

Holdingsford City Council Meeting Minutes September 11, 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, Keith Hommerding, Steve Horvath, Sandra Meer, Pat Meier, Scott Lange, Tony Abfalter, Elizabeth Bethke, Jeremy Freudenrich, Kathy Gerads, Jamie Heurung, Carlena Johnson, Aaron Rudolph, Ernie Schmidt and Louie Walz.

Eric Berscheid made a motion to approve the consent agenda to include the August 14, 2017 public hearing and council meeting minutes, finance reports, submitted claims and additions to the agenda which included consideration on a community solar program under New Business and Guest Carlena Johnson from the Garden Club. Alan Walz seconded the motion. AIF

Department Reports

Liquor Store report for August was given by Manager Patrick Meier. August gross revenue = \$32,253.79. Expenses = \$37,050.00. Year to date lottery proceeds = \$1,687.05. Year to date balance = \$7,677.74. Several improvements were done including replacing the back door, sixteen new bar stools, flooring in front of bar and resurfacing foot rests. Food training and bartender training will be held in October. The changes for the petty cash and check cashing limits were discussed. Pat noted that lowering the petty cash amount was workable but asked for a \$200 limit on cashing checks instead of the \$50 limit that was approved at the August meeting. Following discussion on the check cashing limit and the check cashing policy, Eric Berscheid made a motion to rescind the motion made August 14th, that checks may be accepted for no more than \$50.00 over the amount of purchase. Sue Marstein seconded the motion to rescind. Berscheid and Marstein voted in favor. Walz, Odden and Sanchez opposed. Motion failed.

A meeting will be set with the bar manager, mayor and council liaison to discuss options and specified changes.

Fire Department report was given by Chief Keith Hommerding. The department has responded to 95 calls: five were fire, 77 medical, eight cancelled in route, three hazardous condition, and two severe weather: 39 in the City, 33 in Holding Township, 14 in Brockway Township, seven in Krain Township, one in Avon Township and one at Two Rivers.

Gambling proceeds are doing very good and work has begun on the calendar fundraiser.

New applicant Tony Abfalter introduced himself. Eric Berscheid made a motion to approve hiring Tony Abfalter to the Fire Department. Bob Sanchez seconded the motion. AIF

Quotes for new air packs are being compared. New pagers that were secured with the FEMA grant funds were received and handed out. They are hoping to purchase a Lucas CPR machine with calendar donations.

A house was secured for a house burn training this fall.

City Emergency Manager Dorine Rausch was not available for the meeting.

Maintenance Report was given by Maintenance Specialist Steve Horvath. Water samples were tested for mercury and all came back with no issues. Atkinson came out and cleaned out well at the WWTP but there are still issues with iron buildup in the pipes.

City sewers were jetted from Ridge Way north to River Street. One area was identified where excess wipes were found and the resident was notified. Additional jetting will be done this fall on River Street from the school to the Main Lift Station. The divider in the men's bathroom at Wobegon Trailhead bathroom was fixed after being vandalized. Wobegon Trail was edged to facilitate seal coating done by the county. Pump #2 at the Main Lift Station, which was just rebuilt, was popping electrical breakers. Tri-State Pump will be out tomorrow to check.

The snow plow and winter attachments were painted and readied for winter. Trucks will go in for DOT inspection this week. The water tower reconditioning is finished and settings are being adjusted as needed. There was about three feet of sediment cleaned out of the tank during the water tower reconditioning project. There was discussion on purchasing a mixer that would keep chemicals circulating, temperatures level and help eliminate sediment buildup. It would be a less expensive alternative to an aerator. Mike Odden made a motion to purchase a Kasco CertiSafe Circulator/Mixer Model #75643 for \$3870.50 along with stainless steel cables and an outlet cover. Bob Sanchez seconded the motion. AIF

Erosion was monitored behind Opatz Metals expanded yard area. It was noted that a storage container on the back side of the property shifted and the area washed out. According to Jeremy Freudenrich of Opatz Metals erosion control issues will be addressed.

Last month 3,838,400 gallons of water were pumped and 2,152,000 gallons of wastewater were treated.

Guests

SEH Engineer Scott Lange reported on the water tower reconditioning project. The water tower is back in service. Substantial completion should have been done by August 23rd, but the tower was not online until August 31st. SEH will review accrued charges and work through the 13 items on the Punch List before the final payment is approved.

Xtratyme Technologies requested an extension to take down the temporary tower and put up antennas on the reconditioned water tower, since the water tower project went longer than expected. Alan Walz made motion to approve the request from Xtratyme Technologies and extend their deadline to October 13th to take down the temporary tower in exchange for wiring connections at the Wobegon Trailhead. Eric Berscheid seconded the motion. AIF

Ernie Schmit presented bids for the Veteran's Park bath/shower house which totaled approximately \$88,800. Opatz Excavating had a low bid of \$6,078 to take down the existing building and excavate the area this fall after the camping season. Ripplinger Plumbing had the low bid of \$15,324 for plumbing and State permits would need to be applied for now so the project could be started and completed next spring. Ernie noted that local organizations may be willing to donate money towards the project and area businesses have indicated willingness to donate materials and supplies. Mike Odden made a motion to go ahead with the bath/shower house project this fall and award bids to Opatz Excavating and Rippling Plumbing since permits need to be acquired from the state and they take a while to get them. Bob Sanchez seconded the motion. AIF

Lisa Pfannenstein, owner of Briar Patch Primitives which formerly used the building at 121 Plymouth Street submitted a rezoning application for Council consideration. The request to rezone from Commercial to Residential requires a public hearing and notice to neighboring property owners. The building has been on the market for a year and a potential buyer is looking to renovate the building and put in a rental studio apartment with parking in the back. The property was recently surveyed which showed the alley along the back and east side of the property. The public hearing was scheduled for 7:00pm on Tuesday, October 10th, prior to the October council meeting.

Carlena Johnson, a volunteer with the Garden Club noted vandalism at the park. Volunteers were able to clean up and repair areas. A security camera system was discussed and will be put in place. They were also reminded to call the Sheriff's Department non-emergency line to report vandalism. The Club also suggested putting gutters on the Wobegon Trail bathroom roof because it's washing away mulch around the building that needs to be replaced every year. The cost of gutters will be investigated.

Resident Kathy Gerads presented pictures of neighboring property and asked about the nuisance properties ordinance since there were construction materials and other items stored on the property that weren't contained or in storage sheds. The property is also unsightly and could attract raccoons or other vermin. Owner Louie Walz maintained that it was within the ordinance. Mayor Marstein will meet with Mr. Walz on site to review ordinance restrictions and look at items in question.

Unfinished Business

A petition was presented with 17 residents signatures who opposed the keeping of back yard chickens within city limits. Following discussion and citing other feedback on the issue, the council expressed their intent to uphold the existing ordinance which does not allow farm animals on lots that are less than ten acres.

The call option for the fire truck bond was discussed at the Fire Budget meeting with the township supervisors agreeing to pay off the bond to save \$4,500 in interest over the next three years. The bond will be paid with Fire Department truck fund savings. In order to help keep budgets consistent, the townships will continue to pay their portions, less interest, in equal installments over the three years. Alan Walz made a motion to accept Resolution 17-09-11-1 Providing for the Redemption and Prepayment of the General Obligation Equipment Certificates, Series 2010A. Mike Odden seconded the motion. AIF

In planning for snow plowing alleys, areas were identified for piling snow as well as residents who need access to garages and parking. Some alleys may not need to be cleared and the Maintenance staff will be contacting residents along alleyways to determine plowing needs.

New Business

The October Council meeting will be held on Tuesday, October 10, 2017, due to Columbus Day. The city office will be closed on Monday, October 9, 2017.

Holding Township awarded a bid to Scepaniak, Inc. for a mill and overlay project on River Road. The township offered to work with the city to include a .25 mile stretch of River Road from All Saints Cemetery, where the 2011 Utility Project ended to the city limits by Pilarski's driveway. Eric Berscheid made a motion to approve up to \$5,000 for mill and overlay on River Road in conjunction with the township work done by Wm D. Scepaniak, Inc. If the cost was over \$5,000, the motion would be revisited at the October meeting. Bob Sanchez seconded the motion. AIF

The property tax levy and budget line items were reviewed. Following discussion on the current tax levy and taking into consideration the increased water and sewer rates, Eric Berscheid made a motion to lower 2018 levied taxes from \$258,663.00 to \$233,663.00. Bob Sanchez seconded the motion. AIF

The truth in taxation public hearing was set for December 11th, 2017 at 7:00pm.

Office Assistant Lisa Silbernack resigned and will be moving to the Alexandria area. Her presence in the office and expertise in technology, media communications, and city business will be missed. Lance Feia met with staff and agreed to provide technical support to the city which will include monthly reports to the council and help setting up new security cameras at the Wobegon Trailhead. Mike Odden made a motion to approve the contract for technical support with Lance Feia at the rate of \$35/hour on an as needed basis. Alan Walz seconded the motion. AIF

At this time, the City office will not be open on Fridays. The position opening has been posted and will be published.

During the work session, the council reviewed data on a solar savings plan with NGR Energy, Inc. through a conference call. The council requested more information and will inquire about the experiences of other entities who have already signed an agreement with the company.

Mike Odden reported on a plan for shrubs along the new fence line at the ballpark, next to Opatz Metals. He also noted that weeds should be sprayed at the ball field. A quote from Huls Nursery averaged about \$25 per plant. Eric Berscheid made a motion to approve up to \$1,000 for plants and shrubs to be purchased and planted along the fence on the north side of the ball park. Alan Walz seconded the motion. AIF

Admin Reports

Clerk will be attending a Human Resource Skills class the next two Wednesday afternoons. The office will be open on Wednesday September 13th and 20th from 8:00am-2:00pm.

Mayors/Council Discussion notes:

- Alley behind the Municipal Liquor Store should be graded to get rid of potholes.
- A load of gravel is needed on 1st Street to the Maintenance Garage. Check on cost and ask township to grade.
- Business buildings that were vandalized should be cleaned and could be included in restitution process.

Announcements

Residents who are delinquent on their utility payments are: Will Wolter, Josh Krueger, Jenny Gunderson, Scott Zehowski and Sandra Ross.

Next Council Meeting: Tuesday, October 10, 2017 at 7:00pm, work session at 6:00pm for Personnel Manual and budget.

Mike Odden made a motion to adjourn the meeting. Eric Berscheid seconded the motion. Meeting adjourned at 10:05 p.m.

Respectfully submitted,
Sandra Meer
City Clerk, Holdingford

AUGUST 2017	
Department	Gross Pay
General	\$ 5,923.36
Public Works	\$ 7,476.03
Fire	\$
Liquor	\$ 6,749.91
Total	\$20,149.30
2 pay periods ending	
8/4, 8/18	

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

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

Check	Type	Date	Vendor Name	Amount	Status
33031	C	8/10/2017	704 AFSCME Council 65	\$96.11	C
33032	C	8/10/2017	328 AllSpec Services, LLC	\$1,860.56	C
33033	C	8/10/2017	326 Auto Value	\$263.30	C
33034	C	8/10/2017	910 Berkon Industries, LLC	\$900.00	C
33035	C	8/10/2017	9 Bernick's Pepsi-Cola	\$126.75	C
33036	C	8/10/2017	828 Brian Zapzalka	\$650.00	C
33037	C	8/10/2017	18 C & L Distributing, Inc	\$6,650.00	C
33038	C	8/10/2017	21 Central MN. Alarms, Inc.	\$128.85	C
33039	C	8/10/2017	24 Central-McGowan, Inc	\$65.54	C
33040	C	8/10/2017	934 Color Dynamics LLC	\$65,930.00	C
33041	C	8/10/2017	40 David Drown Associates	\$2,500.00	C

Check	Type	Date	Vendor	Name	Amount
33043	C	8/10/2017	926 Eckberg Lammers, P.C.	\$350.00	C
33044	C	8/10/2017	64 Eugene Cipala	\$67.69	C
33045	C	8/10/2017	70 Frito-Lay, Inc	\$71.09	C
33046	C	8/10/2017	316 GERAD'S OIL CO., INC	\$493.75	C
33047	C	8/10/2017	787 Granite City Jobbing Co	\$649.14	C
33048	C	8/10/2017	92 Headley Hardware	\$840.11	C
33049	C	8/10/2017	481 Heggies Pizza	\$150.15	C
33050	C	8/10/2017	614 Holdingford Gas and Grocery	\$316.55	C
33051	C	8/10/2017	691 Allstream	\$202.97	C
33052	C	8/10/2017	539 League of MN Cities Ins. Tr/BKLY	\$1,768.00	C
33053	C	8/10/2017	157 Mid Central Door Co	\$80.00	C
33054	C	8/10/2017	730 Midcontinent Business Solutions	\$232.35	C
33055	C	8/10/2017	476 Preferred Controls Corp	\$4,918.00	C
33056	C	8/10/2017	223 S.E.H.	\$5,296.46	C
33057	C	8/10/2017	685 Star Publications, LLC	\$716.56	C
33058	C	8/10/2017	915 Steve Horvath	\$38.88	C
33059	C	8/10/2017	263 Tom's Refuse	\$6,254.53	C
33060	C	8/10/2017	271 UC Lab	\$1,090.50	C
33061	C	8/10/2017	276 United Systems Technology	\$10.00	C
33062	C	8/10/2017	281 Viking Coca Cola Bottling	\$1,664.00	C
33063	C	8/10/2017	358 XCEL ENERGY 51-5655040-0	\$2,751.06	C
33064	C	8/10/2017	519 XCEL ENERGY 51-8242904-3	\$88.40	C
33065	C	8/10/2017	292 Ziegler	\$1,091.88	C
33096	C	8/28/2017	240 Stearns Bank-Holdingford	\$25.00	C
33042	C	8/10/2017	655 David Yurczyk	\$15.40	O
33066	C	8/28/2017	6 AmeriPride Linen	\$253.82	O
33067	C	8/28/2017	8 Becker Septic Pumping	\$150.00	O
33068	C	8/28/2017	9 Bernick's Pepsi-Cola	\$141.50	O
33069	C	8/28/2017	627 Breakthru Beverage Minnesota	\$1,657.97	O
33070	C	8/28/2017	18 C & L Distributing, Inc	\$2,758.40	O
33071	C	8/28/2017	817 C Emery Nelson, Inc	\$2,775.42	O
33072	C	8/28/2017	24 Central-McGowan, Inc	\$70.04	O
33073	C	8/28/2017	873 CenturyLink	\$63.75	O
33074	C	8/28/2017	48 D & D Beverage	\$455.00	O
33075	C	8/28/2017	52 E. A. Sween Company	\$116.70	O
33076	C	8/28/2017	70 Frito-Lay, Inc	\$96.45	O
33077	C	8/28/2017	787 Granite City Jobbing Co	\$1,210.12	O
33078	C	8/28/2017	81 Granite Electronics, Inc	\$10,752.00	O
33079	C	8/28/2017	90 Harry's Frozen Foods	\$74.50	O
33080	C	8/28/2017	91 Hawkins, Inc	\$1,036.57	O
33081	C	8/28/2017	481 Heggies Pizza	\$187.45	O
33082	C	8/28/2017	97 Henry's Waterworks, Inc	\$1,407.10	O
33083	C	8/28/2017	691 Allstream	\$203.79	O
33084	C	8/28/2017	119 Johnson Brothers Liquor C	\$2,716.22	O
33085	C	8/28/2017	122 Keith R. Hommerding	\$30.00	O
33086	C	8/28/2017	539 League of MN Cities Ins. Tr/BKLY	\$23,068.00	O
33087	C	8/28/2017	905 Midwest Machinery Co	\$88.77	O
33088	C	8/28/2017	911 MN PEIP	\$1,764.56	O
33089	C	8/28/2017	696 MN State Fire Service Cert. Board	\$375.00	O
33090	C	8/28/2017	752 MN Valley Testing Labs	\$455.00	O
33091	C	8/28/2017	205 Phillips Wine & Spirits	\$139.69	O
33092	C	8/28/2017	207 Postmaster	\$286.00	O
33093	C	8/28/2017	872 Precise Ice, Inc.	\$210.00	O
33094	C	8/28/2017	893 Rolling Lake Auto	\$361.40	O
33095	C	8/28/2017	750 St Cloud Times #1076	\$14.30	O
33097	C	8/28/2017	254 Strategic Equipment & Supply	\$1,254.00	O
33098	C	8/28/2017	263 Tom's Refuse	\$6,055.63	O
33099	C	8/28/2017	804 Toshiba Financial Services	\$99.12	O
33100	C	8/28/2017	266 Traut Wells	\$32.10	O
33101	C	8/28/2017	935 Uline	\$73.81	O
33102	C	8/28/2017	903 Upper Lakes Foods, Inc.	\$486.23	O
33103	C	8/28/2017	386 USA Bluebook	\$131.16	O
33104	C	8/28/2017	339 Verizon Wireless	\$89.53	O
33105	C	8/28/2017	281 Viking Coca Cola Bottling	\$58.56	O
33106	C	8/28/2017	359 XCEL ENERGY 51-5655038-6	\$983.34	O
33107	C	8/28/2017	361 XCEL ENERGY 51-5655039-7	\$947.76	O
33108	C	8/28/2017	383 XCEL ENERGY 51-5655041-1	\$835.28	O
33109	C	8/28/2017	292 Ziegler	\$1,335.00	O
				Cleared	\$108,338.18
				Outstanding	\$65,316.44
				Void	\$0.00