

Public Hearing and Holdingford City Council Meeting Minutes September 10, 2018

The Public Hearing was called to order at 7:00 p.m. by Mayor Susan Marstein to hear comments on the proposed lot split for the Joan Cipala property located at Second Street and Gertrude Street. Lynne McKenzie, Joan's daughter briefly explained the survey and proposed lot split. The house currently sits on Tract A and a small shed on Tract C will be removed. Water/sewer hookups were discussed and are accessible to Tracts A, B and C, all of which meet the city's lot size requirement. Adjoining property owner, Bernard Kolles has offered to buy Tract D, which is approximately 8,070 square feet. If that sale doesn't go through then Tracts C and D would be combined. Mike Odden made a motion to close the public hearing. Alan Walz seconded the motion. The public hearing was closed at 7:06pm.

Mayor Sue Marstein called the Holdingford City Council meeting to order at 7:06 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, Tony Abfalter, Melvin Breth, Deb & David Kostreba, Lynne McKenzie, Marty O'Hara, Gary Opatz, Aaron Rudolph, Gordy Sjaaheim, Amanda Thompson and Louie Walz.

Mike Odden made a motion to approve the consent agenda to include minutes of the August 13th Council Meeting, finance reports, and submitted claims. Eric Berscheid seconded the motion. AIF

Guests

Gary Opatz reported on problems with water pooling in the alley where the new tar was put in especially after significant rainfall and in the spring when the snow was melting off the building and re-freezing. Puddles form on the north and south end of the shop building as shown in two pictures that were sent. Water doesn't drain properly as it had before the alley was repaved and fill was laid on the west side of the alley to help prevent pavement from crumbling. Knife River did the paving project and the city will contact them to help find a solution.

Department Reports

Liquor Store report was given by Manager Patrick Meier. August gross revenue = \$32,035.03. Expenses = \$44,113.90. Year to date lottery proceeds = \$1,078.17. Year to date adjusted balance = \$10,795.96. Pat requested a quote for a Point of Sale system (POS) from Davidson Business Solutions which was about \$6,000 for 2 registers. A comparable quote from BNG for one station and mobile IPad was \$6,198.75. St Rose Lumber will submit a bid to replace the rubber roof and suggested contacting a Freeport company for a bid on a tin roof.

Fire Department report was given by Chief Keith Hommerding. There have been 132 calls so far this year, including two in Avon Township, 70 in Holdingford, 30 in Holding Township, 19 in Brockway Township, ten in Krain Township and one in St Stephen.

Gambling is steady.

At the department's annual budget meeting, the firefighters asked for township approval to increase the retirement contribution. Eric Berscheid made a motion to raise the annual retirement benefit contribution for Relief Association members from \$1,300 to \$1,400 for contributions made in 2018. Mike Odden seconded the motion. AIF

The department will apply for DNR grant funds to replace washing machine and get new dryer for turnout gear.

Upcoming training will include a house burn on September 29th.

Dorine Rausch was not available for the Emergency Managers Report.

Maintenance Report was given by Steve Horvath. Quarterly water quality tests were submitted. The street sweeper collection box was repaired. There were several rust holes with more appearing on the doors, undercarriage and back hopper which could be sandblasted and patched. Plow truck was inspected and a new cutting edge was ordered for the front plow. It will be taken into Ramler for a DOT inspection. Worn out wheel bearings and bushings were repaired on the John Deere lawn mower deck. Bob Pueringer has been out the last few weeks and Steve and Dan have been keeping up with lawn maintenance. Stainless pipes for the new aerator system for the WWTP splitter boxes will be installed as soon as Two Rivers finishes them. Streets were swept after the completion of the road construction. Second street water stop and shut off were repaired and erosion control measures were taken. 1,423,000 gallons of well water were pumped. 1,616,000 gallons of wastewater was treated.

Unfinished Business

Following the public hearing and review of Cipala's application to split the property lots located on Gertrude and Second Streets, Eric Berscheid made a motion to approve splitting property into four lots. Tract A, B and C meet the city zoning requirement of at least 10,000 square feet. Tract D is 8,069 square feet and will be combined with Tract C if the adjoining property owner to the south (Kolles) does not purchase Tract D. Mike Odden seconded the motion. AIF

An updated expense/donation spreadsheet for the bathhouse shelter was reviewed. Some minor items still need to be purchased. Details on a dump station at the campground were discussed. When comparing other campgrounds, for the \$30/night fee, a dump station is expected. Water access is needed when campers dump waste. A pipe was installed on the southeast corner of the new bathhouse facility but council expressed interest in putting the hookup at the bathroom north of the softball fields so smell isn't an issue.

The estimate from Knife River to pave the Pedestrian Trail would need to be re-worked to get it under the requested \$15,000 mark. More money could be allocated in the 2019 budget for the project.

The public hearing for the proposed annexation of property north of the city is scheduled for Monday, September 17, 2018 at 7:00pm.

IT expert, Tony Abfalter reviewed his recommendation for a cloud based backup plan for city data. Currently office computer backups are done every other week to a hard drive and kept off premise. He recommended a \$90/month secure cloud backup from NetVPro, a St Cloud company that offers a reduced price for government entities with no contract and no upfront charges. A cloud based encrypted backup would guarantee consistent data protection with best practices in place. Recovering data would only take minutes versus days and would require less staff hours. The council asked about other options and Tony noted that cheaper options like Drop Box have disclaimers on data breaches and don't guarantee secure encrypted backups. The council postponed the matter.

Job description updates for the Personnel Policy were not complete and will be postponed until the October meeting and work session.

New Business

The Minnesota Municipal Beverage Association asked cities to pass a resolution in opposition of an initiative to introduce a bill in the legislature to allow wine, beer and spirits to be sold in grocery and convenience stores. Sue Marstein made a motion to approve Resolution 18-09-10-1: Opposing the Sale of Strong Beer, Spirits and Wine in Grocery and Convenience Stores. Mike Odden seconded the motion. Following discussion, Marstein voted in favor. Berscheid, Odden, Sanchez and Walz opposed, citing unnecessarily adopting resolutions that don't affect the city.

The preliminary budget for 2019 was reviewed. Eric Berscheid made a motion to certify the 2019 levy amount to Stearns County at \$235,000. Alan Walz seconded the motion. AIF

The Stearns County Attorney's Office offered a renewal contract for calendar years, 2019 through 2020 for prosecution services at a rate of \$4,000 per year. Mike Odden made a motion to renew the criminal prosecution contract for two years with Stearns County Attorney's office. Bob Sanchez seconded the motion. AIF

Upcoming council meetings dates were discussed since Monday, October 8th is Columbus Day and is a designated holiday for city staff and Veterans Day is observed on Monday, November 12th this year, as mandated by the state of Minnesota. The council agreed that upcoming council meetings will be held on Monday, October 8th and Tuesday, November 13th at 7:00p.m.

Admin Reports

Mayors/Council Discussion notes:

- In anticipation of winter snow plowing, city staff will meet with Main Street businesses and other snow removers to discuss options for snow piles and disposal.
- Sidewalk along River Street between Wobegon Trail and Gas & Grocery. An estimate will be requested as well as timeline to possibly get it in this year.
- Reviewed notes from SEH engineer, Scott Lange regarding potential lot split on County Road 9 property; recommended piping potable water to the WWTP after reviewing options to use well or effluent water; provided approximate costs to seal coat streets. Crack filling will be done this week. Steve Horvath will create map for seal coating needed areas.
- Upcoming meeting for city officials and city staff regarding possibility of MPCA requiring limits for chloride and/or "salty parameters" in the wastewater facilities, which would lead to significant compliance costs and renovations.
- Renter background checks, landlord lease agreements and/or rental licenses, rental building inspections.
- Discussed options for softball field/dog park. Signs will be put up reminding owners to pick up after their pets.

Clerks Report: The booster heater for the dishwasher in the kitchen has a leak in the tank. An estimate was received for \$2,550 and will be budgeted for in 2019. The dishwasher also had minor leaks that will be repaired this year. The Certificate of Deposit was renewed with CMCU for 12 months at a rate of 2.4%.

Announcements

Residents who are delinquent on their utility payments are: Jenny Gunderson, Travis Harlander, Roger Jensen, Nolan Schmit, Carlana Johnson, Scott Zehowski, and Angie Sobania.

Next Council Meeting: Monday, October 8, 2018, at 7:00pm. City offices will be closed on Monday, October 8, 2018 in observance of Columbus Day.

Alan Walz made a motion to adjourn the meeting, which was seconded by Bob Sanchez. Meeting adjourned at 9:15p.m.
 Respectfully submitted,
 Sandra Meer
 City Clerk, Holdingford

AUGUST 2018	
Department	Gross Pay
General	\$ 8,703.03
Public Works	\$ 9,780.91
Fire	\$
Liquor	\$ 10,159.97
Total	\$28,643.91
3 pay periods ending	
8/3, 8/17, 8/31	

City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2018-8 To 2018-8

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

Check #	Type	Date	Vendor Name	Amount	Status
33935	C	8/9/2018	704 AFSCME Council 65	\$92.89	C
33936	C	8/9/2018	328 AllSpec Services, LLC	\$1,274.25	C
33937	C	8/9/2018	691 Allstream	\$214.08	C
33938	C	8/9/2018	9 Bernick's Pepsi-Cola	\$406.70	C
33939	C	8/9/2018	828 Brian Zapzalka	\$650.00	C
33940	C	8/9/2018	18 C & L Distributing, Inc	\$5,906.65	C
33941	C	8/9/2018	817 C Emery Nelson, Inc	\$343.68	C
33942	C	8/9/2018	48 D & D Beverage	\$612.50	C
33943	C	8/9/2018	40 David Drown Associates	\$2,500.00	C
33945	C	8/9/2018	70 Frito-Lay, Inc	\$59.59	C
33946	C	8/9/2018	76 General Rental Center of Albany	\$74.00	C
33947	C	8/9/2018	787 Granite City Jobbing Co	\$77.22	C
33948	C	8/9/2018	340 HACH COMPANY	\$1,346.80	C
33949	C	8/9/2018	90 Harry's Frozen Foods	\$161.50	C
33950	C	8/9/2018	92 Headley Hardware	\$1,067.65	C
33951	C	8/9/2018	481 Heggies Pizza	\$388.20	C
33952	C	8/9/2018	312 HENNEN FLOOR COVERING	\$4,782.84	C
33953	C	8/9/2018	948 Henry's Foods, Inc	\$1,066.45	C
33954	C	8/9/2018	841 Holdingford CC Fireworks Account	\$300.00	C
33955	C	8/9/2018	614 Holdingford Gas and Grocery	\$317.98	C
33956	C	8/9/2018	508 Internet Planners, LLC	\$65.45	C
33957	C	8/9/2018	119 Johnson Brothers Liquor C	\$980.29	C
33958	C	8/9/2018	153 Med-Compass, Inc	\$80.00	C
33959	C	8/9/2018	730 Midcontinent Business Solutions	\$231.62	C
33960	C	8/9/2018	906 Pete's Portables	\$1,081.96	C
33961	C	8/9/2018	205 Phillips Wine & Spirits	\$1,413.81	C
33962	C	8/9/2018	872 Precise Ice, Inc.	\$245.00	C
33963	C	8/9/2018	974 Robin Lange	\$76.86	C
33964	C	8/9/2018	893 Rolling Lake Auto	\$12.25	C
33965	C	8/9/2018	951 Shred Right	\$67.60	C
33966	C	8/9/2018	685 Star Publications, LLC	\$1,200.08	C
33967	C	8/9/2018	412 Sunset Electric, Inc	\$3,951.00	C
33968	C	8/9/2018	972 Tony Abfalter	\$413.00	C
33969	C	8/9/2018	266 Traut Wells	\$60.00	C
33970	C	8/9/2018	271 UC Lab	\$1,491.00	C
33971	C	8/9/2018	903 Upper Lakes Foods, Inc.	\$54.14	C
33972	C	8/9/2018	281 Viking Coca Cola Bottling	\$277.00	C
33973	C	8/9/2018	360 XCEL ENERGY 51-5655037-5	\$1,292.01	C
33974	C	8/9/2018	361 XCEL ENERGY 51-5655039-7	\$783.04	C
33975	C	8/9/2018	358 XCEL ENERGY 51-5655040-0	\$3,005.75	C
33976	C	8/9/2018	519 XCEL ENERGY 51-8242904-3	\$82.06	C
33978	C	8/16/2018	836 Charles Roth	\$400.00	C
33979	C	8/16/2018	676 Diane Konsor	\$117.00	C
33980	C	8/16/2018	61 Ernie Schmit	\$121.89	C
33982	C	8/16/2018	116 Jeanette May	\$101.25	C
33983	C	8/16/2018	975 Karen Larsen	\$106.14	C
33984	C	8/16/2018	333 Kathy O'Hara	\$94.50	C
33985	C	8/16/2018	539 League of MN Cities Ins. Tr/BKLY	\$2,699.00	C

33987	C	8/16/2018	613 Lois Schmit	\$94.50	C
33988	C	8/16/2018	976 Lynne Nienaber	\$105.75	C
33989	C	8/16/2018	941 Paul Jensen	\$250.00	C
33990	C	8/16/2018	465 Sandra Meer	\$286.50	C
33991	C	8/16/2018	339 Verizon Wireless	\$121.97	C
34002	C	8/29/2018	550 Everything Signs	\$55.00	C
34009	C	8/29/2018	841 Holdingford CC Fireworks Account	\$500.00	C
34020	C	8/29/2018	240 Stearns Bank-Holdingford	\$25.00	C
33944	C	8/9/2018	655 David Yurczyk	\$10.00	O
33977	C	8/16/2018	674 Audrey Lange	\$279.26	O
33981	C	8/16/2018	100 Holdingford Booster Club	\$200.00	O
33986	C	8/16/2018	977 Linda Zapzalka	\$18.00	O
33992	C	8/29/2018	517 Alex Air Apparatus, Inc	\$410.93	O
33993	C	8/29/2018	691 Allstream	\$248.48	O
33994	C	8/29/2018	6 AmeriPride Linen	\$103.61	O
33995	C	8/29/2018	326 Auto Value	\$93.29	O
33996	C	8/29/2018	8 Becker Septic Pumping	\$160.00	O
33997	C	8/29/2018	9 Bernick's Pepsi-Cola	\$165.65	O
33998	C	8/29/2018	18 C & L Distributing, Inc	\$3,057.00	O
33999	C	8/29/2018	24 Central McGowan, Inc	\$90.02	O
34000	C	8/29/2018	873 CenturyLink	\$65.56	O
34001	C	8/29/2018	370 Dorine Rausch	\$15.26	O
34003	C	8/29/2018	70 Frito-Lay, Inc	\$91.14	O
34004	C	8/29/2018	76 General Rental Center of Albany	\$100.00	O
34005	C	8/29/2018	787 Granite City Jobbing Co	\$614.65	O
34006	C	8/29/2018	90 Harry's Frozen Foods	\$66.50	O
34007	C	8/29/2018	481 Heggies Pizza	\$316.40	O
34008	C	8/29/2018	948 Henry's Foods, Inc	\$612.88	O
34010	C	8/29/2018	119 Johnson Brothers Liquor C	\$4,228.64	O
34011	C	8/29/2018	905 Midwest Machinery Co	\$116.92	O
34012	C	8/29/2018	171 MFSCB	\$125.00	O
34013	C	8/29/2018	911 MN PEIP	\$514.23	O
34014	C	8/29/2018	752 MN Valley Testing Labs	\$435.00	O
34015	C	8/29/2018	198 Opatz Excavating	\$2,957.50	O
34016	C	8/29/2018	207 Postmaster	\$105.00	O
34017	C	8/29/2018	223 S.E.H.	\$753.63	O
34018	C	8/29/2018	750 St Cloud Times #1076	\$25.00	O
34019	C	8/29/2018	237 St Rosa Lumber, Inc	\$41,891.98	O
34021	C	8/29/2018	478 Stearns County Recorder	\$46.00	O
34022	C	8/29/2018	263 Tom's Refuse	\$6,208.08	O
34023	C	8/29/2018	804 Toshiba Financial Services	\$111.98	O
34024	C	8/29/2018	266 Traut Wells	\$561.93	O
34025	C	8/29/2018	935 Uline	\$90.15	O
34026	C	8/29/2018	281 Viking Coca Cola Bottling	\$2,153.50	O
34027	C	8/29/2018	282 Viking Industrial Center	\$108.64	O
34028	C	8/29/2018	360 XCEL ENERGY 51-5655037-5	\$1,363.71	O
34029	C	8/29/2018	359 XCEL ENERGY 51-5655038-6	\$1,346.33	O
34030	C	8/29/2018	383 XCEL ENERGY 51-5655041-1	\$884.86	O
34031	C	8/29/2018	292 Ziegler	\$890.00	O
				Cleared	\$43,585.40
				Outstanding	\$71,636.71
				Void	\$0.00