

Holdingsford City Council Meeting and Public Hearings December 14, 2016

The truth-in-taxation hearing was called to order at 7:00pm by Mayor Sue Marstein to hear public comment on the 2017 city budget and taxes levied. The council reviewed the proposed budget. No comments. Mike Odden made a motion to close the truth-in-taxation public hearing at 7:05pm. Bob Sanchez seconded the motion. AIF

Mayor Marstein opened public hearing at 7:05pm to review ordinance changes and discuss main update of snow removal Ordinance 71.04. Eric Berscheid made a motion to close the public hearing. Alan Walz seconded the motion. Public hearing closed at 7:10pm.

Mayor Sue Marstein called the Holdingsford City Council meeting to order at 7:10 p.m. The pledge of allegiance was recited

Present: Susan Marstein, Eric Berscheid, Mike Odden, Bob Sanchez, Alan Walz, Sandra Meer, Lisa Silbernick, Keith Hommerding, Pat Meier, Dorine Rausch, Steve Horvath, Melvin Breth and Gordy Sjaasheim.

Alan Walz made a motion to approve the consent agenda to include November 14th council meeting minutes, November 21st Public Hearing minutes, November 28th Special Meeting minutes, finance reports, and submitted claims. There was discussion on uniform reimbursement and updating the policy for clothing allowances in the personnel manual. Bob Sanchez seconded the motion to approve the consent agenda. AIF

Department Reports

Liquor Store report was given by manager Patrick Meier. November gross revenue = \$30,524.96. Expenses = \$30,581.06. Year to date lottery proceeds = \$2,236.87. Year to date balance = \$9,060.02. Employees are working on food and beverage license renewals. Bands are scheduled for Dec 23rd and New Year's Eve. Two quotes for replacing back door were reviewed and they will check to see if quote prices are good until work can be done next spring.

Fire Department report was given by Chief Keith Hommerding. Calls to date; one in Avon, 54 in Holdingsford, 33 in Holding Township, 11 in Brockway Township, and 12 in Krain Township. Of the 111 calls, seven were fires, 90 medical, 10 good intent, one service call, one hazardous material and two severe weather.

Fire Department fundraiser calendars were mailed out this week.

New pagers were budgeted for in 2017 and Motorola is offering a 35% rebate if they are ordered before the end of the year and billed next year. Alan Walz made a motion to purchase five new pagers at about \$500 each from Motorola. Mike Odden seconded the motion. AIF

The department is hoping to replace light fixtures in the truck bays with \$5,500 that is left in this year's maintenance budget.

Eric Berscheid made a motion to approve the 2016 fire & rescue payroll for \$22,416.25. Mike Odden seconded the motion. AIF

Training is scheduled for January 26th for wellhead protection and emergency spill training for all city and emergency personnel. The training is part of a grant through the Minnesota Department of Health.

Emergency Managers Report was given by Dorine Rausch. A new radio was secured that can set off severe weather sirens from town instead of relying on the county. The radio was tested on the first Wednesday of the month. Pat Meier and Dorine will attend 3-hour CPR training with remaining recertification completed online. The Hazardous Mitigation manual will be updated in January

Maintenance Report was read by Mayor Sue Marstein. Lights on Christmas decorations were restrung before they were put up. Hydraulic pump in the loader was replaced. Well house heater chipboard was cleaned, repaired, and sealed but may need to be replaced because of the corrosive chemicals that are used in the well house. The backup heater in well house may also need to be replaced. 1,164,200 gallons of water were pumped and 1,838,000 gallons of wastewater were treated.

No guests were present.

Unfinished Business

Eric Berscheid made a motion to accept list of past due utility bills in the amount of \$7,144.87 to be levied to Stearns County for payment on 2017 taxes. Alan Walz seconded the motion. AIF

New Business

The union contract and Andy Bartkowicz's review were discussed, as well as, changing the pay range groups to coincide with certification levels needed by Maintenance employees; requiring an employee to pay back part of certification fees paid by the city if they leave city employment within a certain amount of time; and continuing to have employees pay for their Health Savings Account fees.

Following discussion, Eric Berscheid made a motion to increase pay for Andy Bartkowicz from Level H-2 to H-3 on his December anniversary date and increase from Level H-3 to I-3 on January 1, 2017 since he is Class "C" wastewater and "C" water certified. Alan Walz seconded the motion. AIF

Kathy O'Hara's evaluation was postponed until Friday, December 16th since her anniversary date is in January.

No COLA increases were approved for non-union employees. Job evaluations for bartenders will be done in January and pay increases will be determined on an individual basis.

Changes in health insurance coverage were considered. The council wants to move all full time employees to single coverage by 2018, with the cost of family coverage being taken on by those who need it. In the past, two employees with family coverage were grandfathered in so there was no loss of benefits. Pat Meier opted to take single coverage instead of full family coverage in 2017. The same amount of money was budgeted for insurance in 2017 as in 2016. Eric Berscheid made a motion that with Pat Meier changing to the single plan, the city would also fund his HSA up to \$4,400 annual maximum and fund family coverage for Sandra Meer at last year's rate of \$1,105/per month for 2017. Alan Walz seconded the motion. AIF

Bob Sanchez made a motion to approve ordinance updates. Alan Walz seconded the motion. AIF

Mike Odden made a motion to approve the 2017 budget. Bob Sanchez seconded the motion. AIF

To date, three applications have been received for the Maintenance position. Brian Zapzalka has agreed to cover wastewater certification for the month of December and Joel Birr from the city of Avon has agreed to cover certifications after that. A contract will be sent to Joel Birr. Steve Horvath agreed to be on call to help plow snow and was helping after this weekend's snowfall.

Alan Walz made a motion to approve the 2017 contract with Tri-County Humane Society to take care of stray animals picked up in the city. Eric Berscheid seconded the motion. AIF

The League of Minnesota Cities and the city attorney were contacted in regards to who can sign Planning & Zoning Applications and if a public hearing has to be held again for rezoning a lot from residential to commercial. First a planning and zoning application needs to be filed, then after the council reviews the application, they can set a public hearing and take action on the application request. Eric Berscheid made a motion that on planning and zoning applications if applicant is different from owner, then both applicant and owner signatures are required. Bob Sanchez seconded the motion. AIF

Admin Reports

See end of minutes for Mayors Report.

Councilmember Reports: Mike Odden noted that the Historical Society is selling Minnesota 13: Grain to Glass CD's and in three days sold 100 copies. More copies have been ordered. The tree lighting and Santa Night activities went well, with the horse sleigh rides being well received.

A dividend was received for property casualty insurance from the League of Minnesota Cities Insurance Trust for 2016 coverage. Alan Walz mentioned that a sump pump is pumping water out onto the road at North High Court and is freezing on the road. The Maintenance Department is aware of the issue.

Clerks Report: Reminder of Special Meetings set for 5:00pm on Monday, December 19th to review Maintenance Worker applications and Wednesday, December 21st at 5:00pm for interviews.

Teri Osterman from Minnesota Rural Water explained the water/sewer rate structure at the work session prior to the council meeting. The city should work towards getting the Water and Sewer Fund income to cover expenses, since they are enterprise funds. The council will continue analyzing water/sewer rates and fee schedule at the January work session.

Announcements

Residents who are delinquent on their utility payments are: Dave Hagemann, Scott Zehowski, Wayne Johnston, Mary Voss, Roger Jensen, Jenny Gunderson and Ed Ehrlichmann.

Next Council Meeting: Monday, January 9, 2017, at 7:00PM, work session at 6:00PM.
City offices will be closed December 26th and January 2nd for the holidays.

Thank you to Alan Walz for serving on the council. His term expires at the end of December.

A motion was made by Alan Walz to adjourn the meeting, seconded by Bob Sanchez. Meeting adjourned at 9:15p.m.
Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

NOVEMBER 2016	
Department	Gross Pay
General	\$ 6,199.90
Public Works	\$ 6,901.04
Fire	\$
Liquor	\$ 6,934.79
Total	\$20,035.73
2 pay periods ending	
11/14, 11/28	

**City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
For The Fiscal Periods Range From 2016-11 To 2016-11**

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

Check #	Type	Date	Vendor Name	Amount	Status
32353	C	11/10/2016	704 AFSCME Council 65	\$114.00	C
32355	C	11/10/2016	326 Auto Value	\$272.91	C
32356	C	11/10/2016	8 Becker Septic Pumping	\$130.00	C
32357	C	11/10/2016	18 C & L Distributing, Inc	\$7,700.35	C
32358	C	11/10/2016	24 Central-McGowan, Inc	\$45.67	C
32359	C	11/10/2016	655 David Yurczyk	\$31.60	C
32360	C	11/10/2016	45 Department of Public Safety	\$20.00	C
32361	C	11/10/2016	676 Diane Konsor	\$63.00	C
32362	C	11/10/2016	370 Dorine Rausch	\$32.40	C
32363	C	11/10/2016	550 Everything Signs	\$26.00	C
32364	C	11/10/2016	307 Florence Voss	\$63.00	C
32365	C	11/10/2016	70 Frito-Lay, Inc	\$54.78	C
32366	C	11/10/2016	80 Gopher State One-Call, Inc	\$13.50	C
32367	C	11/10/2016	787 Granite City Jobbing Co	\$1,593.24	C
32368	C	11/10/2016	90 Harry's Frozen Foods	\$72.00	C
32369	C	11/10/2016	92 Headley Hardware	\$1,654.55	C
32370	C	11/10/2016	481 Heggies Pizza	\$80.80	C
32371	C	11/10/2016	614 Holdingford Gas and Grocery	\$332.88	C
32372	C	11/10/2016	116 Jeanette May	\$65.25	C
32374	C	11/10/2016	119 Johnson Brothers Liquor C	\$700.93	C
32375	C	11/10/2016	333 Kathy O'Hara	\$67.50	C
32376	C	11/10/2016	891 Lisa Silbernick	\$67.50	C
32377	C	11/10/2016	730 Midcontinent Business Solutions	\$226.15	C
32378	C	11/10/2016	173 MN Maintenance Supply Company	\$61.45	C
32379	C	11/10/2016	205 Phillips Wine & Spirits	\$175.69	C
32380	C	11/10/2016	907 Richard Koehn	\$67.50	C
32381	C	11/10/2016	502 Ruth Odden	\$69.75	C
32382	C	11/10/2016	465 Sandra Meer	\$169.45	C
32383	C	11/10/2016	849 Ski's Lumber Inc.	\$32.34	C
32384	C	11/10/2016	685 Star Publications, LLC	\$132.00	C
32385	C	11/10/2016	258 The Nut Man	\$37.00	C
32386	C	11/10/2016	728 Tri-State Pump & Control, Inc.	\$1,932.57	C
32387	C	11/10/2016	271 UC Lab	\$1,426.00	C
32388	C	11/10/2016	276 United Systems Technology	\$12.72	C
32389	C	11/10/2016	903 Upper Lakes Foods, Inc.	\$240.13	C
32390	C	11/10/2016	281 Viking Coca Cola Bottling	\$1,071.25	C
32391	C	11/10/2016	360 XCEL ENERGY 51-5655037-5	\$726.99	C
32392	C	11/10/2016	359 XCEL ENERGY 51-5655038-6	\$991.51	C
32393	C	11/10/2016	361 XCEL ENERGY 51-5655039-7	\$815.18	C
32400	C	11/23/2016	814 Cruise Control	\$300.00	C
32407	C	11/23/2016	851 Health Partners	\$1,016.48	C
32412	C	11/23/2016	144 MEDICA	\$435.62	C
32422	C	11/23/2016	383 XCEL ENERGY 51-5655041-1	\$689.44	C
32423	C	11/23/2016	519 XCEL ENERGY 51-8242904-3	\$25.99	C
32424	C	11/23/2016	292 Ziegler	\$397.11	C
32354	C	11/10/2016	674 Audrey Lange	\$140.25	O
32394	C	11/23/2016	9 Bernick's Pepsi-Cola	\$610.96	O
32395	C	11/23/2016	507 Blue Cross Blue Shield of Minnesota	\$345.03	O
32396	C	11/23/2016	828 Brian Zapzalka	\$135.00	O
32397	C	11/23/2016	18 C & L Distributing, Inc	\$2,909.25	O
32398	C	11/23/2016	873 CenturyLink	\$63.47	O
32399	C	11/23/2016	448 Clarey's Safety Equipment, Inc	\$320.32	O
32401	C	11/23/2016	48 D & D Beverage	\$93.70	O
32402	C	11/23/2016	550 Everything Signs	\$38.00	O

Check	Type	Date	Vendor Name	Amount	Status
32403	C	11/23/2016	70 Frito-Lay, Inc	\$34.15	O
32404	C	11/23/2016	787 Granite City Jobbing Co	\$1,239.70	O
32405	C	11/23/2016	84 Granite City Refrigeration	\$281.27	O
32406	C	11/23/2016	90 Harry's Frozen Foods	\$80.25	O
32408	C	11/23/2016	481 Heggies Pizza	\$132.95	O
32409	C	11/23/2016	107 Holdingford Fire Relief Assn	\$5,600.00	O
32410	C	11/23/2016	107 Holdingford Fire Relief Assn	\$15,814.51	O
32411	C	11/23/2016	587 Knights of Columbus	\$20.00	O
32413	C	11/23/2016	207 Postmaster	\$102.00	O
32414	C	11/23/2016	208 Principal Financial Group	\$106.52	O
32415	C	11/23/2016	230 St Paul Stamp Works, Inc	\$32.34	O
32416	C	11/23/2016	242 Stearns Cty Auditor-Treas	\$139.60	O
32417	C	11/23/2016	258 The Nut Man	\$28.00	O
32418	C	11/23/2016	804 Toshiba Financial Services	\$120.36	O
32419	C	11/23/2016	267 Tri-County Septic Service	\$1,320.00	O
32420	C	11/23/2016	339 Verizon Wireless	\$89.50	O
32421	C	11/23/2016	281 Viking Coca Cola Bottling	\$172.00	O
32373	C	11/10/2016	118 Jim's Snowmobile & Marine	\$269.99	V
				Cleared	
				Outstanding	\$24,254.18
				Void	\$29,969.13
					\$269.99