

Holdingford City Council Meeting and Public Hearing Minutes  
April 8, 2019

The Public Hearing was opened for comment at 7:00p.m. by Mayor Sue Marstein to discuss the property division of Lot 10 in the Auditor's Subdivision on the 600 block of 4<sup>th</sup> Street. A comment from a neighboring property owner was read and stated that subdividing the property as a flag lot was undesirable and suggested that ROW (right-of-way) be dedicated over the driveway to align with the street dimensions directly to the west which would allow for future development of the property to the south and additional lots to the north. The city engineer recommended that it would not be in the city's best interest to be dedicated as a public ROW. The driveway was surveyed at 16' wide and he suggested it be at least 20', the same as alleys. He also suggested that the properties have separate water & sewer and there may need to be an easement for sewer. The property lots were split to keep the Residential-Agricultural (R-A) zoning requirements with a minimum lot size of 20,000 square feet. A storm sewer on neighboring property to the north may need to be updated since it doesn't keep up now if there are heavy rains and building would decrease the impervious surfaces causing more runoff. It would need to be determined if the storm sewer is private property or if it connects to the city sewer system to the north. Runoff from Bielejeski's pond, west of the City water tower, runs straight south and would not affect that storm drain. Robb Berscheid made a motion to close the public hearing. Mike Odden seconded the motion. The hearing was closed at 7:18 p.m.

The Holdingford City Council meeting was called to order by Mayor Sue Marstein at 7:19 p.m. The pledge of allegiance was recited.

Present: Susan Marstein, Eric Berscheid, Robb Berscheid, Mike Odden, Bob Sanchez, Steve Horvath, Sandra Meer, Keith Hommerding, Pat Meier, Dorine Rausch, John Bielejeski, Melvin Breth, Craig Dewar, Herman Lensing, Gordy Sjaaheim, and Tim Winter.

Mike Odden made a motion to approve the consent agenda to include the submitted monthly claims, financial reports, and minutes for March 11<sup>th</sup> Council Meeting with two corrections to the total of the Safe Routes to School Grant, corrected to \$160,000 and in motion for HMLS petty cash, change *leave* to "...*adjust* HMLS petty cash balance to...". Eric Berscheid seconded the motion. AIF

#### Department Reports

The Fire Department requested payment for three members who completed FF1 and FF2 training in 2017-2018 and one member who completed FF1 training in 2018. The payments were overlooked when the annual payment request was made last December and would be part of 2018 budget. Eric Berscheid made a motion to approve missing payroll for \$3,724.00 for 2017-2018 training as submitted. Bob Sanchez seconded the motion. AIF

Liquor Store report was given by Manager Pat Meier. March gross revenue =\$34,554.36. Expenses =\$29,979.89. Year to date lottery proceeds =\$722.57. Year to date balance =\$7,095.67 Two bids for roof repair were submitted; Z Roofing for \$26,900 which included all insulation and a 5 year warranty and Roof 1-RBR Inc, for \$22,772 which included patch insulation where needed and a 15 year warranty. Eric Berscheid made a motion to refinish the roof on the HMLS at a cost not to exceed \$26,900 after getting revised quotes for full insulation. Mike Odden seconded the motion. AIF

Pat submitted the inventory to the auditor. Upcoming special fundraising events include a meat raffle and Pot of Green raffle.

Fire Department report was given by Chief Keith Hommerding. There have been 32 calls so far this year; 25 medical, five fires, and two good intent/false alarm. Twelve calls were in the city, ten in Holding Township, four in Krain Township and six in Brockway Township.

Gambling has been doing well this last month.

The department is finalizing the design on the new rescue truck. Cost estimate for the body at \$135,000 and chassis is about \$65,000. Individual has already asked about bonding for the loan for financing.

Four firemen are registered for the State fire conference in Mankato at the end of April.

No report from Dorine Rausch, the city Emergency Manager.

Maintenance Report was given by Lead Supervisor Steve Horvath. Chemical feed pumps at the well house were replaced to fix inconsistent feed rates and reliability. Pumps at the main lift station were cleared five times in March due to wipes and blue shop towels clogging the impellers. The 4<sup>th</sup> Street lift station pumps were plugged up twice in March with blue shop towels. Nelson Septic vacuumed out both lift stations to remove buildup of fats, wipes and sand. Also, at 4<sup>th</sup> Street lift station three feet of mud was cleared out on bottom, most likely due to expansion project last fall. Grinder pumps are keeping up at 4<sup>th</sup> Street lift station. Constant pumping to divert melting snow and rain water from storm drain by Opatz Metals kept water from entering their yard and rental homes. Nelson's jetted the storm drain and cut through 80 feet of ice to open it. Sample bottles will be delivered and collected from several residents this week for bi-annual copper/lead sampling. One likely area of clean water infiltrating the sewer system was identified. The line from the main lift station to Riverside Road will be televised once the spring water levels subside to find leaks and cracks in the

pipe. Traut Wells replaced an end on the WWTP well pump and shocked the system again to clear up the rust and bacteria. The injectors at the well house may need to be re-built. A power surge knocked out the surge protector and battery backup at each SCADA location that affected blowers and mixers at the WWTP and burnt out the backup at the Maintenance office which tripped and depleted the battery. Sunset Electric helped trouble shoot repairs after the power issue.

1,177,000 gallons of well water were pumped. 2,614,000 gallons of wastewater was treated.

### Guests

Considering information from public hearing and suggestions for driveway to be at least 20', designation of ROW for ease of access, concern about storm drain capacity and limiting impervious surface area, Eric Berscheid made a motion to approve the property division on west section of Lot 10 into two Tracts, A and B, with note that the city is OK with 16' wide driveway but recommends the driveway be 20'. Robb Berscheid seconded the motion. AIF

John Bielejeski asked if the city could approve and have recorded resolution back from the county by May 1<sup>st</sup> in order to close on the property in May. A Special Meeting was set for Tuesday, April 16 to approve the resolution.

Craig Dewar had two quotes to replace parking area on the west side of his property along 4<sup>th</sup> Street that he had before the 2011-12 Street project was complete. The 100' x 7' area from utility pole south to mailbox would accommodate four cars instead of parking in driveway. Quotes to excavate black dirt and apply Class 5 gravel were between \$1,256- \$2500, which were substantially more than bids that Dewar presented in the fall. Other inquiries regarding ordinances on parking in the front yard and street parking were brought up. The ordinances will be checked and will be addressed at the Special Meeting on April 16<sup>th</sup> as well.

### Unfinished Business

After reviewing the city water and sewer ordinances, City Engineer Scott Lange noted several areas where language could be inserted to accommodate state regulation specifications for potable water systems by referencing the state plumbing code. By referencing the State plumbing code it would help eliminate undue hardship to residents or city for regulated testing requirements.

Scott Lange presented two options to get water to the Wastewater Treatment Plant (WWTP) to replace the well. One option was to drill under the trail and the other is to run water lines from the maintenance garage. Eric Berscheid made a motion to approve drilling water lines to the WWTP from the maintenance garage and obtain quotes for the project. Bob Sanchez seconded the motion. AIF

Sue Marstein made a motion to set public hearing for May 13<sup>th</sup> at 7:00p.m. to designate zoning on annexation properties. Mike Odden seconded the motion. AIF

Cost sharing options for the townships and city for fire service areas were discussed. Three options were reviewed, including calculating the cost percentages by 1) Estimated Market Values (EMV's) without the school included in the city portion; 2) EMV's with the school EMV included in the city portion; and 3) 50% EMV's and 50% an average of last 3 years of calls. Robb Berscheid made a motion to have city pay an additional \$4,500 towards the city budget. Following discussion, he rescinded his motion. Robb Berscheid made a motion to increase the city portion by 10% of EMV without the school building to take effect as of 2020. Bob Sanchez seconded the motion. AIF

River Road from east of the cemetery to Bill Schank's driveway is in need of repair with spring frost boils. A rough estimate for mill and overlay for the ¼ mile of road was estimated around \$45,000-\$52,000. The maintenance staff will clean out as much as possible, add millings and tamp it down. Eric Berscheid will request estimates from Hardrives and Knife River to repair the road and break out milling and paving estimates.

Updates to items on City Action List were reviewed and discussed. A Special Meeting was set for Tuesday, April 16<sup>th</sup> for second interviews for Deputy Clerk-Treasurer applicants beginning at 5p.m.

Robb Berscheid presented rough estimates for moving the utility poles off of Main Street and for fundraising options for the project that the Chamber has discussed including, "adopt a pole", ranger raffle funds, and grants. Mike Odden made a motion to allocate \$5,000 towards engineering fees for Xcel Energy to start a project plan if \$5,000 is contributed from the Chamber of Commerce or whoever wants to donate. Eric Berscheid seconded the motion. AIF

The Construction Rebate Program was revisited and a history of prior rebates was reviewed. Also discussed was if an existing structure was moved onto new basement, is it considered new construction.

Eric Berscheid made a motion to make rebates applicable to new residential construction and if the property doesn't have an established tax value, the lot value that the assessor has applied to the tax statement will be used. Robb Berscheid seconded the motion. E. Berscheid, R. Berscheid, Marstein and Sanchez voted in favor. Odden opposed.

### New Business

Mike Odden made a motion to approve Resolution 19-04-8-1 FFA Alumni Tractor Raffle to be held on October 16, 2019. Robb Berscheid seconded the motion. AIF

Resolution 19-04-08-2 Acceptance of Safe Routes to School Grant was not available and was postponed until next meeting.

Building permits are currently approved by the city contracted building inspector and the council discussed having permits that change the blueprint in the city, including fences, be reviewed by the council who is the Planning and Zoning Authority. Eric Berscheid made a motion that two councilmembers must review and sign a building permit, along with the building inspector if the permit changes the footprint in the city. If either member has an issue with approval, then it will be brought before the full council. Bob Sanchez seconded the motion. AIF

Andy Bartkowicz has returned from his military deployment and requested a return to work date of May 6<sup>th</sup> in order to work with get up to speed before Steve Horvath is gone for two weeks of annual leave.

Eric Berscheid made a motion to approve Resolution 19-04-08-3 Holdingford Area Chamber of Commerce Ranger Raffle to be held on August 24, 2019 with value of prizes at approximately \$18,500. Bob Sanchez seconded the motion. AIF

Eric Berscheid made a motion to transfer \$16,000 from City Maintenance Equipment savings to the General account for the 2018 skid steer purchase, to be accounted for in 2018. Mike Odden seconded the motion. AIF

The clerk compared options for ACH withdrawals for residents’ utility bills through Central Minnesota Credit Union and Stearns Bank. Both charged a \$10 batch fee. Stearns bank also charges .10 per entry. Robb Berscheid made a motion to offer ACH withdrawal through Stearns Bank and charge the resident a minimal charge. Bob Sanchez seconded the motion. R Berscheid, Marstein, Odden and Sanchez voted in favor since the city has its checking accounts with Stearns Bank and would not have additional transfers or to set up new accounts. E Berscheid opposed since CMCU was first to offer this option to the city and they don’t charge additional fees.

Residents who are delinquent on their utility payments are: Shannon Backlund \$405.45, Wade Birt \$406.44, Bill Fellegly \$365.75, Mara Glader, \$339.79, Dave Hagemann \$4,380.75, Travis Harlander \$360.26, Clayton Hartung \$395.84, Hyatt House \$1,460.90, Robert Keil \$388.17, and Brenda Rybak \$328.97.

Following discussion, Eric Berscheid made a motion to adjust petty cash balance at HMLS to \$500 less than what was discussed last month. Bob Sanchez seconded the motion. AIF

Admin Reports

Mayors/Council Discussion notes:

- Holdingford Cares Day on May 4<sup>th</sup> with dumpsters available at the museum for Clean-up Day from 9am-noon. The city will work with the Lioness Club to coordinate volunteers to paint over and remove graffiti from the alley by the post office and other projects.
- Several stone walls are heaving and deteriorating, specifically along Washington Street and in the alley by the Hyatt House and will need to be addressed with the owners for safety reasons
- Deteriorating property and accumulation of junk at properties will be sent a letter
- Museum has security camera’s installed inside and out
- Fire hydrants that are in need of paint should be identified

Announcements

Next council meeting: Monday, May 13<sup>th</sup> at 7:00 p.m. with a work session at 6:00p.m. Board of Appeals on April 10, at 7:00pm  
Mike Odden made a motion to adjourn the meeting. Motion was seconded by Bob Sanchez. Meeting adjourned at 10:55pm.

Respectfully submitted,  
Sandra Meer  
City Clerk, Holdingford

MARCH 2019	
Department	Gross Pay
General	\$ 7,584.48
Public Works	\$ 9,925.18
Liquor	\$10,124.99
Total	\$27,634.65
3 pay periods ending	
03/01, 03/15, 3/29	

**City of Holdingford - Equal Opportunity Provider**  
**Accounts Payable Check Register Report - STEARNS BANK**  
**For The Fiscal Periods Range From 2019-3 To 2019-3**

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

Check #	Type	Date	Vendor Name	Amount	Status
34473	C	3/11/2019	704 AFSCME Council 65	\$110.41	C
34474	C	3/11/2019	691 Allstream	\$218.98	C
34475	C	3/11/2019	6 AmeriPride Linen	\$85.00	C
34476	C	3/11/2019	326 Auto Value	\$52.89	C
34477	C	3/11/2019	8 Becker Septic Pumping	\$180.00	C
34478	C	3/11/2019	9 Bernick's Pepsi-Cola	\$183.85	C
34479	C	3/11/2019	828 Brian Zapzalka	\$650.00	C
34480	C	3/11/2019	18 C & L Distributing, Inc	\$170.80	C
34481	C	3/11/2019	926 Eckberg Lammers, P.C.	\$614.55	C
34482	C	3/11/2019	956 Frank Haynes Consulting	\$150.00	C
34483	C	3/11/2019	316 GERAD'S OIL CO., INC	\$663.23	C
34484	C	3/11/2019	787 Granite City Jobbing Co	\$735.65	C
34485	C	3/11/2019	90 Harry's Frozen Foods	\$157.50	C
34486	C	3/11/2019	92 Headley Hardware	\$189.64	C
34487	C	3/11/2019	481 Heggies Pizza	\$188.70	C
34488	C	3/11/2019	614 Holdingford Gas and Grocery	\$107.76	C
34489	C	3/11/2019	657 Huls Bros Trucking	\$3,410.40	C
34490	C	3/11/2019	119 Johnson Brothers Liquor C	\$2,084.99	C
34491	C	3/11/2019	121 KASM Radio	\$330.00	C
34492	C	3/11/2019	140 Little Falls Radio	\$55.00	C
34493	C	3/11/2019	730 Midcontinent Business Solutions	\$231.54	C
34494	C	3/11/2019	179 MN State Fire Dept. Assn	\$800.00	C
34495	C	3/11/2019	752 MN Valley Testing Labs	\$455.00	C
34496	C	3/11/2019	205 Phillips Wine & Spirits	\$255.58	C
34497	C	3/11/2019	605 Robb Berscheid	\$75.98	C
34498	C	3/11/2019	234 St Cloud Technical College	\$550.00	C
34499	C	3/11/2019	685 Star Publications, LLC	\$503.02	C
34500	C	3/11/2019	915 Steve Horvath	\$110.20	C
34501	C	3/11/2019	412 Sunset Electric, Inc	\$348.00	C
34502	C	3/11/2019	728 Tri-State Pump & Control, Inc.	\$960.00	C
34503	C	3/11/2019	271 UC Lab	\$844.00	C
34504	C	3/11/2019	903 Upper Lakes Foods, Inc.	\$192.40	C
34505	C	3/11/2019	281 Viking Coca Cola Bottling	\$406.00	C
34506	C	3/11/2019	360 XCEL ENERGY 51-5655037-5	\$2,596.78	C
34507	C	3/11/2019	358 XCEL ENERGY 51-5655040-0	\$2,120.00	C
34508	C	3/11/2019	383 XCEL ENERGY 51-5655041-1	\$779.51	C
34509	C	3/11/2019	519 XCEL ENERGY 51-8242904-3	\$26.02	C
34510	C	3/11/2019	292 Ziegler	\$849.62	C
34514	C	3/25/2019	6 AmeriPride Linen	\$85.00	C
34516	C	3/25/2019	9 Bernick's Pepsi-Cola	\$435.10	C
34517	C	3/25/2019	627 Breakthru Beverage Minnesota	\$318.45	C
34525	C	3/25/2019	787 Granite City Jobbing Co	\$479.72	C
34529	C	3/25/2019	539 League of MN Cities Ins. Tr/BKLY	\$15,800.00	C
34530	C	3/25/2019	990 Linda Breth	\$250.00	C
34538	C	3/25/2019	223 S.E.H.	\$895.90	C
34539	C	3/25/2019	465 Sandra Meer	\$76.70	C
34541	C	3/25/2019	915 Steve Horvath	\$75.00	C
34542	C	3/25/2019	263 Tom's Refuse	\$6,273.50	C
34544	C	3/25/2019	728 Tri-State Pump & Control, Inc.	\$400.00	C
34546	C	3/25/2019	903 Upper Lakes Foods, Inc.	\$41.59	C
34549	C	3/25/2019	281 Viking Coca Cola Bottling	\$158.90	C
34551	C	3/25/2019	359 XCEL ENERGY 51-5655038-6	\$1,646.59	C
34552	C	3/25/2019	361 XCEL ENERGY 51-5655039-7	\$1,087.34	C
34513	C	3/25/2019	517 Alex Air Apparatus, Inc	\$820.00	O
34515	C	3/25/2019	326 Auto Value	\$31.34	O
34518	C	3/25/2019	18 C & L Distributing, Inc	\$4,202.90	O
34519	C	3/25/2019	873 CenturyLink	\$65.60	O
34520	C	3/25/2019	814 Cruise Control	\$300.00	O
34521	C	3/25/2019	48 D & D Beverage	\$278.00	O
34522	C	3/25/2019	958 Dan Lahr	\$75.00	O
34523	C	3/25/2019	959 Emergency Services Marketing Corp., Inc.	\$735.00	O
34524	C	3/25/2019	70 Frito-Lay, Inc	\$73.17	O
34526	C	3/25/2019	90 Harry's Frozen Foods	\$117.50	O
34527	C	3/25/2019	481 Heggies Pizza	\$62.00	O
34528	C	3/25/2019	132 Larson Excavating	\$2,711.18	O
34531	C	3/25/2019	905 Midwest Machinery Co	\$911.82	O
34532	C	3/25/2019	687 MN Dept Hlth, MDH	\$23.00	O
34533	C	3/25/2019	911 MN PEIP	\$528.81	O
34534	C	3/25/2019	176 MN Rural Water Assn	\$110.00	O
34535	C	3/25/2019	718 Nelson's Septic Service	\$1,437.50	O
34536	C	3/25/2019	207 Postmaster	\$105.00	O
34537	C	3/25/2019	343 ROTO-ROOTER	\$185.00	O

Check #	Type	Date	Vendor Name	Amount	Status
34540	C	3/25/2019	750 St Cloud Times #1076	\$25.00	O
34543	C	3/25/2019	804 Toshiba Financial Services	\$161.53	O
34545	C	3/25/2019	276 United Systems Technology	\$6.08	O
34547	C	3/25/2019	386 USA Bluebook	\$2,750.60	O
34548	C	3/25/2019	339 Verizon Wireless	\$116.32	O
34550	C	3/25/2019	759 Volunteer FF Benefit Assoc of MN	\$11.00	O
				<b>Cleared</b>	
				<b>Outstanding</b>	<b>\$50,466.79</b>
				<b>Void</b>	<b>\$0.00</b>

# 4<sup>th</sup> Annual Holdingford Cares Day & City Wide Clean-up Day Saturday, May 4<sup>th</sup>

This is a day of bringing community together to accomplish spring needs in and around the City of Holdingford. If you have a need (lawn raking, flower garden clean up, small painting jobs, brush trimming, window washing etc.) that you are not able to do yourself. Please contact Helping Hands (746-9960) or the City (746-2966) with your request. Volunteers will pick up large items if set curbside and pre-arranged with the City or Helping Hands.

## City Wide Clean Up 9 am – 12 noon

Dumpsters will be at the Historical Museum. City staff will be on hand to help unload items. Items accepted at no charge lawn chairs, bikes, doors and windows, swing sets, carpet and padding, monitors, printers, electrical appliances. A full list is available at city hall. Items accepted with \$10 charge; Mattresses, Box Springs, Couches, Sofa chairs, Sectionals, Recliners, Tubs, console TV's and TV's over 36".  
Car tires \$5.00 Truck tires \$10.00 *NO Tractor Tires Accepted*

Any questions - Please call City Hall 746-2966  
Sponsored by the Holdingford Lioness Club and the City of Holdingford

\*\*\*NO HAZARDOUS MATERIALS ACCEPTED\*\*\*  
ON CITY WIDE CLEAN-UP DAY