

Holdingsford City Council Meeting Minutes
January 14, 2013

Before the meeting began Clerk Sandra Meer administered the Oath of Office to Mayor Ernie Schmit and Council Members Lewis Becker and Susan Marstein.

Mayor Ernie Schmit called the meeting to order at 7:00 p.m. and the pledge of allegiance was recited.

Present: Lewis Becker, Mike Odden, Lloyd Rausch, Susan Marstein, Ernie Schmit, Sandra Meer, Scott Lange, Keith Hommerding, Pat Meier, Dorine Rausch, Lois Schmit, and Delroy Young.

Official Business:

Council reviewed the City's list of charges: Lloyd Rausch made a motion to approve the changes to the list to include mileage and expense reimbursements. See attached list. Changes are in bold. Sue Marstein seconded the motion. AIF

Official appointments and department liaisons were designated as follows.

Acting Mayor	Susan Marstein
Clerk-Treasurer	Sandra Meer
Asst. Clerk-Treasurer	Ernie Schmit
Attorney	John Koch at Reichert, Wenner
Auditor	Schlenner, Wenner & Co
Engineers	SEH – Scott Lange
Depositors	Stearns Bank – Holdingsford N.A
Newspaper	Albany Enterprise
Webmaster	Mike Odden

Liaison Officers: Clerk – Ernie Schmit

Fire Dept. – Susan Marstein/Lewis Becker (shared)

Maintenance Dept. – Lloyd Rausch

Liquor Dept. – Lewis Becker/Sue Marstein (shared)

Parks Dept. – Mike Odden

Mike Odden made a motion to approve the appointments. Sue Marstein seconded the motion. AIF

Motion to approve checks was made by Sue Marstein, seconded by Lloyd Rausch. AIF

Motion to approve bank reconciliation for December, 2012 statements was made by Lloyd Rausch, seconded by Sue Marstein. AIF

Motion to approve electronic transfers, debit card purchases was made by Sue Marstein, seconded by Mike Odden. AIF

Motion to approve minutes of the December, 2011 council meeting was made by Mike Odden, seconded by Sue Marstein. AIF

Liquor Store report was given by Pat Meier. Gross revenue for December was \$36,351.84 with expenses \$39,733.16. YTD lottery was \$175.93. Inventory at year end was \$4,276.34 *over last year*. Insurance dividend of \$5,478.30 received with YTD revenue of \$23,139.50.

Fire Department report was given by Keith Hommerding who was re-appointed as fire chief by the fire department. Motion made by Mike Oden and seconded by Sue Marstein to approve appointment of Hommerding as Holdingsford Fire Chief. AIF

Bylaws for the fire departments Mutual Aid Agreement were approved by the Stearns County Fire Chiefs Association. Motion made by Sue Marstein and seconded by Lloyd Rausch to sign the Mutual Aid Agreement to provide mutual help and training opportunities with area fire departments. AIF The fire department also received an invitation to join the Central Minnesota Mutual Aid Association. Hommerding will follow up.

Thank you to those who have donated to the Fire Relief fund through the calendar fundraiser which has brought in over \$3,000 since the calendars went out. Hommerding requested funds be used for a Four Gas Meter, which detects CO2 and other gases. Mike Odden made a motion to approve the purchase of a Four Gas Meter. Sue Marstein seconded the motion. AIF

Hommerding reported 89 total calls in 2012. The annual Fire Board meeting is January 30, 2013. Safety officer training will be held this month. The Fire Department office remodeling is almost complete.

Maintenance Report was read by Mayor Schmit. The last week in December, both pumps were pulled and cleaned at the Main and the 4th Street Lift Stations due to excess debris. New cutting edges were installed on the wing of the snow plow truck. The plow truck passed DOT inspection. A new remote meter was installed on the #2 well after the old one failed.

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

Old Business

Scott Lange of SEH provided a report on the Annual Water Production and Sanitary Sewer Treatment covering 1976 through 2012. He also presented data on the monthly Well Production and Waste Water Treatment Plant flows on a monthly basis from 2006 through 2012. Both graphs showed lower levels of production, usage and flows since the street and utility project has neared completion. Final layer of asphalt will be put on streets next spring.

PPE #5 on 2012 Street and Utility Project to Larson Excavating in the amount of \$2,761.57 was approved for payment on a motion made by Lloyd Rausch, seconded by Sue Marstein. AIF

PPE #14 on 2011 Street and Utility Project to Larson Excavating in the amount of \$5,068.99 was approved for payment on a motion made by Lewis Becker, seconded by Sue Marstein. AIF

Following discussion and review of quote for new website, Mike Odden agreed to upgrade website design and work on new format.

In December the city finalized the purchase of a 10 acre parcel of land from Wentland's. The city is seeking bids to rent out the land for crops with the agreement to till in sludge that the city spreads twice a year. Sealed bids will be accepted until noon on February 11, 2013 and will be opened at the Council Meeting that evening. Notice was published in Morrison County Record, Dairyland Peach and Albany Enterprise.

New Business

The final draft of a comprehensive Wellhead Protection Plan for the city was reviewed and approved on a motion by Mike Odden and seconded by Sue Marstein with corrections made to the spelling of Vicki Stats' last name. AIF

Motion to move the new city clerk from pay Lane I; Level 0 to Lane J; Level 0 upon the retiring of former city clerk was made on a motion by Lloyd Rausch, seconded by Mike Odden. AIF

Residents who are delinquent (3 or more months behind) in their utility payments are: Mike Byland, Dave Hageman, Jayme Opatz, Matt Philippi and Janice Zarbok.

Stearns County Municipal League of Cities meeting will be Tuesday, January 15, at St Augusta.

Sue Marstein reported on Commercial Club meeting.

HIP funding will be ending in June, which provided grant dollars for community projects. The HIP committee meets on the third Monday of each month and will discuss the possibility of applying for another 5 year grant opportunity. Interested residents are encouraged to attend.

Motion to adjourn was made by Lewis Becker, seconded by Sue Marstein. Meeting adjourned at 9:48 p.m.

Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

DECEMBER		
<u>Department</u>	<u>Gross Pay</u>	
General	\$ 11,300.46	
Public Works	\$ 9,064.95	
Fire	\$ 23,264.25	
Liquor	\$ 10,142.93	
Total	\$53,772.59	
3 pay periods ending		
12/03;12/17,12/31		

City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK-1000141
For The Date Range From 12/1/2012 To 12/31/2012
For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated

Check #	Type	Date	Vendor Name	Amount	Status
28712	C	12/10/2012	777 All Star Trophy & Awards Inc	\$16.11	C
28713	C	12/10/2012	507 Blue Cross/Blue Shield, Small Group	\$4,976.00	C
28714	C	12/10/2012	45 Dept of Public Safety	\$20.00	C
28715	C	12/10/2012	370 Dorine Rausch	\$100.00	C
28716	C	12/10/2012	61 Ernie Schmit	\$874.55	C
28717	C	12/10/2012	74 Gas Service Co	\$826.25	C
28718	C	12/10/2012	316 GERAD'S OIL CO., INC	\$1,861.15	C
28719	C	12/10/2012	80 Gopher State One-Call, Inc	\$5.80	C
28720	C	12/10/2012	92 Headley Hardware	\$443.24	C
28721	C	12/10/2012	614 Holdingford Gas and Grocery	\$345.84	C
28722	C	12/10/2012	106 Holdingford Mill	\$59.00	C
28723	C	12/10/2012	117 Jerome Schueler	\$500.00	C
28724	C	12/10/2012	730 Midcontinent Business Solutions	\$163.39	C
28725	C	12/10/2012	161 Mike Odden	\$75.00	C
28727	C	12/10/2012	172 MN Licensed Beverage Assn	\$299.00	C
28728	C	12/10/2012	752 MN Valley Testing Labs	\$387.60	C
28729	C	12/10/2012	204 Patrick Meier	\$1,779.25	C
28730	C	12/10/2012	207 Postmaster	\$241.00	C
28731	C	12/10/2012	225 Schlenner, Wenner & Co	\$115.00	C
28732	C	12/10/2012	234 St Cloud Technical College	\$590.00	C
28733	C	12/10/2012	685 Star Publications, LLC	\$110.00	C
28734	C	12/10/2012	242 Stearns Cty Auditor-Treas	\$317.60	C
28735	C	12/10/2012	244 Stearns Cty Environmental	\$310.00	C
28736	C	12/10/2012	271 UC Lab	\$1,035.00	C
28737	C	12/10/2012	339 Verizon Wireless	\$53.24	C
28738	C	12/10/2012	358 XCEL ENERGY 51-5655040-0	\$2,154.07	C
28740	C	12/20/2012	779 Tri-County Abstract & Title Guaranty, Inc	\$511.00	C
28726	C	12/10/2012	402 MN Ambulance Association	\$75.00	O
28741	C	12/27/2012	6 AmeriPride Linen	\$155.66	O
28742	C	12/27/2012	9 Bernick's Pepsi-Cola	\$1,259.44	O
28743	C	12/27/2012	48 D & D Beer Co.	\$54.00	O
28744	C	12/27/2012	52 E. A. Sween Company	\$48.44	O
28745	C	12/27/2012	70 Frito-Lay, Inc	\$69.71	O
28746	C	12/27/2012	74 Gas Service Co	\$1,649.55	O
28747	C	12/27/2012	90 Harry's Frozen Foods	\$420.75	O
28748	C	12/27/2012	119 Johnson Brothers Liquor C	\$3,060.62	O
28749	C	12/27/2012	132 Larson Excavating	\$1,579.78	O
28750	C	12/27/2012	208 Principal Life	\$577.99	O
28751	C	12/27/2012	240 Stearns Bank-Holdingford	\$24.45	O
28752	C	12/27/2012	242 Stearns Cty Auditor-Treas	\$39.12	O
28753	C	12/27/2012	258 The Nut Man	\$97.00	O

Check #	Type	Date	Vendor Name	Amount	Status
28755	C	12/27/2012	276 United Systems Technology	\$80.34	O
28756	C	12/27/2012	281 Viking Coca Cola Bottling	\$2,336.35	O
28757	C	12/27/2012	316 GERAD'S OIL CO., INC	\$2,136.47	O
28758	C	12/27/2012	326 Auto Value	\$40.01	O
28759	C	12/27/2012	339 Verizon Wireless	\$91.14	O
28760	C	12/27/2012	359 XCEL ENERGY 51-5655038-6	\$1,176.22	O
28761	C	12/27/2012	360 XCEL ENERGY 51-5655037-5	\$639.80	O
28762	C	12/27/2012	361 XCEL ENERGY 51-5655039-7	\$865.54	O
28763	C	12/27/2012	383 XCEL ENERGY 51-5655041-1	\$543.90	O
28764	C	12/27/2012	384 XCEL ENERGY 51-336-4 & 8	\$219.40	O
28765	C	12/27/2012	386 USA Bluebook	\$103.14	O
28766	C	12/27/2012	447 Marco, Inc	\$136.37	O
28767	C	12/27/2012	481 Heggies Pizza	\$106.50	O
28768	C	12/27/2012	519 Xcel Energy 51-8242904-3	\$23.70	O
28769	C	12/27/2012	565 Duane Young	\$375.00	O
28770	C	12/27/2012	574 Jeremy Freudenrich	\$271.95	O
28771	C	12/27/2012	691 Integra Telecom	\$369.90	O
28772	C	12/27/2012	714 XCEL ENERGY 135920-8 marquee	\$53.19	O
28773	C	12/27/2012	745 Adam Krebs	\$13.99	O
28774	C	12/27/2012	750 St Cloud Times #1076	\$24.00	O
28775	C	12/27/2012	780 Bob Winter Truck Repair	\$60.00	O
28776	C	12/28/2012	18 C & L Distributing, Inc	\$10,506.25	O
28777	C	12/28/2012	24 Central-McGowan, Inc	\$47.58	O
28778	C	12/28/2012	25 Centre Jobbing Company	\$741.56	O
28779	C	12/28/2012	28 City of Holdingford	\$844.31	O
28780	C	12/28/2012	328 ALLSPEC SERVICES, LLC	\$81.21	O
28781	C	12/28/2012	465 Sandra Meer	\$32.00	O
28782	C	12/28/2012	470 Dylan Risberg	\$60.00	O
28783	C	12/28/2012	638 MN DNR	\$51.00	O
28785	C	12/28/2012	781 Jeff's Custom Cabinets	\$2,863.64	O
28786	C	12/28/2012	56 Emergency Apparatus Maint	\$2,650.71	O
28787	C	12/28/2012	686 Lake Region Firefighters Ass'n	\$40.00	O
28739	C	12/11/2012	778 Gerard & Margaret Wentland	\$35,000.00	V
28754	C	12/27/2012	263 Tom's Refuse	\$5,188.58	V
28784	C	12/28/2012	686 Lake Region Firefighters Ass'n	\$2,690.71	V
Cleared				\$18,169.09	
Outstanding				\$36,696.68	
Void				\$42,879.29	