

Holdingsford City Council Meeting (unapproved)
January 13, 2014

Acting Mayor Susan Marstein called the meeting to order at 7:00 p.m. and the pledge of allegiance was recited.

Present: Lewis Becker, Susan Marstein, Mike Odden, Lloyd Rausch, Sandra Meer, Keith Hommerding, Luke Sjurseth, Brittany Robinson and Louie Walz.

Absent: Ernie Schmit

Official Business

Mike Odden made a motion to approve the 2014 List of Charges, to include the mileage rate, election judge and council reimbursements as itemized on the List of Charges schedule. Lloyd Rausch 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
Depository	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

Acting Mayor Sue Marstein recommended that liaison's take active rolls with their designated department to make improvements and increase communication between council and departments.

Motion to approve checks was made by Lewis Becker, seconded by Lloyd Rausch. AIF

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

Payment for SEH invoice #276439 for the 2011 Street and Utility Project in the amount of \$1,419.28 was approved on a motion made by Mike Odden, seconded by Lloyd Rausch. AIF

Motion to approve bank reconciliation for December 2013 statements was made by Mike Odden, seconded by Lloyd Rausch. AIF

Motion to approve minutes of the December 2013 council meeting was made by Lloyd Rausch, seconded by Lewis Becker. AIF

Reports

Liquor Store report was read by Sue Marstein. Gross revenue for December was \$33,085.10 with expenses totaling \$45,860.36. Year to date lottery proceeds = \$3,853.98. Inventory totals have not been calculated, but should be finished this week. Council noted that the process for physical inventory, which was done on January 1st, needs to be revised and streamlined. Liquor Department liaisons will plan to meet with Pat on a monthly basis. Two outstanding NSF checks were passed on to the County for collection.

Fire Department report was given by Keith Hommerding. In 2013, there were 78 calls including 8 fires, 60 medical, 2 hazardous, 8 false alarms (good intent). There have been four calls already this year including a residential house fire this past weekend. Fortunately, the Lange family got out safely but property was a big loss.

The department has received about \$3,000 from calendar donations along with many thank you notes and words of encouragement. The annual Fire Relief Association breakfast will be March 9th and free will offerings will be accepted instead of selling tickets.

They continue to look for new members. Aaron Jungles resigned. Dave Barron asked for a leave of absence, which was granted on condition that he would pay for Firefighter 1 and Firefighter 2 Training as well as First Responders certifications, if lapsed. Applications will be put on the website. Keith has been re-elected as Fire Chief and will submit an updated Chain of Command list.

Bids were received for the hose and reel for the DNR grant. Repair costs for 600 Truck totaling \$3,618.11 will be put into fiscal year 2013, since repairs were completed in December.

First two classes for First Responder course are completed with two more classes in January to complete the training. Future training may include smoke reading class.

Personnel are gathering information for an ISO (Insurance Services Office) rating review this week. The ISO analyzes data to determine the departments' fire suppression ability which will help with planning and budgeting as well as potentially lower fire insurance premiums for communities that have a better protection rating.

Guests

Luke Sjurseth from MN 13 updated the Council on the Snowcross event that is scheduled for this Saturday, January 18, 2014. He noted where barricades will be placed for closing Main Street and Cedar Street and will provide a permit to Stearns County. Early Saturday morning, temporary snow fence barricades will be put up on Main Street between City Hall and Opatz Metals fence and between MN 13 corral and Headley Hardware, and on Cedar Street from the Fire Station parking lot to Giada's garage. The City Center parking lot will also be blocked off as well as the alley behind MN 13 and alley behind the Municipal Liquor Store (HMLS). Entrance to the event will be through MN 13 and HMLS.

Mr. Sjurseth is working with Pat Meier at HMLS for selling tickets and allowing event access through the bar. Advance tickets are available at several businesses in surrounding area. It's a family friendly show. Insurance certificate will be emailed this week.

Maintenance Report was read by Acting Mayor Sue Marstein. Two new chemical feed pumps were installed at the Well House after both pumps went out. The ice rink was flooded at Veteran's Park. A heater fan motor was put in the skid loader. Tires on the Ranger pickup are bald. Lloyd Rausch made motion to approve purchase of four new tires for the Ford Ranger at approximately \$100 per tire. Lewis Becker seconded the motion. AIF

No Mayor's report as he is out of town. No council report.

Clerk reported on accounting database changes with reworking the chart of accounts and is waiting on quote from programmers. New refrigerator for City Center kitchen should be delivered in approximately two weeks.

Old Business

Holdingsford Lions are planning another fundraiser to raise money for the Veteran's Park playground equipment.

Attorney John Koch recommended the City Council hold a public hearing for the purpose of authorizing an Order for formal abatement of the nuisance at Ed Vail's property on Third Street. A motion was made by Mike Odden to approve the City Council Order to schedule a public hearing on February 10, 2014 at 7:00 p.m. for Ed Vail to show cause why he is not in violation of the City Ordinance, and why injunctive relief to abate the nuisance should not be sought and costs to the City recovered. Lewis Becker seconded the motion. AIF

New Business

A cost of living wage increase for non-union employees was discussed. Mike Odden made a motion to approve a 1.5% cost of living wage increase for non-union employees. Lloyd Rausch seconded the motion. AIF

Andrew Neupert, LLC had requested approval by the City of Holdingsford to divide property R58.33703.0000 into two parcels; one parcel to include Gas & Grocery Store and one parcel to include the house. Sue Marstein made a motion to approve Resolution 14-01-13-1 for Division of Land for Andrew Neupert LLC. Lewis Becker seconded the motion. Motion failed. Voting in favor; Marstein and Becker. Opposed; Odden and Rausch. Resolution will be tabled until February meeting to clarify zoning ordinance requirements for lot size of existing properties since parcel with the house is 6,500 square feet.

Residents who are delinquent in their utility payments are: Diane Young, Brian Mader, Ed Vail, Mara Glader, Dave Hageman, Minnesota 13, Jayme Opatz, Roger Jensen, Mary Helmin Voss and Cody Hamm.

Stearns County Municipal League of Cities meeting will be Tuesday, January 21, in Freeport. Sue Marstein is planning to go.

HIP committee meeting on Monday, January 20, 2014 at 6:30 p.m. at City Center.

Motion to adjourn was made by Lewis Becker, seconded by Lloyd Rausch. Meeting adjourned at 9:10 p.m.

Respectfully submitted,

Sandra Meer
City Clerk, Holdingsford

DECEMBER 2013	
Department	Gross Pay
General	\$ 7,182.07
Public Works	\$ 9,432.00
Fire	\$ 20,936.50
Liquor	\$ 9,968.19
Total	\$47,518.76
3 pay periods ending	
12/02;12/16,12/30	

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

For The Fiscal Periods Range From 2013-12 To 2013-12

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

Check #	Type	Date	Vendor Name	Amount	Status
29606	C	12/9/2013	74 Amerigas	\$162.17	C
29607	C	12/9/2013	326 Auto Value	\$51.28	C
29608	C	12/9/2013	8 Becker Septic Pumping	\$240.00	C
29609	C	12/9/2013	9 Bernick's Pepsi-Cola	\$446.40	C
29610	C	12/9/2013	786 Brandon Cottrell	\$461.04	C
29611	C	12/9/2013	18 C & L Distributing, Inc	\$3,178.30	C
29612	C	12/9/2013	24 Central-McGowan, Inc	\$48.42	C
29613	C	12/9/2013	792 CW Technology	\$220.00	C
29614	C	12/9/2013	34 D & D Auto Repair, Inc.	\$288.56	C
29615	C	12/9/2013	70 Frito-Lay, Inc	\$76.50	C
29616	C	12/9/2013	316 GERAD'S OIL CO., INC	\$39.54	C
29617	C	12/9/2013	80 Gopher State One-Call, Inc	\$11.60	C
29618	C	12/9/2013	787 Granite City Jobbing Co	\$245.60	C
29619	C	12/9/2013	91 Hawkins, Inc	\$25.00	C
29620	C	12/9/2013	614 Holdingford Gas and Grocery	\$135.04	C
29621	C	12/9/2013	691 Integra Telecom	\$382.03	C
29622	C	12/9/2013	117 Jerome Schueler	\$500.00	C
29624	C	12/9/2013	809 Lisa Burlage	\$575.00	C
29625	C	12/9/2013	730 Midcontinent Business Solutions	\$233.54	C
29626	C	12/9/2013	161 Mike Odden	\$75.00	C
29627	C	12/9/2013	172 MN Licensed Beverage Assn	\$299.00	C
29628	C	12/9/2013	207 Postmaster	\$297.00	C
29629	C	12/9/2013	216 Reichert, Wenner,Koch	\$410.00	C
29630	C	12/9/2013	223 S.E.H.	\$675.00	C
29631	C	12/9/2013	573 St. Cloud Refrigeration	\$457.98	C
29632	C	12/9/2013	685 Star Publications, LLC	\$150.00	C
29633	C	12/9/2013	267 Tri County Septic	\$100.00	C
29635	C	12/9/2013	339 Verizon Wireless	\$53.26	C
29636	C	12/9/2013	281 Viking Coca Cola Bottling	\$1,103.90	C
29637	C	12/9/2013	387 WYRQ Radio	\$100.00	C
29638	C	12/9/2013	384 XCEL ENERGY 51-336-4 & 8	\$18.97	C
29639	C	12/9/2013	360 XCEL ENERGY 51-5655037-5	\$611.59	C
29640	C	12/9/2013	358 XCEL ENERGY 51-5655040-0	\$2,669.34	C
29641	C	12/18/2013	74 Amerigas	\$2,125.77	C
29642	C	12/18/2013	6 AmeriPride Linen	\$119.71	C
29643	C	12/18/2013	9 Bernick's Pepsi-Cola	\$730.21	C
29644	C	12/18/2013	507 Blue Cross Blue Shield of Minnesota	\$2,962.00	C
29645	C	12/18/2013	18 C & L Distributing, Inc	\$2,172.45	C
29646	C	12/18/2013	662 Carol Harlander	\$127.56	C
29647	C	12/18/2013	48 D & D Beer Co.	\$64.00	C
29648	C	12/18/2013	70 Frito-Lay, Inc	\$53.07	C
29649	C	12/18/2013	316 GERAD'S OIL CO., INC	\$1,996.95	C
29650	C	12/18/2013	787 Granite City Jobbing Co	\$481.59	C
29651	C	12/18/2013	81 Granite Electronics, Inc	\$14,027.29	C
29652	C	12/18/2013	90 Harry's Frozen Foods	\$335.00	C
29653	C	12/18/2013	92 Headley Hardware	\$618.85	C
29654	C	12/18/2013	481 Heggies Pizza	\$93.00	C
29655	C	12/18/2013	810 INSCCU - ASFE	\$55.00	C
29656	C	12/18/2013	574 Jeremy Freudenrich	\$119.00	C
29657	C	12/18/2013	119 Johnson Brothers Liquor C	\$2,168.23	C
29659	C	12/18/2013	811 Minnesota 13, LLC	\$250.62	C
29660	C	12/18/2013	476 Preferred Controls Corp	\$137.02	C
29661	C	12/18/2013	244 Stearns Cty Environmental	\$310.00	C

Check #	Type	Date	Vendor Name	Amount	Status
29662	C	12/18/2013	412 Sunset Electric, Inc	\$2,283.95	C
29663	C	12/18/2013	258 The Nut Man	\$62.00	C
29664	C	12/18/2013	804 Toshiba Financial Services	\$90.78	C
29665	C	12/18/2013	728 Tri-State Pump & Control, Inc.	\$1,467.04	C
29666	C	12/18/2013	271 UC Lab	\$1,016.50	C
29668	C	12/18/2013	281 Viking Coca Cola Bottling	\$695.50	C
29669	C	12/18/2013	627 WirtzBM Wine and Spirits, Inc	\$731.13	C
29670	C	12/18/2013	359 XCEL ENERGY 51-5655038-6	\$1,150.23	C
29671	C	12/18/2013	361 XCEL ENERGY 51-5655039-7	\$742.86	C
29623	C	12/9/2013	132 Larson Excavating	\$213.75	O
29658	C	12/18/2013	806 Lori Barron	\$245.60	O
29667	C	12/18/2013	339 Verizon Wireless	\$91.88	O
29672	C	12/31/2013	745 Adam Krebs	\$249.99	O
29673	C	12/31/2013	409 Albany Heating, A/C & Service, Inc.	\$258.00	O
29674	C	12/31/2013	74 Amerigas	\$784.71	O
29675	C	12/31/2013	9 Bernick's Pepsi-Cola	\$381.20	O
29676	C	12/31/2013	18 C & L Distributing, Inc	\$6,195.35	O
29677	C	12/31/2013	792 CW Technology	\$220.00	O
29678	C	12/31/2013	48 D & D Beer Co.	\$181.75	O
29679	C	12/31/2013	52 E. A. Sween Company	\$41.97	O
29680	C	12/31/2013	550 Everything Signs	\$48.09	O
29681	C	12/31/2013	70 Frito-Lay, Inc	\$40.22	O
29682	C	12/31/2013	787 Granite City Jobbing Co	\$823.67	O
29683	C	12/31/2013	90 Harry's Frozen Foods	\$95.00	O
29684	C	12/31/2013	481 Heggies Pizza	\$205.55	O
29685	C	12/31/2013	691 Integra Telecom	\$379.96	O
29686	C	12/31/2013	574 Jeremy Freudenrich	\$244.96	O
29687	C	12/31/2013	208 Principal Financial Group	\$609.23	O
29688	C	12/31/2013	216 Reichert, Wenner, Koch	\$50.00	O
29689	C	12/31/2013	223 S.E.H.	\$2,600.00	O
29690	C	12/31/2013	750 St Cloud Times #1076	\$24.00	O
29691	C	12/31/2013	240 Stearns Bank-Holdingford	\$22.15	O
29692	C	12/31/2013	258 The Nut Man	\$35.00	O
29693	C	12/31/2013	263 Tom's Refuse	\$4,944.08	O
29694	C	12/31/2013	276 United Systems Technology	\$85.00	O
29695	C	12/31/2013	281 Viking Coca Cola Bottling	\$390.00	O
29696	C	12/31/2013	627 WirtzBM Wine and Spirits, Inc	\$1,087.65	O
29697	C	12/31/2013	796 XCEL ENERGY 51-0010028448-1	\$11.05	O
29698	C	12/31/2013	288 XCEL Energy 971-1	\$75.73	O
29699	C	12/31/2013	714 XCEL ENERGY 135920-8 marquee	\$53.27	O
29700	C	12/31/2013	384 XCEL ENERGY 51-336-4 & 8	\$281.34	O
29701	C	12/31/2013	360 XCEL ENERGY 51-5655037-5	\$748.39	O
29702	C	12/31/2013	383 XCEL ENERGY 51-5655041-1	\$542.93	O
29703	C	12/31/2013	519 Xcel Energy 904-3	\$25.34	O
29634	C	12/9/2013	728 Tri-State Pump & Control, Inc.	\$1,915.92	V
				Cleared	\$51,528.37
				Outstanding	\$22,286.81
				Void	\$1,915.92