

## Holdingsford City Council Meeting Minutes June 12, 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, Sandra Meer, Lisa Silbernick, Keith Hommerding, Steve Horvath, Pat Meier, Dorine Rausch, Scott Lange, Tim Berscheid, Elizabeth Bethke, Karen Bieniek, Nancy Bieniek, Melvin Breth, Jeremy Freudenrich, Carlena Johnson, Gary Klemmer, Katrina Kolles, Courtney Lange, Logan Oellien, Gary and Jordy Opatz, Lloyd Rausch, Joe Scepaniak, Gordy Sjaaheim, Louie Walz, and Rich Zima.

After review of claims and budget amounts, Alan Walz made a motion to approve the consent agenda to include May 8, 2017 Council meeting minutes, finance reports, and submitted claims. Mike Odden seconded the motion. AIF

### Department Reports

Liquor Store report was given by Manager Pat Meier. May gross revenue = \$32,768.02. Expenses = \$33,543.16. Year to date lottery proceeds = \$931.68. Year to date balance = \$1,898.78. Charlie Roth is performing this weekend. The back door is scheduled to be replaced in the next two weeks. New bar stools will be ordered and the oven should be fixed this week.

Fire Department report was given by Chief Keith Hommerding. The department has responded to 67 calls: five were fires, 51 medical, six cancelled in route, three hazardous condition, and two severe weather: six in Krain Township, 27 in Holding Township, 25 in the City, eight in Brockway Township and one in Avon Township.

Gambling proceeds have been increasing.

Training this month is on chimney fires and reimbursement money is available for the training. Helping Hands and the Fire Department will be coordinating training on dealing with individuals with Alzheimer's disease.

Five service doors will be painted and installed on the fire hall and city center.

FEMA grant monies have not been approved yet.

Emergency Managers report from Dorine Rausch. Lisa Silbernick and Dorine both completed webinar Storm Shelter Training. Dorine presented a Resolution for the city to adopt the Stearns County All-Hazard Mitigation Plan.

Maintenance Report was given by Maintenance Specialist Steve Horvath. Finished crack filling except where cracking is extensive at North High Court and in front of St Hedwig's. The clarifier at the Waste Water Treatment Plant (WWTP) was pumped due to blockage caused by pieces of debris and garbage. The SCADA system and antenna for the well house will be installed this coming week by Preferred Controls and will be functional before the water tower project begins. Hydrants will be flushed the last week in June in preparation for the water tower project.

Well #2 is back on line and the pump is running. The new broom for the John Deere was picked up. The windings burnt out on the pump at the Wobegon Trial lift station. The pump was replaced and a meter counter was installed. Personal hygiene wipes are still being flushed through the system and clogging the Lift Station pumps, which have to be pulled, sometimes twice per week.

Bob Pueringer was hired and started mowing city parks and other areas. Lead and copper testing will be done this week with the help of ten residents who have been notified to provide a water sample which will be sent to the Minnesota Department of Health.

In May; 1,646,900 gallons of well water were pumped and 2,602,000 gallons of wastewater were treated.

### Guests:

City Engineer, Scott Lange submitted notice to proceed for the water tower project which is scheduled to start on July 5<sup>th</sup>. The contractor had some spring weather delays. The contractor has 49 days to complete the project, which should be done before school starts. A change order for the paint on the water tower was discussed. There is no cost for the change and Sherwin Williams will be supplying paint that is being used to help eliminate condensation. Eric Berscheid made motion to approve the change order for the coating system schedule. Bob Sanchez seconded the motion. AIF

Courtney Lange proposed that the City ordinance be amended to allow for chickens in the City limits. She suggested allowing six laying hens, no roosters, cages should be five feet off property lines, all feed bins must be covered and no butchering would be allowed. Several residents in favor of keeping chickens in the city reasoned that their kids would benefit from the experience, fresh eggs are healthier especially for allergies, chickens are good for pest control and there are movable cages so chickens can be moved around the yard. In neighboring city, a netted area or clipped wings is required. A resident who spoke against keeping chickens noted the costs involved for feed and fencing, keeping yards clean, manure odors, birds that get loose which brings in scavengers especially cats. He felt farm animals don't belong in confined areas and don't belong in the city. It was suggested that permit should be obtained and have annual inspections so permits could be pulled if birds are not in compliance. More information will be collected from other cities that allow chickens.

Tim Berscheid requested that the council extend building incentives for the next few years for new home construction by waiving water & sewer hookup fees and giving rebates on taxes. Currently, there are five open lots in Ridgeview and potential for five more lots on Park Street and 10-15 on South Main Street, but some may sell as double lots. Berscheid is trying to give incentives to new

home buyers and keep selling lots. Following discussion, Eric Berscheid made motion to extend the city program as in the past, to waive water and sewer hook-up charges and offer tax rebates for new home construction. Bob Sanchez seconded the motion. Berscheid, Marstein, Sanchez and Walz voted in favor. Odden opposed.

Berscheid also asked about ownership of the storm water pond that was transferred to the city in December 2014. Storm water ponds have a limited life and if the city wasn't going to maintain it, then it may be more beneficial to have a neighborhood association take over care of the pond. An agreement proposal will be brought to the next council meeting.

Logan Oellien, the high school wrestling coach is coordinating the Holdingford Daze Softball Tournament and is working with parent volunteers from the youth wrestling program to sell concessions and beer. Beer will be ordered through HMLS and additional insurance will be required. Alan Walz made a motion to approve the 3-day temporary liquor license for the Holdingford Daze Softball Tournament. Bob Sanchez seconded the motion. AIF

#### Unfinished Business

Concerns were addressed regarding the Developers Agreement between Opatz Metals and the city. In agreement with Scepaniak, Opatz and Lange, the map would be revised to more easily distinguish the flood plain line and make sure wetland is below the flood plain. By extending the storm sewer pipe 20 feet, the flood plain line would be straightened and the old building foundation would be removed from the flood plain and would clear the wetland. Eric Berscheid made a motion to adopt the Developers Agreement with the addition of the updated flood plain map to reflect changes to the flood plain line. Bob Sanchez seconded the motion. Berscheid, Marstein, Sanchez and Walz voted in favor. Odden opposed.

Residential water and sewer rates continue to be discussed and this summers' sewer rates will be adjusted on the next billing cycle as in the past. Commercial water sewer rates will be discussed at the July work session.

Steve Horvath reported on progress to repair the skate ramp. Two sheets of Skate-lite material are needed to complete the ramp but is only carried in Duluth and has been back ordered until the end of June. Other options will be checked into.

Nuisance properties; Louie Walz asked about specific nuisances regarding his properties and the council noted that extra trailers should be licensed and out buildings that are for sale should be moved as soon as possible. Follow up will be done with Ed Ehrlichmann and the trailer court. Several residences were identified and will be contacted to cut grass and trim bushes and hedges.

Wm. D Scepaniak submitted a quote for landscaping property in back of the Liquor Store between the alley and the Wobegon Trail for \$8,591. Scepaniak's would excavate and lay about 6 inches of Class 2 gravel. There was discussion on repaving the alley from Corner Pizza to Opatz Metals. No action was taken on the quote since repaving the alley should be done before landscaping the area. The subgrade for the alley may need to be upgraded before paving. Quotes will be sought from Tri-City and Knife River for the alley, mill road, the Pedestrian road, North High Court, city hall parking lot and the south side of HMLS.

#### New Business

The liquor license applications from Rudolph's Redneck Roost and American Legion were submitted. There was discussion on county compliance checks and when violations should be reported. Alan Walz made a motion to approve the renewal for on-sale and Sunday liquor licenses for the American Legion and Rudolph's Redneck Roost. Eric Berscheid seconded the motion. AIF

Damage to a storm drain located in St Mary's parking lot was noticed during a fire department training exercise. The drain will be repaired by the city since its part of the city storm sewer. Other cases were discussed including damage to fences and yards caused by snow removal equipment. Follow up with other cities will be done.

A quote for a preventative service maintenance agreement for the generator from Generator Power Systems was reviewed. The council agreed that the expense outweighed the benefit and will have the generator serviced without the service agreement.

Mike Odden made a motion to approve Resolution 17-06-12-1 Adoption of the Stearns County All-Hazard Mitigation Plan. Bob Sanchez seconded the motion. AIF

#### Admin Reports

Mayors/Council Discussion notes:

- The sidewalk leveling at Stearns Bank is completed.
- Mayor Marstein is meeting with Waletzko's regarding the slope of the sidewalk/driveway that doesn't meet ADA standards.
- Quotes are being obtained for the bathroom shower house at the campground.
- Safe routes to school grant was approved! The grant is an exploratory grant and an implementation grant can be applied for.
- Holdingford Daze: road closure signs, garbage, portables and weekend cleanup will be taken care of by the Chamber. Tom's Refuse will be asked to provide a dumpster at the ball park. Stearns County has been contacted for officer coverage.

Clerks Report: Sandra Meer reported that the Fixit bike station was donated and installed at the Wobegon Trailhead Shelter.

Auditors will be in the office for the workers comp and city audits. Brian Zapzalka has agreed to contract for services for the Wastewater certification. A job description has been sent to the St Cloud Technical College for the temporary maintenance position that needs to be filled when Andy Bartkowicz is on military leave. The Asset Management Report was completed by Minnesota Rural Water representatives and will be a useful tool for the City. The clerks are hosting a Region 3 clerks meeting on Thursday, June 29<sup>th</sup> at the city hall.

Announcements

Residents who are delinquent on their utility payments are: Dave Hagemann, Hyatt House, Mara Glader, Jesse & Carlena Johnson, James Urbashich, and Amber Eiyneck.

Next Council Meeting: Monday, July 10, 2017 at 7:00pm, work session at 6:00pm for commercial water/sewer rates and ordinance for chickens.

Mike Odden made a motion to adjourn the meeting. Eric Berscheid seconded the motion. Meeting adjourned at 10:10 p.m.

Respectfully submitted,  
Sandra Meer  
City Clerk, Holdingford

MAY 2017	
Department	Gross Pay
General	\$ 6,302.74
Public Works	\$ 6,174.01
Fire	\$
Liquor	\$ 7,934.58
Total	\$20,411.33
2 pay periods ending	
5/12, 5/26	

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

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

Check #	Type	Date	Vendor Name	Amount	Status
32787	C	5/8/2017	704 AFSCME Council 65	\$100.60	C
32788	C	5/8/2017	496 Albany Chrysler Center	\$96.29	C
32789	C	5/8/2017	328 AllSpec Services, LLC	\$432.30	C
32790	C	5/8/2017	6 AmeriPride Linen	\$69.04	C
32791	C	5/8/2017	326 Auto Value	\$50.99	C
32792	C	5/8/2017	924 Belgrade Co-op Association	\$206.83	C
32793	C	5/8/2017	9 Bernick's Pepsi-Cola	\$391.90	C
32794	C	5/8/2017	825 Bound Tree Medical, LLC	\$1,374.75	C
32795	C	5/8/2017	18 C & L Distributing, Inc	\$2,578.00	C
32796	C	5/8/2017	24 Central-McGowan, Inc	\$45.67	C
32798	C	5/8/2017	814 Cruise Control	\$300.00	C
32799	C	5/8/2017	48 D & D Beverage	\$33.80	C
32800	C	5/8/2017	370 Dorine Rausch	\$35.64	C
32801	C	5/8/2017	565 Duane Young	\$65.00	C
32802	C	5/8/2017	926 Eckberg Lammers, P.C.	\$182.00	C
32803	C	5/8/2017	53 Ecolab	\$80.15	C
32804	C	5/8/2017	80 Gopher State One-Call, Inc	\$12.15	C
32805	C	5/8/2017	787 Granite City Jobbing Co	\$857.64	C
32806	C	5/8/2017	81 Granite Electronics, Inc	\$80.00	C
32807	C	5/8/2017	340 HACH COMPANY	\$825.58	C
32808	C	5/8/2017	91 Hawkins, Inc	\$160.00	C
32809	C	5/8/2017	100 Holdingford Booster Club	\$200.00	C
32810	C	5/8/2017	104 Holdingford Community Ed	\$3,000.00	C
32812	C	5/8/2017	691 Integra Telecom	\$204.76	C
32813	C	5/8/2017	119 Johnson Brothers Liquor C	\$1,278.18	C
32815	C	5/8/2017	553 Melvin Breth	\$54.00	C
32816	C	5/8/2017	905 Midwest Machinery Co	\$97.53	C
32817	C	5/8/2017	216 Reichert, Wenner, Koch	\$75.00	C
32818	C	5/8/2017	502 Ruth Odden	\$120.23	C
32819	C	5/8/2017	914 Ryan Winter	\$500.00	C
32820	C	5/8/2017	223 S.E.H.	\$1,136.63	C

Check	Type	Date	Vendor Name	Amount	Status
32821	C	5/8/2017	685 Star Publications, LLC	\$342.05	C
32822	C	5/8/2017	478 Stearns County Recorder	\$46.00	C
32823	C	5/8/2017	242 Stearns Cty Auditor-Treas	\$2,000.00	C
32824	C	5/8/2017	245 Stearns Cty Public Health	\$245.00	C
32825	C	5/8/2017	267 Tri-County Septic Service	\$1,210.00	C
32826	C	5/8/2017	271 UC Lab	\$899.50	C
32827	C	5/8/2017	281 Viking Coca Cola Bottling	\$2,252.75	C
32828	C	5/8/2017	360 XCEL ENERGY 51-5655037-5	\$929.92	C
32829	C	5/8/2017	359 XCEL ENERGY 51-5655038-6	\$1,396.42	C
32830	C	5/8/2017	358 XCEL ENERGY 51-5655040-0	\$2,606.89	C
32831	C	5/8/2017	383 XCEL ENERGY 51-5655041-1	\$633.50	C
32832	C	5/8/2017	519 XCEL ENERGY 51-8242904-3	\$29.82	C
32833	C	5/8/2017	291 Yes Co. Inc.	\$110.00	C
32834	C	5/25/2017	6 AmeriPride Linen	\$133.20	C
32838	C	5/25/2017	24 Central-McGowan, Inc	\$36.44	C
32839	C	5/25/2017	873 CenturyLink	\$63.47	C
32843	C	5/25/2017	550 Everything Signs	\$356.00	C
32845	C	5/25/2017	787 Granite City Jobbing Co	\$1,422.68	C
32850	C	5/25/2017	614 Holdingford Gas and Grocery	\$444.05	C
32851	C	5/25/2017	899 Illinois Casualty	\$2,937.00	C
32852	C	5/25/2017	118 Jim's Snowmobile & Marine	\$491.47	C
32855	C	5/25/2017	730 Midcontinent Business Solutions	\$224.77	C
32858	C	5/25/2017	207 Postmaster	\$102.00	C
32859	C	5/25/2017	223 S.E.H.	\$692.50	C
32862	C	5/25/2017	454 Sue Marstein	\$42.66	C
32866	C	5/25/2017	276 United Systems Technology	\$2.80	C
32867	C	5/25/2017	339 Verizon Wireless	\$89.50	C
32868	C	5/25/2017	281 Viking Coca Cola Bottling	\$1,632.90	C
32869	C	5/25/2017	359 XCEL ENERGY 51-5655038-6	\$373.65	C
32870	C	5/25/2017	361 XCEL ENERGY 51-5655039-7	\$1,043.61	C
32871	C	5/25/2017	383 XCEL ENERGY 51-5655041-1	\$704.75	C
32872	C	5/25/2017	519 XCEL ENERGY 51-8242904-3	\$17.67	C
32797	C	5/8/2017	925 Chris Swenson	\$1,994.83	O
32814	C	5/8/2017	613 Lois Schmit	\$490.79	O
32835	C	5/25/2017	9 Bernick's Pepsi-Cola	\$1,152.25	O
32836	C	5/25/2017	486 Brainerd Fire Dept	\$350.00	O
32837	C	5/25/2017	18 C & L Distributing, Inc	\$4,868.25	O
32840	C	5/25/2017	869 Customized Fire Rescue Training, Inc	\$1,950.00	O
32841	C	5/25/2017	927 Dave Gerads Construction Co, Inc	\$424.00	O
32842	C	5/25/2017	370 Dorine Rausch	\$38.88	O
32844	C	5/25/2017	741 Fiedler's Specialists	\$3,102.00	O
32846	C	5/25/2017	90 Harry's Frozen Foods	\$171.50	O
32847	C	5/25/2017	92 Headley Hardware	\$193.38	O
32848	C	5/25/2017	481 Heggies Pizza	\$342.00	O
32849	C	5/25/2017	841 Holdingford CC Fireworks Account	\$500.00	O
32853	C	5/25/2017	187 Linda Rappe	\$80.00	O
32854	C	5/25/2017	651 MDH Environmental Hlth Div	\$70.00	O
32856	C	5/25/2017	181 MN Assoc of Small Cities	\$439.05	O
32857	C	5/25/2017	911 MN PEIP	\$1,764.56	O
32860	C	5/25/2017	750 St Cloud Times #1076	\$45.00	O
32861	C	5/25/2017	242 Stearns Cty Auditor-Treas	\$4,812.00	O
32863	C	5/25/2017	263 Tom's Refuse	\$8,000.83	O
32864	C	5/25/2017	804 Toshiba Financial Services	\$120.72	O
32865	C	5/25/2017	266 Traut Wells	\$9,568.00	O
32811	C	5/8/2017	614 Holdingford Gas and Grocery	\$757.22	V
				<b>Cleared</b>	<b>\$38,157.63</b>
				<b>Outstanding</b>	<b>\$40,478.04</b>
				<b>Void</b>	<b>\$757.22</b>