

## Holdingsford City Council Meeting Minutes December 8, 2014

Mayor Ernie Schmit called the public hearing to order at 7:00 p.m. on December 8, 2014. Total tax levy hasn't changed from last year. Mayor Schmit reviewed all income and expenses and called for questions. There were no questions or comments. Sue Marstein made a motion to close the public hearing. Mike Odden seconded the motion. Hearing closed at 7:08 p.m.

The monthly meeting was called to order at 7:09 p.m. The pledge of allegiance was recited.

Present: Ernie Schmit, Lewis Becker, Susan Marstein, Mike Odden, Sandra Meer, Keith Hommerding, Patrick Meier, Tim Berscheid, Eric Berscheid, Robb Berscheid, Jeremy Freudenrich, Rod Harren, Scott Lange, Gary & Audrey Lange, Herman Lensing, Al Leinen, Fr. Gregory Mastey, Gordy Sjaaheim, Betty Schmit-Olson, Lenore & Larry Schmit, Lois Schmit, Terry Sunde, and Bob Warzecha.  
Absent: Lloyd Rausch

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 Mike Odden. AIF

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

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

Motion to approve minutes of November 19<sup>th</sup> Special Meeting was made by Sue Marstein, seconded by Lewis Becker. AIF

Motion to approve minutes of November 24<sup>th</sup> Special Meeting was made by Mike Odden, seconded by Sue Marstein. AIF

Bob Warzecha presented Mayor Ernie Schmit with a plaque on behalf of the Holdingsford Lions and the citizens of Holdingsford for his years of service as Mayor of the City. He thanked Mayor Schmit for his foresight and ability to get things done for the betterment of the City, for his integrity and fair treatment, fortitude and honesty. Mayor Schmit noted that in the twelve years he was mayor, he only got chewed out twice!

Tim Berscheid requested that ownership of the holding pond to the west of Ridge Way development be transferred to the city. Transfer fees are typically paid by developer. Mike Odden made a motion to approve transfer of ownership of the holding pond to the west of Ridge Way development from Berscheid Properties to the City of Holdingsford. Lewis Becker seconded the motion. AIF

Tim Berscheid also notified the council that he was planning to lay pipes for utilities on 60 foot easement on his property located and extending south of Main Street. The council was in favor of extending city services south of Main Street and will give formal approval after surveying is completed and plans are drawn up by SEH, who Berscheid is working with.

Scott Lange gave update on storm shelter. Heidi Peper has standards approved and completed preliminary meetings with FEMA for the storm shelter. The goal is to have plans submitted by mid-January.

### Reports

Municipal Liquor Store report was given by Pat Meier. Gross profits for November = \$32,449.46. Expenses = \$45,204.42. YTD lottery = \$3,364.94. Inventory is high. Scheduled meat raffle on December 19 and band on December 20. Dart league starting in January. Finishing up online training for full food license. Checking inventory is scheduled for January 1<sup>st</sup> at 9:30 a.m.

Fire Department report was given by Chief Keith Hommerding. 69 calls this year include: 5 fire, 47 medical, 1 hazardous condition, 1 unauthorized fire, 14 canceled in route, 1 false alarm. Donation to the truck fund from gambling proceeds will be made before year end. Annual payroll was submitted. Lewis Becker made a motion to approve payroll for 2014 fire department totaling \$22,333.75. Mike Odden seconded the motion. AIF

Compressor that was purchased with FEMA grant funds has been delivered and will be wired in tomorrow. Application was made for a 2015 FEMA grant for compression packs.

Training in a burn trailer will be held this week.

Quotes were considered for converting/replacing the tube heaters and Modine heating units in the Fire Hall. Quote from Albany Heating, A/C & Service for two new tube heaters = \$6,880. Option to replace only the burners = \$4,640. Quote from Hommerding Plumbing & Heating for two tube heaters and converting the Modine heaters = \$3,500. Hommerding was donating his time and enlisting the help of some firefighters to install and convert the heaters. Sue Marstein made a motion to accept quote from Hommerding to replace infrared tube heaters and convert Modine heaters for \$3,500. Mike Odden seconded the motion. AIF

Quotes were reviewed for a new water heater for the City Center. The current 75 gallon water heater is over 20 years old and could not be converted. Ripplinger Plumbing suggested a 50gallon water heater which would generate enough hot water for City Center usage. Quote for 50 gallon water heater = \$1,000, for 75 gallon water heater = \$6,500. Hommerding suggested replacing the same size water heater and quoted \$4,101.84. Mike Odden made a motion to accept Hommerding bid for a 75 gallon commercial grade water heater to stay consistent with what is currently installed. Lewis Becker seconded the motion. AIF

Fire Relief Association calendars are being sent out.

No Emergency Managers report.

Maintenance Report was read by Mayor Schmit. Snow was removed; equipment was repaired; Christmas lights were repaired and put up; Brian Zapzalka spoke with Tim at Stearns County about parking county plow truck in the Maintenance Garage and will work on mutual agreement; worked with MP Technology on locates and damages during natural gas installations; dialer in left station should be installed next week; sewer jetting will start this week; salt shed is full. Andrew Bartkowicz is newly hired Maintenance Specialist and will start on Tuesday, December 9<sup>th</sup>.

Council Report: Inside and outside garbage containers at the Wobegon Trailhead bathroom should be checked more than once a week. An anonymous donation of \$1,000 to the Historical Museum was received.

Clerk Sandra Meer noted that donation of an AED device for the City Center was made possible through a grant from the Catholic Health Initiatives. Liability/property and workers comp insurance rates for 2015 were reviewed and will remain relatively unchanged. Review of city light locations and addresses by Xcel Energy determined that one of the lights was located in an alley and the address will be changed to avoid further confusion. A vacancy for Sue Marsteins' council seat will be declared in January after she takes the oath of office for Mayor.

#### Old Business

Mayor Schmit noted three main reasons that taxes increase: property values change, city raises or lowers levy, and population growth. The city has not raised the levy for the past twelve years. Sue Marstein made a motion to approve the levy at \$258,663.00 and approve the budget for 2015. Mike Odden seconded the motion. AIF

Final payouts for the 2011 and 2012 Utility and Street Projects were made to Larson Excavating. Mike Odden made a motion to close construction account xxx010. Sue Marstein seconded the motion. AIF

#### New Business

Mike Odden made a motion to approve Resolution 14-12-08-1 to certify outstanding utility bills to Stearns County to be assessed to 2015 property taxes. Lewis Becker seconded the motion. AIF

Health Insurance options for full time employees were discussed. The union contract included two options for insurance coverage. Sue Marstein made motion to approve a two year Union Contract to include insurance and benefits in which the employer will pay a fixed monthly dollar amount and the employee will select insurance coverage through Primary Benefit Services, as well as a 2% wage increase in 2015 and a 3% wage increase in 2016. Lewis Becker seconded the motion. AIF

Mayor Schmit noted that the majority of cities only cover new employees for single health coverage whereas the City has been cost sharing single and family health insurance premiums. Since employees with family coverage would lose benefits if that were changed, they will be grandfathered in to the program. New employees would be covered at the single employee rate, currently at \$500 per month. Rates would be negotiated on a bi-annual basis. Sue Marstein a motion to pay insurance benefits at a monthly fixed rate to all new employees at the current rate of \$500 per month with addendum that the two employees with current family coverage are grandfathered into the program until they leave, at the current rate of \$1,300 per month. Lewis Becker seconded the motion. AIF

Wage increases for non-union employees were discussed. Sue Marstein made a motion for 2% wage increase for 2015 for non-union employees based on the non-union salary range. Mike Odden seconded the motion. AIF

Utility worker Kathy O'Hara is presently paid at Step F2. After her review, Mayor Schmit recommended a step increase to F3. Lewis Becker made a motion to move Kathy O'Hara from Step F2 to Step F3 as of January 1<sup>st</sup>. Sue Marstein seconded the motion. AIF

Mayor Schmit met with Brian Zapzalka for his six month review as Maintenance Specialist. He recommended a raise and moving Brian Zapzalka to position of Maintenance Supervisor. Sue Marstein made motion to move Brian Zapzalka from H1 to H2 and review job responsibilities for Supervisor position with Brian before moving him to supervisor Step J0. Mike Odden seconded the motion. AIF

There was discussion on Resolution 14-12-08-2 Establishing Limited Cleanup and Property Damage Protection for Sewer Back-ups and Water Main Breaks for Water and Sewer Customers which changed coverage limits through the League of Minnesota Cities Insurance Trust. Lewis Becker made a motion to table the resolution and discussion until January meeting. Sue Marstein seconded the motion. AIF

A letter from Friends of Two Rivers Lake Association was reviewed requesting funding to cover the excavating of Ditch 28, which is Two Rivers River. Stearns County has given them clearance to excavate Two Rivers Lake. No action was taken on the request for monetary support since it is unclear how the excavating would affect Two Rivers River near the city.

Mike Odden made a motion at approve Tri-County Humane Society contract for accepting stray dogs for 2015. Sue Marstein seconded the motion. AIF

Announcements

Residents who are delinquent on their utility payments are: Jayson Burghardt, Scott Zehowski, Brian Mader, Steve Horvath, Nicholas McGillivray, Jesse Johnson, Mary Voss and Tim Rudnick.

Thanks to Kathy O'Hara for putting up the Christmas tree.

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

Motion to adjourn was made by Ernie Schmit, seconded by Sue Marstein. Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Sandra Meer  
City Clerk, Holdingford

| NOVEMBER 2014        |                  |
|----------------------|------------------|
| <u>Department</u>    | <u>Gross Pay</u> |
| General              | \$ 5,158.48      |
| Public Works         | \$ 9,374.17      |
| Fire                 | \$ .00           |
| Liquor               | \$ 6,735.41      |
|                      |                  |
| Total                | \$21,268.06      |
|                      |                  |
| 2 pay periods ending |                  |
| 11/3, 11/17          |                  |

**City of Holdingford - Equal Opportunity Provider**  
**Accounts Payable Check Register Report - STEARNS BANK**  
**For The Fiscal Periods Range From 2014-11 To 2014-11**  
**For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated**

| Check # | Type | Date       | Vendor Name                             | Amount     | Status |
|---------|------|------------|---|------------|--------|
| 30493   | C    | 11/10/2014 | 328 AllSpec Services, LLC               | \$931.50   | C      |
| 30494   | C    | 11/10/2014 | 840 American Legal Publishing           | \$435.00   | C      |
| 30495   | C    | 11/10/2014 | 74 Amerigas                             | \$370.39   | C      |
| 30496   | C    | 11/10/2014 | 432 Appliance Repair Center             | \$246.10   | C      |
| 30498   | C    | 11/10/2014 | 326 Auto Value                          | \$225.50   | C      |
| 30499   | C    | 11/10/2014 | 9 Bernick's Pepsi-Cola                  | \$513.85   | C      |
| 30500   | C    | 11/10/2014 | 507 Blue Cross Blue Shield of Minnesota | \$3,412.83 | C      |
| 30501   | C    | 11/10/2014 | 18 C & L Distributing, Inc              | \$37.10    | C      |
| 30502   | C    | 11/10/2014 | 21 Central MN. Alarms, Inc.             | \$128.85   | C      |
| 30503   | C    | 11/10/2014 | 655 David Yurczyk                       | \$15.65    | C      |
| 30504   | C    | 11/10/2014 | 587 Dennis Kunstleben                   | \$20.00    | C      |
| 30505   | C    | 11/10/2014 | 45 Department of Public Safety          | \$20.00    | C      |
| 30506   | C    | 11/10/2014 | 370 Dorine Rausch                       | \$138.28   | C      |
| 30507   | C    | 11/10/2014 | 52 E. A. Sween Company                  | \$88.10    | C      |
| 30508   | C    | 11/10/2014 | 56 Emergency Apparatus Maint            | \$1,448.42 | C      |
| 30509   | C    | 11/10/2014 | 550 Everything Signs                    | \$26.72    | C      |
| 30510   | C    | 11/10/2014 | 307 Florence Voss                       | \$63.00    | C      |
| 30511   | C    | 11/10/2014 | 70 Frito-Lay, Inc                       | \$55.92    | C      |
| 30512   | C    | 11/10/2014 | 80 Gopher State One-Call, Inc           | \$514.75   | C      |
| 30513   | C    | 11/10/2014 | 787 Granite City Jobbing Co             | \$171.72   | C      |
| 30514   | C    | 11/10/2014 | 81 Granite Electronics, Inc             | \$283.25   | C      |
| 30515   | C    | 11/10/2014 | 829 Gregory L Gerads                    | \$63.00    | C      |
| 30516   | C    | 11/10/2014 | 92 Headley Hardware                     | \$1,072.59 | C      |
| 30517   | C    | 11/10/2014 | 97 Henry's Waterworks, Inc              | \$86.75    | C      |
| 30520   | C    | 11/10/2014 | 107 Holdingford Fire Relief Assn        | \$185.00   | C      |
| 30521   | C    | 11/10/2014 | 614 Holdingford Gas and Grocery         | \$250.35   | C      |
| 30522   | C    | 11/10/2014 | 109 Hommerding Plumbing & Heating       | \$2,136.61 | C      |
| 30523   | C    | 11/10/2014 | 691 Integra Telecom                     | \$271.60   | C      |
| 30524   | C    | 11/10/2014 | 116 Jeanette May                        | \$72.00    | C      |
| 30525   | C    | 11/10/2014 | 117 Jerome Schueler                     | \$500.00   | C      |
| 30527   | C    | 11/10/2014 | 539 League of MN Cities Ins. Tr/BKLY    | \$322.00   | C      |

| Check # | Type | Date       | Vendor Name                             | Amount             | Status |
|---------|------|------------|---|--------------------|--------|
| 30528   | C    | 11/10/2014 | 842 Lifestyle Lumber                    | \$304.00           | C      |
| 30530   | C    | 11/10/2014 | 831 Madonna Nentl                       | \$72.00            | C      |
| 30531   | C    | 11/10/2014 | 730 Midcontinent Business Solutions     | \$169.81           | C      |
| 30532   | C    | 11/10/2014 | 161 Mike Odden                          | \$75.00            | C      |
| 30533   | C    | 11/10/2014 | 794 Paggen's Auto                       | \$480.59           | C      |
| 30534   | C    | 11/10/2014 | 821 RDJ Specialties, Inc                | \$257.90           | C      |
| 30535   | C    | 11/10/2014 | 830 Richard Majeski                     | \$63.00            | C      |
| 30536   | C    | 11/10/2014 | 465 Sandra Meer                         | \$181.95           | C      |
| 30537   | C    | 11/10/2014 | 750 St Cloud Times #1076                | \$32.98            | C      |
| 30538   | C    | 11/10/2014 | 685 Star Publications, LLC              | \$330.63           | C      |
| 30539   | C    | 11/10/2014 | 242 Stearns Cty Auditor-Treas           | \$50.00            | C      |
| 30540   | C    | 11/10/2014 | 258 The Nut Man                         | \$27.00            | C      |
| 30541   | C    | 11/10/2014 | 804 Toshiba Financial Services          | \$99.12            | C      |
| 30543   | C    | 11/10/2014 | 514 Tri-City Paving, Inc.               | \$1,200.00         | C      |
| 30544   | C    | 11/10/2014 | 271 UC Lab                              | \$918.00           | C      |
| 30545   | C    | 11/10/2014 | 276 United Systems Technology           | \$2,415.00         | C      |
| 30546   | C    | 11/10/2014 | 281 Viking Coca Cola Bottling           | \$2,392.50         | C      |
| 30547   | C    | 11/10/2014 | 359 XCEL ENERGY 51-5655038-6            | \$1,057.97         | C      |
| 30548   | C    | 11/10/2014 | 361 XCEL ENERGY 51-5655039-7            | \$141.67           | C      |
| 30549   | C    | 11/10/2014 | 358 XCEL ENERGY 51-5655040-0            | \$2,530.42         | C      |
| 30550   | C    | 11/21/2014 | 582 Aggressive Masonry Inc              | \$4,500.00         | C      |
| 30552   | C    | 11/21/2014 | 6 AmeriPride Linen                      | \$133.30           | C      |
| 30553   | C    | 11/21/2014 | 9 Bernick's Pepsi-Cola                  | \$8,985.75         | C      |
| 30554   | C    | 11/21/2014 | 18 C & L Distributing, Inc              | \$8,985.75         | C      |
| 30556   | C    | 11/21/2014 | 836 Charles Roth                        | \$350.00           | C      |
| 30558   | C    | 11/21/2014 | 477 Dan Gerads                          | \$30.00            | C      |
| 30562   | C    | 11/21/2014 | 316 GERAD'S OIL CO., INC                | \$2,016.35         | C      |
| 30563   | C    | 11/21/2014 | 787 Granite City Jobbing Co             | \$989.00           | C      |
| 30565   | C    | 11/21/2014 | 481 Heggies Pizza                       | \$322.35           | C      |
| 30568   | C    | 11/21/2014 | 119 Johnson Brothers Liquor C           | \$1,336.93         | C      |
| 30570   | C    | 11/21/2014 | 495 MN Trails                           | \$162.00           | C      |
| 30572   | C    | 11/21/2014 | 844 Oxbow Solar Professionals           | \$20.80            | C      |
| 30573   | C    | 11/21/2014 | 205 Phillips Wine & Spirits             | \$1,930.33         | C      |
| 30574   | C    | 11/21/2014 | 207 Postmaster                          | \$102.00           | C      |
| 30575   | C    | 11/21/2014 | 685 Star Publications, LLC              | \$102.60           | C      |
| 30577   | C    | 11/21/2014 | 263 Tom's Refuse                        | \$5,063.13         | C      |
| 30579   | C    | 11/21/2014 | 281 Viking Coca Cola Bottling           | \$2,136.00         | C      |
| 30580   | C    | 11/21/2014 | 359 XCEL ENERGY 51-5655038-6            | \$235.72           | C      |
| 30581   | C    | 11/21/2014 | 519 XCEL ENERGY 51-8242904-3            | \$31.21            | C      |
| 30492   | C    | 11/10/2014 | 409 Albany Heating, A/C & Service, Inc. | \$3,304.00         | O      |
| 30497   | C    | 11/10/2014 | 674 Audrey Lange                        | \$179.92           | O      |
| 30518   | C    | 11/10/2014 | 564 Holdingford Area Historical Society | \$795.00           | O      |
| 30519   | C    | 11/10/2014 | 841 Holdingford CC Fireworks Account    | \$1,259.00         | O      |
| 30526   | C    | 11/10/2014 | 675 Kathy Gerads                        | \$72.00            | O      |
| 30529   | C    | 11/10/2014 | 613 Lois Schmit                         | \$524.54           | O      |
| 30542   | C    | 11/10/2014 | 267 Tri-County Septic Service           | \$1,100.00         | O      |
| 30551   | C    | 11/21/2014 | 74 Amerigas                             | \$1,893.40         | O      |
| 30555   | C    | 11/21/2014 | 22 Central Hydraulics                   | \$27.50            | O      |
| 30557   | C    | 11/21/2014 | 48 D & D Beverage                       | \$360.00           | O      |
| 30559   | C    | 11/21/2014 | 40 David Drown Associates               | \$2,000.00         | O      |
| 30560   | C    | 11/21/2014 | 370 Dorine Rausch                       | \$49.81            | O      |
| 30561   | C    | 11/21/2014 | 70 Frito-Lay, Inc                       | \$92.79            | O      |
| 30564   | C    | 11/21/2014 | 90 Harry's Frozen Foods                 | \$171.50           | O      |
| 30567   | C    | 11/21/2014 | 104 Holdingford Community Ed            | \$3,000.00         | O      |
| 30569   | C    | 11/21/2014 | 843 K & S Pharmacy                      | \$358.00           | O      |
| 30571   | C    | 11/21/2014 | 198 Opatz Excavating                    | \$1,265.00         | O      |
| 30576   | C    | 11/21/2014 | 258 The Nut Man                         | \$35.00            | O      |
| 30578   | C    | 11/21/2014 | 339 Verizon Wireless                    | \$132.97           | O      |
| 30566   | C    | 11/21/2014 | 348 Hiltner Company                     | \$75.00            | V      |
|         |      |            | <b>Cleared</b>                          | <b>\$64,339.59</b> |        |
|         |      |            | <b>Outstanding</b>                      | <b>\$16,620.43</b> |        |
|         |      |            | <b>Void</b>                             | <b>\$75.00</b>     |        |