

Holdingsford City Council Meeting Minutes July 10, 2017

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, Bob Sanchez, Alan Walz, Keith Hommerding, Steve Horvath, Sandra Meer, Dorine Rausch, Andrew Pratt, Ryan Schmidt, Tim Berscheid, Elizabeth Bethke, Carlena Johnson, Kristin Klemmer, Courtney Lange, Lloyd Rausch, Gordy Sjaaheim, Tony Stalberger and Rich Zima.

Alan Walz made a motion to approve the consent agenda to include June 12, 2017 council meeting minutes, finance reports, and submitted claims. Mike Odden seconded the motion. AIF

Guests

Ryan Schmidt from Schlenner Wenner presented the 2016 audit to the council. There has been an increase in the General Revenue Funds over the past three years. Overall, in the Enterprise Funds, operating expenses exceeded operating revenues. A decrease in net position was realized in the Sewer Fund with depreciation. In the Liquor Fund, gross profit is just below expenses; rental/lottery income is keeping the fund above net position. Findings, which were similar to prior years, were noted concerning internal controls and legal compliance: the lack of segregation of duties with regards to financial statements preparation and adjustments is mainly due to the size of the office and number of personnel; the Liquor Store is cashing checks for customers and employees; and payments from petty cash should be approved by City Council. The auditor's management letter recommended implementing a Point of Sale (POS) system at the Liquor Store, lowering the petty cash fund balance at the Liquor Store, and modifying the utility fee structure to make the Sewer Fund self-sufficient to eliminate continued operating losses.

Andrew Pratt, an attorney with Eckberg Lammers, P.C., introduced himself and the company's legal services. The city has retained Eckberg Lammers as legal counsel since April 2017.

Department Reports

Liquor Store report was not available.

Fire Department report was given by Chief Keith Hommerding. The department has responded to 75 calls: five were fires, 57 medical, eight cancelled in route, three hazardous condition, and two severe weather: seven in Krain Township, 28 in Holding Township, 28 in the City, ten in Brockway Township, one in Avon Township and one at Two Rivers.

Three service doors in the Fire Hall have been replaced as well as two on the City Center.

A grant for just over \$100,000 was approved by FEMA. The Fire Department will start to get bids for air packs and equipment.

Keith Hommerding noted that the minutes from the June meeting stated that the parking lot was damaged during training. The damage was first *noticed* during the training exercise.

City Emergency Manager Dorine Rausch had nothing new to report.

Maintenance Report was given by Maintenance Specialist Steve Horvath. Impellers on the Lift Station pump #2 were loose, most likely from "flushable" wipes that have repeatedly been clogging the Lift Station after being flushed down toilets. The pump is being repaired. One of the blowers in the Wastewater Treatment Plant (WWTP) had blown bearings. Both blowers are about seven years old and have approximately 27,000 hours. The estimate to fix the bearings and blower was about \$2,300 or a new blower costs \$5,000. The council agreed that the blower should be repaired. A hydraulic line on the bobcat burst and will be repaired. The water tower reconditioning project started today. The pressure relief valve was not set correctly and Preferred Controls is working to get that adjusted so the tower can be drained. The rental generator was picked up and an adapter will be obtained to power the generator. Last month 1,716,000 gallons of water were pumped and 1,788,000 gallons of wastewater were treated.

Unfinished Business

Tim Berscheid presented a quit claim deed for the pond which is Outlot B in the Ridgeview subdivision. Mike Odden made a motion to approve the transfer of property from the City of Holdingsford back to Berscheid Properties. Bob Sanchez seconded the motion. AIF

After review and discussion, water and sewer rates will increase over the next two years to help cover increasing expenses in the water and sewer funds. The average user will see an increase of about \$7 per month this year and an additional \$7 per month next year. Water base rates will go from \$19/month to \$12/month; sewer base rates will change from \$19/month to \$15/month. The base rate will be calculated on 1,250 gallons of water used per month instead of 2,500 gallons. Usage over 1,250 gallons per month will change from .005/gallon to .007 for water and .0085 for sewer. For non-profit entities, the base rates will remain the same but gallons used over 1,250/month will change from .009/gallon to .010/gallon. Eric Berscheid made a motion to increase the water and sewer rates as specified beginning on the September 2017 utility bill. Alan Walz seconded the motion. AIF

There was discussion on the recent repairs done to the skate board ramp at Veteran's Park. New skatelite panels were purchased to help repair the surface, after the old sheets of skatelite were reused and pieced together. The council expressed concern about the

workmanship done by Ezra Jacobson and other volunteers and would like to see it fixed correctly to minimize safety issues. Parks liaison, Mike Odden will contact Ezra when he is working on the ramp this weekend.

Nuisance properties; There were reports of more junk being brought onto properties already cited for junk vehicles and storage. The property owners will be contacted again. Brush and trees are being cleaned up at a vacant property on Washington Street but the house is in disrepair and needs to be addressed due to safety concerns.

Amending the city ordinance to allow chickens was discussed. A few council members have gotten negative feedback regarding keeping chickens. Residents in favor of changing the ordinance and those opposed voiced their concerns. The council asked for more specifics from the residents who want to keep chickens and noted that they need approval from all surrounding neighbors. The issue will be brought to the August council meeting.

New Business

The alley running in an L, east from 3rd Street and south to Cedar Street is being examined since the property lines are in question and a portion of the alley may have been vacated by the city. The city is working to obtain the deed from the land owner and identifying utilities and any easements.

Alan Walz made motion to approve Resolution 17-07-10-1: Encouraging the people of the City of Holdingford to attend the grand Opening of the Minnesota State Capital on August 11, 12 and 13, 2017. Bob Sanchez seconded the motion. The Grand Opening celebration will commemorate the four year restoration project that was completed this spring. Marstein, Sanchez and Walz voted in favor. Berscheid and Odden opposed citing no purpose for this type of resolution. Motion passed.

Admin Reports

Mayors/Council Discussion notes:

- The City sidewalk sections need to be leveled at Waletzko's and the Mayor will set another meeting with Greg Waleztko.
- Quotes for a new bathroom shower house at the campground are still being pursued.
- Historical Museum was busy during Holdingford Daze and council members heard positive feedback on fireworks and parade.
- Mayor will send a letter to residents outlining some current issues that the city is asking for residents help with especially concerning disposing wipes, brush dumpster and dog control.
- The city will not be responsible for restitution or property damage that is not directly caused by city equipment and/or staff.

Clerks Report: Sandra Meer noted World War II Soldier Elmer Kerestes will be laid to rest on July 29th at the Highland Cemetery. Details will be discussed at a meeting this week and will be available through local media sources.

The State Demographers annual report estimated the population of Holdingford increased from 713 residents in 2016 to 718 in 2017.

Announcements

Residents who are delinquent on their utility payments are: Dave Hagemann, Hyatt House, Melissa Pflueger, Jenny Gunderson, and Bill Fellegly.

Next Council Meeting: Monday, August 14, 2017 at 7:00pm, work session at 6:00pm for personnel manual and 2018 budgets.

Alan Walz made a motion to adjourn the meeting. Bob Sanchez seconded the motion. Meeting adjourned at 9:00p.m.

Respectfully submitted,
Sandra Meer
City Clerk, Holdingford

JUNE 2017	
Department	Gross Pay
General	\$ 5,970.94
Public Works	\$ 6,780.52
Fire	\$
Liquor	\$ 6,417.69
Total	\$19,169.15
2 pay periods ending	
6/9, 6/23	

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

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

Check	Type	Date	Vendor Name	Amount	Status
32873	C	6/12/2017	704 AFSCME Council 65	\$98.50	C
32874	C	6/12/2017	328 AllSpec Services, LLC	\$163.80	C
32875	C	6/12/2017	326 Auto Value	\$176.78	C
32876	C	6/12/2017	8 Becker Septic Pumping	\$160.00	C
32877	C	6/12/2017	9 Bernick's Pepsi-Cola	\$813.70	C
32878	C	6/12/2017	18 C & L Distributing, Inc	\$3,793.45	C
32879	C	6/12/2017	24 Central-McGowan, Inc	\$54.66	C
32880	C	6/12/2017	836 Charles Roth	\$500.00	C
32881	C	6/12/2017	48 D & D Beverage	\$518.00	C
32882	C	6/12/2017	370 Dorine Rausch	\$62.94	C
32883	C	6/12/2017	52 E. A. Sween Company	\$119.82	C
32884	C	6/12/2017	926 Eckberg Lammers, P.C.	\$1,487.00	C
32885	C	6/12/2017	70 Frito-Lay, Inc	\$96.34	C
32886	C	6/12/2017	787 Granite City Jobbing Co	\$815.35	C
32888	C	6/12/2017	90 Harry's Frozen Foods	\$106.50	C
32889	C	6/12/2017	92 Headley Hardware	\$595.22	C
32890	C	6/12/2017	481 Heggies Pizza	\$275.90	C
32891	C	6/12/2017	97 Henry's Waterworks, Inc	\$290.00	C
32892	C	6/12/2017	614 Holdingford Gas and Grocery	\$312.87	C
32893	C	6/12/2017	928 Innovative Concrete Raising	\$125.00	C
32894	C	6/12/2017	691 Allstream	\$205.75	C
32895	C	6/12/2017	119 Johnson Brothers Liquor C	\$1,728.21	C
32896	C	6/12/2017	730 Midcontinent Business Solutions	\$231.76	C
32897	C	6/12/2017	905 Midwest Machinery Co	\$3,660.00	C
32898	C	6/12/2017	905 Midwest Machinery Co	\$136.11	C
32899	C	6/12/2017	185 Motorola, Inc	\$855.00	C
32900	C	6/12/2017	906 Pete's Portables	\$69.69	C
32901	C	6/12/2017	205 Phillips Wine & Spirits	\$967.55	C
32902	C	6/12/2017	476 Preferred Controls Corp	\$3,004.82	C
32903	C	6/12/2017	821 RDJ Specialties, Inc	\$372.99	C
32904	C	6/12/2017	914 Ryan Winter	\$500.00	C
32905	C	6/12/2017	685 Star Publications, LLC	\$302.96	C
32906	C	6/12/2017	266 Traut Wells	\$215.00	C
32907	C	6/12/2017	728 Tri-State Pump & Control, Inc.	\$3,784.74	C
32908	C	6/12/2017	271 UC Lab	\$1,741.00	C
32909	C	6/12/2017	339 Verizon Wireless	\$89.50	C
32910	C	6/12/2017	360 XCEL ENERGY 51-5655037-5	\$770.94	C
32911	C	6/12/2017	358 XCEL ENERGY 51-5655040-0	\$2,602.21	C
32912	C	6/12/2017	519 XCEL ENERGY 51-8242904-3	\$11.78	C
32923	C	6/26/2017	550 Everything Signs	\$395.44	C
32930	C	6/26/2017	98 Herman Ebnet	\$125.00	C
32937	C	6/26/2017	915 Steve Horvath	\$75.00	C
32942	C	6/26/2017	281 Viking Coca Cola Bottling	\$585.28	C
32943	C	6/26/2017	359 XCEL ENERGY 51-5655038-6	\$1,328.48	C
32944	C	6/26/2017	361 XCEL ENERGY 51-5655039-7	\$709.04	C
32945	C	6/26/2017	383 XCEL ENERGY 51-5655041-1	\$795.17	C
32913	H	6/14/2017	478 Stearns County Recorder	\$46.00	C
32887	C	6/12/2017	84 Granite City Refrigeration	\$415.42	O
32914	C	6/26/2017	517 Alex Air Apparatus, Inc	\$575.00	O
32915	C	6/26/2017	824 American Solutions for Business	\$146.23	O
32916	C	6/26/2017	6 AmeriPride Linen	\$166.63	O
32917	C	6/26/2017	856 Andy Bartkowicz	\$75.00	O
32918	C	6/26/2017	432 Appliance Repair Center, Inc.	\$1,438.00	O
32919	C	6/26/2017	9 Bernick's Pepsi-Cola	\$1,430.25	O
32920	C	6/26/2017	18 C & L Distributing, Inc	\$6,815.00	O
32921	C	6/26/2017	873 CenturyLink	\$63.47	O
32922	C	6/26/2017	655 David Yurczyk	\$115.72	O
32924	C	6/26/2017	707 F.I.R.E	\$650.00	O
32925	C	6/26/2017	70 Frito-Lay, Inc	\$50.15	O
32926	C	6/26/2017	76 General Rental Center of Albany	\$110.00	O
32927	C	6/26/2017	787 Granite City Jobbing Co	\$780.54	O
32928	C	6/26/2017	90 Harry's Frozen Foods	\$69.00	O
32929	C	6/26/2017	91 Hawkins, Inc	\$3,611.60	O
32931	C	6/26/2017	929 Loren's Tree & Lawn Service	\$800.00	O
32933	C	6/26/2017	911 MN PEIP	\$1,764.56	O
32934	C	6/26/2017	476 Preferred Controls Corp	\$3,500.00	O
32935	C	6/26/2017	223 S.E.H.	\$220.00	O
32936	C	6/26/2017	750 St Cloud Times #1076	\$18.38	O
32938	C	6/26/2017	263 Tom's Refuse	\$6,143.58	O
32939	C	6/26/2017	804 Toshiba Financial Services	\$99.12	O

Check	Type	Date	Vendor	Name	Amount	Status
32940	C	6/26/2017	930	Trystar, Inc.	\$806.18	O
32941	C	6/26/2017	276	United Systems Technology	\$2.90	O
32946	H	6/28/2017	931	Ebner Insurance	\$264.00	O
32932	C	6/26/2017	452	MCFOA Region 3	\$40.00	V
					Cleared	\$35,875.25
					Outstanding	\$30,130.73
					Void	\$40.00