

Public Hearing and Holdingford City Council Meeting Minutes July 9, 2018

The Public Hearing was called to order at 7:00 p.m. by Mayor Susan Marstein to hear comments on the proposed property division at 800 3rd Street. Owner, Tim Berscheid explained that they were requesting a property division but not what was originally submitted due to utilities and accessibility. The original application asked for a north south split of Lots 10, 11 and 12 on the corner of 3rd and Prairie Streets. The revised request was to extend Lot 10 about 10 feet to increase the lot size to about 9,000 square feet and combine Lots 11 and 12. Berscheid also requested a variance for a front yard setback a new home construction. The Zoning Ordinance specifies that a front yard setback is 30 feet from the property line but a 30' setback would not fit in with the older houses that face 3rd Street that were built closer to the street before the ordinance was established. Hearing no further comments, Mayor Marstein closed the public hearing at 7:15p.m.

Mayor Sue Marstein called the Holdingford City Council meeting to order at 7:15 p.m. The pledge of allegiance was recited
Present: Susan Marstein, Eric Berscheid, Mike Odden, Bob Sanchez, Alan Walz, Sandra Meer, Keith Hommerding, Pat Meier, Dorine Rausch, Scott Lange, Tim Berscheid, Melvin Breth, Marty O'Hara, Dan Huls, Aaron Rudolph, Terri Stoermann, and Molly Thompson.

Following discussion, Mike Odden made a motion to approve the consent agenda to include minutes of the June 11th Council Meeting, finance reports, and submitted claims. Alan Walz seconded the motion. AIF

Guests

Molly Thompson from Schlenner, Wenner reviewed the 2017 Audit. Schlenner Wenner issues an unmodified opinion on the city's financial statements for some units and a qualified opinion on other units that the GASB 68 has not been adopted by the city. The management letter recommended improving the city's practices by clearly documenting all bid results in the minutes, investing in a Point Of Sale system (POS) for the Municipal Liquor Store, eliminate acceptance of third party checks, decreasing the amount of petty cash held at the Liquor Store, having the council approve all petty cash disbursements and reducing costs/increasing revenue in the Sewer Fund due to a recurring operating loss over the last five years. A transfer of funds from the General Fund to the Sewer Fund was necessary to cover losses in the fund. Alan Walz made a motion to approve the 2017 Audited Financial Statements as provided by Schlenner, Wenner. Bob Sanchez seconded the motion. AIF

Scott Lange, the city engineer, noted a misquote from Color Dynamics for repair of the water tower leak. The original quote to replace, install and recoat the stand pipe was accepted at \$4,200 but should have been \$42,000. Lange revisited the quote for \$5,200 to patch the hole instead of replace the standpipe. He noted that a leak like this at the top of the standpipe and base of the bowl is an anomaly and that rust is virtually unheard of. An initial inspection will be done before patching, then the water level will be dropped, paint ground off, patch welded, sandblasted and repainted. The repair work will take about a day and the city water system will be put into closed loop. Eric Berscheid made motion to approve patch for \$2,500 repair of the water tower by Color Dynamics with no preliminary camera inspection and \$1,000 for a final inspection. Mike Odden seconded the motion. AIF
Thanks to Maintenance Specialist Dan Lahr for identifying the leak, reporting it and keeping the damage to a minimum.

Wade and Cathy Birt were not available to discuss the variance for four dogs.

Department Reports

Liquor Store report was given by Manager Patrick Meier. June gross revenue = \$37,010.74. Expenses = \$32,372.00. Year to date lottery proceeds = \$3,006.24. Year to date adjusted balance = (\$825.58). Pat did partial inventory of the basement and backroom and noted that the inventory behind the bar stays fairly consistent with annual inventory counts. Lottery proceeds will see a ½ % raise. Two quotes were received to re-roof the Liquor Store; Horizon Roofing = \$34,075.00 and Z Roofing = \$23,400.00. Pat will check to see if Z Roofing will do a partial repair. Some ideas were suggested increase revenue and bring people into town including increasing prices for buck beers, scheduling activities consistently and trying different events.

Fire Department report was given by Chief Keith Hommerding. There have been 104 calls so far this year, including one in Avon Township, 49 in Holdingford, 28 in Holding Township, 17 in Brockway Township, eight in Krain Township and one in St Stephen. Of the 104 calls, 79 were medical, 7 fires, 6 false alarms, 5 hazardous materials, 4 good intent, 2 severe weather and one service call.

The Rescue #2 truck that was an old military vehicle is not starting, needs a new radiator and is not reliable. The department will start looking for a replacement vehicle.

Gambling proceeds have been fair and the Fire Relief Association made a \$2,000 donation to the truck fund.

Training was done with the new CPR LUCAS machine. Training with the new air packs will be done at the Krebs house which is being prepped for a scheduled house burn this fall. All of the training done this past year was reimbursed though State funds.

The portion of the cost of air packs that is the department's responsibility after FEMA grant funds are applied is about \$15,000 which will be transferred from the truck fund in September.

Dorine Rausch noted that the department is working to document building keys that members have.

Alan Walz made a motion to approve Resolution 18-07-09-2 Accepting donation of two office chairs from McDowall Company to the Holdingford Fire Department. They are much appreciated. Bob Sanchez seconded the motion. AIF

Dorine Rausch gave a short Emergency Managers Report. The National Weather service has been notified and severe weather updates will be sent to Keith or Dorine during Holdingford Daze. The next Emergency Managers meeting will be in Albany on July 24th. The city will be getting a weather station that will be mounted on the City hall building.

Maintenance Report was read by Mayor Marstein. Water tower developed a hole in the stand pipe, a temporary patch was applied and they are waiting on repair dates from contractor. Preferred Controls programmed Well #3's VFT and it is up and running. Replaced Booster Pump #3 that would not come on when Well #3 was repaired. It was most likely due to a faulty VFD that turned the pump on without the well running and it overheated the motor. Pressure relief valves were placed in the water system, and then the city water system was put into "closed loop" configuration with Preferred Controls for a test run, to identify any glitches or adjustments needed. No issues were detected and relief valves were left in place to isolate the tower for repair. Outside chemical storage options at well house were discussed with Scott Lange since the chemicals are corroding the electrical and air conditioning systems inside. A plan to repair broken aeration unit at the WWTP was also discussed. The storm drain that runs underneath Opatz Metals yard was televised to see if there was any damage from frozen water lines. Minor shifting occurred but no damage or defects were found. New valves were installed at the WWTP and found a broken butterfly valve that isolates the blower. Two new valves will be ordered. A sink hole by mailboxes on 3rd and Gertrude Street may have something to do the water main break two years ago. Larson Excavating will be digging it up and filling it in as well as area on 2nd Street that needs curbstop reconnected. Opatz Metals will be notified about piles encroaching into wetlands.

1,173,600 gallons of well water were pumped. 1,877,000 gallons of wastewater was treated.

Unfinished Business

Following review of Berscheid's application to divide parcels and move lot lines and request for a variance from the 30' front yard setback, Mike Odden made a motion to approve variance for 15' front yard setback instead of a 30' setback to fit in with existing neighborhood properties. Bob Sanchez seconded the motion AIF.

Eric Berscheid made a motion to approve square footage for two parcels on the corner of Prairie Street and 3rd Street for Tract B of 8,995 +/- and Tract A area of 14,112 +/-, as drawn by O'Malley & Kron Land Surveyors. Bob Sanchez seconded the motion. AIF

Ernie Schmit described changes to the shower/bathroom facility. Since it's a wood building and to eliminate rotting, the shower floors should be tiled and a membrane used underneath to eliminate cracking. Eric Berscheid made a motion to approve additional cost of \$700 for tiling the floors. Mike Odden seconded the motion. AIF

Ernie noted that the showers will not be done in time for Holdingford Daze but hopefully, the stall dividers and outer doors would be hung so the building can be open for use. The sinks, donated by Two Rivers Enterprises, were mounted and hand dryers, mirrors and other amenities will also be put up. Ed Opatz will bring in the fill after all construction is complete and the Maintenance Department can rake, seed and water. A list of donors will be prepared for a plaque and a building opening ceremony.

Paving projects were discussed. On Rivers Street, east of town, the Holding Township Board awarded the bid to repave 3.3 miles to low bidder, Hardrives, Inc. Scott Lange noted two options for the short stretch of River Street that's within the city limits: mill up the 10,000 feet and repave for an estimated \$35,000 or patch the rough section for approximately \$5,000. The city is also hoping to mill and pave the Pedestrian Path and repair other areas on 2nd Street, 3rd Street and a driveway on 5th Street. Eric Berscheid will request bids from Hardrives and Knife River for the specified areas.

The city attorney, Andy Pratt is working with the State Attorney but didn't have an update on the annexation process. Mayor Marstein attended the Holding Township meeting and the request for the city take over 4th Street to the corner of 426th Street will wait until the annexation is complete.

In regards to dog owners being out of compliance with the city ordinance, the Sheriff's office will be contacted to follow up with owners and landlords.

New Business

There was discussion on changing the summer sewer rates, as in past years, for watering lawns, gardens and filling swimming pools where water doesn't go down the sewer. The water and sewer rate structures were changed last September. After looking at the audit and the deficit in the sewer fund and since it was half way through July already the council agreed that it would be beneficial to the city to keep sewer rates constant throughout the year.

Alan Walz made motion to approve the 2018 election season judges as listed. Head Judges; Audrey Lange and Sandra Meer. Election Judges; Diane Konsor, Karen Larsen, Jeanette May, Lynne Nienaber, Kathy O'Hara, Ernie Schmit, Lois Schmit, and Linda Zapzalka. Mike Odden seconded the motion. AIF

The Primary election is Tuesday, August 14th with polls open at city hall from 7:00am-8:00pm. Residents interested in filing for City Council positions can file at city hall beginning July 31st-August 14th. Filing fee is \$2. Council positions will be elected in November.

An estimate from IT Specialist, Tony Abfalter for a security camera system for the new shower/bathhouse and the Museum was reviewed. The \$3,221 system allowed for wireless access to see camera activity on existing computers and/or phones. After further discussion about cost and wiring, Mike Odden made a motion to approve \$800 for security camera system(s) from Sam's Club for the new bathroom/shower facility and the museum. Bob Sanchez seconded the motion. AIF

A better back up plan was also discussed. Currently office computer backups are done every other week to a hard drive and kept off premise. Tony recommended a \$90/month secure cloud backup. Council members thought the service could be cheaper since depending on how many terabytes were stored. Further investigation will be done.

Mike Odden made a motion to approve Resolution 18-07-09-1 Raffle for Church of All Saints for November 1, 2018. Alan Walz seconded the motion. AIF

Admin Reports

Mayors/Council Discussion notes:

- City population estimates from the State Demographer rose from 713 last year to 721 this year
- Tax capacity rates for cities in Stearns County were reviewed.
- Received two apology letters from youths who had damaged the Wobegon Trailhead shelter and participated in the County Juvenile Diversion program
- Thanks to the Holdingford Boy Scouts, Troop 63 who painted the skate ramp in June. Troop Leader: Kristin Waddell and Scouts: Raymond Bloch, Aiden Young, Dustin Waddell, Steven Kniep, Thomas Heitzman and David Johnson
- News from the Museum: new photo was received that identified buildings and businesses on Plymouth Street in early 1920's
- Century Link is looking for residents and businesses who may be interested in getting communication services in the area
- Working with Xcel Energy and Main Street businesses to determine if electrical poles and lines on Main Street could be moved behind the businesses
- Discussed possibility for a planning and zoning committee and will check with other cities on structuring a committee

Owner of vacant lot at 230 Main Street was given notice to cut grass but hasn't responded. Mike Odden made a motion to hire Gerard Wentland to cut grass on vacant lot and bill the property owner. Bob Sanchez seconded the motion. AIF

Clerks Report: Will check with county for dump station requirements to get campground permitted.

Announcements

Residents who are delinquent on their utility payments are: Dave Hagemann, Jenny Gunderson, Roger Jensen, Sandra Ross, Carlena Johnson, and Angie Sobania.

Next Council Meeting: Monday, August 13, 2018, at 7:00pm. City offices will be closed on Thursday and Friday, July 26-27, 2018.

Alan Walz motion was made by to adjourn the meeting and seconded by Eric Berscheid. Meeting adjourned at 10:00p.m.

Respectfully submitted,
Sandra Meer
City Clerk, Holdingford

JUNE 2018	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 6,068.26
Public Works	\$ 7,895.28
Fire	\$
Liquor	\$ 6,436.62
Total	\$20,400.16
2 pay periods ending	
6/8, 6/22	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2018-6 To 2018-6**

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

Check #	Type	Date	Vendor Name	Amount	Status
33774	C	6/11/2018	704 AFSCME Council 65	\$100.52	C
33775	C	6/11/2018	328 AllSpec Services, LLC	\$205.50	C
33777	C	6/11/2018	924 Belgrade Co-op Association	\$293.45	C
33778	C	6/11/2018	9 Bernick's Pepsi-Cola	\$318.60	C

Check	Type	Date	Vendor Name	Amount	Status
33779	C	6/11/2018	966 Birchwood	\$2,491.97	C
33780	C	6/11/2018	828 Brian Zapzalka	\$650.00	C
33781	C	6/11/2018	18 C & L Distributing, Inc	\$2,607.50	C
33782	C	6/11/2018	48 D & D Beverage	\$369.00	C
33783	C	6/11/2018	965 Dan's Sprinkler Service	\$279.50	C
33784	C	6/11/2018	542 Environmental Equipment & Services	\$3,243.00	C
33785	C	6/11/2018	550 Everything Signs	\$12.00	C
33786	C	6/11/2018	70 Frito-Lay, Inc	\$61.36	C
33787	C	6/11/2018	91 Hawkins, Inc	\$1,629.44	C
33788	C	6/11/2018	92 Headley Hardware	\$759.35	C
33789	C	6/11/2018	481 Heggies Pizza	\$217.00	C
33790	C	6/11/2018	948 Henry's Foods, Inc	\$1,441.72	C
33791	C	6/11/2018	97 Henry's Waterworks, Inc	\$422.13	C
33792	C	6/11/2018	614 Holdingford Gas and Grocery	\$206.71	C
33793	C	6/11/2018	899 Illinois Casualty	\$337.00	C
33794	C	6/11/2018	119 Johnson Brothers Liquor C	\$2,002.64	C
33795	C	6/11/2018	613 Lois Schmit	\$159.61	C
33796	C	6/11/2018	730 Midcontinent Business Solutions	\$233.48	C
33797	C	6/11/2018	905 Midwest Machinery Co	\$96.84	C
33799	C	6/11/2018	143 M-R Sign Co.	\$50.05	C
33800	C	6/11/2018	389 Pat's Floral Design	\$396.00	C
33801	C	6/11/2018	906 Pete's Portables	\$144.28	C
33802	C	6/11/2018	237 St Rosa Lumber, Inc	\$6,884.88	C
33803	C	6/11/2018	685 Star Publications, LLC	\$237.80	C
33804	C	6/11/2018	728 Tri-State Pump & Control, Inc.	\$2,039.64	C
33805	C	6/11/2018	271 UC Lab	\$1,927.50	C
33806	C	6/11/2018	903 Upper Lakes Foods, Inc.	\$18.01	C
33807	C	6/11/2018	281 Viking Coca Cola Bottling	\$1,299.10	C
33808	C	6/11/2018	359 XCEL ENERGY 51-5655038-6	\$1,006.95	C
33809	C	6/11/2018	361 XCEL ENERGY 51-5655039-7	\$812.52	C
33810	C	6/11/2018	358 XCEL ENERGY 51-5655040-0	\$2,929.69	C
33819	C	6/27/2018	550 Everything Signs	\$167.00	C
33776	C	6/11/2018	964 American Landscape Curbing	\$2,694.00	O
33798	C	6/11/2018	917 Mike Schmidt	\$35.18	O
33811	C	6/27/2018	6 AmeriPride Linen	\$190.99	O
33812	C	6/27/2018	9 Bernick's Pepsi-Cola	\$829.65	O
33813	C	6/27/2018	18 C & L Distributing, Inc	\$5,660.00	O
33814	C	6/27/2018	24 Central McGowan, Inc	\$33.91	O
33815	C	6/27/2018	873 CenturyLink	\$65.45	O
33816	C	6/27/2018	958 Dan Lahr	\$75.00	O
33817	C	6/27/2018	41 Davidson Business Equipment	\$33.90	O
33818	C	6/27/2018	926 Eckberg Lammers, P.C.	\$1,826.00	O
33820	C	6/27/2018	968 Franklin Graphics	\$1,856.00	O
33821	C	6/27/2018	70 Frito-Lay, Inc	\$61.34	O
33822	C	6/27/2018	316 GERAD'S OIL CO., INC	\$740.72	O
33823	C	6/27/2018	80 Gopher State One-Call, Inc	\$21.60	O
33824	C	6/27/2018	787 Granite City Jobbing Co	\$429.03	O
33825	C	6/27/2018	90 Harry's Frozen Foods	\$181.25	O
33826	C	6/27/2018	481 Heggies Pizza	\$81.00	O
33827	C	6/27/2018	948 Henry's Foods, Inc	\$751.78	O
33828	C	6/27/2018	841 Holdingford CC Fireworks Account	\$500.00	O
33829	C	6/27/2018	134 League of MN Cities Ins. Trust	\$20,665.00	O
33830	C	6/27/2018	911 MN PEIP	\$514.23	O
33831	C	6/27/2018	718 Nelson's Septic Service	\$200.00	O
33832	C	6/27/2018	207 Postmaster	\$105.00	O
33833	C	6/27/2018	476 Preferred Controls Corp	\$6,366.64	O
33834	C	6/27/2018	671 Ripplinger Plumbing	\$1,031.45	O
33835	C	6/27/2018	223 S.E.H.	\$300.00	O
33836	C	6/27/2018	967 Schwieters Chevrolet	\$5,989.25	O
33837	C	6/27/2018	750 St Cloud Times #1076	\$25.00	O
33838	C	6/27/2018	915 Steve Horvath	\$75.00	O
33839	C	6/27/2018	254 TriMark	\$120.68	O
33840	C	6/27/2018	412 Sunset Electric, Inc	\$887.65	O
33841	C	6/27/2018	263 Tom's Refuse	\$6,186.08	O
33842	C	6/27/2018	804 Toshiba Financial Services	\$99.12	O
33843	C	6/27/2018	339 Verizon Wireless	\$122.15	O
33844	C	6/27/2018	281 Viking Coca Cola Bottling	\$1,568.00	O
33845	C	6/27/2018	360 XCEL ENERGY 51-5655037-5	\$900.12	O
33846	C	6/27/2018	359 XCEL ENERGY 51-5655038-6	\$340.40	O
33847	C	6/27/2018	383 XCEL ENERGY 51-5655041-1	\$845.13	O
				Cleared	\$36,051.74
				Outstanding	\$62,407.70
				Void	\$0.00