

Holdingford City Council Meeting (unapproved)
November 12, 2013

Mayor Ernie Schmit called the regular monthly meeting of the Holdingford City Council to order at 7:00 p.m. The pledge of allegiance was recited.

Present: Lewis Becker, Sue Marstein, Mike Odden, Lloyd Rausch, Ernie Schmit, Sandra Meer, Keith Hommerding, Pat Meier, Colin Marcusen, Jeremy Freudenrich, Dorine Rausch, Gordy Sjaaheim, Duane Kunstleben, Dave Yurczyk, Tim Winter, Laurie Fiedler, Doug Legatt, Bruce Gerads, Jordy Opatz, Gary Opatz, Louie Walz, and Luke Sjurseth.

After review and clarifications on claims, a motion to approve checks was made by Mike Odden, seconded by Lloyd Rausch. AIF

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

Motion to approve bank reconciliation for October 2013 statements was made by Sue Marstein, seconded by Lloyd Rausch. AIF

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

Reports

Municipal Liquor Store report was given by Pat Meier. Gross revenue for October was \$32,754.94 with expenses of \$29,221.89. YTD lottery is \$3,274.68. Net = \$10,494.71. CD was cashed when it was up for renewal on November 1st. Pat suggested waiting to fix damaged outer wall until spring so that a better job could be done. Only one quote was obtained and three are required. Pat will check with insurance to see if they can wait until spring for repairs. Antennas were put up at the museum that will provide a clear signal for the Liquor Store and lower communication fees. One NSF check out of four was collected on. Roof vent is sealed, but still needs masonry work to be completed. The furnace was installed and propane tank set. A privacy fence may be put up around the tank.

Fire Department report was given by Keith Hommerding. There have been 64 calls this year to date: 7 fire, 48 medical, three good intent, four false alarm and two hazardous calls.

Gambling is slow and truck fund remains stable. One new applicant was interviewed and will do physical and agility test. Department is still looking for 2-3 more fire fighters to fill out roster. Routine maintenance was done to replace battery and valves on the trucks.

Grant updates: grant writer is continuing to work on FEMA grant; Ag Star grant will cover nozzles that were ordered and received; a new hose reel may be purchased with DNR grant monies. No training scheduled for November or December. First responder training will start in January.

Maintenance report was read by Mayor Schmit. There have been problems with Well #2 ejector, heads and booster pump. New cutting edges were ordered and installed on the plow truck. A new impact wrench was purchased for installing the cutting edges. Fire hydrants and sprinklers were winterized and serviced. The lift pump is being rebuilt by the trailhead bathrooms. A new fan motor was installed on the roof for bathrooms in City Center. Biosolids (sludge) was hauled and spread. Flow meter was sent out for inspection, possibly hit by lightning. Temporary flow meter is being used. Repairs for sewer and water equipment will be paid out of the Rural Development Reserve account.

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

Sue Marstein and Ernie Schmit attended the League of Minnesota Cities (LMC) Regional meeting in Sartell in October. Most of the issues revolved around new health care changes and how cities are affected.

Clerk Sandra Meer reported on the Sales and Use Tax meeting she attended in St Cloud. The majority of new sales tax exemptions that pertain to the City will take effect January 2014.

Guests

Duane Kunstleben requested approval of a gambling permit for the Holdingford Knights of Columbus who are planning a cash raffle in May 2014. Sue Marstein made a motion to approve Resolution 13-11-12-1 to allow a charitable gambling permit for the Holdingford Knights of Columbus for May 2014. Lloyd Rausch seconded the motion. AIF

Colin Marcusen from SEH noted that Larson Excavating and project manager Jeff Supan had planned a final walk-through for the Water Sewer Project. The council requested they wait until next spring to make sure the curb on Plymouth Street, lawn seeding and the remaining items on the punch list are satisfactorily completed. The city will hold the retainer until a final walk through inspection is approved.

Bolts on the mud valves in the digester at the Wastewater Treatment Plant (WWTP) were corroded off. SEH is drafting a letter to Rice Lake Construction, the contractor who installed the equipment, regarding the bolts that were neither stainless steel or coated, and did not hold up as expected. There are four more valves in the oxidation ditches that will need to be inspected and are likely to have the same problem. SEH is seeking resolution from the contractor on behalf of the City.

Colin Marcusen presented the Phosphorus Management Plan. The purpose of the plan is to explore the options for reducing phosphorus levels in the water and sewer treatment systems. Current phosphorus levels fluctuate and are just below the required limit. The Management Plan compares five years of phosphorus loading data, includes flow diagrams and loading trends, and a summary of phosphate sources from business, school, municipal and residential areas to determine feasibility to reduce overall phosphate levels.

Jordy Opatz expressed concerns about the Fire Relief Association calendar promoting local business; that the firefighter's should only request funds from local businesses; not all local businesses have been contacted to put an ad on the calendar, and non-local businesses shouldn't be solicited for ad space. Firefighters seek sponsors, to support the Fire Relief Association's calendar, from local businesses as well as from their employers and business associates who are not located in Holdingford. By law, the City Council has jurisdiction over the Fire Department but not over the Fire Relief Association, who sponsors the calendar. The concerns will be discussed at the regularly scheduled Fire Department/Fire Relief Association meeting on Thursday, November 14th.

Old Business

Park Update: The wiring installation from the main pole to the bathrooms at the campground has not been completed yet. The Lions are looking at quotes for comparable playground equipment structures and are planning to have new playground equipment put up in the spring. Discussion on splash pad was put on hold until spring.

Attorney John Koch has agreed to take action to clean up residential properties that have accumulated junk and unlicensed vehicles. Following discussion, Sue Marstein made a motion to take legal action to clean up Ed Vail's property on Third Street. Lewis Becker seconded the motion. AIF

Sue Marstein made a motion to table approval of the Resolution for Legacy Grant funding for the Veteran's Park shower/bathroom facility. Lloyd Rausch seconded the motion. AIF

New Business

Luke Sjurseth from Minnesota 13 requested approval for the use of the vacant city lot on Main Street for a Snocross event to be held in late January or mid-February. He has met with professional circuit riders who have looked at the lot and verified size considerations. He requested that snow be piled on the lot by the City and that there be controlled street access for one day on part of Cedar Street and a portion of Main Street, and controlled parking, similar to Holdingford Daze. Lloyd Rausch made a motion to allow Minnesota 13 to use the City lot for a Snocross event; that snow be moved onto the lot, as available; controlled street access be granted for one day; and Minnesota 13 provides proof of liability insurance to the City. Mike Odden seconded the motion. AIF

Five quotes for new phone systems were reviewed. The current phone system was installed when the City Center was built and needs updating. Sue Marstein made a motion to accept the quote for Toshiba phone system from Optimum Communications Corp. (OCC) at the proposed price, given the quote is honored since expiration date has passed. Lewis Becker seconded the motion. AIF

There was discussion regarding the city paying for maintenance of equipment that the Pedals to Petals Garden Club and other groups have initially invested in the city parks. The Council agreed that the general understanding would be the City should have responsibility for normal repair and maintenance of permanent and semi-permanent structures in the parks and major expenses be covered at the discretion of the City Council.

David Drown Associates sent correspondence regarding the annual Tax Increment Financing (TIF) Reports that were completed. It appears one of the TIF districts was overpaid and further investigation should be done for records between 1997-2001 to determine if that is the case.

The City's Wellhead Protection Plan was officially approved by the Minnesota Department of Health. An implementation meeting with Rural Water representatives is scheduled for November 13th at 3:30p.m. at City Hall.

Announcements:

Mike Odden thanked Mayor Schmit for noting in the Mayor's Report the need for shelving and to Doug Pagen for donating nine shelving units to the Historical Society Museum.

Sue Marstein noted that an ad will be in the school brochure seeking an individual or group to coordinate summer softball at the City fields.

The Holiday Tree Lighting ceremony on Friday, November 29th will begin at 6:30 p.m. in the Triangle Garden with refreshments following at the Historical Society Museum, The manger scene will be put up by the Museum instead of City Hall this year.

The Council reviewed an Xcel Energy cost comparison of several areas in the City including the lift pumps, WWTP, street lights, City Center and Maintenance Garage. The comparison did not show any consistent trends other than an overall increase in costs.

Past due utility notices were sent to Brian Mader, Jayson Burgardt, Katie Severson, Derek Woidyla, Michael Becker, Jesse Johnson, Mark McClintock, and Roger Jensen.

Motion to adjourn was made by Lewis Becker and seconded by Sue Marstein. Meeting adjourned at 9:07 p.m.

Respectfully submitted,

Sandra Meer
City Clerk, Holdingford

OCTOBER	
<u>Department</u>	<u>Gross Pay</u>
General	\$ 4,760.18
Public Works	\$ 6,418.50.
Fire	\$.00
Liquor	\$ 6,785.24.
Total	\$ 17,963.92
2 pay periods ending	
10/7, 10/21	

City of Holdingford - Equal Opportunity Provider
For The Fiscal Periods Range From 2013-10 To 2013-10
For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated

Check	Type	Date	Vendor Name	Amount	Status
29452	C	10/11/2013	805 Barry Weber	\$213.75	C
29453	C	10/11/2013	507 Blue Cross Blue Shield of Minnesota	\$2,962.00	C
29454	C	10/11/2013	18 C & L Distributing, Inc	\$3,077.80	C
29455	C	10/11/2013	24 Central-McGowan, Inc	\$240.40	C
29456	C	10/11/2013	452 City of Independence	\$40.00	C
29457	C	10/11/2013	792 CW Technology	\$220.00	C
29459	C	10/11/2013	431 Dianne Navratil	\$30.00	C
29460	C	10/11/2013	370 Dorine Rausch	\$87.12	C
29462	C	10/11/2013	640 Evergreen Equipment	\$37.56	C
29463	C	10/11/2013	70 Frito-Lay, Inc	\$76.49	C
29464	C	10/11/2013	80 Gopher State One-Call, Inc	\$17.40	C
29465	C	10/11/2013	787 Granite City Jobbing Co	\$172.25	C
29466	C	10/11/2013	81 Granite Electronics, Inc	\$786.48	C
29467	C	10/11/2013	91 Hawkins, Inc	\$1,311.17	C
29468	C	10/11/2013	92 Headley Hardware	\$585.91	C
29470	C	10/11/2013	97 Henry's Waterworks, Inc	\$577.12	C
29471	C	10/11/2013	107 Holdingford Fire Relief Assn	\$185.00	C
29472	C	10/11/2013	614 Holdingford Gas and Grocery	\$391.22	C
29473	C	10/11/2013	106 Holdingford Mill	\$91.95	C
29474	C	10/11/2013	109 Hommerding Plumbing Etc	\$2,512.87	C
29475	C	10/11/2013	117 Jerome Schueler	\$500.00	C
29476	C	10/11/2013	119 Johnson Brothers Liquor C	\$1,988.91	C
29477	C	10/11/2013	730 Midcontinent Business Solutions	\$233.54	C
29478	C	10/11/2013	321 MIDSOTA MANUFACTURING, INC	\$636.72	C

Check	Type	Date	Vendor Name	Amount	Status
29479	C	10/11/2013	161 Mike Odden	\$75.00	C
29480	C	10/11/2013	170 MN Dept of Health	\$454.70	C
29481	C	10/11/2013	179 MN State Fire Dept. Assn	\$126.00	C
29482	C	10/11/2013	198 Opatz Excavating	\$2,227.50	C
29483	C	10/11/2013	207 Postmaster	\$158.00	C
29484	C	10/11/2013	697 Randall J. Radziej	\$17,625.00	C
29485	C	10/11/2013	685 Star Publications, LLC	\$110.00	C
29486	C	10/11/2013	412 Sunset Electric, Inc	\$1,284.23	C
29487	C	10/11/2013	804 Toshiba Financial Services	\$117.38	C
29488	C	10/11/2013	271 UC Lab	\$517.50	C
29489	C	10/11/2013	339 Verizon Wireless	\$145.11	C
29490	C	10/11/2013	384 XCEL ENERGY 51-336-4 & 8	\$18.12	C
29491	C	10/11/2013	360 XCEL ENERGY 51-5655037-5	\$714.85	C
29492	C	10/11/2013	359 XCEL ENERGY 51-5655038-6	\$1,189.40	C
29493	C	10/11/2013	361 XCEL ENERGY 51-5655039-7	\$1,222.04	C
29494	C	10/11/2013	358 XCEL ENERGY 51-5655040-0	\$2,794.76	C
29451	C	10/11/2013	390 AWWA - Minnesota Section	\$90.00	O
29458	C	10/11/2013	477 Dan Gerads	\$91.59	O
29461	C	10/11/2013	473 Doug Legatt	\$56.50	O
29469	C	10/11/2013	481 Heggies Pizza	\$195.10	O
29495	C	10/30/2013	745 Adam Krebs	\$105.97	O
29496	C	10/30/2013	74 Amerigas	\$433.82	O
29497	C	10/30/2013	6 AmeriPride Linen	\$147.85	O
29498	C	10/30/2013	326 Auto Value	\$534.31	O
29499	C	10/30/2013	9 Bernick's Pepsi-Cola	\$587.30	O
29500	C	10/30/2013	400 Bruce Gerads	\$40.00	O
29501	C	10/30/2013	18 C & L Distributing, Inc	\$2,411.55	O
29502	C	10/30/2013	21 Central MN. Alarms, Inc.	\$217.87	O
29503	C	10/30/2013	24 Central-McGowan, Inc	\$35.18	O
29504	C	10/30/2013	792 CW Technology	\$220.00	O
29505	C	10/30/2013	48 D & D Beer Co.	\$167.00	O
29506	C	10/30/2013	655 David Yurczyk	\$59.74	O
29507	C	10/30/2013	45 Department of Public Safety	\$20.00	O
29508	C	10/30/2013	52 E. A. Sween Company	\$113.10	O
29509	C	10/30/2013	70 Frito-Lay, Inc	\$114.96	O
29510	C	10/30/2013	787 Granite City Jobbing Co	\$998.41	O
29511	C	10/30/2013	90 Harry's Frozen Foods	\$305.00	O
29512	C	10/30/2013	91 Hawkins, Inc	\$1,695.28	O
29513	C	10/30/2013	100 Holdingford Booster Club	\$40.00	O
29514	C	10/30/2013	691 Integra Telecom	\$382.18	O
29515	C	10/30/2013	119 Johnson Brothers Liquor C	\$1,324.91	O
29516	C	10/30/2013	208 Principal Financial Group	\$609.23	O
29517	C	10/30/2013	465 Sandra Meer	\$27.69	O
29518	C	10/30/2013	573 St. Cloud Refrigeration	\$262.00	O
29519	C	10/30/2013	258 The Nut Man	\$91.00	O

Check	Type	Date	Vendor	Name	Amount	Status
29520	C	10/30/2013	263	Tom's Refuse	\$5,014.58	O
29521	C	10/30/2013	804	Toshiba Financial Services	\$105.93	O
29522	C	10/30/2013	276	United Systems Technology	\$128.55	O
29523	C	10/30/2013	281	Viking Coca Cola Bottling	\$205.00	O
29524	C	10/30/2013	796	XCEL ENERGY 51-0010028448-1	\$11.19	O
29525	C	10/30/2013	288	XCEL Energy 971-1	\$11.19	O
29526	C	10/30/2013	714	XCEL ENERGY 135920-8 marquee	\$79.90	O
29527	C	10/30/2013	384	XCEL ENERGY 51-336-4 & 8	\$118.96	O
29528	C	10/30/2013	383	XCEL ENERGY 51-5655041-1	\$667.65	O
29529	C	10/30/2013	519	Xcel Energy 904-3	\$21.31	O
Cleared					\$45,755.25	
Outstanding					\$17,741.80	
Void					\$0.00	

Upcoming events:

Annual Holiday Tree Lighting Ceremony
Friday, November 29th at 6:30 p.m.
Triangle Park
Refreshments at Historical Museum