

Holdingford Public Hearing and City Council Meeting (unapproved)
December 14, 2015

Mayor Sue Marstein called the public hearing to order at 7:00p.m. for truth in taxation hearing. Pledge of allegiance was recited. The budget was reviewed and questions were answered. The levied amount was not changed from last year and remains at \$258,663.00. The public hearing was closed.

Present: Sue Marstein, Mike Odden, Sandra Meer, Lisa Silbernack, Keith Hommerding, Pat Meier, Dorine Rausch, Butch Bauer, Charla Bueckers, Dan Gerads, Aaron Rudolph, Renee Rudolph, Ernie Schmidt, Gordy Sjaaheim, Tony Stalberger, Louis Walz, and Tim Winter.

Absent: Eric Berscheid and Alan Walz.

Official business was not conducted since there was not a quorum. Mayor Marstein called for department reports.

Department Reports

Liquor Store report was given by Manager Pat Meier. November gross revenue = \$30,962.44. November expenses = \$35,858.52. YTD lottery = \$3,025.99. Year to date balance = \$13,201.14. Inventory is about the same as last month. Current credit card processing company may offer reduced rates and better price on processing machine with 3 year contract or can continue day by day "contract". Inventory is scheduled for January 1, 2016 at 9:30a.m. Cruise Control is playing on New Year's Eve.

Fire Department report was given by Chief Keith Hommerding. There have been 105 calls this year including 52 in the City, 6 in Krain, 18 in Brockway, 27 in Holding and 2 in Avon Township. The calendar fundraiser has brought in over \$3,300 in donations already as well as many notes of appreciation and thanks. Payroll for 2015 totaled \$24,405.60, about \$1,100 over budget which was a reflection of the higher volume of calls that the department responded to. On November 16th the city hosted 2nd graders from Holdingford Elementary for their Government Day. Their thank you notes were much appreciated.

Grant application to DNR for turnout gear washer/dryer extractor was not approved. The grant writer followed up with FEMA on the grant submission for air packs. After reviewing the file, FEMA asked that the grant be resubmitted for next year's grant consideration. All forms for the \$109,000 FEMA grant application have been resubmitted for 2016 consideration period. The air packs currently used were from St Stephen Fire department about 10 years ago and need to be replaced. The equipment is safe, it's just not up-to-date. One firefighter is adamant about replacing the equipment before the next grant round and the level of professionalism needs to be addressed as it is affecting the department and co-workers. The chief requested a meeting with the mayor and those directly involved.

Emergency Managers report: Dorine Rausch registered for the Governor's Homeland Security Emergency Management Conference in February where she will be awarded the Emergency Managers certification after completing the course requirements.

Sealed bids were opened for the 1988 Caterpillar IT28B loader; Traut Trucking and Excavating, Princeton \$22,851; Jason Scherping, Freeport \$8,892; Wood Bros Blacktopping, Princeton \$16,500; Tri-County Septic, Holdingford \$12,631; Anderson, Inc. Princeton \$12,000; Mike McGuire, Holdingford \$17,555.

Maintenance Report was read by Mayor Marstein: Biosolids Land Application Report was sent in to MPCA. Repairs were done on the old loader starter and governor. First snow removal went well. Oil was changed on pickup trucks and all equipment was serviced and greased. The State is now requiring confined entry training and a training class will be offering at SEH in January. With natural gas hookups in the city, a gas detector should be purchased to detect natural gas build-up, especially in manholes. Approximate cost is \$800-\$1500 for new gas detector. In the lift station a gap in the wear plate needs to be repaired as it has clogged up about ten times in the last ten weeks mainly from disposable wipes that build up.

Charla Bueckers from Tom's Refuse requested \$3.00 increase per garbage per residence per month due to increased costs. Rates have not been raised since 2008. The contract is up for renewal in May 2017, but she is asking for the increase to take effect in January 2016. Recycling revenue is down but they will continue to pick up recycling to keep it out of landfills.

Aaron & Renee Rudolph introduced themselves as the new owners of the old Rough Riders building on Main Street. They are planning to open a family friendly sports bar and grill in March 2016.

Eric Berscheid arrived and Mayor Marstein called the city council meeting to order at 7:55p.m.

Motion to approve consent agenda consisting of claims, checks, electronic transfers and withdrawals, bank reconciliation and minutes of the November 9, 2015 council meeting was made by Mike Odden. Motion seconded by Eric Berscheid. AIF

Mike Odden made a motion to accept Lewis Becker's resignation from the city council. Eric Berscheid seconded the motion. AIF
Lewis Becker sold his house and is moving from the area.

Louis Walz and Bob Sanchez expressed interest in the vacated seat on the council. Louis Walz introduced himself to the council, offered his services as a council member at no charge. Mayor Marstein made a motion to appoint Bob Sanchez to the council to fill out the remaining term vacated by Lewis Becker. Eric Berscheid seconded the motion. AIF

Mayor Marstein read the bid results for the loader. Mike Odden made a motion to accept the bid for the 1988 Caterpillar IT28B loader from Traut Trucking and Excavating of Princeton for \$22,851.00. Eric Berscheid seconded the motion. AIF

There was discussion on the request from Charla Bueckers of Tom's Refuse to renew hauling contract with garbage rate increase to begin in January. Since the contract is in effect until May 2017, the council agreed that it should not be changed and prices should be honored until the end of the contract. The council asked that prices and services be compared to other haulers.

The contract with SunShare for community solar gardens was forwarded to the city attorney. Since solar gardens are new to Minnesota, the attorney had many questions regarding the contract. There are other cities subscribed to solar gardens and they could be contacted with questions, otherwise attorney fees could be costly. League of Minnesota Cities has a seminar scheduled in February on the issue. Attorney's questions will be forwarded to SunShare. Kyle Roach from SunShare will be asked to attend January meeting.

Rudolph's, who bought restaurant/apartment building on Main Street requested information for a liquor license and were asked to provide a business plan to the council. City Ordinance requires that restaurants with liquor licenses have not less than fifty (50) percent of total gross revenue from the sale of food and non-alcoholic beverages.

Xtratyme will forward preliminary contract for service and antennas on the water tower to the city. Xtratyme asked for 5 year contract, and agreed to pay rent of \$200 per month and service city accounts. Council would like 2-3 year contract, new rent amount to start first of the year, with contract in place by February 2016.

A report on the summer softball tournaments was provided by Kayla Ebnet and Mark Solorz. Of the three tournaments held, the Holdingford Daze men's tournament was the most successful. Profit from season was about \$500, which will be put back into the field. They have several teams interested in a men's summer league and would need at least six teams to start league play.

In order to be in compliance with new GASB 67 & 68 requirements for Fire Relief Associations, an actuarial study would need to be ordered and completed. The Holdingford Fire Relief Association was not interested in paying for the study. Surrounding cities are divided on the issue. Following discussion, the council agreed that an actuary study would not be ordered and a departure on the 2015 Auditors Report would be expected.

E-bills for utility bills were tested and residents can sign up through the city website to receive their utility bill online. Inserts on the bills can also be added to the e-bill. Residents who sign up for e-bills will no longer get paper copies. There have also been requests to add online payments and options, fees and recovering initial costs were discussed.

Website options were briefly discussed. CW Technology provided a list of ticket issues that the city needed support for in the past. IT support for the computers is more than \$4000 per year and is provided on a month to month contract basis with CW Technology. With Lisa Silbernack's background, she would be comfortable performing updates and providing support. CW Technology will be onsite to do a technology audit this week. Eric Berscheid made a motion to stop support from CW Technology at the beginning of January or after 30 day notice, depending on what contract requires. Mike Odden seconded the motion. AIF

Budget for 2016 was reviewed. Among other additions, it was agreed that a new computer should be budgeted for each year. The computer at HMLS is the managers' personal computer and should be replaced with a city machine. The two other laptops that are being used are running old operating systems and serve their purpose but may need to be replaced soon. Motion to approve the 2016 Budget for \$1,403,563.00 was made by Mike Odden and seconded by Eric Berscheid. AIF

Everett Olson had Tri-County Septic lower and lay new pipe to drain directly into the old lift station from his house since the pipes were freezing when there was no water flowing. Mr. Olson requested the city pay the \$450 Tri-County Septic bill since the lift station is the city's responsibility. Following discussion, Mike Odden made a motion to pay half of the Tri-County Septic bill equal to \$225, to reimburse Everett Olson's expenses. Sue Marstein seconded the motion. Mike Odden and Sue Marstein voted in favor. Eric Berscheid abstained. Motion carried.

The sidewalk panel near the back entrance of Stearns Bank has sunk and the bank is asking that the city repair it to eliminate possible injury. Grinding the sidewalk down would be the best option at this time of year. Mayor Marstein will check if Stearns Bank agrees with grinding it down and will get a bid to see if they would be willing to split cost.

New Business

Mike Odden made a motion to approve Resolution 15-12-14-1: Increase in Water and Sewer Rates. Eric Berscheid seconded the motion. AIF

David Hagemann from Hillside Trailer Park sent letter requesting reduction in sewer rates after a leak was discovered under one of the trailers and the water didn't go down the sewer, but was leaking out on the ground. The average sewer charge for the park was about \$180 per month. Eric Berscheid made a motion to credit \$1,343.84 to David Hagemann's utility account for October and November sewer charges that were over the average sewer charge of \$180 per month for water that didn't go into the sewer. Sue Marstein seconded the motion. Eric Berscheid and Sue Marstein voted in favor. Mike Odden opposed. Motion carried.

Mike Odden made a motion to approve Resolution 15-12-14-2: Certify Past Due Balances for Special Assessment to Stearns County Auditor-Treasurer for Tax Year 2016. Eric Berscheid seconded the motion. AIF

Eric Berscheid made a motion to approve Resolution 15-12-14-3: to Close Debt Service Funds 307 and 401. Mike Odden seconded the motion. AIF

Following discussion, Mike Odden made a motion to approve a 3% raise for 2016 for the non-union employees of the city. Eric Berscheid seconded the motion. AIF

Mike Odden made a motion to accept performance evaluations and step increase for Kathy O'Hara from Step F3 to F4 and Andy Bartkowicz from Step H1 to H2. Eric Berscheid seconded the motion. AIF

Mike Odden made a motion that city council no longer participates in the annual celebratory auditing of the Liquor Store and that the inventory will be done by the manager and employees. Eric Berscheid seconded the motion. AIF

Following discussion, council agreed that the Equivalent Dwelling Units (EDU's) that were calculated when the 2010 Street Project was completed should be recalculated for commercial properties since there have been some changes in water usage in the last five years. Calculations will be brought to the January meeting.

Mike Odden made a motion to approve the Holdingford Fire and Rescue payroll for 2015 in the amount of \$24,405.60. Eric Berscheid seconded the motion. AIF

Admin Reports

Mayors Report: See end of minutes for more of the Mayor's Report.

Clerk's Report: Dishwasher wasn't shutting off after it cycled and may need new solenoid. An estimate for repairs was requested. An estimate for new flooring in the kitchen was also requested since it's worn and corroded under the appliances. The floor in the dining hall also needs to be waxed and washed. Two firefighters would be willing to refinish it for \$500. Mayor Marstein will follow up. Insurance refund was received as well as second half of taxes from county.

Announcements

The council needs to have members trained for the Board of Appeals and Equalization. Training is offered online by Stearns County. Community Education provided a program summary for its summer activities that the City subsidizes.

Residents who are delinquent on their utility payments include Debra Feld, Tim Rudnick and David Hagemann.

Next council work session will be 6:00 p.m. on January 11, 2016. The agenda will include the 2016 fee schedule.

Motion to adjourn was made by Mike Odden, seconded by Eric Berscheid. Meeting adjourned at 10:45 p.m.

Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

NOVEMBER 2015	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 5,647.50
Public Works	\$ 9,739.21
Fire	\$
Liquor	\$ 9,885.40
Total	\$ 18,700.93
3 pay periods ending	
11/1, 11/15 & 11/29	

City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2015-11 To 2015-11
For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated

Check	Type	Date	Vendor	Name	Amount	Status
31414	C	11/9/2015	704	AFSCME Council 65	\$97.22	C
31415	C	11/9/2015	18	C & L Distributing, Inc	\$5,982.14	C
31416	C	11/9/2015	21	Central MN. Alarms, Inc.	\$53.75	C
31417	C	11/9/2015	24	Central-McGowan, Inc	\$31.95	C
31418	C	11/9/2015	48	D & D Beverage	\$120.00	C
31419	C	11/9/2015	41	Davidson Business Equipment	\$22.39	C
31420	C	11/9/2015	45	Department of Public Safety	\$20.00	C
31421	C	11/9/2015	370	Dorine Rausch	\$204.46	C
31422	C	11/9/2015	550	Everything Signs	\$102.00	C
31423	C	11/9/2015	76	Gen. Rental Center of Albany	\$47.03	C
31424	C	11/9/2015	325	Gene Cipala	\$100.00	C
31425	C	11/9/2015	316	GERAD'S OIL CO., INC	\$570.92	C
31426	C	11/9/2015	80	Gopher State One-Call, Inc	\$36.25	C
31427	C	11/9/2015	787	Granite City Jobbing Co	\$1,185.35	C
31428	C	11/9/2015	91	Hawkins, Inc	\$358.22	C
31429	C	11/9/2015	92	Headley Hardware	\$468.89	C
31430	C	11/9/2015	107	Holdingford Fire Relief Assn	\$15,463.01	C
31431	C	11/9/2015	614	Holdingford Gas and Grocery	\$314.04	C
31432	C	11/9/2015	585	Holdingford Lioness Club	\$300.00	C
31433	C	11/9/2015	691	Integra Telecom	\$281.24	C
31434	C	11/9/2015	119	Johnson Brothers Liquor C	\$1,227.86	C
31436	C	11/9/2015	730	Midcontinent Business Solutions	\$183.14	C
31437	C	11/9/2015	161	Mike Odden	\$75.00	C
31438	C	11/9/2015	205	Phillips Wine & Spirits	\$550.90	C
31439	C	11/9/2015	476	Preferred Controls Corp	\$110.32	C
31440	C	11/9/2015	216	Reichert, Wenner,Koch	\$39.00	C
31442	C	11/9/2015	223	S.E.H.	\$2,877.50	C
31443	C	11/9/2015	225	Schlenner, Wenner & Co	\$700.00	C
31444	C	11/9/2015	685	Star Publications, LLC	\$170.00	C
31445	C	11/9/2015	244	Stearns Cty Environmental	\$29.56	C
31446	C	11/9/2015	454	Sue Marstein	\$34.50	C
31447	C	11/9/2015	263	Tom's Refuse	\$5,189.58	C
31449	C	11/9/2015	386	USA Bluebook	\$741.24	C
31450	C	11/9/2015	627	WirtzBM Wine and Spirits, Inc	\$785.67	C
31451	C	11/9/2015	360	XCEL ENERGY 51-5655037-5	\$726.17	C
31452	C	11/9/2015	358	XCEL ENERGY 51-5655040-0	\$2,655.15	C
31453	C	11/9/2015	291	Yes Co. Inc.	\$38.95	C
31454	C	11/9/2015	292	Ziegler	\$47.81	C
31455	C	11/23/2015	6	AmeriPride Linen	\$127.94	C
31462	C	11/23/2015	52	E. A. Sween Company	\$391.01	C
31463	C	11/23/2015	550	Everything Signs	\$250.00	C
31465	C	11/23/2015	787	Granite City Jobbing Co	\$429.33	C
31467	C	11/23/2015	851	Health Partners	\$767.19	C
31470	C	11/23/2015	585	Holdingford Lioness Club	\$300.00	C
31474	C	11/23/2015	495	MN Trails	\$170.00	C
31488	C	11/23/2015	359	XCEL ENERGY 51-5655038-6	\$1,048.12	C
31489	C	11/23/2015	361	XCEL ENERGY 51-5655039-7	\$814.26	C
31490	C	11/23/2015	383	XCEL ENERGY 51-5655041-1	\$659.13	C
31491	C	11/23/2015	519	XCEL ENERGY 51-8242904-3	\$49.87	C
31435	C	11/9/2015	132	Larson Excavating	\$2,865.59	O
31448	C	11/9/2015	267	Tri-County Septic Service	\$1,760.00	O
31456	C	11/23/2015	8	Becker Septic Pumping	\$130.00	O
31457	C	11/23/2015	9	Bernick's Pepsi-Cola	\$468.70	O
31458	C	11/23/2015	507	Blue Cross Blue Shield of Minnesota	\$1,727.12	O
31459	C	11/23/2015	18	C & L Distributing, Inc	\$4,767.45	O
31460	C	11/23/2015	873	CenturyLink	\$62.64	O
31461	C	11/23/2015	836	Charles Roth	\$350.00	O
31464	C	11/23/2015	70	Frito-Lay, Inc	\$113.01	O
31466	C	11/23/2015	90	Harry's Frozen Foods	\$155.50	O
31468	C	11/23/2015	481	Heggies Pizza	\$422.10	O
31469	C	11/23/2015	97	Henry's Waterworks, Inc	\$430.99	O
31471	C	11/23/2015	879	Hydro Klean	\$166.10	O
31472	C	11/23/2015	882	Jason Peterson	\$192.50	O
31473	C	11/23/2015	587	K C's 9307	\$20.00	O
31475	C	11/23/2015	171	MSFCB	\$20.00	O
31476	C	11/23/2015	808	OCC	\$268.56	O
31477	C	11/23/2015	207	Postmaster	\$70.00	O
31478	C	11/23/2015	208	Principal Financial Group	\$106.52	O
31479	C	11/23/2015	451	Servocal Instruments, Inc	\$300.00	O

Check	Type	Date	Vendor Name	Amount	Status
31480	C	11/23/2015	750 St Cloud Times #1076	\$33.00	O
31481	C	11/23/2015	242 Stearns Cty Auditor-Treas	\$125.60	O
31482	C	11/23/2015	244 Stearns Cty Environmental	\$390.00	O
31483	C	11/23/2015	258 The Nut Man	\$14.00	O
31484	C	11/23/2015	804 Toshiba Financial Services	\$119.86	O
31485	C	11/23/2015	880 Tri-State Coatings	\$500.00	O
31486	C	11/23/2015	276 United Systems Technology	\$246.00	O
31487	C	11/23/2015	339 Verizon Wireless	\$88.99	O
31492	C	11/23/2015	881 Yager's Fire Protection	\$200.25	O
31441	C	11/9/2015	878 Ron Hommerding	\$450.00	V
				Cleared	\$46,948.06
				Outstanding	\$16,114.48
				Void	\$450.00

