

## Holdingsford City Council Meeting and Public Hearing Minutes May 13, 2019

The Public Hearing was opened for comment at 7:00 p.m. by Mayor Sue Marstein to hear comments and concerns regarding the proposed zoning of newly annexed property located north of County Road 17 and east of 4<sup>th</sup> Street and consider a Conditional Use Permit (CUP) as requested by Greg Konsor. The proposal included four parcels (PIN 13.07752.0000, PIN 13.07886.0028, PIN 13.07886.0029, and PIN 13.07886.0030) zoned as Residential Agricultural, with one parcel on County Road 17 (PIN 13.07886.0031) zoned as Highway Business. The CUP application was submitted for the multi-use facility proposed (PIN 13.07886.0028) on the northwest 8.45 acres which were not platted. There was discussion on zoning the entire 8.45 acre parcel as commercial and if it would facilitate or inhibit future development.

Mike Odden made a motion to close the public hearing. Bob Sanchez seconded the motion. The hearing was closed at 7:08 p.m.

The Holdingsford City Council meeting was called to order by Mayor Sue Marstein at 7:08 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, Dorine Rausch, Scott Lange, Dave Fiedler, Rod Harren, Diane Konsor, Gregory Konsor, Al Leinen, Logan Oellien, Brady Pundsack, and Gordy Sjaheim.

Eric Berscheid made a motion to approve the consent agenda to include the monthly claims, financial reports, and minutes for the April 8<sup>th</sup> Council Meeting, April 10<sup>th</sup> Local Board of Appeals and April 16<sup>th</sup> Special Meeting. Bob Sanchez seconded the motion. AIF

### Department Reports

Liquor Store report was given by Mayor Sue Marstein. April gross revenue = \$34,514.23. Expenses = \$34,686.76. Year to date lottery proceeds = \$722.57. Year to date balance = \$8,315.75. Manager Pat Meier requested time during the June council work session to discuss the manager position and transition options for his retirement. Two proposals for re-roofing the liquor store were reviewed. Roof 1-RBR Inc. was \$25,391.00 with an additional \$962 to install a gutter and downspout in the back of the building with a 20 year warranty. Z Roofing was \$26,900.00 with a 5 year warranty. Eric Berscheid made motion to accept the \$25,391.00 bid from Roof 1 for replacing the roof to include the additional gutter installation for \$692.00. Robb Berscheid seconded the motion. AIF  
Several bartenders were recommended for a step increase and reviews will be completed.

Maintenance Report was given by Lead Supervisor Steve Horvath.

Soil samples and testing were done in preparation for bio-solids land application during next week. Minnesota Department of Health completed their bi-annual inspection of the city water system and well house. Started street sweeping and will complete in about a week. Areas damaged by snowplowing have been repaired. Hockey rink was put away. Some alleys were repaired but more gravel is needed. Opatz Excavating will deliver when road restrictions are off. The alley behind 2<sup>nd</sup> and Prairie Streets needs repair and a quote will be requested as well as Class 5 for the parking lot at Veteran's Park. Weed control and handicap parking access at Veteran's Park will also be addressed. Lower flow levels to the WWTP are still being assessed and are most likely due to a restriction in the force main to the WWTP. A large amount of "disposable" wipes were found clogging the sewer system along Riverside Road. Letters will be sent to residents in that area and fines may be imposed. Annual inspection of the playground was done. Veteran's Park bathrooms concrete floor was sealed. Debris was cleaned up around melting snow piles. Sanitary sewer line under the river was televised and a defective pipe section was identified. Quotes will be sought to line the pipe once the flow levels go down. Pictures of the pump that has to be pulled at the 4<sup>th</sup> Street Lift Station showed excessive rust on the attached handle which is deteriorating each time it's pulled. Staff will look at reconstructing the handle to extend pump life.

1,259,000 gallons of well water were pumped. 1,959,000 gallons of wastewater was treated.

Fire Department report was given by Chief Keith Hommerding.

A \$1,500 donation to the Fire Relief Association from John Ebnet's family was received and a resolution requested to acknowledge the generous donation.

Final proposal from Heiman Fire Equipment for Rosenbauer Rescue Truck with Dodge Ram chassis was submitted. Eric Berscheid made a motion to approve the \$134,929 expenditure and proposal upon the mayors' signature. Mike Odden seconded the motion. AIF  
Stearns Electric offers community organizations 10 year interest free loans through a federal loan program. Eric Berscheid made a motion to fill out paperwork to apply for the loan through Stearns Electric to finance the new rescue truck. Bob Sanchez seconded the motion. AIF

Dorine Rausch, the city Emergency Manager, reported on attending the quarterly meeting in St. Martin which addressed city sirens and reporting with the county when they are sounded. The communication test with the county was also completed.

### Guests

Eric Berscheid made a motion to approve the proposed zoning of four parcels as Residential Agricultural and one parcel as Highway Business and approve the Conditional Use Permit application submitted by Gregory Konsor for the multi-use building located on PIN 13.07886.0028 with the understanding that said portion of parcel where the building is located will be rezoned commercial within two (2) years. Mike Odden seconded the motion. AIF

On advice of the city attorney, the building would need to be added as a conditional use under Section 4 in the zoning ordinance.

Rod Harren, Al Leinen and Dave Fielder from the Holdingford Lions presented options for equipment at the park. After looking at costs and practicality for use, the Lions proposed the installation of a single fit rider, single station waist twister and single country skier geared towards older adults who may be on the playground with younger generations. The Lions would donate the \$3,000 equipment and install it along the north side of the existing playground area. The council requested the Lions cut out part of the wood border to allow for wheelchair accessibility. Mike Odden made a motion for Lions to go ahead and purchase and install the proposed equipment. Robb Berscheid seconded the motion. AIF

The Lions also proposed a basketball hoop and pickleball court area. The official pickleball court is 20'x44' but a 30'x 60' area is ideal. The area just north of the volleyball court and east of the skateboard park would work well, but drainage would need to be identified. A local couple has volunteered to organize a Pickleball League. The council agreed to help with funding for part of the estimated \$20,000 project.

Logan Oellien representing the Wrestling Booster Club, requested a temporary liquor license from the city for 3.2 malt liquor sales during the Holdingford Daze Softball Tournament, July 12-14 2019.

Robb Berscheid made a motion to approve Resolution 19-05-13-2 for Temporary 3.2 Malt Liquor Sales at the softball tournament during Holdingford Daze. Bob Sanchez seconded the motion. AIF

Logan also asked if they could have a band or DJ play on Friday, July 12<sup>th</sup> after the games are finished. They would set up on the south side of the field and have music directed south or west. Robb Berscheid made a motion to approve a DJ or band playing on Friday evening July 12<sup>th</sup> as long as music isn't played past 12:00 midnight. Mike Odden seconded the motion. AIF

Resident Brady Pundsack asked what options he had after finding out that a survey of the adjacent vacant lot had part of his garage located over the property line. The council suggested he contact the neighboring property owner and come to a mutual agreement for use and access to the garage. Building setbacks could possibly be adjusted if a building is proposed for the vacant lot.

City Engineer Scott Lange reviewed quotes for the water line extension from the Maintenance Garage to the Wastewater Treatment Plant (WWTP). Quotes were submitted with options for all open cut installation or an open cut with directional drilling. It was cheapest to have companies quote drilling and connecting water service separately. Water extension permit should be back in a few weeks and the project will be ready to start in June. Mike Odden made a motion to approve quote for connecting the new and old water service from Kotzer Excavating for \$12,598.14, with directional drilling to be completed by Lester Waterworks for \$14,952.00. Eric Berscheid seconded the motion. AIF

An application was submitted to the Minnesota Dept of Health to place the well house extension project on the 2020 Drinking Water Revolving Fund Project Priority List.

Scott Lange also reported on meeting with the County regarding repair of Main Street from County Road 17 to Washington Street that is scheduled for 2020. He briefly discussed options for water and sewer improvements from Plymouth to Washington Streets. The County would most likely turn the street back over to the city after the project is complete. A rough estimate for the city cost was \$250,000-\$300,000.

#### Unfinished Business

A sample ordinance received from the MDH for water/sewer cross connection control was reviewed. The city would implement annual inspection requirements and permit fees. The ordinance would be added to the existing water ordinance as Section 52.36. A public hearing is required to change the city ordinance and was set for June 10<sup>th</sup> at 7:00 p.m. for the proposed additions of Section 52.36 to the water ordinance and multi-use building as a conditional use in Subd3, Section 4 Residential Agricultural District of the zoning ordinance.

Robb Berscheid made a motion to advertise for Request For Proposal (RFP) for city attorney services since the city was just informed by Andy Pratt that he moved from Eckberg Lammers to a new law firm. Bob Sanchez seconded the motion. AIF

Recommendations from the League of Minnesota Cities for accessibility at the Veteran's Park playground were discussed. Quotes will be sought to lay sidewalk from the parking lot to the new shower/bathroom facility and to the playground. Designating handicap parking areas was also discussed.

A quote was presented for repairing and repaving 1,580 feet on River Street from Knife River for \$51,120.30. It was compared to a previous quote from Harddrives for approximately \$80,000. Knife River could start the project in conjunction with paving the second layer on County Road 17 in front of the school. Eric Berscheid made a motion to retain Knife River to reclaim, shape, and pave 1,580 linear feet on River Street. Bob Sanchez seconded the motion. AIF

#### New Business

A building permit for a Dollar General store to be located on County Road 17 across from the school on the parcel zoned Highway Business was discussed. Positive and negative effects on existing businesses were debated as well as niches that could be filled. Several changes to the permit were suggested including storm drain calculations, railing along the retaining wall, combining access

onto County Road 17 with existing access, submitting site utility plan to tie into existing utilities across the road and adding a sidewalk along the front of the property and County Road 17. Mike Odden made a motion to approve the building permit for Dollar General contingent on requested revisions and final approval by city staff. Bob Sanchez seconded the motion. Marstein, Odden and Sanchez voted in favor. Eric Berscheid opposed citing concern for effect on existing businesses in town. Robb Berscheid abstained, noting he was indifferent.

Robb Berscheid made a motion to approve Resolution 19-05-13-1 Church of All Saints Raffle to be held on November 1, 2019. Eric Berscheid seconded the motion. AIF

Mike Odden made a motion to approve Resolution 19-05-13-3 Road Closures for Holdingford Daze Events scheduled for July 12-14, 2019. Bob Sanchez seconded the motion. AIF

Eric Berscheid made a motion to approve Resolution 19-05-13-4 Recognizing Donation from John Ebnet Estate for \$1,500 to the Holdingford Fire Relief Association. Mike Odden seconded the motion. AIF

Residents who are delinquent on their utility payments are: Shannon Backlund \$347.45, Mike Byland \$318.32, Bill Fellegly \$387.75, Mara Glader, \$301.43, Dave Hagemann \$6,617.34, Troy Hansen \$425.47, Tyler Lange \$350.94, Scott Reidy \$322.95, Terry Runge \$326.29, Jessica Struzyk \$457.66, James Urbashich \$404.12, Stipe Vasilj \$303.21 and Duane Young \$313.52.

Admin Reports

Clerk Sandra Meer noted that the new Deputy Clerk-Treasurer, Julie Warren, is starting on Monday, May 20<sup>th</sup>. The audit and letters to residents are also being worked on.

Mayors/Council Discussion notes:

- Meeting planned with union rep to discuss Maintenance staff positions for three employees
- Condolences were extended to city staff member Kathy O’Hara who lost her husband, Marty

Announcements

Next council meeting: Monday, June 10<sup>th</sup> at 7:00 p.m. with a work session at 6:00 p.m.

Mike Odden made a motion to adjourn the meeting. Motion was seconded by Robb Berscheid. Meeting adjourned at 9:40 pm.

Respectfully submitted,  
Sandra Meer  
City Clerk, Holdingford

APRIL 2019	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 5,450.94
Public Works	\$ 6,414.40
Liquor	\$ 6,589.89
Fire	\$ 3,724.00
<b>Total</b>	<b>\$22,179.23</b>
2 pay periods ending	
04/12, 04/26	

**City of Holdingford - Equal Opportunity Provider  
Accounts Payable Check Register Report - STEARNS BANK  
For The Fiscal Periods Range From 2019-4 To 2019-4**

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

Check #	Type	Date	Vendor	Name	Amount	Status
34553	C	4/11/2019	949	Aeration Industries International	\$3,970.00	C
34554	C	4/11/2019	704	AFSCME Council 65	\$114.00	C
34555	C	4/11/2019	328	AllSpec Services, LLC	\$16,381.07	C
34556	C	4/11/2019	691	Allstream	\$215.86	C
34557	C	4/11/2019	6	AmeriPride Linen	\$117.58	C
34558	C	4/11/2019	981	Arnolds of St Martin	\$77.54	C
34559	C	4/11/2019	9	Bernick's Pepsi-Cola	\$280.25	C
34560	C	4/11/2019	828	Brian Zapzalka	\$650.00	C
34561	C	4/11/2019	18	C & L Distributing, Inc	\$10,676.70	C
34562	C	4/11/2019	21	Central MN. Alarms, Inc.	\$75.00	C

34563	C	4/11/2019	926 Eckberg Lammers, P.C.	\$427.00	C
34564	C	4/11/2019	53 Ecolab	\$86.05	C
34565	C	4/11/2019	550 Everything Signs	\$868.66	C
34566	C	4/11/2019	707 F.I.R.E	\$550.00	C
34567	C	4/11/2019	70 Frito-Lay, Inc	\$90.65	C
34568	C	4/11/2019	787 Granite City Jobbing Co	\$48.91	C
34569	C	4/11/2019	90 Harry's Frozen Foods	\$56.25	C
34570	C	4/11/2019	91 Hawkins, Inc	\$2,015.06	C
34571	C	4/11/2019	92 Headley Hardware	\$512.84	C
34572	C	4/11/2019	481 Heggies Pizza	\$127.50	C
34574	C	4/11/2019	948 Henry's Foods, Inc	\$1,230.30	C
34575	C	4/11/2019	614 Holdingford Gas and Grocery	\$378.42	C
34576	C	4/11/2019	109 Hommerding Plumbing & Heating	\$289.62	C
34577	C	4/11/2019	119 Johnson Brothers Liquor C	\$1,875.28	C
34578	C	4/11/2019	730 Midcontinent Business Solutions	\$231.86	C
34579	C	4/11/2019	687 MN Dept Hlth, MDH	\$456.00	C
34581	C	4/11/2019	199 Opatz Metals	\$929.70	C
34582	C	4/11/2019	685 Star Publications, LLC	\$597.61	C
34583	C	4/11/2019	478 Stearns County Recorder	\$46.00	C
34584	C	4/11/2019	478 Stearns County Recorder	\$92.00	C
34585	C	4/11/2019	242 Stearns Cty Auditor-Treas	\$324.00	C
34586	C	4/11/2019	804 Toshiba Financial Services	\$117.19	C
34587	C	4/11/2019	266 Traut Wells	\$1,760.00	C
34588	C	4/11/2019	271 UC Lab	\$844.00	C
34589	C	4/11/2019	276 United Systems Technology	\$2,567.77	C
34590	C	4/11/2019	903 Upper Lakes Foods, Inc.	\$47.62	C
34591	C	4/11/2019	360 XCEL ENERGY 51-5655037-5	\$2,333.02	C
34592	C	4/11/2019	358 XCEL ENERGY 51-5655040-0	\$2,565.02	C
34593	C	4/11/2019	383 XCEL ENERGY 51-5655041-1	\$699.54	C
34594	C	4/11/2019	519 XCEL ENERGY 51-8242904-3	\$25.51	C
34600	C	4/25/2019	825 Bound Tree Medical, LLC	\$238.50	C
34601	C	4/25/2019	991 Brock White Company, LLC	\$50.00	C
34607	C	4/25/2019	550 Everything Signs	\$41.00	C
34608	C	4/25/2019	940 Flow Measurement and Control Co	\$415.00	C
34609	C	4/25/2019	316 GERAD'S OIL CO., INC	\$280.49	C
34610	C	4/25/2019	787 Granite City Jobbing Co	\$988.23	C
34613	C	4/25/2019	481 Heggies Pizza	\$124.00	C
34614	C	4/25/2019	948 Henry's Foods, Inc	\$628.63	C
34616	C	4/25/2019	992 Jacqueline Higgins	\$240.00	C
34619	C	4/25/2019	753 MPCA License Renewal	\$1,450.00	C
34622	C	4/25/2019	750 St Cloud Times #1076	\$25.00	C
34625	C	4/25/2019	960 Summit Companies	\$391.00	C
34626	C	4/25/2019	263 Tom's Refuse	\$6,266.50	C
34628	C	4/25/2019	728 Tri-State Pump & Control, Inc.	\$208.88	C
34631	C	4/25/2019	903 Upper Lakes Foods, Inc.	\$58.95	C
34634	C	4/25/2019	359 XCEL ENERGY 51-5655038-6	\$1,491.33	C
34635	C	4/25/2019	361 XCEL ENERGY 51-5655039-7	\$978.51	C
34573	C	4/11/2019	933 Helping Hands Outreach	\$100.00	O
34580	C	4/11/2019	718 Nelson's Septic Service	\$693.68	O
34596	C	4/25/2019	6 AmeriPride Linen	\$87.39	O
34597	C	4/25/2019	326 Auto Value	\$267.99	O
34598	C	4/25/2019	8 Becker Septic Pumping	\$180.00	O
34599	C	4/25/2019	9 Bernick's Pepsi-Cola	\$507.60	O
34602	C	4/25/2019	18 C & L Distributing, Inc	\$1,162.85	O
34603	C	4/25/2019	21 Central MN. Alarms, Inc.	\$128.85	O
34604	C	4/25/2019	48 D & D Beverage	\$265.50	O
34605	C	4/25/2019	655 David Yurczyk	\$84.24	O
34606	C	4/25/2019	370 Dorine Rausch	\$26.68	O
34611	C	4/25/2019	90 Harry's Frozen Foods	\$140.00	O
34612	C	4/25/2019	92 Headley Hardware	\$194.51	O
34615	C	4/25/2019	101 Holdingford Chamber of Commerce	\$200.00	O
34617	C	4/25/2019	122 Keith R. Hommerding	\$30.00	O
34618	C	4/25/2019	911 MN PEIP	\$528.81	O
34620	C	4/25/2019	207 Postmaster	\$105.00	O
34623	C	4/25/2019	242 Stearns Cty Auditor-Treas	\$106.40	O
34624	C	4/25/2019	245 Stearns Cty Public Health	\$250.00	O
34627	C	4/25/2019	637 Tony Stalberger	\$16.24	O
34629	C	4/25/2019	877 Joel Knutson	\$325.00	O
34630	C	4/25/2019	276 United Systems Technology	\$3.20	O
34632	C	4/25/2019	339 Verizon Wireless	\$116.14	O
34633	C	4/25/2019	281 Viking Coca Cola Bottling	\$1,824.75	O
34637	C	4/25/2019	993 Deanna Palzine	\$275.00	O
34595	H	4/22/2019	537 MN Bureau of Criminal Apprehension	\$15.00	O
34636	H	4/29/2019	170 MN Dept of Health	\$150.00	O

<b>Cleared</b>	<b>\$68,627.40</b>
<b>Outstanding</b>	<b>\$7,784.83</b>
<b>Void</b>	<b>\$0.00</b>