

City of Holdingford  
Council Meeting Minutes (Approved)  
June 11, 2012

Present at the meeting: Kim Ebnet, Mike Odden, Lloyd Rausch, Susan Marstein, Ernie Schmit, Vicki Statz, Scott Lange, Pat Meier, Keith Hommerding, Gordon Sjaasheim, Louise Winkler, Kathleen Murphy, Dorine Rausch, John Holthaus, Steve Feldewerd, Tim Kelly, Tim Winter, Kyle Ackerman.

Mayor Ernie Schmit called the meeting to order at 6:30 p.m.

Kathleen Murphy from Murphy Management Consultants met with the council on the process of hiring a new city clerk. Areas that will be of importance in hiring: accounting, people skills, government policy knowledge and computer knowledge. Kathleen, Mayor Ernie Schmit and City Clerk, Vicki Statz will work out the details of the job description and ad, etc.

Motion to approve checks was made by Kim Ebnet seconded by Lloyd Rausch. AIF

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

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

Motion to approve minutes of the May, 2012 council meeting was made by Kim Ebnet, seconded by Mike Odden. AIF

Liquor Store report was given by manager Pat Meier. Gross revenue for May was \$34,918.14. Gross expenses for May were \$31,587.02, having net revenue for the year at \$8,795.01. YTD lottery is \$2,096.86 for a total net revenue of \$10,891.87. May lottery brought in \$305.67. Upcoming events: Tuesday Bingo was started up again by the Booster Club, Friday has \$1 beer. Manager Meier reported that Arnie Berscheid will be fixing the side door after Holdingford Daze, Adam Voss will repair the chimney, and our maintenance men will repair the roof and roof vent as they get time. Motion to have Mary Helmin be at Group E, step 0 was made on a motion by Ernie Schmit, seconded by Sue Marstein. AIF Mary Helmin will receive back pay to May 1 as a payroll employee starting at \$9.95. Motion by Mike Odden, seconded by Kim Ebnet that any bartender who is hired is to be paid through payroll, not as a subcontractor. AIF

Fire Chief, Keith Hommerding reported 48 calls so far this year: 1 Albany Township; 4 Brockway Township; 29 City of Holdingford; 9 Holding Township; 3 Krain Township; 2 City of Sartell.. Truck Fund balance is at \$44,430.50. We will be having one person in FFI and one in FFII training this summer at the Tech College and be paid for with grant money. We are having a confined space trailer coming in for training. Dan Gerads attended an air pack training at the Mesabi Range. And he sent in the 50/50 match DNR grant. We are discussing joining the Central MN Mutual Aid agreement.

The city clerk will check on the St. Stephen Mutual Aid Agreement that was presented to us last month and signed by the city.

Fire fighter convention is this weekend in Alexandria; three people will be attending.

The mutual aid that helped Sartell at the Verso paper plant fire, we had nine firefighters help the first day, and took two water tankers, the newest pumper, five firefighters the second day. Sartell is looking for an invoice from us. Dorine sent them number of firefighters, trucks and hours for both days. There may be some reimbursement. It was very good training in seeing how a command center is run. It was very well organized. Mayor Schmit thanked the Fire Department for helping out the Sartell Fire Department with the fire at the paper mill.

Fire Chief Hommerding talked about getting an "L" shaped desk with filing cabinets underneath for the office. He sent out for bids, only one company responded. They would pay for it from the calendar fund money. There is a little over \$5,000 in that fund.

Dorine will be attending a two day training session called "Gone with the Wind" at Camp Ripley.

The siren up at school is still being worked on, so it is not running. The one on the south end of town is loud enough so that there is not a safety issue at this point.

Maintenance Department report was gone over. Besides their regular duties, some of the projects that were done in May: sludge was hauled, new front tires were put on the 1445 John Deere, trees by the covered bridge were trimmed, weeds sprayed, spread lime on the ballpark infield, new boards were put in the bleachers where needed and the arbor gate was put in in the Triangle Garden for the Garden Club, which is part of the city park system.

Mayor Ernie Schmit gave his report. See details at the end of the council minutes.

## Old Business

Final walk through on the street project will be done the week of July 2 by Sue Marstein and Ernie Schmit along with SEH personnel, after the paving is complete.

Larson's PPE 8 for \$40,830.98 was passed on a motion by Kim Ebnet, seconded by Sue Marstein. AIF

Bids for the Expansion Project, south end of town are being advertised. Bid opening will be Wednesday, July 11, 3 p.m. Holdingford City Hall.

There was a delay in receiving funds from Rural Water for Larson's PPE 7. Motion to temporarily move finances from the city's bond to the Street fund checking account to cover costs was made on a motion by Sue Marstein, seconded by Lloyd Rausch. AIF Once the funds come from Rural Water, these funds will be put back into the savings account.

Change Order #3 from Rice Lake was a reimbursement of \$3,603. These dollars were split between SEH (\$1,550) and Rice Lake (\$2,053), Scott Lange presented the council with a check from Rice Lake for its portion, SEH will give a credit on their future billing for their amount.

Motion to include \$217,000 for SEH services for the expansion project, south end of town was made by Sue Marstein, seconded by Mike Odden. AIF Total contract cost for entire project for SEH will be \$1,004,828.

The city received two quotes for seal coating using granite. Streets to be done are: River Bank, Rolling River, Rivercrest and cul-de-sac, North High Court and 3<sup>rd</sup> Street by St. Mary's Church. Astech, out of St. Cloud had a bid of \$12,178, Pearson Bros. from Hanover, MN bid was \$15,781.50. Motion to accept Astech bid was made by Lloyd Rausch, seconded by Mike Odden. AIF

Storm sewer by the train: two quotes came in to take out the iron grates, connect the lines, fill in with soil, etc. Opatz Excavating, LLC's bid was \$835; Larson Excavating Contractors, Inc. bid was \$1,226. Motion to have Opatz Excavating, LLC do the work was made by Sue Marstein, seconded by Mike Odden. AIF

Motion to pay SEH 256575 for \$9,884.50 was made by Mike Odden, seconded by Sue Marstein. AIF

## New Business

John Holthaus from Primary Benefits talked with the council about using their services for health insurance. Mayor Ernie Schmit thanked him for his time but said the city needs to use local businesses. The city has Primary Benefits for its life and dental coverage, but not health insurance.

Steve Feldewerd and Tim Kelly came before the council seeking a 3.2 beer license for TK's Restaurant and Lounge. They hope to have it operating by Holdingford Daze. Motion to give the 3.2 beer license to Tim Kelly of TK's Restaurant and Lounge was made by Kim Ebnet, seconded by Mike Odden. AIF

Ernie Schmit requested to renew the liquor license and Sunday liquor for the American Legion. Motion to grant license was made by Kim Ebnet, seconded by Sue Marstein. AIF

Kyle Ackerman from Xtratyme Technologies shared with the council his proposal for the antenna contract on our water tower. Currently they have nine antennas and equipment pieces on the water tower. He asked to table this contract until the January, 2013 council meeting where he will have a proposal for the city and community. He is interested in meeting with the EDA at their August 1, 2012 meeting. Motion to table was made by Sue Marstein, seconded by Lloyd Rausch. Voting yes: Sue Marstein, Lloyd Rausch, Kim Ebnet. Voting no: Mike Odden. Motion passed.

Motion to approve the Holdingford Lion's Club bingo and raffle gambling permit was made by Sue Marstein, seconded by Lloyd Rausch. AIF Resolution 12-06-11-01 will reflect this motion.

Kathy O'Hara, City Utility worker will be painting the remodeled city hall bathrooms, hallway and community room. The skateboard wood and the new bleacher panels will be painted by a "Sentence to Serve" person.

Mayor Ernie Schmit appointed a Wellhead Protection Plan manager and co-manager. They are Jeremy Freudenrich and Adam Krebs, our maintenance workers. Motion to approve this appointment was made by Mike Odden, seconded by Lloyd Rausch. AIF

Delinquent utility accounts: Jayson Burgardt \$493.42; Ed Ehrlichmann \$316.26; Jayme Opatz \$481.38; Trailer Park 10 units \$3,607.80.

The city clerk is to call the plumber who is working on River Birch to see about a building permit for work being done.

Sue Marstein showed the council the new signage that will be going up for our campground. These signs are being made by Everything Signs, Inc. of Holdingford.

The evergreen tree that has died at the south end of Veteran's Park is to be removed by the city maintenance men. Tree trimming will need to be done where the proposed campground information sign will be put. Also tree trimming on Gertrude Street just before Main Street. Trees are covering up the stop sign.

Clerk Item: The city clerk will take a week's vacation in July.

Motion to adjourn was made by Mike Odden, seconded by Kim Ebnet. AIF Meeting adjourned at 10:10 p.m.

Respectfully submitted,  
Victoria R. Statz  
City Clerk, Holdingford