Berscheid, Craig Dewar, Larry Hadley, and Louis Walz.

Absent: Eric Berscheid and Bob Sanchez.

Mike Odden made a motion to approve the consent agenda to include minutes of the November 13<sup>th</sup> Council Meeting and submitted monthly claims, as well as TIF and tax abatement payments. Alan Walz seconded the motion. AIF

### Department Reports

Liquor Store report was given by Manager Patrick Meier. November gross revenue = \$29,629.04. Expenses = \$30,273.91. Year to date lottery proceeds = \$1,560.64. Year to date adjusted balance = \$19,891.60. Charlie Roth will be performing on Saturday, December 15<sup>th</sup>. Inventory is scheduled for New Year's Day, January 1<sup>st</sup> at 9:30a.m.

Fire Department report was given by Chief Keith Hommerding. There have been 165 calls this year, including two in Avon Township, 90 in Holdingsford, 37 in Holding Township, 22 in Brockway Township, 13 in Krain Township and one in St Stephen. Of those calls: 131 rescue, 11 fire, six false alarms, six good intent, five hazardous materials, five severe weather, and one service call.

Calendar will be printed and sent out this month. Fundraising dollars will be used to purchase a cordless cutter/spreader.

The motor was replaced on old cutter/spreader and miscellaneous repairs were done on the 700 Engine.

Chief Hommerding requested annual pay in the amount of \$34,439.75. The total doesn't include training dollars, since all were submitted and reimbursed by the state.

Mike Odden made a motion to approve the fire department payroll of \$34,439.75. Alan Walz seconded the motion. AIF

The state fire marshal will meet with the department members to talk about opportunities to fund training next year. The grant application to the DNR was denied this year.

Emergency Manager, Dorine Rausch did not have a report.

Maintenance Report was given by Steve Horvath. Semi-annual calibration and certification of flow meters was completed. Plowed snow once, spread salt/sand several times. The alternator in Ranger pickup was replaced. Oil change and service was done on the Chevy truck. The 4<sup>th</sup> Street utility line project caused some water quality issues around the North High Court area for a few days. Booster pump for Well #2 has stopped working so Hach will send a replacement and complete a warranty inspection. The fan unit in the heater at the WWTP pretreatment room was repaired. Decorations were put up on city hall. Shut off water, electricity and gas to abandoned house on Second Street after discovering a broken water pipe and building inspector was notified. Having issues with discolored water on east side of town and found rust sediment present by the water tower. Maintenance worked with MN Dept. of Health for polyphosphate solution and identified faulty booster pump. MN Rural Water was also contacted to help identify other solutions. Other affected residences will be identified. Took delivery of new skid steer and Arnold's will replace the connectors to ensure compatibility with snow blower unit hydraulic connection. Several springs have been active where the new water main was put in north of High Court. The amount of water pumped compared to the amount of water treated has gone down but treated water is still high, most likely due to sump pumps that are not being pumped outside. Residents are reminded to drain sump pumps outside. 1,245,000 gallons of well water were pumped. 2,797,000 gallons of wastewater was treated.

### Guests

Craig Dewar voiced concerns about continued parking restrictions on 4<sup>th</sup> Street. His family has six cars to park in a two car driveway. Before the street utilities were redone, he had a gravel parking area on the east side of the street in front of his house. He requested that the gravel be replaced, if the parking restriction remains in effect, since that was the agreement before the street was repaved. The council agreed to look back at documents to find record of the original agreement.

### Unfinished Business

An update on the Konsor Project was submitted by Engineer, Scott Lange. The water and sewer lines were extended from North High Court to the farm service road. From that point a 2 inch water line and 2 inch sanitary force main was extended to the building location. The building site was graded with the building pad, pond, ditches and drive shaped. Property descriptions will be updated.

Sewer rates for the non-profit and public entities were reviewed. Mike Odden made a motion for approve a dollar per month increase of the sewer base rate from \$27/month to \$28/month and an increase from .010 to .0125 for excess gallons. Alan Walz seconded the motion. Following discussion, Mike Odden amended the motion to also lower the number of gallons that the base rate includes to 1,200 per month, in keeping with the November council decision for residential rates and usage. All voted in favor of the amended motion.

The approved draft of the Personnel Policy was sent to the union representative. A meeting will be set up to negotiate the changes.

#### New Business

Mike Odden made a motion to approve Resolution 18-12-10-1 Adopting 2019 Levy and Budget, to include updated Sewer Fund revenue as approved at the November and December council meetings. Alan Walz seconded the motion. AIF

Alan Walz made a motion to approve Resolution 18-12-10-2 Designating a Polling Place. The Holdingford City Hall is the designated election polling place for Precinct 13. Mike Odden seconded the motion. AIF

Alan Walz made a motion to approve Resolution 18-12-10-3 Knights of Columbus Raffle. The raffle will be held on May 2, 2019 at the Church of All Saints, St. Mary's. Mike Odden seconded the motion. AIF

Alan Walz made a motion to approve Resolution 18-12-10-4 Support of Safe Routes to School, indicating that shared use practices and opportunities to promote health activities and community involvement benefit all involved. Mike Odden seconded the motion. The resolution is the precursor to applying for federal grant funds for several proposed improvements including sidewalks and a Pedestrian walkway. AIF

Delinquent utility bill notices were sent to eight residences. Five payments were received. One abandoned residence on 2<sup>nd</sup> Street had a main floor water pipe burst in November and several thousands of gallons discovered in the basement and pouring out of the foundation. The meter could not be read since it was under 5 feet of water in the basement. The council agreed that with estimates from the city engineer, the property would be billed for 200,000 gallons of water and 3 hours of city staff time for an additional \$1,450.00 on the already delinquent utility charges. Alan Walz made a motion to levy delinquent utility fees to the 2019 property taxes for three properties for a total of \$3,223.25. Mike Odden seconded the motion. AIF

Mike Odden made a motion to approve an annual wage increase of 2% for all non-union employees beginning January 1, 2019. Alan Walz seconded the motion. AIF

Information was given to council members for the Defined Contribution Plan, a retirement plan for elected officials that is offered through PERA. Discussion was postponed until next month.

After reviewing the contract, Mike Odden made a motion to enter into a contract with the Tri-County Humane Society to house stray animals from the city. Sue Marstein seconded the motion. AIF

A contract from the Stearns County Sheriff's Department was not available and was postponed until next month.

There was discussion on ordering a skating rink structure. The \$5,525 quote for a 60' x 100' rink kit was 15% off of their advertised price. There are options to make the rink smaller by adjusting outer boards and the liner. It could be placed on the existing volleyball court and possibly stored in the sand salt shed. The Chamber of Commerce was willing to donate up to half of the cost and other organizations will be approached as well. Mike Odden made a motion to purchase the EZ-Ice 60'x100' skating rink kit for \$5,525 with the understanding that the Chamber and/or other organizations pay for half of the cost. Alan Walz seconded the motion. AIF

Two council members need to be trained for the Local Board of Appeals. Sue Marstein and Robb Berscheid will do online training.

Residents who are delinquent on their utility payments are: Dave Hagemann, Hyatt House, Shannon Backlund, Wade Birt, Brenda Rybak, William Wolter and Scott Zehowski.

#### Admin Reports

Clerks Report: The clerk expressed her appreciation for staff and council condolences following the loss of her mother last week.

Mayors/Council Discussion notes:

- Museum security cameras were installed thanks to Ernie Schmit, Herman Ebnet and Mike Odden. Footage can be accessed with a phone app.
- Patching/paving the ¼ mile section on River Street is planned for next year when the second lift is put on the township section. In the meantime, holes will be patched as needed.

Announcements

City offices will be closed for the holidays on December 24 & 25<sup>th</sup> as well as December 31, 2018 and January 1, 2019. Next meeting will be Monday, January 14<sup>th</sup> at 7:00 p.m. with a work session at 6:00p.m. for WWTP water line and personnel policy

Mike Odden made a motion to adjourn the meeting. Motion was seconded by Alan Walz. Meeting adjourned at 8:55p.m.

Respectfully submitted,

Sandra Meer

City Clerk, Holdingford

| NOVEMBER 2018        |             |
|----------------------|-------------|
| Department           | Gross Pay   |
| General              | \$ 6,043.48 |
| Public Works         | \$ 6,709.39 |
| Fire                 | \$          |
| Liquor               | \$ 6,872.17 |
|                      |             |
| Total                | \$19,625.04 |
|                      |             |
| 2 pay periods ending |             |
| 11/9, 11/23          |             |

**City of Holdingford - Equal Opportunity Provider**  
**Accounts Payable Check Register Report - STEARNS BANK**  
**For The Fiscal Periods Range From 2018-11 To 2018-11**

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

| Check # | Type | Date       | Vendor | Name                            | Amount     | Status |
|---------|------|------------|--------|---------------------------------|------------|--------|
| 34166   | C    | 11/14/2018 | 704    | AFSCME Council 65               | \$95.59    | O      |
| 34167   | C    | 11/14/2018 | 691    | Allstream                       | \$215.04   | O      |
| 34168   | C    | 11/14/2018 | 944    | Amanda Bialka                   | \$1,393.15 | O      |
| 34169   | C    | 11/14/2018 | 6      | AmeriPride Linen                | \$103.62   | O      |
| 34170   | C    | 11/14/2018 | 674    | Audrey Lange                    | \$189.75   | O      |
| 34171   | C    | 11/14/2018 | 326    | Auto Value                      | \$55.98    | O      |
| 34172   | C    | 11/14/2018 | 9      | Bernick's Pepsi-Cola            | \$386.25   | O      |
| 34173   | C    | 11/14/2018 | 627    | Breakthru Beverage Minnesota    | \$882.45   | O      |
| 34174   | C    | 11/14/2018 | 828    | Brian Zapzalka                  | \$650.00   | O      |
| 34175   | C    | 11/14/2018 | 978    | Bronson Electric                | \$100.71   | O      |
| 34176   | C    | 11/14/2018 | 18     | C & L Distributing, Inc         | \$3,846.45 | O      |
| 34177   | C    | 11/14/2018 | 817    | C Emery Nelson, Inc             | \$1,195.00 | O      |
| 34178   | C    | 11/14/2018 | 24     | Central McGowan, Inc            | \$104.04   | O      |
| 34179   | C    | 11/14/2018 | 814    | Cruise Control                  | \$300.00   | O      |
| 34180   | C    | 11/14/2018 | 954    | Darren Solinger                 | \$1,280.84 | O      |
| 34181   | C    | 11/14/2018 | 655    | David Yurczyk                   | \$10.00    | O      |
| 34182   | C    | 11/14/2018 | 676    | Diane Konsor                    | \$65.25    | O      |
| 34183   | C    | 11/14/2018 | 370    | Dorine Rausch                   | \$22.89    | O      |
| 34184   | C    | 11/14/2018 | 926    | Eckberg Lammers, P.C.           | \$875.00   | O      |
| 34185   | C    | 11/14/2018 | 61     | Ernie Schmit                    | \$69.75    | O      |
| 34186   | C    | 11/14/2018 | 70     | Frito-Lay, Inc                  | \$67.86    | O      |
| 34187   | C    | 11/14/2018 | 76     | General Rental Center of Albany | \$90.00    | O      |
| 34188   | C    | 11/14/2018 | 787    | Granite City Jobbing Co         | \$252.28   | O      |
| 34190   | C    | 11/14/2018 | 979    | Harry Zenzen                    | \$1,000.00 | O      |
| 34191   | C    | 11/14/2018 | 90     | Harry's Frozen Foods            | \$92.00    | O      |
| 34192   | C    | 11/14/2018 | 92     | Headley Hardware                | \$1,379.81 | O      |
| 34193   | C    | 11/14/2018 | 481    | Heggies Pizza                   | \$296.90   | O      |
| 34194   | C    | 11/14/2018 | 948    | Henry's Foods, Inc              | \$847.51   | O      |
| 34195   | C    | 11/14/2018 | 614    | Holdingford Gas and Grocery     | \$263.41   | O      |
| 34196   | C    | 11/14/2018 | 882    | Iron Ridge Companies            | \$840.00   | O      |
| 34197   | C    | 11/14/2018 | 116    | Jeanette May                    | \$72.00    | O      |
| 34198   | C    | 11/14/2018 | 119    | Johnson Brothers Liquor C       | \$870.35   | O      |
| 34199   | C    | 11/14/2018 | 333    | Kathy O'Hara                    | \$65.25    | O      |
| 34200   | C    | 11/14/2018 | 524    | Knife River                     | \$1,275.00 | O      |
| 34201   | C    | 11/14/2018 | 977    | Linda Zapzalka                  | \$65.25    | O      |
| 34202   | C    | 11/14/2018 | 613    | Lois Schmit                     | \$69.75    | O      |
| 34203   | C    | 11/14/2018 | 976    | Lynne Nienaber                  | \$74.25    | O      |
| 34204   | C    | 11/14/2018 | 730    | Midcontinent Business Solutions | \$232.12   | O      |
| 34205   | C    | 11/14/2018 | 45     | MN Department of Public Safety  | \$20.00    | O      |
| 34206   | C    | 11/14/2018 | 718    | Nelson's Septic Service         | \$1,960.00 | O      |
| 34207   | C    | 11/14/2018 | 754    | Powerhouse Outdoor Equip. Inc   | \$1,111.95 | O      |
| 34208   | C    | 11/14/2018 | 465    | Sandra Meer                     | \$198.91   | O      |

|       |   |            |                                     |             |   |
|-------|---|------------|-------------------------------------|-------------|---|
| 34209 | C | 11/14/2018 | 225 Schlenner, Wenner & Co          | \$35.00     | O |
| 34210 | C | 11/14/2018 | 237 St Rosa Lumber, Inc             | \$333.77    | O |
| 34211 | C | 11/14/2018 | 573 St. Cloud Refrigeration         | \$490.55    | O |
| 34212 | C | 11/14/2018 | 685 Star Publications, LLC          | \$384.68    | O |
| 34213 | C | 11/14/2018 | 478 Stearns County Recorder         | \$92.00     | O |
| 34214 | C | 11/14/2018 | 263 Tom's Refuse                    | \$6,179.08  | O |
| 34215 | C | 11/14/2018 | 972 Tony Abfalter                   | \$245.00    | O |
| 34216 | C | 11/14/2018 | 268 Tri-County Humane Society       | \$50.00     | O |
| 34217 | C | 11/14/2018 | 271 UC Lab                          | \$1,899.00  | O |
| 34218 | C | 11/14/2018 | 339 Verizon Wireless                | \$122.27    | O |
| 34219 | C | 11/14/2018 | 281 Viking Coca Cola Bottling       | \$816.50    | O |
| 34220 | C | 11/14/2018 | 360 XCEL ENERGY 51-5655037-5        | \$1,410.06  | O |
| 34221 | C | 11/14/2018 | 358 XCEL ENERGY 51-5655040-0        | \$3,073.12  | O |
| 34222 | C | 11/14/2018 | 519 XCEL ENERGY 51-8242904-3        | \$34.77     | O |
| 34224 | C | 11/28/2018 | 691 Allstream                       | \$216.06    | O |
| 34225 | C | 11/28/2018 | 9 Bernick's Pepsi-Cola              | \$188.55    | O |
| 34226 | C | 11/28/2018 | 18 C & L Distributing, Inc          | \$3,459.55  | O |
| 34227 | C | 11/28/2018 | 817 C Emery Nelson, Inc             | \$255.38    | O |
| 34228 | C | 11/28/2018 | 873 CenturyLink                     | \$65.58     | O |
| 34229 | C | 11/28/2018 | 48 D & D Beverage                   | \$542.60    | O |
| 34230 | C | 11/28/2018 | 56 Emergency Apparatus Maint        | \$1,600.37  | O |
| 34231 | C | 11/28/2018 | 940 Flow Measurement and Control Co | \$407.00    | O |
| 34232 | C | 11/28/2018 | 70 Frito-Lay, Inc                   | \$65.55     | O |
| 34233 | C | 11/28/2018 | 316 GERAD'S OIL CO., INC            | \$585.31    | O |
| 34234 | C | 11/28/2018 | 787 Granite City Jobbing Co         | \$72.60     | O |
| 34235 | C | 11/28/2018 | 299 Hardrives, INC                  | \$14,734.00 | O |
| 34236 | C | 11/28/2018 | 98 Herman Ebnet                     | \$46.33     | O |
| 34237 | C | 11/28/2018 | 118 Jim's Snowmobile & Marine       | \$25.00     | O |
| 34238 | C | 11/28/2018 | 587 Knights of Columbus             | \$20.00     | O |
| 34239 | C | 11/28/2018 | 911 MN PEIP                         | \$514.23    | O |
| 34240 | C | 11/28/2018 | 207 Postmaster                      | \$105.00    | O |
| 34241 | C | 11/28/2018 | 750 St Cloud Times #1076            | \$25.00     | O |
| 34242 | C | 11/28/2018 | 242 Stearns Cty Auditor-Treas       | \$75.00     | O |
| 34243 | C | 11/28/2018 | 244 Stearns Cty Environmental       | \$485.00    | O |
| 34244 | C | 11/28/2018 | 454 Sue Marstein                    | \$39.25     | O |
| 34245 | C | 11/28/2018 | 263 Tom's Refuse                    | \$6,182.08  | O |
| 34246 | C | 11/28/2018 | 804 Toshiba Financial Services      | \$166.74    | O |
| 34247 | C | 11/28/2018 | 903 Upper Lakes Foods, Inc.         | \$238.17    | O |
| 34248 | C | 11/28/2018 | 980 William Scepaniak               | \$2,800.00  | O |
| 34249 | C | 11/28/2018 | 359 XCEL ENERGY 51-5655038-6        | \$1,494.24  | O |
| 34250 | C | 11/28/2018 | 361 XCEL ENERGY 51-5655039-7        | \$972.66    | O |
| 34251 | C | 11/28/2018 | 383 XCEL ENERGY 51-5655041-1        | \$641.82    | O |
| 34189 | C | 11/14/2018 | 299 Hardrives, INC                  | \$15,612.00 | V |

|                    |                    |
|--------------------|--------------------|
| <b>Cleared</b>     | <b>\$0.00</b>      |
| <b>Outstanding</b> | <b>\$74,175.23</b> |
| <b>Void</b>        | <b>\$15,612.00</b> |