

## Holdingsford City Council Meeting Minutes November 17, 2014

Mayor Ernie Schmit called the monthly meeting to order at 7:00 p.m. on November 17, 2014. Regular meeting was rescheduled due to snow storm on scheduled night of November 10, 2014. The pledge of allegiance was recited.

Present: Ernie Schmit, Lewis Becker, Susan Marstein, Mike Odden, Lloyd Rausch, Sandra Meer, Keith Hommerding, Patrick Meier, Dorine Rausch, Tim Berscheid, Eric Berscheid, Rob Berscheid, Jeremy Freudenrich, Bob Sanchez, Gordy Sjaaheim and Tony Stalberger.

Motion to approve checks was made by Sue Marstein, seconded by Mike Odden. AIF

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

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

Motion to approve minutes of October City Council meeting was made by Sue Marstein, seconded by Lewis Becker. AIF

Motion to approve minutes of October 27<sup>th</sup> Special Meeting was made by Mike Odden, seconded by Lloyd Rausch. AIF

### Reports

Municipal Liquor Store report was given by Pat Meier. Gross profits for October = \$33,121.85. Expenses = \$24,876.83. YTD lottery = \$3,043.92. Invoice for convection oven from E. A. Sween is \$6,735.73 and Pat asked for extension to pay in 2015. He would also like to expand to full food license, which includes expenses for stainless steel backdrop and other equipment updates. Sue Marstein made a motion to approve purchase of the convection oven after the first of the year if food sales improve and show a profit. Lewis Becker seconded the motion. AIF

Looking for more players for dart league, front awning will wait until spring and next year's budget. Bus filled for Husker football game going to State tournament on Friday, November 21<sup>st</sup>.

Fire Department report was given by Chief Keith Hommerding. 66 calls this year include: 5 fire, 46 medical, 1 hazardous condition, 1 unauthorized fire, 12 canceled in route, 1 false alarm. State aid was delayed but will be received in March.

Three of the four new members will complete their training next month. Due to weather, burn trailer was rescheduled for December 9<sup>th</sup>. This month the Albany Medical Center Diabetic Coordinator trained fire personnel on treating diabetic patients, using a glucometer, and checking blood sugar.

Old rescue unit was sold for \$2,200 to a Colorado company. New rescue unit was lettered and painted by Everything Signs.

Mike Odden made a motion to approve Resolution 14-11-10-1 To Thank Albany Chrysler for Donation of rebuilt transmission and installation in the Rescue Unit. Sue Marstein seconded the motion. AIF

Fire Relief Association calendars are in and will be sent out soon.

Emergency Manager Dorine Rausch attended training meeting in Fridley on Communication between Incident Command and EOC and will attend training at Camp Ripley this week on disaster recovery and the local governments' role.

Maintenance Report was read by Mayor Schmit. Flower pots from Main Street were picked up, cleaned out and stored. Air compressor was rented for blowing out sprinkler and ball park bathroom water lines. Tri County Septic pumped and spread bio-solids on city owned field. Fire hydrants were flushed and serviced. Prepared equipment for snow plowing. Set new toilet at WWTP. Maintenance Supervisor Jeremy Freudenrich gave his resignation notice and the hiring process has begun for new maintenance employee. Both Jeremy Freudenrich and Adam Krebs graciously returned to help plow snow during first major storm last week.

Lloyd Rausch made a motion to raise wages for Jerry Winkler, who mows grass and plows sidewalks, to match hourly wage of starting bartenders beginning January 2015. Lewis Becker seconded the motion. AIF

SEH submitted data for Feasibility Study for phosphorus levels in the city wastewater. The data showed that phosphorus levels have been stable and are under the current required limits. The Wastewater Treatment Plant (WWTP) is in compliance until 2016 and phosphorus reporting requirements have been met.

Mayor Ernie Schmit gave his Mayors' Report. See end of minutes for details. Annual Christmas tree lighting will be after Hometown Thursday on December 4<sup>th</sup>.

Council Report: Glass blocks were salvaged from the HMLS remodel and Mike Odden requested permission to sell the glass blocks online with proceeds going to the Holdingsford Historical Society. Council agreed to request. Mike Odden asked Everything Signs owner, Robb Berscheid to consider installing hand rails on the sloping sidewalk next to parking in front of new building.

Lloyd Rausch and Sue Marstein attended the Stearns County Municipal meeting. Main discussion centered on changes to the Sentence-to-Serve program.

Clerk Sandra Meer submitted quote from CW Technology for new computer and programming costs for additional office staff for the budget. Review of city light locations and addresses by Xcel Energy determined that one of the lights wasn't located and should be removed from the billing. A summary of the 2014 election costs was submitted and came in under budget. Community Education sent

its annual report and request for support. Sue Marstein made a motion to approve \$3,000 donation to Holdingford Community Education for summer recreation programs. Mike Odden seconded the motion. AIF

#### Old Business

A signed agreement between Mark Huls and Tim Berscheid/Berscheid Properties was submitted to the Council. The agreement was to combine two adjacent lots in Ridge Way within six years after satisfying a contract for deed in order to be in compliance with city zoning ordinances. Lewis Becker made motion to approve the building permit for a garage on the vacant lot adjacent to Huls residence in lieu of the agreement between Mark Huls and Berscheid Properties to comply with Holdingford City Zoning Ordinances. Sue Marstein seconded the motion. AIF

The preliminary budget was reviewed. There was discussion on allocating some money for Holding In Partnership (HIP) programs that will no longer be supported with Initiative Foundation grant dollars. Mike Odden made a motion to budget up to \$1,000 for utilities for the Historical Museum, and designate \$1,000 each for Economic Development Committee, Holdingford Historical Museum, and Helping Hands programs. Sue Marstein seconded the motion. AIF

Preliminary drawings for a storm shelter were given to SEH to be drawn up by SEH technicians. FEMA standards will be followed to provide adequate footage and grant eligibility. The roof and exterior finish are not grant eligible and can be determined next year. Removal of old building is grant eligible and will be included in the costs, as well as charges for drafting plans. Heidi Peper and Scott Lange of SEH are donating their time to facilitate grant preparation. Sue Marstein made a motion to pay SEH \$1,500 for drafting and review of the building plans. Lloyd Rausch seconded the motion. AIF

#### New Business

After meeting to discuss the union contract, the council did not agree to paid lunch breaks and will work with a two year union contract. Combining sick leave and vacation leave into paid time off was discussed but not considered for this contract. Insurance benefits were not decided on and a meeting with an insurance representative this week will provide further information.

The results of the 2014 City Election were canvassed and submitted. Taking office in January will be Sue Marstein as Mayor, Eric Berscheid and Mike Odden as Council members. Mike Odden made a motion to approve canvass of 2014 city election results, seconded by Lewis Becker. AIF

Resident Francis Breth asked for reduction on her monthly water/sewer bill due to a leaking toilet that was not discovered until the end of the month. Council did not act on the request so as not to set precedence for future requests.

A contract for criminal prosecution services from Stearns County Attorney was reviewed. Lloyd Rausch made a motion to approve a contract for calendar years 2015 and 2016 for misdemeanor criminal prosecution with Stearns County Attorney. Lewis Becker seconded the motion. AIF

Badger Meter offered a 12 month service agreement for the utility billing software program and hand held meter reader for \$1,290. The City has not had a contract for services prior to this year and the price of the contract did not warrant renewal compared to the hourly charge for support, if it's needed.

Holdingford Girl Scouts would like to put a "Lending Library" at Wobegon Trailhead for the general public to borrow books free of charge. Lewis Becker made a motion to approve a Lending Library near the parking lot at Wobegon Trailhead. Sue Marstein seconded the motion. AIF

The timeline for hiring new office position was tabled until a job description is written.

The TV that Helping Hands was using for class was damaged. There was discussion on getting a flat screen, wall mount TV or having one donated. The class will be ending this week and is using a TV from the fire hall, no decision was made.

The council is meeting at 6:00p.m. on Wednesday, November 19<sup>th</sup> to go over 22 job applications for the Maintenance Specialist position and will hold interviews the following week.

Mayor Schmit contacted the State Building Inspector at the request of Robb and Eric Berscheid regarding how fees are determined for the building permits and inspections. A meeting will be scheduled with Nancy Scott, the city building inspector to discuss the building inspection fees and how fees are determined.

Tim Berscheid asked for consideration at December council meeting to address extending Main Street to the south and get 66' easement for sewer and water utilities to Larsen property. It would not be plotted until next year. Berscheid also requested that the City take over the holding pond that is located west of the Ridge Way development.

Announcements

Residents who are delinquent on their utility payments are: Jayson Burghardt, Scott Zehowski, Derek Woidyla, Jean Lashinski, Jesse Johnson, Roger Jensen and Tim Rudnick.

Motion to adjourn was made by Mike Odden, seconded by Lewis Becker. Meeting adjourned at 8:40 p.m.

Respectfully submitted,

Sandra Meer  
City Clerk, Holdingford

OCTOBER 2014	
Department	Gross Pay
General	\$ 5,042.41
Public Works	\$ 6,531.30
Fire	\$ .00
Liquor	\$ 6,755.23
Total	\$18,328.94
2 pay periods ending	
10/5, 10/19	

**City of Holdingford - Equal Opportunity Provider  
Accounts Payable Check Register Report - STEARNS BANK  
For The Fiscal Periods Range From 2014-10 To 2014-10**

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

Check #	Type	Date	Vendor Name	Amount	Status
30415	C	10/9/2014	704 AFSCME Council 65	\$287.10	C
30416	C	10/9/2014	496 Albany Chrysler Center	\$2,151.71	C
30417	C	10/9/2014	328 AllSpec Services, LLC	\$12,601.26	C
30418	C	10/9/2014	816 Atkinson Well & Pump Ltd	\$15,657.00	C
30419	C	10/9/2014	326 Auto Value	\$16.64	C
30420	C	10/9/2014	8 Becker Septic Pumping	\$230.00	C
30421	C	10/9/2014	21 Central MN. Alarms, Inc.	\$165.84	C
30422	C	10/9/2014	836 Charles Roth	\$350.00	C
30423	C	10/9/2014	655 David Yurczyk	\$285.94	C
30424	C	10/9/2014	370 Dorine Rausch	\$349.20	C
30425	C	10/9/2014	52 E. A. Sween Company	\$181.23	C
30426	C	10/9/2014	550 Everything Signs	\$75.00	C
30427	C	10/9/2014	80 Gopher State One-Call, Inc	\$155.25	C
30428	C	10/9/2014	81 Granite Electronics, Inc	\$648.00	C
30429	C	10/9/2014	91 Hawkins, Inc	\$1,257.15	C
30430	C	10/9/2014	92 Headley Hardware	\$349.13	C
30431	C	10/9/2014	614 Holdingford Gas and Grocery	\$491.69	C
30432	C	10/9/2014	109 Hommerding Plumbing & Heating	\$3,914.63	C
30433	C	10/9/2014	691 Integra Telecom	\$332.12	C
30434	C	10/9/2014	783 J.P. Cooke Co	\$36.65	C
30435	C	10/9/2014	117 Jerome Schueler	\$500.00	C
30436	C	10/9/2014	136 League of MN Cities	\$40.00	C
30437	C	10/9/2014	140 Little Falls Radio	\$50.00	C
30438	C	10/9/2014	730 Midcontinent Business Solutions	\$166.51	C
30439	C	10/9/2014	161 Mike Odden	\$75.00	C
30440	C	10/9/2014	170 MN Dept of Health	\$468.60	C
30441	C	10/9/2014	697 Randall J. Radziej	\$17,343.75	C
30442	C	10/9/2014	502 Ruth Odden	\$161.06	C
30443	C	10/9/2014	685 Star Publications, LLC	\$110.00	C
30444	C	10/9/2014	242 Stearns Cty Auditor-Treas	\$1,500.00	C
30445	C	10/9/2014	412 Sunset Electric, Inc	\$595.31	C
30446	C	10/9/2014	271 UC Lab	\$1,564.00	C
30447	C	10/9/2014	386 USA Bluebook	\$179.66	C
30448	C	10/9/2014	360 XCEL ENERGY 51-5655037-5	\$584.99	C
30449	C	10/9/2014	359 XCEL ENERGY 51-5655038-6	\$1,039.02	C

**City of Holdingford - Equal Opport Providr**  
**Accounts Payable Check Register Report - STEARNS BANK**  
**For The Fiscal Periods Range From 2014-10 To 2014-10**  
**For All Vendors And For Outstanding, Cleared, Voided Checks - Computer Generated**

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
30450	C	10/9/2014	358	XCEL ENERGY 51-5655040-0	\$2,768.10	C
30451	C	10/9/2014	292	Ziegler	\$463.42	C
30453	C	10/27/2014	6	AmeriPride Linen	\$188.51	C
30455	C	10/27/2014	9	Bernick's Pepsi-Cola	\$694.30	C
30456	C	10/27/2014	507	Blue Cross Blue Shield of Minnesota	\$3,724.00	C
30457	C	10/27/2014	18	C & L Distributing, Inc	\$3,678.15	C
30459	C	10/27/2014	792	CW Technology	\$222.00	C
30462	C	10/27/2014	52	E. A. Sween Company	\$183.50	C
30463	C	10/27/2014	70	Frito-Lay, Inc	\$138.84	C
30465	C	10/27/2014	316	GERAD'S OIL CO., INC	\$39.00	C
30466	C	10/27/2014	787	Granite City Jobbing Co	\$1,644.67	C
30467	C	10/27/2014	81	Granite Electronics, Inc	\$367.20	C
30469	C	10/27/2014	481	Heggies Pizza	\$198.35	C
30470	C	10/27/2014	118	Jim's Snowmobile & Marine	\$93.98	C
30471	C	10/27/2014	119	Johnson Brothers Liquor C	\$2,318.37	C
30474	C	10/27/2014	143	M-R Sign Co.	\$39.91	C
30477	C	10/27/2014	685	Star Publications, LLC	\$253.48	C
30478	C	10/27/2014	242	Stearns Cty Auditor-Treas	\$138.60	C
30479	C	10/27/2014	258	The Nut Man	\$71.00	C
30480	C	10/27/2014	263	Tom's Refuse	\$5,104.83	C
30482	C	10/27/2014	804	Toshiba Financial Services	\$97.63	C
30483	C	10/27/2014	270	Two Rivers Enterprise	\$3,420.00	C
30485	C	10/27/2014	627	WirtzBM Wine and Spirits, Inc	\$601.16	C
30487	C	10/27/2014	360	XCEL ENERGY 51-5655037-5	\$555.74	C
30488	C	10/27/2014	359	XCEL ENERGY 51-5655038-6	\$206.26	C
30489	C	10/27/2014	383	XCEL ENERGY 51-5655041-1	\$731.84	C
30490	C	10/27/2014	519	XCEL ENERGY 51-8242904-3	\$35.85	C
30452	C	10/27/2014	74	Amerigas	\$420.39	O
30454	C	10/27/2014	838	Annie's Revolver	\$450.00	O
30458	C	10/27/2014	448	Clarey's Safety Equipment, Inc	\$910.55	O
30460	C	10/27/2014	48	D & D Beverage	\$300.50	O
30461	C	10/27/2014	370	Dorine Rausch	\$18.65	O
30464	C	10/27/2014	76	Gen. Rental Center of Albany	\$72.11	O
30468	C	10/27/2014	90	Harry's Frozen Foods	\$182.00	O
30472	C	10/27/2014	834	Meredith Lyon	\$87.30	O
30473	C	10/27/2014	837	Molly Sobania	\$22.60	O
30475	C	10/27/2014	208	Principal Financial Group	\$1,137.49	O
30476	C	10/27/2014	833	Shari Ackerman	\$189.58	O
30481	C	10/27/2014	637	Tony Stalberger	\$58.94	O
30484	C	10/27/2014	339	Verizon Wireless	\$78.95	O
30486	C	10/27/2014	839	Xcel Energy	\$2,640.55	O
					<b>Cleared</b>	
					<b>Outstanding</b>	<b>\$91,892.13</b>
					<b>Void</b>	<b>\$0.00</b>