

Holdingsford City Council Meeting Minutes August 11, 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, Keith Hommerding, Jeremy Freudenrich, Patrick Meier, Dorine Rausch, Scott Lange, Eric Berscheid, Rob Berscheid, Tim Berscheid, Kayla Ebnet, Gordy Sjaenheim, Mark Solarz, and Duane Towle.

Motion to approve checks was made by Sue Marstein, seconded by Lewis Becker. AIF

Motion to approve electronic transfers and withdrawals was made by Sue Marstein, seconded by Lewis Becker. AIF

Motion to approve bank reconciliation for July 2014 bank statements was made by Lloyd Rausch, seconded by Mike Odden. AIF

Motion to approve minutes of July City Council meeting was made by Sue Marstein, seconded by Mike Odden. AIF

Reports

Municipal Liquor Store report was given by Pat Meier. Gross profits for July = \$45,951.56. Expenses = \$45,418.75. YTD lottery = \$2,176.91. Expenses were higher due to a large amount of backroom inventory that was bought on special. The front wall repair should be completed next week after the cement basecoat cures and stucco is put on. The inside wall has been painted and wane's coat put up. Pat will ask for a price quote to stucco the outer north side wall to match the rest of the building. The convection oven is still being used on a trial basis. Budget meeting will be at 4:00pm on August 19th. Sue Marstein made a motion to close the Liquor Store bank account and transfer the balance into the general bank account per the auditors' recommendation. Lewis Becker seconded the motion. AIF

A sign has been posted for old TV's that are for sale but has not generated interest. Lewis Becker made a motion to dispose of the three old TV's that were no longer used in the Liquor Store if they cannot be sold in a reasonable amount of time. Lloyd Rausch seconded the motion. AIF

Fire Department report was given by Chief Keith Hommerding. 41 calls this year to date include four fires, 28 medical, eight false alarms (good intent) and one unauthorized fire.

The Fire Relief Association is completing an audit again this year due to legislative changes. The State called for an audit on the gambling portion of their financials.

Four new firefighters will begin Firefighter 1 and Firefighter 2 training.

The Fire Department was awarded a FEMA grant of \$31,400 for an air compressor and equipment. Sue Marstein made a motion to order the air compressor and new tanks that the FEMA grant will cover. Mike Odden seconded the motion. AIF

The department is waiting to hear if they will also be awarded additional grant money for new air packs. The department received notification that they were not awarded DNR grant money.

Last month's training included a car fire burn. This month's training will be on the kitchen fire trailer, which will be showcased at the Community Picnic on August 24th. The State is reallocating unused training dollars and some may be available for Firefighter 1 and Firefighter 2 training for the new firefighters.

Budget meeting was set for Wednesday, August 27 at 7pm

The department is available backup for City of Bowlus when they drain the city water tower and need to fill tankers.

Emergency Manager Dorine Rausch will be taking another class at Camp Ripley on August 25-26 and has completed all the online course work for the class.

Maintenance Report was read by Mayor Schmit. Broken pipes were repaired on sprinkler system at the ball field. Quarterly mercury samples from the Wastewater Treatment Plant were sent in. All curb stops for natural gas project were located and low curb stops were raised to be flush with the ground. Damaged sign post on 4th and Washington was fixed, stop sign re-mounted, and new street sign ordered.

Air relief valve on front end loader was replaced. Sprayer pump for chemical weed sprayer and chain hoist for lifting main lift station pumps were purchased.

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

No Council Report.

Clerk Sandra Meer reported attending Region 3 Clerk's meeting in Osakis on July 24th. Speakers were from Minnesota Department of Employment and Economic Development (DEED), Center for Small Towns and the League of Minnesota Cities. The quote for a phone system for the security dialer in the main lift station will be approximately \$50 per month through Integra. Reminder that the Primary Election is tomorrow and polls are open from 7am-8pm and filing for a council or mayoral position closes at 5:00pm on Tuesday, August 12th.

Guests

Kayla Ebnet and Mark Solorz reported on the softball tournament that took place during Holdingford Daze. Total revenue = \$3830.22. Total expenses = \$3,488.37 Total profit after taxes = \$198.11. There is leftover product that they are planning to sell at a co-rec tournament scheduled for September 6th. The Holdingford Daze tournament was a one day men's tournament that brought seven teams to town and received many compliments. Ebnet and Solorz established the Holdingford Softball Association and plan to host the annual tournament as well as a summer league. Once the softball association is established the city would like to have them pay for the field upkeep and associated costs. Sunset Electric was contacted for a quote for new lights. A softball player offered to donate money for an outfield fence topper and foot marker signs for the field.

Mike Odden made a motion to approve a one day liquor license for the September 6th co-rec tournament. Lewis Becker seconded the motion. AIF

The council thanked Kayla Ebnet and Mark Solorz for the financial report and their initiative to organize the tournament in July and again in September.

Scott Lange from SEH submitted final pay applications for the 2011 Street & Utility Project and the 2012 Street & Utility Project. Lange noted the 2011 pay application included a compensation change order for a reduction of \$85,847.08 under the budgeted amount and the 2012 pay application reflected a compensation change order of \$5,417.45 over budget. Scott Lange proposed that the council approve the final pay estimates with three conditions that include; Larson Excavating providing final paperwork and submitting an IC-134; US Rural Development approving the pay applications, and informally retaining \$5,000 until fertilizing is completed by Larson Excavating. Sue Marstein made a motion to approve the final pay application for the 2011 Street & Utility Project for \$39,367.83 and the 2012 Street & Utility Project for \$66,294.82 with three stipulations; approval from US Rural Development; submission of final paperwork and IC-134 form by Larson Excavating; and retainage of \$5,000 until specified areas are fertilized. Lewis Becker seconded the motion. AIF

Drainage issues on 100 block of Plymouth Street and the 500 block of Second Street will be redone and costs to raise the curbs will be absorbed by SEH.

Scott Lange addressed the issue of water and cleaning screens at the Wastewater Treatment Plant (WWTP). The pump drew water from clarifier and ran two chemical feed systems and was used to flush and clean screens. The pump has had problems keeping up. Several options were looked at including connecting into water system from 4th Street along the ditch, directional drill across trail and hook up in the WWTP at a cost of approximately \$39,000; connecting at corner of Meadow Street & 3rd, directional drill under trail and hook up to the plant; or going down middle of 1st Street and tie into water main. The council was looking for a less expensive way to get water to the plant and replace the pump. Scott Lange recommended waiting until the September meeting so more information, quotes and options could be researched.

Lloyd Rausch made a motion to approve SEH claim #283636 for \$504.00. Mike Odden seconded the motion. AIF

Tim Berscheid asked to have pins set for location of new parking area and sidewalk on Main Street lot. Robb Berscheid presented drawing and layout of new building for Everything Signs. Front and south side will have stucco finish, back and north side will have steel. Building includes rental space and room for a drive through between restaurant and new building. Color schemes are not set yet. Building Inspector Nancy Scott requested an architectural drawing on the building along with the engineering design. The architectural drawing is estimated at \$9,700 and Berscheid said the cost was prohibitive and unnecessary and was not required when Berkon or Scepaniak originally built. The State said the requirement was up to the building inspector. Mayor will check with other commercial properties and the building inspector. Sue Marstein made a motion to waive the city's \$1,800 water & sewer hookup fee in exchange for Everything Signs paying for curb and gutter along with the sidewalk. Lewis Becker seconded the motion. Voted in favor; Marstein, Rausch, and Becker. Opposed; Mike Odden.

Lloyd Rausch made a motion to approve the building design and site plan for the new building which will be located on Main Street to satisfy Everything Signs Development Agreement for TIF District 4. Mike Odden seconded the motion. AIF

Old Business

Quotes for a water softener system were received from Finken Water Center for \$4,099.00, Rippling Plumbing for \$4,325.00, Duane Towle for \$4,093.00, and Hommerding Plumbing and Heating for \$3,914.63. Duane Towle also offered a lease program for 48 months at \$95 per month plus installation which included a nine year maintenance plan. Leased cost would total \$5,010. Lloyd Rausch made a motion to table the water softener issue until next month to check on warranty options with the other quotes. Lewis Becker seconded the motion. AIF

New Business

There was discussion on transferring budgeted funds and a budget revision. Mike Odden made a motion to transfer \$10,000.00 from capital outlay to the Parks savings account for the bathroom shower facility. Sue Marstein seconded the motion. AIF

Sue Marstein made a motion to transfer \$22,383.00 from the Water Fund to the Rural Development Reserve account. Lewis Becker seconded the motion. AIF

Mayor Schmit noted future budget consideration should be made to paint the water tower and tuck point the City Center building. The final payment to Larson Excavating will be from the general account and any additional budgeted amount will be put into reserves.

Since the regularly scheduled October City Council meeting falls on Columbus Day which is a legal holiday and will have to be rescheduled and both the mayor and clerk will be out of town that week, the council agreed to schedule the monthly council meeting on the preceding Monday, October 6, 2014.

On recommendation from the auditor, mileage logs for each of the city vehicles were discussed and reviewed. Lewis Becker made a motion to approve the vehicle log form, which should be filled out when city vehicles are driven out of Holdingford and when the gas tanks are filled. Mike Odden seconded the motion. AIF

Sue Marstein requested that the city get a quote from Landmark Stucco for the exposed areas on the City Center after the raised sidewalk, steps and angle were removed.

The Parks budget meeting will be at 6:00pm on August 27th. The Office budget meeting will be August 20th at 3:30pm and the Maintenance budget meeting will be scheduled within the next two weeks.

No quotes were received yet to convert the city buildings to natural gas. Issue tabled until next meeting.

Council noted property clean up request on Louis Walz property that's visible from Cedar Street and check on camper behind Opatz rental property on Washington Street.

The City should have a rental property agreement in place for parties who want to rent the shelter at Veteran's Park or the City Center, so guidelines are clearly stated, the City is not held liable and damages are accounted for. A sample rental document from the League of Minnesota Cities was reviewed and others from neighboring entities will be solicited for next month's meeting.

Announcements

Residents who are delinquent on their utility payments are: Katie Severson, Corey Johnson, Kevin Feia, Steve Horvath, Derek Woidyla, Mara Glader, Jayme Opatz, Jean Lashinski, Jesse Johnson, Roger Jensen, Brandon Cottrell, and Melissa Gaebel.

Motion to adjourn was made by Sue Marstein, seconded by Lewis Becker. Meeting adjourned at 9:50 p.m.

Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

JULY 2014	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 5,535.43
Public Works	\$ 6,622.07
Fire	\$.00
Liquor	\$ 7,576.33
Total	\$19,733.83
2 pay periods ending	
7/14, 7/28	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK**

For The Fiscal Periods Range From 2014-7 To 2014-7

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

Check #	Type	Date	Vendor Name	Amount	Status
30157	C	7/10/2014	6 AmeriPride Linen	\$133.30	C
30158	C	7/10/2014	326 Auto Value	\$128.21	C
30160	C	7/10/2014	8 Becker Septic Pumping	\$120.00	C
30161	C	7/10/2014	9 Bernick's Pepsi-Cola	\$587.65	C
30162	C	7/10/2014	664 Berscheid Properties, LLC	\$3,243.02	C
30164	C	7/10/2014	18 C & L Distributing, Inc	\$6,067.00	C
30165	C	7/10/2014	48 D & D Beer Co.	\$54.00	C
30166	C	7/10/2014	370 Dorine Rausch	\$41.25	C
30167	C	7/10/2014	52 E. A. Sween Company	\$623.68	C
30168	C	7/10/2014	550 Everything Signs	\$195.00	C
30169	C	7/10/2014	707 F.I.R.E	\$1,150.00	C
30170	C	7/10/2014	70 Frito-Lay, Inc	\$72.96	C
30171	C	7/10/2014	80 Gopher State One-Call, Inc	\$49.30	C
30172	C	7/10/2014	787 Granite City Jobbing Co	\$333.49	C
30173	C	7/10/2014	92 Headley Hardware	\$666.44	C
30174	C	7/10/2014	481 Heggies Pizza	\$141.85	C
30175	C	7/10/2014	97 Henry's Waterworks, Inc	\$1,015.83	C
30176	C	7/10/2014	101 Holdingford Commercial Club	\$1,850.00	C
30177	C	7/10/2014	614 Holdingford Gas and Grocery	\$430.77	C
30178	C	7/10/2014	826 Mark Solorz	\$389.66	C
30179	C	7/10/2014	691 Integra Telecom	\$270.69	C
30180	C	7/10/2014	117 Jerome Schueler	\$500.00	C
30181	C	7/10/2014	119 Johnson Brothers Liquor C	\$1,310.54	C
30182	C	7/10/2014	122 Keith R. Hommerding	\$45.00	C
30183	C	7/10/2014	526 LeRoy Hartung	\$1,254.00	C
30184	C	7/10/2014	161 Mike Odden	\$75.00	C
30185	C	7/10/2014	170 MN Dept of Health	\$437.00	C
30186	C	7/10/2014	354 MN Dept of Public Safety	\$200.00	C
30187	C	7/10/2014	175 MN Municipal Beverage Assoc	\$395.00	C
30188	C	7/10/2014	431 MPCA	\$55.00	C
30189	C	7/10/2014	191 Northland Trust Services, Inc	\$17,210.00	C
30190	C	7/10/2014	808 OCC	\$120.00	C
30191	C	7/10/2014	827 Patty Becker	\$46.25	C
30192	C	7/10/2014	205 Phillips Wine & Spirits	\$543.55	C
30193	C	7/10/2014	207 Postmaster	\$48.00	C
30194	C	7/10/2014	818 Robert Moore Smok N Guns Band	\$950.00	C
30195	C	7/10/2014	465 Sandra Meer	\$24.30	C
30196	C	7/10/2014	770 St. Cloud Times (Media)	\$1,270.94	C
30197	C	7/10/2014	685 Star Publications, LLC	\$369.10	C
30199	C	7/10/2014	248 Stearns Cty Sheriff's Department	\$6,885.00	C
30200	C	7/10/2014	263 Tom's Refuse	\$1,086.00	C
30201	C	7/10/2014	637 Tony Stalberger	\$64.91	C
30202	C	7/10/2014	514 Tri-City Paving, Inc.	\$535.50	C
30203	C	7/10/2014	271 UC Lab	\$1,204.00	C
30204	C	7/10/2014	339 Verizon Wireless	\$53.28	C
30205	C	7/10/2014	627 WirtzBM Wine and Spirits, Inc	\$509.10	C
30206	C	7/10/2014	559 Wentland Trucking, Inc.	\$240.00	C
30207	C	7/10/2014	360 XCEL ENERGY 51-5655037-5	\$626.42	C
30208	C	7/10/2014	359 XCEL ENERGY 51-5655038-6	\$1,025.95	C
30159	C	7/10/2014	380 BCA Minnesota	\$24.00	O
30163	C	7/10/2014	761 Bloomin' Shack	\$195.58	O
30198	C	7/10/2014	699 Stearns Co. Trails Assoc.	\$125.00	O
30210	C	7/30/2014	704 AFSCME Council 65	\$285.86	O
30211	C	7/30/2014	250 Albany Enterprise	\$77.00	O
30212	C	7/30/2014	6 AmeriPride Linen	\$133.30	O
30213	C	7/30/2014	469 Barb Konsor	\$102.00	O
30214	C	7/30/2014	8 Becker Septic Pumping	\$1,079.43	O
30215	C	7/30/2014	9 Bernick's Pepsi-Cola	\$2,217.65	O
30216	C	7/30/2014	18 C & L Distributing, Inc	\$9,535.45	O
30217	C	7/30/2014	21 Central MN. Alarms, Inc.	\$217.87	O
30218	C	7/30/2014	792 CW Technology	\$222.00	O
30219	C	7/30/2014	48 D & D Beer Co.	\$400.00	O
30220	C	7/30/2014	40 David Drown Associates	\$6,784.75	O
30221	C	7/30/2014	655 David Yurczyk	\$30.00	O
30222	C	7/30/2014	52 E. A. Sween Company	\$321.23	O
30223	C	7/30/2014	550 Everything Signs	\$359.10	O
30224	C	7/30/2014	70 Frito-Lay, Inc	\$132.71	O
30225	C	7/30/2014	316 GERAD'S OIL CO., INC	\$923.72	O
30226	C	7/30/2014	787 Granite City Jobbing Co	\$1,083.13	O
30227	C	7/30/2014	90 Harry's Frozen Foods	\$65.25	O

Check #	Type	Date	Vendor Name	Amount	Status
30228	C	7/30/2014	91 Hawkins, Inc	\$1,920.04	O
30229	C	7/30/2014	481 Heggies Pizza	\$38.75	O
30230	C	7/30/2014	101 Holdingford Commercial Club	\$300.00	O
30231	C	7/30/2014	594 Holdingford Lions Club	\$1,750.00	O
30232	C	7/30/2014	691 Integra Telecom	\$275.02	O
30233	C	7/30/2014	119 Johnson Brothers Liquor C	\$649.22	O
30234	C	7/30/2014	730 Midcontinent Business Solutions	\$166.52	O
30235	C	7/30/2014	431 MPCA	\$300.00	O
30236	C	7/30/2014	198 Opatz Excavating	\$120.00	O
30237	C	7/30/2014	205 Phillips Wine & Spirits	\$887.61	O
30238	C	7/30/2014	207 Postmaster	\$102.00	O
30239	C	7/30/2014	208 Principal Financial Group	\$609.23	O
30240	C	7/30/2014	465 Sandra Meer	\$59.64	O
30241	C	7/30/2014	225 Schlenner, Wenner & Co	\$19,660.00	O
30242	C	7/30/2014	750 St Cloud Times #1076	\$31.00	O
30243	C	7/30/2014	685 Star Publications, LLC	\$450.23	O
30244	C	7/30/2014	391 Stearns Co. Municipal League	\$20.00	O
30245	C	7/30/2014	412 Sunset Electric, Inc	\$3,448.00	O
30246	C	7/30/2014	258 The Nut Man	\$91.50	O
30247	C	7/30/2014	263 Tom's Refuse	\$5,484.98	O
30248	C	7/30/2014	804 Toshiba Financial Services	\$99.12	O
30249	C	7/30/2014	339 Verizon Wireless	\$92.63	O
30250	C	7/30/2014	281 Viking Coca Cola Bottling	\$3,247.00	O
30251	C	7/30/2014	359 XCEL ENERGY 51-5655038-6	\$234.50	O
30252	C	7/30/2014	383 XCEL ENERGY 51-5655041-1	\$851.83	O
30253	C	7/30/2014	519 XCEL ENERGY 51-8242904-3	\$99.16	O
			Cleared	\$54,647.94	
			Outstanding	\$65,303.01	
			Void	\$0.00	