

Holdingford City Council Meeting (Unapproved)
August 12, 2013

Mayor Ernie Schmit called the regular monthly meeting of the Holdingford City Council to order at 7:00 p.m. The pledge of allegiance was recited.

Present: Lewis Becker, Susan Marstein, Mike Odden, Lloyd Rausch, Ernie Schmit, Sandra Meer, Keith Hommerding, Pat Meier, Dorine Rausch, David Blommel, Scott Lange, Ron Scegura, Gordy Sjaaheim, Dan Talberg, Ed Vail, Arnold Voss, and Florence Voss.

After review and clarifications on claims, a motion to approve checks was made by Sue Marstein, seconded by Lloyd Rausch. AIF

Motion to approve bank reconciliation for June 2013 statements was made by Mike Odden, seconded by Lewis Becker. AIF

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

Sue Marstein made a motion to transfer \$150,000 from the General Reserve account to the Street Project account for approved expenditures that were not covered by the USDA Rural Development grant. Lloyd Rausch seconded the motion. AIF

Motion made by Sue Marstein to approve minutes of the July 2013 council meeting. Motion seconded by Lewis Becker. AIF

Reports

Municipal Liquor Store report was given by Pat Meier. Gross revenue for July was \$46,349.45 with expenses of \$40,114.67. YTD lottery is \$2,329.52. Net loss = \$1,303.31. Holdingford Daze went well, had better sales in evening than last year. Electronic pull tabs will be available in a week or two.

Fire Department report was given by Keith Hommerding. There were 2 calls in the last month for a total of 37 calls this year to date. Truck fund balance remains the same. Jim Stang accepted a position with the department. He is also on the Avon Fire Department so is fully trained. Recommend pay 5-10 year pay scale since he's pre-qualified. Lloyd Rausch made a motion to pay fire fighter Jim Stang at 5-10 year pay range based on his experience and qualifications. Sue Marstein seconded the motion. AIF

One other individual was interviewed but did not accept a position at this time. The department is still looking for members.

The pressure hoses on cutters and spreaders have been replaced.

FEMA has grant money available and the department is looking to replace outdated air packs, bottles, face masks and a compressor. The air packs are heavy, straps are breaking, and are not NFP compliant. A grant writer will put together the grant application for \$500-\$750. Mike Odden made a motion for the Fire Department to apply for a \$100,000 FEMA grant to replace outdated equipment. Lewis Becker seconded the motion. AIF

AgStar also has a grant available and the department would like to replace hose nozzles. Lloyd Rausch made motion for the Fire Department to pursue the AgStar grant to replace nozzles. Sue Marstein seconded the motion. AIF

This month's training will be in-house doing pump operations. Reimbursement was received for the bus extrication training.

The City of Paynesville has offered a Mutual Aid Agreement that would benefit Holdingford since our neighboring towns have signed the agreement as well. Mike Odden made a motion for Mayor Schmit to sign and accept the Mutual Aid Agreement with the City of Paynesville and surrounding cities. Sue Marstein seconded the motion. AIF

The department is also working on Mutual Aid Agreements with Bowlus and Upsala.

Dorine Rausch reported on the emergency siren installation. Sunset Electric will install the siren by the school and lower the height of the pole to match the pole height of the west side siren. Four batteries have been ordered and the new siren will be put up this week.

The Fire Relief Association has filed for pension reimbursements from the State in the amount of \$4,000. The Relief Association has scheduled a meeting for September 12th at 6:30pm with PERA representatives to look at retirement benefits.

Maintenance report was read by Mayor Schmit. A new water line was put in at the women's bathroom and concrete poured under the outside faucet at the south end bathrooms at Veteran's Park. A new faucet was installed in the men's bathroom at Lake Wobegon Trailhead. Maintenance prepared and cleaned up for Holdingford Daze. Jerry Winkler was hired to mow lawn. Tri-City Paving tarred a 180'x 35' parking area at the Lake Wobegon Trailhead. A wrap around bench, donated in memory of Ralph & Christine Mader was installed at Veteran's Park. Grant money for fluoride tanks and spill containment at the well house was approved. Tools for the Maintenance Shop were purchased.

The Minnesota Department of Transportation did a 48 hour traffic count in five locations around the city and shared results with the city. Vehicle counts ranged from 2,026 on Main Street to 6,895 on County Road 17.

Minnesota Pollution Control Agency is offering a 3-day Land Application of Biosolids training in Alexandria in September. Both Jeremy Freudenrich and Adam Krebs would attend. The training includes an exam for qualified applicants. Jerry Schueller will fill in while both are at training. Sue Marstein made a motion to send Jeremy Freudenrich and Adam Krebs to the conference in Alexandria for the biosolids training and testing. Lewis Becker seconded the motion. AIF

Amerigas has offered to donate a diesel pickup truck with tool boxes and a crane to the City Maintenance Department.

Adam Krebs annual review was discussed. Sue Marstein made a motion to accept the performance review for Adam Krebs and approve the supervisor's recommendation for a raise from Step H2 to H3. Lloyd Rausch seconded the motion. AIF

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

Guests

Ron Scegura explained changes in the City's health insurance rates with Blue Cross-Blue Shield. There was a 19% increase in rates which compares to last years quoted rates from Medicare. Blue Cross-Blue Shield offers a carryover deductible and preventative care is covered with no deductible. Sue Marstein made a motion to approve the health insurance renewal with Blue Cross-Blue Shield. Lloyd Rausch seconded the motion. AIF

Old Business

Scott Lange from SEH presented a cost summary for the Street and Utility Projects following the final walk through in July. The City will hold 1% retainage of the 2011 Project and 5% of the 2012 Project from Larson Excavating until the remaining punch list is satisfactorily completed. The total amount of the project costs are coming in below the projected budget.

The final assessment was submitted for Berscheid Properties on Park Street. Lewis Becker made a motion to submit Berscheid Properties Street and Utility Improvements assessment of \$53,223.79 to Stearns County. Sue Marstein seconded the motion. AIF
Operating costs at the Wastewater Treatment Plant are running higher after the remodel than before. SEH will check into the cost difference.

Sue Marstein reported on Holdingford Lions fundraising efforts for Veteran's Park playground equipment. The Lions are planning to sell raffle tickets at the Community Picnic on August 25th and at the School Open House. The raffle drawing will take place at a football game and they are hoping to raise \$7,500.

There was discussion on other Veteran's Park improvements including a water splash pad next to the skateboard park and showers at the bathrooms near the campground. A cement slab would be the major cost for the splash pad since there is a water line to the bathrooms. The City of Avon spent about \$7,500 on a splash pad. Last year the City got an estimate of \$100,000 for a shower-bath house which included taking the existing structure down and rebuilding to make the facility handicap accessible according to building codes. The City budgeted \$12,000 for bathroom improvements. More information was requested. Sue Marstein made a motion to table the splash pad and get more information on adding showers at the park. Lewis Becker seconded the motion. AIF

Other suggestions included a sign for the campground on County Road 9, replacing the timbers around the merry-go-round, which will be done when the playground equipment is installed, fixing the latch on the small gate at the ball field, and trimming and spraying weeds before the Community Picnic.

Progress on Ed Vail property: he is planning to put up a 16'x 24' storage shed on northeast side of the property and hopes to have it started this month. The trailers will be sold or scrapped. He has continued to clean up but has acquired a fourth vehicle that he's using for storage until the shed is up and then vehicles will go into the shed. Ed Vail asked about burning brush in a barrel. Burning in a barrel is not allowed in the City. Brush can be set out for pick up on the first Friday of each month. Neighbors noted that dogs are still howling. Barking and howling at night are against City ordinance and those instances should be reported to the Sheriff's Department.

Paving of the Lake Wobegon Trailhead parking lot was completed as well as the alleyway behind Holdingford Gas & Grocery. Lewis Becker made motion to pay an additional \$50 to total half of the amount due as per the agreement and quote from Tri-City Paving for paving in the alleyway behind the Holdingford Gas & Grocery. Mike Odden seconded the motion. Motion passed. AIF

New Business

Sue Marstein made a motion to appoint both Jeremy Freudenrich and Sandra Meer as the Well Head Protection Managers as recommended by Minnesota Rural Water Association. Lewis Becker seconded the motion. AIF

Following discussion, Sue Marstein made a motion to purchase two external hard drives as per quote from CW Technology to back up the City office computers. Mike Odden seconded the motion. AIF

Lloyd Rausch made a motion to adopt the Electronic Funds Wire Transfer Policy as recommended by Schlenner Wenner. Sue Marstein seconded the motion. AIF

Resident Dan Talberg noted weeds on his property at 91 4th Street from the Street and Utility Project work. His address was added to the Punch List along with weeds on neighboring property.

There were suggestions for the Maintenance Department to document properties that have unlicensed vehicles, machinery, appliances, etc., that attract rodents and may increase risk for fire, health or safety concerns according to the City Ordinance. Also, regarding street safety, residents should be aware of trimming bushes and trees back from intersections so vehicles don't have to move into the intersection to see oncoming traffic.

There was discussion regarding Holdingford Daze and the Municipal Liquor Store, events, personnel and operating procedures. Mayor Schmit will revise the employee performance evaluation sheet for the Liquor Store manager and employees.

Past due utility notices were sent to Miles Sinner, Edward Ehrlichman, Minnesota 13, Michael Becker, Jayme Opatz, and Hyatt House.

The budget workshop for the City Office will be on Wednesday, August 14th at 4:00p.m. Budget workshops for the Park and Maintenance Departments will be held Monday, August 19th at 3:30p.m. Budget workshops will be on Wednesday, August 28th at 5:00p.m. for the Municipal Liquor Store and at 6:00p.m. for the Fire Department.

Motion to adjourn was made by Lloyd Rausch and seconded by Sue Marstein. Meeting adjourned at 9:30 p.m.
Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

JULY		
Department	Gross Pay	
General	\$ 7,011.18	
Public Works	\$ 9,651.75	
Fire	\$.00	
Liquor	\$ 9,954.92	
Total	\$ 26,617.85	
<u>3 pay periods ending</u>		
<u>7/1, 7/15, 7/29</u>		

HAZARDOUS WASTE PICKUP
Holdingford –St Mary’s Church Parking Lot
SATURDAY, AUGUST 24, 2013
9 A.M. TO 1 P.M.

City of Holdingford - Equal Opportunity Provider
For The Fiscal Periods Range From 2013-7 To 2013-7
For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated

Check #	Type	Date	Vendor Name	Amount	Status
29214	C	7/8/2013	704 AFSCME Council 65	\$287.24	C
29215	C	7/8/2013	328 AllSpec Services, LLC	\$117.00	C
29216	C	7/8/2013	6 AmeriPride Linen	\$55.86	C
29217	C	7/8/2013	8 Becker Septic Pumping	\$120.00	C
29218	C	7/8/2013	9 Bernick's Pepsi-Cola	\$1,962.64	C
29219	C	7/8/2013	18 C & L Distributing, Inc	\$203.85	C
29220	C	7/8/2013	662 Carol Harlander	\$49.16	C
29221	C	7/8/2013	792 CW Technology	\$190.00	C
29222	C	7/8/2013	34 D & D Auto Repair, Inc.	\$188.08	C
29223	C	7/8/2013	790 David Barron	\$201.00	C
29224	C	7/8/2013	52 E. A. Sween Company	\$115.64	C

Check #	Type	Date	Vendor Name	Amount	Status
29225	C	7/8/2013	70 Frito-Lay, Inc	\$43.84	C
29226	C	7/8/2013	80 Gopher State One-Call, Inc	\$24.65	C
29227	C	7/8/2013	787 Granite City Jobbing Co	\$944.21	C
29228	C	7/8/2013	95 Heiman Fire Equipment, Inc	\$914.80	C
29229	C	7/8/2013	614 Holdingford Gas and Grocery	\$296.85	C
29230	C	7/8/2013	691 Integra Telecom	\$78.53	C
29232	C	7/8/2013	795 Katina Wiese	\$2,000.00	C
29233	C	7/8/2013	117 Jerome Schueler	\$500.00	C
29234	C	7/8/2013	161 Mike Odden	\$75.00	C
29235	C	7/8/2013	170 MN Dept of Health	\$445.20	C
29236	C	7/8/2013	183 MN Dept of Revenue	\$285.62	C
29237	C	7/8/2013	191 Northland Trust Services, Inc	\$17,265.00	C
29238	C	7/8/2013	476 Preferred Controls Corp	\$302.21	C
29239	C	7/8/2013	216 Reichert, Wenner,Koch	\$360.00	C
29240	C	7/8/2013	234 St Cloud Technical College	\$3,000.00	C
29241	C	7/8/2013	685 Star Publications, LLC	\$26.80	C
29242	C	7/8/2013	248 Stearns Cty Sheriff's Department	\$6,480.00	C
29243	C	7/8/2013	263 Tom's Refuse	\$5,865.58	C
29244	C	7/8/2013	266 Traut Wells	\$23.10	C
29245	C	7/8/2013	271 UC Lab	\$918.00	C
29246	C	7/8/2013	339 Verizon Wireless	\$53.22	C
29247	C	7/8/2013	796 XCEL ENERGY 51-0010028448-1	\$400.91	C
29248	C	7/8/2013	384 XCEL ENERGY 51-336-4 & 8	\$17.81	C
29249	C	7/8/2013	358 XCEL ENERGY 51-5655040-0	\$2,837.41	C
29250	C	7/18/2013	8 Becker Septic Pumping	\$1,079.43	C
29251	C	7/18/2013	664 Berscheid Properties, LLC	\$6,129.51	C
29253	C	7/18/2013	21 Central MN. Alarms, Inc.	\$80.16	C
29256	C	7/18/2013	92 Headley Hardware	\$448.29	C
29257	C	7/18/2013	564 Holdingford Area Historical Society	\$940.71	C
29258	C	7/18/2013	101 Holdingford Commercial Club	\$2,175.00	C
29259	C	7/18/2013	557 JoAnn Hadeen	\$63.75	C
29260	C	7/18/2013	798 Judith Feia	\$63.75	C
29261	C	7/18/2013	122 Keith R. Hommerding	\$65.00	C
29262	C	7/18/2013	721 Kristi Weitalla	\$68.00	C
29263	C	7/18/2013	149 Maney International Inc	\$181.26	C
29264	C	7/18/2013	622 Matt Philippi	\$80.50	C
29265	C	7/18/2013	730 Midcontinent Business Solutions	\$233.54	C
29267	C	7/18/2013	171 MN Fire Service Cert. Board	\$75.00	C
29268	C	7/18/2013	207 Postmaster	\$189.00	C
29269	C	7/18/2013	799 Sarah Schmidt	\$30.00	C
29270	C	7/18/2013	225 Schlenner, Wenner & Co	\$24,340.00	C
29271	C	7/18/2013	685 Star Publications, LLC	\$100.00	C
29272	C	7/18/2013	339 Verizon Wireless	\$91.69	C
29273	C	7/18/2013	473 We Haul For You	\$200.00	C
29274	C	7/18/2013	359 XCEL ENERGY 51-5655038-6	\$1,169.43	C

Check #	Type	Date	Vendor Name	Amount	Status
29275	C	7/18/2013	361 XCEL ENERGY 51-5655039-7	\$932.22	C
29231	C	7/8/2013	508 Internet Planners, LLC	\$219.45	O
29252	C	7/18/2013	507 Blue Cross Blue Shield of Minnesota	\$2,962.00	O
29254	C	7/18/2013	378 Dan Bieniek	\$30.00	O
29255	C	7/18/2013	797 Daniel Huls	\$51.00	O
29266	C	7/18/2013	537 MN Bureau of Criminal Apprehension	\$12.00	O
29276	C	7/26/2013	6 AmeriPride Linen	\$67.83	O
29277	C	7/26/2013	432 Appliance Repair Center	\$229.14	O
29278	C	7/26/2013	326 Auto Value	\$9.93	O
29279	C	7/26/2013	9 Bernick's Pepsi-Cola	\$2,944.35	O
29280	C	7/26/2013	18 C & L Distributing, Inc	\$11,415.10	O
29281	C	7/26/2013	21 Central MN. Alarms, Inc.	\$137.71	O
29282	C	7/26/2013	792 CW Technology	\$190.00	O
29283	C	7/26/2013	48 D & D Beer Co.	\$604.75	O
29284	C	7/26/2013	655 David Yurczyk	\$114.53	O
29285	C	7/26/2013	370 Dorine Rausch	\$38.54	O
29286	C	7/26/2013	800 Econo Signs	\$388.46	O
29287	C	7/26/2013	70 Frito-Lay, Inc	\$174.51	O
29288	C	7/26/2013	787 Granite City Jobbing Co	\$1,598.91	O
29289	C	7/26/2013	90 Harry's Frozen Foods	\$274.50	O
29290	C	7/26/2013	91 Hawkins, Inc	\$4,336.47	O
29291	C	7/26/2013	481 Heggies Pizza	\$227.05	O
29292	C	7/26/2013	691 Integra Telecom	\$378.86	O
29293	C	7/26/2013	119 Johnson Brothers Liquor C	\$1,428.72	O
29294	C	7/26/2013	526 LeRoy Hartung	\$969.00	O
29295	C	7/26/2013	447 Marco, Inc	\$136.37	O
29296	C	7/26/2013	208 Principal Financial Group	\$577.99	O
29297	C	7/26/2013	750 St Cloud Times #1076	\$24.00	O
29298	C	7/26/2013	242 Stearns Cty Auditor-Treas	\$1,675.00	O
29299	C	7/26/2013	258 The Nut Man	\$103.50	O
29300	C	7/26/2013	281 Viking Coca Cola Bottling	\$726.50	O
29301	C	7/26/2013	796 XCEL ENERGY 51-0010028448-1	\$22.69	O
29302	C	7/26/2013	288 XCEL Energy 971-1	\$11.19	O
29303	C	7/26/2013	714 XCEL ENERGY 135920-8 marquee	\$84.11	O
29304	C	7/26/2013	384 XCEL ENERGY 51-336-4 & 8	\$164.74	O
29305	C	7/26/2013	383 XCEL ENERGY 51-5655041-1	\$848.62	O
29306	C	7/26/2013	519 Xcel Energy 904-3	\$27.78	O
				Cleared	\$85,385.45
				Outstanding	\$33,205.30
				Void	\$0.00