

Holdingford City Council Meeting Minutes November 13, 2018

Mayor Sue Marstein called the Holdingford City Council meeting to order at 6:55 p.m. The pledge of allegiance was recited.

Mayor Sue Marstein read a proclamation recognizing 24 Meals on Wheels volunteers from the Holdingford area. She also proclaimed the week of November 12-16, 2018 as Meals on Wheels Week in Holdingford and presented Certificates of Appreciation to Linda Harren, Rod Harren, Dale and Kathy Bruns, Arlie and Marcy Lawrenz, Audrey and Gary Lange, Bob and Alice Kobylinski, Tillie and Lloyd Ebnet, Ron Scegura, Donny Breth, Lenore Dawson, Donna Pueringer, Those volunteers not present, but recognized included Shirley Schwalbe, Lezlie Carlin, Kathy Adolph, Gerard Wentland, Mike Higgins, Violet Ritzer, Sharon Winter, and Dave Woitalla.

Present: Susan Marstein, Eric Berscheid, Mike Odden, Bob Sanchez, Alan Walz, Steve Horvath, Sandra Meer, Keith Hommerding, Patrick Meier, Dorine Rausch, Robb Berscheid, and Gordy Sjaheim.

Eric Berscheid made a motion to approve the consent agenda to include minutes of the October 8th Council Meeting, bank balances, deposit reports, and submitted claims. Alan Walz seconded the motion. AIF

Department Reports

Liquor Store report was given by Manager Patrick Meier. October gross revenue = \$30,273.91. Expenses = \$32,447.40. Year to date lottery proceeds = \$1463.80. Year to date adjusted balance = \$20,346.38. A used double door freezer was purchased for \$1,000 from Harry's Pizza. On Halloween the Liquor Store participated in the Chambers Trick-or-Treat event and provided treats for more than 285 trick-or-treaters. Cruise Control is scheduled to play on Thanksgiving weekend. Reroofing will wait until next spring.

Fire Department report was given by Chief Keith Hommerding. There have been 157 calls this year, including two in Avon Township, 85 in Holdingford, 35 in Holding Township, 21 in Brockway Township, 13 in Krain Township and one in St Stephen. Of those calls: 125 rescue, ten fire, six false alarms, five hazardous materials, five severe weather, five good intent, and one service call.

The 2019 calendar is being compiled.

Annual pump testing was done on the trucks and one of the vacuum seals will need repair.

Training this month was on auto extrication and extrication tools were inspected. Some tools will need to be replaced and they are planning to use fundraising dollars for that purpose.

Emergency Managers Report was given by Dorine Rausch. The new weather station is set up and working and can be accessed with an app. Dorine agreed to host an area Emergency Managers meeting next fall.

Maintenance Report was given by Steve Horvath. 42,000 gallons of bio-solids were pumped from the Wastewater Treatment Plant (WWTP) and applied on the city's ten acres of land. Stainless steel valve components will be installed on the blowers at the WWTP. The new influent water sampler was installed at the WWTP and a shed was built to provide protection from the elements. Large amounts of fall leaves are building up the compost pile. Preventative maintenance was completed on the loader. The chlorine and sulfur were shut off at the WWTP for the season. The salt/sand shed is being filled and shared with township and county entities.

The monthly total gallons of wastewater treated (4,950,000) was abnormally high for this time of year. 4.05 inches of rain were recorded at the plant in October, which would account for some but not all of the water moving through the system. It could also be due to residential sump pumps that are not draining outside. Minnesota Rural Water will be contacted to see if they have suggestions that might help account for the difference. 1,491,000 gallons of well water were pumped. 4,950,000 gallons of wastewater was treated.

Unfinished Business

Mayor Sue Marstein and City Maintenance Supervisor Steve Horvath attended the Holding Township meeting to discuss storing salt/sand in the city salt shed as well as a request to maintain Fourth Street from city limits to 426th Street following the annexation. The city decided not to take over the road maintenance since the annexation included only the Konsor property along the east side of Fourth Street and not city property or O'Hara's property to the west. The city agreed to split property taxes with the township for three years. The council also agreed that the annexation of city property be temporarily put on hold.

IT Consultant, Tony Abfalter supplied an estimate from Net V Pro for needed electronics and equipment to upgrade the city's network security to comply with industry requirements. Mike Odden made a motion to approve the Net V Pro estimate for \$3,335.00 for equipment and licenses to be installed by Tony Abfalter. Motion was seconded by Alan Walz. AIF

A draft of the updated Personnel Policy was given to the council which included three new position descriptions. A revision of the cell phone policy, code of conduct and potential holiday pay for part-time employees will be forthcoming. Eric Berscheid made a motion to approve the Personnel Policy draft to be forwarded to the Union Representative for review. Bob Sanchez seconded the motion. AIF

City Engineer Scott Lange gathered information to put in a water line from the newly annexed area to the WWTP to replace the well that has ongoing problems with iron bacteria. An estimate for directional boring from Lester's Water Works for \$5,100 was reviewed but didn't include connecting the pipes on either end. A rough estimate from Larson Excavating to connect the pipes came in at \$7,550 which was unexpectedly high. The council agreed to start pursuing county permits but wait to get more information for the December council meeting.

New Business

Mike Odden made a motion to certify the election results from the November 6th General Election as the official canvassing board. Bob Sanchez seconded the motion. AIF

The council reviewed an updated water/sewer rate worksheet that compared last year's expenses versus usage. The sewer fund is in bigger need of funding to cover expenses than the water fund. Eric Berscheid made a motion to increase residential and commercial sewer rates as of January 1, 2019 to reflect reduction of base gallon use from 1250 to 1200; increase sewer base rate by \$1.00 from \$15/month to \$16/month and increase cost of sewer use over base rate from .085/gallon to .095/gallon. Mike Odden seconded the motion. AIF

Discussion on non-profit and government utility rates will be tabled until next month.

Two quotes for skid steer loader s were reviewed as well as the \$4,000 quote to repair the 2004 Cat 248B that the city currently has with 2,100 hours logged on it. Ziegler quoted \$39,000 for a 2015 Cat 246DW that was used in their rental fleet, with a \$12,000 trade-in offer. Arnold's of St Martin quoted new Kubota SSV65PHFRC for \$52,806 less \$10,133 government discount and \$14,673 trade in. The current skid loader only gets about 50 hours of use per year, mainly during the winter with the snow blower attached for snow removal and needs high flow hydraulics for the attachment. The radiator and several hoses need to be replaced and the wiring harness is in need of repair. Also, metal flakes were found in the hydraulic lines.

Alan Walz made a motion to purchase new Kubota skid steer from Arnold's of St Martin for \$28,000 with the trade in. Bob Sanchez seconded the motion. Following more debate and discussion, Mike Odden called for a vote. Marstein, Odden, Sanchez and Walz voted in favor. Berscheid opposed, due to minimal amount of hours the skid steer is used and cost of a new one compared to repair costs on equipment that the city already owns.

A blue tooth attachment on the movable speed sign that would collect data on road use, traffic, speed and other useful information was discussed. Mike Odden made a motion to purchase SafePace data collection unit for \$495.00. Bob Sanchez seconded the motion. AIF

There was discussion regarding extending No Parking limits on 4th street. Eric Berscheid made motion to remove parking restrictions on 4th Street. A second to the motion was called for twice. Mike Odden seconded the motion. Berscheid and Odden voted in favor. Marstein, Sanchez and Walz opposed citing more complaints about getting around parked cars due to width of street and limited visibility and continued utility work on 4th Street. . The ordinance will be researched and addressed again in December.

The employee evaluation for Office Assistant Shawn Williams first year was reviewed. Mayor Marstein suggested a wage increase of two steps to \$11.54 but the council noted a possibility of a Cost of Living Allowance (COLA) increase in January for non-union employees. Following discussion, Mike Odden made a motion to approve wage increase to \$13.10 for Shawn Williams and move one step from step F0 to F1. Bob Sanchez seconded the motion. AIF

Residents who are delinquent on their utility payments are: Dave Hagemann, Hyatt House, Mara Glader, Wade Birt, Mike Byland, Jenny Gunderson, Scott Hinkemeyer, Erik Karlson, and Katie Severson.

Clerk's report: Attended Minnesota Rural Water Association funding session and received information from USDA, MN Dept of Health and MPCA regarding drinking water grants and loan programs.

Admin Reports

Mayors/Council Discussion notes:

- Letter of intent for Safe Routes to School (SRTS) grant funds will be rewritten for over \$100,000 instead of \$70,000. Deadline to submit is in February 2019
- Heaters in the foyers at city hall are not energy efficient and will look at replacing
- Holiday street decorations may be limited this year. Xcel energy will be contacted
- Michelle Kiley has volunteered to write a grant to help pay for documenting and archiving historical records at the Museum
- Development on annexed property titled "Art in Motion" has plans posted on Facebook

Announcements

The annual Truth-in-Taxation public hearing is Monday, December 10, 2018 at 7:00pm with the city council meeting immediately following. City offices will be closed on Thanksgiving Day as well as Friday, November 23, 2018.

Alan Walz made a motion to adjourn the meeting. Motion was seconded by Mike Odden. Meeting adjourned at 9:15p.m.

Respectfully submitted,
 Sandra Meer
 City Clerk, Holdingford

OCTOBER 2018	
Department	Gross Pay
General	\$ 6,015.12
Public Works	\$ 7,035.85
Fire	\$
Liquor	\$ 6,675.33
Total	\$19,726.30
2 pay periods ending	
10/12, 10/26	

**City of Holdingford - Equal Opportunity Provider
 Accounts Payable Check Register Report - STEARNS BANK
 For The Fiscal Periods Range From 2018-10 To 2018-10**

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

Check #	Type	Date	Vendor Name	Amount	Status
34100	C	10/10/2018	328 AllSpec Services, LLC	\$258.95	C
34101	C	10/10/2018	6 AmeriPride Linen	\$103.62	C
34102	C	10/10/2018	828 Brian Zapzalka	\$650.00	C
34104	C	10/10/2018	18 C & L Distributing, Inc	\$3,712.50	C
34105	C	10/10/2018	24 Central McGowan, Inc	\$40.40	C
34106	C	10/10/2018	21 Central MN. Alarms, Inc.	\$203.85	C
34107	C	10/10/2018	370 Dorine Rausch	\$26.16	C
34108	C	10/10/2018	926 Eckberg Lammers, P.C.	\$400.00	C
34109	C	10/10/2018	70 Frito-Lay, Inc	\$32.61	C
34110	C	10/10/2018	787 Granite City Jobbing Co	\$542.00	C
34111	C	10/10/2018	91 Hawkins, Inc	\$1,189.13	C
34112	C	10/10/2018	92 Headley Hardware	\$899.35	C
34113	C	10/10/2018	481 Heggies Pizza	\$121.20	C
34114	C	10/10/2018	101 Holdingford Chamber of Commerce	\$250.00	C
34116	C	10/10/2018	614 Holdingford Gas and Grocery	\$439.57	C
34117	C	10/10/2018	351 Holdingford Public Schools	\$80.00	C
34118	C	10/10/2018	119 Johnson Brothers Liquor C	\$2,471.92	C
34119	C	10/10/2018	730 Midcontinent Business Solutions	\$232.21	C
34120	C	10/10/2018	687 MN Dept Hlth, MDH	\$456.00	C
34121	C	10/10/2018	176 MN Rural Water Assn	\$250.00	C
34123	C	10/10/2018	718 Nelson's Septic Service	\$731.25	C
34124	C	10/10/2018	821 RDJ Specialties, Inc	\$612.38	C
34126	C	10/10/2018	685 Star Publications, LLC	\$138.75	C
34127	C	10/10/2018	478 Stearns County Recorder	\$46.00	C
34128	C	10/10/2018	242 Stearns Cty Auditor-Treas	\$87.49	C
34129	C	10/10/2018	915 Steve Horvath	\$197.99	C
34130	C	10/10/2018	266 Traut Wells	\$117.80	C
34131	C	10/10/2018	271 UC Lab	\$1,146.00	C
34132	C	10/10/2018	281 Viking Coca Cola Bottling	\$791.20	C
34133	C	10/10/2018	360 XCEL ENERGY 51-5655037-5	\$1,309.46	C
34134	C	10/10/2018	358 XCEL ENERGY 51-5655040-0	\$3,011.80	C
34135	C	10/10/2018	519 XCEL ENERGY 51-8242904-3	\$42.57	C
34136	C	10/25/2018	9 Bernick's Pepsi-Cola	\$219.80	C
34137	C	10/25/2018	18 C & L Distributing, Inc	\$2,303.60	C
34138	C	10/25/2018	21 Central MN. Alarms, Inc.	\$155.00	C
34141	C	10/25/2018	787 Granite City Jobbing Co	\$416.71	C
34143	C	10/25/2018	948 Henry's Foods, Inc	\$1,369.28	C
34145	C	10/25/2018	119 Johnson Brothers Liquor C	\$1,552.54	C
34149	C	10/25/2018	301 Ramler Truck & Trailer Repair	\$285.95	C
34150	C	10/25/2018	223 S.E.H.	\$24.61	C
34151	C	10/25/2018	465 Sandra Meer	\$62.31	C
34152	C	10/25/2018	750 St Cloud Times #1076	\$25.00	C
34157	C	10/25/2018	276 United Systems Technology	\$246.00	C
34162	C	10/25/2018	359 XCEL ENERGY 51-5655038-6	\$1,406.27	C
34163	C	10/25/2018	361 XCEL ENERGY 51-5655039-7	\$764.31	C
34164	C	10/25/2018	383 XCEL ENERGY 51-5655041-1	\$733.93	C
34099	C	10/10/2018	704 AFSCME Council 65	\$92.89	O
34103	C	10/10/2018	400 Bruce Gerads	\$212.00	O

34115	C	10/10/2018	107 Holdingford Fire Relief Assn	\$21,957.42	O
34122	C	10/10/2018	179 MN State Fire Dept. Assn	\$161.00	O
34125	C	10/10/2018	893 Rolling Lake Auto	\$94.10	O
34139	C	10/25/2018	873 CenturyLink	\$65.63	O
34140	C	10/25/2018	70 Frito-Lay, Inc	\$68.51	O
34142	C	10/25/2018	90 Harry's Frozen Foods	\$151.50	O
34144	C	10/25/2018	104 Holdingford Community Ed	\$3,000.00	O
34146	C	10/25/2018	843 K & S Pharmacy	\$326.80	O
34147	C	10/25/2018	136 League of MN Cities	\$892.00	O
34148	C	10/25/2018	911 MN PEIP	\$514.23	O
34154	C	10/25/2018	804 Toshiba Financial Services	\$2.52	O
34155	C	10/25/2018	266 Traut Wells	\$30.00	O
34156	C	10/25/2018	271 UC Lab	\$517.50	O
34158	C	10/25/2018	903 Upper Lakes Foods, Inc.	\$123.88	O
34159	C	10/25/2018	386 USA Bluebook	\$6,435.90	O
34160	C	10/25/2018	339 Verizon Wireless	\$122.27	O
34161	C	10/25/2018	281 Viking Coca Cola Bottling	\$704.00	O
34165	C	10/25/2018	292 Ziegler	\$1,164.13	O
34153	C	10/25/2018	478 Stearns County Recorder	\$582.55	V
			Cleared	\$30,157.47	
			Outstanding	\$36,636.28	
			Void	\$582.55	