

## Holdingsford City Council Meeting Minutes June 11, 2018

Mayor Sue Marstein called the Holdingsford City Council meeting to order at 7:05 p.m. The pledge of allegiance was recited. Prior to the meeting, members of the Holdingsford Fire Department gave a demonstration on the new LUCAS-CPR machine with Resusci Annie and the new air packs. The CPR machine was purchased with donations and funds from the annual breakfast fundraiser. The Resusci Annie was donated. Fifteen new air packs were funded through a FEMA grant.

Present: Susan Marstein, Eric Berscheid, Mike Odden, Bob Sanchez, Alan Walz, Sandra Meer, Steve Horvath, Keith Hommerding, Pat Meier, Dorine Rausch, Robb Berscheid, Melvin Breth, Bruce Gerads, Marty O'Hara, Aaron Rudolph, Gordy Sjaaheim, Tony Stalberger, and Liz Vos. Ernie Schmit arrived at 8:50p.m.

Alan Walz made a motion to approve the consent agenda to include minutes of the May 14<sup>th</sup> Council Meeting, finance reports, and submitted claims, with two changes to the agenda under Guests; City Engineer, Scott Lange was removed and Robb Berscheid was added. Bob Sanchez seconded the motion. AIF

### Department Reports

Liquor Store report was given by manager Patrick Meier. May gross revenue = \$32,190.60. Expenses = \$36,053.67. Year to date lottery proceeds = \$739.66. Year to date adjusted balance = (\$6,600.95). Business has been down due to summer activities. The council requested a biannual inventory to be done at the end of June. The roof was leaking during the recent storms and will be looked at. A second bid to reroof the building will be requested from Horizon Roofing. There was discussion about selling old bar stools that are currently stored in the salt shed and are getting weathered. A sign will be put up at the bar to sell stools for \$5 each, first come, first served.

Fire Department report was given by Chief Keith Hommerding. There have been 90 calls so far this year, including 46 in Holdingsford, 23 in Holding Township, 13 in Brockway Township, six in Krain Township, one in Avon Township, and one mutual aid response to the City of St. Stephen. Of the 90 calls, 66 were medical, seven fires, six false alarms, five hazardous materials, three good intent, 2 weather related and one service call. The gambling fund is doing well.

The LUCAS-CPR machine was paid for with donations. The air packs were paid for both with FEMA funds and donations.

Summer training sessions will include air pack and LUCAS machine training. The department is working to secure a house burn training for this fall.

Dorine Rausch reported that the next quarterly Emergency Managers meeting is in July. Emergency sirens have been working well.

Maintenance Report was given by Maintenance Specialist Steve Horvath. The Wastewater Treatment Plant (WWTP) was pumped and 74,100 gallons of bio-solids were land applied. The Variable Frequency Drive was replaced with a new unit for Well #3. Preferred Controls will finish programming and install the new air conditioning unit at the well house. A leak in the stem of the water tower, near the base of the bowl was detected last week. The area was not inspected when it was refurbished. The Water tower needs to be taken out of service during the repair. A temporary patch was put on to contain the leak. Two options were discussed to have repair done by Color Dynamics: Option #1- Patch the hole; to include a preliminary inspection (televised), patch and recoat and final inspection for \$5,500 or Option #2- Replace the stand pipe; to include replacing, installing, and recoating the stand pipe and up to three inspections for \$7,350. Eric Berscheid made a motion to have Color Dynamics replace, install and recoat the stand pipe for \$4,200. Bob Sanchez seconded the motion. Discussion on the motion indicated that final inspection should be mandatory but not necessary to have two other inspections. Berscheid amended the motion to add final inspection from SEH for the stand pipe repair for approximately \$1,050. Bob Sanchez seconded the amendment to the motion. AIF

The fire department will be notified when the system goes into closed loop during repairs.

In May, Nelson Sanitation televised the storm drain at Spring and Main Streets that goes under Opatz Metals yard, but had to abort due to ice in the pipe and possible damage to their equipment. There was discussion on checking and televising the storm drain again to see if it was compromised. The council consented to have Nelson Sanitation televise the storm drain to eliminate speculation if the pipe was damaged from the freeze and traffic over the past year. Opatz Metals also has a storm drain located about five feet north of the city outlet and they will be notified about the scoping. The back yard property line will be checked to make sure the storage boxes have not moved.

Several pot holes were fixed and the department is aware of a sink hole on 3<sup>rd</sup> Street developing along the curb line at the site of a past water main break. The pickup heads were replaced on the Street Sweeper and other minor adjustments were made. The quote for basket system to collect wipes at the Main Lift Station was reviewed along with another basket option made of stainless steel with a hand crank winch instead of rail system. A quote will be requested from Tri-State Pump for the basket with winch option. New impellers are chopping up the wipes better but the maintenance crew is still cleaning out the impellers twice a month.

The Maintenance Department is limited with one vehicle and a quote from Jim's Snowmobile and Marine for a Ranger 500 with street tires, windshield and a roof for \$8,500 was discussed. Following discussion, there was consensus that a small vehicle would be more practical instead of a utility vehicle and members will start searching for small pickup.

Flows at plant have stabilized but we are still treating more water than we are producing.

1,539,800 gallons of well water were pumped. 3,105,000 gallons of wastewater was treated.

### Guests

Mike Odden moved to approve Resolution 18-06-11-2: Temporary Off Premise 3.2 Malt Liquor Sales to allow Rudolph's Redneck Roost to sell 3.2 beer at the Tractor Pull on July 14, 2018. Eric Berscheid seconded the motion. AIF

Eric Berscheid made a motion approve a Temporary 3.2 Malt Liquor license for Logan Oellien and the Holdingford Wrestling program for the Softball Tournament held July 13-15<sup>th</sup> providing special event insurance coverage is reimbursed to the city. Bob Sanchez seconded the motion. AIF

Tim Berscheid submitted an application for a property lot split at 800 3<sup>rd</sup> Street. The lot is currently one parcel and Tim would like to divide the entire property into two parcels north to south. One parcel would keep an existing house facing 3<sup>rd</sup> Street and a new house would be built on the second parcel facing Prairie Street. A public hearing was set for July 9<sup>th</sup> at 7:00pm.

Robb Berscheid from the Chamber asked about installing a permanent 50 amp outlet box to the outside of City Hall instead of pulling temporary power from City building for the band during Holdingford Daze. The Chamber got a quote from Sunset Electric for \$450 for the box and agreed to pay for it. There would be no cost to the city to install it and it could also help food and other vendors during Holdingford Daze. Alan Walz made motion to approve the installation of the electrical box on City Hall by Sunset Electric with cost to be taken care of by the Chamber of Commerce. Mike Odden seconded the motion. AIF

City attorney, Andy Pratt sent an email update regarding the annexation process. He is working with the Minnesota Office of Administrative Hearings to review the annexation process and our petition to annex city owned property which may need to be amended according to the state statute.

### Unfinished Business

A review of the current Commercial EDU's, which are based on 2017 water usage, was discussed and updates were considered. Mike Odden made a motion to approve EDU update changes for commercial accounts for 2018. Bob Sanchez seconded the motion. AIF  
Several residents have asked about a discount for summer water usage as was done in the past. Discussion will be on next month's agenda.

Ernie Schmit submitted quotes for hand dryers at the bathhouse/shower facility at Veteran's Park. The council agreed that push button dryers would be less expensive and should be ordered. They also discussed and agreed to mount motion lights on three corners of the new building instead of installing can lights under the canopy. Five security cameras with one facing each direction and one underneath the roof would also be mounted. Also, a fan would be vented that turns on/off with the light in each bathroom. The gravel drive up on the south side of the building will need to be maintained. A dump station will be located on north side of the ball park by the bathrooms.

### New Business

Eric Berscheid made a motion to approve the liquor licenses for the Always 5 O'Clock (doing business as) Rudolph's Redneck Roost and Holdingford American Legion Post 211 beginning July 1, 2018 through June 30, 2019. Bob Sanchez seconded the motion. AIF

Alan Walz made a motion to approve Resolution 18-06-11-1: Approving Road Closure for Holdingford Daze events. Bob Sanchez seconded the motion. AIF

During the road construction on County Road 17 by school a few changes will be made to the crossing area. Xcel Energy has agreed to install a new pole and street light to illuminate the cross walk on the north side of the school entrance. A flashing crosswalk sign costs \$6,000-\$40,000. The city and school are looking at collaborating for funding and grants to help with cost and installation. Grants were submitted for a sidewalk along River Street from the Wobegon Trail to 2<sup>nd</sup> Street. A parking lot along the alleyway by the Wobegon Trailhead was discussed to off increase parking area and a through alley.

A preliminary quote from SEH to pave the Pedestrian Road was about \$10,000 for 700 feet at 18 feet wide. An additional quote will also be requested for ¼ mile of River Street by the cemetery and four other identified areas that need patching and/or repaving.

There was discussion on the detour while River Street is under construction and how parking on 4<sup>th</sup> Street is causing some tight passing areas with more traffic detouring around the work area. Mike Odden made motion to approve a No Parking zone on either side of 4<sup>th</sup> Street from the intersection of River Street to city limits for the duration of road construction. Bob Sanchez seconded the motion. Berscheid, Marstein, Odden and Sanchez voted in favor. Walz opposed, noting that signs should be taken down during Holdingford Daze parade.

### Admin Reports

Clerks Report: The auditors will be coming out this week for field work. Jason Murray of David Drown is planning to come to the August meeting to update the TIF agreement. An employee review was done with Office Assistant Shawn Williams.

Mayors/Council Discussion notes:

- Letters have been sent to residents who need to clean up garbage, cluttered yards, and outdoor storage areas.
- Look at possibility of mounting security cameras on three sides of the Museum.
- Follow up with dogs owners that have four dogs.
- HMLS should not offer Friday night Buck beers during Holdingford Daze.
- North ball field bathroom has new paint, new sinks, and toilets, installed by Ripplinger Plumbing.
- Boy Scouts will be painting the skate board ramp at the park.

Announcements

Residents who are delinquent on their utility payments are: Dave Hagemann, Hyatt House, Angie Sobania, Pat Rooney, Roger Jensen, Jenny Gunderson, Wade Birt, Bill Fellegly, and Scott Riedy.

Next Council Meeting: Monday, July 9, 2018 at 7:00pm. City offices will be closed on July 4<sup>th</sup> in observance of Independence Day.

Bob Sanchez motion was made by to adjourn the meeting and seconded by Mike Odden. Meeting adjourned at 10:30p.m.

Respectfully submitted,

Sandra Meer

City Clerk, Holdingford

MAY 2018	
Department	Gross Pay
General	\$ 6,158.56
Public Works	\$ 7,518.52
Fire	\$
Liquor	\$ 6,456.60
<b>Total</b>	<b>\$20,133.68</b>
2 pay periods ending	
5/6, 5/20	

**City of Holdingford - Equal Opportunity Provider  
Accounts Payable Check Register Report - STEARNS BANK  
For The Fiscal Periods Range From 2018-5 To 2018-5**

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

Check #	Type	Date	Vendor	Name	Amount	Status
33684	C	5/10/2018	704	AFSCME Council 65	\$150.60	C
33685	C	5/10/2018	328	AllSpec Services, LLC	\$947.85	C
33686	C	5/10/2018	691	Allstream	\$213.98	C
33687	C	5/10/2018	326	Auto Value	\$75.08	C
33688	C	5/10/2018	8	Becker Septic Pumping	\$150.00	C
33689	C	5/10/2018	9	Bernick's Pepsi-Cola	\$551.20	C
33690	C	5/10/2018	627	Breakthru Beverage Minnesota	\$1,579.75	C
33691	C	5/10/2018	828	Brian Zapzalka	\$650.00	C
33692	C	5/10/2018	18	C & L Distributing, Inc	\$3,965.80	C
33693	C	5/10/2018	817	C Emery Nelson, Inc	\$3,135.00	C
33694	C	5/10/2018	24	Central McGowan, Inc	\$19.20	C
33695	C	5/10/2018	48	D & D Beverage	\$128.00	C
33696	C	5/10/2018	655	David Yurczyk	\$155.03	C
33697	C	5/10/2018	370	Dorine Rausch	\$242.94	C
33698	C	5/10/2018	926	Eckberg Lammers, P.C.	\$210.00	C
33699	C	5/10/2018	946	Emergency Response Solutions	\$107,242.42	C
33700	C	5/10/2018	707	F.I.R.E	\$550.00	C
33701	C	5/10/2018	70	Frito-Lay, Inc	\$61.06	C
33702	C	5/10/2018	316	GERAD'S OIL CO., INC	\$25.00	C
33703	C	5/10/2018	961	Goldstar Products, Inc	\$374.10	C
33704	C	5/10/2018	787	Granite City Jobbing Co	\$218.32	C
33706	C	5/10/2018	91	Hawkins, Inc	\$958.20	C
33707	C	5/10/2018	92	Headley Hardware	\$442.11	C
33709	C	5/10/2018	614	Holdingford Gas and Grocery	\$341.95	C
33710	C	5/10/2018	472	Laurie Fiedler	\$610.11	C
33711	C	5/10/2018	452	Marty Bode, MCFOA Treasurer	\$45.00	C
33712	C	5/10/2018	730	Midcontinent Business Solutions	\$232.69	C
33713	C	5/10/2018	905	Midwest Machinery Co	\$24.34	C
33714	C	5/10/2018	951	Shred Right	\$67.60	C
33715	C	5/10/2018	685	Star Publications, LLC	\$223.75	C
33716	C	5/10/2018	242	Stearns Cty Auditor-Treas	\$2,000.00	C

**City of Holdingford - Equal Opportunity Provider  
Accounts Payable Check Register Report - STEARNS BANK  
For The Fiscal Periods Range From 2018-5 To 2018-5**

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

Check #	Type	Date	Vendor	Name	Amount	Status
33717	C	5/10/2018	267	Tri-County Excavating	\$175.00	C
33718	C	5/10/2018	271	UC Lab	\$940.50	C
33719	C	5/10/2018	276	United Systems Technology	\$12.00	C
33720	C	5/10/2018	903	Upper Lakes Foods, Inc.	\$74.98	C
33721	C	5/10/2018	281	Viking Coca Cola Bottling	\$562.00	C
33722	C	5/10/2018	360	XCEL ENERGY 51-5655037-5	\$1,265.29	C
33723	C	5/10/2018	359	XCEL ENERGY 51-5655038-6	\$1,005.68	C
33724	C	5/10/2018	361	XCEL ENERGY 51-5655039-7	\$978.91	C
33725	C	5/10/2018	358	XCEL ENERGY 51-5655040-0	\$2,704.56	C
33726	C	5/10/2018	519	XCEL ENERGY 51-8242904-3	\$24.58	C
33749	C	5/29/2018	963	Karen Booth	\$52.49	C
33708	C	5/10/2018	100	Holdingford Booster Club	\$200.00	O
33727	C	5/29/2018	517	Alex Air Apparatus, Inc	\$770.00	O
33728	C	5/29/2018	691	Allstream	\$217.45	O
33729	C	5/29/2018	6	AmeriPride Linen	\$157.49	O
33730	C	5/29/2018	326	Auto Value	\$27.07	O
33731	C	5/29/2018	9	Bernick's Pepsi-Cola	\$687.95	O
33732	C	5/29/2018	18	C & L Distributing, Inc	\$6,921.00	O
33733	C	5/29/2018	24	Central McGowan, Inc	\$39.20	O
33734	C	5/29/2018	21	Central MN. Alarms, Inc.	\$105.00	O
33735	C	5/29/2018	873	CenturyLink	\$65.45	O
33736	C	5/29/2018	48	D & D Beverage	\$327.90	O
33737	C	5/29/2018	53	Ecolab	\$82.95	O
33738	C	5/29/2018	542	Environmental Equipment & Services	\$125.36	O
33739	C	5/29/2018	940	Flow Measurement and Control Co	\$401.67	O
33740	C	5/29/2018	70	Frito-Lay, Inc	\$120.64	O
33741	C	5/29/2018	316	GERAD'S OIL CO., INC	\$194.33	O
33742	C	5/29/2018	787	Granite City Jobbing Co	\$537.73	O
33743	C	5/29/2018	90	Harry's Frozen Foods	\$268.50	O
33744	C	5/29/2018	481	Heggies Pizza	\$204.10	O
33745	C	5/29/2018	948	Henry's Foods, Inc	\$955.20	O
33746	C	5/29/2018	868	Just for Kix	\$50.00	O
33747	C	5/29/2018	899	Illinois Casualty	\$3,371.00	O
33748	C	5/29/2018	119	Johnson Brothers Liquor C	\$1,204.04	O
33750	C	5/29/2018	553	Melvin Breth	\$29.43	O
33751	C	5/29/2018	181	MN Assoc of Small Cities	\$439.05	O
33752	C	5/29/2018	170	MN Dept of Health	\$80.00	O
33753	C	5/29/2018	911	MN PEIP	\$514.23	O
33754	C	5/29/2018	431	MPCA	\$390.00	O
33755	C	5/29/2018	431	MPCA	\$55.00	O
33756	C	5/29/2018	718	Nelson's Septic Service	\$3,090.00	O
33757	C	5/29/2018	962	Physio-Control, Inc	\$14,811.43	O
33758	C	5/29/2018	217	Rengel Printing Company	\$212.51	O
33759	C	5/29/2018	671	Ripplinger Plumbing	\$3,000.00	O
33760	C	5/29/2018	502	Ruthe Odden	\$114.09	O
33761	C	5/29/2018	223	S.E.H.	\$87.50	O
33762	C	5/29/2018	750	St Cloud Times #1076	\$25.00	O
33763	C	5/29/2018	242	Stearns Cty Auditor-Treas	\$4,818.25	O
33764	C	5/29/2018	263	Tom's Refuse	\$7,381.98	O
33765	C	5/29/2018	804	Toshiba Financial Services	\$99.12	O
33766	C	5/29/2018	266	Traut Wells	\$357.50	O
33767	C	5/29/2018	728	Tri-State Pump & Control, Inc.	\$1,222.94	O
33768	C	5/29/2018	339	Verizon Wireless	\$97.92	O
33769	C	5/29/2018	281	Viking Coca Cola Bottling	\$970.78	O
33770	C	5/29/2018	360	XCEL ENERGY 51-5655037-5	\$785.54	O
33771	C	5/29/2018	359	XCEL ENERGY 51-5655038-6	\$360.36	O
33772	C	5/29/2018	383	XCEL ENERGY 51-5655041-1	\$743.61	O
33773	C	5/29/2018	519	XCEL ENERGY 51-8242904-3	\$26.30	O
33705	C	5/10/2018	90	Harry's Frozen Foods	\$1,082.20	V
					<b>Cleared</b>	<b>\$133,387.07</b>
					<b>Outstanding</b>	<b>\$56,746.57</b>
					<b>Void</b>	<b>\$1,082.20</b>