

Holdingsford City Council Meeting Minutes May 8, 2017

Mayor Sue Marstein called the Holdingsford City Council meeting to order at 7:02 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, and Scott Lange.

Eric Berscheid made a motion to approve the consent agenda to include April 10, 2017 Council Meeting minutes, April 12, 2017 Board of Appeals minutes, finance reports, and submitted claims. Alan Walz seconded the motion. AIF

Department Reports

Liquor Store report was given by Manager Pat Meier. April gross revenue = \$28,042.72. Expenses = \$24,900.00. Year to date lottery proceeds = \$931.68. Year to date balance = \$2,586.15. Alcohol training is being planned. He will get an updated quote from Ed Ertl and have the back door replaced. It was a busy weekend with another successful "Game Day". The floor was waxed last month and new barstools shouldn't be as hard on the floor. Case beer is normally ordered through HMLS for Holdingsford Daze softball tournament, but it's more economical to use Trobec's in St Stephen, since they have a catering license and insurance coverage for a keg beer trailer.

Fire Department report was given by Chief Keith Hommerding. The department has responded to 50 calls: three were fires, 41 medical, four cancelled in route, one hazardous condition, and one severe weather: three in Krain Township, 20 in Holdings Township, 21 in the City, five in Brockway Township and one in Avon Township.

A donation was made to the truck fund from Relief Association gambling proceeds.

We currently have 24 firefighters and two new applicants have applied.

A donation from the Minnesota Dark House & Anglers Association that was used for tourniquets and equipment and a donation from a private party was used to purchase a gas powered leaf blower for fighting wild fires.

A quote to replace three exterior doors for \$5,500 was discussed. The quote did not include painting the doors. The other two exterior doors on the City Center kitchen and hall should be replaced as well. Keith will get a quote for five doors. Mike Odden made a motion to approve installation and painting for three fire hall doors and two city hall doors for the outside of the building. Alan Walz seconded the motion. AIF

Stearns County is working with departments to implement a program called "I Am Responding". Using cell phones, it will help provide real-time communication for firefighters responding to calls.

This month's training included completing active threat training which was held at the school. Training dollars from the State of Minnesota are being utilized.

No Emergency Managers report.

Maintenance Report was given by Maintenance Specialist Steve Horvath. Biosolids were land applied. If weather permits, the plant will be pumped to the bottom and spread on the field. Hydrants were flushed. The road between the WWTP and the back field is washed out and the culvert needs repair. Eric Berscheid made motion to accept quote for a used culvert and installation from David Gerads Construction for \$424.00. Bob Sanchez seconded the motion. AIF

A quote to replace the rotary broom on the John Deere for \$3,660 from Midwest Machinery was reviewed. The old broom has been repaired and parts rebuilt to the extent that the alignment is skewed. Funds were budgeted in Capital Outlay. Mike Odden made a motion to accept the quote from Midwest Machinery and purchase a new broom. Bob Sanchez seconded the motion. AIF

Graffiti on the museum will be removed by the city since the case hasn't entered the Stearns County court system yet. Two youth admitted to the vandalism and will be serving some community hours as well as paying restitution for damages and cleanup. Pumps were pulled three times in last four weeks; they were clogged with flushable wipes.

Area behind Municipal Liquor Store was graded, but needs to dry up before gravel can be put down. No Parking signs should be posted behind the old Kramer building so that the alley isn't congested and vehicles can drive on the pavement. In order to improve drainage and leave an area for parking, there was consensus to put down 25 feet of gravel from edge of existing alley pavement then seed in grass to meet the ditch off the Wobegon Trail.

Pump in Well #2 was pulled when performance test indicated it was not performing to standard. The cast iron pump and pipes were pitted and treads corroded. The pump is four years old and needs to be replaced. Traut Wells quoted for a replacement and will reduce the price for a stainless steel pump due to condition and age of the original cast iron pump. A performance test was completed on Well #3 and pump will be pulled as soon the pump in Well #2 is running. Pump in Well #3 is stainless steel and is approximately 10 years old.

Scott Lange reviewed graphs showing amount of water and sewer pumped per month and averaged per day. In April; 1,590,000 gallons of well water were pumped and 1,897,000 gallons of wastewater were treated.

Guests:

City Engineer, Scott Lange reviewed the quote from Ziegler Power Systems for generator rental during the water tower project. An additional quote will be requested. Lange estimated the cost to rent a generator, including a cable quoted by Trystar, would not exceed

\$4,000, not including fuel. Alan Walz made a motion to rent a generator from Ziegler, unless the additional quote was less, and purchase a cable to be used for the water tower project. Eric Berscheid seconded the motion. AIF

Unfinished Business

Scott Lange reviewed a map submitted by Xtratyme of the temporary antenna tower that will be used during the water tower project. Xtratyme requested rental fees be waived during the water tower project. Eric Berscheid made a motion to waive the rental fee, but continue to charge \$75 per month for electrical expenses. Mike Odden seconded the motion. Berscheid, Marstein, Odden and Sanchez voted in favor. Walz opposed due to timeliness of request.

Eric Berscheid made a motion to approve construction of temporary antenna tower as proposed by Xtratyme, located according to the submitted map and to allow access and use to any and all other providers to the tower. The tower is to be dismantled by September 30, 2017 at Xtratyme's expense. Alan Walz seconded the motion. AIF

The Developers Agreement for expanding Opatz Metals business was reviewed and discussed. The council requested three additions to the document; the developer will permanently, visually locate and place markers every 25 feet along the flood plain elevation (1134.2feet) to prevent encroachment onto flood plain; all fencing is to remain at least three feet away from neighboring buildings that are located on adjoining property. Opatz's sent a request asking that fees be reduced for hours billed for the rezoning project. No action was taken on the request and council agreed that all outstanding bills pertaining to the rezoning project should be paid before the Developer's Agreement is signed. Additional items will be sent to the city attorney and a revised agreement will be forthcoming.

Bob Sanchez made a motion to approve Resolution 17-05-08-1: Resolution Approving Rezoning from R-1 to L-I. Alan Walz seconded the motion. The rezoning request from Opatz Metals included two property parcels rezoned from R-1 (Residential) to L-I (Limited Industrial) and one property parcel rezoned from Parks to L-I (Limited industrial). Berscheid, Marstein, Sanchez and Walz voted in favor. Odden opposed.

Water & sewer rate increases were discussed at the work session. More research will be done for next month's work session.

Steve Horvath reported on progress to repair the skate ramp. All plywood and half of the skate lite was installed this past weekend.

A quote for \$250 to lift two sections of the sidewalk near the back entrance to Stearns Bank was considered. The council suggested that Stearns Bank split the cost of the improvement.

A thank you letter was received from Kendra Posch, Community Education Director for donation given to 2016 summer recreation programs.

New Business

Palmer Wireless, the company that is servicing some of Albany Mutual Telephone Company's accounts in the area expressed interest in putting up a temporary antenna and offering to continue with an antenna rental agreement. A proposal has not yet been received.

Jerry Winkler resigned from part-time lawn care and plowing position. The seasonal park position will be posted on the city website and published in free area publications.

In anticipation of Andy Bartkowicz's deployment in spring 2018, the Maintenance Specialists job responsibilities, timing and pay were discussed. The city will collaborate with the Water Environment Technologies program director at St Cloud Technical College to help fill the position for the 12-14 month deployment. Graduates of the SCTC program will have Class D water and wastewater certification. A Class B driver's license will also be required. A training period would start September on a limited basis. Pay would be based on licensure and benefits would start with the full-time position.

Ryan Winter, the certified wastewater operator who was on contract with the city, received a job in public utilities with another city and gave his 60 day notice. Former Maintenance Supervisor, Brian Zapzalka is willing to contract for two hours per week for \$650 per month. Mike Odden made a motion to offer Brian Zapzalka a one year contract for \$650 per month. Bob Sanchez seconded the motion. AIF

Several nuisance properties were discussed, including the vacant Soltis house on Washington Street, Ehrlichmanns' boat that is parked on public property in the Rivercrest cul de sac and the additional shed that was put up at Walz's on Plymouth Street.

Admin Reports

Clerks Report: Sandra Meer reported on a Fixit bike station that was donated by area Lion's Club and the Chamber. Stearns County Parks will distribute and it will be installed under the Wobegon Trailhead Shelter. Lisa Silbernick coordinated the upcoming Bike Rodeo that is scheduled for Thursday, May 18th at Holdingford Elementary. Participants can register through Community Education. The grant for Safe Routes to School has not been awarded yet. Special thanks to Dorine Rausch for updating the first aid kits at city hall and the maintenance garage.

Mayors/Council Discussion notes:

- Sue invited council members to join her at the Stearns Municipal League Meeting on May 16th in Kimball.
- Tax rebates for the new construction program should be sent after taxes are received from the County.
- A stump grinder service will be contacted to help clean up area along the pedestrian trail after it was cleared on Holdingford Cares Day and possibly offer reduced rates to local residents.
- Quotes to repave the Pedestrian Road will be requested from Knife River and Tri-City Paving.
- The 2 way stop at Washington and Main Street is sufficient and a 4 way stop won't be considered at this time.
- Curb stops should be placed on south side of city hall to prevent further damage to the stucco walls and the contractor will be contacted to repair stucco/brick on the City Center.

Announcements

Residents who are delinquent on their utility payments are: Dave Hagemann, Hyatt House, Travis Harlander, Roger Jensen, Scott Posch, Melissa Pflueger, Jenny Gunderson, Brenda Rybak, and Jayme Opatz.

Next Council Meeting: Monday, June 12, 2017 at 7:00pm, work session at 6:00pm for water and sewer rate increases. Alan Walz made a motion to adjourn the meeting, seconded by Bob Sanchez. Meeting adjourned at 9:50 p.m.

Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

APRIL 2017	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 6,266.15
Public Works	\$ 7,004.00
Fire	\$
Liquor	\$ 6,526.75
Total	\$19,796.90
2 pay periods ending	
4/14, 4/28	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Period 2017-4**

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

Check #	Type	Date	Vendor Name	Amount	Status
32715	C	4/10/2017	704 AFSCME Council 65	\$114.00	C
32716	C	4/10/2017	6 AmeriPride Linen	\$132.04	C
32717	C	4/10/2017	326 Auto Value	\$31.99	C
32718	C	4/10/2017	18 C & L Distributing, Inc	\$665.65	C
32719	C	4/10/2017	24 Central-McGowan, Inc	\$31.95	C
32720	C	4/10/2017	550 Everything Signs	\$28.50	C
32721	C	4/10/2017	70 Frito-Lay, Inc	\$105.58	C
32722	C	4/10/2017	316 GERAD'S OIL CO., INC	\$199.82	C
32724	C	4/10/2017	91 Hawkins, Inc	\$1,322.13	C
32725	C	4/10/2017	901 Holdingford Area Food Shelf	\$180.11	C
32726	C	4/10/2017	614 Holdingford Gas and Grocery	\$177.96	C
32727	C	4/10/2017	691 Integra Telecom	\$200.20	C
32728	C	4/10/2017	730 Midcontinent Business Solutions	\$226.26	C
32729	C	4/10/2017	905 Midwest Machinery Co	\$146.04	C
32730	C	4/10/2017	687 MN Dept Hlth, MDH	\$456.00	C
32732	C	4/10/2017	476 Preferred Controls Corp	\$189.32	C
32733	C	4/10/2017	697 Randall J. Radziej	\$1,500.00	C
32735	C	4/10/2017	914 Ryan Winter	\$500.00	C
32736	C	4/10/2017	451 Servocal Instruments, Inc	\$350.00	C
32737	C	4/10/2017	685 Star Publications, LLC	\$35.00	C
32738	C	4/10/2017	412 Sunset Electric, Inc	\$2,558.98	C
32739	C	4/10/2017	271 UC Lab	\$1,667.00	C
32740	C	4/10/2017	359 XCEL ENERGY 51-5655038-6	\$1,533.95	C
32741	C	4/10/2017	361 XCEL ENERGY 51-5655039-7	\$805.00	C
32742	C	4/10/2017	358 XCEL ENERGY 51-5655040-0	\$2,457.63	C
32746	C	4/24/2017	910 Berkon Industries, LLC	\$573.53	C

Check #	Type	Date	Vendor Name	Amount	Status
32756	C	4/24/2017	550 Everything Signs	\$48.00	C
32759	C	4/24/2017	787 Granite City Jobbing Co	\$1,646.41	C
32764	C	4/24/2017	101 Holdingford Chamber of Commerce	\$700.00	C
32765	C	4/24/2017	841 Holdingford CC Fireworks Account	\$1,000.00	C
32723	C	4/10/2017	80 Gopher State One-Call, Inc	\$120.00	O
32734	C	4/10/2017	893 Rolling Lake Auto	\$14.25	O
32743	C	4/24/2017	923 Arlene Warga	\$45.36	O
32744	C	4/24/2017	326 Auto Value	\$26.53	O
32745	C	4/24/2017	8 Becker Septic Pumping	\$160.00	O
32747	C	4/24/2017	9 Bernick's Pepsi-Cola	\$515.20	O
32748	C	4/24/2017	627 Breakthru Beverage Minnesota	\$1,207.10	O
32749	C	4/24/2017	18 C & L Distributing, Inc	\$6,673.70	O
32750	C	4/24/2017	21 Central MN. Alarms, Inc.	\$203.85	O
32751	C	4/24/2017	24 Central-McGowan, Inc	\$18.22	O
32752	C	4/24/2017	873 CenturyLink	\$63.47	O
32753	C	4/24/2017	836 Charles Roth	\$400.00	O
32754	C	4/24/2017	48 D & D Beverage	\$400.30	O
32755	C	4/24/2017	655 David Yurczyk	\$20.00	O
32757	C	4/24/2017	716 Ezra Jacobson	\$650.00	O
32758	C	4/24/2017	70 Frito-Lay, Inc	\$49.56	O
32760	C	4/24/2017	340 HACH COMPANY	\$199.89	O
32761	C	4/24/2017	90 Harry's Frozen Foods	\$72.00	O
32762	C	4/24/2017	92 Headley Hardware	\$682.51	O
32763	C	4/24/2017	481 Heggjes Pizza	\$214.20	O
32766	C	4/24/2017	585 Holdingford Lioness Club	\$150.00	O
32767	C	4/24/2017	351 Holdingford Public Schools	\$100.00	O
32768	C	4/24/2017	882 Jason Peterson	\$332.50	O
32769	C	4/24/2017	122 Keith R. Hommerding	\$20.00	O
32770	C	4/24/2017	553 Melvin Breth	\$29.16	O
32771	C	4/24/2017	911 MN PEIP	\$1,764.56	O
32772	C	4/24/2017	753 MPCA License Renewal	\$1,450.00	O
32773	C	4/24/2017	143 M-R Sign Co.	\$49.65	O
32774	C	4/24/2017	207 Postmaster	\$102.00	O
32775	C	4/24/2017	754 Powerhouse Outdoor Equip. Inc	\$499.92	O
32776	C	4/24/2017	223 S.E.H.	\$492.50	O
32777	C	4/24/2017	750 St Cloud Times #1076	\$44.00	O
32778	C	4/24/2017	478 Stearns County Recorder	\$92.00	O
32779	C	4/24/2017	242 Stearns Cty Auditor-Treas	\$360.00	O
32780	C	4/24/2017	242 Stearns Cty Auditor-Treas	\$150.00	O
32781	C	4/24/2017	922 Target Supplies	\$50.00	O
32782	C	4/24/2017	896 Team Lab	\$1,120.00	O
32783	C	4/24/2017	263 Tom's Refuse	\$6,090.08	O
32784	C	4/24/2017	804 Toshiba Financial Services	\$99.12	O
32785	C	4/24/2017	276 United Systems Technology	\$5.36	O
32786	C	4/24/2017	339 Verizon Wireless	\$89.50	O
32731	C	4/10/2017	442 Petersen's Modern Blacksmith	\$332.50	V
				Cleared	
				Outstanding	\$19,583.05
				Void	\$24,826.49
					\$332.50