

Public Hearing and Holdingford City Council Meeting Minutes January 8, 2018

The Public Hearing for the 2017 Alley Paving Project Assessments was opened at 7:00 p.m. by Mayor Susan Marstein. A final assessment worksheet for the alley west of Main Street and a revised final assessment worksheet for the alley north of the Municipal Liquor Store were reviewed. The revised assessment included the cost of the city parking lot as financed by the city. Mayor Marstein closed the public hearing at 7:07p.m.

Mayor Sue Marstein called the Holdingford City Council meeting to order at 7:07 p.m. The pledge of allegiance was recited

Present: Susan Marstein, Eric Berscheid, Mike Odden, Bob Sanchez, Alan Walz, Steve Horvath, Sandra Meer, Keith Hommerding, Pat Meier, Melvin Breth, Janelle Kendall, Gordy Sjaaheim, and Louis Walz.

Mike Odden made a motion to approve the consent agenda to include December 11th Council Meeting and Public Hearing minutes, finance reports, and submitted claims. Bob Sanchez seconded the motion. AIF

Guests

Janelle Kendall from the Stearns County Attorney's Office reported on 2017 prosecutions of offenders from the City of Holdingford as well as overall criminal activity in Stearns County. There was little change in the amount of prosecutions and fewer felonies than 2016. Across the county, child protection filings increased, and the attorney's office is putting more efforts into stopping sex trafficking and the effects it has on local communities and economies.

A residential utility account with high water usage was discussed. City staff worked with the renter and owner to try to determine a possible cause. The water meter head was replaced and tested for accuracy. Two probes were done to look back at usage that showed spikes in the water flow but no consistently high usage (which would indicate a leak). A plumber was brought in to check appliances fixtures and fittings. Since the water meter was not faulty and there was no evidence of a consistent leak, the council didn't support a reduction in fees.

Department Reports

Liquor Store report was given by manager Patrick Meier. December gross revenue = \$33,319.91. Expenses = \$36,005.92. Year to date lottery proceeds = \$2,241.15. Year to date balance = \$5,911.19. Capital outlay for alley amounted to \$13,865.00. Fun runs will start soon and football games are bringing in customers. Inventory went well and Pat will finalize the inventory worksheets.

Fire Department report was given by Chief Keith Hommerding. In 2017 there were 137 calls, including one in Avon Township, one in Albany Township, one in Two Rivers, 60 in Holdingford, 42 in Holding Township, 24 in Brockway Township, and eight in Krain Township. Of the 137 calls, 112 were medical, 10 good intent, seven fires, four hazardous materials, two false alarms and two severe weather calls. In 2018 there have been two medical calls, one fire and one car accident, with two in the city, one in Holding Township and one in Avon Township.

The calendar fundraiser has generated over \$2,000 in donations so far. Thank you to all who have donated and sent notes of support. Charitable gambling has been stable.

FIT testing will be done and air packs will be ordered. They will be covered by the FEMA grant.

EMT refreshers are taking place this month for a majority of department members.

There was discussion on overtime pay for city staff who work as volunteer firefighters and hold a full time position with the city. Other departments have been contacted as well as the League of Minnesota Cities and options will be discussed with those involved so a policy can be adopted.

Dorine Rausch was not available for an Emergency Managers Report.

Maintenance Report was given by Steve Horvath. The booster pump was repaired and is running. Traut Wells diagnosed issues on Well #3 and found iron bacteria in the water. The well water was treated and chlorinated; lines were flushed and a new filter installed. Traut Wells also replaced a pressure tank that had pipes rusted through. This well, which is only used in the WWTP may need to be treated annually for a few years to get rid of the iron bacteria. An area on the city ball field is being flooded for an ice skating rink, but the ground slopes towards the river and the water runs off. Boards and/or plastic would be needed on the field or options will need to be explored. The installation of SCADA system in the well house is complete, so water tower levels and other controls can be monitored remotely. The supply of salt/sand mix that is used on the roads has been dwindling and the city will need to look at purchasing more to get through the season. Security cameras are installed at the Wobegon Trail shelter. Winterization of the Wastewater Treatment Plant (WWTP) was finished. A manhole cover on Park Street that keeps popping off will be replaced or repaired. One of the roof top furnaces at City Hall went out with the cold weather and needed sensors cleaned. A mixer at the WWTP is being replaced. Wobbling in prop shaft was noted about two years ago and it was recommended to run it until it stopped. A quote for the new mixer was \$11,400 from Aeration Industries in Chaska. If the prop shaft and bearings in the old mixer can be repaired, it will be kept on hand and used for a replacement if one of the three others go out, since mixers are the same age. The new unit will be ready for pick up around the 15th of January. The 1998 Ford pickup, in the Maintenance Department has not been used since the

summer because it's in rough shape; the shocks need to be replaced, there's no driver's seat padding, no parking brake and it has electrical issues. Eric Berscheid made a motion to list 1998 Ford Ranger pickup truck on Craig's List. Bob Sanchez seconded the motion. AIF

Daniel Lahr was offered and accepted the temporary maintenance position that will be opened when employee Andy Bartkowicz is deployed for a year in April 2018. Dan will be shadowing the Maintenance staff and start working part time hours in upcoming weeks. 1,070,000 gallons of well water were pumped. 2,072,000 gallons of wastewater was treated.

2018 Official appointments and department liaisons were designated as follows:

Depository	Stearns Bank – Holdingford N.A.	Primary
	Central Minnesota Credit Union	Secondary
Acting Mayor	Eric Berscheid	
Asst. Clerk-Treasurer	Sue Marstein	
Attorney	Eckberg, Lammers	
Auditor	Schlenner, Wenner & Co	
Building Official	Nancy Scott	
Emergency Manager	Dorine Rausch	
Engineer	SEH – Scott Lange	
Insurance Agency	Advantage One-Dan Fiedler	
	Ebner Insurance-Jenny Pederson	
Newspaper	Albany Enterprise	
Polling Place	Holdingford City Hall	
Liaison Officers:	Clerk – Sue Marstein	
	Fire – Alan Walz/Sue Marstein	
	Maintenance – Eric Berscheid	
	Liquor – Bob Sanchez/Sue Marstein	
	Parks – Mike Odden	

Mike Odden made a motion to approve the official depository, appointments, and department liaisons for 2018. Alan Walz seconded the motion. AIF

Eric Berscheid made a motion to accept 2018 Fee Schedule (Appendix A) with changes to include: \$5/day increase in camping fees once the new shower/bathhouse facilities are completed; \$20 two year dog tag, \$35 reclaiming dog from city workers, \$50 for city staff to take loose dog to Tri-County Humane Society; \$100 penalty for dog with no license; bulk water use (other than city) \$10/1000 gallons of water over first 5,000 gallons; \$20 utility late fee after the first month; \$700 on-sale intoxicating liquor license; \$35 one day liquor license; \$100 fine and council appearance for failing a liquor compliance check. Mike Odden seconded the motion. AIF

Unfinished Business

There was discussion on the community solar program offered by NRG Energy, Inc. A representative of Geronimo Energy also provided information on their solar program that offers a set \$.01/kilowatt hour savings. NRG offers a subscription based on an escalator percentage. Both companies have a 25 year subscription agreement. In comparing information from the League of Minnesota Cities and the city of Montevideo, who did an extensive investigation on the options between Geronimo Energy and NRG, NRG stood out. Eric Berscheid made a motion to approve a 25 year agreement with NRG Energy, with a one percent escalator. Bob Sanchez seconded the motion. AIF

A resident complaint was received for parking that blocked an alley that is not plowed or cleared by the city. Vacating alleys that are no longer maintained by the city was discussed. Some alleys are not maintained by the city and are used more often by neighboring property owners than as alleyways. If an alley is being used in this manner, the city could consider vacating the alley or if there are utilities in the alley, an easement would be needed. The city will follow up on the complaint and options for the alley use.

Evaluations for Maintenance Staff Andy Bartkowicz and Steve Horvath were completed in December and reviewed. Eric Berscheid made a motion to move Andy Barkowicz from Step I3 at \$20.83 to Step I4 at \$21.24. Alan Walz seconded the motion. AIF

Mike Odden made a motion to move Steve Horvath from Step H1 at \$18.92 to Step H2 at \$19.27. Bob Sanchez seconded the motion. AIF

Zoning Ordinance changes were postponed until the February meeting.

New Business

Following review of the final assessment worksheets for the alley paving projects, Eric Berscheid made a motion to approve Resolution 18-01-08-1 Adopting Alley Improvement Assessment, for the alley west of Main Street between Washington Street and Plymouth Street and the alley west of Cedar Street from Main Street to the improved alley. Mike Odden seconded the motion. AIF

Mike Odden made a motion to approve Resolution 18-01-08-2 for the Holdingford Knights of Columbus gambling permit. The cash raffle will be held on May 3, 2018. Alan Walz seconded the motion. AIF

Bob Sanchez made a motion to approve donation of \$100 to the Friends of the Wobegon Trail. Alan Walz seconded the motion. AIF

Technology consultant, Lance Feia has not been available to help with updates and other issues. He has offered to help find an IT company that will cover technology support services for the city.

Admin Reports

Mayors/Council Discussion notes:

- Employee evaluations will be done for Sandra Meer and Kathy O’Hara.
- Holding Township was contacted about a possible annexation. More details will be available in February.
- Mayor Sue Marstein is planning to attend Stearns County Municipal League meeting on January 16th in Avon.
- Ed Ehrlichmann sold two lots adjacent to his property on Rivercrest Road near wetland and is working with the city for building permits and water/sewer access.
- Opatz Metals moved a storage container that was encroaching on city property between the storm drain and Two Rivers River.

Clerks Report: Yearend reporting and processing is started.

Announcements

Residents who are delinquent on their utility payments are: Bill Fellegy, Dave Hagemann, Scott Posch, Cody Ritter, Sandra Ross, Katie Severson, William Wolter, Duane Young, Scott Zehowski,

Next Council Meeting: Monday, February 12, 2018, at 7:00pm. City offices will be closed on January 15th in observance of Martin Luther King Jr Day.

A motion was made by Alan Walz to adjourn the meeting and seconded by Bob Sanchez. Meeting adjourned at 9:48p.m.

Respectfully submitted,

Sandra Meer

City Clerk, Holdingford

DECEMBER 2017	
Department	Gross Pay
General	\$ 6,015.30
Public Works	\$ 6,360.00
Fire	\$32,698.63
Liquor	\$ 6,955.23
Total	\$52,029.16
2 pay periods ending	
12/11, 12/25	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2017-12 To 2017-12**

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

Check #	Type	Date	Vendor Name	Amount	Status
33326	C	12/11/2017	704 AFSCME Council 65	\$97.57	C
33327	C	12/11/2017	6 AmeriPride Linen	\$133.20	C
33328	C	12/11/2017	889 Avenet, LLC	\$500.00	C
33330	C	12/11/2017	9 Bernick's Pepsi-Cola	\$217.22	C
33331	C	12/11/2017	828 Brian Zapzalka	\$650.00	C
33332	C	12/11/2017	18 C & L Distributing, Inc	\$2,016.20	C
33333	C	12/11/2017	24 Central-McGowan, Inc	\$46.91	C
33334	C	12/11/2017	898 Cityview Townhomes	\$6,460.20	C
33335	C	12/11/2017	48 D & D Beverage	\$102.00	C
33336	C	12/11/2017	470 Dylan Risberg	\$32.40	C
33337	C	12/11/2017	550 Everything Signs	\$8,575.58	C
33338	C	12/11/2017	787 Granite City Jobbing Co	\$771.24	C
33339	C	12/11/2017	92 Headley Hardware	\$320.34	C

Check #	Type	Date	Vendor Name	Amount	Status
33340	C	12/11/2017	481 Heggies Pizza	\$160.95	C
33341	C	12/11/2017	97 Henry's Waterworks, Inc	\$583.77	C
33342	C	12/11/2017	614 Holdingford Gas and Grocery	\$140.07	C
33343	C	12/11/2017	587 Knights of Columbus	\$20.00	C
33344	C	12/11/2017	132 Larson Excavating	\$4,057.50	C
33345	C	12/11/2017	730 Midcontinent Business Solutions	\$231.72	C
33347	C	12/11/2017	207 Postmaster	\$116.00	C
33349	C	12/11/2017	947 Reis Lumber & Construction	\$325.95	C
33350	C	12/11/2017	237 St Rosa Lumber, Inc	\$513.68	C
33351	C	12/11/2017	685 Star Publications, LLC	\$89.50	C
33352	C	12/11/2017	244 Stearns Cty Environmental	\$570.00	C
33353	C	12/11/2017	270 Two Rivers Enterprise	\$15,469.20	C
33355	C	12/11/2017	276 United Systems Technology	\$28.06	C
33356	C	12/11/2017	903 Upper Lakes Foods, Inc.	\$23.53	C
33357	C	12/11/2017	339 Verizon Wireless	\$89.65	C
33358	C	12/11/2017	281 Viking Coca Cola Bottling	\$401.00	C
33359	C	12/11/2017	287 Wm D. Scepaniak, Inc	\$5,562.00	C
33360	C	12/11/2017	360 XCEL ENERGY 51-5655037-5	\$1,133.02	C
33361	C	12/11/2017	358 XCEL ENERGY 51-5655040-0	\$2,654.19	C
33362	C	12/11/2017	519 XCEL ENERGY 51-8242904-3	\$21.85	C
33371	C	12/27/2017	550 Everything Signs	\$95.00	C
33329	C	12/11/2017	910 Berkon Industries, LLC	\$13,021.36	O
33346	C	12/11/2017	718 Nelson's Septic Service	\$4,826.25	O
33348	C	12/11/2017	476 Preferred Controls Corp	\$474.32	O
33354	C	12/11/2017	271 UC Lab	\$862.50	O
33363	C	12/27/2017	704 AFSCME Council 65	\$87.55	O
33364	C	12/27/2017	856 Andy Bartkowicz	\$333.85	O
33365	C	12/27/2017	326 Auto Value	\$13.39	O
33366	C	12/27/2017	9 Bernick's Pepsi-Cola	\$91.03	O
33367	C	12/27/2017	18 C & L Distributing, Inc	\$6,606.00	O
33368	C	12/27/2017	823 CentraCare Health Systems	\$379.75	O
33369	C	12/27/2017	873 CenturyLink	\$63.88	O
33370	C	12/27/2017	48 D & D Beverage	\$53.70	O
33372	C	12/27/2017	70 Frito-Lay, Inc	\$79.33	O
33373	C	12/27/2017	316 GERAD'S OIL CO., INC	\$451.61	O
33374	C	12/27/2017	787 Granite City Jobbing Co	\$497.70	O
33375	C	12/27/2017	90 Harry's Frozen Foods	\$140.00	O
33376	C	12/27/2017	481 Heggies Pizza	\$304.10	O
33377	C	12/27/2017	948 Henry's Foods, Inc	\$749.49	O
33378	C	12/27/2017	119 Johnson Brothers Liquor C	\$1,752.38	O
33379	C	12/27/2017	524 Knife River	\$2,550.00	O
33380	C	12/27/2017	911 MN PEIP	\$1,769.23	O
33381	C	12/27/2017	207 Postmaster	\$132.00	O
33382	C	12/27/2017	223 S.E.H.	\$292.50	O
33383	C	12/27/2017	750 St Cloud Times #1076	\$25.00	O
33384	C	12/27/2017	915 Steve Horvath	\$75.00	O
33385	C	12/27/2017	263 Tom's Refuse	\$6,105.58	O
33386	C	12/27/2017	804 Toshiba Financial Services	\$99.12	O
33387	C	12/27/2017	281 Viking Coca Cola Bottling	\$567.40	O
33388	C	12/27/2017	360 XCEL ENERGY 51-5655037-5	\$1,593.70	O
33389	C	12/27/2017	359 XCEL ENERGY 51-5655038-6	\$1,611.36	O
33390	C	12/27/2017	361 XCEL ENERGY 51-5655039-7	\$870.74	O
33391	C	12/27/2017	383 XCEL ENERGY 51-5655041-1	\$705.96	O
			Cleared	\$52,209.50	
			Outstanding	\$47,185.78	
			Void	\$0.00	