

## Holdingsford City Council Public Hearing and Meeting Minutes March 12, 2018

Mayor Sue Marstein opened the Public Hearing at 7:00pm to hear comments on the rezoning application by Michael Scegur. He requested to rezone property located at 131 River Street from Residential (R-1) to Commercial (Highway-Business). Signage is stipulated in the city ordinances. Mike Scegur noted that he'll work with the county and city for parking and working around the drainage ditch. Council members noted that a sidewalk along the curb on River Street will most likely be added this summer when County Road 17/River Street is being repaved. Some concern was expressed regarding semi's loading and unloading and parking along River Road. Mike Odden made a motion to close the public hearing at 7:12pm. Eric Berscheid seconded the motion. AIF

The Public Hearing to hear comments on proposed zoning ordinance changes and map was opened at 7:12pm. Zoning map changes were discussed. A special district was not designated for parks and open spaces since they are permitted uses in Residential/Agricultural (R-A), Single Family Residential (R-1) and Mixed Family Residential (R-2) Districts. Changes to the map included designating businesses located on the north side of Plymouth Street to Central Business; Ball field, campground and Park area to R-1; City property along the Wobegon Trail that includes the Maintenance Garage and WWTP to Limited Industrial (L-I); Triangle Park = R-1; Berscheid's old D&D building = Highway Business. Definitions were added for campground, cemetery, open space, park and school. In Subd 13 Accessory Buildings; the maximum eave height was eliminated. In Section 6; Subd 3 Schools and cemeteries were added as Conditional Uses. Alan Walz made a motion to close the public hearing at 7:28pm. Bob Sanchez seconded the motion. AIF

Mayor Sue Marstein called the Holdingsford City Council meeting to order at 7:30 p.m. The pledge of allegiance was recited

Present: Susan Marstein, Eric Berscheid, Mike Odden, Bob Sanchez, Alan Walz, Steve Horvath, Sandra Meer, Keith Hommerding, Pat Meier, Dorine Rausch, Scott Lange, Tim Berscheid, Melvin Breth, Jeremy Freudenrich, Andy Higgins, Mike Scegur, Ron Scegur, Gordy Sjaheim and Tim Winter.

Eric Berscheid made a motion to approve the consent agenda to include February 12<sup>th</sup> Council Meeting minutes, financial reports, and submitted claims. Mike Odden seconded the motion. AIF

### Department Reports

Liquor Store report was given by manager Patrick Meier. February gross revenue =\$29,209.78. Expenses =\$26,455.04 less \$5,026.55 payment made in 2018 for liquor purchased in 2017. Lottery \$ 272.47 Year to date balance =\$(3,667.25). Music performances are planned for March 23<sup>rd</sup> and the last three weekends in April. Year end 2017 inventory balance = (\$6,955.65). Another quote will be requested for re-roofing the Liquor Store building.

Employee reviews were done for Jesse Reinert, who has been working at the Liquor Store for two years and Jen Feldewerd who has been working at the Liquor Store for ten months. Pat Meier recommended they both be moved up two steps, with an effective date of January 1, 2018. Following discussion, Eric Berscheid made a motion to move Jesse Reinert up one step to \$11.34 per hour, due to his limited part time hours. Bob Sanchez seconded the motion. AIF

Alan Walz made a motion to move to Jen Feldewerd one step to \$11.34 per hour effective immediately and at her one year anniversary move another step to \$11.54/hour, since she has prior experience and has been taking on more hours and responsibilities. Sue Marstein seconded the motion. Alan Walz, Sue Marstein and Bob Sanchez voted in favor. Eric Berscheid and Mike Odden opposed, citing the COLA raise in January and the length of time she's been with the city. Motion passed.

Fire Department report was given by Chief Keith Hommerding. In 2018 there have been 27 calls, including, 15 in Holdingsford, five in Holding Township, four in Krain, one in Avon Township and two in Brockway. Of the 27 calls, 20 were medical, three fire, three false alarms and one hazardous condition.

Gambling proceeds have been steady. The Fire Relief Association breakfast fundraiser served almost 850 people and after all bills are paid will have an estimated \$7,000 in profit. The department is grateful to all who supported the annual fundraiser. Proceeds are earmarked for a LUCAS CPR device. Mike Odden made a motion to approve the purchase of a LUCAS CPR machine. Alan Walz seconded the motion. AIF One more quote is needed before the device will be ordered.

A communication system called "I Am Responding" is now on most of the firefighters phones and let's other members know who is responding to each call.

Parts of the air packs have arrived and the remaining equipment should be received soon.

Dorine Rausch, City Emergency Manager noted that a Radio Check will be done with the county this week.

Maintenance Report was given by Steve Horvath. The repaired pump #2 for the Main Lift Station was delivered and installed. Since the pumps are older, the impeller parts needed to be molded and machined. The shaft seal is leaking on Pump #1 and will be replaced. Bolt threads on the pumps are stripped and larger bolts will be tapped in. With the age of the pumps, the city may have to look at changing from a dry well system and a wet well within the next four years, at an estimated cost of \$100,000. The well house SCADA system is signaling false low level alarms from the water tower and they are working with Preferred Controls to troubleshoot the problem. Some microorganisms were added into the treatment process at the WWTP to help level the ammonia output. The last two test results have come back clean.

Temporary Maintenance employee, Dan Lahr is getting familiar with operating the loader during snow removal. Thirty eight loads of snow were hauled out of the city to help eliminate snow melt runoff into the downtown area. Timing with the snow storm and MN Rural Water conference made parking and snow removal challenging. The main storm sewer discharge pipe that runs under ground by Opatz Metals yard is frozen and salt was put in to drains to help melt ice. The rebuilt (spare) mixer was picked up and will be stored. The air filters on the blowers at the WWTP were clogging up the belt alignment and will be inspected this week. Sample bottles were dropped off at twenty residences and will be collected this week to send in for copper and lead testing. Maintenance staff, Andy Bartkowicz will be taking time off when he can and will be on call until he's deployed in mid-April. 1,344,900 gallons of well water were pumped. 1,414,000 gallons of wastewater was treated.

#### Unfinished Business

Mayor Marstein has been in contact with James Taylor in regards to the high water usage and meter readings from last fall, after the meter head was changed out and plumbing was checked in the house. Several videos of the meter were taken by Taylor. Maintenance staff will check with the meter vendor for possible suggestions and noted that the meter wouldn't fail in favor of the city.

Melting snow near the Opatz Metals building and in a low spot along the east side of the building is freezing and causing ice buildup along the alley that was repaved last fall. A trench was made to help alleviate the issue for the time being and it will be scoped this spring after the snow has melted to help determine a solution.

The rezoning application for Scegura property on River Street was discussed. Scegura's are in agreement with a sidewalk being placed along River Street in front of their building, signage stipulations are specified in the ordinance and parking will be made available on their property. Eric Berscheid made a motion to approve the rezoning application for property at 131 River Street from Residential (R-1) to Commercial (Highway Business). Bob Sanchez seconded the motion. AIF

Alan Walz made a motion to approve the zoning ordinance changes to include the district designations on the zoning map, definitions were added for campground, cemetery, open space, park and school, in Subd 13 Accessory buildings; the maximum eave height was eliminated, and in Section 6; Subd 3 Schools and cemeteries were added as Conditional Uses. Mike Odden seconded the motion. AIF

Scott Lange noted that with the proposed road construction on County Road 17 this summer he would contact the county to check on options for including sidewalk construction on the north side of County Road 17 from the trail to 2<sup>nd</sup> Street.

There was discussion on compensating employees who hold positions with the city in two departments. Steve Horvath works full time in the Maintenance Department and is also a firefighter. There was discontent that he was getting paid more than the firefighter working beside him, depending on his hours worked. Mike Odden made a motion to treat departments as two separate entities for Fire and Streets and not pay over time. Eric Berscheid seconded the motion. AIF When practical, Steve should continue to punch out from the Maintenance Department when he responds to fire calls.

#### New Business

A snow plowing policy was evaluated and discussed with several changes. More information will be gathered for procedures regarding mailboxes and major snow events.

Mike Odden made a motion to approve Resolution 18-03-12-1 Holdingford Area Chamber of Commerce Ranger Raffle to be held on Friday, August 24, 2018. Alan Walz seconded the motion. AIF

Quotes for support services from five IT companies were reviewed. Mike Odden made a motion to work with Community Technology Center if they will break down billing services to less than 1 hour increments. Bob Sanchez seconded the motion. AIF

Tim Berscheid noted that he is working with Scott Lange from SEH to survey and divide property south of Park Street into five lots.

#### Admin Reports

Mayors/Council Discussion notes:

- Possibility of getting another vehicle for the Maintenance Department to use since the Ford Ranger sold.
- Historical Society and Museum received a \$1,000 donation from Greg Konsor.
- The Historical Society donated 24 *Ford in the River* books that chronicle local history for elementary social studies classes and 30 books for high school social studies classes.
- The county will bring a load of 50/50 salt/sand mix for use on Main Street.
- Speed sign is working to slow down drivers.

Clerks Report: Reports and documents are being submitted for the audit. Deb Haus from the Stearns County Assessor's office will address the council at the April 9<sup>th</sup> work session.

#### Announcements

Residents who are delinquent on their utility payments are Dave Hagemann, James Taylor, Jenny Gunderson, Scott Zehowski, Cody Woidylla, Bill Fellego and Katie Severson.

Eric Berscheid made a motion that water at the trailer court be shut off if the account isn't paid down to \$1,400 by March 20<sup>th</sup>. Alan Walz seconded the motion. AIF

Next Council Meeting: Monday, April 9 at 7:00pm. City offices will be closed on Friday's, March 23<sup>rd</sup> and March 30<sup>th</sup>. The Annual Board of Appeals and Equalization meeting is scheduled for Wednesday, April 11<sup>th</sup> at 7:00p.m. at City Hall.

Eric Berscheid made a motion to adjourn the meeting. The motion was seconded by Mike Odden. Meeting adjourned at 9:40p.m.

Respectfully submitted,

Sandra Meer

City Clerk, Holdingford

FEBRUARY 2018	
Department	Gross Pay
General	\$ 5,950.49
Public Works	\$ 6,771.83
Fire	\$
Liquor	\$ 7,080.92
Total	\$19,803.24
2 pay periods ending	
2/2, 2/16	

**City of Holdingford - Equal Opportunity Provider  
Accounts Payable Check Register Report - STEARNS BANK  
For The Fiscal Periods Range From 2018-2 To 2018-2**

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

Check #	Type	Date	Vendor	Name	Amount	Status
33463	C	2/12/2018	953	Acts-Treme Talent, LLC	\$1,100.00	C
33464	C	2/12/2018	704	AFSCME Council 65	\$93.33	C
33465	C	2/12/2018	691	Allstream	\$202.56	C
33466	C	2/12/2018	6	AmeriPride Linen	\$202.50	C
33467	C	2/12/2018	9	Bernick's Pepsi-Cola	\$349.80	C
33468	C	2/12/2018	627	Breakthru Beverage Minnesota	\$1,518.85	C
33469	C	2/12/2018	828	Brian Zapzalka	\$650.00	C
33470	C	2/12/2018	18	C & L Distributing, Inc	\$2,884.05	C
33471	C	2/12/2018	817	C Emery Nelson, Inc	\$285.63	C
33472	C	2/12/2018	48	D & D Beverage	\$246.00	C
33473	C	2/12/2018	64	Eugene Cipala	\$171.00	C
33474	C	2/12/2018	787	Granite City Jobbing Co	\$400.82	C
33475	C	2/12/2018	90	Harry's Frozen Foods	\$76.25	C
33476	C	2/12/2018	92	Headley Hardware	\$284.09	C
33477	C	2/12/2018	481	Heggies Pizza	\$107.20	C
33478	C	2/12/2018	101	Holdingford Chamber of Commerce	\$50.00	C
33479	C	2/12/2018	614	Holdingford Gas and Grocery	\$205.03	C
33480	C	2/12/2018	657	Huls Bros Trucking	\$3,599.40	C
33481	C	2/12/2018	119	Johnson Brothers Liquor C	\$886.69	C
33482	C	2/12/2018	121	KASM Radio	\$200.00	C
33484	C	2/12/2018	730	Midcontinent Business Solutions	\$232.44	C
33485	C	2/12/2018	176	MN Rural Water Assn	\$230.00	C
33486	C	2/12/2018	718	Nelson's Septic Service	\$2,261.25	C
33488	C	2/12/2018	685	Star Publications, LLC	\$115.00	C
33489	C	2/12/2018	454	Sue Marstein	\$10.90	C
33490	C	2/12/2018	271	UC Lab	\$1,014.00	C
33491	C	2/12/2018	276	United Systems Technology	\$12.88	C
33492	C	2/12/2018	903	Upper Lakes Foods, Inc.	\$231.16	C
33493	C	2/12/2018	386	USA Bluebook	\$239.32	C
33494	C	2/12/2018	339	Verizon Wireless	\$89.96	C
33495	C	2/12/2018	281	Viking Coca Cola Bottling	\$304.00	C
33496	C	2/12/2018	282	Viking Industrial Center	\$210.87	C
33498	C	2/12/2018	360	XCEL ENERGY 51-5655037-5	\$2,336.29	C
33499	C	2/12/2018	358	XCEL ENERGY 51-5655040-0	\$3,124.41	C
33500	C	2/12/2018	383	XCEL ENERGY 51-5655041-1	\$805.68	C
33501	C	2/12/2018	519	XCEL ENERGY 51-8242904-3	\$58.52	C
33504	C	2/26/2018	599	Bob Pueringer	\$28.88	C
33483	C	2/12/2018	613	Lois Schmit	\$41.18	O
33487	C	2/12/2018	198	Opatz Excavating	\$7,818.00	O
33497	C	2/12/2018	616	Voss Builders	\$877.50	O

Check #	Type	Date	Vendor Name	Amount	Status
33502	C	2/26/2018	949 Aeration Industries International	\$3,970.00	O
33503	C	2/26/2018	9 Bernick's Pepsi-Cola	\$378.20	O
33505	C	2/26/2018	18 C & L Distributing, Inc	\$1,311.45	O
33506	C	2/26/2018	24 Central McGowan, Inc	\$32.78	O
33507	C	2/26/2018	873 CenturyLink	\$63.93	O
33508	C	2/26/2018	48 D & D Beverage	\$208.80	O
33509	C	2/26/2018	954 Darren Solinger	\$1,438.15	O
33510	C	2/26/2018	370 Dorine Rausch	\$32.18	O
33511	C	2/26/2018	62 Ernst's Locksmith	\$311.85	O
33512	C	2/26/2018	70 Frito-Lay, Inc	\$96.16	O
33513	C	2/26/2018	316 GERAD'S OIL CO., INC	\$44.00	O
33514	C	2/26/2018	787 Granite City Jobbing Co	\$281.47	O
33515	C	2/26/2018	340 HACH COMPANY	\$2,044.71	O
33516	C	2/26/2018	90 Harry's Frozen Foods	\$170.25	O
33517	C	2/26/2018	481 Heggies Pizza	\$181.90	O
33518	C	2/26/2018	948 Henry's Foods, Inc	\$780.41	O
33519	C	2/26/2018	119 Johnson Brothers Liquor C	\$1,962.46	O
33520	C	2/26/2018	354 MN Dept of Public Safety	\$200.00	O
33521	C	2/26/2018	911 MN PEIP	\$514.23	O
33522	C	2/26/2018	752 MN Valley Testing Labs	\$455.00	O
33523	C	2/26/2018	207 Postmaster	\$318.00	O
33524	C	2/26/2018	223 S.E.H.	\$50.00	O
33525	C	2/26/2018	955 Spee Dee Delivery Service, Inc	\$18.10	O
33526	C	2/26/2018	750 St Cloud Times #1076	\$25.00	O
33527	C	2/26/2018	759 Steven Spaeth, Secretary	\$161.00	O
33528	C	2/26/2018	263 Tom's Refuse	\$6,116.58	O
33529	C	2/26/2018	804 Toshiba Financial Services	\$99.12	O
33530	C	2/26/2018	903 Upper Lakes Foods, Inc.	\$42.48	O
33531	C	2/26/2018	386 USA Bluebook	\$219.37	O
33532	C	2/26/2018	359 XCEL ENERGY 51-5655038-6	\$1,027.39	O
33533	C	2/26/2018	361 XCEL ENERGY 51-5655039-7	\$1,458.38	O
33534	C	2/26/2018	292 Ziegler	\$117.78	O
			<b>Cleared</b>	<b>\$24,818.76</b>	
			<b>Outstanding</b>	<b>\$32,867.81</b>	
			<b>Void</b>	<b>\$0.00</b>	