

Holdingsford City Council Meeting January 11, 2016

Mayor Susan Marstein called the January Holdingsford City Council meeting to order at 7:00 p.m. and the pledge of allegiance was recited. New council member, Bob Sanchez took the oath of office on January 6th and was welcomed to the council.

Present: Eric Berscheid, Susan Marstein, Mike Odden, Bob Sanchez, Alan Walz, Sandra Meer, Lisa Silbernack, Keith Hommerding, Patrick Meier, Dorine Rausch, Tony Stalberger, Scott Lange, Nancy Scott, Robb Berscheid, Jeremy Freudenrich, Duane Kuntsleben, Herman Lensing, and Jordy Opatz.

Eric Berscheid made a motion to approve consent agenda, consisting of claims, checks, electronic transfers and withdrawals, bank reconciliation, minutes of the December 2015 public hearing and council meeting. Motion seconded by Alan Walz. AIF

Official Business

Official appointments and department liaisons were designated as follows.

Acting Mayor	Mike Odden
Asst. Clerk-Treasurer	Sue Marstein
Attorney	Reichert, Wenner
Auditor	Schlenner, Wenner & Co
Engineers	SEH – Scott Lange
Depository	Stearns Bank – Holdingsford N.A. Primary Central Minnesota Credit Union Secondary**
Newspaper	Albany Enterprise
Webmaster	Mike Odden

Liaison Officers: Clerk – Sue Marstein
Fire – Alan Walz/Sue Marstein
Maintenance – Eric Berscheid
Liquor – Bob Sanchez/Sue Marstein
Parks – Mike Odden

Expectations for liaison- table until next work session.

Department Reports

Liquor Store report was given by Manager Patrick Meier. December gross revenue = \$33,822.64. Expenses = \$31,445.03. Year to date lottery proceeds = \$3,134.20. Year to date balance = \$20,792.79. The winter Fun Runs are starting. Pat is still looking for a double door freezer. He is also working with credit card processing vendor on contract and may purchase chip-card reader.

Fire Department report was given by Keith Hommerding. The department responded to 110 calls in 2015; of which 87 were medical, 11 cancelled-in-route/good intent, six fires, three hazardous, two false alarms and one service call. There have been four calls this year including one in Krain Township, one in Holding Township and two in Holdingsford. The calendar donations have amounted to \$4,360 already. Thanks for all who have donated. Firefighter Mike Schmidt is working on getting Firefighter 2 certification done.

Fire board meeting is scheduled for Wednesday, January 27 at 7:00pm.

Firefighter physicals are due this year and are normally done in Albany. With the changes at the Albany Medical Center, other providers will be compared to get the best price and service.

Firefighter Dave Yurczyk wants to take a 22 hour class on Fire Investigation. The class would be paid for but he asked for reimbursement for time and mileage to Willmar. It isn't in scope of duties and isn't a necessary service for the department. Council did not act on the request.

A new applicant is being considered but response time is a factor due to home address.

Charges for services were discussed. Car crashes are billed out at \$400 plus man hours. If there were numerous calls to same address for medicals needs that the First Responders are now trained to administer, then reimbursement should be requested, otherwise costs will be absorbed by the department.

Emergency Managers Report was given by Dorine Rausch. Quarterly meeting is next week in Rockville, topic is disaster assessments. Dorine will be attending the Governor's Conference next month to receive her certification as the Emergency Manager for the city.

Maintenance Report was read by Mayor Sue Marstein. Snow was removed. Christmas lights were taken down. The yearend water report was completed. Equipment was repaired and maintained. New loader is being used and has new decals. Maintenance will attend training for confined spaces offered at SEH this week.

Guests

Nancy Scott, the city building inspector addressed building permit valuations on two commercial property permits from 2014. Robb Berscheid, Everything Signs and Eric Berscheid, Berkon noted that building permit fees were about two times the amount of the property tax valuation, which they had met with the city and building inspector in November to discuss. Lisa Silbernack contacted

other building inspectors and noted that most have different methods for calculating fees. A City that has adopted the state building code has options to either set permit rates based on the Building Valuation Data sheet provided by the Minnesota Department of Labor and Industry (DOLI), contract with a building inspector and accept their rates, or approve a city building rate schedule and find an inspector to work within that schedule. The City of Holdingford has worked with Nancy Scott for the past 10 years and accepted her rate schedule, which is based on the DOLI Building Valuation Data, as part of that contract. Nancy Scott noted she would not give a refund on permit for a job that she did according to her contract. Council noted that it would set precedence if the council reimburses the city portion of the permit fee for a permit that has already been issued. For future projects, if council can come up with another qualified source for setting rates or fair and equitable way to determine permit fees, Ms. Scott would be happy to look at it. Refunds for unfinished projects may be considered as per city refund policy. Mayor Marstein called three times for a motion to resolve refund issue. No action was taken.

Mike Odden made motion to approve Resolution 16-01-11-1 for a gambling permit for the Knights of Columbus to hold a cash raffle on May 5, 2016 at the Church of All Saints. Alan Walz seconded the motion. AIF

Jordy Opatz brought concerns regarding cleaning the sidewalk in front of their property. The city cleans most sidewalks in the city but equipment doesn't fit on sidewalk due to placement of Opatz's fence. It takes the Maintenance Department about six hours to clean the sidewalks. Council member Bob Sanchez talked to Polar management and they are willing to clear the sidewalk.

Old Business

Following discussion on proposed five year contract with Xtratyme versus a two year contract, Mike Odden made a motion to approve two year contract with Xtratyme Technologies. Eric Berscheid seconded the motion. AIF

IT support from CW Technologies cannot be discontinued until administrative access is obtained on all city computers. Mike Odden made a motion to give Office Assistant, Lisa Silbernack administrative access to all city computers. Bob Sanchez seconded the motion. AIF

A proposal outlining current technology and website expenses compared to updating the city website using either GovOffice or Dreamweaver and utilizing city staff time was considered. Alan Walz made a motion to move forward with proposed option to include website though GovOffice. Bob Sanchez seconded the motion. AIF

Council requested a survey be done to determine interest before offering online ePay options for accepting utility payments.

Revised calculations for Equivalent Dwelling Units (EDU's) were reviewed by Scott Lange from SEH. EDU's were originally calculated using water data from 2008 when the Rural Development loan was issued for 2010 and 2011 Street Utility Projects. EDU's are calculated to determine commercial EDU rates based on consumption. Scott Lange suggested there may have been a cap on EDU's for commercial properties that used more water but couldn't find documentation to support that. The highest water users are Polar Tank Trailer and Holdingford Schools. Actual data calculations for 2015 usage amounted to 86 gallons per EDU. Lange recommended using the Minnesota Rural water average of 150 gallons per EDU to even out the EDU base. Mike Odden made a motion to accept EDU's at current rate schedule of 150 gallons for commercial properties. Eric Berscheid seconded the motion. Discussion on capping the EDU's versus charging based on actual consumption. Voting in favor; Eric Berscheid, Mike Odden, Alan Walz. Bob Sanchez abstained, due to vested interest. Mayor Sue Marstein opposed. Motion passed.

Notices will be sent to Polar and the school. Calculations will be reviewed and adjusted annually using prior year consumption data.

Another company, Geronimo Energy has contacted the city seeking interest in community solar gardens. Sunshare, the company that has proposed a contract with the city will set up a conference call before the next month's meeting. The League of Minnesota Cities is presenting a seminar for attorneys in February on community solar gardens and the issue was put on hold until after the LMC seminar.

The dishwasher in the City Center kitchen is working intermittently. Since a used dishwasher has not been found, the council asked for quotes for a new commercial grade dishwasher.

At least two council members need to complete training for Board of Appeals certification. Training is done online through the Department of Revenue's website. Eric Berscheid and Alan Walz plan to finish the training before the end of the month.

New Business

Eric Berscheid made motion to post and publish notice for bids to rent cropland. Bob Sanchez seconded the motion. AIF Bids for a 3 year agreement to rent ten acres of city owned land will be opened at the February 8th meeting.

Quotes for water tower interior coating and sue will talk to Scott Lange from SEH for getting a bid/quote together for work to be done this summer.

Admin Reports

Councilmember Reports: There was discussion on plowing church parking lots and if it's done for one should be done for others. The church will be notified that plowing will no longer be done. Businesses and residents are ultimately responsibility to keep sidewalks clean and reminder will be taken to Commercial Club. Cul-de-sac at North High Court has settled and now cars are bottoming out when using driveways. Repaving the area is in Future Projects plan that the Maintenance Department is working on with SEH.

Mike Odden reported that the Holdingford Historical Society will sponsor a showing of the Minnesota 13 movie by Elaine Davis this summer. He also visited the city history center in St Joseph and will start documenting and categorizing items in the museum.

Council asked that other building inspectors be contacted for rates and services.

See the end of minutes for detailed Mayors Report.

Mike Odden made a motion to approve the fee schedule with amended changes. Bob Sanchez seconded the motion. AIF
 There was discussion on what constitutes a Special Meeting and department liaison duties. If the meeting is called to order it's considered a special meeting and council members will be paid \$30. Liaison duties will be discussed at the February work session.

Clerk Sandra Meer noted that Stearns Bank will wait until spring, after any settling in the sidewalk occurs to determine if back entrance and sidewalk need to be leveled. Regional Clerk's meeting will be held on January 20th in Eden Valley.

Announcements

Residents who are delinquent in their utility payments are: Debra Feld, James Urbashich, Nicholas McGillivray, Rough Riders, Edward Ehrlichmann, Brenda Rybak, Josh Krueger, Roger Jensen, Barbara Olson, James Taylor, and Janice Zarbok.

Annual Fire Board meeting is scheduled at City Hall on January 28th at 7:00 p.m.

Motion to adjourn was made by Eric Berscheid, seconded by Alan Walz. Meeting adjourned at 10:20 p.m.

Respectfully submitted,

Sandra Meer
 City Clerk, Holdingford

DECEMBER 2015	
Department	Gross Pay
General	\$ 5,529.74
Public Works	\$ 6,810.06
Fire	\$ 22,405.60
Liquor	\$ 6,582.61
Total	\$ 41,328.01
2 pay periods ending	
12/14, 12/28	

City of Holdingford - Equal Opportunity Provider
Accounts Payable Check Register Report - STEARNS BANK
 For The Fiscal Periods Range From 2015-12 To 2015-12

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

Check #	Type	Date	Vendor Name	Amount	Status
31493	C	12/10/2015	704 AFSCME Council 65	\$114.00	C
31494	C	12/10/2015	517 Alex Air Apparatus, Inc	\$3,301.90	C
31496	C	12/10/2015	883 Amber Molitor	\$172.50	C
31497	C	12/10/2015	9 Bernick's Pepsi-Cola	\$1,224.15	C
31498	C	12/10/2015	786 Brandon Cottrell	\$240.35	C
31499	C	12/10/2015	18 C & L Distributing, Inc	\$5,069.05	C
31500	C	12/10/2015	24 Central-McGowan, Inc	\$18.22	C
31501	C	12/10/2015	885 City of Little Falls	\$49,564.96	C
31502	C	12/10/2015	48 D & D Beverage	\$222.00	C
31503	C	12/10/2015	884 Davis Mickelson	\$189.75	C
31504	C	12/10/2015	53 Ecolab	\$74.81	C

Check #	Type	Date	Vendor Name	Amount	Status
31505	C	12/10/2015	56 Emergency Apparatus Maint	\$1,698.69	C
31506	C	12/10/2015	550 Everything Signs	\$75.00	C
31507	C	12/10/2015	316 GERAD'S OIL CO., INC	\$177.54	C
31508	C	12/10/2015	80 Gopher State One-Call, Inc	\$4.35	C
31509	C	12/10/2015	787 Granite City Jobbing Co	\$963.53	C
31510	C	12/10/2015	91 Hawkins, Inc	\$362.00	C
31511	C	12/10/2015	92 Headley Hardware	\$640.91	C
31512	C	12/10/2015	614 Holdingford Gas and Grocery	\$139.31	C
31514	C	12/10/2015	691 Integra Telecom	\$283.75	C
31515	C	12/10/2015	119 Johnson Brothers Liquor C	\$2,870.80	C
31516	C	12/10/2015	144 MEDICA	\$1,292.36	C
31517	C	12/10/2015	730 Midcontinent Business Solutions	\$183.14	C
31518	C	12/10/2015	160 Mies Outland, Inc	\$38.13	C
31519	C	12/10/2015	161 Mike Odden	\$75.00	C
31521	C	12/10/2015	172 MN Licensed Beverage Assoc	\$360.00	C
31522	C	12/10/2015	431 MPCA	\$45.00	C
31523	C	12/10/2015	207 Postmaster	\$114.00	C
31524	C	12/10/2015	754 Powerhouse Outdoor Equip. Inc	\$456.91	C
31525	C	12/10/2015	216 Reichert, Wenner,Koch	\$420.00	C
31526	C	12/10/2015	685 Star Publications, LLC	\$62.10	C
31527	C	12/10/2015	254 Strategic Equipment & Supply	\$163.66	C
31528	C	12/10/2015	866 Swanville Repair	\$129.99	C
31529	C	12/10/2015	258 The Nut Man	\$27.00	C
31530	C	12/10/2015	263 Tom's Refuse	\$5,145.08	C
31531	C	12/10/2015	637 Tony Stalberger	\$12.98	C
31532	C	12/10/2015	271 UC Lab	\$480.50	C
31533	C	12/10/2015	360 XCEL ENERGY 51-5655037-5	\$782.49	C
31534	C	12/10/2015	359 XCEL ENERGY 51-5655038-6	\$1,368.17	C
31535	C	12/10/2015	361 XCEL ENERGY 51-5655039-7	\$725.75	C
31536	C	12/10/2015	358 XCEL ENERGY 51-5655040-0	\$2,480.08	C
31538	C	12/22/2015	6 AmeriPride Linen	\$127.94	C
31539	C	12/22/2015	856 Andy Bartkowicz	\$75.00	C
31541	C	12/22/2015	326 Auto Value	\$159.22	C
31542	C	12/22/2015	9 Bernick's Pepsi-Cola	\$422.65	C
31543	C	12/22/2015	507 Blue Cross Blue Shield of Minnesota	\$345.03	C
31544	C	12/22/2015	18 C & L Distributing, Inc	\$3,084.20	C
31545	C	12/22/2015	873 CenturyLink	\$62.64	C
31547	C	12/22/2015	792 CW Technology	\$335.00	C
31548	C	12/22/2015	48 D & D Beverage	\$47.55	C
31549	C	12/22/2015	370 Dorine Rausch	\$325.00	C
31550	C	12/22/2015	52 E. A. Sween Company	\$310.42	C
31551	C	12/22/2015	70 Frito-Lay, Inc	\$82.62	C
31552	C	12/22/2015	787 Granite City Jobbing Co	\$661.14	C
31553	C	12/22/2015	81 Granite Electronics, Inc	\$86.52	C
31554	C	12/22/2015	90 Harry's Frozen Foods	\$184.75	C
31556	C	12/22/2015	481 Heggies Pizza	\$306.90	C
31557	C	12/22/2015	810 INSCCU - ASFE	\$130.00	C
31558	C	12/22/2015	882 Jason Peterson	\$437.50	C
31559	C	12/22/2015	119 Johnson Brothers Liquor C	\$667.70	C
31561	C	12/22/2015	808 OCC	\$50.00	C
31562	C	12/22/2015	207 Postmaster	\$70.00	C
31564	C	12/22/2015	216 Reichert, Wenner,Koch	\$1,297.50	C
31565	C	12/22/2015	240 Stearns Bank-Holdingford	\$20.10	C
31567	C	12/22/2015	263 Tom's Refuse	\$5,216.08	C
31568	C	12/22/2015	804 Toshiba Financial Services	\$99.12	C
31570	C	12/22/2015	276 United Systems Technology	\$100.00	C
31571	C	12/22/2015	339 Verizon Wireless	\$88.97	C
31572	C	12/22/2015	281 Viking Coca Cola Bottling	\$1,777.85	C
31573	C	12/22/2015	383 XCEL ENERGY 51-5655041-1	\$645.79	C
31574	C	12/22/2015	519 XCEL ENERGY 51-8242904-3	\$34.31	C
31575	C	12/22/2015	292 Ziegler	\$589.53	C
31495	C	12/10/2015	328 AllSpec Services, LLC	\$333.90	O
31513	C	12/10/2015	886 Holdingford Hometown Happenings	\$350.00	O
31520	C	12/10/2015	402 MN Ambulance Association	\$75.00	O
31537	C	12/22/2015	409 Albany Heating, A/C & Service, Inc.	\$344.50	O
31540	C	12/22/2015	432 Appliance Repair Center, Inc.	\$227.00	O
31546	C	12/22/2015	814 Cruise Control	\$500.00	O
31555	C	12/22/2015	851 Health Partners	\$1,016.48	O
31560	C	12/22/2015	887 Melissa Luethmers	\$75.00	O
31563	C	12/22/2015	208 Principal Financial Group	\$106.52	O
31566	C	12/22/2015	258 The Nut Man	\$63.00	O
31569	C	12/22/2015	267 Tri-County Septic Service	\$225.00	O
				Cleared	\$99,610.94
				Outstanding	\$3,316.40
				Void	\$0.00