

Holdingsford Public Hearing and City Council Meeting Minutes September 9, 2019

The Public Hearing was opened for comment at 7:00 p.m. by Mayor Sue Marstein to hear comments, questions, and concerns regarding the proposed variance of a front yard setback for Holdingsford School District #738 in order to improve traffic flow for parent pick-up/drop-off at the elementary school entrance. There was discussion on the size of parking spaces, removal of some trees, and plans were explained to the council.

Eric Berscheid made a motion to close the public hearing, seconded by Robb Berscheid. The hearing was closed at 7:10 p.m.

The Holdingsford City Council meeting was called to order by Mayor Sue Marstein at 7:10 p.m. The pledge of allegiance was recited.

Present: Susan Marstein, Eric Berscheid, Robb Berscheid, Mike Odden, Bob Sanchez, Julie Warren, Scott Lange, Chris Swenson, Dorine Rausch, Steve Horvath, Katelyn Asfeld, Jeff Burg, Jeremy Freudenrich, Gary Opatz, Jordy Opatz, Joe Scepaniak, Steve Schilke, Gordy Sjaenheim, and Dave Yurczyk.

Mike Odden made a motion to approve the consent agenda and monthly claims, financial reports, and minutes for the August 12th Council Meeting. Bob Sanchez seconded the motion. AIF

Department Reports

The Liquor Store report was presented at the work session by Patrick Meier. Update at the meeting was given by Mayor Sue Marstein. August income was \$34,778.41; expenses were \$38,933.42. Work on the backroom and floors will be upcoming. Entertainment has been planned for September 21. E-tab gambling has been doing well.

The Fire Department report was given by Dorine Rausch. She reported they had 84 calls so far this month. They are working on a grant opportunity from Ag Star. They are also working on a grant through the State for washing machines which they did not get last year. They will be hosting an Emergency Managers meeting at City Hall on Tuesday, October 15th.

Maintenance Report was given by Steve Horvath. Street crack filling was completed by Bertrum Asphalt. There was some confusion regarding the crack filling on Main Street. As Main Street is set to be refinished, Steve had requested they leave it undone, but he planned on the last three blocks to the south be completed. He was out on military duty when the crack filling was completed so the three blocks at the end on Main Street did not have crack filling completed. The cracks are not bad and the maintenance guys will take care of filling them. There have been several water samples and tests completed. Results have come back fine. Several trees were down after the storms, they did not cause any damage but took some time to clean up. There has been flushing of water lines due to complaints about discolored water. They will be flushing fire hydrants beginning September 10th. There were issues with Well #3 back flowing. Traut Wells was called, and in pulling the pump, they found the well casing was so corroded it was falling apart causing it to lose pressure. The casing was replaced. Water usage gallons are up due to the flushing. Lawn maintenance is continuing with weeds being sprayed. Periodic maintenance has taken place on equipment, beginning to get ready for the winter season. Gate valves which heaved from the frost in the streets were lowered so they would not get caught during plow season. Steve Horvath will be attending a three-day training on biosolids. The Reduced Pressure Zone (RPZ) valve was installed at the WWTP to prevent back flow and tested.

2,532,900 gallons of well water were pumped. 2,029,000 gallons of wastewater was treated.

Guests

Molly Thompson from Schlenner Wenner gave the audit report for 2018. Molly Thompson indicated they had a good working relationship with the City's management and officials. They expressed an unmodified (clean) opinion for some of the opinion units and qualified opinions for opinion units in which GASB 68 has not been adopted. They found no concerns during their audit. The city does not have the segregation of duties they would like to see, but that is very common for a city our size. Once again, they would like to see changes with the Municipal Liquor Store petty cash and third party checks. Report of outstanding indebtedness was filed slightly late. They recommend purchasing a POS system for the Municipal Liquor Store, hold a smaller balance in the petty cash fund and have the council review petty cash expenditures every month. Also, they would like the council to determine if the rates are appropriate for the water and sewer services and review spending trends. They recommend the city adopt GASB Statement number 68 for the year ended 2019.

Opatz Metals presented a variance request for their fence on city property. A discussion was held regarding the length of time of the variance requested and the amount of a possible lease. A variance requires a public hearing before it can be voted on. The council determined they would hear the request upon payment of the \$250 variance application fee and a lease may be worked out depending upon the response to the public hearing. Robb Berscheid made a motion to allow an extension for the fence to remain in place until the October 14th meeting, seconded by Eric Berscheid. Mayor Sue Marstein, Robb Berscheid, and Eric Berscheid voted to approve motion. Bob Sanchez and Mike Odden opposed. Motion carried. A motion was made by Eric Berscheid to set a public hearing for the fence variance at the October 14th meeting, seconded by Robb Berscheid. Mayor Sue Marstein, Robb Berscheid, Eric Berscheid, and Bob Sanchez voted to approve. Mike Odden opposed. Motion carried.

Tony Abfalter was not available to review SCADA access options and security systems. Council discussed SCADA remote access. Possibly check into Chrome remote desktop for accessibility for SCADA.

Scott Lange updated the council on active projects. Northland Lining is looking at an option to subcontract the work to Veit Companies from Rogers, MN. Veit's equipment will allow them to line all 150 feet of the sanitary sewer along River Street at once, saving the maintenance staff from needing to by-pass that section of sanitary sewer for multiple days. Scott Lange is waiting for confirmation from Northland Lining.

The Safe Routes to School (STRS) project site design has started and will be submitted to MnDOT later this fall. Mayor Sue Marstein and Scott Lange met with property owners regarding an easement to allow the trail to be constructed. There were some concerns with the width needed for the trail. Following the meeting, Scott Lange met with MnDOT and discussed a 5-foot sidewalk instead of an 8-foot asphalt trail. He received verbal confirmation September 3rd that they will accept the suggested change and he will contact the property owners.

Following the August City Council meeting, the North High Court improvements have been placed on hold with the possibility of conducting an overall capital improvement plan update over this fall/winter. This review will look at current conditions of existing streets, utilities, and other city public works facilities to provide a plan of when improvements will be needed, allowing these costs to be worked into future budgets. Will update the Council later this year.

Main Street reconstruction. There is an on-site meeting with the County on September 12th to walk the street, review the scope of the County improvements, and plan a schedule for the project. He will have an update in October.

Unfinished Business

School Variance Application was brought forth. After the public hearing and with no questions or discussion being raised, Robb Berscheid made a motion to approve the variance for the School's front yard variance, seconded by Bob Sanchez. AIF.

The Liquor Store Manager position was discussed in the work session. The hiring committee will meet to draw up a contract. It was determined to make this a salaried position. Eric Berscheid made a motion to make an offer to the final applicant, seconded by Bob Sanchez. AIF.

Discussion regarding the River Street paving project, clarifying the deduction on the bill from Knife River. The adjustment on the bill was for a correction of the bidding of the initial bid. The amount of the bill which covers the portion of the road belonging to the township was not taken off the bill. The Township of Holding would like the city to bill them for their portion. The amount of the road belonging to the township accounts for 1/6th of the total bill of \$42,922.18 from Knife River. The city will bill the township accordingly.

Discussion regarding nuisance property enforcement. We currently send letters, but need a course of action if we do not have any response to the letters. Several areas were discussed including unsafe properties, a water shut off valve cemented over, crumbling retaining walls and other nuisance property. It was noted the buried water shut off valve will be located and raised and the cement will be repaired.

New Business

Discussion regarding Community Education request for funding. We have given \$3,000 annually. After discussion, Eric Berscheid made a motion to donate \$1,500, seconded by Robb Berscheid. Discussion held. Eric Berscheid and Robb Berscheid voted in favor. Mayor Sue Marstein, Bob Sanchez, and Mike Odden opposed. Motion failed. After more discussion, Mayor Sue Marstein made a motion to donate \$2,000, seconded by Bob Sanchez. Mayor Sue Marstein, Bob Sanchez, and Mike Odden voted in favor. Eric Berscheid and Robb Berscheid opposed. Motion carried. Eric Berscheid noted he was opposed as he felt it was double taxing residents.

Discussed the preliminary 2020 budget, the Fire Department would like to amend refuse account from \$500 back to the \$200. Also with the budget, after much discussion and going over the changes in wages in various city departments, a motion to set the 2020 city levy at \$235,000 was made by Robb Berscheid, seconded by Bob Sanchez. AIF, no change from 2019 levy amount. The Truth in Taxation hearing is set for December 9, 2019, at 7:00 p.m.

Discussion regarding a sump pump policy and inspections was held. Sample information was given to the Council to review for ideas for the next meeting.

Discussion about possibly increasing the water fees as recommended by the audit. This will be discussed at the next meeting.

Residents who are delinquent on their utility payments are: Bill Fellegly \$403.83, Mara Glader \$303.59, Scott Zehowski \$402.95, Michael Kvistero \$304.62, Hyatt House \$808.28, Jesse Johnson \$348.93, Mel Nierenhausen \$420.83, Troy Hansen \$428.08, William Wolter \$469.02, Scott Henkmeyer \$221.10, Dylan Charon \$455.57, Jessica Struzyk \$310.57, Brenda Rybak \$38062, Robert Keil \$502.09, and James Taylor \$442.90.

Admin Reports

Mayors/Council Discussion notes:

- Nuisance grass and weeds on 4th and Gertrude will be addressed. Property with graffiti painted will be followed up with.
- Stone walls that are in need of repair include wall by St Hedwig’s alley, between Scepianiak’s and city hall parking lot, and in alley way by Brian Mader’s property.
- Beginning September 6th, the office was open and will be open on Fridays 8:00am. – noon. Sandra Meer will be reducing her hours to 24 per week. Discussion regarding benefits for part-time employees. Will schedule for the next work session.
- The completed sign permit for the Dollar General was reviewed.
- Brief update on a possible community committee for a water park. Anyone interested is requested to contact City Hall.
- It was noted the County had painted crossings on the road for the trail.
- Discussion regarding the No Parking and 15- minute parking in alley way.
- Discussion regarding planting trees along the property for the park. Currently, there is \$1,000 set aside. After discussion, the council agreed Mike Odden would contact Rocks to Roses to start planting according to the quote from last spring.

Announcements

Next council meeting: Monday, October 14th with a work session beginning at 6:00 p.m.

Mike Odden made a motion to adjourn the meeting. Robb Berscheid seconded the motion. Meeting adjourned at 9:25 p.m.

Respectfully submitted,

Julie Warren

Deputy Clerk, Holdingford

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|----------------------|---------------------|
| August 2019 | |
| <u>Department</u> | <u>Gross Pay</u> |
| General | \$ 11,031.21 |
| Public Works | \$ 14,397.05 |
| Liquor | \$ 10,295.64 |
| Fire | \$ |
| Total | \$ 35,723.90 |
| | |
| 3 pay periods ending | |
| 8/2, 8/16, 8/30 | |

***City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK***

For The Date Range From 8/1/2019 To 8/31/2019

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

| Check #/Type | Date | Vendor Name | Amount | Status |
|--------------|-------------|-----------------------------|-------------|--------|
| 34886 | C 8/1/2019 | 496 Albany Chrysler Center | \$56,651.75 | C |
| 34887 | C 8/12/2019 | 704 AFSCME Council 65 | \$150.01 | C |
| 34888 | C 8/12/2019 | 328 AllSpec Services, LLC | \$169.20 | C |
| 34889 | C 8/12/2019 | 691 Allstream | \$220.69 | C |
| 34890 | C 8/12/2019 | 326 Auto Value | \$25.98 | C |
| 34891 | C 8/12/2019 | 9 Bernick's Pepsi-Cola | \$321.85 | C |
| 34892 | C 8/12/2019 | 828 Brian Zapzalka | \$650.00 | C |
| 34893 | C 8/12/2019 | 18 C & L Distributing, Inc | \$4,229.30 | C |
| 34894 | C 8/12/2019 | 836 Charles Roth | \$350.00 | C |
| 34895 | C 8/12/2019 | 48 D & D Beverage | \$27.70 | C |
| 34896 | C 8/12/2019 | 40 David Drown Associates | \$2,500.00 | C |
| 34898 | C 8/12/2019 | 53 Ecolab | \$86.85 | C |
| 34899 | C 8/12/2019 | 550 Everything Signs | \$95.00 | C |
| 34900 | C 8/12/2019 | 70 Frito-Lay, Inc | \$43.36 | C |
| 34901 | C 8/12/2019 | 316 GERAD'S OIL CO., INC | \$282.78 | C |
| 34902 | C 8/12/2019 | 787 Granite City Jobbing Co | \$112.42 | C |
| 34903 | C 8/12/2019 | 85 Granite Water Works | \$248.50 | C |
| 34904 | C 8/12/2019 | 340 HACH COMPANY | \$310.46 | C |
| 34905 | C 8/12/2019 | 90 Harry's Frozen Foods | \$123.50 | C |
| 34906 | C 8/12/2019 | 91 Hawkins, Inc | \$5,646.10 | C |

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For The Date Range From 8/1/2019 To 8/31/2019

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

| Check # | Type | Date | Vendor Name | Amount | Status |
|---------|------|-----------|-------------------------------------|-------------|--------|
| 34907 | C | 8/12/2019 | 92 Headley Hardware | \$600.12 | C |
| 34908 | C | 8/12/2019 | 481 Heggies Pizza | \$141.05 | C |
| 34909 | C | 8/12/2019 | 948 Henry's Foods, Inc | \$579.38 | C |
| 34910 | C | 8/12/2019 | 614 Holdingford Gas and Grocery | \$444.06 | C |
| 34913 | C | 8/12/2019 | 119 Johnson Brothers Liquor C | \$1,148.16 | C |
| 34914 | C | 8/12/2019 | 730 Midcontinent Business Solutions | \$236.05 | C |
| 34916 | C | 8/12/2019 | 171 MFSCB | \$25.00 | C |
| 34917 | C | 8/12/2019 | 175 MN Municipal Beverage Assoc | \$500.00 | C |
| 34918 | C | 8/12/2019 | 431 MPCA | \$390.00 | C |
| 34919 | C | 8/12/2019 | 389 Pat's Floral Design | \$412.43 | C |
| 34920 | C | 8/12/2019 | 207 Postmaster | \$220.00 | C |
| 34921 | C | 8/12/2019 | 685 Star Publications, LLC | \$265.94 | C |
| 34922 | C | 8/12/2019 | 254 TriMark | \$205.57 | C |
| 34923 | C | 8/12/2019 | 454 Sue Marstein | \$145.29 | C |
| 34924 | C | 8/12/2019 | 804 Toshiba Financial Services | \$128.90 | C |
| 34925 | C | 8/12/2019 | 266 Traut Wells | \$808.00 | C |
| 34926 | C | 8/12/2019 | 271 UC Lab | \$1,491.00 | C |
| 34927 | C | 8/12/2019 | 276 United Systems Technology | \$249.92 | C |
| 34928 | C | 8/12/2019 | 903 Upper Lakes Foods, Inc. | \$302.19 | C |
| 34929 | C | 8/12/2019 | 386 USA Bluebook | \$707.20 | C |
| 34930 | C | 8/12/2019 | 339 Verizon Wireless | \$117.02 | C |
| 34931 | C | 8/12/2019 | 281 Viking Coca Cola Bottling | \$700.40 | C |
| 34932 | C | 8/12/2019 | 360 XCEL ENERGY 51-5655037-5 | \$1,406.11 | C |
| 34933 | C | 8/12/2019 | 358 XCEL ENERGY 51-5655040-0 | \$2,583.88 | C |
| 34934 | C | 8/12/2019 | 383 XCEL ENERGY 51-5655041-1 | \$985.07 | C |
| 34935 | C | 8/12/2019 | 519 XCEL ENERGY 51-8242904-3 | \$92.11 | C |
| 34936 | C | 8/26/2019 | 6 AmeriPride Linen | \$129.41 | C |
| 34937 | C | 8/26/2019 | 9 Bernick's Pepsi-Cola | \$167.80 | C |
| 34938 | C | 8/26/2019 | 18 C & L Distributing, Inc | \$7,196.40 | C |
| 34942 | C | 8/26/2019 | 550 Everything Signs | \$72.00 | C |
| 34943 | C | 8/26/2019 | 787 Granite City Jobbing Co | \$92.92 | C |
| 34946 | C | 8/26/2019 | 948 Henry's Foods, Inc | \$670.63 | C |
| 34947 | C | 8/26/2019 | 119 Johnson Brothers Liquor C | \$1,567.86 | C |
| 34949 | C | 8/26/2019 | 431 MPCA | \$15.00 | C |
| 34951 | C | 8/26/2019 | 223 S.E.H. | \$4,977.90 | C |
| 34953 | C | 8/26/2019 | 240 Stearns Bank-Holdingford | \$25.00 | C |
| 34956 | C | 8/26/2019 | 903 Upper Lakes Foods, Inc. | \$62.03 | C |
| 34958 | C | 8/26/2019 | 281 Viking Coca Cola Bottling | \$54.00 | C |
| 34960 | C | 8/26/2019 | 359 XCEL ENERGY 51-5655038-6 | \$988.70 | C |
| 34961 | C | 8/26/2019 | 361 XCEL ENERGY 51-5655039-7 | \$831.27 | C |
| 34897 | C | 8/12/2019 | 655 David Yurczyk | \$53.50 | O |
| 34911 | C | 8/12/2019 | 351 Holdingford Public Schools | \$75.00 | O |
| 34912 | C | 8/12/2019 | 508 Internet Planners, LLC | \$65.45 | O |
| 34915 | C | 8/12/2019 | 1004 Mike Byland | \$41.00 | O |
| 34939 | C | 8/26/2019 | 873 CenturyLink | \$66.02 | O |
| 34940 | C | 8/26/2019 | 48 D & D Beverage | \$501.50 | O |
| 34941 | C | 8/26/2019 | 64 Eugene Cipala | \$222.85 | O |
| 34944 | C | 8/26/2019 | 90 Harry's Frozen Foods | \$67.50 | O |
| 34945 | C | 8/26/2019 | 481 Heggies Pizza | \$264.20 | O |
| 34948 | C | 8/26/2019 | 911 MN PEIP | \$1,052.62 | O |
| 34950 | C | 8/26/2019 | 207 Postmaster | \$105.00 | O |
| 34952 | C | 8/26/2019 | 750 St Cloud Times #1076 | \$25.00 | O |
| 34954 | C | 8/26/2019 | 242 Stearns Cty Auditor-Treas | \$480.00 | O |
| 34955 | C | 8/26/2019 | 263 Tom's Refuse | \$6,282.00 | O |
| 34957 | C | 8/26/2019 | 386 USA Bluebook | \$190.68 | O |
| 34959 | C | 8/26/2019 | 1005 Xcel Energy | \$10,000.00 | O |

Cleared \$103,981.22

Outstanding \$19,492.32

Void \$0.00