

## Holdingsford City Council Meeting Minutes April 14, 2014

Mayor Ernie Schmit called the meeting to order at 7:00 p.m. and the pledge of allegiance was recited.

Present: Ernie Schmit, Lewis Becker, Susan Marstein, Mike Odden, Lloyd Rausch, Sandra Meer, Jeremy Freudenrich, Keith Hommerding, Pat Meier, Dorine Rausch, Eric Berscheid, Kayla Ebnet, Janelle Kendall, Bill Scepaniak, Joe Scepaniak, Shannon Schroeder, and Gordy Sjaaheim.

### Guests

Janelle Kendall, Stearns County Attorney presented information from the Attorney's Office regarding statistics from 2013's county programs. The Adult Diversion Program is for first time offenders to complete community service projects. There were no program participants from Holdingsford and no community service that was completed in the city, but it is available. The City contract is down from last year with 1 gross misdemeanor, 19 driving violations and 1 theft. Trends in Stearns County indicate that when the economy is better the crime rate goes up and violent crimes increase. Cocaine, meth and marijuana are the main drugs seen in this area. Juvenile crime is down. Child protection is up, mostly abuse, speculating that more people are willing to report crimes against children.

Kayla Ebnet volunteered to coordinate a one day men's softball tournament during Holdingsford Daze. The tournament bracket would be set up for 8 teams. Any proceeds from the day would be donated back to the park. A food license would need to be secured through Stearns County. Lloyd Rausch made a motion to approve a one day softball tournament to be held at Cyril Ebnet Ball Field during Holdingsford Daze and approve a one day 3.2 liquor license for July 12, 2014 for the tournament. Lewis Becker seconded the motion. AIF

Bill and Joe Scepaniak inquired about tax abatement for a little more than a ½ million dollar addition to Wm. D. Scepaniak, Inc. Approximately \$11,900 would be city's portion of the tax on the new construction. They are planning to start the building project in July and are looking for tax abatement or Tax Increment Financing (TIF) whichever will benefit both city and Scepaniak. The council will seek financial consultation from David Drown Associates to see which would be most beneficial and agreed to table the issue until the May meeting.

Following discussion, a motion to approve checks was made by Lloyd Rausch, seconded by Lewis Becker. AIF

Motion to approve electronic transfers and withdrawals was made by Mike Odden, seconded by Lloyd Rausch. AIF

Motion to approve bank reconciliation for March 2014 bank statements was made by Lewis Becker, seconded by Mike Odden. AIF

Mike Odden made a motion to approve minutes of the March Council Meeting. Motion seconded by Lewis Becker. AIF

Motion to approve Special Meeting minutes from March 24, 2014 was made by Mike Odden, seconded by Sue Marstein. AIF

### Reports

Liquor Store report was given by Pat Meier. Gross profits for March = \$34,418.34. Expenses = \$33,832.81. YTD lottery = \$969.24. E.A. Sween Company is offering a 60 day free trial of a convection oven with about \$500 of free food samples. The oven costs \$7,000 and it would be about \$450 to update the electrical needs. Food is sold specifically for the convection oven, training is included, all bartenders have their food license, and no extra help would be needed to operate the oven. Expenses for April include two bands and a down payment for Smok-N-Guns band for Holdingsford Daze. Pat will get another bid for the store front repair by next week.

Fire Department report was given by Keith Hommerding. Nineteen calls since January include two fires, eleven medical, and six false alarms (good intent).

Calendar donations are still trickling in. Mike Odden made motion to accept donation from the Fire Relief Association for a cordless tool set. Sue Marstein seconded the motion. AIF

Workers Comp Insurance coverage for the gambling manager is included in the city coverage and should be paid by Fire Relief Association since they are the beneficiaries of the gambling funds.

Sue Marstein made a motion to hire Amber Seifermann as a firefighter pending her passing physicals and tests, and upon the recommendation of Fire Chief Keith Hommerding. Mike Odden seconded the motion. AIF

Two other applications are on file and they continue to accept applications.

Hose reel was installed and are waiting for hose which is covered 50/50 by the DNR grant. EMS equipment grant did not come through but Rita Solarz generously agreed to donate the total amount needed for a vitals machine. Lloyd Rausch made motion to accept donation from Rita Solarz for vitals machine in memory of Ted Solarz. Lewis Becker seconded the motion. AIF

Mike Odden made motion to apply for another DNR equipment grant. Lloyd Rausch seconded the motion. AIF

Training includes a pump class scheduled for this month. Preplan tours of area businesses were completed last month. There is \$1,500 in reimbursable training funds available and may do a burn trailer training with available funds.

The County Emergency Managers meeting will be hosted in Holdingford on Tuesday, April 15<sup>th</sup> for SkyWarn training. The Fire Department is also hosting a Lake Region Meeting at the City Center on April 21, 2014.

There was discussion on the bill for the trophy case that was put up in the city hall for firefighter's awards. It was approved at a prior year's meeting but not recorded. It will be tabled until next meeting so the Fire Relief Association can discuss covering a portion of the cost.

Maintenance Report was read by Mayor Schmit. The new transducer was ordered for the water tower and is still a few weeks out. Will get old one rebuilt to keep as backup. Atkinson Wells repaired well at Waste Water Treatment Plant and put in new pitless pump unit and new pressure tank. Aeration Industries installed prototype mixer in oxidation ditch for 6 month trial period, old one will be reinstalled after the trial period. Streets are being swept. Maintenance is looking at a box plow for IT28B front end loader which would eliminate the wind rows that are left on streets when plowing. It could be custom built by Midsota Manufacturing and would have universal attachment for other loaders if current loader is replaced. Jeremy Freudenrich will follow up to see how long it will take to make one. Sue Marstein made motion to table until next meeting to see if the quote would be good until fall since it's not needed until then. Mike Odden seconded the motion. AIF

Crack filling on streets needs to be done. Wm. D. Scepaniak would lend machine to City, City would buy products and Maintenance Department would operate machine. Lloyd Rausch made a motion to use overlay budget to fill cracks for street maintenance. Sue Marstein seconded the motion. AIF

Following discussion, Mike Odden made a motion to buy 10,000 watt single phase portable generator from Sunset Electric as quoted for \$2985.00. Lewis Becker seconded the motion. AIF

Everett Olson asked if city would pay for half the cost to thaw the lateral line to the lift station. The property owner is responsible for all lateral lines up to city mains and lift station. Council did not approve cost since a lateral line was frozen.

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

Lewis Backer made a motion to approve Resolution 14-04-14-2 to thank Blattner Energy for their donation of over 4,000 pounds of food, cleaning, personal, and paper products and \$2,023.00 cash to the Holdingford Area Food Shelf. Sue Marstein seconded the motion. AIF

Clerk Sandra Meer reported that the clerk's office would be closed while she attends training at the Minnesota Municipal Clerks Institute, April 28-May 2 in Plymouth.

#### Old Business

Ed Vail's property cleanup deadline is May 1, 2014.

Representatives from Xcel Energy will be at the next meeting to accept the franchise ordinance for natural gas and an updated franchise agreement for electric. Sue Marstein made a motion to forward the electric and gas franchise ordinance agreements to legal counsel for changes and approval. Lloyd Rausch seconded the motion. AIF

#### New Business

Sue Marstein made a motion to approve changes to the Personnel Manual Section 5 – Employee Compensation as reviewed and submitted. Lewis Becker seconded the motion. AIF

Costs and benefits for direct deposit of payroll checks versus paper checks were reviewed. Lewis Becker made a motion to table the option for direct deposit until next year. Sue Marstein seconded the motion. Becker, Marstein and Rausch voted in favor, Odden opposed since paper checks are a cheaper option.

Mike Odden made a motion to approve uniform expense for logo jacket for Kathy O'Hara. Lewis Becker seconded the motion. AIF

The city owns two computers that run Window XP which is no longer supported with updates and security may be at risk. Since the laptop is used monthly to record council minutes and weekly to submit the "Way Back When" column and the guest computer in the hall was donated, the council agreed that no money would be designated for software at this time.

Equivalent Dwelling Unit's (EDU) were calculated as part of the Rural Development utility project development and helped determine the amount of loan the city could afford. Residential and commercial units were included in the calculations. EDU's were not designated to a property, water meter, structure, business or person. There have been some changes on properties which could potentially change EDU charges and affect income realized by the city, including a new business on Main Street, a trailer house being taken down at the trailer court and plans to remove a building on Main Street. Mike Odden made a motion adopt an ordinance at the May council meeting and charge Equivalent Dwelling Unit's (EDU) with properties that have a building structure on the property. Sue Marstein seconded the motion. AIF

Sue Marstein made a motion to approve Resolution 14-04-14-1 for Husker Athletic Booster Club raffle gambling permit during the annual Amber Zapzalka Softball Tournament on June 21, 2014. Lewis Becker seconded the motion. AIF

In past years the cost of a garbage dumpster and portable toilets for the Holdingford Daze weekend have been split between the Commercial Club and the City. Sue Marstein made a motion to pay for half of the expenses for the Holdingford Daze garbage dumpster and portable toilets. Lloyd Rausch seconded the motion. AIF

On recommendation from the auditor, the council reviewed employee versus independent contractor status for occasional workers including but not limited to, Holdingford Daze bartenders and park cleaning crews. Mike Odden made a motion to pay all temporary employees through payroll including bartenders and cleaning crews. Lloyd Rausch seconded the motion. AIF

Plans to build a bathroom/shower/storm shelter at Veterans Park were discussed. FEMA has a matching grant program that the city would apply for through SEH. The grant would cover 75% and the city would be responsible for 25% of costs. Suggestions included having two showers and dressing rooms available with separate entrances from the restrooms, men’s restroom with two urinals and one toilet stall, women’s restroom with three bathroom stalls, and coin operated showers. Plans will be brought to St. Rosa Lumber to be drawn up.

Eric Berscheid expressed interest in TIF district or tax abatement for about \$200,000 project for a building expansion at Berkon Outdoors that he is planning to complete by Fall 2014. The council will look into options along with Wm. D. Scepaniak request.

There was discussion on the City paying for the cleanup of Main Street after the band and evening activities at Holdingford Daze. The council agreed that the cleanup should be the responsibility of the bars, since they sponsor the band, realize the profit and generate most of the mess. The bar owners will be notified.

Announcements

Mayor Schmit is planning to attend Milaca Field Day on April 26, to look at projects the city has completed similar to Holdingford’s HIP projects through funding and community involvement with the Initiative Foundation.

Pilot light on the stove has been going out frequently and the gas should be turned off when the stove top is not in use.

Minnesota 13 Restaurant is for sale on Craig’s List, listed by Tim Kelly.

Residents who are delinquent in their utility payments are: Diane Young, Jayson Burgradt, Corey Johnson, Minnesota 13, Jayme Opatz, Duane Young, and Roger Jensen.

Motion to adjourn was made by Lloyd Rausch, seconded by Lewis Becker. Meeting adjourned at 9:30 p.m.

Respectfully submitted,

Sandra Meer  
City Clerk, Holdingford

MARCH 2014	
Department	Gross Pay
General	\$ 5,083.96
Public Works	\$ 6,544.95
Fire	\$ .00
Liquor	\$ 6,800.75
Total	\$18,429.66
2 pay periods ending	
3/10, 3/24	

**City of Holdingford - Equal Opportunity Provider  
Accounts Payable Check Register Report - STEARNS BANK  
For The Fiscal Periods Range From 2014-3 To 2014-3**

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

Check #	Type	Date	Vendor Name	Amount	Status
29858	C	3/7/2014	74 Amerigas	\$291.27	C
29859	C	3/7/2014	18 C & L Distributing, Inc	\$800.60	C
29861	C	3/7/2014	792 CW Technology	\$220.00	C
29862	C	3/7/2014	48 D & D Beer Co.	\$286.50	C
29863	C	3/7/2014	70 Frito-Lay, Inc	\$99.18	C
29864	C	3/7/2014	92 Headley Hardware	\$162.06	C
29865	C	3/7/2014	481 Heggies Pizza	\$307.35	C
29866	C	3/7/2014	614 Holdingford Gas and Grocery	\$222.13	C
29867	C	3/7/2014	691 Integra Telecom	\$149.09	C
29868	C	3/7/2014	117 Jerome Schueler	\$500.00	C
29869	C	3/7/2014	119 Johnson Brothers Liquor C	\$1,376.82	C
29870	C	3/7/2014	590 Kris Engineering, Inc	\$748.89	C
29871	C	3/7/2014	730 Midcontinent Business Solutions	\$138.54	C
29872	C	3/7/2014	161 Mike Odden	\$75.00	C
29873	C	3/7/2014	216 Reichert, Wenner,Koch	\$962.50	C
29874	C	3/7/2014	685 Star Publications, LLC	\$50.00	C
29875	C	3/7/2014	339 Verizon Wireless	\$53.27	C
29876	C	3/7/2014	627 WirtzBM Wine and Spirits, Inc	\$1,376.84	C
29877	C	3/7/2014	384 XCEL ENERGY 51-336-4 & 8	\$17.10	C
29878	C	3/7/2014	359 XCEL ENERGY 51-5655038-6	\$1,077.74	C
29879	C	3/7/2014	361 XCEL ENERGY 51-5655039-7	\$795.75	C
29880	C	3/7/2014	358 XCEL ENERGY 51-5655040-0	\$2,478.57	C
29882	C	3/26/2014	6 AmeriPride Linen	\$129.77	C
29883	C	3/26/2014	9 Bernick's Pepsi-Cola	\$1,008.35	C
29888	C	3/26/2014	52 E. A. Sween Company	\$167.14	C
29890	C	3/26/2014	70 Frito-Lay, Inc	\$92.48	C
29891	C	3/26/2014	316 GERAD'S OIL CO., INC	\$1,719.50	C
29892	C	3/26/2014	787 Granite City Jobbing Co	\$1,184.12	C
29898	C	3/26/2014	539 League of MN Cities Ins. Tr/BKLY	\$123.00	C
29904	C	3/26/2014	815 Rocks to Roses Landscaping	\$375.00	C
29905	C	3/26/2014	465 Sandra Meer	\$104.23	C
29910	C	3/26/2014	271 UC Lab	\$844.00	C
29912	C	3/26/2014	281 Viking Coca Cola Bottling	\$4,192.70	C
29913	C	3/26/2014	796 XCEL ENERGY 51-10028448-1	\$12.40	C
29914	C	3/26/2014	288 XCEL ENERGY 51-4196971-1	\$11.60	C
29915	C	3/26/2014	714 XCEL ENERGY 135920-8 marquee	\$48.59	C
29916	C	3/26/2014	384 XCEL ENERGY 51-336-4 & 8	\$262.94	C
29917	C	3/26/2014	360 XCEL ENERGY 51-5655037-5	\$821.72	C
29918	C	3/26/2014	383 XCEL ENERGY 51-5655041-1	\$539.36	C
29919	C	3/26/2014	519 XCEL ENERGY 51-8242904-3	\$17.53	C
29860	C	3/7/2014	814 Cruise Control	\$200.00	O
29881	C	3/26/2014	74 Amerigas	\$3,481.83	O
29884	C	3/26/2014	507 Blue Cross Blue Shield of Minnesota	\$3,014.00	O
29885	C	3/26/2014	18 C & L Distributing, Inc	\$6,916.90	O
29886	C	3/26/2014	477 Dan Gerads	\$36.16	O
29887	C	3/26/2014	470 Dylan Risberg	\$47.46	O
29889	C	3/26/2014	64 Eugene Cipala	\$95.00	O
29893	C	3/26/2014	90 Harry's Frozen Foods	\$271.50	O
29894	C	3/26/2014	481 Heggies Pizza	\$123.25	O
29895	C	3/26/2014	97 Henry's Waterworks, Inc	\$474.93	O
29896	C	3/26/2014	107 Holdingford Fire Relief Assn	\$11,593.50	O
29897	C	3/26/2014	119 Johnson Brothers Liquor C	\$738.38	O
29899	C	3/26/2014	752 MN Valley Testing Labs	\$454.75	O
29900	C	3/26/2014	198 Opatz Excavating	\$510.00	O
29901	C	3/26/2014	205 Phillips Wine & Spirits	\$545.93	O
29902	C	3/26/2014	476 Preferred Controls Corp	\$303.32	O
29903	C	3/26/2014	208 Principal Financial Group	\$609.23	O
29906	C	3/26/2014	258 The Nut Man	\$116.00	O
29907	C	3/26/2014	791 TMV Safety Training	\$300.00	O
29908	C	3/26/2014	263 Tom's Refuse	\$4,962.58	O
29909	C	3/26/2014	804 Toshiba Financial Services	\$100.61	O
29911	C	3/26/2014	339 Verizon Wireless	\$92.08	O
				<b>Cleared</b>	<b>\$23,843.63</b>
				<b>Outstanding</b>	<b>\$34,987.41</b>
				<b>Void</b>	<b>\$0.00</b>