

## Holdingsford City Council Meeting and Public Hearing Minutes (Unapproved) July 8, 2013

The public hearing to review the Wellhead Protection Plan for the City of Holdingsford was called to order at 7:00 p.m. on July 8, 2013. Dave Neiman from Minnesota Rural Water Association explained the process of establishing a written protection plan for public drinking water. Maps of the affected area for the Wellhead Protection Plan were reviewed. The Wellhead Protection Plan identified vulnerable areas, potential contaminants and threats to the drinking water supply. Management strategies are identified in the plan to work with area land owners to protect the water supply.

Written comments were received from Susan McGuire at Stearns County Environmental Services. Land Use Tables were inserted into the Appendix. Once reviewed and approved by the State, the plan is in effect for 10 years. Mike Odden made a motion to close the public hearing. Sue Marstein seconded the motion. Public hearing was adjourned at 7:20p.m.

Mayor Ernie Schmit called the regular monthly meeting of the Holdingsford City Council to order at 7:20 p.m. The pledge of allegiance was recited.

Present: Lewis Becker, Susan Marstein, Mike Odden, Lloyd Rausch, Ernie Schmit, Sandra Meer, Jeremy Freudenrich, Keith Hommerding, Pat Meier, Dorine Rausch, Scott Lange, Dave Neiman, Carrie Raber, Molly Thompson, Joe Christensen, Sue Ebnert, Karla Kalla, Deb Kostreba, Jeanette May, Jeff Mergen, Jessie Scepaniak, Gordy Sjaaheim, Karen Solarz, Mary Solarz, Ed Vail, Arnold Voss, Florence Voss, Louise Winkler and Laverne Woidylla,

Sue Marstein made a motion to approve the Wellhead Protection Plan as reviewed and amended at the public hearing and submit it to the Minnesota Department of Health for review. Lloyd Rausch seconded the motion. AIF

After review of claims, a motion to approve checks was made by Sue Marstein, seconded by Lewis Becker. AIF

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

Motion to approve electronic transfers & debit card purchases was made by Lewis Becker, seconded by Lloyd Rausch. AIF

Motion made by Lloyd Rausch to approve minutes of the June 2013 council meeting. Motion seconded by Sue Marstein. AIF

### Reports

Municipal Liquor Store report was given by Pat Meier. Gross revenue for June was \$31,627.78 with expenses of \$43,712.41. YTD lottery is \$2,069.28. Net loss = \$7,798.33.

Holdingsford Daze street dance is this weekend. The cost of the band, Beaner and the Big Chickens, and trailer-stage will be split between the Municipal Liquor Store, Minnesota 13 and the American Legion.. The Holdingsford Mill gave permission for an antenna to be put up so the Municipal Liquor Store can get a wireless signal and better internet service. They are looking at some electronic gambling options.

Molly Thompson from Schlenner Wenner & Co. addressed the issue of paying part-time bartenders for Holdingsford Daze as independent contractors versus employees. In the firm's annual management letter to the City Council they recommended that "all future wages paid to employees be run through the payroll system and be subjected to the proper withholdings". The Council concurred that due to the timeliness of the event no changes would be made and past practice would be followed.

The 2014 budget workshop was set for August 28<sup>th</sup> at 5:00p.m. for the Municipal Liquor Store.

Fire Department report was given by Keith Hommerding. 35 calls this year to date; 1 from Avon Township, 1 from Krain Township, 7 from Brockway Township, 11 from the City and 15 from Holding Township.

Two new fire fighters are being interviewed this week. Mike Odden made a motion to approve hiring the two fire fighters. Sue Marstein seconded the motion. AIF

The hoses on the cutters and spreaders need to be replaced with an approximate cost of \$1,000. The second half of the bus extrication class was completed. July training will be in-house using Polar Tanks' confined space tank simulator. Reimbursement from the State was received for the house burn training.

The Fire Department's budget workshop will be August 28<sup>th</sup> at 6:00p.m.

The Fire Department will be hosting the annual water ball fight during Holdingsford Daze on Saturday, July 13<sup>th</sup> at 2:00p.m.

Maintenance Department Report was read by Mayor Schmit. Weeds were sprayed. Issues with well generator hook up were resolved after power outage during June 21<sup>st</sup> storm. Ejector on Well #3 was rebuilt. Tire was replaced on 1445 JD mower. Catch basins on Main Street were recovered and replaced after they were picked up and dropped into storm sewers during the night. Electricity at softball field was turned on for June tournament. Holdingsford Softball Association is delinquent in paying the electric bill from 2012 softball season. Council approved payment of bill and will seek to recover outstanding balance. A pedestrian crossing sign was ordered for County Road 17 at Lake Wobegon Trail crossing. Water faucet was plumbed on outside of bathroom building at

campground for potable water. Repair work on body/door of plow truck has been done and will be submitted to insurance. Wing work still needs to be completed

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

### Guests

Joe Christensen requested approval for two gambling permits for the City Picnic on August 25<sup>th</sup> and the Playground Equipment Raffle on October 16<sup>th</sup>. Mike Odden made motion to approve gambling permits for the Holdingford Lions Club on August 25, 2013 at the Holdingford City Park and October 16, 2013 at the Holdingford American Legion. Sue Marstein seconded the motion. AIF

Molly Thompson from Schlenner Wenner & Co. reviewed the 2012 audit. Overall, income and expenses have been consistent with prior years. Fluctuations in income and expenses were tied to the 2012 Street Project and financing changes. Management letter included comments on Liquor Store wages, mileage reimbursement rates, 1099 forms, personal use of City property and City employee gambling. No other issues were out of the ordinary. Sue Marstein made motion to accept 2012 audit from Schlenner Wenner & Co. Lewis Becker seconded the motion. AIF

### Old Business

Scott Lange from SEH addressed concerns with Street and Utility Project, including: painting yellow areas on curbs for parking restrictions; thistles growing in camping area where seed was spread; creating a boulevard with plants or a chain and posts in parking lot at Veterans Park; add gravel going down to the river where old dump is exposed and glass has surfaced; on Main Street by the park height of curb on the west side by gravel parking lot seems higher than on east side of street; and grade of road on Plymouth and 2<sup>nd</sup> Street is not conducive for drainage of water and ice buildup. Residents voiced concerns regarding the grass seed that was spread last fall is coming up with a lot of thistle. Concerns will be addressed on final punch list and during project walk through. A final walk through will be on Thursday, July 25<sup>th</sup> at 3:00p.m. with two council members, maintenance supervisor, project lead, engineer and contractor.

Total bill for the projects will not exceed contract estimate. On the 2011 Street Project the retainer of 1 % will be paid when all items are completed. On the 2012 Street Project the retainage held is 5% until final punch list is finished. Total retainage is \$82,000.

Residents who are interested in paving their driveways should call Tri-City Paving individually within the next two weeks.

PPE #15 for 2011 Street and Utility Project to Larson Excavating for \$27, 932.71 was approved on a motion by Sue Marstein and seconded by Mike Odden. AIF

PPE #6 for 2012 Street and Utility Project to Larson Excavating for \$80,561.40 was approved on a motion by Sue Marstein, seconded by Lewis Becker. AIF

Pay Invoice #269710 from SEH in the amount of \$21,307.90 was approved on a motion by Mike Odden, seconded by Lewis Becker. AIF

The Council heard residents' concerns regarding Ed Vail property on Gertrude Street, to include; four trailers parked in the yard, all are licensed; construction trailers that are piled with lumber, piles of wood that are not stacked, trailer next to the garage has wood under the trailer; neighbors have to keep windows shut in order to sleep due to dogs whining/howling at night. Residents can see improvement, but there continues to be clutter and junk that is not gotten rid of. Mr. Vail will be putting up a fence for his dogs. There was a suggestion to get volunteers to help residents who are not physically able to clean and remove yard waste and junk. Mr. Vail would be open to volunteer help. Jeremy Freudenrich will check with County for possible help from those who need Community Service hours. Residents and Council agreed to allow Ed Vail to continue with his cleanup efforts as long as improvements are made and will revisit the issue at the August council meeting.

Residents voiced concerns regarding other residential lots that have abandoned vehicles, construction materials and rubbish, and out buildings that are not kept up to city standards. Council agreed that all residences that are not conforming to City Ordinances should be identified and given notice of non-compliance with a request to rectify the problem.

### New Business

There was discussion on paving two areas in the City. Lloyd Rausch made motion to pay \$2,600 for paving behind Holdingford Gas & Grocery in alleyway. Mike Odden seconded the motion. AIF

The Lions Club and Commercial Club have each committed \$2,000 to paving a parking strip, 158'x 30' along the posts by the Lake Wobegon Trailhead parking lot. Total cost to pave the area is \$7,000. Council will request \$1,500 donations from the Snowflyers and the American Legion. Sue Marstein made motion that the City will contribute the remaining balance if donations are not received for paving the parking strip at the Lake Wobegon Trailhead parking lot. Lloyd Rausch seconded the motion. AIF

Mayor Schmit is working with our State Representative to be included in next year's State Bonding Bill to make natural gas accessible to Holdingford residents. Mike Odden made a motion to approve Resolution #13-07-08-01 for the City of Holdingford's request to be included in the 2014 State Bonding Bill for accessibility of natural gas to the Holdingford-Upsala area.. Sue Marstein seconded the motion. AIF

Dog issues were discussed. There have been reported incidents of dogs biting, dogs running loose, out of yards and/or unleashed, and barking throughout the night. Any of the above violations should be reported to the Sheriff's office. A Deputy can issue a citation for being in violation of a city ordinance if proof is given.

Holdingford Daze was discussed. As in the past; Commercial Club will pay for Sunday morning cleanup crew wages, City will pay for roll off dumpster and wages for Maintenance Department. Stearns County Sheriff will patrol the weekend events. Parade route is same as last year, starting at the school, down County Road 17 to Main Street, except turning up Cedar Street instead of Washington Street because trailer-stage will be set. Freedom Flight hot air balloon will be at the high school on Saturday.

Sue Marstein expressed interest in finding a softball manager for next summer to get a softball league started again in Holdingford.

The City is looking for two volunteers to help at the hazardous waste pickup at St Mary's parking lot on August 24<sup>th</sup> from 9:00a.m. to 1:00p.m.

The budget workshop for the City Office was set for Wednesday, August 14<sup>th</sup> at 4:00p.m. Budget workshops for the Park and Maintenance Departments will be held Monday, August 19<sup>th</sup> at 3:30p.m.

Past due utility notices were sent to Diane Young, Brian Mader, Steven Horvath, Debra Feld, David Hageman, Edward Ehrlichman, Minnesota 13, Michael Becker, Jesse Johnson, Mark McClintock, Stipe Vasilj and Roger Jensen.

Mike Odden made a motion to set a public hearing for August 12, 2013 at 7:00p.m. to consider TIF district financing for the Assisted Living Project in Holdingford. Sue Marstein seconded the motion. AIF

Motion to adjourn was made by Sue Marstein and seconded by Lloyd Rausch. Meeting adjourned at 10:15 p.m.  
Respectfully submitted,

Sandra Meer  
City Clerk, Holdingford

JUNE		
Department	Gross Pay	
General	\$ 4,747.90	
Public Works	\$ 6,477.26	
Fire	\$ .00	
Liquor	\$ 6,346.18.	
Total	\$ 17,571.34	
2 pay periods ending		
6/3, 6/17		

**HAZARDOUS WASTE PICKUP**  
**Holdingford –St Mary's Church Parking Lot**  
**SATURDAY, AUGUST 24, 2013**  
**9 A.M. TO 1 P.M.**

**City of Holdingford - Equal Opportunity Provider**  
**For The Fiscal Periods Range From 2013-6 To 2013-6**

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

<b>Check #</b>	<b>Type</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Amount</b>	<b>Status</b>
29152	C	6/7/2013	6 AmeriPride Linen	\$101.38	C
29153	C	6/7/2013	792 CW Technology	\$456.00	C
29154	C	6/7/2013	640 Evergreen Equipment	\$86.50	C
29155	C	6/7/2013	80 Gopher State One-Call, Inc	\$20.30	C
29156	C	6/7/2013	91 Hawkins, Inc	\$990.42	C
29157	C	6/7/2013	95 Heiman Fire Equipment, Inc	\$1,147.36	C
29158	C	6/7/2013	614 Holdingford Gas and Grocery	\$405.89	C
29159	C	6/7/2013	106 Holdingford Mill	\$38.00	C
29160	C	6/7/2013	324 Initiative Foundation	\$300.00	C
29161	C	6/7/2013	117 Jerome Schueler	\$500.00	C
29162	C	6/7/2013	118 Jim's Snowmobile & Marine	\$11.75	C
29163	C	6/7/2013	309 Louise Winkler	\$33.78	C
29164	C	6/7/2013	730 Midcontinent Business Solutions	\$233.54	C
29165	C	6/7/2013	161 Mike Odden	\$75.00	C
29166	C	6/7/2013	207 Postmaster	\$79.00	C
29167	C	6/7/2013	685 Star Publications, LLC	\$219.60	C
29168	C	6/7/2013	271 UC Lab	\$1,041.50	C
29169	C	6/7/2013	339 Verizon Wireless	\$53.20	C
29170	C	6/7/2013	358 XCEL ENERGY 51-5655040-0	\$2,929.06	C
29199	C	6/27/2013	465 Sandra Meer	\$228.50	C
29171	C	6/27/2013	74 Amerigas	\$1,032.85	O
29172	C	6/27/2013	326 Auto Value	\$48.53	O
29173	C	6/27/2013	469 Barb Konsor	\$221.23	O
29174	C	6/27/2013	507 Blue Cross Blue Shield of Minnesota	\$2,306.00	O
29175	C	6/27/2013	18 C & L Distributing, Inc	\$8,272.60	O
29176	C	6/27/2013	48 D & D Beer Co.	\$134.00	O
29177	C	6/27/2013	793 DK's Tree & Landscaping LLC	\$350.00	O
29178	C	6/27/2013	565 Duane Young	\$800.00	O
29179	C	6/27/2013	52 E. A. Sween Company	\$83.52	O
29180	C	6/27/2013	640 Evergreen Equipment	\$86.50	O
29181	C	6/27/2013	70 Frito-Lay, Inc	\$77.12	O
29182	C	6/27/2013	316 GERAD'S OIL CO., INC	\$839.79	O
29183	C	6/27/2013	90 Harry's Frozen Foods	\$341.50	O
29184	C	6/27/2013	91 Hawkins, Inc	\$1,047.29	O
29185	C	6/27/2013	92 Headley Hardware	\$317.02	O
29186	C	6/27/2013	481 Heggies Pizza	\$148.65	O
29187	C	6/27/2013	107 Holdingford Fire Relief Assn	\$1,000.00	O
29188	C	6/27/2013	691 Integra Telecom	\$299.40	O
29189	C	6/27/2013	118 Jim's Snowmobile & Marine	\$4.00	O
29190	C	6/27/2013	119 Johnson Brothers Liquor C	\$2,574.04	O
29191	C	6/27/2013	134 League of MN Cities Ins.	\$34,494.00	O

Check #	Type	Date	Vendor	Name	Amount	Status
29192	C	6/27/2013	447	Marco, Inc	\$136.37	O
29193	C	6/27/2013	175	MN Municipal Beverage Ass'n	\$395.00	O
29194	C	6/27/2013	198	Opatz Excavating	\$981.25	O
29195	C	6/27/2013	794	Paggen's Auto Body & Sandblasting	\$6,035.70	O
29196	C	6/27/2013	604	Pollock's Feed and Fertilizer Inc.	\$244.58	O
29197	C	6/27/2013	208	Principal Financial Group	\$577.99	O
29198	C	6/27/2013	502	Ruth Odden	\$274.84	O
29200	C	6/27/2013	750	St Cloud Times #1076	\$24.00	O
29201	C	6/27/2013	237	St Rosa Lumber, Inc	\$4.23	O
29202	C	6/27/2013	242	Stearns Cty Auditor-Treas	\$4,720.00	O
29203	C	6/27/2013	258	The Nut Man	\$98.00	O
29204	C	6/27/2013	339	Verizon Wireless	\$91.69	O
29205	C	6/27/2013	281	Viking Coca Cola Bottling	\$5,146.00	O
29206	C	6/27/2013	288	XCEL Energy 971-1	\$11.19	O
29207	C	6/27/2013	714	XCEL ENERGY 135920-8 marquee	\$90.63	O
29208	C	6/27/2013	384	XCEL ENERGY 51-336-4 & 8	\$122.95	O
29209	C	6/27/2013	360	XCEL ENERGY 51-5655037-5	\$458.58	O
29210	C	6/27/2013	359	XCEL ENERGY 51-5655038-6	\$1,181.26	O
29211	C	6/27/2013	361	XCEL ENERGY 51-5655039-7	\$890.57	O
29212	C	6/27/2013	383	XCEL ENERGY 51-5655041-1	\$714.05	O
29213	C	6/27/2013	519	Xcel Energy 904-3	\$25.05	O
					<b>Cleared</b>	<b>\$8,950.78</b>
					<b>Outstanding</b>	<b>\$76,701.97</b>
					<b>Void</b>	<b>\$0.00</b>