

## Holdingsford City Council Meeting Minutes February 12, 2018

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, Alan Walz, Steve Horvath, Sandra Meer, Keith Hommerding, Pat Meier, Dave Bentrud, Melvin Breth, Jeremy Freudenrich, Bruce Gerads, Matt Kuklok, Jordy Opatz, Mike Scegura, Ron Scegura, Gordy Sjaenheim, Dave Yurczyk and Louis Walz.

Absent: Bob Sanchez

Mike Odden made a motion to approve the consent agenda to include January 8<sup>th</sup> Council Meeting and Public Hearing minutes, financial reports, and submitted claims. Alan Walz seconded the motion. AIF

### Department Reports

Liquor Store report was given by manager Patrick Meier. January gross revenue = \$29,271.86. Expenses = \$35,986.50 less \$5,026.55 payment made in 2018 for liquor purchased in 2017. Year to date balance = \$-1,688.09. Thanks to the SnoFlyers who organized the Winter Fun Runs. Z Roofing provided an estimate of \$23,400 to reroof the Liquor Store. Employee reviews will be done for Jen Feldewerd and Jesse Reinert. Inventory will be finished. The Liquor Store was the winner of a new TV, a retailer prize in a KASM Radio sponsored giveaway.

Fire Department report was given by Chief Keith Hommerding. In 2018 there have been 17 calls, including, 9 in Holdingsford, three in Holding Township, three in Krain, one in Avon Township and one in Brockway. Of the 17 calls, 15 were medical, one fire, and one hazardous condition.

The Relief Association donated \$5,000 to truck fund from gambling proceeds. The calendar fundraiser has generated over \$4,800 in donations so far. A Lucas CPR machine may be purchased with donated funds.

The Fire Department is looking into a call system that notifies responders with a text message to their cell phones as well as their pager. Pagers are narrow banded and some responders don't receive pages due to dead spots in the area. The system is also capable of tracking who is responding to the calls.

The new air packs are expected to be in next month. The bills for the equipment covered by the grant will be submitted to FEMA.

Training this month includes classroom training on how to attack a fire internally, pipeline safety training and DNR training for wild land fires. General truck maintenance was completed.

Congratulations to Keith Hommerding who was elected chief again. One new officer will be appointed as one of the officers stepped down and a new chain of command will be submitted. Pay for employees who hold more than one position with the city will be looked into.

The annual Fire Relief breakfast fundraiser will be on March 11<sup>th</sup> at City hall from 8am-1:00pm.

Dorine Rausch attended the Emergency Managers meeting in January. The Holdingsford Mitigation Report for Stearns County is current and the next update will be needed in December 2022. The next Emergency Managers meeting is in April.

Maintenance Report was given by Steve Horvath. The mixer at the Wastewater Treatment Plant (WWTP) was pulled and replaced. The old mixer is being rebuilt for about \$2,600 and will be kept on hand if one of the other mixers goes out since all three were put into service at the same time. Steve is being trained on completing the monthly DMR and water reports. The manhole cover was repaired on Park Street. The activated sludge problems at the WWTP were fixed. Chemical feed issues at the well house were addressed. Lift station pump was cleaned. Water main break on 2<sup>nd</sup> Street was repaired. During the excavation an extra curb stop was found and pulled out. It was temporarily capped and the excavation point marked so repair can be done in the spring when it's thawed. Because of water main breaks, two areas of pavement will be patched when the County Road 17 paving project is done by the county this summer. Water got stirred up with last week's water main break so residents may have noticed some orange water for a couple days. Dissolved water pump went out at the WWTP. The Ford Ranger was advertised on Craig's List and sold for \$500.

Last summer, when water samples were collected for Minnesota Department of Health, two houses out of the ten tested showed high copper readings. This resulted in more testing requirements which include testing 20 sites twice a year, instead of ten sites once a year. The maintenance staff offered to put in a skating rink by the skate ramp at the park for about \$200, if it wasn't too late in the season. Mike Odden made a motion to have the Maintenance staff erect a skating rink in the grass this year at Veteran's Park. A second to the motion was called for three times. Motion failed due to lack of a second.

1,266,100 gallons of well water were pumped. 1,770,000 gallons of wastewater was treated.

### Guests

Matt Kuklok, the owner of a rental house in Holdingsford requested that the council consider a discount on high water/sewer charges. After September meter readings were done it was noted that the water usage was higher than normal. A probe showed several days with spiked usage. The city replaced the meter in early November. Matt had the water softener system and furnace humidifier looked at. Renter James Taylor had a plumber go through the house to identify problems as well but there weren't any definite causes identified for the spikes. Matt suggested taking an average of water usage of the last two years and two options were proposed, one to reduce water and sewer charges for September and October when the high water was noted with a deduction of \$118.38 the second to

reduce water and sewer charges in the two highest months of usage which was July and August. Taylor had more family staying during the summer months. Eric Berscheid made a motion to deduct sewer charges for September and October, 2017 totaling \$64.92. Sue Marstein seconded the motion. Berscheid, Marstein and Walz voted in favor. Odden opposed since it set precedence. Matt asked if more could be done. The council suggested if more conclusive evidence was presented it could be revisited, but since plumbing, softener system checks and the meter change out was all done at the same time, the main cause couldn't be identified. Matt will follow up on dates of service.

Dave Bentrud who is currently serving as the Waite Park Police Chief introduced himself as a candidate for Stearns County Sheriff. He gave a brief background and answered questions from the council and guests about community safety concerns and county happenings.

Mike Scegur submitted a rezoning application to change his property located at 131 River Street from Residential (R1) and to commercial (Highway Business). The house is currently vacant and he wants to remodel it for his insurance business. There was discussion about putting a sidewalk along River Road, taking down trees to put off street parking near the alley and the drainage ditch. A public hearing was set for March 12<sup>th</sup> at 7:00pm before the regular council meeting.

Gary and Jordy Opatz brought to the city's attention some drainage issues they've noticed since the alley was repaved and the winter snow has begun to melt. There is standing water by the side of the building that's not draining properly in two areas. Eric Berscheid had looked at the issue and noted that when the sides of the alley were graded a trench that was naturally made was leveled and the water was pooling. It had previously drained north by the Amerigas property. When the puddles freeze they are a safety issue and when it's melted it's a storm water issue. The council will follow up with the city engineer and Knife River.

#### Unfinished Business

NRG energy denied financial backing for the city's participation in their solar garden program due to small scope of governmental activities, the small tax base and structural imbalance of enterprise funds. The company agreed to re-look at the financials when 2017 audit numbers were provided. The audit is planned to be completed in May and the council agreed that if there was room in the solar garden when the audit was complete then extra staff time should not be expended now to collect financials that will be included in the audit financial statement.

Due to a parking complaint, property owners abutting the alley between Second Street and the north-south alley between River Street and Prairie Street were asked if they are interested in having the city vacate the alley. The alley is currently being used for parking by neighboring land owners and is not plowed by the city. The property owners would be responsible for all vacating costs. The city is also looking to connect walking paths with their Safe Route to School Planning Grant results and have talked to property owners, Mike Scegur and Jon Halvorson regarding the possibility of putting a sidewalk next to County Road 17. A grant is being submitted to help cover the cost of the sidewalk that would help connect existing walking paths in the area.

#### New Business

Mike Odden made a motion to approve Resolution 18-02-12-1: Holdingford Lions Club Raffle to be held on Saturday July 14, 2018. Alan Walz seconded the motion. AIF

Alan Walz made a motion to approve Resolution 18-02-12-2: Helping hands Cash Raffle and Bingo to be held on Saturday, July 14, 2018 during Holdingford Daze. Eric Berscheid seconded the motion. AIF

A revised city zoning ordinance map was reviewed with labeled zoning districts. Recommended changes were discussed to remove the maximum eave height requirements for accessory buildings under Section 3, Subd. 13. 5. and remove the lot width requirement in Section 5, Subd. 7. D. since front, rear and side yard requirements are designated. Eric Berscheid made a motion to set a public hearing to consider the zoning map and ordinance changes for March 12<sup>th</sup> at 7:00pm following the rezoning hearing. Alan Walz seconded the motion. AIF

#### Admin Reports

Mayors/Council Discussion notes:

- A thank you note for a donation to the Lake Wobegon Trail Association was acknowledged.
- The February 8<sup>th</sup> Winter Walk to School event was successful thanks to the Lionesses, City employees, Sheriff's deputies and school staff who participated with fourth, fifth and sixth graders from Holdingford Elementary.
- The City and the Stearns County Highway Dept. are working to coordinate the Holdingford Daze parade and the upcoming road construction on County Road 17.
- Michelle Kiley from the Initiative Foundation and the Chamber are collaborating on business development opportunities.
- Historical Society was sent MN Extension office wants to partner with small towns for tourism, regional development and tie in school staff and social studies and Holdingford history. Community development initiative with HS, museum and city to start conversation about regional history.
- Annual fire board meeting was held January 24<sup>th</sup>. The townships supervisors expressed appreciation for the departments' service and transparency.

Clerks Report: Several IT companies were contacted for quotes on services. Daniel Lahr will start full time with the maintenance department on March 1<sup>st</sup>. Andy Bartkovicz will be involved in pre-deployed duties by the end of March and both Maintenance staff will be attending the annual Rural Water conference in mid-March.

Announcements

Residents who are delinquent on their utility payments are Dave Hagemann and Katie Severson.

Next Council Meeting: Monday, March 12<sup>th</sup> at 7:00pm. City offices will be closed on February 19<sup>th</sup> in observance of Presidents Day.

A motion was made by Alan Walz to adjourn the meeting and seconded by Mike Odden. Meeting adjourned at 8:45p.m.

Respectfully submitted,

Sandra Meer

City Clerk, Holdingford

JANUARY 2018	
Department	Gross Pay
General	\$ 5,786.06
Public Works	\$ 6,533.43
Fire	\$
Liquor	\$ 6,865.77
<b>Total</b>	<b>\$19,185.26</b>
2 pay periods ending	
1/5, 1/19	

**City of Holdingford - Equal Opportunity Provider  
Accounts Payable Check Register Report - STEARNS BANK  
For The Fiscal Periods Range From 2018-1 To 2018-1**

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

Check #	Type	Date	Vendor Name	Amount	Status
33392	C	1/8/2018	328 AllSpec Services, LLC	\$168.00	C
33393	C	1/8/2018	6 AmeriPride Linen	\$131.54	C
33394	C	1/8/2018	8 Becker Septic Pumping	\$160.00	C
33395	C	1/8/2018	828 Brian Zapzalka	\$650.00	C
33396	C	1/8/2018	18 C & L Distributing, Inc	\$1,557.10	C
33397	C	1/8/2018	21 Central MN. Alarms, Inc.	\$75.00	C
33398	C	1/8/2018	24 Central McGowan, Inc	\$107.99	C
33399	C	1/8/2018	405 DVS Renewal	\$16.00	C
33400	C	1/8/2018	926 Eckberg Lammers, P.C.	\$224.00	C
33401	C	1/8/2018	92 Headley Hardware	\$548.08	C
33402	C	1/8/2018	614 Holdingford Gas and Grocery	\$251.22	C
33403	C	1/8/2018	691 Allstream	\$203.44	C
33404	C	1/8/2018	119 Johnson Brothers Liquor C	\$5,026.55	C
33405	C	1/8/2018	730 Midcontinent Business Solutions	\$233.42	C
33406	C	1/8/2018	687 MN Dept Hlth, MDH	\$456.00	C
33407	C	1/8/2018	172 MN Licensed Beverage Assoc	\$360.00	C
33409	C	1/8/2018	191 Northland Trust Services, Inc	\$55,708.75	C
33410	C	1/8/2018	207 Postmaster	\$116.00	C
33411	C	1/8/2018	685 Star Publications, LLC	\$150.70	C
33412	C	1/8/2018	412 Sunset Electric, Inc	\$303.10	C
33413	C	1/8/2018	266 Traut Wells	\$3,695.00	C
33414	C	1/8/2018	271 UC Lab	\$844.00	C
33415	C	1/8/2018	281 Viking Coca Cola Bottling	\$336.00	C
33416	C	1/8/2018	358 XCEL ENERGY 51-5655040-0	\$3,114.97	C
33417	C	1/8/2018	519 XCEL ENERGY 51-8242904-3	\$43.42	C
33418	C	1/25/2018	949 Aeration Industries International	\$11,400.00	C
33420	C	1/25/2018	9 Bernick's Pepsi-Cola	\$586.00	C
33421	C	1/25/2018	18 C & L Distributing, Inc	\$5,811.70	C
33422	C	1/25/2018	24 Central McGowan, Inc	\$37.97	C
33424	C	1/25/2018	873 CenturyLink	\$63.93	C
33430	C	1/25/2018	70 Frito-Lay, Inc	\$122.12	C
33432	C	1/25/2018	787 Granite City Jobbing Co	\$729.78	C
33433	C	1/25/2018	84 Granite City Refrigeration	\$486.28	C
33434	C	1/25/2018	91 Hawkins, Inc	\$4,372.20	C
33436	C	1/25/2018	948 Henry's Foods, Inc	\$734.22	C

Check #	Type	Date	Vendor Name	Amount	Status
33437	C	1/25/2018	324 Initiative Foundation	\$500.00	C
33438	C	1/25/2018	119 Johnson Brothers Liquor C	\$1,316.74	C
33442	C	1/25/2018	687 MN Dept Hlth, MDH	\$32.00	C
33443	C	1/25/2018	638 MN DNR	\$282.12	C
33449	C	1/25/2018	207 Postmaster	\$102.00	C
33461	C	1/25/2018	359 XCEL ENERGY 51-5655038-6	\$1,797.79	C
33462	C	1/25/2018	361 XCEL ENERGY 51-5655039-7	\$1,129.17	C
33408	C	1/8/2018	179 MN State Fire Dept. Assn	\$148.00	O
33419	C	1/25/2018	380 BCA Crime Alert Network	\$24.00	O
33423	C	1/25/2018	21 Central MN. Alarms, Inc.	\$128.85	O
33425	C	1/25/2018	814 Cruise Control	\$300.00	O
33426	C	1/25/2018	48 D & D Beverage	\$27.70	O
33427	C	1/25/2018	655 David Yurczyk	\$31.80	O
33428	C	1/25/2018	370 Dorine Rausch	\$37.06	O
33429	C	1/25/2018	53 Ecolab	\$82.95	O
33431	C	1/25/2018	80 Gopher State One-Call, Inc	\$120.00	O
33435	C	1/25/2018	481 Heggies Pizza	\$474.80	O
33439	C	1/25/2018	122 Keith R. Hommerding	\$57.89	O
33440	C	1/25/2018	950 Lake Wobegon Trail Association	\$100.00	O
33441	C	1/25/2018	952 Levi Pelzer	\$250.00	O
33444	C	1/25/2018	911 MN PEIP	\$514.23	O
33445	C	1/25/2018	176 MN Rural Water Assn	\$230.00	O
33446	C	1/25/2018	495 MN Trails	\$969.00	O
33447	C	1/25/2018	941 Paul Jensen	\$250.00	O
33448	C	1/25/2018	205 Phillips Wine & Spirits	\$255.58	O
33450	C	1/25/2018	223 S.E.H.	\$445.00	O
33451	C	1/25/2018	951 Shred Right	\$67.60	O
33452	C	1/25/2018	750 St Cloud Times #1076	\$25.00	O
33453	C	1/25/2018	391 Stearns Co. Municipal League	\$40.00	O
33454	C	1/25/2018	243 Stearns County Sheriff's Office	\$7,480.00	O
33455	C	1/25/2018	791 Thomas Van Hove	\$3,000.00	O
33456	C	1/25/2018	263 Tom's Refuse	\$6,139.08	O
33457	C	1/25/2018	804 Toshiba Financial Services	\$111.03	O
33458	C	1/25/2018	903 Upper Lakes Foods, Inc.	\$134.45	O
33459	C	1/25/2018	339 Verizon Wireless	\$89.96	O
33460	C	1/25/2018	281 Viking Coca Cola Bottling	\$3,405.60	O
			<b>Cleared</b>	<b>\$103,984.30</b>	
			<b>Outstanding</b>	<b>\$24,939.58</b>	
			<b>Void</b>	<b>\$0.00</b>	