

Public Hearing and Holdingford City Council Meeting Minutes  
October 10, 2017

Mayor Sue Marstein opened the Public Hearing at 7:00 p.m. to consider a rezoning application for the property at 121 Plymouth Street, requesting the zoning classification change from Commercial to Residential. The property was used for storage before it was put up for sale. Opatz's, a potential buyer, voiced tentative plans to remodel the building for use as a ground floor studio apartment. Other comments were considered in favor of the rezoning. The council noted concerns about parking space and loosing commercial property in the downtown area. Public hearing closed at 7:10 p.m.

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

Present: Susan Marstein, Eric Berscheid, Mike Odden, Bob Sanchez, Alan Walz, Keith Hommerding, Steve Horvath, Sandra Meer, Pat Meier, Aaron Rudolph, Eugene Cipala, Jeremy Freudenrich, Justin Heurung, Elizabeth Hoag, Gary & Jordy Opatz, Alan Pfannenstien, Ernie Schmit, Rick Solinger, Jim & Roxanne Urbashich, and Louie Walz.

Alan Walz made a motion to amend the agenda to add Chris Swenson and Ernie Schmit under Guests. Bob Sanchez seconded the motion. AIF

Eric Berscheid made a motion to approve the consent agenda to include September 11, 2017 council meeting minutes, agenda as amended, finance reports, and submitted claims. Alan Walz seconded the motion. AIF

Department Reports

Liquor Store report for September was given by Manager Patrick Meier. Gross revenue =\$33,091.03. Expenses =\$39,052.40. Year to date lottery proceeds =\$1,835.07. Year to date balance =\$1,894.59. Music by Paul Jensen and Charlie Roth is scheduled for the next two weekends. Flooring in front of the bar was replaced. Roof repair will be done for an estimated \$700-\$900. Camera mounts will be made and installed on the outside of the building. Compressor went out on the ice machine, which is a major repair. Pat presented three options to replace the ice machine; Bernick's has a 12 year old machine for \$600, or they offer to lease a new machine for \$70/month, or purchase a new machine for about \$3,100. Eric Berscheid made a motion to purchase the 12 year old ice machine for \$600, installed. Mike Odden seconded the motion. AIF

New bartenders will be registered for online food training. There were two "stings" this past weekend for serving an underage patron and selling cigarettes. Both passed.

Fire Department report was given by Chief Keith Hommerding. The department has responded to 108 calls: five were fire, 88 medical, nine cancelled in route, four hazardous condition, and two severe weather: eight in Krain Township, 34 in Holding Township, 48 in the City, 16 in Brockway Township, one in Avon Township and two at Two Rivers.

Charitable gambling is doing well.

It will be busy during Fire Awareness Week with Kindergarten classes touring the fire hall and members visiting residences to change smoke alarm batteries around town on Thursday night. They will host a house burn on County Road 3, east of Holdingford on Saturday. Two personnel are attending Fire Fighter1 and Fire Fighter 2 training.

After comparing air packs from several companies, it's narrowed down to two companies. Total cost to purchase Draegar packs = \$102,000 and MSA packs = \$107,500. Both have similar features. MSA asked for 15 year maintenance contract to be paid in advance. Eric Berscheid made a motion to approve purchase of MSA packs for \$107,500. Alan Walz seconded the motion. AIF

City Emergency Manager Dorine Rausch was not available for a report.

Maintenance Report was given by Maintenance Specialist Steve Horvath. Dug trenches and prepared area for trees and shrubs to be planted by Opatz's fence at the ball field. Thanks to Herman Ebnet, Kathy O'Hara, Mike and Ruthe Odden and two United Way volunteers who helped to plant the shrubs. DOT inspection was completed on the plow truck. The electronic component at the Main Lift Station that was overloading was fixed by Preferred Controls. Four sunken manholes were raised. Water tower mixer was installed and a steel bar will be added between the suspended cables to improve circulation. Park bathrooms and sprinklers were winterized and shut down. Storm drains were cleared of debris. The field road was worked on since it's nearly impassable and biosolids will need to be spread as soon as the crop is taken out. Lift station pumps were pulled and cleaned four times last month. Hydrants will be flushed the week of October 16<sup>th</sup>.

Last month 1,868,000 gallons of water were pumped and 1,956,000 gallons of wastewater were treated.

Guests

Holdingford Schools Superintendent, Chris Swenson spoke about the upcoming referendum. Two questions are on the ballot; the first question is a Technology Operating Levy which would increase district revenue by \$200/student; the second question is a Building Bond Referendum to improve security at school entrances, expand parking and pickup lanes, accommodate special classrooms, upgrade shop and vo-tech area, and add on a multi-purpose room, fitness center and community room. The school is an important asset to the community and healthy enrollment helps sustain a healthy community. Further information can be found on at [www.isd738.org](http://www.isd738.org) or by calling the superintendent's office at school. Vote on November 7<sup>th</sup> from 7am-8pm at Door #3 at the school board room.

Ernie Schmit requested approval of the electricians bid from Sunset Electric for the bathhouse project since electricity needs to be disconnected before the building is taken down. An electric water heater and a baseboard heater in the utility room would be sufficient so a gas line wouldn't need to be installed. Alan Walz made a motion to accept the bid for \$3,951 from Sunset Electric for the bathhouse facility project. Mike Odden seconded the motion. AIF

Alan Pfannenstein, owner of the building at 121 Plymouth Street noted that they don't plan to invest any more into the property and there is adequate room to park a trailer and vehicle in back. Since the building was located in downtown business area there was reluctance to change the zoning to residential rental. After further discussion, Bob Sanchez made motion to change zoning on 121 Plymouth from Commercial to Residential. The Mayor called for a second on the motion three times. Motion failed for lack of a second. Zoning for property at 121 Plymouth will remain Commercial.

#### Unfinished Business

The maintenance staff has contacted most residents who would be affected by snow plowing in alleys to determine if alley ways need to be cleared and identified areas to pile snow.

The final documents for the water tower reconditioning project were reviewed. Eric Berscheid made a motion to approve the final payment of \$28,028.72 to Color Dynamics, LLC for the water tower reconditioning project. Bob Sanchez seconded the motion. AIF

Interviews were completed and an offer was made for the office assistant position. A deadline was set for the end of November to get applications for the temporary maintenance position. Andy Bartkowicz will be deployed for a year beginning in the spring of 2018 and training could be done prior to his leaving if a replacement was found.

There was discussion on the ¼ mile section of River Road that is included with the mill and overlay that Holding Township has ordered. It needs to be determined if half of the road would be the city responsibility and half the townships, since city property is only on the north side of River Road. The township board will be contacted.

Information from NRG solar programs was presented and discussed. An example of an actual bill from NRG will be requested as well as information gathered from the League of Minnesota Cities.

#### New Business

Mike Odden made motion to approve Resolution 17-10-10-1 Accepting a Donation of Mulch from the Holdingford Lions Club for the playground area at Veterans Park. Alan Walz seconded the motion. AIF

Eric Berscheid requested that the city pave an 85 foot stretch of Industrial Drive that should have been paved when the Industrial Park was developed. The small approach is unique and similar to a frontage road entrance. Former city mayor, Ernie Schmit agreed that the development agreement was not as comprehensive as it should have been when the Industrial Park was established. Mike Odden made a motion to pay for half of the cost of the bid from Knife River or \$2,600 to pave Industrial Drive. Mayor Marstein called for second to the motion three times. Motion failed for lack of a second. Alan Walz made a motion to approve \$5,100 bid from Knife River to pave the 3,400,000 square foot city approach to Industrial Drive. Bob Sanchez seconded the motion. Marstein, Sanchez and Walz voted in favor. Odden opposed. Berscheid abstained.

Gravel needs were discussed for several areas. Half a load of gravel was used to fill potholes in the Wobegon Trailhead parking area. The low spot in the Veterans Park lot will wait until after work is done at the bathroom shelter. Field road behind the Wastewater Treatment Plant is a priority since biosolids need to be hauled out to the field. Maintenance staff tried to add material and dig drainage ditches but it's still very wet. They will ask about using excess milled tar from the road construction or work with a local contractor.

#### Admin Reports

Mayors/Council Discussion notes:

- Two quotes from Knife River and Tri-City Paving were reviewed for paving seven areas in the city. A public hearing will be held on Monday, October 16 at 7:00pm at the City Hall to consider public comment on assessing five area projects. Paving the city hall parking lot will wait, due to the proposed cost and extent of the project.
- Two quotes for a Point of Sale (POS) System for the Liquor Store were reviewed and discussed.

The Clerk noted that she will be on vacation for two weeks in November and the new office assistant may have limited office hours.

#### Announcements

Residents who are delinquent on their utility payments are: Sandra Ross, Roger Jensen, Scott Reidy, Mara Glader, Jesse Johnson and Bill Fellegly.

Next Council Meeting: Monday, November 13, 2017 at 7:00pm.

Eric Berscheid made a motion to adjourn the meeting. Bob Sanchez seconded the motion. Meeting adjourned at 9:30 p.m.

Respectfully submitted,  
 Sandra Meer  
 City Clerk, Holdingford

September 2017	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 8,568.54
Public Works	\$10,879.00
Fire	\$
Liquor	\$ 9,998.10
Total	\$29,445.64
3 pay periods ending	
9/1, 9/15, 9/29	

**City of Holdingford - Equal Opportunity Provider**  
**Accounts Payable Check Register Report - STEARNS BANK**  
*For The Fiscal Period 2017-September*  
**For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated**

Check	Type	Date	Vendor Name	Amount	Status
33110	C	9/11/2017	704 AFSCME Council 65	\$101.05	C
33111	C	9/11/2017	496 Albany Chrysler Center	\$745.83	C
33112	C	9/11/2017	328 AllSpec Services, LLC	\$306.90	C
33113	C	9/11/2017	9 Bernick's Pepsi-Cola	\$404.35	C
33114	C	9/11/2017	828 Brian Zapzalka	\$650.00	C
33115	C	9/11/2017	18 C & L Distributing, Inc	\$6,792.51	C
33116	C	9/11/2017	550 Everything Signs	\$80.00	C
33117	C	9/11/2017	70 Frito-Lay, Inc	\$75.80	C
33118	C	9/11/2017	91 Hawkins, Inc	\$189.47	C
33119	C	9/11/2017	92 Headley Hardware	\$408.37	C
33120	C	9/11/2017	614 Holdingford Gas and Grocery	\$360.33	C
33121	C	9/11/2017	136 League of MN Cities	\$919.00	C
33122	C	9/11/2017	730 Midcontinent Business Solutions	\$232.44	C
33123	C	9/11/2017	905 Midwest Machinery Co	\$7.57	C
33124	C	9/11/2017	750 St Cloud Times #1076	\$62.00	C
33125	C	9/11/2017	685 Star Publications, LLC	\$177.98	C
33126	C	9/11/2017	915 Steve Horvath	\$40.50	C
33127	C	9/11/2017	266 Traut Wells	\$30.00	C
33128	C	9/11/2017	728 Tri-State Pump & Control, Inc.	\$2,709.03	C
33129	C	9/11/2017	271 UC Lab	\$1,090.50	C
33130	C	9/11/2017	276 United Systems Technology	\$12.64	C
33131	C	9/11/2017	339 Verizon Wireless	\$89.53	C
33132	C	9/11/2017	360 XCEL ENERGY 51-5655037-5	\$1,028.18	C
33133	C	9/11/2017	359 XCEL ENERGY 51-5655038-6	\$1,266.84	C
33134	C	9/11/2017	358 XCEL ENERGY 51-5655040-0	\$2,865.18	C
33135	C	9/11/2017	519 XCEL ENERGY 51-8242904-3	\$47.96	C
33136	C	9/11/2017	292 Ziegler	\$890.00	C
33137	C	9/14/2017	934 Color Dynamics LLC	\$30,730.00	C
33138	C	9/25/2017	6 AmeriPride Linen	\$133.20	C
33140	C	9/25/2017	9 Bernick's Pepsi-Cola	\$92.80	C
33141	C	9/25/2017	18 C & L Distributing, Inc	\$6,095.90	C
33142	C	9/25/2017	24 Central-McGowan, Inc	\$18.63	C
33145	C	9/25/2017	52 E. A. Sween Company	\$77.38	C
33149	C	9/25/2017	787 Granite City Jobbing Co	\$1,496.40	C
33151	C	9/25/2017	81 Granite Electronics, Inc	\$35.00	C
33153	C	9/25/2017	481 Heggies Pizza	\$361.80	C
33155	C	9/25/2017	119 Johnson Brothers Liquor C	\$2,290.30	C
33161	C	9/25/2017	223 S.E.H.	\$12,929.41	C
33165	C	9/25/2017	242 Stearns Cty Auditor-Treas	\$2,000.00	C
33166	C	9/25/2017	915 Steve Horvath	\$75.00	C
33173	C	9/25/2017	281 Viking Coca Cola Bottling	\$1,793.04	C
33175	C	9/25/2017	361 XCEL ENERGY 51-5655039-7	\$1,372.17	C
33176	C	9/25/2017	383 XCEL ENERGY 51-5655041-1	\$837.87	C
33177	C	9/25/2017	292 Ziegler	\$154.57	C
33143	C	9/25/2017	873 CenturyLink	\$63.75	O
33144	C	9/25/2017	814 Cruise Control	\$300.00	O
33146	C	9/25/2017	926 Eckberg Lammers, P.C.	\$238.00	O
33147	C	9/25/2017	53 Ecolab	\$80.15	O
33148	C	9/25/2017	936 Foremost Medical Equipment	\$1,020.00	O

Check	Type	Date	Vendor Name	Amount	Status
33150	C	9/25/2017	84 Granite City Refrigeration	\$85.00	O
33152	C	9/25/2017	90 Harry's Frozen Foods	\$177.00	O
33154	C	9/25/2017	670 Huls Nursery	\$650.00	O
33156	C	9/25/2017	843 K & S Pharmacy	\$385.00	O
33157	C	9/25/2017	911 MN PEIP	\$1,764.56	O
33158	C	9/25/2017	938 Nathan Pilarski	\$594.26	O
33159	C	9/25/2017	893 Rolling Lake Auto	\$188.00	O
33160	C	9/25/2017	502 Ruth Odden	\$91.25	O
33162	C	9/25/2017	465 Sandra Meer	\$77.76	O
33163	C	9/25/2017	750 St Cloud Times #1076	\$25.00	O
33164	C	9/25/2017	237 St Rosa Lumber, Inc	\$1,353.08	O
33167	C	9/25/2017	937 Sylva Corporation, Inc	\$1,255.50	O
33168	C	9/25/2017	263 Tom's Refuse	\$6,132.08	O
33169	C	9/25/2017	804 Toshiba Financial Services	\$99.12	O
33170	C	9/25/2017	728 Tri-State Pump & Control, Inc.	\$750.00	O
33171	C	9/25/2017	877 Joel Knutson	\$275.00	O
33172	C	9/25/2017	386 USA Bluebook	\$3,910.65	O
33174	C	9/25/2017	759 Volunteer FF Benefit Assoc of MN	\$11.00	O
33178	C	9/25/2017	856 Andy Bartkowicz	\$204.95	O
			<b>Cleared</b>	<b>\$82,077.43</b>	
			<b>Outstanding</b>	<b>\$19,731.11</b>	
			<b>Void</b>	<b>\$0.00</b>	