

City Council Meeting Minutes  
April 8, 2013

Mayor Ernie Schmit called the meeting to order at 7:01 p.m. The pledge of allegiance was recited.

Present: Lewis Becker, Susan Marstein, Mike Odden, Lloyd Rausch, Ernie Schmit, Sandra Meer, Keith Hommerding, Adam Krebs, Jeremy Freudenrich, Scott Lange, Cheryl Foster, Gordon Sjaaheim, Tim Berscheid, Bob Warzecha, Pat Meier and Greg Breth.

Motion to approve checks was made by Lloyd Rausch, seconded by Mike Odden. AIF

Motion to approve bank reconciliation for March 2013 statements was made by Sue Marstein, seconded by Lewis Becker. AIF

Motion to approve electronic transfers & debit card purchases was made by Sue Marstein, seconded by Lloyd Rausch. AIF

Motion made by Sue Marstein to approve minutes of the March 2013 council meeting. Motion seconded by Mike Odden. AIF

#### Reports

Fire Department report was given by Keith Hommerding. 22 calls this year to date, the majority are medical.

Upcoming training schedule includes: urban search and rescue in April; house burn training on May 4<sup>th</sup>; and school bus extrication in June. There were minor repairs done on trucks and equipment.

No activity for the Fire Relief Association.

Liquor Store report was read by Mayor Schmit. Gross revenue for February was \$30,944.70 with expenses of \$27,177.18. YTD lottery is \$1,123.33. YTD net revenue \$8,886.82 less inventory.

Sue Marstein made a motion to renew the CD in the Minnesota State Lottery Account for 6 months. Lloyd Rausch seconded the motion. AIF

Maintenance Dept Report was read by Mayor Schmit. A new cutting edge was installed on wing of plow truck. Took Street Sweeper out of storage, serviced and started sweeping streets. Ordered pre-filters for blowers at Wastewater Treatment Plant. Rebuilt ejector for chemical feed on Well #2 and gathered flow information for SEH to update graph on water usage flows. Reported drop in water usage at trailer court. City Maintenance worked with Dave Hageman and Rural Water Assoc. at trailer court site.

Mayor Ernie Schmit gave his Mayor's Report. See end of minutes for details.

#### Guests

Cheryl Foster, Stearns County Assessor, reported on four (4) home sales in 2012. The city didn't meet the state average of six sales. Tax capacity rates were reviewed and the City of Holdingford has the 3<sup>rd</sup> highest tax rate in the county. The city has not raised the rate of levied taxes in twelve years.

Sue Marstein is the council member currently certified for Local Board of Appeals and Equalization. Lloyd Rausch will plan to complete training this year.

Scott Lange from SEH gave an update on well production and Wastewater Treatment Plant flows. Well water production rose slightly at the beginning of 2013, but overall both flows have seen a significant drop from prior years. He estimated that the street and sewer project will meet or come in lower than the cost estimates, after completion of final landscaping and last lift on pavement. SEH is following up on insurance claim for vehicle damage that involved the curb and gutter subcontractor.

Concern was expressed about Polar pulling their trucks and trailers over the curb on the city lot across from City Hall and the sidewalk getting torn up. Mayor Schmit will follow up.

#### Old Business

There was discussion on new playground equipment for Veterans Park. Equipment brochures and prices were reviewed and council members agreed that coated expanded metal would be a better option than plastic or wood. Options for ground layer would need to be researched. Possibly leave merry-go-round and other usable equipment set up at the park. Focus on playground equipment and wait on circle tree bench and walkway through art project by trail which may be possible Eagle Scout projects.

The Lions club will be approached to see if they want to spearhead the playground equipment project. The City has \$12,000 budgeted for the project and suggested a total fundraising goal of \$25,000. Public and private donations for the playground project will be pursued.

Randolph's Dream is the official name of the art project that was created by artist Keith Ravio. It was named after Randolph Holding who is the city's founding father and is the figure seated on the park bench at the project site by the trail. A sign will be commissioned for the project that will match signs at the covered bridge.

A motion was made by Sue Marstein, seconded by Mike Odden to set a public hearing for comments and discussion on the Wellhead Protection Plan for June 10, 2013 at 7:00 p.m. AIF

Mayor Schmit noted that after an aerial review of the 10 acre parcel purchased by the city, it was determined that there was an additional 20 feet of property beyond the existing fence line. The adjoining land owner affected by this was notified.

New Business

Motion made by Sue Marstein, seconded by Lewis Becker to accept Resolution 13-04-08-1 Closing Roads for Parade Route during Holdingford Days. AIF

Motion made by Sue Marstein, seconded by Lewis Becker to accept Resolution 13-04-08-2 Closing Roads for Annual Car Show during Holdingford Days. AIF

Motion made by Sue Marstein, seconded by Lewis Becker to accept Resolution 13-04-08-3 Closing Main Street for Street Dance during Holdingford Days. AIF

The City Council would like to thank Wm. D. Scepaniak, Inc. on behalf of Helping Hands and the senior community for making a donation in support of the senior dining program for the next year.

Two Rivers Enterprises is expanding and adding on 13,000 square feet and requested the establishment of a Tax Increment Financing (TIF) district that allows city, school and county taxes levied on the expansion of the building to be rebated for up to 9 years. Bob Warzecha noted that Two Rivers is also considering financing options available through the Minnesota Investment Fund (MIF) but has not committed to that at this time.

Lloyd Rausch made a motion to accept Resolution 13-04-08-4 Calling a Public Hearing on the Establishment of Tax Increment Financing District 3 and the Adoption of a Tax Increment Financing Plan Relating Thereto. The public hearing will be scheduled for May 13, 2013 at 6:30 p.m. Motion was seconded by Sue Marstein. AIF

Language changes in employee handbook were discussed. Mike Odden made a motion to table the personnel handbook discussion until the May meeting. Lloyd Rausch seconded the motion. AIF

Mayor Schmit met with clerk, Sandra Meer, completed 6 month review and recommended step advance. Mike Odden made a motion to move clerk from Step J-0 to J-1. Sue Marstein seconded motion. AIF

There was discussion on the employee performance review process and suggestions that it should be re-evaluated and review process be consistent through all departments as well as completed in a timely manner.

Discussion was heard on issue of punching out for lunch and being consistent in all departments. Lewis Becker made a motion to table discussion until May meeting to consult and collect information. Mike Odden seconded the motion. AIF

Phone system in the city hall and fire department is being evaluated.

Some residents are noticing more rust in the water. Flushing hydrants will clear up the issue and is normally done by this time of year, but weather and conditions have prohibited the routine, with the exception of a couple hydrants on the east side. Flushing will be done by mid-April, weather permitting.

Past due utility notices included Diane Young, Jayson Burgardt, Leah Taflinger, Mike Young, Mara Glader, Miles Sinner, David Hageman, Mike Becker, Edward Ehrlichman, Duane Young, Roger Jensen, and Mary (Helmin) Voss.

Motion to adjourn was made by Lloyd Rausch, seconded by Lewis Becker. Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Sandra Meer  
City Clerk, Holdingford

MARCH	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 4,685.32
Public Works	\$ 6,215.05
Fire	\$ .00
Liquor	\$ 6,290.59
Total	\$ 17,190.96

2 pay periods ending		
3/11, 3/25		