

Holdingsford City Council Meeting Minutes (Unapproved) October 8, 2018

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, Steve Horvath, Sandra Meer, Keith Hommerding, Scott Lange, Dorine Rausch, Robb Berscheid, Melvin Breth, Jeremy Freudenrich, Brad Nierenhausen, Aaron Rudolph, Ernie Schmit, Gordy Sjaaheim, and Louie Walz.

Eric Berscheid made a motion to approve the consent agenda to include minutes of the September 10th Council Meeting and September 17th Public Hearing, bank balance and deposits reports, and submitted claims. Mike Odden seconded the motion. AIF

Department Reports

Liquor Store report was read by Mayor Sue Marstein. September gross revenue = \$32,035.03. Expenses = \$44,113.90. Year to date lottery proceeds = \$1,254.48. Year to date adjusted balance = \$14,628. Inventory is higher than normal after buying on sale. Two more quotes for roof repair were received: Roof 1 = \$22,772, Arnzen Construction = \$37,828.92. No action was taken.

Fire Department report was given by Chief Keith Hommerding. There have been 144 calls this year, including two in Avon Township, 77 in Holdingsford, 34 in Holding Township, 19 in Brockway Township, 11 in Krain Township and one in St Stephen. Of those calls: 113 rescue, nine fire, six false alarms, five hazardous materials, five severe weather, five good intent, and one service call.

Gambling is steady.

The department completed a house burn training at Adam Krebs property. The Upsala Fire Department provided a secondary pumper and also had six participating firefighters. Training was done with the new air tanks. The next training will involve automobile extrication.

This is Fire Awareness month and fire fighters will be distributing smoke detector batteries on Thursday, October 11th as well as hosting Kindergartners on Wednesday at the Fire Hall.

A 3-year extended warranty on the air packs includes fit testing and additional training but has an up-front cost of \$22,000 and will be discussed at the next department meeting.

Dorine Rausch gave the Emergency Managers Report. The next county meeting will be held on October 16th in Waite Park, discussing hazardous mitigation, communication tests, city sirens and weather stations. The city's IT Tech, Tony Abfalter will put up the new weather station at city hall this week.

Maintenance Report was given by Steve Horvath. Bio solids were submitted for testing in anticipation of land application. Results should be back in two weeks and solids spread. The check valves at the Wastewater Treatment Plant (WWTP) in the air system are rusted closed. Vendor, C. Emery Nelson helped troubleshoot problems and found moisture in the system. They recommended a switch to stainless steel components (approximately \$1,000). Well #2 had check valve fail and Traut Wells came out to replace the valve. Water samples were taken, tested, and the well is back in operation. Crack filling is complete. The blade on the plow truck was replaced and the truck was DOT inspected. The Caterpillar skid loader is leaking hydraulic fluid and antifreeze. The radiator is corroded as well as the wiring harness and many hoses and fittings which will be replaced for an estimated \$1,300-1,400. Steve will start to look at options for a new loader. Now that road construction is complete the city's solar speed sign will be moved to County Road 9.

1,572,000 gallons of well water were pumped. 2,015,000 gallons of wastewater was treated.

Guests

The candidates who filed for city council positions were invited to the council meeting and introduced. Susan Marstein and Louie Walz filed for Mayor; Mike Odden, Eric Berscheid, Brad Nierenhausen and Chelsea Wolter (not present) filed for the 4-year council term; Alan Walz and Robb Berscheid filed for the remaining 2-year council term that was appointed and requires a Special Election.

At the new campground bathhouse, Ernie Schmit had laid rocks near the down spouts and water faucet, which made it harder to mow around so he suggested getting patio block from Menards for about \$100. Mike Odden made a motion to approve purchase of patio blocks from Menards for down spouts and water drainage area. Alan Walz seconded the motion. AIF

Thank you notes will be sent to those who donated and helped work on the new facility. It will be winterized by the end of October.

Unfinished Business

There was discussion on a draft of the Developers Agreement for the annexation of property located north of the city. City Engineer, Scott Lange noted changes to Section 4 to include "Utility Improvements to *serve the development*" and a 10 year time line on requests to hookup to the city utilities with collected funds being forwarded to the owner to offset the cost of the Utility extension, and Section 5 to include a 5 year limit on the property tax stay for taxes paid at the township level. Eric Berscheid made a motion to approve the Developers Agreement with modifications as discussed. Mike Odden seconded to motion. AIF

An estimate from Knife River was considered to reshape the alley behind the Municipal Liquor Store to Opatz Metals to help alleviate pooling water. The total cost of \$2,600-\$3,200 for 8-10 man hours to reshape the grade on the west side of the alley that was paved last fall would allow water to drain north and down to the river on the east side of the trail. Gary Opatz had agreed to contribute half of the costs but not more than \$1,500 for the work. It will be reshaped but will still require upkeep to maintain proper drainage, due to traffic, parking and snow piles. It was also requested that dumpsters should be kept off the alley. Mike Odden made a motion to go ahead with the reshaping project by Knife River. Bob Sanchez seconded the motion. AIF

Quotes from Craig Bardson Excavating for an RV dump station were reviewed. The estimate for a station located at the new bathroom by the campground was \$3,770 and near the bathroom north of the ball park was \$8,470. Other excavators were contacted but did not give estimates or wouldn't be able to do work this fall. The project will be postponed and requoted in the Spring.

Paving projects: A revised bid was not received from Knife River for the Pedestrian Path. The original bid for \$18,000 for 12' wide road was not pursued since the council set a \$15,000 limit on spending. The township paving project on the three mile stretch of River Road was complete and the city will fill in some potholes on our stretch of road. The city will inquire about repaving the ¼ mile stretch of River Road and the Pedestrian Path when the second lift is put on County Road past the school next summer. Landscaping will be done on Second Street, Third Street and Rolling River Road in areas where Harddrives completed patching projects.

Further updates will be made to the job descriptions for the Personnel Policy and will be postponed until the next meeting.

New Business

Subsequent to the Cipala application and September 10th public hearing, Eric Berscheid made a motion to approve Resolution 18-10-08-1 Resolution Approving a Residential Lot Split for Property Located at 141 2nd Street. Alan Walz seconded the motion. AIF

One of the two water samplers at the WWTP shorted out and was not functioning properly. The units are 18 years old with a life expectancy of 15 years. The ISCO models that we have are no longer manufactured and repairs are estimated to be about \$1,000-\$1,800. Tech Sales Company has ISCO brand for \$6,612.00 with \$1,000 optional installation and hookup fees. Hach brand all-weather sampler is advertised in BlueBook for \$7,151.00. The council agreed that replacing the unit would make more sense given the age and possibility for additional repairs. Mike Odden made a motion to approve the purchase of the Hach All-Weather Sampler. Alan Walz seconded the motion. AIF

Union labor agreement was reviewed and changes included a 2% Cost of Living Allowance (COLA) increase in 2019 and 2.5% COLA increase for 2020, as well as the creation of a lead position in the Maintenance Department since there is not an assigned Supervisor. Steve Horvath has been assigned the position with additional compensation of \$.75/hour. Once Andy Bartkowicz is back from military leave next Spring, the supervisor position will be opened for in-house applications. Alan Walz made a motion to approve the 2019-2020 labor agreement between the City and the Holdingford Public Works Union as presented. Bob Sanchez seconded the motion. AIF

The employee evaluation for Maintenance Specialist Dan Lahr was favorable and he's doing well as he's taken on the temporary position. Eric Berscheid made a motion to increase wages for Dan Lahr step H0 to H1. Alan Walz seconded the motion. AIF

Mike Odden moved to approve transfer of funds to include \$20,000 into Park savings account, \$15,000 to Capital Equipment savings, and \$22,383 into Rural Development savings from the General account. Transfer \$95,690.27 from Park savings to General account for new shower/bathhouse facility. Bob Sanchez seconded the motion. AIF

Kendra Posch from Community Education sent a summary of the summer recreation programs offered by Holdingford Community Ed and requesting a donation. Following discussion, Eric Berscheid made a motion to approve the same amount of money that the city contributed last year. After noting the amount of \$3,000 he rescinded his motion. Mike Odden made a motion to approve donation of \$3,000 in support of Community Education summer programs. Alan Walz seconded the motion. Marstein, Odden, Sanchez and Walz voted in favor. Berscheid opposed citing taxpayers already paying for services through school taxes.

Residents who are delinquent on their utility payments are: Dave Hagemann, Jenny Gunderson, Travis Harlander, Wade Birt, Scott Zehowski, Erik Karlson, Katie Severson, Cody Woidylla, Scott Reidy, and Charles Harrison.

Clerk's report: Reminder that general elections are November 6th at City Hall. Polls are open from 7:00am-8:00pm. Absentee voting can be completed at the County Auditor's Office or Melrose City Center. Register to vote at mnvotes.org.

Admin Reports

Mayors/Council Discussion notes:

- Tom's Refuse dumpster at the campground should be removed for the winter and not charged for service.
- Possibly plant trees instead hedges along north side of ball field by Opatz Metals fence since scrap piles can be seen over the fence.
- A meeting will be set up with Main Street business owners regarding snow removal and where to place snow piles.

- Thanks to Opatz Metals for donation of books to community library.
- November agenda items: Recognize area volunteers who deliver from Meals on Wheels, speed sign attachments and parking restrictions on 4th Street
- Thanks for donations to the Historical Museum from Jeremy Freudenrich/ Ralph Vos estate for 4th of July city celebration poster from 1970's and basketball schedule from the 1965-1966 season; from Dullinger's for blacksmith photos and miscellaneous business memorabilia; and Steve Stoermann who identified and rescued a lost piece of Holdingford history, a mural made by the Class of 1974 of Randall Holding scene made of broken/crushed glass. The above items can be viewed at the Holdingford Historical Museum.

Announcements

Next Council Meeting: Tuesday, November 13, 2018, at 7:00pm. City offices will be closed on Monday, November 12, 2018 in observance of Veterans Day. Election Day is Tuesday, November 6, 2018.

Eric Berscheid made a motion to adjourn the meeting. Motion was seconded by Mike Odden. Meeting adjourned at 8:45p.m.

Respectfully submitted,
Sandra Meer
City Clerk, Holdingford

SEPTEMBER 2018	
Department	Gross Pay
General	\$ 6,494.12
Public Works	\$ 6,370.76
Fire	\$
Liquor	\$ 6,455.62
Total	\$19,320.50
2 pay periods ending	
9/10, 9/23	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2018-9 To 2018-9**

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

Check #	Type	Date	Vendor Name	Amount	Status
34033	C	9/10/2018	9 Bernick's Pepsi-Cola	\$407.20	C
34034	C	9/10/2018	828 Brian Zapzalka	\$650.00	C
34035	C	9/10/2018	18 C & L Distributing, Inc	\$2,916.85	C
34036	C	9/10/2018	70 Frito-Lay, Inc	\$60.77	C
34037	C	9/10/2018	787 Granite City Jobbing Co	\$125.45	C
34038	C	9/10/2018	90 Harry's Frozen Foods	\$47.00	C
34039	C	9/10/2018	91 Hawkins, Inc	\$2,160.61	C
34040	C	9/10/2018	92 Headley Hardware	\$1,474.35	C
34041	C	9/10/2018	481 Heggies Pizza	\$226.70	C
34042	C	9/10/2018	948 Henry's Foods, Inc	\$536.21	C
34043	C	9/10/2018	614 Holdingford Gas and Grocery	\$204.84	C
34044	C	9/10/2018	524 Knife River	\$2,550.00	C
34045	C	9/10/2018	132 Larson Excavating	\$2,098.00	C
34046	C	9/10/2018	452 MCFOA	\$10.00	C
34047	C	9/10/2018	730 Midcontinent Business Solutions	\$231.90	C
34049	C	9/10/2018	671 Ripplinger Plumbing	\$9,963.00	C
34050	C	9/10/2018	955 Spee Dee Delivery Service, Inc	\$12.17	C
34051	C	9/10/2018	685 Star Publications, LLC	\$94.00	C
34052	C	9/10/2018	896 Team Lab	\$595.50	C
34054	C	9/10/2018	903 Upper Lakes Foods, Inc.	\$221.01	C
34055	C	9/10/2018	281 Viking Coca Cola Bottling	\$672.00	C
34056	C	9/10/2018	358 XCEL ENERGY 51-5655040-0	\$3,065.41	C
34057	C	9/10/2018	519 XCEL ENERGY 51-8242904-3	\$38.81	C
34070	C	9/26/2018	550 Everything Signs	\$28.00	C
34083	C	9/26/2018	465 Sandra Meer	\$122.89	C
34086	C	9/26/2018	915 Steve Horvath	\$75.00	C
34032	C	9/10/2018	704 AFSCME Council 65	\$114.00	O
34048	C	9/10/2018	905 Midwest Machinery Co	\$116.92	O
34053	C	9/10/2018	266 Traut Wells	\$22.20	O
34058	C	9/26/2018	691 Allstream	\$181.30	O

Check #	Type	Date	Vendor Name	Amount	Status
34059	C	9/26/2018	6 AmeriPride Linen	\$103.62	O
34060	C	9/26/2018	432 Appliance Repair Center, Inc.	\$948.60	O
34061	C	9/26/2018	326 Auto Value	\$155.19	O
34062	C	9/26/2018	9 Bernick's Pepsi-Cola	\$183.30	O
34063	C	9/26/2018	18 C & L Distributing, Inc	\$4,497.93	O
34064	C	9/26/2018	24 Central McGowan, Inc	\$114.50	O
34065	C	9/26/2018	873 CenturyLink	\$65.47	O
34066	C	9/26/2018	48 D & D Beverage	\$729.00	O
34067	C	9/26/2018	958 Dan Lahr	\$75.00	O
34068	C	9/26/2018	926 Eckberg Lammers, P.C.	\$1,435.00	O
34069	C	9/26/2018	53 Ecolab	\$83.14	O
34071	C	9/26/2018	70 Frito-Lay, Inc	\$82.03	O
34072	C	9/26/2018	787 Granite City Jobbing Co	\$556.89	O
34073	C	9/26/2018	90 Harry's Frozen Foods	\$94.00	O
34074	C	9/26/2018	481 Heggies Pizza	\$171.45	O
34075	C	9/26/2018	948 Henry's Foods, Inc	\$787.53	O
34076	C	9/26/2018	107 Holdingford Fire Relief Assn	\$200.00	O
34077	C	9/26/2018	119 Johnson Brothers Liquor C	\$648.41	O
34078	C	9/26/2018	590 Kris Engineering, Inc	\$194.64	O
34079	C	9/26/2018	911 MN PEIP	\$514.23	O
34080	C	9/26/2018	205 Phillips Wine & Spirits	\$109.79	O
34081	C	9/26/2018	207 Postmaster	\$105.00	O
34082	C	9/26/2018	223 S.E.H.	\$102.59	O
34084	C	9/26/2018	750 St Cloud Times #1076	\$25.00	O
34085	C	9/26/2018	242 Stearns Cty Auditor-Treas	\$2,000.00	O
34087	C	9/26/2018	263 Tom's Refuse	\$6,237.08	O
34088	C	9/26/2018	804 Toshiba Financial Services	\$111.98	O
34089	C	9/26/2018	877 Joel Knutson	\$300.00	O
34090	C	9/26/2018	270 Two Rivers Enterprise	\$260.00	O
34091	C	9/26/2018	276 United Systems Technology	\$12.00	O
34092	C	9/26/2018	903 Upper Lakes Foods, Inc.	\$159.64	O
34093	C	9/26/2018	339 Verizon Wireless	\$121.97	O
34094	C	9/26/2018	281 Viking Coca Cola Bottling	\$388.50	O
34095	C	9/26/2018	282 Viking Industrial Center	\$320.39	O
34096	C	9/26/2018	359 XCEL ENERGY 51-5655038-6	\$1,329.66	O
34097	C	9/26/2018	361 XCEL ENERGY 51-5655039-7	\$836.94	O
34098	C	9/26/2018	383 XCEL ENERGY 51-5655041-1	\$861.73	O
			Cleared	\$28,587.67	
			Outstanding	\$25,356.62	
			Void	\$0.00	